Oracle® FLEXCUBE Investor Servicing
Dashboard User Guide

Release 14.7.6.0.0

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Contents

Purpose

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
- Documentation Accessibility
- Critical Patches
- Diversity and Inclusion
- Conventions
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Symbols and Icons
- Basic Actions
- 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.

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
Dashboard

This topic gives an overview on the Dashboard Window in the home page of the application.

Dashboards are the tiny windows displayed on the landing page of the Application.

Dashboard renders quick and crisp information of specific transactions or tasks mapped to the **User Role** of the Bank staff, who logs on to the system.

This topic contains the following sub-topics:

* Dashboard Organization
  This topic explains the Dashboard facility of the Application.

* Dashboard Function IDs(DFI)
  This topic explains the Dashboard Function ID and its mapping.

1.1 Dashboard Organization

This topic explains the Dashboard facility of the Application.

Oracle Flexcube Investor Servicing (FCIS) organizes Dashboards to provide comprehensive and consolidate snapshot in tiny windows, to access information easily. Thus, helping the bank staff to; analyze, monitor, and make better decisions which in turn help save time and cost.

Dashboard Organization

1. Access information in the application easily using Dashboard.

   The following dashboards will be made available as part of **FCIS** and this will be based on User rights.

   Table 1-1   Dashboard Organization

Dashboards	Function ID's	FMG/AGY
Pending Fund Price	UTSFPRQU	FMG
Un-authorized fund dividend	UTSUNDIV	FMG
Un-authorized fund prices	UTSFPUUA	FMG
Un-authorized Fund	UTSUNFND	FMG
Un-authorized unit-holders	UTSUNUH	AGY
Un-authorized transactions	UTSUNAUT	AGY
Pending redemption confirmations	UTSUNRED	AGY
Un-authorized standing instruction details	UTSUNSIN	AGY

2. Log in to the Application.

   If you have got rights for all dashboards, you can view all dashboards.

   The dashboards are visible based on user rights.

3. Click the user name displayed on the Application toolbar.

Oracle Flexcube Investor Servicing allows you to execute certain user actions from the Application Browser.

The following User Action menus are displayed.

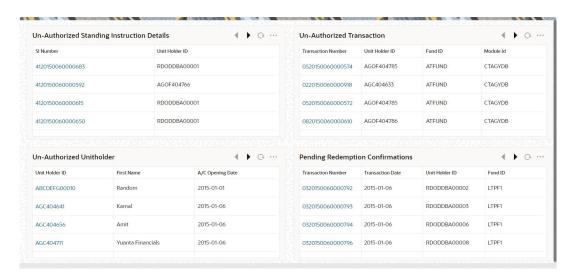**Figure 1-1   User Action Menus**

4. You can view the dashboards, only if the **Show Dashboards** value is maintained as Y at the **User Settings** level.

   Oracle Flexcube Investor Servicing facilitates integration of information from multiple products and displays it as **Dashboard** on the home page, also called the landing page of the application.

5. Design Landing page in such a way to display six **Dashboards** distributed in three rows with two Dashboards per row, without vertical scroll bar.

   The height and width of all **Dashboards** are fixed; however, the number of columns per Dashboard varies based on the size and name of the columns specified at Dashboard design level. Since the height of each Dashboard is fixed, only the first 5 records can be viewed at a time.

Figure 1-2   Dashboard_Home Screen

6. Use the following buttons, links, and hyperlinks based on the desired operation.

   The following buttons and links at the top of each **Dashboard** aid in viewing records, if the Dashboard contains more than 5 records.

Table 1-2   Button/Link and Functionality

Button/Link	Functionality
Previous	Click the button to view the previous set of 5 records.
Next	Click the button to view the next set of records. However, if there are more than 5 entries then only the next five can be viewed.
Refresh	Click the button to manually refresh and view the first five records.
More	Click this link to launch a screen with more information similar to that of the current Dashboard.

The following hyperlink facilities are also available in each Dashboard:

Table 1-3   Hyperlink and Functionality

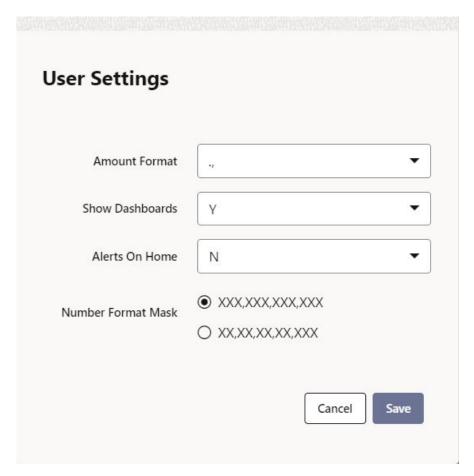| Hyperlink	Functionality
Column-wise link	Each column in the Dashboard can be mapped to a different Function ID to provide column-wise hyperlinks. Click the hyperlink in a particular column to launch the corresponding Function ID. A link to a particular column is limited only to that column.
Row-wise link	Each row in the Dashboard can be mapped to a different Function ID to provide row-wise hyperlinks. Click the hyperlink in a particular row to launch the corresponding Function ID. A link to a particular row is the same across all fields in that row.

> **Note:**
>
> Hyperlinked rows and columns are highlighted to distinguish them from others. When a row/column link is clicked, the clicked row/column gets highlighted respectively.

7. Select **User Settings** menu from the list to process **User Settings** screen.

The **User Settings** screen is displayed.

Figure 1-3   User Settings

8. On **User Settings** or **User Admin Maintenance** screen, you can change settings of the **Show Dashboards** from **Yes** to **No** or **No** to **Yes**.

9. You can map the function IDs in the **Dashboard Mapping** screen of **User Admin maintenance** if the **Show Dashboards** is set to **Yes**. If **Show Dashboards** is set to **No**, then dashboard details will not be displayed.

   During this mapping, if **Show Dashboards** is checked, then those functions will be displayed in the dashboard.

   The result is displayed based on the dashboard where clause maintenance.

1.2 Dashboard Function IDs(DFI)

This topic explains the Dashboard Function ID and its mapping.

1. Map **Dashboard Function IDs (DFI)** to a specific **Role** or **User** at **Role Mapping** and **Dashboard Mapping** level.

   You can map any number of **Dashboard Function IDs (DFI)** to a specific **Role** or **User**. If DFIs are mapped at **Dashboard Mapping** level, then to enable Dashboards you need to map the corresponding functions/assigned roles at **Role Mapping** level.

2. Specify sequence order of DFIs at **Dashboard Mapping** level, however, you can specify the same at**Role Mapping** level.

   • If multiple roles are added and the sequence is not specified, then the system will sort and display the DFIs alphabetically.

- If DFIs are mapped to **User**, then you can specify the display order for each DFI individually.

Search Function IDs

3. Search for the function IDs in the **Menu** text box by typing screen name. System will search for the records at all the levels of search criteria. System will fetch respective module details based on the function right mapping to the user.

   For instance, if you type **Entity** in the **Menu** text box and click **Search**, then system will fetch all the records for entity, such as Single Entity Maintenance, Entity Commission Sharing, Entity IDS, Entity Mapping, Entity Media Maintenance, Entity Notepad, Entity Payment, all entity related reports. This includes all the levels of menu search (details, summary screens, reports, batch).