Oracle® FLEXCUBE Investor Servicing

Admin User Guide

Release 14.7.6.0.0
G30482-01
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Oracle FLEXCUBE Investor Servicing Admin User Guide, Release 14.7.6.0.0

G30482-01

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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

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.

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.

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.
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.

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

Table (Cont.) Acronyms and Abbreviations

Abbreviation	Description
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
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

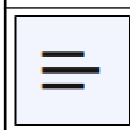
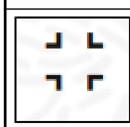
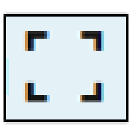
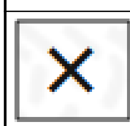
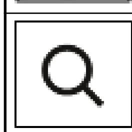
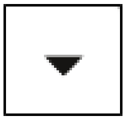
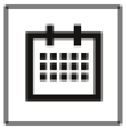
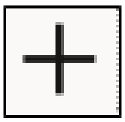
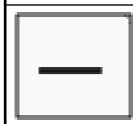
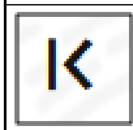
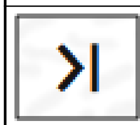
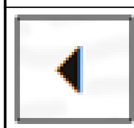
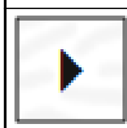
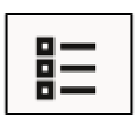
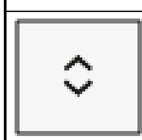
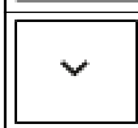
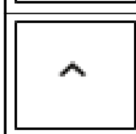
Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize
	Close
	Perform Search

Table (Cont.) Symbols and Icons

Symbol/Icon	Function
	Open a list
	Select a Date
	Add a new row to enter details in a record.
	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.

Table (Cont.) Basic Actions

Action	Description
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 Administration

This topic provides the instructions to manage Administrative activities.

The Fund Manager component is equipped to manage Administrative activities, which include:

- The purging of data
- Maintenance of extraction information to extract data from the FIC application

This topic also explains the **Query Builder**, which can be used to construct user defined query statements to obtain information from the database.

This topic contains the following sub-topics:

- Process Purge Frequency Maintenance Detail
  This topic provides the systematic instructions to maintain the frequency of purging for the tables in the system.
- Purge Frequency Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.
- Process Purge Use Case Maintenance
  This topic gives the systematic instructions to provide the purge fund data along with relevant audit/ history information.
- Purge Use Case Maintenance Summary
  This topic describes the systematic instructions to perform the basic operations on the selected records.
- Process Purge View
  This topic provides the systematic instructions to view the purge details.
- Process Purge Batch
  This topic provides the systematic instructions to execute the pre-purge and post-purge process.
- Perform Purge Processing
  This topic provides the systematic instructions to initiate the purge process post maintenance of the purge frequency.

1.1 Process Purge Frequency Maintenance Detail

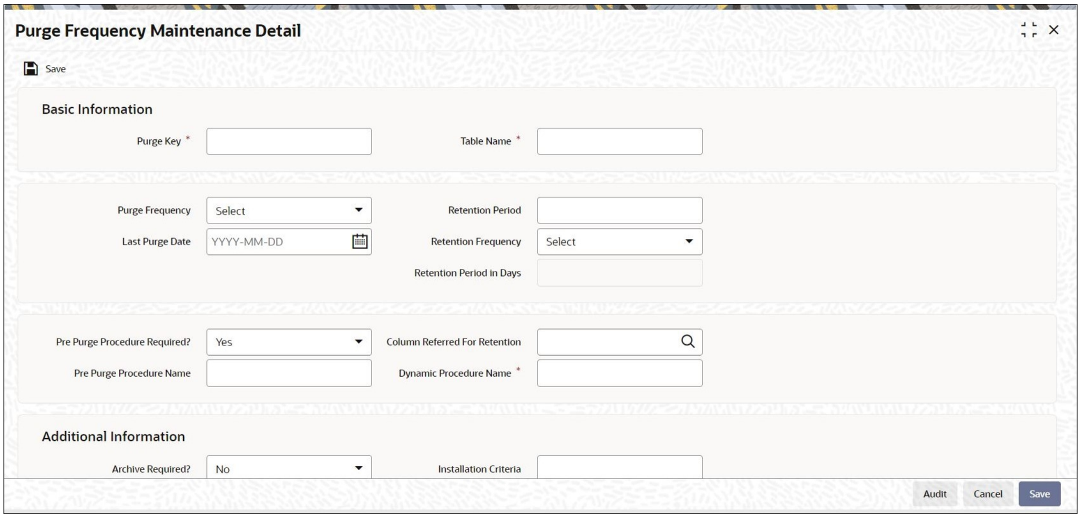
This topic provides the systematic instructions to maintain the frequency of purging for the tables in the system.

According to the frequency specified here, the tables are purged during the End of Day processes.

1. On **Home Screen**, type **UTDPURGS** in the text box, and click **Next**.

   The **Purge Frequency Maintenance Detail** screen is displayed.

Figure 1-1 Purge Frequency Maintenance Detail



2. On **Purge Frequency Maintenance Detail** screen, click **New** to enter the details.

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

Table 1-1 Purge Frequency Maintenance Detail - Field Description

Field	Description
Basic Information Section	This section displays all basic details.
Purge Key	*Alphanumeric; 100 Characters; Mandatory* Purge key is the purge name that you need to maintain.
Table Name	*Alphanumeric; 50 Characters; Mandatory* The name of the table for which a purge frequency must be set up is displayed here.
Purge Frequency	*Optional* Specify the frequency at which the selected table must be purged as part of the End of Day processes. You can use the drop-down list to make your choice. Following are the options available in the drop-down list: • **Daily** • **Weekly** • **Bi-Weekly** • **Monthly** • **Quarterly** • **Half Yearly** • **Yearly** • **Not Scheduled** If purge frequency is maintained as **Not Scheduled**, the system will ignore this purge activity from execution during EOD.
Last Purge Date	*Date Format; Optional* Specify the last purge date.
Retention Period	*Numeric; 22 Characters; Optional* Specify the retention period in days based on retention period and frequency maintained.

Table 1-1 (Cont.) Purge Frequency Maintenance Detail - Field Description

Field	Description
Retention Frequency	*Optional* Select the retention frequency from the drop-down. Following are the options available in the drop-down list: • **Daily** • **Weekly** • **Bi-Weekly** • **Monthly** • **Quarterly** • **Half Yearly** • **Yearly**
Retention Period in Days	*Numeric; 22 Characters; Optional* Specify the retention period in days based on the Retention Period Value and Frequency. For instance, If Retention Period is **1**, and Retention Frequency is selected as weekly then you need to specify **7** in this field (1*7days in a week=7).
Pre Purge Procedure Required?	*Optional* You can execute a pre-defined procedure before the purging activity from the drop-down list. The list displays the following values: • **Yes** - If you select this option, the system will capture **Pre Purge Procedure Name**. • **No** - If you select this option, the **Pre Purge Procedure Name** is not required.
Pre Purge Procedure Name	*Alphanumeric; 35 Characters; Mandatory* if **Pre Purge Procedure Required?** is selected as **Yes**, specify the pre purge procedure name.
Column Referred For Retention	*Alphanumeric; 50 Characters; Optional* Specify the column in the table which will be referred before processing purge. Alternatively, you can select column referred for retention from the option list. The list displays all valid column referred for retention maintained in the system. If purge is already processed, then process will start from the last purge date.
Dynamic Procedure Name	*Alphanumeric; 35 Characters; Mandatory* Specify the dynamic procedure name. The system will create dynamic procedure during authorization. The system will validate the parameters provided for purging. If the specified procedure name already exists, then the system displays an override message. Authorization will fail if dynamic procedure cannot be created without errors.
Additional Information Section	This section displays all additional details.

Table 1-1 (Cont.) Purge Frequency Maintenance Detail - Field Description

Field	Description
Archive Required?	*Optional* Select **Yes** if you want backup to be taken before purge. Else select **No**. If you select **Yes**, the system will copy the existing data into corresponding purge tables specified in the grid. **Note:** Actual Table and corresponding purge table should be in same number of columns and order of columns. If there is mismatch, dynamic procedure creation will fail and maintenance cannot be authorized. If you select **No**, the system will delete the data from the table.
Commit Counter	*Numeric; 22 Characters; Optional* Specify commit frequency for archival/purging activity. If maintained, it should be greater than zero. If you do not provide commit frequency, then the system will consider static maintenance available. In the absence of static data, system will default 10000 as commit counter.
Installation Criteria	*Alphanumeric; 255 Characters; Optional* Enter the installation criteria based on which the purge will be maintained. If any new purge activity is maintained, the same can be provided during first time maintenance only. Subsequent amendment of this value is restricted.
User Criteria	*Alphanumeric; 255 Characters; Optional* You can amend the purge details before process and enter the user defined criteria. User defined Criteria is an additional criteria which will be appended to installation criteria to filter parent table data to be archived.
Child Details	The section displays the purge table and primary key details.
Purge Order	*Numeric; 3 Characters; Optional* Specify the purge order details.
Table Name	*Alphanumeric; 50 Characters; Optional* Specify the archived table name.
Archive Table Name	*Alphanumeric; 50 Characters; Optional* Specify the archived table name.
Primary Key Column Name	*Alphanumeric; 225 Characters; Optional* Specify the primary key name.
Parent Primary Key Column Name	*Alphanumeric; 225 Characters; Optional* Specify the parent primary key column name.

3. You can view the following validations performed by the system for Purge Order.

   Note: The dynamic packages will get recreated on unlock, save and authorization.

   The system performs the following validations for Purge Order:

   - Purge Order defines the order in which the tables needs to be purged.
   - Purge order for Master table should be **0**.

- If master table is not provided in the grid, the system will use master table only for identifying the data for purge; during purge process the system will purge only the tables provided in the grid.
- If no table information are provided in the grid, the system will delete the parent table data based on the criteria provided. If no criteria is provided, then the system will truncate the table.
- Purge order of child tables should be greater than **0**.
- Purging of master table will be done after purging of all the child tables (if master table is provided in the grid).
- **Primary Key Column Name** and **Parent Primary Key Column Name**: Column names of master and child tables to be provided here.
- Details of child table to be provided in **Primary Key Column Name** and details of master table to be provided in **Parent Primary Key Column Name**.
- Data is mandatory for all child tables.

1.2 Purge Frequency Maintenance Summary

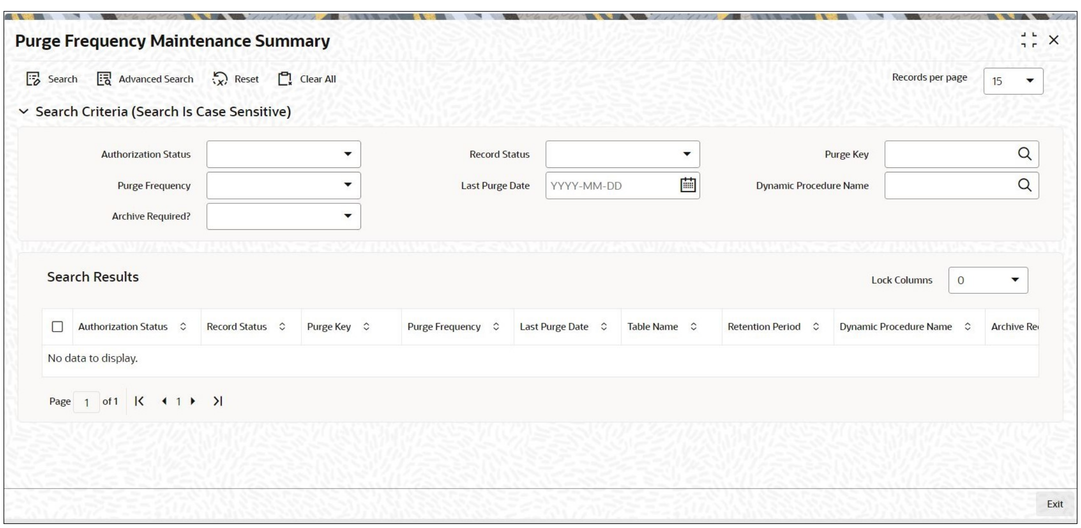
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Purge Frequency Maintenance Record

1. On **Home** screen, type **UTSPURGS** in the text box, and click **Next**.

   The **Purge Frequency Maintenance Summary** screen is displayed.

Figure 1-2 Purge Frequency Maintenance Summary



2. On **Purge Frequency Maintenance Summary** screen, specify any or all of the following details in the corresponding fields:
   - **Authorization Status -** If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
   - **Record Status**

- **Purge Key**
- **Purge Frequency**
- **Last Purge Date**
- **Archive Required**
- **Dynamic Procedure Name**

3. Click **Search** button to view the records.

   All the records with the specified details are retrieved and displayed in the screen.

   > **Note:**
   >
   > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
   >
   > - Press F7
   > - Input the **Purge Key**
   > - Press F8

4. Perform **Edit**, **Delete**, **Amend**, **Authorize**, **Reverse**, and **Confirm** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.

   Search the record for Purge Key by using the combination of % and alphanumeric value as follows:

   - Search by A%: System will fetch all the records whose Purge Key starts from Alphabet ‘A’. For example, AGC17, AGVO6, AGC74 etc.
   - Search by %7: System will fetch all the records whose Purge Key ends by numeric value’ 7’. For example AGC17, GSD267, AGC77 etc.
   - Search by %17%:- System will fetch all the records whose Purge Key contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

- Edit Purge Frequency Maintenance Record
  This topic provides the systematic instructions to edit Purge Frequency Maintenance record.
- View Purge Frequency Maintenance Record
  This topic provides the systematic instructions to view Purge Frequency Maintenance record.
- Delete Purge Frequency Maintenance Record
  This topic provides the systematic instructions to delete Purge Frequency Maintenance record.
- Authorize Purge Frequency Maintenance Record
  This topic provides the systematic instructions to authorize Purge Frequency Maintenance record.
- Amend Purge Frequency Maintenance Record
  This topic provides the systematic instructions to amend Purge Frequency Maintenance record.
- Authorize Amended Purge Frequency Maintenance Record
  This topic provides the systematic instructions to authorize amended Purge Frequency Maintenance record.

- Copy Purge Frequency Maintenance Record
  This topic provides the systematic instructions to copy Purge Frequency Maintenance record.

1.2.1 Edit Purge Frequency Maintenance Record

This topic provides the systematic instructions to edit Purge Frequency Maintenance record.

Modify the details of Purge Frequency Maintenance that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Purge Frequency Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the **Authorization Status** field.

   You can only modify records that are unauthorized. Accordingly, choose the **Unauthorized** option.
3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
4. Click **Search** button.

   All unauthorized records with the specified details are retrieved and displayed in the screen.
5. Double-click the record that you want to modify in the list of displayed records.

   The **Purge Frequency Maintenance Detail** screen is displayed.
6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
7. Click **Save** to save your changes.

   The **Purge Frequency Maintenance Detail** screen is closed and the changes made are reflected in the **Purge Frequency Maintenance Summary** screen.

1.2.2 View Purge Frequency Maintenance Record

This topic provides the systematic instructions to view Purge Frequency Maintenance record.

View a record that you have previously input by retrieving the same in the **Purge Frequency Maintenance Summary** screen. Perform this operation as follows:

1. Start the **Purge Frequency Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for viewing in the **Authorization Status** field.

   You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/Authorized option.
3. Specify any or all of the details of the record in the corresponding fields on the screen and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.
4. Double-click the record that you want to view in the list of displayed records.

   The **Purge Frequency Maintenance Detail** screen is displayed.

1.2.3 Delete Purge Frequency Maintenance Record

This topic provides the systematic instructions to delete Purge Frequency Maintenance record.

Delete a record that you have previously entered. You can delete only unauthorized records in the system as follows:

1. Start the **Purge Frequency Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.
4. Double-click the record that you want to delete in the list of displayed records.

   The **Purge Frequency Maintenance Detail** screen is displayed.
5. Select **Delete** operation from the Action list.

   The system prompts you to confirm the deletion and the record is physically deleted from the system database.

1.2.4 Authorize Purge Frequency Maintenance Record

This topic provides the systematic instructions to authorize Purge Frequency Maintenance record.

Authorize an unauthorized Purge Frequency must be authorized in the system for it to be processed as follows:

1. Start the **Purge Frequency Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the **Unauthorized** option.
3. Specify any or all of the details and click **Search** button.

   All records with the specified details that are pending authorization are retrieved and displayed in the screen.
4. Double-click the record that you wish to authorize.

   The **Purge Frequency Maintenance Detail** screen is displayed.
5. Select **Authorize** operation from the Action List.

   When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the **Save** operation are displayed. If any of these overrides results in an error, the checker must reject the record.

1.2.5 Amend Purge Frequency Maintenance Record

This topic provides the systematic instructions to amend Purge Frequency Maintenance record.

Modify the details of an authorized record using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Purge Frequency Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for amendment.

You can only amend authorized records.

3. Specify any or all of the details and click **Search** button.

   All records with the specified details are retrieved and displayed in the screen.

4. Double-click the record that you wish to amend.

   The **Purge Frequency Maintenance Detail** screen is displayed.

5. Select **Unlock** operation from the Action List to amend the record.

6. Amend the necessary information and click **Save** to save the changes.

1.2.6 Authorize Amended Purge Frequency Maintenance Record

This topic provides the systematic instructions to authorize amended Purge Frequency Maintenance record.

Authorize an amended Purge Frequency Maintenance for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The process of subsequent authorization is the same as that for normal transactions.

1.2.7 Copy Purge Frequency Maintenance Record

This topic provides the systematic instructions to copy Purge Frequency Maintenance record.

1. Click **Copy** to create a new **Purge Frequency Maintenance** with the same attributes of an existing maintenance.

2. Retrieve the record whose attributes the new **Purge Frequency** should inherit.

   You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous steps.

3. Click **Copy**.

   Indicate the ID for the new **Purge Frequency Maintenance**. You can, however, change the details of the new maintenance.

1.3 Process Purge Use Case Maintenance

This topic gives the systematic instructions to provide the purge fund data along with relevant audit/ history information.

All tables from which data will be archived/purged will be available as factory shipped maintenance. You can purge or archive fund data based on predefined criteria. You can also purge or archive fund information along with associated maintenance, transaction data and audit trail information.

There will be a pre purge procedure which will populate the identified records for authorization. The screen will also identify records which cannot be purged for business reasons.

On authorization of the pre purged record, the system will actual archive/ purge process based on the maintained schedule. The system will log the detail of records which could not be purged along with reasons.

The system will purge/ archive all fund data including the following information:

- Fund Rules (UTNFNDRL)

- Fund Bank Account (UTDFNDAC)
- Fund Entity (UTDFNENT)
- Fund Calendar (UTDHOLID)
- Fund conversion (UTDFNCVR)
- Fund Dividend Records including payment/ reinvestment records at fund level
- Fund WHT (UTDWHTAX)
- Fund Price (UTDFPRIC)
- Periodic Load (UTDPERLM)
- Fund Switch Restriction (UTDFNSWR)
- GL (UTDGLISD)
- Mock Dividend (UTDMOCKD)
- UH Balledger
- BOD Outstanding Units
- Corporate Action Tables Fund User (UTDFNDUS)
- Fund Sub Acc Mapping (UTDFSAMS)
- Fund Price Holiday (UTDFPHOL)
- Fund Investment Component (UTDFICRM)
- Fund CPMF (UTDFCPMF)
- Fund Agency Limit (UTDFALMT)
- Auto-switch Set up (UTDASSSD)
- ADHOC price (UTDAHPRM)
- Agent Price Basis (UTDAGTPR)
- Fund UH Category Holding Period (UTDMINHL)
- Unit Price Rounding (UTDPRRRL)
- Target-based Fee (UTDTGBFE)

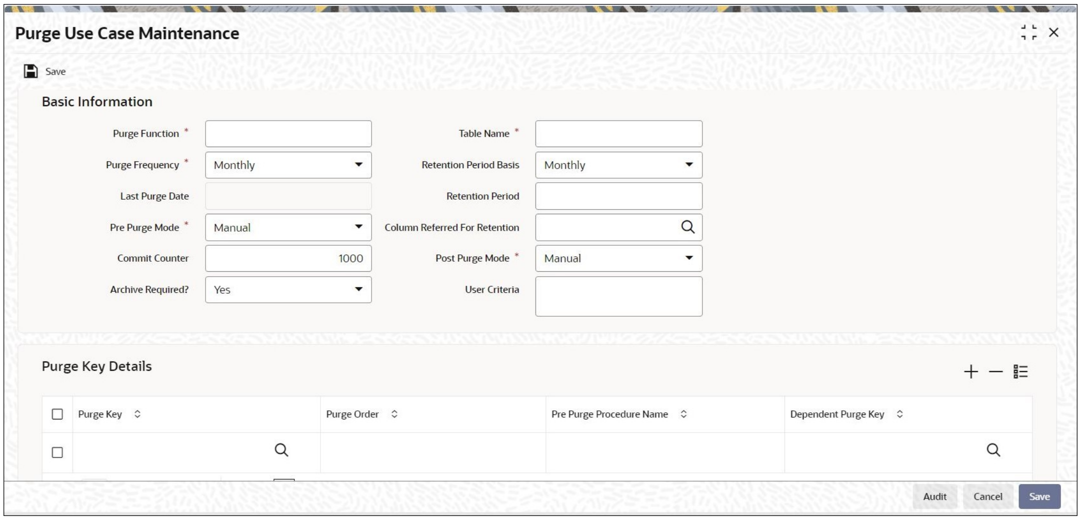
Note:

Only the data which is not interlinked to any other record will be purged/archived. Interlinked data which will lead to system inconsistency will not be archived/purged. Data once archived cannot be restored back to main tables.

1. On Home Screen, type **UTDFNPUR** in the text box, and click **Next**.

   The **Purge Use Case Maintenance** screen is displayed.

Figure 1-3 Purge Use Case Maintenance



2. On **Purge Use Case Maintenance** screen, click **New** to enter the details.

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

Table 1-2 Purge Use Case Maintenance - Field Description

Field	Description
Basic Information Section	This section displays all basic details.
Purge Function	*Alphanumeric; 16 Characters; Mandatory* Specify the purge function details.
Purge Frequency	*Mandatory* Select the purge frequency from the drop-down list. The list displays the following values: • **Daily** • **Monthly** • **Fortnight** • **Quarterly** • **Half Yearly** • **Yearly**
Last Purge Date	*Display* The system displays the last purge date.
Pre Purge Mode	*Mandatory* Select the pre purge model from the drop-down list. The list displays the following values: • **EOD** • **Manual**
Commit Counter	*Numeric; 8 Characters; Mandatory* Specify the commit counter.
Archive Required?	*Optional* Select if archive is required or not from the drop-down list. The list displays the following values: • **Yes** • **No**

Table 1-2 (Cont.) Purge Use Case Maintenance - Field Description

Field	Description
Table Name	*Alphanumeric; 50 Characters; Mandatory* Specify the table name.
Retention Period Basis	*Optional* Select the retention period basis from the drop-down list. The list displays the following values: • **Daily** • **Monthly** • **Fortnight** • **Quarterly** • **Half Yearly** • **Yearly**
Retention Period	*Numeric; 8 Characters; Optional* Specify the retention period.
Column Referred For Retention	*Alphanumeric; 50 Characters; Optional* Specify the column referred for retention.
Post Purge Mode	*Mandatory* Select the post purge mode from the drop-down list. The list displays the following values: • **EOD** • **Manual** • **Automatic**
User Criteria	*Alphanumeric; 2000 Characters; Optional* Specify the user criteria details.
Purge Key Details	This section displays the purge key details.
Purge Key	*Alphanumeric; 100 Characters; Mandatory* Specify the purge key. Alternatively, you can select purge key from the option list. The list displays all valid purge keys maintained in the system.
Purge Order	*Numeric; 2 Characters; Optional* Specify the purge order.
Pre Purge Procedure Name	*Alphanumeric; 35 Characters; Mandatory* Specify the pre purge procedure name.
Dependent Purge Key	*Alphanumeric; 100 Characters; Mandatory* Specify the dependent purge key. Alternatively, you can select dependent purge key from the option list. The list displays all valid dependent purge keys maintained in the system.

1.4 Purge Use Case Maintenance Summary

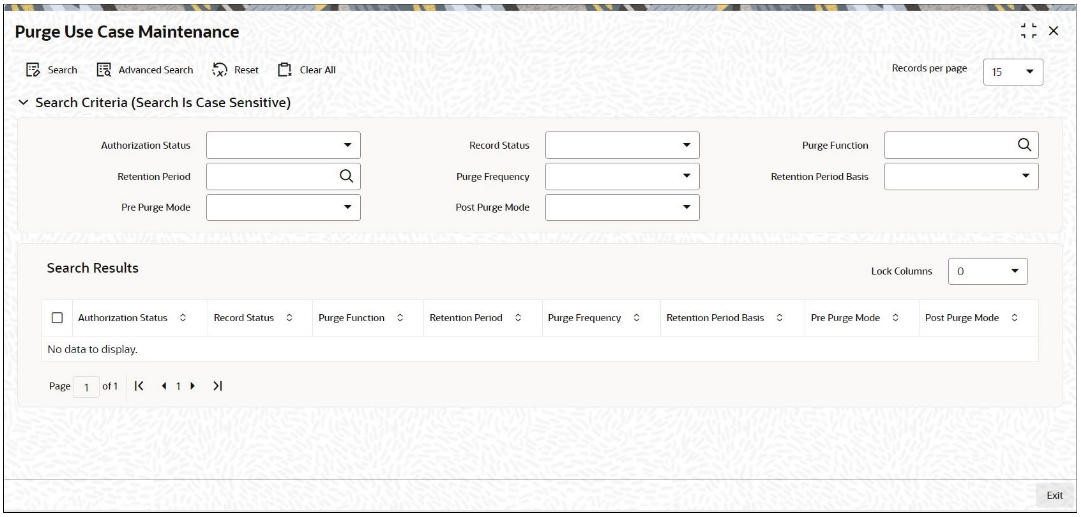
This topic describes the systematic instructions to perform the basic operations on the selected records.

Retrieve Purge Use Case Maintenance Record

1. On **Home** screen, type **UTSFNPUR** in the text box, and click **Next**.

   The **Purge Use Case Maintenance Summary** screen is displayed.

Figure 1-4 Purge Use Case Maintenance Summary



2. On **Purge Use Case Maintenance Summary** screen, specify any or all of the following details in the corresponding fields:
   - **Authorization Status -** If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
   - **Record Status**
   - **Purge Function**
   - **Retention Period**
   - **Purge Frequency**
   - **Retention Period Basis**
   - **Pre Purge Mode**
   - **Post Purge Mode**
3. Click **Search** button to view the records.

   All the records with the specified details are retrieved and displayed in the screen.

> **Note:**
>
> You can also retrieve the individual record detail from the detail screen by querying in the following manner:
>
> - Press F7
> - Input the **Purge Frequency**
> - Press F8

4. Perform **Edit**, **Delete**, **Amend**, and **Authorize** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.

   You can search the record for Purge Frequency by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Purge Frequency starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.
- Search by %7: System will fetch all the records whose Purge Frequency ends by numeric value' 7'. For example AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Purge Frequency contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

- Edit Purge Use Case Maintenance Record
This topic describes the systematic instructions to edit Purge Use Case Maintenance record.
- View Purge Use Case Maintenance Record
This topic describes the systematic instructions to view Purge Use Case Maintenance record.
- Delete Purge Use Case Maintenance Record
This topic describes the systematic instructions to delete Purge Use Case Maintenance record.
- Authorize Purge Use Case Maintenance Record
This topic describes the systematic instructions to authorize Purge Use Case Maintenance record.
- Amend Purge Use Case Maintenance Record
This topic describes the systematic instructions to amend Purge Use Case Maintenance record.
- Authorize Amended Purge Frequency Maintenance Record
This topic provides the systematic instructions to authorize amended Purge Frequency Maintenance record.

1.4.1 Edit Purge Use Case Maintenance Record

This topic describes the systematic instructions to edit Purge Use Case Maintenance record.

Modify the details of Purge Use Case Maintenance that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Purge Use Case Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the **Authorization Status** field.

   You can only modify records that are unauthorized. Accordingly, choose the **Unauthorized** option.
3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
4. Click **Search** button.

   All unauthorized records with the specified details are retrieved and displayed in the screen.
5. Double-click the record that you want to modify in the list of displayed records.

   The **Purge Use Case Maintenance Detail** screen is displayed.
6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
7. Click **Save** to save your changes.

The **Purge Use Case Maintenance Detail** screen is closed and the changes made are reflected in the **Purge Use Case Maintenance Summary** screen.

1.4.2 View Purge Use Case Maintenance Record

This topic describes the systematic instructions to view Purge Use Case Maintenance record.

View a record that you have previously input by retrieving the same in the **Purge Use Case Maintenance Summary** screen. Perform this operation as follows:

1. Start the **Purge Use Case Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for viewing in the **Authorization Status** field.

   You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/Authorized option.
3. Specify any or all of the details of the record in the corresponding fields on the screen and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.
4. Double click the record that you want to view in the list of displayed records.

   The **Purge Use Case Maintenance Detail** screen is displayed.

1.4.3 Delete Purge Use Case Maintenance Record

This topic describes the systematic instructions to delete Purge Use Case Maintenance record.

Delete a record that you have previously entered. You can delete only unauthorized records in the system as follows:

1. Start the **Purge Use Case Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.
4. Double-click the record that you want to delete in the list of displayed records.

   The **Purge Use Case Maintenance Detail** screen is displayed.
5. Select **Delete** operation from the Action list.

   The system prompts you to confirm the deletion and the record is physically deleted from the system database.

1.4.4 Authorize Purge Use Case Maintenance Record

This topic describes the systematic instructions to authorize Purge Use Case Maintenance record.

Authorize an unauthorized Purge Use Case Maintenance in the system for it to be processed as follows:

1. Start the **Purge Use Case Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the **Unauthorized** option.
3. Specify any or all of the details and click **Search** button.

All records with the specified details that are pending authorization are retrieved and displayed in the screen.

4. Double-click the record that you wish to authorize.

   The **Purge Use Case Maintenance Detail** screen is displayed.

5. Select **Authorize** operation from the Action List.

   When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the **Save** operation are displayed. If any of these overrides results in an error, the checker must reject the record.

1.4.5 Amend Purge Use Case Maintenance Record

This topic describes the systematic instructions to amend Purge Use Case Maintenance record.

Modify the details of an authorized record using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Purge Use Case Maintenance Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for amendment.

   You can only amend authorized records.

3. Specify any or all of the details and click **Search** button.

   All records with the specified details are retrieved and displayed in the screen.

4. Double-click the record that you wish to amend.

   The **Purge Use Case Maintenance Detail** screen is displayed.

5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click **Save** to save the changes.

1.4.6 Authorize Amended Purge Frequency Maintenance Record

This topic provides the systematic instructions to authorize amended Purge Frequency Maintenance record.

Authorize an amended Purge Use Case Maintenance for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

The process of subsequent authorization is the same as that for normal transactions.

1.5 Process Purge View

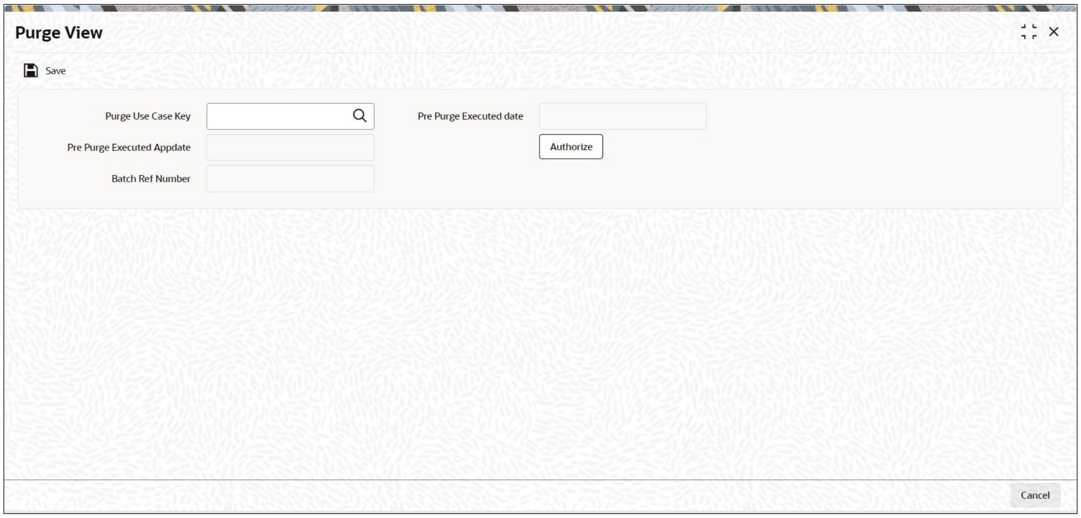
This topic provides the systematic instructions to view the purge details.

You can authorize the pre-purge records. Once the record is authorized, the system will generate an interface file to verify the pre-purge records.

1. On **Home** screen, type **UTDPURVW** in the text box, and click **Next**.

   The **Purge View** screen is displayed.

Figure 1-5 Purge View



2. On **Purge View** screen, click **New** to enter the details.

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

Table 1-3 Purge View - Field Description

Field	Description
Purge Use Case Key	*Alphanumeric; 100 Characters; Optional* Specify the purge use case key. Alternatively, you can select purge use case key from the option list. The list displays all valid purge use case key maintained in the system.
Pre Purge Executed date	*Display* The system displays the pre purge executed date based on the selected purge use case key.
Pre Purge Executed Appdate	*Display* The system displays the pre purge executed app date based on the selected purge use case key.
Batch Ref Number	*Display* The system displays the batch reference number.

3. Click **Authorize.**

   The system will authorize the records. Once authorized, the system will purge/ archive record where validations are successful as per purge schedule.

4. Extract a interface file in text format and place in the export file path.

   The interface file generated is extracted.

5. Use this extract to pre-purge records to verify the data being purged.

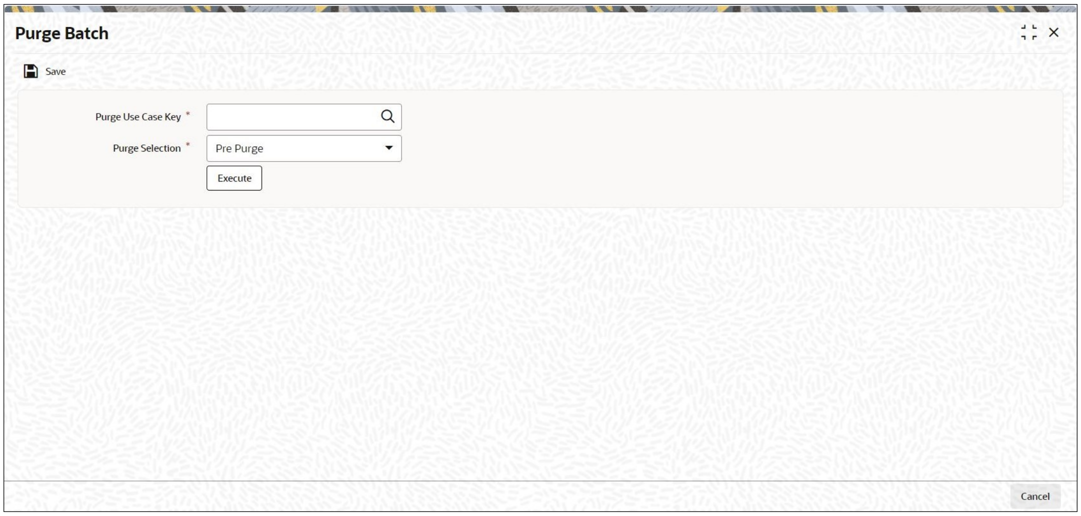
1.6 Process Purge Batch

This topic provides the systematic instructions to execute the pre-purge and post-purge process.

1. On **Home** screen, type **UTDPURBT** in the text box, and click **Next**.

The **Purge Batch** screen is displayed.

Figure 1-6 Purge Batch



2. On **Purge Batch** screen, click **New** to enter the details.

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

Table 1-4 Purge Batch - Field Description

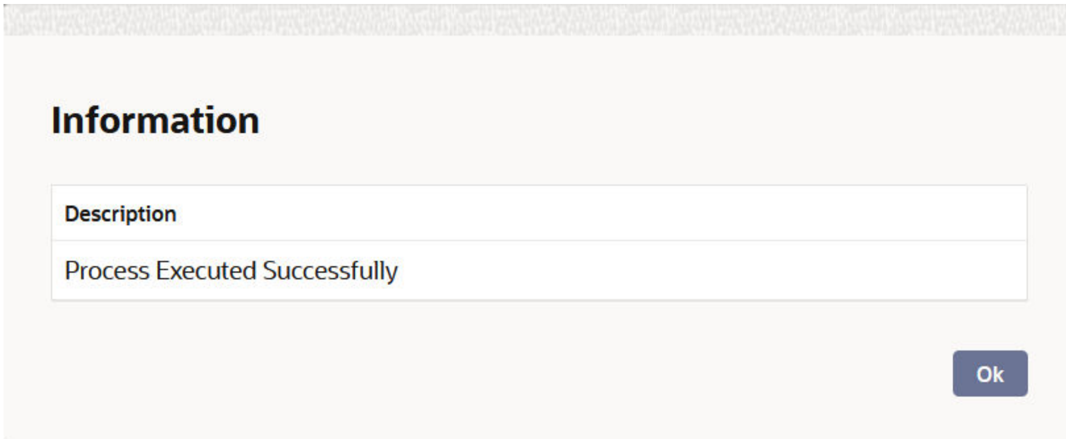
Field	Description
Purge Use Case Key	*Alphanumeric; 60 Characters; Mandatory* Specify the purge use case key. Alternatively, you can select purge use case key from the option list. The list displays all valid purge use case key maintained in the system.
Purge Selection	*Mandatory* Select the purge status from the drop-down list. The list displays the following values: • **Pre Purge** - A pre purge procedure will run (either manual or during EOD) and will populate relevant records picked up by the pre purge procedure for purge/archival • **Post Purge** - The post-purge process will run manually or automatically or during EOD for purge/archival. For manual operation, you can use **Purge Batch** screen and for automatic operation, the same will happen during the authorize button click itself. **Note:** Purge keys with pre/post as manual only will be listed in the purge batch screen option list based on the purge selection.

3. Click **Execute** to execute the purge batch.

   There will be a pre purge procedure which will populate the identified records for authorization. The screen will also identify records which cannot be purged for business reasons.

   The following information window is displayed.

Figure 1-7   Purge Batch_Information Message



4. Authorize the pre purged record.

   The system will archive/purge process based on the maintained schedule. The system will also log the detail of records which could not be purged along with reasons.

   Once archived or purged, unitholder details will not be visible in any of the following screens:

   - Unitholder details including bank, contact details, add info etc (UTDUH)
   - UH Deal (UTDUHDEL)
   - IDS (UTDUHIDS)
   - LOI (UTDUHLOI)
   - NPI Preference (UTDUHNPI)
   - FATCA/CRS Maintenances (UTDFATMT)
   - KYC doc (UTDKYCCD)
   - Audit Trail
   - Close/reopen (UTDACCLS)
   - CIF- UH Mapping (UTDCIFUH)
   - Entity Notepad (UTDNTPDE)
   - IRRF Preference (UTDUHIOF)
   - Non Tax Limits (UTDUHNTX)
   - COE Preference (UTDUHCOE)
   - Help Desk (UTDHLPDS)
   - Distribution Void (UTDDVOID)
   - Cheque Book Request (UTDCHKRQ)
   - NAV Alert (UTDUHNAV)
   - UH KIID
   - UH Across Schema Find
   - UT transaction screens (UTDTXN01 TO UTDTXN10, UTDADJ02, UTDADJ03, UTDTXNCU, UTDCNTXN, UTDTXNB, UTDCNVTX, UTDTXNLT, UTDSIN, UTDOLT)

- Policy Transaction Screens (LEDPLAN, LEDPLTOP, LEDPLSUR,LEDPLSWI, LEDPLJNL, LEDFINWD, LEDPLREV)
- Consolidated Enquiry (UTSCOINQ)

1.7 Perform Purge Processing

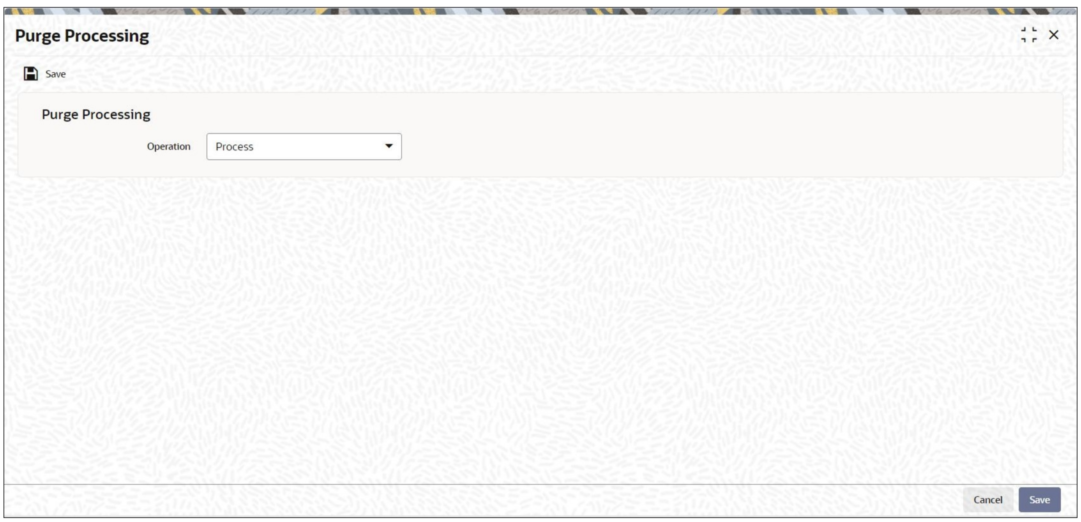
This topic provides the systematic instructions to initiate the purge process post maintenance of the purge frequency.

Once this batch is processed, the system moves the records that are maintained for archival to the archival tables.

1. On **Home** screen, type **UTDPURGE** in the text box, and click **Next**.

   The **Purge Processing** screen is displayed.

   Figure 1-8 Purge Processing

2. On **Purge Processing** screen, click **New** to enter the details.

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

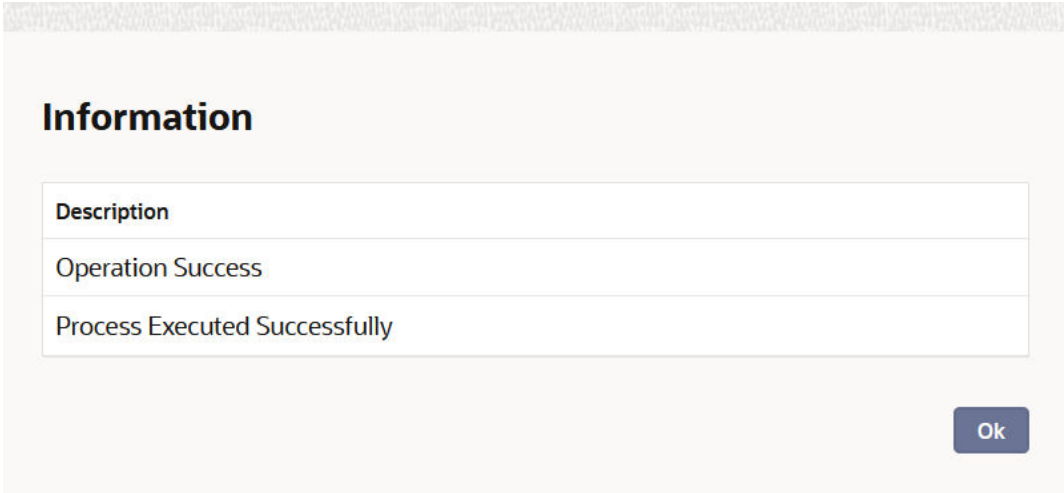
   Table 1-5 Purge Processing - Field Description

Field	Description
Operation	*Optional* Select the operation to be performed from the drop-down list. The list displays the following values: • **Process** • **Execute**

3. Select the operation as **Process** or **Execute**, and click **Save**.

   The following information window is displayed.

Figure 1-9 Purge Processing_Information Message



4. Click **Ok** after selecting the operation to perform the purge activity.

2 Long Term Data Store

This topic provides the instructions to move the old data from **Oracle FLEXCUBE Investor Servicing (FCIS)** business schema to **Long term Data Store (LDS)**.

Long term Data Store (LDS) is the process of moving the old data from **FCIS** business schema to Long term data store.

LDS can be implemented on **FCIS** system adhering to data retention policy of region or country.

The **Data retention** is storing company's data for business purpose, or to comply with their country's rules and regulations. Data retention policy is a set of guidelines stating the details of the data to be stored and also the duration that needs to be maintained.

Long term data store process will help to reduce volume in business schema thereby improving the performance of the system. The information moved to Long term data store will still be available and you can view the same via User Interface.

You can also generate the reports from the Long term data store.

This topic contains the following sub-topics:

- Process LDS Module Setup Maintenance
  This topic provides the systematic instructions to maintain LDS module setup.
- LDS Module Set Up Summary
  This topic describes the systematic instructions to perform the basic operations on the selected records.
- Perform LDS Pre Process
  This topic provides the systematic instructions to perform pre-process check operation of LDS record.
- Process LDS Status
  This topic provides the systematic instructions to view the pre-process execution status.
- Perform LDS Process
  This topic provides the systematic instructions to perform post-process execution operation of LDS record.
- LDS Process Flow
  This topic explains the process flow for LDS.

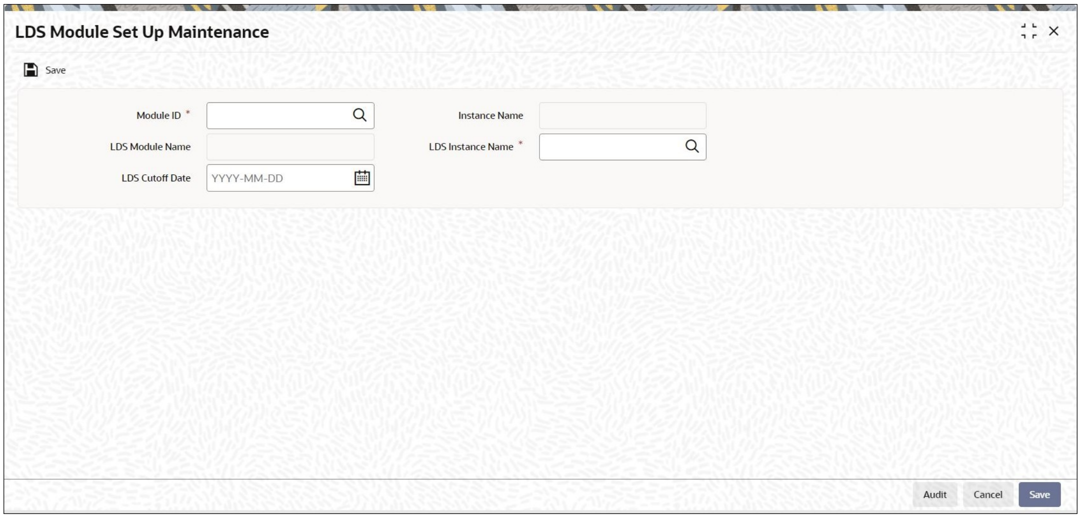
2.1 Process LDS Module Setup Maintenance

This topic provides the systematic instructions to maintain LDS module setup.

1. On **Home** screen, type **SMDLDMOD** in the text box, and click **Next**.

   The **LDS Module Set Up Maintenance** screen is displayed.

Figure 2-1 LDS Module Set Up Maintenance



2. On **LDS Module Set Up Maintenance**, click **New** to enter the details.

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

Table 2-1 LDS Module Set Up Maintenance - Field Description

Field	Description
Module ID	*Alphanumeric; 30 Characters; Mandatory* Specify the module ID. Alternatively, you can select the module ID from the option list. The list displays all valid module ID and instance name maintained in the system.
Instance Name	*Display* The system displays the instance name for the selected module ID.
LDS Module Name	*Display* The system displays the LDS module name.
LDS Instance Name	*Alphanumeric; 50 Characters; Mandatory* Specify the LDS instance name. Alternatively, you can select the LDS instance name from the option list. The list displays all valid LDS instance name maintained in the system.
LDS Cutoff Date	*Date Format; Mandatory* Select the LDS cut-off date from the adjoining calendar. **Note:** The **LDS Cutoff Date** can be product fiscal end date or a date lesser than the fiscal end date. If LEP is not installed, then **LDS Cutoff Date** can be a date minimum of 2 years less than the application date.

3. Click **Ok** and then click **Save** to save the entered records.

   Only one active setup can be maintained for a module.

2.2 LDS Module Set Up Summary

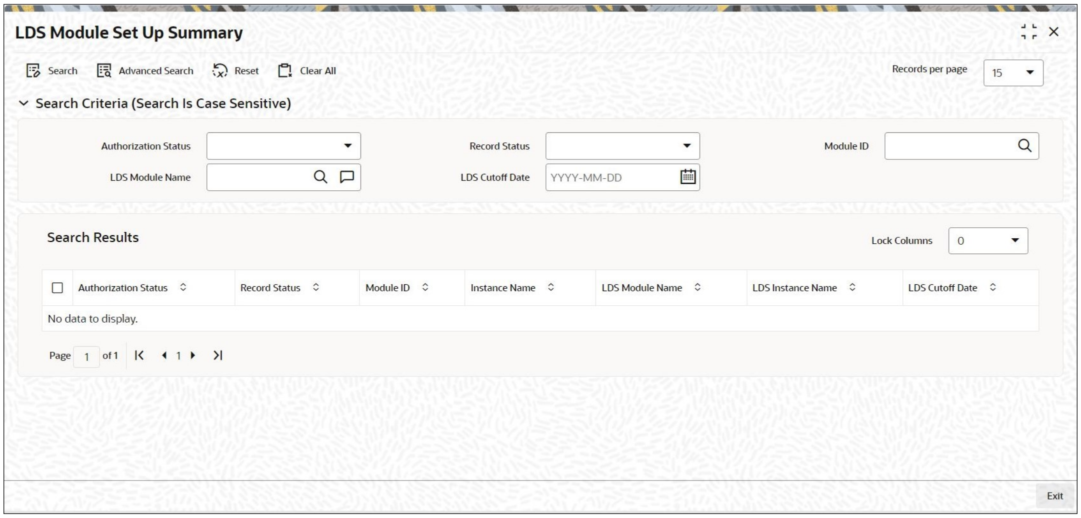
This topic describes the systematic instructions to perform the basic operations on the selected records.

Retrieve LDS Module Set Up Record

1. On **Home** screen, type **SMSLDMOD** in the text box, and click **Next**.

   The **LDS Module Set Up Summary** screen is displayed.

   Figure 2-2 LDS Module Set Up Summary

2. On **Purge Frequency Maintenance Summary** screen, specify any or all of the following details in the corresponding fields:
   - **Authorization Status -** If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
   - **Record Status**
   - **Module ID**
   - **LDS Module Name**
   - **LDS Cutoff Date**
3. Click **Search** button to view the records.

   All the records with the specified details are retrieved and displayed in the screen.

   > **Note:**
   >
   > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
   > - Press F7
   > - Input the **LDS Module Name**
   > - Press F8

4. Perform **Edit**, **Delete**, **Authorize**, **Close**, and **Reopen** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.

   You can search the record for LDS Module Name by using the combination of % and alphanumeric value as follows:

    - Search by A%: System will fetch all the records whose LDS Module Name starts from Alphabet ‘A’. For example, AGC17, AGVO6, AGC74 etc.
    - Search by %7: System will fetch all the records whose LDS Module Name ends by numeric value’ 7’. For example AGC17, GSD267, AGC77 etc.
    - Search by %17%:- System will fetch all the records whose LDS Module Name contains the numeric value 17. For example, GSD217, GSD172, AGC17 etc.

- Edit LDS Module Set Up Record
  This topic describes the systematic instructions to edit LDS Module Set Up record.
- View LDS Module Set Up Record
  This topic describes the systematic instructions to view LDS Module Set Up record.
- Delete LDS Module Set Up Record
  This topic describes the systematic instructions to delete LDS Module Set Up record.
- Authorize LDS Module Set Up Record
  This topic describes the systematic instructions to authorize LDS Module Set Up record.

2.2.1 Edit LDS Module Set Up Record

This topic describes the systematic instructions to edit LDS Module Set Up record.

Modify the details of **LDS Module Set Up Maintenance** that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **LDS Module Set Up Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for modification in the **Authorization Status** field.

   You can only modify records that are unauthorized. Accordingly, choose the **Unauthorized** option.
3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
4. Click **Search** button.

   All unauthorized records with the specified details are retrieved and displayed in the screen.
5. Double-click the record that you want to modify in the list of displayed records.

   The **LDS Module Set Up Maintenance** screen is displayed.
6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
7. Click **Save** to save your changes.

   The **LDS Module Set Up Maintenance** screen is closed and the changes made are reflected in the **LDS Module Set Up Summary** screen.

2.2.2 View LDS Module Set Up Record

This topic describes the systematic instructions to view LDS Module Set Up record.

View a record that you have previously input by retrieving the same in the **LDS Module Set Up Summary** screen. Perform this operation as follows:

1. Start the **LDS Module Set Up Summary** screen from the Browser.

2. Select the status of the record that you want to retrieve for viewing in the **Authorization Status** field.

   You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/Authorized option.

3. Specify any or all of the details of the record in the corresponding fields on the screen and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.

4. Double-click the record that you want to view in the list of displayed records.

   The **LDS Module Set Up Maintenance** screen is displayed.

2.2.3 Delete LDS Module Set Up Record

This topic describes the systematic instructions to delete LDS Module Set Up record.

Delete a record that you have previously entered. You can delete only unauthorized records in the system as follows:

1. Start the **LDS Module Set Up Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for deletion.
3. Specify any or all of the details and click **Search** button.

   All records with the specified fields are retrieved and displayed in the screen.

4. Double-click the record that you want to delete in the list of displayed records.

   The **LDS Module Set Up Maintenance Detail** screen is displayed.

5. Select **Delete** operation from the Action list.

   The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.2.4 Authorize LDS Module Set Up Record

This topic describes the systematic instructions to authorize LDS Module Set Up record.

Authorize an unauthorized LDS Module Set Up must be authorized in the system for it to be processed as follows:

1. Start the **LDS Module Set Up Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for authorization. Typically, choose the **Unauthorized** option.
3. Specify any or all of the details and click **Search** button.

   All records with the specified details that are pending authorization are retrieved and displayed in the screen.

4. Double-click the record that you wish to authorize.

   The **LDS Module Set Up Maintenance Detail** screen is displayed.

5. Select **Authorize** operation from the Action List.

   When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the **Save** operation are displayed. If any of these overrides results in an error, the checker must reject the record.

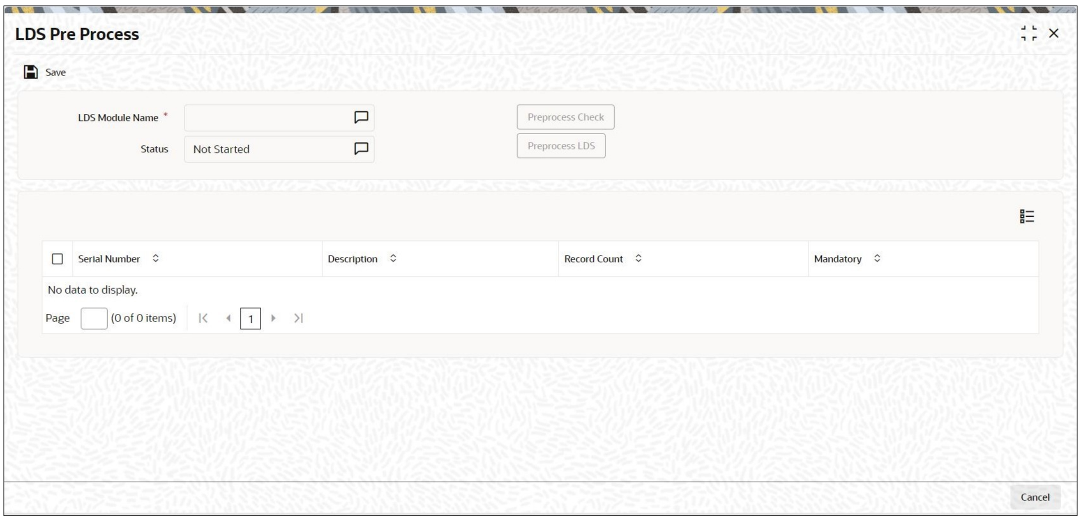
2.3 Perform LDS Pre Process

This topic provides the systematic instructions to perform pre-process check operation of LDS record.

1. On **Home** screen, type **LDPREPRC** in the text box, and click **Next**.

   The **LDS Pre Process** screen is displayed.

   Figure 2-3 LDS Pre Process

2. On **LDS Pre Process** screen, click **New** to enter the details.

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

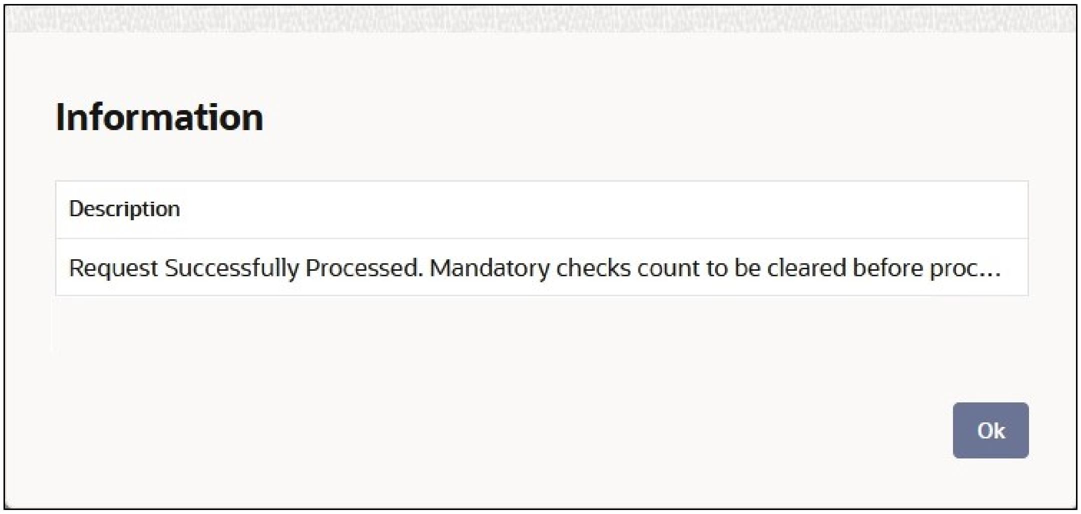
   Table 2-2 LDS Pre Process - Field Description

Field	Description
LDS Module Name	*Display* The system displays the LDS module name on click of **New** button.
Status	*Display* The system displays the status on click of **New** button.

3. Click **Preprocess Check** to validate the cut-off date. Click **Preprocess Check** button, the system will execute few check queries and return the count.

   Once the request is successful, the following confirmation window is displayed.

Figure 2-4 LDS Pre Process_Preprocess Check Button_Information Message



4. Click **Ok**.

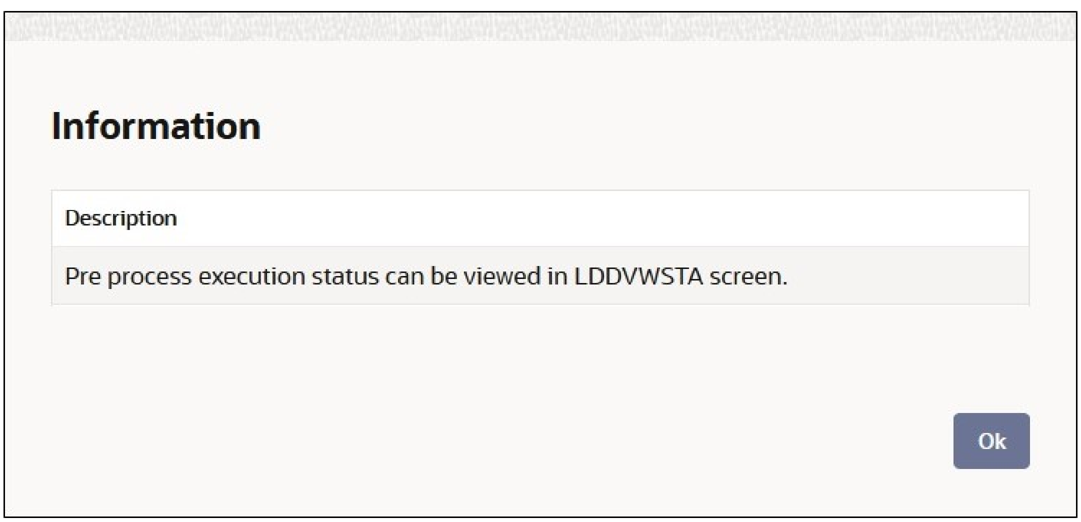
   The following details are displayed:

   - **Serial Number**
   - **Description**
   - **Record Count**
   - **Mandatory**

5. Clear the mandatory check count before proceeding with pre-process execution once the request is processed successfully.
6. Click **Preprocess LDS** button which is enabled once count is cleared to initiate pre-process job.

   The following information window is displayed:

Figure 2-5 LDS Pre Process_Preprocess LDS Button_Information Message



7. View the pre-process execution status in **LDS Status** screen by selecting the stage as **Preprocess** and click **Enter Query**.

Note:

After pre-process execution if you create new LDS module, then you need to map to the newly created module in SMS.

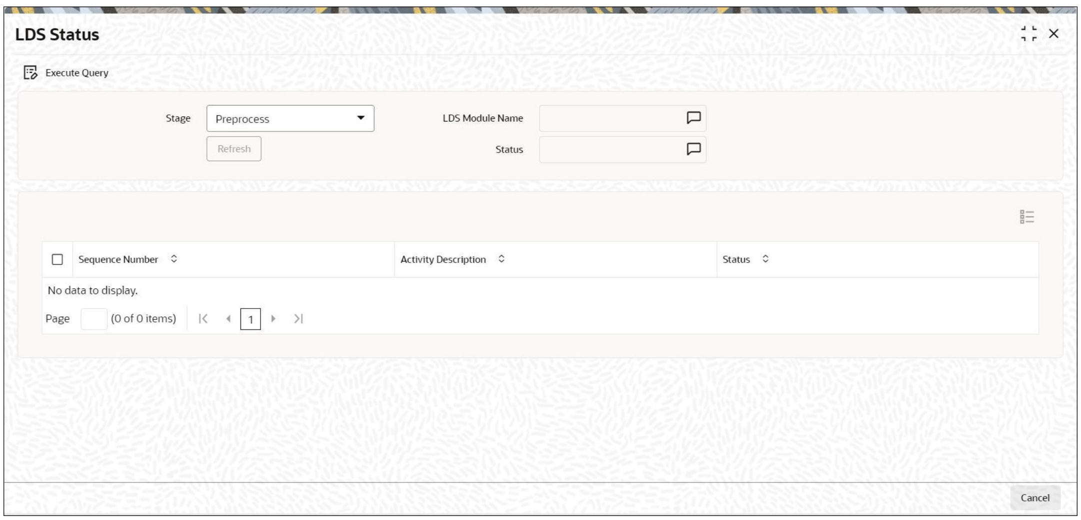
2.4 Process LDS Status

This topic provides the systematic instructions to view the pre-process execution status.

1. On **Home** screen, type **LDDVWSTA** in the text box, and click **Next**.

   The **LDS Status** screen is displayed.

   Figure 2-6 LDS Status

2. On **LDS Status**, click **New** to enter the details.

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

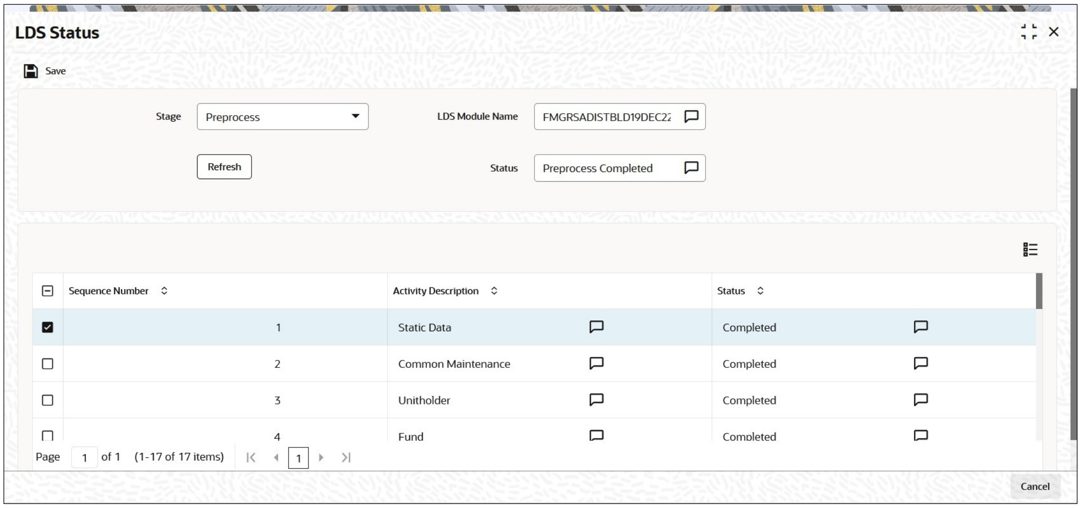
   Table 2-3 LDS Status - Field Description

Field	Description
Stage	*Optional* Select the stage of execution from the drop-down list. The list displays the following values: • **Preprocess** • **Postprocess**
Status	*Display* The system displays the status.
LDS Module Name	*Display* Displays the LDS module name.

3. Select the stage as **Preprocess** and click **Execute Query**.

   The status of each activity is displayed as follows:

Figure 2-7 LDS Status_Select Preprocess



4. View the following details.

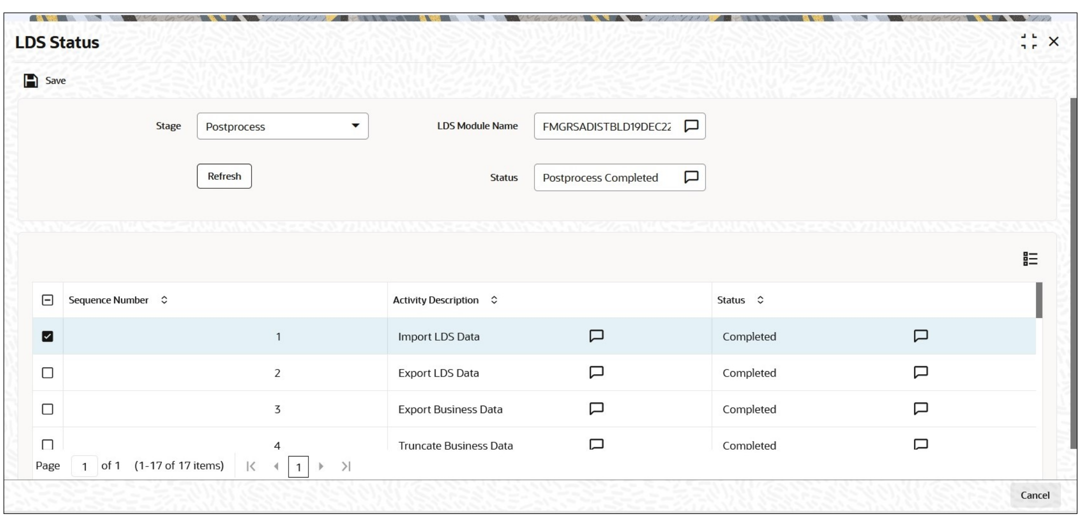
   The following details are displayed:

   - **LDS Module Name**
   - **Status**
   - **Sequence Number**
   - **Activity Description**
   - **Status of Individual Activity**

5. Click **Refresh** button to refresh the status.
6. Verify pre-process data before proceeding with post process.
7. Select the stage as **Postprocess** and click **Execute Query** to view the post process status.

   The status of each activity is displayed as follows:

Figure 2-8 LDS Status_Select Postprocess



8. Click **Refresh** button to refresh the status.

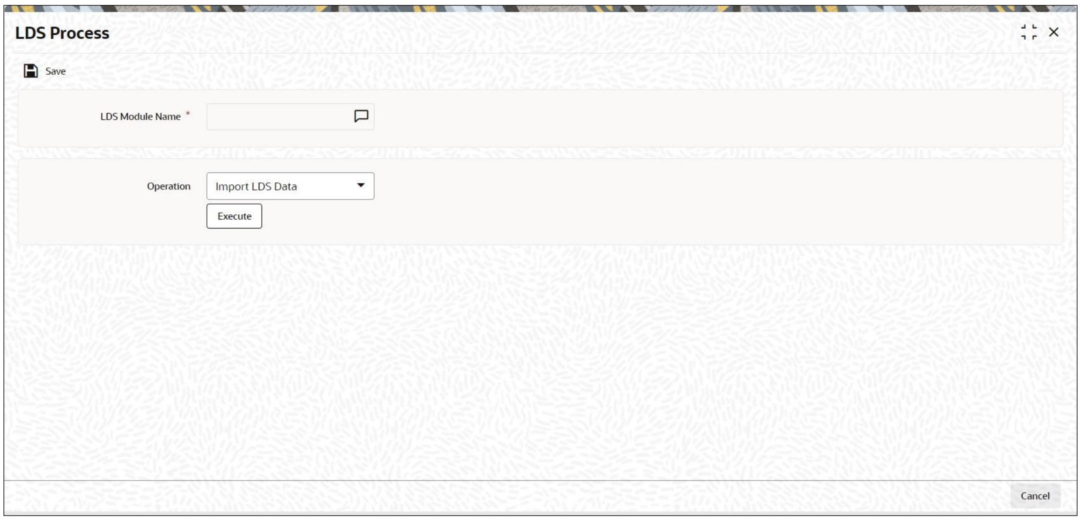
2.5 Perform LDS Process

This topic provides the systematic instructions to perform post-process execution operation of LDS record.

1. On **Home** screen, type **LDPROCES** in the text box, and click **Next**.

   The **LDS Process** screen is displayed.

Figure 2-9 LDS Process



2. On **LDS Process**, click **New** to enter the details.

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

Table 2-4 LDS Process - Field Description

Field	Description
LDS Module Name	*Display* The system displays the LDS module name on click of **New** button.
Operation	*Optional* Select the operation status from the drop-down list. The list displays the following values: • **Export LDS Data** • **Export Business Data** • **Truncate Business Data** • **Import Business Data** • **Post Process**

3. Maintain values in the system in such a way that the following values are stored in LOB module.

   The following values are stored in LOB module:

   - **Export LDS Data**
   - **Export Business Data**

- **Truncate Business Data**
- **Import Business Data**
- **Post Process**

4. Maintain values in the system in such a way that the following value is stored in LDS module.

   The following value **Import LDS Data** is stored in LDS module.

- Business Schema
  This topic gives information on the Business Schema.
- LDS Schema
  This topic gives information on the LDS Schema.

2.5.1 Business Schema

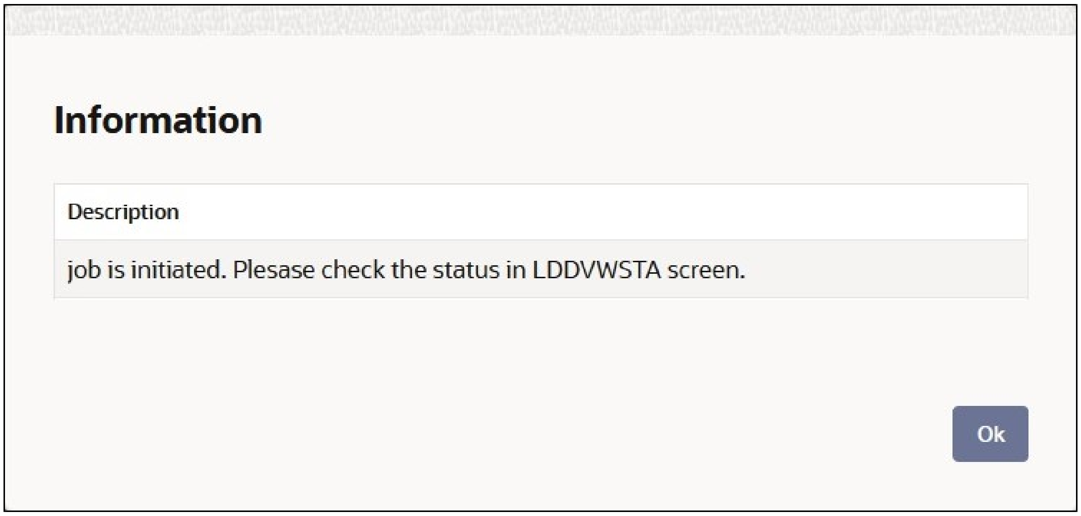
This topic gives information on the Business Schema.

1. Select **Export LDS Data** option from **Operation** field and click **Execute** button to generate a dump with table data that needs to be moved to LDS schema in LOB module.
2. Select **Export Business Data** option from **Operation** field and click **Execute** button to generate a dump with table data that needs to be retained in Business schema in LOB module.
3. Select **Truncate Business Data** option from **Operation** field and click **Execute** button to truncate the Business schema data in LOB module.
4. Select **Import Business Data** option from **Operation** field and click **Execute** button to import the generated dump in LOB module.
5. Select **Post Process** option from **Operation** field and click the **Execute** button to initiate post-process execution in LOB module.

   > **Note:**
   >
   > The system stores all the export and import dump in **DUMPDIR** PARAM code. This PARAM code is a logical directory.

   The following confirmation window is displayed.

Figure 2-10 LDS Process_Information Message



2.5.2 LDS Schema

This topic gives information on the LDS Schema.

1. Select **Import LDS Data** option from **Operation** field and click **Execute** button to import the generated dump in LDS module.
2. View the post-process execution status in **LDS Status** screen by selecting the stage as **Post Process** and click **Enter Query**.
3. Click the **Refresh** button to refresh the status.

2.6 LDS Process Flow

This topic explains the process flow for LDS.

- Prepare new LDS environment for LDS processing.
- Create LDS schema equivalent to Business LOB only with Metadata.
- Create Data source in application console for newly maintained LDS schema.
- Maintain corresponding DSN Entries in SMS schema.

1. Launch **LDS Module Setup Maintenance(SMDLDMOD)** screen and maintain LDS module record using the newly created instance and cut-off date identified for LDS processing.
2. Launch **LDS Pre Process(LDPREPRC)** screen, and click **Preprocess Check** button.

   The list of mandatory checks to be cleared before proceeding with LDS process is provided.
3. Click **PreProcess LDS** button to initiate pre-process execution once the mandatory checks are cleared.
4. Launch **LDS Status(LDDVWSTA)** screen to monitor status of each activity in Preprocess stage.
5. The system will create LDS Module and also will identify and store the records to be moved to LDS schema and retained in LOB schema after successful preprocess execution.

6. Launch **LDS Process(LDPROCES)** screen once the preprocess execution is completed successfully and sanity checks are cleared, initiate the following.

   The following activities are initiated:

   - Export LDS Data
   - Export Business Data
   - Truncate Business Data
   - Import Business Data
   - Post Process

7. Launch **LDDVWSTA** screen to monitor status of each activity in Post process stage.
8. Launch **SMDUSRDF** screen and create user with view access to LDS module alone.
9. Log in with the newly created user into LDS module.
10. Launch **LDPROCES** screen and select `Import LDS Data` and click **Execute**.
11. Log in using newly created user into LDS module to view LDS screen and reports.

Thus explained the pre-process and post-process execution operation of LDS record.

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