

# Oracle Banking Trade Finance Procedures User Guide



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# Preface

- [Purpose](#)
- [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](#)
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## Purpose

This manual helps you get started with Oracle Banking Trade Finance ( OBTF). This manual explains the basic design of OBTF 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.

## Documentation Accessibility

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- [Access to Oracle Support](#)

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## Critical Patches

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

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## Organization

This manual is organized as follows:

Topics	Description
<b>Preface</b>	This topic gives information on the intended audience. It also lists the various chapters covered in this User Manual.
<b>Getting Started with Oracle Banking Trade Finance</b>	This topic tells you can log into the OBTF system.
<b>Keyboard Compatibility</b>	This topic gives information on the keyboard compatibility of OBTF.
<b>Common Operations</b>	This topic explains the procedure to perform the most common operations while using the different modules in OBTF.
<b>Function ID Glossary</b>	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:

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

## 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
	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
	Grid view
	List view
	Refresh
	Click this icon to add a new row.

Table 1 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

# 1

## Getting Started with Oracle Banking Trade Finance

This topic explains the features of the Oracle Banking Trade Finance login window and the methods for changing the user password. It also describes the features of the OBTF Application Browser.

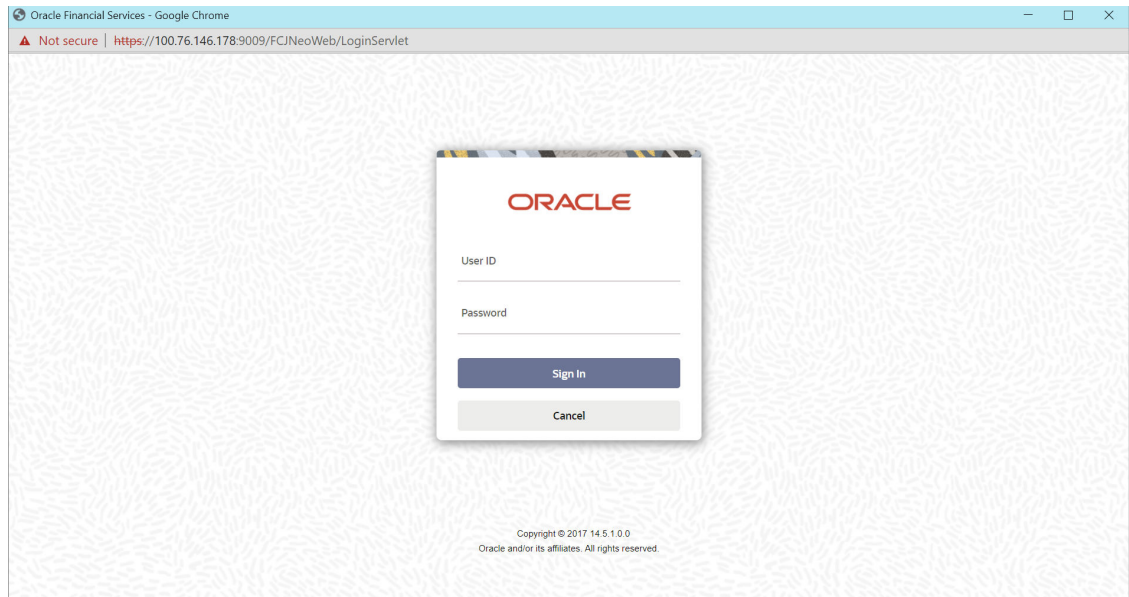
This topic contains the following sub-topics:

- [Logging into Oracle Banking Trade Finance](#)
- [Changing User Password](#)  
Oracle Banking Trade Finance users can change their passwords whenever required. Control Clerks can also enable forced password changes and set reminders for users when a password change is due.
- [The Application Browser](#)
- [Application Toolbar](#)
- [Home](#)
- [Preferences](#)
- [Toolbar in Oracle Banking Trade Finance Screens](#)  
All the maintenance and detailed screens in Oracle Banking Trade Finance 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, that represent functions common across all modules of Oracle Banking Trade Finance.
- [Supported Date Formats](#)
- [Supported Amount Formats](#)
- [Minimizing Main Screens](#)

### 1.1 Logging into Oracle Banking Trade Finance

The **Login** window appears when OBTF is accessed. To get started, log in using the appropriate **User ID** and **Password**. The **User ID** is defined in the user profile created by the system administrator.

When the system is accessed, the **Login** screen appears.



To login to Oracle Banking Trade Finance, specify the following details:

### User ID

Specify the **User ID**. Log into Oracle Banking Trade Finance using the user ID provided by the system administrator. This field is not case-sensitive.

### Password

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

Once above details are specified, click **Sign In**.

If the correct user ID and password are specified, the system logs in and displays the **Home** tab of the **Application Browser** screen. If either the user ID or password is incorrect, the system displays the appropriate error message.

While creating the user profile, if the **Force Password Change** option is selected, the system enforces a password change on first login. If the option is not selected, the same password can continue to be used.

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.

If the user ID is disabled for any of the above reasons, the system displays a message indicating that the user profile is disabled. Users designated as Control Clerks can enable the profile for use again. To exit the system, click **Exit**.

## 1.2 Changing User Password

Oracle Banking Trade Finance users can change their passwords whenever required. Control Clerks can also enable forced password changes and set reminders for users when a password change is due.

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

### Periodic Password Change

A specific interval can be defined in Oracle Banking Trade Finance for password changes. When the password change becomes due, the system displays the **Password Change for User** screen at the next login attempt.

### Manual Password Change

The user can also change the password at any time. When the cursor is placed over the logged user name, the **User Action** menu appears. Select **Change Password** to open the **Change Password** screen.

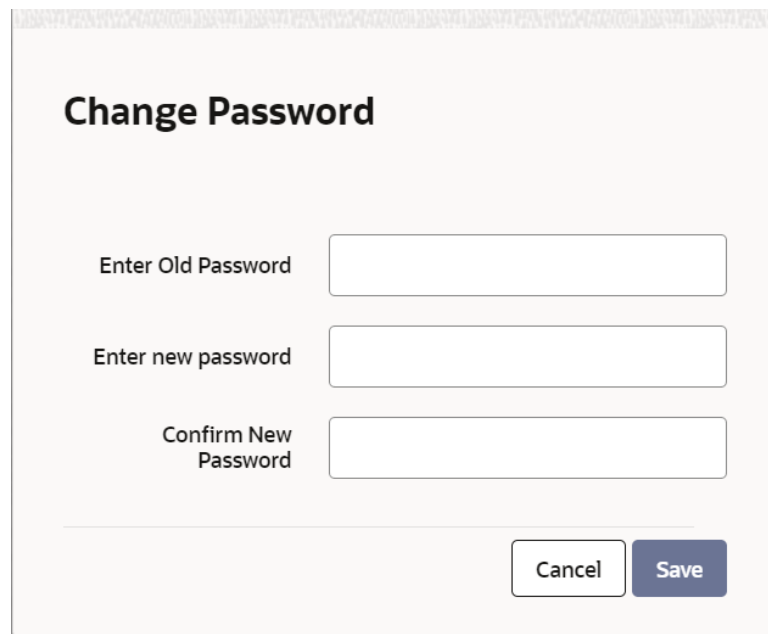
In the bank-level parameters table, accessible to users designated as Control Clerks, a reminder or message can be configured to display a fixed number of days before a password change is due.

For example, the bank-level parameters can be set to display a password change reminder three days before the due date. In this case, the system displays a reminder at login starting three days before the due date and continues to display it at every login until the password is changed.

- [Procedure to Change Password](#)

## 1.2.1 Procedure to Change Password

Oracle Banking Trade Finance 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'**.



**Change Password**

Enter Old Password

Enter new password

Confirm New Password

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

**Table 1-1 Change Password - Field Description**

Field	Description
<b>Enter Old Password</b>	Specify the current user password.
<b>Enter New Password</b>	Specify the new user password.
<b>Confirm New Password</b>	<p>Specify the new user password again. The system will match it with the new password entered in the above field.</p> <p>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.</p> <p>Once you have entered the above details, click '<b>Save</b>' button. On a successful password change, the system logs you out. You need to log in to the system again using the new password.</p> <p>You may click '<b>Cancel</b>' button to cancel the password change process anytime before saving it.</p>

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

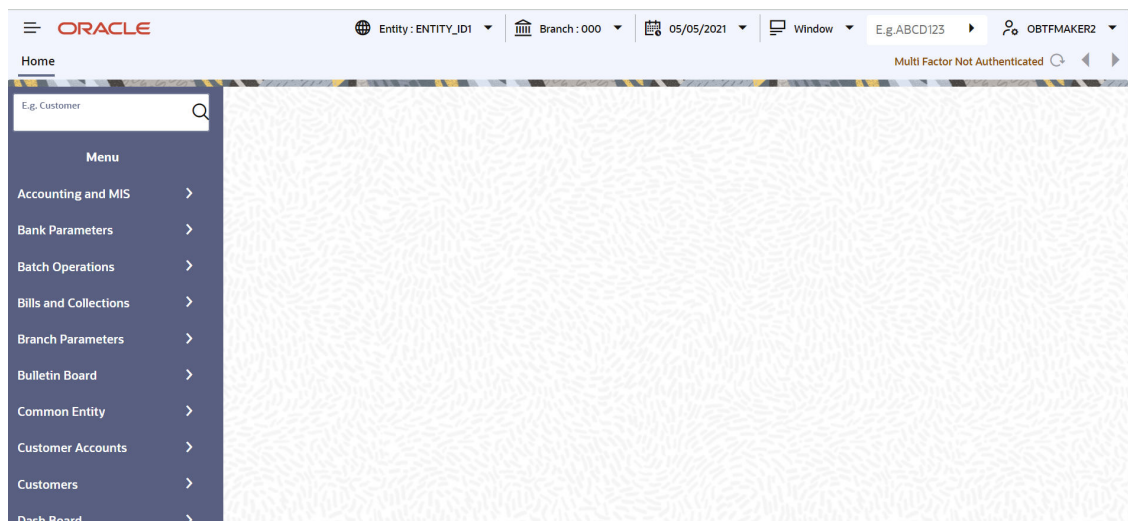
- New password should be different from old password.
- Password should not have any blanks before it or after it.
- Password should not have any spaces between the characters.
- Password should contain a minimum of 1 upper case character. The only characters allowed for a password are:
  - A to Z (in 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).

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 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:

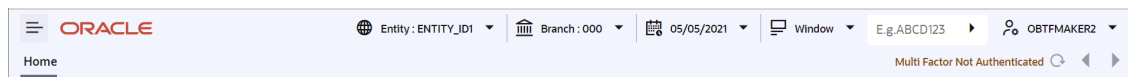
- Application Toolbar - Tabs and Menu actions
- Left hand side pane - Menu and search criteria based on the tabs selected in toolbar. User can minimize or maximize this pane by clicking and , respectively.
- Right hand side pane - Records matching the search criteria specified in the left hand side pane.

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. After login into the system, the **Home** tab is displayed by default.
- **Interactions** - Select to view alerts, reminders and conversations that requires 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.



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

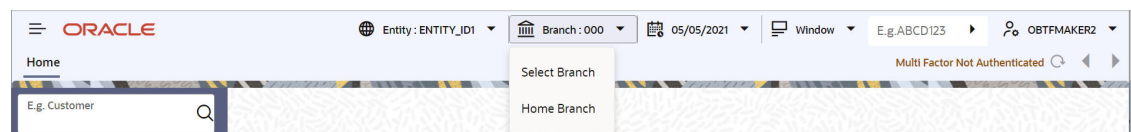
The brand name/logo is displayed on the top left corner. Set the required brand/logo in the properties file.

This section contains the following topics:

- [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

Hover over the branch code on the Application toolbar.



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

- **Select Branch** - Select the branch to access
- **Home Branch** - Go to the home branch

## 1.4.2 Current User Session

The system displays the duration of the current user session.

The session remains active while the user is working. If the user is inactive, the session automatically ends after a configured period, based on the settings in the properties file.

One minute before the session times out, the system displays the following prompt:

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

If the prompt is not closed within the next minute, the session expires. If the prompt is closed, the session remains active and continues until inactivity reaches the configured session timeout period.

## 1.4.3 Window

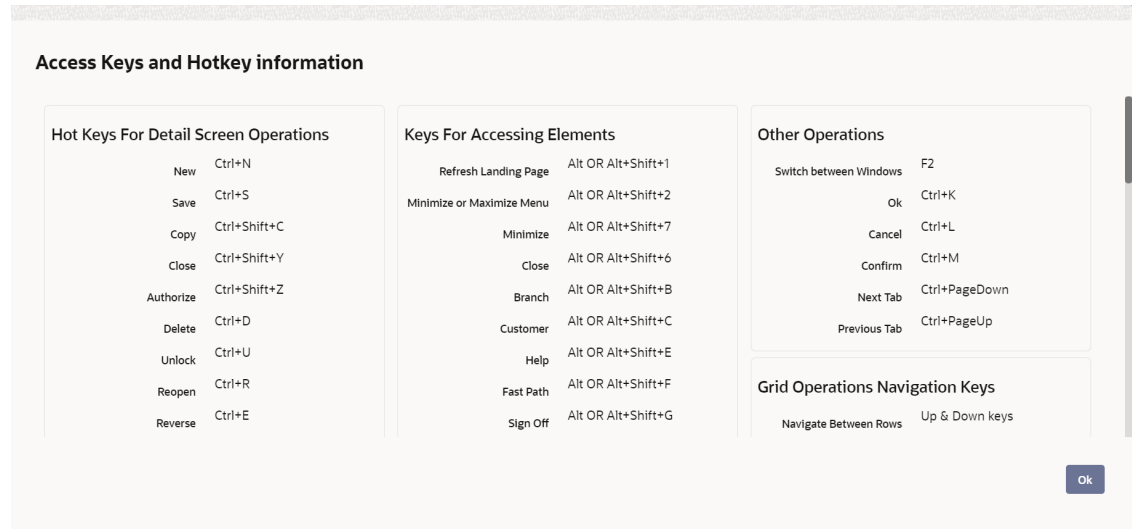
When a screen is launched from the application, the system enables the **Window** tab. If more than one screen is open, navigation to the required screen is available through this tab. On selecting the tab, a drop-down list appears from which the required screen can be selected.

## 1.4.4 Default User

In the Application toolbar, under **Default User**, the following options are available:

- **Accessibility**
- **About**

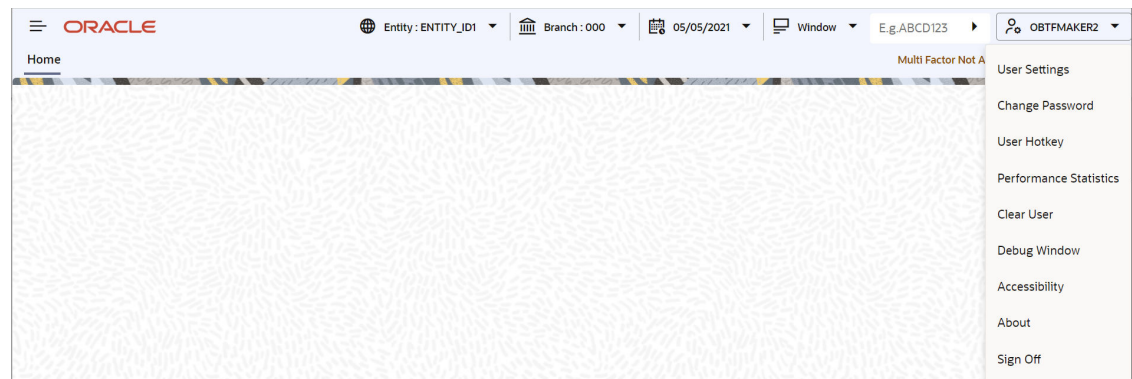
On selecting **Accessibility**, the system displays a screen showing the access keys and hot keys for the application. For more details on this screen and the available accessibility options, refer to the **Accessibility** user manual.



On selecting **About**, the version and license details about the application Oracle Banking Trade Finance are displayed.

## 1.4.5 Executing User Actions

Oracle Banking Trade Finance allows to execute certain user actions from the Application Browser. Hover over the user name displayed on the Application toolbar. The following drop-down lists are available:



Perform the following user actions:

- **User Settings**

- **Change Password**
- **User Hotkey**
- **Performance Statistics**
- **Clear User**
- **Debug Window**
- **Accessibilty**
- **About**
- **Sign Off**

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.

### 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 allows configuration of hotkeys or shortcut keys for frequently used function IDs. Once configured, these hotkeys can be used to directly launch the corresponding screens.

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**. Or on the Homepage, type **SMDHOTKY** in the text box, and click the next arrow.

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

The screenshot shows the Oracle Hot Keys Maintenance interface. At the top, there is a navigation bar with the Oracle logo and various system parameters: Entity: ENTITY\_ID1, Branch: 000, Date: 05/05/2021, Window, SMDHOTKY, and user OBTfMAKER2. Below this, the 'Hot Keys Maintenance' title is displayed. A 'Save' button is located at the top left. The main area contains a 'User' field with the value 'OBTfMAKER2'. Underneath, there is a section titled 'Hot Key' with six rows, each labeled 'Ctrl+1' through 'Ctrl+6'. Each row has an empty input field followed by a search icon. A 'Cancel' button is positioned at the bottom right of the form area.

- 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
<b>User ID</b>	The system displays the <b>User ID</b> . The hotkeys configured using this screen is applicable to the <b>User ID</b> displayed.
<b>Hot Key Details</b>	Map a function ID against each hotkey. The option list displays all valid function IDs available in Oracle Banking Trade Finance. Select 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.

- Under **User Action**, click **User Setting** to load **User Settings** screen.,  
The **User Settings** screen is displayed.

**User Settings**

Amount Format: ..

Show Dashboards: N

Alerts On Home: N

Number Format Mask:
   
 XXX,XXX,XXX,XXX
   
 XX,XX,XX,XX,XXX

Auto Date Delimiter Required: N

Cancel Save

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
<b>Amount Format</b>	Specify the <b>Amount Format</b> from the drop-down list.
<b>Date Format</b>	Specify the <b>Date Format</b> from the drop-down list.
<b>Font Size</b>	Select the <b>Font Size</b> from the drop-down list. The system displays the following values: <ul style="list-style-type: none"> <li>• <b>Medium</b></li> <li>• <b>Small</b></li> <li>• <b>Large</b></li> </ul>
<b>Theme</b>	Specify the <b>Theme</b> from the drop-down list.

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

Field	Description
<b>Show Dashboards</b>	Select an option from the adjoining drop-down list to view the dashboards assigned on the landing page. This drop-down list displays the following values: <ul style="list-style-type: none"> <li>• <b>N</b> - Select not to view the Dashboards</li> <li>• <b>Y</b> - Select to view the Dashboards</li> </ul>
<b>Alerts On Home</b>	Select an option from the adjoining drop- down to view the Alerts on the landing page. This drop-down list displays the following values: <ul style="list-style-type: none"> <li>• <b>N</b> - Select not to view the Alerts</li> <li>• <b>Y</b> - Select to view the Alerts</li> </ul>
<b>Screensaver Intervals (in seconds)</b>	The system defaults the screensaver interval based on the value maintained at the <b>SMS Bank Parameters Maintenance</b> screen. However, user can modify.
<b>Number Format Mask</b>	Select the number field format of mask number either in Million or in / Lakh from the following options: <ul style="list-style-type: none"> <li>• <b>XXX,XXX,XXX,XXX</b></li> <li>• <b>XX,XX,XX,XX,XXX</b></li> </ul> 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.

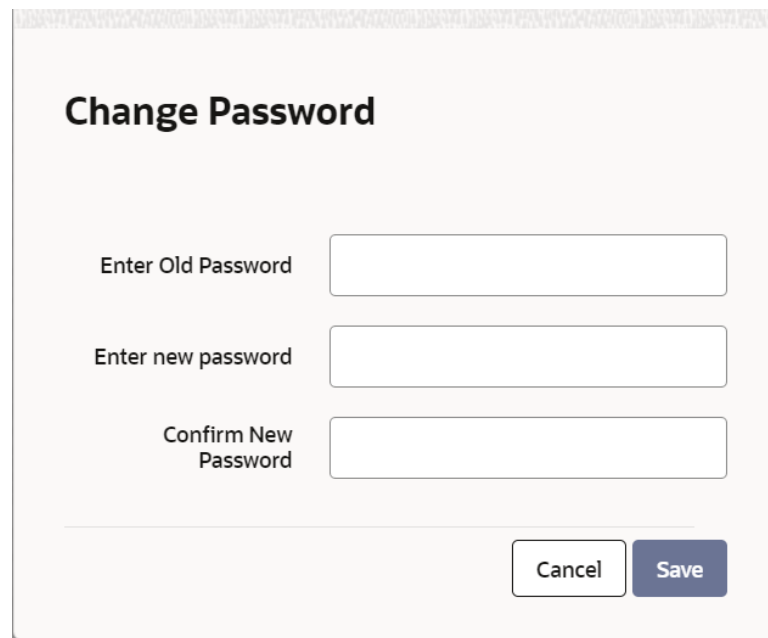
 **Note**

After setting the preferences, click **Save** to apply the changes. The updated screensaver interval is reflected in the User Creation screen. To exit without saving changes, click **Cancel**.

The system does not support the screensaver functionality if **SSO** is enabled.

### 1.4.5.3 Changing Password

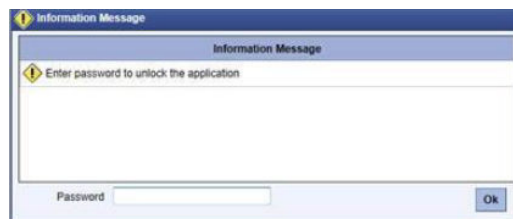
Oracle Banking Trade Finance allows user to change the user password. Under **User Action**, click **Change Password**.



The image shows a 'Change Password' dialog box. It has a title bar with the text 'Change Password'. Below the title bar, there are three text input fields. The first is labeled 'Enter Old Password', the second is labeled 'Enter new password', and the third is labeled 'Confirm New Password'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

#### 1.4.5.4 Unlocking Screen Lockout

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



#### 1.4.5.5 View Performance Statistics

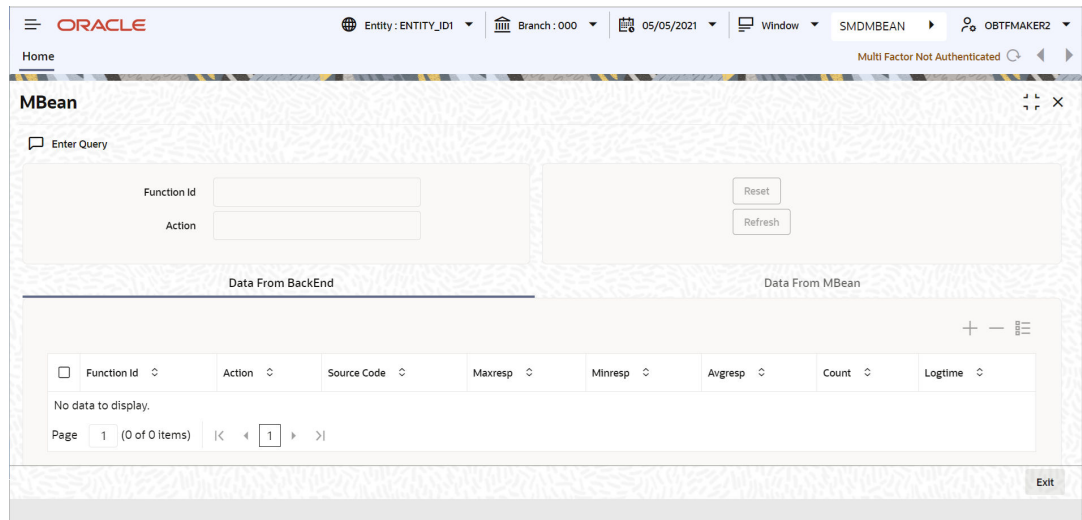
This topic provides the systematic instructions to view performance statistics.

User 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 **Performance Statistics**. Or on the Homepage, type **SMDMBean** in the text box, and click the next arrow.

The **MBean** screen is displayed:



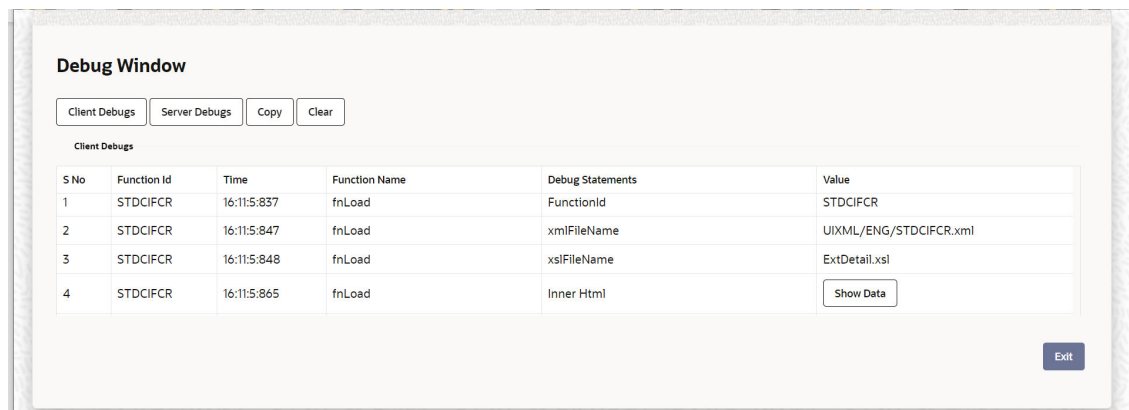
- On **MBean** screen, specify the fields.  
For information on fields, refer to [Table 1-4](#):

**Table 1-4 Performance Statistics - Field Description**

Field	Description
<b>Function ID</b>	Specify the <b>Function ID</b> of the screen to view its performance. The system displays the performance statistics for the selected Function ID.
<b>Action</b>	Specify the <b>Action</b> . The system displays the performance details of the above function ID for the action specified. The system displays the following details based on the specified values: <ul style="list-style-type: none"> <li><b>Function ID</b> - function ID of the screen</li> <li><b>Action</b> - action performed for this function id.</li> <li><b>Source Code</b> - FCUBS_UI_MBEAN</li> <li><b>Maxresp</b> - maximum time taken for a particular action</li> <li><b>Minresp</b> - minimum time taken for a particular action</li> <li><b>Avgresp</b> - average time taken for a particular action</li> <li><b>Count</b> - number of occurrences of a particular action</li> <li><b>Logtime</b> - log time of the action</li> <li><b>Menu Options</b></li> </ul>

### 1.4.5.6 Debug Window

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



The **Debug Window** option is available only to users with front end debug rights maintained.

### 1.4.5.7 Clearing Users

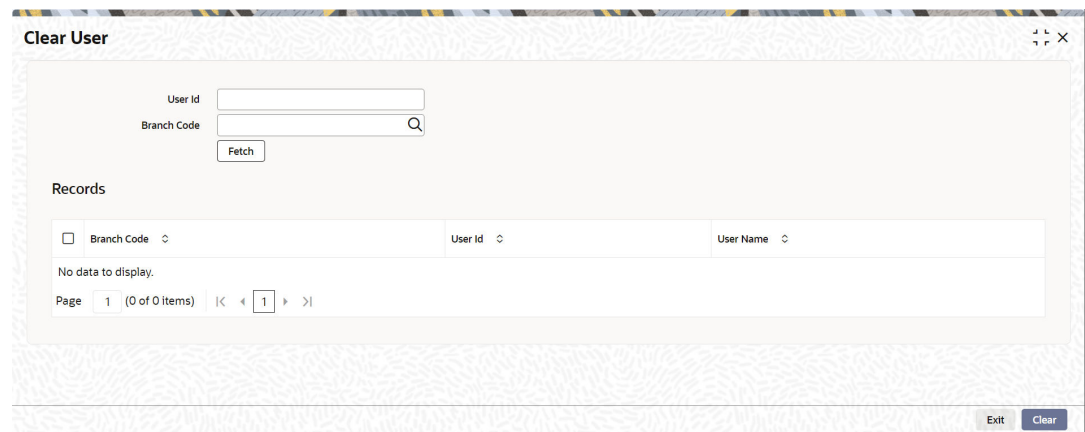
This topic provides the systematic instructions to clear users.

Clear the users 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** 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** to clear and then click **Clear** 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** on the Application toolbar to log out from the application.

## 1.5 Home

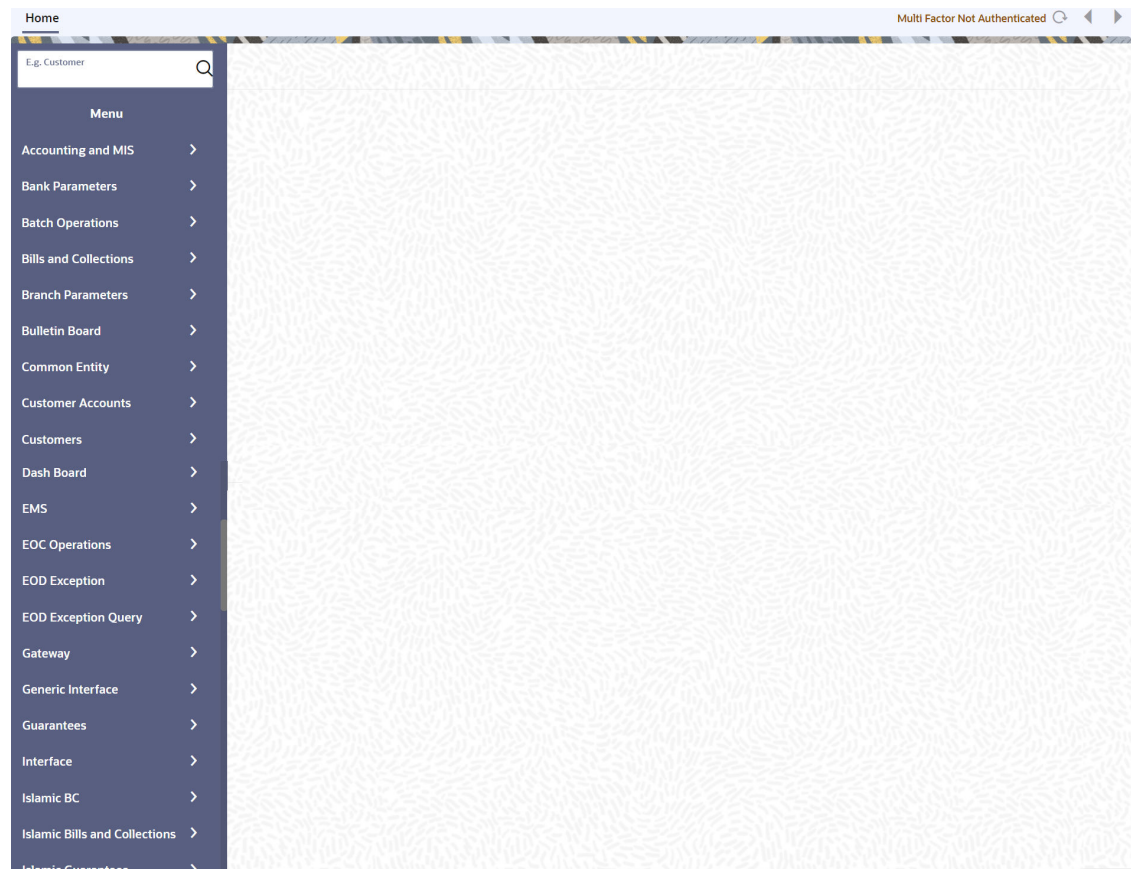
The home screen has the menu and functional search of the product.

This section contains the following topics:

- [Menu](#)
- [Function Search](#)

## 1.5.1 Menu

Under **Menu**, access the various Transaction screens, Queries, Maintenances etc. through this menu based on the user profile eligibility.



Initially, only the module names are displayed. To open a screen, hover over a module and click. The list of functions for the selected module is displayed. Click a function to view the related sub-functions or options in the adjacent pane.

Click on the required option. The screen for the particular option is displayed. If there are no options for a particular function, the function is activated.

Only those functions having access rights in a module are displayed. If user is not having access rights to the module then the module is not displayed.

When an existing record is opened from the Application Browser, the screen is displayed in view mode and modifications are not allowed. To make changes, click **Unlock** to unlock the record. Once unlocked, the required modifications can be made.

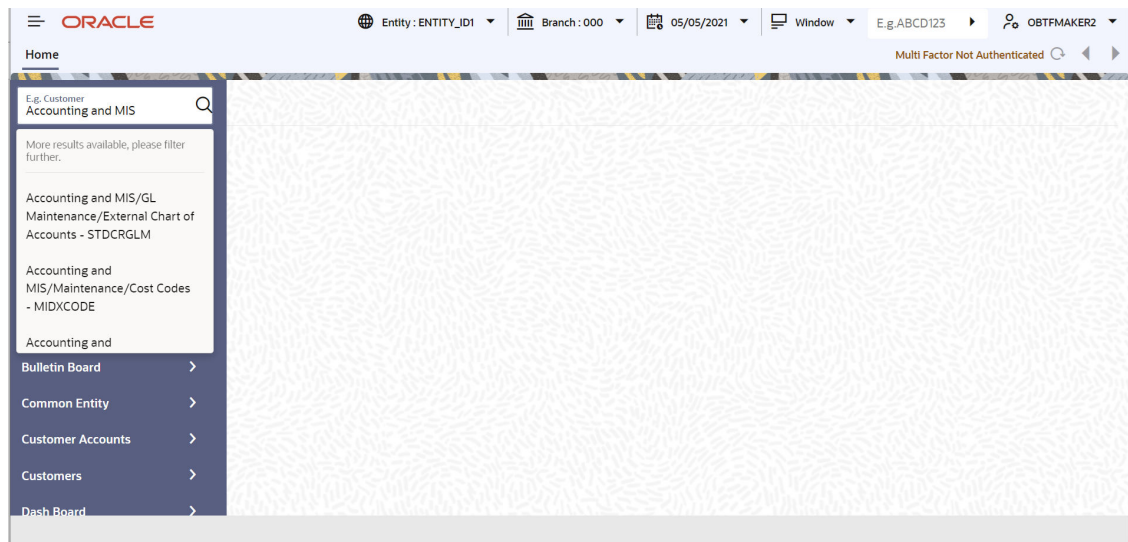
Click **Unlock**, all action buttons become disabled except the **Save** button. After required changes, click **Save** icon to save the record. If changes are not saved, click **Exit** and the message "Do you want to cancel the operation?" gets displayed.

Click **OK** to return to the Application Browser or the screen from which the action was invoked, without saving the changes.

## 1.5.2 Function Search

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

Specify 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 with descriptions that match the specified search term. The results also show the location of each function in the Oracle Banking Trade Finance menu and the function name as available in the menu.

The total number of search results appears at the top right of the screen. Each page displays ten results. Navigation to other pages is available using the **Next** button, **Previous** button, or the page number links at the bottom of the screen.

Click a result to view the corresponding screen. The system opens the screen in a separate window. Regular operations available for the selected function screen can be performed.

Click **Exit** to exit from the search results screen.

## 1.6 Preferences

Click the **Preferences** tab on the Application Browser to view the user details and dashboards.

The screenshot displays the Oracle Preferences tab for a user named 'Default Admin User2'. The interface is organized into several sections:

- Personal Details:**
  - User Name: Default Admin User2
  - Email: null
  - User Language: English
  - Home Branch: 000
  - User Status: Enabled
  - Classification: Staff
- Settings:**
  - Auto Authorization: Disabled
  - Tax Identifier: T
  - Amount Format: ..
  - Date Format: yyyy-MM-dd
  - Multi Branch Access: Not Allowed
  - Dashboard Required: N
  - Alerts on Home: N
- Login Details:**
  - Password Changed On: 2011-01-04 00:00:00
  - No of Cumulative Logins: 6
  - No of Successive Logins: 0
- User Role Mapping:** A table with columns Branch, Role, and Role Description. It shows two entries for branch 000 and 001, both with role ALLROLES and description 'all roles'.
- User Limits:** A table with columns Branch, Limits Role, Limit Currency, Input Limit, and Authorization Limit. It is currently empty.
- Disallowed Branches:** A table with columns Branch Code and Branch Name. It is currently empty.
- Allowed Branches:** A table with columns Branch Code and Branch Name. It lists branches 702, 802, ARK, SOF, and 700, all associated with 'Bank Futura' or 'Bank Futura -Branch 001'.

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:

- [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.

The screenshot shows the 'User Details' frame at the top of the 'Preferences' tab, displaying the same information as the main screenshot above.

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.

Branch	Role	Role Description	Branch	Limits Role	Limit Currency	Input Limit	Authorization Limit
000	ALLROLES	all roles					

Branch Code	Branch Name	Branch Code	Branch Name
702	Bank Futura		
S0F	Bank Futura		
700	Bank Futura -Branch 001		
002	BANK FUTURA - Branch Office 002		
001	Bank Futura -Branch 001		

2. On this screen, specify the fields.  
For information on fields, refer to [Table 1-5](#):

Table 1-5 Field Description

Field	Description
<b>Role Mapping Details</b>	This section displays the user role mapping details. You can find the following details pertaining to the selected user: <ul style="list-style-type: none"> <li>• Branch code</li> <li>• User role</li> <li>• Description of the user role</li> </ul>
<b>User Limits</b>	This section displays the user limits details. You can find the following details pertaining to the selected user: <ul style="list-style-type: none"> <li>• Branch code</li> <li>• Limits role of the user</li> <li>• Limit currency</li> <li>• Input limit applicable to the user</li> <li>• Authorization limit applicable to the user</li> </ul>
<b>Branch Details</b>	This section displays the branches that are accessible by the user. You can find the following details pertaining to the selected user: <ul style="list-style-type: none"> <li>• Allowed Branches - Branch codes that are accessible by the user and the corresponding branch names.</li> <li>• Disallowed Branches - Branch codes that are not accessible by the user and the corresponding branch names.</li> </ul>



 **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.

## 1.7 Toolbar in Oracle Banking Trade Finance Screens

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

Icons	Description
<b>New</b>	Displays a blank record to enter details for creating a new record. On selecting this option, the <b>Exit</b> button on the screen changes to the <b>Cancel</b> button.
<b>Enter Query</b>	Enables enter query parameters.
<b>Copy</b>	Copies the details of the record on display on to a new record.
<b>Save</b>	Enables to save the new record/changes.
<b>Delete</b>	Deletes the details from the record on display.
<b>Unlock</b>	Unlocks a record enabling user to make changes.
<b>Print</b>	Prints details of the record on display.
<b>Close</b>	Closes a contract.
<b>Reopen</b>	Re-opens a closed contract.
<b>Reverse</b>	Reverses an authorized contract.
<b>Rollover</b>	Rolls over or renews a contract.
<b>Hold</b>	Places a contract on hold. The reason for placing the contract on hold can be specified in the <b>Comment</b> screen, that opens on clicking the <b>Hold</b> button.

Icons	Description
<b>Authorize</b>	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.
<b>Liquidate</b>	Activates the liquidation function.
<b>Confirm</b>	Confirms an action.
<b>Execute</b>	Executes query operation based on specified query parameters.
<b>Details</b>	After querying the records from summary screens, select one or more records and click <b>Details</b> to view the detailed screen for that record. If more than one record is selected, the system displays the detailed screen of the first record. The <b>Next</b> and <b>Previous</b> buttons on the top-right of the screen can be used to navigate to the other records.
<b>Export</b>	After querying the records from summary screens, click <b>Export All</b> to create a request to extract all the records summary to Excel format.
	Click <b>Previous</b> to navigate to the previous record. This button is disabled during the first record.
	Click <b>Next</b> to navigate to the next record. This button is disabled during 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;

#### Load a new screen:

The system displays,

- **New** - Click **New** to create a new account, contract or transaction, then the system displays the action **Save** and **Hold**. Click **New** to create a new product or maintenance, system displays the action **Save**.
- **Enter Query** - Click to specify 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** - Click to copy the details, then the system replaces all actions with **Save**
- **Close** - Click to close the record, then the system replaces **Close** and **Unlock** with **Delete** and **Authorize**
- **Unlock** - 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** - 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**
- **Authorize**
- **Enter Query**

A new record is available for use only after its creation is authorized by another user. Similarly, a record cannot be modified until any previous modification is authorized.

 **Note**

**Template** function is not supported.

## 1.8 Some Common Icons and their Usage

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

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 to enter or fill up rows of data in a screen.

For example, the **Bills Document Code Maintenance** screen, loaded by providing the function id **BCDDOCCD**.

Add various clause codes to the **Document Code**. Select the **Clause Code** from the option list. Both Clause code and description are populated.

Now the first row is complete. Click add icon. Saving the data in the first row and take user to the next row.

If the wrong Clause is allotted and the data in the first row is not saved, click the delete icon. The data is removed from the row, and the row can be filled with the correct data.

## 1.8.2 The Save and Exit Icons

- After specifying data in a screen, click **OK** to save the data.
- If the data in a screen is not to be saved, click **Cancel**.
- To exit from a screen, click **Exit** or **Cancel** that takes user to the Application Browser.

## 1.8.3 Fetching Values from List of Values (LOV)

Data can be fetched from an option list or list of values (LOV) when the LOV value is keyed in and tabbed out in the 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.

**List of Values Language Code** ✕

▼ Search (Case Sensitive)

Language Code  Language Name  Fetch

**Search Results**

Language Code <span>⌵</span>	Language Name <span>⌵</span>
ARB	Arabic
CHS	Chinese(Simplified)
CHT	Chinese(Traditional)

Page  Of 1 |< < 1 > >|

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 keyed in the input field has only one matching value in the LOV, then system do not open the LOV on tabbing out and all the return fields for that LOV is 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.
- 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, user can also maintain a query; in addition to existing LOV, for a particular column.

#### 📘 Note

User 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 specify the minimum number of search characters along with wild card character to get valid results.

If Exact Fetch is enabled for the field, then specify 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.
- Reframe the 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:

- 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

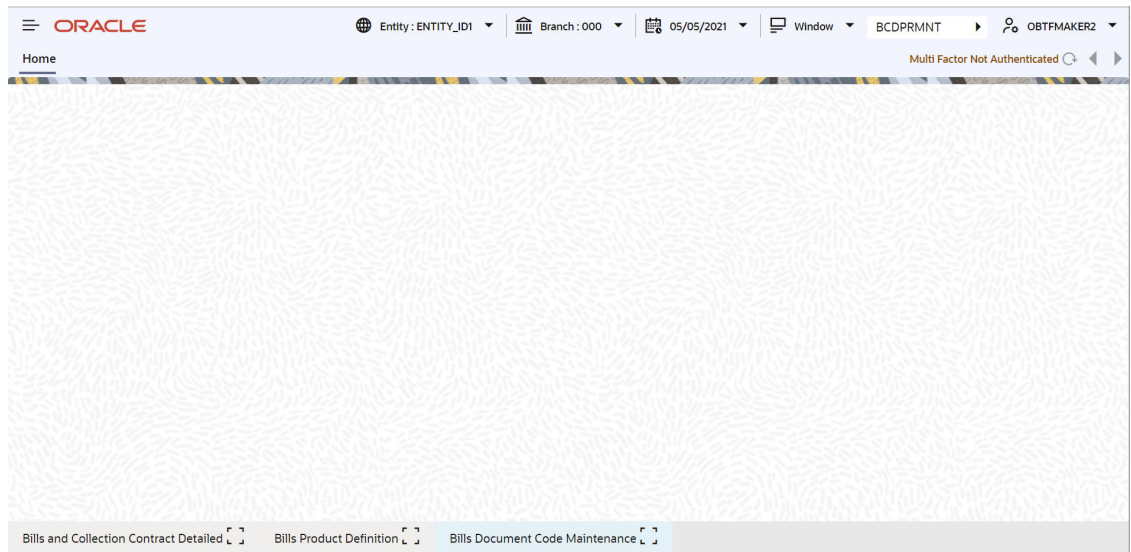
The following amount formats are supported in Oracle Banking Trade Finance:

(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

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.



# 2

## Keyboard Compatibility

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

User 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 provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.
- [Custom Window - Keyboard Compatibility](#)  
Oracle Banking Trade Finance provides keyboard compatibility to navigate through Detailed and Summary screens.

### 2.1 Landing Page - Keyboard Compatibility

Oracle Banking Trade Finance 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. 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](#)  
User 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. 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.

- 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

User 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.

### Shift + Tab Key

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

#### ① 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 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](#)  
Open LOV window by pressing 'F4' key. LOV navigation involves navigating through the list of values available.
- [Calendar Navigation](#)  
Open Calendar window by pressing 'F4' key. Calendar navigation involves navigating through the years, months, and days.
- [Editor Navigation](#)  
Open Editor window by pressing 'F4' key.

## 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

- 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

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

- Last Page - End

### 2.2.1.5 Calendar Navigation

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

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.

**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.

# 3

## Common Operations

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

- Product
- Contract
- Record in a table

In addition, operations such as changing the branch of operation, viewing different versions of a contract, reassigning a contract to different users, static data maintenance, field types, and querying the Contract On-line Summary screen are also covered.

As soon as any screen is launched, a processing icon is displayed. Wait for the icon to disappear before specifying details.

This topic contains the following sections:

- [Product Group ID](#)
- [Entering a New Contract](#)
- [Automatic Authorization](#)  
If automatic authorization is 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 are 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.
- [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:

- [Creating a Product Group ID](#)  
From the Application Browser, click the required module name such as Funds Transfer or Data Entry. The operations available based on access rights for the module are displayed.

Click Product Group and then select Detail. Click the New icon. The Trade Finance Product Group Maintenance screen is displayed with no 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](#)  
A Group ID can be deleted only before authorization. When a Group ID is deleted, it is removed from the system completely and is not available for future use. To use it again, the Group ID needs to be defined again.
- [Closing a Product Group ID](#)  
A Group ID cannot be deleted after authorization. It can be closed instead. A closed Group ID is not available for use, but remains in the system.
- [Authorizing a Product Group ID](#)  
A Group ID is authorized by a user other than the initiator before it becomes available for use. Any modifications to the Group ID take effect only after authorization.
- [Creating a New Product](#)  
From the Application Browser, click the relevant module name such as Data Entry or Funds Transfer. All operations with access rights for the selected module are displayed in the adjoining box. Select Product Group and then Detail. Click the New icon. The Trade Finance Product Group Maintenance screen is displayed with all fields empty.
- [Delete a Product](#)  
This topic provides the systematic instructions to delete a product.
- [Copying a Product](#)  
A user needs to create a product that is very similar to an existing one. Instead of specifying all the details again, the details from the existing product can be copied and only the attributes that differ for the new product can be changed.
- [Closing a Product](#)  
A product cannot be deleted after it is authorized. However, it can be closed. A closed product is not available for use, but it remains 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 to be authorized before it can be used to specify 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](#)  
To access the Summary View, select the module name in the Application Browser. The system displays all functions associated with that module in the adjoining box. Select a function to display the available options (Detailed or Summary) in the adjacent box. Select **Summary** to display the Summary View screen.
- [Detailed View of a Product](#)  
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 is indicated along with the details.

## 3.1.1 Creating a Product Group ID

From the Application Browser, click the required module name such as Funds Transfer or Data Entry. The operations available based on access rights for the module are displayed. Click Product Group and then select Detail. Click the New icon. The Trade Finance Product Group Maintenance screen is displayed with no values.

In the **Product Group Definition** screen, specify 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.

### Note

If automatic authorization is enabled for the product group maintenance function and the logged-in branch and user profile, and the user has rights for both input and authorize operations, the record is automatically authorized when the Save operation is performed.

After saving the Product Group ID, the user ID is displayed in the **Input By** field, and the date and time of saving are displayed in the **Date Time** field. At this stage, the Product Group ID remains unauthorized and becomes available for use only after authorization by another user.

## 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 the Save icon. A user other than the logged-in user authorizes the modification.

### Note

If automatic authorization is enabled for the product group maintenance function and the logged-in branch and user profile, and the user has rights for both input and authorize operations, the record is automatically authorized when the Save operation is performed.

## 3.1.3 Deleting a Product Group ID

A Group ID can be deleted only before authorization. When a Group ID is deleted, it is removed from the system completely and is not available for future use. To use it again, the Group ID needs to be defined again.

Click delete icon:

- When the Group ID is highlighted in the Summary View

- When it is displayed in the Detailed View

A confirmation prompt appears before deletion. If deletion is not possible, the Group ID can be closed.

### 3.1.4 Closing a Product Group ID

A Group ID cannot be deleted after authorization. It can be closed instead. A closed Group ID is not available for use, but remains in the system.

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

- It does not have any products linked to it. A product with active contracts cannot be closed. The product can be closed only after all related contracts are liquidated. The group can be closed only after such products are closed.
- It has been authorized for the last activity performed on it.

Click close icon:

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

A confirmation prompt appears for the closing action.

### 3.1.5 Authorizing a Product Group ID

A Group ID is authorized by a user other than the initiator before it becomes available for use. Any modifications to the Group ID take effect only after authorization.

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

A confirmation prompt appears for the authorization.

### 3.1.6 Creating a New Product

From the Application Browser, click the relevant module name such as Data Entry or Funds Transfer. All operations with access rights for the selected module are displayed in the adjoining box. Select Product Group and then Detail. Click the New icon. The Trade Finance Product Group Maintenance screen is displayed with all fields empty.

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

#### Note

If automatic authorization is enabled for the product definition function, the logged-in branch, and the profile of the saving user, and input and authorize rights are available, the record is automatically authorized when the Save operation is performed.

## 3.1.7 Delete a Product

This topic provides the systematic instructions to delete a product.

Delete a product 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 in **Trade Finance Product Group Maintenance**.

A confirmation message appears for the deletion. To proceed, click **Yes** in the message window.

When a product is deleted, the details of the unauthorized product are removed from the system.

(Optional) Specify the result of the step.

2. Click **No** in the message box to cancel the deletion of the product.

The system returns to the Product Detailed View, and the product details are not deleted.

## 3.1.8 Copying a Product

A user needs to create a product that is very similar to an existing one. Instead of specifying all the details again, the details from the existing product can be copied and only the attributes that differ for the new product can be changed.

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

All attributes of the old product, except the product code, are copied to the new product. The system prompts the user to specify a new product code. Specify the code and select the save icon. Make the required changes to the copied fields and save the new product again.

## 3.1.9 Closing a Product

A product cannot be deleted after it is authorized. However, it can be closed. A closed product is not available for use, but it remains in the system.

A product can be closed only under the following circumstances:

- The product cannot have any contracts linked to it. A product that has active contracts cannot be closed. The product can be closed only after all contracts involving the product are liquidated.
- It has to be authorized for the last activity performed on it.

Click close icon:

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

The system prompts for confirmation before closing the product. To proceed with closure, select **Yes** in the message window. To cancel the closure and keep the product open, select **No** in the message window.

## 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 specified for the product, any field can be amended.
- If contracts have been specified for the product, even if all contracts are liquidated, only attributes that do not affect the financial information of a contract can be amended.

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

### To Amend a Product:

- Click unlock icon in the Application tool bar.

The latest version of the product is displayed and user can make the changes to the inputs.

### Save the changes by:

- Clicking on save icon in the Application tool bar.

The system repeats all validations performed during product creation and displays error or override messages. The modification appears 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 is automatically authorized when the Save operation is performed.

After saving the amendment, the Input By field displays the user ID. The Date/Time field shows the save date and time. The product status appears as Unauthorized. Authorize the changes before entering a contract using the product. This version becomes the latest product version.

If the delete icon is selected on any screen, a confirmation message appears asking whether to save the changes. Choose one of the following options:

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

## 3.1.11 Authorizing a Product

The creation and modification of a product to be authorized before it can be used to specify 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

A user cannot authorize an event input by that same user. Another user with authorization access rights must perform the authorization.

When authorizing changes, the new value and old value of the fields are displayed. The **Authorization** screen appears with the modification number. Select **View Changes** to view the changes made to the record.

**Authorize**

**Records**

<input type="checkbox"/>	Modification Number	Modification Status	First Authorization Status	Authorization Status	Maker ID	Maker Date Stamp	First Checker Id	First Checker Name
<input checked="" type="checkbox"/>	3	M	A	U	SRINI1	03/16/2020, 03:12	SRINI1	

Page 1 of 1 (1 of 1 items)

**Remarks**

Maker Remarks  First Checker Remarks   
 Maker Override Remarks  Checker Remarks

**Warnings**

<input type="checkbox"/>	Warning Code	Warning Description
<input checked="" type="checkbox"/>	DV-PRD007	Are you sure this is a Back Valued Product?
<input type="checkbox"/>	DV-10016	Product End Date not specified. Do you
<input type="checkbox"/>	DV-OVD-006	Interest accrual is not required so

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

**Fields**

<input type="checkbox"/>	Field Name	Old Value	New Value
No data to display.			

Page 1 (0 of 0 items)

Accept Reject Cancel

Check the records to authorize, then select **Accept** to approve the changes and authorize the record. Or select the **Reject** to decline. After authorization, the **Maker ID** and **Maker Date Stamp** fields at the top display the authorizing user ID, date, and time. The record status updates to **Authorized**.

If the **Reject** is selected, the selected modification numbers are marked as **Rejected**. If the authorizer selects a specific modification number and selects **Reject**, all subsequent modification numbers are also marked as **Reject**. The authorizer can specify remarks in the **Checker Remarks** column. Once all modifications are rejected, the record is marked as **Reject**.

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**

Modifications to a maintenance record can be rejected only if the record belongs to a function ID where **Tanking Required** is selected.

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

Click **View Changes** to view the modification. The following screen is displayed.

The changed details are highlighted.

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

To cancel the authorization, select **Exit**. The system returns to the Tax Summary View. The record remains unauthorized.

### 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.

Print the details of a product from any of these screens.

### 3.1.13 Summary View of a Product

To access the Summary View, select the module name in the Application Browser. The system displays all functions associated with that module in the adjoining box. Select a function to display the available options (Detailed or Summary) in the adjacent box. Select **Summary** to display the Summary View screen.

The following attributes of all the products are 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 is sorted on the Product Code, in the ascending order. You can select to sort it on any of the attributes that are displayed.

- [Invoke Detailed Screen from Summary View](#)  
From the Summary View, double click on the required record to get the 'Product Detail View' screen.
- [Lock Columns of Results](#)  
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, double click on the required record to get the 'Product Detail View' screen.

Select one or more records from Summary View and click **Details** to view the detailed screens of all selected records. Click **Details** after selecting multiple records, the system displays the detailed screen of the first record.

User 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

Lock the columns in the results while viewing the records from Summary screens.

Select the number of columns to freeze while scrolling the results to the right. Up to four columns of the results can be frozen using this option. Selecting the number of columns freezes that many columns from the left, while enabling scrolling for the remaining columns.

To return to the screen from which the Product Summary View was invoked, select **Exit**.

#### 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

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 is indicated along with the details.

From the Product Detailed View, select the following operations:

- Specify a new product
- Amend the product with details displayed.
- Delete the product with details displayed, if it is unauthorized
- Copy the details of the product that is being displayed onto a new product
- Authorize the product displayed, if it is unauthorized
- Print the details of the product displayed

Perform these operations by selecting them from the Toolbar. For example:

To specify a new product:

- Specify 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
- Select **Exit** to return to the screen from the Product Detailed View was invoked.

## 3.2 Entering a New Contract

To specify a new contract in the **Contract Details** screen:

- Click on new icon in the Toolbar

This section contains the following topics:

- [Unlocking a Contract](#)
- [Amending a Contract](#)  
Amend certain details of a contract depending upon its authorization status:
- [Deleting a Contract](#)
- [Copying the Details of a Contract](#)  
A user needs to create a contract that closely resembles an existing one. Instead of entering all the details for the contract, copy the details from the existing contract and change only the attributes that differ for the new contract.
- [Placing a Contract on Hold](#)  
Situations exist where complete contract details are not available. In such cases, specify the available details and place the contract on Hold instead of selecting **Save**. Perform this operation from the Contract Detailed View.
- [Removing the Hold Status on a Contract](#)  
When all the details of the contract are available, remove the Hold status on the contract by either:
- [Reversing a Contract](#)  
Using the Contract Reversal function, user can reverse out an authorized contract. Typically, use the contract reversal function, if the details of an authorized contract are erroneous. All accounting entries that were passed for the original contract are 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

To change the details of an Authorized Contract, open the record:

- 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

Amend certain details of a contract depending upon its authorization status:

- After saving the contract details but before initial authorization, all attributes, financial and non-financial, can be changed. If accounting entries are involved, the system deletes the old entries and generates new ones.
- Once a contract is authorized, changes can be made only to non-financial details or details that do not affect the accounting entries generated by the system.

From the Detailed View:

- Click unlock icon in the Toolbar

Make the amendments and save them. To discard changes, exit the contract. The contract retains the old values.

### Note

If automatic authorization is enabled for the contract function, logged-in branch, and user profile, and the user has input and authorize rights, the record is automatically authorized on save.

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

## 3.2.3 Deleting a Contract

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

The system prompts for confirmation before deletion. After confirmation, all unauthorized entries are deleted.

## 3.2.4 Copying the Details of a Contract

A user needs to create a contract that closely resembles an existing one. Instead of entering all the details for the contract, copy the details from the existing contract and change only the attributes that differ for the new contract.

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

To copy a contract either:

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

When copying a contract:

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

After copying inputs from the old product, make the required changes to the fields and save the new product.

To save either:

- Click the **Save** icon on the Toolbar

### 3.2.5 Placing a Contract on Hold

Situations exist where complete contract details are not available. In such cases, specify the available details and place the contract on Hold instead of selecting **Save**. Perform this operation from the Contract Detailed View.

If complete contract details are unavailable, enter the available details and place the contract on hold instead of saving it. Perform this operation from the Contract Detailed View.

Do not authorize a contract that is on hold. During information retrieval, the system reports the contract status as Held

To put a product on Hold either:

- Click **Hold** icon on the Toolbar

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

### 3.2.6 Removing the Hold Status on a Contract

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

- Clicking **Unlock** icon in the Toolbar

After a contract on Hold is unlocked, specify the required details and process the contract like any other contract.

### 3.2.7 Reversing a Contract

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

#### Note

The limits utilized by the original contract is released.

The Contract Detailed View:

- Click **Reverse** icon in the Toolbar

The system prompts for reversal confirmation. After confirmation, the system reverses all accounting entries posted for the contract by posting entries with a negative sign. These entries include contract initiation entries and liquidation entries such as interest and tax.

After reversal completion, the system returns 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 is 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 is automatically authorized when the Save operation is performed.

## 3.2.9 Authorizing a Contract

Any contract operation, including entry, copying, modification, value dated changes, manual liquidation, rollover, and reversal, requires authorization by a user other than the one who performed the operation. All contracts require authorization before End of Day operations begin. A contract on Hold does not require authorization.

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

- Clicking **Authorize** icon in the Toolbar

**Authorize**
✕

**Records**

<input type="checkbox"/>	Modification Number	Modification Status	First Authorization Status	Authorization Status	Maker ID	Maker Date Stamp	First Checker Id	Firs
<input checked="" type="checkbox"/>	3	M	A	U	SRINI1	03/16/2020, 03:12	SRINI1	0

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

**Remarks**

Maker Remarks	<input type="text"/>	First Checker Remarks	<input type="text"/>
Maker Override Remarks	<input type="text"/>	Checker Remarks	<input type="text"/>

**Warnings**

<input type="checkbox"/>	Warning Code	Warning Description
<input checked="" type="checkbox"/>	DV-PRD007	Are you sure this is a Back Valued
<input type="checkbox"/>	DV-10016	Product End Date not specified. Do you
<input type="checkbox"/>	DV-OVD-006	Interest accrual is not required so

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

**Fields**

<input type="checkbox"/>	Field Name	Old Value	New Value
No data to display.			

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Accept Cancel

If the contract involves a product with defined Re key fields, the system displays contract details only after the specified values are entered in those fields. If no Re key fields are defined, the system displays the contract details in the **Authorization** screen.

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

During amendment authorization, the system replaces the old values with the amended values. The amended values are available for subsequent processing.

The old values remain available in an earlier version of the contract. Click **OK** to authorize the contract. Click **Exit** to cancel authorization.

After contract authorization, the system marks the accounting entries posted at this stage as authorized and generates advises, if any are specified for the operation.

The system returns to the screen from the **Contract Authorization** screen was opened, either the Contract Summary View or the Contract Detailed View.

The audit trail of the screen displays 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

#### ① Note

If the record has changed after the data was fetched for authorization, click **Authorize**, the system displays an alert message 'Snapshot ID too old. Retry the operation after a re-query'.

This override is shown when user tries to amend, delete, close or authorize a record created. With this alert, ensure that the latest modified record is available to view before any of these actions are performed.

## 3.3 Automatic Authorization

If automatic authorization is 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 are 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, that means all unauthorized changes to the record to be authorized.
- The re-key fields configured for authorization in respect of the function are not required to be specified 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 authorization limit is checked when automatic authorization takes place.
- The maker/checker validation is not performed when automatic authorization takes place.

#### Section Title

(Optional) Specify conceptual text.

#### Example 3-1 Example Title

(Optional) Enter an example here.

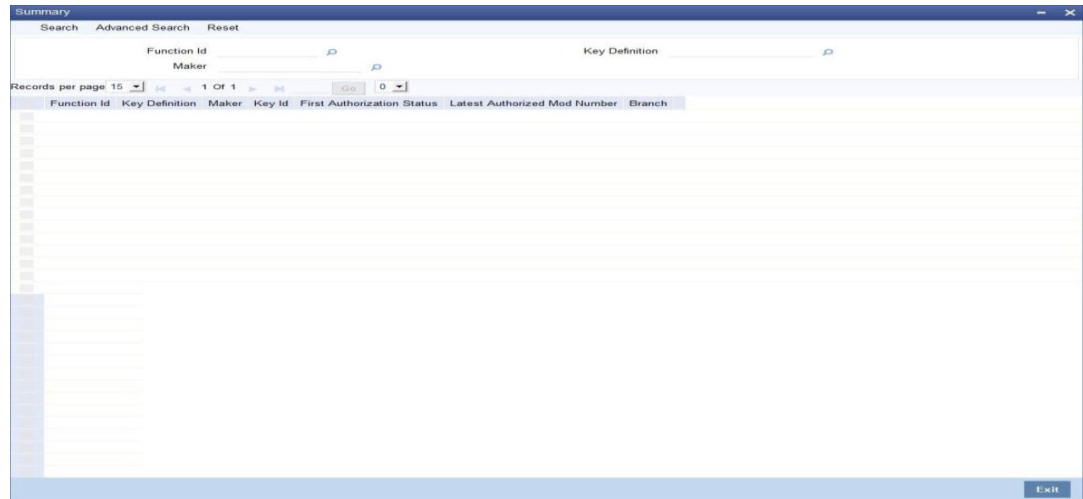
## 3.4 Dual Authorization

This topic provides the systematic instructions to load dual authorization.

After creation or modification of maintenance records for a function with Dual Authorization enabled, an intermediate verifier First Authorizer verifies the record before final authorization. After first authorization, the system allows final authorization of the record.

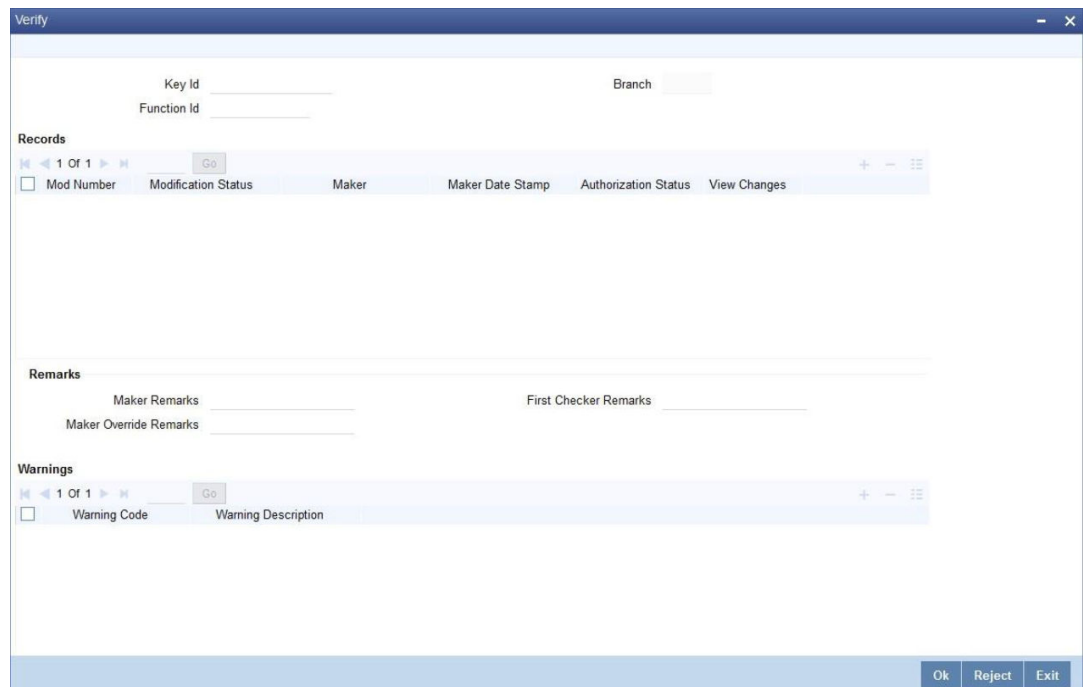
Specify the **User ID** and **Password**, and login to Homepage.

1. on the Homepage, type **CSSVERIFY** in the text box, and click the next arrow.  
The first level authorization is done using the **Verify** screen.



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

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



All the modifications pending are displayed and 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 user selects Modification number 3, system marks modification numbers

2 and 3 as 'Verified'. Similarly, if user selects Modification number 4, modification number 2, 3 and 4 are marked as 'Verified'.

The following details are captured:

Field	Description
<b>Key Id</b>	<p>Specify the key identification based on which the record can be queried. Alternatively, select the <b>Key Id</b> from the option list. This list displays the following values:</p> <ul style="list-style-type: none"> <li>• Branch - To query the record based on input branch</li> <li>• Maker ID - To query the record based on maker ID</li> <li>• Function ID - To query the record based on function ID through which the record was submitted. For example, STDCIF, STDCUSAC</li> <li>• Key ID - To query the record based on unique key ID</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>Search for a specific record using any of the above combination. To authorize a record, select the record and click <b>Accept</b>.</p> </div>
<b>Branch</b>	The system displays the <b>Branch</b> for the selected record.
<p><b>Records</b></p> <p>The following details pertaining to the records are displayed:</p> <ul style="list-style-type: none"> <li>• <b>Modification No</b></li> <li>• <b>Modification Status</b></li> <li>• <b>Maker</b></li> <li>• <b>Maker Date Stamp</b></li> <li>• <b>Authorization Status</b></li> <li>• <b>View Changes</b></li> </ul>	
<p><b>Remarks</b></p> <p>The following details are captured:</p>	
<b>Maker Remarks</b>	The remarks specified by the maker of the record are displayed.
<b>First Checker Remarks</b>	Specify remarks if any as part of first level authorization.
<b>Maker Override Remarks</b>	The Override remarks specified by the maker of the record are displayed.
<p><b>Warnings</b></p> <p>The system displays the error or warning codes for which dual authorization is enabled.</p>	
<b>Warning Code</b>	The warning message or override messages logged for the record is displayed.

Field	Description
<b>Fields</b> The following details are captured:	
<b>Field Name</b>	The <b>Field Name</b> is displayed.
<b>Old Value</b>	The <b>Old Value</b> of the field is displayed.
<b>New Value</b>	The <b>New Value</b> of the field is displayed.

For every record, click **View Changes** that launches 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 provides a gist of the attributes of all the contracts under various products
- The Contract Detailed View provides you all the attributes about a specific contract

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

This section contains the following topics:

- [Contract Detailed View](#)  
Retrieve information about all the attributes of a contract through the Contract Detailed View.
- [Viewing the Summary of a Contract](#)  
To access the Summary View, highlight the module name in the Application Browser. The system displays all functions associated with the module in an adjoining box. Highlight a function to display the available options Detailed or Summary in an adjacent box. Click **Summary** to display the Summary View screen.
- [Confirming a Contract](#)  
Events on certain contract types, such as Letters of Credit or foreign exchange contracts, require confirmation by the authorizer or by the counterparty or broker.
- [Viewing the Different Versions of a Contract](#)  
In the **Contract Detailed View**, user can view the different versions by clicking on the following buttons:

### 3.5.1 Contract Detailed View

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, double click on the contract or select **Detailed** from the View Menu. The status of the contract is displayed along with the authorization details.

From the Contract Detailed View, perform the following operations:

- Input a new contract

- Amend the contract with displayed details.
- Delete the contract displayed details, if it is unauthorized
- Copy the details of the contract displayed onto a new contract
- Authorize an operation on the contract displayed
- Print the details of the contract displayed
- Close and Re-open a authorized contract
- Process the contract. User 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 user do not have its complete details

Perform the operations by selecting them from the Toolbar.

- To specify a new contract either:
  - Click **New** icon in the Toolbar

Click **Exit** to return to the screen from the Contract Detailed View is invoked.

## 3.5.2 Viewing the Summary of a Contract

To access the Summary View, highlight the module name in the Application Browser. The system displays all functions associated with the module in an adjoining box. Highlight a function to display the available options Detailed or Summary in an adjacent box. Click **Summary** to display the Summary View screen.

In the Contract Detailed View, select **Summary** from the **View** Menu. The following details of all contracts are 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 this function is loaded, the system displays all contracts, including unauthorized contracts, liquidated contracts, and contracts on Hold.

The contracts are sorted on their product codes (alphabetical order of the product code). Select to sort them on any of the fields displayed.

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

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

**Note**

- Click **Search**, the system displays only 5 pages of records. 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, user can 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 user navigates to the Last page.

- [Saving Queries](#)  
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

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

To save a query, perform the following:

- Specify the query criteria in the summary screen and click **Search**, the **Save** option is enabled.
- Click **Save**, the criteria searched can be saved by specifying:
  - **Query Criteria Name**
  - **Remarks**
- Click **Saved Queries**, to display the saved query with the following details:
  - **Query Name** - Displays the saved query name. On selection, the system populates the saved criteria and search results in the Summary screen.
  - **Query Type** - Displays whether the query is normal or advanced.

- **Action** - Edit or delete the saved query.
- Click **Edit**, the system populates the query criteria on summary screen. User can modify the criteria search and click **Save**, the criteria name and remarks are displayed.
- Click **OK**, the system prompts 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 contract types, such as Letters of Credit or foreign exchange contracts, require confirmation by the authorizer or by the counterparty or broker.

Load the contract to be confirmed. Click **Confirm** 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

In the **Contract Detailed View**, user can view the different versions by clicking on the following buttons:

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 only.

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 the required version is located)
- **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 the required version is located)
- **Move Last** (to move to the last version of the record).

## 3.6 Static Data

This section contains the following topics:

- [Maintaining Static Data](#)  
Data that remains constant over a period of time is called static data. Usually, such data is commonly accessed by more than one module. The following are some typical examples of static data:
- [Types of Fields](#)  
There are 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 is defined and is available for any functional operation only after it has been authorized. Before the addition of a record is authorized, user can delete it. A record can be deleted only from the detailed view of a record.
- [Copying the Details of a Record](#)  
A new table record closely resembles an existing record. In such cases, copy the existing record and modify the attributes that differ for the new record.
- [Authorizing a Record in a Table](#)  
When a record is added, modified, closed, or reopened, the activity requires authorization before End of Day operations begin. Authorization is performed by a user other than the one who performed the activity. For example, a record added in the Broker Master table requires authorization by another user.
- [Modifying a Record in a Table](#)  
Record attributes can be modified after storage and authorization. Modification of some fields is restricted under specific conditions. Field level restrictions are described in the online help for the field. Press <F1> at a field to view the online help.
- [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, perform the following:
- [Maker and Authorizer Details](#)  
When a record is saved, the system displays the User ID in the **Entry By** field and the creation date and time in the **Date Time** field. These fields display details of the latest record action, including addition or modification.
- [Printing the Details of a Record](#)  
The Print function allows user to print the details of records in a table. Select 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 is 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.

- The details of End of Cycle functions to be executed automatically.

Such data is maintained in tables. Once the data is specified 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

There are 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](#)  
Values for certain fields are selected from an option list. The option list contains valid values for 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

Some screen fields are optional. Specify values for these fields as required. An optional field can have a default value populated by the system when no value is specified. If the default value is not changed, the system uses it for processing. Optional fields can also have no default value and remain blank.

### 3.6.2.3 Conditional Fields

Some fields derive values based on data from other fields.

### 3.6.2.4 Option lists

Values for certain fields are selected from an option list. The option list contains valid values for the field.

After completing all entries, click **Save** to save the record.

Click **Exit** 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.

**Note**

Certain tables are associated with a specific branch. Records defined in these tables apply only to the branch in which they are created. For such tables, the Branch Code appears with the record key and reflects the branch where the record is defined. The Branch Code cannot be changed. To create a record in a different branch, sign on to that branch by invoking the **Change Branch** screen from the main menu.

Specify 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 an invalid value is specified for any field, the system displays an error message.

### 3.6.4 Deleting a Record in a Table

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

In the **Detailed View** screen the table is displayed with all the values that have been defined for the record. Click **Delete** icon. System prompts to confirm the deletion before the record is deleted.

**Note**

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

### 3.6.5 Copying the Details of a Record

A new table record closely resembles an existing record. In such cases, copy the existing record and modify the attributes that differ for the new record.

From the **Summary View** or **Detailed View** screen of the table, highlight the required record and click **Copy**. The system displays the table input screen with all details except the key fields.

Specify appropriate values in the key fields for the new record. Modify values in other fields as required. The system performs validations for the modified fields. Click **Save** to save the new record.

### 3.6.6 Authorizing a Record in a Table

When a record is added, modified, closed, or reopened, the activity requires authorization before End of Day operations begin. Authorization is performed by a user other than the one who performed the activity. For example, a record added in the Broker Master table requires authorization by another user.

From the **Summary View** screen of the table, highlight the required record and click **Authorize**. The system prompts for authorization confirmation. The record is authorized after confirmation.

After authorization confirmation, the system displays the User ID in the **Auth By** field and the authorization date and time in the **Date Time** field. These fields display details of the latest authorization.

### 3.6.7 Modifying a Record in a Table

Record attributes can be modified after storage and authorization. Modification of some fields is restricted under specific conditions. Field level restrictions are described in the online help for the field. Press <F1> at a field to view the online help.

Select 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 indicating modifications, click **Save** to save the changes.

The system displays the User ID in the **Entry By** field and the save date and time next to it. The record requires authorization by a user other than the one who saved the modification.

### 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 is not available for use by any function. Reopen the record for reuse. A record can be closed only when 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**. The system prompts for closing confirmation. Closing requires authorization by a user other than the one who performed the action before End of Day operations begin.

### 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, perform the following:

- Double click the record

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

#### Note

- Click **Search** on summary screen, the system displays only 5 pages of records. 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 after navigation to the last page.

### 3.6.10 Maker and Authorizer Details

When a record is saved, the system displays the User ID in the **Entry By** field and the creation date and time in the **Date Time** field. These fields display details of the latest record action, including addition or modification.

A defined record requires authorization before availability for a function. Authorization is performed by a user other than the one who defined the record. All records created or modified during the day require authorization before End of Day operations begin. A record can be deleted before authorization.

The system displays the authorizer User ID in the **Auth By** field and the authorization date and time in the **Date Time** field. This field reflects the latest authorized action.

### 3.6.11 Printing the Details of a Record

The Print function allows user to print the details of records in a table. Select 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.

Copy parameterization data from Oracle Banking Trade Finance environment to any other environment and vice versa. The data from Oracle Banking Trade Finance 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.

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

### Note

The records can be exported either in .XLS or .XLSX format. The format of the export file to be maintained in 'CSTB\_PARAM' against the parameter 'EXCEL\_FORMAT'.

Import data into Oracle Banking Trade Finance environment using the **Excel Import** screen. User 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.

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

For information on fields, refer to:

**Table 3-1 Excel Import - Field Description**

Field	Description
<b>File Name</b>	Select the excel file to be imported by clicking <b>Browse</b> .
<b>Total No of Records</b>	The total number of records to be uploaded is displayed here.
<b>Function Identification</b>	The function id mentioned in the excel file selected is displayed.
<b>Batch Reference</b>	The unique reference number generated for an upload is displayed.
<b>Post Upload Status</b>	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: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> <li>• <b>Hold</b></li> </ul>
<b>Override Action</b>	Select the action to be taken if an override message is encountered, from the drop-down list. The following options are available: <ul style="list-style-type: none"> <li>• <b>Ignore</b></li> <li>• <b>Error</b></li> </ul>
<b>Action</b>	The <b>Action</b> is displayed.
<b>No of failed records</b>	The total number of records which failed to get uploaded is displayed.

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

Field	Description
<b>Generate or Upload</b>	<p>Select the action to be taken for importing the file, from the drop-down list. The following options are available for selection:</p> <ul style="list-style-type: none"> <li><b>Generate</b> - Select this option if an XML has to be generated from the imported file.</li> <li><b>Upload</b> - Select this option if the data has to be uploaded as an excel file itself.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Note</b></p> <p>To start the upload process, click <b>Upload</b>. After clicking this button, system starts importing the data from the excel file.</p> </div>
<b>Source</b>	Specify the <b>Source</b> code of the file to be used for generating the XML file. Specify the source if user have selected <b>Generate</b> option in the <b>Generate or Upload</b> field.
<b>Excel File Upload Details</b>	
The following details are captured:	
<b>Record Id</b>	The unique number of the record uploaded is displayed.
<b>Record Key</b>	The <b>Record Key</b> is displayed.
<b>Status</b>	The upload <b>Status</b> of the record is displayed.
<b>Excel Upload Errors</b>	
<b>Record Id</b>	The unique number of the record, that encountered error while uploading, is displayed.
<b>Error Code</b>	The <b>Error Code</b> corresponding to the error encountered during upload is displayed.
<b>Error Message</b>	The <b>Error Message</b> corresponding to the error code displayed is defaulted.

## 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 appropriate rights are not available for the selected function and branch, the system displays an error message.
- If a valid branch is selected, the system updates the branch as the transaction branch and posts the transaction to that 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:

## 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

**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**

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:

- [Change the Branch of Operation](#)  
This topic provides the systematic instructions to change the branch of operation.
- [Making a Query](#)  
In the **Contract Online Summary View**, all contracts involving the products defined for the module are displayed, which may include hundreds of contracts. To avoid sorting through this data, create a query to display only the contracts relevant at a particular time.
- [The Procedure with an Example](#)
- [Making a Query Based on More than One Criterion](#)  
Suppose to view **Letters of Credit** based on multiple criteria, set the following in the **Query** screen:
- [Selecting the Same Criterion to Apply One or More Conditions](#)  
To view **Letters of Credit (LC)** involving three different products, specify the **Product** field and select each product individually under the same criterion. Additionally, define the rate range for these products.
- [Ordering](#)  
View 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](#)  
Criteria do not always need to be specified explicitly. Wildcards such as \* or % can be used to view a particular set of data. For instance, in the LC module, loan products have a Product Code starting with LD (e.g., LD01, LD02), while deposit products have a Product Code beginning with DP (e.g., DP01, DP02).
- [Viewing Errors and Overrides](#)

### 3.9.1 Change the Branch of Operation

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

Use this function to change the branch of operation to a branch other than the signed on branch. Available branches are defined in the user profile. The branch of operation can be changed only after completion of any function initiated in the current branch.

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

1. In the Application tool bar, hover over **Branch Online** icon and then select **Select Branch**. The **List of Values Branch Code** screen is displayed, to query and select branches maintained in the system.

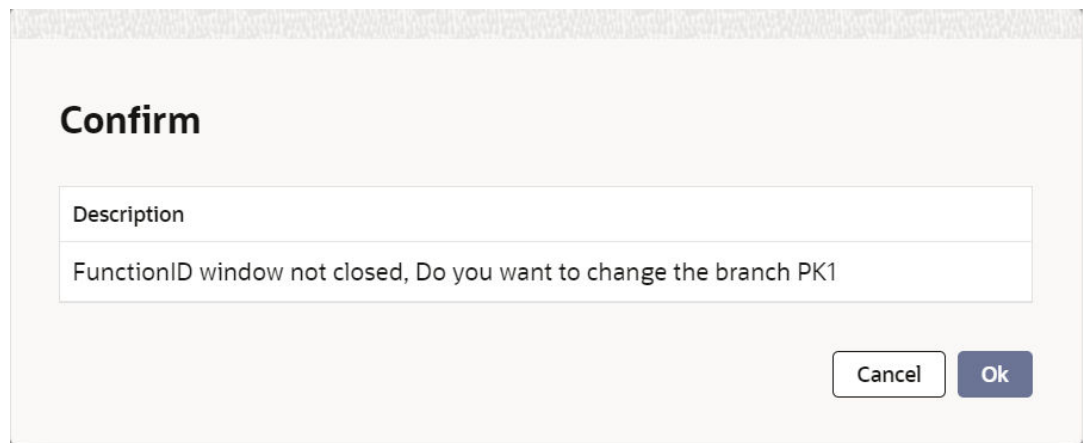
**Figure 3-1 List of Values Branch Code**

Branch Code	Branch Name	Branch Status	Time Level
PK1	Oracle Banking Trade Finance - PK1	TRANSACTION INPUT	9
PK2	Oracle Banking Trade Finance - PK2	TRANSACTION INPUT	0

2. Specify the query parameters and click **Fetch**. The records meeting the query criteria are displayed in the lower grid.
3. To change the current branch, click **Branch Code** to change 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>>**



A screenshot of a 'Confirm' dialog box. The title is 'Confirm'. Below the title is a text area with the label 'Description' and the text 'FunctionID window not closed, Do you want to change the branch PK1'. At the bottom right, there are two buttons: 'Cancel' and 'Ok'.

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

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

**Note**

When the branch is changed using the **Change Branch** function, the user becomes a **GUEST** in the new branch. The user profile reflects that of the **GUEST** User ID in the selected branch. However, if defined as an End of Day operator, the user profile from the original branch applies in the new branch.

## 3.9.2 Making a Query

In the **Contract Online Summary View**, all contracts involving the products defined for the module are displayed, which may include hundreds of contracts. To avoid sorting through this data, create a query to display only the contracts relevant at a particular time.

For example, contracts for three specific customers maturing on a particular date, or all contracts across products defined with a specific interest rate, can be viewed. The **Query** screen enables this functionality.

**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 are displayed separately at the top for easy input. Refer to *Open Development Tools* user guides for details.

### 3.9.3 The Procedure with an Example

**Example 3-2 Example**

In the **Summary View** screen for online contracts, the displayed fields serve as criteria for creating a query.

To view all loans in the **Loans** module with a specific maturity date, use the **Query** screen and set the Maturity date as the search criterion.

- Click **Maturity Date** in the Fields list.
- From the Operator option list, click **Equal To**.
- To specify the Maturity Date (28 December 1999), pick the date from the option list under **Value**.
- Click **Accept**.
- View the query displayed in the **Query** screen.
- After setting the original query, click **OK**. The **Contract Summary** screen displays the details of only those contracts maturing on the specified date.

- Carry the query through, then click **Clear Query**. The **Query** screen is cleared and make a new query.

### 3.9.4 Making a Query Based on More than One Criterion

Suppose to view **Letters of Credit** based on multiple criteria, set the following in the **Query** screen:

- Currency as **USD**
- Value Date after **31 December 1999**
- Interest Rate greater than **10%**

Click **OK**, and the system displays the relevant records meeting all specified conditions.

To make such a query, first click **Currency** under Fields, select Equal To under Operator and USD under Value. Click **Accept**.

Now, click **AND**.

Repeat the procedure with the criteria value date and rate, click **Accept** and **AND** in the sequence described for the first criteria currency.

The query is displayed in the **Query** screen.

Check it for correctness and click **OK**. The **LC Contract Summary** screen displays only USD contracts with a value date beyond **31 December 1999** and a rate of interest over **10%**.

### 3.9.5 Selecting the Same Criterion to Apply One or More Conditions

To view **Letters of Credit (LC)** involving three different products, specify the **Product** field and select each product individually under the same criterion. Additionally, define the rate range for these products.

Click **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**.

To select another product, click **OR** 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.

The following query in the **Query** screen is displayed:

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

Now, click **OK** to view the query through. The **LC Contract Summary** screen is displayed, all the LC with three products specified.

### 3.9.6 Ordering

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

To view the **Contract Amounts** for all Letters of Credit in the Letter of Credit module in descending order, highlight the **Contract Amount** field from the **Fields** list on the screen. Then, click on it and select **Order By** from the **Operator** option list.

After this, the Value list contains the two options:

- **Ascending**
  - **Descending**
1. Click **Descending**, and then click **Accept**.
  2. Click **OK**. All the contract amounts of all the LC in the Letter of Credit module are displayed, in the descending order, in the **LC Contract Summary** screen.
  3. Click **Clear Query** to cancel the ordering. The screen clears and user can specify a new order.

### 3.9.7 Using Wildcards to Make a Query

Criteria do not always need to be specified explicitly. Wildcards such as \* or % can be used to view a particular set of data. For instance, in the LC module, loan products have a Product Code starting with LD (e.g., LD01, LD02), while deposit products have a Product Code beginning with DP (e.g., DP01, DP02).

To view only the LC products that begin with LD, instead of specifying each product individually, set the Operator as Like and specify LD% in the Value field. This filters the products that match the pattern.

Click **Accept** and make a query, the **Contract Summary** screen displays all the LC products.

### 3.9.8 Viewing Errors and Overrides

The system displays messages during task execution to indicate errors, issue warnings that can be overridden, or provide informational updates.

Based on the type of message, the screen is displayed.

- [Error](#)
- [Override](#)
- [Information](#)

#### 3.9.8.1 Error

The following error message is displayed.

For Example: No Function ID available for execution.

Click **OK** to close the window.

#### 3.9.8.2 Override

The following override message is displayed.

For Example: Modify the Provisioning Details manually, if required.

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

The maker can view the override messages and can specify 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** to close the window.

# Glossary

**CLRU**

Clear User - [Clearing Users](#)

**CSDLUPD**

Excel Import - [Copy Parameterization Data](#)

**CSSVERIFY**

Verify - [Dual Authorization](#)

**SMDHOTKY**

Hot Key Maintenance - [Setting User Hotkeys \(Custom Shortcuts\)](#)

**SMDMBEAN**

MBean - [View Performance Statistics](#)