Oracle® Banking Treasury Management

Accessibility User Guide

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Oracle Banking Treasury Management Accessibility User Guide, Release 14.8.1.0.0

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Contents

Preface

This topic contains the following sub-topics:

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Purpose

This manual is designed to help you to quickly get acquainted with the basic accessibility features of Oracle Banking Treasury Management.

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.

Documentation Accessibility

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

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

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

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to

build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Related Resources

For more information, see these Oracle Banking Treasury Management resources:

*   *The Procedures User Manual*

Conventions

The following text conventions are used in this document:

Table   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.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Screenshot Disclaimer

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

Basic Actions

Table   List of Basic Actions

Action	Description
Approve	Click **Approve** to approve the initiated report. This button is displayed, once the user click **Authorize**.
Audit	Click **Audit** to view the maker details, checker details of the particular record, and record status. This button is displayed only for the records that are already created.
Authorize	Click **Authorize** to authorize the record created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a record. This button is displayed only for the already created records.
Close	Click **Close** to close a record. This action is available only when a record is created.
Confirm	Click **Confirm** to confirm the performed action.
Cancel	Click **Cancel** to cancel the performed action.

Table   (Cont.) List of Basic Actions

Action	Description
Compare	Click **Compare** to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click **Authorize**.
Collapse All	Click **Collapse All** to hide the details in the sections. This button is displayed, once the user click **Compare**.
Expand All	Click **Expand All** to expand and view all the details in the sections. This button is displayed, once the user click **Compare**.
New	Click **New** to add a new record. The system displays a new record to specify the required data. ⓘ **Note** The fields which are marked in asterisk red are mandatory fields.
OK	Click **OK** to confirm the details in the screen.
Save	Click **Save** to save the details entered or selected in the screen.
View	Click **View** to view the report details in a particular modification stage. This button is displayed in the widget, once the user click **Authorize**.
View Difference only	Click **View Difference only** to view a comparison through the field element values of old record and the current record, which has undergone changes. This button is displayed, once the user click **Compare**.

Symbols and Icons

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

Table   Symbols and Icons - Common

Symbol/Icon	Function
⌟ ⌞ ⌝ ⌜	Minimize
⌜ ⌝ ⌞ ⌟	Maximize
✕	Close
🔍	Perform Search
▼	Open a list
|◁	Navigate to the first record

Table   (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
⟩|	Navigate to the last record
◀	Navigate to the previous record
▶	Navigate to the next record
(grid icon)	Grid view
(list icon)	List view
↻	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
(calendar icon)	Calendar
🔔	Alerts
🔓	Unlock Option
(document icon)	View Option
(document with pencil icon)	New
(speech bubble icon)	Enter query
(document with pencil icon)	Execute query
(copy icon)	Copy
🗑	Delete
💾	Save
(document with pencil icon)	Search

Table   (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Advanced search
	Clear all
	Reset
	Export
	Print
	View Details
	Sorting

Table   Symbols and Icons - Widget

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

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Oracle Banking Treasury Management Accessibility

This topic provides an overview of the Oracle Banking Treasury Management Accessibility.

This topic contains the following sections:

- [Keyboard Navigation](#)
  This topic describes the overview of keyboard navigation.

- [Links to Detailed Information](#)
  This topic describes the links for detailed information on Oracle Banking Treasury Management Accessibility.

1.1 Keyboard Navigation

This topic describes the overview of keyboard navigation.

In Oracle Banking Treasury Management, the following keys are used for navigation.

Table 1-1   Navigation Keys

Key	Description
Tab	You can use the **Tab** key to move to the next control, such as the navigation tree, menu, or tab on a page. Tab traverses the page left to right, top to bottom. Use **Shift +Tab** to move to the previous control.
Up and Down Arrow	You can use the **Up and Down Arrow** keys to move to the previous or next item in the navigation tree, menu, or table.
Left and Right Arrow	You can use the **Left and Right Arrow** keys to expand and collapse an item in the navigation tree.
Spacebar	You can use the **Spacebar** to activate a control. For example, in a check box, the **Spacebar** toggles the state, checking or unchecking the box. On a link, the **Spacebar** navigates to the target of the link.
Enter	You can use the **Enter** key to activate a button in selection.

The common tasks and the keyboard navigation used in Oracle Banking Treasury Management are discussed under the following headings. For more information on the common operations in Oracle Banking Treasury Management, refer to the Procedures User Guide.

Hot keys for Detail Screen Operations

You can use the following navigation keys to perform the basic operations on the new or existing records in a details screen:

Table 1-2   Navigation Keys

Task	Navigation Keys	Description
New	**Ctrl+N**	To create a new record
Save	**Ctrl+S**	To save a record
Copy	**Ctrl+Shift+C**	To copy the selected record
Close	**Ctrl+Shift+Y**	To close a record
Authorize	**Ctrl+Shift+Z**	To authorize the selected record
Delete	**Ctrl+D**	To delete the selected record
Unlock	**Ctrl+U**	To unlock the selected record
Reopen	**Ctrl+R**	To reopen the selected record
Reverse	**Ctrl+E**	To reverse the selected record
Rollover	**Ctrl+Shift+V**	To rollover the selected record
Liquidate	**Ctrl+Q**	To liquidate the selected record
Hold	**Ctrl+H**	To hold the selected record
Generate	**Ctrl+B**	To generate the selected record
Print	**Ctrl+P**	To print the selected record
View	**Ctrl+J**	To view the selected record
Enter Query	**F7**	To enter query in a detail screen
Execute Query	**F8**	To execute an entered query

Hot Keys to View/Enter More Information When a Field is in Focus

Use of the following navigation keys pop up separate windows that contain the respective details for a selected field on a detailed screen.

Table 1-3   Navigation Keys

Task	Navigation Keys	Description
Field Level Help	**F1**	To open the field level help window
Open LOV/Calender/ Popup-Edit	**F4**	To open an LOV, Calender or popup-edit window
Customer Instructions	**F6**	To open a customer instructions window
Customer Image	**F10**	To open a customer image window
Customer Balance	**F11**	To open a customer balance window
Customer Signature	**F12**	To open a customer signature window
Display Till Content	**Ctrl+Shift+T**	To open a till content window

Hot Keys for Summary Screen Operations

You can use the following navigation keys to perform the basic operations on the selected records in a summary screen:

Table 1-4   Navigation Keys

Task	Navigation Keys	Description
Export	**Ctrl+E**	To export the data in an excel format
Reset	**Ctrl+R**	To reset the fields to enter a new criteria
Advance Search	**Ctrl+Q**	To open the advance search window
Clear All	**Ctrl+L**	To clear all the data entered for search criteria
Refresh	**Ctrl+H**	To refresh the record with the same criteria
Saved Queries	**F7**	To get the list of saved queries
Execute Query	**F8**	To execute query

Navigation Keys for Accessing Tabs in Landing Page

The navigation keys are used in different browsers in combination with a specific browser modifier key/key combination. You can navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

Depending on the browser, prefix the respective modifier key to the specific navigation keys

Table 1-5   Browser Modifier Keys

Browser	Modifier Keys	Description
Mozilla Firefox	**Alt+Shift**	Prefix **Alt+Shift** key to the navigation key to execute the required task.
Google Chrome	**Alt or Alt+Shift**	Prefix **Shift+Esc** key to the navigation key to execute the required task.
Safari	**Alt or Alt+Shift**	Prefix **Alt or Alt+Shift** key to the navigation key to execute the required task.

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Depending on your browser, you need to prefix the browser modifier key to the navigation key.

Table 1-6   Landing Page Tab Navigation Keys

Task	Navigation Key	Description
Access Keys Information	**0**	To view access keys information
Refresh Landing Page	**1**	To refresh landing page
Minimize or Maximize Menu	**2**	To minimize or maximize the menu
Drill down Main Navigation	**3**	To drill down the main navigation

Table 1-6 (Cont.) Landing Page Tab Navigation Keys

Task	Navigation Key	Description
Minimize	**6**	To minimize the selected window
Close	**7**	To close the selected window
Branch	**B**	To change branch drop-down
Customer	**C**	To access the customer tab.
Field Level Help	**E**	To open a field level help
Fast Path	**F**	To access this field to provide the function id
Sign Off	**G**	To sign off from the application.
Home	**H**	To shift focus to the home page
Interactions	**I**	To shift focus to the interactions tab
Window	**N**	To access the window option
Preferences	**P**	To shift focus to the preferences tab
Tasks	**T**	To shift focus to the tasks tab
Workflow	**W**	To shift focus to the workflow tab

ⓘ **Note**

Once the focus is on the home tab, you can navigate the tabs using right or left arrows keys.

Hot Keys to Access Dashboards

The dashboards are arranged in a specific order. You can shift the focus by using the respective navigation keys.

Table 1-7 Navigation Keys

Task	Navigation Keys	Description
Dashboard1	**Ctrl+Shift+1**	To shift the focus on the dashboard-1
Dashboard2	**Ctrl+Shift+2**	To shift the focus on the dashboard-2
Dashboard3	**Ctrl+Shift+3**	To shift the focus on the dashboard-3
Dashboard4	**Ctrl+Shift+4**	To shift the focus on the dashboard-4
Dashboard5	**Ctrl+Shift+5**	To shift the focus on the dashboard-5
Dashboard6	**Ctrl+Shift+6**	To shift the focus on the dashboard-6

Calendar Navigation Keys

The fields denoting dates will have the adjoining calendar to select the date from. You can navigate in the calendar using the following respective keys.

Table 1-8   Navigation Keys

Task	Navigation Keys	Description
Previous Year	**Home**	To go to the previous year in the calendar
Previous Month	**Page Up**	To go to the previous month in the calendar
Next Month	**Page Down**	To go to the next month in the calendar
Next Year	**End**	To go to the next year in the calendar

Hot Keys for Close Operations

The fields denoting dates will have the adjoining calendar to select the date from. You can navigate in the calendar using the following respective keys.

Table 1-9   Navigation Keys

Task	Navigation Keys	Description
LOV/Calendar/Popup-Edit	**Esc**	To close the LOV, Calendar, or Popup-Edit window
Screen/Sub Screen	**Ctrl+W**	To close the open screen or sub screen

Other Operations

You can perform some more screen-level operations using the following navigation keys.

Table 1-10   Navigation Keys

Task	Navigation Keys	Description
Switch between Windows	**F2**	To switch between the open windows
Ok	**Ctrl+K**	To focus on **Ok** button on a selected window
Cancel	**Ctrl+L**	To focus on **Cancel** button on a selected window
Confirm	**Ctrl+M**	To focus on **Confirm** button on a selected window
Next Tab	**Ctrl+Page Down**	To go to the next tab
Previous Tab	**Ctrl+Page Up**	To go the previous tab

Grid Operations Navigation Keys

A multiple entry table grid in Oracle Banking Treasury Management refers to a set of fields in a tabular format where you can add more rows or delete existing rows as required to capture the

details. In a multiple-entry table grid on a given screen, you can use the following hot keys to navigate between rows and columns. These hot keys can be used when the multiple entry table grid is in edit mode.

Table 1-11   Navigation Keys

Task	Navigation Keys	Description
Navigate between Rows	**Up** & **Down**	To navigate between rows
Navigate between cells	**Tab** & **Shift+Tab**	To navigate between cells
First Page	**Home**	To go to the first page
Previous Page	**Page Up**	To go to the previous page
Next Page	**Page Down**	To go to the next page
Last Page	**End**	To go to the last page
Add Row	**Ctrl+Insert**	To add a row
Delete Row	**Ctrl+Delete**	To delete a row
Single Record View	**Ctrl+I**	To view a single record
Focus Shifted Outside the Table	**Ctrl+Tab**	To shift the focus outside the table
Navigate to the Frame above the Table	**Ctrl+Shift+Tab**	To navigate to the frame on the screen above the multiple entry table grid

Summary Screen or LOV Grid Navigation Keys

You can view the queried records on the summary screen. You can navigate using the following navigation keys.

Table 1-12   Navigation Keys

Task	Navigation Keys	Description
First Page	**Home**	To go to the first page
Previous Page	**Page Up**	To go to the previous page
Next Page	**Page Down**	To go to the next page
Last Page	**End**	To go to the last page

Layout Table Navigation Keys

You can navigate in the layout table using the following navigation keys to shift the focus between rows, cells, or pages.

Table 1-13   Navigation Keys

Task	Navigation Keys	Description
Navigate between Rows	**Up** & **Down**	To navigate between rows
Navigate between cells	**Tab** & **Shift+Tab**	To Navigate between cells
First Page	**Home**	To go to the first page
Previous Page	**Page Up**	To go to the previous page
Next Page	**Page Down**	To go to the next page
Last Page	**End**	To go to the last page
Navigation to Cells on Left	**Left Arrow**	To navigate to cells on left.

Table 1-13   (Cont.) Navigation Keys

Task	Navigation Keys	Description
Navigation to Cells on Right	**Right Arrow**	To navigate to cells on right

Navigation Keys for Customer Landing Page

You can navigate within the customer landing page using the following navigation keys:

Table 1-14   Navigation Keys

Task	Navigation Keys	Description
Moving to next Account Tab or Customer Details Tab	**Ctrl+Shift+Page- Down**	To navigate to the next accounting tab within the customer landing page if account tabs are open. If the last tab is reached, next navigation will be to the customer detail tab.
Moving to previous Account Tab or Customer Details Tab	**Ctrl+Shift+PageUp**	To navigate to the previous opened tab within the customer landing page if account tabs are open. If the first tab is reached, next navigation will be to the last account tab.

1.2 Links to Detailed Information

This topic describes the links for detailed information on Oracle Banking Treasury Management Accessibility.

The following sections provide you with the relevant links for detailed information on Oracle Banking Treasury Management Accessibility.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at Oracle's Accessibility Program.

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit My Oracle Support or visit Oracle Accessibility Learning and Support if you are hearing impaired.