Oracle® Banking Virtual Account Management

Oracle Banking Getting Started User Guide

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Oracle Banking Virtual Account Management Oracle Banking Getting Started User Guide, Release 14.7.1.0.0

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Contents

Preface

- Purpose
- Audience
- List of Topics

Purpose

This guide helps to get started with Oracle Banking applications. It explains the basic design of Oracle and the common operations that can follow while using it. The guide must be used as a supplement and read in conjunction with Common Core, Security Management System, and other application user guides.

Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up the new products in the bank.

List of Topics

This guide is organized as follows:

Table 1 List of Topics

Topics	Description
Access Application	This topic provides the information about the installation of different kinds of services.
Application Environment	This topic provides the information about the different types of screen environment.
How to's	This topic provides the information about how to access the screens.
Screen / Dashboard	This topic provides the information about the Screens / Dashboard.
Common Fields	This topic provides the information about the common fields.
Common Buttons	This topic provides the information about the common buttons.

1

Access Application

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

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

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

1.1 Sign In

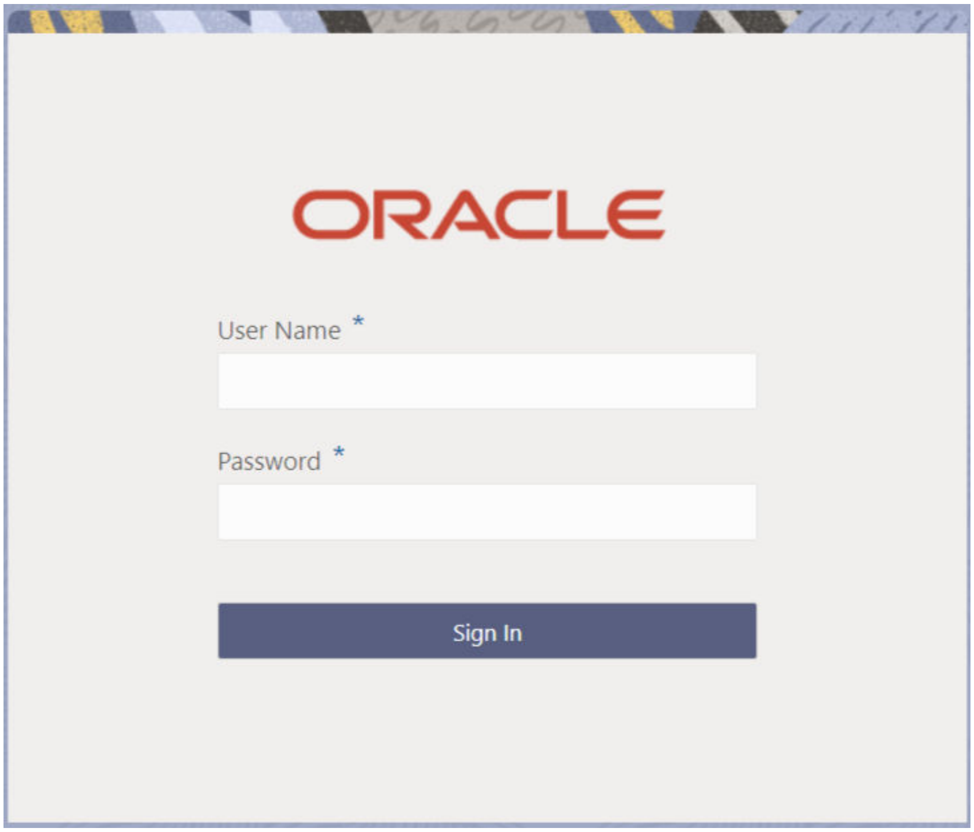
This topic provides the systematic instructions to sign in to the application.

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

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

   The **Sign In** screen displays.

Figure 1-1 Sign In



2. Specify the required fields on **Sign In** screen.

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

Table 1-1 Sign In – Field Description

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

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

   The **Home** screen displays.

1.2 Sign Out

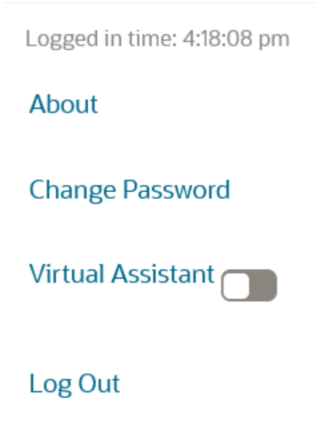
This topic provides the systematic instructions to log out from the application.

Make sure that all the fields are entered and saved.

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

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

Figure 1-2 User Profile



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

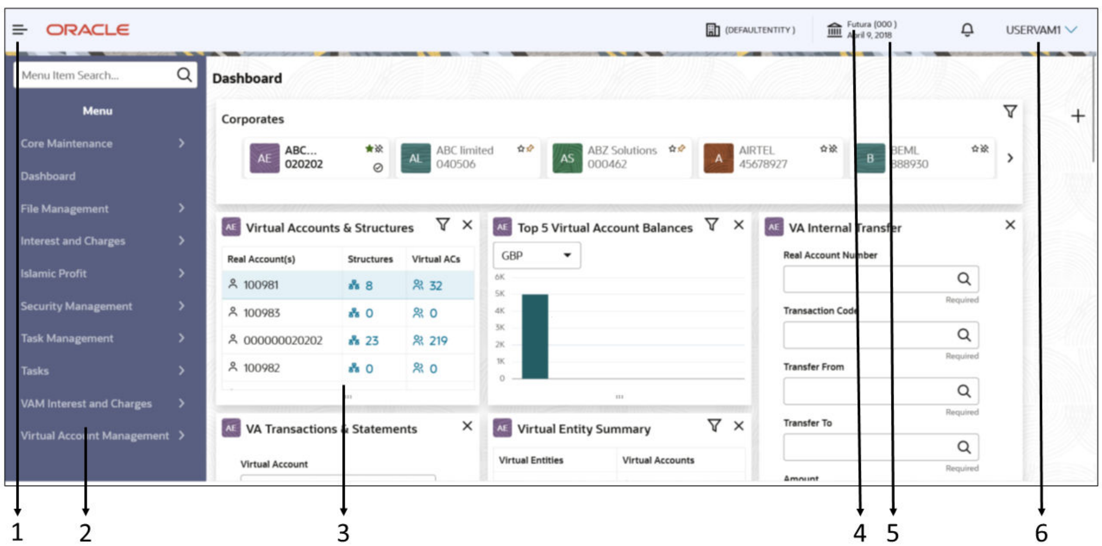
   The application logs out.

2 Application Environment

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

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

Figure 2-1 Application Environment



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

Table 2-1 Application Environment – Field Description

Field	Description
Hamburger Menu	Click to expand/collapse the menu.
Menu	Click to navigate/open the screens associated with the application.
Sub-Menu	Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges.
Display Grid	Displays the screens/dashboards.

Table 2-1 (Cont.) Application Environment – Field Description

Field	Description
Bank Name	Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user. **Note:** Depending on the logged in user and the branches associated, the user can switch between branches and view the records.
Application Date	Displays the last performed application date of branch's EOD.
User Profile	Displays the user profile related options and actions.

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

2.1 Screen Environment

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

There are three types of screens in the application.

- Dashboard
- Maintenance Screen
- Summary Screen

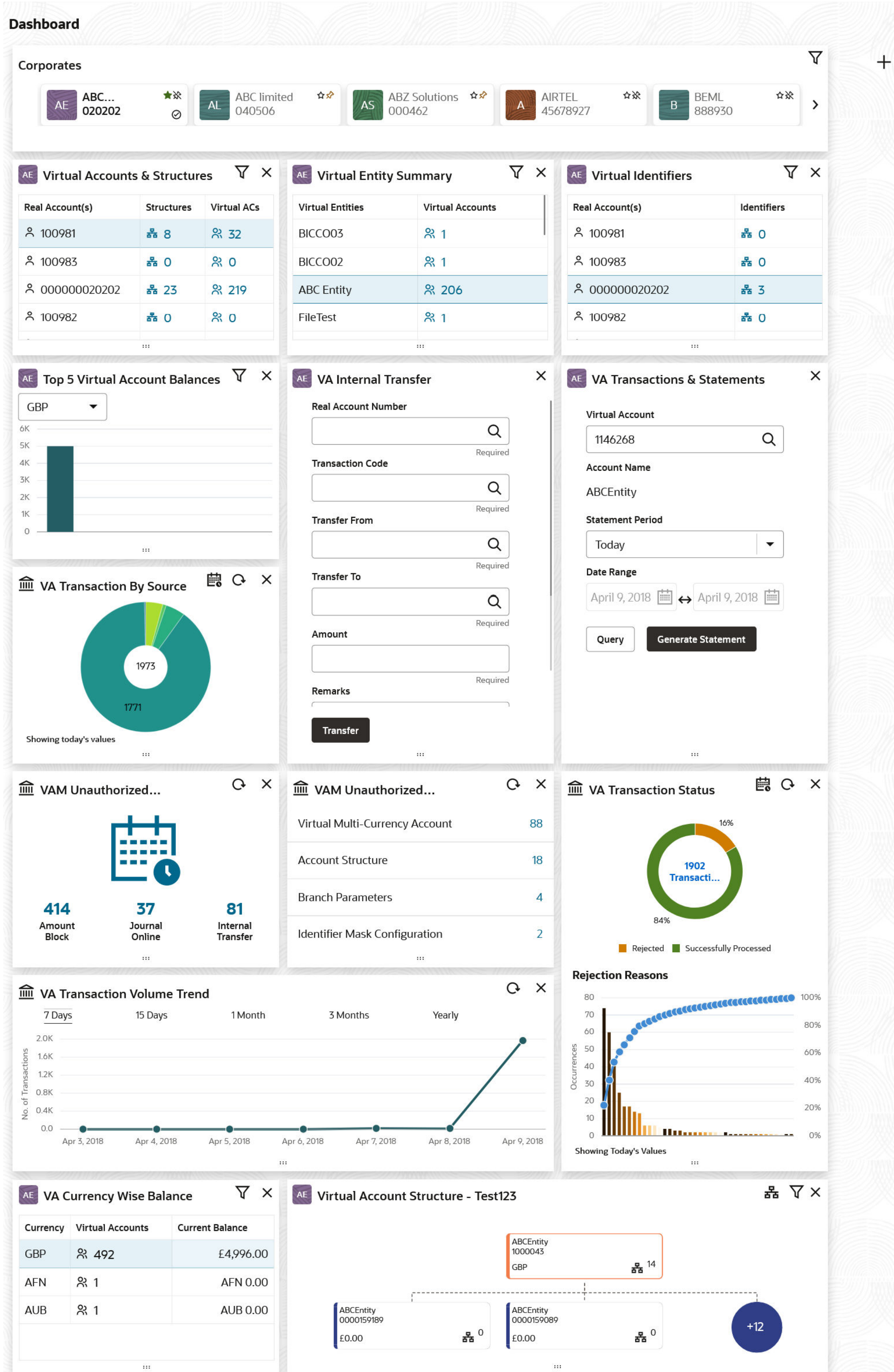
- Dashboard
  This topic describes about the various components in the dashboard.
- Maintenance Screen
  This topic describes about the various components in the maintenance screen.
- Summary Screen
  This topic describes about the various components on the summary screen.

2.1.1 Dashboard

This topic describes about the various components in the dashboard.

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

Figure 2-2 Dashboard

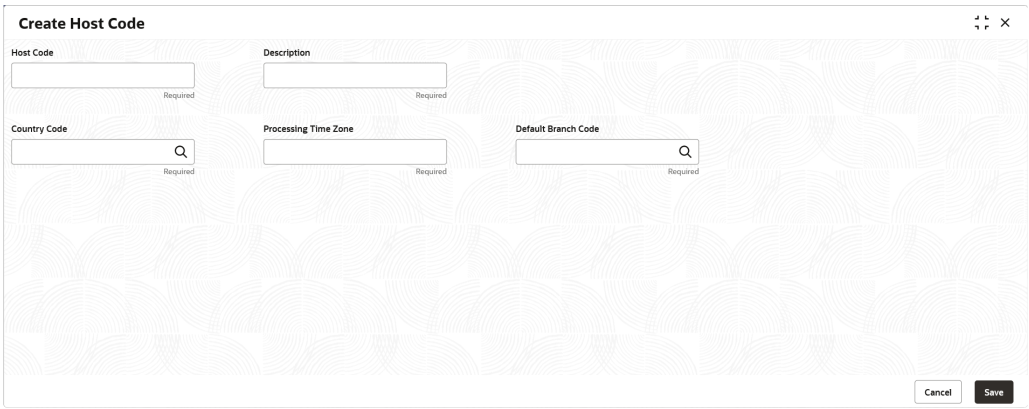


2.1.2 Maintenance Screen

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

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

Figure 2-3 Maintenance Screen



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

Table 2-2 Maintenance Screen – Field Description

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

2.1.3 Summary Screen

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

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

Figure 2-4 Summary Screen

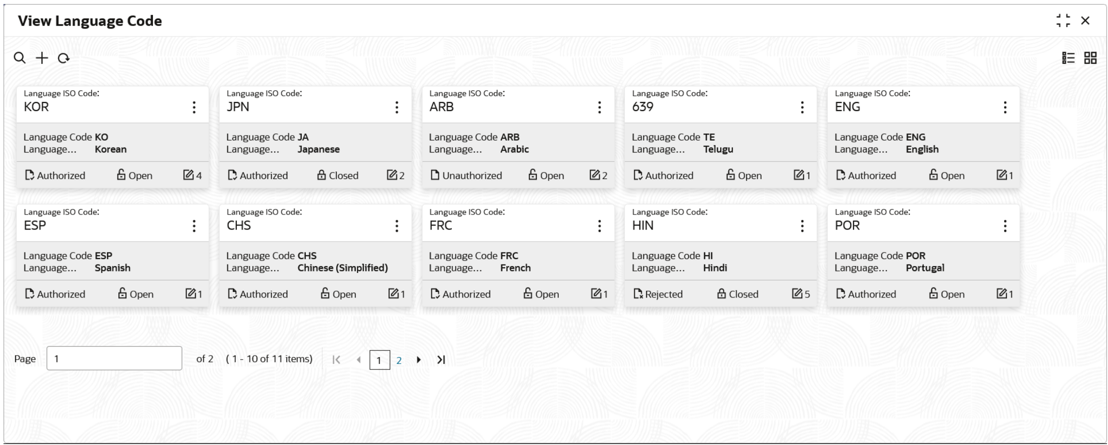


Table 2-3 Summary Screen – Field Description

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

3 How to's

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

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

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

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

- Access the Records
  This topic provides the systematic instructions to access the records.
- View the Records
  This topic describes about the various formats to view the records.
- Search the Records / Transactions
  This topic describes the instruction to search the records/transactions.
- Refresh the Records
  This topic provides the systematic instructions to refresh the records.
- Create / Configure the Records
  This topic provides the systematic instructions to create / configure the records.
- Copy the Records
  This topic provides the systematic instructions to copy the record.
- Unlock the Records
  This topic provides the systematic instructions to unlock the record.
- Reopen the Records
  This topic provides the systematic instructions to reopen the record.
- Delete the Records
  This topic provides the systematic instructions to delete the record.
- Print the Records
  This topic provides the systematic instructions to print the record.
- Authorize the Records / Transactions
  This topic describes the instruction to authorize the records/transactions.
- Minimize and Maximize the Records
  This topic provides the systematic instructions to minimize and maximize the records.
- Close the Records
  This topic provides the systematic instructions to close the record.
- Audit the Records
  This topic provides the systematic instructions to audit the record.

3.1 Access the Records

This topic provides the systematic instructions to access the records.

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

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

1. Navigate to the hamburger menu.

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

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

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

   The View <name of the screen> screen displays. The user can view the configured records.

3.2 View the Records

This topic describes about the various formats to view the records.

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

The various formats to view the records are as follows:

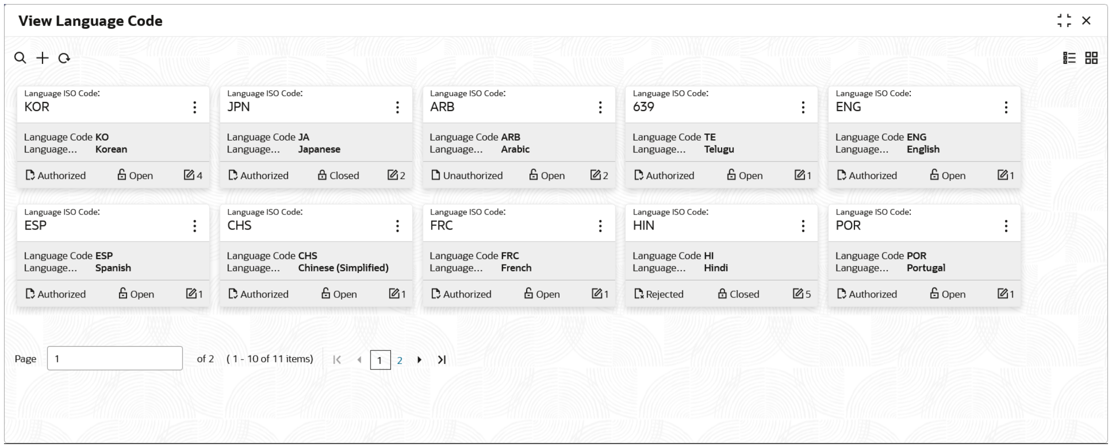
- Tile View
  This topic describes about viewing the records in tile view.
- Tile View with Context Menu
  This topic describes about viewing the records in tile view with context menu.
- List View
  This topic describes about viewing the records in list view.

3.2.1 Tile View

This topic describes about viewing the records in tile view.

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

Figure 3-1 Tile View



3.2.2 Tile View with Context Menu

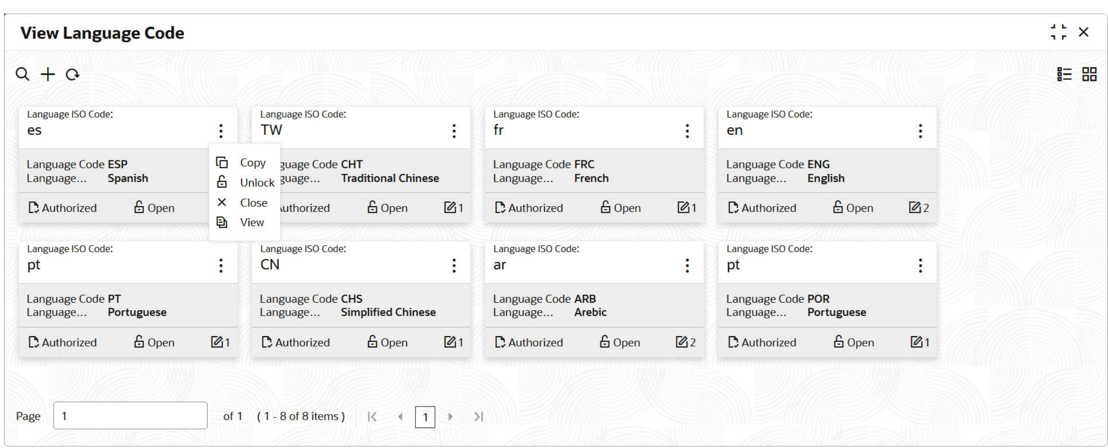
This topic describes about viewing the records in tile view with context menu.

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

The content menu is available for:

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

Figure 3-2 Tile View with Context Menu



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

Table 3-1 Tile View with Context Menu - Field Description

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

3.2.3 List View

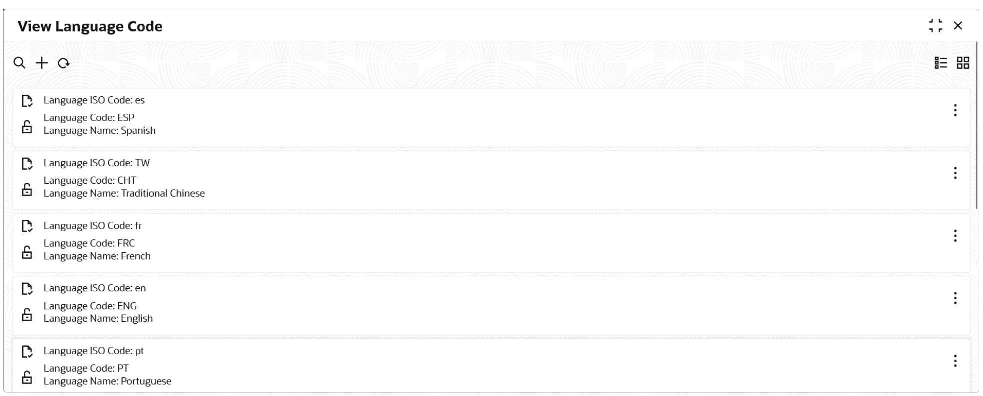
This topic describes about viewing the records in list view.

The **List View** displays the configured records in a list format.

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

   The **List View** screen displays with the details.

Figure 3-3 List View



3.3 Search the Records / Transactions

This topic describes the instruction to search the records/transactions.

- Search the Records
  This topic provides the systematic instructions to search the records.
- Search the Transactions
  This topic provides the systematic instructions to search the transactions.

3.3.1 Search the Records

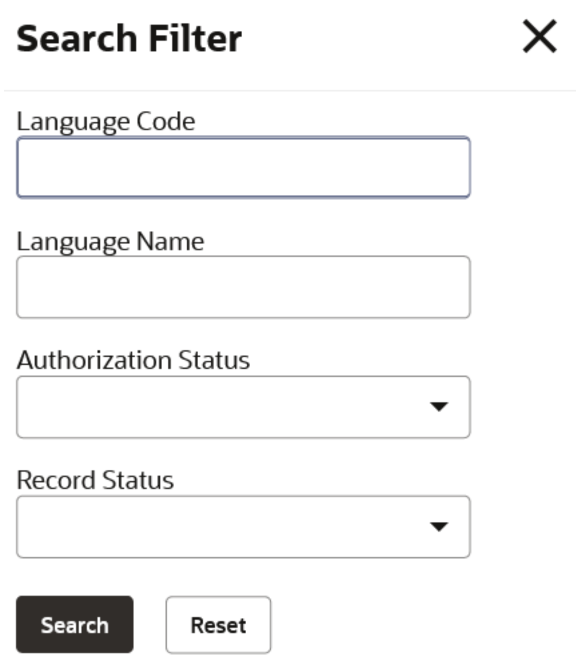
This topic provides the systematic instructions to search the records.

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

2. Click **Search** button.

   The fields associated with the screen displays.

Figure 3-4 Search - Maintenance



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

Table 3-2 Search - Field Description

Field	Description
<Specific Search Parameters>	Specify the applicable search parameters for the respective summary screen.
Authorization Status	Select the authorization status to filter the records. The available options are: • **Authorized** • **Unauthorized** • **Rejected**
Record Status	Select the record status to filter the records. The available options are: • **Open** • **In Progress** • **Closed**

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

   The requested record displays.

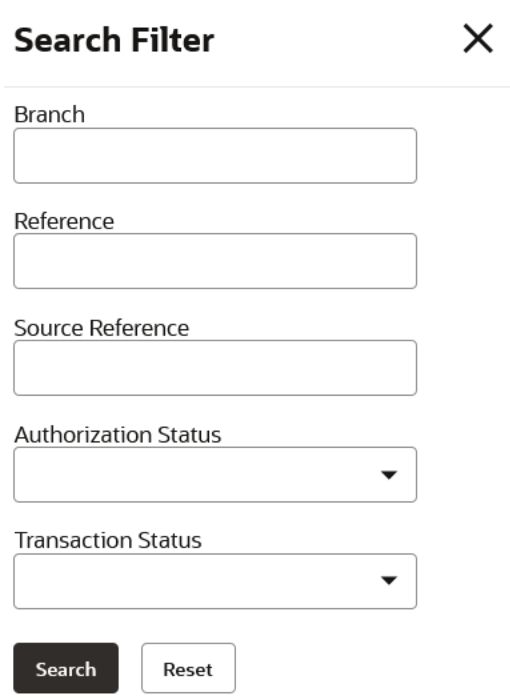
3.3.2 Search the Transactions

This topic provides the systematic instructions to search the transactions.

1. Navigate to **Summary - Transaction** screen.
2. Click **Search** button.

   The fields associated with the screen displays.

Figure 3-5 Search - Transaction



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

Table 3-3 Search - Field Description

Field	Description
<Specific Search Parameters>	Specify the applicable search parameters for the respective summary screen.
Authorization Status	Select the authorization status to filter the transactions. The available options are: • **Authorized** • **Unauthorized** • **Rejected**

Table 3-3 (Cont.) Search - Field Description

Field	Description
Transaction Status	Select the transaction status to filter the transactions. The available options are: • **Active** • **Reversed** • **Pending** • **Expired**

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

   The requested transaction displays.

3.4 Refresh the Records

This topic provides the systematic instructions to refresh the records.

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

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

3.5 Create / Configure the Records

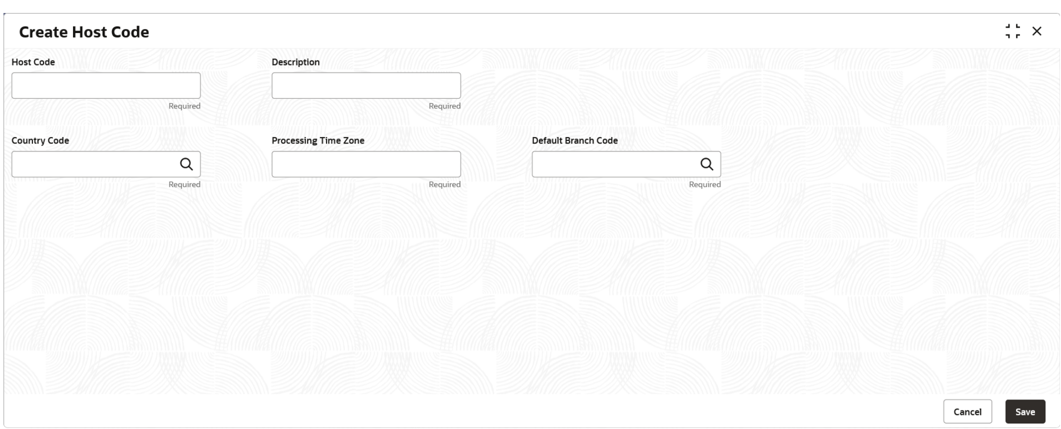
This topic provides the systematic instructions to create / configure the records.

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

1. In the selected **Summary** screen, click **Add** to create / configure a record.
2. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

   The **Create Host Code** screen shown for reference.

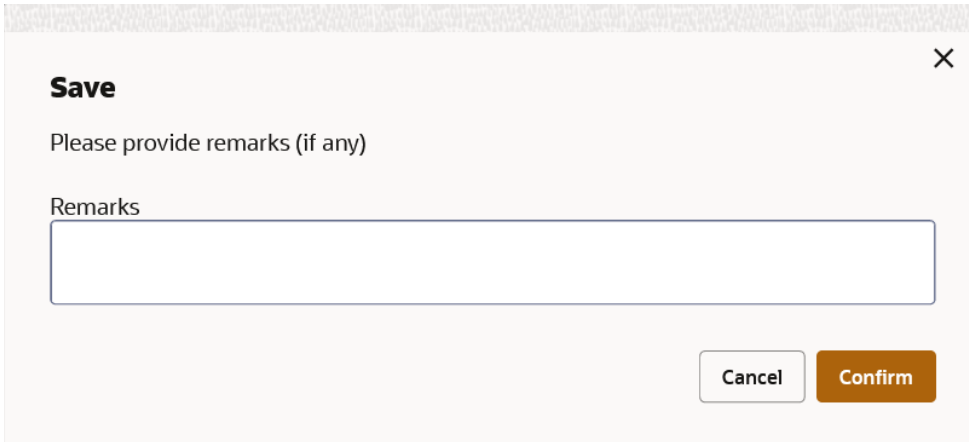
Figure 3-6 Create Host Code



3. Specify the required details in the respective fields.
4. Click **Save**.

The **Save - Confirmation Message** popup screen displays.

Figure 3-7 Save - Confirmation Message



5. Specify the remarks on the **Remarks** field.
6. Click **Confirm** to save the details.

   The record is created and the maker remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.
7. Click **Cancel** to discard the changes.

3.6 Copy the Records

This topic provides the systematic instructions to copy the record.

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

   The modified record is saved.

3.7 Unlock the Records

This topic provides the systematic instructions to unlock the record.

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

   The modified record is saved.

3.8 Reopen the Records

This topic provides the systematic instructions to reopen the record.

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

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

3.9 Delete the Records

This topic provides the systematic instructions to delete the record.

> **Note:**
>
> Make sure that the user have privileges and know the guidelines to delete the records.

1. Navigate to **Summary** screen.
2. Click the record that needs to be deleted.
3. Click **Delete**.

   The selected record is deleted.

3.10 Print the Records

This topic provides the systematic instructions to print the record.

1. Navigate to **Summary** screen.
2. Click the record that needs to be printed.
3. Click **Print** to view the record in a print format.

   The selected record is printed.

3.11 Authorize the Records / Transactions

This topic describes the instruction to authorize the records/transactions.

- Authorize the Records
  This topic provides the systematic instructions to authorize the record.
- Authorize the Transactions
  This topic provides the systematic instructions to authorize the transaction.

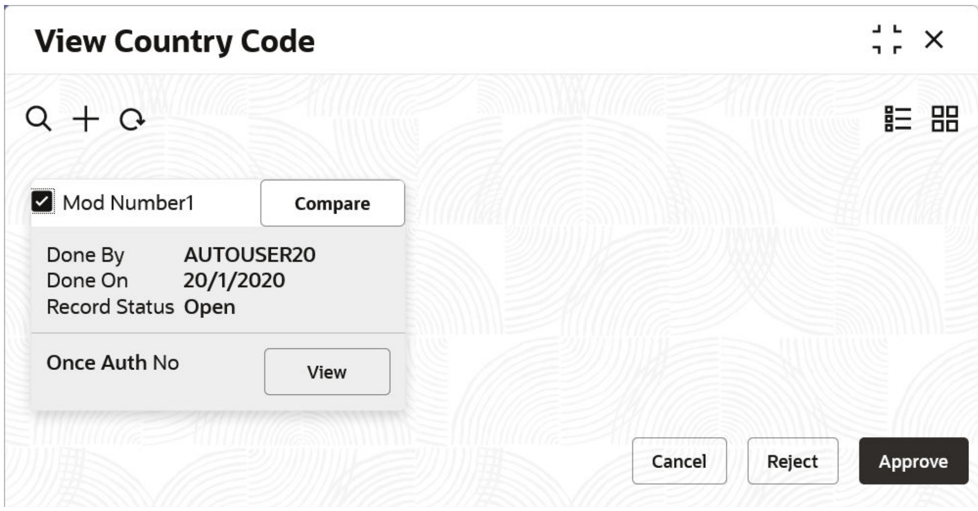
3.11.1 Authorize the Records

This topic provides the systematic instructions to authorize the record.

1. Navigate to **Summary - Maintenance** screen.
2. Click ⋮ icon on the unauthorized record which needs to be actioned.
3. Click **Authorize**.

   The **Authorization** screen displays.

Figure 3-8 Authorization



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

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

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

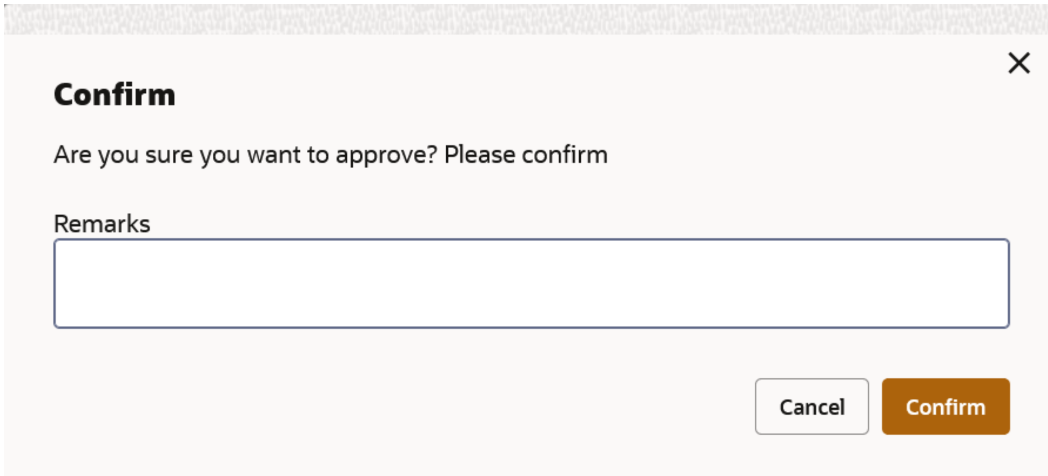
> **Note:**
>
> - If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
> - If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To approve the record:

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

   The **Approval Confirmation** popup screen displays.

   Figure 3-9 Approval Confirmation

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

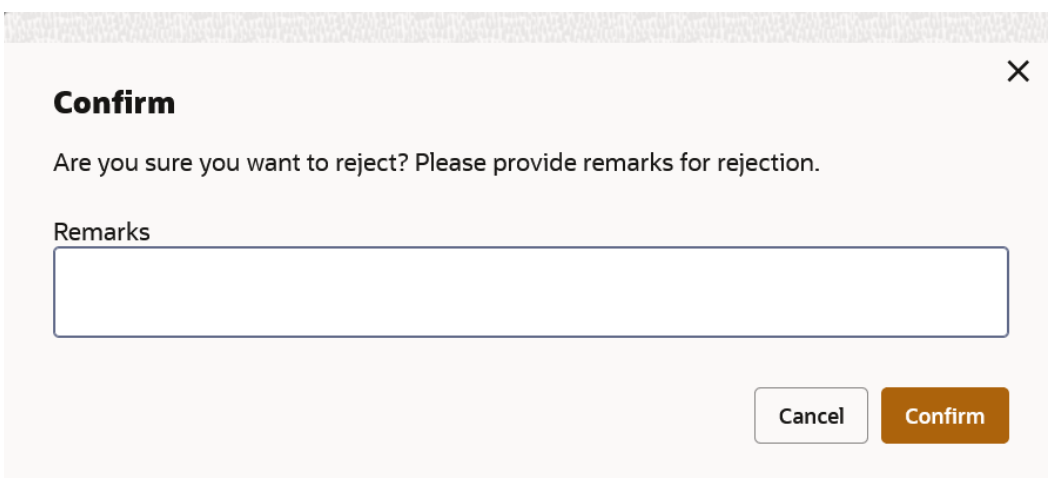
   The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.
10. Click **Cancel** to discard the approval.

To reject the record:

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

    The **Rejection Confirmation** popup screen displays.

    Figure 3-10 Rejection Confirmation

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

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

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

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

14. Click **Cancel** to discard the rejection.

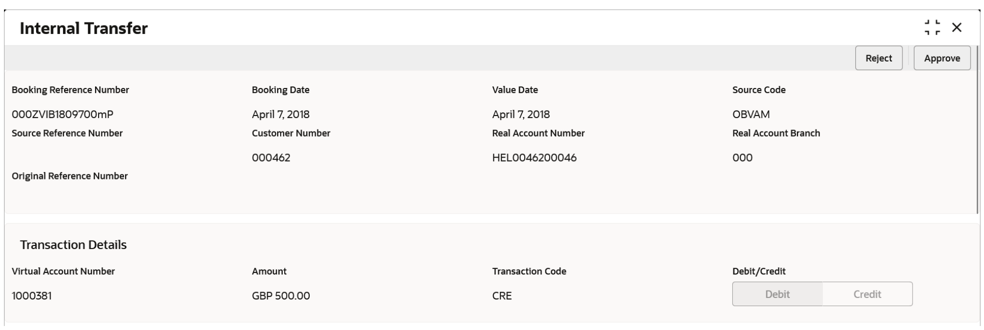
3.11.2 Authorize the Transactions

This topic provides the systematic instructions to authorize the transaction.

1. Navigate to **Summary - Transaction** screen.
2. Click icon on the unauthorized transaction which needs to be actioned.
3. Click **Authorize**.

   The **Authorization** screen displays.

Figure 3-11 Authorization

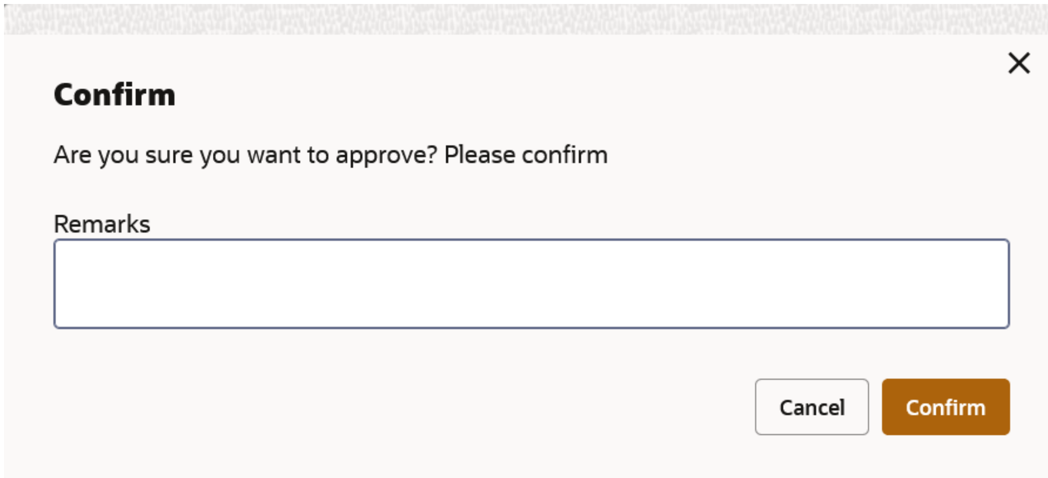


To approve the transaction:

4. Click **Approve** to approve the transaction.

   The **Approval Confirmation** popup screen displays.

Figure 3-12 Approval Confirmation



5. Specify the approval remarks in the **Remarks** field.
6. Click **Confirm** to approve the transaction.

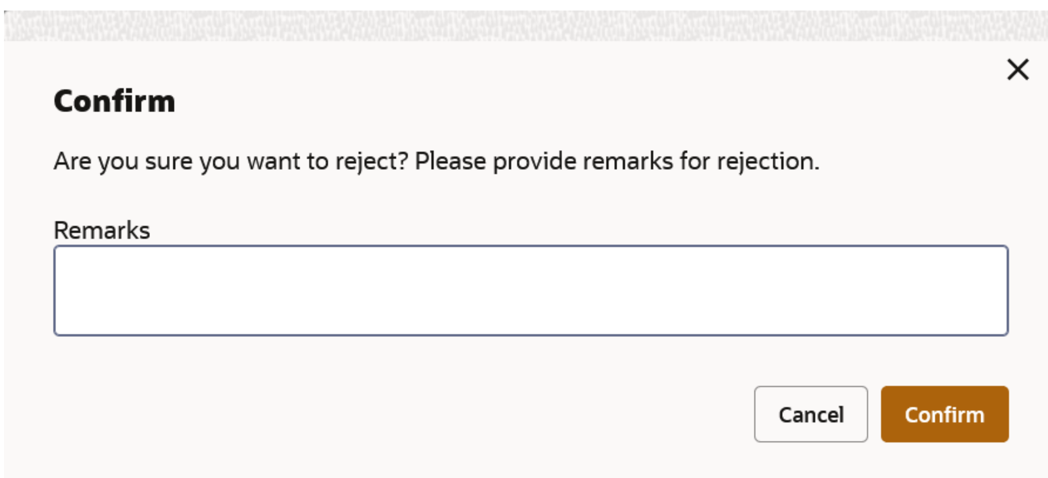
   The selected transaction is approved and the approval remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.
7. Click **Cancel** to discard the approval.

To reject the transaction:

8. Click **Reject** to reject the transaction.

   The **Rejection Confirmation** popup screen displays.

Figure 3-13 Rejection Confirmation



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

> **Note:**
>
> The **Remarks** is mandatory while rejecting the transaction.

10. Click **Confirm** to reject the transaction.

    The selected transaction is rejected and the rejection remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.

11. Click **Cancel** to discard the rejection.

3.12 Minimize and Maximize the Records

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

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

   The minimized screen diplays at the bottom left corner of the screen.

3. Click **Maximize** button to maximize the screen.

   The screen is maximized.

3.13 Close the Records

This topic provides the systematic instructions to close the record.

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

   The selected record is closed.

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

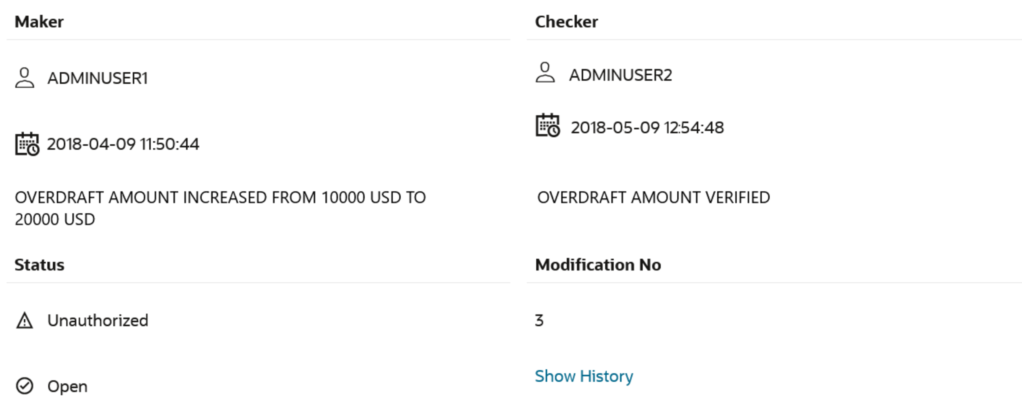
3.14 Audit the Records

This topic provides the systematic instructions to audit the record.

1. Navigate to **Summary** screen.
2. Click ⋮ icon and click **Unlock** or **View** button to modify/view the record.
3. On **Maintenance** screen, click **Audit** to view the change history of the record.

   The **Audit** detail popup screen displays.

Figure 3-14 Audit

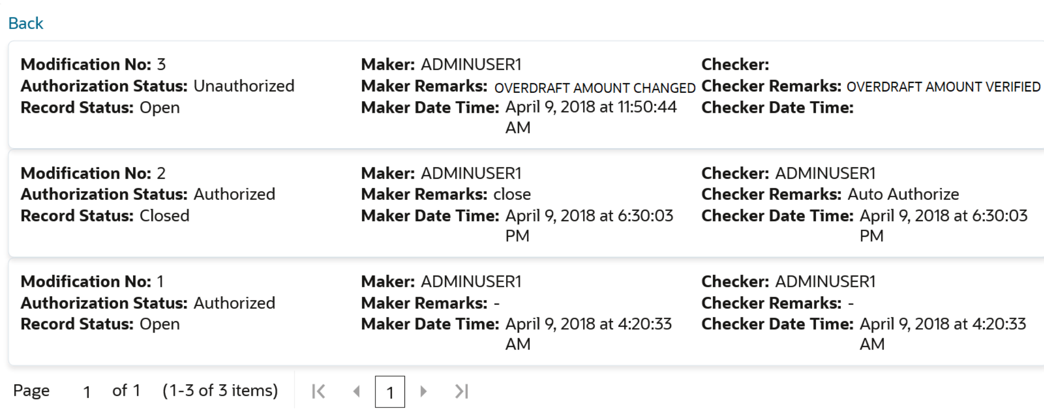


4. Click **Show History** hyperlink to view the modification history of the record.

> **Note:**
>
> This hyperlink appears only if the **Modification Number** is greater than 1.

The **Modification History** popup screen displays in the reverse chronological order.

Figure 3-15 Modification History



5. Click **Back** to navigate to the previous screen.
6. Click anywhere the screen to close the audit detail popup screen.

4 Screen / Dashboard

This topic describes about the various components in Screen / Dashboard.

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

4.1 Pagination

This topic describes about the pagination details in the screen.

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

4.2 Mandatory and Optional Fields

This topic describes about the mandatory and optional fields in the screen.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the **Required** text. Once the value is captured, the **Required** text will disappear. If the user tries to save the record without providing all the mandatory fields, the fields are highlighted with the error message at the bottom.

4.3 Remove Tile

This topic describes the systematic instructions to remove the dashboard tile.

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

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

4.4 Reorder Tile

This topic describes the systematic instructions to reorder the dashboard tile.

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

  The page is automatically refreshed and displays the updated order.

4.5 Expand Tile

This topic describes the systematic instructions to expand the dashboard tile.

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

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

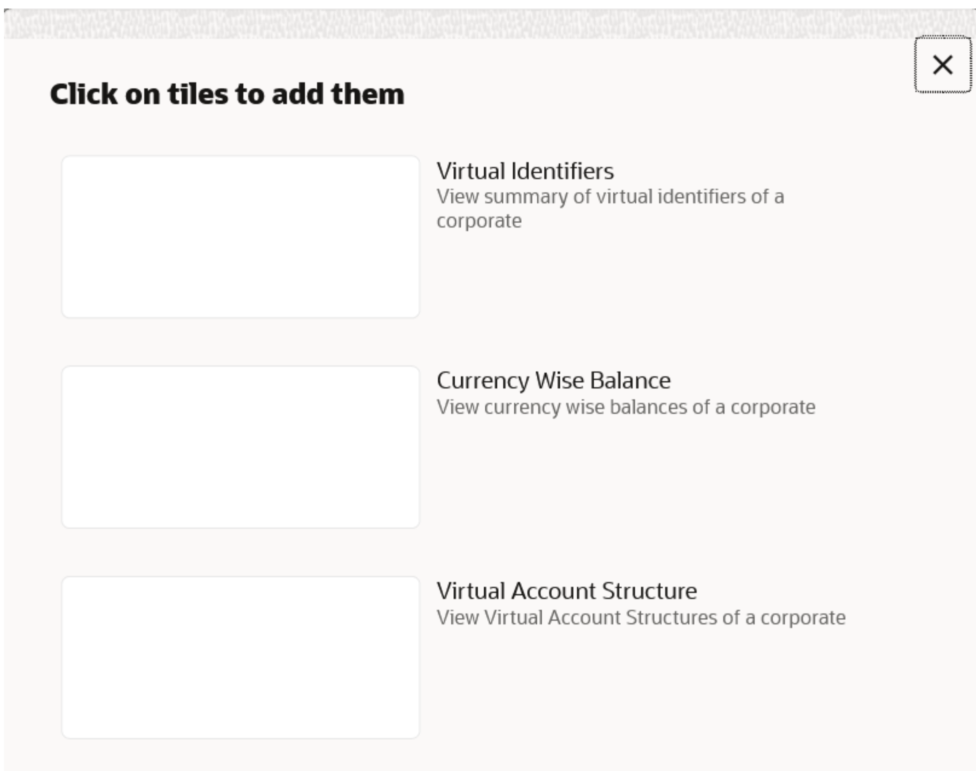
4.6 Add Tile

This topic describes the systematic instructions to add the dashboard tile.

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

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

Figure 4-1 Click on tiles to add them



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

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

5 Common Fields

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

The list of common fields are described as follows.

Table 5-1 Common Fields

Field	Description
Branch Code	The user can select a configured branch code which the user wants to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the **Create External Customer** screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the **Create External Customer Account** screen.
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the **Create Upload Source** screen.
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the **Create Host Code** screen.
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the **Create Currency Definition** screen.
Status	Displays the status of the record. • **Authorized**: The record is verified and authorized. • **Unauthorized**: The record is not verified. • **Rejected**: The record is rejected. • **Open**: The record is open and waiting for verification. • **Locked**: The record is locked. • **Closed**: The record is closed.

6

Common Buttons/Icons

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

The list of common buttons and icons are described as follows.

Table 6-1 Common Buttons

Button	Description
New	Creates a new record for the selected screen.
Query	View all the configured records for the selected screen.
Unlock	Unlock the configured record for the selected screen.
Search	Search the configured record and select the required record for the selected screen.
Copy	Copy the configured record, modify the details, and save with a different name for the record.
Delete	Remove the configured record for the selected screen.
Reopen	Reopens a closed record for the selected screen.
Close	Closes the configured record for the selected screen.
Print	Prints the configured record for the selected screen.
Authorize	Authorizes the configured record for the selected screen.
Reject	Rejects the configured record for the selected screen.
Collapse	Minimises the opened screen to the bottom left corner of the screen.
Remove	Closes the opened screen.
Audit	Check the history of the configured records for the selected screen.
Save	Save the configured record for the selected scree
Cancel	Discard the configured record before saving it.

Table 6-2 Symbols and Icons - Common

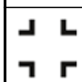
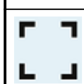
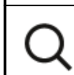
Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

Table 6-2 (Cont.) Symbols and Icons - Common

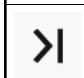
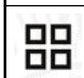
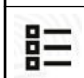
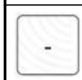
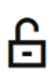
Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 6-2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Table View

Table 6-3 Symbols and Icons – Audit Details

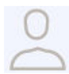
Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status
	Rejected status

Table 6-4 Symbols and Icons - Widget

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

Table 6-5 Symbols and Icons - Dashboard

Symbol/Icon	Function
	Bar Chart
	Donut Chart
	Filter
	Move Widgets
	Linked Accounts
	Linked Structure
	Pin Corporates
	Marked Corporates
	Unpin Corporates
	Reset

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