

Oracle® FLEXCUBE Investor Servicing Accessibility User Guide



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Preface

Oracle FLEXCUBE Investor Servicing is a comprehensive mutual funds automation software from Oracle® Financial Servicing Software Ltd.©.

You can use the system to achieve optimum automation of all your mutual fund investor servicing processes, as it provides guidelines for specific tasks, descriptions of various features and processes, and general information.

This topic contains the following sub-topics:

- [Purpose](#)
- [Audience](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Symbols and Icons](#)
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- [Getting Help](#)
- [Prerequisite](#)

Purpose

You are intended to become familiar with the **Oracle Flexcube Investor Servicing** application through this guide. This guide offers responses to particular features and procedures that are necessary for the module to operate effectively.

Audience

This user guide is intended for the Fund Administrator users and System operators in the AMC.

Critical Patches

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

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.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	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.

Acronyms and Abbreviations

The list of the acronyms and abbreviations used are as follows:

Table Acronyms and Abbreviations

Abbreviation	Description
CIF	Customer Information File
EOD	End of Day
EPU	Earnings per unit
FCIS	Oracle FLEXCUBE Investor Servicing
FMG	The Fund Manager component of the system
FPADMIN	Oracle FLEXCUBE Administrator
GTA	Global Transfer Agency
ID	Identification
IHPP	Inflation Hedged Pension Plan
IPO	Initial Public Offering
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions

Table (Cont.) Acronyms and Abbreviations

Abbreviation	Description
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

Symbols and Icons

This guide may refer to all or some of the following symbols and icons:

Table Symbols and Icons

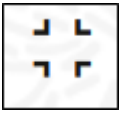
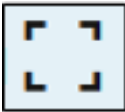
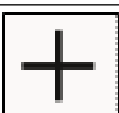
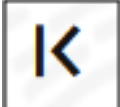
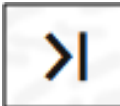
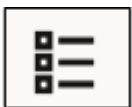
Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Select a Date
	Add a new row to enter details in a record.

Table (Cont.) Symbols and Icons

Symbol/Icon	Function
	Delete a row, which is already added.
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	View a single record
	Sort the values in ascending or descending order
	Sort the values in ascending
	Sort the values in ascending

Basic Actions

Following are the basic actions of the screens that an user may require to perform on new or existing records in a screen.

Table Basic Actions

Action	Description
New	Used to add a new record. When the user click New , the system displays a new record enabling to specify the required data. Note: The fields, which are marked with an asterisk, are mandatory.
Copy	Used to copy the details of a record.
Close	Used to close a record. This action is available only when a record is created.
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.
Print	Used to print a record. This action is available only when a record is created.
Enter Query	Used to give details of a saved record in a detail screen. When the user click Enter Query , the system displays a saved record enabling to specify only the required or primary data.
Execute Query	User need to perform this after entering query. Click Execute Query after specifying the details of the record to be fetched, the system retrieves all the information of that particular record.
Audit	Used to view the maker details, checker details and report status.
Cancel	Used to cancel the performed action.
Save	Used to save the details entered or selected in the screen.
Refresh	Used to refresh the details selected in the screen.
Reset	Used to reset the fields to enter a new criteria.
Clear All	Used to clear all the data entered for search criteria.
Details	Used to navigate to Detail screen.
Search	Used to search either the details of a particular record or a list of records by querying particular field.
Advanced Search	Used to search details more precisely.
Approve	Used to approve the initiated report. This button is displayed, once the user click Authorize .
Authorize	Used to authorize the report created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker.
Confirm	Used to confirm the performed action.
OK	Used to confirm the details in the screen.
Reject	Used to reject the report created. A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker.
View	Used to view the report details in a particular modification stage. This button is displayed, once the user click Authorize .

Getting Help

Online help is available for all tasks. You can get help for any function or fields by clicking the help icon provided or by pressing **F1**.

Prerequisite

Specify **User ID** and **Password**, and log in to **Home Screen**.

1

Oracle FLEXCUBE Investor Servicing Accessibility

This topic provides an overview on **Oracle FLEXCUBE Investor Servicing** Accessibility.

This topic has the following sub-topic:

- [Keyboard Navigation](#)
This topic describes navigation keys used in the **Oracle FLEXCUBE Investor Servicing**.
- [Documentation Accessibility](#)

1.1 Keyboard Navigation

This topic describes navigation keys used in the **Oracle FLEXCUBE Investor Servicing**.

The following keys are used for the navigation:

Table 1-1 Navigation Keys

Key	Description
Tab	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 from left to right, top to bottom. Use Shift +Tab to move to the previous control.
Up and Down Arrow	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	Use the Left and Right Arrow keys to expand and collapse an item in the navigation tree.
Spacebar	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	Use the Enter key to activate a button in the selection.

For more information on the common operations in **Oracle FLEXCUBE Investor Servicing**, refer *Procedures User Guide*.

The common tasks and the keyboard navigation used in **Oracle FLEXCUBE Investor Servicing** are discussed in following sub-topics:

- [Hot keys for Detail Screen Operation](#)
This topic describes Hot keys used to perform different operations in the Detail Screen.
- [Hot Keys to View/Enter More Information When a Field is in Focus](#)
This topic describes Hot keys used to view or enter more information when a field is in focus.
- [Hot Keys for Summary Screen Operations](#)
This topic describes Hot keys used to perform different operations in the Summary Screen.

- [Navigation Keys for Accessing Tabs in Landing Page](#)
This topic describes Navigation Keys for accessing tabs in Landing Page.
- [Hot Keys to Access Dashboards](#)
This topic describes navigation keys on the Dashboards.
- [Calendar Navigation Keys](#)
This topic describes navigation keys on the Calendar.
- [Hot Keys for Close Operations](#)
This topic describes Navigation Keys for Close operations.
- [Hot Keys for Other Operations](#)
This topic describes Hot Keys for other operations.
- [Grid Operations Navigation Keys](#)
This topic describes Navigation Keys for Grid Operations.
- [Summary Screen or LOV Grid Navigation Keys](#)
This topic describes Navigation Keys on the Summary Screen or LOV Grid.
- [Layout Table Navigation Keys](#)
This topic describes Navigation Keys on the Layout Table.

1.1.1 Hot keys for Detail Screen Operation

This topic describes Hot keys used to perform different operations in the Detail Screen.

For more information on a list of navigation keys used to perform the basic operations on the new or existing records in a details screen, refer to the Navigation Keys - Detail Screen Operations table.

Table 1-2 Navigation Keys - Detail Screen Operations

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
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

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

This topic describes Hot keys used to view or enter more information when a field is in focus.

For more information on a list of navigation keys used to pop up separate windows that contain the respective details for a selected field on a detailed screen, refer to the Navigation Keys table.

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

1.1.3 Hot Keys for Summary Screen Operations

This topic describes Hot keys used to perform different operations in the Summary Screen.

For more information on a list of navigation keys used to perform the basic operations on the selected records in a summary screen, refer to the Navigation Keys - Summary Screen Operations table.

Table 1-4 Navigation Keys - Summary Screen Operations

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

1.1.4 Navigation Keys for Accessing Tabs in Landing Page

This topic describes 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. Navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

Browser Modifier Keys

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

Refer to the table for the lists of modifier keys for different browsers.

Table 1-5 Browser Modifier Keys

Browser	Modifier Keys	Description
Mozilla Firefox	Alt+Shift	Prefix the Alt+Shift key to the navigation key to execute the required task.
Opera	Shift+Esc	Prefix the Shift+Esc key to the navigation key to execute the required task.

Table 1-5 (Cont.) Browser Modifier Keys

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

Landing Page Tab Navigation Keys

Depending on your browser, you need to prefix the browser modifier key to the navigation key. The navigation keys are listed in the following table.

For more information on a list of navigation keys, refer to the Navigation Keys - Landing Page Tab table.

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
Minimize	6	To minimize the selected window
Close	7	To close the selected window
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
Window	N	To access the window option
Workflow	W	To shift focus to the workflow tab

**Note:**

Once the focus is on the **Home** tab, navigate the tabs using the right or left arrow keys.

1.1.5 Hot Keys to Access Dashboards

This topic describes navigation keys on the Dashboards.

The dashboards are arranged in a specific order. Shift the focus by using the respective navigation keys. For more information on a list of navigation keys, refer to the Navigation Keys - Dashboards table.

Table 1-7 Navigation Keys - Dashboards

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

1.1.6 Calendar Navigation Keys

This topic describes navigation keys on the Calendar.

The fields denoting dates will have an adjoining calendar to select the date. Navigate in the calendar using the following respective keys. For more information on a list of navigation keys to navigate the calendar, refer to the Navigation Keys - Calendar table.

Table 1-8 Navigation Keys - Calendar

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

1.1.7 Hot Keys for Close Operations

This topic describes Navigation Keys for Close operations.

The LOV, calendar, popup-edit, screens or sub-screens open a different window. You can close such window using the following navigation keys. For more information on a list of navigation keys used to close an operation, refer to the Navigation Keys - Close Operations table.

Table 1-9 Navigation Keys - Close Operations

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

1.1.8 Hot Keys for Other Operations

This topic describes Hot Keys for other operations.

For more information on a list of navigation keys used to perform some more screen level operations, refer to the Navigation Keys - Other Operations table.

Table 1-10 Navigation Keys - Other Operations

Task	Navigation Keys	Description
Switch between Windows	F2	To switch between the open windows
Ok	Ctrl+K	To focus on Ok on a selected window
Cancel	Ctrl+L	To focus on Cancel on a selected window
Confirm	Ctrl+M	To focus on Confirm 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

1.1.9 Grid Operations Navigation Keys

This topic describes Navigation Keys for Grid Operations.

A multiple entry table grid in **Oracle FLEXCUBE Investor Servicing** refers to a set of fields in a tabular format where more rows can be added or existing rows can be deleted as required to capture the details.

In a multiple-entry table grid on a given screen, use the following hotkeys to navigate between rows and columns. These hotkeys can be used when the multiple-entry table grid is in edit mode. For more information on a list of navigation keys used through multiple table grids, refer to the Navigation Keys - Grid Operations table.

Table 1-11 Navigation Keys - Grid Operations

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

1.1.10 Summary Screen or LOV Grid Navigation Keys

This topic describes Navigation Keys on the Summary Screen or LOV Grid.

For more information on a list of navigation keys used to view the queried records on the summary screen, refer to the Navigation Keys - Summary Screen or LOV Grid table.

Table 1-12 Navigation Keys - Summary Screen or LOV Grid

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

1.1.11 Layout Table Navigation Keys

This topic describes Navigation Keys on the Layout Table.

You can navigate in the layout table using the following navigation keys to shift the focus between rows, cells or pages. For more information on this, refer to the Navigation Keys - Layout Table.

Table 1-13 Navigation Keys - Layout Table

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.
Navigation to Cells on Right	Right Arrow	To navigate to cells on right

1.2 Documentation Accessibility

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

Access to Oracle Support

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