

Oracle® Banking Treasury Management Procedures User Guide



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

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Preface

This manual is designed to help you to quickly get acquainted with the Procedure module of Oracle Banking Treasury Management.

This preface has the following topics:

- [Audience](#)
- [Acronyms and Abbreviations](#)
- [Conventions](#)
- [List of Topics](#)
- [Symbols and Icons](#)

Audience

This guide is intended for Back Office Data Entry Clerk, Back Office Managers/ Officers, Product Managers, End of Day Operators, and Financial Controller users.

Acronyms and Abbreviations

The acronyms and abbreviations are listed in this below table:

Table 1 Acronyms and Abbreviations

Abbreviations or Acronyms	Definition
AEOD	Automated End of Day
AIF	Alternative Investment Fund
CLS	Continuous Linked Settlement
CIF	Customer Information Files
DV	Derivatives
Dr	Debit
EOFI	End of Financial Input
EOD	End of Day
FX	Foreign Exchange
GL	General Ledger
IRS	Internal Revenue Service
ICCB	Interest Commission Charge and Fee
LCY	Local Currency
LIBOR	London Interbank Offered Rate

Table 1 (Cont.) Acronyms and Abbreviations

Abbreviations or Acronyms	Definition
MM	Money Market
OBTR	Oracle Banking Treasury Management
OT	Over the Counter Options
RFR	Risk Free Rates

Conventions

The following text conventions are used in this document:

Table 2 Conventions and Meaning

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

List of Topics

This guide is organized as follows:

Topics	Description
Getting Started with Oracle Banking Treasury Management	Explains how to log into the OBTR system.
Keyboard Compatibility	Explains the keyboard compatibility of OBTR.
Common Operations	Explains the procedure to perform the most common operations while using the different modules in OBTR.

Symbols and Icons

Table 3 Symbols





Icons	Function
	Exit
	Add row
	Delete row

Table 3 (Cont.) Symbols

Icons	Function
	Option List

1

Getting Started with Oracle Banking Treasury Management

This topic explains the features of the Oracle Banking Treasury Management login window and the methods to change the user password. You will also find the features of the Oracle Banking Treasury Management Application Browser.

This topic contains the following sub-topics:

- [Login into Oracle Banking Treasury Management](#)
This topic describes how to login into the oracle Banking Treasury Management application.
- [Change User Password](#)
This topic describes how to change the user password.
- [Application Browser](#)
This topic describes the feature of the application browser.
- [Application Toolbar](#)
This topic describes the application toolbar.
- [Home](#)
This topic describes the Menu and Function Id search options in the Home page.
- [Preferences](#)
This topic describes the systematic instructions about preferences.
- [Toolbar in Oracle Banking Treasury Management Screens](#)
This topic describes the Toolbar features in the Oracle Banking Treasury Management application.
- [Common Icons and their Usage](#)
This topic describes the common icons such as add, delete, save, exit and List of Values icons usage.
- [Supported Date Formats](#)
This topic describes the supported date formats in the application.
- [Supported Amount Formats](#)
This topic describes the supportes amount formats.
- [Minimize Main Screens](#)
This topic describes the systematic instruction to minimize main screens.

1.1 Login into Oracle Banking Treasury Management

This topic describes how to login into the oracle Banking Treasury Management application.

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

1. When you access the system, you will see the **Login** screen.
2. On **Login** screen, specify the details.

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

Figure 1-1 Login screen

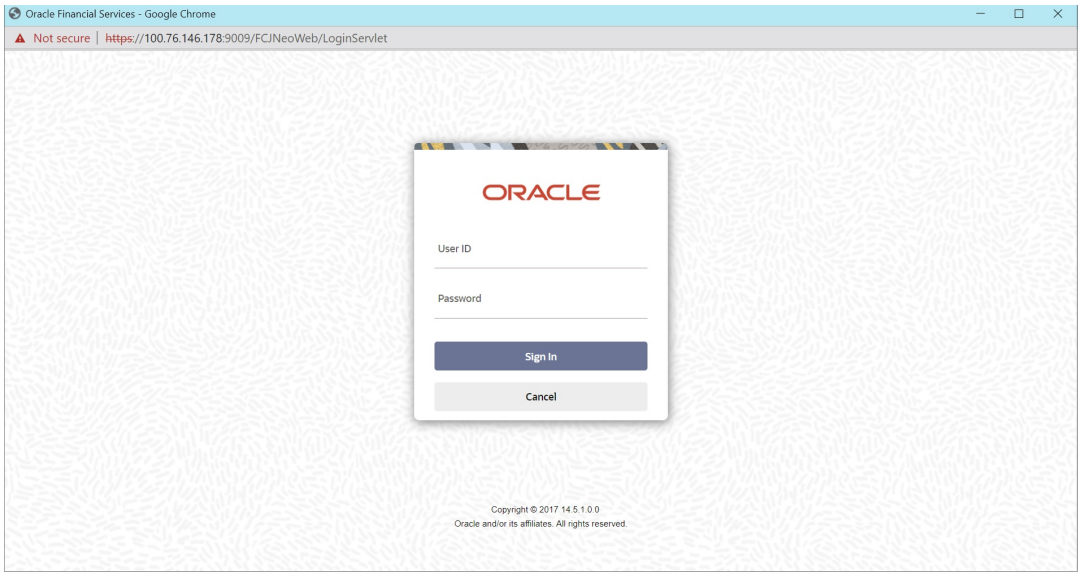


Table 1-1 Oracle Oracle Banking Treasury Management Login - Field Description

Field	Description
User ID	Specify the user ID. You can log into Oracle Banking Treasury Management using the user ID provided by your system administrator. This field is not case-sensitive.
Password	Enter the password for the user ID specified in the above field. This field is case sensitive.

Figure 1-2 Glaucous Dark Theme– Select if you want the theme to be Glaucous Dark color

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

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

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

The system disables the user profile under the following circumstances:

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

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

4. Click the **Exit** icon, if you want to exit the system.

1.2 Change User Password

This topic describes how to change the user password.

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

User passwords in Oracle Banking Treasury Management can be changed in two ways:

Periodic Password Change

A specific interval can be defined in Oracle Banking Treasury Management for the user password change. Once the password change is due, on the immediate login attempt by the user, the system will display the **Password Change for User** screen.

Manual Password Change

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

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

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

- [Procedure to Change Password](#)
This topic describes the systematic instructions on the procedure to change password.

1.2.1 Procedure to Change Password

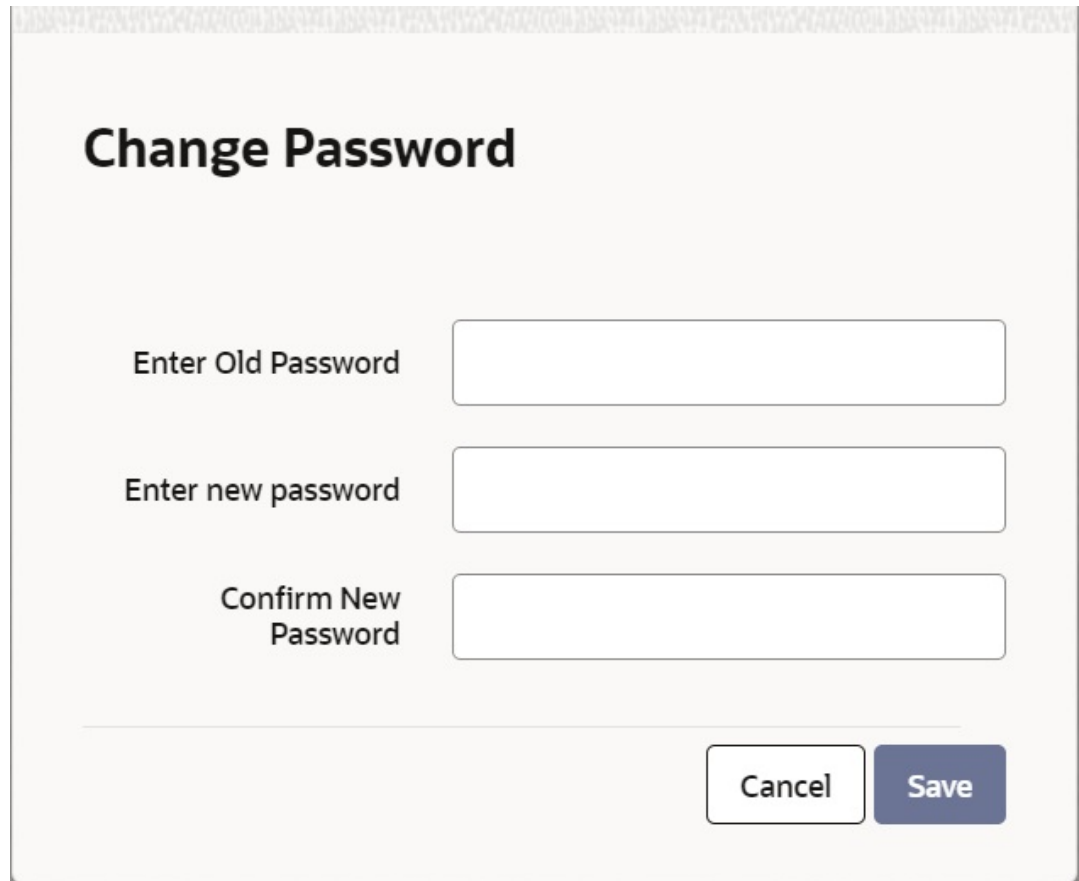
This topic describes the systematic instructions on the procedure to change password.

Oracle Banking Treasury Management allows you to change the user password at will.

1. On the application toolbar, mouse over the logged user name. Click the **Change Password** option in the **User Action** menu.

The **Change Password** screen displays.

Figure 1-3 Change Password



Change Password

Enter Old Password

Enter new password

Confirm New Password

2. On the **Change Password** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 1-2 Change Password - Field Description

Field	Description
Enter Old Password	Specify the current user password.
Enter New Password	Specify the new user password.
Confirm New Password	Specify the new user password again. The system will match it with the new password entered in the Enter New Password field. If the password does not match with the password entered in the Enter New Password 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.

3. Click the **Save** button, Once you have entered the above details.
On a successful password change, the system logs you out. You need to log in to the system again using the new password.
4. You may click **Cancel** button to cancel the password change process anytime before saving it.

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

- New password should be different from old password.

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

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 Application Browser

This topic describes the feature of the application browser.

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

Figure 1-4 Home Page



The Landing page is divided into 3 sections:

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

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

- **Home** – Select to view **Menu** on the left hand side window and **Dashboard** on the right hand side. When you login to the system, the **Home** tab is displayed by default.
- **Interactions** – Select to view alerts, reminders and conversations that require your attention.
- **Customer** – Select to initiate customer session. This tab is enabled only if branch is plugged in the application.
- **Workflow** – Select to view the number of records available in each of the workflow stages. This tab is enabled only if branch is plugged in the application.
- **Preferences** – Select to view the user details and dashboards.
- Menu Options

1.4 Application Toolbar

This topic describes the application toolbar.

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

Figure 1-5 Application Toolbar



The application toolbar has the following details:

- Brand name/logo
- Current branch code
- Current system date
- Current user session duration
- Current user session duration
- Help
- Logged user name
- Signoff button
- Function ID input box

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

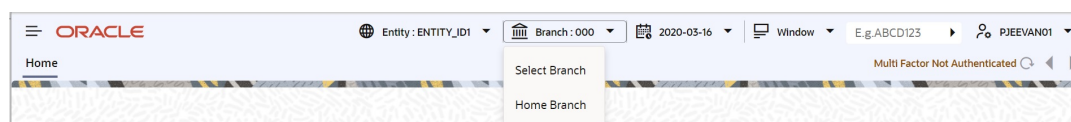
- [Change the Branch](#)
This topic describes the systematic instruction to change the branch.
- [Current User Session](#)
- [Window](#)
This topic describes the systematic instructions about window.
- [Default User](#)
This topic describes the systematic instruction about default user.
- [Execute User Actions](#)
This topic describes the systematic instructions to execute the user actions.

1.4.1 Change the Branch

This topic describes the systematic instruction to change the branch.

- On the Application toolbar, keep the mouse over the **Branch**.
The **Branch** has the following options:
 - **Select Branch** - Select the branch that you need to access.
 - **Home Branch** - Go to the home branch.

Figure 1-6 Home Page - Branch Changing Option



1.4.2 Current User Session

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

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

Your Oracle Banking Treasury session will expire in 1 minute. Please initiate a transaction or close this screen to reactivate.

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

1.4.3 Window

This topic describes the systematic instructions about window.

When you launch a screen from the application, the system enables the **Window** tab. If you launch more than a single screen, you can navigate to the screen of your choice through this tab.

- On the Application toolbar, click the **Window** tab.
The drop down list appears from which you can select the screen you need to navigate to.

1.4.4 Default User

This topic describes the systematic instruction about default user.

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

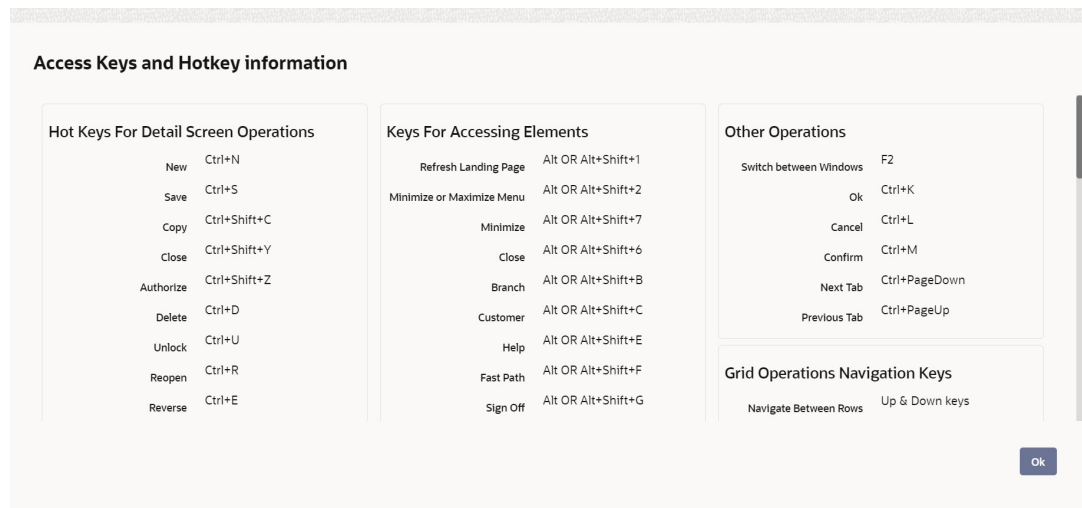
- **Accessibility**
- **About**

1. Click the **Accessibility** option from the **Default User**.
Access Keys and Hotkey Information screen displays.

 **Note:**

For further details on this screen and the accessibility options, refer to the Accessibility user manual.

Figure 1-7 Access Keys and Hotkey Information



2. Click the **About** option from the **Default User**.
Oracle Financial Services screen about the version and license details of the application displays.
3. Click the **Ok** button to close the screen.

1.4.5 Execute User Actions

This topic describes the systematic instructions to execute the user actions.

Oracle Banking Treasury Management allows you to execute certain user actions from the Application Browser.

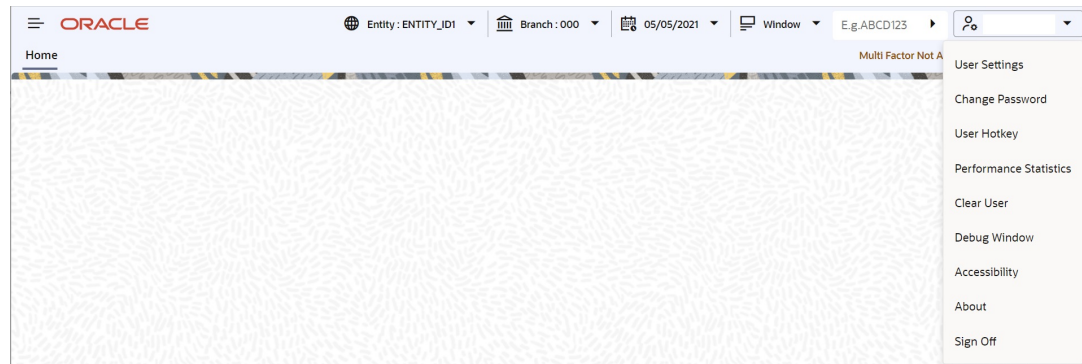
- On the application toolbar, mouse over the logged user name.

The drop-down list displays.

You can perform the following user actions:

- **User Hotkey**
- **User Settings**
- **Change Password**
- **Performance Statistics**
- **Debug Window**
- **Clear User**

Figure 1-8 Home Page - User Actions



Set User Hotkey

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

1. Click the **User Hotkey** option from the **User Action** or type **SMDHOTKY** in the text box, and click next.

The **Hot Keys Maintenance** screen displays.

Figure 1-9 Hot Keys Maintenance

2. On **Hot Keys Maintenance** screen, specify the fields.

Note:

The fields which are marked in red asterisk are mandatory.

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

Table 1-3 Hot Keys Maintenance - Field Description

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

3. Click the **Exit** button to close the screen.

User Settings

1. Click the **User Settings** option from the **User Action** screen.
The **User Settings** screen displays.

Figure 1-10 User Settings

User Settings

Amount Format

Show Dashboards

Alerts On Home

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

Auto Date Delimiter Required

2. On **User Settings** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 1-4 User Settings -Field Description

Field	Description
Amount Format	Specify the amount format. Choose the appropriate one from the drop-down list.

Table 1-4 (Cont.) User Settings -Field Description

Field	Description
Date Format	Specify the date format. Choose the appropriate one from the drop-down list.
Font Size	Select the font size from the drop-down list. The system displays the following values: <ul style="list-style-type: none"> • Medium • Small • Large
Theme	Specify the theme. Choose the appropriate one from the drop-down list. The system displays the following values: <ul style="list-style-type: none"> • Cadet Green • Glauous Dark • Sepia
Show Dashboards	Select an appropriate option to view the Dashboards assigned to you on the landing page, from the adjoining drop-down list. This list displays the following values: <ul style="list-style-type: none"> • N – Select if you do not want to view the Dashboards. • Y – Select if you want to view the Dashboards.
Alerts On Home	Select an appropriate option to view the Alerts on the landing page, from the adjoining dropdown list. This list displays the following values: <ul style="list-style-type: none"> • N – Select if you do not want to view the Alerts. • Y – Select if you want to view the Alerts.
Screensaver Intervals (in seconds)	The system defaults the screensaver interval based on the value maintained at the SMS Bank Parameters Maintenance screen. However, you can modify it.
Number Format Mask	Select the number field format of mask number either in Million or in / Lakh from the following options: <ul style="list-style-type: none"> • XXX,XXX,XXX,XXX • XX,XX,XX,XX,XXX This option is applicable on number field only if FORMAT_REQD is enabled in ODT for the required field.
Auto Date Delimiter Required	Select an appropriate option to view the Auto Date Delimiter on the landing page, from the adjoining dropdown list. This list displays the following values: <ul style="list-style-type: none"> • N – Select if you do not want to view the Auto Date. • Y – Select if you want to view the Auti Date.

 **Note:**

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

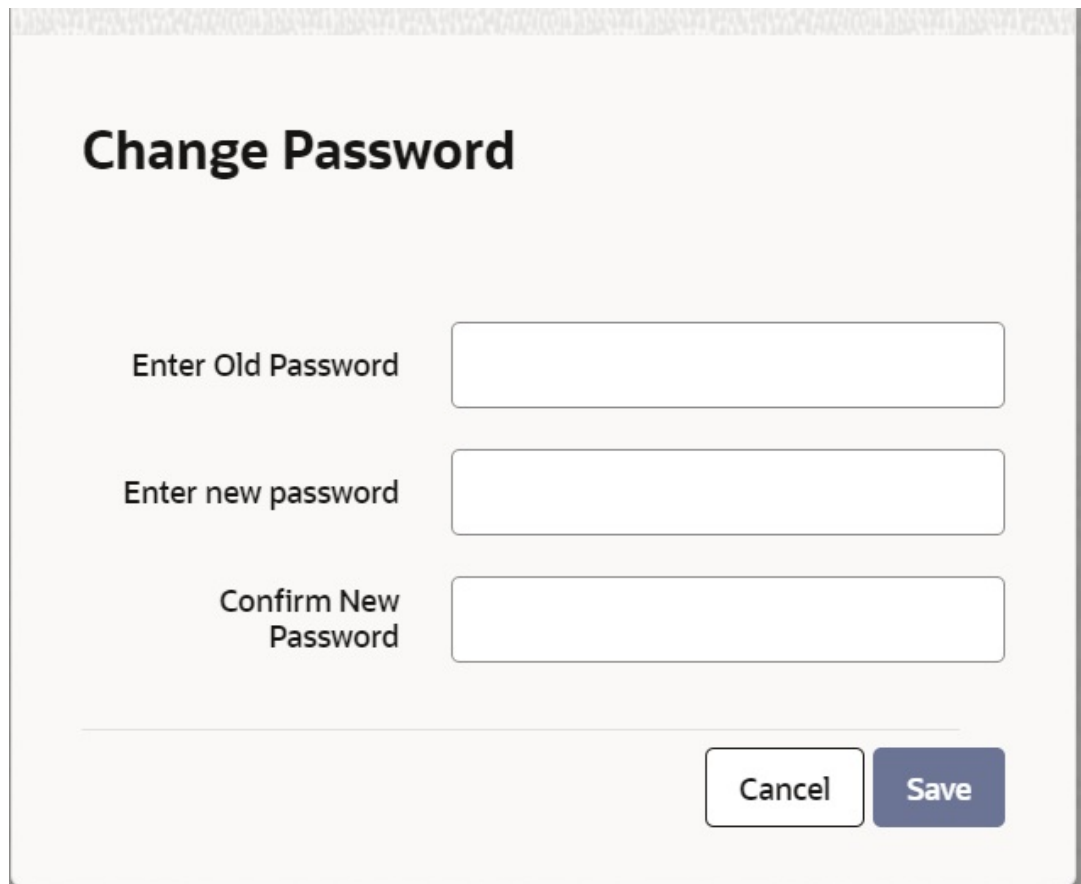
Change Password

Oracle Banking Treasury Management allows you to change the user password at will.

1. Click the **Change Password** option from the **User Action**.

The **Change Password** screen displays.

Figure 1-11 Chang Password



The screenshot shows a web form titled "Change Password". It contains three text input fields stacked vertically. The first field is labeled "Enter Old Password", the second "Enter new password", and the third "Confirm New Password". At the bottom right of the form, there are two buttons: a white "Cancel" button and a blue "Save" button.

2. On **Change Password** screen, specify the fields.
For more information on fields, refer to the field description table.

Table 1-5 Change Password - Field Description

Field	Description
Enter Old Password	Specify the current user password.

Table 1-5 (Cont.) Change Password - Field Description

Field	Description
Enter New Password	Specify the new user password.
Confirm New Password	Specify the new user password again. The system will match it with the new password entered in the Enter New Password field.

3. Click the **Save** button, Once you have entered the above details.

On a successful password change, the system logs you out. You need to log in to the system again using the new password.

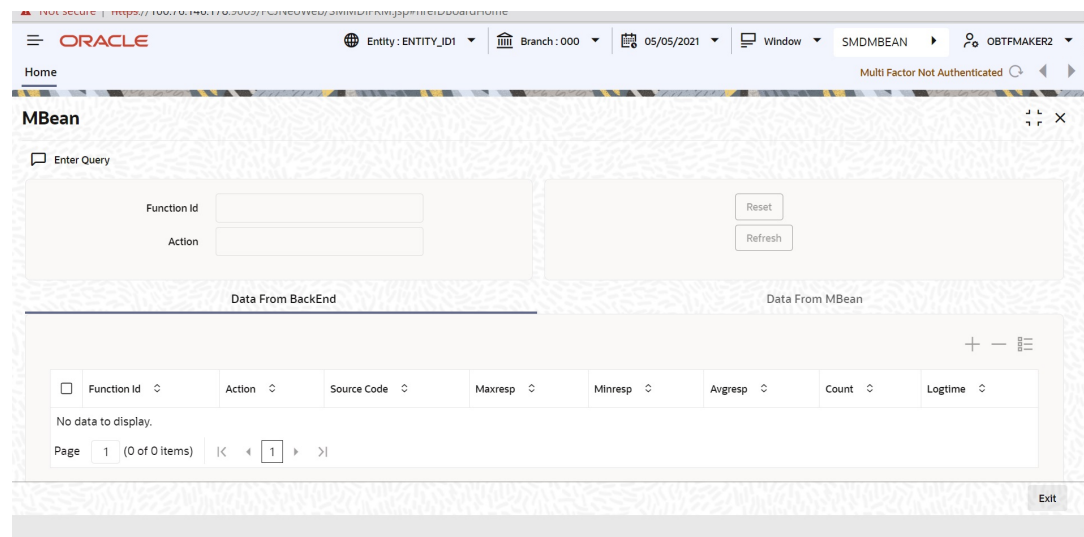
Performance Statistics

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

1. Click the **Performance Statistics** option from the **User Action** or type **SMDMBEAN** in the text box, and click next.

The **MBean** screen displays.

Figure 1-12 MBean



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

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

Table 1-6 MBean - Field Description

Field	Description
Function ID	Specify the function ID of the screen whose performance you want to view. The system will display the performance statistics of the function ID specified here.
Action	Specify the action. The system will display the performance details of the above function ID for the action specified here.

The system displays the following details based on the specified values:

- **Function ID** – function ID of the screen
 - **Action** – action performed for this function id
 - **Source Code** - specify the source code
 - **Maxresp** – maximum time taken for a particular action
 - **Minresp** – minimum time taken for a particular action
 - **Avgresp** – average time taken for a particular action
 - **Count** – number of occurrences of a particular action
 - **Logtime** – log time of the action
 - **Menu Options**
3. Click the **Exit** button to close the screen.

Debug Window

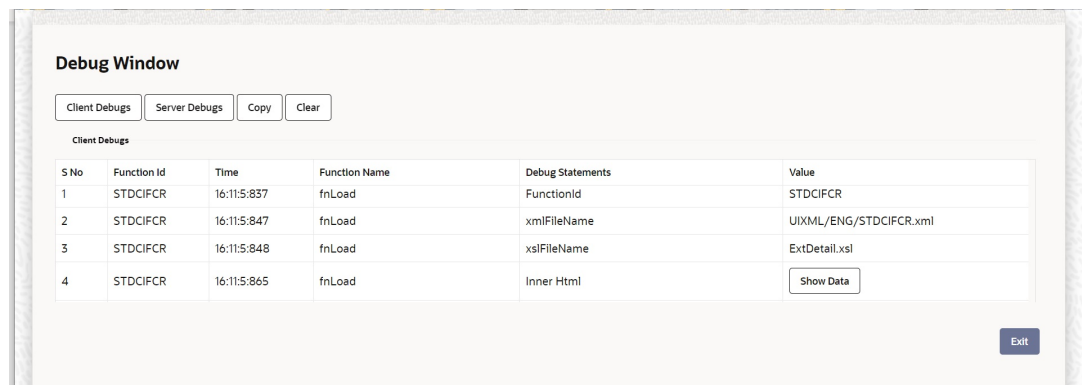
1. Click the **Debug Window** option from the **User Action** Menu.

The **Debug Window** screen displays.

 **Note:**

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

Figure 1-13 Debug Window



2. Click the **Exit** button to close the screen.

1.5 Home

This topic describes the Menu and Function Id search options in the Home page.

This topic contains the following sub-topics:

- **Menu**
This topic describes the systematic instruction about menu.

- [Function Search](#)
This topic describes the systematic instruction about function search.

1.5.1 Menu

This topic describes the systematic instruction about menu.

Under the **Menu**, you will be able to access the various Transaction screens, Queries, Maintenances etc. through this menu based on your user profile eligibility. To begin with, only the names of the modules are displayed.

1. To go to a particular screen, position your mouse pointer on the module and click on it.
A list of functions available for that particular module is displayed.

Figure 1-14 Launching a Particular Screen



2. Click on the particular function, a list of sub-functions or options available for the particular function.

That particular function will be displayed in an adjacent box.

3. Click on the option that you want to go to.

The screen for the particular option will be displayed.

If there are no options for a particular function, the function will be activated.

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

When you process an existing record using the Application Browser, you cannot make modifications to it as the screen which you have processed will be in the view mode.

4. In case you want to make modifications to a record, you should click on **Unlock** button to unlock this record.

This will enable you to make the desired modifications.

When you click on the **Unlock** button, you will observe all action buttons become disabled except the **Save** button.

5. After you have made the required changes, click **Save** icon to save your record.

6. If you do not want to save the changes, click **Exit** button.

The message gets displayed as **Do you want to cancel the operation?**

7. Click **Ok** to save and you will be returned to the **Application Browser** or the screen from where you processed this action without saving the changes.

1.5.2 Function Search

This topic describes the systematic instruction about function search.

You can search for Oracle Banking Treasury Management functions and screens using the search option provided in the left pane of the Home tab.

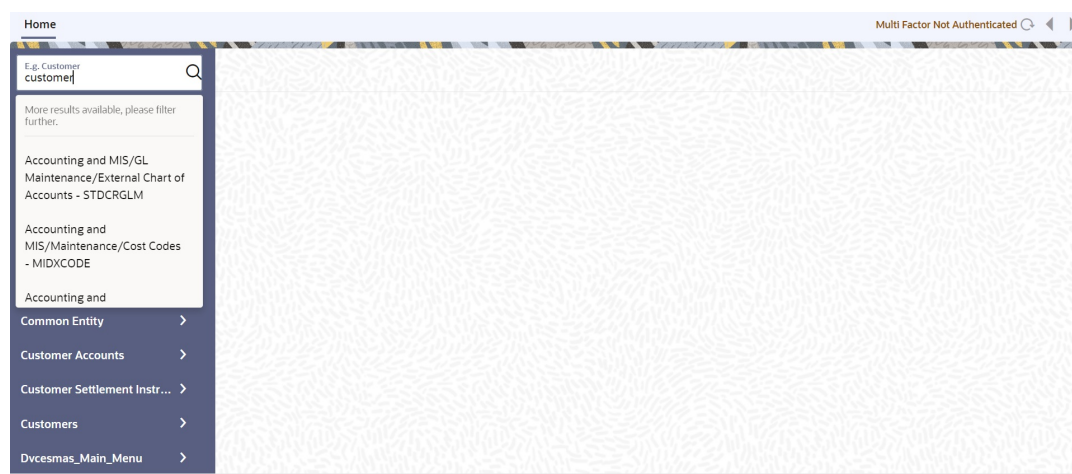
1. Enter the search phrase in the search box provided above the menu and click next.

The system displays the search results in a separate window.

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

The number of total search results is displayed at the top of the screen on the right hand side. Each page on this screen displays ten results.

Figure 1-15 Function Search



2. You can navigate to the other pages using the **Next** button, **Previous** button and the page number links provided at the bottom of the screen.
3. Click a result to view the corresponding screen.
The system will open the screen in a separate window.
You may carry out the regular operations that you can perform on the particular function screen.
4. Click **Exit** button to exit from the search results screen.

1.6 Preferences

This topic describes the systematic instructions about preferences.

- Click **Preferences** tab on the Application Browser.
The screen shows the user details and dashboards.

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.

- [View User Details](#)
- [View User Dashboard](#)

1.6.1 View User Details

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

You can view the following user details.

1. Personal Details

- **User Name**
- **Email**
- **User Language**
- **Home Branch**
- **User Status**
- **Classification**

2. Settings

- **Auto Authorization**
- **Tax Identifier**
- **Amount Format**
- **Date Format**
- **Multi Branch Access**
- **Dashboard Required**
- **Alerts on Home**

3. Login Details

- **Password Changed On**
- **Number of Cumulative Logins**
- **Number of Successive Logins**

1.6.2 View User Dashboard

You can 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.

You can view the following details of the selected user:

Role Mapping Details

This section displays the user role mapping details. You can find the following details pertaining to the selected user:

- **Branch**
- **Role**

- **Role Description**

User Limits

This section displays the user limits details. You can find the following details pertaining to the selected user:

- **Branch**
- **Limits Role**
- **Limit Currency**
- **Input Limit**
- **Authorization Limit**

Branch Details

This section displays the branches that are accessible by the user. You can find the following details pertaining to the selected user.

- **Allowed Branches** - Branch codes that are accessible by the user and the corresponding branch names
- **Disallowed Branches** - Branch codes that are not accessible by the user and the corresponding branch names



Note:

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

1.7 Toolbar in Oracle Banking Treasury Management Screens



This topic describes the Toolbar features in the Oracle Banking Treasury Management application.

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

Table 1-7 Toolbar

Icons	Description
New	Displays a record with no data so that you can enter data to create a new record. As soon as you click on this button, the Exit button on a screen changes to Cancel button.
Enter Query	Enables you to enter query parameters.
Copy	Copies the details of the record on display on to a new record.
Save	Enables you to save the new record/changes you have made on the record on display.
Delete	Deletes the details from the record on display.
Unlock	Unlocks a record enabling you to make changes.
Print	Prints details of the record on display.
Close	Closes a contract
Reopen	Re-opens a closed contract

Table 1-7 (Cont.) Toolbar

Icons	Description
Reverse	Reverses an authorized contract
Rollover	Rolls over or renews a contract
Hold	Places a contract on hold. You can specify the reason for placing the contract on hold in the Comment screen, which is invoked on clicking the Hold button.
Authorize	Activates the authorization function. Authorization has to be done by a user other than the one who has created or modified a record. Authorization is normally done during End of Day processing.
Liquidate	Activates the liquidation function
Confirm	Confirms an action
Execute	Executes query operation based on entered query parameters.
Details	After querying the records from summary screens, you can select one or more records and click Details button to view the detailed screen for that record. If you select more than one records, then the system will display the detailed screen of the first record. You can click the Next and Previous buttons on the top right side of the screen to navigate to the other records.
Export	After querying the records from summary screens, click Export All button to create a request to extract all the records summary to Excel format.
	Click Previous button to navigate to the previous record. This button is disabled when you are on the first record.
	Click Next button to navigate to the next record. This button is disabled when you are on the last record.

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

Invoke a new screen: The system displays,

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

Process an authorized record which is open, from a summary screen: The system displays,

- **New**
- **Copy** - When you click to copy the details, then the system replaces all actions with **Save**.
- **Close** - When you click to close the record, then the system replaces **Close** and **Unlock** with **Delete** and **Authorize**.
- **Unlock** - When you click to amending the details, then the system replaces all actions with **Save**.
- **Print**

- **Reverse** - Displayed only for a transaction screen
- **Rollover** - Displayed only for a transaction screen
- **Enter Query**

Process an authorized record which is closed, from a summary screen: The system displays,

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

Process an authorized record which is closed, from a summary screen: The system displays,

- **New**
- **Print**
- **Enter Query**

Process an unauthorized record from a summary screen: The system displays,

- **New**
- **Copy**
- **Delete**
- **Unlock**
- **Authorize**
- **Enter Query**

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



Note:

Template function is not supported.

1.8 Common Icons and their Usage

This topic describes the common icons such as add, delete, save, exit and List of Values icons usage.

There are some icons which represent functions that are common across all modules of Oracle Banking Treasury Management.

This topic contains the following sub-topics:

- [Add and Delete Rows](#)
This topic describes the systematic instruction to add and delete rows.
- [Save and Exit Icons](#)
This topic describes the systematic instructions to save and exit icons.

- [Fetch Values from List of Values \(LOV\)](#)
This topic describes the systematic instruction to fetch values from list of values.

1.8.1 Add and Delete Rows

This topic describes the systematic instruction to add and delete rows.

The Add row and Delete row icons are used when you have to enter or fill up rows of data in a screen. Let us take the example of the **Treasury Customer Additional Details Maintenance** screen, you can launch this screen by entering STDTRCIF in the text box and click the Next arrow.

1. On the **Treasury Customer Additional Details Maintenance** screen, click the **CLS Restrictions** tab in the bottom of the screen.

The **CLS Currency Restrictions** screen displays.

Figure 1-16 CLS Currency Restrictions

2. Add various clause codes to the Document code. To do this, you will first choose the Clause code from the option list. Both Clause code and description will get populated.
Now the first row is completed.
3. Click add icon to save the data in the first row and take you to the next row.
4. Suppose you realize that you have allotted the wrong group ID and you do not want to save the data in the first row. Click **delete** icon. The data will not be saved in the row and you can fill it with the correct data.

1.8.2 Save and Exit Icons

This topic describes the systematic instructions to save and exit icons.

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

1.8.3 Fetch Values from List of Values (LOV)

This topic describes the systematic instruction to fetch values from list of values.

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

System opens the LOV window in the following scenarios:

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

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

- If the value that you have keyed in the input field has only one matching value in the LOV, then system will not open the LOV on tabbing out and all the return fields for that LOV will be automatically updated.
- If more than one record is available, then the system displays the first 10 pages of the records. Click **Next**, **Previous**, **Last** and **First Page** to view the next set of records, previous set of records, last set of records, and first set of records, respectively.
- If the total number of pages is less than 10, then the page count is displayed as **Current Page of Exact Total Page Count**. Else, the page count is displayed as **Current Page of 10**.
- For both extensible and non-extensible screens, you can also maintain a query; in addition to existing LOV, for a particular column.

 **Note:**

You can use wild card character (%) to search records in List of Values. If **Minimum Search Character Length** is enabled for a List of Values field, then you need to enter the minimum number of search characters along with wild card character to get valid results.

If Exact Fetch is enabled for the field, then you must enter the exact text to get the value in the field.

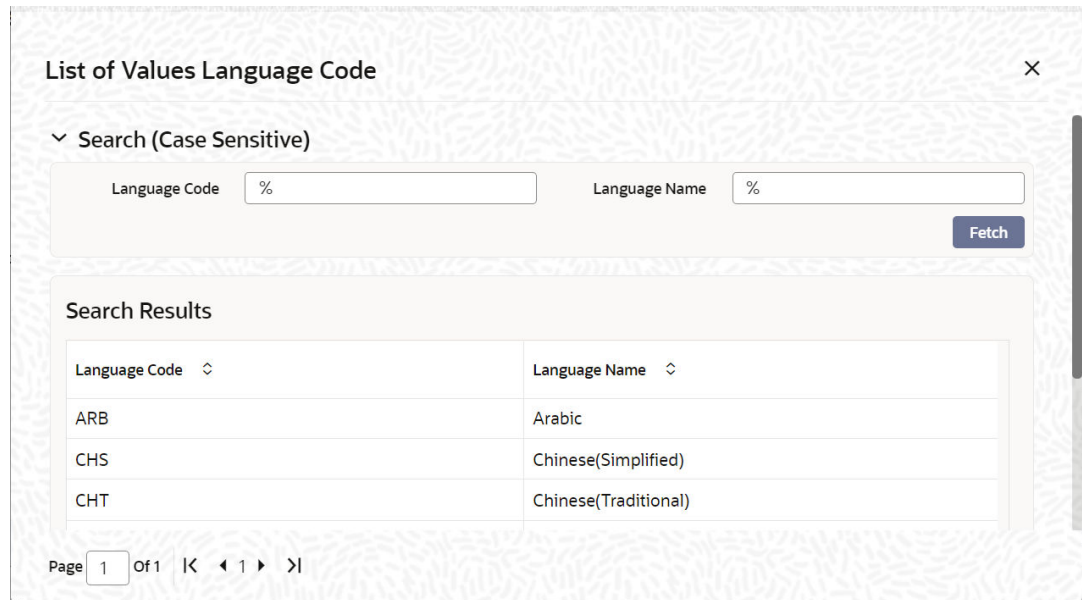
The system displays the following messages at the bottom of the screens, at different scenarios:

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

 **Note:**

The LOV reduction field is case sensitive.

The sample LOV screen is displayed below

Figure 1-17 List of Values Currency

List of Values Language Code

Search (Case Sensitive)

Language Code % Language Name %

Fetch

Search Results

Language Code	Language Name
ARB	Arabic
CHS	Chinese(Simplified)
CHT	Chinese(Traditional)

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1.9 Supported Date Formats

This topic describes the supported date formats in the application.

The following date formats are supported in Oracle Banking Treasury Management:

- 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

This topic describes the supported amount formats.

The following amount formats are supported in Oracle Banking Treasury Management:

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

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

1.11 Minimize Main Screens

This topic describes the systematic instruction to minimize main screens.

- You can minimize main screens by clicking the minimize button.

The minimized screens reside in the taskbar. These minimized screens can be maximized either from the taskbar or from the **Windows** menu option in the home page.

2

Keyboard Compatibility

The Oracle Banking Treasury Management is compatible with keyboard. You can comfortably navigate using arrow keys and tab keys. You can use the appropriate keyboard shortcuts to navigate through the following sections:

1. Landing Page
 - Landing Page
 - Toolbar
2. Custom Windows
 - Detail Screen
 - Summary Screen

This topic contains the following sub-topics:

- [Landing Page – Keyboard Compatibility](#)
- [Custom Window – Keyboard Compatibility](#)
This topic describes the keyboard compatibility to navigate to summary screens using custom window.

2.1 Landing Page – Keyboard Compatibility

The Oracle Banking Treasury Management provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.

This topic contains the following sub-topics:



- [Navigate through Side Bar](#)
This topic describes the side bar navigation.
- [Navigate through Toolbar](#)
This topic describes the toolbar navigation.

2.1.1 Navigate through Side Bar

This topic describes the side bar navigation.

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

Table 2-1 Side Bar Navigation

Key	Description
Tab Key	<ul style="list-style-type: none"> 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. <div data-bbox="1122 617 1466 846" style="border: 1px solid #0070C0; padding: 10px; margin-top: 20px;"> <p> Note:</p> <p>If the action keys are hidden, then it moves to the first drop-down menu.</p> </div>
Shift + Tab Key	<ul style="list-style-type: none"> 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. <div data-bbox="974 1075 1466 1333" style="border: 1px solid #0070C0; padding: 10px; margin-top: 20px;"> <p> Note:</p> <p>If the element of the side bar menu container further opens its details in the dashboard then the focus will shift to the first element of the detail.</p> </div> <ul style="list-style-type: none"> To shift the focus to the last side bar menu.
Arrow Keys	<ul style="list-style-type: none"> To navigate within the elements of the side bar menu container. To navigate between the side bar menus.

2.1.2 Navigate through Toolbar

This topic describes the toolbar navigation.

You can even navigate through the toolbar options using keyboard.

Action Key

You can navigate through Action Keys using keyboard.


Table 2-2 Action Key

Key	Description
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.

Drop-down Menu

You can navigate through drop-down menus using keyboard.

Table 2-3 Drop-down Menu

Key	Description
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. <div data-bbox="1122 890 1472 1119" style="border: 1px solid #0070C0; background-color: #E6F2FF; padding: 10px; margin-top: 10px;"> <p> Note: If the action keys are hidden, then it moves the focus to the last side bar menu.</p> </div>
Arrow Keys	<ul style="list-style-type: none"> To navigate between the drop-down menus. To navigate between the items of the selected drop-down menu.
Esc	To close the drop-down menu.

2.2 Custom Window – Keyboard Compatibility

This topic describes the keyboard compatibility to navigate to summary screens using custom window.

This topic contains the following sub-topics:

- [Detail Screen Navigation](#)
This topic describes the detail screen navigation.
- [Summary Screen Navigation](#)
This topic describes the summary screen navigation.

2.2.1 Detail Screen Navigation

This topic describes the 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.

Table 2-4 Generic Navigation

Key	Description
Tab Key	<ul style="list-style-type: none"> 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.

Data Table Navigation

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

Table 2-5 Data Table Navigation

Key	Description
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	<p>To avoid focusing on pagination, adding row, deleting row, and single view buttons of data table; the following shortcut keys are available:</p> <ul style="list-style-type: none"> 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

Single View Screen Navigation

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

Table 2-6 Single View Screen Navigation

Key	Description
Tab Key	To navigate between the fields.
Esc	To close the window.

Table 2-6 (Cont.) Single View Screen Navigation

Key	Description
Shortcut Keys	To avoid focusing on navigation buttons, the following shortcut keys are available: <ul style="list-style-type: none"> • Previous Record – Down Arrow Key • Next Record – Up Arrow Key

LOV Navigation

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

Table 2-7 LOV Navigation

Key	Description
Tab Key	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • First page – Home • Previous page – Page Up • Next Page – Page Down • Last Page – End

Calendar Navigation

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

Table 2-8 Calendar Navigation

Key	Description
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: <ul style="list-style-type: none"> • Previous Year – Home • Previous Month – Page Up • Next Month – Page Down • Next Year – End

Editor Navigation

You can open Editor window by pressing 'F4' key.

Table 2-9 Editor Navigation

Key	Description
Tab Key	To navigate between the text area and buttons.
Esc	To close the editor window.

2.2.2 Summary Screen Navigation

This topic describes the 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.

Table 2-10 Summary Screen Navigation

Key	Description
Tab Key	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> To move focus to the previous enabled field. To move the focus to the first element of the result block header.
Arrow Keys	<ul style="list-style-type: none"> To navigate through header of the result block. To navigate between the elements of the rows in the result block.
Shortcut Keys	<p>To avoid focusing on navigation buttons, the following shortcut keys are available:</p> <ul style="list-style-type: none"> 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.

Table 2-11 Advance Search Navigation

Key	Description
Tab Key	To navigate between other fields listed in the window.
Arrow Keys	To navigate between query criteria.

3

Common Operations

The Help topics are available for some of the operations that are common to most modules in Oracle Banking Treasury Management and can be performed on:

- Product
- Contract
- Record in a table

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

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

This topic contains the following sub-topics:

- [Product Group ID](#)
This topic describes how to create, modify, delete, close, authorize, create, delete, copy, and close product group ID.
- [Enter a New Contract](#)
This topic describes how enter a new contract details.
- [Automatic Authorization](#)
This topic describes the automatic authorization process.
- [Dual Authorization](#)
This topic describes the systematic instruction about dual authorization.
- [Retrieve Information](#)
This topic describes how to retrieve information of contract.
- [Static Data](#)
This topic describes how to maintain static data, field types, adding new record in table, and print the details of the record.
- [Copy Parametrization Data](#)
This topic describes the systematic instruction to copy parametrization data.
- [Perform Multi Branch Operations](#)
This topic describes the systematic instructions to perform multi branch operations.
- [Other Operations](#)
This topic describes other operations such as changing the batch operation, procedures with examples, ordering and using wildcards to make a query.

3.1 Product Group ID

This topic describes how to create, modify, delete, close, authorize, create, delete, copy, and close product group ID.

This topic contains the following topics

- [Create a Product Group ID](#)
This topic describes the systematic instruction to create a product group ID.
- [Modify or Amend the Group ID Description](#)
This topic describes the systematic instruction to modify or amend the group ID description.
- [Delete a Product Group ID](#)
This topic describes the systematic instruction to delete a product group ID.
- [Close a Product Group ID](#)
This topic describes the systematic instruction to close a product group ID.
- [Authorize a Product Group ID](#)
This topic describes the systematic instruction to authorize a product group ID.
- [Create a New Product](#)
This topic describes the systematic instruction to create a new product.
- [Delete a Product](#)
This topic describes the systematic instruction to delete a product.
- [Copy a Product](#)
This topic describes the systematic instruction to copy a product.
- [Close a Product](#)
This topic describes the systematic instruction to close a product.
- [Amend an Existing Product](#)
This topic describes the systematic instruction to amend an existing product.
- [Authorize a Product](#)
This topic describes the systematic instruction to authorize a product.
- [Retrieve Information about a Product](#)
This topic describes the retrieving information process about a product.
- [Summary View of a Product](#)
This topic describes the summary view of a product.
- [Detailed View of a Product](#)
This topic describes the systematic instruction about detailed view of a product.

3.1.1 Create a Product Group ID

This topic describes the systematic instruction to create a product group ID.

1. From the Application Browser, click on your module name, (for example, Funds Transfer, Data Entry, Loans etc.).
All the operations for which you have access rights for the module will be displayed.
2. Click on Product Group and on Detail under it. Click **new** icon.
The **Product Group Definition** screen will be displayed without any values.
3. In the **Product Group Definition** screen, enter a unique Group ID (an ID for which no record has been opened), give it a description and then save the record by clicking **save** icon.
4. Click **Exit** or **Cancel** button to go back to the Application Browser.

 **Note:**

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

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

3.1.2 Modify or Amend the Group ID Description

This topic describes the systematic instruction to modify or amend the group ID description.

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

1. Click the **unlock** icon.
 - When the Group-ID is highlighted in the Product Group Summary View.
 - When the Group ID is displayed in the Product Group Detailed View.
2. Change the description and save it by clicking **save** icon.

A user other than you should authorize the modification.

 **Note:**

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

3.1.3 Delete a Product Group ID

This topic describes the systematic instruction to delete a product group ID.

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

1. Click the **delete** icon.
 - When the Group ID is highlighted in the Summary View.
 - When it is displayed in the Detailed View.
2. You will be prompted to confirm the deletion. If you cannot delete a Group ID you can close it.

3.1.4 Close a Product Group ID

This topic describes the systematic instruction to close a product group ID.

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

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

- It should not have any Products linked to it. (A product, which has active contracts involving it cannot be closed. Only when all the contracts involving the product are liquidated can the product be closed. Only when such products are closed can a group be closed).
 - It should have been authorized for the last activity that was performed on it.
1. Click the **close** icon.
 - When the Group-ID is highlighted in the Summary View.
 - When it is displayed in the Detailed View.
 2. You will be prompted to confirm the closing.

3.1.5 Authorize a Product Group ID

This topic describes the systematic instruction to authorize a product group ID.

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

1. Click the **authorize** icon in the Application toolbar.
 - When the Group ID is highlighted in the Summary View.
 - When it is displayed in the Detailed View.
2. You will be prompted to confirm the authorization.

3.1.6 Create a New Product

This topic describes the systematic instruction to create a new product.

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

1. From the Application Browser, click on the relevant module name like Data Entry, Funds Transfer, Loans etc.

All the operations for which you have access rights for the module will be displayed in an adjoining box.
2. Click on Product Group and Detail under it. Click **new** icon.

The **Product Group Definition** screen will be displayed without any values in the fields.
3. Enter the details of the record in the respective fields and click **save** icon.

 **Note:**

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

3.1.7 Delete a Product

This topic describes the systematic instruction to delete a product.

1. You can delete a product that has been created, prior to its authorization. To delete the unauthorized details of a product. Click **delete** icon when you are in **Product Detailed View**.
2. You will be prompted to confirm the deletion. If you want to go ahead with the deletion, click **Yes** button from the message window that pops up.

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

3. If you do not want to delete the product, click **No** button in the message box.

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

3.1.8 Copy a Product

This topic describes the systematic instruction to copy a product.

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

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

3.1.9 Close a Product

This topic describes the systematic instruction to close a product.

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

A product can be closed only under the following circumstances:

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

1. Click the **close** icon.
 - When the product is highlighted in the Summary View.
 - When it is displayed in the Detailed View.
2. You will be prompted to confirm the closure. If you want to go ahead with the closure, click **Yes** button from the message window that pops up.
3. If you do not want to close the product, click **No** button in the message box.

3.1.10 Amend an Existing Product

This topic describes the systematic instruction to amend an existing product.

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

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

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

1. To amend a product, click the **unlock** icon in the Application toolbar.

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

2. To save the changes, click on **save** icon in the Application toolbar.

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

Note:

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

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

3. If you click **delete** icon in any of the screens, you will see a message that will prompt you to confirm whether the changes have to be saved.

You can choose to do one of the following:

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

3.1.11 Authorize a Product

This topic describes the systematic instruction to authorize a product.

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

1. To authorize the details, click **Authorize** icon on the toolbar.

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

If you are authorizing changes, the new value and the old value of the fields will be displayed.

The **Authorize** screen will be displayed with the modification number.

Figure 3-1 Authorize

The screenshot shows the 'Authorize' screen with the following sections:

- Records:** A table with columns: Modification Number, Modification Status, First Authorization Status, Authorization Status, Maker ID, Maker Date Stamp, First Checker Id, and First. The first row is selected (checked) and contains: 3, M, A, U, SRINI1, 03/16/2020, 03:12, SRINI1.
- Remarks:** Four text input fields: Maker Remarks, First Checker Remarks, Maker Override Remarks, and Checker Remarks.
- Warnings:** A table with columns: Warning Code and Warning Description. The first row is selected (checked) and contains: DV-PRD007, Are you sure this is a Back Valued Product? The other two rows are not selected and contain: DV-10016, Product End Date not specified. Do you want this to be a non-authorized product? and DV-OVD-006, Interest accrual is not required so...
- Fields:** A table with columns: Field Name, Old Value, and New Value. It shows 'No data to display.'

2. Click **View Changes** button to view the changes done on the record.
3. Check the records to be authorized and then click **Accept** button to accept the changes and authorize the record else click **Reject** button.

Your User-ID, the date and the time at which you did the authorization will be displayed in the Maker ID and Maker Date Stamp fields at the top of the screen. The Status of the record will be updated as authorized.

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

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

 **Note:**

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

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

4. Click the **View Changes** button to view the modification.
5. Click **Exit** button to go back to **Authorization** screen.
6. Select the modification that needs to be authorized and click **Ok** button to authorize the transaction.
7. If you do not want to confirm the authorization, click **Exit** button.

You will be taken back to the Tax Summary View. The record will not be authorized.

3.1.12 Retrieve Information about a Product

This topic describes the retrieving information process about a product.

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

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

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

3.1.13 Summary View of a Product

This topic describes the summary view of a product.

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

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

- Product Code
- Description
- Group (Product)
- Start Date

- End Date
- Record Status (Open/Closed)
- Authorization Status (Authorized/Unauthorized)

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

Process Detailed Screen from Summary View

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

You may also select one or more records from Summary View and click **Details** button to view the detailed screens of all selected records.

When you click **Details** button after selecting multiple records, the system displays the detailed screen of the first record. You can navigate to the next record by clicking the navigation buttons provided at the top right corner of the detailed screen.

Lock Columns of Results

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

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

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

Note:

If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters to search the summary records.

Refer to Open Development Tools user guides for details.

3.1.14 Detailed View of a Product

This topic describes the systematic instruction about detailed view of a product.

You can retrieve information about all the attributes of a product through the Product Detailed View.

1. Click on the respective icons, to view the details of the product.

The status of the product will be indicated along with the details.

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

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

- Print the details of the product that is being displayed.

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

To input a new product:

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

3.2 Enter a New Contract

This topic describes how enter a new contract details.

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

- Click on **new** icon in the Toolbar

This topic contains the following sub-topics:

- [Unlock a Contract](#)
This topic describes the systematic instructions to unlock a contract.
- [Amend a Contract](#)
This topic describes the systematic instruction to amend a contract.
- [Delete a Contract](#)
This topic describes the systematic instruction to delete a contract.
- [Copy the Details of a Contract](#)
This topic describes the systematic instruction to copy the details of a contract.
- [Place a Contract on Hold](#)
This topic describes the systematic instructions to place a contract on hold.
- [Remove the Hold Status on a Contract](#)
This topic describes the systematic instructions to remove the hold status on a contract.
- [Reverse a Contract](#)
This topic describes the systematic instructions to reverse a contract.
- [Save a Contract](#)
This topic describes the systematic instructions to save a contract.
- [Authorize a Contract](#)
This topic describes the systematic instruction to authorize a contract.

3.2.1 Unlock a Contract

This topic describes the systematic instructions to unlock a contract.

- If you want to change the details of an Authorized Contract you can open the record by Click the **unlock** icon in the Toolbar.

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

3.2.2 Amend a Contract

This topic describes the systematic instruction to amend a contract.

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

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

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

Note:

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

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

3.2.3 Delete a Contract

This topic describes the systematic instruction to delete a contract.

You can delete a contract that has been:

- Input and stored, stored, but yet authorized
- That has been put on hold
- That has been modified but not authorized
- From the Contract Detailed View, Click **delete** icon in the Toolbar.

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

3.2.4 Copy the Details of a Contract

This topic describes the systematic instruction to copy the details of a contract.

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

1. From the Contract Detailed View you can copy the details of a contract onto a new one. To copy a contract, click **copy** icon in the Toolbar.

When you copy a contract:

- A new Reference Number will be allotted to the contract.
 - The User Reference field will default to the Contract Reference number.
 - The Contract Start Date will be given a value of today and the Contract End Date will be left blank.
2. After you have made the relevant changes to the fields that have had the inputs copied on to them from the old product you can save your new product. To Save, click **save** icon on the Toolbar.

3.2.5 Place a Contract on Hold

This topic describes the systematic instructions to place a contract on hold.

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

1. You need not authorize a contract that is on hold. During information retrieval, such a contract will be reported as Held. To put a product on Hold, Click **hold** icon on the Toolbar.

No accounting entries and advices will be generated for a contract on Hold and the incomplete contract details will remain in the system.

2. When all the details of the contract are available, you can lift the Hold status on the contract and process it like any other contract.

3.2.6 Remove the Hold Status on a Contract

This topic describes the systematic instructions to remove the hold status on a contract.

- When all the details of the contract are available, you can remove the Hold status on the contract by click the **unlock** icon in the Toolbar.

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

3.2.7 Reverse a Contract

This topic describes the systematic instructions to reverse a contract.

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

**Note:**

The limits utilized by the original contract will be released.

- From the Contract Detailed View, click **reverse** icon in the Toolbar.
You will be prompted to confirm the reversal. Once you confirm it, all the accounting entries that have been passed for the contract will be reversed (this is done by passing the entries with a negative sign). These entries could be the contract initiation entries or any liquidation entries (interest, tax, etc.).
After the reversal has been done, you will be returned to the 'Contract Detail View' screen.

3.2.8 Save a Contract

This topic describes the systematic instructions to save a contract.

- To save a contract after having captured its details, made modifications, copied it, click **save** icon in the Toolbar.

**Note:**

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

3.2.9 Authorize a Contract

This topic describes the systematic instruction to authorize a contract.

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

1. From the Contract Summary View (when the contract is highlighted), or the Contract Detailed View (when the contract details are displayed), you can process the **Contract Authorization** screen by clicking **authorize** icon in the Toolbar.

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

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

If you are authorizing an amendment, the old values are replaced by the amended values, which will be available for subsequent processing. The old values, however, will still be available in an earlier version of the contract.

The Authorize screen is displayed.

Figure 3-2 Authorize

The screenshot displays the 'Authorize' interface with the following data:

Modification Number	Modification Status	First Authorization Status	Authorization Status	Maker ID	Maker Date Stamp	First Checker Id
3	M	A	U	SRINI1	03/16/2020, 03:12	SRINI1

Warning Code	Warning Description
DV-PRD007	Are you sure this is a Back Valued
DV-10016	Product End Date not specified. Do you
DV-OVD-006	Interest accrual is not required so

2. Click on **Ok** button to authorize the contract.
3. Click on **Exit** button if you do not want to authorize the contract.

After the contract has been authorized, the accounting entries passed during this stage will also be marked as authorized and advises, if any have been specified for the operation, will be generated. You will be returned to the screen from where you invoked the **Contract Authorization** screen (Contract Summary View or Contract Detailed View).

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

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

 **Note:**

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

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

3.3 Automatic Authorization

This topic describes the automatic authorization process.

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

When automatic authorization takes place,

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

3.4 Dual Authorization

This topic describes the systematic instruction about dual authorization.

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

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

1. On **Home** screen, type **CSSVERIFY** in the text box and click next.
2. On **Summary** screen, specify the fields.

In the **Summary** screen, you can query the modifications pending for verification (First Authorization) and do the first level authorization for selected modifications. Based on the

search criteria entered system queries and displays all the records that meet the search criteria. The following details are displayed:

- **Function Id**
 - **Key Definition**
 - **Maker**
 - **Key ID**
 - **First Authorization Status**
 - **Latest Authorized Mod Number**
 - **Branch**
3. If you double click on a particular record you can view the details of all the modifications pending for verification for that record in a separate screen (**CSDVERIFY**).

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

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

4. On **Verify** screen, specify the fields.

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

Table 3-1 Verify - Field Description


Field	Description
Key ID	<p>Specify the key identification based on which the record can be queried. Alternatively, you can select the key Id from the option list. This list displays the following values:</p> <ul style="list-style-type: none"> • Branch - To query the record based on input branch • Maker ID – To query the record based on maker ID • Function ID – To query the record based on function ID through which the record was submitted. For example, STDCIF, STDCUSAC • Key ID – To query the record based on unique key ID <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-top: 10px;"> <p> Note:</p> <p>You can search for a specific record using any of the above combination. To authorize a record, you should select the record and click the Accept button.</p> </div>
Branch	The system displays the branch for the selected record.
Records	<p>The following details pertaining to the records are displayed:</p> <ul style="list-style-type: none"> • Modification Number • Modification Status • Maker • Maker Date Stamp • Authorization Status • View Changes
Maker Remarks	The remarks entered by the maker of the record are displayed here.

Table 3-1 (Cont.) Verify - Field Description

Field	Description
First Checker Remarks	Specify remarks if any as part of first level authorization.
Maker Override Remarks	The Override remarks entered by the maker of the record are displayed here.
Warnings	The system displays the error or warning codes for which dual authorization is enabled.
Warning Code	The warning code is displayed here.
Warning Description	The warning message or override messages logged for the record is displayed here.
Field Name	The field name is displayed here.
Old Value	The old value of the field is displayed here.
New Value	The new value of the field is displayed here.

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

5. Click the **Exit** button to close the screen.

3.5 Retrieve Information

This topic describes how to retrieve information of contract.

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

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

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

This topic contains the following sub-topics:

- [Contract Detailed View](#)
This topic describes the systematic instruction about contract detailed view.
- [View the Summary of a Contract](#)
- [Confirm a Contract](#)
- [View the Different Versions of a Contract](#)

3.5.1 Contract Detailed View

This topic describes the systematic instruction about contract detailed view.

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

1. To view the details of a contract from the Contract Summary View you can double click on the contract or choose Detailed from the View Menu.

The status of the contract is displayed along with the authorization details.
From the Contract Detailed View, you can choose to do the following operations:

- a. Input a new contract

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

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

To input a new contract either:

- Click **new** icon in the Toolbar.
2. Click **Exit** button to go back to the screen from where you invoked the Contract Detailed View.

3.5.2 View the Summary of a Contract

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

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

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

- **Interest Amount**

 **Note:**

If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters to search the summary records.

Refer to Open Development Tools user guides for details.

When you invoke this function, all the contracts will be displayed. The unauthorized contracts, the liquidated ones and those on Hold will be displayed. The contracts will be sorted on their product codes (alphabetical order of the product code). You can choose to sort them on any of the fields displayed.

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

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

 **Note:**

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

Save Queries

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

To save a query do the following:

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

- On click of edit, the system populates the query criteria on summary screen. You can modify the criteria search and on click of save, the criteria name and remarks are displayed. On click of **OK**, the system will prompt for confirmation of modifying the criteria and on click of **OK**, the system saves the modified query.

3.5.3 Confirm a Contract





Events on certain types of contracts like money market or foreign exchange contracts need to be confirmed by the counterparty or the broker. For example, if a money market placement is initiated an advice is sent to the counterparty along with a confirmation slip. Upon receiving the confirmation slip, duly signed by the counterparty or the broker, you can confirm the deal.

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

3.5.4 View the Different Versions of a Contract

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

Table 3-2 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 Treasury Management only.

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

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

3.6 Static Data

This topic describes how to maintain static data, field types, adding new record in table, and print the details of the record.

This topic contains the following sub-topics:

- [Maintain Static Data](#)
This topic describes how to maintain static data.
- [Types of Fields](#)
This topic describes the fields types such as mandatory fields, optional fields and conditional fields.
- [Add a New Record in a Table](#)
This topic describes the systematic instruction to add a new record in a table.
- [Delete a Record in a Table](#)
This topic describes the systematic instruction to delete a record in a table.
- [Copy the Details of a Record](#)
This topic describes the systematic instruction to copy the details of a record.
- [Authorize a Record in a Table](#)
This topic describes the systematic instruction to authorize a record in a table.
- [Modify a Record in a Table](#)
This topic describes the systematic instruction to modify a record in a table.
- [Close a Record in a Table](#)
This topic describes the systematic instruction to close a record in a table.
- [View the Details of a Record](#)
This topic describes the systematic instructions to view the details of a record.
- [Maker and Authorizer Details](#)
This topic describes the maker and authorizer details.
- [Print the Details of a Record](#)
This topic describes how to print the details of a record.

3.6.1 Maintain Static Data

This topic describes how to maintain static data.

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

- The details about the currencies that are used in your bank
- The details about the brokers with whom you may deal
- The details of End of Cycle functions that should be executed automatically.

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

For example, when you open a record for a broker, you should allot an identification code. This code, called the Broker ID is unique to the broker whose details you are defining and cannot be

allotted to any other broker. Thus, the Broker ID identifies the broker for whom the details have been defined. In a similar fashion, you have to allot unique codes to each currency, dealer, etc.

While you are defining a record, you have to enter the key first and then go on to define the attributes for it. These attributes will automatically be picked up when the key of the record is involved in a transaction. For example, you define Alexander (with a Broker ID of Alex) as a broker and indicate that the brokerage should be booked in advance. Whenever Alexander is involved in a transaction, the brokerage will be booked in advance.

3.6.2 Types of Fields

This topic describes the fields types such as mandatory fields, optional fields and conditional fields.

You will encounter three types of fields in most screens:

- Mandatory fields
- Optional fields
- Conditional fields

Mandatory Fields

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

Optional Fields

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

Conditional Fields

There are some fields, which take input based on data in some other field(s). For example, in the Loans and deposits module, you have to specify the Cluster ID only if you are processing a deposit. It is not unusual that a conditional field also has a default.

Option lists

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

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

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

3.6.3 Add a New Record in a Table

This topic describes the systematic instruction to add a new record in a table.

1. To add a new record in a table, click **new** icon when the **Detailed View** screen of the table is processed.

For example, if you want to define a New Broker in the Broker Master file, first invoke the Broker Master table, click **new** icon. A new input screen for the table with no values in it will be displayed; with the cursor positioned at the key field.

If you are defining a new broker, the **Broker Master** screen will be displayed with the cursor at the Broker ID field.

 **Note:**

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

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

3.6.4 Delete a Record in a Table

This topic describes the systematic instruction to delete a record in a table.

A record that has been defined will be available for any functional operation only after it has been authorized.

1. Before the addition of a record is authorized, you can delete it.
A record can be deleted only from the detailed view of a record.
2. In the **Detailed View** screen the table will be displayed with all the values that have been defined for the record. You can click delete icon.
3. You will be prompted to confirm the deletion before the record is deleted.

 **Note:**

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

3.6.5 Copy the Details of a Record

This topic describes the systematic instruction to copy the details of a record.

1. Very often, you may have to enter into a table a record that closely resembles an existing record.
2. In such a case, you can copy the details of the record that has already been defined. You can then change the attributes that are different for the new record.
3. At the **Summary View** or the **Detailed View** screen of the table, click copy icon when the record you want to copy is highlighted.

The input screen for the table will be displayed with all the details except those in the key field(s).

4. Enter the appropriate value(s) in the key field(s) that are applicable for the new record you are defining.

You can change the input in any field. The validations that are done when you are defining a new record will be done for the fields you change.

5. Save the new record by clicking **save** icon.

3.6.6 Authorize a Record in a Table

This topic describes the systematic instruction to authorize a record in a table.

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

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

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

3.6.7 Modify a Record in a Table

This topic describes the systematic instruction to modify a record in a table.

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

- You can choose to modify a record by clicking **unlock** icon in the Toolbar when the details of the record are being displayed in the **Detailed View** screen for the table or after you have indicated your modifications, save them by clicking **save** icon.

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

3.6.8 Close a Record in a Table

This topic describes the systematic instruction to close a record in a table.

When a record is closed, it will not be available for use by any function. You can reopen the record if it has to be used again. A record can be closed only if it is not linked to any other table. For example, you cannot close a Rule in the Brokerage Rule Definition table, if the rule is linked to a broker in the Brokerage Association 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** button. You will be prompted to confirm the closing of the record.

The closing should be authorized by a user other than you, before you can begin the End of Day operations.

3.6.9 View the Details of a Record

This topic describes the systematic instructions to view 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.

1. To move the Detailed View for the record, double click on the record.
2. From the Summary or Detailed view for a record, you can choose any action from the application toolbar.

Note:

The system displays only 5 pages of records, when you click search on summary screen. The system displays the page numbers as <Current Page of ..>. However; if the total number of pages is less than 5, then the system displays page count as <Current Page of Exact Number of Pages>.

The system enables the last button and displays the total count only when you navigate to the Last page.

3.6.10 Maker and Authorizer Details

This topic describes the maker and authorizer details.

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

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

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

3.6.11 Print the Details of a Record

This topic describes how to print the details of a record.

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

3.7 Copy Parametrization Data

This topic describes the systematic instruction to copy parametrization data.

You can copy parametrization data from Oracle Banking Treasury Management environment to any other environment and vice versa. The data from Oracle Banking Treasury Management can be exported into an excel sheet or an XML format.

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.

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

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

You can also import data into Oracle Banking Treasury Management environment using the **Excel Import** screen.

3. On **Home** screen, type **CSDXLUPD** in the text box, and click next. Till Balancing screen displays.

The **Excel Import** screen displays.


4. On **Excel Import** screen, specify the fields.

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

Table 3-3 Excel Import - Field Description

Field	Description
File Name	Select the excel file to be imported by clicking Browse button.
Total Number of Records	The total number of records to be uploaded is displayed here.
Function Id	The function id mentioned in the excel file chosen is displayed here.
Batch Reference	The unique reference number generated for an upload is displayed here.
Post Upload Status	Select the status to be set for the file post upload, from the drop-down list. The following statuses are available in the drop-down list: <ul style="list-style-type: none"> • Authorized • Unauthorized • Hold
Override Action	Select the action to be taken if an override message is encountered, from the drop-down list. The following options are available: <ul style="list-style-type: none"> • Ignore • Error
Action	The action is displayed here.
Numer of failed records	The total number of records which failed to get uploaded is displayed here.

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

Field	Description
Generate or Upload	<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"> • Generate XML – Select this option if an XML has to be generated from the imported file. • Import – Select this option if the data has to be uploaded as an excel file itself. <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p> Note:</p> <p>To start the upload process click Upload button. Once you click this button system starts importing the data from the excel file.</p> </div>
Source	Specify the source code of the file to be used for generating the XML file. You need to specify the source if you have chosen Generate option in the Generate or Upload field.
Record Id	The unique number of the record uploaded is displayed here.
Record Key	The record key is displayed here.
Status	The upload status of the record is displayed here.
Record Id	The unique number of the record, which encountered error while uploading, is displayed here.
Error Code	The error code corresponding to the error encountered during upload is displayed here.
Error Message	The error message corresponding to the error code displayed is defaulted here.

5. Click **Save** button to save the operation.

3.8 Perform Multi Branch Operations

This topic describes the systematic instructions to perform multi branch operations.

The user can perform all multi-branch operations without changing the branch.

- On **Home** screen, type the corresponding function ID in the text box and click next.

While updating Transaction Branch and Transaction Branch Date:

- The system validates the access rights of the user for the selected function and branch.
- If you do not have appropriate rights on the selected function and branch, the system displays an error message.
- If you select a valid branch, the system updates the same as transaction branch; and posts the transaction into this branch.
- Transaction branch date is updated as system date.

This topic has the following sub-topic:

- [Multi Branch Operational Functions](#)

3.8.1 Multi Branch Operational Functions

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

Conventional Multi Branch Access Screens

Table 3-4 Conventional Accounts

Function ID	Transaction Screen	Function ID
MSSTFOBR	Message Outgoing Browser	Message
MSDTFFFT	Free Format Messages	Message
FXDTRONL	FX Contract Inputt	Foreign Exchange
FXSTRONL	FX Contract Summary	Foreign Exchange
FXDPMNT	FX Liquidation	Foreign Exchange
FXSPMNT	FX Summary	Foreign Exchange

 **Note:**

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

3.9 Other Operations

This topic describes other operations such as changing the batch operation, procedures with examples, ordering and using wildcards to make a query.

This topic contains the following sub-topics:

- [Change the Branch of Operation](#)
This topic describes the systematic instruction to change the branch of operation.
- [Make a Query](#)
This topic describes how to make a query.
- [Procedure with Example](#)
This topic describes the systematic instructions about procedure with examples.
- [Make a Query Based on More than One Criterion](#)
This topic describes the systematic instruction to make a query based on more than one criterion.
- [Select the Same Criterion to Apply One or More Conditions](#)
This topic describes the systematic instructions to select the same criterion to apply one or more conditions.
- [Ordering](#)
This topic describes the systematic instructions about ordering.
- [Use Wildcards to Make a Query](#)
This topic describes how to use wildcards to make a query.

- [View Errors and Overrides](#)
This topic describes how to view errors and overrides.

3.9.1 Change the Branch of Operation

This topic describes the systematic instruction to change the branch of operation.

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

1. In the Application tool bar, place the cursor over **Branch** menu and then select the option **Select Branch**.

The **List of Values Branch Code** screen is displayed in which you can query and select branches maintained in the system.

Figure 3-3 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** button.

The records meeting the query criteria are displayed in the lower grid.

3. To change the current branch, click the branch code to which you want to change to from the list of displayed records.

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

4. Click **OK** to continue with the change branch operation else click **Cancel**.
5. To change a branch, select the branch code from the option list of the branch code text field and click on the **Change Branch** button.

This branch becomes your Host branch.

6. When you are in the Host branch, process this screen again and click on **Home Branch** to return to your Home branch.

 **Note:**

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

3.9.2 Make a Query

This topic describes how to make a query.

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

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

 **Note:**

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

Figure 3-4 Advanced Search

3.9.3 Procedure with Example

This topic describes the systematic instructions about procedure with examples.

Example

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

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

1. Click on Maturity Date in the Fields list.
2. From the Operator option list, click on Equal To.
3. To specify the Maturity Date (28 December 1999), pick the date from the option list under Value.
4. Click **Accept** button.

You will see the query appearing in the **Query** screen.

5. If you wish to go ahead with the original query, click **Ok** button.

You will see the **Contract Summary** screen, with a display of the details of only those contracts maturing on the date you have specified.

6. If you do not wish to carry the query through, then click **Clear Query** button.

The **Query** screen is cleared and you can proceed to make a new query.

3.9.4 Make a Query Based on More than One Criterion

This topic describes the systematic instruction to make a query based on more than one criterion.

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

1. To make such a query, first click on Currency under Fields, choose Equal To under Operator and USD under Value. Click **Accept** button. Now click **AND** button.
2. Repeat the procedure with the criteria value date and rate, click **Accept** button and **AND** button in the sequence described for the first criteria currency.

You will see the query displayed in the **Query** screen.

3. Check it for correctness and click **Ok** button.

You will see the **LD Contract Summary** screen showing only USD contracts with a value date beyond 31 December 1999 and a rate of interest over 10 per cent.

3.9.5 Select the Same Criterion to Apply One or More Conditions

This topic describes the systematic instructions to select the same criterion to apply one or more conditions.

Now, you may want to make a query to see the loans (in the Loans and Deposits module) involving three different products and having a rate less than 12 percent. This involves specifying the products one by one all of which come under the same criterion - Product (listed out under Fields) and indicating a rate range for them.

1. Click on Product in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list, say LDSP and click **Accept** button.
2. To select another product, click **OR** button and then click Product in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list, say LL05. Repeat the process for the third product, LL07.
3. To call out loans involving these three products with an interest rate less than 12%, click **AND** button and specify the rate condition. Pick Rate from the Fields list, specify the Operator as Less than and give the Value as 12. Click **Accept** button.

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

```
PRODUCT = `LDSP OR PRODUCT = `LL05 OR PRODUCT = `LL07 AND RATE < 12
```

4. Now click **Ok** button to see the query.

You will see displayed in the **LD Contract Summary** screen, all the loans with an interest rate less than 12% for the three products you have specified.

(Optional) Enter the result of the procedure here.

3.9.6 Ordering

This topic describes the systematic instructions about ordering.

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

1. You want to see the Contract Amounts for all the loans in the Loans and Deposits module in the descending order, highlight the field Contract Amount from the Fields list in the screen and click on it. In the Operator option list, choose Order By.

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

- Ascending
- Descending

2. Click the option of your choice, say, Descending. Click **Accept** button.
3. Click **Ok** button.

You will see all the contract amounts of all the loans in the Loans and Deposits module, in the descending order, in the **LD Contract Summary** screen.

4. If you decide to cancel the ordering you have specified, click **Clear Query** button.

The screen clears and you can specify a new order.

3.9.7 Use Wildcards to Make a Query

This topic describes how to use wildcards to make a query.

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

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

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

3.9.8 View Errors and Overrides

This topic describes how to view errors and overrides.

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

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

Error

The error message is displayed as **No Function ID available for execution**.

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

Override

The override message is displayed as **Provisioning Details should be manually modified, if required**.

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

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

Information

The information message is displayed as **The Account is not valid for the particular operation**.

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