Oracle® FLEXCUBE Investor Servicing

Fund Setup User Guide



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Contents

1 Fund Setup Hierarchies

1.1 Fund Setup 1-2
1.2 Fund Hierarchy Setup 1-3
1.2.1 Fund Set up Hierarchy 1-3
1.2.2 Process Fund Families 1-3
1.3 Fund Family Summary 1-6
1.3.1 Edit Fund Family Record 1-8
1.3.2 View Fund Family Record 1-8
1.3.3 Delete Fund Family Record 1-9
1.3.4 Authorize Fund Family Record 1-9
1.3.5 Amend Fund Family Record 1-10
1.3.6 Authorize Amended Fund Family Record 1-10
1.3.7 Copy Attributes 1-10
1.4 Process Share Classes 1-10
1.5 Share Class Definition Summary 1-11
1.5.1 Edit Share Class Definition Record 1-13
1.5.2 View Share Class Definition Record 1-13
1.5.3 Delete Share Class Definition Record 1-14
1.5.4 Amend Share Class Definition Record 1-14
1.5.5 Authorize Amended Share Class Definition Record 1-14
1.5.6 Copy Attributes 1-15
1.6 Process Sub Fund Share Class Detail Screen 1-15
1.7 Sub Fund Share Class Summary 1-17
1.7.1 Edit Sub Fund Share Class Record 1-19
1.7.2 View Sub Fund Share Class Record 1-19
1.7.3 Delete Sub-fund Share Class Record 1-20
1.7.4 Authorize Sub Fund Share Class Record 1-20
1.7.5 Amend Sub Fund Share Class Maintenance 1-20
1.7.6 Authorize Amended Sub Fund Share Class Record 1-21
1.8 Process Fund Sub Account Mapping Detail 1-21
1.9 Fund Sub Account Mapping Summary 1-22
1.9.1 Edit Fund Sub Account Mapping Record 1-24
1.9.2 View Fund Sub Account Mapping Record 1-24

1.9.3 Delete a Fund Sub Account Mapping Record 1-25
1.9.4 Authorize Fund Sub Account Mapping Record 1-25
1.9.5 Amend Fund Sub Account Mapping Record 1-25
1.9.6 Authorize Amended Fund Sub Account Mapping Record 1-26
1.10 Process Fund Conversion Restriction 1-26
1.11 Fund Conversion Restrict Summary 1-27
1.11.1 Edit Fund Restriction Details 1-29
1.11.2 View Fund Restriction Details 1-29
1.11.3 Delete Fund Restriction Details 1-30
1.11.4 Authorize Fund Restriction Details 1-30
1.11.5 Amend Fund Restriction Details 1-31
1.12 Process Share Class Conversion Screen 1-31
1.13 Share Class Adhoc Conversion Summary 1-34
1.13.1 Edit Share Class Adhoc Conversion Details 1-36
1.13.2 View Share Class Adhoc Conversion Details 1-36
1.13.3 Delete Share Class Adhoc Conversion Details 1-37
1.13.4 Authorize Share Class Adhoc Conversion Details 1-37
1.13.5 Amend Share Class Adhoc Conversion Details 1-38
1.14 Process Share Class Bulk Conversion 1-38
1.15 Share Class Bulk Conversion Summary 1-40
1.15.1 Edit Share Class Bulk Conversion Details 1-42
1.15.2 View Share Class Bulk Conversion Details 1-42
1.15.3 Delete Share Class Bulk Conversion Details 1-43
1.15.4 Authorize Share Class Bulk Conversion Details 1-43
1.15.5 Amend Share Class Bulk Conversion Details 1-43
1.16 Process Conversion Factor 1-44
1.17 Conversion Factor Summary 1-45
1.17.1 Delete Conversion Factor Details 1-46
1.17.2 Authorize Conversion Factor Details 1-46
1.17.3 Amend Conversion Factor Details 1-47

2 Fund Rules Setup

2.1 Fund Rule 2-1
2.1.1 Setup Fund Rules 2-2
2.1.2 Process Fund Rule 2-5
2.1.3 Maintain Fund Demographics 2-5
2.1.4 Multi Language Details 2-11
2.1.5 Shares Characteristics 2-12
2.1.5.1 Holding Limit for Investor Category 2-17
2.1.6 General Operating Rules 2-19
2.1.6.1 Basic Information 2-21

2.1.6.2 Automatic Redemption Preferences 2-25
2.1.6.3 Min or Max Holding Check 2-27
2.1.6.4 Advance Options 2-31
2.1.6.5 Limit Order Processing Options 2-35
2.1.6.6 Transaction Cancellation Period 2-36
2.1.6.7 Check Writing 2-38
2.1.6.8 Regulations 2-40
2.1.6.9 Policy Fund Ageing 2-43
2.1.6.10 Specify Limit Order Options for Funds 2-44
2.1.6.11 Indicate Re-computation of Fund Prices and Adjustment of Units 2-45
2.1.7 Transaction Processing Rules Button 2-48
2.1.7.1 Basic Info 2-51
2.1.7.2 Transaction Rules 2-53
2.1.7.3 Unit Holder Rules 2-56
2.1.7.4 Transaction Limit 2-57
2.1.7.5 Pricing 2-66
2.1.7.6 Policies 2-69
2.1.7.7 SI Specific Info 2-74
2.1.7.8 SI Rules for Frequency 2-78
2.1.7.9 Process and Validate Transaction Processing Rules 2-80
2.1.7.10 Pre EOD Check 2-81
2.1.8 Fund Restriction 2-81
2.1.8.1 Fund Sale Country Restriction 2-82
2.1.8.2 Fund Residency Restriction 2-83
2.1.8.3 Inflow Restriction 2-84
2.1.9 Fund Transaction Currencies 2-86
2.1.10 Corporate Actions 2-87
2.1.10.1 Dividend Processing for Fund 2-99
2.1.11 Fund Load 2-101
2.1.12 Fund Formula Setup 2-108
2.1.12.1 Enter Fund Formulae 2-111
2.1.13 Additional Information 2-113
2.1.14 Specific Fund Price Date 2-114
2.1.14.1 Specify Price Date Options for Different Frequencies 2-120
2.1.14.2 Specify Cut-off Date for Different Frequencies 2-121
2.1.14.3 How Pricing Frequency is Considered 2-122
2.1.14.4 How Cut-off Frequency is Considered 2-123
2.1.15 Amount Limits for IRA Transactions 2-125
2.1.16 Fund Delivery Instructions 2-127
2.1.17 Fund Investment Account 2-128
2.1.18 SI Specific Information 2-130
2.1.19 KYC Maintenance 2-132

2.1.20 Documents 2-133
2.1.21 Hedge Fund 2-134
2.1.22 Fund Price Currencies 2-142
2.1.23 Process Holding Limit in Currency of Expression 2-144
2.2 Fund Rules Summary 2-145
2.2.1 Edit Fund Rules Record 2-147
2.2.2 View Fund Rules Record 2-148
2.2.3 Delete Fund Rules Record 2-148
2.2.4 Authorize Fund Rules Record 2-149
2.2.5 Amend Fund Rules Record 2-150
2.2.6 Authorize Amended Fund Rules Record 2-151
2.2.7 Copy Attributes 2-151
2.3 Maintain Fund Investments Component 2-152
2.4 Fund Investment Component Summary Screen 2-154
2.4.1 Edit Fund Investment Component Record 2-155
2.4.2 View Fund Investment Component Record 2-156
2.4.3 Delete a Fund Investment Component Record 2-156
2.4.4 Authorize a Fund Investment Component Record 2-157
2.4.5 Amend Fund Investment Component Record 2-157
2.4.6 Authorize a Fund Investment Component Record 2-158
2.4.7 Copy Attributes 2-158
2.5 Process Fund Rule Interface 2-158
2.6 Process Fund User Restriction 2-159

3 Other Fund Activities

3.1 Entities with Funds Association 3-3
3.1.1 Associate Entities with Funds 3-3
3.1.1.1 Agents 3-4
3.1.1.2 Customer Categories 3-4
3.1.1.3 CIFs 3-4
3.1.1.4 Check Vendors 3-5
3.1.2 Process Fund Entity Mapping Detail 3-5
3.2 Fund Entity Mapping Summary 3-7
3.2.1 Edit Fund Entity Mapping 3-9
3.2.2 View Fund Entity Mapping 3-10
3.2.3 Delete Fund Entity Mapping 3-10
3.2.4 Authorize Fund Entity Mapping 3-10
3.2.5 Authorize Fund Entity Mapping 3-11
3.2.6 Authorize Amended Fund Entity Mapping 3-11
3.2.7 Copy Attributes 3-11
3.3 Process the Agency Branch Backdating Limit Setup 3-12

3.4 Fund Agency Backdating Limit Summary 3-13
3.4.1 Edit Fund Agency Backdating Limit 3-15
3.4.2 View Fund Agency Backdating Limit 3-15
3.4.3 Delete Fund Agency Backdating Limit 3-16
3.4.4 Authorize Fund Agency Backdating Limit 3-16
3.4.5 Amend Fund Agency Backdating Limit 3-17
3.4.6 Authorize Amended Fund Agency Backdating Limit 3-17
3.4.7 Copy Attributes 3-17
3.5 Process Fund Switch Restrict Detail 3-17
3.6 Fund Switch Restrict Summary 3-22
3.6.1 Edit Fund Switch Restrict Record 3-24
3.6.2 View Fund Switch Restrict Record 3-24
3.6.3 Delete Fund Switch Restrict Record 3-25
3.6.4 Authorize Fund Switch Restrict Record 3-25
3.6.5 Amend Fund Switch Restrict Record 3-25
3.6.6 Authorize Amended Fund Switch Restrict Record 3-26
3.6.7 Copy Attributes 3-26
3.7 Pseudo Switch Lag Maintenance 3-26
3.7.1 Maintain Pseudo Switch Lag Maintenance 3-26
3.7.2 Process Pseudo Switch Lag Maintenance 3-29
3.8 Pseudo Switch Lag Summary 3-31
3.8.1 Edit Pseudo Switch Lag Record 3-32
3.8.2 View Pseudo Switch Lag Record 3-33
3.8.3 Delete Pseudo Switch Lag Record 3-33
3.8.4 Authorize Pseudo Switch Lag Record 3-34
3.8.5 Amend Pseudo Switch Lag Record 3-34
3.9 Transfer Switch Lag Maintenance 3-34
3.9.1 Maintain Transfer Switch (Twitch) Lag Maintenance 3-35
3.9.2 Process Transfer Switch Lag Maintenance 3-35
3.10 Transfer Switch Lag Summary 3-37
3.10.1 Edit Transfer Switch Lag Record 3-38
3.10.2 View Transfer Switch Lag Record 3-39
3.10.3 Delete Transfer Switch Lag Record 3-39
3.10.4 Authorize Transfer Switch Lag Record 3-40
3.10.5 Amend Transfer Switch Lag Record 3-40
3.11 Fund Price 3-40
3.11.1 Process the Fund Price Maintenance 3-41
3.11.2 Fund Base Currency Details 3-44
3.11.3 Additional Information 3-45
3.11.4 Fund Price Currency Details 3-46
3.11.4.1 NAV Correction for Fund Price Currencies 3-47
3.12 Fund Price Maintenance Summary 3-48

3.12.1 Edit Fund Price Record 3-49
3.12.2 View Fund Price Record 3-50
3.12.3 Delete Fund Price Record 3-50
3.12.4 Authorize Fund Price Record 3-51
3.12.5 Amend Fund Price Record 3-51
3.12.6 Authorize Amended Fund Price Record 3-51
3.13 Fund Preference Maintenance 3-52
3.13.1 Process Fund Preference Maintenance 3-52
3.13.2 Short Trade Applicable Transaction 3-55
3.13.3 Aging Order Sequence 3-56
3.13.4 Special Discount Disallowed Transactions 3-58
3.13.5 Special Discount Applicable Load Entities 3-59
3.13.5.1 Calculate Average Cost 3-60
3.13.5.2 Aging Logic 3-62
3.13.6 Pre-Settled Trade 3-68
3.14 Fund Preference Summary 3-70
3.14.1 Edit Fund Preference Record 3-72
3.14.2 View Fund Preference Record 3-72
3.14.3 Delete Fund Preference Record 3-73
3.14.4 Authorize Fund Preference Record 3-73
3.14.5 Amend Fund Preference Record 3-74
3.14.6 Authorize Amended Fund Preference Record 3-74
3.15 Short Trade Counter Details 3-74
3.16 Investor Fund Risk Rating Mapping 3-76
3.16.1 Investor Fund Risk Rating Mapping 3-77
3.16.2 Process Investor Fund Risk Rating Mapping 3-78
3.17 Investor Fund Risk Mapping Summary 3-80
3.17.1 Edit Investor Fund Risk Rating Mapping Record 3-81
3.17.2 View Investor Fund Risk Rating Mapping Record 3-82
3.17.3 Delete Investor Fund Risk Rating Mapping Record 3-82
3.17.4 Authorize Investor Fund Risk Rating Mapping Record 3-83
3.17.5 Amend Investor Fund Risk Rating Mapping Record 3-83
3.17.6 Authorize Amended Investor Fund Risk Rating Mapping Record 3-83
3.18 Process Adhoc Price Dates Maintenance Detail 3-84
3.19 Adhoc Price Dates Maintenance Summary 3-86
3.19.1 Edit Adhoc Price Record 3-88
3.19.2 View Adhoc Price Record 3-88
3.19.3 Delete Adhoc Price Record 3-89
3.19.4 Authorize Adhoc Price Record 3-89
3.19.5 Amend Adhoc Price Record 3-90
3.19.6 Authorize Amended Adhoc Price Record 3-90
3.19.7 Copy Attributes 3-90

3.20 Process Price Date Change Detail 3-90
3.21 Price Date Change Summary 3-92
3.21.1 Edit Price Date Change Maintenance 3-94
3.21.2 View Price Date Change Maintenance 3-94
3.21.3 Delete Price Date Change Maintenance 3-95
3.21.4 Amend Price Date Change Maintenance 3-95
3.21.5 Authorize Price Date Change Maintenance 3-96
3.21.6 Authorize Amended Price Date Change Maintenance 3-96
3.21.7 Copy Attributes 3-96
3.22 Process the Fund Price Holiday Maintenance Detail 3-97
3.23 Fund Price Holiday Maintenance Summary 3-98
3.23.1 Edit Fund Price Holiday Record 3-100
3.23.2 View Fund Price Holiday Record 3-100
3.23.3 Delete Fund Price Holiday Record 3-101
3.23.4 Authorize Fund Price Holiday Record 3-101
3.23.5 Amend Fund Price Holiday Record 3-101
3.23.6 Authorize Amended Fund Price Record 3-102
3.24 Process the Fund CPMF 3-102
3.25 Fund CPMF Setup Summary 3-104
3.25.1 Edit Fund CPMF Record 3-105
3.25.2 View Fund CPMF Record 3-106
3.25.3 Delete Fund CPMF Record 3-106
3.25.4 Authorize Fund CPMF Record 3-107
3.25.5 Amend Fund CPMF Record 3-107
3.25.6 Authorize Amended Fund CPMF Record 3-107
3.25.7 Copy Attributes 3-108
3.26 Process Fund Account Input Detail 3-108
3.27 Fund Account Summary 3-110
3.27.1 Edit Fund Account Record 3-112
3.27.2 View Fund Account Record 3-112
3.27.3 Delete Fund Account Record 3-113
3.27.4 Authorize Fund Account Record 3-113
3.27.5 Amend Fund Account Record 3-114
3.27.6 Authorize Amended Fund Account Record 3-114
3.27.7 Copy Attributes 3-114
3.28 Process the Product Fund Mapping Detail 3-114
3.29 Process Wrap Fund Maintenance 3-115
3.30 Process FBC Access Restriction 3-117
3.31 Wrap Fund Summary 3-120
3.31.1 Edit Wrap Fund Record 3-122
3.31.2 View Wrap Fund Record 3-122
3.31.3 Delete Wrap Fund Record 3-123

3.31.4 Authorize Wrap Fund Record 3-123
3.31.5 Amend Wrap Fund Record 3-124
3.31.6 Authorize Amended Wrap Fund Record 3-124
3.31.7 Copy Attributes 3-124
3.32 FBC Access Restriction Summary 3-124
3.32.1 Edit FBC Access Restriction 3-126
3.32.2 View FBC Access Restriction 3-127
3.32.3 Delete FBC Access Restriction 3-127
3.32.4 Authorize FBC Access Restriction 3-127
3.32.5 Amend FBC Access Restriction 3-128
3.32.6 Authorize Amended FBC Access Restriction 3-128
3.32.7 Copy Attributes 3-128
3.33 Corporate Actions for Fund 3-129
3.33.1 Types of Corporate Actions 3-129
3.33.1.1 Liquidation 3-129
3.33.1.2 Split and Reverse Split 3-130
3.33.1.3 Merger 3-130
3.33.1.4 Capital Payout 3-130
3.33.1.5 Side Pocket Creation 3-130
3.33.1.6 Side Pocket Merger 3-131
3.33.1.7 Series Fund Merger 3-131
3.33.2 Process Corporate Actions Maintenance 3-131
3.33.3 Split/Reverse Split Details 3-137
3.33.4 Merge Details 3-138
3.33.5 InvCategoryMap 3-140
3.33.6 Fund Copy 3-140
3.33.6.1 Maintain Details for Liquidation 3-142
3.33.6.2 Maintain Details for Split 3-143
3.33.6.3 Maintain Details for Capital Payout 3-143
3.33.6.4 Maintain Details for Side Pocket Creation 3-144
3.33.6.5 Maintain Details for Side Pocket Merger 3-144
3.33.6.6 Maintain Details for Series Fund Merger 3-146
3.34 Corporate Actions Summary 3-147
3.34.1 Edit Corporate Actions Record 3-149
3.34.2 View Corporate Actions Record 3-149
3.34.3 Delete Corporate Actions Record 3-150
3.34.4 Authorize Corporate Actions Record 3-150
3.34.5 Amend Corporate Actions Record 3-150
3.34.6 Authorize Amended Corporate Actions Record 3-151
3.34.7 Copy Attributes 3-151
3.35 Corporate Actions Processing 3-151
3.35.1 Process Corporate Actions 3-152

3.35.1.1 Automatic and Manual Execution 3-152
3.35.1.2 Pre-Processing for Corporate Actions 3-152
3.35.2 Execute Corporate Actions Manually 3-152
3.35.3 Process Corporate Action for Pre-Processing 3-153
3.35.4 Pre-processing Validations 3-155
3.35.5 Messages for Pre-processing Checks 3-157
3.35.6 System Processing for Corporate Actions 3-158
3.35.6.1 Liquidation 3-159
3.35.6.2 Fund Split/Reverse Split 3-159
3.35.6.3 Fund Merger 3-161
3.35.7 Reports for Corporate Actions 3-162
3.35.7.1 Reports for Announcement / Confirmation of Corporate Actions 3-162
3.35.7.2 Corporate Actions Checks Report 3-163
3.35.7.3 Corporate Actions Amendment Report 3-163
3.36 Bank Reconciliation 3-163
3.36.1 Reconcile Bank Records 3-164
3.36.2 Process Bank Reconciliation Detail 3-164
3.37 Bank Reconciliation Summary 3-170
3.37.1 View Bank Reconciliation Record 3-172
3.37.2 Delete Bank Reconciliation Record 3-173
3.37.3 Authorize Bank Reconciliation Record 3-173
3.37.4 Copy Attributes 3-173
3.37.5 Authorize Bank Reconciliation 3-174
3.38 Performance Fee for Hedge Funds 3-174
3.38.1 Compute Performance Fee for Hedge Funds 3-174
3.38.1.1 Contingent Liquidation 3-175
3.38.1.2 Equalization Credit 3-175
3.38.1.3 Forced Redemption 3-175
3.38.2 Process Performance Fee Payment 3-176
3.38.3 Process Performance Fee Accrual 3-176
3.38.4 Modify Performance Fee Calculation Method 3-177
3.38.4.1 Liquidation Announcement Report Details 3-179
3.38.4.2 Liquidation Confirmation Report Details 3-179
3.38.4.3 Split Announcement Report Details 3-179
3.38.4.4 Split Confirmation Report Booking Details (Debit or Credit) 3-180
3.38.4.5 Reverse Split Announcement Report Details 3-180
3.38.4.6 Reverse Split Announcement Report Details 3-180
3.38.4.7 Merger Announcement Report Details 3-181
3.38.4.8 Merger Confirmation Report Booking Details (Debit or Credit) 3-181
3.38.5 Series Method of Performance Fee Calculation 3-182
3.39 Process Override Trade Cycle Date 3-182
3.40 Override Trade Cycle Date Summary 3-184

3.40.1 Edit Override Trade Cycle Date Record 3-186
3.40.2 View Override Trade Cycle Date Record 3-187
3.40.3 Delete Override Trade Cycle Date Record 3-187
3.40.4 Authorize Override Trade Cycle Date Record 3-187
3.40.5 Amend Override Trade Cycle Date Record 3-188
3.40.6 Authorize Amended Override Trade Cycle Date Record 3-188
3.40.7 Copy Attributes 3-188
3.41 Process Price Rounding Detail 3-189
3.42 Unit Price Rounding Summary 3-190
3.42.1 Edit Unit Price Rounding Record 3-191
3.42.2 View Unit Price Rounding Record 3-192
3.42.3 Delete Unit Price Rounding Record 3-192
3.42.4 Authorize Unit Price Rounding Record 3-193
3.42.5 Amend Unit Price Rounding Record 3-193
3.42.6 Authorize Amended Unit Price Rounding Record 3-193
3.43 Process Fund Capital Call Detail 3-194
3.44 Fund Capital Call Summary 3-197
3.44.1 Edit Fund Capital Call Summary Record 3-199
3.44.2 View Fund Capital Call Record 3-199
3.44.3 Delete Fund Capital Call Record 3-200
3.44.4 Authorize Fund Capital Call Record 3-200
3.44.5 Amend Fund Capital Call Record 3-200
3.44.6 Authorize Amended Fund Capital Call Record 3-201
3.45 Process Capital Call Tranche 3-201
3.46 Capital Call Tranche Summary 3-205
3.46.1 Edit Capital Call Tranche Summary Record 3-206
3.46.2 View Capital Call Tranche Record 3-207
3.46.3 Delete Capital Call Tranche Record 3-207
3.46.4 Authorize Capital Call Tranche Record 3-208
3.46.5 Amend Capital Call Tranche Record 3-208
3.46.6 Authorize Capital Call Tranche Record 3-208
3.47 Process Capital Call Enquiry Detail 3-209

4 Load Groups Setting

4.1 Load Groups 4-1
4.2 Rights of Accumulation 4-1
4.3 Process FCIS Group Definition 4-4
4.4 Group Load Mapping Summary 4-6
4.4.1 Edit Group Load Mapping 4-7
4.4.2 View Group Load Mapping 4-8
4.4.3 Delete Group Load Mapping 4-8

4.4.4 Authorize Group Load Mapping 4-9
4.4.5 Amend Group Load Mapping 4-9
4.4.6 Authorize Amended Group Load Mapping 4-9
4.4.7 Copy Attributes 4-10
4.5 Load Group Characteristics Detail 4-10
4.6 Load Group Characteristics Maintenance Summary 4-12
4.6.1 Edit Load Group Characteristics Maintenance 4-14
4.6.2 View Load Group Characteristics Maintenance 4-15
4.6.3 Delete Load Group Characteristics Maintenance 4-15
4.6.4 Authorize Load Group Characteristics Maintenance 4-15
4.6.5 Amend Load Group Characteristics Maintenance 4-16
4.6.6 Authorize Amended Load Group Characteristics Maintenance 4-16
4.6.7 Copy Attributes 4-16
4.7 Non-Fulfilment of Letter of Intent 4-17
4.7.1 Monitor Fulfilment of Letter of Intent 4-17
4.7.1.1 Prior Warning Report 4-17
4.7.1.2 Post-Adjustment Report 4-18
4.7.2 Process Lol Adjust Proc 4-18
4.8 Process Group Load Mapping Detail 4-19
4.9 Load Group Mapping Summary 4-23
4.9.1 Edit Load Group Mapping 4-25
4.9.2 View Load Group Mapping 4-26
4.9.3 Delete Load Group Mapping 4-26
4.9.4 Authorize Load Group Mapping 4-26
4.9.5 Amend Load Group Mapping 4-27
4.9.6 Authorize Amended Load Group Mapping 4-27
4.9.7 Copy Attributes 4-27

5 Maintenance for Individual Retirement Accounts (IRA) Products

5.1 Features of Individual Retirement Accounts 5-1
5.2 Features of IRA Processing 5-2
5.3 Maintenance for IRA Processing 5-2
5.3.1 Funds 5-2
5.3.2 Product Types 5-2
5.3.3 Products 5-2
5.4 Plans for IRA 5-3
5.5 Investment Transactions in IRA Plans 5-3

Index

Preface

- Purpose
- Audience
- Documentation Accessibility
- Critical Patches
- Diversity and Inclusion
- Conventions
- Screenshot Disclaimer
- Abbreviations and Acronyms
- Symbols and Icons
- Basic Actions
- Getting Help

Purpose

This user manual helps you use the system to achieve optimum automation of all your mutual fund investor servicing processes. It contains guidelines for specific tasks, descriptions of various features and processes in the system and general information.

Audience

This user manual is intended for the Fund Administrator users and system operators in the AMC.

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Convention	Meaning
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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.

Abbreviations and Acronyms

The following acronyms and abbreviations are adhered in this User Manual:

Table Abbreviations and Acronyms

Abbreviation/ Acronym	Meaning
ADMIN	User Administrator
AGY	The Agency Branch component of the system
AMC	Asset Management Company
BOD	Beginning of Day
CDSC	Contingent Deferred Sales Charge
CGT	Capital Gains Tax
CIF	Customer Information File
EOD	End of Day
EPU	Earnings per unit
FC-IS	Oracle FLEXCUBE Investor Servicing
FMG	The Fund Manager component of the system

Table (Cont.) Abbreviations and Acronyms

Abbreviation/ Acronym	Meaning
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

Table (Cont.) Symbols and Icons

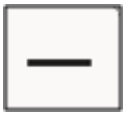
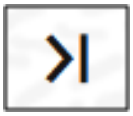
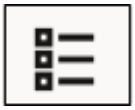
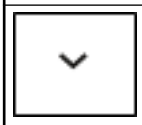
Symbol/Icon	Function
	Perform Search
	Open a list
	Select a Date
	Add a new row to enter details in a record.
	Delete a row, which is already added.
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	View a single record
	Sort the values in ascending or descending order
	Sort the values in ascending

Table (Cont.) Symbols and Icons

Symbol/Icon	Function
	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**.

Table (Cont.) Basic Actions

Action	Description
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**.

1

Fund Setup Hierarchies

This topic provides information on setting up fund hierarchies stage.

After you have set up reference data that you will use to operate your funds, you must define the funds in the system, and set up the rules that each fund will be governed by. These rules will be automatically applied by the system whenever you enter a transaction into the system that has been requested by an investor into the fund.

A fund is, typically, a money pool that is accumulated through the contributions of persons who are interested in investing their capital in this manner, with a view to obtaining either steady incomes with periodic returns or steady appreciation of the capital. These interested persons are typically called investors or unit holders.

The fund gives the investors an acknowledgment of their stake in the money pool by issuing units to them, and invests their contributions into the securities market. The returns earned by the fund on this investment is distributed to the investors either in the form of dividends when a dividend is declared by the fund administrators, or in the form of capital appreciation when the investors sell their holdings back to the fund.

Funds can be of various types depending upon their processing guidelines, their expected returns for the investor, pricing guidelines, and so on. Therefore, funds will differ widely in any or all of these characteristics.

Funds differ widely in any or all of the following:

- Operational guidelines
- Investment offer patterns
- The structure of the fees and other loads that are charged or the incentives that are given.
- Pricing policies: The price of the fund on a given business day is known as the NAV (Net Asset Value) for the fund. It is a measure of the net worth of a single asset (or unit) in the fund. It is also the rate that is available to the investors at which they may buy into the fund or sell out of the fund, at any given time.

The fund price is a reflection of the value of the assets in the fund, and so it is rarely constant. Depending upon the frequency at which the fund administrators declare this price, funds may be, accordingly, either pre-priced or post-priced.

- Certificate guidelines: Some funds give investors certificates representing their holdings in the money pool. Such funds are known as scrip-based, certificate-based or simply, certificate funds. Some funds only give the investors an acknowledgment of their holdings, in terms of the number of units held and their prevalent value. Such funds are termed scrip-less funds.

Funds could also be grouped together based on common investment options, either as fund families or as umbrella funds.

Sometimes, asset managers create a tree-structure of associated funds, which may be similar in their investment options. Investors are allowed to invest in any level of the tree-structure. Such fund structures are called umbrella funds.

This topic contains the following sub-topics:

- Fund Setup
  This topic provides information on Setting up fund details.
- Fund Hierarchy Setup
  This topic provies information on fund hierarchy setup details.
- Fund Family Summary
  This topic provides information about perform actions in fund family summary screen details.
- Process Share Classes
  This topic provides the instructions to call the share classes screen details.
- Share Class Definition Summary
  This topic provides information about perform a record in share class definition summary screen.
- Process Sub Fund Share Class Detail Screen
  This topic provides the instructions to invoke sub fund share class detail screen details.
- Sub Fund Share Class Summary
  This topic provides information about performing actions in sub fund share class summary screen.
- Process Fund Sub Account Mapping Detail
  This topic provides the instructions to invoke fund sub account mapping detail screen.
- Fund Sub Account Mapping Summary
  This topic provides information about perform actions on fund sub account mapping record in summary screen.
- Process Fund Conversion Restriction
  This topic provides the instructions to invoke fund conversion restriction screen details.
- Fund Conversion Restrict Summary
  This topic provides information about perform actions on fund restriction details.
- Process Share Class Conversion Screen
  This topic provides the instructions to invoke share class conversion screen details.
- Share Class Adhoc Conversion Summary
  This topic provides information about perform actions on share class adhoc conversion summary.
- Process Share Class Bulk Conversion
  This topic provides the instructions to process share class bulk conversion screen details.
- Share Class Bulk Conversion Summary
  This topic provides information about perform a record in share class bulk conversion summary screen.
- Process Conversion Factor
  This topic provides the instructions to invoke conversion factor screen.
- Conversion Factor Summary
  This topic provides information about perform actions on Conversion Factor Summary screen.

1.1 Fund Setup

This topic provides information on Setting up fund details.

In Oracle FLEXCUBE Investor Servicing, you set up a fund in the system as follows:

1. First, you set up any necessary fund hierarchies, either fund families or umbrella funds.
2. You set up the different guidelines according to which any investment in the funds will be processed.
3. Have another user authorize the fund.

1.2 Fund Hierarchy Setup

This topic provies information on fund hierarchy setup details.

This topic contains the following sub-topics:

- Fund Set up Hierarchy
  This topic provides information on Setting up fund hierarchy details.
- Process Fund Families
  This topic provides the instructions to process fund families screen details.

1.2.1 Fund Set up Hierarchy

This topic provides information on Setting up fund hierarchy details.

The system provides the facility of maintaining and processing umbrella funds as well as non\u0002umbrella type of fund families. Therefore, a hierarchy of funds may be set up with fund rule profiles at each level except the lowest level.

Before you actually set up a fund in the system, you must first set up the kind of hierarchy that you require. You can do so by setting up the following:

- **Fund Families:**
  First, you set up the lowest levels in the fund hierarchy. The fund families created here may be designated either as umbrella funds or non-umbrella funds. For an umbrella fund, you must maintain at least three levels.

  Creation of the hierarchy for an umbrella fund is facilitated by this fund rule. Each umbrella fund has one sub-fund associated with it and each sub-fund has at least one share class associated with it. This makes up a complete hierarchy.
- **Share Class Definition:**
  First, you set up the lowest levels in the fund hierarchy. The fund families created here may be designated either as umbrella funds or non-umbrella funds. For an umbrella fund, you must maintain at least three levels.

  Creation of the hierarchy for an umbrella fund is facilitated by this fund rule. Each umbrella fund has one sub-fund associated with it and each sub-fund has at least one share class associated with it. This makes up a complete hierarchy.
- **Setting up Sub-funds and Share Classes:**
  Sub-funds and share classes may be setup, and the share classes may be mapped to the sub-funds. A rudimentary profile consisting of a system-generated Fund ID, Fund Name and Fund Short Name will be maintained for share class funds.

1.2.2 Process Fund Families

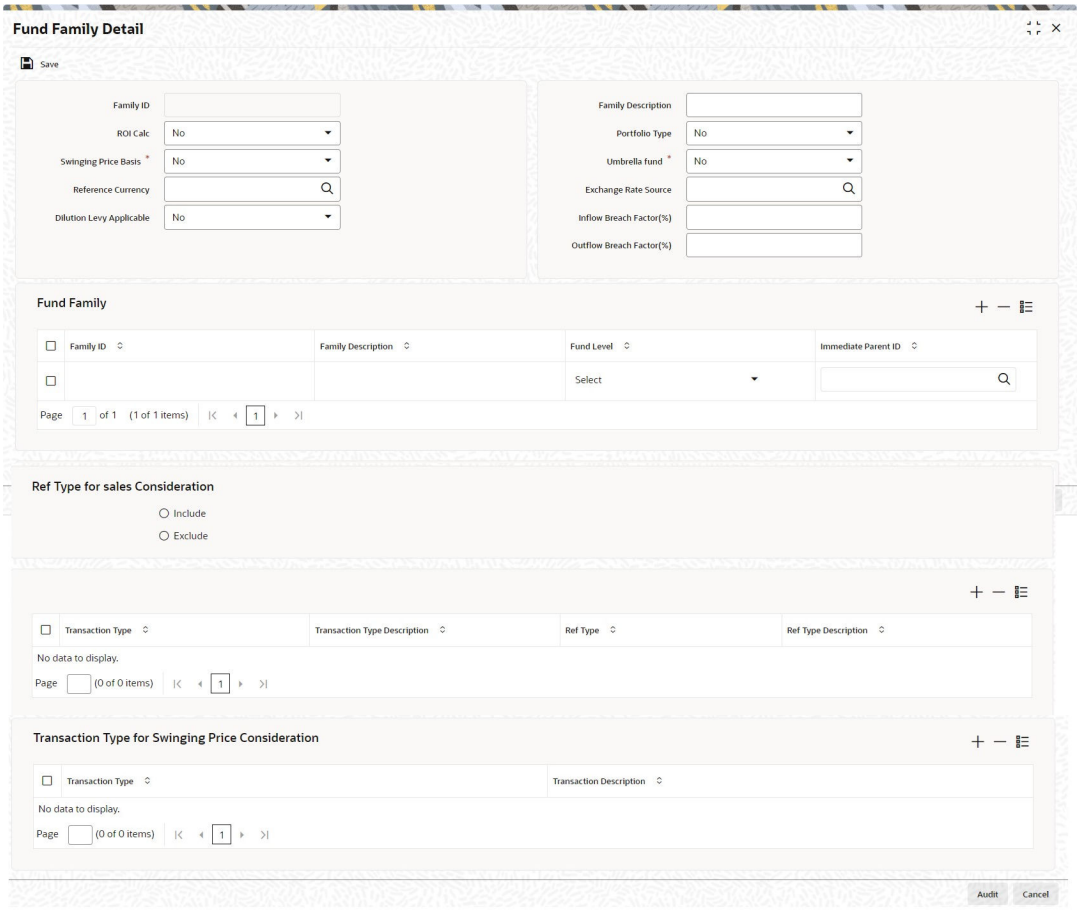
This topic provides the instructions to process fund families screen details.

You can use the **Fund Family Detail** screen to maintain fund families and umbrella fund hierarchies. The lower levels of the fund hierarchy, for both Umbrella and non-umbrella funds may be set up in this screen.

1. On **Home** screen, type **UTDFNDFM** in the text box and click **Next**.
2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of a new fund family.

   The **Fund Family Detail** screen is displayed.

Figure 1-1 Fund Family Detail



3. On **Fund Family Detail** screen, specify the fields.

   In the system, switching transactions that involve switching of a unit holder's units from one fund to another are dependent on the fund family setup for non-umbrella funds and the fund hierarchy for umbrella funds.

   For more information on fields in the screen, refer the below table.

Table 1-1 Fund Family Detail

Field	Description
Family ID	*Display* The system displays a unique Identification for the fund family.
ROI Calc	*Optional* If ROI calculation is applicable for the family which is being set up, select **Yes** from the drop-down list. Else select **No.**

Table 1-1 (Cont.) Fund Family Detail

Field	Description
Swinging Price Basis	*Mandatory* This field displays whether the swinging price is applicable for the fund family or not. The available options are: • **No** • **Swinging Price** • **Semi Swinging** This field is applicable if swinging price is applicable for fund families.
Reference Currency	*Alphanumeric; 3 Characters; Optional* Specify the reference currency. This field is applicable only when the swinging price basis is selected as **Swinging Price** or **Semi Swinging**. The mid currency exchange rate is used for currency conversion.
Dilution Levy Applicable	*Optional* Select if dilution levy is applicable to the fund family level or not from the drop-down list. The list displays the following values: • **Yes** • **No** If you have selected **Dilution Levy Applicable** as **Yes** at **Fund Family Detail** screen then, at fund level, **Dilution Levy Applicable** field should be selected as **Yes** only.
Family Description	*Alphanumeric; 100 Characters; Optional* Enter a brief description of the fund family that is being set up.
Portfolio Type	*Optional* If the family being set up is to have a portfolio type, select **Yes** from drop-down list.
Umbrella Fund	*Mandatory* If the family being set up is to be an umbrella fund, select Yes from the drop-down list. If a fund is designated as an umbrella fund, the hierarchy must be maintained up to level 3, those are fund families, umbrella funds and sub-funds.
Exchange Rate Source	*Alphanumeric; 20 Characters; Optional* This field displays the Exchange Rate Source. This field is applicable only when the swinging price basis is selected as **Swinging Price** or **Semi Swinging**.
Inflow Breach Factor(%)	*Numeric; 5 Characters; Optional (Mandatory if Dilution Levy Applicable is selected as **Yes**)* Specify the inflow breach factor to calculate the inflow breach value.
Outflow Breach Factor(%)	*Numeric; 5 Characters; Optional (Mandatory if Dilution Levy Applicable is selected as **Yes**)* Specify the outflow breach factor to calculate the outflow breach value.

Table 1-2 Fund Family Detail - Fund Family

Field	Description
Family ID	*Alphanumeric; 6 Characters; Mandatory* Enter a unique Identification for the fund family. This value should not be a valid Family ID already existing in the system.
Family Description	*Alphanumeric; 100 Characters; Optional* Enter a brief description of the fund family that is being set up.

Table 1-2 (Cont.) Fund Family Detail - Fund Family

Field	Description
Fund Level	*Mandatory* Select the fund level from the drop-down list. The list displays the following values: • **One** • **Two** • **Three**
Immediate Parent ID	*Alphanumeric; 6 Characters; Mandatory* Select the Immediate parent ID from the option list. The option list contains list of all existing fund families. Select a valid entry for the relevant Fund Family ID.
Ref Types for sales Consideration	*Mandatory only if Swinging Price Basis is not **No** and if f Dilution Levy Applicable is selected as **Yes*** Select Include or Exclude to indicate whether reference type needs to be used for net sales computation or not.
Transaction Type	*Alphanumeric; 6 Characters; Mandatory* Select the transaction type to be mapped for sales consideration computation from the option list. The following values are listed in the option list: • **01** • **02** • **03** • **04** • **54**
Transaction Type Description	*Display* The description of the selected transaction type is displayed in this field.
Reference Type	*Alphanumeric; 2 Characters; Mandatory* Specify the reference type which is used for sales consideration computation.
Ref Type Description	*Display* The description of the selected reference type is displayed in this field.
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the transaction type for which the swinging price is to be applied.
Transaction Description	*Display* The system displays a description of the selected transaction.

1.3 Fund Family Summary

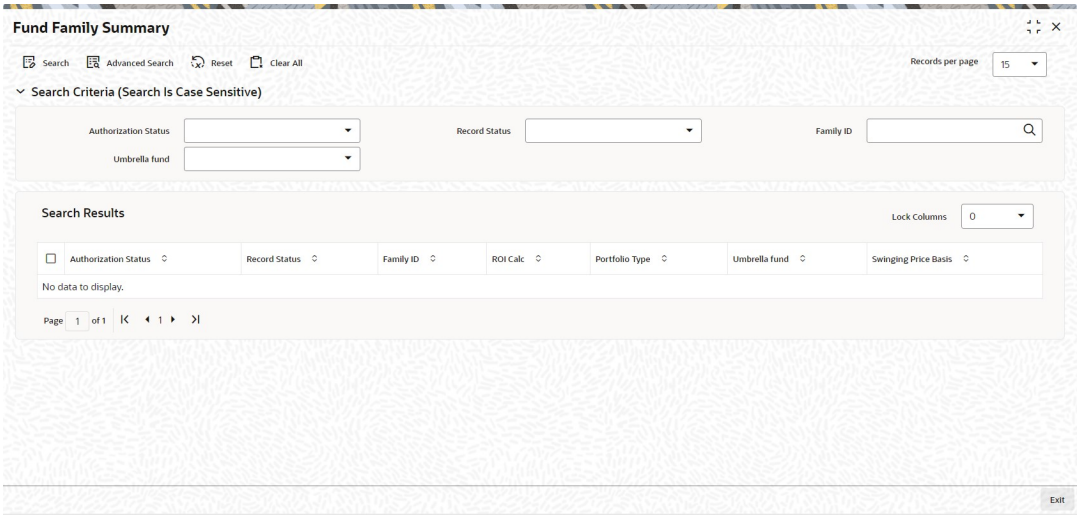
This topic provides information about perform actions in fund family summary screen details.

Retrieve Record in Fund Family Summary

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

   The **Fund Family Summary** screen is displayed.

Figure 1-2 Fund Family Summary



2. On **Fund Family 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**
   - **Family ID**
   - **Umbrella Fund**
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 any parameter in the screen
> - 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.

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

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

- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Family Record
  This topic provides the systematic instructions to edit Fund Family record.
- View Fund Family Record
  This topic provides the systematic instructions to view fund family record.
- Delete Fund Family Record
  This topic provides the systematic instructions to delete fund family record.
- Authorize Fund Family Record
  This topic provides the systematic instructions to Authorize Fund Family Record.
- Amend Fund Family Record
  This topic provides the systematic instructions to amend fund family record.
- Authorize Amended Fund Family Record
  This topic provides the systematic instructions to authorize amended fund family record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

1.3.1 Edit Fund Family Record

This topic provides the systematic instructions to edit Fund Family record.

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

1. Start the **Fund Family 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 **Fund Family Summary** 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 **Fund Family Detail** screen is closed and the changes made are reflected in the **Fund Family Summary** screen.

1.3.2 View Fund Family Record

This topic provides the systematic instructions to view fund family record.

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

1. Start the **Fund Family 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.
4. Click **Search** button.

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

   The **Fund Family Detail** screen is displayed in View mode.

1.3.3 Delete Fund Family Record

This topic provides the systematic instructions to delete fund family record.

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

1. Start the **Fund Family 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 **Fund Family 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.

1.3.4 Authorize Fund Family Record

This topic provides the systematic instructions to Authorize Fund Family Record.

An unauthorized Fund Family Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Family 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 **Fund Family 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.

1.3.5 Amend Fund Family Record

This topic provides the systematic instructions to amend fund family record.

After a Fund Family Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Family 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 **Fund Family Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

1.3.6 Authorize Amended Fund Family Record

This topic provides the systematic instructions to authorize amended fund family record.

An amended Fund Family Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

1.3.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Family with the same attributes of an existing one, you can copy the attributes of an existing Fund Family to a new one.

1. Retrieve the record whose attributes the new Fund Family should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Family. You can, however, change the details of the new maintenance.

1.4 Process Share Classes

This topic provides the instructions to call the share classes screen details.

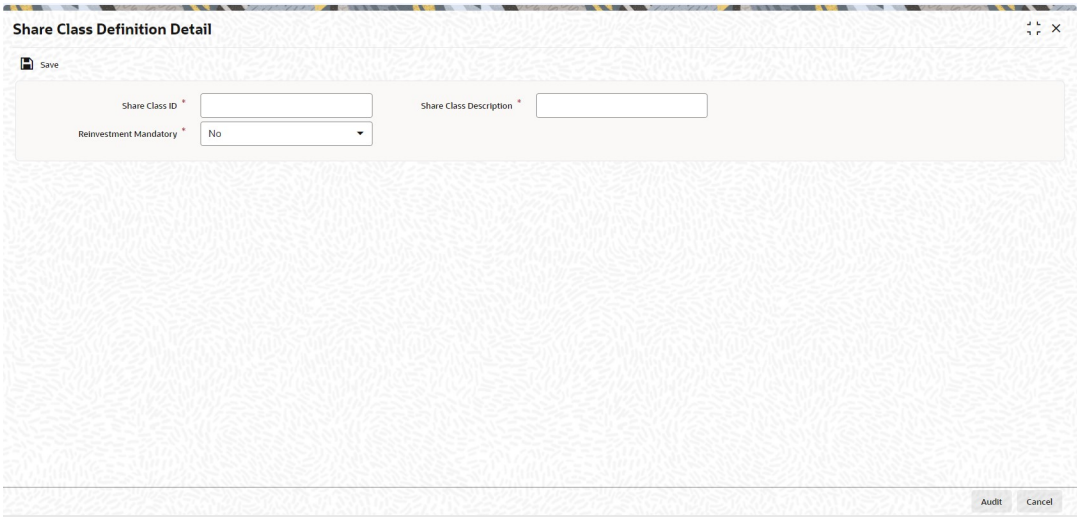
The share classes are the last or lowest level in the umbrella fund hierarchy. Each share class is uniquely identified in this screen with a unique ID. You can maintain any number of share class types as are necessary.

To maintain share classes, use the **Share Class Definition Detail** screen.

1. On **Home** screen, type **UTDSCDEF** in the text box and click **Next**.
2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the share class.

   The **Share Class Definition Detail** screen is displayed.

Figure 1-3 Share Class Definition Detail



3. On **Share Class Definition Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 1-3 Share Class Definition Detail

Field	Description
Share Class ID	*Alphanumeric; 2 Characters; Mandatory* Specify a unique ID that will identify the share class in the system.
Share Class Description	*Alphanumeric; 20 Characters; Mandatory* Specify a unique description for the share class.
Reinvestment Mandatory	*Mandatory* Select **Yes** from the drop-down list if reinvestment is to be mandatory for this share class. If you select **Yes**, and reinvestment is mandatory for this share class, reinvestment is the only option that will be available when a Corporate Actions profile is set up for this share class fund.

1.5 Share Class Definition Summary

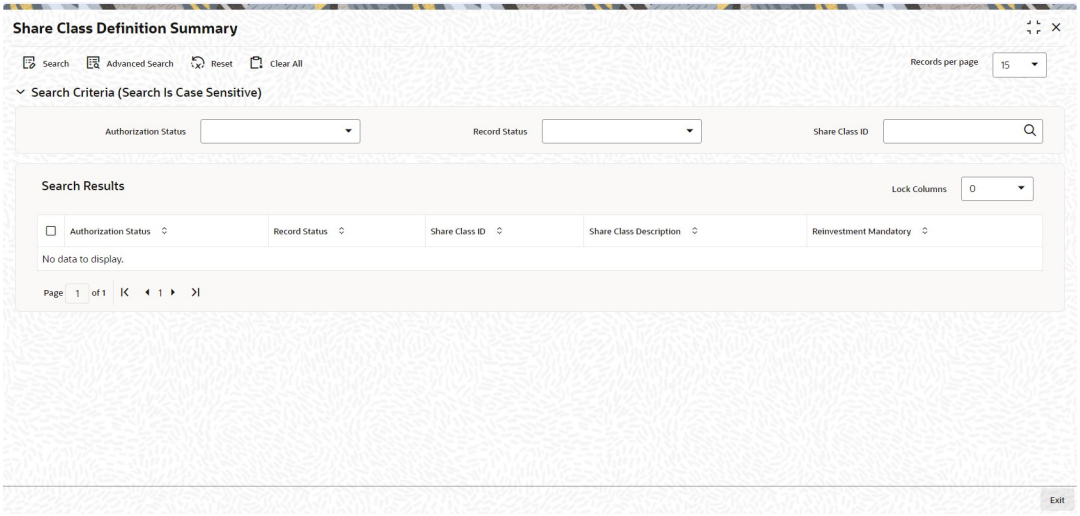
This topic provides information about perform a record in share class definition summary screen.

Retrieve Record in Share Class Definition Summary

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

   The **Share Class Definition Summary** screen is displayed.

Figure 1-4 Share Class Definition Summary



2. On **Share Class Definition 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**
   - **Share Class ID**
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 any parameter in the screen
> - 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.

   You can search the record for Fund ID by using the combination of % and alphanumeric value as follows:
   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.
   - Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value’ 7’. For example: AGC17, GSD267, AGC77 etc.
   - Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Share Class Definition Record
  This topic provides the systematic instructions to edit Share Class Definition record.
- View Share Class Definition Record
  This topic provides the systematic instructions to view Share Class Definition record.
- Delete Share Class Definition Record
  This topic provides the systematic instructions to delete share class definition record.
- Amend Share Class Definition Record
  This topic provides the systematic instructions to amend share class definition record.
- Authorize Amended Share Class Definition Record
  This topic provides the systematic instructions to authorize amended share class definition record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

1.5.1 Edit Share Class Definition Record

This topic provides the systematic instructions to edit Share Class Definition record.

Modify the details of Share Class Definition Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Share Class Definition 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 **Share Class Definition Summary** 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 **Share Class Definition Detail** screen is closed and the changes made are reflected in the **Share Class Definition Summary** screen.

1.5.2 View Share Class Definition Record

This topic provides the systematic instructions to view Share Class Definition record.

View a record that you have previously input by retrieving the same in the **Share Class Definition Summary** screen. Perform this operation as follows:

1. Start the **Share Class Definition 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.
4. Click **Search** button.

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

   The **Share Class Definition Detail** screen is displayed in View mode.

1.5.3 Delete Share Class Definition Record

This topic provides the systematic instructions to delete share class definition record.

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

1. Start the **Share Class Definition 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 **Share Class Definition 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.

1.5.4 Amend Share Class Definition Record

This topic provides the systematic instructions to amend share class definition record.

After a Share Class Definition Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Share Class Definition 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 **Share Class Definition Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

1.5.5 Authorize Amended Share Class Definition Record

This topic provides the systematic instructions to authorize amended share class definition record.

An amended Share Class Definition Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

1.5.6 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Family with the same attributes of an existing one, you can copy the attributes of an existing Fund Family to a new one.

1. Retrieve the record whose attributes the new Fund Family should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Family. You can, however, change the details of the new maintenance.

1.6 Process Sub Fund Share Class Detail Screen

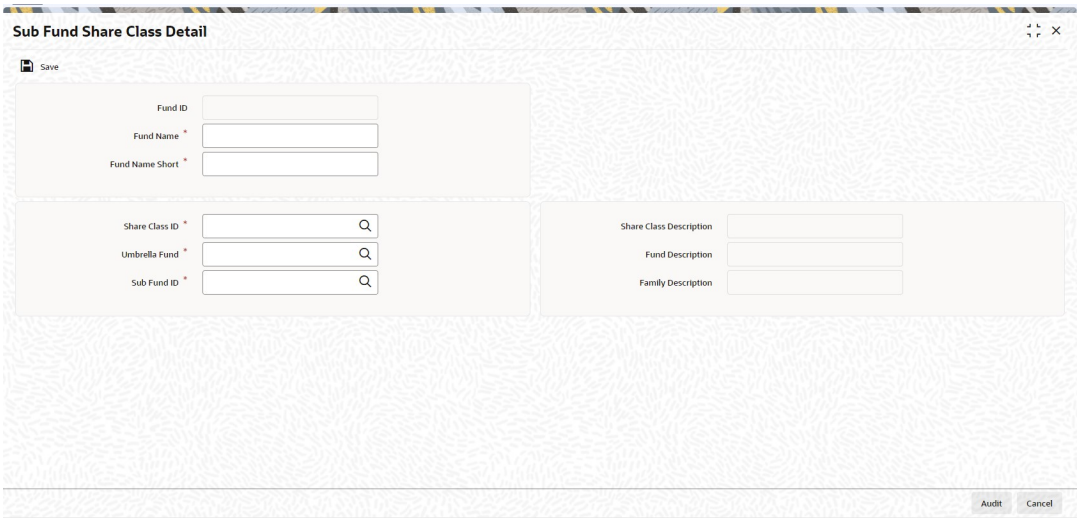
This topic provides the instructions to invoke sub fund share class detail screen details.

All sub-funds that come under any umbrella fund may be mapped to a share class in the system. A share class fund is set up for each of these mapping relationships, with a unique six-character system-generated fund ID. This mapping will complete the fund hierarchy for an umbrella fund.

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

   The **Sub Fund Share Class Detail** screen is displayed.

Figure 1-5 Sub Fund Share Class Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the Mapping.

   Before you actually map a sub-fund to a share class, the following information must be already set up in the system:

- The umbrella funds, up to sub-fund level, must already be set up in the Fund Family Maintenance, those are fund family, umbrella fund and sub-fund.
- The share classes must be defined in the Share Class Definition maintenance.

3. On **Sub Fund Share Class Detail** screen, specify the fields.

For information on fields in the screen, refer the below table.

Table 1-4 Sub Fund Share Class Detail

Field	Description
Fund ID	*Display* After the umbrella fund, sub-fund and share class have been selected for mapping, the share class fund ID is generated by the system. The generation logic is as follows: The fund ID will be a unique six-character ID. The first two characters will be the ID of the umbrella fund that is the immediate parent of the chosen sub-fund, the next two characters will be the ID of the fund family of the sub-fund that is selected, and the last two characters are the ID of the share class that has been mapped to the sub-fund. For example, if P1 is the ID of the umbrella fund, P2 is the ID of the sub-fund and AC is the ID of the share class, the share class fund generated will have a six-character ID, P1P2AC.
Fund Name	*Alphanumeric; 60 Characters; Mandatory* Specify the name of the share class fund that has been created.
Fund Name Short	*Alphanumeric; 15 Characters; Mandatory* Specify the short name of the share class fund that has been created.
Share Class ID	*Alphanumeric; 2 Characters; Mandatory* Select the share class that must be mapped to the selected sub-fund, from the options in the list. This list will contain all share classes that have been defined in the system in the Share Class Definition maintenance.
Share Class Description	*Display* The system displays the description for the selected share class ID.
Umbrella Fund	*Alphanumeric; 6 Characters; Mandatory* Select the umbrella fund that incorporates the sub-funds for which a share class mapping must be done, from the options in the list. All the sub-funds that are set up with the selected umbrella fund as parent will be populated in the Sub-Fund list in the lower portion of the screen.
Fund Description	*Display* The system displays the description of fund.
Sub-Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the umbrella fund that incorporates the sub-funds for which a share class mapping must be done, from the options in the list.
Family Description	*Display* The system displays the family description.

1.7 Sub Fund Share Class Summary

This topic provides information about performing actions in sub fund share class summary screen.

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

Retrieve Record in Sub Fund Share Class Summary

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

   The **Sub Fund Share Class Summary** screen is displayed.

Figure 1-6 Share Class Conversion Bulk Summary

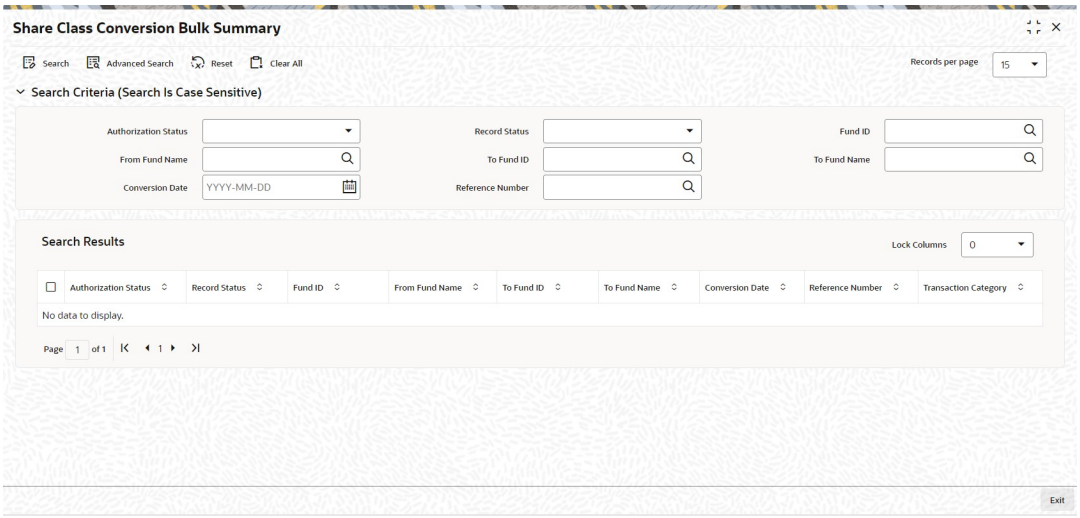
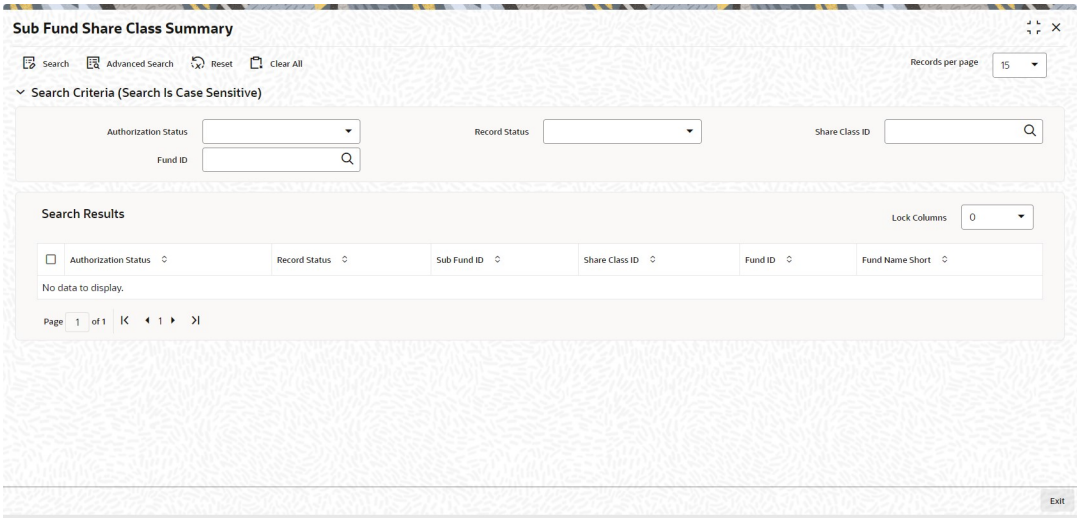


Figure 1-7 Sub Fund Share Class Summary



2. On **Sub Fund Share Class 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**
- **Share Class ID**
- **Fund ID**

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

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

> **Note:**
>
> You can also retrieve the individual record detail from the detail screen by querying in the following manner:
>
> - Press F7
> - Input any parameter in the screen
> - 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.

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

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

- Edit Sub Fund Share Class Record
  This topic provides the systematic instructions to edit sub fund share class record.
- View Sub Fund Share Class Record
  This topic provides the systematic instructions to view sub fund share class record.
- Delete Sub-fund Share Class Record
  This topic provides the systematic instructions to delete sub-fund share class record.
- Authorize Sub Fund Share Class Record
  This topic provides the systematic instructions to authorize sub fund share class record.
- Amend Sub Fund Share Class Maintenance
  This topic provides the systematic instructions to amend sub fund share class maintenance.
- Authorize Amended Sub Fund Share Class Record
  This topic provides the systematic instructions to authorize amended sub fund share class record.

1.7.1 Edit Sub Fund Share Class Record

This topic provides the systematic instructions to edit sub fund share class record.

Modify the details of Sub Fund Share Class Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Sub Fund Share Class 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 **Sub Fund Share Class Summary** 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 **Sub Fund Share Class Detail** screen is closed and the changes made are reflected in the **Sub Fund Share Class Summary** screen.

1.7.2 View Sub Fund Share Class Record

This topic provides the systematic instructions to view sub fund share class record.

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

1. Invoke the **Sub Fund Share Class 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.
4. Click **Search** button.

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

   The **Sub Fund Share Class Detail** screen is displayed in View mode.

1.7.3 Delete Sub-fund Share Class Record

This topic provides the systematic instructions to delete sub-fund share class record.

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

1. Start the **Sub Fund Share Class 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 **Sub Fund Share Class 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.

1.7.4 Authorize Sub Fund Share Class Record

This topic provides the systematic instructions to authorize sub fund share class record.

An unauthorized Sub Fund Share Class Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Sub Fund Share Class 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 **Sub Fund Share Class 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.

1.7.5 Amend Sub Fund Share Class Maintenance

This topic provides the systematic instructions to amend sub fund share class maintenance.

After a Sub Fund Share Class Maintenance Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Family 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 **Sub Fund Share Class Summary** screen is displayed in amendment mode.

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

1.7.6 Authorize Amended Sub Fund Share Class Record

This topic provides the systematic instructions to authorize amended sub fund share class record.

An amended Sub Fund Share Class Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

1.8 Process Fund Sub Account Mapping Detail

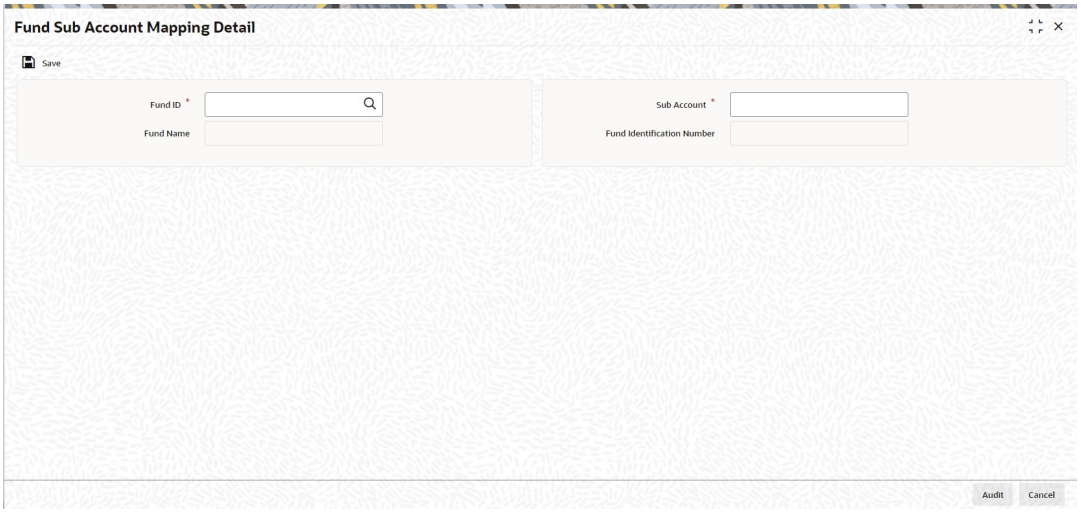
This topic provides the instructions to invoke fund sub account mapping detail screen.

You can map fund sub account using **Fund Sub Account Mapping Detail** screen.

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

   The **Fund Sub Account Mapping Detail** screen is displayed.

Figure 1-8 Fund Sub Account Mapping Detail



2. On **Fund Sub Account Mapping Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 1-5 Fund Sub Account Mapping Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID for which the funds are to be restricted for usage. Alternatively, you can select fund ID from the option list. The list displays all valid fund IDs maintained in the system.
Fund Name	*Display* The system displays the name of the selected **Fund ID**.
Fund Identification Number	*Display* The system displays the fund identification number of the selected **Fund ID**.
Sub Account	*Alphanumeric; 6 Characters; Mandatory* Specify the sub account details.

1.9 Fund Sub Account Mapping Summary

This topic provides information about perform actions on fund sub account mapping record in summary screen.

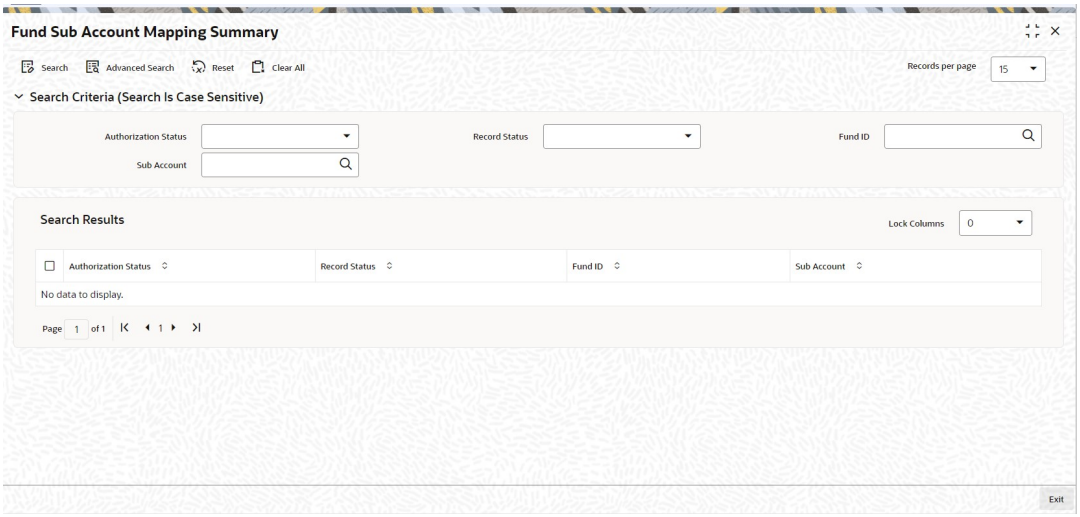
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Fund Sub Account Mapping Record in Summary

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

   The **Fund Sub Account Mapping Summary** screen is displayed.

Figure 1-9 Fund Sub Account Mapping Summary



2. On **Fund Sub Account Mapping 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**

- **Fund ID**
- **Sub Account**

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

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

> **Note:**
>
> You can also retrieve the individual record detail from the detail screen by querying in the following manner:
>
> - Press F7
> - Input any parameter in the screen
> - 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.

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

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

- Edit Fund Sub Account Mapping Record
  This topic provides the systematic instructions to edit fund sub account mapping record.
- View Fund Sub Account Mapping Record
  This topic provides the systematic instructions to view fund sub account mapping record.
- Delete a Fund Sub Account Mapping Record
  This topic provides the systematic instructions to delete a fund sub account mapping record.
- Authorize Fund Sub Account Mapping Record
  This topic provides the systematic instructions to authorize fund sub account mapping record.
- Amend Fund Sub Account Mapping Record
  This topic provides the systematic instructions to amend fund sub account mapping record.
- Authorize Amended Fund Sub Account Mapping Record
  This topic provides the systematic instructions to authorize amended fund sub account mapping record.

1.9.1 Edit Fund Sub Account Mapping Record

This topic provides the systematic instructions to edit fund sub account mapping record.

Modify the details of Fund Sub Account Mapping Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Sub Account Mapping 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 **Fund Sub Account Mapping Summary** 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 **Fund Sub Account Mapping Detail** screen is closed and the changes made are reflected in the **Fund Sub Account Mapping Summary** screen.

1.9.2 View Fund Sub Account Mapping Record

This topic provides the systematic instructions to view fund sub account mapping record.

View a record that you have previously input by retrieving the same in the **Fund Sub Account Mapping Summary** screen. Perform this operation as follows:

1. Start the **Fund Sub Account Mapping 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.
4. Click **Search** button.

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

   The **Fund Sub Account Mapping Detail** screen is displayed in View mode.

1.9.3 Delete a Fund Sub Account Mapping Record

This topic provides the systematic instructions to delete a fund sub account mapping record.

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

1. Start the **Fund Sub Account Mapping 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 **Fund Sub Account Mapping 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.

1.9.4 Authorize Fund Sub Account Mapping Record

This topic provides the systematic instructions to authorize fund sub account mapping record.

An unauthorized Fund Sub Account Mapping Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Sub Account Mapping 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 **Fund Sub Account Mapping 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.

1.9.5 Amend Fund Sub Account Mapping Record

This topic provides the systematic instructions to amend fund sub account mapping record.

After a Fund Sub Account Mapping Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Sub Account Mapping 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 **Fund Sub Account Mapping Detail** screen is displayed in amendment mode.

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

1.9.6 Authorize Amended Fund Sub Account Mapping Record

This topic provides the systematic instructions to authorize amended fund sub account mapping record.

An amended Fund Sub Account Mapping Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

1.10 Process Fund Conversion Restriction

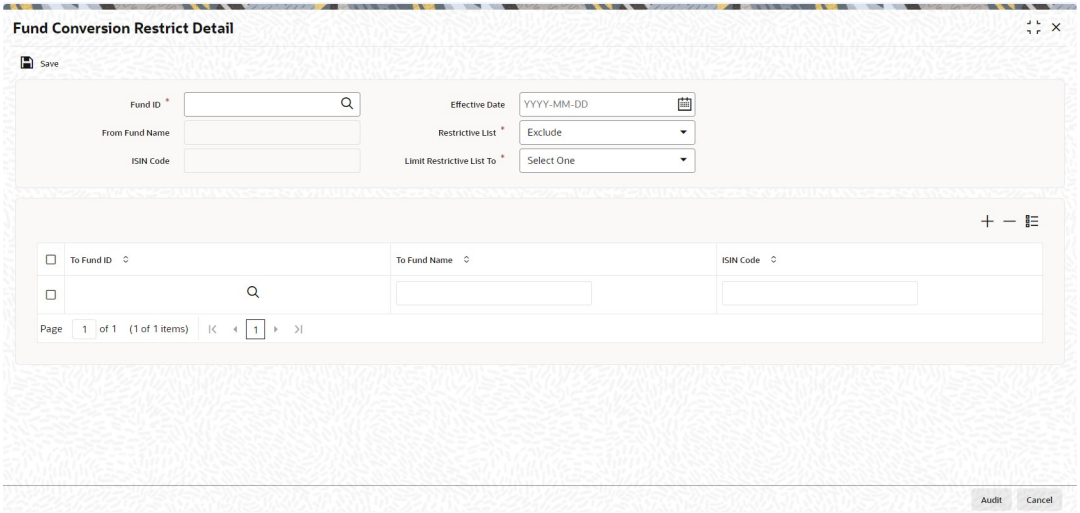
This topic provides the instructions to invoke fund conversion restriction screen details.

You can restrict fund conversion details within the same fund family and AMC using **Fund Conversion Restrict Details** screen.

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

   The **Fund Conversion Restrict Details** screen is displayed.

Figure 1-10 Fund Conversion Restrict Details



2. On **Fund Conversion Restrict Details** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 1-6 Fund Conversion Restrict Details

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the valid **From fund ID** for which the restriction is enabled.
From Fund Name	*Display* The system displays the name of the fund for the selected **Fund ID**.
ISIN Code	*Display* The system displays the fund ISIN code.
Effective Date	*Date Format; Mandatory* Specify the date from which the restriction is effective.
Restrictive List	*Mandatory* Select the restrictive list from the adjoining drop-down list. Following are the options available: • **Exclude** • **Include** If you select **Include**, then the list of restrictive funds will be enabled for the fund. If you select **Exclude**, then the restrictive list will not be enabled for restriction and the fund will be open for restricting any fund which is not in the restrictive list.
Limit Restrictive List To	*Mandatory* Select the restrictive list that is limited to from the adjoining option list. Following are the options available: • **No Restriction** • **Fund Family** • **AMC** If you select **No Restriction**, then restriction will happen based on the value selected in Restrictive List field. However, if you select **Fund Family** then system will do a validation that it will show only the list of funds for restriction which are of same fund family. If you select **AMC**, then the system will do the validation that it will show the list of funds for restriction which are of same AMC.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **To Fund ID** selected for restriction.
To Fund Name	*Display* The system displays the name of the fund selected for restriction.
ISIN Code	*Display* The system displays the ISIN code.

1.11 Fund Conversion Restrict Summary

This topic provides information about perform actions on fund restriction details.

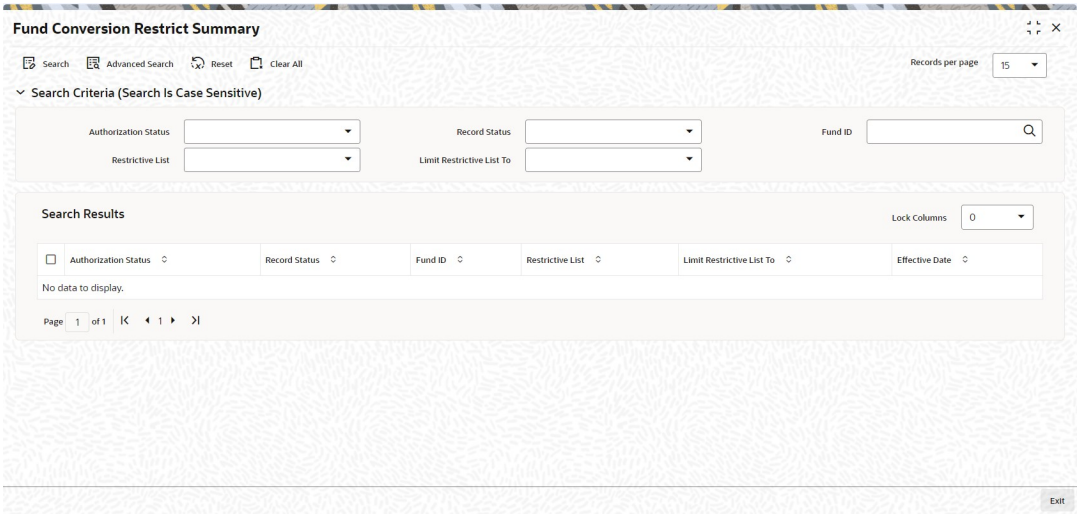
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieving Fund Restriction Details

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

   The **Fund Conversion Restrict Summary** screen is displayed.

Figure 1-11 Fund Conversion Restrict Summary



2. On **Fund Conversion Restrict 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**
   - **Fund ID**
   - **Restrictive List**
   - **Limit Restrictive List To**
   - If you choose the blank space, then all the records are retrieved.
3. Click **Search** button to view the records.

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

> **Note:**
>
> You can also retrieve the individual record detail from the detail screen by querying in the following manner:
>
> - Press F7
> - Input any parameter in the screen
> - 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.

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

   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.

- Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value' 7'. For example: AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Restriction Details
  This topic provides the systematic instructions to edit fund restriction details.
- View Fund Restriction Details
  This topic provides the systematic instructions to view fund restriction details.
- Delete Fund Restriction Details
  This topic provides the systematic instructions to delete fund restriction details.
- Authorize Fund Restriction Details
  This topic provides the systematic instructions to Authorize Fund Restriction Details
- Amend Fund Restriction Details
  Amend Fund Restriction Details

1.11.1 Edit Fund Restriction Details

This topic provides the systematic instructions to edit fund restriction details.

Modify the details of Fund Restriction Details Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Conversion Restrict 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 **Fund Conversion Restrict Summary** 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 **Fund Conversion Restrict Detail** screen is closed and the changes made are reflected in the **Fund Conversion Restrict Summary** screen.

1.11.2 View Fund Restriction Details

This topic provides the systematic instructions to view fund restriction details.

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

1. Start the **Fund Conversion Restrict 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.
4. Click **Search** button.

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

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

   The **Fund Conversion Restrict Detail** screen is displayed in View mode.

1.11.3 Delete Fund Restriction Details

This topic provides the systematic instructions to delete fund restriction details.

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

1. Start the **Fund Conversion Restrict 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 **Fund Conversion Restrict 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.

1.11.4 Authorize Fund Restriction Details

This topic provides the systematic instructions to Authorize Fund Restriction Details

An unauthorized Fund Family Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Conversion Restrict 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 **Fund Conversion Restrict 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.

1.11.5 Amend Fund Restriction Details

Amend Fund Restriction Details

After a Fund Family Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Conversion Restrict 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 **Fund Conversion Restrict Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

1.12 Process Share Class Conversion Screen

This topic provides the instructions to invoke share class conversion screen details.

You can specify the unit holder ID and enter one or more funds details in the details sections for the units to be converted. On selecting the fund, the system will default the current confirmed holdings of the customer in the fund. You can change this value, if required.

During allocation of the conversion transactions, the system will use the Switch-In price for allocation and conversion factor for converting units into To fund. There will be no settlement for conversion transactions.

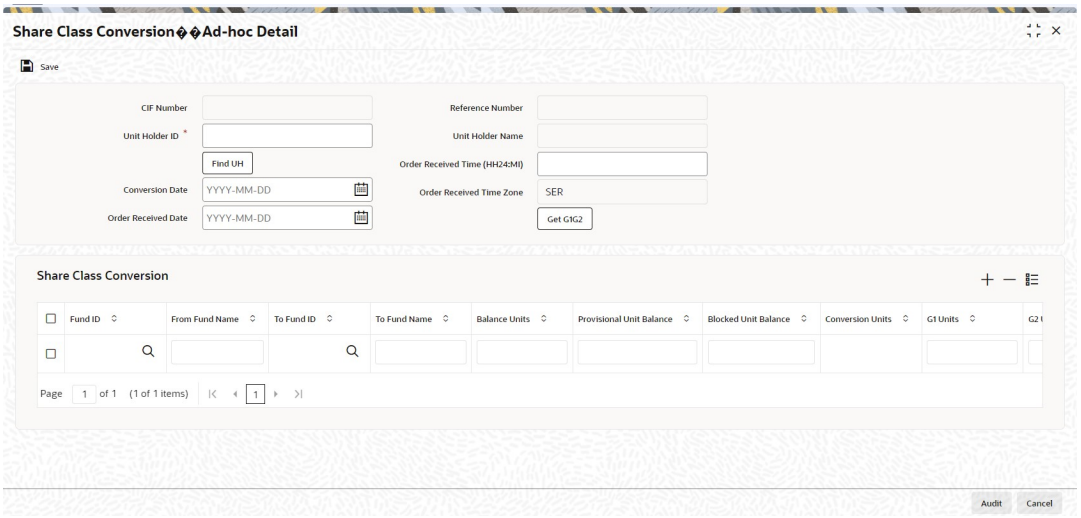
During the allocation of conversion transaction, the system will calculate the linked transactions G1/G2 split, and convert it to new G1/G2 split using the conversion factor.

You can maintain Share Class Ad-hoc Conversion details using **Share Class Conversion Ad-hoc Detail** screen.

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

   The **Share Class Conversion Ad-hoc Detail** screen is displayed.

Figure 1-12 Share Class Conversion Ad-hoc Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the Mapping.
3. On **Share Class Conversion Ad-hoc- Detail** screen, specify the fields

   For information on fields in the **Share Class Conversion Ad-hoc- Detail** screen, refer the below table.

Table 1-7 Share Class Conversion Ad-hoc Detail

Field	Description
CIF Number	*Display* The system displays the CIF number in this field.
Reference Number	*Display* The system displays the reference number
Unit Holder ID	*Alphanumeric; 12 Characters; Mandatory* Specify the **Unit Holder ID**. You can also select the valid UH ID by clicking **Find UH** button.
Unit Holder Name	*Display* The system displays the unit holder name.
Conversion Date	*Date Format; Mandatory* Specify the **Conversion Date**.
Order Received Date	*Date Format; Optional* Specify the **Order Received Date**.
Order Received Time	*Time Format; Optional* Specify the **Order Received Time**. You can click the **GetG1G2** button to view the G1 and G2 details of the unit holder.
Order Received Time Zone	*Display* The system displays the order received time zone.

Table 1-8 Share Class Conversion Ad-hoc Detail - Share Class Conversion

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **From Fund ID** details. **Note:** In GTA setup and in Normal switch with reftype SA Case: • In AGY without cross branching, fields fund ID and To fund ID can have funds selected within same segment. • In AGY with cross branching, fields fund ID and To fund ID can have funds selected across segments.
From Fund Name	*Display* The system displays the From Fund Name for the selected **Fund ID**.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **To Fund ID** details. During transaction, if any **To** fund is not maintained at the fund level of **From Fund** then the system will display the following error saying **To Fund is not specified for conversion**.
To Fund Name	*Display* The system displays the **To Fund Name** for the selected To Fund ID.
Balance Units	*Display* The system displays the total unit balance.
Provisional Unit Balance	*Display* The system displays the total provisional unit balance details.
Blocked Unit Balance	*Display* The system displays the total blocked unit balance.
Conversion Units	*Numeric; 27 Characters; Mandatory* Specify the conversion units.
G1 Unit	*Display* The system displays the G1 Unit balance
G2 Unit	*Display* The system displays the G2 Unit balance. G1/G2 balance of From Fund will be moved proportionately based on the conversion factor and To fund.
Converted G1 Units	*Display* The system displays the Converted G1 Units.
Converted G2 Units	*Display* The system displays the Converted G2 Units.
Conversion Factor (1:2)	*Display* The system displays the valid conversion factor.

Table 1-8 (Cont.) Share Class Conversion Ad-hoc Detail - Share Class Conversion

Field	Description
Transaction Category	*Optional* Select the appropriate transaction category from the following values of the drop-down list: • **Advised Business** • **Legacy** • **Execution Only** Upon authorization of the entry, the system will internally create one conversion transaction for each unit holder and fund combination and generate authorized unit based conversion switch transactions. If any SI/IDS are maintained in the system against unit holder accounts, then you need to manually update or disable the SI as well as IDS details. The system will not carry forward the SI, Deal or IDS details of **From Fund** to **To Fund**. On authorization of the transaction, the system will generate conversion transactions. For Ad-hoc conversion, the system will perform different modes of operation such as Add, Edit, Delete, and Reverse. All Ad-hoc conversion transaction will be captured and authorized without the conversion factor but only will be unitized once conversion factor is available. Upon authorization of share class conversion transaction, underlying Conversion switch transactions will be generated. The system will generate authorized unit based conversion switch transactions. If any SI/ IDS are maintained in the system against unit holder accounts, you need to manually update or disable the SI as well as IDS details. The system will not carry forward the SI, Deal or IDS details of From Fund to To Fund. If for a UH, both Ad-hoc and Bulk conversion is entered then only transaction will be considered for conversion, whichever is authorized first (Ad-hoc/Bulk). The system will do a duplicate transaction check for a combination of transaction date, unitholder ID, from fund and to fund combination and if a similar transaction exists then the system will display a message as **Similar transaction exists for the Unit holder. Do you wish to continue?**

1.13 Share Class Adhoc Conversion Summary

This topic provides information about perform actions on share class adhoc conversion summary.

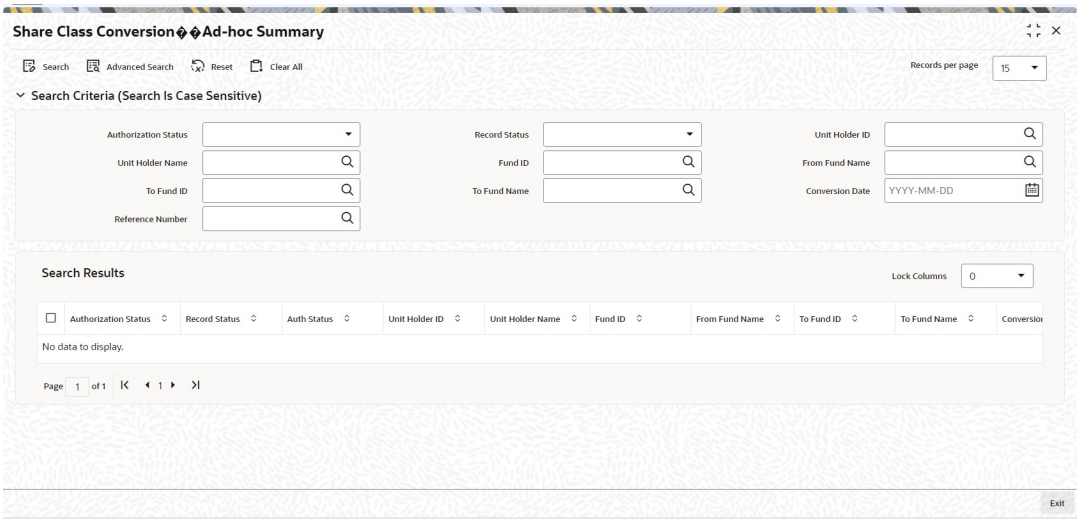
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Share Class Adhoc Conversion Details

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

   The **Share Class Conversion Adhoc Summary** screen is displayed.

Figure 1-13 Share Class Conversion Adhoc Summary



2. On **Share Class Conversion Adhoc 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**
   - **Unit Holder ID**
   - **To Fund ID**
   - **Conversion Date**
   - **Unit Holder Name**
   - **From Fund Name**
   - **To Fund Name**
   - **Reference Number**
   - **Sub Account**
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 any parameter in the screen
> - 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.

- Edit Share Class Adhoc Conversion Details
  This topic provides the systematic instructions to edit share class adhoc conversion details
- View Share Class Adhoc Conversion Details
  This topic provides the systematic instructions to view share class adhoc conversion details.
- Delete Share Class Adhoc Conversion Details
  This topic provides the systematic instructions to delete share class adhoc conversion details.
- Authorize Share Class Adhoc Conversion Details
  This topic provides the systematic instructions to authorize share class adhoc conversion details.
- Amend Share Class Adhoc Conversion Details
  This topic provides the systematic instructions to amend share class adhoc conversion details.

1.13.1 Edit Share Class Adhoc Conversion Details

This topic provides the systematic instructions to edit share class adhoc conversion details

Modify the details of Share Class Adhoc Conversion Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Share Class Conversion Adhoc 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 **Share Class Conversion Adhoc Summary** 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 **Share Class Conversion Adhoc Detail** screen is closed and the changes made are reflected in the **Share Class Conversion Adhoc Summary** screen.

1.13.2 View Share Class Adhoc Conversion Details

This topic provides the systematic instructions to view share class adhoc conversion details.

View a record that you have previously input by retrieving the same in the **Share Class Conversion Adhoc Summary** screen. Perform this operation as follows:

1. Start the **Share Class Conversion Adhoc 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.
4. Click **Search** button.

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

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

   The **Share Class Conversion Adhoc Detail** screen is displayed in View mode.

1.13.3 Delete Share Class Adhoc Conversion Details

This topic provides the systematic instructions to delete share class adhoc conversion details.

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

1. Start the **Share Class Conversion Adhoc 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 **Share Class Conversion Adhoc 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.

1.13.4 Authorize Share Class Adhoc Conversion Details

This topic provides the systematic instructions to authorize share class adhoc conversion details.

An unauthorized Share Class Adhoc Conversion Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Share Class Conversion Adhoc 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 **Share Class Conversion Adhoc 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.

1.13.5 Amend Share Class Adhoc Conversion Details

This topic provides the systematic instructions to amend share class adhoc conversion details.

After a Share Class Adhoc Conversion Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Share Class Conversion Adhoc 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 **Share Class Conversion Adhoc Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

1.14 Process Share Class Bulk Conversion

This topic provides the instructions to process share class bulk conversion screen details.

You can specify the fund ID and all the unit holders in the fund will be considered by default for conversion. You can also specify the unit holders to be included or excluded from the conversion. If **no list** is maintained, then all unit holders will be included, if include list is maintained, only specified unit holders will be included and if exclude list is maintained specified unit holders will be excluded.

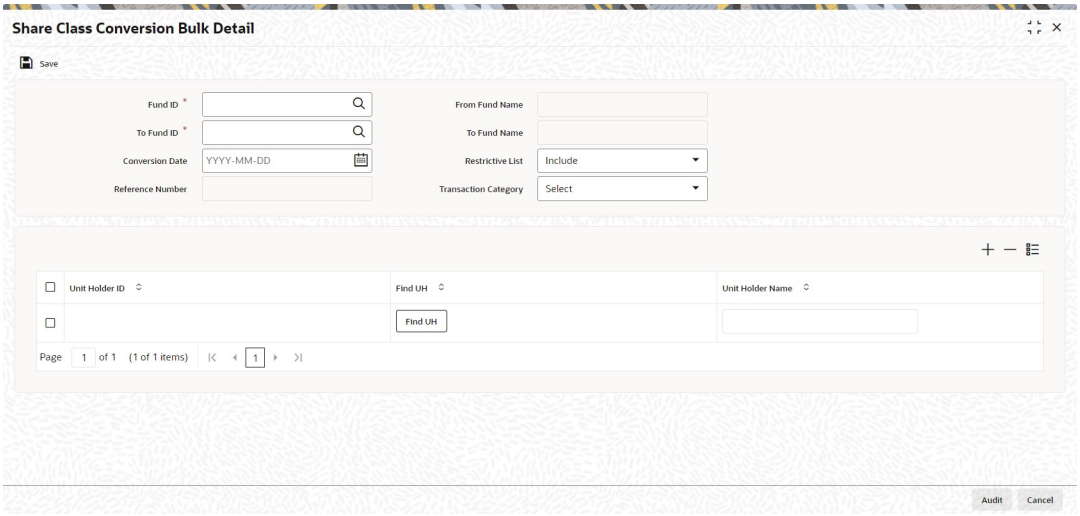
Upon authorization of the entry, the system will internally create one conversion transaction for each unit holder and fund combination. A separate reftype (SB) under Switch transaction type will be used for Bulk conversion transactions.

You can maintain Share Class Bulk Conversion details using **Share Class Conversion - Bulk** screen.

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

   The **Share Class Conversion Bulk Detail** screen is displayed.

Figure 1-14 Share Class Conversion Bulk Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the Mapping.
3. On **Share Class Conversion Bulk Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 1-9 Share Class Conversion - Bulk Detail

Field	Description
From Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **From Fund ID**. You can also select the **From Fund ID** from the adjoining option list.
From Fund Name	*Display* The system displays the From Fund Name details for the selected **From Fund ID**.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **To Fund ID**. You can also select the **To Fund ID** from the adjoining option list. During transaction, if any **To fund** is not maintained at the fund level of **From Fund** then the system will display the following error message as **To Fund** is not specified for conversion. **Note**: In GTA setup and in Normal switch with reftype SB Case. • In AGY without cross branching, fields funfd ID and To und ID can have funds selected within same segment. • In AGY with cross branching, fields fund ID and To fund ID can have funds select\u0002ed across segments.
To Fund Name	*Display* The system displays the **To Fund Name** for the selected To **Fund ID**.
Conversion Date	*Date Format; Mandatory* Specify the **Conversion Date**.
Reference Number	*Display* The system displays the conversion reference number.

Table 1-9 (Cont.) Share Class Conversion - Bulk Detail

Field	Description
Restrictive List	*Optional* Select the appropriate value from the drop down list to include or exclude the list of unit holders for conversion: • **Include** • **Exclude**
Transaction Category	*Optional* Select the transaction category from the following list of drop down values: • **Advised Business** • **Execution Only** • **Legacy**

Table 1-10 Share Class Conversion - Bulk Detail - Share Class Conversion

Field	Description
Unit Holder ID	*Alphanumeric; 12 Characters; Optional* Specify the **Unit Holder ID**. You can query for unit holder ID by clicking **Find UH** button.
Unit Holder Name	*Display* The system displays the unit holder name.

On authorization of the transaction, the system will do conversion for Bulk transactions. All the bulk conversion transaction can be captured and authorized without the conversion factor but only will be unitized once the conversion factor is available. While conversion, if a rounding difference of units occurs, then this will be handled manually.

The system will move the G1/G2 balance of From Fund proportionately based on conversion factor to To fund.

If any SI/IDS are maintained in the system against unit holder accounts, you need to manually update or disable the SI as well as IDS details. The system will not carry forward the SI, Deal or IDS details of From Fund to To Fund. If for a UH, both Ad-hoc and Bulk conversion is entered then only one transaction will be considered for conversion, whichever is authorized first (Ad-hoc/Bulk).

If a bulk conversion is entered for the fund, the system will not allow any inflow transactions but outflow transactions will be allowed. However, system generated transactions will be allowed for inflow transactions.

The system will do a duplicate transaction check for a combination of transaction date, unit holder ID, from fund and to fund combination and if a similar transactions exists, then the system will display the message as **Similar transaction exists for the Unit holder. Do you wish to continue?**.

1.15 Share Class Bulk Conversion Summary

This topic provides information about perform a record in share class bulk conversion summary screen.

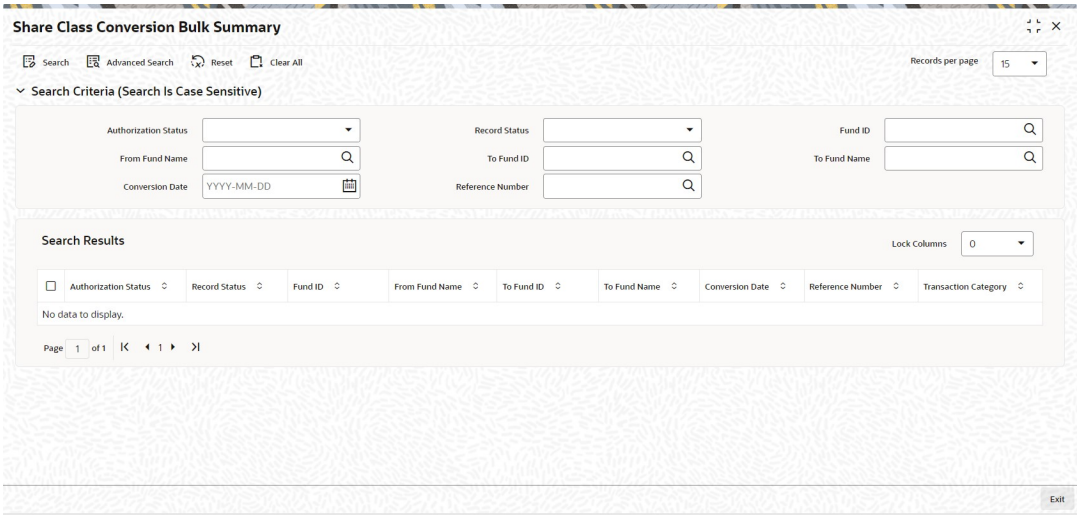
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Share Class Bulk Conversion Details

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

   The **Share Class Conversion Bulk Summary** screen is displayed.

Figure 1-15 Share Class Conversion Bulk Summary



2. On **Share Class Conversion Bulk 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**
   - **Unit Holder ID**
   - **From Fund ID**
   - **To Fund ID**
   - **Conversion Date**
   - **UH Name**
   - **From Fund Name**
   - **To Fund Name**
   - **Reference Number**
3. Click **Search** button to view the records.

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

- Edit Share Class Bulk Conversion Details
  This topic provides the systematic instructions to edit share class bulk conversion details.
- View Share Class Bulk Conversion Details
  This topic provides the systematic instructions to view share class bulk conversion details.
- Delete Share Class Bulk Conversion Details
  This topic provides the systematic instructions to delete share class bulk conversion details.

- Authorize Share Class Bulk Conversion Details
  This topic provides the systematic instructions to authorize share class bulk conversion details.
- Amend Share Class Bulk Conversion Details
  This topic provides the systematic instructions to amend share class bulk conversion details.

1.15.1 Edit Share Class Bulk Conversion Details

This topic provides the systematic instructions to edit share class bulk conversion details.

Modify the details of Share Class Bulk Conversion Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Share Class Conversion Bulk 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 **Share Class Conversion Bulk Summary** 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 **Share Class Conversion Bulk Detail** screen is closed and the changes made are reflected in the **Share Class Definition Summary** screen.

1.15.2 View Share Class Bulk Conversion Details

This topic provides the systematic instructions to view share class bulk conversion details.

View a record that you have previously input by retrieving the same in the **Share Class Conversion Bulk Summary** screen. Perform this operation as follows:

1. Start the **Share Class Conversion Bulk 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.
4. Click **Search** button.

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

The **Share Class Conversion Bulk Detail** screen is displayed in View mode.

1.15.3 Delete Share Class Bulk Conversion Details

This topic provides the systematic instructions to delete share class bulk conversion details.

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

1. Start the **Share Class Conversion Bulk 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 **Share Class Conversion Bulk 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.

1.15.4 Authorize Share Class Bulk Conversion Details

This topic provides the systematic instructions to authorize share class bulk conversion details.

An unauthorized Share Class Bulk Conversion Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Share Class Conversion Bulk 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 **Share Class Conversion Bulk Summary** 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.

1.15.5 Amend Share Class Bulk Conversion Details

This topic provides the systematic instructions to amend share class bulk conversion details.

After a Share Class Bulk Conversion Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Share Class Conversion Bulk 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 **Share Class Conversion Bulk Detail** screen is displayed in amendment mode.

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

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

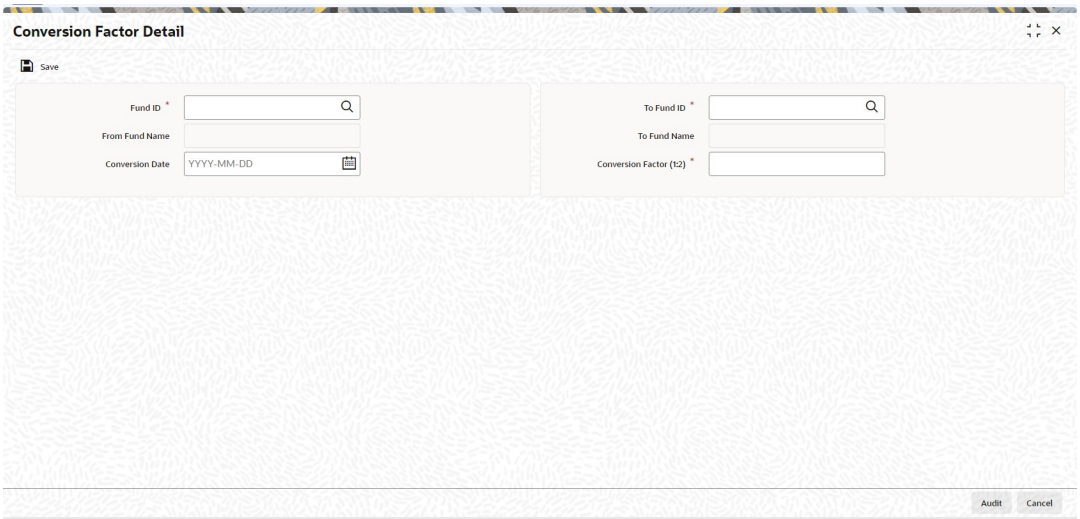
1.16 Process Conversion Factor

This topic provides the instructions to invoke conversion factor screen.

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

   The **Conversion Factor Detail** screen is displayed.

Figure 1-16 Conversion Factor Detail



2. On **Conversion Factor Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 1-11 Conversion Factor Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify **Fund ID**. This adjoining option list displays all valid **From Fund ID** maintained in the system. You can choose the appropriate one.
From Fund Name	*Display* The system displays the **From Fund Name** for the selected **From Fund ID**.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify **To Fund ID** details. This adjoining option list displays all valid **To Fund ID** maintained in the system. You can choose the appropriate one.

Table 1-11 (Cont.) Conversion Factor Detail

Field	Description
To Fund Name	*Display* The system displays the **To Fund Name** for the selected **To Fund ID**.
Conversion Date	*Date Format; Mandatory* Specify the **Conversion Date**.
Conversion Factor (1:2)	*Numeric; 10 Characters; Optional* Specify the **Conversion Factor**.

1.17 Conversion Factor Summary

This topic provides information about perform actions on Conversion Factor Summary screen.

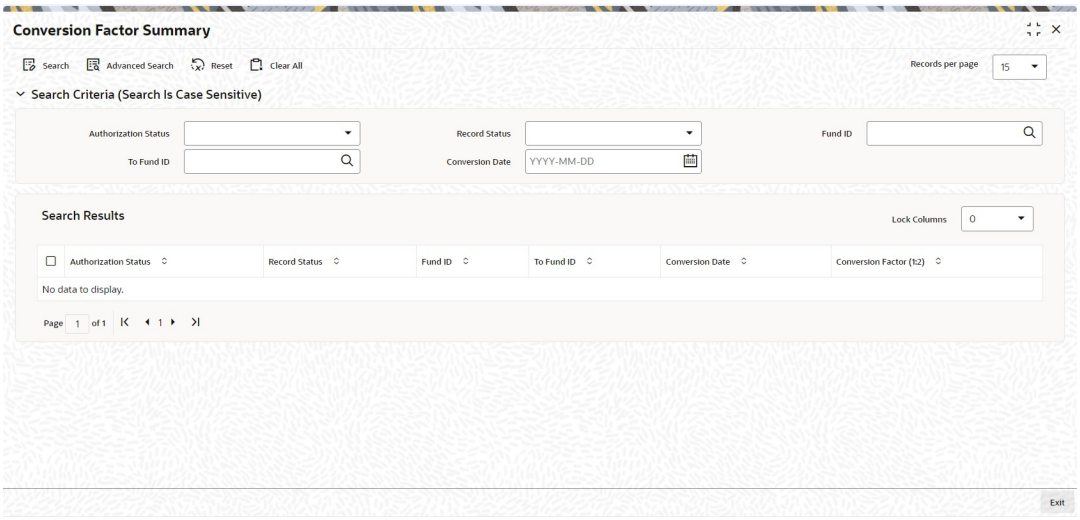
Specify **User ID** and **Password**, and log in to **Home Screen**.

Query Conversion Factor Details

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

   The **Conversion Factor Summary** screen is displayed.

Figure 1-17 Conversion Factor Summary



2. On **Conversion Factor 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**
   - **Fund ID**
   - **To Fund ID**
   - **Conversion 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 any parameter in the screen
> - Press F8

4. Perform **Edit**, **Delete**, **Amend**, **Authorize**, **Reverse**, and **Confirm** operations by selecting the desired operation from the Action list.

- Delete Conversion Factor Details
  This topic provides the systematic instructions to delete conversion factor details.
- Authorize Conversion Factor Details
  This topic provides the systematic instructions to authorize conversion factor details
- Amend Conversion Factor Details
  This topic provides the systematic instructions to amend conversion factor details.

1.17.1 Delete Conversion Factor Details

This topic provides the systematic instructions to delete conversion factor details.

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

1. Start the **Conversion Factor 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 **Conversion Factor 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.

1.17.2 Authorize Conversion Factor Details

This topic provides the systematic instructions to authorize conversion factor details

An unauthorized Conversion Factor Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Conversion Factor 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 **Conversion Factor 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.

1.17.3 Amend Conversion Factor Details

This topic provides the systematic instructions to amend conversion factor details.

After a Conversion Factor Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Conversion Factor 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 **Conversion Factor Detail** screen is displayed in amendment mode.

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

2

Fund Rules Setup

This topic contains the following sub-topics:

- Fund Rule
- Fund Rules Summary
  This topic provides information about perform actions in fund rules summary screen.
- Maintain Fund Investments Component
  This topic provides information on maintaining fund investments component details.
- Fund Investment Component Summary Screen
  This topic provides information about perform actions in fund investment component summary screen.
- Process Fund Rule Interface
  This topic provides the instructions to process fund rule interface screen details.
- Process Fund User Restriction
  This topic provides the instructions to process fund user restriction screen details.

2.1 Fund Rule

This topic contains the following sub-topics:

- Setup Fund Rules
  This topic provides information on setting up fund rules section.
- Process Fund Rule
  This topic provides the instructions to process fund rule screen details.
- Maintain Fund Demographics
  This topic provides information on maintaining fund demographics details.
- Multi Language Details
  This topic provides information on multi language details button of fund rule screen details.
- Shares Characteristics
  This topic provides information on shares characteristics button of fund rule screen details.
- General Operating Rules
  This topic provides information on general operating rules tab of fund rule screen.
- Transaction Processing Rules Button
  This topic provides information on transaction processing rules button.
- Fund Restriction
  This topic provides information on fund restriction button.
- Fund Transaction Currencies
  This topic provides information on fund transaction currencies button.
- Corporate Actions
  This topic provides information on corporate actions button.
- Fund Load
  This topic provides information on fund load button.

- Fund Formula Setup
  This topic provides information on fund formula setup button.
- Additional Information
  This topic provides information on additional information button.
- Specific Fund Price Date
  This topic provides information on specific fund price date button.
- Amount Limits for IRA Transactions
  This topic provides information on amount limits for ira transactions button.
- Fund Delivery Instructions
  This task topic provides information on fund delivery instructions button.
- Fund Investment Account
  This topic provides information on fund investment account button.
- SI Specific Information
  This topic provides information on SI specific information button.
- KYC Maintenance
  This topic provides information on KYC maintenance button.
- Documents
  This topic provides information on documents button.
- Hedge Fund
  This topic provides information on hedge fund tab.
- Fund Price Currencies
  This topic provides information on fund price currencies button.
- Process Holding Limit in Currency of Expression
  This topic provides information on processing holding limit in currency of expression details.

2.1.1 Setup Fund Rules

This topic provides information on setting up fund rules section.

In Oracle FLEXCUBE Investor Servicing, each fund that the AMC wishes to maintain can be entered into the system database.

Oracle FLEXCUBE Investor Servicing enables you to specify a set of logically grouped guidelines for each fund, which pertain to aspect of the method of operation of the fund. Each of these logically grouped sets of guidelines is distinct and unique, and is called a fund rule.

For each fund, you can maintain a complete set of such guidelines or fund rules. The options chosen by the AMC in specifying each of the rules will be directives to the system for the operation of the fund. Therefore, Oracle FLEXCUBE Investor Servicing processes each transaction in a fund according to the fund rules that you maintain for the fund.

Whenever you need to refer to any or all guidelines about the operation of a fund, you can refer to the fund rule records that you have maintained for the fund.

Some fund rules are mandatory and you must set them up before you authorize a fund, while others are optional, and you may be set up as and when required.

There are many different fund rules that may be defined for a fund and these may be enumerated as follows:

Table 2-1 Fund Rule - Description

Fund Rule	Description
Fund Demographics	This is the entry point for setting up a fund in the system. The Fund name, Fund ID, the base currency for the fund, the country that the fund is based in and the effective date for the fund rules may be set here. You can also designate the Type and the Class that the fund comes under. You can specify the AMC that operates the fund. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Corporate Actions	In this section, you can specify the rules that will govern the pattern of processing corporate actions for the fund. This includes the income distribution by the fund to its unit holders. These rules include the Dividend Declaration and Payment frequencies, the Default Distribution Mode, Tax Deducted at Source (TDS) details, the lead times for the different dates such as the Book Closing, Freeze Holdings, and Dividend Payment dates. Setting up this rule is optional, and you can set it up for a fund as and when required. It is recommended that you set it up before you authorize the fund. For corporate actions such as dividend, you can set up individual, separate rules for processing cash dividend as well as stock dividends for the same fund.
General Operating Rules	In this section, you can designate the rules that will govern the operation of the fund. You can specify the frequency at which the fund price is declared. You can also designate a fund to have automatic redemption. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Shares Characteristics	These rules govern the features of shares that are issued in the fund. You can designate a fund as scrip-less fund or a scrip-based fund that issues certificates. The limits on the number of unit holders that must be allowed to subscribe to the fund and the ceiling on the capital that may be issued by the fund may also be specified in this rule. You can set up the standard lot, the maximum and minimum certificate denominations and the issue number range. You can also set up the limits for Foreign Investors in the fund, either as an amount or as a percentage of the issued share capital. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Transaction Processing Rules	These rules govern the parameters by which each transaction is processed in the fund, and these rules may be set up according to each transaction type. These parameters typically include the ranges of volumes allowed for each transaction type, the range of periods and times for the processing of a transaction, the processing policy for each transaction type and the base price definition types and factors. You may enable or disable a transaction type as the requirement may be. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Setting up the Amount/ Units Limits for Investor Categories	The limits in the volume of investment for each category of investors can be setup using this fund rule. This is a sub-rule that you can maintain as part of the Transaction Processing Rules rule.
Setting up the Amount/ Units Limits for Communication Modes	The limits in the volume of investment for each communication mode can be set up using this fund rule. This is a sub-rule that you can maintain as part of the Transaction Processing Rules rule.

Table 2-1 (Cont.) Fund Rule - Description

Fund Rule	Description
Setting up the Amount/ Units Limits for Investment and Standing Instructions	The limits in the volume of investment for initial investments and standing instructions can be set up using this fund rule. This is a sub-rule that you can maintain as part of the Transaction Processing Rules rule.
Fund Load Setup	These rules govern the ways in which an applicable fee or incentive will impact the processing of transactions in the fund. Setting up this rule is optional, and you can set it up for a fund as and when required. It is recommended that you set it up before you authorize the fund.
Fund Formula Setup	This fund rule facilitates the specification of any expression that will be used in estimating the base prices or the Net Asset Value for any transaction type. Setting up this rule is optional, and you can set it up for a fund as and when required. It is recommended that you set it up before you authorize the fund.
Fund Residency Restriction Setup	This fund rule enables the Fund Manager to make restrictions with respect to the nationality of the unit holders who subscribe to the fund. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Fund Sale Country Setup	If some funds are not to be opened for investment in specific countries, restrictions can be made in respect of that country, identifying that the fund cannot be sold in that country. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Fund Transaction Currencies Setup	The Fund Manager can also identify the currencies that the fund can transact in, and restrict the use of other currencies for transactions. Therefore, each Fund can have a set of identified currencies that may be used as transaction currencies, and other currencies may be disallowed for transactions. This is a mandatory fund rule, and you must set it up before you authorize a fund.
Specific Fund Price Date Setup	You can use this fund rule to specify specific price dates to be operable at a specific frequency for certain transaction types, for a fund. Setting up the specific price date is an optional fund rule, and may be edited, authorized or amended just as the other fund rules.
Amount Limits for IRA Transactions	For funds that form part of the investment portfolio of retirement products that you offer to investors, and in which you have opted to allow investment into retirement accounts (IRA), you can define the limits for the different kinds of transactions into such accounts that would apply to the fund. This is an optional rule, and must be maintained only in the event of IRA investment being allowed for the fund.
Additional Information Setup	You can also maintain additional information for a fund, if additional information heads have been maintained for the AMC, to be applicable for funds. Though maintenance of additional information is not, strictly speaking, a fund rule, you can only maintain the information through the **Fund Demographics** screen, when you are setting up a fund, along with all the other fund rules.

2.1.2 Process Fund Rule

This topic provides the instructions to process fund rule screen details.

1. On **Home** screen, type **UTDFNDRL/UTDFNDRA** in the text box and click **Next**.

   The **Fund Rules Detail** screen is displayed.
   In this screen, you must set up the first fund rule, the Fund Demographics rule, before you can set up the other fund rules.

2. In this screen, you must set up the first fund rule, the Fund Demographics rule, before you can set up the other fund rules.

3. Click on any of the links to invoke the corresponding setup screen for any of the other fund rules. For instance, to set up Corporate Actions for the fund, click on the Corporate Actions link. The name, and ID of the fund is defaulted in each of the fund rule setup screen, from the Fund Demographics record.

4. If you are maintaining fund rules for an umbrella fund in the Fund Demographics screen, select **Yes** in the **Umbrella Fund** drop-down list and click **Umb Fund** option list which displays the hierarchy structure. The fund you select is displayed in the Umbrella Fund field. The fund ID of the selected umbrella fund is populated in the fund ID field of the main fund rule screen. The same steps must be followed in the Summary Fund Rule screen when you are trying to retrieve the record of an umbrella fund.

2.1.3 Maintain Fund Demographics

This topic provides information on maintaining fund demographics details.

This is the entry point for setting up a fund in the system. A rudimentary, demographic profile is captured for the fund that includes the following basic details, and lays down a basis for defining other important rules and details for the fund:

- The Name of the fund and the unique ID that must be used by the system to identify the fund.
- The Start Date and the Rule Effective Date. The Start Date is the date after which the fund is open for transactions. The Rule Effective Date is the date after which the fund rule that is defined is effective. Also, the dates of the Fiscal Year that includes the Rule Effective Date are captured.
- The Type and Class of the fund and the Family of Funds that it must operate under.
- The AMC that floats the fund and other entities that the fund will interact with such as Registrar and Trustee.
- The Country of Domicile of the fund and the base currency that the fund will be denominated in.
- A prospectus for the fund, if any.
- The tax ID for the fund
- Any additional details such as the registration address, ticker symbol in the stock exchange and CUSIP number of the fund.
- The ISIN code for the fund
- Whether IRA transactions are allowed for the fund.

- Whether the fund is suspended for transactions of all types. Transactions of all types (both those entered through the Transaction Detail screens as well as system generated and uploaded transactions) into suspended funds are not allowed.
- Whether the fund is a hedge fund.

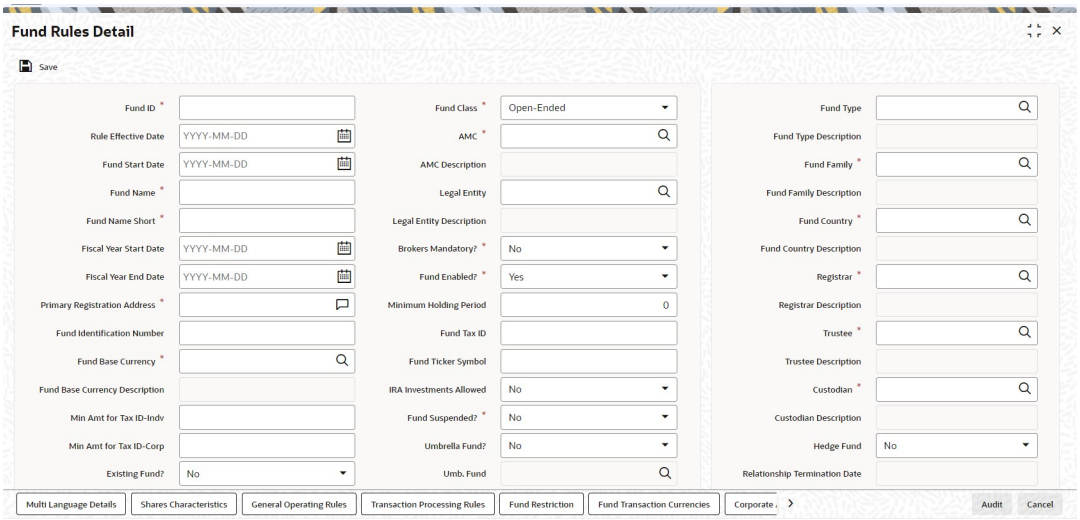
A fund will not be identified within the system unless it has a Fund Demographics profile record, and all other rules and details for the fund cannot be set up unless the fund has this profile.

To set up the Fund Demographics profile for a fund, use the Fund Demographics screen.

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

   The **Fund Rules Detail** screen is displayed.

Figure 2-1 Fund Rules Detail



> **Note:**
>
> Before you set up a Fund Demographics profile record, it is desirable to ensure that the following information is already setup in the system:
>
> - Fund Types must already be defined.
> - Fund Families must already be defined.
> - Currencies and Countries of Domicile must already be maintained, and the Country Currency mapping must be defined, so that each Country may be mapped to a default base currency.
> - Entities such as AMC's, Registrars and Trustees must already have a profile in the system.

2. On **Fund Rules Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-2 Fund Rules Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* The Fund ID is a unique Identification for each Fund in the system. Enter a unique value for the fund for which a Fund Demographics record is being set up. If the record of an umbrella fund has been retrieved, the Fund ID is defaulted to the Family ID, and cannot be altered. If the record retrieved is that of a share class, then the unique six-character system generated ID appears and this cannot be altered.
Rule Effective Date	*Date Format; Mandatory* Using the date picker, specify the date from when the Fund Demographics Rule that is currently being set up should become effective. If the Existing Fund box is checked, the Rule Effective Date specified here must be earlier than the Application Date, and later than the Fund Start Date. If the fund is not an existing fund, then the Existing Fund box is not checked, and the fund is a new fund, the Fund Start Date and Rule Effective Date must be the same. The Rule Effective Date should be later than (or same as) the Fund Start Date and it should also be later than (or same as) the current application date of the system.
Fund Start Date	*Date Format; Mandatory* Using the date picker, specify the date upon which the fund is to begin operations (in case of a new Fund). If the Existing Fund box is checked, the Fund Start Date specified must be earlier than the Application Date. For new funds, the Fund Start Date specified is same as the Application Date.
Fund Name	*Alphaumeric; 60 Characters; Mandatory* Enter the name of the fund for which the Fund Demographics profile is being set up in this record. If the record of an umbrella fund has been retrieved, the Fund Name is defaulted to the Family Description, and cannot be altered.
Fund Short Name	*Alphaumeric; 15 Characters; Mandatory* Enter the short name of the fund for which the Fund Demographics profile is being set up in this record. If the record of an umbrella fund has been retrieved, the Fund Short Name is defaulted to the Family ID, and cannot be altered. If the record retrieved is that of a share class, then the Fund Short Name is defaulted to the name specified in the Sub-Fund Share Class Mapping.
Fiscal Year Start Date	*Date Format; Mandatory* Enter the date from when the Fiscal Year should start for the fund. This will be the base date for arriving at any frequency defined in the system. The Fiscal Start Date must be earlier than the application date and the Rule Effective Date of the fund.
Fiscal Year End Date	*Date Format; Mandatory* This is the date on which the Fiscal Year should end for the fund when the Fiscal Start Date is specified; the system displays the Fiscal Year End Date exactly a year later than the Start Date. The Fiscal End Date should be later than (or same as) the current date of the system. It should also be later than (or same as) the Rule Effective Date of the fund that is being set up.

Table 2-2 (Cont.) Fund Rules Detail

Field	Description
Primary Registration Address	*Alphaumeric; 255 Characters; Mandatory* SIf the registration address for the fund is different from the address of the AMC to which the fund belongs, you may specify the address in this field. By default, the address of the AMC is considered to be the primary registration address for the fund. This address is necessary for reporting and information purposes only.
Fund Identification Number	*Alphaumeric; 12 Characters; Mandatory* Specify the ISIN identification number (ISIN Code) assigned to the fund. The ISIN Code is a 12-character alphanumeric code, with the first two digits being non numeric, and the last two, strictly numeric. Along with the Fund ID, It is used for retrieval of the fund details in all search facilities in the system, and is captured during transaction entry as identification for the fund.
Fund Base Currency	*Alphaumeric; 3 Characters; Mandatory* Specify the currency in which the fund will be denominated, from the drop-down list provided. The NAV and dividend declarations for the fund will be in this base currency.
Fund Base Currency Description	*Display* The system displays the description for the selected fund base currency.
Min Amt for Tax ID-Indv	*Numeric; 18 Characters; Mandatory* Enter the minimum subscription/IPO subscription amount beyond which the system needs to validate the PAN of the unit holder. While capturing a transaction, the system will check the transaction amount with the amount maintained here for unit holders of the type **Individual**. If a transaction exceeds the stated minimum amount, the system will throw up an error and not save the transaction.
Min Amt for Tax ID-Corp	*Numeric; 18 Characters; Mandatory* Enter the minimum subscription/IPO subscription amount beyond which the system needs to validate the PAN of the corporate investor.
Existing Fund?	*Optional* Choose **Yes** from drop-down list to indicate that the fund for which the record is being set up here is an existing fund, then the Rule Effective Date is earlier than the Application Date.
Fund Class	*Mandatory* Select the class to which the Fund must belong, from the drop-down list. The list displays the following values: • **Open Ended** • **Closed-Ended**
AMC	*Alphaumeric; 12 Characters; Mandatory* Specify the AMC that this Fund will be operative in. Alternatively, you can select AMC ID from the option list. The list displays all valid AMC ID maintained in the system.
AMC Description	*Display* The system displays the description for the selected AMC.

Table 2-2 (Cont.) Fund Rules Detail

Field	Description
Legal Entity	*Alphanumeric; 12 Characters; Optional* Specify the legal entity details. The adjoining option list displays all valid entity ID maintained in the system. You can choose the appropriate one. Legal Entity field option list will default value only If (While creating AMC) AMC Structure is marked to **YES**. If AMC is Fund Structure Applicable AMC then Legal Entity Filed is mandatory
Legal Entity Description	*Display* The system displays the description for the selected legal entity ID.
Brokers Mandatory?	*Mandatory* Select Yes from drop-down list to indicate that brokers are to be mandatory for the given Fund. If not, select **No** in this field.
Fund Enabled?	*Mandatory* This field may be used to enable or disable a fund. By default, when you are setting up a new fund, this field has a **Yes** value, indicating that every new fund is created in the system initially as an enabled fund. You can select one of the options from the drop-down list. The list displays the following values: • **Yes** • **No**
Minimum Holding Period	*Numeric; 22 Characters; Optional* Enter the lock in period for the investors investing in a Money Market Mutual Fund.
Fund Tax ID	*Alphanumeric; 25 Characters; Optional* You can use this field to indicate the Tax ID assigned to the fund. It is used for reporting and information purposes. The Tax ID you specify here cannot be specified for any other fund in the system.
Fund Ticker Symbol	*Alphanumeric; 25 Characters; Optional* Specify the ticker symbol that identifies the fund in the stock exchange list.
IRA Investments Allowed	*Optional* You can use this field to indicate whether investment into the fund is allowed through an Individual Retirement Account (IRA). Select **Yes** from drop-down list to indicate that IRA investments are allowed, into the fund. If so, you must maintain the limits for such investments by in the Fund IRA Transactions section in this screen. **Note**: If you select **Yes** option, it implies that the fund is a pension fund.
Fund Suspended?	*Mandatory* You can use this field to suspend a fund for transactions of all types. Select **Yes** from drop-down list to indicate that the fund is suspended for transactions. Transactions of all types (both those entered through the Transaction Detail screens as well as system-generated and uploaded transactions) into suspended funds are not allowed. If a fund is suspended, transactions of all types are not allowed into the fund. If a fund is not suspended, transactions of specific types that have been suspended for the fund in the Transaction Processing Rules (if any) are not allowed.
Umbrella Fund?	*Optional* To enter a Fund Demographics Profile for an umbrella fund, choose **Yes** from the drop-down list. This will enable the Umbrella Fund Details.

Table 2-2 (Cont.) Fund Rules Detail

Field	Description
Umb. Fund	*Alphanumeric; 25 Characters; Optional* Specify the umbrella fund.
Currency of Expression Fund	*Display* The system displays the currency of expression fund based on the fund price currencies maintained. If price currency maintained in Fund Price Currency tab then this field will be **Yes** else it will be **No**.
Fund Type	*Alphanumeric; 38 Characters; Mandatory* Specify the Fund Type from the option list. This list is populated with the Fund Types set up in the Fund Type Maintenance. You can use this field to identify if the fund is equity fund or money market fund.
Fund Type Description	*Display* The system displays the description for the selected fund type.
Fund Family	*Alphaumeric; 6 Characters; Mandatory* Specify the fund family under which the fund must be placed from the option list that is populated with all fund families that are maintained in the system as part of the Fund Family Maintenance. If this record is being set up for an umbrella fund, then the ID of the Immediate Parent Family is displayed here from the Fund Family Maintenance, and this cannot be altered.
Fund Family Description	*Display* The system displays the description for the selected fund family.
Fund Country	*Alphaumeric; 3 Characters; Mandatory* Specify the country of domicile of the fund. This information is used to determine whether a unit holder that subscribes to the fund must be considered a Foreign unit holder or not.
Fund Country Description	*Display* The system displays the description for the selected fund country.
Registrar	*Alphaumeric; 12 Characters; Mandatory* Select the Registrar for the fund being set up, from the options provided.
Registrar Description	*Display* The system displays the description for the selected registrar.
Trustee	*Alphaumeric; 12 Characters; Mandatory* Select the Trustee for the fund being set up, from the options provided.
Trustee Description	*Display* The system displays the description for the selected trustee.
Custodian	*Alphaumeric; 12 Characters; Mandatory* Enter the custodian details.
Custodian Description	*Display* The system displays the description for the selected custodian.
Hedge Fund	*Optional* Select **Yes** from the drop-down list to indicate that the selected fund is a hedge fund and select **No** to indicate otherwise.
Relationship Termination Date	*Display* The system displays the relationship termination date.

Table 2-2 (Cont.) Fund Rules Detail

Field	Description
Fund Domicile	*Display* The system defaults the fund domicile value as off-shore or on-shore while saving the fund based on the fund country and installed entity country.

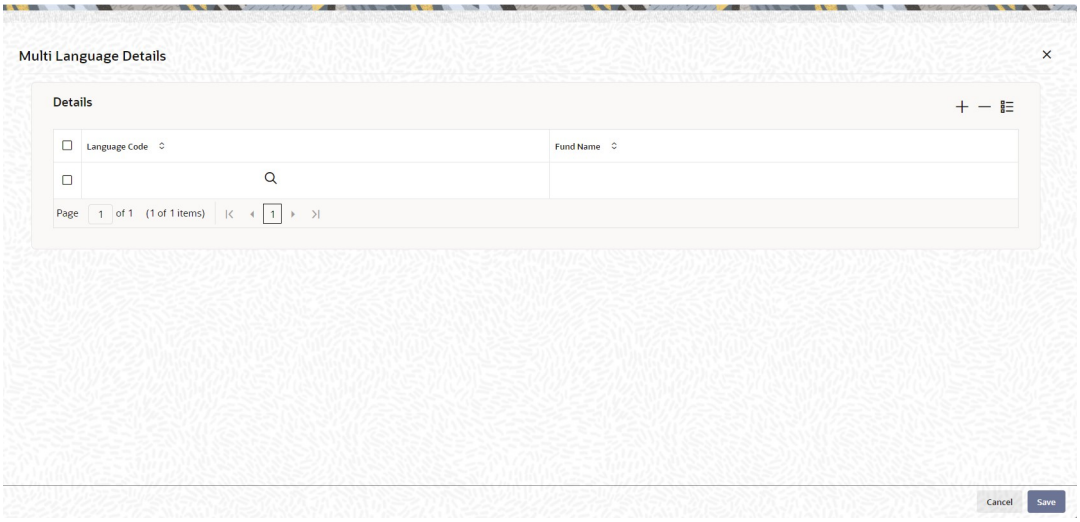
2.1.4 Multi Language Details

This topic provides information on multi language details button of fund rule screen details.

1. Click **Multi Language Details** tab to access the Multi Language Details screen in **Fund Rules Detail** screen.

   The **Multi Language Details** screen is displayed.

Figure 2-2 Multi Language Details



The Fund Name and the language specified in the Fund Demographics screen are displayed. You can re-enter the fund name in the languages shown in the screen.

2. On **Multi Language Details** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-3 Multi Language Details

Field	Description
Language Code	*Alphanumeric; 12 Characters; Mandatory* Specify the **Language code**.
Fund Name	*Alphanumeric; 60 Characters; Optional* Specify the **Fund Name**.

Refer the topic **Maintaining Reference Information** under **Reference Information** User Manual for information about Multiple language support.

2.1.5 Shares Characteristics

This topic provides information on shares characteristics button of fund rule screen details.

The Shares Characteristics fund rule enables you to maintain certificate details for the fund. Further, the fund corpus information, limits on the unit holders and the foreign investors and the account statement information are maintained here.

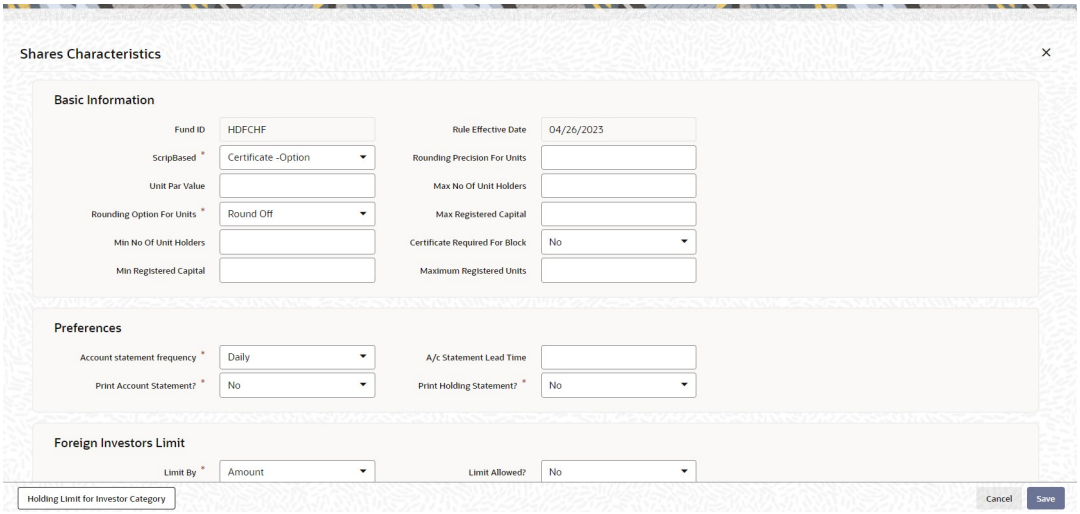
You can also maintain the rounding precision pattern for allocation of units in this screen.

To set up the Shares Characteristics rule for a fund, use the **Shares Characteristics** screen.

1. Click **Shares Characteristics** tab from the **Fund Rules Detail** screen.

   The **Shares Characteristics** screen is displayed.

Figure 2-3 Shares Characteristics



> **Note:**
>
> Before you set up a Shares Characteristics profile record for a fund, it is desirable to ensure that the fund already has an existing, unauthorized Fund Rules profile record.

2. On **Shares Characteristics** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-4 Shares Characteristics

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Shares Characteristics profile. This information is defaulted from the Fund Demographics screen.

Table 2-4 (Cont.) Shares Characteristics

Field	Description
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
Scrip Based	*Mandatory* Select the scrip based option from the drop-down list. The list displays the following values: • **Certificate -Option** • **Scrip Based** • **Scrip Less** In this field, you can designate the applicability of certificate issue for investment in the fund. According to the option you select here, you can: • Designate that certificate issue for the fund is mandatory. This means that certificates must be issued to unit holders for transactions in the fund. To indicate this, choose the **Scrip Based** option in this field. • Designate that certificate issue is not mandatory for the fund. This means that certificates are not required to be issued to unit holders for transactions in the fund. To indicate this, choose the **Scrip Less** option in this field. If you do so, the fund is a scrip less fund, and you can designate that certificates must be issued only for block transactions, if so needed, by checking the Certificate Required For Block check box in this screen. • Designate that certificate issue is to be based on the choice of the investor at the time of transacting. In such a case, certificates will be issued only if the investor specifically requests for certificates at the time of entering into a transaction. To indicate this, select **Certificate Option** in this field. Such funds are known in the system as certificate option funds. You can specify the details of certificate issue for the fund, in the Certificate Details tab in this screen.
Unit Par Value	*Numeric; 17 Characters; Mandatory* Enter the Par Value for the fund. Normally, this will be the base price for Initial Public Offer (IPO) period. However, you can change the base price for IPO.

Table 2-4 (Cont.) Shares Characteristics

Field	Description
Rounding Option for Units	*Mandatory* Select the rounding options for the value of the number of allotted units, designated for the fund from the drop-down list. The list displays the following values:. • **Round Up** - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral • **Round Off** - Choose **Round Off** to indicate normal rounding at the precision decimal • **Round Down** - Choose **Round Down** to indicate truncation of the value at the precision decimal place **Example** Let us suppose that the number of allotted units reckoned for a subscription transaction is 100.36497, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 100.365. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 100.365. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 100.364.
Min No of Unit Holders	*Numeric; 22 Characters; Mandatory* Enter a value to specify the lower limit Minimum Number of unit holders beyond which the system will disable the fund and await action from the Fund Manager. At any point of time, when the fund is enabled, the number of unit holders cannot fall below this value. This value must not be lower than zero.
Min Registered Capital	*Numeric; 30 Characters; Mandatory* Enter an amount to specify the lower limit of Fund Corpus beyond which the system will disable the fund and await action from the Fund Manager. At any point of time, when the fund is enabled, the fund corpus (registered capital) cannot go below this value.
Rounding Precision for Units	*Numeric; 22 Characters; Mandatory* Specify the decimal value or negative value for the units and the units would be reckoned for rounding precision.
Max No of Unit Holders	*Numeric; 22 Characters; Mandatory* Enter a value to specify the Upper limit Maximum Number of unit holders beyond which the system will disable the fund and await action from the fund Manager. At any point of time, when the fund is enabled, the number of unit holders cannot go above this value. This value must not be lower than or equal to zero.
Max Registered Capital	*Numeric; 30 Characters; Mandatory* Enter an amount to specify the Upper limit of Fund Corpus beyond which the system will disable the fund and await action from the Fund Manager. At any point of time, when the Fund is enabled, the fund corpus (registered capital) cannot go above this value. This upper limit must be below the figure of ten thousand trillion, at any point of time.
Certificate Required For Block	*Optional* For scrip less funds, select **Yes** from the drop-down list to indicate that certificates must be issued to investors for block transactions in the fund.

Table 2-4 (Cont.) Shares Characteristics

Field	Description
Maximum Registered Units	*Numeric; 22 Characters; Optional* Enter a value to specify the maximum registered units for the fund. A transaction can be allocated only if it does not breach the maximum registered units specified here or at the investor category level. If breached, system will calculate the balance in the fund at the fund level as well at the investor category level, after considering the effect of the transaction to be allotted. If any of the limits are breached, the transaction will not be allocated and marked as error. You can specify the limits at the fund-investor category level in the **Holding Limit for Investor Category** screen. This screen is explained in detail further in the chapter.

In this section, you can set up your preferences for the Foreign Investors limits and the frequency and lead times for Account Statements.

Table 2-5 Shares Characteristics - Preferences

Field	Description
Account Statement Frequency	*Mandatory* Select the frequency with which the system should initiate the Account Statement processing, from the drop-down list. The list displays the following values: • **Daily** • **Bi-Weekly** • **Half Yearly** • **Monthly** • **Quarterly** • **Weekly** • **Yearly** This is applicable only if Account Statement is required.
Print Account Statement?	*Mandatory* Select **Yes** from drop-down list to indicate that the Account Statement is to be printed for the fund that is being set up.
Account Statement Lead Time	*Numeric; 22 Characters; Mandatory* Enter a lead-time in days. This lead-time is to prompt the Registrar that the processing of Account Statement should happen within this lead-time.
Print Holdings Statement?	*Mandatory* Select **Yes** from drop-down list to indicate that the Holdings Statement is to be printed for the fund that is being set up.

Table 2-6 Shares Characteristics - Foreign Investors Limit

Field	Description
Limit By	*Mandatory* Choose **Amount** from the drop-down list if the foreign investors limit is in terms of a flat Amount or choose **Percentage** if the limit is to be defined in terms of percentage of Registered Capital.

Table 2-6 (Cont.) Shares Characteristics - Foreign Investors Limit

Field	Description
Limit Value	*Numeric; 12 Characters; Optional* Enter a value to specify the percentage of fund corpus that foreigners are allowed to hold. This could be either a percentage of Fund Corpus or a flat Amount. If it is a percentage, then it cannot be greater than 100. If this is entered as a flat amount, then it should never exceed or be equal to the figure of one hundred trillion.
Limit Allowed?	*Optional* Select **Yes** from drop-down list to indicate the fund that is being set up is allows Foreign Investors to invest in the fund.

For funds in which certificate generation is mandatory, or is at the option of the unit holder, you must specify the details of the certificate denominations as mandatory information in this section. Therefore, if you have chosen either the **Scrip Based** option or the **Certificate Option** in the Certificate Options field, then you must specify the certificate details as mandatory information in this tab.

If you have chosen the **Scrip Less** option in the Certificate Options field, and have checked the Certificate Required for Block box, then this section is not applicable.

Table 2-7 Shares Characteristics - Certificate Details

Field	Description
Standard Lot	*Numeric; 22 Characters; Optional* Enter a value to specify the standard lot for fund. This is also the marketable lot.
Start Issue No.	*Numeric; 22 Characters; Optional* Enter a value for this field. This is just for information. For a new Fund, the Certificate Numbers will start from this number.
Prefix DNR Code	*Alphanumeric; 1 Character; Optional* Enter a character for this field. This will be used as prefix to the Distinctive Number Record (DNR) Number. This information is only applicable if you have specified the number of decimals for units as zero, in the Number of Decimals for Units field in this screen.
Start DNR No	*Alphanumeric; 1 Character; Optional* Enter a value for this field. This is just for information. For new funds, this will be same as last DNR issued number. This information is only applicable if you have specified the number of decimals for units as zero, in the Number of Decimals for Units field in this screen.
Min Cert Denomination	*Numeric; 22 Characters; Optional* Enter a value to specify the minimum certificate denomination, i.e., the next level of denomination after the standard lot. The system will use this after exhausting the maximum certificate denominations.
Prefix Code	*Alphanumeric; 1 Character; Optional* Enter a character for this field. This will be used as prefix to the Certificate Number. Prefix Certificate Code and Prefix Distinctive Number Record Code will reflect as per maintenance in the report.

Table 2-7 (Cont.) Shares Characteristics - Certificate Details

Field	Description
Last Issued No.	*Display* The system displays the last issued certificate number. This is to specify that this was the last certificate number that has been issued so far and system needs to start from next number. For new funds, this could be zero. This is also equal to the Start Certificate Issue Number in the case of new Funds.
Last DNR No.	*Display* The system displays the last Distinctive Number Record number. This is to specify that this was the last DNR number that has been issued so far and system needs to start from next number. For new funds, this could be zero. This is also equal to the Start Certificate Issue Number in the case of new Funds. This information is only applicable if you have specified the number of decimals for units as zero, in the Number of Decimals for Units field in this screen.
Max Cert Denomination	*Numeric; 22 Characters; Optional* Enter a value to specify the maximum certificate denomination. This is the first level of denomination used by the system. **Note**: Min. Cert Denomination is 100, Max. Cert Denomination is 1000 and a unit holder purchases 5500 units. The certificates will be issued for 5 of 1000 denomination and 5 of 100 denomination.
User Override Allowed	*Numeric; 30 Characters; Mandatory* Select **Yes** from drop-down list to indicate the user on the unit holder's request can override the default denominations defined above. If this is enabled, system will allow the teller to override the fund default denominations. This is true only for minimum and maximum denominations. The Standard lot cannot be changed. This is applicable only to scrip-based funds.

- Holding Limit for Investor Category
  This topic provides information on holding limit for investor category button.

2.1.5.1 Holding Limit for Investor Category

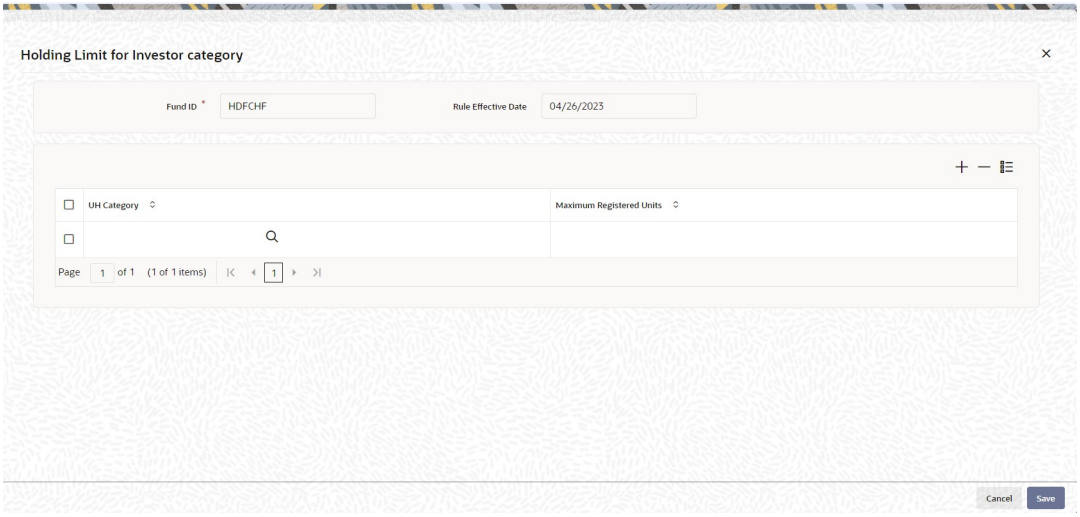
This topic provides information on holding limit for investor category button.

You can specify the limits in terms of units that can be allowed for any given investor category. You may either skip this maintenance or specify limits for one or more investor categories. Use the Holding Limit for Investor Category screen to specify the limits.

1. Click **Holding Limit for Investor Category** button from the **Share Characteristics** screen.

   The **Holding Limit for Investor Category** screen is displayed.

Figure 2-4 Holding Limit for Investor Category



2. On **Holding Limit for Investor Category** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-8 Holding Limit for Investor Category

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Shares Characteristics profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
UH Category	*Alphanumeric; 2 Characters; Mandatory* Enter one of the valid investor categories. During unitholder amendment the system will validate if the amendment breaches the limit set up at the investor category level. System will not allow the amendment if the limits are breached and displays an appropriate error message.
Maximum Registered Units	*Numeric; 27 Characters; Optional* Specify the **Maximum Registered Units**.

3. Click **Add** icon to add details on Investor Category. Similarly you can click **Delete** icon to delete the details.

   The allocation of the following transactions will be impacted:

   - IPO Subscription
   - Subscription
   - Transfer
   - Switch In

   System will check if any limit has been set for the maximum registered capital at the fund level as well as fund - investor category level. If yes, system will calculate the balance in the fund at the fund level as well as investor category level, after considering the effect of the transaction to be allotted. If any of the limit is breached the transaction will not be

allocated and marked as error. This transaction will get picked up in the subsequent EODs and may or may not be allotted based on the holding on that day. The validation for the balances will always be made for the latest fund rule only, regardless of the transaction being backdated or current dated.

2.1.6 General Operating Rules

This topic provides information on general operating rules tab of fund rule screen.

This fund rule facilitates the maintenance of guidelines that will govern the operation of the fund with respect to the following parameters:

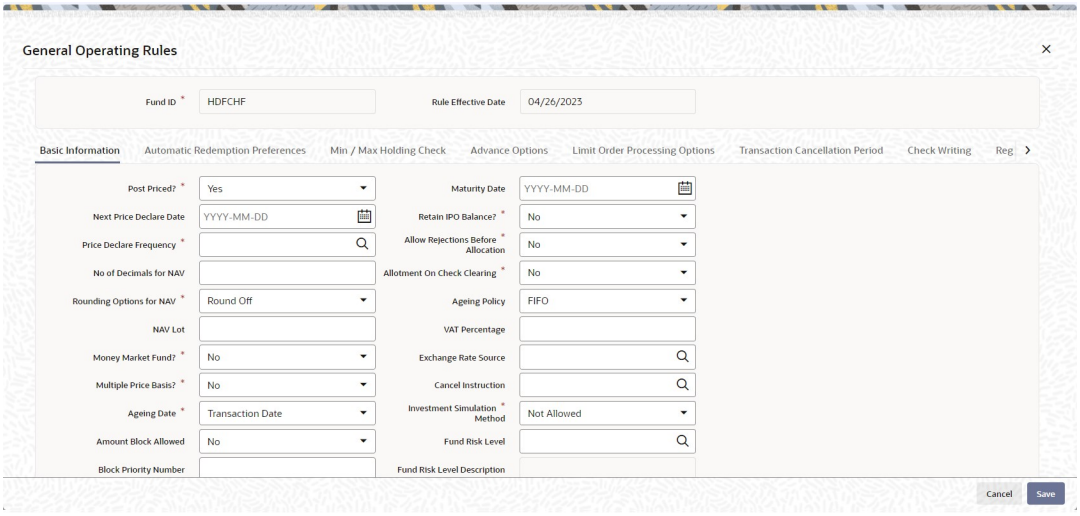
- The pricing policy, i.e., whether the fund is to be a pre-priced or a post-priced fund. You can also set up the price declare frequency and the next price declare date. If it is a closed-ended fund, you can also set up the maturity date.
- The automatic redemption details, if the fund is to have automatic redemption of units for a unit holder based on the threshold balance.
- The number of decimals for NAV declaration, as well as the lot for NAV
- The Ageing Policy of the fund
- The applicability of charges such as Contingent Deferred Sales Charge (CDSC) for redemption or switch transactions in the fund, as well as the processing order.
- Specification of the NAV Lot
- Dividend Equalization
- Rules that govern check writing for the fund, such as:
  - The limits on the amount for a check.
  - The minimum period for which units must be held in the investor account for the fund, before they are redeemed by a check.
  - Whether the unit holder can close the account through a redemption check
  - If the fund is a retirement fund, whether check facility can be made available for the fund
  - Applicable penalties on check redemption due to contravening any of the limits for check amount, minimum period, or insufficient account balance or stop payment instructions on a check.
- Whether the system should recompute the fund prices and adjust units as per forecast rates, if the fund is a Guaranteed Fund.

To set up the General Operating Rules for a fund, use the **General Operating Rules** screen.

1. Click **General Operating Rules** tab from the **Fund Rules Detail** screen.

   The **General Operating Rules** screen is displayed.

Figure 2-5 General Operating Rules



> **Note:**
>
> Before you set up a General Operating Rules profile record for a fund, it is desirable to ensure that the fund already has an existing, unauthorized profile record.

2. On **General Operating Rules** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-9 General Operating Rules

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the General Operating Rules profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

- Basic Information
  This topic provides information on basic information tab of general operating rules.
- Automatic Redemption Preferences
  This topic provides information on automatic redemption preferences tab of general operating rules screen.
- Min or Max Holding Check
  This topic provides information on min/max holding check tab details.
- Advance Options
  This topic provides information on advance options tab of general operating rules screen.
- Limit Order Processing Options
  This topic provides information on limit order processing options tab details.

- Transaction Cancellation Period
  This topic provides information on transaction cancellation period tab details.
- Check Writing
  This topic provides information on check writing tab.
- Regulations
  This topic provides information regulations tab of General Operating Rules screen.
- Policy Fund Ageing
  This topic provides information on ageing policy for fund details.
- Specify Limit Order Options for Funds
  This topic provides information on specifying limit order options for funds details.
- Indicate Re-computation of Fund Prices and Adjustment of Units
  This topic provides information on indicating re-computation of fund prices and adjustment of units details.

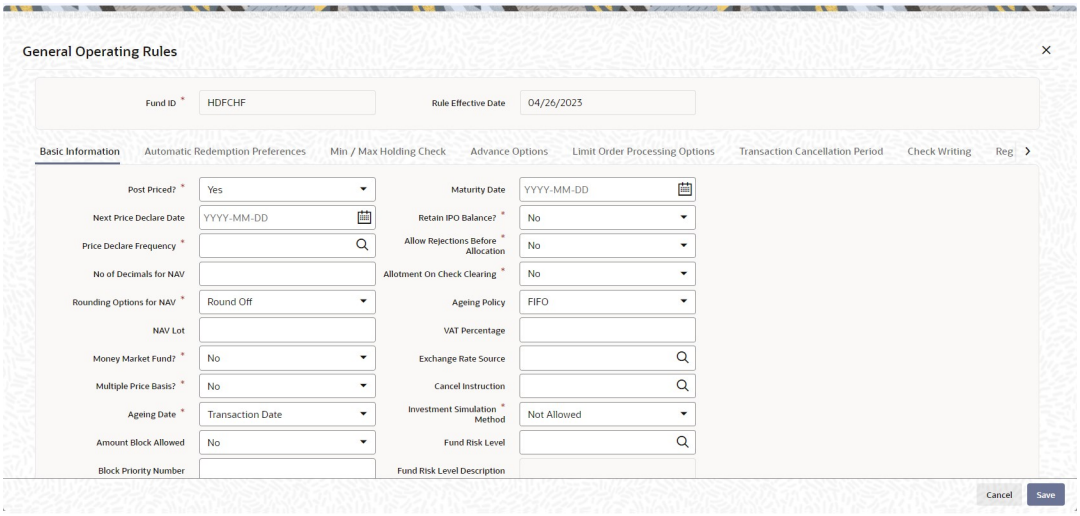
2.1.6.1 Basic Information

This topic provides information on basic information tab of general operating rules.

- Click **Basic Information** tab in **General Operating Rules** screen to specify the details.

  The **Basic Information** details are displayed in **General Operating Rules** screen.

Figure 2-6 General Operating Rules



For more information on fields in the screen, refer the below table.

Table 2-10 General Operating Rules

Field	Description
Post Priced?	*Mandatory* Select **Yes** from the drop-down list to indicate that the price for the fund will be announced Post Transactions.

Table 2-10 (Cont.) General Operating Rules

Field	Description
Next Price Declare Date	*Display* Specify the next date upon which the fund price is to be declared. This date must be after the Rule Effective Date of the fund, and the current system date.
Price Declare Frequency	*Alphanumeric; 1 Character; Mandatory* Select a value to specify the frequency with which the price will be announced, from the options provided. If you are specifying the General Operating Rules for a Post-priced Fund, you must specify this frequency as Daily
No of Decimals for NAV	*Numeric; 22 Characters; Mandatory* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the NAV.
Rounding Options for NAV	*Mandatory* Select the rounding options for the value of the NAV for the selected transaction type, for the fund from the drop-down list. The list displays the following values: • **Round Off** - Choose **Round Off** to indicate normal rounding at the precision decimal • **Round Down** - Choose **Round Down** to indicate truncation of the value at the precision decimal place • **Round Up** - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral **Example** Let us suppose that the NAV for the fund on a certain date 02-03-2003 is 10.561234, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 10.562. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 10.561. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 10.561.
NAV Lot	*Numeric; 6 Characters; Mandatory* Specify the NAV lot.
Money Market Fund?	*Mandatory* Select **Yes** from the drop-down list if the fund is for money market.
Multiple Price Basis?	*Mandatory* You can use this field to indicate whether multiple price bases are allowed for the fund. Select one of the options from the drop-down list: • **Yes** • **No** If you select this option, price bases other than the standard bases such as NAV and the Transaction Base Prices are also allowed for the fund.

Table 2-10 (Cont.) General Operating Rules

Field	Description
Ageing Date	*Mandatory* Select the ageing basis for the fund from the drop-down list. The list displays the following values: • **Confirmation Date** • **Dealing Date** • **Transaction Date** Based on the ageing date specified here, ageing for period based loads are calculated. By default, the ageing date is the transaction date. You are allowed to specify the ageing basis if you are creating a new fund. You cannot modify this value, post authorization of the fund.
Amount Block Allowed	*Optional* Select **Yes** from drop-down list to indicate that the amount block is allowed at the fund level. **Note**: You will be allowed to enter details in the Amount Block Maintenance screen provided this box is checked for the fund. Moreover, the amount blocked will not be available for redemption.
Block Priority Number	*Numeric; 4 Characters; Optional* The funds are selected in the ascending order of the priority number .When blocking is done at UH/ CIF level across funds. During Unblock, funds will be selected in the reverse priority of Block. This is field is not optional, if check box **Amount Block Allowed** is Y, it is mandatory. If check box is N, Block priority will be disabled.
Guaranteed Fund	*Optional* Select the option 'Yes' if you want the system to: • Re-compute the fund prices and adjust the units to the investors based on the re forecasted rates during interim periods and actual rate growth during annual rate declaration time • Share the residual units of investors who have left before interim/ annual rate declaration time among the existing investors.
Dividend Equalization Applicable	*Optional* Select **Yes** from drop-down list to indicate dividend equalization is applicable. Funds typically consist of units which have received some benefit in the form of income or dividend distribution and units which have not received any such inflows. The former are G1 units and the latter G2 units. Since the income and dividend distribution rates are different for units belonging to the G1 and G2 groups, you can apply an equalization rate to equalize the benefit for the G2 units during dividend distribution. This rate will be considered only for the G2 units. To enable application of this rate, select **Yes** Else you can retain the default value **No** to carry out normal dividend distribution. **Note**: You cannot maintain stock dividend if you select this option.
Allow Fee Calculation in Transaction Currency	*Mandatory* If you select **Yes** from drop-down list, then the field **Fee Calculation Basis** will be provided at the transaction level, where you can indicate that load should be computed in terms of the transaction currency in addition to the fund base currency for the fund.
Maturity Date	*Date Format; Mandatory* Specify the maturity date for the fund. This field is only visible and enabled if the fund is close ended.

Table 2-10 (Cont.) General Operating Rules

Field	Description
Retain IPO Balance?	*Mandatory* Select **Yes** from drop-down list to indicate that the IPO Balance of unit holders must to be stored for later use.
Allow Rejections before Allocation	*Mandatory* Select **Yes** from drop-down list to indicate that a rejection of a transaction as applicable, for all authorized transactions, prior to allocation. If this is not specified, then all authorized transactions will be taken up for allocation directly.
Allotment on Check Clearing	*Mandatory* Select **Yes** from drop-down list to indicate that allocation must be done on the check clearing date, using the price prevailing on that date, for transactions in which the payment mode is Check.
Ageing Policy	*Mandatory* Select **Yes** from the drop-down list if the fund is for money market.
Multiple Price Basis?	*Optional* By default transactions are ordered in a First In First Out (FIFO) basis. If the unit holder has specified as to how transactions are to be ordered, then click on the drop-down menu and select Txn-Receipts. The drop-down list displays the following values: • **FIFO** • **IOF/IRRF Optimization** • **Txn-Receipts** • **FIFO Across Products** • **Hierarchy** • **USERMNTFIFO** For AMCs, those service distributors, where the distributor books are maintained in the AMC at hierarchical levels mutually decided on through a service level agreement, the option of ageing based on the hierarchy is available. For funds in which there is a daily declaration of dividend (typically money market funds), and in which redemption transactions would be requested across non-taxable and taxable products, you can select the FIFO Across Products option if required. This feature is available only if your installation has specifically requested for it. For Funds where IOF and IRRF taxes are applicable on the profits the ageing policy should selected to be **IOF/IRRF** Optimization. In case of Certificate Option funds, i.e. if certificate issue is to be based on the choice of the investor at the time of transacting, then the ageing policy can be specified as **Hierarchy**. The USERMNTFIFO aging policy will use the Aging sequence maintained in Fund Preference Maintenance (UTDFPMNT) screen during allocation of outflow transaction.
VAT Percentage	*Numeric; 5 Characters; Optional* Specify the VAT percentage.
Exchange Rate Source	*Alphanumeric; 6 Characters; Optional* You can specify the exchange rate source from which the exchange rate for cash dividends must be obtained. By default, the exchange rate source that you specify here is used for cash dividends.

Table 2-10 (Cont.) General Operating Rules

Field	Description
Cancel Instruction	*Alphanumeric; 2 Characters; Optional* You can use this field to indicate whether standing instructions defined in respect of a unit holder, in the fund, are to be cancelled. If you select this option, the standing instructions for the transaction are cancelled, including those that are to be generated after an automatic redemption occurs. Select the **Standing Instruction** option in this field to indicate cancellation of standing instructions. If this option has been chosen in the General Operating Rules, the automatic redemption process generates redemption transactions for unit holders in the fund, with the **Cancel Instruction** option automatically set. If this option is set for an outflow transaction such as redemption, switch or transfer, the End of Day process cancels all standing instructions (irrespective of the transaction type) for the unit holder in the fund after the outflow transactions involving the unit holder have been allocated for the day.
Investment Simulation Method	*Mandatory* Specify if the investment simulation option would be applicable for the fund or not by selecting an option from the drop down list. The options are: • **Not Allowed** • **Historic NAV Based** *Refer to the chapter **Generating Reports** in Volume II of the Agency Branch User Manual for further information regarding investment simulation.*
Fund Risk Level	*Numeric; 3 Characters; Optional* Specify fund risk level details. Alternatively, you can select fund risk level from the option list. The list displays all valid fund risk level maintained in the system. If restricted fund is selected as **Yes**, then Fund risk level will be defaulted to null. You can modify it. **Note:** You can configure Fund risk level and investor risk level at param maintenance for FUN DRISKPROFILE and INVRISKPROFILE param codes respectively. The system will validate the fund risk for an investor in **Investor Fund Risk Rating Mapping** screen.
Fund Risk Level Description	*Display* The system displays the description for the selected fund risk level details.

2.1.6.2 Automatic Redemption Preferences

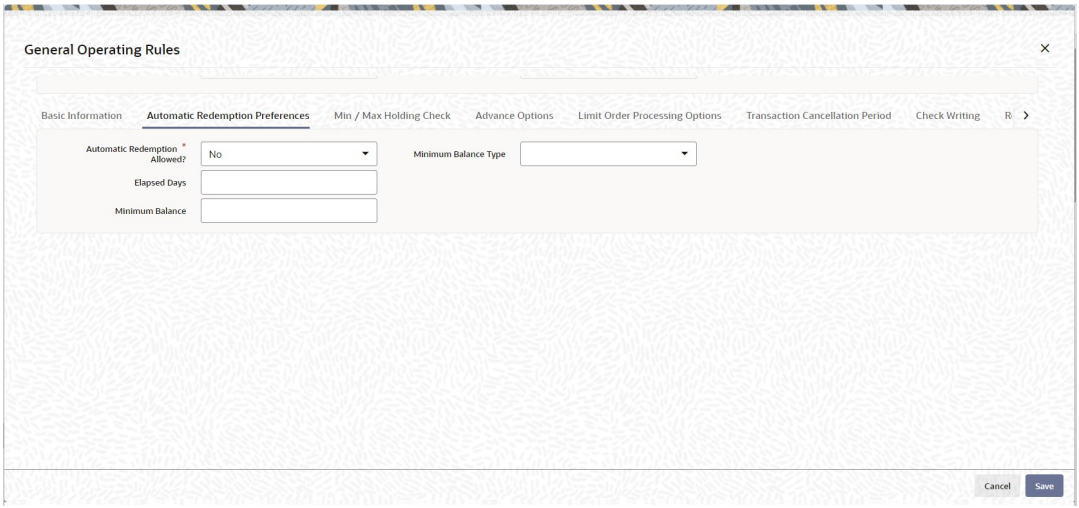
This topic provides information on automatic redemption preferences tab of general operating rules screen.

If the fund is to have automatic redemption of units of the unit holder based on the threshold balance, the preferences and guidelines may be laid down in this section.

- Click on **Automatic Redemption Preferences** tab in **General Operating Rules** screen to specify the details.

  The **Automatic Redemption Preferences** details are displayed in **General Operating Rules** screen.

Figure 2-7 Automatic Redemption Preferences



For more information on fields in the screen, refer the below table.

Table 2-11 Automatic Redemption Preferences

Field	Description
Automatic Redemption Allowed?	*Mandatory* Select **Yes** from drop-down list to indicate that Automatic Redemption is to be allowed for the fund. This is applicable only for Open Ended funds. When the balance the unit holder falls below a defined minimum level, then the investor will be intimated about it and will be provided with some lead-time to either increase the balance above the minimum level or redeem all his units. After the elapsed lead- time, if the unit holder balance still lies below the defined minimum level, then the automatic redemption of those units will be done. If automatic redemption is allowed for the fund, and this box is checked, the following fields are enabled:
Elapsed Days	*Numeric; 22 Characters; Optional* Enter the number of days from the date of intimation after which Automatic Redemption will be initiated. This is the lead-time provided to the investor.
Minimum Balance	*Numeric; 30 Characters; Optional* Enter the minimum balance (in amounts / units based on what balance type has been specified above) to be maintained for Automatic Redemption.

Table 2-11 (Cont.) Automatic Redemption Preferences

Field	Description
Minimum Balance Type	*Optional* Select the type of Minimum balance to be maintained for Automatic Redemption from the drop-down list. The list displays the following values: • **Amount** • **Units**

2.1.6.3 Min or Max Holding Check

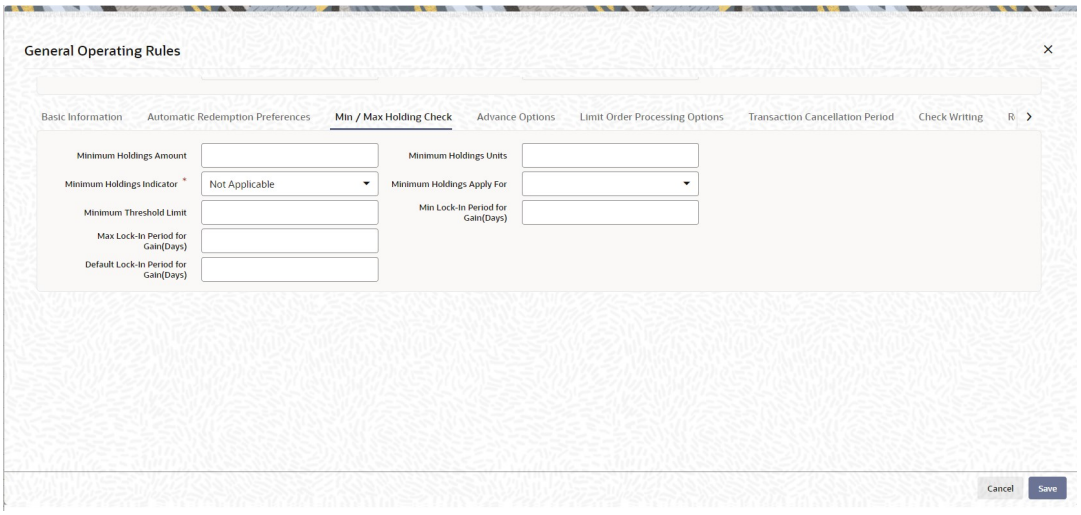
This topic provides information on min/max holding check tab details.

You can indicate the minimum/maximum holdings balance that is required for redemption, switch or transfer transaction, for a CIF or an individual unit holder, in the fund. The minimum holdings value can be specified either as an amount, number of units, or redeemable value of units.

- Click on **Min/Max Holding Check** tab in **General Operating Rules** screen to specify the details.

  The The **Min/Max Holding Check** details are displayed in **General Operating Rules** screen.

Figure 2-8 Min/Max Holding Check



As part of the minimum holdings options, you can also indicate whether the holdings considered for validation are those of all unit holders under a CIF, or for an individual unit holder.

> **Note:**
>
> The above check is not validated online during transaction capture or authorization. When there are transactions into a fund violating the minimum holdings validation, the system logs an exception in the Pre-End of Day Check screen. During the End of Day processes, the system allocates the transactions, logging the exceptions in respect of them.

For more information on fields in the screen, refer the below table.

Table 2-12 Min/Max Holding Check

Field	Description
Minimum Holdings Amount	*Numeric; 18 Characters; Mandatory if Minimum Holdings Indicator is specified* Specify the minimum redeemable value of holdings in the fund, for a redemption, switch or transfer transaction involving a CIF or individual unit holder. **Example** For the Royal Trust Growth Fund, you have selected the 'Amount' option as the Minimum Holdings Indicator for redemption, switch and transfer transactions. You have also specified the Minimum Holdings Amount value as 1200 USD (the fund base currency is USD). The minimum holdings validation is required to be enforced for individual unit holders and not for CIFs. Therefore, the redeemable value of total number of units held by an individual unit holder, in the Royal Trust Growth Fund must exceed or equal 1200 USD, for a redemption, switch or transfer transaction involving the unit holder.

Table 2-12 (Cont.) Min/Max Holding Check

Field	Description
Minimum Holdings Indicator	*Mandatory* Select the basis upon which the minimum holdings check is performed from the drop-down list. The list displays the following values: • **Amount:** The value of holdings (at redemption price). If you choose this option you must specify the minimum amount in the Minimum Holdings Amount field. If the check is to apply at CIF level, the redeemable value of units held by all unit holders under the CIF in the fund is checked against the Minimum Holdings Amount. • **Units:** The number of units held. If you choose this option you must specify the minimum number of units in the Minimum Holdings Units field. If the check is to apply at CIF level, the total number of units held by all unit holders under the CIF in the fund is checked against the Minimum Holdings Units. • **Lower of Amount/Units:** The minimum amount specified or the redeemable value of minimum units specified, whichever is lower. • **Higher of Amount/Units:** The minimum amount specified or the redeemable value of minimum units specified whichever is higher. • **Not Applicable:** The minimum holdings validation is not performed if you choose this option. If you choose either of the last two options (Lower of Amount/Units or Higher of Amount/ Units), you must specify the applicable minimum amount in the Minimum Holdings Amount field as well as the applicable minimum number of units in the Minimum Holdings Units field. Also, in either case, the redeemable value of the total number of units held by all investors under the CIF is considered for validation, if the check is to apply at CIF level.
Minimum Threshold limit	*Numeric; 5 Characters; Optional* Specify the percentage value to be applied on minimum balance amount or units setup here.
Max Lock-in Period for Gain (Days)	*Numeric; 4 Characters; Optional* Specify the maximum lock-in period beyond which if the subscription is redeemed gains would be passed over to the Unitholder and so IOF and IRRF taxes will be applicable. This should be greater than or equal to the Min Lock-in Period. **Note**: When a transaction is redeemed within the Lock-In period, redemption happens at the lowest applicable NAV as on date of Subscription or on the date of Redemption.
Default Lock-in Period for Gain (Days)	*Numeric; 4 Characters; Optional* Specify the default lock-in period within which if the subscription is redeemed no gains would be passed over to the Unitholder and so IOF and IRRF taxes will not be applicable. **Note**: The default lock-in period should be within the minimum and maximum lock in period.

Table 2-12 (Cont.) Min/Max Holding Check

Field	Description
Minimum Holdings Units	*Numeric; 27 Characters; Mandatory if Minimum Holdings Indicator is specified* Specify the minimum number of units required to be held by an individual unit holder, or a CIF, in the fund, for a redemption, switch or transfer transaction. **Example** For the Carey Bugle Growth Fund, you have selected the **Units** option as the Minimum Holdings Indicator for redemption, switch and transfer transactions. You have also specified the Minimum Holdings Units value as 1000. The minimum holdings validation is required to be enforced for individual unit holders and not for CIFs. Therefore, the total number of units held by an individual unit holder, in the Carey Bugle Growth Fund must equal or exceed 1000 units, for a redemption, switch or transfer transaction involving the unit holder. *A note on the minimum holdings validation* If the Minimum Holdings Indicator selected is **Lower of Amount/ Units**, the redeemable value of the specified Minimum Holdings Units is arrived at, and compared with the Minimum Holdings Amount specified. The lower of the two values is considered as the minimum holdings value against which the minimum holdings validation would be made. Similarly, if the Minimum Holdings Indicator selected is **Higher of Amount/Units**, the redeemable value of the specified Minimum Holdings Units is arrived at, and compared with the Minimum Holdings Amount specified, and the higher of the two values is considered as the minimum holdings value against which the minimum holdings validation would be made. **Example** For the Burton Carey Growth Fund, you have selected the **Lower of Amount/Units** option as the Minimum Holdings Indicator for redemption, switch and transfer transactions. You have also specified the Minimum Holdings Amount value as 1200 USD, and the Minimum Holdings Units value as 1000 units. The minimum holdings validation is required to be enforced for CIFs, and not for individual unit holders. To arrive at the minimum holdings value against which the validation would be made, the redeemable value of 1000 units is computed, at the redemption price. If the redemption price is 0.8, the redeemable value = 1000 * 0.8 = 800 USD. The redeemable value obtained (800 USD) is compared with the Minimum Holdings Amount specified (1200 USD). Since the Minimum Holdings Indicator chosen is **Lower of Amount/Units**, the minimum holdings value to be validated against, is 800 USD. Therefore, the redeemable value of total number of units held by all unit holders under a CIF, in the Burton Carey Fund must equal or exceed 800 USD, for redemption, switch or transfer transaction involving a CIF. If the Minimum Holdings Indicator were selected as **Higher of Amount/Units**, the higher value (1200 USD) would be considered as the minimum holdings value against which the validation would be made. Therefore, the redeemable value of total number of units held by all unit holders under a CIF, in the Burton Carey Fund would have to equal or exceed 1200 USD, for a redemption, switch or transfer transaction involving a CIF.

Table 2-12 (Cont.) Min/Max Holding Check

Field	Description
Minimum Holdings Apply For	*Optional* Select whether the minimum holdings check is applicable for CIFs, or for individual unit holders from the drop-down list. The list displays the following values: • **CIF** • **Unit Holder** If you select **CIF** option, the redeemable value of the total number of units held by all unit holders under the CIF in the fund is considered for validation.
Min Lock-in Period for Gain (Days)	*Numeric; 4 Characters; Optional* Specify the minimum lock-in period applicable for the fund. During subscription transaction, the lock-in period specified at the transaction level should be equal to or greater than the minimum period indicated here.

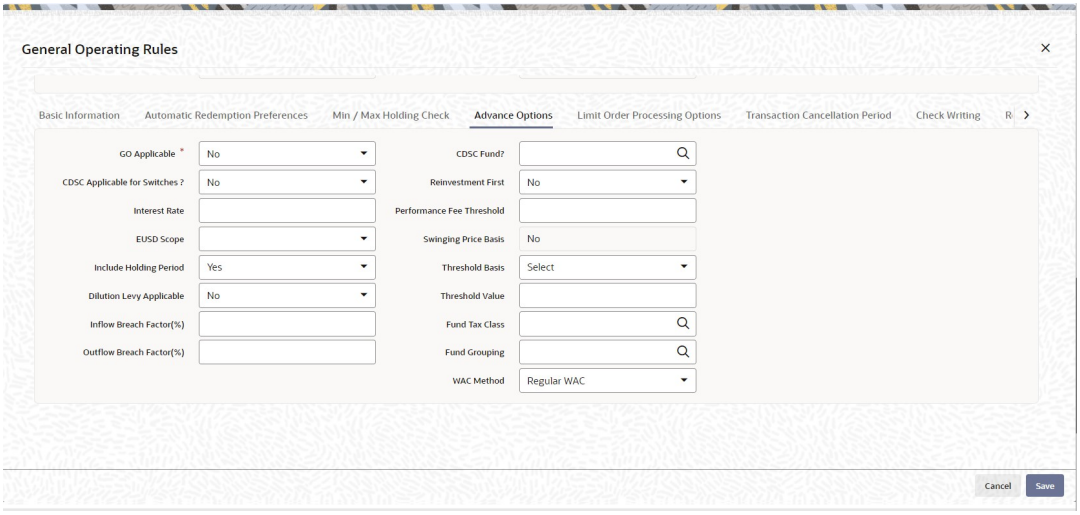
2.1.6.4 Advance Options

This topic provides information on advance options tab of general operating rules screen.

- Click on **Advance Options** tab in **General Operating Rules** screen to specify the details.

  The **Advance Options** details are displayed in **General Operating Rules** screen.

Figure 2-9 Advance Options



For more information on fields in the screen, refer the below table.

Table 2-13 General Operating Rules - Advance Options

Field	Description
GO Applicable?	*Mandatory* Select if GO is applicable or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No** • **With Trading Box** If the value **Yes** is selected, then the fund will be eligible for **GO** generation. If the value **No** is selected, then the fund will not be eligible for GO generation. However, if the value **with trading box** is selected, then the fund will be eligible for GO generation by applying the trading box functionality and not the GO Maintenance feature. Refer the Suspense Accounts, Statutory Accounts and Trading chapter in the Fund Manager User Manual for a fuller discussion of the trading functions available in the FC-IS system.
CDSC Fund?	*Alphanumeric; 2 Characters; Optional* If Contingent Deferred Sales Charge (CDSC) is applicable for transactions in this fund, then specify the CDSC calculation method to be used for the fund. The options are: • **LOCOM** – Lower of cost or Market Value • **Market Price** – Market appreciation method • **Class B** – CDSC Class B method • **Not Applicable** – CDSC not applicable • **Redemption Value** - Redemption method The CDSC load should be of period based. CDSC fund load set up for redemption method to derive the CDSC amount is calculated as follows: CDSC Load Amount = NR Units * Redemption TBP * CDSC Load %
CDSC Applicable for Switches?	*Optional* Select **Yes** from drop-down list to indicate that the Contingent Deferred Sales Charge (CDSC) must be applicable to switch or exchange transactions.
Reinvestments First	*Numeric; 17 Characters; Mandatory* Select **Yes** from drop-down list to indicate that reinvestment transactions must be taken up first for aging during computation of Contingent Deferred Sales Charge for redemption transactions in this fund. This field is not applicable for onshore funds having **USERMNTFIFO** ageing Logic.
Interest Rate	*Numeric; 15 Characters; Optional* Specify the interest rate.
Performance Fee Threshold	*Numeric; 5 Characters; Optional* Specify the performance fee threshold details.
EUSD Scope	*Optional* Select the EUSD scope of the fund from the drop-down list. The list displays the following values: • **Redemption and Switch** • **Dividend** • **Both** i.e. if EUSD is applicable only for redemption and switch transactions or only for dividend or for both.

Table 2-13 (Cont.) General Operating Rules - Advance Options

Field	Description
Swinging Price Basis	*Display* The system displays the Swinging Price Basis as maintained at the Fund Family Level. If swinging price basis is not **No** at the fund level, then reference currency and exchange rate source fields should be maintained at the fund family level. The sale value of the funds is converted to the reference currency to arrive at the swinging price.
Include Holding Period	*Optional* Select whether the holding period should be considered or not from the drop-down list, while calculating the age of investments during computation of Contingent Deferred Sales Charge. **Note**: This option will be enabled only for CDSC applicable funds.
Threshold Basis	*Mandatory if the swinging price basis is semi swinging* Select the basis as Amount or Percentage from the drop-down list.
Dilution Levy Applicable	*Optional* Select **Yes** from drop-down list if dilution levy is applicable for the fund or else select **No**. Outflow and inflow breach factor can be maintained only if the value in this field is maintained as **Yes**. To arrive at dilution breach limit amount the system considers the inflow breach factor for IN transactions and the Outflow breach factor for OUT transactions.
Threshold Value	*Numeric; 30 Characters; Mandatory if the swinging price basis is semi swinging* Specify the threshold value for the semi swinging price basis fund. Only daily priced funds can be grouped under a fund family. For non daily price funds, if swinging price is applicable, each fund will have to be mapped to a separate family.
Inflow Breach Factor(%)	*Numeric; 5 Characters; Optional* Specify the breach factor for inflow transactions, as a percentage of the fund value upon which dilution levy is applicable.
Outflow Breach Factor	*Numeric; 5 Characters; Optional* Specify the breach factor for outflow transactions, as a percentage of the fund value, upon which dilution levy is applicable.
Fund Tax Class	*Alphanumeric; 3 Characters; Optional* Specify tax class of a fund details. Alternatively, you can select fund tax class details from the option list. The list displays all valid fund tax Class details maintained in the system.
Fund Grouping	*Alphanumeric; 6 Characters; Optional* Specify fund grouping details to group the funds under one fund. Alternatively, you can select fund grouping details from the option list. The list displays all valid fund grouping details maintained in the system. You can group the different Tax Class Funds under one group for Tax Class Switch using this field. If you want to create four funds in the system, then the fund group ID should be one of the fund IDs of the four funds that you intend to create.

Table 2-13 (Cont.) General Operating Rules - Advance Options

Field	Description
WAC Method	*Optional* Select the WAC method from the drop-down list. The list display the following values: • **Regular WAC** - To compute regular WAC • **Life WAC** - to compute life WAC If you select Life WAC and Base Cost is not provided while capturing a transaction, then the system will calculate Weighted Average Cost (WAC) as follows: LIFE WAC = ((No of units in the fund before inflow) * (WAC before inflow) + (No of units in the inflow for fund) * (Unit Price of inflow)) / (Total Units in Fund) Where, Unit price = (Net investment amount) / number of units purchased Net Investment amount = Gross investment amount – all Fee except the ones which are paid to AMC The net investment amount will not exclude any Fee for which To Entity is AMC. The system will deduct any other fee (apart from those where To Entity is AMC) from the gross investment amount to arrive at the net investment amount. Total units in Fund = (No of units in the fund) + (No of units in the inflow for the fund) If you select a product with WAC method as LIFE WAC, and if a Switch transaction is done within the same Fund Family and Base Cost is not provided while capturing the transaction then the system will calculate WAC as follows: Life WAC = ((No of units rolling over) * (WAC in **From** Fund) + (No of units in the **To** fund) * (WAC in **To** Fund)) / (Total Units in **To** Fund) Where Total units in **To** Fund = (No of units rolling over into To Fund) + (No of units in the **To** fund) The system will calculate Capital Gain or Loss as follows: Gain / Loss = Units surrendered / redeemed from Fund* ((Price of fund on the date of Redemption / Surrender) – WAC for fund) If there is a gain then Capital Gain Tax has to be deducted. To deduct the capital Gain Tax, a separate Load will be mapped under Product load mapping as post allocation load. If the Slab basis is selected as weighted average then this load will be applied on the Gain portion and tax will be deducted and only the net amount will be paid to the customer. If the Fund Family of Switch Out and Switch In Fund is same, the calculations for the Switch Out Leg will change to the extent wherein Gain will be calculated as 0.

Processing of Swinging Price

For a swinging price fund, the system computes the net transaction of sales value (Inflow - Outflow) on the application date (current date) at fund family level for the given fund and arrives at the fund price

- Net of Sales Value is Positive: The system applies the offer price to all transactions as per the maintenance at fund family level.
- Net of Sales Value is Negative: The system applies the bid price to all transactions as per maintenance at fund family level.

- Net of sales value is Zero: The system applies the mid price that is, (bid price+ offer price)/2

The gross amount in the fund family base currency is used for the net of sales value computation. For unit based transactions, the net sales is computed as follows: units applied * latest available NAV.

For Semi Swinging Funds, the system computes the net of sales value (Inflow – Outflow) for transaction date at fund family level for the given fund and arrives at the fund price based on threshold basis at fund level as follows:

If Threshold Basis is Amount then:

- System applies Offer price, if net of sales value is greater than threshold value.
- System applies Bid price, if net of sales value is less than (-1) * Threshold value.
- System applies Mid price ((Offer Price + Bid Price)/ 2), if Net of sales value is between (-1) * threshold value and threshold value.

If Threshold Basis is Percentage then:

- System applies offer price, if net of sales value is greater than threshold value percentage of Net Asset Value (NAV) of the fund.
- System applies bid price, if net of sales value is less than (-1) * threshold value percentage of net asset value of the fund.
- System applies mid price ((Offer Price + Bid Price)/ 2), if net of sales value is between (-1) * threshold value and threshold value percentage of net asset value of the fund.

Net asset value of the fund is computed as the BOD outstanding units * latest available NAV. The reference types mapped at fund family level is used to compute the net of sales value. The swinging price computed is used for unitizing all transaction types mapped at fund family level.

For transaction types not mapped at fund family level, the system does not use swinging price. The system uses the gross amount in fund base currency for net of sales value computation. For unit based transactions, the net of sales is computed by using units applied * latest available NAV.

A mini EOD computes and populates the swinging price and swinging price basis for Swinging Price and Semi Swinging Price Fund. This mini EOD is run during the day to arrive at the Total Inflow, Total Outflow, and Net Sales value.

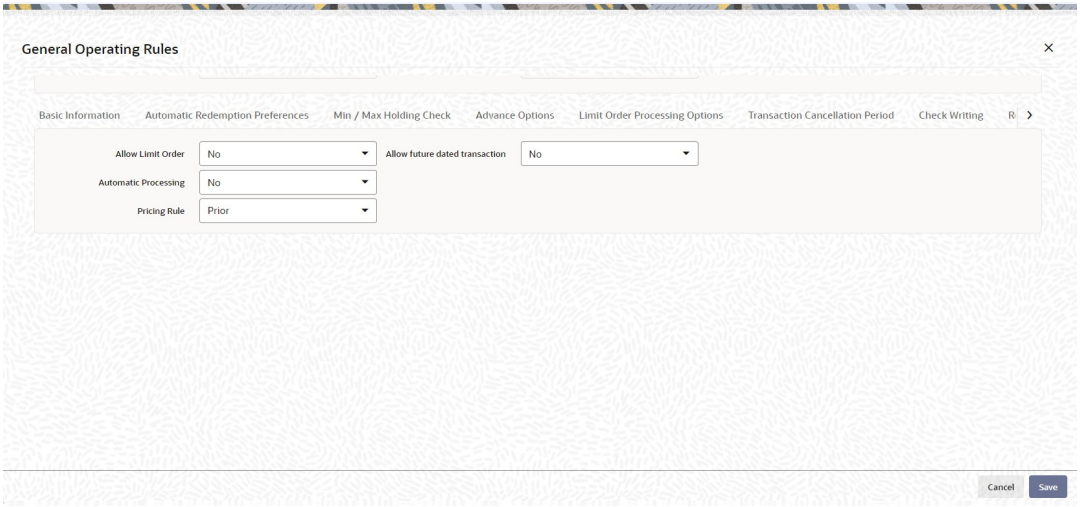
2.1.6.5 Limit Order Processing Options

This topic provides information on limit order processing options tab details.

- Click on **Limit Order Processing Options** tab in **General Operating Rules** screen to specify the details.

  The **Limit Order Processing Options** details are displayed in **General Operating Rules** screen.

Figure 2-10 Limit Order Processing Options



For more information on fields in the screen, refer the below table.

Table 2-14 General Operating Rules - Limit Order Processing Options

Field	Description
Allow Limit Orders	*Optional* Select **Yes** from drop-down list to indicate that limit order processing is enabled for the fund.
Allow Future Dated Transaction	*Optional* Select **Yes** from drop-down list to indicate that future dated transactions, in respect of limit order processing, are allowed for the fund.
Automatic Processing	*Optional* Select **Yes** from drop-down list to indicate that automatic processing, in respect of limit order processing, is allowed for the fund. This option is intended for funds floated by your AMC. If automatic processing is enabled for such funds, the limit order transactions are automatically generated and allocated by the end of day processes according to the price and date options specified. For third party funds, where your AMC would proceed with limit order processing only after appropriate confirmation is received, you could disable this option.
Pricing Rule	*Optional* Select the option to be considered if the date on which the limit order is to be executed is a fund or system/ AMC holiday. You could indicate that the transaction be generated prior to the holiday, or following the holiday. Select the appropriate option (Prior or After) from the drop down list.

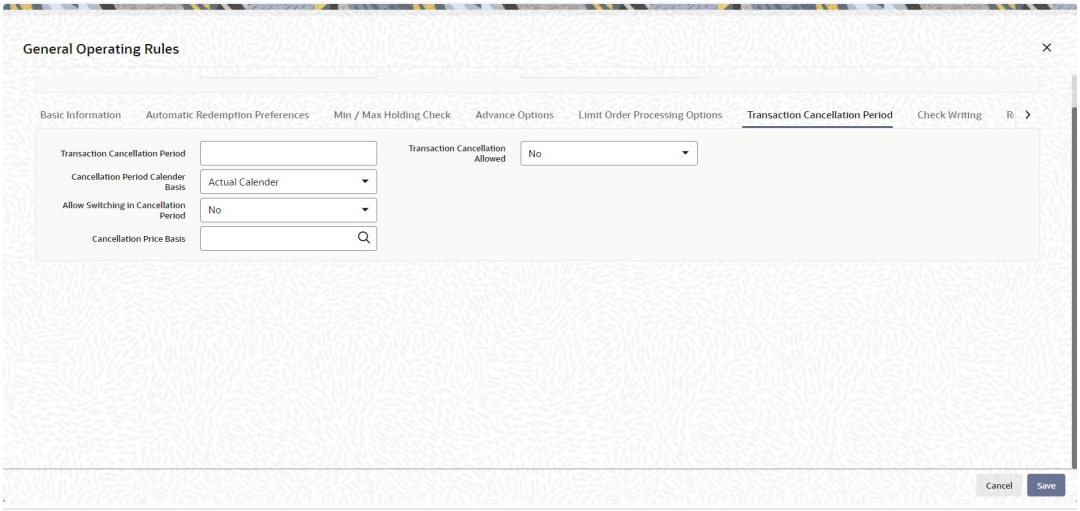
2.1.6.6 Transaction Cancellation Period

This topic provides information on transaction cancellation period tab details.

- Click on the **Transaction Cancellation Period** tab in **General Operating Rules** screen to specify the details.

The **Transaction Cancellation Period** details are displayed in **General Operating Rules** screen.

Figure 2-11 Transaction Cancellation Period



For more information on fields in the screen, refer the below table.

Table 2-15 General Operating Rules - Transaction Cancellation Period

Field	Description
Transaction Cancellation Period	*Numeric; 3 Characters; Optional* You can specify a number of calendar days that represents a period from the date of transaction within which cancellations are allowed.
Transaction Cancellation Allowed	*Optional* Select whether cancellation is allowed for the fund. Choose **Yes** from the drop-down list if you wish to allow cancellation or else choose **No**.
Cancellation Period Calendar Basis	*Optional* Select the cancellation period from the drop-down list. The list displays the following values: • **Actual Calendar** • **System Calendar** • **AMC Calendar** • **Fund Calendar**
Allow Switching in Cancellation Period	*Optional* You can specify if you wish to allow switch transactions any time within the cancellation period. Choose **Yes** from drop-down list to allow switches in the holdings due to the transaction else choose **No**.

Table 2-15 (Cont.) General Operating Rules - Transaction Cancellation Period

Field	Description
Cancellation Price Basis	*Alphanumeric; 10 Characters; Optional* Specify the price basis to be followed for cancellations. The price basis could be NAV for a single pricing fund. For other type of funds, the basis could be Bid or Offer Price. The current market value computation as well as the cancellation amount would depend on the bid / offer / NAV. The system will consider original Subscription price as cancellation price during allocation. While adding subscription load amounts to redemption proceeds, the system will consider only Fee paid by the unitholder.

2.1.6.7 Check Writing

This topic provides information on check writing tab.

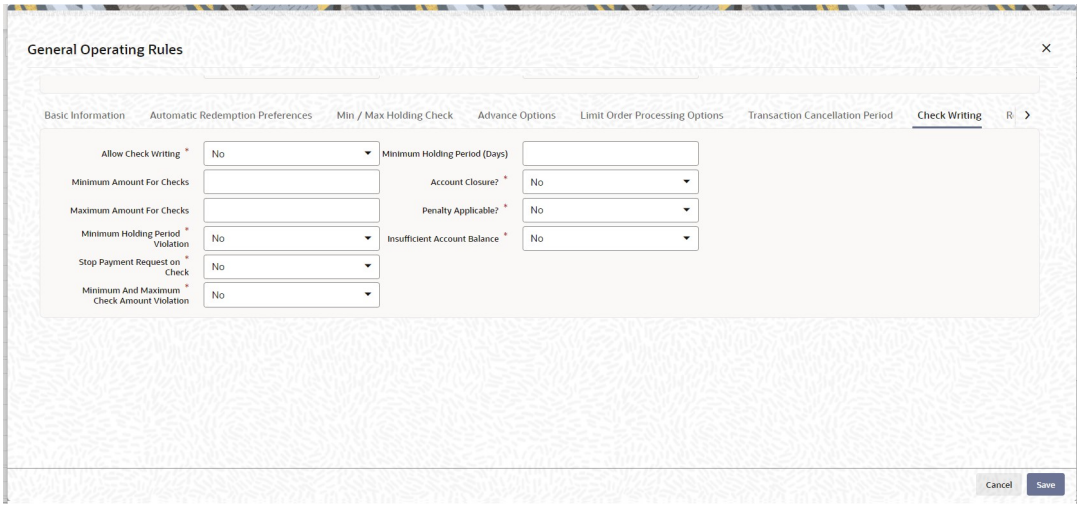
In this section, you can specify the rules that govern check writing for the fund, such as:

- Whether check writing is allowed to investors for this fund
- The limits on the amount for a check.
- The minimum period for which units must be held in the investor account for the fund, before they are redeemed by a check.
- Whether the unit holder can close the account through a redemption check
- If the fund is a retirement fund, whether check facility can be made available for the fund
- Applicable penalties on check redemption due to contravening any of the limits for check amount, minimum period, or insufficient account balance or stop payment instructions on a check.

- Click on the **Check Writing** tab in **General Operating Rules** screen to specify the details.

  The **Check Writing** details are displayed in **General Operating Rules** screen.

Figure 2-12 Check Writing



For more information on fields in the screen, refer the below table.

Table 2-16 General Operating Rules - Check Writing

Field	Description
Allow Check Writing	*Mandatory* You can use this field to indicate whether cheque writing facility is allowed for investors who invest in this fund. Select **Yes** from drop-down list to indicate that cheque writing is allowed.
Minimum Amount for Checks	*Numeric; 18 Characters; Optional - If cheque writing is allowed for the fund, then this information is mandatory.* Specify the minimum amount that can be redeemed through a redemption cheque, for investors holding balances in the fund, who have opted for cheque writing facility. If the amount written on a cheque falls below this value, the cheque attracts penal charges.
Maximum Amount for Checks	*Numeric, 18 Characters; Optional - If cheque writing is allowed for the fund, then this information is mandatory.* Specify the maximum amount that can be redeemed through a redemption cheque, for investors holding balances in the fund, who have opted for cheque writing facility. If the amount written on a cheque exceeds this value, the cheque attracts penal charges.
Minimum Holding Period Violation	*Mandatory* You can use this field to indicate whether a violation of the holding period for balances in this fund, by a unit holder using the cheque writing facility must be validated for. Select 'Yes' from drop-down list to indicate validating of violation of the holding period.
Stop Payment Request on Check	*Mandatory* You can use this field to indicate whether a stop payment request can be applied on a cheque issued by a unit holder availing cheque writing facility, for this fund. Select **Yes** from dropdown list to indicate that a stop payment can be applied.
Minimum and Maximum Check Amount Violation	*Numeric; 6 Characters; Mandatory* You can use this field to indicate whether a violation of the minimum and maximum cheque amounts by a unit holder using the cheque writing facility in this fund, must be validated for. Select **Yes** from drop-down list to indicate validating of violation of the maximum and minimum cheque amounts.
Minimum Holding Period (Days)	*Numeric; 5 Characters; Optional - If check writing is allowed for the fund, then this information is mandatory.* Specify the minimum number of days for which units must be held in the investor account before they can be redeemed through a redemption cheque.
Account Closure	*Mandatory* You can use this field to indicate whether an investor can close the unit holder account through cheque redemption. Select**Yes** from drop-down list to indicate that account closure through cheque writing is allowed.
Penalty Applicable	*Mandatory* You can use this field to indicate whether an investor can close the unit holder account through a cheque redemption. Select **Yes** from drop-down list to indicate that account closure through cheque writing is allowed.

Table 2-16 (Cont.) General Operating Rules - Check Writing

Field	Description
Insufficient Account Balance	*Mandatory* You can use this field to indicate whether insufficient balance in this fund, in the account of a unit holder using the cheque writing facility must be validated for. Select **Yes** from drop-down list to indicate validating of insufficient balance situations.

2.1.6.8 Regulations

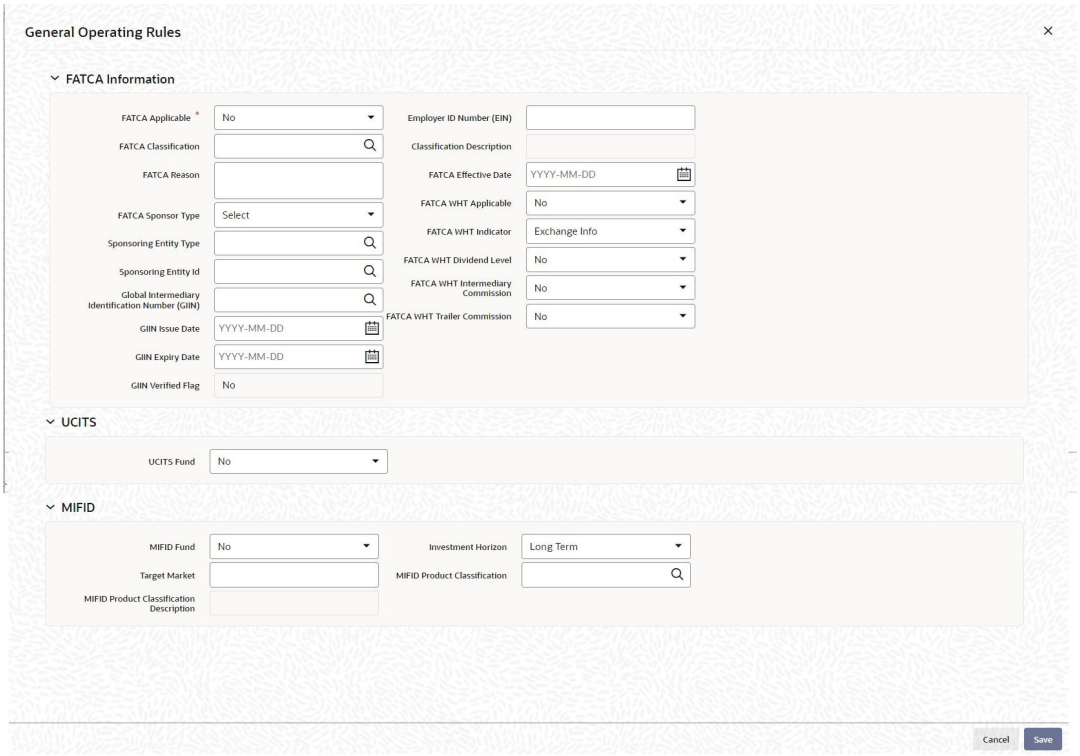
This topic provides information regulations tab of General Operating Rules screen.

In this topic, you can capture the details regarding Foreign Account Tax Compliance Act.

- Click on **Regulations** tab in **General Operating Rules** screen to specify the details.

  The **Regulations** details are displayed in **General Operating Rules** screen.

Figure 2-13 General Operating Rules - Regulations



For more information on fields in the screen, refer the below table.

FATCA Information

Table 2-17 General Operating Rules - Regulations

Field	Description
FATCA Applicable	*Mandatory* Select Yes or No from drop-down list to indicate whether FATCA is applicable. However, the system defaults the value **No**.
Employer ID Number (EIN)	*Display* The system displays the employer ID number.
FATCA Classification	*Alphanumeric; 25 Characters; Optional* Select the classification of FATCA from the adjoining option list. FATCA Classification is mandatory if FATCA Applicable is **Yes**.
Classification Description	*Display* The system displays the description for the selected FATCA classification code.
FATCA Reason	*Alphanumeric; 255 Characters; Optional* Specify the reason for FATCA classification.
FATCA Effective Date	*Date Format; Optional* Specify the FATCA Effective Date if FATCA is applicable. FATCA Effective Date cannot be lesser than the fund start date.
FATCA Sponsor Type	*Optional* Select the type of FATCA sponsor from the drop-down list. Following are the options available in the drop-down list: • **Sponsoring Entity** • **Sponsored**
FATCA WHT Applicable	*Optional* Select if FATCA WHT is applicable or not from the drop-down list. Following are the options available in the drop-down list: • **Yes** • **No**
Sponsoring Entity Type	*Alphanumeric; 1 Character; Optional* Specify the sponsoring Entity type. You can also select the valid sponsoring entity type from the adjoining option list.
FATCA WHT Indicator	*Optional* Select the FATCA WHT indicator from the drop-down list. Following are the options available in the drop-down list: • **Exchange Info** • **Withhold**
Sponsoring Entity ID	*Alphanumeric; 12 Characters; Optional* Specify the sponsoring Entity ID. You can also select the valid sponsoring entity ID from the adjoining option list.
FATCA WHT Dividend Level	*Optional* Select the FATCA WHT dividend level from the drop-down list. Following are the options available in the drop-down list: • **Yes** • **No**
Global Intermediary Identification Number (GIIN)	*Alphanumeric; 30 Characters; Optional* Specify the global intermediary identification number.
FATCA WHT Intermediary Commission	*Optional* Select the FATCA WHT broker commission from the drop-down list. Following are the options available in the drop-down list: • **Yes** • **No**

Table 2-17 (Cont.) General Operating Rules - Regulations

Field	Description
GIIN Issue Date	*Date Format; Optional* Specify the GIIN issue date. The GIIN issue date cannot be greater than the application date.
FATCA WHT Trailer Commission	*Optional* Select the FATCA WHT trailer commission from the drop-down list. Following are the options available in the drop-down list: • **Yes** • **No**
GIIN Expiry Date	*Date Format; Optional* Specify the GIIN expiry date. The GIIN expiry date cannot be lesser than the GIIN issue date.
GIIN Verified Flag	*Display* System displays the GIIN verified flag based on the GIIN. If you specify the GIIN then, GIIN verified flag gets displayed as **No**. If you select the GIIN then, GIIN verified Flag gets displayed as **Yes**.

UCITS Fund

Table 2-18 General Operating Rules - Regulations - UCITS Fund

Field	Description
UCITS Fund	*Optional* Select if the fund is UCITS or not from the drop-down list. The list displays the following values: • **Yes** • **No**

MIFID

Table 2-19 General Operating Rules - Regulations

Field	Description
MIFID Fund	*Optional* Select if the fund is scoped under MIFID regulation or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Target Market	*Alphanumeric; 25 Characters; Optional* Specify the country code of the Country to which the product is sold as part of MIFID regulation. Alternatively, you can select the country code maintained in the system. The system displays all valid country code maintained in the system.
Investment Horizon	*Optional* Select the investment objective from the drop-down list. The list displays the following values: • **Long Term** • **Medium Term** • **Short Term**

Table 2-19 (Cont.) General Operating Rules - Regulations

Field	Description
MIFID Product Classification	*Alphanumeric; 1 Character; Optional* Specify the MIFID Product Complexity details. It is a mandatory field for MIFID funds.
MIFID Product Classification Description	*Display* The system displays the description of the selected MIFID Product Complexity.

2.1.6.9 Policy Fund Ageing

This topic provides information on ageing policy for fund details.

A subscription transaction entered into by an investor into any fund can be tracked till the units resulting from the transaction have been cleared in full from the unit holder account of the investor. This is known as ageing.

Each fund may have a different approach to ageing a transaction. The approaches followed in Oracle FLEXCUBE Investor Servicing are presented below:

FIFO (First In First Out)

In this approach, in a scrip-less fund, the unit balance resulting from the earliest transactions of the unit holder in the fund would be considered for redemption.

Ageing based on Transaction Receipts

In this approach, in a scrip-less fund, the unit balance resulting from any earlier transaction chosen by the unit holder, based on the receipt presented for the same, would be considered for redemption.

Hierarchy

If the AMC services distributors according to a service level agreement, and the distributor books are maintained at the AMC, the option of ageing transactions received from the distributors according to the hierarchy agreed to, is available. The allocation process updates the balances at a unit holder and fund level. The distributor books are a reflection of the underlying hierarchy holdings based on the AMC-Distributor agreement.

IOF/IRRF Optimization

If a fund has IRRF/IOF taxes applicable, provided the fund holding is redeemed within a stipulated time then the IRRF/IOF based funds and the subscription transactions to be redeemed are selected in the following order of priority.

- Not in the Lock in period for gains
- Lower IOF percentage
- Lower IRRF percentage
- Greater number of days to change the IRRF slab.

Funds following the IRRF/IOF taxation method need to be classified as “Pension Funds” and “Non Pension Funds”.

FIFO across products

In money market funds in which there is a daily declaration of dividend, the ordering of transactions for ageing, in the event of redemption, is based on the FIFO principle. In addition, the dividend due to the unit holder as a result of the transactions that has been distributed in the present payment cycle is also considered.

After the dividend computation is made and the appropriate tax deducted, the transactions are ordered for ageing based on non-taxable and taxable holdings of the unit holder across products, in the following sequence:

1. Units for which the retention period has expired and which have already gone through a minimum of one dividend cycle and are taxable
2. Units for which the retention period has expired and which have not gone through a single dividend cycle and are taxable
3. Units for which the retention period has expired and which have already gone through a minimum of one dividend cycle and are not taxable
4. Units for which the retention period has expired and which have not gone through a single dividend cycle and are taxable
5. Units for which the retention period has not expired and which have not gone through a single dividend cycle and are taxable
6. Units for which the retention period has not expired and which have not gone through a single dividend cycle and are not taxable

> **Note:**
>
> This feature (FIFO across products) is available only if your installation has specifically re\u0002quested for it.

2.1.6.10 Specify Limit Order Options for Funds

This topic provides information on specifying limit order options for funds details.

For a fund, you can specify the following options for processing limit orders, in the General Operating Rules screen:

- Whether limit orders may be processed for the fund
- Whether future dated transactions are allowed for the fund
- Whether automatic processing in respect of limit orders is allowed for the fund
- The pricing rule to be applicable, if the specified date falls on a holiday

Automatic processing for limit orders involves the automatic generation of buy or sell transactions. If your AMC processes limit orders for third party funds, and must wait for confirmation before processing the orders on the specified dates, you might need to disable automatic processing.

You specify the limit order options in the Limit Order Processing Options section of the General Operating Rules screen.

2.1.6.11 Indicate Re-computation of Fund Prices and Adjustment of Units

This topic provides information on indicating re-computation of fund prices and adjustment of units details.

The fund prices of funds like Employee Benefit Growth Fund are derived based on the forecasted rate of growth. The rates will be re-forecasted in the interim several times and the actual rate of growth is published at the end of the year.

If you choose the option **Yes** for Guaranteed Funds, the system will:

- Re-compute the fund prices and adjust the units to the investors based on the re forecasted rates during interim periods and actual rate growth during annual rate declaration time
- Share the residual units of investors who have left before interim/annual rate declaration time among the existing investors.

Example

Let us assume that a Fund (F100) is launched with the price of 10 ZAR with the forecasted rate of 10% per annum. Consequently, 10 * 10/ (100 * 365) = 0.0027 will be the increase in price till a new rate is declared. Please note that the price used here is an example and not the exact formulae as such.

Day 0 10 ZAR

Day 1 10.0027 ZAR

Day 2 10.0054 ZAR

Day 3 10.0081 ZAR

Day 4 10.0108 ZAR

Day 5 10.0135 ZAR

Day 100 10.27 ZAR

Day 101 10.2727 ZAR

Day 102 10.2754 ZAR

Day 103 10.2781 ZAR and so on….

If an investor invests on Day 2 the transaction will get unitized using the price 10.0054…

Assume these are trades captured on Day 2 @ 10.0054…

Table 2-20 UH ID Fund ID details

UH ID	Fund ID	Subscription Amount (in ZAR)	Units
UH1	F100	10,000	999.460
UH2	F100	20,000	1998.921
UH3	F100	30,000	2998.381
UH4	F100	35,000	3498.111
UH5	F100	25,000	2498.651
UH6	F100	15,000	1499.190

Assume these are trades captured on Day 100 @ 10.27…

Table 2-21 UH ID Fund ID details

UH ID	Fund ID	Redeems Units	Redeems Proceeds (in ZAR)
UH1	F100	100	1027.00 ZAR
UH5	F100	2498.651	25661.15 ZAR

Therefore, the balance of the investors in Fund F100 will be:

Table 2-22 UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH1	F100	899.460
UH2	F100	1998.921
UH3	F100	2998.381
UH4	F100	3498.111
UH5	F100	0
UH6	F100	1499.190

Let us assume that a Fund Manager revises an interim forecast of 11% instead of 10%. Consequently, all the trades that are unitized during the current fiscal year of the fund will be considered for impact and the units will be recomputed based on the new prices.

Day 0 10 ZAR

Day 1 10.003 ZAR

Day 2 10.006 ZAR

Day 3 10.009 ZAR

Day 4 10.012 ZAR

Day 5 10.015 ZAR

Day 100 10.30 ZAR

Day 101 10.3030 ZAR

Day 102 10.3060 ZAR

Day 103 10.3090 ZAR

After subscription, the adjustment for the investors in F100 will be:

Table 2-23 UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH1	F100	999.1008 (Difference in units - 0.3595)
UH2	F100	1998.2020 (Difference in units-0.7190)
UH3	F100	2997.3020 (Difference in units - 1.0784)

Table 2-23 (Cont.) UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH4	F100	3496.8530 (Difference in Units - 1.2582)
UH5	F100	2497.7520 (Difference in Units - 0.8987)
UH6	F100	1498.6510 (Difference in units 0.5392)

The adjustment due to redemption will be:

Table 2-24 UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH1	F100	99.7087 (Difference units 0.3595)
UH5	F100	2491.3740 (Difference in units 0.8987)

The new/actual Balances are:

Table 2-25 UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH1	F100	899.3921
UH2	F100	1998.2020
UH3	F100	2997.3020
UH4	F100	3496.8530
UH5	F100	6.3780
UH6	F100	1498.6510

Based on this condition, the system redeems certain number of units from each investor.

Table 2-26 UH ID Fund ID details

UH ID	Fund ID	Balance (in Units)
UH1	F100	899.3921 - 899.460 = 0.0679
UH2	F100	1998.2020 - 1998.921 = 0.719
UH3	F100	2997.3020 - 2998.381 = 1.079
UH4	F100	3496.8530 - 3498.111 = 1.258
UH5	F100	6.3780 – 0 = 6.378
UH6	F100	1498.6510 - 1499.190 = 0.539

The system will generate a redemption transaction for the above adjustment units excluding the Investor UH5 and will be available for reporting only in case of interim run. If it is on actual rate at the end of the year, the same will be shared with other investors proportionately.

When the next interim or actual run is executed the system will ignore these adjustment redemptions and while adjusting units these adjusted units will taken into account.

2.1.7 Transaction Processing Rules Button

This topic provides information on transaction processing rules button.

This fund rule lays down the guidelines according to which transactions of each transaction type will be processed for each fund. These guidelines include the following:

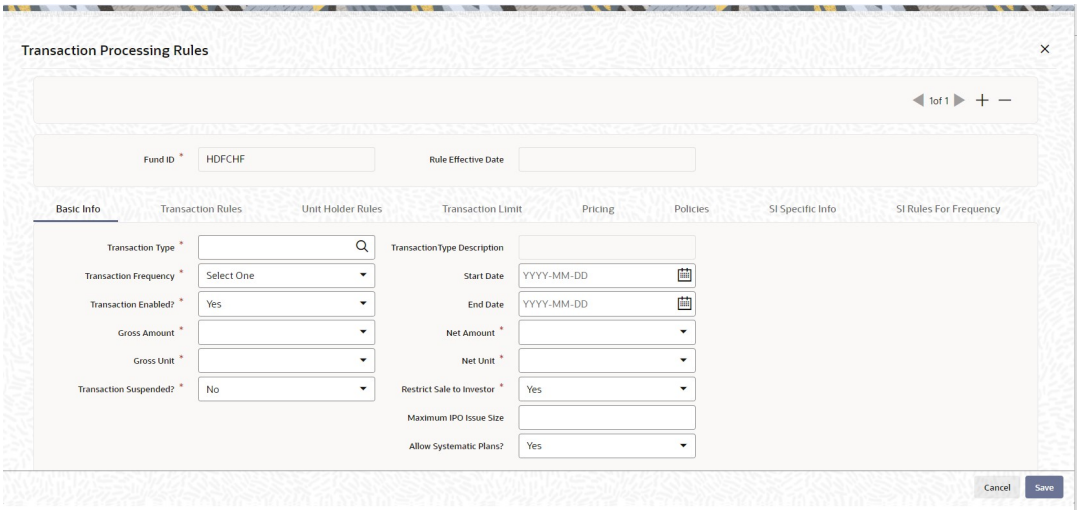
- The frequency at which the transaction will be processed, and the times, periods and date ranges during which it may be processed. The cut-off times for accepting transactions can also be maintained here.
- The limits on the number of transactions allowed for a unit holder in the fund.
- The volume ranges of the transaction, both in amount and units, and the volumes allowed for specific investor categories in the fund.
- The pricing details, such as the basis of price definition, the base price factor, the number of decimals for the price, the price lag and the back dating limits.
- Allocation details such as allowing of online allocation, credit card/check allocation on par with cash, allocation and confirmation lags, and the allocation policies.
- The limit redemption mode, which can be either percentage of holdings, amount or units.
- The limits for initial transactions and standing instructions transactions.
- The limits for transactions accepted through different means of purchase.
- The final rounding precision patterns for transaction base prices and unit prices.
- The final rounding precision for the computation of units, for each transaction type.
- The rules for gross or net processing modes for IPO, subscription and redemption transactions for a fund.
- The payments lag, if any, to be applicable for redemption payouts.
- The minimum holdings required for standing instruction transactions in the fund.

To set up the Transaction Processing Rules for a fund, use the Transaction Processing Rules screen.

1. Click on **Transaction Processing Rules** button from the **Fund Rules Detail** screen.

   The **Transaction Processing Rules** screen is displayed.

Figure 2-14 Transaction Processing Rules



The screen displays the details of the fund for which the rules are being set up, in the Fund Information section, and the details of all Transaction Processing Rules already maintained for any transaction type, in the Maintained Transaction Details section. It also contains the following data entry sections, each of which can be invoked by clicking the appropriate tab:

- **Basic Information**
- **Transaction Rules**
- **Unit Holder Rules**
- **Transaction Limits**
- **Pricing**
- **Policies**
- **SI Specific Info**
- **SI Rules for Frequency**

The details of rules that have already been made for any transaction types, if any, are displayed in the Maintained Transaction Details section. The following information is displayed in the box for each transaction type, and clicking on the row of each transaction type will cause the transaction processing rules profile for that transaction type to be displayed in the lower portion of the screen, and in each of the sections.

If you need to view all the details of a particular transaction processing rules profile for a transaction type in the fund, click that transaction type in this box and the profile will be populated in the lower half of the screen and in the sections.

> **Note:**
>
> Before you set up a Transaction Processing Rules profile record for a fund and transaction type, it is desirable to ensure that the following information is already setup in the system:
>
> - The fund already has an existing, unauthorized Fund Rules profile record.
> - The fund already has an existing, unauthorized Shares Characteristics profile record.

2. On **Transaction Processing Rules** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-27 Transaction Processing Rules

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Transaction Processing Rules profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

- Basic Info
  This topic provides information on basic info tab of transaction processing rules.
- Transaction Rules
  This topic provides information on transaction rules tab details.
- Unit Holder Rules
  This topic provides information on unit holder rules tab details.
- Transaction Limit
  This topic provides information on transaction rules tab details.
- Pricing
  This topic provides information on pricing tab of transaction processing rules screen.
- Policies
  This topic provides information on policies tab of transaction processing rules screen.
- SI Specific Info
  This topic provides information on SI specific info tab of transaction processing rule screen details.
- SI Rules for Frequency
  This topic provides information on SI rules for frequency tab of transaction processing rule screen details.
- Process and Validate Transaction Processing Rules
  This topic provides information on processing and validating transaction processing rules.
- Pre EOD Check
  This topic provides information on pre EOD check details.

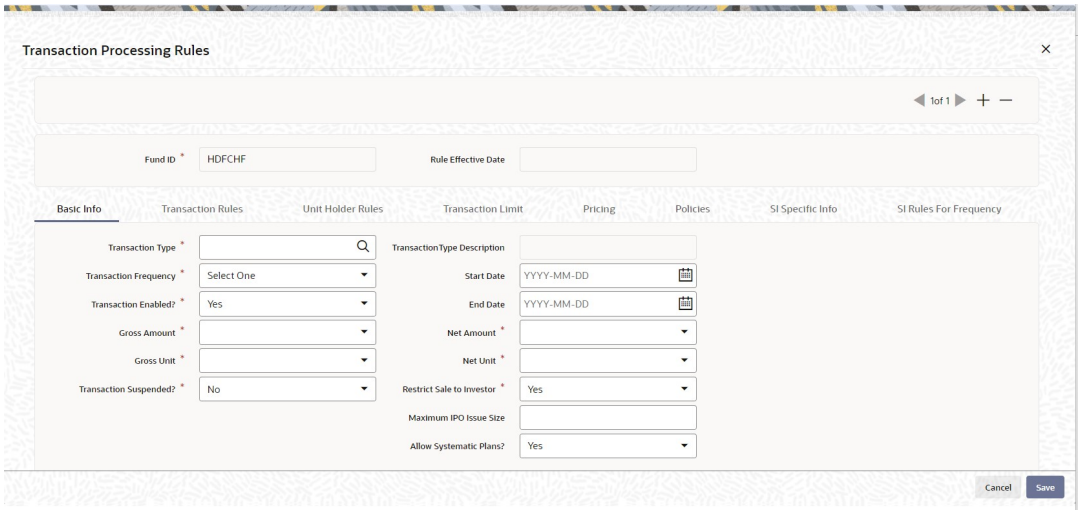
2.1.7.1 Basic Info

This topic provides information on basic info tab of transaction processing rules.

1. Click **Transaction Processing Rules**, click **Basic Info** tab in screen to specify the details.

   The **Basic Information** screen is displayed.

Figure 2-15 Transaction Processing Rules



2. On **Basic Info** tab, specify the fields.

   For information on fields in the screen, refer the below table.

Table 2-28 Transaction Processing Rules - Basic Info

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the transaction type for which a transaction processing rules profile has been maintained for the fund.
Transaction Type Description	*Display* The system displays the description for the selected transaction type.
Transaction Frequency	*Mandatory* Select the frequency at which the transaction type will operate for the fund from the drop-down list. The list displays the following values: • **Daily** • **Weekly** • **Bi-weekly** • **Monthly** • **Quarterly** • **Half-Yearly** • **Yearly**
Transaction Enabled?	*Mandatory* Select **Yes** from the drop-down list to indicate that the transaction is enabled for the fund. It is possible to set up a temporary suspension of transactions, even if the transactions are open for the fund.

Table 2-28 (Cont.) Transaction Processing Rules - Basic Info

Field	Description
Start Date	*Date Format; Mandatory* Specify the date from which the transaction type is enabled for transaction entry and processing for the fund.
End Date	*Date Format; Mandatory* Specify the date up to which the transaction type is enabled for transaction entry and processing for the fund.
Gross Amount	*Mandatory* Select if the processing mode for transaction type is gross or not from the drop-down list.
Net Amount	*Mandatory* Select if the processing mode for transaction type is Net or not from the drop-down list.
Gross Unit	*Mandatory* Select **Yes** for gross units from the drop-down list. For transactions with a gross processing mode, the value of the transaction, whether as an amount or a number of units, will be processed as a gross value from which any applicable charges will be deducted. **Note**: Opting for a gross or net mode in transaction processing is mode is only available for IPO, subscription or redemption transactions.
Net Unit	*Mandatory* For transactions with a net processing mode, the amount value of the transaction will be processed as a net value apart from the charges.
Transaction Suspended?	*Mandatory* You can use this field to suspend transactions of specific types for a fund. Check this box to indicate that the transactions of the selected type are suspended for the fund. The suspension would be enforced for transactions of the specific type both entered through the Transaction Detail screens as well as system-generated and uploaded transactions. **Note**: If the fund is suspended (as specified in the Fund Demographics), transactions of all types are not allowed into the fund. If the fund is not suspended, transactions of specific types that have been suspended for the fund in the Transaction Processing Rules (if any) are not allowed.
Restrict Sale to Investor	*Mandatory* You can use this field to indicate that transactions of the selected type, into the fund must only be available to existing customers, and not to new customers. Select **Yes** from drop-down list to indicate this. If no such restrictions are applicable, select **No** in this field. When the system applies this restriction, it considers a new investor to be one whose balance holding in the fund is zero. This restriction is only applicable to the inflow transaction types subscription, switch in and transfer.
Maximum IPO Issue Size	*Numeric; 27 Characters; Optional* Specify the maximum issue size for IPO transactions in the fund. This value places a restriction on the total IPO order value for the fund. If the total order value units exceed the maximum issue size, the number of allocated units is computed as follows: Quantity allotted = Quantity applied * (Maximum issue size / Total order value)

Table 2-28 (Cont.) Transaction Processing Rules - Basic Info

Field	Description
Allow Systematic Plans?	*Optional* Select **Yes** from drop-down list to allow systematic plans. Select **No** if you do not wish to allow systematic investment plans. This indicator would be allowed for capture for IPO Subscription, Subscription, Redemption, Transfer and Switch type of transactions.

2.1.7.2 Transaction Rules

This topic provides information on transaction rules tab details.

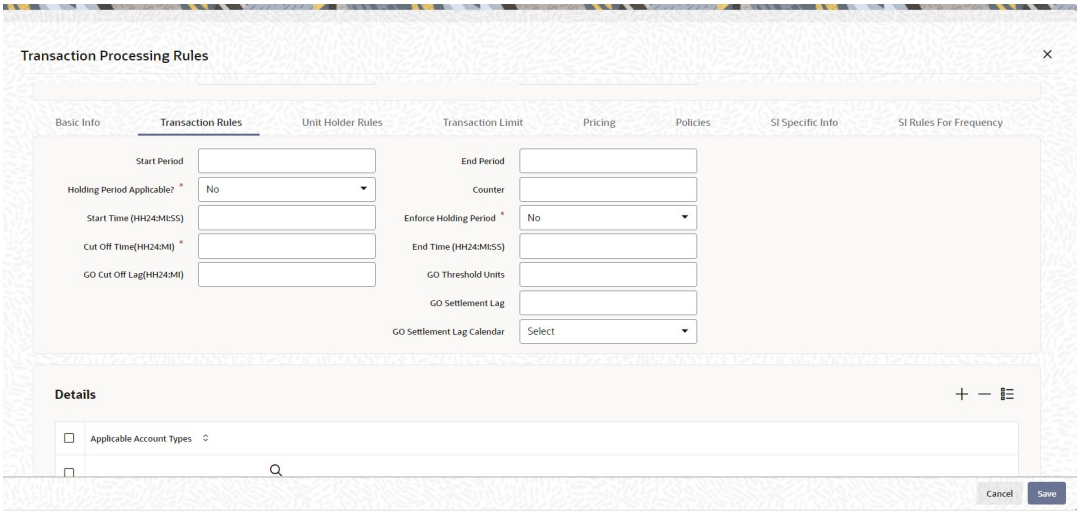
In this section, the following details may be captured:

- The frequency at which the transaction will be processed, and the times, periods and date ranges during which it may be processed.
- The limits on the number of transactions allowed for a unit holder in the fund.
- The volume ranges of the transaction, both in amount and units, and the volumes allowed for specific investor categories in the fund.

1. Click **Transaction Processing Rule**, click **Transaction Rules** tab in screen to specify the details.

   The **Transaction Rules** screen is displayed.

Figure 2-16 Transaction Rules



For more information on fields in the screen, refer the below table.

2. On **Transaction Rules** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-29 Transaction Processing Rules - Transaction Rules

Field	Description
Start Period	*Numeric; 22 Characters; Mandatory* Enter a value to specify the Start Period within the frequency mentioned above. Within a particular frequency, you have an option to restrict it to a particular period.
End Period	*Numeric; 22 Characters; Mandatory* Enter a value to specify the End Period within the frequency mentioned above. **Example** Transaction Frequency is WEEKLY, Start Period is 2 and End Period is 5. This means that the Fund is open for this transaction from second day till the fifth day of the week. The End period has to be within the Transaction Frequency i.e., it can take values up to 7 (weekly) and not greater than that.
Holding Period Applicable?	*Mandatory* Select **Yes** in this field to indicate that a lock in period is applicable for the investors investing in a money market mutual fund. If you select this option, then you must specify whether the holding period is to be enforced. This feature is only available if your installation has requested for it.
Counter	*Numeric; 22 Characters; Mandatory* Enter a value to specify the total number of transactions to be allowed in this transaction type.
Enforce Holding Period	*Mandatory* Select **Yes** from drop-down list to indicate that the minimum holding period specified for the fund in the Fund Demographics profile must be enforced as mandatory for the transaction type, by selecting this option. This feature is only available if your installation has requested for it.
Start Time (HH24:MI:SS)	*Time (hh: mm format); Mandatory* Enter a time to specify the start time for a given working date. On a given day when the fund is open for this transaction, you can start entering transactions from this time.
End Time (HH24:MI:SS)	*Time (hh:mm format); Optional* Enter a time to specify the end time for a given working date beyond which you cannot enter any transactions for this transaction type.

Table 2-29 (Cont.) Transaction Processing Rules - Transaction Rules

Field	Description
Cut Off Time(HH24:MI)	*Time (hh: mm format); Mandatory* Specify the time, on a given working day before which a transaction of the selected type will be accepted with the transaction date being the current date. Beyond this time on a working day, the transaction date will be set by default to be the next working date. If electronic order (SWIFT/Upload) is received after cut off time, the system will automatically move to the next business day without displaying any warning message. For SWIFT messages, message creation time to be considered for cut off time validation. A new user maintainable parameter **UPLDCUTOFFTIME** will be introduced. If turned on and order received date and time is not present in upload file, the system will consider the time of transaction creation as order received time and trade date to be derived. The application server time will be taken into consideration for cut off time determination.
GO Threshold Units	*Numeric; 27 Characters; Optional* Specify the Global Order threshold units. If the difference units are more than the threshold units maintained then this will be handled manually. If the difference units falls under the threshold units maintained, the system will automatically rounded off. If the AMC confirmed units are more than that the system has allotted, then system calculates Negative (-ve) differential units. If the AMC confirmed units are less than that the system has allotted, then system calculates Positive (+ve) differential units.
GO Cutoff Lag(HH24:MI)	*Time (hh:mm format); Optional* Specify the additional time for the fund cut-off. The cut-off lag/time will be in addition to the cut-off time maintained for the fund for a selected AMC. If a GO has been generated prior to amendment the new cut-off lag will be affected for the next GO generation onwards only. Already generated GO for the day will not be affected. However, if the GO is generated after the amendment, the system will consider the same with latest value. The automated generation of GO will be achieved by using a time based scheduler. A procedure will be enabled to run the time-based scheduler after a predefined time interval say after every 5 minutes or 10 minutes. The time based scheduler will trigger automated Global Order generation process by adding the Cutoff time to the Fund Cut-Off Time. Once GO for a fund is generated the scheduler will mark the Global Order as generated. The cut-off lag will accept any late transaction received in the system after the fund cut-off time and allows additional time before the GO is generated. This functionality is applicable only for Global Orders and not for Trading.
GO Settlement Lag	*Numeric; 22 Characters; Optional* Specify the Global Order settlement lag details.

Table 2-29 (Cont.) Transaction Processing Rules - Transaction Rules

Field	Description
GO Settlement Lag Calendar	*Optional* Select the Global Order settlement lag calendar details from the drop-down list. Following are the options available: • **Actual Calendar** • **System Calendar** • **Fund Calendar**
Applicable Account Types	*Alphanumeric; 255 Characters; Optional* Select one or more account types for which fund transfer is allowed. If you do not select any particular option, then all account types will be allowed. The validation of this rule will happen during the save of Standing Instruction as well as the different transactions including subscription and redemption.

2.1.7.3 Unit Holder Rules

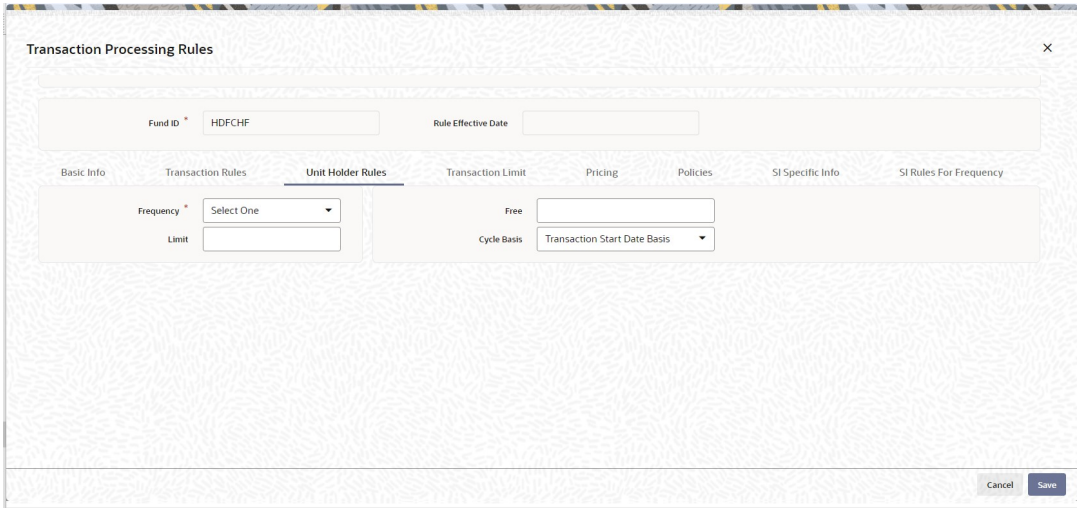
This topic provides information on unit holder rules tab details.

The limits on the number of transactions allowed for a unit holder in this transaction type and in this fund are captured in this section.

1. Click **Transaction Processing Rules**, click **Unit Holder Rules** tab in screen to specify the details.

   The **Unit Holder Rules** screen is displayed.

Figure 2-17 Unit Holder Rules



2. On **Unit Holder Rules** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-30 Transaction Processing Rules - Unit Holder Rules Tab

Field	Description
Frequency	*Mandatory* This is to specify the frequency with which a unit holder can carry out any number of transactions within the limit specified earlier. Select the frequency from the drop-down list. The list displays the following values: • **Daily** • **Weekly** • **Bi-Weekly** • **Monthly** • **Quarterly** • **Half Yearly** • **Yearly**
Free	*Numeric; 22 Characters; Mandatory* Enter a value to specify the number of free transactions within the permitted transactions. This definition will override all loads that will be set for this transaction **Note**: You can not modify the frequency or the cycle basis of the Unitholder limits. However you are allowed to modify the number of free transaction number which will only be applicable from the subsequent cycles and not immediately. While tracking free transactions, pseudo switch transactions will be treated on par with switch transactions. The Redemption leg of the pseudo switch transaction will be treated on par with Switch from and the subscription leg of the pseudo switch transaction will be treated on par with switch to.
Limit	*Numeric; 22 Characters; Mandatory* Enter a value to specify the number of transactions that are allowed for a unit holder. You can restrict the unit holder from operating more than the specified limit for transactions.
Cycle Basis	*Optional* Provided the frequency selected is yearly, you are allowed to specify the period basis during which the free transactions will be applicable. Select the cycle basis from the drop-down list. The list displays the following values: • **Transaction Start Date Basis** • **Actual Calendar Basis** The option **Actual Calendar Basis** will be enabled only if the frequency is **Yearly**. **Note**: If the free transaction is reversed and the transaction date of the transaction belongs to the current cycle, the free transaction counter will be increased by 1. If it belongs to the previous cycle the counter will not be affected.

2.1.7.4 Transaction Limit

This topic provides information on transaction rules tab details.

You can use this screen to indicate the minimum volume limits for initial transactions and the limits for standing instruction transactions for investors in a fund, for a certain transaction type.

You can also specify the minimum holdings balance for an IPO or subscription transaction in respect of a standing instruction, for a CIF or an individual unit holder, in the fund.

You can access this screen from the Transaction Processing Rules profile screen for each fund, by clicking on the Limits for SI/Investment link in the Transaction Limits section.

When you save your specifications in this screen, it will be closed and you will be returned to the main Transaction Processing Rules screen. When you save the transaction processing rule record for the fund, the specifications you have made in this screen are saved as part of the same record, in the database.

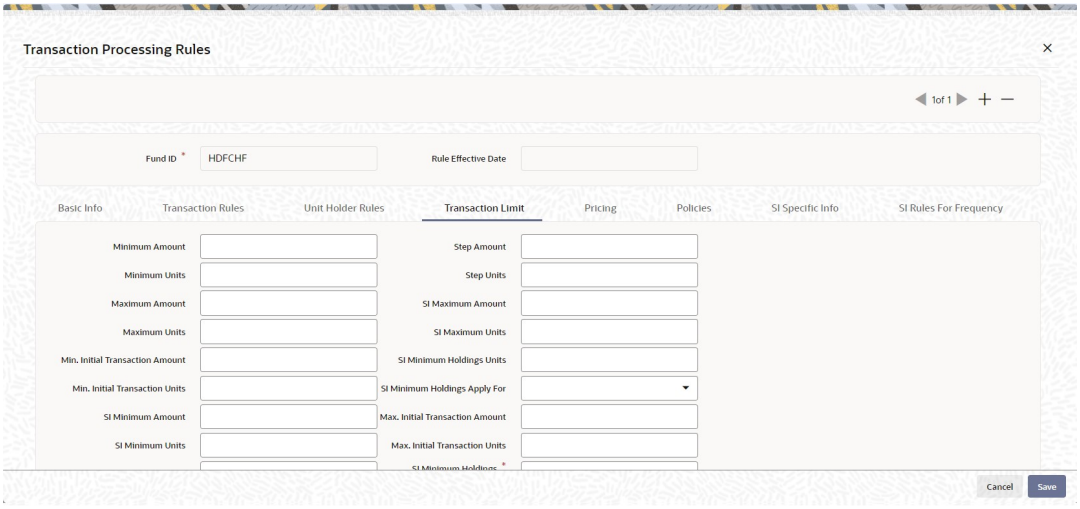
The volume limits on transactions in the transaction type are captured here.

The limits that may be specified here depend upon the Application Mode specified for this transaction type. If the Mode specified is Amount, then the Amount limits in this section are mandatory. If the Mode is Units, the Units limits are mandatory. If the Mode is 'Both', then both limits are mandatory.

1. Click **Transaction Processing Rules**, click **Transaction Limit** tab in screen to specify the details.

   The **Transaction Limit** screen is displayed.

Figure 2-18 Transaction Limit



2. On **Transaction Limit** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-31 Transaction Processing Rules - Transaction Limit

Field	Description
Minimum Amount	*Numeric; 22 Characters; Optional* Specify the minimum transaction amount allowed for this transaction type in this fund.
Minimum Units	*Numeric; 22 Characters; Optional* Specify the minimum number of units that may be applied for in this transaction type in this fund.
Maximum Amount	*Numeric; 22 Characters; Optional* Enter a value to specify the Maximum Transaction Amount that a unit holder can invest or redeem. This is the maximum amount that can be accepted for the fund for this given transaction type.

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
Maximum Units	*Numeric; 22 Characters; Optional* Enter a value to specify the Maximum Transaction Units that a unit holder can invest or redeem. This operates in lines similar to that of the Transaction Amount. The maximum volume (in terms of units) of a single transaction that is entered should never exceed or be equal to the figure of one billion. For instance, if a user wishes to enter a transaction of 1.5 billion units, he will have to consider entering two transactions, with neither exceeding a maximum limit of 999999999.999999 units.
Min. Initial Transaction Amount	*Numeric; 30 Characters; Optional* Specify the minimum amount permitted for an initial transaction, for an investor in this fund.
Min. Initial Transaction Units	*Numeric, Optional* Specify the minimum number of units permitted for an initial transaction, for an investor in this fund.
SI Minimum Amount	*Numeric; 22 Characters; Optional* Specify the minimum amount allowable for a standing instruction transaction in this fund.
SI Minimum Units	*Numeric; 22 Characters; Optional* Specify the minimum number of units allowable for a standing instruction transaction in this fund.
SI Minimum Holdings Amount	*Numeric; 22 Characters; Optional* Specify the minimum redeemable value of holdings in the fund, for an IPO or subscription transaction in respect of a standing instruction involving a CIF or individual unit holder. **Example** For the Royal Trust Growth Fund, you have selected the **Amount** option as the Minimum Holdings Indicator for IPO or subscription transactions that would be generated in respect of standing instructions. You have also specified the Minimum Holdings Amount value as 1200 USD (the base currency of the fund is USD). The minimum holdings validation is required to be enforced for individual unit holders and not for CIFs. Therefore, the redeemable value of total number of units held by an individual unit holder, in the Burton Carey Fund must exceed or equal 1200 USD for an IPO or subscription transaction in respect of a standing instruction involving the unit holder.
Step Amount	*Numeric; 22 Characters; Optional* Enter a value to specify the steps of amount in which a unit holder can invest or redeem.
Step Units	*Numeric; 22 Characters; Optional* Enter a value to specify the steps of units in which a unit holder can invest or redeem. This will operate above the Minimum Transaction Units.
SI Maximum Amount	*Numeric; 22 Characters; Optional* Specify the maximum amount allowable for a standing instruction transaction in this fund. **Note**: If the client country parameter is set to **SIRULEATFREQ** for your bank, in order to maintain SI specific details click on the link 'SI Rules for Frequency under the Transaction limit tab.

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
SI Maximum Units	*Numeric; 22 Characters; Optional* Specify the maximum number of units allowable for a standing instruction transaction in this fund. **Note**: Note If the client country parameter is set to **SIRULEATFREQ** for your bank, in order to maintain SI specific details click on the link 'SI Rules for Frequency under the Transaction limit tab.

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
SI Minimum Holdings Units	*Numeric; 22 Characters; Optional* Specify the minimum number of units required to be held by an individual unit holder, or a CIF, in the fund, for an IPO or subscription transaction in respect of a standing instruction. **Example** For the Carey Bugle Growth Fund, you have selected the **Units** option as the Minimum Holdings Indicator for IPO or subscription transactions that would be generated in respect of standing instructions. You have also specified the Minimum Holdings Units value as 1000. The minimum holdings validation is required to be enforced for individual unit holders and not for CIFs. Therefore, the total number of units held by an individual unit holder, in the Carey Bugle Growth Fund must equal or exceed 1000 USD, for an IPO or subscription transaction in respect of a standing instruction involving the unit holder. *A note on the minimum holdings validation* If the Minimum Holdings Indicator selected is **Lower of Amount/ Units**, the redeemable value of the specified Minimum Holdings Units is arrived at, and compared with the Minimum Holdings Amount specified. The lower of the two values is considered as the minimum holdings value against which the minimum holdings validation would be made. Similarly, if the Minimum Holdings Indicator selected is **Higher of Amount/Units**, the redeemable value of the specified Minimum Holdings Units is arrived at, and compared with the Minimum Holdings Amount specified, and the higher of the two values is considered as the minimum holdings value against which the minimum holdings validation would be made. **Example** For the Burton Carey Growth Fund, you have selected the **Lower of Amount/Units** option as the Minimum Holdings Indicator to be validated for successful generation of an IPO or subscription transaction in respect of a standing instruction. You have also specified the Minimum Holdings Amount value as 1200 USD, and the Minimum Holdings Units value as 1000. The minimum holdings validation is required to be enforced for CIFs, and not for individual unit holders. To arrive at the minimum holdings value against which the validation would be made, the redeemable value of 1000 units is computed, at the redemption price. If the redemption price is 0.8, the redeemable value = 1000 * 0.8 = 800 USD. The redeemable value obtained (800 USD) is compared with the Minimum Holdings Amount specified (1200 USD). Since the Minimum Holdings Indicator chosen is **Lower of Amount/ Units**, the minimum holdings value to be validated against, is 800 USD. Therefore, the redeemable value of total number of units held by all unit holders under a CIF, in the Burton Carey Fund must equal or exceed 800 USD, for an IPO or subscription transaction in respect of a standing instruction involving a CIF. If the Minimum Holdings Indicator were selected as **Higher of Amount/Units**, the higher value (1200 USD) would be considered as the minimum holdings value against which the validation would be made. Therefore, the redeemable value of total number of units held by all unit holders under a CIF, in the Burton Carey Fund would have

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
	to equal or exceed 1200 USD, for an IPO or subscription transaction in respect of a standing instruction involving a CIF.
SI Minimum Holdings Apply For	*Optional* Select whether the minimum holdings check is applicable for CIFs, or for individual unit holders from the drop-down list. The list displays the following values: • **CIF** • **Unit Holder** If the check is to apply at CIF level, the redeemable value of the total number of units held by all investors under the CIF in the fund is considered for validation.
Max. Initial Transaction Amount	*Numeric; 22 Characters; Optional* Specify the maximum amount permitted for an initial transaction, for an investor in this fund.
Max. Initial Transaction Units	*Numeric; 22 Characters; Optional* Specify the maximum number of units permitted for an initial transaction, for an investor in this fund.

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
SI Minimum Holdings Indicator	*Mandatory* Select the basis upon which the minimum holdings check is performed from the drop-down list. The list displays the following values: • **Amount:** The value of holdings (at redemption price). If you choose this option you must specify the minimum amount in the Minimum Holdings Amount field. If the check is to apply at CIF level, the redeemable value of units held by all investors under the CIF in the fund is checked against the Minimum Holdings Amount. • **Units:** The number of units held. If you choose this option you must specify the minimum number of units in the Minimum Holdings Units field. If the check is to apply at CIF level, the total number of units held by all investors under the CIF in the fund is checked against the Minimum Holdings Units. • **Lower of Amount/Units:** The minimum amount specified or the redeemable value of minimum units specified, whichever is lower. • **Higher of Amount/ Units:** The minimum amount specified or the redeemable value of minimum units specified, whichever is higher. • **Not Applicable:** The minimum holdings validation is not performed if this option is chosen. For standing instructions involving transactions in the fund, the holdings validation cannot be set. If you choose either of the last two options (Lower of Amount/Units or Higher of Amount/ Units), you must specify the applicable minimum amount in the Minimum Holdings Amount field as well as the applicable minimum number of units in the Minimum Holdings Units field. Also, in either case, the redeemable value of the total number of units held by all investors under the CIF is considered for validation, if the check is to apply at CIF level. **Amount/Units Limit for Investor Category** The volume ranges of a transaction, for each transaction type, can be limited for each investor category, for a Fund. The limits can be defined in terms of units or amount of the transaction type. You can set up these limits as part of the Transaction Processing Rules profile for each fund, and, as such, may be set up through that maintenance screen. When you save your specifications in this screen, it will be closed and you will be returned to the main Transaction Processing Rules screen. When you save the transaction processing rule record for the fund, the specifications you have made in this screen are saved as part of the same record, in the database. You can also access this screen from the Amount / Units Limits for Investor Category menu of the Fund Manager component. If you have accessed the screen in this manner, the limits defined here will supersede the limits defined in the Transaction Processing Rules profile for the fund and transaction type. Before you set up an Amount/Units Limits on Investor Categories profile record for a fund, it is desirable to ensure that the following information is already setup in the system: • The fund already has an existing, unauthorized Fund Demographics profile record.

Table 2-31 (Cont.) Transaction Processing Rules - Transaction Limit

Field	Description
	• The fund already has an existing, unauthorized Shares Characteristics profile record. • The fund already has an existing, unauthorized Transaction Processing Rules profile record. In fact, this fund rule can be accessed through the Transaction Processing Rules screen itself.
Investor Category	*Alphanumeric; 2 Characters; Mandatory* Specify the category of Investor for whom the amount/units limit is to be set up.
Minimum Amount	*Numeric; 18 Characters; Mandatory* Specify the minimum amount that an investor who falls under this category can transact in this fund and transaction type.
Step Amount	*Numeric; 18 Characters; Optional* Specify the amount, in steps of which an investor who falls under this category can transact in this fund and transaction type.
Maximum Amount	*Numeric; 18 Characters; Mandatory* Specify the maximum amount that an investor who falls under this category can transact in this fund and transaction type. The maximum volume of a single transaction that is entered should never exceed or be equal to the figure of one trillion. For example, if the user wishes to enter a transaction of 1.5 billion, he will have to consider entering two transactions, neither exceeding a maximum limit of 999999999999.999.
Minimum Units	*Numeric; 27 Characters; Mandatory* Specify the minimum number of units that an investor who falls under this category can transact in this fund and transaction type.
Step Units	*Numeric; 27 Characters; Optional* Specify the number of units, in steps of which an investor who falls under this category can transact in this fund and transaction type.
Maximum Units	*Numeric; 27 Characters; Mandatory* Specify the maximum number of units that an investor who falls under this category can transact in this fund and transaction type. The maximum volume of a single transaction that is entered should never exceed or be equal to the figure of one billion, in terms of units. For example, if the user wishes to enter a transaction of 1.5 billion units, he will have to consider entering two transactions, neither exceeding a maximum limit of 999999999.999999 units.

The volume ranges of an IPO or subscription transaction, for each transaction type, can be limited for each means of purchase or communication mode, for a fund.

To set up these limits, use the Limit for Communication Mode screen. You can access this screen from the Transaction Processing Rules screen for each fund, by clicking on the Max/ Min for Communication Mode link in the Transaction Limits section.

When you save your specifications in this screen, it will be closed and you will be returned to the main Transaction Processing Rules screen. When you save the transaction processing rule record for the fund, the specifications you have made in this screen are saved as part of the same record, in the database.

You can also access this screen from the Amount / Units Limits for Communication Mode menu item in the Maintenance menu category of the Fund Manager component. If you

have accessed the screen in this manner, the limits defined here will supersede the limits defined in the Transaction Processing Rules profile for the fund and transaction type.

Before you set up these limits for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund already has an existing, unauthorized Fund Demographics profile record.
- The fund already has an existing, unauthorized Shares Characteristics profile record.
- The fund already has an existing, unauthorized Transaction Processing Rules profile record. In fact, this fund rule can be accessed through the Transaction Processing Rules screen itself.

Table 2-32 Transaction Processing Rules - Communication Mode Amount / Units Limits Screen

Field	Description
Communication Mode	*Alphanumeric; 2 Characters; Mandatory* From the list, select the means of purchase or communication mode for which you are setting up the transaction limits. You can set up the limits for any of the following modes, from the list: • **Direct (in Person)** • **E-Mail** • **Internet** • **Registered Investment Advisor** • **Registered Dealer** • **Savings Plan** • **Telephone** If you have selected **Internet**, then the system will not consider transaction cut-off time maintained at transaction processing rules.
Minimum Amount	*Numeric; 18 Characters; Mandatory* Specify the minimum amount that an investor who subscribes through the selected means of purchase can transact in this fund, through an IPO or subscription transaction.
Maximum Amount	*Numeric; 18 Characters; Mandatory* Specify the maximum amount that an investor who subscribes through the selected means of purchase can transact in this fund, through an IPO or subscription transaction. The maximum volume of a single transaction that is entered should never exceed or be equal to the figure of one trillion. For example, if the user wishes to enter a transaction of 1.5 billion, he will have to consider entering two transactions, neither exceeding a maximum limit of 999999999999.999.
Minimum Units	*Numeric; 27 Characters; Mandatory* Specify the minimum number of units that an investor who subscribes through the selected means of purchase can transact in this fund, through an IPO or subscription transaction.

Table 2-32 (Cont.) Transaction Processing Rules - Communication Mode Amount / Units Limits Screen

Field	Description
Maximum Units	*Numeric; 27 Characters; Mandatory* Specify the maximum number of units that an investor who subscribes through the selected means of purchase can transact in this fund, through an IPO or subscription transaction. The maximum volume of a single transaction that is entered should never exceed or be equal to the figure of one billion, in terms of units. For example, if the user wishes to enter a transaction of 1.5 billion units, he will have to consider entering two transactions, neither exceeding a maximum limit of 999999999.999999 units.
Disallow First Transaction	*Optional* Select **Yes** from drop-down list to ensure that the users transacting in this fund are not allowed to communicate through the selected communication channels. This option is applicable for the first subscription for the combination unit holder and fund. **Note**: • Subscription transactions will be treated as initial purchase if the balance is zero for the combination of unit holder and fund. • If the client country parameter is set to **SIRULEATFREQ** for your bank please refer to Annexure for further details.

2.1.7.5 Pricing

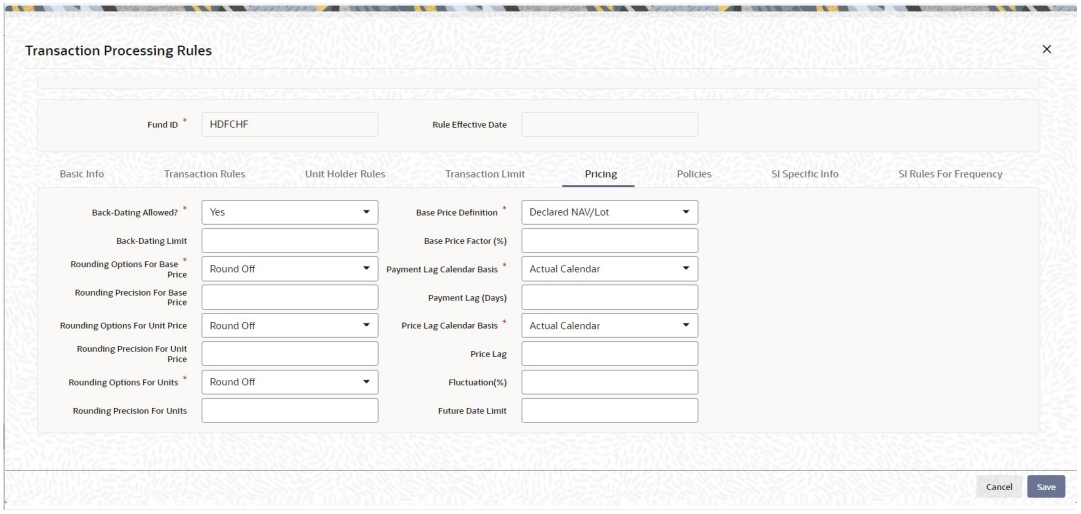
This topic provides information on pricing tab of transaction processing rules screen.

In this section, you can set up the pricing details, such as the basis of price definition, the base price factor, the number of decimals for the price, the price lag and the back dating limits.

1. Click **Transaction Processing Rules**, click **Pricing** tab in screen to specify the details.

   The **Pricing** screen is displayed.

Figure 2-19 Pricing



2. On **Pricing** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-33 Transaction Processing Rules - Regulations

Field	Description
Back-Dating Allowed?	*Mandatory* Select **Yes** in this field to specify that backdating should be allowed for this fund. This means that on any given date, for this transaction type, the system will allow the user to enter transactions dated earlier to the current date.
Back Dating Limit	*Numeric; 22 Characters; Mandatory* Enter a value to specify the number of days that one can back date. This is applicable only if Allow Back Dating is True. This has to be later than the transaction start date. Fund Price as effective on that date will be taken into account during allocation.
Rounding Options for Base Price	*Mandatory* Select whether the base price value must be rounded off or truncated from the drop-down list, for the selected transaction type, for the fund. The list displays the following values: • **Round Off** • **Truncate**
Rounding Precision for Base Price	*Numeric; 22 Characters; Mandatory* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the transaction base price.
Rounding Options for Unit Price	*Optional* Select the rounding options for the value of the unit price for the selected transaction type from the drop-down list. The list displays the following values: • **Round Off** - Choose **Round Off** to indicate normal rounding at the precision decimal • **Round Down** - Choose **Round Down** to indicate truncation of the value at the precision decimal place • **Round Up** - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral **Example** Let us suppose that the unit price computed for a subscription transaction is 10.561234, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 10.562. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 10.561. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 10.561.
Rounding Precision for Unit Price	*Numeric; 22 Characters; Optional* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the unit price for the selected transaction type.

Table 2-33 (Cont.) Transaction Processing Rules - Regulations

Field	Description
Rounding Options for Units	*Mandatory* Select the rounding options for the computation of the units allotted in respect of a transaction, for the selected transaction type from the drop-down list. The list displays the following values: • **Round Off** - Choose **Round Off** to indicate normal rounding at the precision decimal. • **Round Down** - Choose **Round Down** to indicate truncation of the value at the precision decimal place. • **Round Up** - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral. The rounding options specified for the fund in the Shares Characteristics profile is displayed here by default, and you can alter this specification if necessary. The rounding option specified in this field will be deemed as the final specification for the fund and transaction type.
Rounding Precision for Units	*Numeric; 22 Characters; Optional* Specify the decimal value or negative value for the units and the units would be reckoned for rounding precision.
Base Price Definition	*Mandatory* Select the Base Price definition for the transaction, from the drop-down list. The list displays the following values: • **Par Value** • **Declared NAV/Lot** The Unit Price will be calculated based on this price and loads defined for this transaction.
Base Price Factor (%)	*Numeric; 7 Characters; Mandatory* Enter a value to specify the Percentage of Base Price value that is defined above. This percentage will be applied to the price arrived from the above calculations to arrive at the Base Price for this transaction type for the fund.
Payment Lag Calendar Basis	*Mandatory* Select whether the payment lag days should be considered based on the holiday calendar for the fund, the actual calendar, the System calendar or the payment currency calendar from the drop-down list. The list displays the following values: • **Actual Calendar** • **Currency Calendar** • **System Calendar** • **Fund Calendar**
Payment Lag (Days)	*Numeric; 22 Characters; Optional* Specify a value to indicate the number of days by which the settlement for a transaction would be lagged or deferred, after it has been allotted and confirmed. In the case of redemption transactions, to arrive at the actual date of redemption settlement, both the confirmation lag (if specified) and the payment lag (if specified here) are taken into consideration. For instance, if the redemption transaction was allocated on 15th January and both the confirmation lag and payment lag were specified as 2, then the actual redemption payout to the unit holder would be effected on 19th January (15 + 2+ 2), provided it is not a holiday in the system, and provided there are no intervening holidays.

Table 2-33 (Cont.) Transaction Processing Rules - Regulations

Field	Description
Price Lag Calendar Basis	*Mandatory* Select whether the price lag days should be considered based on the holiday calendar for the fund, the actual calendar or the System calendar from the drop-down list. The list displays the following values: • **Actual Calendar** • **System Calendar** • **Fund Calendar**
Price Lag	*Numeric; 22 Characters; Mandatory* If you require the price applied for transactions of the selected type in the fund to be the prevalent price as on a date earlier than the transaction date (for cash-based transactions) or the clearing date (for instrument-based transactions), you can specify the number of lag days in this field. The number of days you specify is considered based on the Price Lag Calendar Basis specified. For instance, if you specify a price lag of 2, and the lag is based on the fund calendar, and the transaction date for a cash-based transaction is 12th December 2003, the price as of 10th December is used for allocation, provided both 11th and 10th December is working days for the fund. If the lag is based on the actual calendar, the price as of 10th December is used.
Fluctuation (%)	*Numeric; 22 Characters; Optional* You can specify the fluctuation allowable in the base price for the transaction type, for the fund. When prices are entered for the transaction type for the fund, for the day, the system validates whether the fluctuation is within the allowable limit specified in this field.
Future Date Limit	*Numeric; 22 Characters; Optional* Indicate the number of days (in terms of fund calendar days) up to which the future dating will be allowed. The transaction date should be within the future dating limit.

2.1.7.6 Policies

This topic provides information on policies tab of transaction processing rules screen.

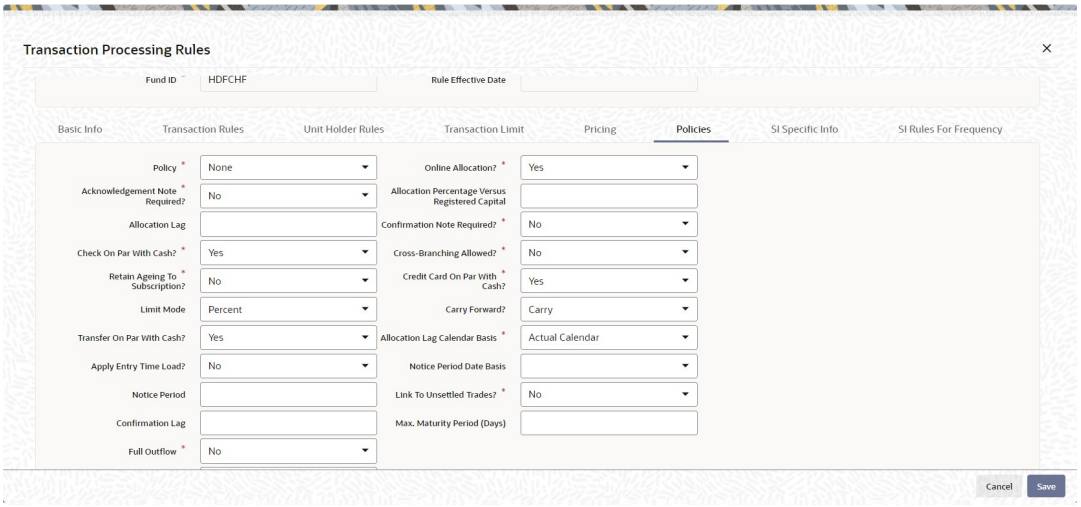
In this section, you can set up the following information:

- Allocation details such as allowing of online allocation, credit card/check allocation on par with cash, allocation and confirmation lags, and the allocation policies.
- The limit redemption mode, which can be either percentage of holdings, amount or units.

1. Click **Transaction Processing Rules**, click **Policies** tab in screen to specify the details.

   The **Policies** screen is displayed.

Figure 2-20 Policies



2. On **Policies** tab, specify the details.

   For more information on fields in the screen, refer the below table.

Table 2-34 Transaction Processing Rules - Policies

Field	Description
Policy	*Mandatory* Select **First In First Out** or **Proportionate** option from drop-down list to specify the policy for allocation in case the maximum limit is reached for a given day. This policy is with respect to the allocation percentage that is allowed against the fund corpus.
Acknowledgment Note Required?	*Mandatory* Select **Yes** from drop-down list to indicate that the Acknowledgment Slip is to be printed after every transaction. Otherwise this can be printed only at the User's request.
Allocation Lag	*Numeric; 22 Characters; Mandatory* Enter a value to specify when the transaction should be allocated if the transaction is **T**. T + X, where **X** signifies the number of lag days. Lag can only be positive.
Check On Par with Cash	*Mandatory* Select **Yes** from drop-down list to indicate that all cheque / Demand Draft transactions are to be treated on par with cash transactions. If this is true, then during allocation, the cheque / demand draft transactions will be taken for allocation for the same day. The units allocated will be provisional, and will be confirmed only after the cheque is cleared.

Table 2-34 (Cont.) Transaction Processing Rules - Policies

Field	Description
Retain Ageing to Subscription?	*Mandatory* Select **Yes** from drop-down list to indicate that the aging principle must be applied to subscription transactions in the fund. Aging is the process of keeping track of a transaction from the transaction date right up to when it is cleared in full from the account of the unit holder. Depending upon the policy specified for aging, (either FIFO or Proportionate), aging is applied. In case of CDSC funds it is mandatory for you to select **Yes**. **Note**: Retain Ageing to Subscription should be set to **Yes** for transaction type **04** but not to the transaction type **03** in order to imply the functionality for TWITCH.
Limit Mode	*Optional* Select the mode based on which redemption will be limited from the drop-down list. The list displays the following values: • **Percent** • **Amount** • **Units**
Transfer On Par With Cash	*Mandatory* Select **Yes** from drop-down list to indicate that all transfer transactions to be treated on par with cash transactions. If this is true then during allocation the transfer transactions will be taken for allocation for the same day. The units allocated will be provisional, and will be confirmed only after the bank transfers are cleared.
Apply Entry Time Load?	*Optional* For exit fee loads applied on outflow transactions such as redemption, switch-out and transfer, you can choose to apply the return values prevalent at the time of initiation of the inflow subscription or IPO transaction being aged, or the return values prevalent at the time of the outflow transaction. To indicate that the entry load values must be applied, select **Yes** from the drop-down list. To indicate that exit load values must be applied, select **No** in this field.
Pseudo Switch Lag	*Numeric; 22 Characters; Optional* Specify the **Pseudo Switch Lag**.
Notice Period (%)	*Numeric; 3 Characters; Optional* Notice period is the number of days which an investor has to inform the Transfer Agent in advance before certain number of days, in case of transaction (Subscription / Redemption / Switch / Transfer/ IPO transaction) in a fund. A notice period is set at each transaction type level for a fund. The system tracks the transaction breaches if any from the notice period. The person who authorizes the transaction is made aware of the notice period breach.

Table 2-34 (Cont.) Transaction Processing Rules - Policies

Field	Description
Payment Lag Calendar Basis	*Mandatory* Select whether the payment lag days should be considered based on the holiday calendar for the fund, the actual calendar, the System calendar or the payment currency calendar from the drop-down list. The list displays the following values: • **Actual Calendar** • **Currency Calendar** • **System Calendar** • **Fund Calendar** The following details are captured in the Fund rules - transaction processing rules screen to capture Notice period and the Notice period date basis: • (Actual Calendar or System Calendar) for Subscription • Redemption • Switch • Transfer transaction • IPO transaction The system raises a warning message for breach in notice period if the transaction date added to the notice period is greater than the dealing date during transaction capture. You can view the overridden warning messages at the time of transaction authorization. The system internally tracks a transaction level indicator to indicate the breach in notice period. The criteria based flat percentage or amount based load can be setup for transactions which breached the notice period based on this indicator. **Note**: There is no change in deriving dealing date logic. The system will not re-validate the transaction for any changes in the holiday calendar post transaction save.
Confirmation Lag	*Numeric; 22 Characters; Mandatory* Enter a value to specify when the redemption transaction should be picked for confirmation after allocation. T + X, where **X** signifies the number of lag days. Lag can only be positive. The confirmation lag can be defined to be applicable to both AMC as well as Distributor installations.
Full Outflow	*Mandatory* Select **Yes** from drop-down list to allow full outflow of a fund. Else select **No**. If this option is checked for a redemption transaction, then partial redemption will not be allowed for the fund. **Note**: If this checked then the maturity date of a fund will not be displayed and the transaction mode will be defaulted as **Percent** and transaction value as **100** in the redemption screen.
Min Maturity Period (Days)	*Numeric; 4 Characters; Optional* Specify the minimum maturity period of the fund here. During subscription transaction, maturity date will be defaulted as the sum of the application date and the minimum maturity period specified here.

Table 2-34 (Cont.) Transaction Processing Rules - Policies

Field	Description
Transaction Threshold Amount	*Numeric; 30 Characters; Optional* Specify a threshold amount for redemption type transaction. On saving a redemption transaction, the system will display a warning message if the transaction amount (in fund base currency) is greater than the maintained threshold amount. In case of unit based transaction, units applied and latest available NAV will be used to derive the basis value for comparison. The system will use the par value if latest NAV is not available. Similarly, for multi-currency transaction, to derive the basis value for comparison, the transaction base currency is converted to fund base currency based on the transaction exchange rate. If transaction's exchange rate is not available, then the system will use the latest available exchange rate (as per project allocation logic). The system will not validate the transaction value with maintained threshold amount if the exchange rate is not available.
Online Allocation?	*Mandatory* Select **Yes** from drop-down list to indicate that Online Allocation is to be allowed for the given transaction type. This can be enabled only if the fund is pre-priced. For Post Priced Fund with Allocation as Online, the Transaction Frequency is Allocation.
Allocation Percentage Versus Registered Capital	*Numeric; 20 Characters; Optional* Specify the percentage up to which allocation can be allowed for a given registered capital on a given day, for the selected transaction type.
Confirmation Note Required?	*Mandatory* Select **Yes** from drop-down list to indicate that the Confirmation Slip is to be printed after every transaction. Otherwise this can be user initiated after allocation of the transaction.
Cross Branching Allowed?	*Mandatory* Select **Yes** from drop-down list to indicate that the transactions of the selected type can be entered from a different branch.
Credit Card On Par With Cash?	*Mandatory* Select **Yes** from drop-down list to indicate that all credit card transactions to be treated on par with cash transactions. If this is true then during allocation the credit card transactions will be taken for allocation for the same day. The units allocated will be provisional, and will be confirmed only after the credit card transaction is cleared.
Carry Forward?	*Optional* Select the manner in which the balance over redeemed quantity to be treated from the drop-down list. The list displays the following values: • **Carry**
Allocation Lag Calendar Basis	*Mandatory* Select whether the allocation lag days should be considered based on the holiday calendar for the fund, the System calendar or the actual calendar. Select one of the options from the drop-down list: • **Actual Calendar** • **Fund Calendar** • **System Calendar**

Table 2-34 (Cont.) Transaction Processing Rules - Policies

Field	Description
Pseudo Switch Calendar Basis	*Optional* Select the pseudo switch calendar basis option from the drop-down list. The list displays the following values: • **Actual Calendar** • **Fund Calendar** • **System Calendar**
Notice Period Date Basis	*Optional* Select the notice period date basis option from the drop-down list. The list displays the following values: • **Actual Calendar** • **System Calendar**
Link to Unsettled Trades?	*Mandatory* Select the option **Yes** from the drop-down list to indicate redemption transactions can be linked to unsettled inflow transactions. Select the option **NO** to indicate redemption transactions can be linked to settled inflow transactions only. **Note**: This field, by default, will be set to **NO**. If entry time loads are being applied as specified here, and the loads are overridden at the time of transaction entry, the overridden load values are applied. Similarly, if entry time loads are being applied, and a unit holder deal has been specified for the unit holder, the deal values are applied. **Note**: This feature is only available if your installation has specifically requested for it.
Max Maturity Period (Days)	*Numeric; 4 Characters; Optional* Specify the maximum maturity period applicable for the fund. **Note**: • The minimum and maximum maturity period can be specified only if **FundOutflow** field is checked. • The subscription, maturity date should lie with in the Min/Max Maturity period specified here. Once the maturity date is reached, automatic redemption of the fund will take place as a BOD activity provided there is no judicial block (partial or full) on the subscription.

2.1.7.7 SI Specific Info

This topic provides information on SI specific info tab of transaction processing rule screen details.

In this section, you can maintain the rules for standing instruction generation that are to be applicable for the fund.

You can maintain the following rules:

- The holiday rule, that is, whether the generation date must be moved to the previous working day or the next working day, if it falls on a holiday.

For instance, if SI start date is 28th of every month, assuming, post maintaining the SI transactions 28th, 29th and 30th of that month has been marked as holiday. If the holiday rule is set as After, then the system will generate SI for that month on the next available Business day. There will not be any change in regular transaction of that month, i.e. the system will generate another transaction on 28th again.

The system will increment the successful debit counter on the date when clearing happens

Example

Assume SI Start date is 28th Mar 2017 and if the holiday rule is set as 'Next'. Holiday is marked for 28th, 29th, 30th and 31st of March. In such cases, the system will generate SI on 03-Apr-2017. The next processing date will be on 28-Apr-2017.

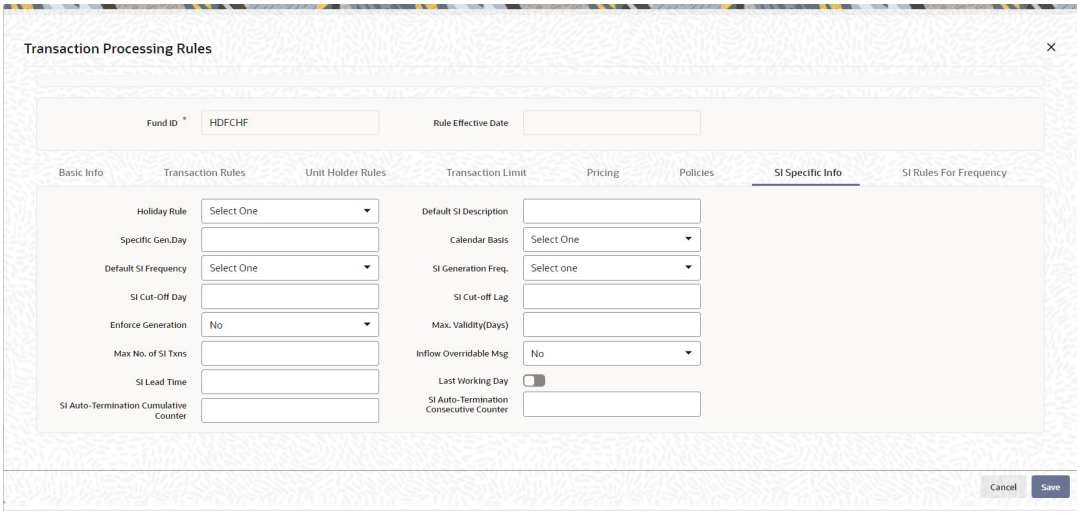
If the holiday rule is set as Prior, then the system will generate SI for that month on the previous available Business day.

- The calendar to be used for standing instructions generation – System, fund or actual.
- The default frequency for standing instructions generation – Daily, Bi-Weekly, Weekly, Monthly, Quarterly, Half-Yearly or Yearly.
- The generation cycle for standing instructions – Monthly, Quarterly, Half-Yearly or Yearly
- The specific generation day, if any.
- If the generation of standing instructions must happen on the last day of the frequency period.
- The cut-off day for SI generation.
- The cut-off lag for SI generation.
- Whether the SI rules must be enforced.
- The lead time period based on the system calendar for the standing instruction.
- The default description for the standing instruction.
- If an override message in case of inflow is to be displayed.
- The maximum number of times the SI payment rejections are allowed before the auto termination.
- The maximum number of times successive SI payment rejections are allowed before being automatically terminated.
- The maximum number of SI transactions allowed for the fund. If you specify a limit here, while saving the SI, the system will extend the end date for the SI to a hundred years from the system date, subject to the validation for **Transaction End Date** in the transaction processing rules for the specific transaction for the specific fund. If the number of transactions generated for a fund equals this limit, the SI will be cancelled.

1. Click **Transaction Processing Rules**, click **SI Specific Info** tab in screen to specify the details.

   The **SI Specific Info** screen is displayed.

Figure 2-21 SI Specific Info



Note:

- If you set the cumulative and consecutive counters for SI auto-termination to zero, then the system will cancel the SI the first time an SI payment is rejected. If you do not specify any value for the counters, auto-termination will not be activated for SIs whose payment has been rejected.
- If the client country parameter is set to **SIRULEATFREQ** for your bank, in order to maintain SI specific details click on the link **SI Rules for Frequency** under the Transaction limit tab. For further reference please refer to the Annexure.
- If the client country parameter is set for your bank, and provided the **Inflow Overridable msg** check box is checked, the system will check for the existence of any scheduled SWP / STP for the Unitholder during subscription transaction. If it is available, then the override message is displayed as **THE NEW SUBSCRIPTION (PARTLY OR FULLY) WILL BE REDEEMED BY AN SI**.

2. On **SI Specific Info** tab, specify the details.

For more information on fields in the screen, refer the below table.

Table 2-35 SI Specific Info - Transaction Processing Rule

Field	Description
Holiday Rule	*Optional* Select holiday rule from the drop-down list. The list displays the following values: • **Prior** • **After**
Specific Gen.Day	*Alphanumeric; 3 Characters; Optional* Specify the specific generation day.

Table 2-35 (Cont.) SI Specific Info - Transaction Processing Rule

Field	Description
Default SI Frequency	*Optional* Select default SI frequency from the drop-down list. The list displays the following values: • **Daily** • **Monthly** • **Quarterly** • **Weekly** • **Yearly** • **Bi-Weekly** • **Half-Yearly**
SI Cut-Off Day	*Numeric; 22 Characters; Optional* Specify the **SI Cut-Off day**.
Enforce Generation	*Optional* Select **Yes** from drop-down list to enforce generation.
Max No. of SI Txns	*Numeric; 22 Characters; Optional* Specify the maximum number of SI transactions.
SI Lead Time	*Numeric; 22 Characters; Optional* Specify **SI Lead Time**.
SI Auto-Termination Cumulative Counter	*Numeric; 22 Characters; Optional* Specify the **SI Auto-Termination Cumulative Counter**.
Default SI Description	*Alphanumeric; 255 Characters; Optional* Specify the **Default SI Description**.
Calendar Basis	*Optional* Select the calendar basis from the drop-down list. The list displays the following values: • **Actual Calendar** • **Fund Calendar** • **System Calendar**
SI Generation Freq	*Optional* Select **SI Generation Frequency** from the drop-down list. The list displays the following values: • **Monthly** • **Quarterly** • **Half Yearly** • **Yearly**
SI Cut-off Lag	*Numeric; 22 Characters; Optional* Specify the SI cut-off lag details.
Max. Validity(Days)	*Numeric; 22 Characters; Optional* Specify the maximum validity in days.
Inflow Overridable Msg	*Optional* Select **Yes** from drop-down list to inflow overridable message.
Last Working Day	*Optional* Check this box to indicate the last working day.
SI Auto-Termination Consecutive Counter	*Numeric; 22 Characters; Optional* Specify SI Auto-Termination Consecutive Counter details.

2.1.7.8 SI Rules for Frequency

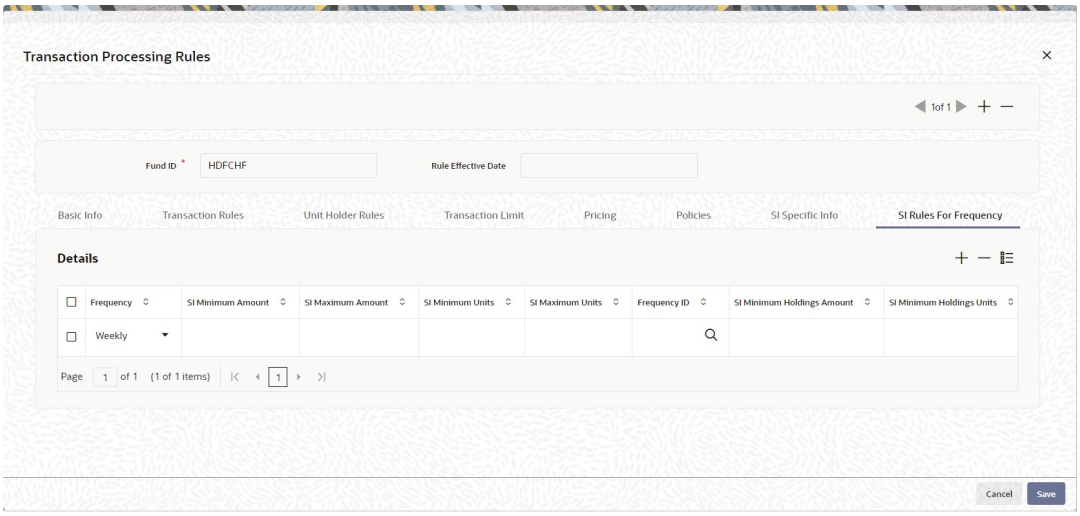
This topic provides information on SI rules for frequency tab of transaction processing rule screen details.

You can maintain the rules for standing instructions generation, for a fund-investment account type and transaction type combination, in the SI Specific Information Tab.

1. Click **Transaction Processing Rules**, click **SI Rules for Frequency** tab in screen to specify the details.

   The **SI Rules for Frequency** screen is displayed.

Figure 2-22 SI Rules for Frequency



This information is optional and can be captured for IPO, Subscription, Redemption, Switch and Transfer transaction types.

For each combination, you can maintain the holiday rule and the calendar basis that is to be used. To view the transaction type level rules that have been defined in the Transaction Processing Rules for the fund, click SI Details button.

In this section, you can maintain the rules for standing instruction generation that are to be applicable for the fund. You can maintain the following rules:

- The default frequency for standing instructions generation – Daily, Bi-Weekly, Weekly, Monthly, Quarterly, Half-Yearly or Yearly
- The generation cycle for standing instructions – Monthly, Quarterly, Half-Yearly or Yearly
- The SI Minimum and Maximum Amount.
- The Minimum and Maximum SI units.
- The specific generation day, if any.
- If the generation of standing instructions must happen on the last day of the frequency period.
- The cut-off day for SI generation.

- The cut-off lag for SI generation.
- Whether the SI rules must be enforced.
- The default description for the standing instruction.
- The maximum number of installments for the Monthly, Quarterly, Half yearly and Yearly frequencies.
- The maximum number of days between the application date and the SI End Date

2. On **SI Rules for Frequency** tab, specify the fields.

For more information on fields in the screen, refer the below table.

Table 2-36 Transaction Processing Rule - SI Rules for Frequency

Field	Description
Frequency	*Mandatory* Select the frequency for standing instruction generation from the drop-down list. The list displays the following values: • **Daily** • **Bi-Weekly** • **Weekly** • **Monthly** • **Quarterly** • **Half-Yearly** • **Yearly**
SI Minimum Amount	*Numeric; 18 Characters; Optional* Specify the **SI Minimum Amount**.
SI Maximum Amount	*Numeric; 18 Characters; Optional* Specify the **SI Maximum Amount**.
SI Minimum Units	*Numeric; 18 Characters; Optional* Specify the **SI Minimum Units**.
SI Maximum Units	*Numeric; 27 Characters; Optional* Specify the **SI Maximum Units**.
Frequency ID	*Alphanumeric; 10 Characters; Mandatory* Specify the **Frequency ID**.
SI Minimum Holdings Amount	*Numeric; 18 Characters; Optional* Specify **SI Minimum Holdings Amount**.
SI Minimum Holdings Units	*Numeric; 18 Characters; Optional* Specify **SI Minimum Holdings Units**.
SI Minimum Holdings Apply For	*Optional* Select SI minimum holdings apply for option from the drop-down list. The list displays the following values: • **CIF** • **Unit Holder**
SI Minimum Holdings Indicator	*Mandatory* Select SI minimum holdings indicator from drop-down list. The list displays the following values: • **Amount** • **Units** • **Lower of Amount/Units** • **Higher of Amount/Unit**

Table 2-36 (Cont.) Transaction Processing Rule - SI Rules for Frequency

Field	Description
Min No of SI	*Numeric; 5 Characters; Optional* Specify the minimum number of SI.
No. Of Consecutive Failures	*Numeric; 2 Characters; Optional* Specify the number of consecutive failures.
Holiday Rule	*Optional* Select the holiday rule to be applied from the drop-down list. The list displays the following values: • **Prior** • **After**
SI Auto-Termination Counter	*Numeric; 2 Characters; Optional* Specify the **SI Auto-Termination Counter**.

2.1.7.9 Process and Validate Transaction Processing Rules

This topic provides information on processing and validating transaction processing rules.

The system will validate the transaction limit against each fund price currency and transaction type during transaction capture only if there is limit maintenance in the transaction processing rules table in the **Fund Price Currencies** tab.

If Transaction Base Currency (TBC) = FBC and limits are maintained for both fund base currency and fund price currency, then the system will validate transaction amount against the fund base currency limit maintained at the fund rules (TPR).

If Transaction Base Currency = fund price currencies, and Min/Max amount Limits in FPC's are maintained; then system will validate the transaction amount against the Amount Limits maintained for the transaction type in fund price currency.

In case the transaction base currency is neither FBC nor FPC, system will validate the transaction amount against the FBC limits maintained for the transaction type in TPR by using the latest exchange rate to convert the amount in FBC. In this case only FBC limits are maintained.

If the upload transaction currency is FPC, the system will validate the amount limit maintained for Fund price currencies.

The fields Minimum Units, Maximum Units and Step Units for FPC is irrelevant in case of unit based transactions because the unit applied in case of unit based transactions is in FBC.

If you create fund with Currency of Expression fund' as Yes and capture a transaction with currency of expression transaction field value as yes at transaction level and authorize the same; and before the allocation if you amend the fund and delete one of the price currency maintained or delete all the fund price currencies maintained; then you will have to manually reverse these transaction captured due to change/deletion in fund price currencies at fund level and post new transactions. Allocation will fail for such transactions where there is mismatch due to the change /deletion of fund price currencies at fund level.

The system will perform pre-EOD check to validate any un-allotted transactions (due to the change /deletion of fund price currencies at fund level. Pre-eod will display the list of impacted transactions i.e. Transaction number, Fund ID and Transaction currency.

If currency of expression fund is made as non currency of expression fund and if you inputs a back dated /future dated transactions, then system will always look at the rule effective for the fund.

In case of redemption transactions, the system will validate the fund account in transaction currency if the transaction base currency is one of the fund price currencies.

2.1.7.10 Pre EOD Check

This topic provides information on pre EOD check details.

The system will perform the Pre EOD check to check whether price in fund price currencies have been maintained for the day in the system. System will behave in the similar fashion as it happens in case of no price in FBC. In case the system does not find the Price in currency of expression, the transaction entered in currency of expression will not be allotted. The system will list the fund ID and the currencies for which the prices have not been entered.

The system will validate any un-allotted transactions due to the change /deletion of fund price currencies at fund level. This Pre-EOD will display the list of impacted transactions with Transaction number, Fund ID and Transaction currency details.

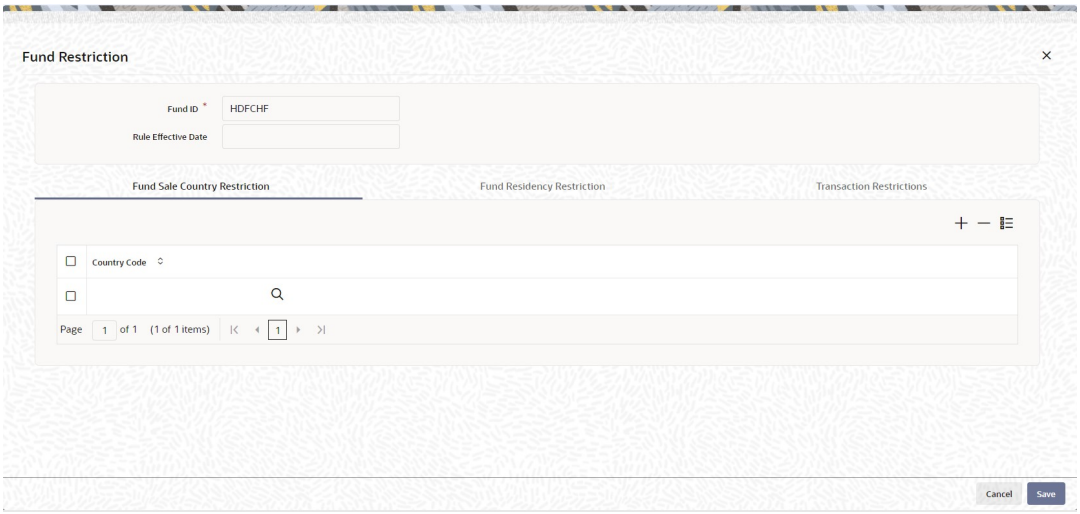
2.1.8 Fund Restriction

This topic provides information on fund restriction button.

1. Click **Fund Restriction** button in **Fund Rule Details** screen.

   The **Fund Restriction** screen is displayed.

Figure 2-23 Fund Restriction



2. On **Fund Restriction** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-37 Fund Restriction

Fields	Description
Fund ID	*Display* The system displays the fund ID.
Rule Effective Date	*Display* The system displays the rule effective date.

- Fund Sale Country Restriction
  This topic provides information on fund sale country restriction tab.
- Fund Residency Restriction
  This topic provides information on fund residency restriction tab.
- Inflow Restriction
  This topic provides on inflow restriction tab of fund restriction screen.

2.1.8.1 Fund Sale Country Restriction

This topic provides information on fund sale country restriction tab.

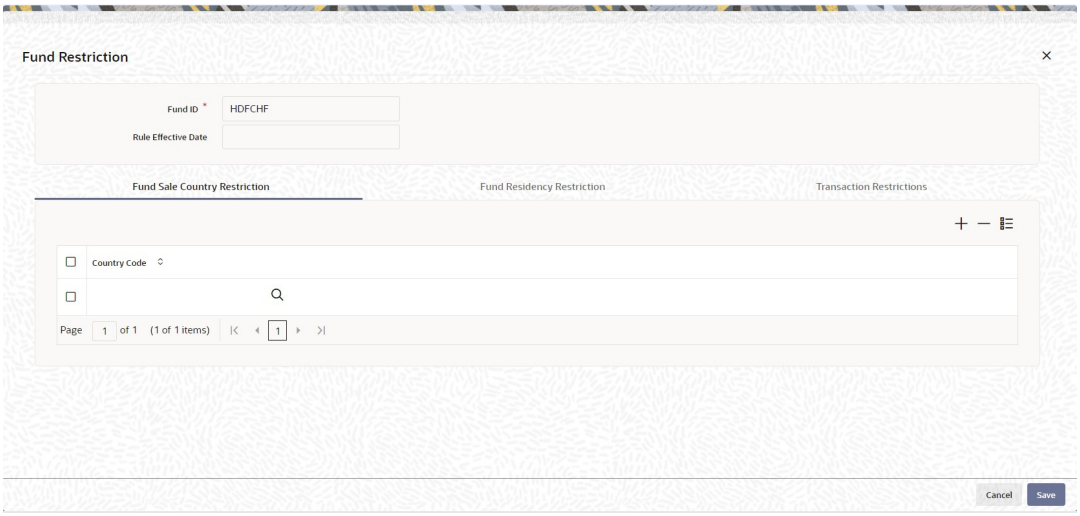
This fund rule facilitates the maintenance of restrictions in respect of the fund being allowed for sale or operations in certain countries. You can maintain a list of countries as the only countries where the fund is allowed for sale.

To set up the country of sale restrictions for a fund, use the **Fund Sale Country Restriction** screen.

1. Click **Fund Restriction**, click **Fund Sale Country Restriction** tab in screen to specify the details.

   The **Fund Sale Country Restriction** screen is displayed..

Figure 2-24 Fund Sale Country Restriction



Before you set up a Fund Sale Country Restriction profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund already has an existing, unauthorized Fund Demographics profile record.
- The countries of domicile must be identified in the system in the Country Maintenance.

2. On **Fund Sale Country Restriction** tab, specify the fields.

   For information on fields in the screen, refer the below table.

Table 2-38 Fund Sale Country Restriction

Fields	Description
Country Code	*Alphanumeric; 3 Characters; Mandatory* Specify the **Country Code**. The adjoining option list displays all valid accounts maintained in the system. You can choose the appropriate one.

2.1.8.2 Fund Residency Restriction

This topic provides information on fund residency restriction tab.

This fund rule facilitates the maintenance of restrictions in respect of the nationalities of unit holders who must not be allowed to transact in the fund. You can maintain a list of countries that must not be excluded from operating in the fund, and all unit holders whose country of domicile is found in this list will be allowed to subscribe into the fund.

To set up the nationality restrictions for a fund, use the **Fund Residency Restriction** screen.

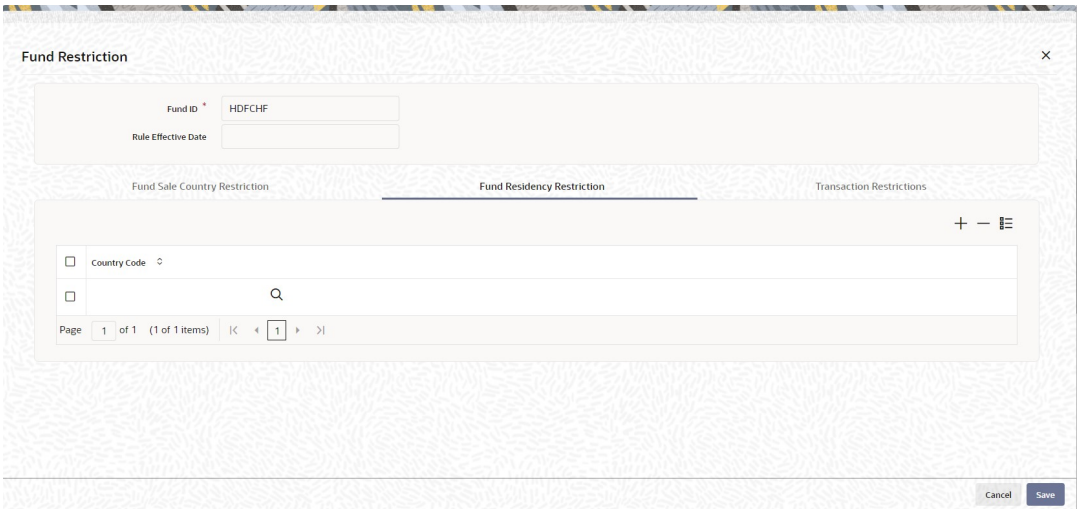
Before you set up a Fund Residency Restriction profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund already has an existing, unauthorized Fund Demographics profile record.
- The countries of domicile must be identified in the system in the Country Maintenance.

1. Click **Fund Restriction**, click **Fund Residency Restriction** tab in screen to specify the details.

   The **Fund Residency Restriction** screen is displayed.

Figure 2-25 Fund Residency Restriction



2. On **Fund Residency Restriction** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-39 Fund Restriction - Fund Residency Restriction

Fields	Description
Country Code	*Alphanumeric; 3 Characters; Mandatory* Specify the **Country Code**. The adjoining option list displays all valid accounts maintained in the system. You can choose the appropriate one

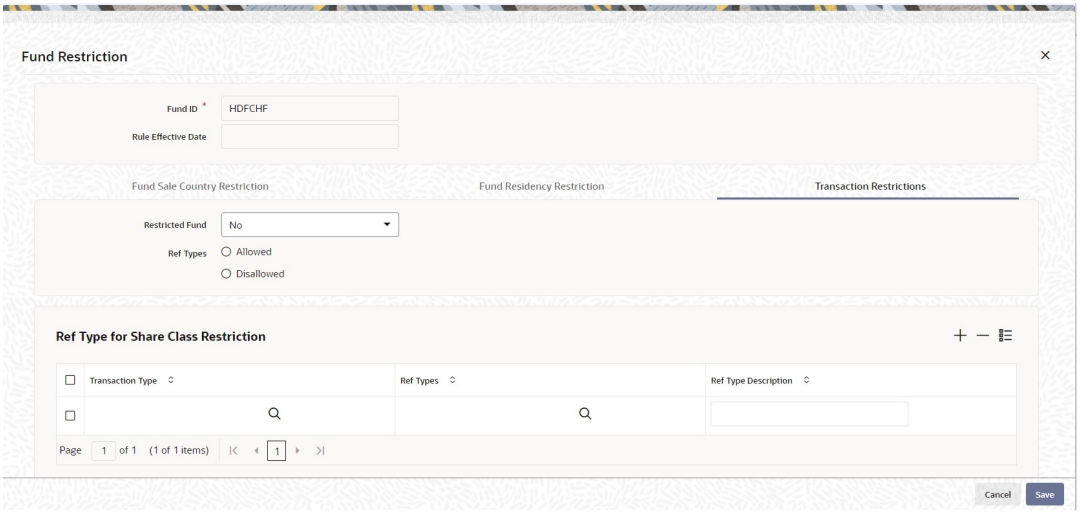
2.1.8.3 Inflow Restriction

This topic provides on inflow restriction tab of fund restriction screen.

1. Click **Fund Restriction**, click **Inflow Restriction** tab in screen to specify the details.

   The **Inflow Restriction** screen is displayed.

Figure 2-26 Fund Restriction - Transaction Restriction



2. On **Inflow Restriction** tab, specify the details.

   For more information on fields in the screen, refer the below table.

Table 2-40 Fund Restriction - Inflow Restriction Tab

Field	Description
Restricted Fund	*Optional* Select if transaction type or ref types should be allowed or not from the adjoining drop-down list. Following are the options available: • **Yes** - If you select this value, then you can maintain a list of allowed/disallowed transaction type/ref types • **No** - If you select this value, then you cannot maintain a list of allowed/disallowed transaction type/ref types

Table 2-40 (Cont.) Fund Restriction - Inflow Restriction Tab

Field	Description
Ref Types	*Optional* Select if ref type is allowed or not. If you have selected **Restricted Fund** field as **Yes**, then you should choose the allowed/ disallowed option and provide restriction list. If you have selected **Allowed** option, then on transaction posting, the system will display warning message for the transaction/ reftypes, which are not part of the restriction list. If you have selected **Disallowed** option, then on transaction posting, the system will display warning message for the transaction/ reftypes, which are part of the restriction list. If you have selected **Restricted Fund** field as **No**, then the system will validate that no transaction should be provided in the restriction list.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify **To Fund ID** details. This adjoining option list displays all valid **To Fund ID** maintained in the system. You can choose the appropriate one.
To Fund Name	*Display* The system displays the **To Fund Name** for the selected **To Fund ID**.
Conversion Date	*Date Format; Mandatory* Specify the **Conversion Date**.
Conversion Factor (1:2)	*Numeric; 10 Characters; Optional* Specify the **Conversion Factor**.
Ref Type for Share Class Restriction	The section displays the following fields.
Transaction Type	*Alphanumeric; 2 Characters; Optional* Specify the transaction type. The adjoining option list displays all valid transaction type maintained in the system. You can choose the appropriate one. For switch / transfer transaction, the system will display the warning message if the Restricted fund field is enabled for the To fund. For Twitch (Transfer Switch) transaction, Ref Type **TS** is applicable for the Transaction Type **02** and **03**. The Ref Type **TS** is available for Fund Load mapping under Fund Rule Details.
Ref Type	*Alphanumeric; 2 Characters; Optional* Specify the **Ref Type**. The adjoining option list displays all valid ref type maintained in the system. You can choose the appropriate one.
Ref Type Description	*Display* The system displays the description for the selected Ref type. In case of fund transaction suspension, RSP will continue to generate transaction. This can be achieved by maintaining Fund Restriction in Fund Rule Maintenance (UTDFNDRL) by only allowing transaction type **02** and ref type **41** (RSP). In case of fund transaction suspension, DRSP will continue to generate transaction. This can be achieved by maintaining Fund Restriction in Fund Rule Maintenance (UTDFNDRL) by only allowing transaction type **02** and ref type **45** (DRSP).

2.1.9 Fund Transaction Currencies

This topic provides information on fund transaction currencies button.

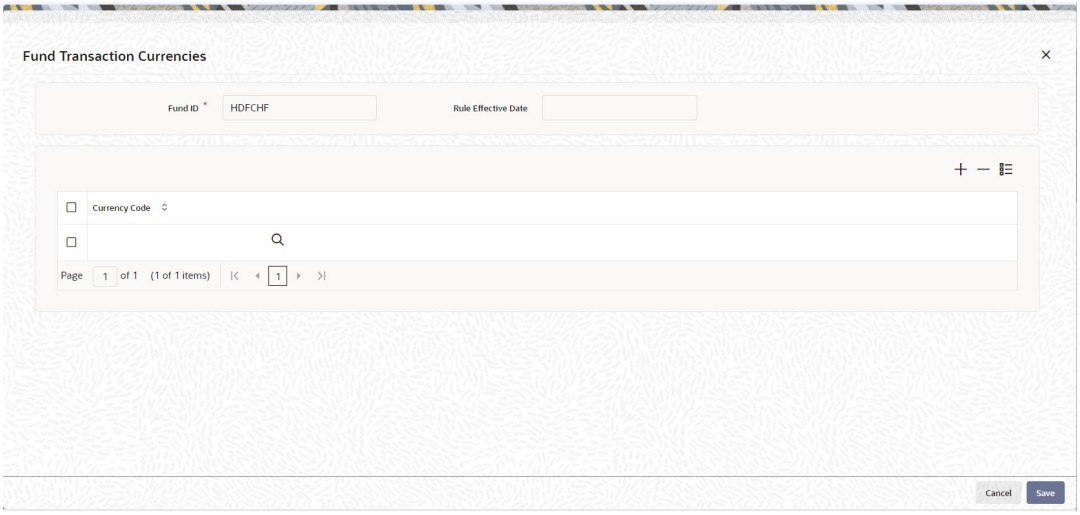
This fund rule facilitates the maintenance of restrictions in respect of the currencies that may be used in a transaction. You can maintain a list of currencies that will be exclusively allowed as valid transaction currencies, and all other currencies will not be accepted in the process of the transaction.

To set up the transaction currency restrictions for a fund, use the **Fund Transaction Currency Restriction** screen.

1. Click **Fund Transaction Currencies** button from the **Fund Rules Detail** screen.

   The **Fund Transaction Currencies** screen is displayed.

Figure 2-27 Fund Transaction Currencies



2. On **Fund Transaction Currencies** screen, specify the fields.

   Before you set up a Fund Transaction Currency Restriction profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

   - The fund already has an existing, unauthorized Fund Demographics profile record.
   - The currencies must be identified in the system in the Currency Maintenance.

   For more information on fields in the screen, refer the below table.

Table 2-41 Fund Transaction Currencies

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Transaction Currency Restriction profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

Table 2-41 (Cont.) Fund Transaction Currencies

Fields	Description
Currency Code	*Alphanumeric; 3 Characters; Optional* Choose only the currencies that you wish to allow for transactions in the fund from the option list. When you do not choose any currency, all the currencies are allowed for the fund.

2.1.10 Corporate Actions

This topic provides information on corporate actions button.

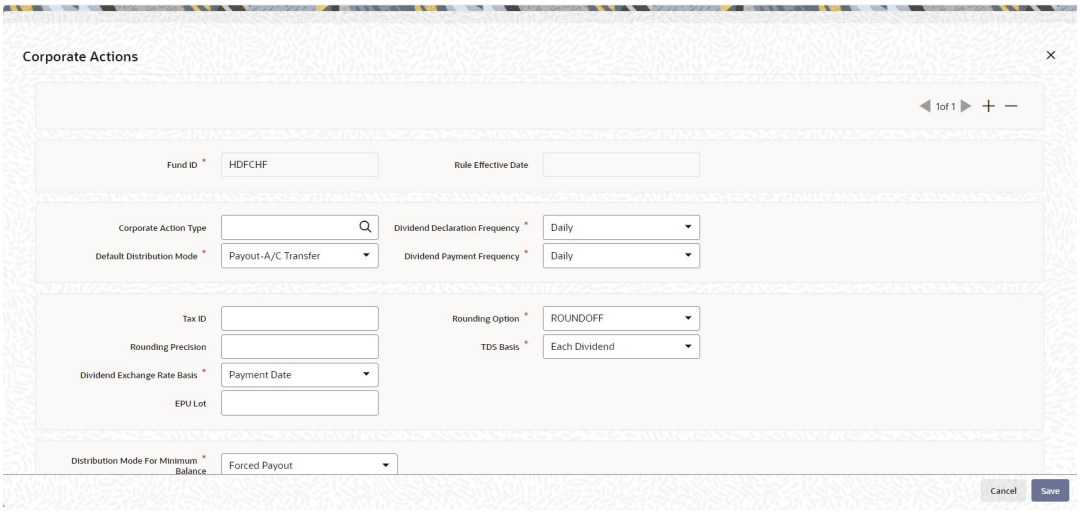
This fund rule facilitates the definition of the guidelines that will govern the distribution of income derived from the fund by the unit holders that subscribe to the fund. You can define the framework according to which corporate actions such as dividend declaration and processing must be performed for a fund. Through this screen the system can also process multiple distributions of a fund on the same day and process the distribution on the same day.

To set up the Corporate Action rules for a fund, use the **Corporate Actions** screen.

1. Click **Corporate Actions** button from the **Fund Rules Detail** screen.

   The **Corporate Actions** screen is displayed.

Figure 2-28 Corporate Actions



> **Note:**
>
> This screen cannot be used to maintain parameters for corporate actions such as liquidation, split, reverse split and merger. To maintain these, you must use the Corporate Actions Maintenance screen, which you may invoke by clicking on Corporate Actions in the Maintenance menu, and Detail under it.

2. On **Fund Transaction Currencies** screen, specify the fields.

   For more information on these corporate actions and the Corporate Actions Maintenance screen, refer the topic Other Fund Activities in this user manual.

> **Note:**
>
> Before you set up a Corporate Actions profile record for a fund, it is desirable to ensure that the fund already has an existing, unauthorized profile record.

For more information on fields in the screen, refer the below table.

Table 2-42 Corporate Actions

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Corporate Actions profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
Corporate Action Type	*Alphanumeric; 1 Character; Optional* Select the type of corporate action for which this rule is being set up. It could be either a cash dividend or a stock dividend. It could be either a cash dividend for income, or capital gains earnings. For stock dividends, the following information is accepted by default: • The TDS Basis field has a default specification, **Tax-exempt**, and the field is locked for data entry • The option Restrict IDS for Unit Holder is selected and cannot be changed • The Default Distribution Mode field has the option **Reinvestment** selected, and is locked for data entry.
Dividend Declaration Frequency	*Mandatory* Select the frequency with which the dividend is to be declared from the drop-down list. The list displays the following values: • **Daily** • **Bi-Weekly** • **Half-Yearly** • **Monthly** • **Quarterly** • **Weekly** • **Yearly**
Default Distribution Mode	*Mandatory* If the Income Distribution Setup for the unit holder has not yet been specified, the fund level default Unit Holder Distribution Mode to be considered for the unit holder can be specified here. Any one of the options from the drop-down list may be chosen. The following values may be entered: • **Full Payout-A/C Transfer** • **Full Payout-Check** • **Full Reinvestment** If the rules are being setup for a share class fund for which reinvestment is mandatory, then this field is defaulted to Full Reinvestment and locked for data entry. For stock dividends, the option **Full Reinvestment** is selected here by default, and cannot be changed.

Table 2-42 (Cont.) Corporate Actions

Field	Description
Dividend Payment Frequency	*Mandatory* Select the frequency with which the declared dividends are to be paid from the drop-down list. The list displays the following values: • **Daily** • **Bi-Weekly** • **Half-Yearly** • **Monthly** • **Quarterly** • **Weekly** • **Yearly** As the system supports accumulation of dividends, the payment could be for any dividend that has been declared earlier. The Dividend Payment Frequency must not be less than Dividend Declaration Frequency.
Tax ID	*Alphanumeric; 15 Characters; Optional* Enter the tax ID for the fund that is being set up..
Rounding Option	*Mandatory* Select the rounding options for the value of the dividend, designated for the fund from the drop-down list. The list displays the following values: • Round Up - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral. • Round Off - Choose **Round Off** to indicate normal rounding at the precision decimal. • Round Down - Choose **Round Down** to indicate truncation of the value at the precision decimal place. **Example** Let us suppose that the dividend earned by an investor, Mrs. Laurie Klein, in the ABC Growth Fund is 700.679263 currency units, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 700.680. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 700.679. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 700.679.
Rounding Precision	*Numeric; 5 Characters; Mandatory* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the dividend. You cannot indicate a precision higher than 6 decimal places.
Dividend Exchange Rate Basis	*Mandatory* Select the basis upon which the exchange rate will be applied for dividend processing from the drop-down list. The list displays the following values: • **Payment Date** • **Reference Date**

Table 2-42 (Cont.) Corporate Actions

Field	Description
TDS Basis	*Mandatory* This is to indicate whether slab should be looked for every dividend payment separately or whether consolidated on a fiscal year basis. Choose one of the options from the drop-down list. The list displays the following values: • **Each Dividend** • **Fiscal Year** • **Tax Exempt** For stock dividends, the option **Tax –Exempt** is selected here by default, and cannot be changed.
EPU LOT	*Numeric; 6 Characters; Mandatory if EPU is applicable* Specify the number of units for which the EPU quote is deemed to be applicable, for the fund. Setting up EPU components is not applicable for stock dividends.
Distribution Mode For Minimum Balance	*Mandatory* Indicate how the income derived from the fund is to be distributed, in respect of unit holders whose holdings balance falls below the minimum holdings specified for the fund. Select the mode of distribution for minimum balance from the drop-down list. The list displays the following values: • Forced Payout - the income is paid out, regardless of the default distribution mode or any income distribution options (IDS) set for the unit holder • According to Unit Holder IDS – the income is distributed based on the Income Distribution (IDS) options set for the unit holder
Units For Freeze Holding	*Mandatory* Select the units for freeze holding from the drop-down list. The list displays the following values: • **All Units As Of Allocation Date** • **Confirmed Units As Of Allocation Date** • **All Units As Of Price Date** • **Confirmed Units As Of Transaction Date** • **All Units As Of Transaction Date** • **All Units As Of Dealing Date**

Table 2-43 Corporate Actions - Preferences

Field	Description
EPU Based on Components?	*Mandatory* Select **Yes** from drop-down list if EPU is based on components. Else select **No**.
Restrict IDS for Unit Holder	*Mandatory* Select **Yes** from drop-down list to indicate that specific income distribution setups for unit holders may be overridden.
Special Dividend	*Mandatory* Select **Yes** from drop-down list to indicate that special dividends are applicable for the fund. This feature is only available if your installation has requested for it.

Table 2-43 (Cont.) Corporate Actions - Preferences

Field	Description
Holiday Rule	*Mandatory* Select the rule to be applied if the dividend processing date falls on a holiday. You can select either the PRIOR rule (the previous working day is considered) or the AFTER rule (the next working day is considered), for the dividend type from the drop-down list. The holiday rule you select here will be applicable to all dividend-processing dates that have been arrived at using a frequency. They are not applicable to dates arrived at using lead times or lag periods.
Reinvestment Lag	*Numeric; 22 Characters; Optional* Specify the reinvestment lag as the number of days to enable reinvestment on a different date or the same day as the payment date. The default value is 0. If the value is considered as 0, then the reinvestment is made on the same day as the payment date. For a value other than 0, the system calculates the reinvestment date from the payment date. For example: If the number of days entered is 10 and the payment date is 30th June, then the reinvestment date will be 10th July.
Payment Lag (Days)	*Numeric; 3 Characters; Mandatory* Specify a lag period (in days) for the payment of dividend. The lag value is interpreted in calendar days, and is used to arrive at the payment date for the dividend. The payment date is arrived at as follows: Dividend Payment Date = Dividend Declaration Date + Payment Lag
Reinvestment Price Basis	*Numeric; 10 Characters; Mandatory only if default distribution mode is **Reinvestment**.* Reinvestment transactions into the fund can be put through either at the NAV for the day or the transaction base price. You can use this field to indicate the price that must be used.
Default EPU to Previous Declared EPU?	*Optional* Specify whether the previous day's Earning Per Unit (EPU) needs to be defaulted during the generation of a dividend record. You can select either **Yes** or **No** from the drop-down list. If you select the option **Yes**, the system will default the previous day's EPU while generating the dividend record at the Beginning of Day (BOD). This record will be an authorized record. However, you will be able to modify it. If the previous day's EPU is zero, the system will still default the value and generate an authorized record. You can enter the EPU value for this record. This field is available only for Money Market funds. Also, if **Dividend Declaration Frequency** and **Dividend Payment Frequency** are the same, this field will be disabled.
Action on Minimum Amount Validation	*Optional* Select the options from drop-down list. The list displays the following values: • **Reinvest** - Reinvest the dividend if it falls below minimum amount for payment • **Hold** - No additional processing is required and Dividend amount is neither be paid out nor reinvested
Auto Reinvestment for Unclaimed Dividend	*Optional* If you select **Yes** from drop-down list, system will automatically reinvest when dividend is unclaimed, that is dividend check is not encashed within the expiry date. **Note**: By default, this option will be **No**.

Table 2-43 (Cont.) Corporate Actions - Preferences

Field	Description
Track Dividend for Uncleared Transactions?	*Optional* Indicate whether dividend payment/re-investment should be tracked for an individual uncleared transaction. If you select **Yes** from drop-down list, dividend will be held back temporarily for subscription transactions whose cheques are not cleared as on the Dividend Declaration Date. Dividend will be released when the payment is cleared. **Note**: By default, this option will be **No**.
Pay Ungenerated Reinvestments?	*Optional* Select **Yes** from drop-down list to indicate that in case the re investment results in zero units allotment, the amount should be paid out to the investor. If you select **Yes**, then system executes the following steps: • Converts the amount to be reinvested to the fund base currency • Divides the amount in fund base currency with the latest NAV for the fund. This will result in the units expected to that could be allotted. • Applies the rounding rule to the number of units. If the number of units in the result of step 3 is greater than zero, re-investment transaction will be generated. If the result is zero then the amount should be paid out to the investor in the unit holder preferred currency. In case any specific preference has been set at the unitholder fund level then the respective currency will be used.
Reinvestment Allowed?	*Mandatory* Select **Yes** from the drop-down list to indicate that reinvestment is allowed for the fund. If the rules are being setup for a share class fund for which reinvestment is mandatory, then this field has a default **Yes** and locked for data entry.
Look Ahead Processing?	*Mandatory* Select **Yes** from the drop-down list to indicate that in the event of intervening holidays, the system would obtain the EPU information and process dividends for the holiday period, ahead of the prior business day, for the fund.
First Dividend Declare	*Date Date Format; Optional* Specify the first date for dividend declaration, for the fund. The system considers the first dividend date in arriving at the date for dividend processing, as follows: First dividend processing = First Dividend Declare Date – Dividend Declaration Frequency + Dividend Payment Frequency. The system also uses the first dividend declare date to arrive at the next dividend declare date, applying the specified declaration frequency. If you do not specify the first dividend declare date, the fiscal year specified for the fund is used to determine the next dividend declare date.
Mock Dividend?	*Mandatory* Select **Yes** from drop-down list to indicate the applicability of mock dividends for the fund. This feature is only available if your installation has requested for it.

Table 2-43 (Cont.) Corporate Actions - Preferences

Field	Description
Pay Dividends During Redemption?	*Mandatory* Select this option to indicate that dividends may be paid during redemption from the drop down list. The list displays the following values: • **Yes** • **No** • **100% Only**
Compulsory Reinvestment for Retirement Account?	*Mandatory* You can use this field to indicate that dividend due from the fund on an IRA account must be compulsorily reinvested. Select **Yes** from drop-down list to indicate compulsory reinvestment.
Interest to be compounded for the payment Period?	*Optional* Indicate whether the dividend interest needs to be compounded for the entire payment period or not. You can select either **Yes** or **No** from the drop-down list. If you select **Yes**, the system will calculate the dividend on the amount instead of multiplying the units by the EPU. The EPU value maintained as **As amount** will be directly used in the dividend calculations. This field is available only for Money Market funds. Also, if **Dividend Declaration Frequency** and **Dividend Payment Frequency** are the same, this field will be disabled. **Example** Assume that the EPU is 0.001267. This value will be directly used during dividend processing to calculate the payment amount. Consider the following case listing the transactions from Jan 1, 2005 to Jan 31, 2005. Refer the Table 2-44 for more details. During payment processing at the end of the month (in case the payment frequency is monthly), the EPU entered at the end of the month will be used for all calculations for the payment period. In case the EPU entered at the end of the month is different, then the new EPU will be used to calculate the dividend amount payable for all days in the payment period. In case the payment date happens to be a holiday, defined in the system calendar, the system will process the dividend on the day preceding the holiday (if the holiday rule is set to **prior**).
Minimum Amount for Payment	*Numeric; 30 Characters; Optional* Indicate the threshold dividend amount in fund base currency. If Investor has chosen the cash option for dividend payment and the dividend income in the current processing cycle is more than threshold dividend amount, then dividend income can be paid out. If Unit holder has chosen distribution mode as a combination of cash and reinvestment and the cash portion of dividend amount net of tax is less than Minimum Amount for Payment then system will generate a single reinvestment transaction for the total dividend income.
Override at Pay Time	*Optional* Select **Yes** option from drop-down list to indicate Minimum Amount for Payment can be overridden during dividend payment processing.

Table 2-43 (Cont.) Corporate Actions - Preferences

Field	Description
Auto Reinvestment for Unclaimed Dividend When No Balance Left	*Optional* If you select **Yes**, then system will automatically reinvest when dividend is unclaimed, that is dividend check is not encashed within the expiry date and when the unit holder does not have sufficient balance in the underlying fund. **Note**: By default, this option will be **No**.
Track Dividend for Blocked Transactions?	*Optional* Specify whether dividend payment should be tracked for a blocked transaction, where some or all units are blocked at the time of dividend processing. If you select **Yes** from drop-down list, system will process the dividend as per the action selected in the Block Transaction Screen. **Note**: By default, this option will be **No**.
TDS Applicable for all UH	*Optional* You can enter a value in this field only if you have selected the **Dividend Equalization Applicable** option in the General Operating Rules for the fund. The default value is **No**; if you select **Yes** from drop-down list, the system will distribute dividend after deducting the tax applicable for all unit holders who are entitled to dividend. This is applicable even for the equalization amount.
Minimum Amount for Reinvestment	*Numeric; 30 Characters; Optional* Specify the minimum amount for reinvestment.
FDAP Income	*Optional* Select **Yes** from drop-down list to indicate the dividends distributed in this fund are FDAP income. **Note:** • The preference that you have maintained at the unit holder level (the **Tax Deducted At Source** field in the **Unit Holder Maintenance** screen) will take precedence over the value maintained here. For instance, if you have unchecked the TDS option at the Unit holder level, then all inflows to the unit holder will be done on a gross basis even if you have selected the **TDS Applicable for all UH** field at the fund level. • You are required to maintain a single WHT setup (with single slab) for the equalization fund. Tax on the gross dividend amount will be deducted based on this setup.

Table 2-44 Money Market funds

Open Bal	InTxns (Bal. sum)	Freeze holding balance	Div calc base	EPU	Div Units	NAV	Div amt	Div Sum from the 1st till date(Units)	Div Sum from the 1st of the Month till date (Amount)
100000	0	100000	100000.0000	0.000136986	15.07	25.00	376.71	15.07	376.71
100000	0	100000	100015.0685	0.000136986	15.07	25.00	376.75	30.14	753.46

Table 2-44 (Cont.) Money Market funds

Open Bal	InTxns (Bal. sum)	Freeze holding balance	Div calc base	EPU	Div Units	NAV	Div amt	Div Sum from the 1st till date(Units)	Div Sum from the 1st of the Month till date (Amount)
100000	0	100000	100030.1385	0.000136986	15.07	25.00	376.75	45.21	1130.21
100000	0	100000	100045.2085	0.000136986	15.07	25.00	376.75	60.28	1506.96
100000	0	100000	100060.2785	0.000136986	15.07	25.00	376.75	75.35	1883.71
100000	0	100000	100075.3485	0.000136986	15.07	25.00	376.75	90.42	2260.46
100000	0	100000	100090.4185	0.000136986	15.08	25.00	377.00	105.50	2637.46
100000	0	100000	100105.4985	0.000136986	15.08	25.00	377.00	120.58	3014.46
100000	0	100000	100120.5785	0.000136986	15.08	25.00	377.00	135.66	3391.46
100000	0	100000	100135.6585	0.000136986	15.08	25.00	377.00	150.74	3768.46
100000	0	100000	100150.7385	0.000 1369 86	15.0 9	25.00	377.25	165.83	4145.71
100000	0	100000	100165.8285	0.000136986	15.0 9	25.00	377.25	180.92	4522.96
100000	0	100000	100180.9185	0.000136986	15.0 9	25.00	377.25	196.01	4900.21
100000	0	100000	100196.0085	0.000136986	15.0 9	25.00	377.25	211.10	5277.46
105000	5000	105000	105211.0985	0.000136986	15.85	25.00	396.25	226.95	5673.71
105000	0	105000	105226.9485	0.000136986	15.85	25.00	396.25	242.80	6069.96
105000	0	105000	105242.7985	0.000136986	15.85	25.00	396.25	258.65	6466.21
105000	0	105000	105258.6485	0.000136986	15.86	25.00	396.25	274.51	6862.71
105000	0	105000	105274.5085	0.000136986	15.86	25.00	396.50	290.37	7259.21
105000	0	105000	105290.3685	0.000136986	15.86	25.00	396.50	306.23	7655.71
105000	0	105000	105306.2285	0.000136986	15.86	25.00	396.50	322.09	8052.21
105000	0	105000	105322.0885	0.000136986	15.87	25.00	396.75	337.96	8448.96
105000	0	105000	105337.9585	0.000136986	15.87	25.00	396.75	353.83	8845.71

Table 2-44 (Cont.) Money Market funds

Open Bal	InTxns (Bal. sum)	Freeze holding balance	Div calc base	EPU	Div Units	NAV	Div amt	Div Sum from the 1st till date(Units)	Div Sum from the 1st of the Month till date (Amount)
105000	0	105000	105353.8285	0.000136986	15.87	25.00	396.75	369.70	9242.46
105000	0	105000	105385.5685	0.000136986	15.87	25.00	396.75	369.70	9639.21
105000	0	105000	105385.5685	0.000136986	15.88	25.00	397.00	401.45	10036.21
105000	0	105000	105401.4485	0.000136986	15.88	25.00	397.00	417.33	10433.21
105000	0	105000	105417.3285	0.000136986	15.88	25.00	397.00	433.21	10830.21
105000	0	105000	105433.2085	0.000136986	15.88	25.00	397.00	449.09	11227.21
105000	0	105000	105449.0885	0.000136986	15.88	25.00	397.00	464.97	11624.21
105000	0	105000	105464.9685	0.000150685	15.89	25.00	397.25	480.86	12021.46
-	-	-	-	Total Dividend	-	-	12021.46	-	-

Lead Times

Table 2-45 Corporate Actions - Lead Times

Field	Description
Book Closing	*Numeric; 5 Characters; Optional* Enter a lead-time in days. The Registrar must enter the book closing dates within this lead time from the time the dividend information is declared. The Book Closing From and To Dates together signify the period within which no change will be allowed to a unit holder's balances in a fund. This means that any transaction that has been entered within these dates will not be allocated for the unit holder.

Table 2-45 (Cont.) Corporate Actions - Lead Times

Field	Description
Freeze Holding	*Numeric; 5 Characters; Optional* Enter a lead-time in days. The Registrar must enter the Freeze Holdings Date within this lead time from the time the dividend information is declared. The Freeze Holding Date is the date on which the balances held by all unit holders in the fund will be consolidated. You can specify any of the following options: • All units (including unconfirmed units) must be considered as on the allocation date • Only confirmed units are to be considered as on the allocation date • All units (including unconfirmed units) are to be considered as on the transaction price date • All units (including unconfirmed units) are to be considered as on the transaction date • Only confirmed units are to be considered as on the transaction date • All units (including unconfirmed units) are to be considered as on the dealing date **Note:** If the fund is a dividend equalization fund, i.e. if you have checked the 'Dividend Equalization Applicable' option in the General Operating Rules for the fund, you can maintain only the following options here: • All Units as on allocation date • All units as on confirmed date • All units as on dealing date If units for freeze holding is based on transaction/dealing date then all the transactions backdated to the previous dividend cycle would be treated as old units (G1 units). If units for freeze holding is based on allocation date then all the transactions backdated to the previous dividend cycle would be treated as new units (G2 units). **Example** Consider two dividend cycles - the first from January 01, 2010 to January 31, 2010 and the second from February 01, 2010' to 'February 28, 2010. A subscription transaction (S1) is captured on application date, February 15, 2010, with transaction date as January 15, 2010 and allocation date as February 16, 2010. For the second dividend, units allotted in this transaction would be treated as G1 units (if the units for freeze holding is based on transaction/dealing date) or G2 units (if the units for freeze holding is based on allocation date).
Board Meeting	*Numeric; 5 Characters; Optional* Enter a lead-time in days. The Registrar must enter the Board Meeting Date within this lead time, before the time the dividend information is declared. This is captured for information purposes only.

Table 2-45 (Cont.) Corporate Actions - Lead Times

Field	Description
Dividend Payment	*Numeric; 5 Characters; Optional* Enter a lead-time in days. The Registrar must enter the Dividend Payment Date within this lead-time, from the time the dividend information is declared. Each of the lead times must be less than the Dividend Declaration Frequency. For example, if the Dividend Declaration Frequency is WEEKLY, the Board Meeting Lead Time cannot be 8 days.

NPI Preferences

Table 2-46 Corporate Actions - NPI Preferences

Field	Description
NPI Applicable	*Mandatory* Select **Yes** from drop-down list to indicate that non permissible income (NPI) component is allowed for this fund.
NPI Payment	*Alphanumeric; 3 Characters; Optional* If NPI is applicable for this fund, then specify the default payment option from the drop-down list provided.
Override Unitholder Preference?	*Mandatory if NPI is applicable* Select **Yes** from drop-down list if the fund override the NPI payment preferences maintained for the investor at the unit holder level. However, if the NPI payment preferences are not maintained at the unitholder level, then NPI payment will be made as per the fund preferences.
Force Reinvestment of Uncleared units	*Numeric; 1 Character; Mandatory if NPI is applicable* The system does not consider NPI amount while processing reinvestments, even if it is from un-cleared balances. It should either be paid to a trust or to the unit holder. However, in case of Permissible income, you can opt to reinvest the Un-cleared Unit balances by choosing the **Force reinvestment** option. Else, select **No preference**, which overrides the UH IDS setup.

Multiple Distribution

Table 2-47 Corporate Actions - Multiple Distribution

Field	Description
Net/Gross	*Optional* Select Net or Gross from the drop-down list.
Multiple Distribution	*Optional* Select if different types of distributions can be processed on the same day or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No**

Multiple Distribution

Table 2-48 Corporate Actions - Multiple Distribution

Field	Description
Distribution Type	*Alphanumeric; 3 Characters; Mandatory (if multiple distribution box is checked.)* This field is enabled if the Multiple Distribution is selected as **Yes** box is selected. Select the appropriate value from the drop-down list. The options available are INT (Interest), DIV (dividend), and PID (Property Income Distribution). This distribution is applicable for corporate action type **Cash** only.
Distribution Value	*Display* The system displays the description for the selected distribution type.

- Dividend Processing for Fund
  This topic provides information on dividend processing for fund details.

2.1.10.1 Dividend Processing for Fund

This topic provides information on dividend processing for fund details.

In Oracle FLEXCUBE Investor Servicing, there are two types of dividend that can be processed for a fund:

- **Cash Dividend**
- **Stock Dividend**

In the case of cash dividends, the unit holders receive the dividend in monetary form. If an income distribution setup record is defined for an investor, then the dividend received is reinvested according to the framework of the same. Cash dividends could be declared for capital gains or income.

In the case of stock dividends, the unit holders receive dividend in the form of units in addition to their holdings as on the record date, which are reinvested in the same fund.

In Oracle FLEXCUBE Investor Servicing, you can define an individual corporate actions record for each of the dividend types, in the Corporate Actions screen. For a fund, if both cash and stock dividends are declared, a separate Corporate Actions profile must be set up for each of the dividend types.

Refer the chapter Dividend Maintenance in the Fund Manager User Manual for information about the static maintenance for processing dividends in the system.

- Setting up Rules for Cash Dividend for Fund
  This topic provides information on setting up rules for cash dividend for fund.
- Setting up Rules for Stock Dividend for Fund
  This topic provides information on setting up rules for stock dividend for fund.

2.1.10.1.1 Setting up Rules for Cash Dividend for Fund

This topic provides information on setting up rules for cash dividend for fund.

To set up the guidelines for a cash dividend for a fund in the **Corporate Actions** screen,

1. The ID of the fund and the Rule Effective Date are filled in from the Fund Demographics screen.

2. In the Corporate Action type field, select **Cash Dividend**. If you are defining a cash dividend for capital gains, choose Cash Dividend – Capital Gains. For a cash dividend for income, choose Cash Dividend – Income.
3. Specify the frequencies for declaration and payment of dividend, in the Dividend Declaration Frequency and Dividend Payment Frequency fields respectively.
4. Specify the rounding rules for dividend, in the Rounding Options and Rounding Precision fields.
5. Specify the default mode of distribution for the cash dividend – payment by cheque, transfer or reinvestment.
6. Specify the basis upon which exchange rate for dividend will be obtained, in the Dividend Exchange Rate Basis field.
7. Specify the first dividend declaration date for the fund, in the First Dividend Declare Date field.
8. Specify the tax ID for the fund, as well as the basis for tax deduction at source, in the TDS Basis field.
9. Specify the units to be considered for the record date (freeze holdings) for dividend eligibility, in the Units for Freeze Holding field.
10. If EPU components are applicable for the fund, select the Allow EPU Component Setup option and specify the EPU Lot. The default value for EPU lot will be 1.
11. If look-ahead dividend processing for holidays is to be applicable for cash dividends for the fund, select the Look Ahead Processing option.
12. Specify a lag period for dividend payment, if necessary, in the Payment Lag field.
13. Specify a lag period for reinvestments, if necessary, in the Reinvestment Lag field.
14. Specify the holiday rule to be applicable for cash dividends for the fund.
15. In the Lead Times section, specify the lead times for freeze holdings, book closing, directors' meeting and dividend payment, as applicable for cash dividends for the fund

2.1.10.1.2 Setting up Rules for Stock Dividend for Fund

This topic provides information on setting up rules for stock dividend for fund.

To set up the guidelines for a stock dividend for a fund in the Corporate Actions screen,

1. The ID of the fund and the Rule Effective Date are filled in from the Fund Demographics screen.
2. In the Corporate Action type field, select **Stock Dividend**. The following information is considered by default for stock dividends.
3. Since stock dividends are exempt from tax, the TDS Basis field has a default value, **tax exempt**, and is locked for data entry.
4. Income Distribution Setup options are not applicable for unit holders eligible for stock dividends, and the option Restrict IDS for Unit Holders is selected and cannot be changed. Also, the distribution mode for such dividends is taken by default to be Reinvestment.
5. EPU components are not applicable for stock dividends.
6. Specify the frequencies for declaration and payment of dividend, in the Dividend Declaration Frequency and Dividend Payment Frequency fields respectively.
7. Specify the rounding rules for dividend, in the Rounding Options and Rounding Precision fields.

8. Specify the basis upon which exchange rate for dividend will be obtained, in the Dividend Exchange Rate Basis field.
9. Specify the first dividend declaration date for the fund, in the First Dividend Declare Date field.
10. Specify the units to be considered for the record date (freeze holdings) for dividend eligibility, in the Units for Freeze Holding field.
11. If look-ahead dividend processing for holidays is to be applicable for stock dividends for the fund, select the Look Ahead Processing option.
12. Specify a lag period for dividend payment, if necessary, in the Payment Lag field.
13. Specify a lag period for reinvestments, if necessary, in the Reinvestment Lag field.
14. Specify the holiday rule to be applicable for stock dividends for the fund.
15. In the Lead Times section, specify the lead times for freeze holdings, book closing, directors' meeting and dividend payment, as applicable for stock dividends for the fund.

2.1.11 Fund Load

This topic provides information on fund load button.

This fund rule enables you to designate different fees or incentives that are levied during the processing of transactions, as applicable for transactions in specific funds. A simple mapping can be done where the appropriate fees or incentives, called loads in the system, may be tagged as applicable to the appropriate transaction types for the appropriate funds.

You can also designate the loads as applicable to certain reference types of transactions, such as standing instructions, policy transactions and so on.

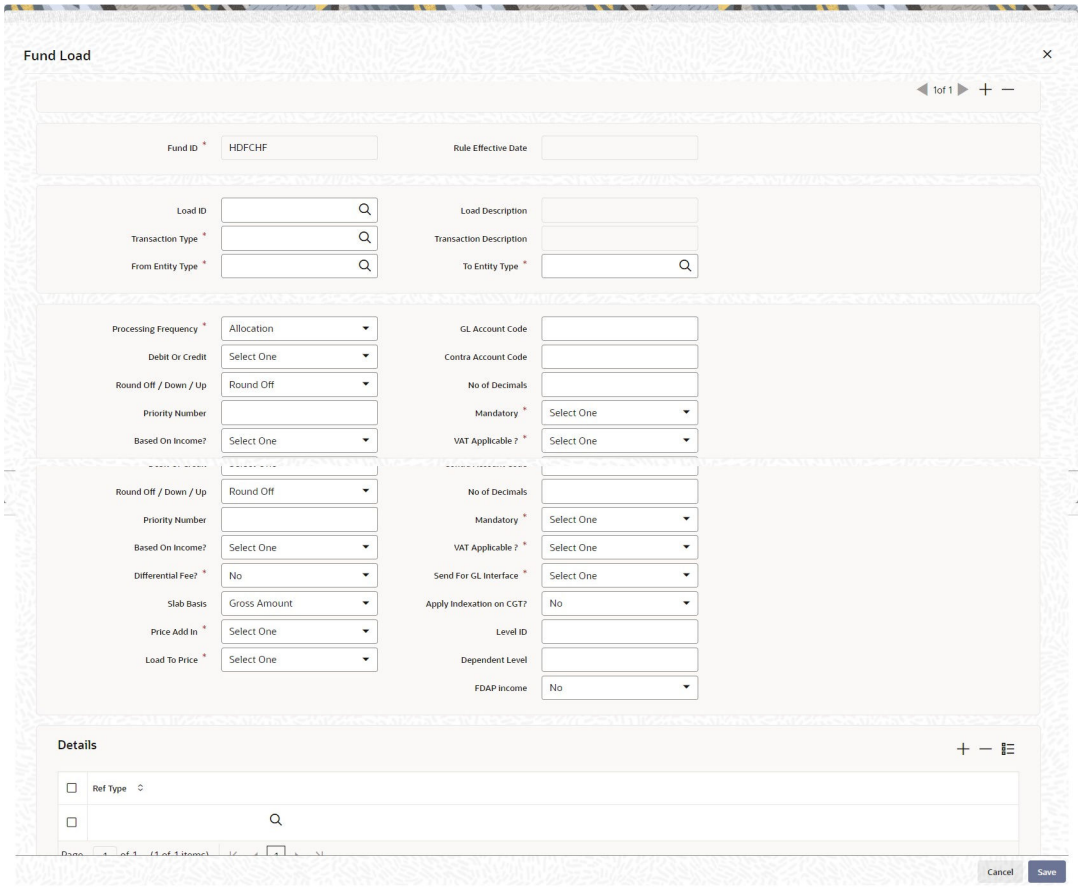
The load details maintained will be attached to the funds using this maintenance screen. Only authorized loads can be attached to a fund, whose fund rules are not authorized. Transfer Switch for fund load mapping will be done using this screen.

To map loads to a fund, use the **Fund Load** Setup screen.

1. Click **Fund Load** button from the **Fund Rules Detail** screen.

   The **Fund Load** screen is displayed.

Figure 2-29 Fund Load



Before you set up a Fund Load mapping profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund already has an existing, unauthorized Fund Demographics profile record.
- The fund already has an existing, unauthorized Shares Characteristics profile record.
- The fund already has an existing, unauthorized Transaction Processing Rules profile record for the appropriate Transaction Type.
- The fees/incentives (Loads) that are to be applied must already have been identified in the system and have existing, authorized profiles as maintained in the Loads Maintenance.
- The system does not support the mapping of the Ref Type 68 (Funding Repayment) to any load.

2. On **Fund Load** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-49 Fund Load

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Load Setup profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
Load ID	*Numeric; 5 Characters; Mandatory* Specify the name of the Load (fee/incentive) that must be applied for the selected Fund. You may make your choice from the options provided in the drop-down list. **Note:** • Loads defined as **price basis loads** cannot be mapped to a fund in the Fund Load Setup. • Load should be maintained as period based ageing Load (in percentage).
Load Description	*Display* The system displays the description for the selected load ID.
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the transaction type for which the loads are being defined. The adjoining option list displays all valid transaction type codes along with their description. You can choose the appropriate one.
Transaction Description	*Display* The system displays the description for the selected transaction type.
From Entity Type	*Alphanumeric; 1 Character; Mandatory* Specify the entity that bears this load. Alternatively, you can select From Entity Type from the option list. The list displays all valid entity types maintained in the system.
To Entity Type	*Alphanumeric; 1 Character; Mandatory* Specify the entity that will be recipients of the load. Alternatively, you can select To Entity Type from the option list. The list displays all valid entity types maintained in the system.
Processing Frequency	*Mandatory* Select the frequency at which this load is to be applied from the drop-down list. The list displays the following values: • **Allocation**: This will mean that you will be charging the investor a fee or giving an incentive at the time of allocation of units. Allocation time loads cannot be designated for any transaction types other than IPO, subscription, redemption, and switch. • **Transaction**: The charge (fee) or incentive will be applied at the time the transaction request is accepted from the investor. • **Post Allocation**: This frequency is applicable typically to the Capital Gains Tax, which may be applied after allocation, on the gross amount. If indexation is applicable to capital gains tax computation based on this load, then you must select this frequency. **Note**: Capital Gains Tax may also be designated as an allocation time load.

Table 2-49 (Cont.) Fund Load

Fields	Description
GL Account Code	*Alphanumeric; 10 Characters; Optional* Specify the code that will be used to map this load to its corresponding charge code in the external system. When transaction information is exported to an external system, if separate books of accounts are to be posted for different loads, this code will be used to identify this load information in the export data.
Debit or Credit	*Optional* Indicate whether the applied load would result in a debit or credit for the fund from the drop down list. The list displays the following values: • **Debit** • **Credit** This data is captured for information purposes only and has no processing implications in the system database
Contra Account Code	*Alphanumeric; 10 Characters; Optional* Specify the code that will be used to identify the second leg of accounting entries for any transaction, in the event of exporting of transaction information to an external system.
Round Off / Down / Up	*Optional* Indicate the rounding options for the load amount for the selected transaction type, for the fund. • Round Off - Choose **Round Off** to indicate normal rounding at the precision decimal. • Round Up - Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral. • Round Down - Choose **Round Down** to indicate truncation of the value at the precision decimal place. **Example** Let us suppose that the load amount computed for a subscription transaction is 10.561234, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 10.562. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 10.561. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 10.561.
No. of Decimals	*Numeric; 1 Character; Mandatory* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the load amount.
Priority Number	*Numeric; 22 Characters; Mandatory* Enter a value to specify the priority number in case of optional loads. For a mandatory load, the priority number is set to 0 and for an optional load the priority number should be unique, i.e., for a given fund, no more than one load can have the same priority number.
Mandatory	*Mandatory* Select Mandatory or Optional from drop-down list to specify whether the load is mandatory or optional.

Table 2-49 (Cont.) Fund Load

Fields	Description
Based on Income?	*Optional* Select the based on income details from the drop-down list. The list displays the following values: • **Capital Gains - Gross** • **Non Capital Gains - Net** • **Capital Gains** • **CDSC** • **Performance Based** • **IOF** • **Default IRRF** • **Optional IRRF** • **Dilution Levy** • **Short Trade Period** • **Short Trade Units** If the load is a Capital Gains Tax, and it is to be applied based on the gross amount after allocation, choose the Capital Gains – Gross option in this field, for such a load. If indexation is being applied for capital gains tax computation, choose the Capital Gains – Indexation option in this field. The capital gains load is then applied using appropriate indexation, according to the option chosen by the investor. If Contingent Deferred Sales Charge (CDSC) is applicable for transactions in this fund, choose the option CDSC option in this field to identify the CDSC load. This option will be available only when Fund chosen is CDSC applicable Fund. If the ageing policy for the fund has been specified as **IOF/IRRF** optimization in the General Operating Rules screen, then the following additional options are available: • **IOF** • **Default IRRF** • **Optional IRRF** If **Dilution Levy** is selected, then the system applies the load only if the sum of transactions for the combination of unit holder, fund, and transaction type exceeds the breach factor (inflow/ outflow) for the corpus, even though all other criteria are satisfied. An EOD batch computes the aggregated net transaction amount at unit holder, fund, and transaction type level for dilution levy enabled fund. If dilution levy limit of a fund is breached, then the system applies the dilution levy load is applied for specific or all transactions for that unit holder, fund and transaction type combination based on the parameter set. A system parameter DILUTIONLEVY governs whether Dilution Levy needs to be applied for specific or all Unit Holder (for Unit Holder, Fund, Transaction Type combination) transactions. The parameter value S indicates that Dilution Levy is applicable for specific transactions only whereas parameter value A indicates that Dilution Levy is applicable for all transactions for Unit Holder, Fund, and Transaction Type combination. The above options are provided under the criterion that the transaction type is redemption and price to load is set to **No**. These options are applicable only for normal and systematic withdrawal ref types. **Note**: • Optional IRRF can be maintained only for pension funds.

Table 2-49 (Cont.) Fund Load

Fields	Description
	• IOF load is applicable up to one year for pension funds and up to 30 days for non pension funds. You can select the load with Short Trade Units option to calculate penalty charge for outflow transactions with short trade units, i.e., in case of outflow transaction captured with Nominee Account and Short Trade Units Details are entered. You can select the load with Short Trade Period option to calculate penalty charge for outflow transactions when the transaction is captured for other than Nominee account. The system will identify Off-Shore/ On-Shore fund based on the Installed entity country and Fund country. If Installed entity country and Fund country are same, then the system will classify the fund as Off-Shore fund. If Installed entity country and Fund country are not same, then the system will classify the fund as On-Shore fund. Refer the Table 2-50 and Table 2-51 for more details.
VAT Applicable?	*Mandatory* Select **Yes** from drop-down list to indicate that the Load to Price is applicable. Therefore VAT Load to Price is dependent on Load to Price.
Differential Fee?	*Mandatory* Select **Yes** from drop-down list to indicate that the differential fee in the case of switch transactions for any fund is to be applicable.
Send for GL Interface	*Mandatory* Select **Yes** from drop-down list to indicate that accounting entries due only to the selected load must be posted to the external asset management system, for the fund.
Slab Basis	*Optional* Select the basis on which the slabs will be reckoned for an amount-based load that you are designating as applicable for the fund from the drop-down list. The list displays the following values: • **Gross Amount** • **Net Amount** • **Average Cost** • **Weighted Average Cost**
Apply Indexation on CGT?	*Optional* If the load is a capital gains tax load, you can use this field to indicate whether indexation is to be applied on capital gains tax computation, for transactions in this fund. Select **Yes** from drop-down list to indicate application of indexation. Else select **No**.
Price Add In	*Mandatory* Select **Yes** from drop-down list to indicate that the add-in factor is to be applicable for computing the return value for the load, for the selected transaction type. The add-in factor is used to arrive at the return value for a load, at the time of allocation.
Level ID	*Numeric; 22 Characters; Optional* Indicate the order in which the load is to be applied. Load is computed based on the fund transaction amount and applied in the order of level id specified. **Note:** Level ID is not applicable for LTP loads.

Table 2-49 (Cont.) Fund Load

Fields	Description
Load To Price	*Mandatory* Select **Yes** from drop-down list to indicate that this load is to be loaded to the base price. **Note:** Load To Price to be set to No at fund load level.
Dependent Level	*Numeric; 22 Characters; Optional* Indicate the dependent level for the selected load, if any. In case the load has a dependent level, then load will be applied on the difference between the transaction amount and the sum of all dependent level load amounts, without considering all recursive levels. **Note:** The dependent level Id must be less than the Level Id. The dependent level Id is not applicable for LTP loads.
FDAP Income	*Optional* Select **Yes** from drop-down list to indicate the load maintenance is a FDAP income. This field is applicable only when **To Entity** is Broker/Agent/Agency Branch/AO/IFA and **From Entity** is fund/AMC/Unit holder. For other cases, if you check this field, then the system will display the warning message. However, if you wish to continue, then the system will do the WHT deductions and processes.

Table 2-50 Entity

Installed EntityID	Installed EntityID Country
TWDDISTE	TWD

Table 2-51 Fund

Fund ID	Fund Country	Classification
OFFSHR	HKG	OFFSHORE
ONSHR	TWD	ONSHORE

Table 2-52 Fund Load

Field	Description
Ref Type	*Alphanumeric; 4 Characters; Optional* To designate a load as being applicable for a reference transaction type for the selected fund, select the load reference type from the Available Reference Types box and move it to the Mapped Reference Types box, using the arrows. If loads are to be designated applicable to reference types for a fund, you must set up an individual fund-load mapping record in this screen for each reference type for the fund, just as you do for each transaction type. **Example** If the AMC wants a fee to be charged on subscription transaction but not on reinvestment transaction, it can map only subscription transaction in the Ref Type field and not the reinvestment. **Note**: It must be remembered that, while mapping a load to a reference transaction type, the system does not support the mapping of the Ref Type 68 (Funding Repayment) to any load.

For more information, refer the chapter **The Allocation Process** in the **Fund Manager User Manual**.

2.1.12 Fund Formula Setup

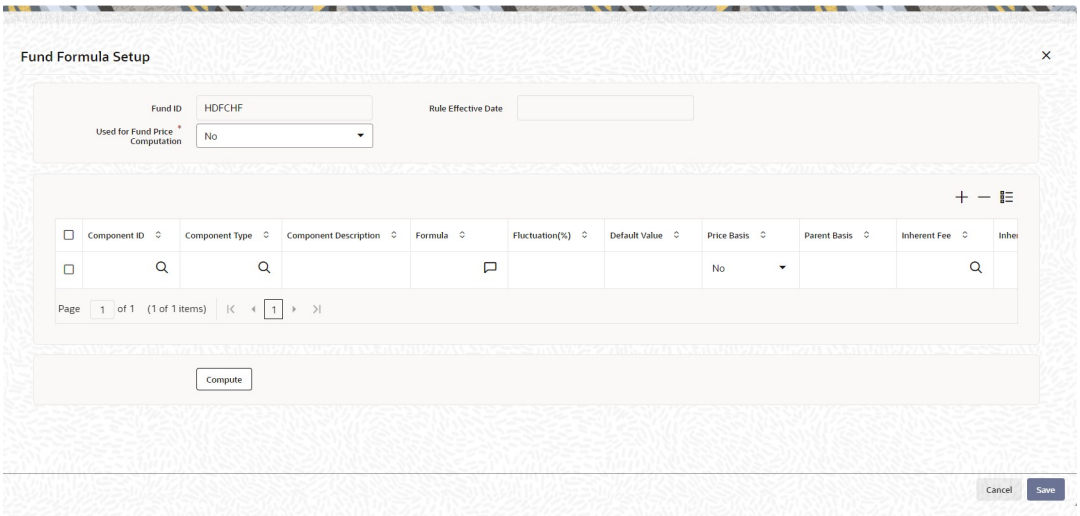
This topic provides information on fund formula setup button.

This fund rule is an optional one that facilitates the definition of mathematical expressions and factors that will be used in computation of any of the components in the NAV, Transaction Base Prices, etc.

1. Click **Fund Formula Setup** button from the **Fund Rules Detail** screen.

   The **Fund Formula Setup** screen is displayed.

Figure 2-30 Fund Formula Setup



Before you set up a Fund Load mapping profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund already has an existing, unauthorized Fund Demographics profile record.
- The fund already has an existing, unauthorized Shares Characteristics profile record.
- The fund already has an existing, unauthorized Transaction Processing Rules profile record.

2. On **Fund Formula Setup** screen, specify the fields.

For more information on fields in the screen, refer the below table.

Table 2-53 Fund Formula Setup

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Formula. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
Used for Fund Price Computation	*Mandatory* Select **Yes** from drop-down list if the rule is for fund price computation or not.

Fund Formula Section

Table 2-54 Fund Formula Setup

Field	Description
Component ID	*Alphanumeric; 10 Characters; Mandatory* Specify the component of the fund price, for which an expression is being defined for computation, by selecting any one of the Component ID's, from the list given. This is an Alphanumeric ID that is used to build the fund formula. The component could be one of the standard price bases such as the Net Asset Value or Transaction Base Prices; or an additional price basis such as Offer Price, Bid Price, Price Before Performance, Price After Performance and so on. These additional price bases are built on the appropriate parent standard price bases. For instance, the additional price basis **Offer Price** could have the standard price basis TBP02 as its parent. Additional price bases can be defined only if multiple price bases are allowed as indicated in the General Operating Rules for the fund. If multiple price bases are defined, you must also indicate the applicable inherent fees or incentives.

Table 2-54 (Cont.) Fund Formula Setup

Field	Description
Component Type	*Alphanumeric; 5 Characters; Mandatory* Specify the component type. Alternatively, you can also select component type from the option list. • **User Entered**: indicates that the user enters the value. • **Default**: indicates that there is a specified default value, which can be edited. • **Formula**: indicates the component value is computed as per this formula, based on other Component ID's • **Constant**: indicates a fixed value that cannot be changed.
Component Description	*Alphanumeric; 50 Characters; Mandatory* Enter any text message or remark regarding the formula. This is a free format text.
Formula	*Alphanumeric; 255 Characters; Optional* When Formula is selected as the Component Type, then this field becomes mandatory. Any text or value entered here should be equal to the result of the formula. When Formula is not selected as the Component Type, then this field becomes unavailable for data entry.
Fluctuation(%)	*Numeric; 5 Characters; Optional* You can specify the fluctuation allowable in the additional components (typically tax components) for the transaction type, for the fund. When prices are entered for the transaction type for the fund, for the day, the system validates whether the fluctuation is within the allowable limit specified in this field.
Default Value	*Numeric; 22 Characters; Optional* Specify the data value.
Price Basis	*Mandatory* If multiple price bases are allowed as indicated in the General Operating Rules for the fund, you can use this field to indicate whether price bases other than the NAV and Transaction Base Prices are being specified for computation of the fund price component, using the formula specified. For the NAV and Transaction Base Price components, the **Yes** option is defaulted in this field and cannot be changed. For additional components, you can select **Yes** to indicate additional bases, or **No** if no additional bases are being used in the formula.
Parent Basis	*Alphanumeric; 10 Characters; Optional* For components used for additional price bases, specify the standard price basis from which the additional price basis derives, in this field. You can select either the NAV or the Transaction Base Price as the parent price basis. NAV can be chosen as the parent price basis only for NAV components. Additional price bases can only be defined if allowed for the fund in the General Operating Rules. For components used for standard price bases such as NAV and Transaction Base Price, the parent price basis is defaulted to the component itself.

Table 2-54 (Cont.) Fund Formula Setup

Field	Description
Inherent Fee	*Numeric; 22 Characters; Optional* If multiple price bases are defined, you must also indicate the applicable inherent fee in this field. You can use the **Find** link to select the applicable loads. The selection list displays loads tagged as Price Basis Loads in the Load Definition. For Transaction Base Prices, the inherent fee / incentive cannot be parameterized. **Note**: Any loads that have been defined as price basis loads are only used as the indicator for computing load values, and are not picked up during evaluation of criteria. That is, the other load details specified for such loads, such as the return value, slabs and so on, are not taken into consideration. The difference between the Transaction Base Price and the Price Basis defined for the transaction is considered as an inherent fee or incentive, during allocation. For instance, if the Price Basis for a transaction is **Offer Price**, and Transaction Base Price is 1.009 and the Offer Price is 1.060, the difference (1.06-1.009 = 0.051, without currency rounding) is considered as the inherent fee (since the TBP is less than the offer price). If the offer price were less than the TBP, the difference between the two is considered an inherent incentive.
Inherent Incentive	*Numeric; 5 Characters; Optional* If multiple price bases are defined, you must also indicate the applicable inherent incentive loads in this field.
Exclude	*Mandatory* Select **Yes** option from drop-down list indicate that the selected price component must be excluded from capital gains computation. This specification can only be made for the user entered components. This feature is only available if your installation has specifically requested for it.
Default	*Mandatory* For each of the standard price basis components that are used as parent price bases, (that is, the NAV and the Transaction Base Prices) you must assign one default price basis value. Check this box to default price basis value. For instance, you have defined the components Offer Price 1 and 2, with the parent price basis TBP02. You must choose either Offer Price 1 or 2 as the default price basis value for TBP02.

3. Click **Compute** button to compute the fund price.

- Enter Fund Formulae
  This topic provides information on entering fund formulae details.

2.1.12.1 Enter Fund Formulae

This topic provides information on entering fund formulae details.

The following considerations must be kept in mind while entering Fund Formulae:

- If a formula is entered for a particular component, the formula cannot contain the component itself as an operand. For instance, if NAV is one of the components, and a formula is being specified for NAV, it cannot contain NAV as one of the factors.

- A component cannot be part of the factor (operand) and result for any other component. For example, if the formula for the component NAV contains the component TxnBP01 as an operand, then the formula for the component TxnBP01 cannot contain NAV as an operand.
- Once you enter a formula, it must be tested successfully for it to be saved and applied. To test a formula, click the Test button. The Fund Price Component screen is opened and you must specify a component value that will be used in computing the results of the formula.

The maintained fund formula for that fund will be applicable to all the prices in all allowed currency of expression for the Fund along with FBC.

The formula maintained for OFFER component as OFFER = NAV+3%of NAV (or the formula maintained can be NAV+2). This formula will be considered to derive the OFFER price component in FBC and other maintained Fund Price currencies for that fund using the NAV entered for respective currencies. This will be similar for other price components maintained in Fund Formula.

The price calculation method must be identical for each transaction currency within each share class. Trailer commission will be calculated in FBC.

In case of load held as amount, the system to apply the COE conversion factor and also the floor, ceiling and return value held in FBC will also use COE currency factor. All the amount values maintained in Load maintenance will be in FBC and the system will use CEO conversion factor for amount based load.

Definition of Additional Components with Fund Prices

You can record additional components to be used for reporting along with the fund price, such as tax information, interim profit, stock profit (capital gains), accumulated gains, and so on. For instance, you may wish to include tax information as part of the Fund Price information, but you may wish to indicate that the tax information you provide must not be used for actual price computation.

> **Note:**
>
> This feature is only available if your installation has specifically requested for it. An exhaus\u0002tive note on this feature is found in the Annexure. The discussion in this chapter pertains only to definition of fund formula using components used in fund price computation.

System Logic to Derive the Price Currency

You can derive the applicable fund price currency for currency of expression fund transactions as follows:

When TBC= fund base currency then price currency will be FBC itself. No FX will be required. This is applicable for subscription, redemption and switch transactions.

When a trade is placed in a currency (TBC) that is the allowed fund price currency for the fund then Price currency will be respective fund price currency. No FX will be required. This is applicable for Subscription, Redemption and Switch transactions.(TBC = FPC then price CCY will be FPC)

When a trade is placed in a currency that is neither the fund base currency nor an allowed fund price currency for the fund, Price Currency will be FBC. FX will be required between Transaction Currency and FBC. This is applicable for Subscription and redemptions. (TBC ≠FBC or FPC; then Price CCY will be FBC.)

Table 2-55 Scenarios

Scenarios	Transaction Type	TBC	FX	Resultant Price CCY
TBC= FBC	Subscription, Redemption, Switch	FBC	Not Applied	FBC
TBC= FPC	Subscription, Redemption, Switch	FPC	Not Applied	FPC
TBC≠FBC or FPC	Subscription, Redemption, Switch	≠FBC or TBC	Yes TBC to FBC	FBC

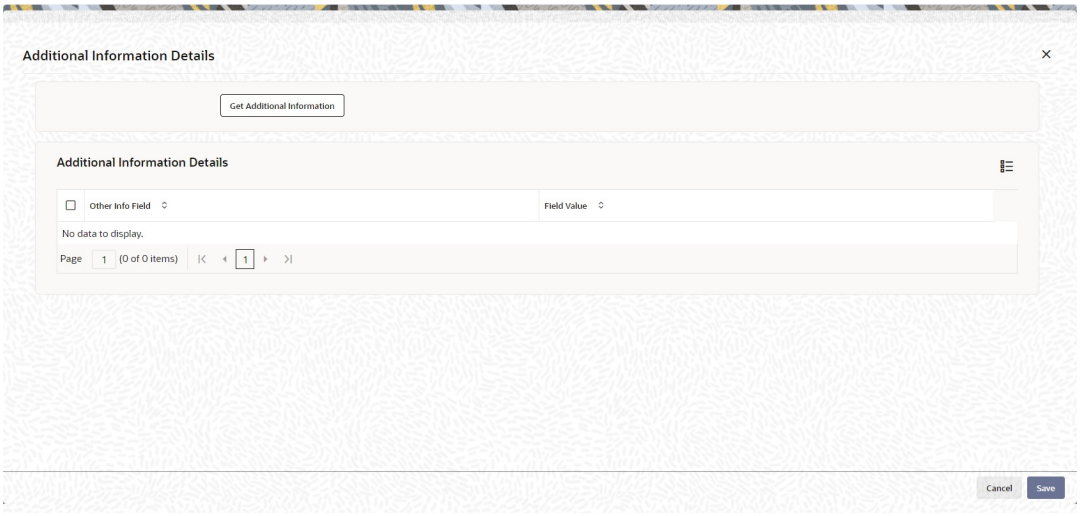
2.1.13 Additional Information

This topic provides information on additional information button.

1. Click **Additional Information** button in the **Fund Rules Detail** screen.

   The **Additional Information Details** screen is displayed.

Figure 2-31 Additional Information Details



   The **Additional Information Details** screen is opened, with the different information heads maintained for the AMC, where you can specify the information.

   You can only maintain additional information if any information heads have been maintained in the System Parameters, to be applicable for funds, for the AMC.

2. Click **Get Additional Information** button to view the following additional information details:

   - **Other Info Field**
   - **Field Value**

   The information heads that you maintain are user defined. You will have to map the same against the entity type **Fund** in the **Entity Mapping Maintenance** screen.

> **Note:**
>
> The Additional Information section allows you to capture valuation data and has no processing implications.

Refer to the topic Maintaining System Parameters the Fund Manager User Manual for further information.

2.1.14 Specific Fund Price Date

This topic provides information on specific fund price date button.

The price (Real NAV) applicable for a fund is declared on a daily basis by the Fund Manager. On any business day, the transactions that are entered are picked up and allocated by the End of Day process using the Real NAV declared for that business day.

You can also set up a specific date on which all transactions entered during a period can be allocated, using the price as on that date. This specific date can be maintained for each transaction type mapped to a fund. A specific pricing frequency can also be set up for the application of the specific pricing date.

Example

For the Carey Bugle Memorial Fund, a specific price date has been maintained for IPO and subscription transactions, which is the 15th January 2002. The specific pricing is to be applied on a monthly frequency basis, the first specific price date being 15th January 2002. The declared price on this date is 12.45 for IPO, and 12.34 for subscription.

All IPO and subscription transactions that have been entered into the Carey Bugle Fund from the 1st January 2002 till the 15th January 2002 will be allocated on 15th January 2002, using the prices 12.45 and 12.34 respectively.

Any IPO or subscription transactions entered between 1st January and 15th can be redeemed by the concerned unit holders only after 15th January.

The next specific pricing date for IPO and subscription transactions will be 15th February 2002, (the pricing frequency being monthly), and all IPO and subscription transactions entered between 16th January 2002 and 15th February 2002 will be allocated on this date.

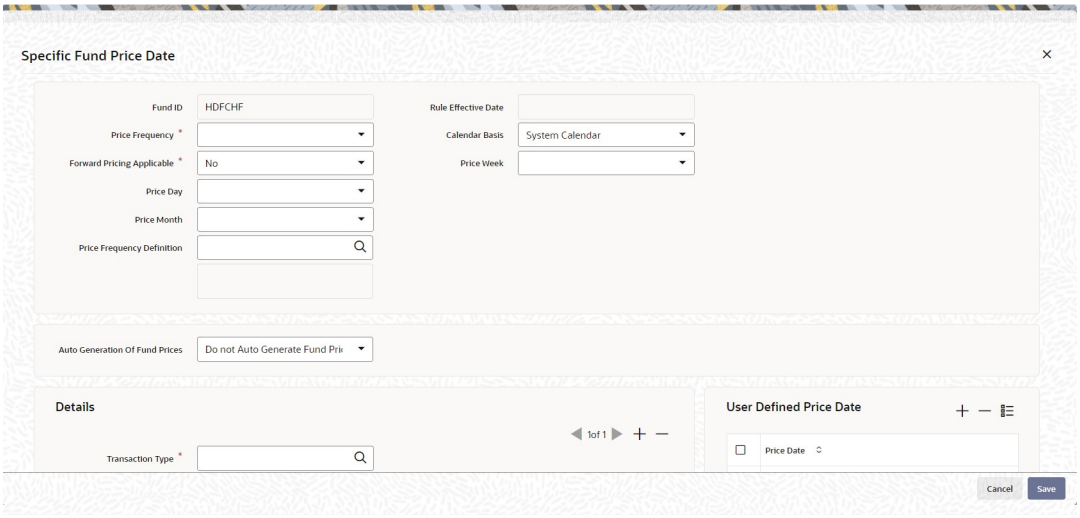
> **Note:**
>
> If specific pricing has been defined for a fund, the specific pricing parameters would take precedence over the pricing method and frequency defined in the General Operating Rules for the fund.

To set up specific price dates for any transaction types mapped to a fund, use the **Specific Fund Price Date Setup** screen.

1. Click **Specific Fund Price Date** button from the **Fund Rules Detail** screen

   The **Specific Fund Price Date** screen is displayed.

Figure 2-32 Specific Fund Price Date



Setting up the specific price date is an optional fund rule, and may be edited, authorized or amended just as the other fund rules.

For a fund, you can specify whether specific prices are to be applicable:

- With the first specific price date being the rule effective date (application date). In such a case, specific pricing date parameters can be defined for individual transaction types, in the main Specific Fund Price Date screen.
- With the first specific price date being a date in the future (forward pricing). This option can be set only for post-priced funds, and the specific pricing date parameters so specified will be applicable for all transaction types. In such a case, specific pricing date parameters cannot be defined for individual transaction types.

2. On **Specific Fund Price Date** screen, specify the fields.

For more information on fields in the screen, refer the below table.

Table 2-56 Specific Fund Price Date

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Specific Price Date rule. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Rules Detail screen, is displayed here.

Table 2-56 (Cont.) Specific Fund Price Date

Field	Description
Price Frequency	*Mandatory* Select the frequency at which the pricing dates will occur, from the options in the drop-down list. • **Daily** • **Weekly** • **Fortnightly** • **Monthly** • **Quarterly** • **Half-Yearly** • **Yearly** If you choose an option other than daily, you must define the frequency of pricing for the fund in Pricing Frequency Definition screen. The frequency of fund-price input and allocations will happen on dates based on the definitions in Pricing Frequency Definition screen
Forward Pricing Applicable	*Mandatory* You can use this field to indicate whether forward specific pricing is applicable for the fund. To select this option, choose **Yes** from drop-down list. When you opt for forward pricing, you should choose the **User Defined** option for Price Frequency and define the price dates in the Details section in the Pricing Frequency Definition screen. You may, if you choose, also maintain a Cut-off frequency. If forward pricing is applicable, then you must also indicate the parameters given below in addition to the pricing frequency and the holiday rule: • Whether the pricing frequency is applied based on the system calendar, fund calendar or actual calendar • The specific day on which the price would be made available **Note**: Forward specific pricing can be indicated only for post-priced funds.
Calendar Basis	*Optional* In this field you can indicate whether the pricing frequency takes into consideration the fund calendar, system calendar or the actual calendar. Select the desired option from the drop down list.
Forward Pricing Applicable	Select **Yes** from drop-down list if forward pricing is applicable. Else select **No**. If you indicate forward pricing is not allowed, you will be able to view the fields in the screen given above. You must specify the following information in the Details section to set up a specific pricing date.
Price Day	*Optional* Select the specific date on which the price used for allocation is declared from the drop-down list. Consequent to this first price date, the system will arrive at the next price date by taking into consideration the price frequency. The date specified here must be the Rule Effective Date. Future dates cannot be specified.
Price Month	*Optional* Select the month when the price is to be user input from the drop-down list.

Table 2-56 (Cont.) Specific Fund Price Date

Field	Description
Price Week	*Optional* Select the month when the price is to be user input from the drop-down list.
Price Frequency Definition	*Alphanumeric; 1 Character; Optional* Specify the frequency at which the pricing dates will occur. The adjoining option list displays the valid price frequency definition codes maintained in the system. You can choose the appropriate one. In the option list you will find information on price frequency and the price frequency definition. The system displays the description the adjacent field.
Auto Generation Of Fund Prices	*Optional* Choose one of the following options for automatic fund price generation from the drop-down list: • Auto Generate Fund Prices using the last available price and authorize the same. • Auto Generate Fund Prices using the last available price, but do not authorize the same. • Do not Auto Generate Fund Prices. The unauthorized auto generated fund prices which are generated by **Auto Generate Fund Prices using the last available price but do not authorize the same option** will be allowed to modify the price details in Fund Price maintenance screen. The maker id for this fund price record will be the user id who is modifying the record. User can be allowed to modify the same maintenance more than once even after authorization. **Note**: As mentioned earlier, if specific pricing has been defined for a fund, the specific pricing parameters would take precedence over the pricing method and frequency defined in the General Operating Rules for the fund. Also, the prices for funds with specific pricing are only picked up on the specific pricing date (the Price Day). For such funds, you may require fund price information on all working days of the selected calendar (fund or system), even though the price is picked up for transactions only on the specific pricing date. You can indicate automatic generation of fund prices, for such funds. When you indicate automatic generation of fund prices, the system uses the last available price for the fund, and automatically generates the fund price for each working day. You can specify the required option for automatic generation of prices, in the Auto Generation of Fund Prices field. **Note**: • Automatic generation of fund prices is available only for funds with specific pricing • Automatic generation of fund prices takes place only for those funds with specific pricing, for which the specific pricing frequency is any frequency other than **Daily**.

Table 2-57 Specific Fund Price Date - Details

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Select the type of transaction for which the specific pricing date is applicable, for the fund.

Table 2-57 (Cont.) Specific Fund Price Date - Details

Field	Description
First Price Date	*Date Format; Mandatory* Indicate the specific date on which the price used for allocation is declared. Consequent to this first price date, the system will arrive at the next price date by taking into consideration the price frequency. The date you specify here should be the same as the Rule Effective Date. If you wish to specify the first price date as a future date, then you must indicate forward pricing.
Holiday Rule	*Mandatory* In the event of the price date being a holiday in the system, indicate whether the next or previous working day is to be considered as the price date. If the next working day is to be considered, select **Next Day** from the drop-down list. If the previous working day is to be considered, select **Previous Day** from the drop-down list.
Dealing Lag (In Days)	*Numeric; 22 Characters; Optional* Indicate the lag period (in days) for the dealing date. The lag value is interpreted in fund calendar days, and is used to arrive at the dealing date for the fund price. Dealing date is the number of business days (based on the fund calendar) prior to/after the price date of the fund.
Dealing Rule	*Optional* Select the dealing rule from the drop-down list to be applied while deriving the dealing date. Dealing date for a transaction is derived based on the forward or backward lag with regard to the fund price date. If the dealing rule is **After**, then the dealing lag will be added to the price date. If the dealing rule is **Prior**, then the dealing lag will be deducted from the price date.
Cut-Off Day	*Numeric; 22 Characters; Optional* You may choose to maintain cut-off dates for funds to facilitate ease of operation.
Cut-Off Week	*Numeric; 22 Characters; Optional* Specify the cut-off week for funds
Cut-Off Month	*Numeric; 22 Characters; Optional* Specify the cut-off month for funds
Cut-Off Frequency	*Optional* Select the transaction cut-off date options for different frequencies, from the options in the drop down list. • **Daily- Based on Price Date** • **Weekly** • **Fortnightly** • **Monthly** • **Quarterly** • **Half-Yearly** • **Yearly**
Cut-Off Frequency Definition	*Optional* Specify the frequency at which the cut-off should take place by choosing one of the following from the drop-down list: • Based on Week and Weekend • Based on Month Day

Table 2-57 (Cont.) Specific Fund Price Date - Details

Field	Description
Trading at cut off applicable	*Optional* Select if trading at cut off is applicable or not from the drop-down list. The list displays the following values: • **Yes** • **No** If you select **Yes**, the system will derive the transaction date as single date in the specified pricing frequency. You will not be able to change transaction date/Order received date and time post authorization. If you select **No**, the system will derive the transaction date entered in the system. The Price Date will be derived using the transaction date and based on fund pricing rules that will remain unchanged.
Trade cut off holiday rule	*Optional* Select the trade cut off holiday rule from the drop-down list. The list displays the following values: • **Previous Day**
Trade cut off calender basis	*Optional* Select the trade cut off calendar basis from the drop-down list. The list displays the following values: • **Actual Calendar** • **System Calendar** • **Fund Calendar**

Table 2-58 Specific Fund Price Date - User Defined Price Date

Field	Description
Price Date	*Date Format; Mandatory* If you choose the option User Defined, you should specify the price dates. You can specify the Price Dates in the Details section by clicking on the option list. This is enabled only when the Pricing Frequency Definition option is User Defined. In all cases, if the next price date falls on a holiday, the holiday rule set for the specific date setup is applied to arrive at the next price date. You can also specify the last day of the cycle (month, quarter, half-year or year) as the price date. To do this, check the option **Based on last specified day of the cycle**. Prices are made available on the last day of the cycle that you specify. You can specify any weekday from Sunday to Saturday as the last day. For instance, if you have specified a monthly frequency, enabled the **Based on last specified day of the cycle** option, and specified Sunday as the last day, prices are made available on the last Sunday of each month. **Note**: The prices that are generated will be used for reporting only. You will however, be allowed to Edit/Amend the Unauthorized/ Authorized fund price that is generated if any Adhoc Price Dates are maintained that day.

- Specify Price Date Options for Different Frequencies
  This topic provides information on specifying price date options for different frequencies details.

- Specify Cut-off Date for Different Frequencies
  This topic provides information on specifying cut-off date for different frequencies details.
- How Pricing Frequency is Considered
- How Cut-off Frequency is Considered
  This topic provides information on how cut-off frequency is considered details.

2.1.14.1 Specify Price Date Options for Different Frequencies

This topic provides information on specifying price date options for different frequencies details.

You can specify the price date options for different frequencies according to the guidelines in the table below:

Table 2-59 Price Date Options for Different Frequencies

Pricing Frequency	Price Day	Price Week	Price Month	Remarks
Daily	-	-	-	Prices will be made available on all days of the chosen calendar.
Weekly	Any day from Sunday to Saturday *	-	-	Prices will be picked up as on the specified price day
Fortnightly	Any day from Sunday to Saturday for the selected week *	Either the first week or the second week of the fortnight	-	Prices will be picked up as on the specified price day
Monthly (based on month day)	Any day from the 1st to the 31st of the month	-	-	Prices will be picked up as on the specified price day
Monthly (based on week and weekday)	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the month	-	Prices will be picked up as on the specified price day
Quarterly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the third month of the quarter	Prices will be picked up as on the specified price day
Half-Yearly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the sixth month of the half-year	Prices will be picked up as on the specified price day
Yearly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the twelfth month of the year	Prices will be picked up as on the specified price da
User Defined	-	-	-	Prices will be made available on days chosen.

* - Sunday is considered the first day of the week, and Saturday, the seventh day.

For quarterly frequencies, you can indicate either of the following:

- A certain day of certain month of every quarter.

- A certain day of certain week of certain month of every quarter.

For half-yearly frequencies, you can indicate:

- A certain day of certain month of either / both halves of the year.
- A certain day of certain week of certain month of either / both halves of the year.

For yearly frequencies, you can indicate:

- A certain day of certain month of every year.
- A certain day of certain week of certain month of every year.

> **Note:**
>
> System will derive the days based on locale settings.

2.1.14.2 Specify Cut-off Date for Different Frequencies

This topic provides information on specifying cut-off date for different frequencies details.

You can specify the transaction cut-off date options for different frequencies according to the guidelines in the table below:

Table 2-60 Cut-off date for Different Frequencies

Cut-off Frequency	Cut-off Day	Cut-off Week	Cut-off Month
Weekly	Any day from Sunday to Saturday *	-	-
Fortnightly	Any day from Sunday to Saturday for the selected week *	Either the first week or the second week of the fortnight	-
Monthly (based on month day)	Any day from the 1st to the 31st of the month	-	-
Monthly (based on week and weekday)	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the month	-
Quarterly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the third month of the quarter
Half-Yearly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the sixth month of the half-year
Yearly	Any day from Sunday to Saturday for the selected week *	Any week from the first to the last week of the selected month	Any month from the first to the twelfth month of the year
User Defined	-	-	-

* - Sunday is considered the first day of the week, and Saturday, the seventh day.

> **Note:**
>
> System will derive the days based on locale settings.

2.1.14.3 How Pricing Frequency is Considered

Without Forward Pricing

If the first specific price date is the rule effective date (application date), the next price date is arrived at based on the pricing frequency as follows:

Table 2-61 Pricing Frequency

Pricing Frequency	Next price date
Daily	Last price date + 1 calendar day
Weekly	Last price date + 7 calendar days
Fortnightly	Last price date + 14 calendar days
Monthly	Last price date + 30 calendar days
Quarterly	Last price date + 90 calendar days
Half-Yearly	Last price date + 180 calendar days
Yearly	Last price date incremented by one year

If the next specific price date so arrived at falls on a holiday, the holiday rule defined for the specific price date is taken into account. Accordingly, the actual price date is taken as the next working day (if the holiday rule is **After**) or the previous working day (if the holiday rule is **Prior**)

> **Note:**
>
> The actual calendar is considered in arriving at the next price date, in the logic discussed above.

Forward Pricing

If the first specific price date is a date in the future (forward pricing), the next price date is arrived at based on the following factors:

- Pricing frequency that has been specified.
- Whether the frequency takes into account the Fund Holiday Calendar or System Holiday Calendar.
- The specified price day, week or month.
- The holiday rule indicated for the specific pricing.

The next price date is arrived at as given in the example below for various combinations:

Table 2-62 Price Frequency Example

Price Frequency	Price Month	Price Week	Price Day	Price available on
Daily	-	-	-	Price can be entered from Sunday to Saturday
Weekly	-	-	3	Third day (Tuesday) of every week
Fortnightly (Price week specified)	-	1	4	Fourth day of the first week of the fortnight.

Table 2-62 (Cont.) Price Frequency Example

Price Frequency	Price Month	Price Week	Price Day	Price available on
Fortnightly (Price week not specified)	-	4	4	Fourth day of the fortnight
Monthly (Price week specified)	-	-	2	Monday of fourth week of every month.
Monthly (Price week not specified)	-	-	2	Second day of the month
Quarterly	1	1	1	Sunday of first week of first month of every quarter.
Half-Yearly	5	2	4	Fourth day of second week of fifth month of every half.
Yearly	9	3	5	Last day of third week of every September

If the next specific price date so arrived at falls on a holiday in the specified calendar (Fund or System), the holiday rule defined for the specific price date is taken into account. Accordingly, the actual price date is taken as the next working day (if the holiday rule is **Next Day**) or the previous working day (if the holiday rule is **Previous Day**).

> **Note:**
>
> System will derive the days based on locale settings.

2.1.14.4 How Cut-off Frequency is Considered

This topic provides information on how cut-off frequency is considered details.

The system determines the specific pricing cycle (either current or subsequent) to be used based on the cut-off frequency and cut-off days defined for the transaction type.

If the transaction date exceeds the cut-off date, the price date is moved to the next specific pricing cycle.

The cut-off date is arrived at as given in the example below for various combinations:

Table 2-63 Cut-off Frequency

Cut-off Frequency	Cut-off Month	Cut-off Week	Cut-off Day	Remarks
Weekly	-	-	3	Third day (Tuesday) of every week
Fortnightly (Price week specified)	-	1	4	Fourth day of the first week of the fortnight.
Fortnightly (Price week not specified)	-	-	4	Fourth day of the fortnight
Monthly (Price week specified)	-	4	2	Monday of fourth week of every month.
Monthly (Price week not specified)	-	-	2	Second day of the month

Table 2-63 (Cont.) Cut-off Frequency

Cut-off Frequency	Cut-off Month	Cut-off Week	Cut-off Day	Remarks
Quarterly	1	1	1	Sunday of first week of first month of every quarter.
Half-Yearly	5	2	4	Fourth day of second week of fifth month of every half.
Yearly	9	3	5	Last day of third week of every September

The examples given below illustrate how the cut-off frequency is considered.

Example 1

Table 2-64 Example 1

Pricing Frequency	Price Day	Cut-off Frequency	Cut-off Day
Weekly	4 (Thursday)	Weekly	1 (Monday)

Let us suppose the current date is a Wednesday. Since it is beyond the cut-off day for the week, the specific price date is moved to the next cycle, that is, the specific price of the Thursday of the week is considered.

Example 2

Table 2-65 Example 2

Pricing Frequency	Price Day	Cut-off Frequency	Cut-off Day	Cut-off Week
Weekly	4 (Thursday)	Weekly	1	4

The cut-off day is the Monday of the fourth week of the month. If the current date is 10th September 2003 (say a Wednesday), it falls in the second week of the month. Since it is before the cut-off day for the present cycle, the specific price date falls on the current cycle, that is, the pricing on 4th September (the Thursday of the current pricing cycle) is considered.

If, in this same example, the cut-off week is 2, then the cut-off day is the Monday of the second week of the month. Since the current date, 10th September 2003, a Wednesday, is beyond the cut-off day, the specific price date is moved to the subsequent cycle, that is, the pricing on 11th September (the Thursday of the subsequent pricing cycle) is considered.

> **Note:**
>
> - The number of business working days is considered while determining the cut off days. The number of cut off days does not include the Fund holiday and the AMC Holiday.
> - System will derive the days based on locale settings.
> - For pre-settled trade funds, if Trade Cut-Off Applicable is set as Yes at fund level, then the transaction date will be derived as cut-off day in the respective specific fund price cycle.

2.1.15 Amount Limits for IRA Transactions

This topic provides information on amount limits for ira transactions button.

For funds in which you have allowed IRA (Individual Retirement Account) investment, you can define the transaction limits. Use the Amount Limit for IRA Transactions section in the Fund Rules Detail screen to specify the limits.

It is mandatory for you to specify the IRA Limits fund rule for funds in which IRA investments are allowed.

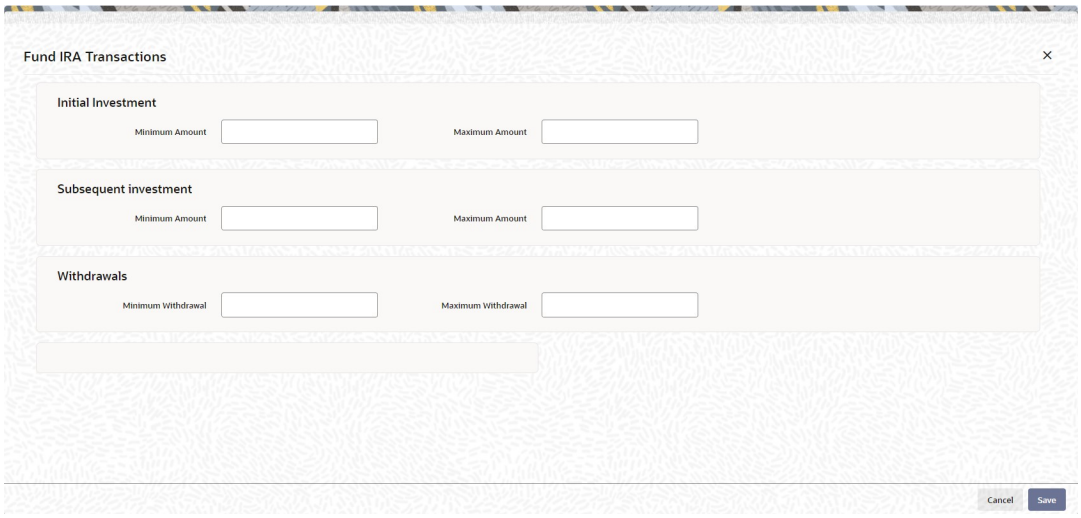
The following limits are specified:

- Minimum transaction amount limits for initial, additional investment, and withdrawal transactions
- Maximum transaction amount limits for initial, additional investment and withdrawal transactions.

1. Click **Fund IRA Transactions** button from the **Fund Rules Detail** screen.

   The **Fund IRA Transactions** screen is displayed.

Figure 2-33 Fund IRA Transactions



2. On **Fund IRA Transactions** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-66 Amount Limits for IRA Transactions Button - Initial Investment

Field	Description
Minimum Amount (Initial Investment)	*Numeric; 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the minimum amount that can be contributed in the initial investment into this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.
Maximum Amount (Additional Investment)	*Numeric, 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the maximum amount that can be contributed as an additional investment into this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.

Table 2-67 Amount Limits for IRA Transactions Button - Subsequent Investments

Field	Description
Maximum Amount	*Numeric; 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the maximum amount that can be contributed in the initial investment into this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.
Minimum Amount	*Numeric; 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the minimum amount that can be contributed as an additional investment into this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.

Table 2-68 Amount Limits for IRA Transactions Button - Withdrawals

Field	Description
Minimum Amount	*Numeric; 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the minimum amount that can be withdrawn through a withdrawal transaction out of this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.
Maximum Amount	*Numeric; 30 Characters; Mandatory if IRA investment is allowed for the fund* Specify the minimum amount that can be withdrawn through a withdrawal transaction out of this fund, for a plan purchased in a product for which the fund forms part of the portfolio. This limit cannot exceed the corresponding limit set for the product, the portfolio of which the fund is a part.

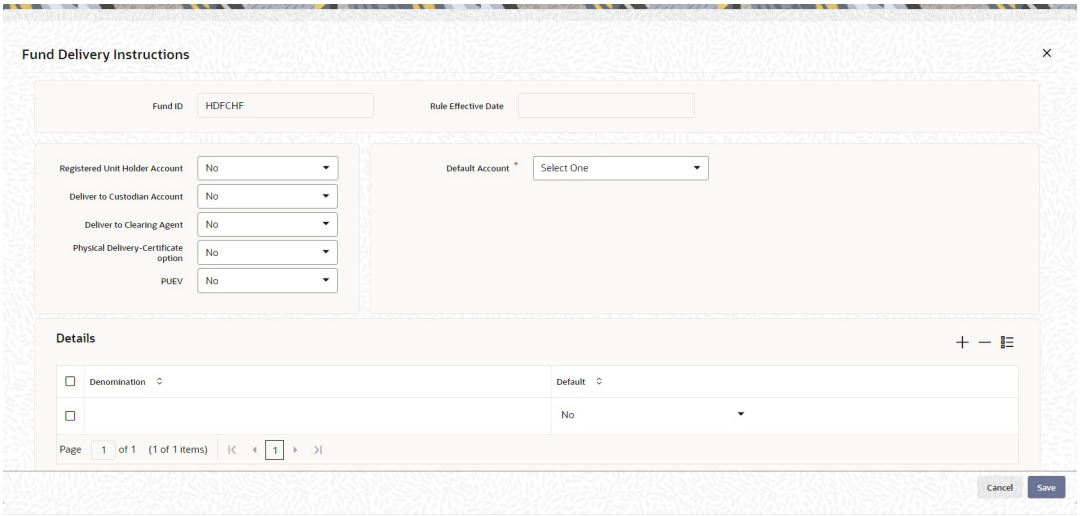
2.1.16 Fund Delivery Instructions

This task topic provides information on fund delivery instructions button.

1. Click **Fund Delivery Instructions** button from the **Fund Rule Details** screen.

   The **Fund Delivery Instructions** screen is displayed.

Figure 2-34 Fund Delivery Instructions



2. On **Fund Delivery Instructions** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-69 Fund Delivery Instructions

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Investment Account profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.
Registered Unit Holder Account	*Optional* Select if the unit holder account is registered or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Deliver to Custodian Account	*Optional* Select if the fund details are delivered to the custodian account or not from the drop-down list. The list displays the following values: • **Yes** • **No**

Table 2-69 (Cont.) Fund Delivery Instructions

Fields	Description
Deliver to Clearing Agent	*Optional* Select if the fund details are delivered to the clearing agent or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Physical Delivery - Certificate Option	*Optional* Select if the certificate-based funds are physically delivered along with certificates to the customer or not from the drop-down list. The list displays the following values: • **Yes** • **No**
PUEV	*Optional* Select if PUEV option is yes or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Default Account	*Optional* Select the default account options from the drop-down list. The list displays the following values: • **Registered Unit Holder Account** • **Deliver to Custodian Account** • **Deliver to Clearing Agent** • **Physical Delivery-Certificate Option**

Table 2-70 Fund Delivery Instructions - Details

Field	Description
Denomination	*Alphanumeric; 200 Characters; Optional* Specify the denomination details.
Default	*Optional* Select if the denomination details are defaulted or not from the drop-down list. The list displays the following values: • **Yes** • **No**

2.1.17 Fund Investment Account

This topic provides information on fund investment account button.

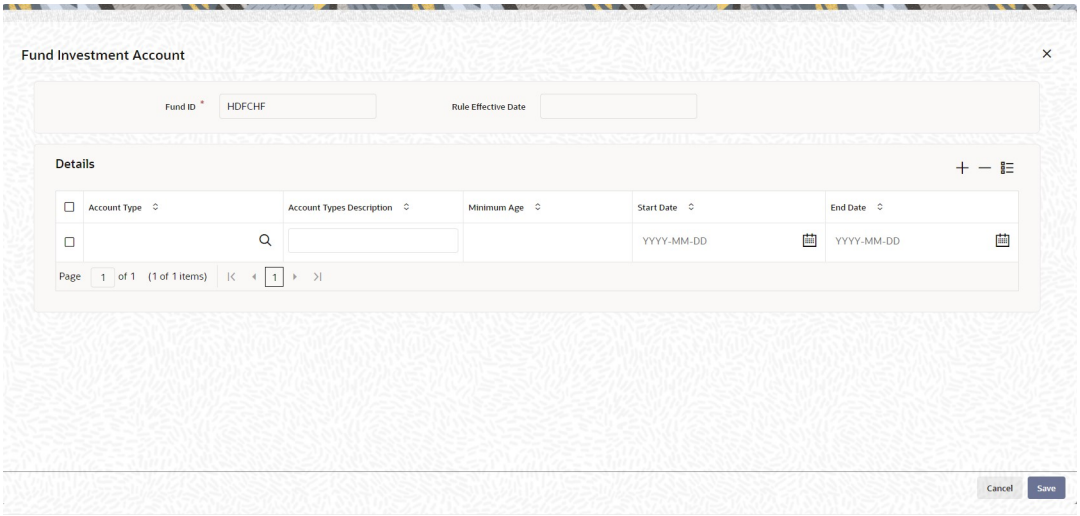
To associate the allowable fund investment account types for a fund, you can use the Fund Investment Account screen.

> **Note:**
>
> You can also use the Fund Investment Account screen to map provident fund account types as well as non-provident fund account types (such as cash nominee account types) to a fund.

1. Click **Fund Investment Account** link from the **Fund Rules Detail** screen.

   The **Fund Investment Account** screen is displayed.

Figure 2-35 Fund Investment Account



In this screen, select the allowable fund investment account types for the fund, in the **Account Type** field.

For each investment account type that you associate for the fund, you must specify a validity period, by indicating a start date for validity and an end date.

The Fund Investment Account specifications can be copied for child umbrella funds or made part of a fund template. They can also be uploaded from a bulk client as fund rules for a fund.

Through the fund rule amendment function, you can change the account types allowable, by revoking an existing allowable account type, and allowing a new type.

2. On **Fund Investment Account** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-71 Fund Investment Account

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Investment Account profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

Table 2-72 Fund Investment Account - Details Section

Field	Description
Account Type	*Numeric; 2 Characters; Optional* Specify the fund investment account type that you wish to allow, for the fund. You can select either CPF or non-CPF account types in this field, to be mapped for the fund.
Account Types Description	*Display* The system displays the based on the account type selected.
Minimum Age	*Numeric; 3 Characters; Optional* Specify a minimum age required for an investor to invest in the for the account type specified. If the age of the investor is lower than the minimum age specified, he will not be allowed to invest in this account type,
Start Date	*Date Format; Optional* Specify the date that marks the beginning of the period for which the selected fund investment account type is allowed for the fund. If you have selected a non-CPF account type, you need not specify the Start Date. The system defaults the Low Date Value maintained in the Defaults Maintenance as the Start Date.
End Date	*Date Format; Optional* Specify the date that marks the end of the period for which the selected fund investment account type is allowed for the fund. If you have selected a non-CPF account type, you need not specify the End Date.

2.1.18 SI Specific Information

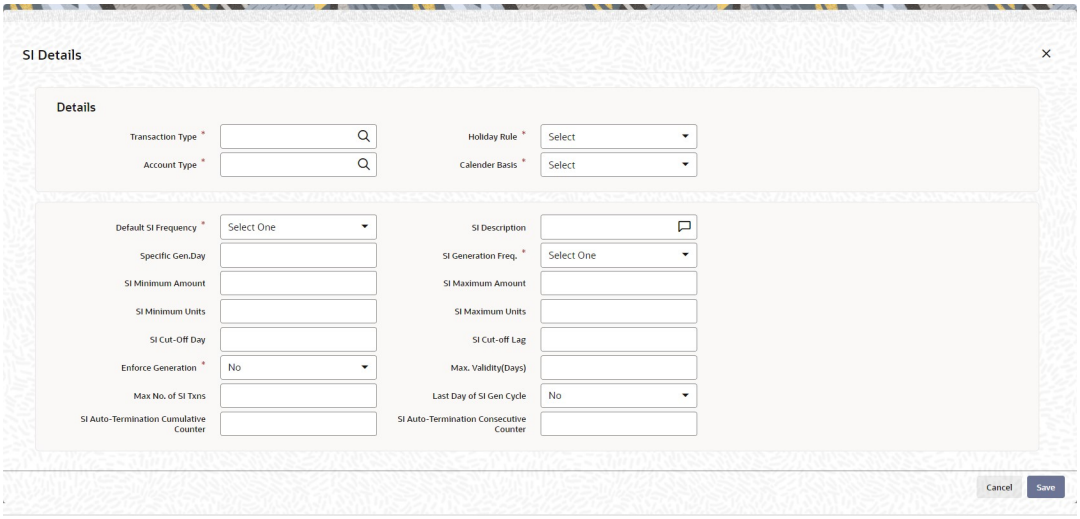
This topic provides information on SI specific information button.

In this section, you can maintain the rules for standing instruction generation that are to be applicable for the fund.

1. Click **SI Details** button in **Fund Rules Detail** screen.

   The **SI Details** screen is displayed.

Figure 2-36 SI Details



2. On **Fund Transaction Currencies** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-73 SI Details

Field	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Investment Account profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

Table 2-74 Details

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the transaction type for which the amount limitations are to be maintained. Alternatively, you can select the transaction type from the option list. The list displays all the valid transaction type maintained in the system.
Account Type	*Alphanumeric; 2 Characters; Mandatory* Specify the account type for which the amount limitations are to be maintained. Alternatively, you can select the account type from the option list. The list displays all the valid account type maintained in the system.
Holiday Rule	*Mandatory* Select holiday rule from the drop-down list. The list displays the following values: • **Prior** • **After**
Calendar Basis	*Mandatory* Select the calendar basis from the drop-down list. The list displays the following values: • **Actual Calendar** • **Fund Calendar** • **System Calendar**
Default SI Frequency	*Mandatory* Select default SI frequency from the drop-down list. The list displays the following values: • **Daily** • **Monthly** • **Quarterly** • **Weekly** • **Yearly** • **Bi-Weekly** • **Half-Yearly**
SI Description	*Alphanumeric; 255 Characters; Optional* Specify the **SI Description**.
Specific Gen.Day	*Alphanumeric; 3 Characters; Optional* Specify the specific generation day.

Table 2-74 (Cont.) Details

Field	Description
SI Generation Freq.	*Mandatory* Select SI generation frequency from the drop-down list. The list displays the following values: • **Monthly** • **Quarterly** • **Half Yearly** • **Yearly**
SI Minimum Amount	*Numeric; 30 Characters; Optional* Specify the **SI Minimum Amount**.
SI Maximum Amount	*Numeric; 30 Characters; Optional* Specify the **SI Maximum Amount**.
SI Minimum Units	*Numeric; 27 Characters; Optional* Specify the SI minimum amount.
SI Maximum Units	*Numeric; 27 Characters; Optional* Specify the SI maximum amount.
SI Cut-Off Day	*Numeric; 22 Characters; Optional* Specify the **SI Cut-Off Day**.
SI Cut-off Lag	*Numeric; 22 Characters; Optional* Specify the SI cut-off lag details.
Enforce Generation	*Mandatory* Select **Yes** from drop-down list to enforce generation.
Max. Validity(Days)	*Numeric; 22 Characters; Optional* Specify the maximum validity in days.
Max No. of SI Txns	*Numeric; 22 Characters; Optional* Specify the maximum number of SI transactions.
Last Day of SI Gen Cycle	*Optional* Select if last day of SI generation cycle to be considered from the drop-down list. The list displays the following values: • **Yes** • **No**
SI Auto-Termination Cumulative Counter	*Numeric; 3 Characters; Optional* Specify the **SI Auto Termination Cumulative Counter**.
SI Auto-Termination Consecutive Counter	*Numeric; 3 Characters; Optional* Specify **SI Auto-Termination Consecutive Counter** details.

2.1.19 KYC Maintenance

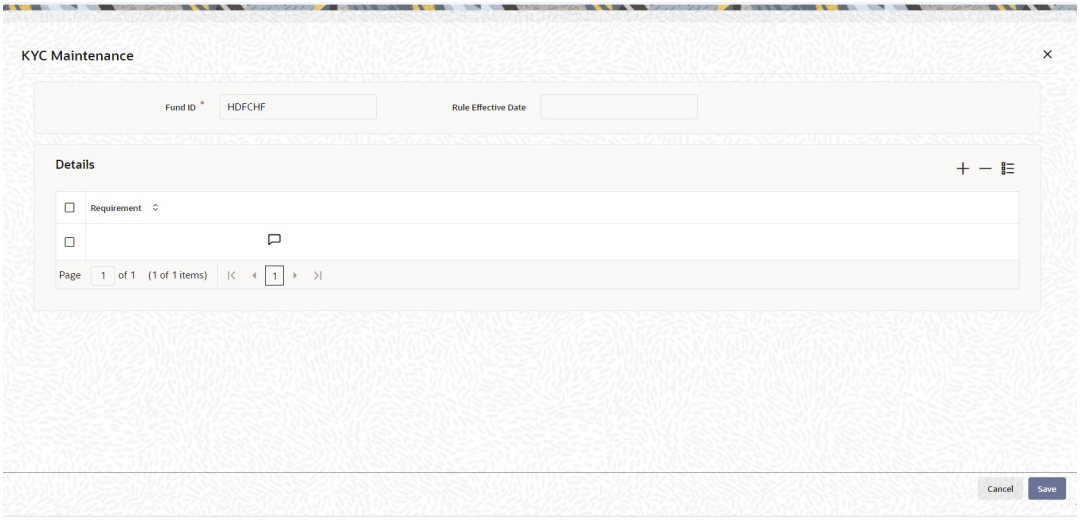
This topic provides information on KYC maintenance button.

You can maintain a list of required KYC documents specific for the fund.

1. Click **KYC Maintenance** button in the **Fund Rules Detail** screen.

   The **KYC Maintenance** screen is displayed.

Figure 2-37 KYC Maintenance



2. On **KYC Maintenance** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-75 KYC Maintenance Detail

Fields	Description
Fund ID	*Display* This field indicates the ID fund for which you are setting up the Fund Investment Account profile. This information is defaulted from the Fund Demographics screen.
Rule Effective Date	*Display* The Rule Effective Date for the fund, which you specified in the Fund Demographics screen, is displayed here.

Table 2-76 KYC Maintenance Detail - Details

Field	Description
Requirement	*Alphanumeric; 255 Characters; Mandatory* Specify the required document details to indicate that the document must be collected from the investor.

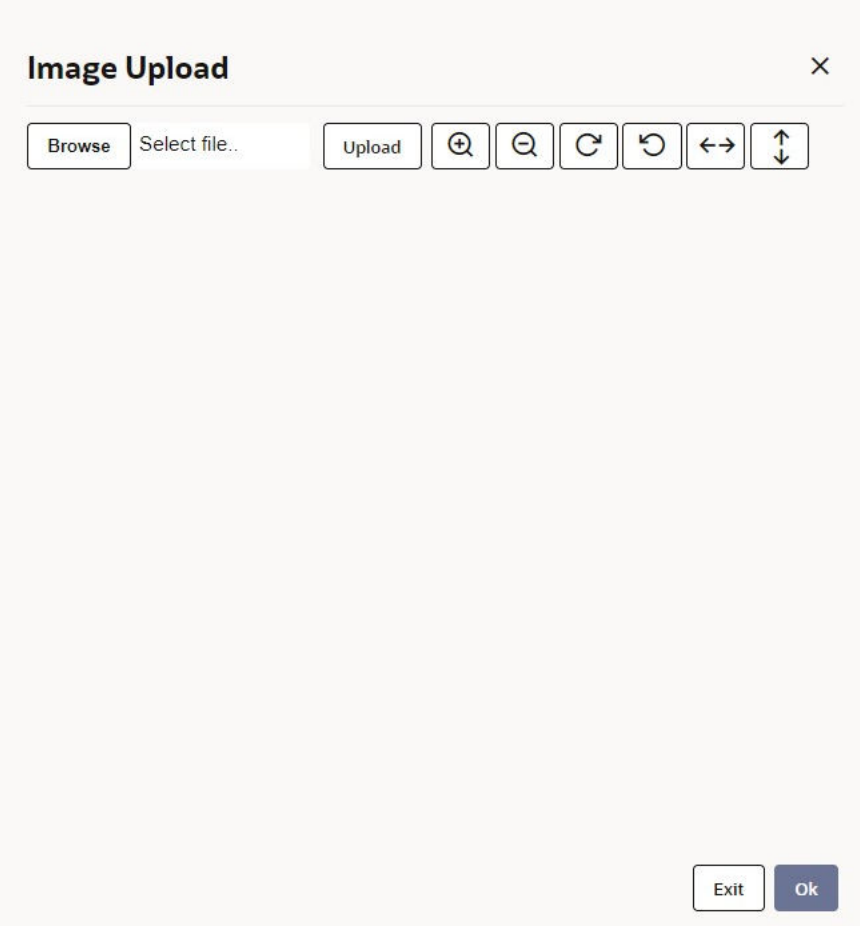
2.1.20 Documents

This topic provides information on documents button.

1. Click **Documents** button in **Fund Rules Detail** screen to upload the documents.

   The **Image Upload** screen is displayed.

Figure 2-38 Image Upload



2. Click **Upload** button to upload the required documents.

2.1.21 Hedge Fund

This topic provides information on hedge fund tab.

You can specify the fund rules associated with hedge funds in **Hedge Fund Processing Rules** screen.

1. Click **Hedge Fund** button in **Fund Rules Detail** screen.

   The **Hedge Fund Details** screen is displayed.

Figure 2-39 Hedge Fund Details - Performance Fee Details

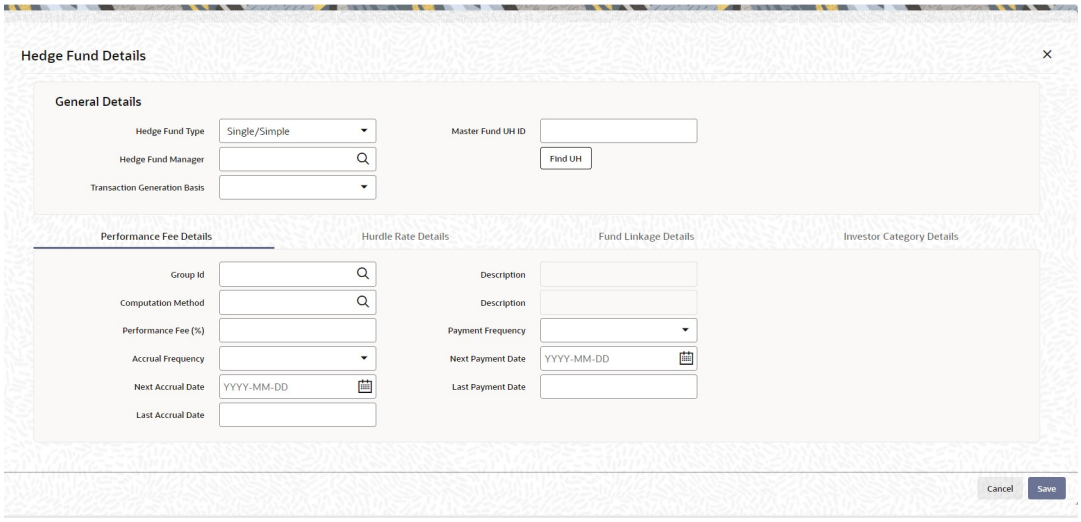


Figure 2-40 Hedge Fund Details - Hurdle Rate Details

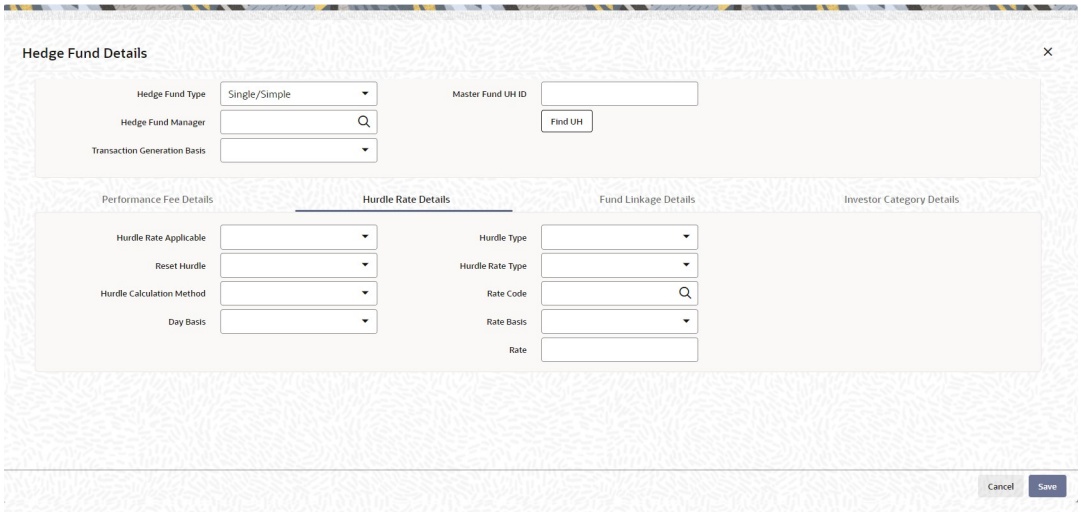


Figure 2-41 Hedge Fund Details - Fund Linkage Details

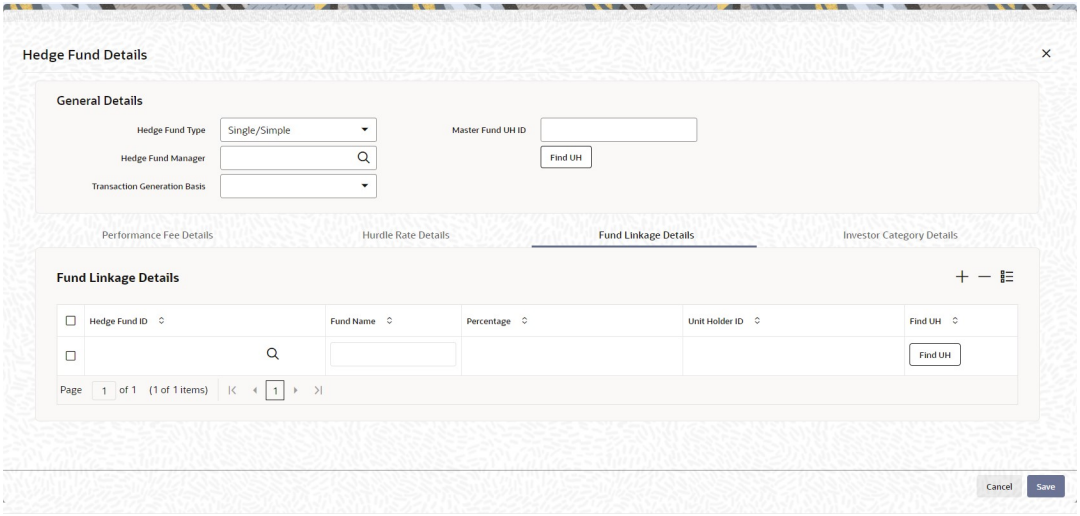
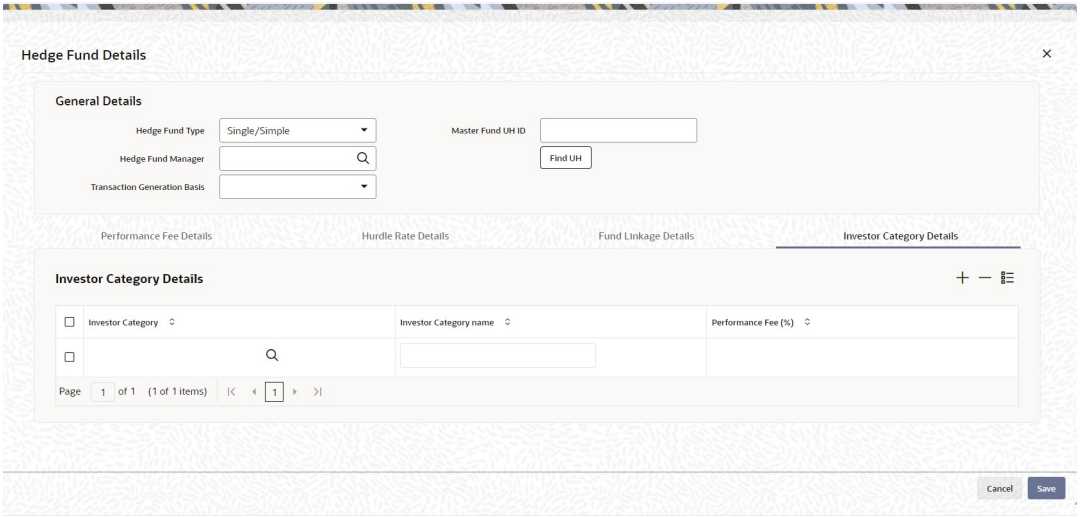


Figure 2-42 Hedge Fund Details - Investor Category Funds



You can click this button only if the related fund has been specified as a hedge fund.

2. On **Hedge Fund Details** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-77 Hedge Fund Details - General Details

Field	Description
Hedge Fund Type	*Optional* Select the type of the hedge fund from the drop-down list provided. The following options are available: • Single/Simple - simple hedge fund is a regular fund with normal processing rules • Master - master-feeder fund structure accepts assets from both foreign and domestic investors in the most tax and trading efficient manner possible. For master funds, you can maintain feeder funds which will be of type **Single/Simple**. • Fund of Hedge Funds - fund of hedge fund invests in hedge funds rather than investing in individual securities. You can capture the details of the underlying funds in **Fund Linkage Details** section. • Side Pockets - side pocket is a special type of account used in hedge funds to separate illiquid assets from other more liquid investments. • Lead Series – the initial fund series that is created in case of series method of performance fee calculation. • Follow Up Series – the subsequent fund series created for the following accounting periods. • Capital Call – for a capital call fund, hedge fund should be set as **Yes** and hedge fund type should be set as **Capital Call**. • Pre-Settled Trade – for a pre-settled trade fund, hedge fund should be set as **Yes** and hedge fund type should be set as **Pre-Settled Trade**. The client country HEDGEFUND should be enabled and pre-settled trade will be applicable only on specific priced funds. **Note**: • You can not perform any transactions if the hedge fund is of type **Side Pocket** • **Lead Series** and **Follow-up Series** are applicable only for **Series** type of performance fee computation. For more details on various methods of performance fee computation, refer the section titles **Computing Performance Fee for Hedge Funds** topic in this user manual. For more details on different types of hedge funds, refer Overview topic in this user manual.
Hedge Fund Manager	*Alphanumeric; 12 Characters; Optional* Specify the name of the hedge fund manager or select the fund manager from the option list provided. All entities maintained as fund managers in **Entity maintenance** screen are displayed in the list.
Transaction Generation Basis	*Optional* Select the criteria based on which the transaction has to be generated. The following options are available in the drop-down list: • **Net** • **Non-Net** • **Non-Net Transaction** **Note**: This is applicable for master funds and fund of funds.
Master Fund UH ID	*Alphanumeric; 12 Characters; Optional* Specify the unit holder Id for which the master fund transaction is generated. You can also query for unit holder ID by clicking **Find UH** button. **Note**: This is applicable only for master funds.

Error Messages for Hedge Fund Type

Table 2-78 Error Messages for Hedge Fund Type

Validation	Type	Error code	Error Message
When user tries to save **Pre-Settled Trade** fund with values given in any of the hedge fund related fields, system will prompt the error.	E	E-INVALIDPSHFDET	Hedge Funds Fields should not be entered for Hedge Fund Type Pre-Settled Trade.
When user tries to enter **Hedge Fund Type** field as **Pre-Settled Trade** without marking the fund as Hedge Fund. System will raise an error.	E	E-INVPSHEDGEFND	Hedge Fund should be enabled for Hedge Fund type Pre-Settled Trade
When user tries to save Pre-Settled Trade Fund without entering the specific Priced funds.	E	E-SPFPDTMAN	Specific Fund Price details are mandatory for Pre-Settled Funds.

a. Specify the details in the **Performance Fee Details** in the **Hedge Fund Details** screen.

Performance fee is a periodic fee collected by the fund manager from the investors of the fund, calculated as a percentage of the fund's profit.

In this section you can specify your preferences related to performance fee calculation. The values you specify here are not applicable for side pocket type of hedge funds.

For more information on fields in the screen, refer the below table.

Table 2-79 Hedge Fund Details - Performance Fee Details

Field	Description
Group ID	*Alphanumeric; 10 Characters; Optional* Specify the rule group to be used for performance fee calculation or select the same from the option list provided. All valid rule groups maintained in the system are displayed in the option list.
Description	*Display* The description associated with the selected rule group gets displayed here.
Computation Method	*Alphanumeric; 4 Characters; Optional* Specify the computation method to be used for performance fee calculation or select the same from the option list provided. The following options are available in the option list: • **ECCL** - Equalization Credit/Contingent Liquidation • **ECED** - Equalization Credit/Equalization Debit • **FR** - Forced Redemption • **SER** - Series Method
Description	*Display* The description associated with the computation method selected gets displayed here.

Table 2-79 (Cont.) Hedge Fund Details - Performance Fee Details

Field	Description
Performance Fee %	*Numeric; 22 Characters; Optional* Specify the percentage of the fund value that needs to be given as the performance fee.
Payment Frequency	*Optional* Select the frequency of payment of performance fee from the options provided in the drop down list: • **Monthly** • **Quarterly** • **Half-yearly** • **Yearly**
Accrual Frequency	*Optional* Select the frequency of accrual of performance fee from the options provided in the drop down list: • **Daily** • **Weekly** • **Monthly** • **Quarterly** • **Yearly**
Next Accrual Date	*Date Format; Optional* Specify the date on which the accrual of the performance fee should happen next. You need to specify this value only once during initial fund setup. For subsequent accruals, this date gets displayed automatically based on the accrual frequency.
Next Payment Date	*Date Format; Optional* Specify the date on which the payment of the performance fee should happen next. You need to specify this value only once during initial fund setup. For subsequent payments, this date gets displayed automatically based on the accrual frequency.
Last Accrual Date	*Display* The system automatically displays the date on which performance fee accrual happened last.
Last Payment Date	*Display* The system automatically displays the date on which performance fee was paid last.

b. Specify the details in the **Hurdle Rate Details** in the **Hedge Fund Details** screen.

Hurdle rate is the minimum fund returns necessary for a hedge fund manager to start collecting performance fees. The hurdle rate is usually tied to a benchmark rate such as LIBOR.

In this section you can specify details related to hurdle rates used for performance fee calculation. The values you specify here are not applicable for side pocket type of hedge funds.

For more information on fields in the screen, refer the below table.

Table 2-80 Hedge Fund Details - Hurdle Rate Details

Field	Description
Hurdle Rate Applicable	*Optional* Select the option to indicate whether hurdle rate is applicable for performance fee calculation. Select **Yes** from drop-down list to indicate that hurdle rate needs to be considered for performance fee calculation and **No** to indicate otherwise.
Hurdle Type	*Optional* Select the type of hurdle from the options provided in the drop-down list. The following options are available: • **Cumulative** • **Non-cumulative**
Reset Hurdle	*Optional* Select **Yes** from the drop-down list to indicate that the hurdle rate needs to be reset and **No** to indicate otherwise. Hurdle rate gets reset if the fund price at the end of the performance fee calculation fee period is greater than the total of High Water Mark and hurdle rate. **Note**: This is applicable only for **Cumulative** type of hurdles.
Hurdle Rate Type	*Optional* Select the type of hurdle rate from the options provided in the drop-down list. The following options are available: • **Fixed** • **Variable** • **Semi variable**
Hurdle Calculation Method	*Optional* Select the method to be used for calculating the hurdle rate. The following options are available in the drop-down list: • **Simple** • **Compounded**
Rate Code	*Alphanumeric; 10 Characters; Optional* Specify the interest rate code to be used for hurdle rate calculation. You can also select the rate code from the option list provided. **Note**:
Day Basis	*Optional* Select the basis on which the number of days is considered for hurdle rate calculation. The following options are available in the drop-down list: • **Actual** • **360** • **365**
Rate Basis	*Optional* Select the basis on which the hurdle rate is calculated from the following options available in the drop-down list: • **Percentage (%)** - applicable for **Variable** and **Semi-variable** hurdle rate types • **Basis Points** – applicable only for **Semi-variable** hurdle rate type

Table 2-80 (Cont.) Hedge Fund Details - Hurdle Rate Details

Field	Description
Rate	*Numeric; 22 Characters; Optional* Specify the value associated with the rate code that is considered for computing the hurdle rate. If you have selected **Basis Points** as rate basis, then a percentage value of this basis point is considered for computing the hurdle rate.

c. Specify the details in the **Fund Linkage Details** in the **Hedge Fund Details** screen.

For more information on fields in the screen, refer the below table.

Table 2-81 Hedge Fund Details - Fund Linkage Details Tab

Field	Description
Hedge Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID of the linked fund or select the linked fund ID from the option list provided. For master funds, this list will display the list of feeder funds and for fund of funds this list will display the list of underlying funds. **Note**: In GTA setup, field Hedge Fund ID can have funds selected only within same segment. If the hedge fund type is specified as **Follow-up Series**, you can specify the fund ID of the related **Lead Fund** here. **Note**: For side pocket funds the main fund name is captured here with the percentage specified as blank.
Fund Name	*Display* The name of the selected fund gets displayed here.
Percentage	*Numeric;22 Characters; Optional* Specify the percentage to be used for generating the underlying transaction. **Note**: For fund of funds the sum of percentage of investment in each fund should not be greater than 100.
Unit Holder ID	*Alphanumeric; 12 Characters; Optional* Specify the unit holder ID for generating the underlying transaction. You can also query for unit holder ID by clicking **Find UH** button. **Note**: Unit Holder ID is applicable only for underlying funds in case of Fund.

d. Specify the details in the **Investor Category Details** in the **Hedge Fund Details** screen.

For more information on fields in the screen, refer the below table.

Table 2-82 Hedge Fund Details - Investor Category Details

Field	Description
Investor Category	*Alphanumeric; 12 Characters; Optional* Specify the investor category of the unit holder or select the category from the option list provided. All unit holder categories existing in the system get displayed in the option list.

Table 2-82 (Cont.) Hedge Fund Details - Investor Category Details

Field	Description
Investor Category Name	*Display* The name associated with the investor category selected gets displayed here.
Performance Fee %	*Numeric; 22 Characters; Optional* Specify the percentage of performance fee to be paid for the selected investor category. This value overrides the performance fee percentage specified generically.

2.1.22 Fund Price Currencies

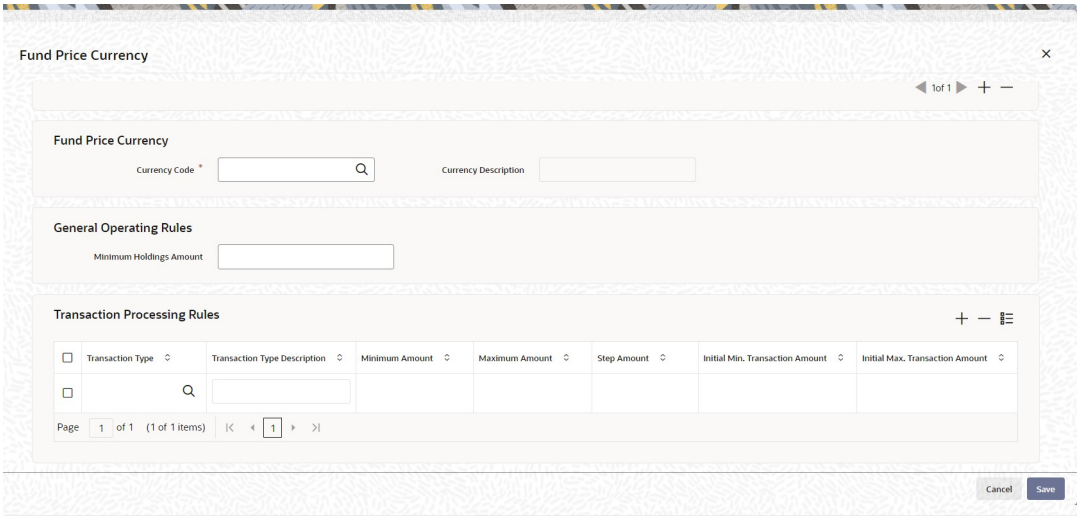
This topic provides information on fund price currencies button.

If the fund created is a currency of expression fund then you can maintain the fund price currencies along with the general operating and transaction processing limits for each fund price currencies.

1. Click **Fund Price Currencies** button in **Fund Rules Details** screen.

   The **Fund Price Currency** screen is displayed.

Figure 2-43 Fund Price Currency



2. On **Fund Price Currency** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-83 Fund Price Currency

Fields	Description
Fund ID	*Display* The system displays the fund ID for which the fund price currency is being maintained.
Rule Effective Date	*Display* The system displays the rule effective date of the fund.

You can maintain the allowed list of currencies for the fund.

Table 2-84 Fund Price Currency

Fields	Description
Currency Code	*Alphanumeric; 3 Characters; Mandatory* Specify the currency code which is added as fund price currency
Currency Description	*Display* The system displays the description for the specified currency code.

You can maintain the holding amount limit validation for the fund price currency added.

Table 2-85 General Operating Rules

Fields	Description
Minimum Holding Amount	*Numeric; 18 Characters; Optional* Specify the **Minimum Holding Amount**.

You can maintain the minimum and maximum amount limits for the transaction types for the fund price currency added.

Table 2-86 Transaction Processing Rules

Fields	Description
Transaction Type	*Alphanumeric; 2 Characters; Optional* Specify the transaction type for which the amount limitations are to be maintained. Alternatively, you can select the transaction type from the option list. The list displays all the valid transaction type maintained in the system. The system allows the following list of transactions types: • **IPO** • **Subscriptions** • **Redemptions** • **Switch (normal and pseudo)** Transfers not allowed as part of this list.
Transaction Type Description	*Display* The system displays the description for the selected transaction type.
Minimum Amount	*Numeric; 18 Characters; Optional* Specify the minimum amount limit for the currency selected.
Maximum Amount	*Numeric; 18 Characters; Optional* Specify the maximum amount limit for the currency selected.
Step Amount	*Numeric; 18 Characters; Optional* Specify the step amount for the currency.
Initial Min. Transaction Amount	*Numeric; 18 Characters; Optional* Specify the minimum initial amount limit.
Initial Max. Transaction Amount	*Numeric; 18 Characters; Optional* Specify the maximum initial amount limit.

On saving the fund rule,

- The currency field (list of values) in FPC TAB will list all currencies except the fund base currency. Fund base currency will not be present in the option list
- If there is any fund price currencies maintained then the system will default the **Currency of Expression Fund** field value to **Yes** in the fund demographics.
- If a Currency of Expression fund is amended and the FPC maintenance is deleted then the system will default the Currency of Expression fund value to **No** in the fund demographics.
- The Currency of Expression checks further will not happen for this fund from the rule effective date. The system will display a warning message as **Fund price currencies maintained for the fund is being deleted.**

During the Pre EOD check, the system will check if the price in fund price currencies are maintained for the day. If the system does not find the Price in currency of expression, then the transaction entered in currency of expression will not be allotted.

2.1.23 Process Holding Limit in Currency of Expression

This topic provides information on processing holding limit in currency of expression details.

The system will validate holding limit for fund price currencies for the outflow transactions only if the limits are maintained in the general operating rules (Fund Price Currency Tab) and accordingly generate warning message for the outflow transactions.

If the transaction base currency is the unit holders' currency of expression; then TBC should be validated against the Unit Holders' **Holdings/balance** and the fund's minimum holdings/ balance in that currency of expression to conclude whether or not the minimum holdings/ balance amount has been breached.

If the transaction base currency is a fund price currency for the fund, but not a unit holders' currency of expression, and if limits are maintained for the fund price currency then TBC should be validated against the Unit Holders' **Holdings/balance** and the Fund's minimum holdings/balance in FPC to conclude whether or not the minimum holdings amount has been breached.

If the transaction base currency is a Fund price currency for the fund, and limits are not maintained, then the transaction amount is to be converted into the FBC (based on the latest price) and should be validated against the Unit Holders' **Holdings/balance in FBC** and the Fund's minimum holdings in FBC to conclude whether or not the minimum holdings/balance Amount has been breached. The system will use COE factor in this case.

If the transaction base currency is FBC; then that amount should be validated against the unit holders **holdings/balance in FBC** and the fund's minimum holdings in FBC to conclude whether or not the minimum holdings amount has been breached.

If the transaction currency is neither the FBC nor a FPC nor unit holders' currency of expression, then the amount is to be converted into FBC based on the exchange rate and then validate against the UHs **holdings in FBC** and the fund's minimum holdings in FBC to conclude whether or not the minimum holdings amount has been breached.

If the transaction currency is neither the FBC nor a FPC nor unit holders' currency of expression, then the amount is to be converted into FBC based on the exchange rate and then validate against the UHs **holdings in FBC** and the fund's minimum holdings in FBC to conclude whether or not the minimum holdings amount has been breached. The system will validate holding/balance limit for FPC for all modes of transactions (outflow transaction) i.e. manual inputs and uploads as well.

The UH/CIF balance = UH fund balance * declared NAV in FBC

The Min/Max holding check is maintained in the **Fund Price Currency** tab. The values for **minimum holding indicator, minimum threshold limits and minimum holding apply for** will be looked at what is maintained for fund base currency at the GOR. In case values are not maintained here then it will be same logic as is for fund base currency.

The system will perform the following checks for the different values maintained for minimum holding indicator:

- **Case 1:**
  Minimum holdings indicator =Amount

  Balance to be checked = minimum holding amount + (minimum holding amount * threshold percentage)

  If UH/CIF balance is less than or equal to the balance to be checked, then the system will display warning message as **The unit holder balance has reached the threshold value**.

  If UH/CIF balance is 0 then the system will display warning message as **This is a terminating transaction, Unit holder balance will be Zero.**
- **Case 2:**
  Minimum holdings indicator =lower of amount/units

  Balance to be checked = least of minimum holding amount and (minimum holding units * declared NAV in currency of expression) + (least of minimum holding amount and (minimum holding units * declared NAV in currency of expression)) * threshold percentage)

  If UH/CIF Balance is less than or equal to balance to be checked then the system will display warning message as **The Unit holder balance has reached the threshold value**.

  If UH/CIF balance is 0 then the system will display warning message as **This is a terminating transaction, Unit holder balance will be Zero.**
- **Case 3:**
  Minimum holdings indicator = higher of amount/units

  Balance to be Checked = higher of minimum holding amount and (minimum holding units * declared NAV in currency of expression) + (higher of minimum holding amount and (minimum holding units * declared NAV in currency of expression)) * threshold percentage)

  If UH/CIF Balance is less than or equal to balance to be checked then the system will display warning message as **The Unit holder balance has reached the threshold value**.

  If UH/CIF balance is 0 then the system will display warning message as **This is a terminating transaction, Unit holder balance will be Zero.**

  If you try to amend an existing fund or add new currencies (fund price currencies-FPC's) and prices are not maintained/available for the new fund price currencies and the same currency is used for redemption transactions then system will display warning message while saving the transactions.

2.2 Fund Rules Summary

This topic provides information about perform actions in fund rules summary screen.

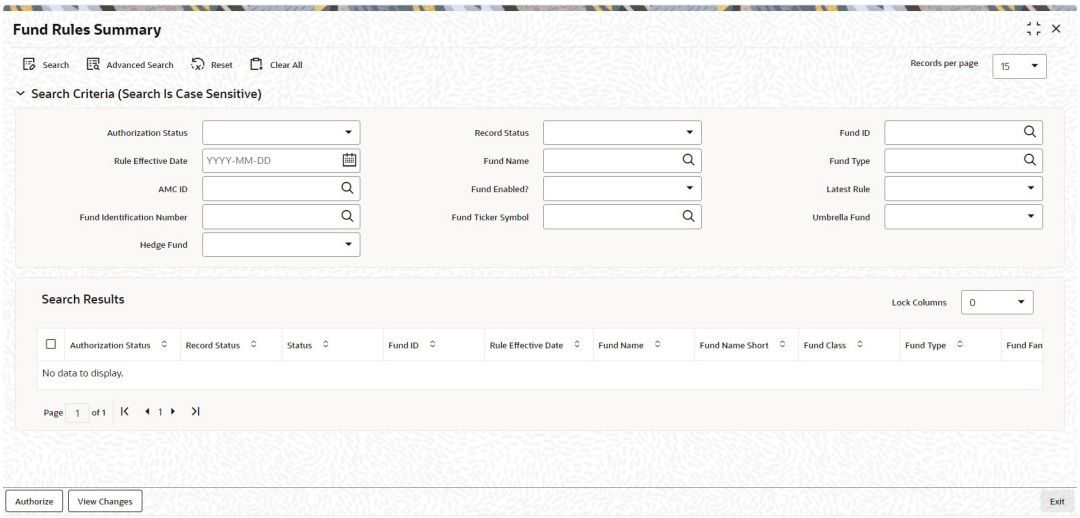
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Rules Summary

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

   The **Fund Rules Summary** screen is displayed.

Figure 2-44 Fund Rules Summary



2. On **Fund Rules 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**
   - **Fund ID**
   - **Fund Name**
   - **AMC ID**
   - **Latest Rule**
   - **Fund Ticker Symbol**
   - **Hedge Fund**
   - **Rule Effective Date**
   - **Fund Type**
   - **Fund Enabled**
   - **Fund Identification Number**
   - **Umbrella Fund**
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 any parameter in the screen
> - 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.

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

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

- Edit Fund Rules Record
  This topic provides the systematic instructions to edit fund rules record.
- View Fund Rules Record
  This topic provides the systematic instructions to view fund rules record.
- Delete Fund Rules Record
  This topic provides the systematic instructions to delete fund rules record.
- Authorize Fund Rules Record
  This topic provides the systematic instructions to authorize fund rules record.
- Amend Fund Rules Record
  This topic provides the systematic instructions to amend fund rules record.
- Authorize Amended Fund Rules Record
  This topic provides the systematic instructions to authorize amended fund rules record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

2.2.1 Edit Fund Rules Record

This topic provides the systematic instructions to edit fund rules record.

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

1. Start the **Fund Rules 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 **Fund Rules Summary** 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 **Fund Rules Detail** screen is closed and the changes made are reflected in the **Fund Rules Summary** screen.

2.2.2 View Fund Rules Record

This topic provides the systematic instructions to view fund rules record.

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

1. Start the **Fund Rules 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.
4. Click **Search** button.

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

   The **Fund Rules Detail** screen is displayed in View mode.

2.2.3 Delete Fund Rules Record

This topic provides the systematic instructions to delete fund rules record.

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

1. Start the **Fund Rules 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 **Fund Rules 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 Fund Rules Record

This topic provides the systematic instructions to authorize fund rules record.

An unauthorized Fund Rules Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Rules 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 **Fund Rules 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.

Note:

You cannot edit or delete an authorized fund rule.

You can map agents to a fund, set up backdating limits, and enter transaction prices for a fund only after you authorize it. Similarly, the tracking of limits, and acceptance of unit holder transactions into the fund can only take place after authorization.

You cannot authorize a fund until you have maintained the following fund rules for it:

- **Fund Demographics**
- **General Operating Rules**
- **Shares Characteristics**
- **Transaction Processing Rules**
- **Fund Sale Country rule**
- **Fund Restriction rule**
- **Fund Transaction Currency rule**

The following fund rules are not mandatory for a fund, and it can be authorized without them:

- **Corporate Actions**
- **Fund Price Currency**
- **Fund Formula Maintenance**
- **Fund Load Setup**

These fund rules may be maintained as and when necessary.

2.2.5 Amend Fund Rules Record

This topic provides the systematic instructions to amend fund rules record.

After a Fund Rules Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Rules 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 **Fund Rules Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

Note:

An amendment must be subsequently authorized so that the new rules come into effect on the new rule effective date. You must specify a date that is either the current date or later.
The Fund Name and Fund Short Name cannot be altered for umbrella funds, sub-funds and share class funds, during an amendment.

You will not be able to successfully amend the Specific Fund Price Date Setup if the Rule Effective Date is lesser than the Application Date. While amending, the Rule Effective Date will have to be gretaer than the Application Date.

If required, fund rules may be amended on a business day, with the new Rule Effective Date being the current date itself. This feature is only available if your installation has specifically requested for it. An exhaustive note on this feature is available in the Annexure.

You can amend the following basic details provided no transactions have been accepted for the fund, and provided no fund price has been entered for the fund:

- Start date (provided no dividends have been generated in respect of the fund).
- Fiscal start and end dates (provided no dividends have been generated in respect of the fund).
- Fund base currency, provided the new fund base currency that you specify is necessarily a fund transaction currency, as designated in the Fund Transaction Currency Restriction rule.
- Fund country, provided the new fund country that you specify is necessarily not restricted in the Fund Sale Country or Fund Residency Restriction rules.

2.2.6 Authorize Amended Fund Rules Record

This topic provides the systematic instructions to authorize amended fund rules record.

An amended Fund Rules Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

2.2.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Rules record with the same attributes of an existing maintenance, you can copy the attributes of an existing Fund Rules record to a new one.

1. Retrieve the record whose attributes the new Fund Rules record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Rules record. You can, however, change the details of the new record.

2.3 Maintain Fund Investments Component

This topic provides information on maintaining fund investments component details.

To validate the Prudential Investment Guidelines it is mandatory to define the various investment components that constitute the fund investment for a product or policy. Investment components are a division of the fund that is allocated for investment in policies. These components may be individual components or a combination of two or more components. Based on the relation of the allotted fund characteristic, these components are allotted a percentage or ratio, which describes the relation of these funds to the total Fund Investment.

Refer the chapter **Prudential Investment Guidelines Standard** and **FOREX Compliance**, in the LEP user guide for more information on maintaining Prudential Investment Guidelines and forex compliance.

To maintain the Fund Investment Components, you need to:

- Define the various investment components as part of system parameters maintenance under the parameter code **INVESTMENTCOMP**.
- Specify the Investment component code and its corresponding description.

> **Note:**
>
> The system does not differentiate onshore/offshore components at this level.

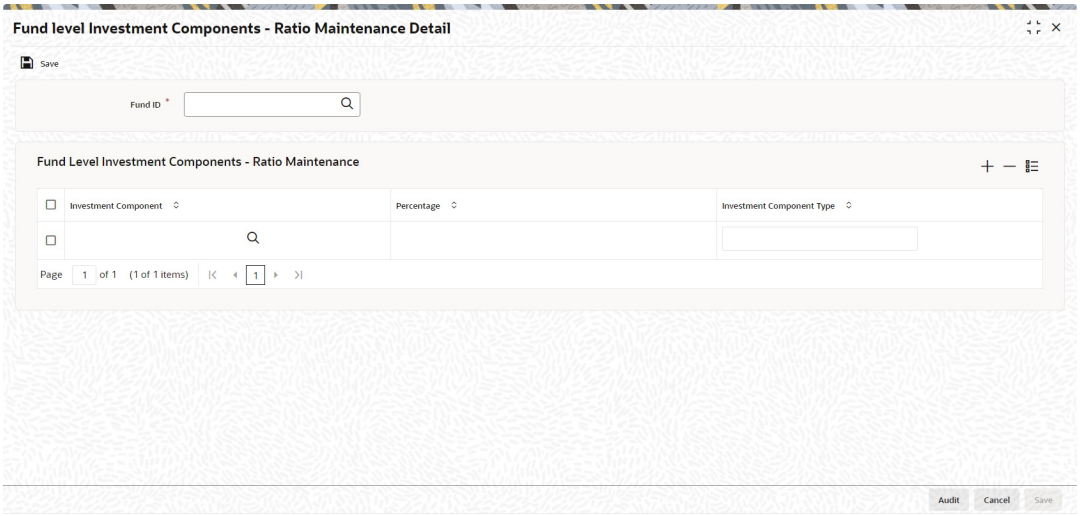
You need to maintain ratios for respective investment components type according to the following considerations:

- The total sum of these ratios must be equal to 100.
- The list of Investment Components is available as per the system parameters maintenance.

1. On **Home** screen, type **UTDFICRM** in the text box and click **Next**.
2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to input the details of the fund component.

   The **Fund level Investment Components – Ratio Maintenance Detail** screen is displayed.

Figure 2-45 Fund level Investment Components – Ratio Maintenance Detail



3. On **Fund level Investment Components – Ratio Maintenance Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-87 Fund level Investment Components – Ratio Maintenance Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **Fund ID**. Alternatively, you can select fund ID from the option list. The list displays a record of all stored fund types.

Fund Level Investment Components - Ratio Maintenance

After selecting the required fund types you are provided with the records matching the input information specified to the system.

Table 2-88 Fund level Investment Components – Ratio Maintenance Detail

Field	Description
Component Type	*Alphanumeric; 3 Characters; Optional* Specify the **Component Type**. This adjoining option list displays all valid component type maintained in the system. You can choose the appropriate one..
Investment Component	*Display* The portion of the allocated Fund investment is displayed here as the Investment component.
Percentage	*Numeric; 5 Characters; Optional* This is the ratio or percentage of the Total Investment Fund including the selected component. It should be input as 100.

4. After capturing these details, click **Ok** button to save the component.

2.4 Fund Investment Component Summary Screen

This topic provides information about perform actions in fund investment component summary screen.

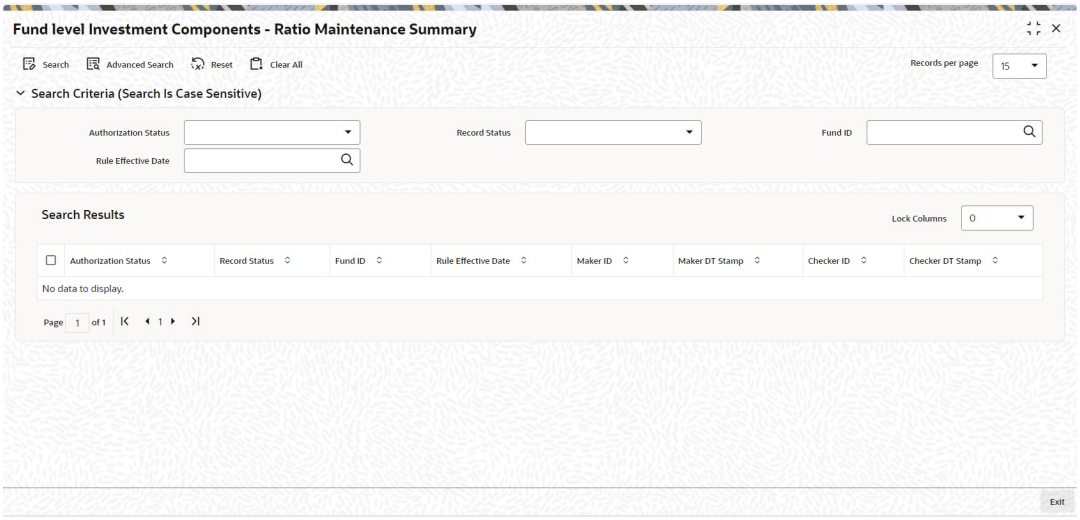
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in the Fund Investment Component Summary

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

   The **Fund level Investment Components – Ratio Maintenance Summary** screen is displayed.

Figure 2-46 Fund level Investment Components – Ratio Maintenance Summary



2. On **Fund level Investment Components – Ratio 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**
   - **Fund ID**
   - **Rule Effective 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 any parameter in the screen
> - 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.

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

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

- Edit Fund Investment Component Record
  This topic provides the systematic instructions to edit fund Investment Component Record
- View Fund Investment Component Record
  This topic provides the systematic instructions to view fund investment component record.
- Delete a Fund Investment Component Record
  This topic provides the systematic instructions to delete a fund investment component record.
- Authorize a Fund Investment Component Record
  This topic provides the systematic instructions to authorize a fund investment component record.
- Amend Fund Investment Component Record
  This topic provides the systematic instructions to amend fund investment component record.
- Authorize a Fund Investment Component Record
  This topic provides the systematic instructions to authorize a fund investment component record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

2.4.1 Edit Fund Investment Component Record

This topic provides the systematic instructions to edit fund Investment Component Record

Modify the details of Fund Investment Component Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund level Investment Components – Ratio 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 **Fund level Investment Components – Ratio Maintenance Summary** 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 **Fund level Investment Components – Ratio Maintenance Detail** screen is closed and the changes made are reflected in the **Fund level Investment Components – Ratio Maintenance Summary** screen.

2.4.2 View Fund Investment Component Record

This topic provides the systematic instructions to view fund investment component record.

View a record that you have previously input by retrieving the same in the **Fund level Investment Components – Ratio Maintenance Summary** screen. Perform this operation as follows:

1. Start the **Fund level Investment Components – Ratio 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.

4. Click **Search** button.

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

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

   The **Fund level Investment Components – Ratio Maintenance Detail** screen is displayed in View mode.

2.4.3 Delete a Fund Investment Component Record

This topic provides the systematic instructions to delete a fund investment component record.

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

1. Start the **Fund level Investment Components – Ratio 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 **Fund level Investment Components – Ratio 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.

2.4.4 Authorize a Fund Investment Component Record

This topic provides the systematic instructions to authorize a fund investment component record.

An unauthorized Fund Investment Component Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund level Investment Components – Ratio 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 lower portion of the screen.
4. Double-click the record that you wish to authorize.

   The **Fund level Investment Components – Ratio 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.

2.4.5 Amend Fund Investment Component Record

This topic provides the systematic instructions to amend fund investment component record.

After a Fund Investment Component Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund level Investment Components – Ratio 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 **Fund level Investment Components – Ratio Maintenance Detail** screen is displayed in amendment mode.

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

2.4.6 Authorize a Fund Investment Component Record

This topic provides the systematic instructions to authorize a fund investment component record.

An unauthorized Fund Investment Component Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund level Investment Components – Ratio 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 lower portion of the screen.
4. Double-click the record that you wish to authorize.

   The **Fund level Investment Components – Ratio 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.

2.4.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

f you want to create a new Fund Investment Component record with the same attributes of an existing one, you can copy the attributes of an existing Fund Investment Component record to a new one.

1. Retrieve the record whose attributes the new Fund Investment Component should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Investment Component. You can, however, change the details of the new maintenance.

2.5 Process Fund Rule Interface

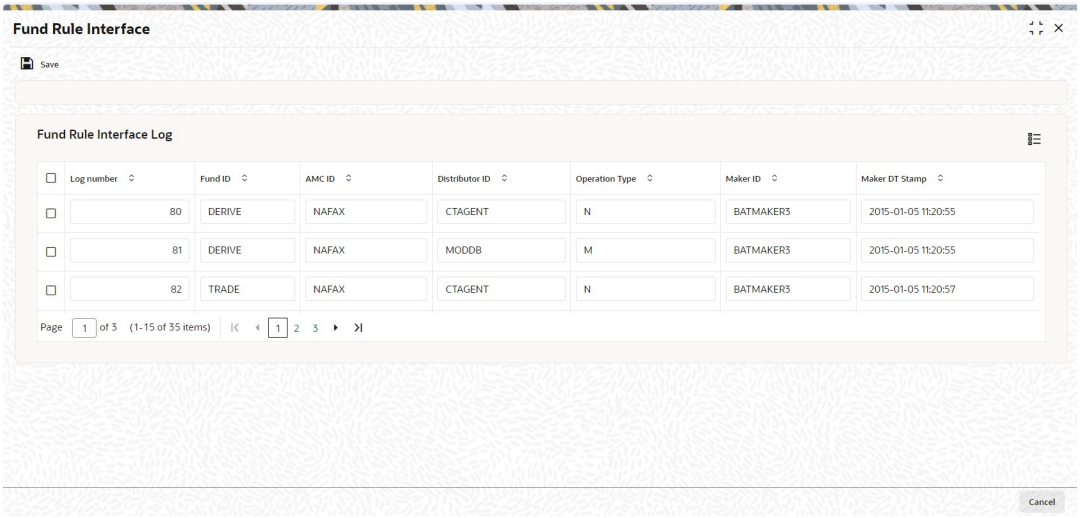
This topic provides the instructions to process fund rule interface screen details.

You can monitor the transfer of funds from AMC to distributor using **Fund Rule Interface** screen.

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

The **Fund Rule Interface** screen is displayed.

Figure 2-47 Fund Rule Interface



2. On **Fund Rule Interface** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-89 Fund Rule Interface

Field	Description
Log Number	*Display* The system displays the log number of the fund being transferred.
Fund ID	*Display* The system displays the fund ID of the fund which is being transferred.
AMC ID	*Display* The system displays the AMC ID of fund from which the fund is getting transferred to distributor.
Distributor ID	*Display* The system displays the distributor to which the fund is being transferred.
Operation Type	*Display* The system displays the type of operation by which the fund is being transferred.
Maker ID	*Display* The system displays the ID of the maker who transfers the fund (saves the fund transfer record).
Maker DT Stamp	*Display* The system displays the Date and time when thFund Restriction Buttone fund is transferred from AMC to distributor.

2.6 Process Fund User Restriction

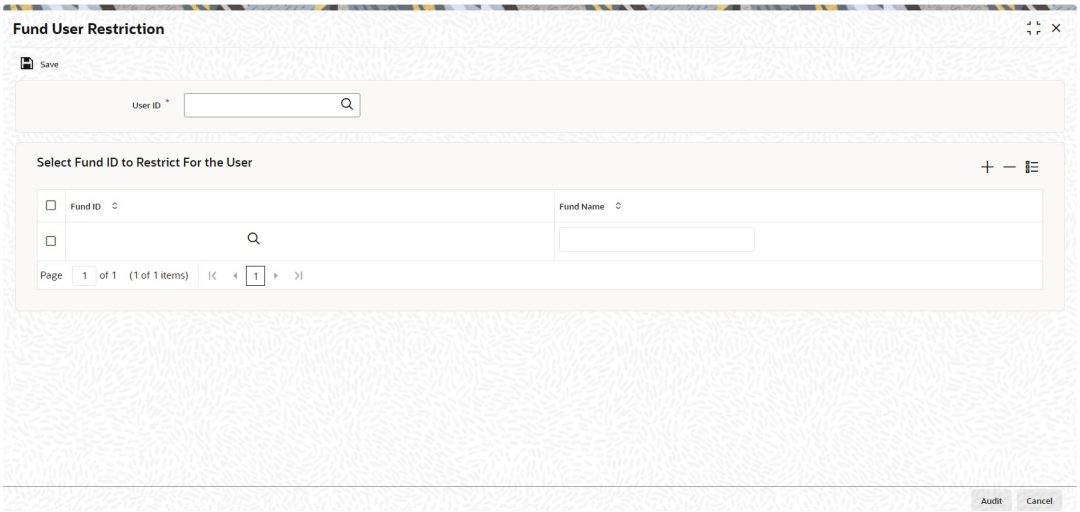
This topic provides the instructions to process fund user restriction screen details.

You can restrict the user for particular fund using **Fund User Restriction** screen.

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

   The **Fund User Restriction** screen is displayed.

Figure 2-48 Fund User Restriction



2. On **Fund User Restriction** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 2-90 Fund User Restriction

Field	Description
User ID	*Alphanumeric; 6 Characters; Mandatory* Specify the user ID for which the funds are to be restricted for usage. Alternatively, you can select user ID from the option list. The list displays all valid user IDs maintained in the system.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID for which the funds are to be restricted for usage. Alternatively, you can select fund ID from the option list. The list displays all valid fund IDs maintained in the system.
Fund Name	*Display* The system displays the name of the selected fund ID.

3
Other Fund Activities

This topic contains the following sub-topics:

- Entities with Funds Association
- Fund Entity Mapping Summary
  This topic provides information about perform actions in fund entity mapping summary screen.
- Process the Agency Branch Backdating Limit Setup
  This topic provides the instructions to invoke agency branch backdating limit setup screen details.
- Fund Agency Backdating Limit Summary
  This topic provides information about perform actions in fund entity mapping summary screen.
- Process Fund Switch Restrict Detail
  This topic provides the instructions to invoke fund switch restrict detail screen details.
- Fund Switch Restrict Summary
  This topic provides information about perform actions in fund switch restrict summary screen.
- Pseudo Switch Lag Maintenance
- Pseudo Switch Lag Summary
  This topic provides information about perform actions in Pseudo Switch Lag Summary screen.
- Transfer Switch Lag Maintenance
- Transfer Switch Lag Summary
  This topic provides information about perform actions in Transfer Switch Lag Summary screen.
- Fund Price
- Fund Price Maintenance Summary
  This topic provides information about perform actions in Fund Price Maintenance Summary screen.
- Fund Preference Maintenance
- Fund Preference Summary
  This topic provides information about perform actions in Fund Preference Summary Screen.
- Short Trade Counter Details
  This topic provides the instructions to invoke short trade counter details screen details.
- Investor Fund Risk Rating Mapping
- Investor Fund Risk Mapping Summary
  This topic provides information about perform actions in Investor Fund Risk Mapping Summary screen.

- Process Adhoc Price Dates Maintenance Detail
  This topic provides the instructions to invoke adhoc price dates maintenance screen details.
- Adhoc Price Dates Maintenance Summary
  This topic provides information about perform actions in adhoc price dates maintenance summary screen.
- Process Price Date Change Detail
  This topic provides the instructions to invoke price date change detail screen details.
- Price Date Change Summary
  This topic provides information about perform actions in adhoc price dates maintenance summary screen.
- Process the Fund Price Holiday Maintenance Detail
  This topic provides the instructions to invoke fund price holiday maintenance detail screen details.
- Fund Price Holiday Maintenance Summary
  This topic provides information about perform actions in Fund Price Holiday Maintenance Summary screen.
- Process the Fund CPMF
  This topic provides the instructions to invoke fund CPMF screen details.
- Fund CPMF Setup Summary
  This topic provides information about perform actions in fund CPMF setup summary screen.
- Process Fund Account Input Detail
  This topic provides the systematic instructions to set up the bank accounts for a fund.
- Fund Account Summary
  This topic provides information about perform actions in fund account summary screen.
- Process the Product Fund Mapping Detail
  This topic provides the instructions to invoke product fund mapping detail screen details.
- Process Wrap Fund Maintenance
  This topic provides the instructions to invoke wrap fund maintenance details.
- Process FBC Access Restriction
  This topic provides the instructions to invoke FBC access restriction screen details.
- Wrap Fund Summary
  This topic provides information about perform actions in wrap fund summary screen.
- FBC Access Restriction Summary
  This topic provides information about perform actions in wrap fund summary screen.
- Corporate Actions for Fund
- Corporate Actions Summary
  This topic provides information about perform actions in corporate actions summary screen.
- Corporate Actions Processing
- Bank Reconciliation
- Bank Reconciliation Summary
  This topic provides information about perform actions in bank reconciliation summary screen.
- Performance Fee for Hedge Funds

- Process Override Trade Cycle Date
  This topic provides the instructions to invoke override trade cycle date screen details.
- Override Trade Cycle Date Summary
  This topic provides information about perform actions in override trade cycle date summary screen.
- Process Price Rounding Detail
  This topic provides the instructions to invoke price rounding detail screen details.
- Unit Price Rounding Summary
  This topic provides information about perform actions in unit price rounding summary screen.
- Process Fund Capital Call Detail
  This topic provides the instructions to invoke capital call detail screen details.
- Fund Capital Call Summary
  This topic provides information about perform actions in fund capital call summary screen.
- Process Capital Call Tranche
  This topic provides the instructions to invoke capital call tranche screen details.
- Capital Call Tranche Summary
  This topic provides information about perform actions in capital call tranche summary screen.
- Process Capital Call Enquiry Detail
  This topic provides the instructions to invoke capital call enquiry detail screen details.

3.1 Entities with Funds Association

This topic contains the following sub-topics:

- Associate Entities with Funds
  This topic provides information on associating entities with funds details.
- Process Fund Entity Mapping Detail
  This topic provides the instructions to invoke fund entity mapping screen details.

3.1.1 Associate Entities with Funds

This topic provides information on associating entities with funds details.

This screen can be used to associate entities with a fund. You can maintain either a list of **Restricted** entities, or an **Allowed** list.

If you maintain a restrictive list as **Yes**, only the entities that you maintain in the list in the Fund Entity Maintenance screen for a fund are restricted from transacting in the selected fund. If you maintain a restrictive list as **No**, only the entities that you maintain in the list in the Fund Entity Maintenance screen are allowed to transact in the selected fund. If you maintain neither a restrictive nor an allowed list, all entities of a type are allowed to transact in the fund.

This is the following entity.

- Agents
  This topic provides information on agents.
- Customer Categories
  This topic provides information on customer categories.

- CIFs
  This topic provides information on CIFs.
- Check Vendors
  This topic provides information on check vendors.

3.1.1.1 Agents

This topic provides information on agents.

In the case of agents, mapping can be carried out for only those Agents and their branches as have been created using the Agent and Agency Branch screens. Only those agents and their branches that have been mapped to a fund as part of an **Allowed** list will be able to accept transactions related to that particular fund. Agents and their branches maintained as a **Restrictive** list will not be able to accept transactions for the fund.

Distributor agents can also be mapped to the fund. This would be required in a scenario where the Distributor markets certain funds of the AMC, or in cases where a service agent performs back office processing for an AMC as well as a Distributor.

3.1.1.2 Customer Categories

This topic provides information on customer categories.

Your AMC may wish to restrict investment in a fund based on investor categories, allowing only investors of certain categories to invest. Also, your AMC may wish to restrict or allow use of a fund to certain unit holders. You can maintain lists of such allowed / restricted investor categories (or unit holders) in the Fund Entity Maintenance screen in the Fund Manager component of the system.

At the transaction entry or upload (including adjustment transactions), standing instructions entry or upload, or income distribution setup, the unit holders in a restricted list or belonging to the restricted categories cannot be specified. For an allowed list, at the transaction entry or upload (including adjustment transactions), standing instructions entry or upload, or income distribution setup, the unit holders in the allowed list or belonging to the allowed categories can be specified.

If you maintain neither a restrictive nor an allowed list, all customers are allowed to transact in the fund.

3.1.1.3 CIFs

This topic provides information on CIFs.

You might need to restrict certain CIFs from a restricted category from transacting in a fund. You can maintain such restrictions in the Fund Entity Maintenance screen.

You can disallow CIFs belonging to a restricted category (a restrictive list); or, you might require maintaining a list of CIFs that are allowed to transact in a fund (a positive list).

The system checks the CIF number specified for any transaction that is entered in the Transaction Detail screens as well as in the Standing Instructions Detail screen, to see if any restrictions have been maintained that would entail disallowing the specified CIF from transacting into the fund. The restrictions, if any, applicable at the following levels, would be enforced:

- Unit Holder Account
- CIF

- Investor Category

3.1.1.4 Check Vendors

This topic provides information on check vendors.

Using this screen, you can also associate a check vendor that is maintained as an entity in the system, with those funds for which the vendor is designated to print check books that are requested by investors availing the check writing facility.

3.1.2 Process Fund Entity Mapping Detail

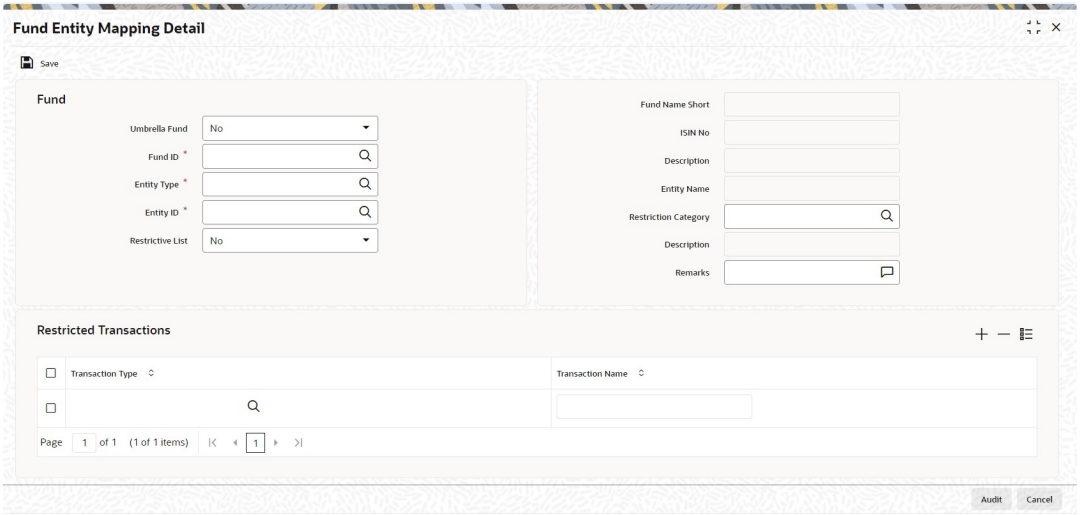
This topic provides the instructions to invoke fund entity mapping screen details.

To map entities to a fund, use the **Fund Entity Mapping Detail** screen.

1. On **Home** screen, type **UTDFNENT** in the text box and click **Next**.
2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the fund and entity that you wish to map.

   The **Fund Entity Mapping Detail** screen is displayed.

Figure 3-1 Fund Entity Mapping Detail



You can only map entities to a fund for which the latest rule is effective, and all fund rules have been authorized.

3. On **Fund Entity Mapping Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-1 Fund Entity Mapping Detail - Fund

Field	Description
Umbrella Fund	*Optional* Select **Yes** from the drop-down list if the fund for which you wish to maintain the fund entity association is an umbrella fund.

Table 3-1 (Cont.) Fund Entity Mapping Detail - Fund

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the fund for which you want to map entities, from the options provided. If you specify the fund, the ISIN Code of the selected fund is displayed in the ISIN Code field. You can also map all the funds to an entity by selecting **All** option from the option list. If you have selected the **All** option, then any new fund created in the system will be automatically mapped to this entity. You will not be able to map individual fund to this entity. Similarly, if individual fund is mapped to an entity, then the system will not allow you to map all the funds to the same entity.
Fund Name Short	*Display* The system displays the description for the selected **Fund ID**.
ISIN Code	*Display* The system displays the ISIN Code for the selected **Fund ID**.
Entity Type	*Alphanumeric; 2 Characters; Mandatory* You can use this field to indicate the type of entity that is to be associated with the selected **Fund**. You can associate any of the following entities: • **Agent** • **Investor** • **Individual Investor Categories** • **Corporate Investor Categories** • **Check Vendor** • **Clearing Agent** • **CIF Number** • **Broker** • **ISA Manager** If you are maintaining a restrictive / positive list of CIFs that you wish to disallow / allow to transact into the specified fund, you must select the **CIF Number** option in this field. If you select the **CIF Number** option, you can also specify the appropriate restriction category and any remarks, in the Restriction Category and Remarks fields
Description	*Display* The system displays the description for the selected **Entity Type**.
Entity ID	*Alphanumeric; 12 Characters; Mandatory* Select the code of the entity that is to be allowed to operate this fund, from the options provided. It could be an agent, or a check vendor who is designated to print check books that are requested by investors availing the check writing facility; it could also be a unit holder, individual or corporate investor category, or a clearing agent.
Entity Name	*Display* The system displays the name of the selected **Entity ID**.

Table 3-1 (Cont.) Fund Entity Mapping Detail - Fund

Field	Description
Restrictive List	*Optional* Use this field to indicate whether you are maintaining a list of **allowed** entity associations for the fund, or a **restrictive** one. Select **Yes** from the drop-down list to indicate a restricted list; leave it unchecked to indicate an allowed list. If you maintain a **restrictive list**, only the entities that you specify are restricted from transacting in the selected fund. If you maintain an **allowed** list, only the entities that you specify are allowed to transact in the selected fund. Based on the installation setup, the system validates Broker fund mapping in one the following ways: • If any broker or brokerage is mapped to a fund and the restrictive list value is selected as **No**, then only those brokers and the sub-brokers are allowed to transact in the fund. If any broker or brokerage is mapped to a fund and the restricted list is listed as **Yes**, then all the brokers apart from the disallowed list are allowed to in the fund, unless you map the sub-brokers of the disallowed brokers to a particular fund. • If any broker or brokerage is mapped to a fund and the restrictive list value is selected as **No**, then only those brokers are allowed to transact in the fund, the sub-brokers are not allowed to transact in the mapped fund. If any broker or brokerage is mapped to a fund and the restricted list is listed as **Yes**, then all the brokers apart from the disallowed list are allowed to transact in the fund, even the sub-brokers of disallowed parent broker are allowed.
Restriction Category	*Alphanumeric; 2 Characters; Optional* If you are maintaining a restrictive / positive list of CIFs that you wish to disallow / allow to transact into the specified fund, you can select the appropriate restriction category in this field.
Remarks	*Alphanumeric; 255 Characters; Optional* If you are maintaining a restrictive / positive list of CIFs that you wish to disallow / allow to transact into the specified fund, you can specify any appropriate remarks in this field.
Transaction Type	*Alphanumeric; 2 Characters; Optional* Specify the **Transaction Type**. Alternatively, you can select transaction type from the option list. The list displays all valid transaction type maintained in the system.
Transaction Name	*Display* The system displays the description for the selected **Transaction Type**.

3.2 Fund Entity Mapping Summary

This topic provides information about perform actions in fund entity mapping summary screen.

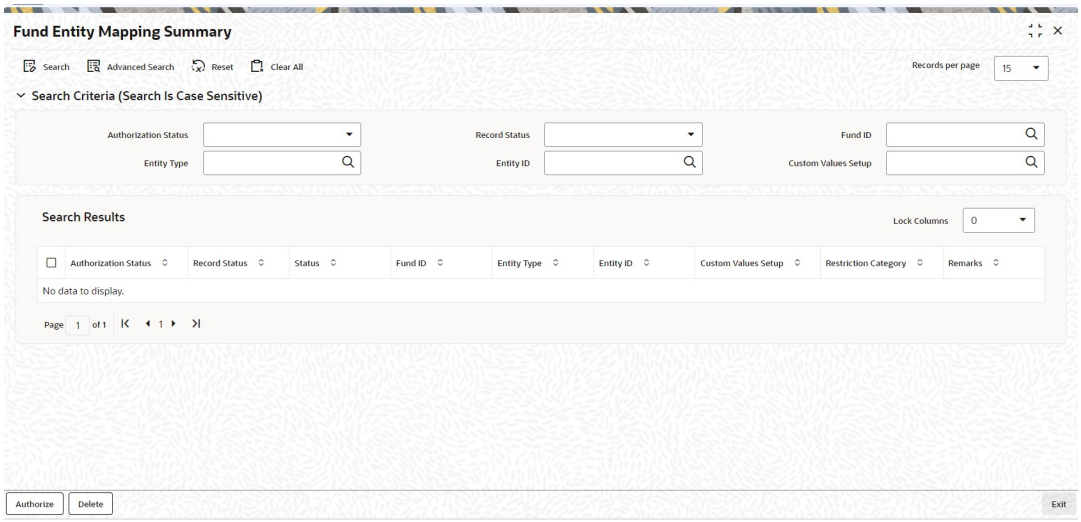
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Entity Mapping Summary

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

   The **Fund Entity Mapping Summary** screen is displayed.

Figure 3-2 Fund Entity Mapping Summary



2. On **Fund Entity Mapping 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**
   - **Fund ID**
   - **Entity Type**
   - **Entity ID**
   - **Custom Values Setup**
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 any parameter in the screen
> - 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.

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

   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.

  - Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value' 7'. For example: AGC17, GSD267, AGC77 etc.
  - Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Entity Mapping
  This topic provides the systematic instructions to edit fund entity mapping.
- View Fund Entity Mapping
  This topic provides the systematic instructions to view fund entity mapping.
- Delete Fund Entity Mapping
  This topic provides the systematic instructions to delete fund entity mapping.
- Authorize Fund Entity Mapping
  This topic provides the systematic instructions to authorize fund entity mapping.
- Authorize Fund Entity Mapping
  This topic provides the systematic instructions to authorize fund entity mapping.
- Authorize Amended Fund Entity Mapping
  This topic provides the systematic instructions to authorize amended fund entity mapping.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.2.1 Edit Fund Entity Mapping

This topic provides the systematic instructions to edit fund entity mapping.

Modify the details of Fund Entity Mapping Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Entity Mapping 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 **Fund Entity Mapping Summary** 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 **Fund Entity Mapping Detail** screen is closed and the changes made are reflected in the **Fund Entity Mapping Summary** screen.

3.2.2 View Fund Entity Mapping

This topic provides the systematic instructions to view fund entity mapping.

View a record that you have previously input by retrieving the same in the **Fund Entity Mapping Summary** screen. Perform this operation as follows:

1. Start the **Fund Entity Mapping 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.
4. Click **Search** button.

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

   The **Fund Entity Mapping Detail** screen is displayed in View mode.

3.2.3 Delete Fund Entity Mapping

This topic provides the systematic instructions to delete fund entity mapping.

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

1. Start the **Fund Entity Mapping 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 **Fund Entity Mapping 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.

3.2.4 Authorize Fund Entity Mapping

This topic provides the systematic instructions to authorize fund entity mapping.

An unauthorized Fund Entity Mapping Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Entity Mapping 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 **Fund Entity Mapping 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.

3.2.5 Authorize Fund Entity Mapping

This topic provides the systematic instructions to authorize fund entity mapping.

An unauthorized Fund Entity Mapping Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Entity Mapping 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 **Fund Entity Mapping 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.

3.2.6 Authorize Amended Fund Entity Mapping

This topic provides the systematic instructions to authorize amended fund entity mapping.

An amended Amended Fund Entity Mapping Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.2.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Entity Mapping with the same attributes of an existing one, you can copy the attributes of an existing Fund Entity Mapping to a new one.

1. Retrieve the record whose attributes the new Fund Entity mapping should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Entity mapping. You can, however, change the details of the new maintenance.

3.3 Process the Agency Branch Backdating Limit Setup

This topic provides the instructions to invoke agency branch backdating limit setup screen details.

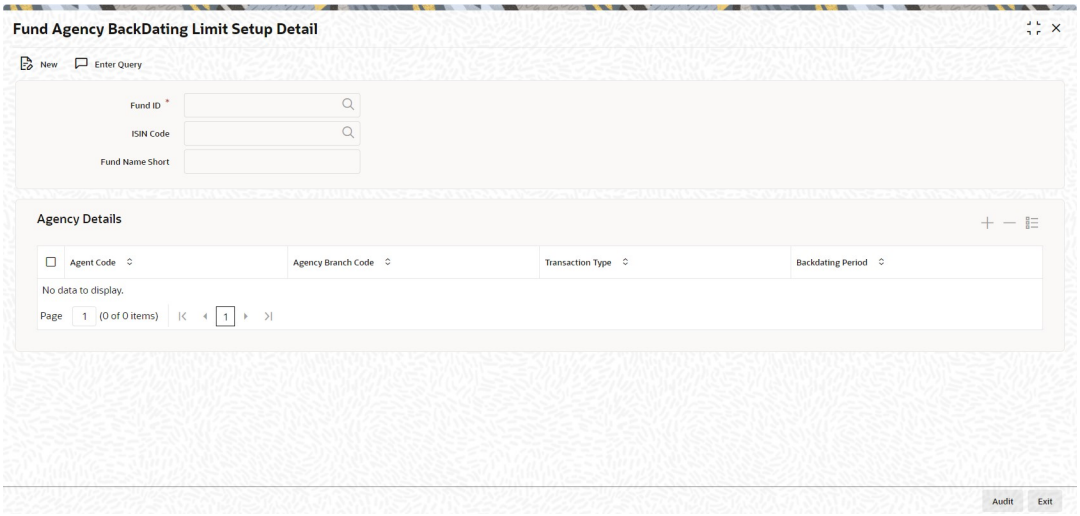
This fund rule facilitates the maintenance of the back dating limits for a particular transaction type for an agency branch in a fund. The backdating limit applicable for every transaction type can also be specified in the Transaction Processing Rules profile for the fund, but if it is necessary to handle exceptions for a few agency branches for specific transaction types, the same can be maintained here. The information entered here will then supersede the information in the Transaction Processing Rules profile for the fund, and for that agency branch.

To set up the backdating options for a transaction type for a fund, use the **Fund Agency BackDating Limit Setup Detail** screen.

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

   The **Fund Agency BackDating Limit Setup Detail** screen is displayed.

Figure 3-3 Fund Agency BackDating Limit Setup Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the backdating limits that you wish to maintain.

   Before you set up an Agency Branch Backdating limits profile record for a fund, it is desirable to ensure that the following information is already setup in the system:

   - The fund already has an existing, unauthorized Fund Demographics profile record.
   - The fund already has an existing, unauthorized Shares Characteristics profile record.
   - The fund already has an existing, unauthorized Transaction Processing Rules profile record for the concerned transaction type.

3. On **Fund Agency BackDating Limit Setup Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-2 Fund Agency BackDating Limit Setup Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* The Fund ID is a unique identification for each Fund as defined in Fund Demographics. Choose the fund from the list for which the Agency Branch backdating is being set up.
ISIN Code	*Alphanumeric; 12 Characters; Optional* Select the **ISIN Code** of the fund for which you want to set up agency branch backdating, from the options provided. If you specify the **ISIN Code** of a fund, the ID of the fund is displayed in the Fund field and vice versa.
Fund Name Short	*Display* The system displays the description for the selected **Fund ID**.
Agent Code	*Alphanumeric; 12 Characters; Mandatory* Enter the code of the agent who is allowed to operate this fund and for whom backdating is to be done.
Agency Branch Code	*Alphanumeric; 12 Characters; Mandatory* Enter the branch code of the specified Agent for whom backdating is to be done.
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Enter the Transaction Type for which backdating is to be done.
Backdating Period	*Numeric; 22 Characters; Mandatory* Enter the number of days allowed in Backdating for that Agency Branch for the transaction type specified above.

3.4 Fund Agency Backdating Limit Summary

This topic provides information about perform actions in fund entity mapping summary screen.

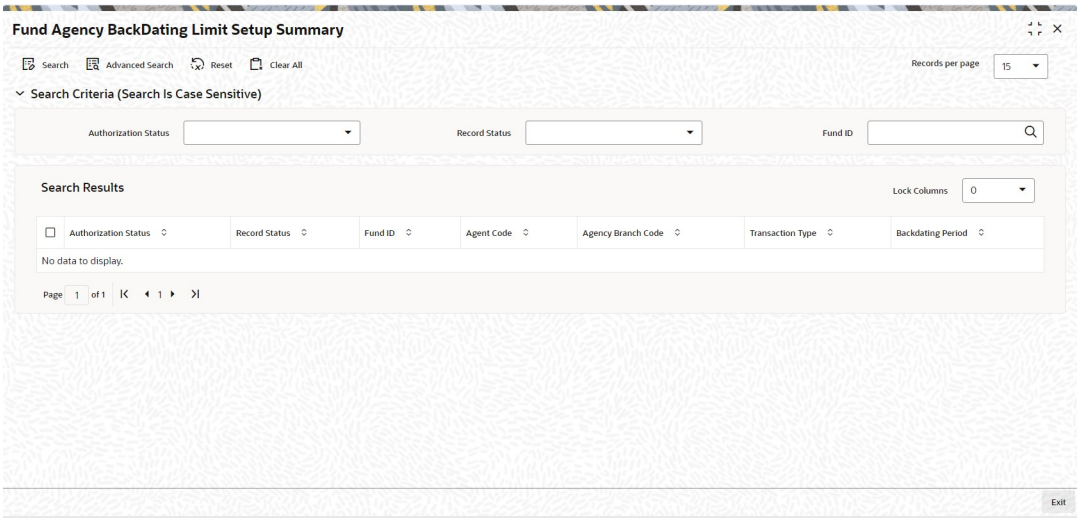
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Agency Backdating Limit Summary

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

   The **Fund Agency BackDating Limit Setup Summary** screen is displayed.

Figure 3-4 Fund Agency BackDating Limit Setup Summary



2. On **Fund Agency BackDating Limit Setup 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**
   - **Fund ID**
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 any parameter in the screen
> - 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.

   You can search the record for Fund ID by using the combination of % and alphanumeric value as follows:
   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.
   - Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value’ 7’. For example: AGC17, GSD267, AGC77 etc.
   - Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Agency Backdating Limit
  This topic provides the systematic instructions to edit fund agency backdating limit.
- View Fund Agency Backdating Limit
  This topic provides the systematic instructions to view fund agency backdating limit.
- Delete Fund Agency Backdating Limit
  This topic provides the systematic instructions to delete fund agency backdating limit.
- Authorize Fund Agency Backdating Limit
  This topic provides the systematic instructions to authorize fund agency backdating limit.
- Amend Fund Agency Backdating Limit
  This topic provides the systematic instructions to amend fund agency backdating limit.
- Authorize Amended Fund Agency Backdating Limit
  This topic provides the systematic instructions to authorize amended fund agency backdating limit.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.4.1 Edit Fund Agency Backdating Limit

This topic provides the systematic instructions to edit fund agency backdating limit.

Modify the details of Fund Agency Backdating Limit Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Agency BackDating Limit Setup 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 **Fund Agency BackDating Limit Setup Summary** 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 **Fund Agency BackDating Limit Setup Detail** screen is closed and the changes made are reflected in the **Fund Agency BackDating Limit Setup Summary** screen.

3.4.2 View Fund Agency Backdating Limit

This topic provides the systematic instructions to view fund agency backdating limit.

View a record that you have previously input by retrieving the same in the **Fund Agency BackDating Limit Setup Summary** screen. Perform this operation as follows:

1. Start the **Fund Agency BackDating Limit Setup 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.
4. Click **Search** button.

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

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

   The **Fund Agency BackDating Limit Setup Detail** screen is displayed in View mode.

3.4.3 Delete Fund Agency Backdating Limit

This topic provides the systematic instructions to delete fund agency backdating limit.

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

1. Start the **Fund Agency BackDating Limit Setup 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 **Fund Agency BackDating Limit Setup 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.

3.4.4 Authorize Fund Agency Backdating Limit

This topic provides the systematic instructions to authorize fund agency backdating limit.

An unauthorized Fund Agency Backdating Limit must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Agency BackDating Limit Setup 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 **Fund Agency BackDating Limit Setup 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.

3.4.5 Amend Fund Agency Backdating Limit

This topic provides the systematic instructions to amend fund agency backdating limit.

After a Fund Agency Backdating Limit is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Agency BackDating Limit Setup 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 **Fund Agency BackDating Limit Setup Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.4.6 Authorize Amended Fund Agency Backdating Limit

This topic provides the systematic instructions to authorize amended fund agency backdating limit.

An amended Amended Fund Agency BackDating Limit must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.4.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Agency Backdating Limit with the same attributes of an existing one, you can copy the attributes of an existing Fund Agency Backdating Limit to a new one.

1. Retrieve the record whose attributes the new Fund Agency Backdating Limit should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Agency Backdating Limit. You can, however, change the details of the new record.

3.5 Process Fund Switch Restrict Detail

This topic provides the instructions to invoke fund switch restrict detail screen details.

Switch transactions are governed by the switching policy indicated for the AMC. Accordingly, switch transactions could either be allowed between funds within the AMC, or between funds within the same fund family.

In the case of Distributors, no switching logic might be indicated.

For a fund, you might require to disallow switch transactions into a few selected funds (a restrictive list); or, you might require maintaining a list of funds into which switch transactions are allowed (a positive list).

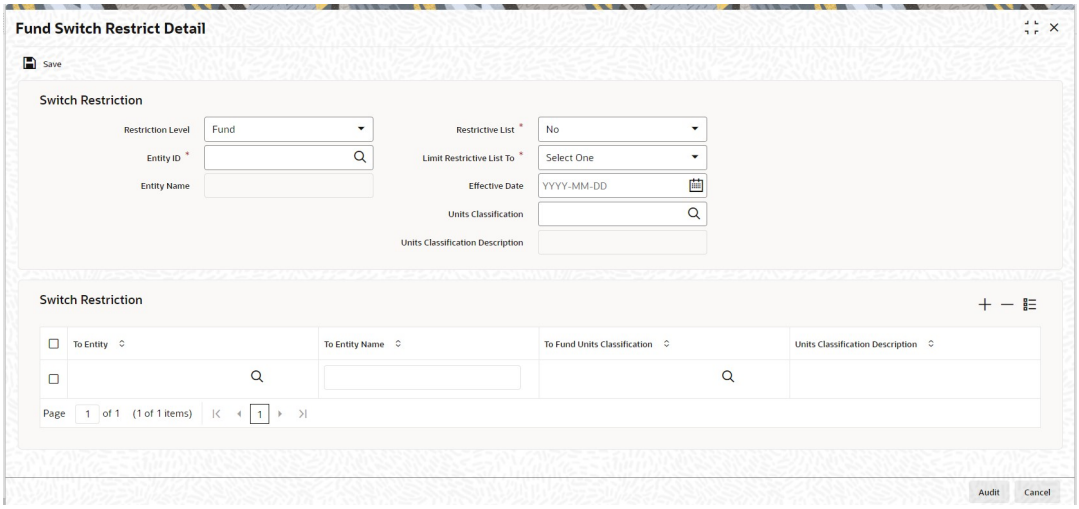
Typically, a restrictive list could be required if the switching logic indicated for the AMC entails no restrictions on switch transactions.

You can maintain such restrictive or positive lists for a fund in the **Fund Switch Restrict Detail** screen.

1. On **Home** screen, type **UTDFNSWR** in the text box and click **Next**.
2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the lists on switch transactions.

   The **Fund Switch Restrict Detail** screen is displayed.

Figure 3-5 Fund Switch Restrict Detail



Before you maintain switch restrictions in the Fund Switch Restrictions screen, you must ensure that,

- The switching logic for the AMC has been maintained, in the Single Entity Maintenance.
- Authorized fund rules have been maintained for the requisite funds.

Maintenance of switch restrictions is not a fund rule, and can be done after the fund rules have been maintained.

> **Note:**
>
> For a fund, you cannot maintain both a positive as well as a restrictive list.

For more information on fields in the screen, refer the below table.

Table 3-3 Fund Switch Restrict Detail - Switch Restriction

Field	Description
Restriction Level	*Optional* Select the **Restriction Level** from the drop-down list. The list displays the following values: • **Fund** • **Fund Family** • **Legal Entity** • **Fund Type**
Entity ID	*Alphanumeric; 12 Characters; Mandatory* Specify the **Entity ID**. Alternatively, you can select the **Entity ID** form the option list. The list displays all valid entity ID maintained in the system.
Entity Name	*Display* The system displays the entity name for the selected **Entity ID**.
Restrictive List	*Mandatory* For a fund, you might require to disallow switch transactions into a few selected funds (a restrictive list); or, you might require maintaining a list of funds into which switch transactions are allowed (a positive list) You can indicate that you are maintaining a restrictive list, by choosing **Yes** from the drop down list. To indicate that the list is a positive list, choose **No** from the drop-down list. If you indicate a restrictive list, switch transactions into any of the selected funds in the list will not be allowed. If you indicate a positive list, switch transactions are allowed only into any of the selected funds in the list. For a fund, only a restrictive list OR a positive list can be maintained, not both.

Table 3-3 (Cont.) Fund Switch Restrict Detail - Switch Restriction

Field	Description
Limit Restrictive List To	*Mandatory* If you have indicated a restrictive list, you can indicate the range of funds for which the restrictive list applies from the drop-down list. The list displays the following values: • **No Restriction** • **Fund Family** • **AMC** • **Legal Entity** • **Units Classification** Indicating the range of funds in this field is dependant on the switching logic applicable for the AMC (also in the case of Distributors), as given below: • If the restrictions are being maintained for a Distributor, and no restrictions have been indicated for switch transactions, you can indicate whether the restricted list would be applicable for switch transactions involving: – All funds (select **No Restrictions** in this field) – Funds within the same AMC – Funds within the same fund family – Legal Entity – Units Classification • If the switching logic for the AMC is **Switch Within Funds of AMC**, the **Within AMC** option is selected in this field and cannot be changed. The restrictive list will only be applicable for funds within the AMC. • If the switching logic for the AMC is **Switch Within Funds of Fund Family**, the **Within Fund Family** option is selected in this field and cannot be changed. The restrictive list will only be applicable for funds within the same fund family. This field is not applicable for positive lists; the switching logic of the AMC is defaulted here and cannot be changed.
Units Classification	*Alphanumeric; 1 Character; Optional* Specify the **Units Classification** details. Alternatively, you can select **Units Classification** code from the option list. The list displays all valid unit classification code maintained in the system.
Units Classification Description	*Alphanumeric; 60 Characters; Optional* Specify the **Units Classification Description**.

Table 3-3 (Cont.) Fund Switch Restrict Detail - Switch Restriction

Field	Description
To Entity	*Alphanumeric; 12 Characters; Mandatory* Select the **To Entity** ID into which switch transactions from the selected **From Fund** are disallowed (if you are maintaining a restrictive list) or allowed (if you are maintaining a positive list). When the restrictive / positive list is applied, the fund you select here is considered the **To Fund**. To select the **Fund**, you can either indicate the Fund ID or the ISIN Code of the fund. When you select the **Fund**, the short name of the fund is also displayed. The funds available for selection in this field depend on the option selected in the **Limit Restricted Funds To** field: • If the **No Restriction** option has been chosen, all valid funds in the system are available for selection in this field. • If **Within AMC** has been chosen, all funds belonging to the AMC of the **from fund** are available for selection • If **Within Fund Family** has been chosen, all funds belonging to the fund family of the 'from fund' are available for selection
To Entity Name	*Display* The system displays the **To Entity Name** for the selected **To Entity ID**.
To Fund Units Classification	*Alphanumeric; 1 Character; Optional* Specify the **To Funds Units Classification** details. Alternatively, you can select **To Funds Units Classification** from the option list. The list displays all valid To fund units classification code maintained in the system.
Units Classification Description	*Alphanumeric; 60 Characters; Optional* Specify the **Units Classification Description**.

How Restricted/Positive Lists Work

The following example illustrates how restricted lists for switch transactions would be applied.

Example

For the Royal Trust AMC, no restrictions for switch transactions have been indicated in the switching logic (the Switching Logic in the Entity Maintenance is **No Restrictions**). The following funds are maintained:

Table 3-4 Fund Family details

Fund	AMC	Fund Family
Fund 1	Royal Trust AMC	Growth Funds
Fund 2	Carling Finance AMC	Equity Funds
Fund 3	Elton Trueblood AMC	Equity Funds
Fund 4	Carling Finance AMC	Growth Funds
Fund 5	Carling Finance AMC	Equity Funds

The switch restriction lists are maintained as follows:

Table 3-5 Switch Restriction Lists

Fund	Restrictive / Positive List	Fund Family	Restricted / Allowed Funds
Fund 1	Restrictive	No Restrictions	Fund 2 (Restricted)
Fund 2	Restrictive	Within AMC	Fund 4 (Restricted)
Fund 3	Restrictive	Within Fund Family	Fund 5 (Restricted)
Fund 4	Positive	No Restrictions	Fund 1 (Allowed)

Table 3-6 Switch Restriction Lists

From Fund	To Funds Allowed	To Funds Disallowed
Fund 1	All funds except Fund 2	Fund 2
Fund 2	Fund 5	Fund 4
Fund 3	Fund 2	Fund 5
Fund 4	Fund 1	All funds except Fund 1

3.6 Fund Switch Restrict Summary

This topic provides information about perform actions in fund switch restrict summary screen.

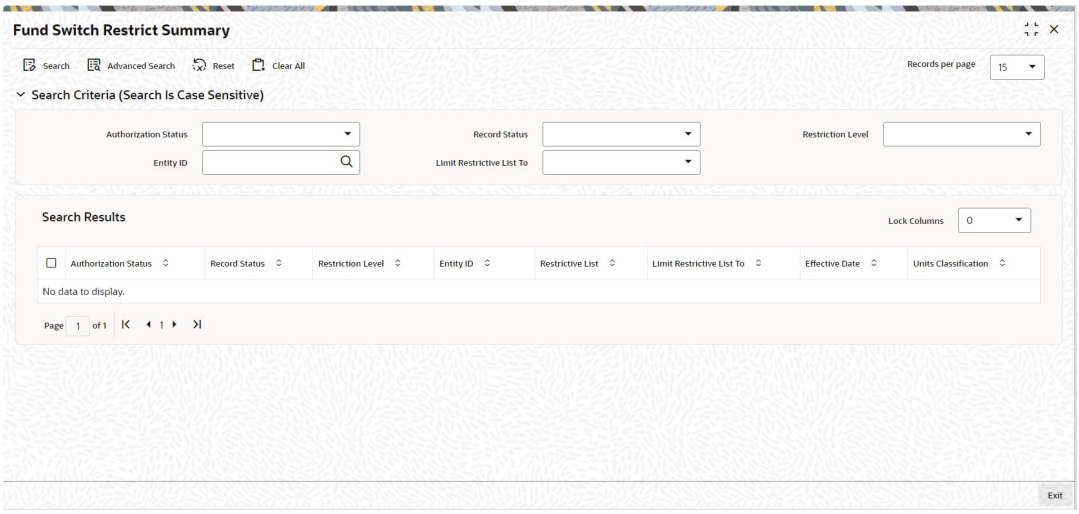
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Switch Restrict Summary

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

   The **Fund Switch Restrict Summary** screen is displayed.

Figure 3-6 Fund Switch Restrict Summary



2. On **Fund Switch Restrict 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**
- **Restriction Level**
- **Entity ID**
- **Limit Restrictive List To**

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 any parameter in the screen
> - 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.

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

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

- Edit Fund Switch Restrict Record
  This topic provides the systematic instructions to edit fund switch restrict record.
- View Fund Switch Restrict Record
  This topic provides the systematic instructions to view fund switch restrict record.
- Delete Fund Switch Restrict Record
  This topic provides the systematic instructions to delete fund switch restrict record.
- Authorize Fund Switch Restrict Record
  This topic provides the systematic instructions to authorize fund switch restrict record.
- Amend Fund Switch Restrict Record
  This topic provides the systematic instructions to amend fund switch restrict record.
- Authorize Amended Fund Switch Restrict Record
  This topic provides the systematic instructions to authorize amended fund switch restrict record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.6.1 Edit Fund Switch Restrict Record

This topic provides the systematic instructions to edit fund switch restrict record.

Modify the details of Fund Switch Restrict Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Switch Restrict 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 **Fund Switch Restrict Summary** 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 **Fund Switch Restrict Detail** screen is closed and the changes made are reflected in the **Fund Switch Restrict Summary** screen.

3.6.2 View Fund Switch Restrict Record

This topic provides the systematic instructions to view fund switch restrict record.

View a record that you have previously input by retrieving the same in the **Fund Switch Restrict Summary** screen. Perform this operation as follows:

1. Start the **Fund Switch Restrict 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.
4. Click **Search** button.

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

   The **Fund Switch Restrict Detail** screen is displayed in View mode.

3.6.3 Delete Fund Switch Restrict Record

This topic provides the systematic instructions to delete fund switch restrict record.

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

1. Start the **Fund Switch Restrict 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 **Fund Switch Restrict 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.

3.6.4 Authorize Fund Switch Restrict Record

This topic provides the systematic instructions to authorize fund switch restrict record.

An unauthorized Fund Switch Restrict Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Switch Restrict 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 **Fund Switch Restrict 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.

3.6.5 Amend Fund Switch Restrict Record

This topic provides the systematic instructions to amend fund switch restrict record.

After a Fund Switch Restrict Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Switch Restrict 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 **Fund Switch Restrict Detail** screen is displayed in amendment mode.

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

3.6.6 Authorize Amended Fund Switch Restrict Record

This topic provides the systematic instructions to authorize amended fund switch restrict record.

An amended Amended Fund Switch Restrict Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.6.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Amended Fund Switch Restrict Record with the same attributes of an existing one, you can copy the attributes of an existing Amended Fund Switch Restrict Record to a new one.

1. Retrieve the record whose attributes the new Amended Fund Switch Restrict Record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Amended Fund Switch Restrict Record. You can, however, change the details of the new record.

3.7 Pseudo Switch Lag Maintenance

This topic contains the following sub-topics:

- Maintain Pseudo Switch Lag Maintenance
  This topic provides information on maintaining pseudo switch lag maintenance details.
- Process Pseudo Switch Lag Maintenance
  This topic provides the instructions to invoke pseudo switch lag maintenance screen details.

3.7.1 Maintain Pseudo Switch Lag Maintenance

This topic provides information on maintaining pseudo switch lag maintenance details.

You can maintain the lag for the combination of two funds or for two Fund Families. You can derive Pseudo switch date based on fund cut off time, then the system will derive the transaction date of Switch Out fund based on Switch Out fund cut off time and the transaction date of Switch In fund based on Switch In fund cut off time.

The transaction date will be derived based on the application received date and time recorded at the transaction level.

For Non Daily pricing frequency funds, in case when derived transaction date falls on a holiday and trade is received before cut-off time then the system will arrive previous or next working day of current transaction cut-off day cycle depending on holiday rule is prior or after. If trade is received after cut-off time then the system should arrive previous or next working day of next cycle transaction cut-off day depending on holiday rule is prior or after.

If the Pseudo switch lag is maintained for the funds and between the families of those funds then the system will give precedence to the Fund. If there is no pseudo switch lag maintenance for the fund then the system will consider the lag maintained for the fund family.

Based on the maintenance at AMC level, the to fund/fund family can be within the AMC or across AMC.

Settlement of Pseudo Switch In leg Transaction will be automatic when Switch Out leg is settled manually either through **Switch Screen** or via **Confirm Redemption Screen**.

If Switch Out leg transaction is settled using **Switch** screen, then the system will automatically initiate the settlement process for subscription (Switch In Leg) transaction.

If Switch Out leg transaction is settled using **Confirm Redemption** screen, then the system will automatically initiate the settlement process for subscription (Switch In Leg) transaction.

If you try to manually settle the Switch IN leg transaction, then the system will display an error message as **The Switch IN leg Transaction cannot be settled manually since Auto Switch In Settlement is turned ON**.

Also the system will allow settlement of Switch OUT only when Switch out leg is allotted. If you try settlement before the allocation, then the system will display an error message as ‘Settlement of Switch OUT cannot be allowed before allocation’.

If **Auto Settle Switch Transactions** field is checked, then only the system will perform the above validations.

If Auto Settle Switch in Transaction is set to true at the AMC level for the pre-settled trade fund, then the IN leg will get generated as settled transaction.

You can use **Pseudo Switch Lag Maintenance** screen to maintain the lag maintenance at Fund or Fund Family level. As per the maintenance, the transaction date of switch in transaction will be derived in the respective calendar maintained. The system derives Price date and settlement date based on the fund level lag maintenances. If in Pseudo switch lag maintenance, switch lag option is selected as Settlement Date and Switch Lag as 2, then the system will derive pseudo switch in leg transaction date as (out leg Settlement Date) + 2.

Example for Pseudo switch-in transaction date derivation

Example 1

The system will use Pseudo Switch Lag Maintenance screen for the following setup for switch in transaction date derivation logic (Assumption is No fund holiday for the month November):

Table 3-7 Pseudo Switch Lag Maintenance

Fund Preference Switch-in Generation Level	Switch Out Fund	Switch In Fund	Switch Lag Option	Switch Lag	Calendar Basis
Settlement	FundA	FundB	Settlement Date	2	Actual
	FundB	FundC	Price Date	2	Actual

Table 3-7 (Cont.) Pseudo Switch Lag Maintenance

Fund Preference Switch-in Generation Level	Switch Out Fund	Switch In Fund	Switch Lag Option	Switch Lag	Calendar Basis
	FundD	FundA	Transaction Date	3	System

With the above maintenance, pseudo switch in transaction date will be as follows:

Table 3-8 Pseudo Switch Lag Maintenance

Switch Out Fund ID	Switch In Fund ID	Switch Out Txn Date	Switch Out Price Date	Switch Out Settlement Date	Switch In Txn Date	Switch in Generation on
FundA	FundB	7-Nov-16	8-Nov-16	9-Nov-16	11-Nov -16	9-Nov-16
FundB	FundC	7-Nov-16	8-Nov-16	9-Nov-16	10-Nov -16	9-Nov-16
FundD	FundA	7-Nov-16	8-Nov-16	9-Nov-16	10-Nov -16	8-Nov-16

Example 2

The following examples cover the following cases:

Switch-out transaction with payment lag and price lag

Switch-in transaction date derived based on switch-out price date/Settlement date

Fund Level setup

Table 3-9 Fund Level setup

Fund ID	Transaction Date	Price Lag	Payment Lag
Fund A	T	T+1	T+5
Fund B1	T	T+1	T+5
Fund B2	T	T+1	T+5
Fund C	T	T+1	T+5

In Fund Preference Level, Switch-in Generation Level = Allotment

Pseudo Switch Lag Maintenance

Table 3-10 Pseudo Switch Lag Maintenance

Switch Out Fund	Switch In Fund	Switch Lag Option	Switch Lag	Calendar Basis
FundA	Fund B1	Price Date	0	Fund Calendar
FundA	Fund B2	Price Date	0	Fund Calendar
FundA	Fund C	Settlement Date	0	Fund Calendar

Pseudo Switch in Transaction attributes as follows:

Table 3-11 Pseudo Switch Lag Maintenance

From Fund	To Fund	Transaction	Transaction Date	Price Date	Settlement Date	Fund Holida
Fund A	Fund B1	PS-Out	30-Oct	31-Oct	4-Nov	-
-	-	PS-In	31-Oct	1-Nov	5-Nov	-
Fund A	Fund B2	PS-Out	30-Oct	31-Oct	4-Nov	-
-	-	PS-In	31-Oct	2-Nov	6-Nov	1-Nov
Fund A	Fund C	PS-Out	30-Oct	31-Oct	4-Nov	-
-	-	PS-In	4-Nov	5-Nov	9-Nov	-

3.7.2 Process Pseudo Switch Lag Maintenance

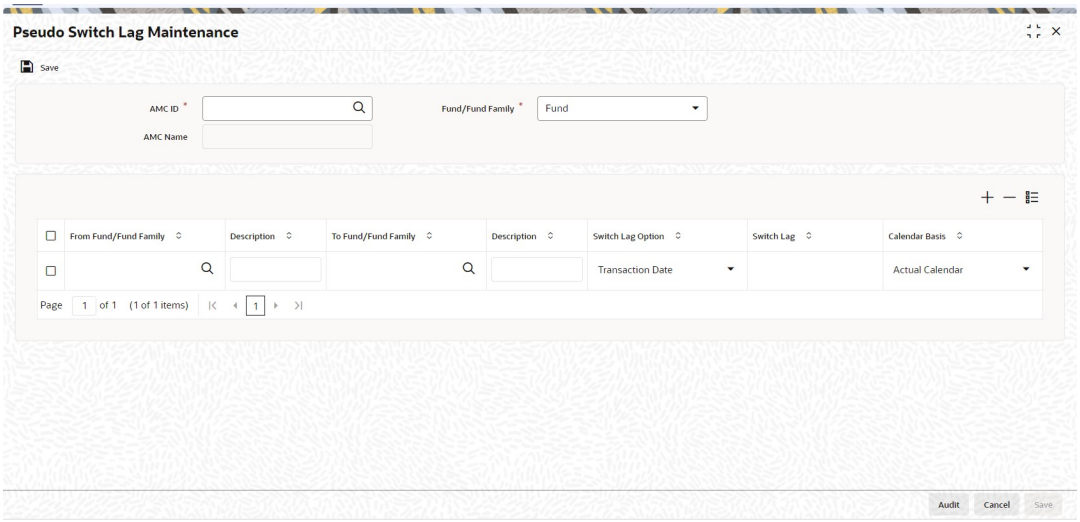
This topic provides the instructions to invoke pseudo switch lag maintenance screen details.

You can maintain the lag for the combination of two funds or for two Fund Families using **Pseudo Switch Lag Maintenance** screen.

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

   The **Pseudo Switch Lag Maintenance** screen is displayed.

Figure 3-7 Pseudo Switch Lag Maintenance



2. On **Pseudo Switch Lag Maintenance** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-12 Pseudo Switch Lag Maintenance

Field	Description
AMC ID	*Alphanumeric; 12 Characters; Mandatory* Specify the **AMC ID**. Alternatively, you can select the **AMC ID** from the option list. The list displays all valid AMC ID maintained in the system.
AMC Name	*Display* The system displays the description for the selected **AMC ID**.
Fund/Fund Family	*Mandatory* Select the Fund or Fund Family from the drop-down list. The list displays the following values: • **Fund** • **Fund Family**
From Fund/Fund Family	*Alphanumeric; 6 Characters; Optional* Specify the from Fund or Fund Family details. Alternatively, you can select the from **Fund or Fund Family** details from the option list. The list displays all valid from fund or fund family details maintained in the system.
Description	*Display* The system displays the description for the selected from **Fund or Fund Family**.
To Fund/Fund Family	*Alphanumeric; 6 Characters; Optional* Specify the To Fund or Fund Family details. Alternatively, you can select the **To Fund or Fund Family** details from the option list. The list displays all valid To fund or fund family details maintained in the system.
Description	*Display* The system displays the description for the selected to **Fund or Fund Family**.
Switch Lag Option	*Optional* Select the **Switch Lag Option** from the drop-down list. The list displays the following values: • **Transaction Date** • **Settlement Date** • **Price Date** • **Dealing Date**
Switch Lag	*Alphanumeric; 2 Characters; Optional* Specify the Switch Lag details.
Calendar Basis	*Optional* Select the **Calendar Basis** from the drop-down list. The list displays the following value • **Actual Calendar** • **System Calendar** • **AMC Calendar** • **Fund Calendar**

During Transaction Upload Process, the Switch Transaction date will be calculated as follows:

- If the maintenance is done for the Fund/ Fund family for From and To leg, then it should arrive the transaction date for To leg according to the maintenance irrespective of UPLOADCUTOFFTIME being on or off.

- If there is no pseudo switch lag maintenance and PSINCUTTIME and UPLOADCUTOFFTIME is off, then the default trade date is taken which is based on the Out settlement date. The To Price Date is arrived based on the to transaction date.
- If there is no pseudo switch lag maintenance and PSINCUTTIME is ON and UPLOADCUTOFFTIME is off then the IN leg trade date will be derived depending on whether the transaction has been created before or after switch in fund cut off time and in leg transaction date will be derived accordingly and The To Price Date is arrived based on the to transaction date.
- If there is no pseudo switch lag maintenance and PSINCUTTIME is ON and UPLOADCUTOFFTIME is ON, then the IN leg trade date will be derived depending on cut off time mentioned in upload file is before or after switch in fund cut off time and in leg transaction date will be derived accordingly and The To Price Date is arrived based on the to transaction date.

3.8 Pseudo Switch Lag Summary

This topic provides information about perform actions in Pseudo Switch Lag Summary screen.

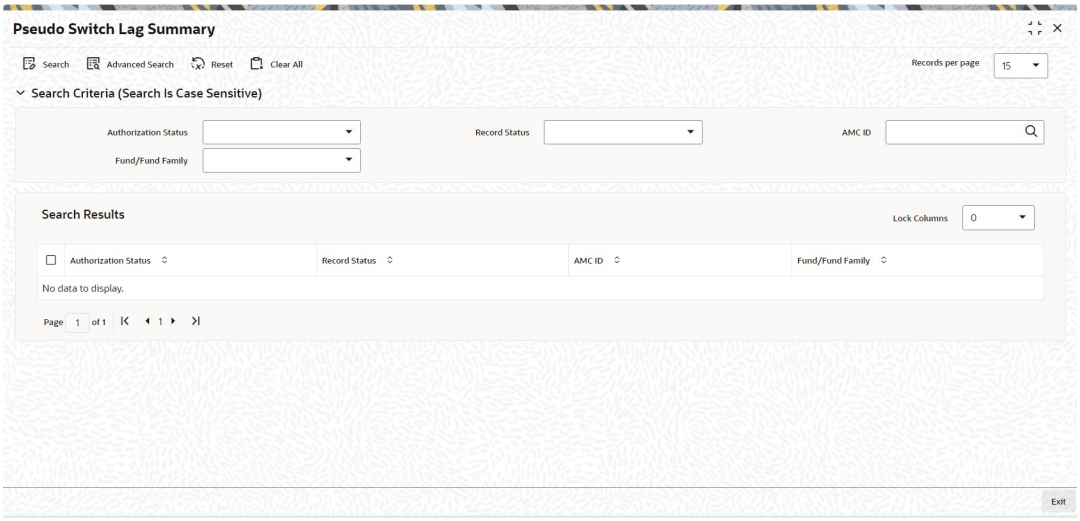
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Pseudo Switch Lag Record

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

   The **Pseudo Switch Lag Summary** screen is displayed.

Figure 3-8 Pseudo Switch Lag Summary



2. On **Pseudo Switch Lag 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**
   - **AMC ID**
   - **Fund/Fund Family**

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 any parameter in the screen
> - 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.

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

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

- Edit Pseudo Switch Lag Record
  This topic provides the systematic instructions to edit pseudo switch lag record.
- View Pseudo Switch Lag Record
  This topic provides the systematic instructions to view pseudo switch lag record.
- Delete Pseudo Switch Lag Record
  This topic provides the systematic instructions to delete pseudo switch lag record.
- Authorize Pseudo Switch Lag Record
  This topic provides the systematic instructions to authorize pseudo switch lag record.
- Amend Pseudo Switch Lag Record
  This topic provides the systematic instructions to amend pseudo switch lag record.

3.8.1 Edit Pseudo Switch Lag Record

This topic provides the systematic instructions to edit pseudo switch lag record.

Modify the details of Pseudo Switch Lag Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Pseudo Switch Lag 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 **Pseudo Switch Lag Summary** 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 **Pseudo Switch Lag Maintenance** screen is closed and the changes made are reflected in the **Pseudo Switch Lag Summary** screen.

3.8.2 View Pseudo Switch Lag Record

This topic provides the systematic instructions to view pseudo switch lag record.

View a record that you have previously input by retrieving the same in the **Pseudo Switch Lag Summary** screen. Perform this operation as follows:

1. Start the **Pseudo Switch Lag 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.
4. Click **Search** button.

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

   The **Pseudo Switch Lag Maintenance** screen is displayed in View mode.

3.8.3 Delete Pseudo Switch Lag Record

This topic provides the systematic instructions to delete pseudo switch lag record.

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

1. Start the **Pseudo Switch Lag 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 **Pseudo Switch Lag Maintenance** 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.

3.8.4 Authorize Pseudo Switch Lag Record

This topic provides the systematic instructions to authorize pseudo switch lag record.

An unauthorized Pseudo Switch Lag Record Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Pseudo Switch Lag 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 **Pseudo Switch Lag Maintenance** 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.

3.8.5 Amend Pseudo Switch Lag Record

This topic provides the systematic instructions to amend pseudo switch lag record.

After a Pseudo Switch Lag Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Pseudo Switch Lag 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 **Pseudo Switch Lag Maintenance** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.9 Transfer Switch Lag Maintenance

This topic contains the following sub-topics:

- Maintain Transfer Switch (Twitch) Lag Maintenance
  This topic provides information on maintaining transfer switch (twitch) lag maintenance details.

- Process Transfer Switch Lag Maintenance
  This topic provides the instructions to invoke transfer switch lag maintenance screen details.

3.9.1 Maintain Transfer Switch (Twitch) Lag Maintenance

This topic provides information on maintaining transfer switch (twitch) lag maintenance details.

Twitch is the process of moving units from one Unitholder fund holdings to other Unitholder Fund holdings. It is the integration of both Transfer and Switch and hence known as Twitch. In FCIS, Transfer Switch in Transaction Type is used to implement Twitch functionality.

The End Of Day process is used to generate Transfer Switch Subscription leg. The transfer switch transactions can be unit/amount based and in leg transaction date can be different based on transaction mode (amount/units) even when the transaction happens within the same share class.

You can maintain the lag for the combination of two funds or for two Fund Families of two different unitholders. You can use **Transfer Switch Lag Maintenance** screen to maintain the lag at Fund or Fund Family level.

You can select AMC Id (from leg) and Fund/Fund Family option to capture various combination of lag maintenance. Transfer switch transaction in funds belonging to different segments can be initiated only for global customers from global segment. You need to select From Fund Id/ Fund Family, To Fund Id/ Fund Family, Switch Lag Option, Switch Lag, and Calendar Basis.

3.9.2 Process Transfer Switch Lag Maintenance

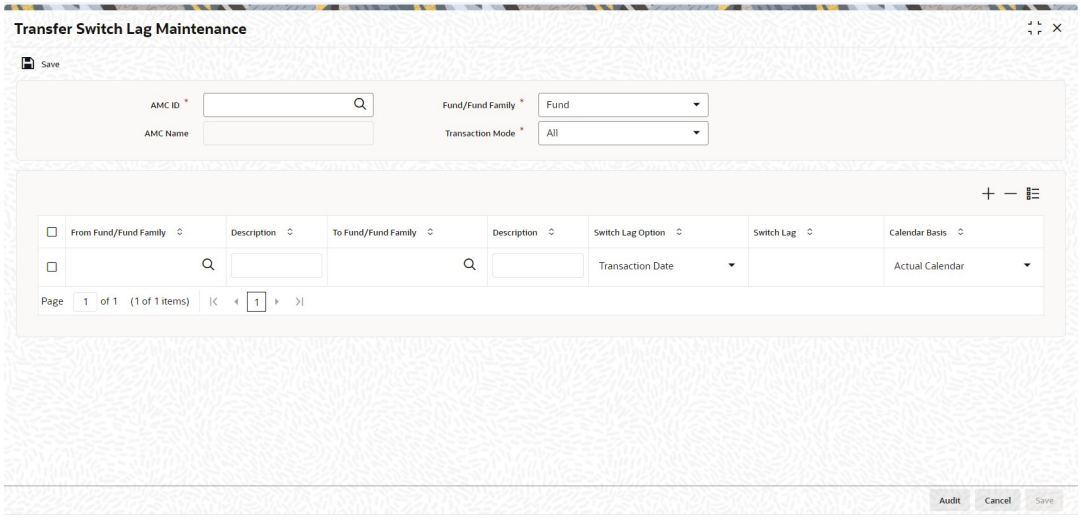
This topic provides the instructions to invoke transfer switch lag maintenance screen details.

You can maintain the lag for the combination of two funds or for two Fund Families of two different unitholders using **Transfer Switch Lag Maintenance** screen to derive subscription leg transaction date.

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

   The **Transfer Switch Lag Maintenance** screen is displayed.

Figure 3-9 Transfer Switch Lag Maintenance



2. On **Transfer Switch Lag Maintenance** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-13 Transfer Switch Lag Maintenance

Field	Description
AMC ID	*Alphanumeric; 12 Characters; Mandatory* Specify the **AMC ID**. Alternatively, you can select the **AMC ID** from the option list. The list displays all valid AMC ID maintained in the system.
AMC Name	*Display* The system displays the description for the selected **AMC ID**.
Fund/Fund Family	*Mandatory* Select the **Fund or Fund Family** from the drop-down list. The list displays the following values: • **Fund** • **Fund Family**
Transaction Mode	*Mandatory* Select the **Transaction Mode** from the drop-down list. The list displays the following values: • **Amount** • **Units** • **All**
From Fund/Fund Family	*Alphanumeric; 6 Characters; Optional* Specify the from fund or fund family details. Alternatively, you can select the from **Fund or Fund Family** details from the option list. The list displays all valid from fund or fund family details maintained in the system.
Description	*Display* The system displays the description for the selected from **Fund or Fund Family**.
To Fund/Fund Family	*Alphanumeric; 6 Characters; Optional* Specify the To fund or fund family details. Alternatively, you can select the **To Fund or Fund Family** details from the option list. The list displays all valid To fund or fund family details maintained in the system.
Description	*Display* The system displays the description for the selected **To Fund or Fund Family**.
Switch Lag Option	*Optional* Select the **Switch Lag Option** from the drop-down list. The list displays the following values: • **Transaction Date** • **Settlement Date** • **Price Date** • **Dealing Date**
Switch Lag	*Alphanumeric; 2 Characters; Optional* Specify the switch lag details.

Table 3-13 (Cont.) Transfer Switch Lag Maintenance

Field	Description
Calendar Basis	*Optional* Select the **Calendar Basis** from the drop-down list. The list displays the following value: • **Actual Calendar** • **System Calendar** • **AMC Calendar** • **Fund Calendar**

3.10 Transfer Switch Lag Summary

This topic provides information about perform actions in Transfer Switch Lag Summary screen.

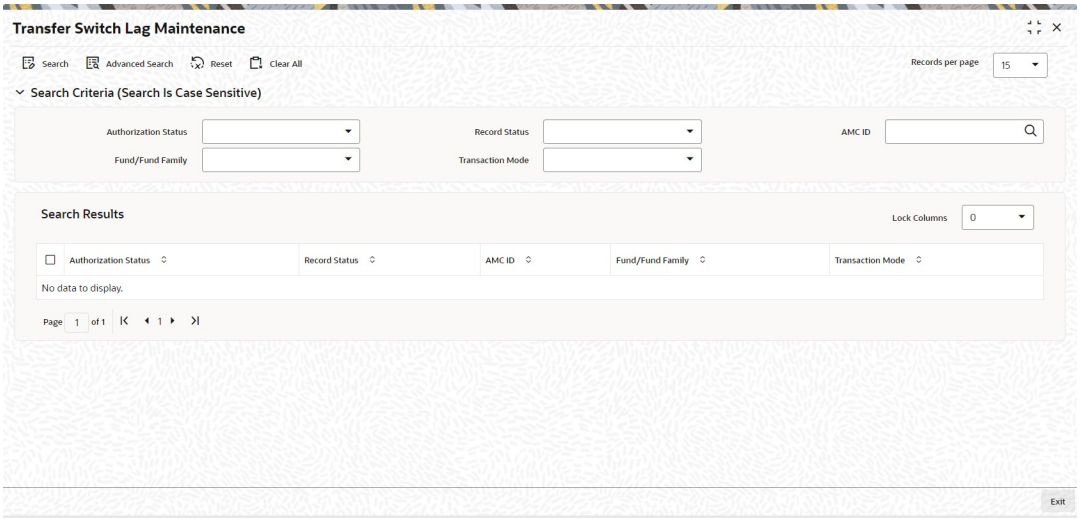
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Transfer Switch Lag Record

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

   The **Transfer Switch Lag Summary** screen is displayed.

Figure 3-10 Transfer Switch Lag Summary



2. On **Transfer Switch Lag 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**
   - **AMC ID**
   - **Fund/Fund Family**
   - **Transaction 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 any parameter in the screen
> - 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.

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

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

- Edit Transfer Switch Lag Record
  This topic provides the systematic instructions to edit transfer switch lag record.
- View Transfer Switch Lag Record
  This topic provides the systematic instructions to view transfer switch lag record.
- Delete Transfer Switch Lag Record
  This topic provides the systematic instructions to delete transfer switch lag record.
- Authorize Transfer Switch Lag Record
  This topic provides the systematic instructions to authorize transfer switch lag record.
- Amend Transfer Switch Lag Record
  This topic provides the systematic instructions to amend transfer switch lag record.

3.10.1 Edit Transfer Switch Lag Record

This topic provides the systematic instructions to edit transfer switch lag record.

Modify the details of Transfer Switch Lag Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Transfer Switch Lag 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 **Transfer Switch Lag Summary** 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 **Transfer Switch Lag Maintenance** screen is closed and the changes made are reflected in the **Transfer Switch Lag Summary** screen.

3.10.2 View Transfer Switch Lag Record

This topic provides the systematic instructions to view transfer switch lag record.

View a record that you have previously input by retrieving the same in the **Transfer Switch Lag Summary** screen. Perform this operation as follows:

1. Start the **Transfer Switch Lag 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.
4. Click **Search** button.

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

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

   The **Transfer Switch Lag Maintenance** screen is displayed in View mode.

3.10.3 Delete Transfer Switch Lag Record

This topic provides the systematic instructions to delete transfer switch lag record.

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

1. Start the **Transfer Switch Lag 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 **Transfer Switch Lag Maintenance** 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.

3.10.4 Authorize Transfer Switch Lag Record

This topic provides the systematic instructions to authorize transfer switch lag record.

An unauthorized Transfer Switch Lag Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Transfer Switch Lag 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 **Transfer Switch Lag Maintenance** 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.

3.10.5 Amend Transfer Switch Lag Record

This topic provides the systematic instructions to amend transfer switch lag record.

After a Transfer Switch Lag Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Transfer Switch Lag 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 **Transfer Switch Lag Maintenance** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.11 Fund Price

This topic contains the following sub-topics:

- Process the Fund Price Maintenance
  This topic provides the instructions to invoke fund price maintenance screen details.
- Fund Base Currency Details
  This topic provides information on fund base currency details tab details.

- Additional Information
  This topic provides information on aging order sequence tab of fund preference maintenance screen.
- Fund Price Currency Details
  This topic provides information on fund price currency details button details.

3.11.1 Process the Fund Price Maintenance

This topic provides the instructions to invoke fund price maintenance screen details.

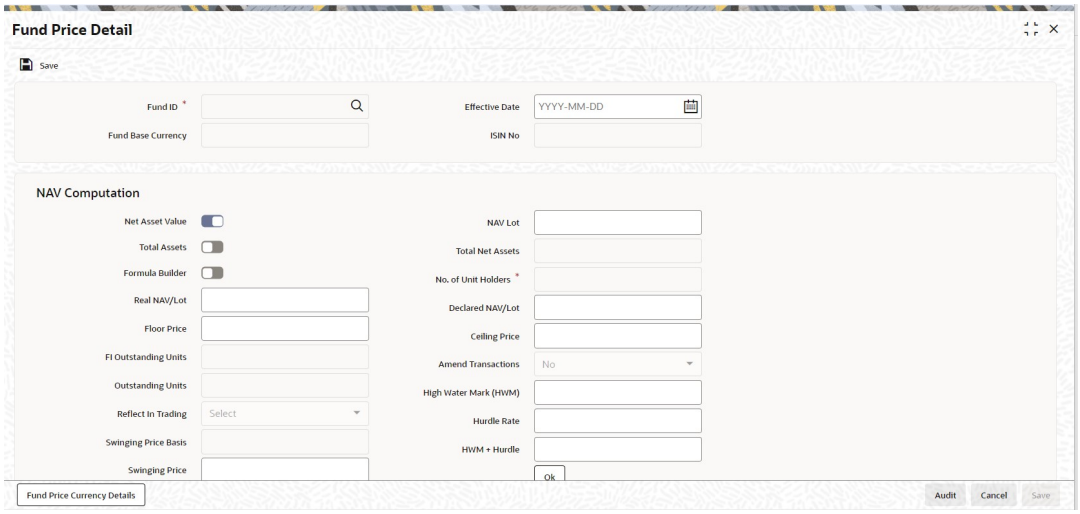
The Real NAV for the fund for a specific date must be declared, according to the frequency specified for this declaration.

To set up the fund prices, use the **Fund Price Detail** screen.

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

   The **Fund Price Detail** screen is displayed.

Figure 3-11 Fund Price Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the new fund price.
3. On **Fund Price Detail** screen, specify the details.

   After you have set up and authorized a fund, you may enter the Fund Price on the Next Price Declare Date that you have specified in the General Operating Rules. Subsequently, you can enter the Fund Price according to the price declare frequency that you have specified in the General Operating Rules for the fund.

   For more information on fields in the screen, refer the below table.

Table 3-14 Fund Price Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the **Fund** for which the price is being set, from the options provided.

Table 3-14 (Cont.) Fund Price Detail

Field	Description
Effective Date	*Date Format; Mandatory* Specify the **Effective Date**.The price entered in this screen is effective from the system date.
Fund Base Currency	*Display* When the fund is selected, the **Fund Base Currency** for the selected fund is picked up from the Fund Demographics profile and displayed here.
ISIN Code	*Display* The system displays the ISIN Code of the selected **Fund ID**.

NAV Computation

You need to select the option based on which the Fund Price is to be calculated. The following options are available for calculation of Fund Price.

Table 3-15 Fund Price Detail

Field	Description
Net Asset Value	*Optional* If you choose this option, you must specify the Real NAV per unit, and the system will compute the fund price per transaction, based on whether the fund is formula-based.
Total Assets	*Optional* If you choose this option, you must specify the Total Assets, and based on the outstanding units, the system computes the net asset value.
Formula Builder	*Optional* If you choose this option, you must specify values for all the user input fields, and the system computes the Net Asset Value.
Real NAV/Lot	*Numeric; 22 Characters; Mandatory* Enter the Real NAV per Unit for the period when the price is being set. This is applicable only if NAV is selected in the Total assets/ NAV / Formula Builder option. If Total Assets is selected, then this is calculated by the system. If entered, the system validates this value against the fluctuation limits set for the selected transaction type, in the selected fund, in the Transaction Processing Rules. If the limit is exceeded, an override is sought while saving the price.
Floor Price	*Numeric; 22 Characters; Mandatory* Enter the Floor Price for the fund. The floor price is to indicate the lowest price that the fund can offer. Based on the loads, if the net transaction price happens to be lower than this floor price then, the floor price would be considered as net transaction price. This will typically be in case of a redemption or a switch transaction.

Table 3-15 (Cont.) Fund Price Detail

Field	Description
FI Outstanding Units	*Display* The system displays the number of Foreign Investors' Outstanding Units for the fund that is also calculated by the system. The units displayed prior to allocation are of the previous period and post-allocation, the Foreign Investors' units will form the balance for the effective day. The Foreign Investors Outstanding Units should always be below the figure of one hundred trillion, at any point of time.
Outstanding Units	*Display* This displays the number of Total Outstanding Units for the fund that is calculated by the system. The units displayed prior to allocation are of the previous period. Post-allocation, the outstanding units will become the balances for the effective day. The Total Outstanding Units should never exceed or be equal to the figure of ten thousand trillion, at any point of time.
Reflect in Trading	*Optional* Select **Yes** option from drop-down option if you wish to make this fund price applicable for an investor who maintains a trading account under this fund.
Swinging Price Basis	*Display* The system displays whether mid/offer/bid price is applied for the fund.
Swinging Price	*Numeric; 30 Characters; Optional* Specify the swinging price which is applied for allocating transactions. The Swinging Price Basis and Swinging Price fields are populated on running the Mini EOD for swinging price computation, only if the fund is swinging or semi swinging price basis fund. For non swinging/non semi swinging fund these fields will be blank.
NAV Lot	*Numeric; 22 Characters; Optional* Enter the NAV lot amount.
Total Net Assets	*Display* The system displays the Total Net Asset Value or Fund Corpus for the fund. This is applicable only if Total Assets is selected in the Total Assets / NAV / Formula Builder option. If NAV is selected then this is calculated by the system. This should never exceed or be equal to the figure of ten thousand trillion, at any point of time.
No. Of Unit Holders	*Display* This displays the Total Number of unit holders holding a balance in the fund. This number will be the actual number for any given effective date. This is also calculated by the system.
Declared NAV/Lot	*Numeric; 22 Characters; Mandatory* Specify the declared NAV per lot.

Table 3-15 (Cont.) Fund Price Detail

Field	Description
Ceiling Price	*Numeric; 22 Characters; Mandatory* Enter the Ceiling Price for the fund. The Ceiling price is to indicate the highest price that the fund can offer. Based on the loads, if the net transaction price happens to be greater than the Ceiling Price then, the Ceiling Price would be considered as the net transaction price. This will typically be in case of a subscription or IPO transaction. The Floor Price should be less than the Fund Price and the Ceiling Price should be greater than the Fund Price i.e., Fund Price should be between Floor Price and the Ceiling Price.
Amend Transactions	*Optional* This option allows you to reverse and recreate transactions affected by amending the Fund Price or merely updating the price. Only after you select this option, the transactions included during authorization of the Fund Price are affected. The system will not reverse and recreate the transactions if any underlying child transaction has been created from the old transaction. The details specified below are displayed if the related fund is a **Hedge Fund**.
High Water Mark (HWM)	*Numeric; 22 Characters; Optional* Specify the high water mark, as per the price date.
Hurdle Rate	*Numeric; 22 Characters; Optional* Specify the hurdle rate as per the price date.
HWM + Hurdle	*Numeric; 22 Characters; Optional* Specify the sum of High Water Mark (HWM) and the hurdle rate, rounded based on the price rounding method.

4. After specifying the necessary details, click **Ok** button.

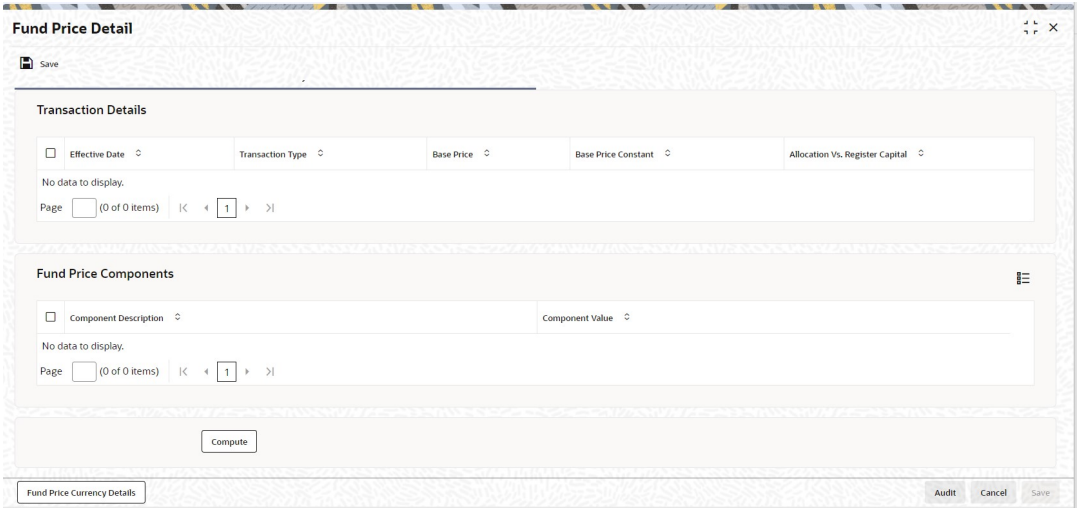
3.11.2 Fund Base Currency Details

This topic provides information on fund base currency details tab details.

1. Click the **Fund Base Currency Details** tab in **Fund Price Detail** screen.

   The **Fund Base Currency Details** screen is displayed.

Figure 3-12 Fund Base Currency Details



2. After specifying the mandatory details, click **Ok** button. The system displays the following details:

   Transaction Details

   - **Effective Date**
   - **Transaction Type**
   - **Base Price**
   - **Base Price Constant**
   - **Allocation Vs. Register Capital**

   Fund Price Components

   - **Component Description**
   - **Component Value**

3. Click **Compute** button to process the request.

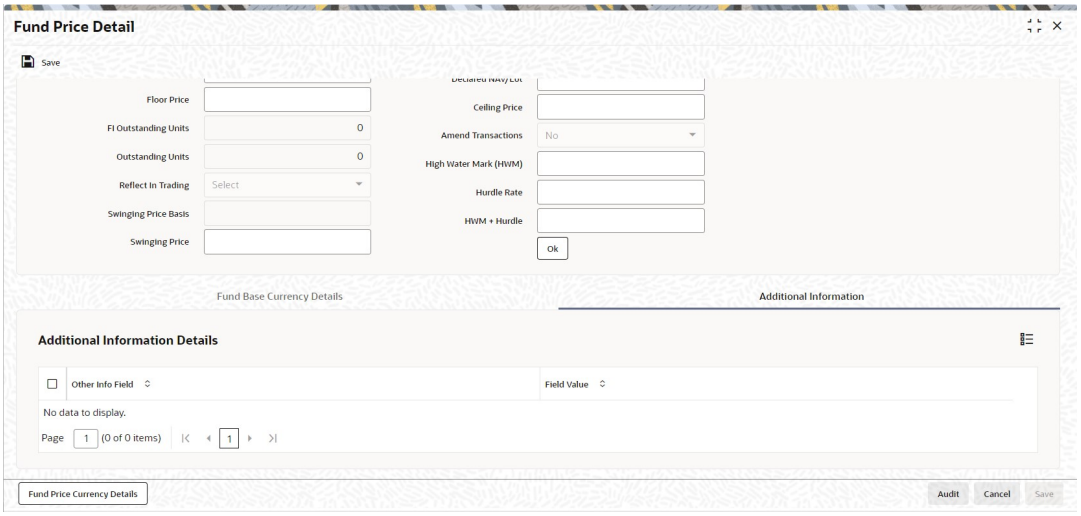
3.11.3 Additional Information

This topic provides information on aging order sequence tab of fund preference maintenance screen.

- Click on **Additional Information** tab in **Fund Price Detail** screen.

  The **Additional Information** details are displayed in **Fund Price Detail** screen.

Figure 3-13 Fund Price Detail - Additional Information



For more information on fields in the screen, refer the below table.

Table 3-16 Fund Price Details - Additional Information Tab

Field	Description
Label Code	*Display* The system displays the label of the additional information field.
Field Value	*Display* he system displays the value in this field. Based on the entity add info mapping, all mapped additional information is displayed here.

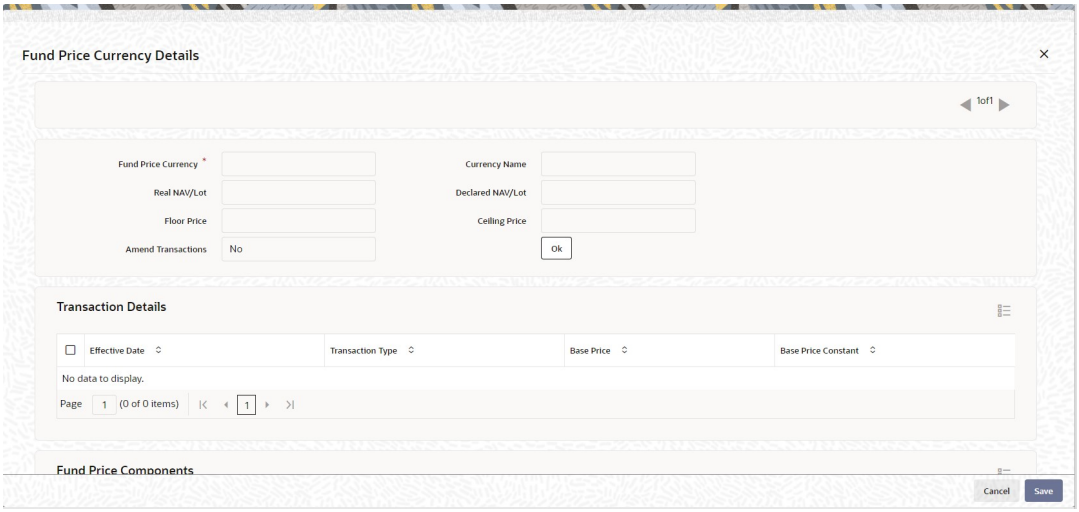
3.11.4 Fund Price Currency Details

This topic provides information on fund price currency details button details.

- Click the **Fund Price Currency** tab in **Fund Price Detail** screen.

  The **Fund Price Currency** screen is displayed.

Figure 3-14 Fund Price Currency Details



You can capture the various price details for Fund Price Currency's for various transaction types and component details for a COE fund in this screen..

The system will validate if the price is maintained for the fund in fund price currencies. if not the system will display an error message as **Prices for all currencies are not maintained. Do you wish to continue?**

During the pre EOD, the system will check if price in FPC have been maintained for the day. If the price in currency of expression is not found, then the transaction entered in currency of expression will not be allotted.

The Units will be allocated using respective currency of expression or fund price if the transaction is done in currency of expression. If the transaction is done in fund base currency then the allocation will take place by taking the fund price captured in fund base currency. If the transaction is done in a currency which is other than FBC or currency of expression then the allocation of units will be done using exchange rate of FBC.

For project allocation, the system will take the latest available price and show the project allocation. For menu allocation if the price is not available then system will not allocate the transactions.

- NAV Correction for Fund Price Currencies
  This topic provides information on NAV correction for fund price currencies.

3.11.4.1 NAV Correction for Fund Price Currencies

This topic provides information on NAV correction for fund price currencies.

The system will be impacted for NAV corrections for fund price currencies. In case the NAV is corrected for fund price currency, for instance, if GBP and the amend transaction is set to **Yes**, then all the transactions will be corrected with the new NAV price for the fund price currency (GBP). In case the amend transaction is set to **No**, the system will not correct the new price at transaction level.

For more details on field explanation, please refer **Fund Price Currencies Button** section in **Fund Rule** screen in this User Manual.

3.12 Fund Price Maintenance Summary

This topic provides information about perform actions in Fund Price Maintenance Summary screen.

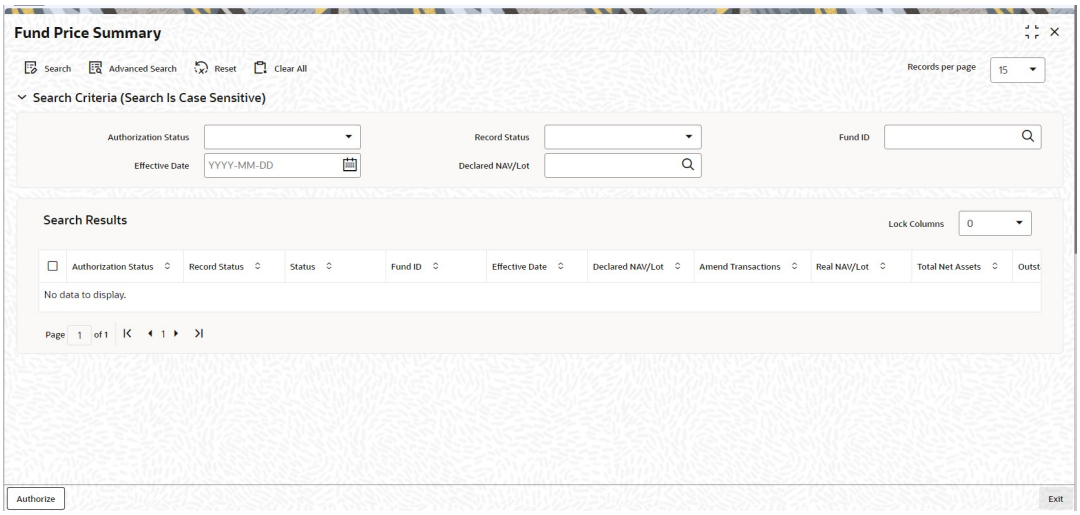
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in the Fund Price Maintenance Summary

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

   The **Fund Price Summary** screen is displayed.

Figure 3-15 Fund Price Summary



2. On **Fund Price 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**
   - **Fund ID**
   - **Effective Date**
   - **Declared NAV/Lot**
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 any parameter in the screen
> - 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.

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

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

- Edit Fund Price Record
  This topic provides the systematic instructions to edit fund price record.
- View Fund Price Record
  This topic provides the systematic instructions to view fund price record.
- Delete Fund Price Record
  This topic provides the systematic instructions to delete fund price record.
- Authorize Fund Price Record
  This topic provides the systematic instructions to authorize fund price record.
- Amend Fund Price Record
  This topic provides the systematic instructions to amend fund price record.
- Authorize Amended Fund Price Record
  This topic provides the systematic instructions to authorize amended fund price record.

3.12.1 Edit Fund Price Record

This topic provides the systematic instructions to edit fund price record.

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

1. Start the **Fund Price 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 **Fund Price Summary** 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 **Fund Price Detail** screen is closed and the changes made are reflected in the **Fund Price Summary** screen.

3.12.2 View Fund Price Record

This topic provides the systematic instructions to view fund price record.

View a record that you have previously input by retrieving the same in the **Transfer Switch Lag Summary** screen. Perform this operation as follows:

1. Start the **Fund Price 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.
4. Click **Search** button.

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

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

   The **Fund Price Detail** screen is displayed in View mode.

3.12.3 Delete Fund Price Record

This topic provides the systematic instructions to delete fund price record.

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

1. Start the **Fund Price 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 **Fund Price 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.

3.12.4 Authorize Fund Price Record

This topic provides the systematic instructions to authorize fund price record.

An unauthorized Fund Price Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Price 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 lower portion of the screen.
4. Double-click the record that you wish to authorize.

   The **Fund Price 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.

3.12.5 Amend Fund Price Record

This topic provides the systematic instructions to amend fund price record.

After a Fund Price Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Price 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 **Fund Price Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.12.6 Authorize Amended Fund Price Record

This topic provides the systematic instructions to authorize amended fund price record.

An amended Fund Price record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.13 Fund Preference Maintenance

This topic contains the following sub-topics:

- Process Fund Preference Maintenance
  This topic provides the instructions to invoke fund preference maintenance details.
- Short Trade Applicable Transaction
  This topic provides information on short trade applicable transaction tab.
- Aging Order Sequence
  This topic provides information on aging order sequence tab of fund preference maintenance screen.
- Special Discount Disallowed Transactions
  This topic provides information on special discount disallowed transactions tab.
- Special Discount Applicable Load Entities
  This topic provides information on special discount applicable load entities tab.
- Pre-Settled Trade
  This topic provides information on pre-settled trade tab.

3.13.1 Process Fund Preference Maintenance

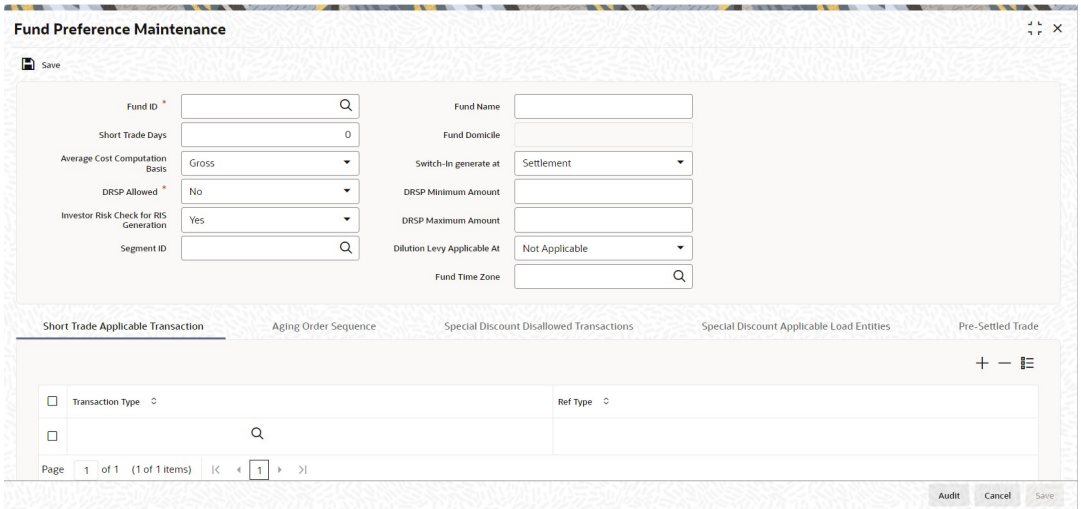
This topic provides the instructions to invoke fund preference maintenance details.

You can maintain fund preferences using **Fund Preference Maintenance** screen. For multi switch transactions, based on the maintenance the system will generate pseudo switch-In transactions at allotment or settlement of PS-Out leg.

- On **Home** screen, type **UTDFPMNT** in the text box and click **Next**.

  The **Fund Preference Maintenance** screen is displayed.

Figure 3-16 Fund Preference Maintenance



For more information on fields in the screen, refer the below table.

Table 3-17 Fund Preference Maintenance

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID for which the preference needs to be captured. Alternatively, you can select **Fund ID** from the option list. The list displays all valid fund ID maintained in the system. The system will validate the fund ID for the unique record. **Note**: In GTA setup and in case of Hedge Fund, field Fund ID should belong to the same Segment as Linked Hedge Funds.
Fund Name	*Display* The system displays the name of the fund for the selected **Fund ID**.
Fund Domicile	*Display* The system defaults the fund domicile based on the **Fund ID** selected.
Short Trade Days	*Numeric; 22 Characters; Mandatory* Specify the **Short Trade Days**.
Average Cost Computation Basis	*Optional* Select the **Average Cost Computation Basis** from the drop-down list. The list displays the following values: • **Net** - If you select this option, the system will use net amount in average cost computation. • **Gross** - If you select this option, the system will use gross amount in average cost computation. By default, **Net** option will be selected. For off-shore fund, the system will not consider the values selected in this field for average cost computation. For off-shore fund, it is always Gross Amount.
DRSP Allowed	*Mandatory* Select if **DRSP** is allowed for a fund or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Investor Risk Check for RIS Generation	*Optional* Select if investor risk is checked for RIS generation from the drop-down list. The list displays the following values: • **Yes** • **No**
Switch-In generate at	*Optional* Select the pseudo switch-in transaction generate at option from the drop-down list. The list displays the following values: • **Settlement** • **Allotment**
DRSP Minimum Amount	*Numeric; 18 Characters; Optional* Specify the DRSP minimum amount required for a DRSP transaction.
DRSP Maximum Amount	*Numeric; 18 Characters; Optional* Special the DRSP maximum amount allowed for a DRSP transaction.

Table 3-17 (Cont.) Fund Preference Maintenance

Field	Description
Dilution Levy Applicable At	*Optional* Select **Dilution Levy Applicable At** transaction level from the drop-down list. The list displays the following values: • **Not Applicable** • **All Transactions** • **Specific Transaction** If you have selected **Dilution Levy Applicable** as **Yes** at **Fund Family Detail** screen then, at fund level, **Dilution Levy Applicable** field should be selected as **Yes** only. You should select **Dilution Levy Applicable At** field as **All Transactions** only at **Fund Preference** screen. If **Dilution Levy Applicable** at Fund level is **Yes** and Fund family level is **No** then, then you can select either **All Transactions** or **Specific Transaction** option. If **Dilution Levy Applicable** at Fund level is **No** then, you should select **Not Applicable** option. Refer the Table 3-18 for the dilution levy load applicability.
Fund Time Zone	*Mandatory; Non-amendable* Specify the **Fund Time Zone**. Alternatively, you can select it from the option list. The list displays all the Fund Time Zones maintained in the system. **Note**: The time zone maintained in the Default Maintenance Screen of the Fund Manager module will be defaulted to the Fund Preference, if the value is not already provided. If the Default Time Zone value is null, then the system will display an error message.

Table 3-18 Dilution Levy Applicability

Dilution Levy at Fund Family	Dilution Levy at Fund	Dilution Levy Applicable At	Dilution Levy Load Applicability
Yes	Yes	All Transactions	If net of sales value for a fund family breaches then Dilution Levy load will be applied to all the transactions within that fund family providing the Dilution Levy load mapped. If net of sales value is positive then it will be compared with positive breach value and if it is negative then it will be compared with negative breach value.

Table 3-18 (Cont.) Dilution Levy Applicability

Dilution Levy at Fund Family	Dilution Levy at Fund	Dilution Levy Applicable At	Dilution Levy Load Applicability
No	Yes	All Transactions	If sum of all the inflow transactions breaches the inflow breach value then, Dilution Levy load will be applied to all the inflow transactions for that fund providing the Dilution Levy load mapped. If sum of all the outflow transactions breaches the outflow breach value then, Dilution Levy load will be applied to all the outflow transactions for that fund providing the Dilution Levy load mapped.
No	Yes	Specific Transaction	If any particular inflow transaction breaches the inflow breach value or any particular outflow transaction breaches the outflow breach value then Dilution Levy load will be applied for that particular transaction.
No	No	Not Applicable	Dilution Levy Load will not be applied

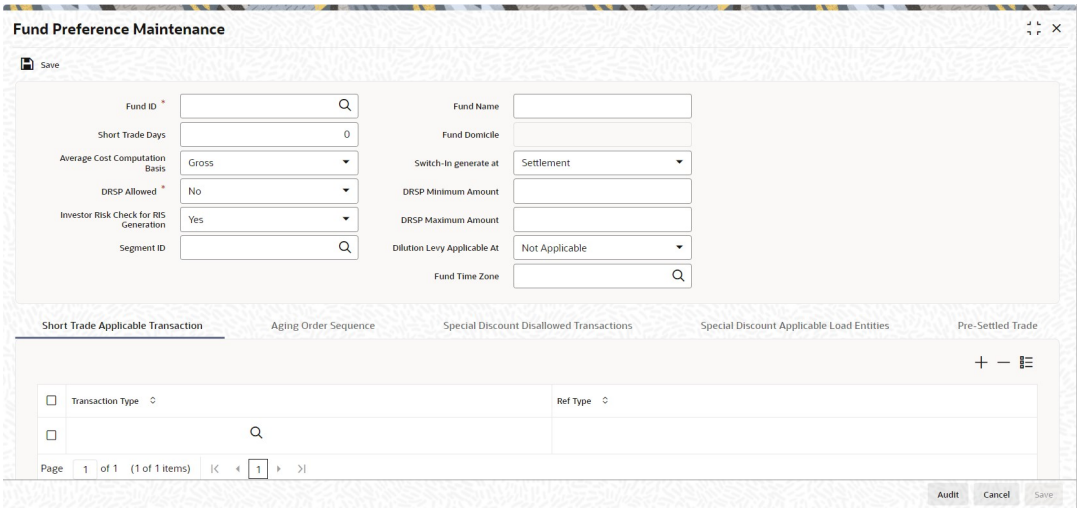
3.13.2 Short Trade Applicable Transaction

This topic provides information on short trade applicable transaction tab.

- Click the **Short Trade Applicable Transaction** tab in **Fund Preference Maintenance** screen.

  The **Short Trade Applicable Transaction** details are displayed in the **Fund Preference Maintenance** screen.

Figure 3-17 Fund Preference Maintenance



For more information on fields in the screen, refer the below table.

Table 3-19 Fund Preference Maintenance - Short Trade Applicable Transaction

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the **Transaction Type**. Alternatively, you can select**Transaction Type** from option list. The list display all valid transaction type maintained in the system.
Ref Type	*Alphanumeric; 3 Characters; Mandatory* Specify the **Reference Type**. Alternatively, you can select **Reference Type** from option list. The list display all valid reference type maintained in the system. The maintained Transaction type and Ref type alone will be applicable for short trade load. You need to map only the applicable inflow transaction type.

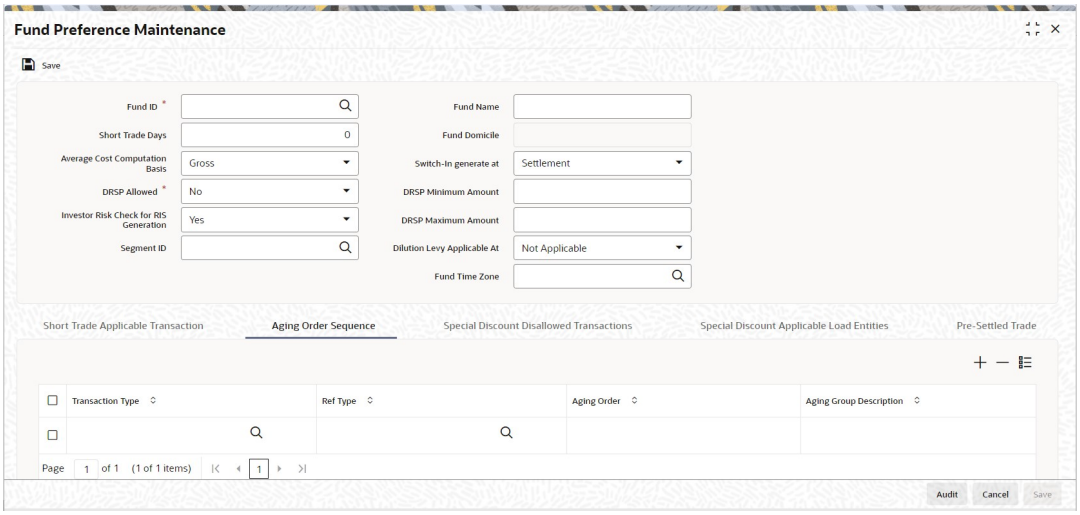
3.13.3 Aging Order Sequence

This topic provides information on aging order sequence tab of fund preference maintenance screen.

- Click on **Aging Order Sequence** tab in **Fund Preference Maintenance** screen:

  The **Aging Order Sequence** details are displayed in the **Fund Preference Maintenance** screen.

Figure 3-18 Fund Preference Maintenance - Aging Order Sequence



For more information on fields in the screen, refer the below table.

Table 3-20 Fund Preference Maintenance - Aging Order Sequence

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Optional* Specify the **Transaction Type**. Alternatively, you can select **Transaction Type** from option list. The list display all valid transaction type maintained in the system.
Ref Type	*Alphanumeric; 3 Characters; Optional* Specify the **Reference Type**. Alternatively, you can select **Reference Type** from option list. The list display all valid reference type maintained in the system.
Ageing Order	*Numeric; 22 Characters; Optional* Specify the **Ageing Order**.
Ageing Group Description	*Alphanumeric; 20 Characters; Optional* Specify the description for the selected **Ageing Order**. Aging Sequence in Fund Preference Maintenance is mandatory only for the Funds for which Aging Logic is maintained as USERMNTFIFO. If you try to maintain aging sequence for funds with Aging Logic different than USERMNTFIFO, the system will display an error message. Fund Preference maintenance is applicable for all rule effective dates for that fund. The system will perform a mandatory pre-EOD check to validate the availability of authorized active fund preference record for all the funds.

3.13.4 Special Discount Disallowed Transactions

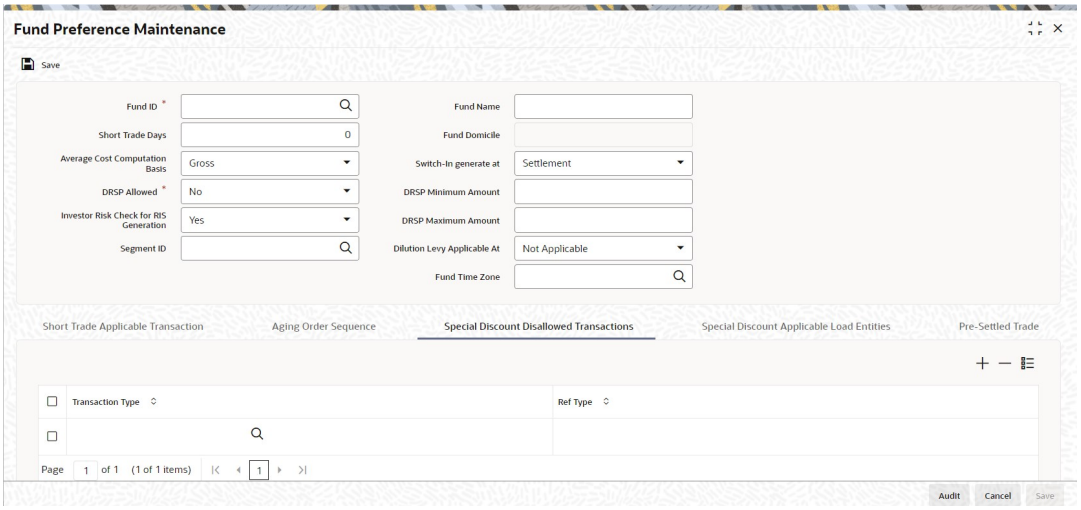
This topic provides information on special discount disallowed transactions tab.

You can maintain the rules for standing instruction generation that are to be applicable for the fund.

- Click the **Special Discount Disallowed Transactions** tab in **Fund Preference Maintenance** screen.

  The **Special Discount Disallowed Transactions** details are displayed in the **Fund Preference Maintenance** screen.

Figure 3-19 Fund Preference Maintenance - Special Discount Disallowed Transactions



For more information on fields in the screen, refer the below table.

Table 3-21 Fund Preference Maintenance - Special Discount Disallowed Transactions

Field	Description
Transaction Type	*Alphanumeric; 3 Characters; Optional* Specify the transaction type for which the special discount is to be disallowed. Alternatively, you can select **Transaction Type** from option list. The list display all valid transaction type maintained in the system.
Ref Type	*Display* The system displays the **Reference Type** for which the special discount is to be disallowed. **Note**: If you have not maintained Special Discount Disallowed Transaction, then the system will apply the special discount for all the transaction type.

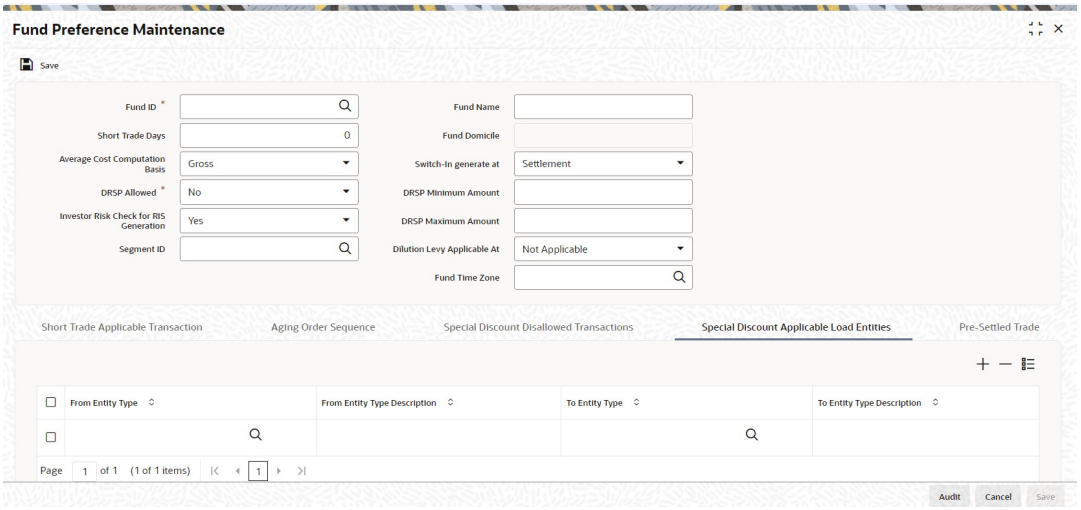
3.13.5 Special Discount Applicable Load Entities

This topic provides information on special discount applicable load entities tab.

- Click the **Special Discount Applicable Load Entities** tab in **Fund Preference Maintenance** screen.

  The **Special Discount Applicable Load Entities** details are displayed in the **Fund Preference Maintenance** screen.

Figure 3-20 Fund Preference Maintenance - Special Discount Applicable Load Entities



For more information on fields in the screen, refer the below table.

Table 3-22 Fund Preference Maintenance - Special Discount Applicable Load Entities

Field	Description
From Entity Type	*Alphanumeric; 3 Characters; Optional* Specify the From entity type details for which the special discounts to be applied. Alternatively, you can also select From **Entity Type** from the option list. The list displays all valid entity types maintained in the system.
From Entity Type Description	*Display* The system displays description for the selected From **Entity Type**.
To Entity Type	*Alphanumeric; 3 Characters; Optionals* Specify the To entity type details for which the special discounts to be applied. Alternatively, you can also select **To Entity Type** from the option list. The list displays all valid entity types maintained in the system.

Table 3-22 (Cont.) Fund Preference Maintenance - Special Discount Applicable Load Entities

Field	Description
To Entity Type Description	*Display* The system displays description for the selected **To Entity Type**. From entity and To entity values are to be valid values as in the system. If Special Discount Applicable Load Entities are not maintained, then the system will apply special discounts for all loads.

- Calculate Average Cost
  This topic provies information on calculating average cost details.
- Aging Logic
  This topic provides information on aging logic details.

3.13.5.1 Calculate Average Cost

This topic provies information on calculating average cost details.

All fund will use Net/ Gross amount of the transaction. Net amount or Gross amount will be set at fund level in **Fund Preference Maintenance** screen.

Off- shore fund will use weighted average method to calculate average cost and use Net/ Gross amount of the transaction.

Only the current unit holder units holding will be shown.

- On-Shore Average Cost (Transaction Cost Level)
  This topic provides information on on-shore average cost (transaction cost level).
- Off-Shore Average Cost (Weighted Average Cost)
  This topic provides information on off-shore average cost (weighted average cost).

3.13.5.1.1 On-Shore Average Cost (Transaction Cost Level)

This topic provides information on on-shore average cost (transaction cost level).

The system will calculate the average cost for on-shore fund based on Net/ Gross amount.

For showing the unit holder's Unit Holding Statement, units will be mainly classified into two group as follows:

- Subscription – All Inflow transaction (including Reinvestment Transaction) excluding RSP and DRSP
- RSP – RSP and DRSP

Total cost of subscription is calculated as follows:

- Cost of all inflow transactions excluding Regular saving Plan (RSP/ DRSP).
- Current cost will be arrived by sum of net/ gross amount of inflow transactions minus all the linked out flow units * NAV (Unit Price of the allotted units).

Total cost of RSP is calculated as follows:

- Cost of all Regular saving plan RSP / DRSP.
- Current cost will be arrived by sum of net/Gross amount of RSP / DRSP transactions minus all the linked out flow units * NAV (Unit Price of the allotted units).

where,

NAV is linked inflow transactions unit price at the time of allocation.

Total number of subscription units is the current unit balance of all inflow transactions units excluding Regular Saving Plan (RSP).

Total number of RSP units is the current unit balance of all Regular Saving Plans.

The system will calculate the average cost per unit as follows:

((Total cost of subscription) + (Total cost of RSP))

((Total no. of subscription units) + (Total no. of RSP units))

In case of Transfer Gross/ Net Amount, the system will consider the cost of the transfer-in units based on the preference of the Transfer out Leg.

In case of transfer, you need to use Base Cost to enter NAV for the change of beneficiary.

- In this case cost of the Transfer In will be Transfer in Units multiplied by NAV, as entered in Base cost
- For any out flow transaction linking this transfer, cost will be arrived by linked units multiplied by the Base Cost.

For 100% transfer, you should capture 2 transactions one for each FEL and CDSC. For Fund Merger, the system will generate 2 Normal switch transactions one each for FEL and CDSC.

For Fund Merger cost of the switch-in fund units will be the units that got switched In multiplied by the NAV as of that date.

3.13.5.1.2 Off-Shore Average Cost (Weighted Average Cost)

This topic provides information on off-shore average cost (weighted average cost).

Calculation of average cost for off-shore fund will be based on Net/ Gross amount. The system will calculate the average cost based on the weighted average method.

For showing the unit holder's unit holding statement units will be mainly classified into two group as follows:

- Subscription – All Inflow transaction (including Reinvestment Transaction) excluding RSP and DRSP
- RSP – RSP and DRSP

Total cost of subscription is calculated as total sum of Gross amount of all inflow transactions excluding Regular Saving Plan (RSP).

Total cost of RSP is calculated as total sum of Gross amount of all inflow transaction of Systematic Investments.

Total Units is the sum all inflow units corresponding to Subscription or RSP

Average cost of subscription is calculated as (Total cost of subscription)/ (Total sum of Inflow units for subscription)

Average cost of RSP is calculated as (Total cost of RSP)/ (Total sum of Inflow units for RSP).

In case of Transfer without Base Cost entered, the system will consider the Gross/ Net Amount based on preference of the Transfer out Leg as cost of the Transfer In units.

The system uses Base Cost in Transfer screen to capture NAV (the cost of transferee refers to the market value stated on the tax certificate).

In case of Transfer or Fund Merger, the system will classify all Transfer In units or Switch In units as Subscription units irrespective of the out units are from Subscription or RSP.

The system will calculate the capital gain or loss for all the Outflow transactions during allocation for offshore funds only.

The client country flag **PLCOMPUTE** should be enabled to compute capital gain/ loss based on below unit classifications

- Pre 2009 – Lump sum
- Pre 2009 – RSP/DRSP
- Post 2009 - Lump sum
- Post 2009 - RSP/DRSP

Linked Inflow Units * (OutFlow Transaction NAV – Average Cost of that Linked Inflow Lot)

This will be happening during allocation.

3.13.5.2 Aging Logic

This topic provides information on aging logic details.

Aging sequence is common for all investor account type including Nominee account type.

Aging Sequence in **Fund Preference Maintenance** is mandatory only for the Funds for which Aging Logic is maintained as **USERMNTFIFO**.

If you try to maintain aging sequence for funds with Aging Logic different than **USERMNTFIFO**, the system will display an error message.

In **USERMNTFIFO** Aging Policy, link transactions are aged out based on the following values:

- Inflow Units Type (FEL/ CDSC)
- Transaction Currency
- Transaction Type
- Reftype
- Transaction Date
- Transaction Number

The aging order will have 5 bits namely,

- Input unit type
- Transaction Currency
- Transaction Date
- Short Trade bit
- Aging Order

For On-shore fund the system will use the following logic to derive the 5 bit Aging order:

- Input Unit Type: It will be set to 1 or 2 based on the out flow transactions unit type. For FEL based out flow, all Transactions with FEL unit type will be marked as 1 and 2 for CDSC.

  - For CDSC based out flow transaction, the system marks all transaction with CDSC unit type as 1 and 2 FEL.
  - In case of outflow transaction, the system does not specify the unit type than FEL and CDSC will be given assigned same value 1.

- **Transaction Date**: All transaction will be marked as 1.
- **Transaction Currency**: All transaction will be marked as 1.
- Short Trade bit will be set to 1 if the transaction date is more than short trade period. It will be set to 2 if the transaction date is within short trade period.
- Aging Order: The system populates the aging order as per the Aging maintenance done for on-shore fund.

Example

Table 3-23 Example

Txn Type	Ref Type	5 Bit value
2	2	1
2	PS	1
2	RE	1
2	41	3
2	F1	2
2	F2	2

For Off-shore fund, the system will use the following logic to derive the 5 bit aging order:

- Input Unit Type: The system will set all transaction to 1
- **Transaction Currency**: The system will set this based on the Outflow Transaction currency. Outflow transaction currency is same as inflow transaction currency, it be set to 1 else set to 2.
  For Block Transaction this bit will be set to 1 for all transactions irrespective of Transaction currency.
- **Transaction Date**: The system will mark the transaction date less than or equal to 31-DEC-2009 as 1. The system will set transaction date greater than 31-DEC-2009 to 2.

Table 3-24 Param Details_TXNCUTTOFFDATE

Param Code	Param Description	Max Length (Param Value)	Maintainable	Param Value
TXNCUTTOFFDATE	Off Shore Transaction cutoff date	12	Yes	31-Dec - 09

The system will set short trade bit to 1, if the transaction date is more than short trade period. It will be set to 2 if the transaction date is within short trade period.

Example:

Table 3-25 Example

Txn Type	Ref Type	5 Bit value
ALL	ALL	1
2	41	2

This aging new bit Aging Order will be used in the order clause alone with Transaction Date and Transaction Number.

For On-shore fund

- The system will capture all the out flow transaction with FEL or CDSC units type.
- If the units type is not been specified system will default it to NULL. All transactions FEL and CDSC will be redeemed as per the logic maintained in Aging Sequence Maintenance (UTDAGSEQ). In case of block transaction no unit's type will be specified.
- Based on the unit type, the system will process the specified Aging of units.
- For an outflow transaction if the unit type is FEL then all the linked transaction with Unit Type FEL will be aged out first as per the Aging logic maintained in Aging Sequence Maintenance (UTDAGSEQ) and vice versa in case of CDSC.
- If unit type is not specified then inflow transaction unit type will not be considered for Aging. It follows the Aging sequence maintained.

For Off-shore Fund

- The system will capture all the out flow transaction with transaction currency.
- Aging will happen based on the transaction currency of the outflow transaction.
- If the outflow transaction currency is Installed Entity Base Currency - TWD then all the inflow transaction with TWD as transaction currency will be aged out first as per the Aging logic maintained in Aging Sequence Maintenance (UTDAGSEQ).
- If the outflow transaction currency is USD or any other currency other than Installed Entity Base Currency TWD then all the inflow transaction with currency other than TWD, Installed Entity Base Currency, as transaction currency will be aged out first as per the Aging logic maintained in Aging Sequence Maintenance (UTDAGSEQ).

In case of block transaction, the transaction Aging will not consider Transaction currency. It will link transaction as per the Aging sequence maintained.

Example of deriving AgingOrder:

Table 3-26 Example of deriving Aging Order

Txn Number	Fund Ccy	Transaction Date	Units Type	Units
RED02	USD	21-Aug-16	FEL	20

On-Shore

Table 3-27 Aging Order

Txn Number	Fund Ccy	Transaction Date	Units Type	TXN TYPE	REF TYPE	Units	AgingOrder (RED02)
SUB01	USD	12-Aug-08	FEL	2	2	10	11111 1st Bit: 1- out flow for FEL so it is set to 1 2nd and 3rd Bit: 1 since this are not applicable for on shore fund 4th Bit: Short Trade Bit 5th Bit: 1 for this transaction aging order derived is 1
SUB02	USD	12-Aug-08	FEL	2	41	10	11113 1st Bit: 1- out flow for FEL so it is set to 1 2nd and 3rd Bit: 1 since this are not applicable for on shore fund 4th Bit: Short Trade Bit 5th Bit: for this transaction aging order derived is 3

On - shore: Unity type not specified

Table 3-28 On - shore: Unity type not specified

Transaction Number	Fund Currency	Transaction Date	Units Type	Units
RED03	USD	21-Aug-16	NULL	50

Table 3-29 AgingOrder (RED03)

Txn Number	Fund Ccy	Transaction Date	Units Type	TXN TYPE	REF TYPE	Units	AgingOrder (RED03)
SUB01	USD	12-Aug-08	FEL	2	2	10	11111 1st Bit: 1- since Out flow is set to NULL 2nd and 3rd Bit: 1 since this are not applicable for on-shore fund 4th Bit: 1 – trade is not within short trade 5th Bit: transaction aging order derived is 1

Table 3-29 (Cont.) AgingOrder (RED03)

Txn Number	Fund Ccy	Transaction Date	Units Type	TXN TYPE	REF TYPE	Units	AgingOrder (RED03)
SUB21	USD	12-Nov-08	CDSC	2	2	10	11111 1st Bit: 1- since Out flow is set to NULL 2nd and 3rd Bit: 1 since this are not applicable for on-shore fund 4th Bit: 1 – trade is not within short trade 5th Bit: transaction aging order derived is 1
SUB14	USD	20-Aug-16	CDSC	2	2	10	11121 1st Bit: 1- since Out flow is set to NULL 2nd and 3rd Bit: 1 since this are not applicable for on-shore fund 4th Bit: 1 – trade is not within short trade 5th Bit: transaction aging order derived is 1
SUB15	USD	20-Aug-16	FEL	2	2	10	11121 1st Bit: 1- since Out flow is set to NULL 2nd and 3rd Bit: 1 since this are not applicable for on-shore fund 4th Bit: 1 – trade is not within short trade 5th Bit: transaction aging order derived is 1
SUB96	USD	15-May-16	CDSC	2	F1	10	11112 1st Bit: 1- since Out flow is set to NULL 2nd and 3rd Bit: 1 since this are not applicable for on-shore fund 4th Bit: 1 – trade is not within short trade 5th Bit: transaction aging order derived is 1

Off-Shore Fund Base Currency: USD

Table 3-30 Off-Shore Fund Base Currency: USD

Transaction Number	Fund Currency	Transaction Date	Units Type	Units
RED01	USD	21-Aug-16	CDSC	50

Table 3-31 AgingOrder (RED02)

Txn Number	Txn Ccy	Transaction Date	Units Type	TXN TYPE	REF TYPE	Units	AgingOrder (RED03)
SUB01	TWD	12-Aug-08	CDSC	2	2	10	11111 1st Bit: will be always set 1 2nd Bit: 2 transaction currency TWD and out flow transaction currency TWD 3rd Bit: 1 transaction date is before 31-Dec-2009 4th Bit: Short Trade Bit 1 5th Bit: 1 for this transaction aging order derived is 1
SUB23	TWD	12-Nov-08	CDSC	2	41	10	11112 1st Bit: will be always set 1 2nd Bit: 2 transaction currency TWD and out flow transaction currency TWD 3rd Bit: 1 transaction date is before 31-Dec-2009 5th Bit: 2 for this transaction aging order derived is 2
SUB62	USD	1-Jan-10	CDSC	2	2	10	12211 1st Bit: will be always set 1 2nd Bit: 2 transaction currency TWD and out flow transaction currency TWD 3rd Bit: 1 transaction date is before 31-Dec-2009 4th Bit: Short Trade Bit 1 5th Bit: 2 for this transaction aging order derived is 2
SUB63	TWD	1-Jan-10	CDSC	2	2	10	11211 1st Bit: will be always set 1 2nd Bit: 2 transaction currency TWD and out flow transaction currency TWD 3rd Bit: 1 transaction date is before 31-Dec-2009 4th Bit: Short Trade Bit 5th Bit: 2 for this transaction aging order derived is 2

Table 3-31 (Cont.) AgingOrder (RED02)

Txn Number	Txn Ccy	Transaction Date	Units Type	TXN TYPE	REF TYPE	Units	AgingOrder (RED03)
SUB82	USD	11-Apr-16	CDSC	2	41	10	12212 1st Bit: will be always set 1 2nd Bit: 2 transaction currency USD and out flow transaction currency are TWD 3rd Bit 2 transaction date is after 31-Dec-2009 4th Bit: Short Trade Bit 5th Bit: 2 for this transaction aging order derived is 2

On-shore ageing logic for short trade period is as follows:

- **Step 1:** First the system will age out all the transactions, which are not marked as Short trade and transactions for which short trade penalty are not applicable, as per the Aging sequence maintained.
- **Step 2:** If there are remaining units to be redeemed after step 1, the system will link all the transactions which are marked as Short Trade as per the Aging sequence maintained.
- Marking and resetting the Short trade transaction are internal to process.

On-shore ageing logic for short trade Units is as follows:

- The system will age out all the transactions as per the Aging sequence maintained. In this case system will not consider transactions based on Short trade period.

Off-shore ageing logic for short trade is as follows:

- Holdings before specific period as maintained in business:
  - Subscription
  - RSP
- Holdings after specific period as maintained in business:
  - Subscription
  - RSP

3.13.6 Pre-Settled Trade

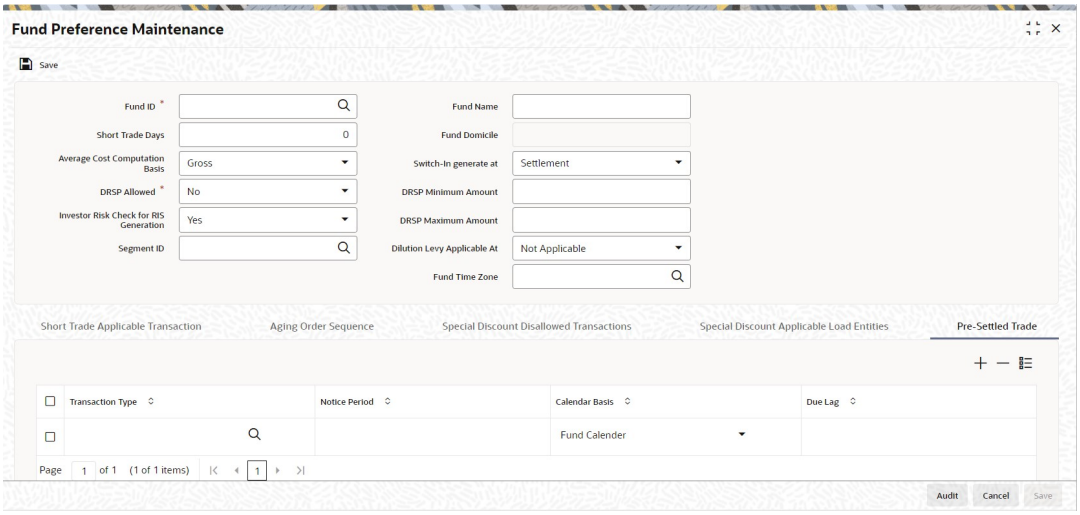
This topic provides information on pre-settled trade tab.

You can maintain transaction fund which works on clear fund concept are called pre-settled trade. i.e.,settlement date or clearing date is prior to the transaction date.

1. Click the **Pre-Settled Trade** tab in **Fund Preference Maintenance** screen.

   The **Pre-Settled Trade** details are displayed in the **Fund Preference Maintenance** screen.

Figure 3-21 Fund Preference Maintenance - Pre-Settled Trade



2. On the **Pre-Settled Trade** tab, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-32 Fund Preference Maintenance - Pre-Settled Trade

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the **Transaction Type**. Alternatively, you can select **Transaction Type** from option list. The list display all valid transaction type maintained in the system. The transaction types applicable are: • **Subscription** • **Redemption**
Notice Period	*Numeric; 3 Characters; Mandatory* Specify the value of the **Notice Period**.
Calendar Basis	*Alphanumeric; 1 Character; Optional* Specify the **Calender Basis**. Alternatively, you can select **Calender Basis** from the option list. The list displays all valid options available in the system. The options available are: • **Fund Calendar** • **Actual Calendar**
Due Lag	*Numeric; 3 Characters; Optional* Specify the **Due Lag**. This will be used to derive the Settlement Due Date from Price Date for the transaction.

Error Messages for Pre-Settled Trade

Table 3-33 Error Messages for Pre-Settled Trade

Validation	Type	Error code	Error Message
When user tries to enter **Pre-Settled Trade** details whereas fund is not applicable for Pre-Settled Trade, system will prompt an error.	E	E-PRESETTLEFND	Pre-Settled Trade details are not applicable for the Fund.
When user has not entered Pre-Settled Trade details whereas fund is applicable for Pre-Settled Trade, system will raise an error.	E	E-PRESETTLEFNDMAN	Pre-Settled Trade details are Mandatory
When user tries to maintain for transaction type which is not available Transaction processing Rules in Fund Rule.	E	E - INVTRANSACTIONTYPE	Mismatch in transacion type maintained in Fund Rule and Pre-Settled Trade Tab
When user tries to enter Notice Period value as 0.	W	W-NOTCPERIOD	Notice Period is maintained as 0
When user enters Due lag value as 0.	W	W-DUELAG	Due Lag is maintained as 0.

3.14 Fund Preference Summary

This topic provides information about perform actions in Fund Preference Summary Screen.

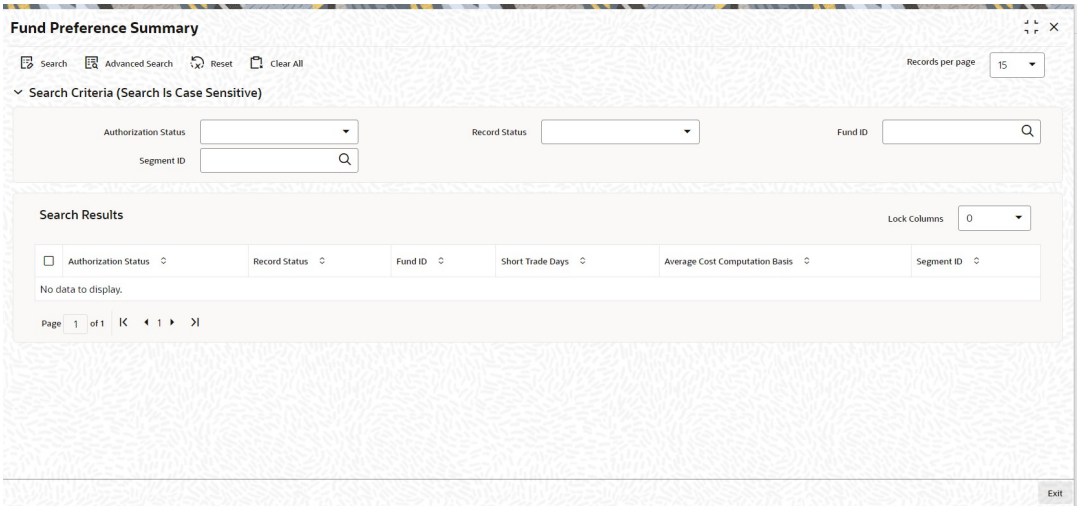
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Preference Summary

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

   The **Fund Preference Summary** screen is displayed.

Figure 3-22 Fund Preference Summary



2. On **Fund Preference 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**
   - **Fund ID**
   - **Segment ID**
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 any parameter in the screen
> - 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.

   You can search the record for Fund ID by using the combination of % and alphanumeric value as follows:
   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.
   - Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value’ 7’. For example: AGC17, GSD267, AGC77 etc.

- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Preference Record
  This topic provides the systematic instructions to edit fund preference record.
- View Fund Preference Record
  This topic provides the systematic instructions to view fund preference record.
- Delete Fund Preference Record
  This topic provides the systematic instructions to delete fund preference record.
- Authorize Fund Preference Record
  This topic provides the systematic instructions to authorize fund preference record.
- Amend Fund Preference Record
  This topic provides the systematic instructions to amend fund preference record.
- Authorize Amended Fund Preference Record
  This topic provides the systematic instructions to authorize amended fund preference record.

3.14.1 Edit Fund Preference Record

This topic provides the systematic instructions to edit fund preference record.

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

1. Start the **Fund Preference 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 **Fund Preference Summary** 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 **Fund Preference Detail** screen is closed and the changes made are reflected in the **Fund Preference Summary** screen.

3.14.2 View Fund Preference Record

This topic provides the systematic instructions to view fund preference record.

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

1. Start the **Fund Preference 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.
4. Click **Search** button.

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

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

   The **Fund Preference Detail** screen is displayed in View mode.

3.14.3 Delete Fund Preference Record

This topic provides the systematic instructions to delete fund preference record.

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

1. Start the **Fund Preference 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 **Fund Preference Summary** 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.

3.14.4 Authorize Fund Preference Record

This topic provides the systematic instructions to authorize fund preference record.

An unauthorized Fund Preference Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Preference 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 **Fund Preference 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.

3.14.5 Amend Fund Preference Record

This topic provides the systematic instructions to amend fund preference record.

After a Fund Preference Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Preference 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 **Fund Preference Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.14.6 Authorize Amended Fund Preference Record

This topic provides the systematic instructions to authorize amended fund preference record.

An amended Amended Fund Preference Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.15 Short Trade Counter Details

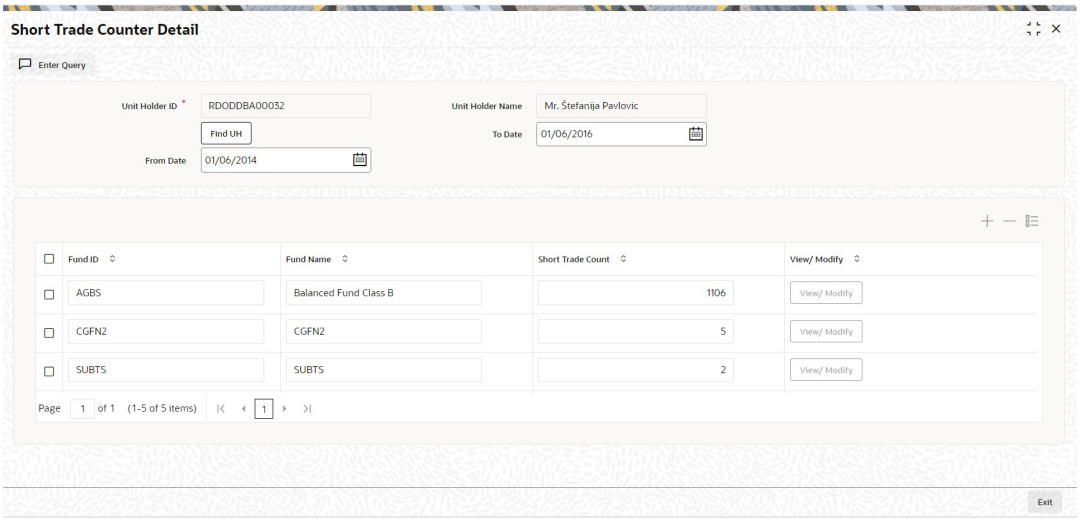
This topic provides the instructions to invoke short trade counter details screen details.

You can view short trade counter at unit holder fund level using **Short Trade Counter Detail** screen.

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

   The **Short Trade Counter Detail** screen is displayed.

Figure 3-23 Short Trade Counter Details



2. On **Short Trade Counter Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-34 Short Trade Counter Detail

Field	Description
Unit Holder ID	*Alphanumeric; 12 Characters; Mandatory* Specify the **Unit Holder ID**. Alternatively, you can select unit holder ID from the option list. The list displays all the unit holder ID maintained in the system. You can also click **Find UH** button to invoke **Unit Holder Find Options** screen. You can search for the unit holder ID from this screen.
Unit Holder Name	*Display* The system displays the name of the unit holder for the selected **Unit Holder ID**.
From Date	*Date Format; Mandatory* Select the **From Date** from the adjoining calendar.
To Date	*Date Format; Mandatory* Select the **To Date** from the adjoining calendar.

3. After specifying the necessary details, click **Execute Query** option. the system displays the fund ID, fund name and short trade count for the given criteria.

   The system will display the fund with count greater than zero. Also, the system will count only the transaction for which short trade are applicable.

   You can query the details of the transaction for which short trade are applicable.

4. Click **View** button, the system displays the outflow transaction for which short trade are applicable.

   The **Short Trade Transaction Detail** screen is displayed.
   For more information on fields in the screen, refer the below table.

Table 3-35 Short Trade Transaction Details

Field	Description
Transaction Number	*Display* The system displays the transaction number for which the short trade transactions happened.
Transaction Date	*Display* The system displays the transaction date on which the short trade transactions occurred.
Short Trade Applicable	*Optional* Select if the short trade is applicable or not from the drop-down list. The list displays the following values: • **Yes** • **No** By default, the transaction will be set to **Yes**. If you change the status to **No**, the system will not perform any validation. Once the Short Trade Applicable field is set to No, the system will reset the Short Trade counter while re-querying the given criteria. Marking the Short Trade Applicable to No, the system will not reverse or recalculate Short trade penalties.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any on changing the short trade to Yes or vice versa.

Batch Process

The system will increment the unit holder fund level short trade counter during successful outflow allocation process, when the linked transaction meets any one of the following criteria.

- If the link inflow transaction type is one of the applicable transactions type for penalty and if the linked transaction date plus Short Trade Days, as maintained in Fund Preference Maintenance (**UTDFPMNT**), is less than or equal to out flow transaction date.
- If short trade units specified in the out flow transactions. This case is applicable for Nominee account type unit holder transactions.
- Irrespective of number of short trade transaction linked to an outflow transaction it will be counted as one short trade transaction.

During the reversal of outflow transaction linked to short trade, corresponding unit holder fund counter will be decremented.

3.16 Investor Fund Risk Rating Mapping

This topic contains the following sub-topics:

- Investor Fund Risk Rating Mapping
  This topic provides information on mapping investor fund risk rating screen details.
- Process Investor Fund Risk Rating Mapping
  This topic provides the instructions to invoke investor fund risk rating mapping screen details.

3.16.1 Investor Fund Risk Rating Mapping

This topic provides information on mapping investor fund risk rating screen details.

You can capture investor risk rating to fund risk rating mapping. This mapping will be done at an AMC level. The system will validate transactions wherever applicable based on this mapping to check if an investor can invest into a selected fund or not.

You can configure investor risk rating and fund risk rating in **Parameter Setup** screen where **Param Value** will be numeric ranging from 0-100 with 1 as the lowest risk rating and 100 as the highest risk rating.

If risk rating for an investor is 0 (Not Applicable), the validation for investor fund risk rating will not be applicable. Param Value **0** should not be used for any other risk rating maintenance.

> **Note:**
>
> You can configure Fund risk level and investor risk level at param maintenance for FUNDRISKPROFILE and INVRISKPROFILE param codes respectively. The system will validate the fund risk for an investor in **Investor Fund Risk Rating Mapping** screen.

The parameters for investor and fund risk ratings are as follows:

Investor Risk Rating

Table 3-36 Investor Risk Rating

Param Value	Description
0	Not Applicable
10	Low (Conservative)
20	Medium (Moderate)
30	High (Aggressive)

Fund Risk Rating

Table 3-37 Fund Risk Rating

Param Value	Description
10	Risk Level 1
20	Risk Level 2
30	Risk Level 3
40	Risk Level 4
50	Risk Level 5

You can add more risk rating levels to Investor Risk Rating and Fund Risk Rating parameter maintenance as required.

Example for Parameter maintenance:

Investor risk rating

Table 3-38 Investor Risk Rating

Param Value	Description
10	Low (Conservative)
20	Medium (Moderate)
30	High (Aggressive)

Fund Risk Rating

Table 3-39 Fund Risk Rating

Param Value	Description
10	Risk Level 1
20	Risk Level 2
30	Risk Level 3
40	Risk Level 4
50	Risk Level 5

Table 3-40 Mapping is done as follows:

Param Value	Description
10	Risk Level 1
20	Risk Level 2
30	Risk Level 3
40	Risk Level 4
50	Risk Level 5

3.16.2 Process Investor Fund Risk Rating Mapping

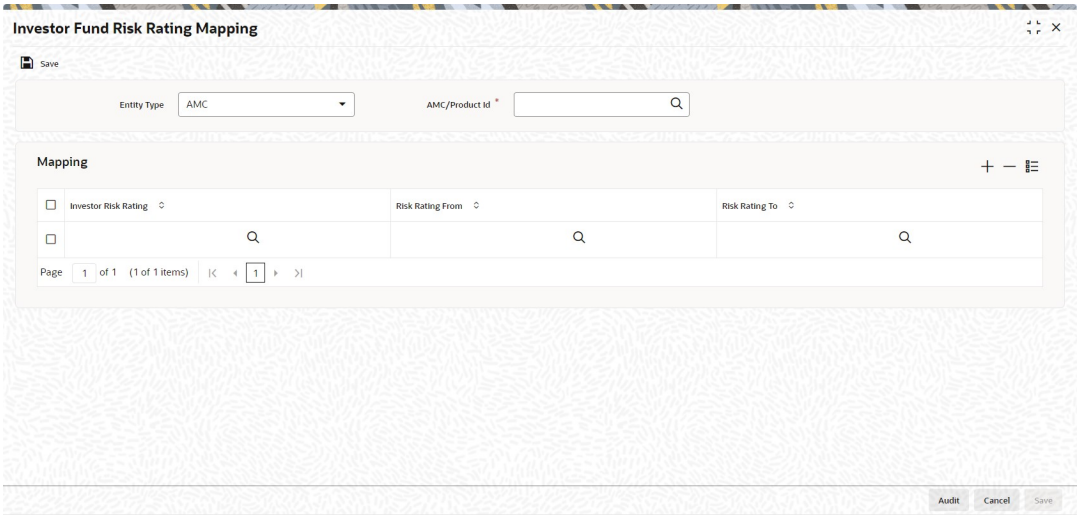
This topic provides the instructions to invoke investor fund risk rating mapping screen details.

You can capture investor risk rating to fund risk rating mapping using **Investor Fund Risk Rating Mapping** screen.

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

   The **Investor Fund Risk Rating Mapping** screen is displayed.

Figure 3-24 Investor Fund Risk Rating Mapping



2. On **Investor Fund Risk Rating Mapping** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-41 Investor Fund Risk Rating Mapping

Field	Description
Entity Type	*Optional* Select the **Entity Type** from the drop-down list. the list displays the following values: • **AMC** • **Product ID**
AMC/ Product ID	*Alphanumeric; 12 Characters; Mandatory* Specify the AMC ID for which the mapping is done. Alternatively, you can select **AMC ID** from the option list. The list displays all valid AMC ID maintained in the system.
Investor Risk Rating	*Alphanumeric; 16 Characters; Mandatory* Specify the investor risk rating level for which the mapping to be done. Alternatively, you can select the**Investor Risk Rating** level from the option list. The list displays all valid investor risk rating maintained in the system.
Risk Rating From	*Alphanumeric; 16 Characters; Mandatory* Specify the lowest fund risk rating for the selected investor risk rating eligible to invest. Alternatively, you can select the lowest fund **Risk Rating From** the option list. The list displays all valid lowest fund risk rating maintained in the system.
Risk Rating To	*Alphanumeric; 16 Characters; Mandatory* Specify the highest fund risk rating for the selected investor risk rating eligible to invest. Alternatively, you can select the highest fund **Risk Rating To** the option list. The list displays all valid highest fund risk rating maintained in the system.

3.17 Investor Fund Risk Mapping Summary

This topic provides information about perform actions in Investor Fund Risk Mapping Summary screen.

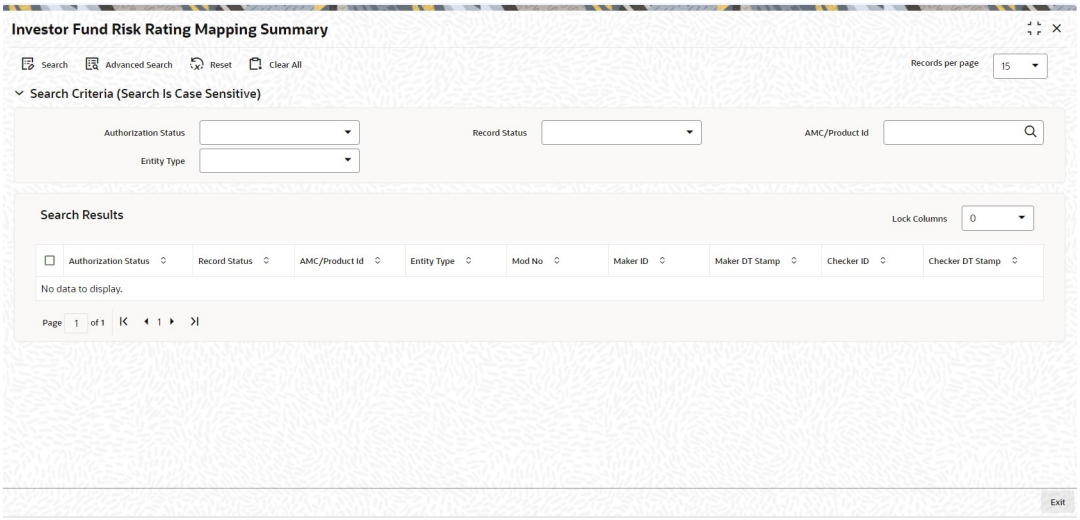
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Investor Fund Risk Mapping Summary

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

   The **Investor Fund Risk Rating Mapping Summary** screen is displayed.

Figure 3-25 Investor Fund Risk Rating Mapping Summary



2. On **Investor Fund Risk Rating Mapping 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**
   - **AMC/Product id**
   - **Entity Type**
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 any parameter in the screen
> - 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.

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

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

- Edit Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to edit investor fund risk rating mapping record.
- View Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to view investor fund risk rating mapping record.
- Delete Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to delete investor fund risk rating mapping record.
- Authorize Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to authorize investor fund risk rating mapping record.
- Amend Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to amend investor fund risk rating mapping record.
- Authorize Amended Investor Fund Risk Rating Mapping Record
  This topic provides the systematic instructions to authorize amended investor fund risk rating mapping record.

3.17.1 Edit Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to edit investor fund risk rating mapping record.

Modify the details of Investor Fund Risk Rating Mapping Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Investor Fund Risk Rating Mapping 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 **Investor Fund Risk Rating Mapping Summary** 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 **Investor Fund Risk Rating Mapping** screen is closed and the changes made are reflected in the **Investor Fund Risk Rating Mapping Summary** screen.

3.17.2 View Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to view investor fund risk rating mapping record.

View a record that you have previously input by retrieving the same in the **Investor Fund Risk Rating Mapping Summary** screen. Perform this operation as follows:

1. Start the **Investor Fund Risk Rating Mapping 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.
4. Click **Search** button.

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

   The **Investor Fund Risk Rating Mapping** screen is displayed in View mode.

3.17.3 Delete Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to delete investor fund risk rating mapping record.

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

1. Start the **Investor Fund Risk Rating Mapping 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 **Investor Fund Risk Rating Mapping Summary** 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.

3.17.4 Authorize Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to authorize investor fund risk rating mapping record.

An unauthorized Investor Fund Risk Rating Mapping Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Investor Fund Risk Rating Mapping 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 **Investor Fund Risk Rating Mapping** 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.

3.17.5 Amend Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to amend investor fund risk rating mapping record.

After a Investor Fund Risk Rating Mapping Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Investor Fund Risk Rating Mapping 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 **Investor Fund Risk Rating Mapping** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.17.6 Authorize Amended Investor Fund Risk Rating Mapping Record

This topic provides the systematic instructions to authorize amended investor fund risk rating mapping record.

An amended Amended Investor Fund Risk Rating Mapping must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.18 Process Adhoc Price Dates Maintenance Detail

This topic provides the instructions to invoke adhoc price dates maintenance screen details.

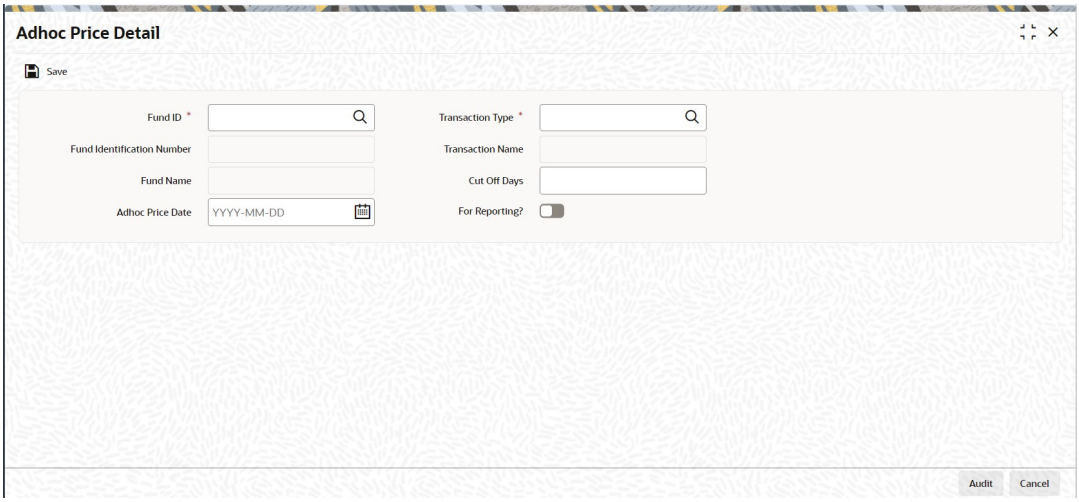
To set up adhoc price dates for any transaction types mapped to a fund, use the **Adhoc Price Detail** screen. The system allows you to maintain adhoc price date as any back date provided this back-date is greater than the last fund price date.

> **Note:**
>
> You will be allowed to enter adhoc price dates for funds for which you have maintained a specific fund price date. This is irrespective of whether or not you have indicated Forward Pricing is applicable.

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

   The **Adhoc Price Detail** screen is displayed.

Figure 3-26 Adhoc Price Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the adhoc price maintenance.
3. On **Adhoc Price Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-42 Adhoc Price Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the **Fund ID** of the fund for which ad-hoc price dates have to be maintained, from the option list provided.
Fund Identification Number	*Display* Select the **Fund Identification Number** of the fund for which ad-hoc price dates have to be maintained, from the option list provided The Fund Identification Number of the fund you have chosen will be displayed when you choose the Fund ID. You could, alternatively, choose the Fund Identification Number of the fund and the Fund ID will be displayed.
Fund Name	*Display* The system displays the description for the selected **Fund ID**.
Adhoc Price Date	*Date Format; Mandatory* Select the **Adhoc Price Date** from the adjoining calendar. The date you enter cannot be earlier than Application Date, and the Next Price Date maintained in the General Operating Rules screen.
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Choose the transaction type for which you want to maintain adhoc price dates.
Transaction Name	*Display* The system displays the name of the selected **Transaction Type**.
Cut Off Days	*Numeric; 5 Characters; Optional* Enter the number of days after the price date beyond which the price date is moved to the next specific pricing cycle.

Table 3-42 (Cont.) Adhoc Price Detail

Field	Description
For Reporting?	*Optional* Check this box to indicate the date entered is to be used for reporting purposes only. In this case, this date will not be used for the subsequent price date calculation. **Note**: • You can check more than one **Delete?** box and then click on the link Delete. • Click on the link **Add** to add to the transaction types for which you are maintaining the adhoc price date. • Click **Ok** button to save. If the new back dated price date is a fund/ fund price holiday, the system will automatically mark this day as a working day during the authorization of the adhoc price. The case will be applicable in a case where the adhoc price is a fund/fund price holiday only and not AMC/ system holiday. Any un-allotted transactions in the system for which price date is greater than the new back date price date, the system will re-compute the following information for those trades price date, settlement date and dealing date. Due to this price date change the impact is propagated to dealing date and settlement date in the system. For the new back dated price date, the system will consider the cut off days if maintained and this will be on calendar as maintained in the fund rules (price date calendar basis) If multiple back date adhoc prices are maintained, the system will consider the first adhoc price date irrespective of the price sequence maintenance. For cases where there is auto generation of prices if there is a back dated adhoc price maintenance, then on authorization of the back dated adhoc price date (UTDAHPRM), the system will delete the auto generated prices from the adhoc price date. On authorization of the new price (using UTDFPRIC) for the back dated adhoc price date; the system will regenerate the deleted prices.

3.19 Adhoc Price Dates Maintenance Summary

This topic provides information about perform actions in adhoc price dates maintenance summary screen.

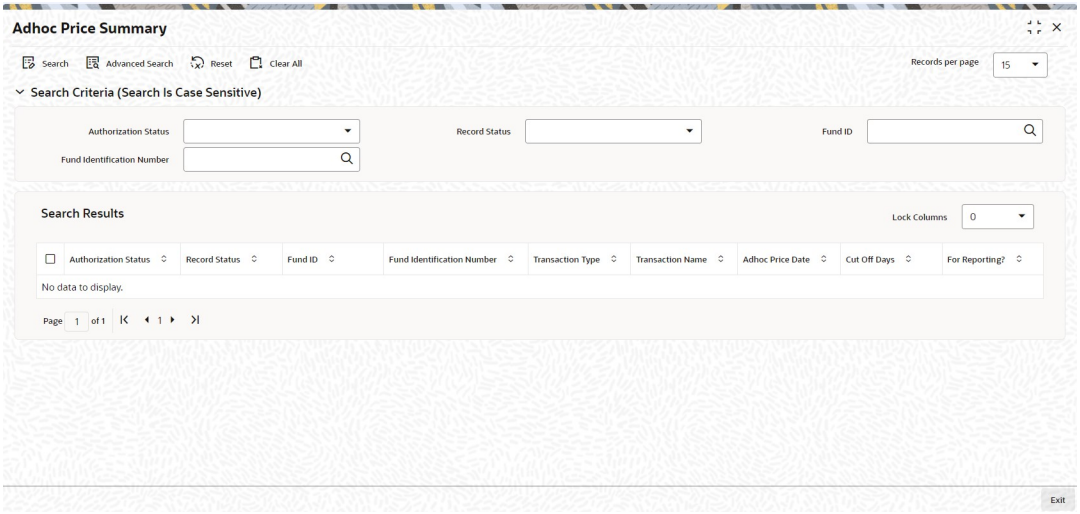
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Adhoc Price Dates Maintenance Summary

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

   The **Adhoc Price Summary** screen is displayed.

Figure 3-27 Adhoc Price Summary



2. On **Adhoc Price 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**
   - **Fund ID**
   - **Fund Identification Number**
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 any parameter in the screen
> - 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.

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

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

- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Adhoc Price Record
  This topic provides the systematic instructions to edit adhoc price record.
- View Adhoc Price Record
  This topic provides the systematic instructions to view adhoc price record.
- Delete Adhoc Price Record
  This topic provides the systematic instructions to delete adhoc price record.
- Authorize Adhoc Price Record
  This topic provides the systematic instructions to authorize adhoc price record.
- Amend Adhoc Price Record
  This topic provides the systematic instructions to amend adhoc price record.
- Authorize Amended Adhoc Price Record
  This topic provides the systematic instructions to authorize amended adhoc price record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.19.1 Edit Adhoc Price Record

This topic provides the systematic instructions to edit adhoc price record.

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

1. Start the **Adhoc Price 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 **Adhoc Price Summary** 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 **Adhoc Price Detail** screen is closed and the changes made are reflected in the **Adhoc Price Summary** screen.

3.19.2 View Adhoc Price Record

This topic provides the systematic instructions to view adhoc price record.

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

1. Start the **Adhoc Price 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.
4. Click **Search** button.

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

   The **Adhoc Price Summary** screen is displayed in View mode.

3.19.3 Delete Adhoc Price Record

This topic provides the systematic instructions to delete adhoc price record.

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

1. Start the **Adhoc Price 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 **Adhoc Price 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.

3.19.4 Authorize Adhoc Price Record

This topic provides the systematic instructions to authorize adhoc price record.

An unauthorized Adhoc Price Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Adhoc Price 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 **Adhoc Price 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.

3.19.5 Amend Adhoc Price Record

This topic provides the systematic instructions to amend adhoc price record.

After a Adhoc Price Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Adhoc Price 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 **Adhoc Price Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.19.6 Authorize Amended Adhoc Price Record

This topic provides the systematic instructions to authorize amended adhoc price record.

An amended Amended Adhoc Price Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.19.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Adhoc Price with the same attributes of an existing one, you can copy the attributes of an existing Adhoc Price to a new one.

1. Retrieve the record whose attributes the new Adhoc Price should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Adhoc Price. You can, however, change the details of the new record.

3.20 Process Price Date Change Detail

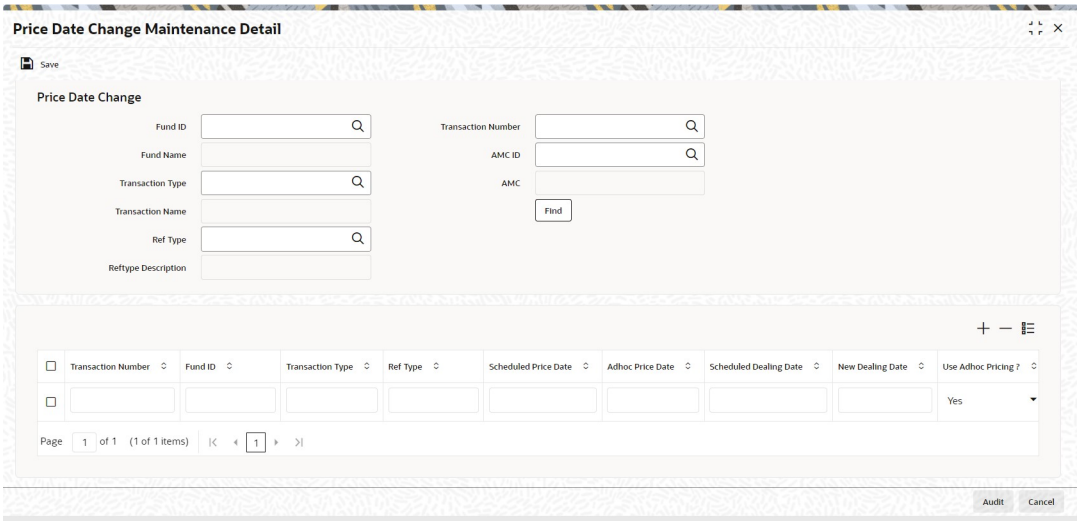
This topic provides the instructions to invoke price date change detail screen details.

You may search for a record and indicate whether or not the Adhoc price entered for a transaction should be applied, in the **Price Date Change Maintenance Detail** screen.

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

   The **Price Date Change Maintenance Detail** screen is displayed.

Figure 3-28 Price Date Change Maintenance Detail



2. Select **New** from the Actions menu in the Application tool bar or click new icon to enter the details of the new price date change.
3. On **Price Date Change Maintenance Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-43 Price Date Change Maintenance Detail

Field	Description
Reference Number	*Display* The system displays the reference number.
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the **Fund ID**.
Fund Name	*Display* The system displays the name of the selected **Fund ID**.
Transaction Number	*Alphanumeric; 16 Characters; Optional* Specify the**Transaction Number**.
Transaction Type	*Alphanumeric; 2 Characters; Optional* Specify the **Transaction Type**.
Transaction Name	*Display* The system displays the name of the selected **Transaction Type**.
Ref Type	*Alphanumeric; 6 Characters; Optional* Specify the **Ref Type**.
Reftype Description	*Display* The system displays the description for the selected **Ref Type**.
AMC ID	*Alphanumeric; 12 Characters; Optional* Specify the **AMC ID**.
AMC	*Display* The system displays the AMC name.

When you click **Find** button, records satisfying the search criteria that you have entered are displayed.

> **Note:**
>
> Only Unallotted transactions will be displayed.
>
> You will be able to view the following details for the records that are displayed:
>
> - **Transaction Number**
> - **Fund ID**
> - **Transaction Type**
> - **Ref Type**
> - **Scheduled Price Date**
> - **Adhoc Price Date**
> - **Scheduled Dealing Date**
> - **New Dealing Date**
> - **Use Adhoc Pricing**
>
> You would have indicated the scheduled and adhoc price dates for a transaction. If, for a certain transaction, you would like to indicate the adhoc price should be used and not the scheduled price, check the box 'Use Adhoc Pricing?'

4. Click **Ok** button to save any information.

3.21 Price Date Change Summary

This topic provides information about perform actions in adhoc price dates maintenance summary screen.

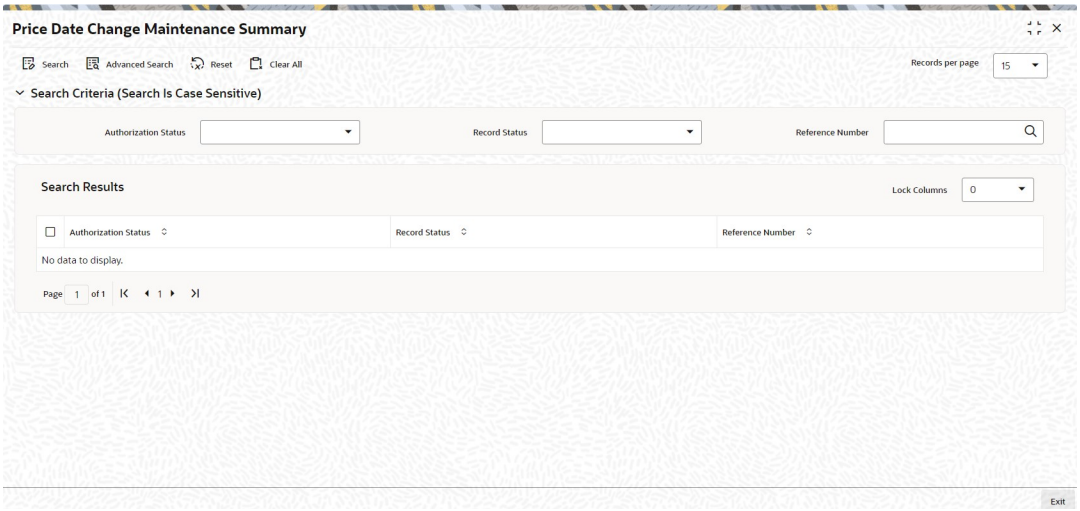
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Price Date Change Summary

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

   The **Price Date Change Maintenance Summary** screen is displayed.

Figure 3-29 Price Date Change Maintenance Summary



2. On **Price Date Change 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**
   - **Reference Number**

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 any parameter in the screen
> - 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.

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

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

- Edit Price Date Change Maintenance
  Edit Price Date Change Maintenance.
- View Price Date Change Maintenance
  This topic provides the systematic instructions to view price date change maintenance.
- Delete Price Date Change Maintenance
  This topic provides the systematic instructions to delete price date change maintenance.
- Amend Price Date Change Maintenance
  This topic provides the systematic instructions to amend price date change maintenance.
- Authorize Price Date Change Maintenance
  This topic provides the systematic instructions to authorize price date change maintenance.
- Authorize Amended Price Date Change Maintenance
  This topic provides the systematic instructions to authorize amended price date change maintenance.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.21.1 Edit Price Date Change Maintenance

Edit Price Date Change Maintenance.

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

1. Start the **Price Date Change 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 **Price Date Change Maintenance Summary** 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 **Price Date Change Maintenance Detail** screen is closed and the changes made are reflected in the **Price Date Change Maintenance Summary** screen.

3.21.2 View Price Date Change Maintenance

This topic provides the systematic instructions to view price date change maintenance.

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

1. Start the **Price Date Change 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.
4. Click **Search** button.

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

   The **Price Date Change Maintenance Summary** screen is displayed in View mode.

3.21.3 Delete Price Date Change Maintenance

This topic provides the systematic instructions to delete price date change maintenance.

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

1. Start the **Price Date Change 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 **Price Date Change 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.

3.21.4 Amend Price Date Change Maintenance

This topic provides the systematic instructions to amend price date change maintenance.

After a Price Date Change Maintenance Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Price Date Change 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 **Price Date Change Maintenance Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.21.5 Authorize Price Date Change Maintenance

This topic provides the systematic instructions to authorize price date change maintenance.

An unauthorized Price Date Change Maintenance Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Price Date Change 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 **Price Date Change 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.

3.21.6 Authorize Amended Price Date Change Maintenance

This topic provides the systematic instructions to authorize amended price date change maintenance.

An amended Amended Price Date Change Maintenance Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.21.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Price Date Change Maintenance with the same attributes of an existing one, you can copy the attributes of an existing Price Date Change Maintenance to a new one.

1. Retrieve the record whose attributes the new Price Date Change Maintenance should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Adhoc Price. You can, however, change the details of the new record.

3.22 Process the Fund Price Holiday Maintenance Detail

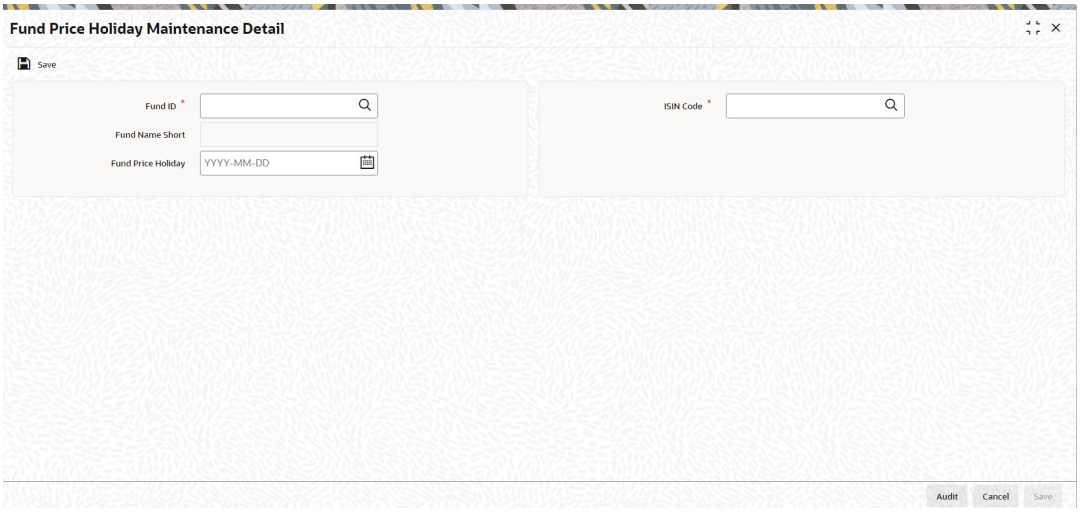
This topic provides the instructions to invoke fund price holiday maintenance detail screen details.

You can indicate the non availability of a fund price in the **Fund Price Holiday Maintenance Detail** screen.

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

   The **Fund Price Holiday Maintenance Detail** screen is displayed.

Figure 3-30 Fund Price Holiday Maintenance Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the holiday maintenance you wish to maintain for a fund price.
3. On **Fund Price Holiday Maintenance Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-44 Fund Price Holiday Maintenance Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the ID of the fund for which you want to specify the day on which the price will not be available.
Fund Name Short	*Display* The system displays the short fund name for the selected **Fund ID**
ISIN Code	*Alphanumeric; 12 Characters; Mandatory* The Fund ISIN of the fund you have chosen will be displayed. You could, alternatively, choose the ISIN Code and the corresponding Fund ID will be displayed.

Table 3-44 (Cont.) Fund Price Holiday Maintenance Detail

Field	Description
Fund Price Holiday	*Date Format; Mandatory* Specify the date on which the fund price will not be available. Note The system will allow you to capture two prices in a same cycle if the previous cycle price date falls on a holiday and holiday rule is after. This will be applicable for all pricing frequencies. For instance, if Friday is set up as holiday, the price date will follow on the next Working Date, say, Monday if Monday is a working date (even if Monday belongs to next cycle/week). Bulk upload of fund prices will exclude all funds for which fund price is not available for the day. The price for these funds will be accepted on the next working day and the effective date will be reflected as shown above. The following batch processes will exclude all funds for which fund price is not available for the day: • **Allocation** • **Trading** • **Trailer Commission**

3.23 Fund Price Holiday Maintenance Summary

This topic provides information about perform actions in Fund Price Holiday Maintenance Summary screen.

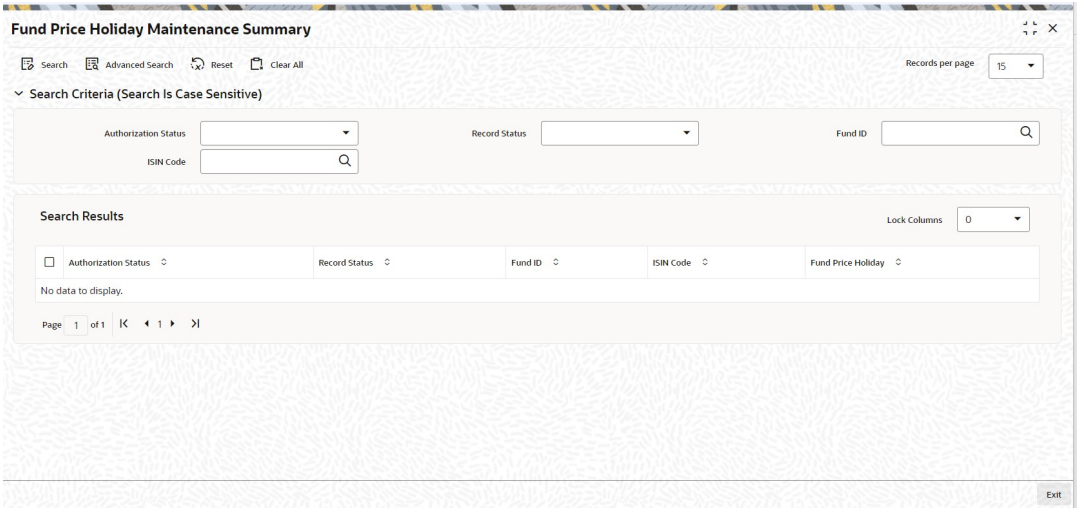
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Fund Price Holiday Record

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

   The **Fund Price Holiday Maintenance Summary** screen is displayed.

Figure 3-31 Fund Price Holiday Maintenance Summary



2. On **Fund Price Holiday 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**
- **Fund ID**
- **ISIN Code**

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 any parameter in the screen
> - 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.

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

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

- Edit Fund Price Holiday Record
  This topic provides the systematic instructions to edit fund price holiday record.
- View Fund Price Holiday Record
  This topic provides the systematic instructions to view fund price holiday record.
- Delete Fund Price Holiday Record
  This topic provides the systematic instructions to delete fund price holiday record.
- Authorize Fund Price Holiday Record
  This topic provides the systematic instructions to authorize fund price holiday record.
- Amend Fund Price Holiday Record
  This topic provides the systematic instructions to amend fund price holiday record.
- Authorize Amended Fund Price Record
  This topic provides the systematic instructions to authorize amended fund price record.

3.23.1 Edit Fund Price Holiday Record

This topic provides the systematic instructions to edit fund price holiday record.

Modify the details of Fund Price Holiday Record Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Price Holiday 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 **Fund Price Holiday Maintenance Summary** 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 **Fund Price Holiday Maintenance Detail** screen is closed and the changes made are reflected in the **Fund Price Holiday Maintenance Summary** screen.

3.23.2 View Fund Price Holiday Record

This topic provides the systematic instructions to view fund price holiday record.

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

1. Start the **Fund Price Holiday 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.
4. Click **Search** button.

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

   The **Fund Price Holiday Maintenance Detail** screen is displayed in View mode.

3.23.3 Delete Fund Price Holiday Record

This topic provides the systematic instructions to delete fund price holiday record.

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

1. Start the **Fund Price Holiday 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 **Fund Price Holiday Maintenance Summary** 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.

3.23.4 Authorize Fund Price Holiday Record

This topic provides the systematic instructions to authorize fund price holiday record.

An unauthorized Fund Price Holiday Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Price Holiday 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 **Fund Price Holiday 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.

3.23.5 Amend Fund Price Holiday Record

This topic provides the systematic instructions to amend fund price holiday record.

After a Fund Price Holiday Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Price Holiday 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 **Fund Price Holiday Maintenance Detail** screen is displayed in amendment mode.

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

3.23.6 Authorize Amended Fund Price Record

This topic provides the systematic instructions to authorize amended fund price record.

An amended Amended Amended Fund Price Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.24 Process the Fund CPMF

This topic provides the instructions to invoke fund CPMF screen details.

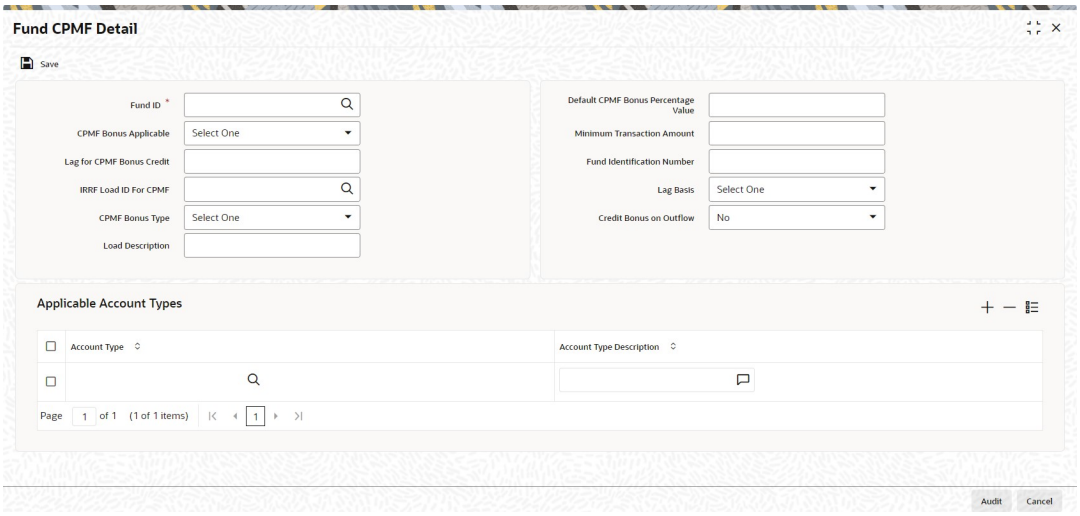
The CPMF tax is deducted by the some banks and the money is transferred from current/ savings account to the investment account.

For a few selected investment products such as funds or term deposits the bank could decide to return a part of the CPMF tax that has been deducted as an incentive for having invested. This is referred to as CPMF Bonus.

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

   The **Fund CPMF Detail** screen is displayed.

Figure 3-32 Fund CPMF Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of CPMF preferences for the fund.

3. On **Fund CPMF Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-45 Fund CPMF Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the ID for the fund for which the CPMF rule is applicable.
CPMF Bonus Applicable	*Optional* Select **Yes** from the drop-down list if the CPMF bonus is applicable to investment made in this fund.
Lag for CPMF Bonus Credit	*Numeric; 4 Characters; Optional* If Lag basis is transaction date or trigger based, lag will not be captured. If Lag basis is user defined, then the 'Lag for CPMF Bonus Credit' will be captured.
IRRF Load for CPMF	*Alphanumeric; 5 Characters; Optional* Indicate the IRRF load to be applied to the CPMF bonus, in which case the net amount will be credited to the investor after taking into consideration the tax amount.
CPMF Bonus Type	*Optional* Select the type of **CPMF Bonus**, the options being: • **Defined during Application** • **Fixed** If the type selected is fixed then no changes can be made to the bonus at the transaction level.
Load Description	*Display* The system displays the description for the selected **IRRF Load ID For CPMF**.
Default CPMF Bonus Percentage Value	*Numeric; 30 Characters; Optional* Specify the default percentage value of the CPMF bonus. In case the CPMF bonus type is fixed, this value will be the value used and it can not be changed.
Minimum Transaction Amount	*Numeric; 30 Characters; Optional* Specify the minimum amount that is required to be available for the CPMF bonus to be considered, in case the application amount is less than the amount specified here the bonus will not be calculated. **Note**: The minimum transaction amount should be specified in the fund base currency.
Fund Identification Number	*Display* The system displays the description for the selected **Fund ID**. However, you can amend this value.
Lag Basis	*Optional* Select the lag basis from the drop down provided, the options being; • **Transaction Date**: In this case the CPMF bonus will be credited on the transaction date as an EOD activity. • **User Defined**: User Defined –In this case lag is specified in Fund CPMF preference which will be defaulted in transaction screen. This can be changed at transaction level. • **Trigger Based**: In this case CPMF bonus is credited on the day of uploading basis amount for that transaction.

Table 3-45 (Cont.) Fund CPMF Detail

Field	Description
Credit Bonus on Outflow	*Optional* Select **Yes** from drop-down list to ensure that the CPMF credit takes place even if the subscribed units have been redeemed partially or fully.
Account Types	*Alphanumeric; 25 Characters; Optional* Select the **Account Types** from the list of available account types for which the CPMF bonus will be applicable.
Account Types Description	*Display* The system displays the description for the selected available**Account Type**.

3.25 Fund CPMF Setup Summary

This topic provides information about perform actions in fund CPMF setup summary screen.

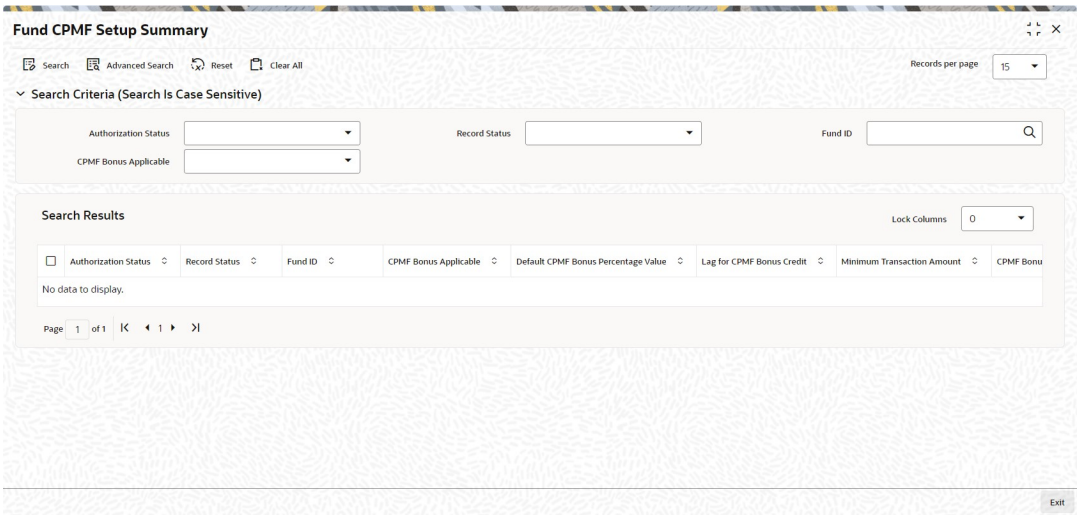
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund CPMF Summary

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

   The **Fund CPMF Setup Summary** screen is displayed.

Figure 3-33 Fund CPMF Setup Summary



2. On **Fund CPMF Setup 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**
   - **Fund ID**
   - **CPMF Bonus Applicable**

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 any parameter in the screen
   > - 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.

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

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

- Edit Fund CPMF Record
  This topic provides the systematic instructions to edit fund CPMF record.
- View Fund CPMF Record
  This topic provides the systematic instructions to view fund CPMF record.
- Delete Fund CPMF Record
  This topic provides the systematic instructions to delete fund CPMF record.
- Authorize Fund CPMF Record
  This topic provides the systematic instructions to authorize fund CPMF record.
- Amend Fund CPMF Record
  This topic provides the systematic instructions to amend fund CPMF record.
- Authorize Amended Fund CPMF Record
  This topic provides the systematic instructions to authorize amended fund CPMF record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.25.1 Edit Fund CPMF Record

This topic provides the systematic instructions to edit fund CPMF record.

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

1. Start the **Fund CPMF Setup 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 **Fund CPMF Setup Summary** 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 **Fund CPMF Detail** screen is closed and the changes made are reflected in the **Fund CPMF Setup Summary** screen.

3.25.2 View Fund CPMF Record

This topic provides the systematic instructions to view fund CPMF record.

View a record that you have previously input by retrieving the same in the **Fund CPMF Setup Summary** screen. Perform this operation as follows:

1. Start the **Fund CPMF Setup 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.

4. Click **Search** button.

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

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

   The **Fund CPMF Setup Summary** screen is displayed in View mode.

3.25.3 Delete Fund CPMF Record

This topic provides the systematic instructions to delete fund CPMF record.

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

1. Start the **Fund CPMF Setup 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 **Fund CPMF 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.

3.25.4 Authorize Fund CPMF Record

This topic provides the systematic instructions to authorize fund CPMF record.

An unauthorized Fund CPMF Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund CPMF Setup 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 **Fund CPMF 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.

3.25.5 Amend Fund CPMF Record

This topic provides the systematic instructions to amend fund CPMF record.

After a Fund CPMF Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund CPMF Setup 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 **Fund CPMF Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.25.6 Authorize Amended Fund CPMF Record

This topic provides the systematic instructions to authorize amended fund CPMF record.

An amended Fund CPMF Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.25.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund CPMF record with the same attributes of an existing one, you can copy the attributes of an existing Fund CPMF record to a new one.

1. Retrieve the record whose attributes the new Fund CPMF record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund CPMF record. You can, however, change the details of the new record.

3.26 Process Fund Account Input Detail

This topic provides the systematic instructions to set up the bank accounts for a fund.

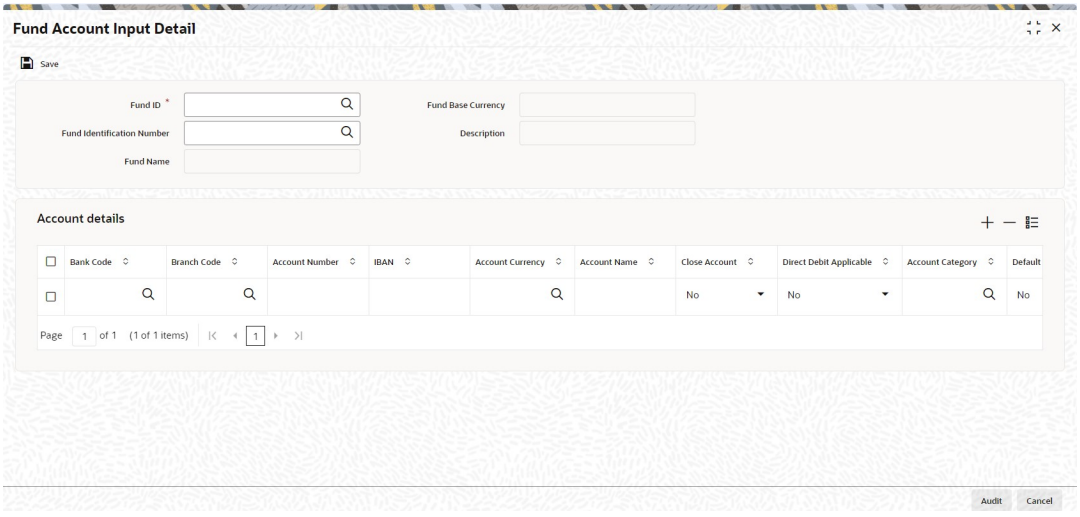
Each of the funds floated by the AMC must maintain bank accounts that operate in the fund base currency and any or all of the fund transaction currencies. These fund accounts can be maintained through the Fund Account Maintenance screen.

You can capture multiple bank accounts for a fund in the same currency; however, a default fund account must be designated for a particular currency. You can also specify the account categories for each bank details.

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

   The **Fund Account Input Detail** screen is displayed.

Figure 3-34 Fund Account Input Detail



2. Click **New** to enter the details of the new fund account you wish to maintain.
3. On **Fund Account Input Detail** screen, specify the fields.

   Before you set up a fund account for a fund, it is desirable to ensure that the following information is already setup in the system:

- The fund for which the fund account is being set up must have an authorized set of fund rules profile records.
- The Banks and Branches must be maintained in the system through the Bank Maintenance and the Bank Branch Maintenance.

For more information on fields in the screen, refer the below table.

Table 3-46 Fund Account Input Detail - Field Description

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the fund for which the fund account is to be set up, from the drop down list. This list contains the names of all the authorized funds in the system. When you select the fund, the Fund Base Currency is picked up from the Fund Demographics profile for the selected fund and displayed in the **Fund Base Currency** field.
Fund Identification Number	*Alphanumeric; 25 Characters; Mandatory* The system displays the fund identification number. However, you can amend this value.
Fund Name	*Display* The system displays the fund name for the selected **Fund ID**.
Fund Base Currency	*Display* The currency in which the fund is denominated is defaulted here.
Description	*Display* The system displays the fund base currency description.
Bank Code	*Alphanumeric; 12 Characters; Mandatory* Specify the name of the bank where the account is to be set up.
Branch Code	*Alphanumeric; 12 Characters; Mandatory* Specify the name of the branch of the bank where the account is to be set up. When you select the **Bank Name**, the branches that have been set up for the selected bank are populated in the drop down list.
Account Number	*Alphanumeric; 34 Characters; Mandatory* Enter the number of the account that will be operative for this fund.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Account Currency	*Alphanumeric; 3 Characters; Mandatory* Select the currency that the account is to operate in, from the drop down list provided. When the fund is selected, all the currencies that are permitted for the fund as transaction currencies are populated in this list, along with the fund base currency. This information is picked up from the Fund Demographics profile and the Fund Transaction Currency profile for the selected fund. As mentioned earlier, multiple accounts can be set up for a Fund ID and an account currency. An account must be maintained for the Fund Base Currency, and if this is not done, the system prompts for this on usage of the Save option.
Account Name	*Alphanumeric; 140 Characters; Mandatory* Specify the name of the fund account that is being set up.
Close Account	*Mandatory* Select **Yes** from the drop-down list to indicate closure of this fund account. Account closure is only available in Edit Mode.

Table 3-46 (Cont.) Fund Account Input Detail - Field Description

Field	Description
Direct Debit Applicable	*Optional* Select **Yes** from the drop-down list to indicate that direct debits are applicable for the account.
Account Category	*Alphanumeric; 2 Characters; Optional* Specify the category to which the account belongs. Only those accounts that operate in the fund base currency can be specified as an NPI-Trust account. For a given Fund ID and Fund Base Currency combination, only account can be maintained as NPI-Trust account.
Default Account	*Optional* Select **Yes** from the drop-down list to default account for each currency. You must designate one default account for each currency, which would be deemed to be the default fund account in the selected currency, for the fund. In case of currency of expression fund, while saving the record, the system will check if there is fund account maintenance for all fund base currency and all fund price currencies listed for the fund selected. The system will display an error message as Maintain fund account for the account currency and currency code name. If fund account details are not maintained then the system will validate the number of authorized funds for which fund bank accounts have not been maintained for their Fund Base/ Fund Price Currency as part of Pre EOD. The system will also validate the account currencies at transaction level if accounts for fund price currencies are not maintained.

3.27 Fund Account Summary

This topic provides information about perform actions in fund account summary screen.

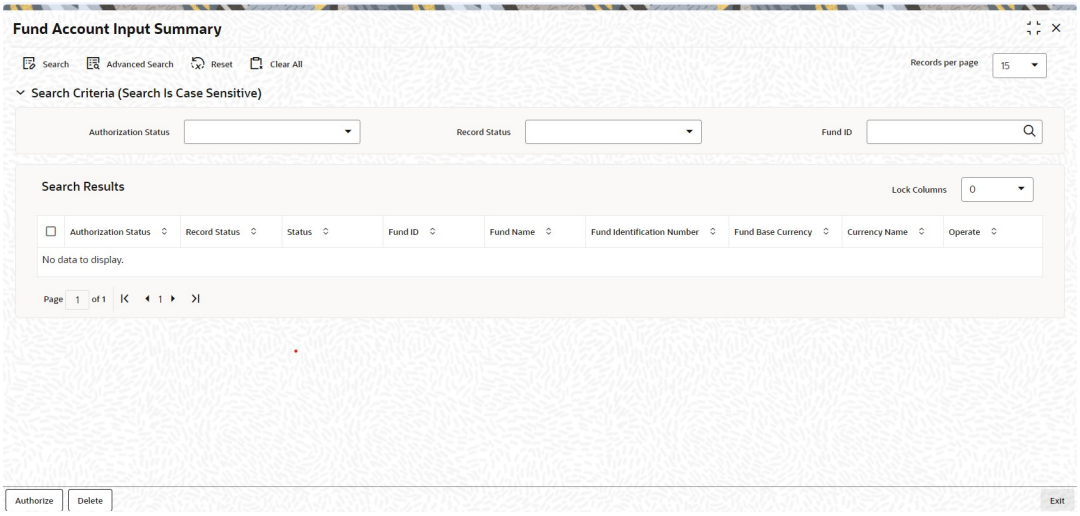
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Account Summary

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

   The **Fund Account Input Summary** screen is displayed.

Figure 3-35 Fund Account Input Summary



2. On **Fund Account Input 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**
   - **Fund ID**

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 any parameter in the screen
> - 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.

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

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

- Edit Fund Account Record
  This topic provides the systematic instructions to edit fund account record.
- View Fund Account Record
  This topic provides the systematic instructions to view fund account record.
- Delete Fund Account Record
  delete fund account record.
- Authorize Fund Account Record
  This topic provides the systematic instructions to authorize fund account record.
- Amend Fund Account Record
  This topic provides the systematic instructions to amend fund account record.
- Authorize Amended Fund Account Record
  This topic provides the systematic instructions to authorize amended fund account record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.27.1 Edit Fund Account Record

This topic provides the systematic instructions to edit fund account record.

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

1. Start the **Fund Account Input 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 **Fund Account Input Summary** 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 **Fund Account Input Detail** screen is closed and the changes made are reflected in the **Fund Account Input Summary** screen.

3.27.2 View Fund Account Record

This topic provides the systematic instructions to view fund account record.

View a record that you have previously input by retrieving the same in the **Fund Account Input Summary** screen. Perform this operation as follows:

1. Start the **Fund Account Input 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.
4. Click **Search** button.

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

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

   The **Fund Account Input Summary** screen is displayed in View mode.

3.27.3 Delete Fund Account Record

delete fund account record.

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

1. Start the **Fund Account Input 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 **Fund Account Input 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.

3.27.4 Authorize Fund Account Record

This topic provides the systematic instructions to authorize fund account record.

An unauthorized Fund Account Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Account Input 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 **Fund Account Input 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.

3.27.5 Amend Fund Account Record

This topic provides the systematic instructions to amend fund account record.

After a Fund Account Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Account Input 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 **Fund Account Input Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.27.6 Authorize Amended Fund Account Record

This topic provides the systematic instructions to authorize amended fund account record.

An Amended Fund Account Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.27.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Fund Account record with the same attributes of an existing one, you can copy the attributes of an existing Fund Account record to a new one.

1. Retrieve the record whose attributes the new Fund Account record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Fund Account record. You can, however, change the details of the new record.

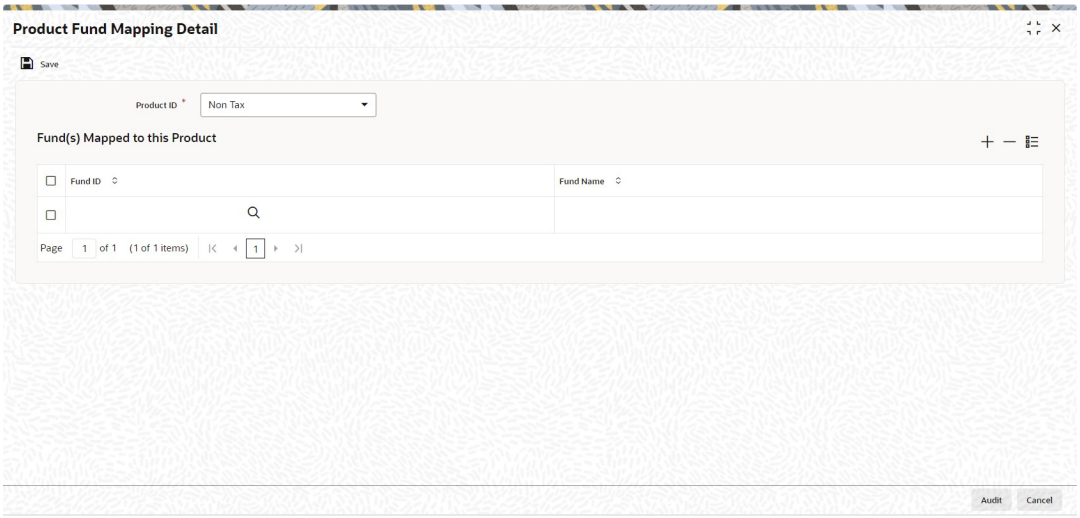
3.28 Process the Product Fund Mapping Detail

This topic provides the instructions to invoke product fund mapping detail screen details.

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

   The **Product Fund Mapping Detail** screen is displayed.

Figure 3-36 Product Fund Mapping Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the mapping you wish for a particular product and fund.
3. On **Product Fund Mapping Detail** screen, specify the fields.

   After a share class fund has been mapped to a product, the mapping must be authorized for it to be effective.

   Authorization of such a mapping can be done in the Product Fund Mapping screen itself. The mapping cannot be removed or deleted subsequently.

   You can specify the following fields in this Screen

   For more information on fields in the screen, refer the below table.

Table 3-47 Product Fund Mapping Detail

Field	Description
Product ID	*Mandatory* Select **Non Tax product** from drop-down list to which the fund is mapped. This specification can be made only once for a fund, and once it is made, it cannot be reversed or deleted.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the share class fund that is to be mapped to a non-taxable product.
Fund Name	*Display* Upon selection of the **Fund ID**, the associated fund name gets displayed. However you are allowed to modify the same.

3.29 Process Wrap Fund Maintenance

This topic provides the instructions to invoke wrap fund maintenance details.

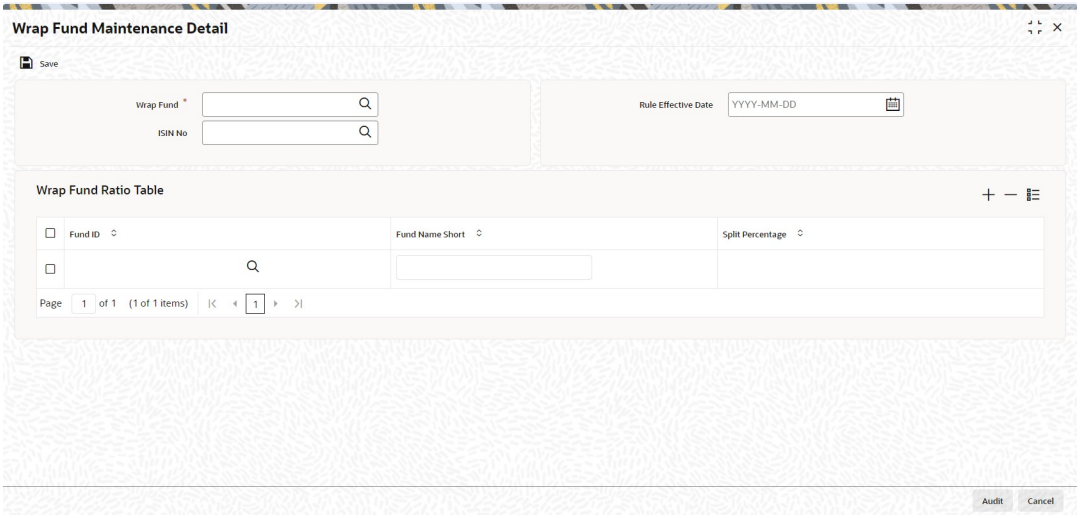
When an investor subscribes into a wrap fund, the investment is channelled into the underlying investment funds that are associated with the wrap fund.

In Oracle FLEXCUBE Investor Servicing, you can maintain details of wrap funds, with the underlying funds and the respective split percentages, using the **Wrap Fund Maintenance Detail** screen.

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

   The **Wrap Fund Maintenance Detail** screen is displayed.

Figure 3-37 Wrap Fund Maintenance Detail



2. Select **New** from the Actions menu in the Application tool bar or click new icon to enter the details of the wrap fund you wish to maintain.
3. On **Wrap Fund Maintenance Detail** screen, specify the fields.

> **Note:**
>
> You can maintain details of wrap funds in the system for information and reporting purposes only. No processing or validation in respect of the same is performed by the system when there is an investment into the fund or its underlying investment funds.

In this screen, any authorized fund in the system can be designated as a wrap fund, and any authorized funds in the system may be designated as underlying investment funds for the wrap fund. An effective date may also be specified for the wrap fund.

You can specify the following fields in this screen:

For more information on fields in the screen, refer the below table.

Table 3-48 Wrap Fund Maintenance Detail

Field	Description
Wrap Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the ID of the **Wrap Fund**. The list contains authorized funds in the system.

Table 3-48 (Cont.) Wrap Fund Maintenance Detail

Field	Description
ISIN No	*Alphanumeric; 12 Characters; Optional* The system displays the **ISIN Number**. However, you amend this value. If you specify the ISIN Code, the ID of the fund is displayed in Wrap Fund ID field and vice versa.
Rule Effective Date	*Date Format, Mandatory* Specify the date from which the fund is effective as a wrap fund in the system. This rule effective date is different from the effective date of the actual fund in the system, which is specified in the Fund Demographics profile for the fund.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the ID of the underlying investment fund. The list contains authorized funds in the system
Fund Name Short	*Display* The system displays the short fund name for the selected **Fund ID**.
Split Percentage	*Numeric; 5 Characters; Mandatory* Specify the percentage limit for investment into the selected underlying fund. This percentage must not exceed one hundred percent.

3.30 Process FBC Access Restriction

This topic provides the instructions to invoke FBC access restriction screen details.

You can impose restrictions on funds when there is a necessity to control inflows into, outflows from or both with regard to the funds. For example, when you change a fund from an open-ended fund to a close–ended fund or when limits on investment in a fund have been breached, you will need to restrict further subscriptions to the fund.

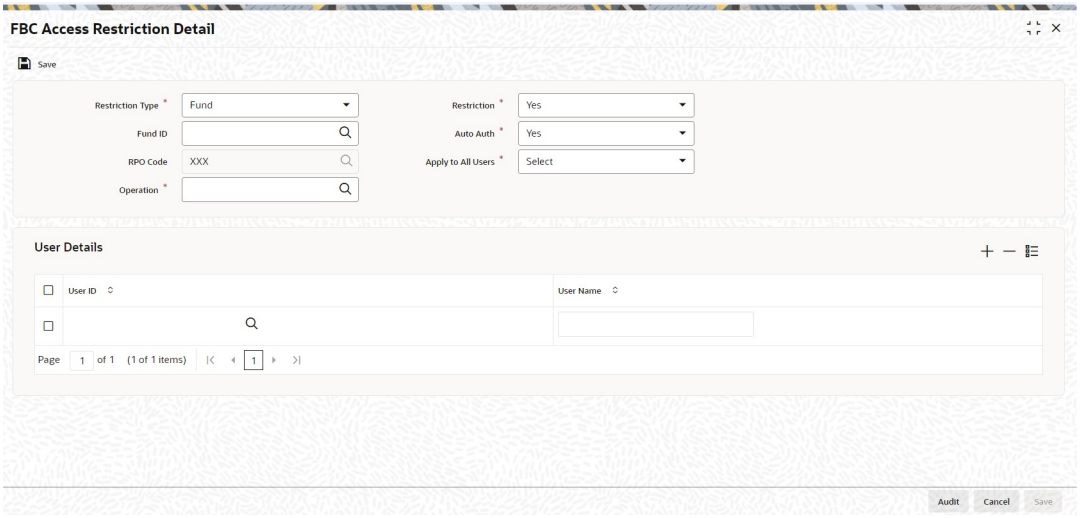
You can impose restrictions on clients on the basis of the RPO (Restricted Post Office) Code. For example, in case of an investor who is deceased, you may allow redemptions only if his address is known. You can also restrict any further subscriptions to his account.

You can restrict the operations/setup for a fund, broker or a client to specific users. The restrictions and the list of specific users can be maintained through the **FBC Access Restriction Detail** screen.

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

   The **FBC Access Restriction Detail** screen is displayed.

Figure 3-38 FBC Access Restriction Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the restrictions that you wish to maintain.
3. On **FBC Access Restriction Detail** screen, specify the fields.

> **Note:**
>
> - Restrictions on a broker are placed only when the broker has retired or has deceased. You can do this through broker disabling in the Broker Maintenance screen following which the system will not allow the broker to access any transaction, policy or unit holder account.
> - The restrictions that are placed on any fund or client here do not apply to the system generated transactions like Standing Instructions etc.

You can specify the following fields in this screen:

For more information on fields in the screen, refer the below table.

Table 3-49 FBC Access Restriction Detail

Field	Description
Restriction Type	*Mandatory* Select the basis on which you wish to apply restrictions from the drop-down list. The options are **Client** and **Fund**.
Restriction	*Mandatory* Choose **Yes** from drop-down list if you want to apply restrictions. This prevents the users maintained in the list from performing the operation specified. Choose **No** if you do not want to apply restrictions. This ensures that only the users maintained in the list are allowed to perform the operation specified.
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the fund ID if you have opted for restriction type **Fund**.

Table 3-49 (Cont.) FBC Access Restriction Detail

Field	Description
Auto Auth	*Mandatory* If you want the users maintained in the list to be able to authorize their own transactions, choose **Yes** from drop-down list. Else choose **No**. If you choose **Yes**, this selection will take precedence over the Auto Auth maintained in the Security Maintenance System.
RPO Code	*Display* The system displays the RPO Code if you have opted for restriction type **Client**.
Apply to All Users	*Mandatory* The option you choose here will define if all or only particular users can perform the operation that you have specified. Choose **No** from drop-down list if you wish the restriction on operations to be applicable only to the users maintained in the list. Choose **Yes** if you wish the restriction to be applicable to all users. In this case, there will be no users maintained in the list.
Operation	*Alphanumeric; 3 Characters; Mandatory* Specify the operation (s) that you wish to restrict. Refer the table **Operation** that are allowed for client and fund restrictions.

Table 3-50 Operation

Operation	Fund Level	Client Level
Subscriptions/ Policy Top Up	Allowed	Allowed
Redemption/ Surrenders	Allowed	Allowed
Subscription SI	Allowed	Allowed
Recurring Premiums	Allowed	Allowed
Redemption SI	Allowed	Allowed
Recurring Annuities	Allowed	Allowed
Switch Out	Allowed	Allowed
Switch In	Allowed	Allowed
Transfers	Allowed	Allowed
View UH profile & Portfolio View	Not Allowed	Allowed
Update of the profile	Not Allowed	Allowed
Correspondence	Not Allowed	Allowed

User Details

Table 3-51 FBC Access Restriction Detail

Field	Description
User ID	*Alphanumeric; 15 Characters; Mandatory* List all the users that are allowed or disallowed to perform the operation that you have chosen.
User Name	*Display* The system displays the corresponding Names for the **User IDs** that you select.

Example

Let us assume the following restriction parameters for a Fund:

Table 3-52 Restriction parameters for a Fund:

Restriction Type	Restriction	Fund Id	RPO Code	Operation	Apply to All Users	User List
Fund	Yes	OMGR	-	Subscription	No	User 1 & User2

This implies that only User 1 and User 2 are not allowed to do subscription for the fund **OMGR**.

Let us assume the following restriction parameters for a Client:

Table 3-53 Restriction parameters for a Client

Case	Restriction Typ	Restriction	Fund Id	RPO Code	Operation	Apply to All Users	User List
Case 1	Client	Yes	-	UNKNO WN ADDR	Redemptions	Yes	-
Case 2	Client	No	-	OVERPAID	View UH Profile &Portfolio View	No	User 3

In Case 1, no user is allowed to do redemptions for investors whose RPO Code has been specified as **UNKNOWN ADDR**.

In Case 2, only User 3 will be allowed to do the **Unit Holder View** and **Portfolio View** operations for clients with RPO Code as **OVERPAID**.

3.31 Wrap Fund Summary

This topic provides information about perform actions in wrap fund summary screen.

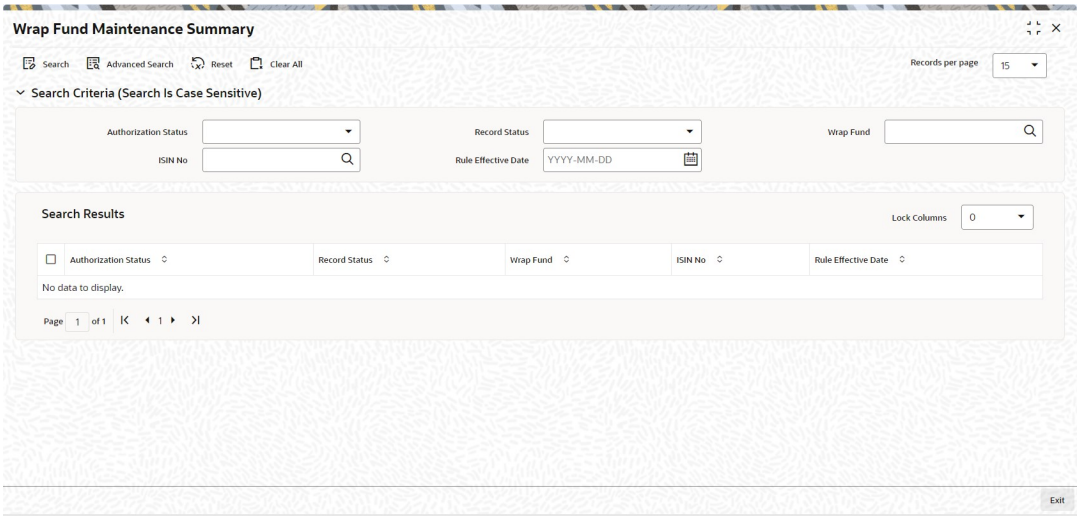
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Wrap Fund Summary

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

   The **Wrap Fund Maintenance Summary** screen is displayed.

Figure 3-39 Wrap Fund Maintenance Summary



2. On **Wrap Fund 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**
   - **Wrap Fund**
   - **ISIN Number**
   - **Rule Effective 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 any parameter in the screen
> - 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.

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

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

- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Wrap Fund Record
  This topic provides the systematic instructions to edit wrap fund record.
- View Wrap Fund Record
  This topic provides the systematic instructions to view wrap fund record.
- Delete Wrap Fund Record
  This topic provides the systematic instructions to delete wrap fund record.
- Authorize Wrap Fund Record
  authorize wrap fund record.
- Amend Wrap Fund Record
  This topic provides the systematic instructions to amend wrap fund record.
- Authorize Amended Wrap Fund Record
  This topic provides the systematic instructions to authorize amended wrap fund record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.31.1 Edit Wrap Fund Record

This topic provides the systematic instructions to edit wrap fund record.

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

1. Start the **Wrap Fund 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 **Wrap Fund Maintenance Summary** 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 **Wrap Fund Maintenance Detail** screen is closed and the changes made are reflected in the **Wrap Fund Maintenance Summary** screen.

3.31.2 View Wrap Fund Record

This topic provides the systematic instructions to view wrap fund record.

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

1. Start the **Wrap Fund 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.
4. Click **Search** button.

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

   The **Wrap Fund Maintenance Summary** screen is displayed in View mode.

3.31.3 Delete Wrap Fund Record

This topic provides the systematic instructions to delete wrap fund record.

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

1. Start the **Wrap Fund 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 **Wrap Fund 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.

3.31.4 Authorize Wrap Fund Record

authorize wrap fund record.

An unauthorized Wrap Fund Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Wrap Fund 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 **Wrap Fund 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.

3.31.5 Amend Wrap Fund Record

This topic provides the systematic instructions to amend wrap fund record.

After a Wrap Fund Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Wrap Fund 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 **Wrap Fund Maintenance Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.31.6 Authorize Amended Wrap Fund Record

This topic provides the systematic instructions to authorize amended wrap fund record.

An Amended Wrap Fund Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.31.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Wrap Fund record with the same attributes of an existing one, you can copy the attributes of an existing Wrap Fund record to a new one.

1. Retrieve the record whose attributes the new Wrap Fund record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Wrap Fund record. You can, however, change the details of the new record.

(Optional) Enter the result of the procedure here.

3.32 FBC Access Restriction Summary

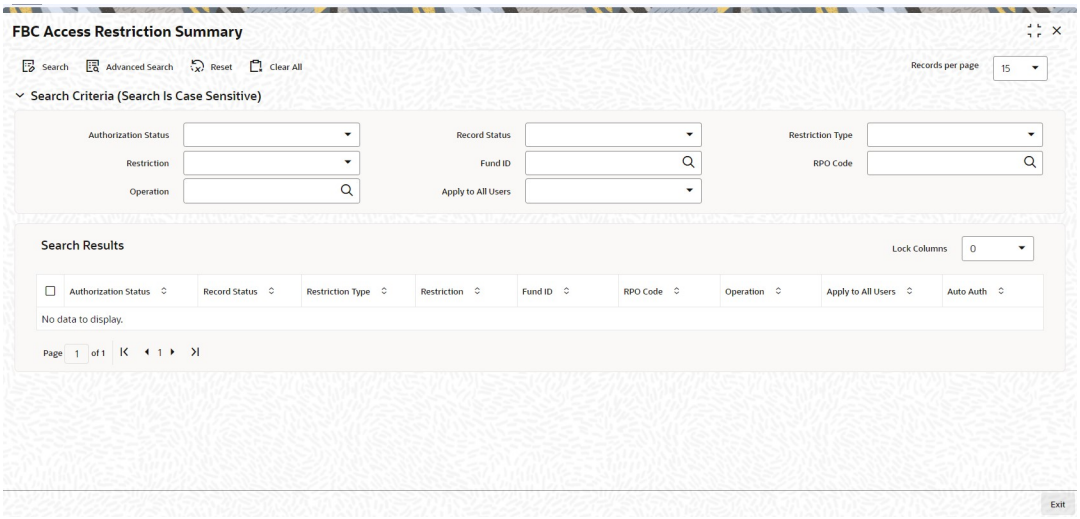
This topic provides information about perform actions in wrap fund summary screen.

Retrieve Record in FBC Access Restriction Summary

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

   The **FBC Access Restriction Summary** screen is displayed.

Figure 3-40 FBC Access Restriction Summary



2. On **FBC Access Restriction 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**
   - **Restriction Type**
   - **Restriction**
   - **Fund ID**
   - **RPO Code**
   - **Operation**
   - **Apply to All Users**
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 any parameter in the screen
> - 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.

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

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

- Edit FBC Access Restriction
  This topic provides the systematic instructions to edit FBC access restriction.
- View FBC Access Restriction
  This topic provides the systematic instructions to view FBC access restriction.
- Delete FBC Access Restriction
  This topic provides the systematic instructions to delete FBC access restriction.
- Authorize FBC Access Restriction
  This topic provides the systematic instructions to authorize FBC access restriction.
- Amend FBC Access Restriction
  This topic provides the systematic instructions to amend FBC access restriction.
- Authorize Amended FBC Access Restriction
  This topic provides the systematic instructions to authorize amended FBC access restriction.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.32.1 Edit FBC Access Restriction

This topic provides the systematic instructions to edit FBC access restriction.

Modify the details of FBC Access Restriction Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **FBC Access Restriction 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 **FBC Access Restriction Summary** 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 **FBC Access Restriction Detail** screen is closed and the changes made are reflected in the **FBC Access Restriction Summary** screen.

3.32.2 View FBC Access Restriction

This topic provides the systematic instructions to view FBC access restriction.

View a record that you have previously input by retrieving the same in the **FBC Access Restriction Summary** screen. Perform this operation as follows:

1. Start the **FBC Access Restriction 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.
4. Click **Search** button.

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

   The **FBC Access Restriction Summary** screen is displayed in View mode.

3.32.3 Delete FBC Access Restriction

This topic provides the systematic instructions to delete FBC access restriction.

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

1. Start the **FBC Access Restriction 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 **FBC Access Restriction 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.

3.32.4 Authorize FBC Access Restriction

This topic provides the systematic instructions to authorize FBC access restriction.

An unauthorized FBC Access Restriction Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **FBC Access Restriction 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 lower portion of the screen.
4. Double-click the record that you wish to authorize.

   The **FBC Access Restriction 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.

3.32.5 Amend FBC Access Restriction

This topic provides the systematic instructions to amend FBC access restriction.

After a FBC Access Restriction Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **FBC Access Restriction 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 **FBC Access Restriction Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.32.6 Authorize Amended FBC Access Restriction

This topic provides the systematic instructions to authorize amended FBC access restriction.

An Amended Amended FBC Access Restriction Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.32.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new FBC Access Restriction with the same attributes of an existing one, you can copy the attributes of an existing FBC Access Restriction to a new one.

1. Retrieve the record whose attributes the new FBC Access Restriction should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.

3. Indicate the ID for the new FBC Access Restriction. You can, however, change the details of the new record.

3.33 Corporate Actions for Fund

This topic contains the following sub-topics:

- Types of Corporate Actions
  This topic provides information on types of corporate actions details.
- Process Corporate Actions Maintenance
  This topic provides the instructions to invoke corporate actions maintenance screen details.
- Split/Reverse Split Details
  This topic provides information on split/reverse split details tab.
- Merge Details
  This topic provides information on merge details tab.
- InvCategoryMap
  This topic provides information on Invcategorymap tab.
- Fund Copy
  This topic provides information on fund copy tab.

3.33.1 Types of Corporate Actions

This topic provides information on types of corporate actions details.

The holdings of investors in a fund are affected by corporate actions that are declared and processed in respect of the fund such as liquidations, mergers, splits, reverse splits, dividends, capital payouts, side pocket creations, side pocket mergers and so on.

These corporate actions are discussed below:

- Liquidation
  This topic provides information on liquidation.
- Split and Reverse Split
  This topic provides information on split and reverse split.
- Merger
  This topic provides information on merger.
- Capital Payout
  This topic provides information on capital payout.
- Side Pocket Creation
  This topic provides information on side pocket creation.
- Side Pocket Merger
  This topic provides information on side pocket merger.
- Series Fund Merger
  This topic provides information on series fund merger.

3.33.1.1 Liquidation

This topic provides information on liquidation.

This corporate action simply means the liquidation of the entire corpus of the fund on a date decided by the fund. The proceeds of such liquidation are paid out to the investors. The date of liquidation is intimated to the investors in advance, so that they may redeem their holdings, prior to the liquidation date, if so desired.

3.33.1.2 Split and Reverse Split

This topic provides information on split and reverse split.

The split corporate action involves the splitting of unit balances of a parent fund into a child fund. It results in an increase in the total outstanding holdings in the fund. However, both the par value and the price per unit decrease, according to the split ratio.

The reverse split corporate action results in a decrease in the total outstanding holdings in the fund. However, both the par value and the price per unit increase, according to the split ratio.

The split or reverse split ratio could result in fractional balances in the new fund, and in the event of the AMC not allowing such fractional balances, the fractions are redeemed and the proceeds paid out to the unit holders.

3.33.1.3 Merger

This topic provides information on merger.

A merger involves the merging of unit balances from one or more parent funds into a resultant fund. It can be put through either according to a predetermined user –input ratio or a system derived ratio of parent fund(s) to the resultant fund.

If you wish the system to derive the merger ratio, you should specify the fund(s) being merged (Parent Fund) and the fund into which the merger is happening (Resultant Fund). The system will derive the merger ratio based on the available net asset values of the specified funds.

The merger ratio could result in fractional balances in the new fund, and in the event of the AMC not allowing such fractional balances, the fractions are redeemed and the proceeds paid out to the unit holders.

3.33.1.4 Capital Payout

This topic provides information on capital payout.

A capital payout liquidates a preset percentage of unit balances due to transactions in a fund, the proceeds of which are paid out the corresponding unit holders with balances in the fund due to the transactions.

The percentage of balances liquidated, could include units as of the price date of the transaction (all units), transaction date (all or confirmed units) or allocation date (all or confirmed units).

Oracle FLEXCUBE Investor Servicing provides the facility of maintaining the corporate actions mentioned above and processing them in respect of a fund.

3.33.1.5 Side Pocket Creation

This topic provides information on side pocket creation.

Side pockets are special type of accounts used in hedge funds to separate illiquid assets from other more liquid investments. Once an investment enters a side pocket account, only the

present participants in the hedge fund will be entitled to a share of it. Future investors will not receive a share of the proceeds in the event the asset's returns get realized.

During side pocket creation, percentage-wise redemption transactions are generated for all unit holders, based on the split percentage specified in the corporate action. Unit-wise subscription transactions, equal to units redeemed from the main fund, are generated for side pocket fund.

3.33.1.6 Side Pocket Merger

This topic provides information on side pocket merger.

During side pocket mergers, 100% redemption happens in the side pocket fund. Subscription transactions, equivalent to the side pocket redemption units, are generated for the main fund.

3.33.1.7 Series Fund Merger

This topic provides information on series fund merger.

During **Series Fund Merger**, the fund series that are maintained separately in the system are consolidated at period end.

> **Note:**
>
> After merger process you need to manually disable the follow-up fund series.

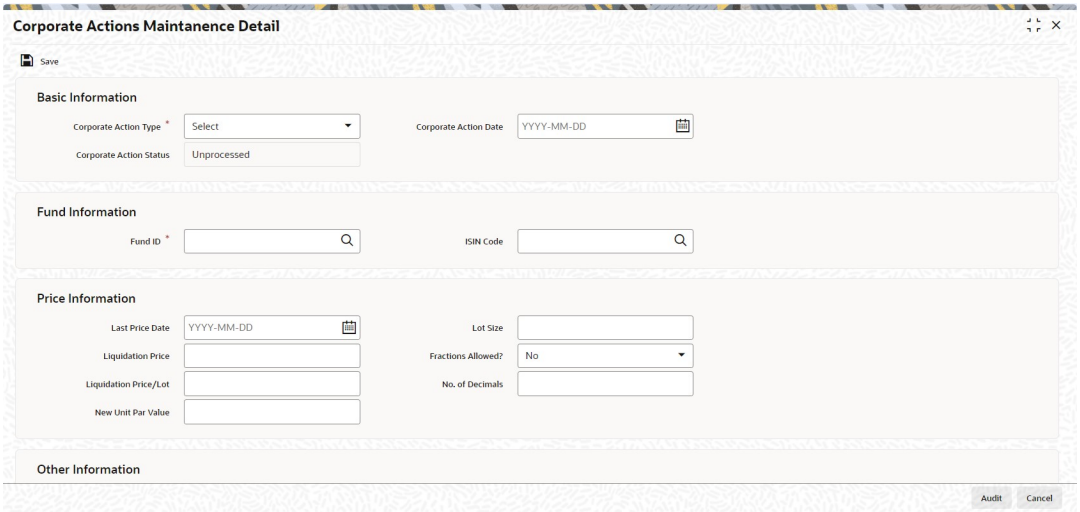
3.33.2 Process Corporate Actions Maintenance

This topic provides the instructions to invoke corporate actions maintenance screen details.

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

   The **Corporate Actions Maintenance Detail** screen is displayed.

Figure 3-41 Corporate Actions Maintenance Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the relevant corporate action.

3. On **Corporate Actions Maintenance Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-54 Corporate Actions Maintenance Detail

Field	Description
Corporate Action Type	*Mandatory* From the drop-down list, select the type of corporate action for which you are maintaining the processing parameters, in this screen. The list displays the following options are as follow: • **Capital Payout** • **Liquidation** • **Merger** • **Reverse Split** • **Split** • **Side Pocket Creation** • **Side Pocket Merger** • **Series Fund Merger**
Corporation Action Date	*Date Format; Mandatory* Specify the date on which the corporate action falls due for processing. This must be the same as the current date, or a future date. The implications for the fund in each case are as follows: • **Liquidation** - The fund would cease to exist after the corporate action is processed on this date. • **Split and Reverse Split** - The par value of the fund would change subsequent to processing of the corporate action on this date. • **Merger** -The funds that are being merged would cease to exist and the new fund would become effective, after the corporate action is processed on this date
Corporate Action Status	*Display* The status of the corporate action is displayed in this field. When you enter a new record, it is marked with the **Active** or **Unprocessed** status. After authorization, the corporate action record can be cancelled through an amendment, before it is processed. In such a case, it acquires the **Cancelled** status. After the corporate action has been processed, it acquires the **Processed** status.

Fund Information Section

Table 3-55 Corporate Actions Maintenance Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the **Fund** for which you are maintaining a corporate action, from the drop-down list. This list contains the names of all the authorized funds in the system. When you select the **Fund**, the Fund Base Currency is picked up from the Fund Demographics profile for the selected **Fund** and displayed in the Fund Base Currency field. In the case of liquidation, specify the ID of the fund being liquidated. For splits and reverse splits, specify the ID of the child fund. In the case of mergers, you must specify the ID of the resultant fund in this field. In GTA setup, for Split/Reverse Split/Merger/Side Pocket Creation/ Side Pocket Merger and Series fund merger, field Fund ID can have funds selected within same segment.
ISIN Code	*Alphanumeric; 12 Characters; Mandatory* Select the **ISIN Code** of the fund for which you are maintaining a corporate action, from the options provided. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field and vice versa. In the case of liquidation, specify the ISIN Code of the fund being liquidated. For splits and reverse splits, specify the ISIN Code of the child fund. In the case of mergers, you must specify the ISIN Code of the resultant fund in this field.

Price Information

Table 3-56 Corporate Actions Maintenance Detail

Field	Description
Last Price Date	*Date Format; Optional* Specify the last pricing date which should be greater than or equal to the current system date.
Liquidation Price	*Numeric; 9 Characters; Optional* For liquidation, specify the price at which the selected fund is to be liquidated. It is the value at which units are redeemed for liquidation.
Liquidation Price/Lot	*Numeric; 17 Characters; Optional* Specify the liquidation price per lot based on the liquidation price and the lot size you specify.
New Unit Par Value	*Numeric; 17 Characters; Optional* Specify the new par value for units in the new or existing (resultant) fund, to be applicable after the corporate action has been processed. For Split and Reverse Split actions, the System computes the new par value, and displays the same in this field. You can change this computed value and specify the desired value, if required.
Lot Size	*Numeric; 6 Characters; Optional* Specify the lots for liquidation. By default, the lot is considered to be one. You can alter this and specify the applicable lot size. The liquidation price per lot is computed by the system based on the liquidation price and the lot size you specify.

Table 3-56 (Cont.) Corporate Actions Maintenance Detail

Field	Description
Fractions Allowed?	*Optional* In this field, you can specify if fractional balances (as a result of processing the corporate action) are allowable, for the fund. Select **Yes** from drop-down list to indicate that fractional balances are allowed. Select **No** from drop-down list to indicate that fractional balances are not allowed. If not allowed, the resulting fractions are redeemed and the proceeds paid out to the unit holders.
No. of Decimals	*Numeric; 2 Characters; Optional* By default, the number of decimals allowed is zero. If you indicate that fractional balances are allowed, the number of decimals specified for the fund in the Corporate Actions fund rule profile, are applicable.

Other Information

Table 3-57 Corporate Actions Maintenance Detail

Field	Description
Holiday Rule	*Optional* Select whether the corporate action date must be moved forward (after) or backward (prior) in case it falls on a system, fund or AMC holiday. The drop-down list displays the following values: • **Prior** • **After**
Payment Lag (Days)	*Numeric; 1 Characters; Optional* Specify the payment lag to be applicable for liquidation.
Threshold Amount	*Numeric; 30 Characters; Mandatory* Specify the threshold amount for processing of the corporate action.
Auto Initiation?	*Mandatory* You can use this field to indicate whether the corporate action must be executed manually or automatically. Select **Yes** from drop-down list to indicate automatic execution; leave it unchecked to indicate manual execution. If automatic execution is indicated, the Beginning of Day processes execute the corporate action on the corporate action date. If manual execution is indicated, then you can manually trigger the execution on the corporate action date, through the Corporate Action Processing screen.
Book Closing From Date	*Date Format; Optional* Specify the book closing dates, between which transactions into the fund are suspended, for processing the corporate action. The corporate action date must fall within the book-closing period.
Book Closing To Date	*Date Format; Optional* Specify the book closing dates, between which transactions into the fund are suspended, for processing the corporate action. The corporate action date must fall within the book-closing period.

Table 3-57 (Cont.) Corporate Actions Maintenance Detail

Field	Description
Exchange Rate Source	*Alphanumeric; 6 Characters; Mandatory* Specify the exchange rate source from which the exchange rate would be derived for processing the corporate action, for conversion from fund base currency to unit holder preferred currency. By default, the first source entry in the list is deemed to be the exchange rate source. You can change this and specify the requisite source by choosing from the list. Exchange rate defaulting logic will default from default setup where user has overridden or given a source, system will give preference to overridden value.
Exchange Rate Date	*Date Format; Mandatory* Specify the date, the exchange rate prevalent on which, would be used for processing the corporate action, for conversion from fund base currency to unit holder preferred currency. By default, it is considered to be the same as the corporate action date. You can change this and specify the requisite date.
Units for Corporate Action	*Optional* Select the **Units for Corporate Action** from the drop-down list. The list displays the following values: • **Allocation Date(ALL)** • **Allocation Date(Confirmed)** • **Price Date(ALL)** • **Transaction Date(ALL)** • **Transaction Date(Confirmed)**
Payment Currency	*Optional* Select whether the capital payout amount is paid in the default currency of the unit holders or the base currency of the fund in respect of which the payout is being processed from the drop\u0002down list. The list displays the following values: • **Fund Base Currency** • **Unit Holder Preferred Currency**
Capital Payout Rate (%)	*Numeric; 22 Characters; Optional* For capital payouts, specify the percentage of units in the fund that are to be liquidated as a result of processing the payout.
Include Prior Capital Redeemed Units	*Optional* Select **Yes** from drop-down list to redeem prior capital redeemed units redeemed as a result of the capital payout.
Update IDS	*Optional* If you choose **Yes** option from the drop-down list, the system updates the income distribution setup of the parent Fund ID with that of the resultant Fund ID. For a successful update, you should choose **No** for the **Restrict IDS for the Unit Holder** option for the resultant Fund ID in the Corporate Actions screen in Fund Rules Maintenance

Table 3-57 (Cont.) Corporate Actions Maintenance Detail

Field	Description
Update SI	*Optional* If you choose **Yes** from drop-down list, the system changes the Fund ID of the following from the parent Fund ID to the resultant Fund ID: • **Standing Instructions for all types of Unit Trust transactions** • **Policy Premium details** • **Policy Annuity Details** • **Policy Recurring Switch details** **Examples** • Merger of Fund 1 into Fund 2: Let us assume Fund 1 is being merged into Fund 2.and both are available in the asset allocation for premium and annuity to the extent of 40% and 60% respectively. In this case, at the time of transaction processing, the system updates the resultant Fund ID to Fund 2 and the ratio to 100%. • Merger of Fund 1 and Fund 2 into Fund 3: Let us assume Funds 1 and 2 are being merged into Fund 3 and both (Funds 1& 2) are available in the asset allocation for premium and annuity to the extent of 40% and 60% respectively. Here, at the time of transaction processing, the system updates the resultant Fund Id to Fund 3 and the ratio to 100%. • Merger of Fund 1 into Fund 2: Let us assume Fund 1 is being merged into Fund 2. Both these funds (From Fund – Fund1 and To Fund – Fund2) are available in the asset allocation for switch. In this case, at the time of transaction processing, the system will not process the transaction.

The following table depicts the possibilities for each corporate action:

Table 3-58 Possibilities for Corporate Action

Corporate action type	Basis for holdings	Remarks
Liquidation	Allocation date	All available holdings must be liquidated as the fund would cease to exist subsequent to the corporate action.
Split/Reverse split with ISIN change	Allocation date	All available holdings must be processed for split / reverse split as the fund would cease to exist subsequent to the corporate action.
Split/Reverse split with no ISIN change	Transaction date Price date Allocation date	Basis could be either of the options available. The processing logic is similar to dividend freeze holdings.
Merge	Allocation date	All available holdings must be processed for merge as the underlying funds would cease to exist subsequent to the corporate action.
Capital Payout	Transaction date Price date Allocation date	Basis could be either of the options available. The processing logic is similar to dividend freeze holdings.

3.33.3 Split/Reverse Split Details

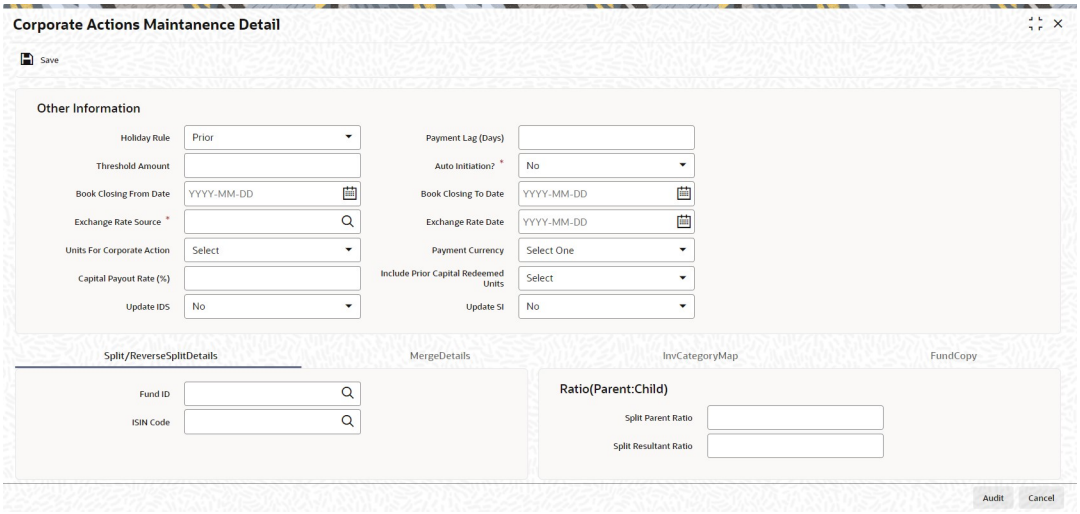
This topic provides information on split/reverse split details tab.

The details you maintain for reverse split corporate actions are similar in every way to those you maintain for a split. However, when you specify the parent–resultant ratio, the parent ratio must exceed the resultant (child) ratio, in the Reverse Split Details screen.

- Click the **Split/Reverse Split Details** tab in **Corporate Actions Maintenance Detail** screen.

  The **Split/Reverse Split Details** are displayed in the **Corporate Actions Maintenance Detail** screen.

Figure 3-42 Corporate Actions Maintenance Detail - Split or Reverse Split Details



For more information on fields in the screen, refer the below table.

Table 3-59 Corporate Actions Maintenance Detail - Split / Reverse Split Details Tab

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the parent fund for the corporate action. This list contains the names of all the authorized funds in the system.
ISIN Code	*Alphanumeric; 12 Characters; Optional* Select the **ISIN Code** of the parent fund for the corporate action, from the options provided. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field and vice versa. In the case of mergers, you can specify more than one parent fund. Click on the Add link to add a row.
Split Parent Ratio	*Numeric; 22 Characters; Optional* Enter the split parent ratio. The parent ratio must be less than the resultant (child) ratio.

Table 3-59 (Cont.) Corporate Actions Maintenance Detail - Split / Reverse Split Details Tab

Field	Description
Split Resultant Ratio	*Numeric; 22 Characters; Optional* Enter the split resultant ratio The parent ratio must be less than the resultant (child) ratio. **Note**: For splits and mergers, the parent ratio must not be greater than the child ratio. For reverse splits, the parent ratio must be greater than the child ratio. The ratios you specify cannot be equal to or fall below zero.

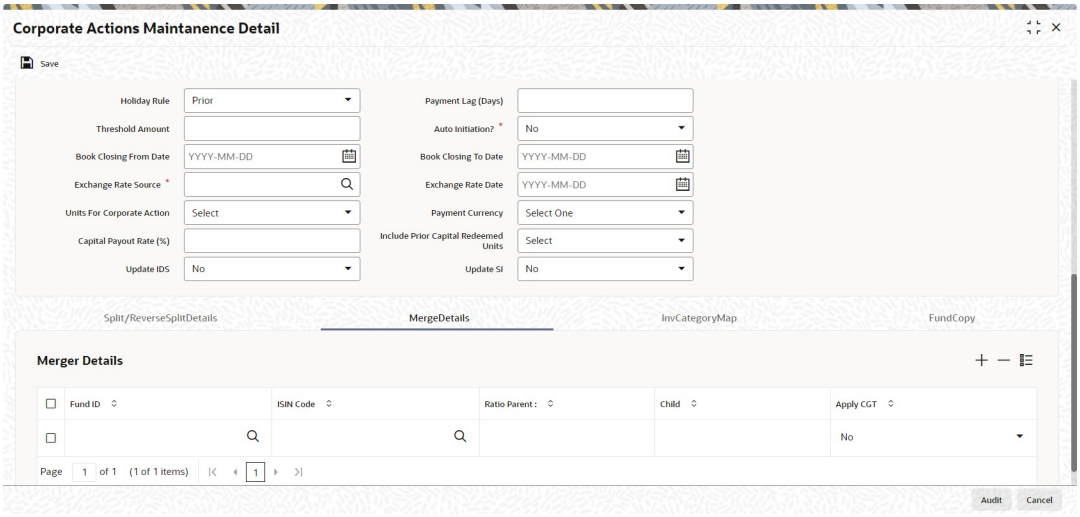
3.33.4 Merge Details

This topic provides information on merge details tab.

- Click **Merge Details** tab in **Corporate Actions Maintenance Detail** screen.

  The **Merge Details** are displayed in **Corporate Actions Maintenance Detail** screen.

Figure 3-43 Corporate Actions Maintenance Detail



For more information on fields in the screen, refer the below table.

Table 3-60 Corporate Actions Maintenance Detail - Merge Details

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the parent fund for the corporate action. This list contains the names of all the authorized funds in the system.
ISIN Code	*Alphanumeric; 12 Characters; Optional* Select the **ISIN Code** of the parent fund for the corporate action, from the options provided. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field and vice versa.

Table 3-60 (Cont.) Corporate Actions Maintenance Detail - Merge Details

Field	Description
Ratio Parent :	*Numeric; 22 Characters; Optional* Specify the **Parent Ratio**.
Child	*Numeric; 22 Characters; Optional* Specify the **Child Ratio**.
Apply CGT	*Optional* Select **Yes** from drop-down list to apply CGT. Else select **No**. The parent – resultant ratio for the merger the parent ratio can either be less than or greater than the resultant ratio. • Whether fractional units are allowable as a result of the merger. If you indicate so, you can also specify the applicable number of decimals. • Whether the merger date must be moved forward or backward, if it falls on a holiday. • Payment lag, if any, for the merger • Threshold amount • Whether or not the merger process must be automatically initiated on the merger date (the Beginning of Day processes initiate the merger process in the system, if automatic initiation is specified) • The book closing period that signifies the dates between which transactions into the fund are suspended for processing the merger. • The exchange rate source applicable and the exchange rate date • Whether the system should update the income distribution setup for the merger • Whether the system should change the standing instructions and policy details • Fund merger can either result in transfer of holdings to a new fund or an existing fund based on Ratio Parent: Child defined in Corporate Action Maintenance Detail. The system will classify the holdings of an investor in the merger fund as **Execution Only Business** and **Advised Business** based on the classification of underlying transaction in the source fund.

Example

Fund A merging into Fund B in the ratio of 2:1.

Holdings in Fund A are as follows:

Unit	Advised	Execution	Total
UH1	120	10	130
UH2	180	-	180
UH3	-	100	100

Post merger, the Holdings in Fund B will be as follows:

Unit	Advised	Execution	Total
UH1	60	5	65
UH2	90	-	90

Unit	Advised	Execution	Total
UH3	-	50	50

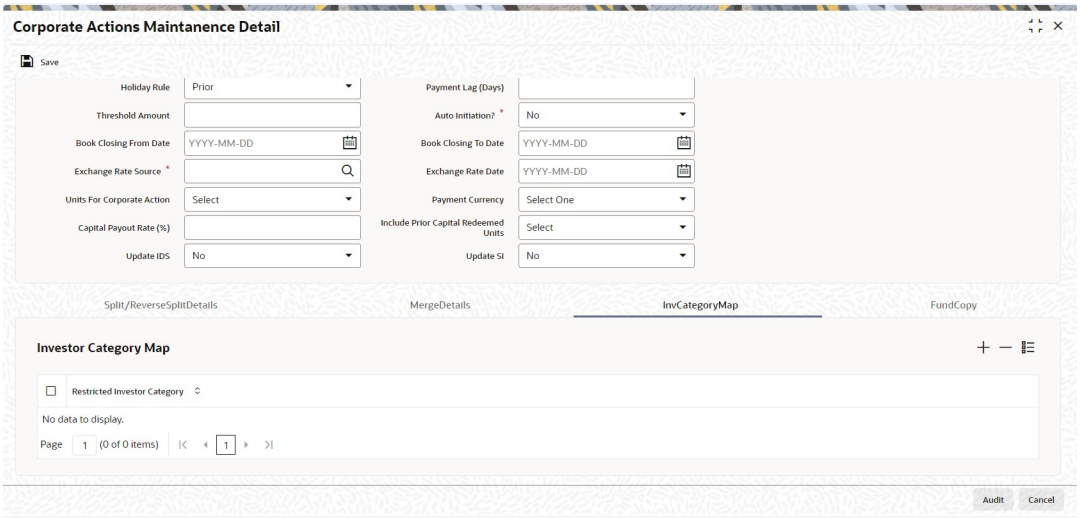
3.33.5 InvCategoryMap

This topic provides information on Invcategorymap tab.

- Click **InvCategoryMap** tab in **Corporate Actions Maintenance Detail** screen.

  The **InvCategoryMap** details are displayed in **Corporate Actions Maintenance Detail** screen.

Figure 3-44 Corporate Actions Maintenance Detail - InvCategory



For more information on fields in the screen, refer the below table.

Table 3-61 Corporate Actions Maintenance Detail - InvCategoryMap

Field	Description
Restricted Investor Category	*Alphanumeric; 255 Characters; Optional* Specify the **Restricted Investor Category**.

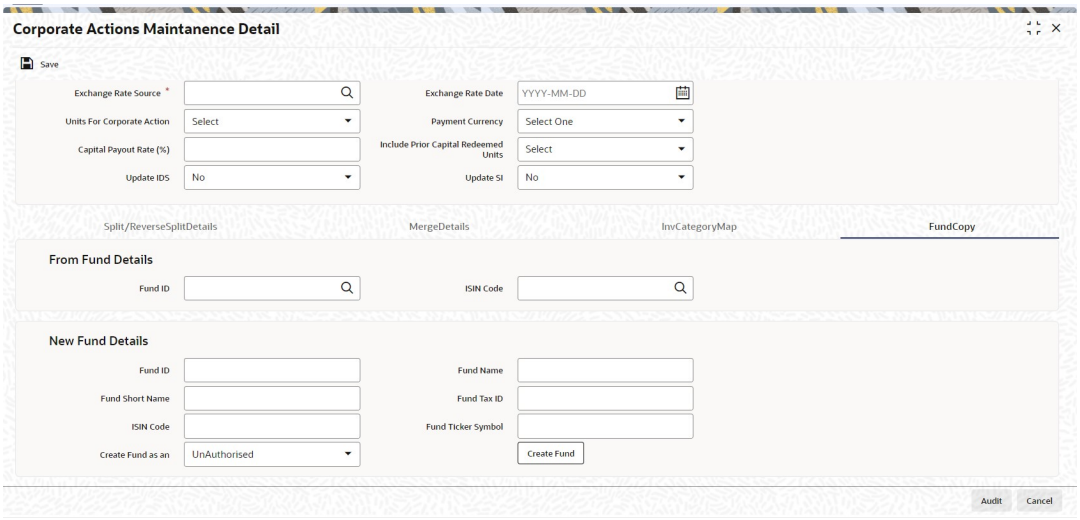
3.33.6 Fund Copy

This topic provides information on fund copy tab.

1. Click **Fund Copy** tab in **Corporate Actions Maintenance Detail** screen.

   The **Fund Copy** details are displayed in **Corporate Actions Maintenance Detail** screen.

Figure 3-45 Corporate Actions Maintenance Detail - Fund Copy



For more information on fields of screen, refer the below table.

Table 3-62 Corporate Actions Maintenance Detail - Fund Copy

Fields	Description
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the parent fund for the corporate action. This list contains the names of all the authorized funds in the system.
ISIN Code	*Alphanumeric; 12 Characters; Optional* Select the **ISIN Code** of the parent fund for the corporate action, from the options provided. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field and vice versa.

New Fund Details

Table 3-63 Corporate Actions Maintenance Detail - Fund Copy

Fields	Description
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the parent fund for the corporate action. This list contains the names of all the authorized funds in the system.
Fund Name	*Alphanumeric; 60 Characters; Optional* Specify the fund name.
Fund Short Name	*Alphanumeric; 15 Characters; Optional* Specify the short name of the fund.
Fund Tax ID	*Alphanumeric; 60 Characters; Optional* Specify the fund tax ID.
ISIN Code	*Alphanumeric; 12 Characters; Optional* Select the ISIN Code of the parent fund for the corporate action, from the options provided. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field and vice versa.

Table 3-63 (Cont.) Corporate Actions Maintenance Detail - Fund Copy

Fields	Description
Create Fund as an	*Optional* Select **Authorised** option from drop-down list to create fund as an authorized fund. Else select **Unauthorised** option.
Fund Ticker Symbol	*Alphanumeric; 25 Characters; Optional* Specify the fund ticker symbol.

2. After entering the above details, click **Create Fund** button.

   The system will display the confirmation message.

- Maintain Details for Liquidation
  This topic provides information on maintaining details for liquidation details.
- Maintain Details for Split
  This topic provides information on maintaining details for split details.
- Maintain Details for Capital Payout
  This topic provides information on maintaining details for capital payout details.
- Maintain Details for Side Pocket Creation
  This topic provides information on maintaining details for side pocket creation details.
- Maintain Details for Side Pocket Merger
  This topic provides information on maintaining details for side pocket merger details.
- Maintain Details for Series Fund Merger
  This topic provides information on maintaining details for series fund merger details.

3.33.6.1 Maintain Details for Liquidation

This topic provides information on maintaining details for liquidation details.

For fund liquidations, you must maintain the details mentioned below in the **Corporate Actions Maintenance Detail** screen. Select the **Liquidation** option in the Corporate Action Type field.

- Date of liquidation
- ID and ISIN code of the fund that is being liquidated
- Price at which the fund will be liquidated
- Lot size. When you specify the lot size, the liquidation price per lot is computed by the system.
- Whether the liquidation date must be moved forward or backward, if it falls on a holiday.
- Payment lag, if any, for the liquidation.
- Threshold amount.
- Whether or not the liquidation process must be automatically initiated on the liquidation date (the Beginning of Day processes initiate the liquidation process in the system, if automatic initiation is specified).
- The book closing period that signifies the dates between which transactions into the fund are suspended for processing the liquidation.
- The exchange rate source applicable and the exchange rate date.

3.33.6.2 Maintain Details for Split

This topic provides information on maintaining details for split details.

For fund splits, you must maintain the details mentioned below in the Corporate Actions Maintenance screen. Select the **Split** option in the Corporate Action Type field.

- Date of split
- ID and ISIN code of the resultant (or child) fund. Specify this in the Resultant Fund section in the screen. If a new resultant fund is to be created by the split, click on the Create Fund link to create the new fund.
- ID and ISIN code of the parent fund. Click on the Split Details link to invoke the Split Details screen, where you can specify the parent fund details.
- The split parent ratio for the split. The parent ratio must be less than the resultant (child) ratio.
- The split Resultant Ration for the split. The parent ratio must be less than the resultant (child) ratio.
- Whether fractional units are allowable as a result of the split. If you indicate so, you can also specify the applicable number of decimals.
- The new par value per unit, for the units being split.
- Whether the split date must be moved forward or backward, if it falls on a holiday.
- Payment lag, if any, for the split.
- Threshold amount.
- Whether or not the split process must be automatically initiated on the split date (the Beginning of Day processes initiate the split process in the system, if automatic initiation is specified).
- The book closing period that signifies the dates between which transactions into the fund are suspended for processing the split.
- The exchange rate source applicable and the exchange rate date.
- Whether the units to be considered for the split are to be considered as of the transaction date, allocation date or price date.

3.33.6.3 Maintain Details for Capital Payout

This topic provides information on maintaining details for capital payout details.

For capital payouts, you must maintain the details mentioned below in the Corporate Actions Maintenance screen. Select the **Capital Payout** option in the Corporate Action Type field.

- Date of capital payout.
- ID and ISIN code of the fund, balances from which are being redeemed and paid out as a result of the capital payout.
- The new par value per unit, for the units being liquidated.
- Whether fractional units are allowable as a result of the capital payout. If you indicate so, you can also specify the applicable number of decimals.
- Whether the capital payout date must be moved forward or backward, if it falls on a holiday.

- Threshold amount.
- Whether or not the capital payout process is to be automatically initiated on the corporate action date (the Beginning of Day processes initiate the capital payout process in the system, if automatic initiation is specified)
- The book closing period that signifies the dates between which transactions into the fund are suspended for processing the capital payout.
- The exchange rate source applicable and the exchange rate date.
- The percentage of the units balance in the fund that are to be liquidated due to processing the capital payout.
- The units that are to be liquidated as part of the capital payout – as of price date of the transaction (all units), transaction date (all or confirmed units) or allocation date (all or confirmed units).
- Whether the payment for the liquidated units is to be made in the unit holders' base currency or the fund base currency.
- Whether prior capital redeemed units are to be redeemed when the capital payout is processed.

3.33.6.4 Maintain Details for Side Pocket Creation

This topic provides information on maintaining details for side pocket creation details.

For side pocket creation, you must maintain related details in the Corporate Actions Maintenance screen. Select the **Side Pocket Creation** option in the Corporate Action Type field.

- You need to select the Corporate action type as **Side Pocket Creation**
- Specify the date of side pocket creation.
- Specify the ID and ISIN code of the fund.
- If the split ratio is 10 then in split/ reverse split details, you need to specify the Parent Ratio as 10. Child ratio will be ignored in this case.

3.33.6.5 Maintain Details for Side Pocket Merger

This topic provides information on maintaining details for side pocket merger details.

For side pocket merger, you must maintain related details in the Corporate Actions Maintenance screen. Select the **Side Pocket Merger** option in the Corporate Action Type field.

You can perform merger of side pockets with the main fund by following the instructions specified below:

- Select **Side Pocket Merger** option in the Corporate Action Type field.
- Specify the Parent Ratio for merger in **Merger Details** tab.
- System performs 100% redemption of the side pocket fund
- Unit based subscription transactions are generated for the main fund
- The transactions are allotted based on the allocation lag and price availability

After merger, you need to manually disable the side pocket funds.

The example given below illustrates the merger of a side pocket fund:

Example:

Assume that JPMORG is a Hedge Fund and SIDEP1 is a side pocket of JPMORG. The current holdings of all unit holders are as below:

Table 3-64 Unit holder ID & Units

Unit holder ID	Units
UH1	1000
UH2	1500
UH3	2000
UH4	2500

Side Pocket Creation: Split Ratio 0.1

Units in JPMORG

Table 3-65 Units in JPMORG

Unit holder ID	Units
UH1	900
UH2	1350
UH3	1800
UH4	2250

Units in SIDEP1

Table 3-66 Units in SIDEP1

Unit holder ID	Units
UH1	100
UH2	150
UH3	200
UH4	250

Side Pocket Merger: Merger Ratio .05

Units in JPMORG (before merger)

Table 3-67 Units in JPMORG (before merger)

Unit holder ID	Units
UH1	900
UH2	1350
UH3	1800
UH4	2250
UH5	1000
UH6	2000

Units in JPMORG (after merger)

Table 3-68 Units in JPMORG (after merger)

Unit holder ID	Units
UH1	905
UH2	1357.5
UH3	1810
UH4	2262.5
UH5	1000
UH6	2000

SIDEP1 fund will be disabled after merger process. There will not be any change in units of the new unit holders who subscribed in JPMORG after side pocket creation.

3.33.6.6 Maintain Details for Series Fund Merger

This topic provides information on maintaining details for series fund merger details.

During series fund merger, the fund series that are maintained separately in the system are consolidated at period end. For series fund merger, you must maintain related details in the Corporate Actions Maintenance screen. Select the **Series Fund Merger** option in the Corporate Action Type field.

The example given below illustrates the corporate action **Series Fund Merger**.

Example

Assume that Investor A purchases 1,000 units at the launch of the fund GFUND1, at US$1,000 per unit (HWM of GFUND1). This will be the **Lead Series** of Unit. It is also assumed that the incentive fees are being paid quarterly and HWM of fund is Greater of Subscription Price and Previous high water mark.

Also, assume that at the end of the first month the Gross NAV (**GNAV**) (the NAV before deduction of incentive fee) for GFUND1 has risen to US$1,100 and therefore the NAV will be US$1,080, net of US$20 / 20% incentive fee (Assuming performance fee is 20%).

- NAV for GFUND1 is published at US$1,080

After the first pricing period, you need to create one more fund, say **GFUND2**, with NAV same as Lead Series. Assume that at this time Investor B subscribes US$1 million for 1,000 Unit (Series II) at, again US$1,000 (HWM of GFUND2) each.

At the end of second month, assuming that value of fund has risen by further 10%:

- GNAV of GFUND1 is now US$1,210 = NAV US$1,168; and
- GNAV of GFUND2 is now US$1,100 = NAV US$1,080

After second pricing period, you need to create one more fund with NAV same as Lead Series. Let's say user create **GFUND3** for creation of Series III as below,

Investor C subscribes US$1 million for 1,000 Series III Unit at, again US$1,000 (HWM of GFUND3) each.

At the end of the third month, the GNAV has yet again risen by a further 10%, so that:

- The GNAV per Share of the GFUND1 (Lead Series) is US$1,331, which translates to an NAV of US$1, 264.80;
- The GNAV of GFUND2 (Series II) is US$1,210, equaling an NAV of US$1,168; and

- The GNAV for GFUND1 (Series III) is US$1,100, equaling an NAV of US$1,080.

Thus, at the end of the first quarter, as a High Water-Mark (**HWM**) has been reached and each of the Series of Unit have paid incentive fees, the Series II and Series III Unit can now be consolidated into the Lead Series.

This can be archived by using Corporate Action screen, by choosing the **Series Fund Merger** option to merge GFUND2 (Series II) and GFUND3 (Series III) into GFNUD1 (Lead Series) as below,

- Units created for Investor B (Lead Series) = (NAV of GFUND2 / NAV of GFUND1) * Units allotted to Investor B.

Therefore, Investor B's units are worth US$1,168.00, which equates to 923.466 units at the NAV per Lead Series, at US$1,264.80 each.

- Units created for Investor C (Lead Series) = (NAV of GFUND3 / NAV of GFUND1) * Units allotted to Investor C.

Investor C will effectively liquidate his 1,000 Unit of US$1,080,000 and invest the proceeds of that liquidation into the Lead Series at US$1,264.80 per share, to receive 853.890 Lead Series Unit.

3.34 Corporate Actions Summary

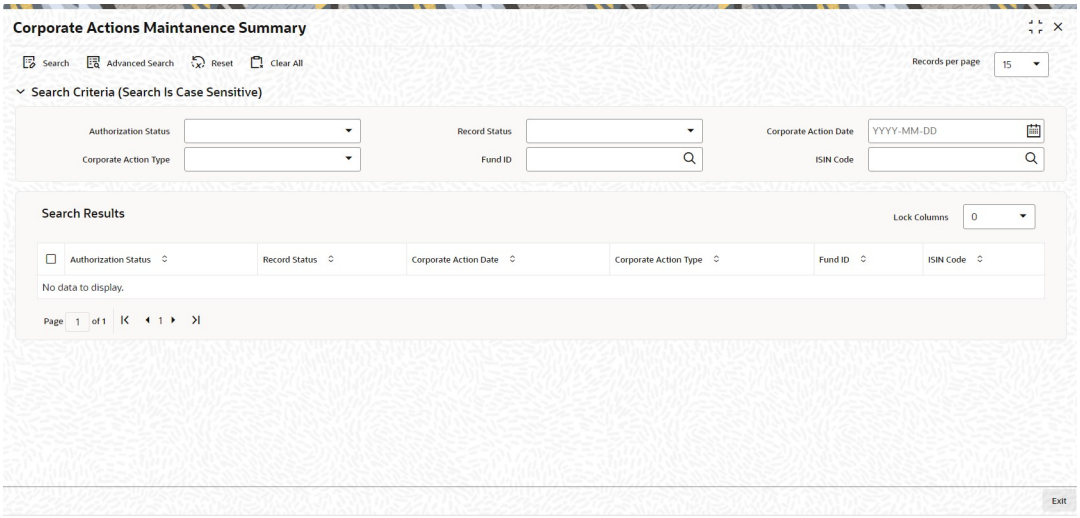
This topic provides information about perform actions in corporate actions summary screen.

Retrieve Record in Corporate Actions Summary

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

   The **Corporate Actions Maintenance Summary** screen is displayed.

Figure 3-46 Corporate Actions Maintenance Summary



2. On **Corporate Actions 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**
- **Corporate Action Date**
- **Corporate Action Type**
- **Fund ID**
- **ISIN Code**

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 any parameter in the screen
> - 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.

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

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

- Edit Corporate Actions Record
  This topic provides the systematic instructions to edit corporate actions record.
- View Corporate Actions Record
  This topic provides the systematic instructions to view corporate actions record.
- Delete Corporate Actions Record
  This topic provides the systematic instructions to delete corporate actions record.
- Authorize Corporate Actions Record
  This topic provides the systematic instructions to authorize corporate actions record.
- Amend Corporate Actions Record
  This topic provides the systematic instructions to amend corporate actions record.
- Authorize Amended Corporate Actions Record
  This topic provides the systematic instructions to authorize amended corporate actions record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.34.1 Edit Corporate Actions Record

This topic provides the systematic instructions to edit corporate actions record.

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

1. Start the **Corporate Actions 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 **Corporate Actions Maintenance Summary** 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 **Corporate Actions Maintenance Detail** screen is closed and the changes made are reflected in the **Corporate Actions Maintenance Summary** screen.

3.34.2 View Corporate Actions Record

This topic provides the systematic instructions to view corporate actions record.

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

1. Start the **Corporate Actions 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.
4. Click **Search** button.

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

   The **Corporate Actions Maintenance Summary** screen is displayed in View mode.

3.34.3 Delete Corporate Actions Record

This topic provides the systematic instructions to delete corporate actions record.

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

1. Start the **Corporate Actions 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 **Corporate Actions 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.

3.34.4 Authorize Corporate Actions Record

This topic provides the systematic instructions to authorize corporate actions record.

An unauthorized Corporate Actions Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Corporate Actions 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 **Corporate Actions 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.

3.34.5 Amend Corporate Actions Record

This topic provides the systematic instructions to amend corporate actions record.

After a Corporate Actions Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Corporate Actions 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 **Corporate Actions Maintenance Detail** screen is displayed in amendment mode.

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

3.34.6 Authorize Amended Corporate Actions Record

This topic provides the systematic instructions to authorize amended corporate actions record.

An Amended Corporate Actions Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.34.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Corporate Actions with the same attributes of an existing one, you can copy the attributes of an existing Corporate Actions to a new one.

1. Retrieve the record whose attributes the new Corporate Actions should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Corporate Actions. You can, however, change the details of the new record.

3.35 Corporate Actions Processing

This topic contains the following sub-topics:

- Process Corporate Actions
  This topic provides information on Processing Corporate Actions details.
- Execute Corporate Actions Manually
  This topic provides information on executing corporate actions manually details.
- Process Corporate Action for Pre-Processing
  This topic provides the instructions to invoke corporate action screen for pre-processing.
- Pre-processing Validations
  This topic provides information on pre-processing validations details.
- Messages for Pre-processing Checks
  This topic provides information on messages for pre-processing checks details.
- System Processing for Corporate Actions
  This topic provides information on system processing for corporate actions details.
- Reports for Corporate Actions
  This topic provides information about reports for corporate actions details.

3.35.1 Process Corporate Actions

This topic provides information on Processing Corporate Actions details.

- Automatic and Manual Execution
  This topic provides information on automatic and manual execution.
- Pre-Processing for Corporate Actions
  This topic provides information on pre-processing for corporate actions.

3.35.1.1 Automatic and Manual Execution

This topic provides information on automatic and manual execution.

After a corporate action maintained in the Corporate Action Maintenance screen is authorized, it is ready for processing. If the initiation of the corporate action process is designated to be automatic, it is executed by the Beginning of Day processes on the corporate action date.

If automatic execution is not designated, the corporate action must be manually executed. You can use the Corporate Action. Processing screen to manually execute the corporate action.

3.35.1.2 Pre-Processing for Corporate Actions

This topic provides information on pre-processing for corporate actions.

The system performs pre-processing validations before a corporate action can be processed. For automatic execution, the Beginning of Day processes perform the validations.

3.35.2 Execute Corporate Actions Manually

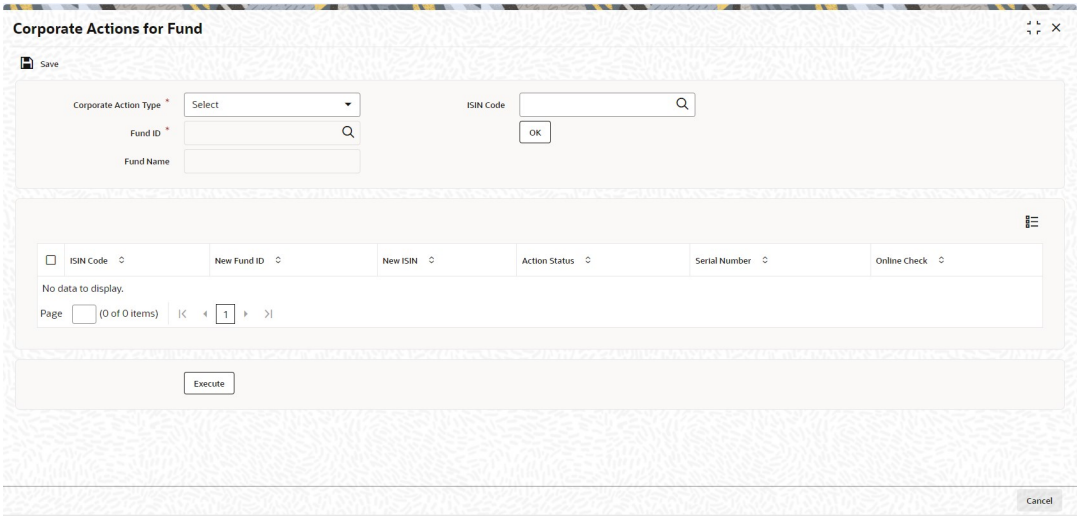
This topic provides information on executing corporate actions manually details.

To recall, you can manually execute a corporate action on the corporate action date, in the Corporate Action Processing screen.

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

   The **Corporate Actions for Fund** is displayed.

Figure 3-47 Corporate Actions for Fund



2. On **Corporate Actions for Fund** screen, specify the fields.

Table 3-69 Corporate Actions (Fund) screen

Fields	Description
Corporate Action Type	*Mandatory* Select the **Type of Corporate Action** from the drop-down list. The list displays the following values: • **Liquidation** • **Split** • **Reverse Split** • **Fund Merger** • **Capital Payout** • **Side Pocket Creation** • **Side Pocket Merger** • **Series Merger**
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the **Fund ID**. Alternatively, you can select **Fund ID** from the option list. The list displays all valid fund ID maintained in the system.
Fund Name	*Display* The system displays the name of the fund for the selected **Fund ID**.
ISIN Code	*Alphanumeric; 12 Characters; Mandatory* The system displays the ISIN code for the selected **Fund ID**. However, you can amend this value. If you specify the ISIN code, the system displays the fund ID and vice versa. In this screen, specify the corporate action type you wish to manually execute and the ID and ISIN of the fund (resultant fund in the case mergers, and the source funds in case of split and reverse splits), and click **Ok** button. The details of the corporate actions falling due on the current date, which are either in **unprocessed** or **error** status, for the selected fund, are displayed as follows: • **ISIN Code** • **New Fund ID** • **New ISIN** • **Action Status** • **Serial Number** To trigger the pre-processing validations before you execute the corporate action, click **Online Check** button. You can click on the **Execute** button to actually execute the corporate action.

3.35.3 Process Corporate Action for Pre-Processing

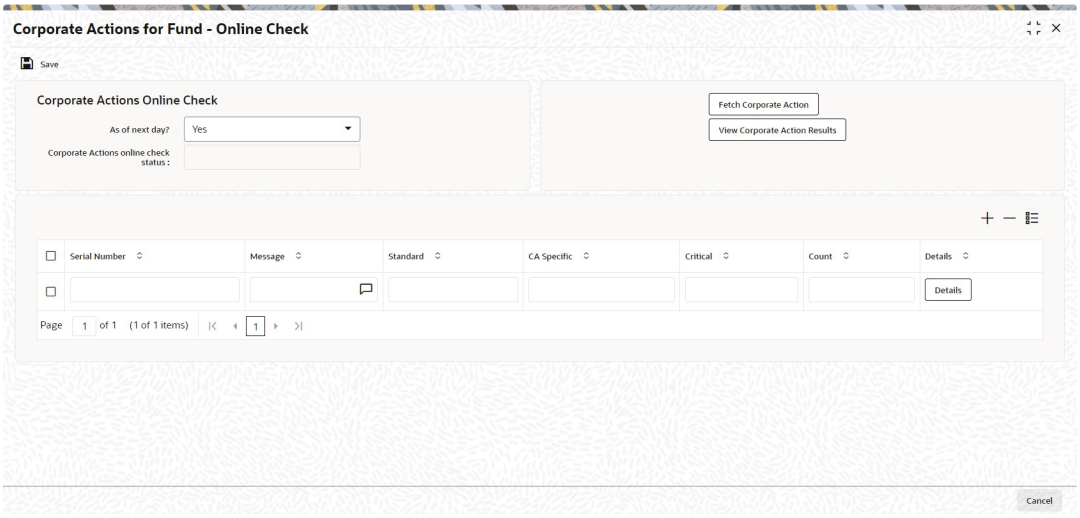
This topic provides the instructions to invoke corporate action screen for pre-processing.

The system performs pre-processing validations before a corporate action can be processed. For automatic execution, the Beginning of Day processes perform the validations. For manual execution, you can trigger the pre-processing validations, using the Corporate Actions (Fund) screen.

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

   The **Corporate Actions for Fund - Online Check** screen is displayed.

Figure 3-48 Corporate Actions for Fund - Online Check



In this screen, you can trigger the pre-processing validations for corporate actions that fall due either on the current date or on the next working day.

2. On **Corporate Actions for Fund - Online Check** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-70 Corporate Actions (Fund) - Online check

Field	Description
As of next day?	*Optional* Select **Yes** from drop-down list if the online check has to be done as part of next day.
Corporate Actions online check status:	*Display* The system displays the status of corporate actions online check.

3. Click the **Fetch Corporate Action** button to submit the background job that performs the validations, and then click **View Corporate Action Results** button to display the results in the list portion of the screen. The following details are displayed for each check:
   - Serial number
   - Messages in respect of performing the validation
   - Whether the message is a standard one or is specific to the corporate action
   - If the message is CA specific
   - Whether the resolution of the message is critical to the execution of the corporate action. Those validations marked **critical** must be resolved for successful execution of the corporate action.
   - The number count for the message
   - To view the message details for each validation, click the list box alongside the message row.
4. Click on the **Details** button, the Corporate Actions Online Check Details screen is opened.

In the Corporate Actions Online Check Details screen you can view information on the following:

- **Code**
- **Fund**
- **Sub Count**

For more information about the pre-processing validations, refer the section titled **Pre-processing Validations** in this topic.

3.35.4 Pre-processing Validations

This topic provides information on pre-processing validations details.

Table 3-71 Checks - Validations

Checks	Validations
Unauthorized fund-related static maintenances	This check reports the unauthorized fund-related static maintenances, with respect to any of the maintenances mentioned below. It is a mandatory check and processing cannot continue till the check is successful. • Fund rules • Group definition • Fund price • Fund account • Fund agency branch backdating limit • Periodic load • Fund holiday • Fund dividend • Fund sub-account • General Ledger Interface setup • Withholding tax setup • Switch privilege list setup • Fund sale restrictions
Broker Commission Processing	This check reports any pending commission (commission accrued but not adjusted). It is an optional check; the information is for reporting only, and will not block further processing of the corporate action.
Pending Transactions	This check reports transactions pending processing at any stage of the transaction life cycle, such as the following: • Unauthorized transactions • Incomplete (due to exchange rate or payment) • Allotted but not settled • Unconfirmed global orders • Unprocessed / unauthorized SWIFT transactions • Valid Limit orders which have not been executed • Unauthorized overridden loads All such transactions must be either allotted and settled, or, alternately, reversed. Alternately, they would need to be reversed. Limit orders must be reversed; if not, processing of the corporate action marks these as **EXPIRED**. All SWIFT transactions must also be processed or deleted. This is a mandatory check and processing cannot continue till the check is successful.

Table 3-71 (Cont.) Checks - Validations

Checks	Validations
Unprocessed Dividend or Reinvestments	This check reports unprocessed dividend or reinvestments, which would include dividends declared but not processed, so that appropriate action can be taken. It is an optional check; the information is for reporting only, and will not block further processing of the corporate action.
Trailing Commission	This check reports any accrued trail commission (trail commission for the period between the last processed date to the corporate action date), so that it can be cleared manually. The load id of the trailing commission is reported. It is an optional check; the information is for reporting only, and will not block further processing of the corporate action.
Standing Instructions	This check reports the following: • Standing instructions for which action has not been taken after first reminder generation. (A warning is displayed) • Standing instructions for which action has not been taken after last reminder generation. (A warning is displayed) • Standing instructions which are generating on corporate action date This is a mandatory check and must be successful for processing of the corporate action to continue.
Unconfirmed Redemption Transactions	This check reports the number of redemption transactions for which confirmations are due. It is a mandatory check and must be successful for processing of the corporate action to continue.
Funds that do not Retain Ageing to Subscription	For a corporate action triggered from an existing ISIN to a different ISIN, the ageing of units is based on the parameter **Retain Ageing to Subscription** set in the Transaction Processing Rules for the fund. If this parameter is not indicated as true for the resultant fund for the **Switch In** transaction type, a warning is displayed.
Funds those are not Active for Corporate Action Processing	For a corporate action triggered from an existing ISIN to a different ISIN, the system checks that the resultant ISIN is effective as of the corporate action date. If not, an appropriate message is displayed. This is a mandatory check and must be successful for processing of the corporate action to continue.
Number of Special Deals for the Fund	If any unit holder deals exist for the fund, a warning is displayed. This is an optional check.
Number of Letters of Intent (LOI) for the Fund	If any Letters of Intent (LOI) exists for the fund, a warning is displayed. This is an optional check.
Number of Income Distribution Setups (IDS) in the Fund	This check reports the number of reinvestments set up into the fund. This is an optional check.
Number of Interface Definitions to which the Fund belongs	If the fund belongs to any of the parameters defined for any interface definition in the system, a warning is displayed. This is an optional check.
Number of Jobs to which the Fund belongs	If the fund belongs to any one or many of the job parameters defined for any job definition in the system, a warning is displayed. This is an optional check.
Funds for which Holding Period is applicable	If a holding period has been designated as applicable for the fund, a warning is displayed. This is an optional check.
Funds with Minimum Registered Capital greater than Zero	If the minimum registered capital of the fund exceeds zero, an appropriate message is displayed. his is a mandatory check and processing of the corporate action cannot continue if it is unsuccessful.

Table 3-71 (Cont.) Checks - Validations

Checks	Validations
Maintenance of Switch Out Transaction Type for the From Fund	For corporate actions involving different parent and resultant funds, the system checks that the Switch Out transaction type has been maintained and is allowable for the **From** fund. This is a mandatory check and processing of the corporate action cannot continue if it is unsuccessful.
Maintenance of Switch In Transaction Type for the To Fund	For corporate actions involving different parent and resultant funds, the system checks that the Switch In transaction type has been maintained and is allowable for the **To** fund. This is a mandatory check and processing of the corporate action cannot continue if it is unsuccessful.
Funds for which Fractional Balances are not Allowed, with rounding rules other than Truncate	In case fractional units need to be paid out in the resulting fund, the system checks that the rounding options in the General Operating Rules must be set to **Truncate**. If this has not been set for the resultant fund for the Switch In transaction type, an appropriate warning message is displayed. This is a mandatory check and processing of the corporate action cannot continue if it is unsuccessful.

3.35.5 Messages for Pre-processing Checks

This topic provides information on messages for pre-processing checks details.

According to the checks listed above, the appropriate messages that would be displayed as a result of performing the pre-processing checks are shown in the table below. A severity level of **Warning** indicates an optional check, which would not impede the processing of the corporate action if the check fails. A severity level of **Critical** indicates a mandatory check, which must succeed in order to continue with the processing of the corporate action.

Table 3-72 Messages for Pre-Processing Checks

Message	Severity
Unauthorized Fund	Critical
Unauthorized Fund Price	Critical
Unauthorized Fund Dividend record	Critical
Unauthorized Fund Account	Critical
Unauthorized Fund Agency Branch Backdating Limit Setup	Critical
Unauthorized Fund Sub Account record	Critical
Unauthorized Fund GL record	Critical
Unauthorized WH Tax Setup record	Critical
Unauthorized Periodic Load record	Critical
Unauthorized Switch Privilege Setup record	Critical
Unauthorized Fund Holiday record	Critical
Unauthorized Group Definition	Critical
Unauthorized Fund Sale Restriction record	Critical
Unconfirmed Global Order	Critical
Unauthorized Incoming SWIFT message	Warning
Unprocessed/Repaired Incoming SWIFT message	Warning
Unauthorized Outgoing SWIFT message	Warning
Unprocessed/Repaired Outgoing SWIFT message	Warning

Table 3-72 (Cont.) Messages for Pre-Processing Checks

Message	Severity
Unauthorized Overridden Loads	Critical
Unprocessed Dividends	Warning
Unprocessed Reinvestments	Warning
Standing Instructions for which Action is not taken after generating the First Reminder or Last Reminder	Warning
Redemptions which are due for Confirmation	Critical
Unauthorized Transactions	Critical
Transactions which are either unallotted, unsettled or partially allotted	Critical
Unexecuted valid Limit Orders	Warning
SIs generating on corporate action date	Warning
Brokers for whom the Commission is pending due	Warning
Periodic loads for the fund for which trailing commission is pending due	Warning
Fund(s) which do not retain ageing to subscription	Warning
Fund(s) which do are not active for corporate action processing	Critical
Number of Special Deals in which the fund belongs to	Warning
Number of LOI(s) in which the fund belongs to	Warning
Number of Income distribution(s) in the fund	Warning
Number of Reinvestment set up into the fund	Warning
Number of Interface Definition(s) in which the fund belongs to	Warning
Number of Job(s) in which the fund belongs to	Warning
Fund(s) in which Holding Period is applicable	Warning
Fund(s) in which Minimum Registered Capital > 0	Critical
Fund(s) in which minimum number of Unit Holders is greater than 0	Critical
Fund in which Switch Out transaction type should be maintained	Critical
Fund in which Switch In transaction type should be maintained	Critical
Fund in which fraction is not allowed but rounding rules for units is not TRUNCATE	Critical

3.35.6 System Processing for Corporate Actions

This topic provides information on system processing for corporate actions details.

- Liquidation
  This topic provides information on liquidation.
- Fund Split/Reverse Split
  This topic provides information on fund split/reverse split.
- Fund Merger
  This topic provides information on fund merger.

3.35.6.1 Liquidation

This topic provides information on liquidation.

During execution, the corporate actions procedure picks up all liquidations whose corporate action date is the same as the current date, and with status as **Unprocessed** or **Error**.

Subsequently, the pre-processing checks are performed. The liquidation procedure is then executed, which performs the following actions:

- Balances of all unit holders balances in the current fund, as of a date less than the action date, are picked up, and full redemptions in the fund are generated in respect of these unit holders.
- If a reversal or an amendment has been done after original processing, a reversal transaction is generated for all transactions for the day with a reference type indicating liquidation.
- Any underlying standing instructions for the unit holders are marked as **Cancelled**; if any reversal has been done after original processing, the original SI status is restored
- Any unexecuted limit orders for the unit holders are marked as **EXPIRED**, and the limit status for underlying limit orders is marked as ‘ungenerated’

3.35.6.2 Fund Split/Reverse Split

This topic provides information on fund split/reverse split.

During execution, the corporate actions procedure picks up all splits (or reverse splits, as applicable) whose corporate action date is the same as the current date, and with status as **Unprocessed** or **Error**. Subsequently, the pre-processing checks are performed.

A **Fund Split** results in change of unit holders balance quantity based on the change in face value of the fund. This is based on Split Parent Ratio and Split Resultant Ratio defined in the Corporate Action Maintenance Detail. The holdings in a fund post split will be **Execution Only Business** and **Advised Business** based on the classification in the source fund. Same is the case for Reverse Split.

> **Note:**
>
> If RDR and MIFID regulation co exists and corporate action is declared, the transaction category will continue in the individual transaction category for MIFID and RDR for each of the CA types. For instance, if there are holdings in legacy as per RDR, the system will move the holding accordingly.

The split (or reverse split, as applicable) procedure is then executed, which performs the actions as shown below, in the appropriate scenario:

- When the new fund is the same as the old fund
  This topic provides information on when the new fund is the same as the old fund.
- When the new fund is not the same as the old fund
  This topic provides information on when the new fund is not the same as the old fund.

3.35.6.2.1 When the new fund is the same as the old fund

This topic provides information on when the new fund is the same as the old fund.

- The fund rule of the new fund is amended and the par value changed to reflect the latest split / reverse split ratio values.
- Balances of all unit holders balances in the current fund, as of a date less than the action date, are picked up.
- Changes in the outstanding units and the balances of the unit holders based on split / reverse split ratio, are posted as unit-based subscription transactions (split) or unit based redemption transactions (reverse split).
- Certificates are destroyed and recreated for the new units.
- Any underlying standing instructions for the unit holders are marked as **Cancelled**; if any reversal has been done after original processing, the original SI status is restored.
- Any unexecuted limit orders for the unit holders are marked as **EXPIRED**, and the limit status for underlying limit orders is marked as **Ungenerated**.
- Subsequently, if any backdated transactions are entered with transaction date being earlier than the corporate action date, a message is shown, indicating that a corporate action has been processed within the period (this is done for limit orders and standing instructions too).
- If a reversal or an amendment has been done after original processing, a reversal transaction is generated for all transactions for the day with a reference type indicating split or reverse split.
- Fractional units, if any, that result from the processing of the corporate action, are computed.

3.35.6.2.2 When the new fund is not the same as the old fund

This topic provides information on when the new fund is not the same as the old fund.

- The system checks that the new fund is an authorized fund in the system, with no existing holdings.
- The fund rule of the new fund is amended and the par value changed to reflect the latest split / reverse split ratio values.
- Balances of all unit holders balances in the old fund, as of a date less than the action date, are picked up.
- Unit-based switch transactions are initiated for the unit holders.
- Any underlying standing instructions for the unit holders in the old fund are marked as **Expired**; if any reversal has been done after original processing, the original SI status is restored.
- Any unexecuted limit orders for the unit holders in the old fund are marked as **EXPIRED**, and the limit status for underlying limit orders is marked as **Ungenerated**.
- The corporate action is processed after checking the holiday rules, for all the funds.
- If a reversal or an amendment has been done after original processing, a reversal transaction is generated for all transactions for the day with a reference type indicating split or reverse split.
- Fractional units, if any, that result from the processing of the corporate action, are computed.

> **Note:**
>
> When units resulting from processing of a corporate action are redeemed, the computation of capital gains tax (CGT) in respect of them takes the corporate action into account.

3.35.6.3 Fund Merger

This topic provides information on fund merger.

During execution, the corporate actions procedure picks up all mergers whose corporate action date is the same as the current date, and with status as **Unprocessed** or **Error**. Subsequently, the pre-processing checks are performed. In case of the merger ratio not being specified, the system derives the parent-child ratio based on the respective net asset values of the funds in the merger.

The merge procedure is then executed, which performs the actions as shown below, in the appropriate scenario:

- The system checks that the new fund is an authorized fund in the system, with no existing holdings.
- The fund rule of the new fund is amended.
- The par value of the resultant fund is changed to reflect the latest merger ratio values.
- Balances of all unit holders balances in the old fund, as of a date less than the action date, are picked up (this procedure is repeated for each of the underlying funds).
- Amount-based switch transactions are initiated for the unit holders (this procedure is repeated for each of the underlying funds).
- Any unexecuted limit orders for the unit holders in the old fund are marked as **EXPIRED**, and the limit status for underlying limit orders is marked as **Ungenerated**.
- The system checks if the standing instructions have to be updated. If you have chosen to Update SI, the system updates:
  - Changes existing instruction and policy details from the old fund to the resultant fund.
  - The old Fund ID with the resultant Fund ID.
  - The ratio for asset allocation.
- The system checks if the Income Distribution Setup has to be updated. If so, the system updates the IDS of the old Fund Id with the resultant Fund Id. If the option chosen for **Restrict IDS for the Unit Holder** is **No** for the resultant Fund Id, the update is carried out. Otherwise the IDS update is not carried out and an error message is logged.
- The corporate action is processed after checking the holiday rules, for all the funds.
- Subsequently, if any backdated transactions are entered with transaction date being earlier than the corporate action date, a message is shown, indicating that a corporate action has been processed within the period (this is done for limit orders and standing instructions too).

> **Note:**
>
> When units resulting from processing of a corporate action are redeemed, the computation of capital gains tax (CGT) in respect of them takes the corporate action into account.

In case of Fund Merger, the system will modify RSP and DRSP based on the preference set at Corporate Actions:

- The system will update all active RSP plans with old fund with the **merge-into fund**.
- The system will update all active DRSP plans with old fund with the **merge-into fund**, only if DRSP is allowed for the **merge-into fund**.
- The system will not modify RIS plans in case of fund merger.

3.35.7 Reports for Corporate Actions

This topic provides information about reports for corporate actions details.

In the system, you can obtain the following reports displaying details of corporate actions processed in respect of funds:

- Reports for Announcement / Confirmation of Corporate Actions
  This topic provides information on reports for announcement / confirmation of corporate actions details.
- Corporate Actions Checks Report
  This topic provies information on corporate actions checks report details.
- Corporate Actions Amendment Report
  This topic provies information on corporate actions amendment report details.

3.35.7.1 Reports for Announcement / Confirmation of Corporate Actions

This topic provides information on reports for announcement / confirmation of corporate actions details.

You can print reports that you would need to send to investors listing details of either:

- Announcements of corporate actions, a stipulated period of time before the corporate action date
- Confirmation of processing the announced corporate action, displaying the booking (both debit and credit) details, which you would typically send to investors

To obtain such announcement/ confirmation reports, click on Corporate Actions in the Queries/ Reports menu, and Announcement / Confirmation Reports under it. The Announcement/ Confirmation Report screen is opened.

In this screen, you must specify the following as mandatory sorting parameters for report generation:

- Whether you require a corporate actions announcement report or a confirmation report
- Whether you are generating the report as a batch activity, or online
- The language in which the report must appear, in the Report Language field.

You could also print or view it as required, by making appropriate specifications in the remaining fields of the generation screen, as follows:

- Whether the report must reflect announcement / confirmation details for all corporate actions – liquidation, split, reverse split and merger, or for a specific corporate action.
- For a specific corporate action serial number
- For announcement reports, the appropriate lag before the corporate action date, and the lag type (daily). You can also specify the holiday rule to be used if the date of extraction (arrived by subtracting the lag from the action date) falls on a holiday.

After making your specifications, click the Run Report button. The report details are displayed in the Report Data Viewer screen.

3.35.7.2 Corporate Actions Checks Report

This topic provies information on corporate actions checks report details.

This report details the results of pre-processing validations performed before execution of a corporate action.

To obtain this report, click Corporate Actions in the Queries / Reports menu and Check Report under it. The Corporate Actions Check Report screen is opened.

You must specify the ID and ISIN code of the fund for which you wish to generate the report. Check the **As of next day** box to indicate that you wish to generate the report for a fund for which the checks prior to corporate actions processing would be performed the next day.

3.35.7.3 Corporate Actions Amendment Report

This topic provies information on corporate actions amendment report details.

If you wish to view the details of changes in unit holder balances due to amendment of a corporate action, you can use this report. The changes in the unit holder balance could be due to any of the following factors:

- Change of liquidation price, in case of liquidation
- Change of split/reverse split ratio, in case of split/reverse split
- Change of merger ratio, in case of merger.

The pre-amendment and post-amendment balances are displayed.

To obtain this report, click on Corporate Actions in the Queries / Reports menu, and Amendment Report under it.

The Corporate Actions Amendment Report screen is opened. You must specify the corporate action for which you wish to generate the amendment report.

3.36 Bank Reconciliation

This topic contains the following sub-topics:

- Reconcile Bank Records
  This topic provides information on reconciling bank records details.
- Process Bank Reconciliation Detail
  This topic provides the systematic instructions to perform bank reconciliation activity.

3.36.1 Reconcile Bank Records

This topic provides information on reconciling bank records details.

Reconciliation is a process by which you will be able to match the bank statement entries with the corresponding transaction entries. System allows you to track reconciled, un-reconciled and partially reconciled transactions with the corresponding reconciled, un-reconciled and partially reconciled bank statement entries.

On uploading the bank statement, system will try to reconcile the entries automatically and update the cheque status as provided in the bank statement. Auto Reconciliation will happen based on the matching of Fund ID, Instrument Number, Instrument Amount and Drawee Bank/ Branch code. Auto reconciled entries will be auto authorized by the system.

Manual reconciliation should be done for entries which the system fails to do auto reconciliation.

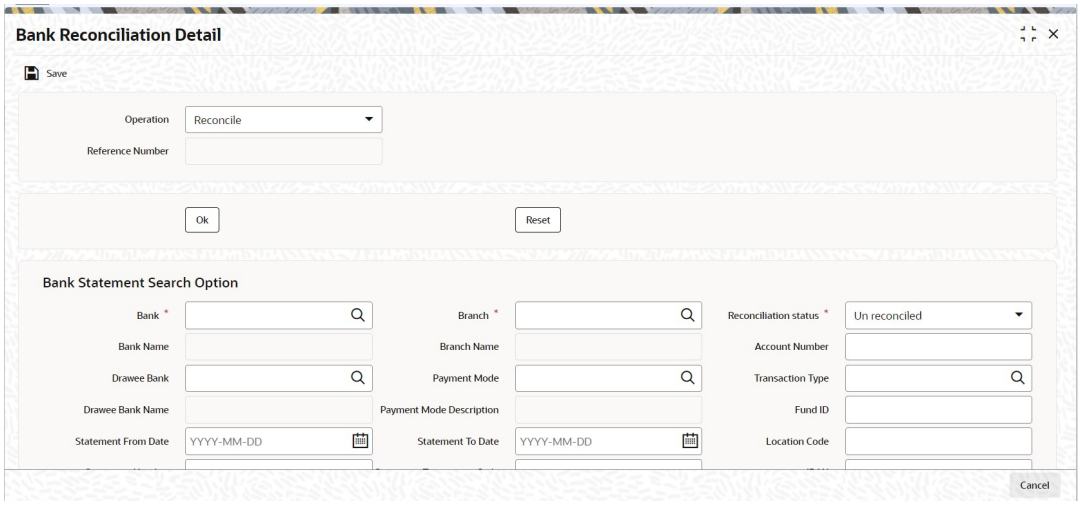
3.36.2 Process Bank Reconciliation Detail

This topic provides the systematic instructions to perform bank reconciliation activity.

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

   The **Bank Reconciliation Detail** screen is displayed.

Figure 3-49 Bank Reconciliation Detail



   The screen is divided into two frames; **Bank Statement Search Option** and **Trade Search Option**. Use the **Bank Statement Search Option** to specify the search criteria to retrieve the uploaded bank statement entries. Similarly, use the **Trade Search Option** to specify the search criteria to retrieve the transaction entries that you want to reconcile.

   Reconciliation activity can be amended in the same screen, by selecting the Amend option in the **Operation** field.

2. On **Bank Reconciliation Detail** screen, specify the fields.

   For information on fields in the screen, refer the below table.

Table 3-73 Bank Reconciliation Detail

Field	Description
Operation	Choose the operation status from the drop-down list. The list displays the following values: • **Reconcile** • **Un-Reconcile**
Reference Number	*Display* The system displays the **Reference Number**.

3. Click the **Ok** button after specifying the operation.

Bank Statement Search Option

Table 3-74 Bank Reconciliation Detail

Field	Description
Bank	*Alphanumeric; 12 Characters; Mandatory* From the option list, select the **Bank** code in which the fund account is held.
Bank Name	*Display* The system displays the name of the selected **Bank Code**.
Drawee Bank	*Alphanumeric; 12 Characters; Optional* Specify the drawee bank code where the payment instrument is drawn, if the mode of payment is Check, Credit Card, Debit Card or Draft. In case of Transfer, specify the transfer bank code.
Drawee Bank Name	*Display* The system displays the name of the selected **Drawee Bank Code**.
Statement From Date	*Date Format, Optional* Specify a date range between which the bank statement records that you want to retrieve was uploaded into the system. The To Date that you specify must be later than the From Date.
Statement Number	*Alphanumeric; 25 Characters; Optional* Enter the number of the statement which you want to retrieve.
Drawee Branch	*Alphanumeric; 12 Characters; Optional* Specify the branch of the selected bank where the payment is drawn, if the mode of payment is Check or Draft. In case of Transfer, specify the transfer branch code.
Drawee Branch Name	*Display* The system displays the name of the selected **Drawee Branch Code**.
Branch	*Alphanumeric; 12 Characters; Mandatory* From option list, select the name of the branch of the bank in which the fund account is held.
Branch Name	*Display* The system displays the name of the selected **Drawee Branch Code**.
Payment Mode	*Alphanumeric; 2 Characters; Optional* Enter the mode of payment for the transaction.
Payment Mode Description	*Display* The system displays the description for the selected **Payment Mode**.

Table 3-74 (Cont.) Bank Reconciliation Detail

Field	Description
Statement To Date	*Date Format, Optional* Specify a date range between which the bank statement records that you want to retrieve was uploaded into the system. The To Date that you specify must be later than the From Date.
Statement Transaction Code	*Alphanumeric; 10 Characters; Optional* Enter the code of the transaction as printed on the statement.
Statement Ref/Inst Ref	*Alphanumeric; 100 Characters; Optional* If you want to search based on a particular bank entry, enter the statement reference number. Else, if you wish to search based on a particular instrument, enter the instrument reference number.
Reconciliation Status	*Mandatory* Select the **Reconciliation Status** from the drop-down list. The list displays the following values: • **Un Reconciled** • **Partially Reconciled** • **Reconciled**
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the number of the fund account.
Transaction Type	*Alphanumeric; 10 Characters; Optional* Specify a type of transaction; Pay in, payout, NPI, that you want to retrieve from selected fund bank account records uploaded into the system.
Fund ID	*Alphanumeric; 6 Characters; Optional* Enter the ID of the fund involved in the transaction.
Location Code	*Alphanumeric; 10 Characters; Optional* Enter the **Location Code**.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **IBAN Code**. After you have specified the fund account and statement details, click **OK**. The required bank statement records that are located in the database are displayed in the lower grid. The following details are displayed for each bank statement record in the Find Results section: • **The statement number** • **The date of the transaction** • **The reference number of the bank statement as generated by FCIS** • **The bank reference number for the statement** • **The fund account currency** • **The amount to be debited from the account** • **The amount to be credited to the account** • **Transaction Amount** • **The Fund ID** • **The Drawee Bank** • **The Drawee Branch** • **The location code** • **Check Status** • **Un-Reconciled amount**

Table 3-74 (Cont.) Bank Reconciliation Detail

Field	Description
Journal Entry	*Optional* Select **Yes** from drop-down list to indicate if a particular bank entry is a journal entry. For instance, bank entries can contain bank interest details for which there will be no corresponding trade entry to link with in FCIS. In such cases, you need to manually set the status of the entry as journal entry.
Reconciliation Status	*Display* If the operation is **NEW**, the system derives the status of the bank entry as reconcile (for Un reconciled entries) or partially reconcile (for partially reconciled entries) and displays the appropriate status here. If the operation is **AMEND**, the system derives the status of the bank entry as reconcile (for reconciled entries) or partially reconcile (for partially reconciled entries) and displays the appropriate status here. However, if the bank entry is marked as a journal entry, you are not allowed to indicate the reconciliation status.
Write Off Amount	*Numeric; 22 Characters; Optional* Enter the write off amount to reconcile the bank entry.
Select	*Optional* Check the entry which should be reconciled with the trade side. You can select only one entry for reconciliation with the trade side at a time.

Trade Search Option

Table 3-75 Bank Reconciliation Detail

Field	Description
Event Code	*Alphanumeric; 20 Characters; Optional* Select the event for which the transaction entry should be retrieved.
Event Name	*Display* The system displays the name of the selected **Event Code**.
From and To Dates	*Date Format; Optional* Specify a date range between which the transaction entry that you want to retrieve was entered into the system. The To Date that you specify must be later than the From Date.
Reference Number	*Alphanumeric; 16 Characters; Optional* Specify the **Reference Number**.
Transaction Number	*Alphanumeric; 16 Characters; Optional* Specify the **Transaction Number** .
Fund ID	*Alphanumeric; 6 Characters; Optional* Specify the **Fund ID**.
Fund Name	*Display* The system displays the name of the fund for the selected **Fund ID**.
Entry Type	*Optional* Select the type of entity from the drop-down list. The list displays the following values: • **Normal** • **Reversed**

Table 3-75 (Cont.) Bank Reconciliation Detail

Field	Description
Bank	*Alphanumeric; 12 Characters; Optional* Specify the **Bank Code**. Alternatively, you can select **Bank Code** from the adjoining option list. The list displays all valid bank code maintained in the system.
Bank Name	*Display* The system displays the name of the bank for the selected **Bank Code**.
Branch	*Alphanumeric; 12 Characters; Optional* Specify the **Branch Code**. Alternatively, you can select **Branch Code** from the adjoining option list. The list displays all valid branch code maintained in the system.
Branch Name	*Display* The system displays the name of the branch for the selected**Branch Code**.
Bulk Reconcile	*Optional* Select **Yes** from drop-down list to generate a single transaction for a selected event for a given period by adding up all the transactions that fall within the search criteria.
Entity Type	*Alphanumeric; 1 Characters; Optional* Specify the **Entity Type**. Alternatively, you can select **Entity Type** from the adjoining option list. The list displays all valid entity type maintained in the system.
Entity Name	*Display* The system displays the name of the entity for the selected **Entity Type**.
Entity ID	*Alphanumeric; 12 Characters; Optional* Specify the **Entity ID**.
Ref Type	*Alphanumeric; 2 Characters; Optional* Specify the **Ref Type**.
Ref Type Description	*Display* The system displays the description of the selected **Ref Type**.
Transaction Sub Type	*Alphanumeric; 1 Characters; Optional* Specify the **Transaction Sub Type**.
Transaction Sub Type Description	*Display* The system displays the description of the selected **Transaction Sub Type**.
Payment Mode	*Alphanumeric; 2 Characters; Optional* Specify the **Mode of Payment**.
Payment Mode	*Display* The system displays the description of the selected **Payment Mode**.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any.
Fetch Unlinked Trades Only	*Optional* If you select **Yes** from drop-down list, the system will retrieve only un-reconciled trade entries. If you select **No** from drop-down list, system will retrieve both un-reconciled and partially reconciled trade entries.
Location Code	*Alphanumeric; 10 Characters; Optional* Specify the **Location Code**.

Table 3-75 (Cont.) Bank Reconciliation Detail

Field	Description
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **IBAN Code**.
Identification Type	*Alphanumeric; 3 Characters; Optional* Specify the **Identification Type**.
Identification Name	*Display* The system displays the description of the selected **Identification Type**.
IdentificationNumber	*Alphanumeric; 50 Characters; Optional* Specify the **Identification Number**.
Telephone 1	*Alphanumeric; 15 Characters; Optional* Specify the **Telephone Number**.
Cellphone Number	*Alphanumeric; 16 Characters; Optional* Specify the **Cellphone Number**.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the **Account Number**.
Match Currency	*Mandatory* Select the **Match Currency** from the drop-down list. The list displays the following values: • **Fund Currency** • **Transaction Currency** After you have specified the search criteria details, click on OK. The required bank statement records that are located in the database are displayed in the lower grid. The following details are displayed for each transaction entry record: • **The Transaction number** • **The Transaction Reference number** • **The date of the transaction** • **The ID of the fund involved in the transaction** • **The ID and Name of the entity involved in the transaction** • **The amount reckoned in the match currency** • **The Unmatched transaction currency** • **The Location Code** • **Cheque Status** • **The transaction amount**
Matched Amount	*Numeric; 22 Characters; Optional* Enter the amount to be matched with the bank side entry. By default, system displays the transaction amount here. However, you can change the amount.
Status	*Alphanumeric; 8 Characters; Optional* Specify the status of the trade record.

Table 3-75 (Cont.) Bank Reconciliation Detail

Field	Description
Select	*Optional* Check the entry which should be reconciled with the bank side entry. You can select more than one entry for reconciliation with bank side at a time. On specifying the above details, click the **Reconcile** button to perform the reconciliation activity and save the reconciled entries. Once the matching record is retrieved from the database, system will automatically reconcile and take the following actions: • Clear the matched transaction and confirm the underlying units if **Payment Status** is marked as **Credit Received**. • Reject or Reverse a particular transaction if **Payment Status** in Bank Feed is marked as **Debit Received** and existing **Payment Status** for transaction record is **Reject Status Awaited**. • Reject or Reverse a particular transaction if **Payment Status** in Bank Feed is marked as **Reject Status Awaited** and existing **Payment Status** for transaction record is **Debit Received**. • If the existing payment status for transaction record is **Not Cleared**, then the record will not be auto reconciled. System will mark the Status as **Debit Received** or **Reject Status Awaited** as supplied in Bank Feed. If system can not find a matching entry for a record in the Bank Feed, this record will be updated with **Reconciliation Status** as **Unmatched Entry**. If you are performing Amend operation, then click the **Un-Reconcile** button to de-link the matched entries and save the un-reconciled entries.

3.37 Bank Reconciliation Summary

This topic provides information about perform actions in bank reconciliation summary screen.

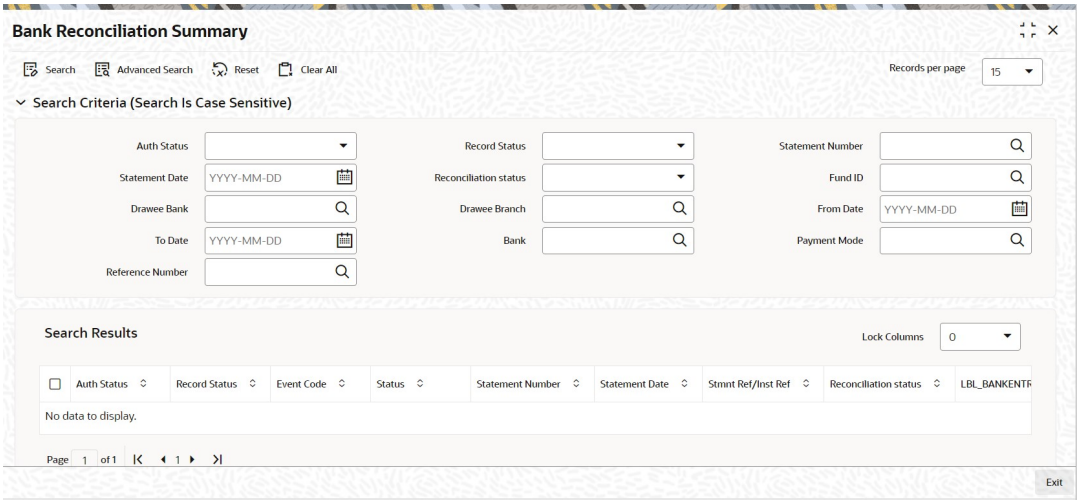
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Bank Reconciliation Summary

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

   The **Bank Reconciliation Summary** screen is displayed.

Figure 3-50 Bank Reconciliation Summary



2. On **Bank Reconciliation Summary** screen, specify any or all of the following details in the corresponding fields.
   - The status of the record in the Authorization Status field. If you choose the **Blank Space** option, then all the records are retrieved.
   - **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**
   - **Statement Number**
   - **Statement Date**
   - **Reconciliation Status**
   - **Fund ID**
   - **Drawee Bank**
   - **Drawee Branch**
   - **From Date**
   - **To Date**
   - **Bank**
   - **Payment Mode**
   - **Reference Number**
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 any parameter in the screen
> - 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.

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

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

- View Bank Reconciliation Record
  This topic provides the systematic instructions to view bank reconciliation record.
- Delete Bank Reconciliation Record
  This topic provides the systematic instructions to delete bank reconciliation record.
- Authorize Bank Reconciliation Record
  This topic provides the systematic instructions to authorize bank reconciliation record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.
- Authorize Bank Reconciliation
  This topic provides the systematic instructions to authorize bank reconciliation.

3.37.1 View Bank Reconciliation Record

This topic provides the systematic instructions to view bank reconciliation record.

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

1. Start the **Bank Reconciliation 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.
4. Click **Search** button.

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

The **Bank Reconciliation Summary** screen is displayed in View mode.

3.37.2 Delete Bank Reconciliation Record

This topic provides the systematic instructions to delete bank reconciliation record.

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

1. Start the **Bank Reconciliation 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 **Bank Reconciliation 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.

3.37.3 Authorize Bank Reconciliation Record

This topic provides the systematic instructions to authorize bank reconciliation record.

An unauthorized Bank Reconciliation Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Bank Reconciliation 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 **Bank Reconciliation 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.

3.37.4 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Bank Reconciliation record with the same attributes of an existing one, you can copy the attributes of an existing Bank Reconciliation record to a new one.

1. Retrieve the record whose attributes the new Bank Reconciliation record should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.

3. Indicate the ID for the new Bank Reconciliation record. You can, however, change the details of the new record.

3.37.5 Authorize Bank Reconciliation

This topic provides the systematic instructions to authorize bank reconciliation.

Choose the operation **Authorize**, to authorize reconciled and un-reconciled entries, and the desired Reconcile Entry in the Bank Reconciliation Summary screen and enter the search criteria.

1. Click **Ok** button.

   The records satisfying the search criteria that you have entered are displayed.

2. Check the option **Select** against the entry which you wish to authorize.

   While authorizing the reconciled records you can specify the payment action the system should perform. The options are:

   - **Clear** – If you choose this option, system will confirm the units.
   - **Reject** – If you choose this option, system will pass a reversal to the original transaction.
   - **No Action** - If you do not specify any payment action here, system will not take any action. The entry will be reconciled. The transaction will neither be cleared nor rejected irrespective of the cheque status.

3. If the status of the cheque in bank feed is **Debit Received**, **Reject Status Awaited** or **Rejected**, then you can select the option **Reject**.
4. If the status of the cheque in the bank feed is **Credit Received**, you will be allowed to select the **Clear** action.

3.38 Performance Fee for Hedge Funds

This topic contains the following sub-topics:

- Compute Performance Fee for Hedge Funds
  This topic provides information on computing performance fee for hedge funds details.
- Process Performance Fee Payment
  This topic provides information on processing performance fee payment details.
- Process Performance Fee Accrual
  This topic provides information on processing performance fee accrual details.
- Modify Performance Fee Calculation Method
  This topic provides information on modifying performance fee calculation method details.
- Series Method of Performance Fee Calculation
  This topic provides information on series method of performance fee calculation details.

3.38.1 Compute Performance Fee for Hedge Funds

This topic provides information on computing performance fee for hedge funds details.

Hedge fund managers charge the investors a fee called performance fee, which is a percentage of the gains received by the investor. As investors enter and exit hedge funds at different points in time, the performance gains received by them also differ accordingly.

Hence, the performance fee calculations are carried out using a special accounting methodology called equalization accounting which ensures that the fund manager is paid the correct performance fee and also that the fees are fairly allocated between each investor in the fund. The investors also receive profit only for the period during which they stay invested in the fund.

The following performance fee calculation methods are supported for hedge funds:

- EC / CL (Equalization Credit / Contingent Redemption)
- FR (Forced Redemption)
- EC/ED (Equalization Credit / Equalization Debit): also known as Equalization Redemption.

> **Note:**
>
> Variations to the above listed methods are also possible by setting up new rules and rule groups in the system.

The different performance fee calculation methods are briefly explained below:

- Contingent Liquidation
  This topic provides information on contingent liquidation.
- Equalization Credit
  This topic provides information on equalization credit.
- Forced Redemption
  This topic provides information on forced redemption.

3.38.1.1 Contingent Liquidation

This topic provides information on contingent liquidation.

The contingent liquidation method is an arithmetic method applied to subscriptions made at a price below the current HWM plus hurdle rate.

The contingent liquidation process helps the investor avoid paying unfair performance fees, in case the fund recovers in price. This mechanism ensures that the investor pays the same rate of performance fees as all other investors for any gain in value.

3.38.1.2 Equalization Credit

This topic provides information on equalization credit.

The equalization credit method is an arithmetic method applied to subscriptions made at a price (GAVPS) above the current HWM plus hurdle rate.

The equalization credit process ensures that the investor does not pay performance fees for performance prior to investing in the fund. This process calculates a number of shares, identified as the equalization credit holding, in the name of the investor, and is tracked during the life-time of the dealing lot.

3.38.1.3 Forced Redemption

This topic provides information on forced redemption.

The forced redemption method is an arithmetic method applied to all subscriptions made at a price (GAVPS) regardless of whether it is above or below the current HWM plus hurdle rate.

The forced redemption method ensures that all investors are treated equitably with regard to the paying of performance fees for performance since investing in the fund. This process calculates the number of shares to be redeemed either at the point of an early redemption or at the end of the performance fee period based on the movement of the price since subscription time.

3.38.2 Process Performance Fee Payment

This topic provides information on processing performance fee payment details.

An EOD batch **Performance Fee Payment Process** is used to process period end calculation of performance fee, based on the next payment date defined at the Fund Rule. The steps involved in the processing of performance fee can be summarized in the steps given below:.

1. If the current application date is greater than or equal to next payment date, the **Performance Fee Payment Process** batch gets executed.
2. During payment processing, the system performs period end calculations as per the period end rule maintained for the given group and crystallizes the performance fee for all outstanding inflow transactions captured in the system.

> **Note:**
>
> The reference type **PE** identifies the transactions generated due to period end calculations.

3.38.3 Process Performance Fee Accrual

This topic provides information on processing performance fee accrual details.

An EOD batch **Performance Fee Accrual Process** handles the accrual of performance fee, based on the next accrual date defined at the Fund Rule. The accrual of the performance fee is carried out as follows:

1. If the current application date is greater than or equal to next accrual date, the **Performance Fee Accrual Process** batch gets executed.
2. The rule mapped for the event **Period End** in Group Rule maintenance, for a given group Id, is used for performance fee accrual calculations.
3. Once accrual processing gets completed, the system updates the **Last Accrual date** as current application date and **Next Accrual date** as **current application date + accrual frequency** for the fund rule.

> **Note:**
>
> Accruals are performed only for reporting purpose and there will be no impact on transac\u0002tion processing or further performance fee calculation.

3.38.4 Modify Performance Fee Calculation Method

This topic provides information on modifying performance fee calculation method details.

If you wish to change the performance fee calculation method for a given fund, you need to perform the steps given below. Two scenarios are explained based on the crystallization of the performance fee.

Case 1:

In this scenario, the crystallization of the performance fee is not required using existing performance fee method.

1. Create a new group ID that represents the new performance fee calculation method.
2. Amend the fund rule to replace the old Group ID with the new Group ID.
3. On BOD of new rule effective date, the system updates the fund rule with newly mapped group and starts accruing and applying performance fee based on this new method.

Example:

Assume that the existing Fund Rule setup is as given below:

- Fund ID: HFUND1
- Rule Effective Date: 01-Jan-2009
- Group ID: 8001 (Represents EC/CL methodology)
- Last Payment Date : 31-Dec-2008
- Next Payment Date : 31-Dec-2009
- Application Date: 15-Jan-2009

Above setup indicates that the fund **HFUND1** uses **EC/CL** methodology for calculating performance fee. If you want to change the PF calculation method for the fund from **EC/CL** to **FR** (e.g. Group ID **8002**) from 01-May-2009 onwards and period end processing is not required, then you need to perform the steps given below.

1. Amend the fund **HFUND1**; change the Group ID to 8002 which represent **FR calculation methodology** and specify the new Rule Effective Date for the fund as **01-May-2009**.
2. On BOD of **01-May-2009**, system will update group Id for fund **HFUND1** as 8002.
3. From 01-May onwards, the system starts applying performance fee based on **FR methodology**.
4. On 31-Dec, system executes the period end calculation based on **FR methodology**.

Case 2:

In this scenario, the performance fee needs to be crystallized using existing performance fee method.

1. Create a new group ID that represents the new performance fee calculation method.
2. Amend the fund rule and update **Next Payment Date**, so that the system performs period end calculations as per the existing Group.
3. On BOD of new rule effective date, the system updates the Next Payment Date.
4. Before EOD of Next Payment Date, amend the fund rule to map with the new Group ID and specify the next payment date and next accrual date.

5. On EOD, the system performs period end processing as per the existing Group ID.
6. On BOD of New Rule Effective Date, the system updates the Group ID with the new Group ID.
7. From this date onwards the system calculates performance fee based on the new Group ID.

Example

Assume that the existing Fund Rule setup is as given below:

- Fund ID: HFUND1
- Rule Effective Date: 01-Jan-2009
- Group ID: 8001 (Represents EC/CL methodology)
- Last Payment Date : 31-Dec-2008
- Next Payment Date : 31-Dec-2009
- Application Date: 15-Jan-2009

The above Fund Rule setup indicates that the fund **HFUND1** is using **EC/CL** methodology for calculating performance fee. If you want to change the PF calculation method for the fund from **EC/CL** to **FR** (e.g. Group ID **8002**) from 01-May-2009 onwards and want the system to process period end calculation using existing method (8001) then, hen you need to perform the steps given below.

1. Amend the fund **HFUND1**; specify the new Rule Effective Date for the fund as **16-Jan-2009** and change the Next Payment date to **30-Apr-2009** which represents next period end date. (Next Payment Date should be grater then new Rule Effective Date)
2. On BOD of **16-Jan-2009**, the system updates Next Payment Date as **30-Apr-2009** for fund **HFUND1**.
3. Before EOD of **30-Apr-2009**, amend the fund **HFUND1** and specify the new Rule Effective Date for the fund as **01-May-2009**; Change the Group ID to **8002** and Next Payment date to **31-Dec-2009** for new group (8002).
4. On EOD of **30-Apr-2009**, the system executes the period end calculation based on Group 8001 (EC/CL methodology).
5. On BOD of **01-May-2009**, the system updates group Id to 8002 (FR methodology) and Next Payment Date to **31-Dec-2009** for fund **HFUND1**.
6. From 01-May -2009 onwards, the system starts applying performance fee calculations based on Group Id 8002 (**FR methodology**).

- Liquidation Announcement Report Details
  This topic provides information on liquidation announcement report details.
- Liquidation Confirmation Report Details
  This topic provides information on liquidation confirmation report details.
- Split Announcement Report Details
  This topic provides information on split announcement report details.
- Split Confirmation Report Booking Details (Debit or Credit)
  This topic provides information on split confirmation report booking details (debit or credit).
- Reverse Split Announcement Report Details
  This topic provides information on reverse split announcement report details.
- Reverse Split Announcement Report Details
  This topic provides information on reverse split announcement report details.

- Merger Announcement Report Details
  This topic provides information on merger announcement report details.
- Merger Confirmation Report Booking Details (Debit or Credit)
  This topic provides information on merger confirmation report booking details (debit or credit).

3.38.4.1 Liquidation Announcement Report Details

This topic provides information on liquidation announcement report details.

The following details are displayed for liquidation announcement reports:

- Date on which the announcement report is being printed
- ID of the unit holder receiving payment due to the liquidation. The name and address (street, city and zip code) are also displayed
- ID, name and ISIN of the fund being liquidated. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being liquidated
- Liquidation Declaration Date, which is the corporate action date for the liquidation.
- Liquidation ratio (displays the payment per unit due to the liquidation)
- Liquidation price (the payment per unit expressed in the fund base currency)

3.38.4.2 Liquidation Confirmation Report Details

This topic provides information on liquidation confirmation report details.

The following details are displayed for liquidation confirmation reports:

- Date on which the confirmation report is being printed
- Corporate action number for the liquidation
- ID of the unit holder receiving payment due to the liquidation. The name and address (street, city and zip code) are also displayed.
- ID, name and ISIN of the fund being liquidated. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being liquidated
- Trade Date, which is the corporate action date for the liquidation.
- Liquidation ratio (displays the payment per unit due to the liquidation)
- Liquidation price (the payment per unit expressed in the fund base currency)
- Stock exchange

3.38.4.3 Split Announcement Report Details

This topic provides information on split announcement report details.

The following details are displayed for split announcement reports:

- Date on which the announcement report is being printed
- ID of the unit holder receiving payment due to the split. The name and address (street, city and zip code) are also displayed

- ID, name and ISIN of the parent fund being split. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the split. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being split
- Split Declaration Date, which is the corporate action date for the split.
- Split ratio

3.38.4.4 Split Confirmation Report Booking Details (Debit or Credit)

This topic provides information on split confirmation report booking details (debit or credit).

The following details are displayed for split confirmation reports:

- Date on which the confirmation report is being printed
- Corporate action number for the split
- ID of the unit holder receiving payment due to the split. The name and address (street, city and zip code) are also displayed.
- ID, name and ISIN of the parent fund being split. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the split. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being split
- Trade Date, which is the corporate action date for the split.
- Split ratio
- Stock exchange

3.38.4.5 Reverse Split Announcement Report Details

This topic provides information on reverse split announcement report details.

The following details are displayed for reverse split announcement reports:

- Date on which the announcement report is being printed
- ID of the unit holder receiving payment due to the reverse split. The name and address (street, city and zip code) are also displayed
- ID, name and ISIN of the parent fund being reverse split. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the reverse split. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being reverse split
- Reverse Split Declaration Date, which is the corporate action date for the reverse split.
- Reverse split ratio

3.38.4.6 Reverse Split Announcement Report Details

This topic provides information on reverse split announcement report details.

The following details are displayed for reverse split confirmation reports:

- Date on which the confirmation report is being printed
- Corporate action number for the reverse split
- ID of the unit holder receiving payment due to the reverse split. The name and address (street, city and zip code) are also displayed.
- ID, name and ISIN of the parent fund being reverse split. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the reverse split. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being reverse split
- Trade Date, which is the corporate action date for the reverse split.
- Reverse split ratio
- Stock exchange

3.38.4.7 Merger Announcement Report Details

This topic provides information on merger announcement report details.

The following details are displayed for merger announcement reports:

- Date on which the announcement report is being printed
- ID of the unit holder receiving payment due to the merger. The name and address (street, city and zip code) are also displayed
- ID, name and ISIN of the parent fund being merged. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the merger. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being merged
- Merger Declaration Date, which is the corporate action date for the merger.
- Merger ratio

3.38.4.8 Merger Confirmation Report Booking Details (Debit or Credit)

This topic provides information on merger confirmation report booking details (debit or credit).

The following details are displayed for merger confirmation reports:

- Date on which the confirmation report is being printed
- Corporate action number for the merger
- ID of the unit holder receiving payment due to the merger. The name and address (street, city and zip code) are also displayed.
- ID, name and ISIN of the parent fund being merged. The base currency of the fund is also displayed.
- ID, name and ISIN of the resultant (child) fund due to the merger. The base currency of the fund is also displayed.
- Total number of units held by the unit holder in the fund being merged

- Trade Date, which is the corporate action date for the merger.
- Merger ratio
- Stock exchange

3.38.5 Series Method of Performance Fee Calculation

This topic provides information on series method of performance fee calculation details.

In the series method of performance fee calculation, a new series is created for a fund each time there are new subscribers for each pricing period during the performance fee period. These series are maintained separately until the time they are consolidated with other series belonging to the same fund.

The consolidation for each of the subsequent series issued usually happens at the end of every accounting period. For the consolidation to happen, an incentive fee needs to be paid for each of the series, including the series in which it is being merged, which could be done quarterly, half-yearly, or annually.

> **Note:**
>
> You need to manually create new fund series for each fund pricing period and also handle the consolidation of the fund series operationally. The system does not provide any automated tasks to achieve this.

3.39 Process Override Trade Cycle Date

This topic provides the instructions to invoke override trade cycle date screen details.

You can specify trade cycle dates that are different from the ones defined for a fund for transactions falling within a limited period (known as the **Override Period**). If you maintain these details, for the transactions that take place within the period, the system will use the dates you have maintained rather than the ones at the fund level. This facility is available only for funds with specific fund prices and for the following events:

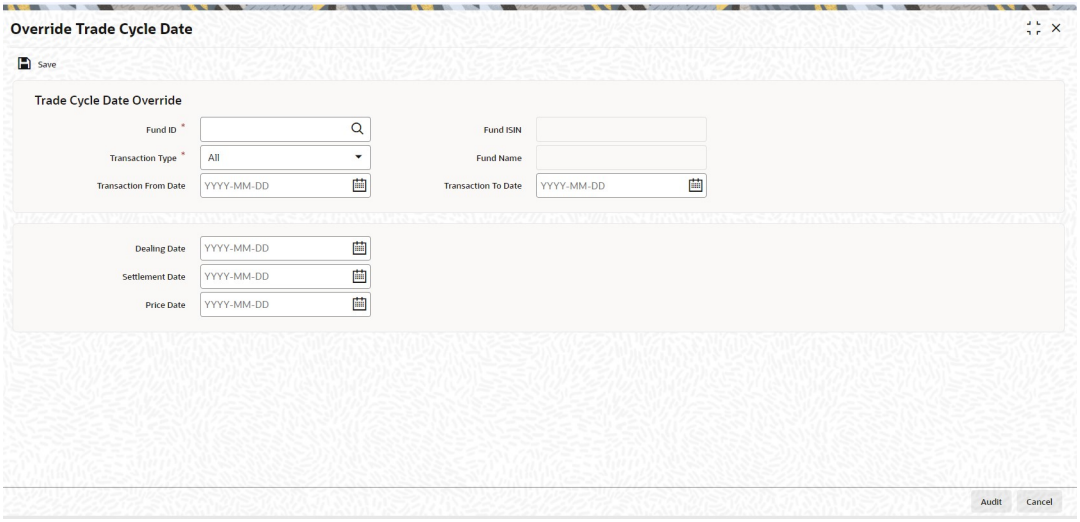
- Enrichment and Saving of UT Transactions
- Generation of SI Transactions
- Generation of Dividend Transactions
- Redemption of Periodic Loads
- Generation of UT transactions for LEP
- Generation of Policy SI – UT transactions

You can define the alternate trade cycle dates and the override period in the **Override Trade Cycle Date** screen.

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

   The **Override Trade Cycle Date** screen is displayed.

Figure 3-51 Override Trade Cycle Date



2. On **Override Trade Cycle Date** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-76 Override Trade Cycle Date

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the ID of the fund for which you wish to maintain different trade cycle dates for transactions made during the override period. You can also select the fund ID from the adjoining option list. The list contains the IDs of all the funds which have a specific fund price setup.
Fund ISIN	*Display* The system displays the Fund ISIN.
Fund Name	*Display* The system displays the name for the fund selected.
Transaction Type	*Mandatory* Select, from the adjoining drop-down list, the transaction type for which the trade cycle dates are applicable. It should be a valid transaction type for the fund.The options are: • **ALL** • **IPO Subscription** • **Subscription** • **Redemption** • **Switch** • **Transfer**
Transaction From Date	*Date Format; Mandatory* Enter the starting date of the override period. This should be a valid date in the system and can be before, after or equal to the system date.

Table 3-76 (Cont.) Override Trade Cycle Date

Field	Description
Transaction To Date	*Date Format; Mandatory* Enter the ending date of the override period. This should be a valid date in the system and can be before, after or equal to the system date. For all the transactions falling within the **Transaction From Date** and **Transaction To Date**, the system will default the dealing, settlement and price dates maintained here.
Dealing Date	*Date Format; Mandatory* Specify a valid date as the dealing date. This date should be greater than or equal to the the **Transaction To Date**. It can also be a holiday as per the system.
Settlement Date	*Date Format; Mandatory* Enter a valid date as the settlement date. The date entered should be greater than or equal to the **Transaction From Date** and should not be a fund, currency or system holiday.If the settlement date is a holiday in transaction currency, then the system will update the next working day of the transaction currency as settlement date
Price Date	*Date Format; Mandatory* Enter a valid date as the price date. The date entered should be greater than or equal to the **Transaction To Date** but not a fund holiday. After you authorize the maintenance, the dealing date, settlement date and price date for a transaction type will be displayed in the transaction if the transactions falls within the override period specified and if no transaction has been allotted within the override period. **Note**: • There should not be any overlap in the trade cycles maintained • The price date should be greater than or equal to the first price date maintained under **General Operating Rules** for the fund. • If holiday maintenance for the system calendar is not available, system will use the default weekend holidays from the default maintenance • The trade details will be default for both LEP transactions as well as system generated ones. • If a transaction is being reversed or a backdated transaction entered, the system will pick up the relevant override trade cycle maintenance based on the type and date of the transaction • Existing override trade cycle maintenances can be closed only if there are no non reversed or unauthorized transactions in the system.

3.40 Override Trade Cycle Date Summary

This topic provides information about perform actions in override trade cycle date summary screen.

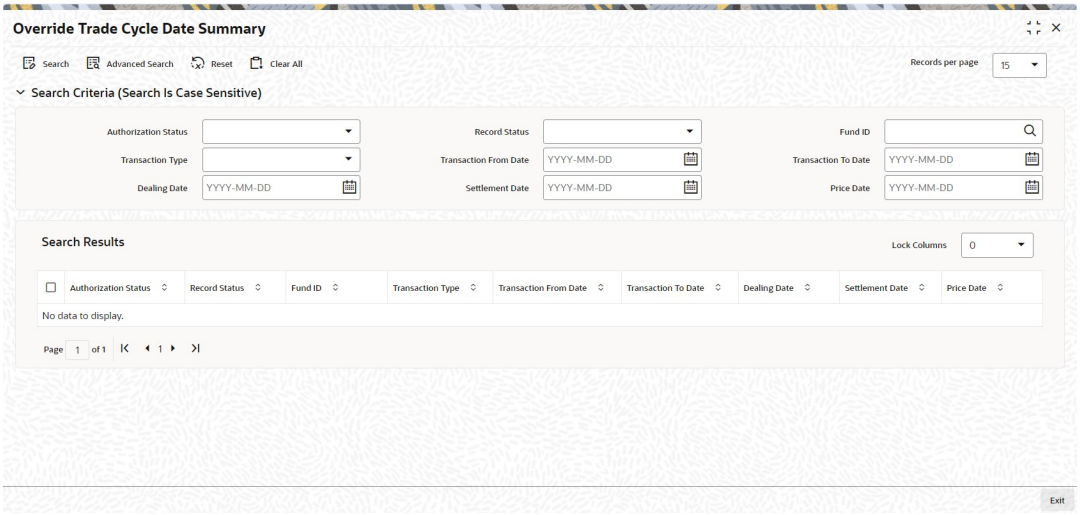
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Override Trade Cycle Date Summary

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

   The **Override Trade Cycle Date Summary** screen is displayed.

Figure 3-52 Override Trade Cycle Date Summary



2. On **Override Trade Cycle Date 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**
   - **Fund ID**
   - **Transaction Type**
   - **Transaction From Date**
   - **Transaction To Date**
   - **Dealing Date**
   - **Settlement Date**
   - **Price 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 any parameter in the screen
> - 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.

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

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

- Edit Override Trade Cycle Date Record
  This topic provides the systematic instructions to edit override trade cycle date record.
- View Override Trade Cycle Date Record
  This topic provides the systematic instructions to view override trade cycle date record.
- Delete Override Trade Cycle Date Record
  This topic provides the systematic instructions to delete override trade cycle date record.
- Authorize Override Trade Cycle Date Record
  This topic provides the systematic instructions to authorize override trade cycle date record.
- Amend Override Trade Cycle Date Record
  This topic provides the systematic instructions to amend override trade cycle date record.
- Authorize Amended Override Trade Cycle Date Record
  This topic provides the systematic instructions to authorize amended override trade cycle date record.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

3.40.1 Edit Override Trade Cycle Date Record

This topic provides the systematic instructions to edit override trade cycle date record.

Modify the details of override trade cycle date record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Override Trade Cycle Date 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 **Override Trade Cycle Date Summary** 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 **Override Trade Cycle Date** screen is closed and the changes made are reflected in the **Override Trade Cycle Date Summary** screen.

3.40.2 View Override Trade Cycle Date Record

This topic provides the systematic instructions to view override trade cycle date record.

View a record that you have previously input by retrieving the same in the **Override Trade Cycle Date Summary** screen. Perform this operation as follows:

1. Start the **Override Trade Cycle Date 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.
4. Click **Search** button.

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

   The **Override Trade Cycle Date Summary** screen is displayed in View mode.

3.40.3 Delete Override Trade Cycle Date Record

This topic provides the systematic instructions to delete override trade cycle date record.

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

1. Start the **Override Trade Cycle Date 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 **Override Trade Cycle Date Summary** 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.

3.40.4 Authorize Override Trade Cycle Date Record

This topic provides the systematic instructions to authorize override trade cycle date record.

An unauthorized override trade cycle date Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Override Trade Cycle Date 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 lower portion of the screen.

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

   The **Override Trade Cycle Date** 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.

3.40.5 Amend Override Trade Cycle Date Record

This topic provides the systematic instructions to amend override trade cycle date record.

After a override trade cycle date record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Override Trade Cycle Date 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 **Override Trade Cycle Date** screen is displayed in amendment mode.

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

3.40.6 Authorize Amended Override Trade Cycle Date Record

This topic provides the systematic instructions to authorize amended override trade cycle date record.

An Amended override trade cycle date record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.40.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Override Trade Cycle Date record with the same attributes of an existing one, you can copy the attributes of an existing Override Trade Cycle Date record to a new one.

1. Retrieve the record whose attributes the new Override Trade Cycle Date records should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Override Trade Cycle Date record. You can, however, change the details of the new record.

3.41 Process Price Rounding Detail

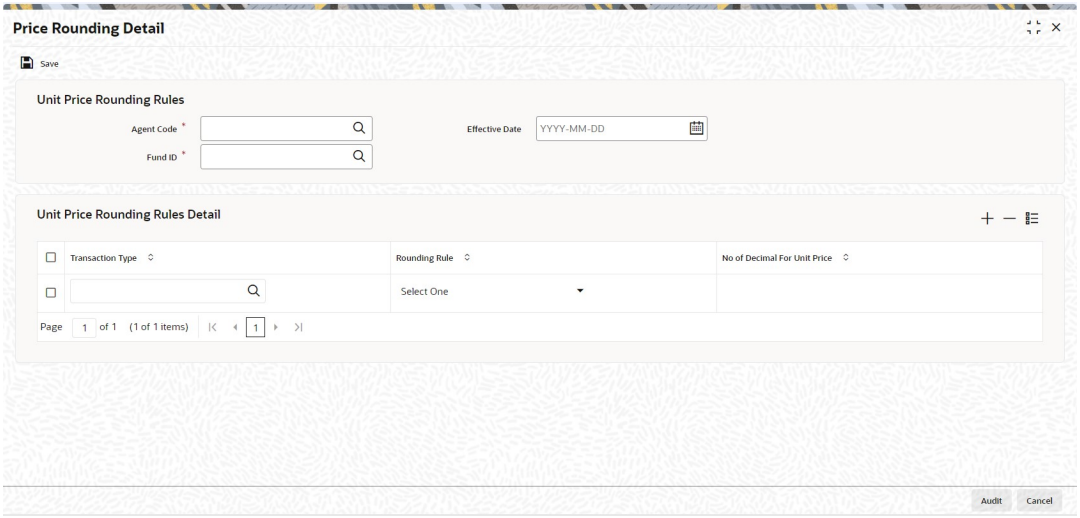
This topic provides the instructions to invoke price rounding detail screen details.

You can maintain the price rounding details using **Price Rounding Detail** screen, which will be used to override the price rounding precession maintained in transaction processing rule of fund set up. If this maintenance is not available then rounding logic will prevail from the transaction processing rule.

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

   The **Price Rounding Detail** screen is displayed.

Figure 3-53 Price Rounding Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details.
3. On **Price Rounding Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-77 Price Rounding Detail

Field	Description
Agent Code	*Alphanumeric; 12 Characters; Mandatory* Specify the agent code for which the price rounding needs to be applied. Alternatively, you can select **Agent Code** from the option list. The list displays all valid agent code maintained in the system.
Effective Date	*Date Format; Mandatory* Select the **Effective Date** from the adjoining calendar for which the price rounding needs to be applied.
Fund ID	*Alphanumeric; 12 Characters; Mandatory* Specify the Fund ID for which the price rounding needs to be applied. Alternatively, you can select **Fund ID** from the option list. The list displays all valid fund ID maintained in the system.

Table 3-77 (Cont.) Price Rounding Detail

Field	Description
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Specify the transaction type for which the price rounding to be applied. Alternatively, you can select **Transaction Type** from the option list. The list displays all valid transaction type maintained in the system.
Rounding Rule	*Mandatory* Select the **Rounding Rule** from the drop-down list. The list displays the following values: • **Round Up** • **Round Down** • **Round Off**
No of Decimal For Unit Price	*Numeric; 22 characters; Mandatory* Specify the decimal value till which the rounding needs to be done.

3.42 Unit Price Rounding Summary

This topic provides information about perform actions in unit price rounding summary screen.

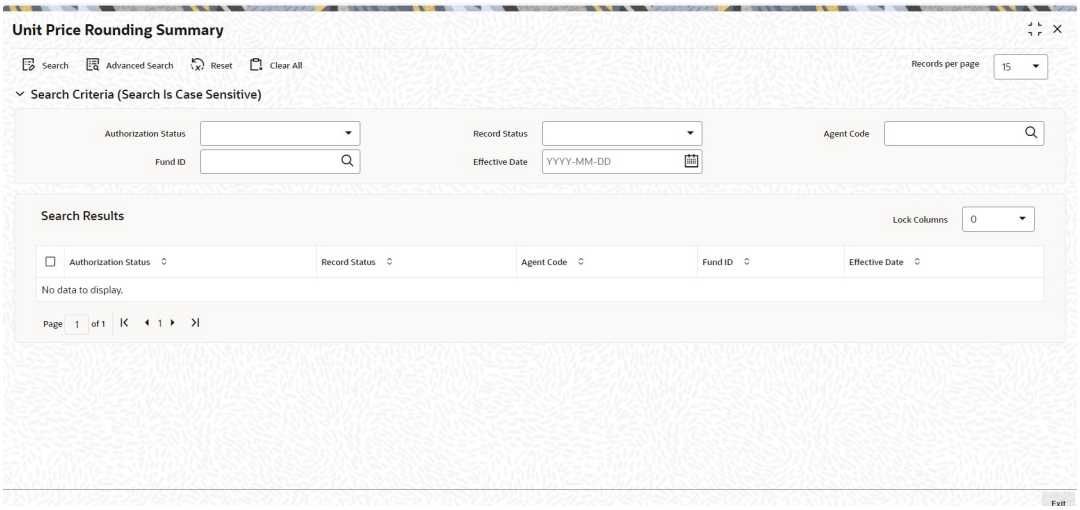
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Unit Price Rounding Record in Summary

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

   The **Unit Price Rounding Summary** screen is displayed.

Figure 3-54 Unit Price Rounding Summary



2. On **Unit Price Rounding 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**

- **Agent Code**
- **Fund ID**
- **Effective 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 any parameter in the screen
> - 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.

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

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

- Edit Unit Price Rounding Record
  This topic provides the systematic instructions to edit unit price rounding record.
- View Unit Price Rounding Record
  This topic provides the systematic instructions to view unit price rounding record.
- Delete Unit Price Rounding Record
  This topic provides the systematic instructions to delete unit price rounding record.
- Authorize Unit Price Rounding Record
  This topic provides the systematic instructions to authorize unit price rounding record.
- Amend Unit Price Rounding Record
  This topic provides the systematic instructions to amend unit price rounding record.
- Authorize Amended Unit Price Rounding Record
  This topic provides the systematic instructions to authorize amended unit price rounding record.

3.42.1 Edit Unit Price Rounding Record

This topic provides the systematic instructions to edit unit price rounding record.

Modify the details of Unit Price Rounding Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Unit Price Rounding 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 **Unit Price Rounding Summary** 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 **Price Rounding Detail** screen is closed and the changes made are reflected in the **Unit Price Rounding Summary** screen.

3.42.2 View Unit Price Rounding Record

This topic provides the systematic instructions to view unit price rounding record.

View a record that you have previously input by retrieving the same in the **Unit Price Rounding Summary** screen. Perform this operation as follows:

1. Start the **Unit Price Rounding 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.
4. Click **Search** button.

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

   The **Unit Price Rounding Summary** screen is displayed in View mode.

3.42.3 Delete Unit Price Rounding Record

This topic provides the systematic instructions to delete unit price rounding record.

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

1. Start the **Unit Price Rounding 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 **Unit Price Rounding Summary** 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.

3.42.4 Authorize Unit Price Rounding Record

This topic provides the systematic instructions to authorize unit price rounding record.

An unauthorized Unit Price Rounding Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Unit Price Rounding 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 **Price Rounding 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.

3.42.5 Amend Unit Price Rounding Record

This topic provides the systematic instructions to amend unit price rounding record.

After a Unit Price Rounding Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Unit Price Rounding 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 **Price Rounding Detail** screen is displayed in amendment mode.

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

3.42.6 Authorize Amended Unit Price Rounding Record

This topic provides the systematic instructions to authorize amended unit price rounding record.

An Amended Unit Price Rounding record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.43 Process Fund Capital Call Detail

This topic provides the instructions to invoke capital call detail screen details.

You can capture the capital call details of the fund using **Fund Capital Call Detail** screen. which will be used to capture capital call funds maintained in the Fund Rule screen. For a capital call fund, Hedge fund should be set as **Yes** and Hedge fund type should be set as **Capital Call**.

It is available in FMG module and supports multiple capital call maintenance. In case multiple calls are to be made, user can amend the record and add new call details under capital call details.

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

   The **Fund Capital Call Detail** screen is displayed.

Figure 3-55 Fund Capital Call Detail - Capital Call Details

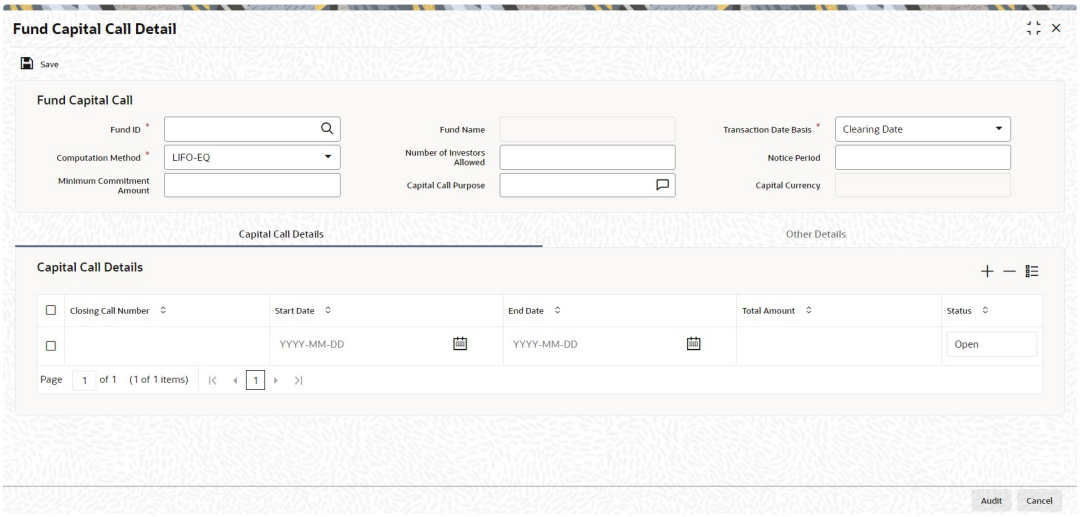
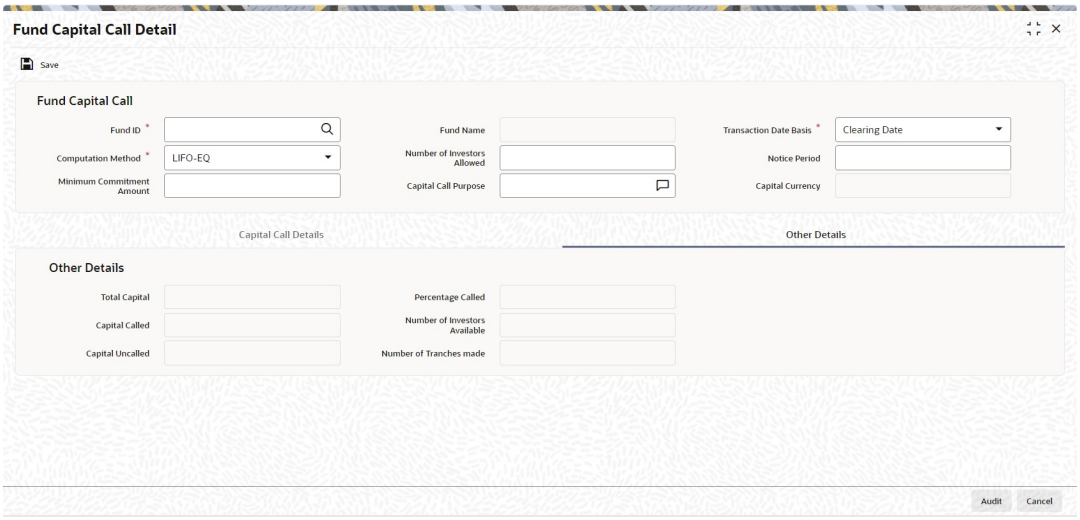


Figure 3-56 Fund Capital Call Detail - Other Details



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details.
3. On **Fund Capital Call Detail** screen, specify the fields.

   Gateway and REST features are supported. The operations supported are New, Delete, Edit, Authorize and Amend. Post First time Authorization, user cannot delete a record from **Fund Capital Call** tab.

   In case multiple calls are to be made, user can amend the record and add new call details under capital call details.

   Closing call Start Date and End date should not be a Fund Holiday.

   For more information on fields in the screen, refer the below table.

Table 3-78 Fund Capital Call Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID which lists all the capital call funds available in the system. Alternatively, you can select **Fund ID** from the option list. The list displays all fund IDs which are maintained in the fund rule maintenance as **capital call** in **Hedge Fund Type**.
Computation Method	*Mandatory* Specify the Computation Method from the drop-down list and the default value displayed is **LIFO_EQ**. The list displays the following values: • **LIFO_EQ** • **FIFO**
Minimum Commitment Amount	*Numeric; Mandatory* Specify the minimum commitment amount for investor commitment on the fund.
Fund Name	*Display* The system displays the name of the selected **Fund ID**.
No of Investors Allowed	*Numeric; Mandatory* Specify the maximum number of Investors or unitholders allowed for commitment into the fund.

Table 3-78 (Cont.) Fund Capital Call Detail

Field	Description
Capital call Purpose	*Alphanumeric; 255 Characters; Optional* Specify the Fund capital call Purpose in the field.
Transaction Date Basis	*Mandatory* Specify the Transaction Date Basis from the drop-down list and the default value displayed is **Clearing Date**. The list displays the following values: • **Clearing Date** • **Closing Date** The transaction date for the system generated transactions will be derived as Tranche Clearing Date/Tranche Closing Date based on the selected Clearing Date/Closing Date option in Transaction Date Basis.
Notice Period	*Mandatory* Specify the notice period for tranches in the fund.
Capital Currency	*Display* The system displays the fund base currency.

Capital Call Details

Table 3-79 Fund Capital Call Detail

Field	Description
Closing Call Number	*Numeric; Mandatory* **Closing call Number** should be a numeric value and it should be maintained in ascending order. Specify the closing call number.
Start Date	*Mandatory* Specify the Start Date of the closing call.
End Date	*Mandatory* Specify the End Date of the closing call.
Total Amount	*Numeric; Mandatory* Specify the total capital of the call.
Status	*Display* The status of the fund displayed as default is **Open**. It can have the following values: • **Open** • **Closed** **Note**: When **End date** of the call is reached, the **Status** of Call will be changed from **Open** to **Closed** as part of FMG EOD.

Other Details

Table 3-80 Fund Capital Call Detail

Field	Description
Total Capital	*Display* **Total capital** is read only, and Sum of Total called amount entered in grid will be displayed on the field. It displays the total capital of the fund.
Capital Called	*Display* **Capital called** is derived as Sum of the amount of **Cleared capital call Tranche transactions** and is read Only. It displays the capital called of the fund
Capital Uncalled	*Display* **Capital Uncalled** is derived as **Total capital** – **Capital called** and is read Only. It displays the capital uncalled of the fund.
Percentage Called	*Display* Percentage called is computed as = (Capital called/ Total capital)*100 It displays the percentage called of the fund.
Number of Investors Available	*Display* Display It displays the number of investors allowed.
Number of Tranches Made	*Display* It displays the number of tranches made for the fund.

3.44 Fund Capital Call Summary

This topic provides information about perform actions in fund capital call summary screen.

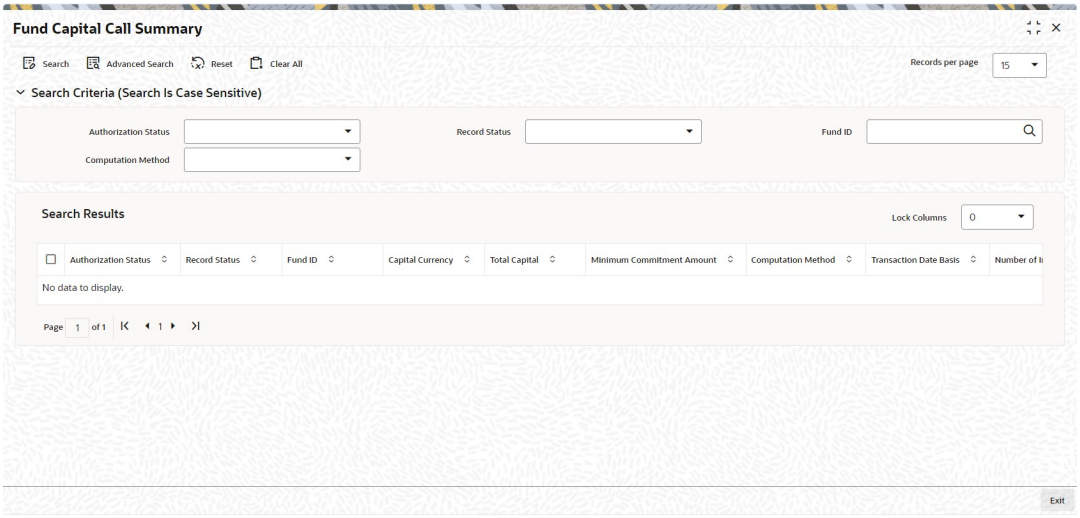
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Fund Capital Call Summary

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

   The **Fund Capital Call Summary** screen is displayed.

Figure 3-57 Fund Capital Call Summary



2. On **Fund Capital Call 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**
   - **Fund ID**
   - **Computation Method**
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 any parameter in the screen
> - 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.

   You can search the record for Fund ID by using the combination of % and alphanumeric value as follows:
   - Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet ‘A’. For example:- AGC17,AGVO6,AGC74 etc.
   - Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value’ 7’. For example: AGC17, GSD267, AGC77 etc.
   - Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.

- Edit Fund Capital Call Summary Record
  This topic provides the systematic instructions to edit fund capital call summary record.
- View Fund Capital Call Record
  This topic provides the systematic instructions to view fund capital call record.
- Delete Fund Capital Call Record
  This topic provides the systematic instructions to delete fund capital call record.
- Authorize Fund Capital Call Record
  This topic provides the systematic instructions to authorize fund capital call record.
- Amend Fund Capital Call Record
  This topic provides the systematic instructions to amend fund capital call record.
- Authorize Amended Fund Capital Call Record
  This topic provides the systematic instructions to authorize amended fund capital call record.

3.44.1 Edit Fund Capital Call Summary Record

This topic provides the systematic instructions to edit fund capital call summary record.

Modify the details of Fund Capital Call Summary Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Fund Capital Call 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 **Fund Capital Call Summary** 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 **Fund Capital Call Detail** screen is closed and the changes made are reflected in the **Fund Capital Call Summary** screen.

3.44.2 View Fund Capital Call Record

This topic provides the systematic instructions to view fund capital call record.

View a record that you have previously input by retrieving the same in the **Fund Capital Call Summary** screen. Perform this operation as follows:

1. Start the **Fund Capital Call 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.
4. Click **Search** button.

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

   The **Fund Capital Call Summary** screen is displayed in View mode.

3.44.3 Delete Fund Capital Call Record

This topic provides the systematic instructions to delete fund capital call record.

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

1. Start the **Fund Capital Call 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 **Fund Capital Call Summary** 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.

3.44.4 Authorize Fund Capital Call Record

This topic provides the systematic instructions to authorize fund capital call record.

An unauthorized Fund Capital Call Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Fund Capital Call 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 lower portion of the screen.
4. Double-click the record that you wish to authorize.

   The **Fund Capital Call 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.

3.44.5 Amend Fund Capital Call Record

This topic provides the systematic instructions to amend fund capital call record.

After a Fund Capital Call Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Capital Call 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 **Fund Capital Call Detail** screen is displayed in amendment mode.

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

3.44.6 Authorize Amended Fund Capital Call Record

This topic provides the systematic instructions to authorize amended fund capital call record.

An Amended Fund Capital Call Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.45 Process Capital Call Tranche

This topic provides the instructions to invoke capital call tranche screen details.

You can capture the details of the Tranches being made by the Fund Manager using **Capital Call Tranche Detail** screen. It is available in FMG module. The query operation in Gateway and REST features are supported. There can be only one active Tranche for a fund at a time.

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

   The **Capital Call Tranche Detail** screen is displayed.

Figure 3-58 Capital Call Tranche Detail

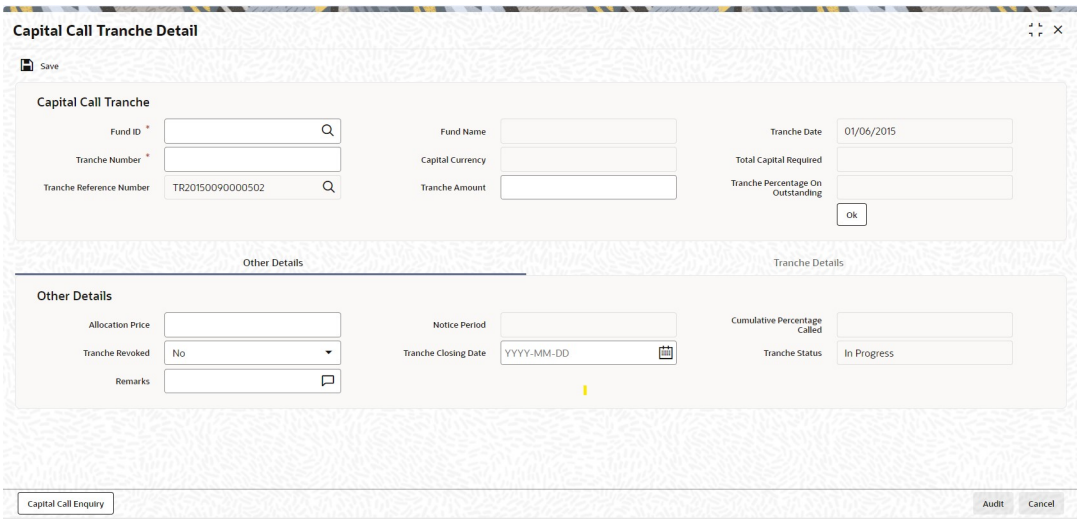
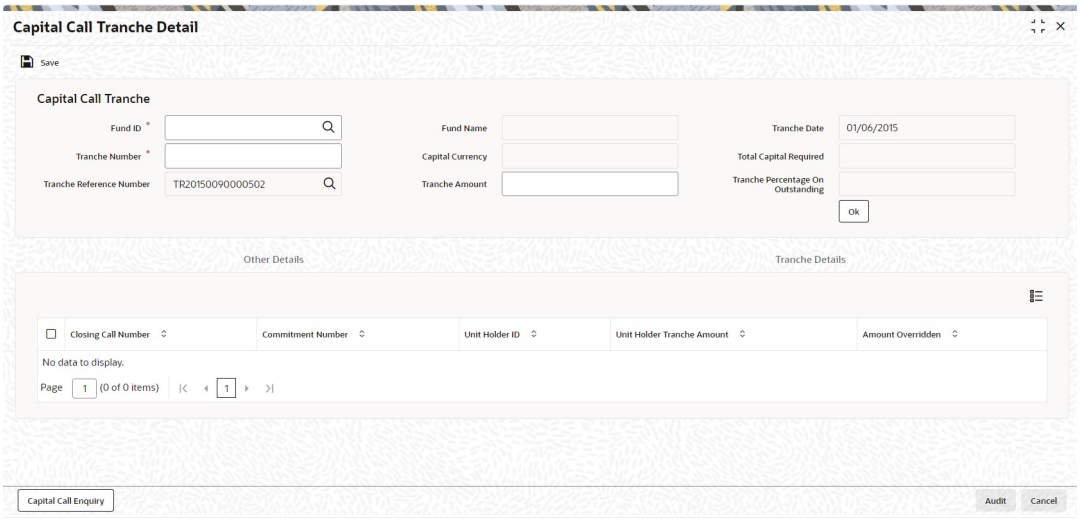


Figure 3-59 Capital Call Tranche Detail - Tranche Details



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details.
3. On **Capital Call Tranche Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-81 Capital Call Tranche Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the Fund ID of the tranche.
Tranche Number	*Alphanumeric; 16 Characters; Mandatory* Specify the Tranche Number entered by the user.
Tranche Reference Number	*Alphanumeric; 16 Characters; Optional* Specify the system generated Tranche Reference Number.
Fund Name	*Display* It displays the name of the Fund ID
Tranche Amount	*Mandatory* Specify the Tranche amount.
Tranche Date	*Mandatory* Specify the Tranche date. **Note**: • Tranche date will be defaulted as current date. Backdated and Future Dated Tranche Date is not supported. • The client country setup **REVFUTURETXN** should be turned off to allow reversal of future dated transactions. • The client country setup **TRHAUTHREKEYREQ** should be turned on to enable **Rekey** feature support for the system.
Capital Currency	*Display* It displays the capital currency.
Total capital required	*Display* It displays the total capital required.

Table 3-81 (Cont.) Capital Call Tranche Detail

Field	Description
Tranche Percentage on Outstanding	*Display* It displays the tranche percentage on Outstanding. It is Calculated as = (Tranche Amount/ Sum Of UH outstanding commitment Amount) *100.

Click on **OK** once you entered the details.

Other Details

Table 3-82 Capital Call Tranche Detail

Field	Description
Allocation Price	*Mandatory* Specify the price at which units for tranche transactions will be allocated.
Tranche Revoked	*Optional* Select if tranche revoked is applicable to the fund or not from the drop-down list and the default value displayed is **No**. The list displays the following values: • **Yes** • **No** System will allow the user to revoke a tranche. When tranche is revoked, tranche status will be updated as **Tranche Revoked** as part of FMG EOD. Tranche is revoked, • When status of a tranche transaction for all investors is **pending clearing**, on reversal of Tranche, system will mark all pending clearing records for that particular drawdown as **Tranche Revoked**. • When few Investors are cleared and few are pending clearing, on reversal of Tranche, – For **cleared records**, transaction will be reversed, in case if transactions are already generated. – For **pending clearing** records, transaction status will be updated as **Tranche revoked**. • When status of a tranche transaction for all investors is **cleared**, on reversal of Tranche, generated transactions will be reversed completely. Reversal of transactions will happen as part of a new FMG EOD Batch. Mini EOD support is also provided for the batch.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify the **Remarks**.
Notice Period in Days	*Display* It displays the notice period in days defaulted from Fund capital maintenance.
Tranche Closing Date	*Mandatory* Specify the tranche closing date. On click of **OK** button, it will get defaulted as **Tranche Date** + **Notice Period in Days** and it should not be a fund holiday.

Table 3-82 (Cont.) Capital Call Tranche Detail

Field	Description
Cumulative Percentage Called	*Display* It displays the Cumulative Percentage Called. It is calculated as = (Sum of all the Tranche amount excluding current tranche /Fund total capital) *100
Tranche Status	*Display* It displays the tranche status. The list displays the following values: • **In Progress** • **Tranche Revoked** • **Closed** When Tranche Closing Date is reached as part of FMG EOD, system will update the Tranche status from **In Progress** to **Closed**.

Tranche Details

Table 3-83 Capital Call Tranche Detail

Field	Description
Closing Call Number	*Display* It displays the closing call number..
Commitment Number	*Display* It displays the commitment number.
Unit Holder ID	*Display* It displays the unitholder ID.
Unitholder Tranche Amount	*Display* It displays the derived apportion of Unitholder Commitment amount.
Amount Overridden	*Display* If any of the UH Tranche Amount is overridden, user has to override all the rows. It displays the overridden amount.

4. On click of **OK** button, based on computation method of the fund, system will list down all the eligible UH along with the amount defaulted. User can override the same.

   Only UH who's UH commitment status is ACTIVE and has not paid 100% will be used for determining the tranche/drawdowns.

> **Note:**
>
> - In case any investor UH commitment status is **Outstanding**, subsequent calls made by the fund manager should exclude such investors from computation of tranche amount.
> - In case UH has to be included in subsequent calls, user has to amend the UH commitment and set the status to **Closed** and create new UH commitments for subsequent calls.

3.46 Capital Call Tranche Summary

This topic provides information about perform actions in capital call tranche summary screen.

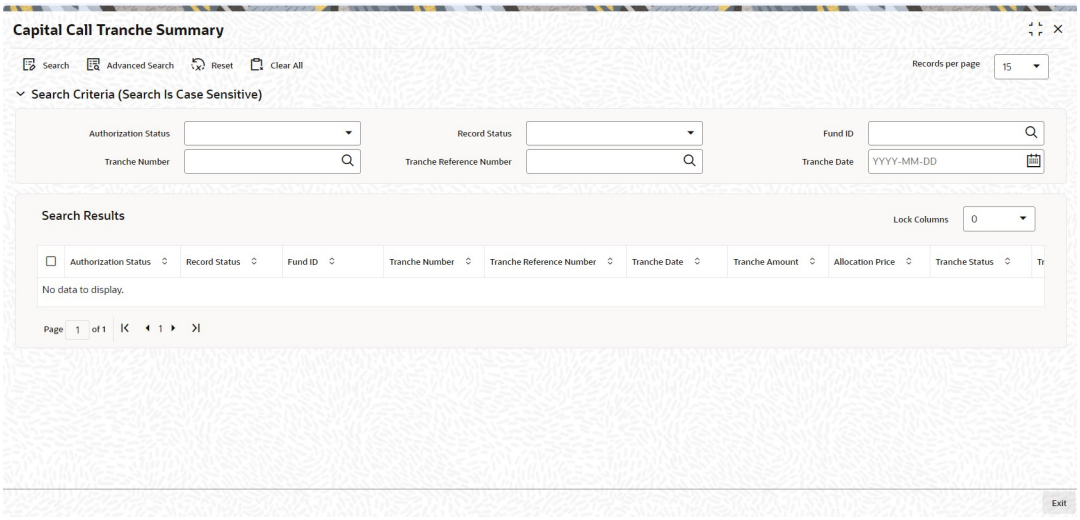
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Capital Call Tranche Summary

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

   The **Capital Call Tranche Summary** screen is displayed.

Figure 3-60 Capital Call Tranche Summary



2. On **Capital Call Tranche 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**
   - **Fund ID**
   - **Tranche Number**
   - **Tranche Reference Number**
   - **Tranche 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 any parameter in the screen
> - 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.

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

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

- Edit Capital Call Tranche Summary Record
  This topic provides the systematic instructions to edit capital call tranche summary record.
- View Capital Call Tranche Record
  This topic provides the systematic instructions to view capital call tranche record.
- Delete Capital Call Tranche Record
  This topic provides the systematic instructions to delete capital call tranche record.
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- Amend Capital Call Tranche Record
  This topic provides the systematic instructions to amend capital call tranche record.
- Authorize Capital Call Tranche Record
  This topic provides the systematic instructions to authorize capital call tranche record.

3.46.1 Edit Capital Call Tranche Summary Record

This topic provides the systematic instructions to edit capital call tranche summary record.

Modify the details of Capital Call Tranche Summary that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Capital Call Tranche 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 **Capital Call Tranche Summary** 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 **Capital Call Tranche Detail** screen is closed and the changes made are reflected in the **Capital Call Tranche Summary** screen.

3.46.2 View Capital Call Tranche Record

This topic provides the systematic instructions to view capital call tranche record.

View a record that you have previously input by retrieving the same in the **Capital Call Tranche Summary** screen. Perform this operation as follows:

1. Start the **Capital Call Tranche 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.
4. Click **Search** button.

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

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

   The **Capital Call Tranche Summary** screen is displayed in View mode.

3.46.3 Delete Capital Call Tranche Record

This topic provides the systematic instructions to delete capital call tranche record.

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

1. Start the **Capital Call Tranche 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 **Capital Call Tranche Summary** 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.

3.46.4 Authorize Capital Call Tranche Record

This topic provides the systematic instructions to authorize capital call tranche record.

An unauthorized Capital Call Tranche Record must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Capital Call Tranche 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 **Capital Call Tranche 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.

3.46.5 Amend Capital Call Tranche Record

This topic provides the systematic instructions to amend capital call tranche record.

After a Capital Call Tranche Record is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Fund Capital Call 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 **Capital Call Tranche Detail** screen is displayed in amendment mode.
5. Select **Unlock** operation from the Action List to amend the record.
6. Amend the necessary information and click on **Save** to save the changes.

3.46.6 Authorize Capital Call Tranche Record

This topic provides the systematic instructions to authorize capital call tranche record.

An Amended Capital Call Tranche Record must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

3.47 Process Capital Call Enquiry Detail

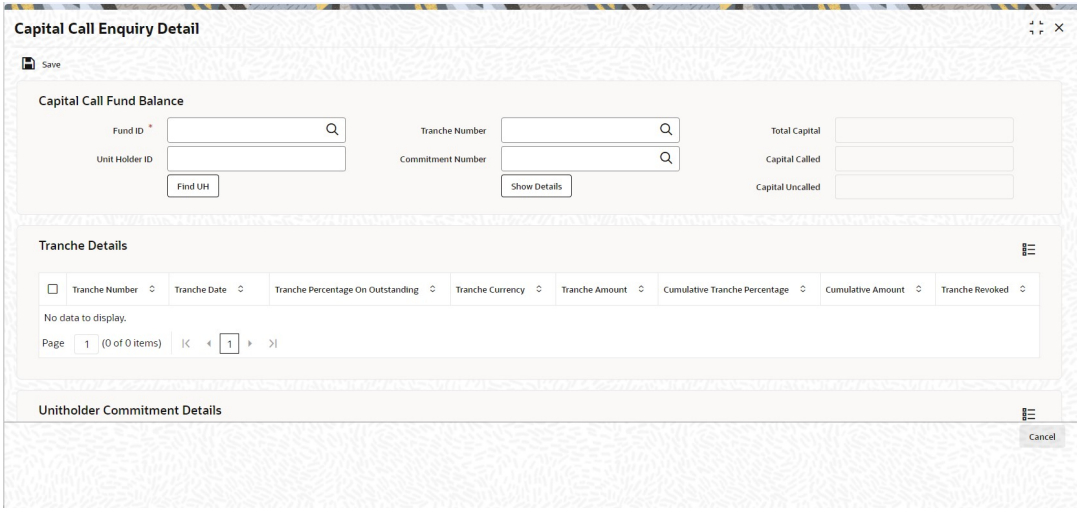
This topic provides the instructions to invoke capital call enquiry detail screen details.

You can enquire the details of the consolidated tranches being made by the Fund Manager using **Capital Call Enquiry Detail** screen. It is available both in FMG module and AGY module. The query operation in Gateway and REST features are supported.

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

   The **Capital Call Enquiry Detail** screen is displayed.

Figure 3-61 Capital Call Enquiry Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details.
3. On **Capital Call Enquiry Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 3-84 Capital Call Enquiry Detail

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID of the tranche. Alternatively, you can select **Fund ID** from LOV which list all the capital call funds available in the system.
Unit Holder ID	*Alphanumeric; 12 Characters; Optional* Specify the Unit Holder ID of the tranche. Input either any of the values or all values. Click on **Find UH** and this screen will list all unitholders available in the system.
Tranche Number	*Alphanumeric; 16 Characters; Optional* Specify the **Tranche Number**. Alternatively, you can select **Tranche Number** from LOV which list all the tranches belong to the fund.

Table 3-84 (Cont.) Capital Call Enquiry Detail

Field	Description
Commitment Number	*Alphanumeric; 16 Characters; Optional* Specify the commitment number of the selected **Fund ID**. Alternatively, you can select **Commitment Number** from LOV which list all the tranches belong to the fund.
Total Capital	*Mandatory* It displays the total capital of the fund.
Capital Called	*Display* It displays the capital called in the fund.
Capital Uncalled	*Display* It displays the capital uncalled in the fund. Input either any of the values or all values.

4. Click **Show Details** button to fetch the details.

Tranche Details

Table 3-85 Capital Call Tranche Detail

Field	Description
Tranche Number	*Display* It displays the tranche number.
Tranche Date	*Display* It displays the tranche date.
Tranche Percentage on Outstanding	*Display* It displays the tranche percentage on outstanding. It is Calculated as = (Tranche Amount / Sum Of UH outstanding commitment Amount) *100
Cumulative Tranche Percentage	*Display* It displays the cumulative tranche percentage. It is calculated as = (Sum of all the Tranche amount including previous and current tranche / Fund total capital) *100
Cumulative Amount	*Display* It displays the cumulative amount.
Tranche Revoked	*Display* It displays if tranche is revoked or not from the drop-down list. The list displays the following values: • **Yes** • **No**

UH commitment Details

Table 3-86 Capital Call Tranche Detail

Field	Description
Closing Call Number	*Display* It displays the closing call number.
Unit Holder ID	*Display* It displays the unitholder ID.

Table 3-86 (Cont.) Capital Call Tranche Detail

Field	Description
Commitment Number	*Display* It displays the commitment number.
Commitment Amount	*Display* It displays the commitment amount.
Commitment Currency	*Display* It displays the commitment currency.
UH Tranche Percentage	*Display* It displays the UH tranche percentage.
Utilized Amount	*Display* It displays the utilized amount.
Unutilized Amount	*Display* It displays the unutilized amount.
Payment Status	*Display* It displays the payment status.
Transaction Number	*Display* It displays the transaction number.

Below points are to be considered to facilitate capital call,

- The features Like LTP, LEP, PENSION, Fund Manger funding and Penal interest computation and collection are not supported.
- Capital call transactions will be Gross based transaction.
- Rounding option for amount fields is driven based on currency definition and all percentage fields are rounded to 2 decimals.

4
Load Groups Setting

This topic contains the following sub-topics:

- Load Groups
  This topic provides information on load groups.
- Rights of Accumulation
  This topic provides information on rights of accumulation section of setting up load groups stage.
- Process FCIS Group Definition
  This topic provides the instructions to invoke FCIS group definition screen details.
- Group Load Mapping Summary
  This topic provides information about perform actions in group load mapping summary screen.
- Load Group Characteristics Detail
  This topic provides the instructions to invoke group characteristics detail screen details.
- Load Group Characteristics Maintenance Summary
  This topic provides information about perform actions in load group characteristics maintenance summary screen.
- Non-Fulfilment of Letter of Intent
- Process Group Load Mapping Detail
  This topic provides the instructions to invoke group load mapping screen details.
- Load Group Mapping Summary
  This topic provides information about perform actions in load group mapping summary screen.

4.1 Load Groups

This topic provides information on load groups.

The AMC may need to group funds together based on common load and transaction processing characteristics, such as the same loads being applied to transactions in all funds in the group, or applicability of certain preferences maintained for investors.

Such a group of funds, which entail common load or transaction processing characteristics, are called load groups.

This is typical in the case of loads that are cumulative across funds (such as in the case of Rights of Accumulation), and also load patterns for Letter of Intent investors. This is also typical in the case of loads that are applied to funds that form part of a investment product or policy (plan) portfolio.

4.2 Rights of Accumulation

This topic provides information on rights of accumulation section of setting up load groups stage.

The AMC may give investors benefits based on the history of their investment in the funds of the AMC. This benefit would typically be a fee benefit, such as reduced transaction charges or reduced commissions, and is offered based on the history of investments.

This benefit facility given to the investor is known as the Rights of Accumulation facility.

Investors are given the option of availing of the Rights of Accumulation, at their discretion. Thus, when an investor transacts in a fund of the AMC, the history of the investor's transactions in the fund is considered when the fee is applied for the transaction, if the investor has chosen to avail of the Rights of Accumulation facility.

The AMC reserves the discretion to interpret the history of investment of each investor on the basis of which, the Rights of Accumulation benefit would be available. Also, the AMC reserves the discretion to identify a single fund or a group of funds for which it would offer the Rights of Accumulation facility to investors, as well as the method of interpretation of investments, to be applicable for each group. The AMC can also specify whether the holdings across all the investors under a CIF account are to be considered for ROA.

Any individual fund for which the AMC designates Rights of Accumulation as applicable are called ROA funds, and any group of such funds is called an ROA group. An investor that opts to avail of the Rights of Accumulation is called an ROA investor. Also, the investor can override the AMC option of availing ROA at a CIF account level

Interpreting the History of Investments

The interpretation of the past investments of an investor in the case of Rights of Accumulation, for any ROA group of funds, would be based on any of the following aspects, at the AMC' choice:

- **Option (1):** The total amount invested by the investor in all the funds in an ROA group of the AMC as on the transaction date
- **Option (2):** The product of the current holdings in all funds of the ROA group and the prevalent NAV for each fund in the ROA group on the transaction date.
- **Option (3):** The product of the current holdings in all funds of the ROA group and the prevalent subscription price for each fund in the ROA group on the transaction date.
- **Option (4):** Option (1) or (2), depending upon which of the two values is higher
- **Option (5):** Option (1) or (3), depending upon which of the two values is higher
- **Option (6):** The total value of the transactions entered into on the current business day in all individual funds, as well as funds forming part of a load group or a plan or policy portfolio. This option is known as the current day transactions value.

Depending upon the option chosen by the AMC for each ROA group of funds, any new transaction for the investor in the ROA group would take into consideration the value of the past investments, when the slab for loading is considered.

The following example will make this clearer:

For instance, let us suppose that an ROA investor, Mr. Colin White, would like to invest 10000 currency units in the Carey Bugle Growth Fund, which is part of an ROA group of funds known as LGROA, on 02-01-2003.

Before 02-01-2003, he has invested in the LGROA group of funds of which the Carey Bugle fund is a constituent, as follows:

Table 4-1 Fund of ROA Group (LGROA)

Fund of ROA Group (LGROA)	Fund of ROA Group (LGROA)	Total Amount Invested in ROA Group (TA1)
Carey Bugle Growth Fund (CBGF)	10000	100000
Farley Income Fund (FIF)	5000	50000
-	15000 (sum)	150000 (sum)

The worth of the holdings in the LGROA group in terms of NAV prevalent on 02-01-2003:

Table 4-2 LGROA Group in terms of NAV Prevalent on 02-01-2003

Fund	Present holdings (units)	NAV on 02- 01-2003	Total worth of holdings (TA2)
CBGF	10000	12	120000
FIF	5000	12	60000
-	15000 (sum)	-	180000(sum)

The worth of the holdings in the LGROA group in terms of subscription prices on 02-01-2003:

Table 4-3 LGROA Group in terms of Subscription Prices on 02-01-2003

Fund	Present holdings (units)	Subscription price on 02-01-2003	Total worth of holdings (TA3)
CBGF	10000	11	110000
FIF	5000	12	60000
-	15000 (sum)	-	170000(sum)

The AMC has chosen Option (4) as the basis for applicability of Rights of Accumulation for the LGROA group. Since the value TA2 is higher than TA1, the value taken for identifying the loading slab for any new transactions for Mr. White in the LGROA group is taken to be TA2.

The load slabs defined for the LGROA group, of which the two funds are a part, are as follows:

Table 4-4 Slab for Any New Transactions

Slab	From Amount	To Amount	Return Value (%)
001	0	10000	5
002	10000	20000	4
003	20000	40000	3
004	40000	80000	2
005	80000	1600	1
006	160000	320000	0.25

Now for Mr. White's subscription transaction of 10000 currency units on 02-01-2003, the amount considered for identifying the slab, according to the ROA option chosen by the AMC for the LGROA group = Transaction Amount + TA2 = 10000 + 180000 = 190000 currency units.

This would fall in slab 006 for the fund and so, the applicable return value percentage would be 0.25%.

4.3 Process FCIS Group Definition

This topic provides the instructions to invoke FCIS group definition screen details.

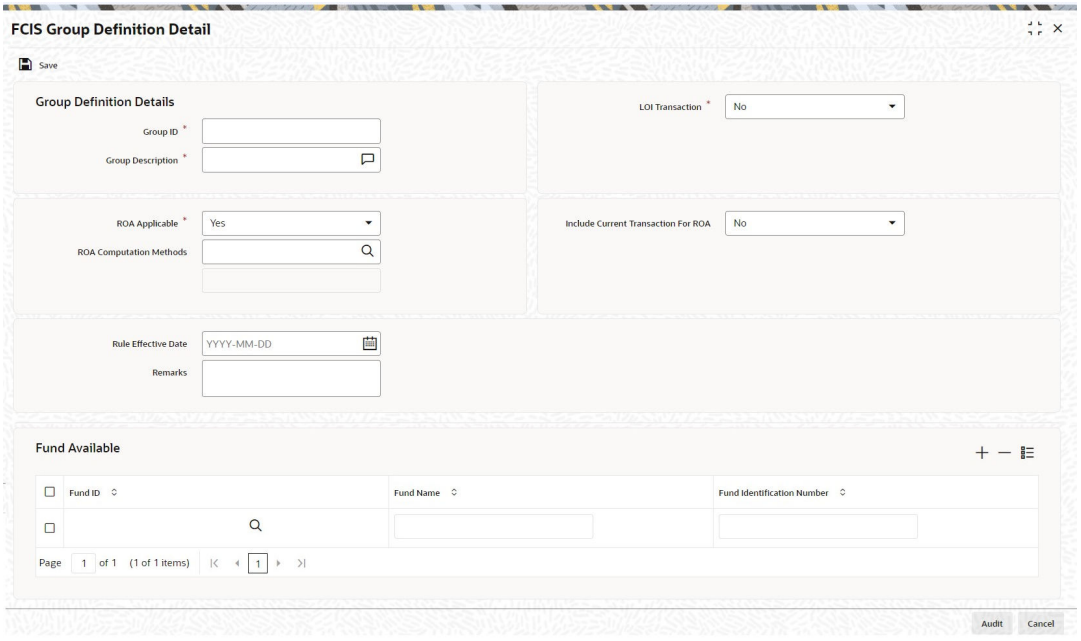
In Oracle FLEXCUBE Investor Servicing, you create a load group as follows:

- Give the load group a unique identifier (ID) and identify the funds that will constitute the load group. A fund can be mapped to more than one load group.
- Indicate the load and transaction processing characteristics that would apply to transactions in any of the funds belonging to the group. This includes specifying Letter of Intent (LOI) applicability and Rights of Accumulation (ROA) applicability. If ROA is applicable, you must also specify the method of computation applicable.
- Map any required loads to the group in the Group Load Mapping screen. Fund Present holdings (units) Subscription price on 02-01-2003 Total worth of holdings (TA3) CBGF 10000 11 110000 FIF 5000 12 60000 15000 (sum) 170000 (sum) Slab From Amount To Amount Return Value (%) 001 0 10000 5 002 10000 20000 4 003 20000 40000 3 004 40000 80000 2 005 80000 16000 1 006 160000 320000 0.25 5-4
- Have the load group authorized by another user.. The Group Definition (Summary) screen can be used for this. This screen can be accessed through the Group Definition (Summary) menu item in the Maintenance menu category in the Fund Manager component.

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

   The **FCIS Group Definition Detail** screen is displayed.

Figure 4-1 FCIS Group Definition Detail



You must specify the following as mandatory information for the creation of a load group:

- A unique ID for the group and descriptive text qualifying the group, in the Group and Description fields in the screen, respectively.

- The date from which this rule is effective.
- Whether Rights of Accumulation (ROA) would be applicable for investors that invest in the funds identified for the load group. Specify this in the ROA Applicable field.
- If ROA is applicable, you must also specify the ROA computation method that would apply on investment into the group, as well as whether current transactions must be taken into account for ROA computation.
- Whether Letters of Intent (LOI) would be applicable for investors that invest in the funds identified for the load group. Specify this in the LOI Applicable field.
- The funds that would constitute the group, in the Funds Included box. A fund can be mapped to more than one load group.

2. On **FCIS Group Definition Detail** screen, specify the fields.

For more information on fields in the screen, refer the below table.

Table 4-5 FCIS Group Definition Detail

Field	Description
Group ID	*Alphanumeric; 6 Characters; Mandatory* Specify a unique alphanumeric identifier for the load group. You will use this ID to set up characteristics for the group.
Group Description	*Alphanumeric; 255 Characters; Mandatory* Enter descriptive text, a short phrase that qualifies the group.
LOI Transaction	*Mandatory* Choose **Yes** from the drop-down list to indicate the applicability of Letters of Intent for funds in the group. Choose **No** from the drop-down list if the LOI investors investing in the group cannot avail of the Letter of Intent facility.
ROA Applicable	*Mandatory* Choose **Yes** for this option to indicate the applicability of Rights of Accumulation for funds in the group. Choose **No** if the ROA investors investing in the group cannot avail of the Rights of Accumulation facility.
ROA Computation Method	*Numeric; 1 Character; Mandatory if ROA is applicable for the group* Specify the method of interpreting the history of investments, which will be used to arrive at the basis for ROA computation, for any investments by unit holders into the ROA group. The following methods could be available: • Amount invested by the investor • Holdings * NAV as of that date • Holdings * Subscription Base Price as of that date • Higher of (1) and (2) • Higher of (1) and (3) • Current Day's Transaction Value Based on the value selected, the system displays the description in the adjacent field.
Include Current Transactions for ROA	*Optional, Applicable only if ROA is applicable for the group* Choose **Yes** for this option to indicate that current transactions are to be taken into consideration when the selected method of interpretation of investments (ROA computation method) is applied on investments into the ROA group.

Table 4-5 (Cont.) FCIS Group Definition Detail

Field	Description
Rule Effective Date	*Date Format; Mandatory* This is the date from which the group definition is effective. It should be later than or the same as the application date. You can select the **Date** from the calendar provided.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* You can select the **Funds** that you want to designate to be part of the load group. A fund can be mapped to more than one load group. **Note**: In GTA setup, field **Fund ID** can have value selected of same segment.
Fund Name	*Display* The system displays the fund name for the selected **Fund ID**.
Fund Identification Number	*Display* The system displays the**Fund Identification Number**.

4.4 Group Load Mapping Summary

This topic provides information about perform actions in group load mapping summary screen.

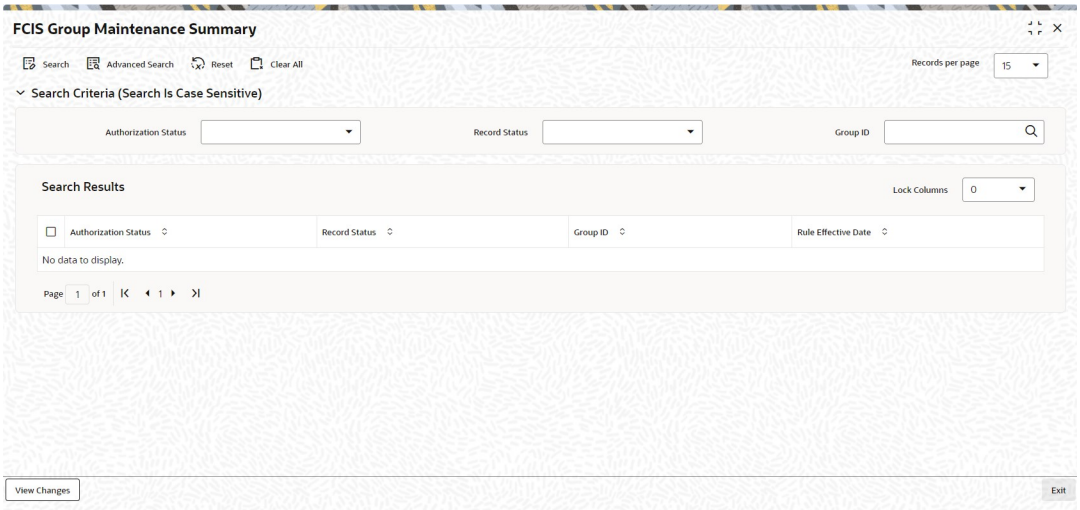
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Group Load Mapping Summary

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

   The **Group Load Mapping Summary** screen is displayed.

Figure 4-2 FCIS Group Maintenance Summary



2. On **Group Load Mapping 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**
- **Group ID**

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 any parameter in the screen
> - 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.

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

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

- Edit Group Load Mapping
  This topic provides the systematic instructions to edit group load mapping.
- View Group Load Mapping
  This topic provides the systematic instructions to view group load mapping.
- Delete Group Load Mapping
  This topic provides the systematic instructions to delete group load mapping.
- Authorize Group Load Mapping
  This topic provides the systematic instructions to authorize group load mapping.
- Amend Group Load Mapping
  This topic provides the systematic instructions to amend group load mapping.
- Authorize Amended Group Load Mapping
  This topic provides the systematic instructions to authorize amended group load mapping.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

4.4.1 Edit Group Load Mapping

This topic provides the systematic instructions to edit group load mapping.

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

1. Start the **Group Load Mapping 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 **Group Load Mapping Summary** 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 **Group Load Mapping Detail** screen is closed and the changes made are reflected in the **Group Load Mapping Summary** screen.

4.4.2 View Group Load Mapping

This topic provides the systematic instructions to view group load mapping.

View a record that you have previously input by retrieving the same in the **Group Load Mapping Summary** screen. Perform this operation as follows:

1. Start the **Group Load Mapping 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.
4. Click **Search** button.

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

   The **Group Load Mapping Summary** screen is displayed in View mode.

4.4.3 Delete Group Load Mapping

This topic provides the systematic instructions to delete group load mapping.

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

1. Start the **Group Load Mapping 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 **Group Load Mapping Summary** 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.

4.4.4 Authorize Group Load Mapping

This topic provides the systematic instructions to authorize group load mapping.

An unauthorized Group Load Mapping must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Group Load Mapping 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 **Group Load Mapping 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.

4.4.5 Amend Group Load Mapping

This topic provides the systematic instructions to amend group load mapping.

After a Group Load Mapping is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Group Load Mapping 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 **Group Load Mapping Summary** screen is displayed in amendment mode.

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

4.4.6 Authorize Amended Group Load Mapping

This topic provides the systematic instructions to authorize amended group load mapping.

An Amended Group Load Mapping must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

4.4.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Group Load Mapping with the same attributes of an existing one, you can copy the attributes of an existing Group Load Mapping to a new one.

1. Retrieve the record whose attributes the new Group Load Mapping should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.
3. Indicate the ID for the new Group Load Mapping. You can, however, change the details of the new record.

4.5 Load Group Characteristics Detail

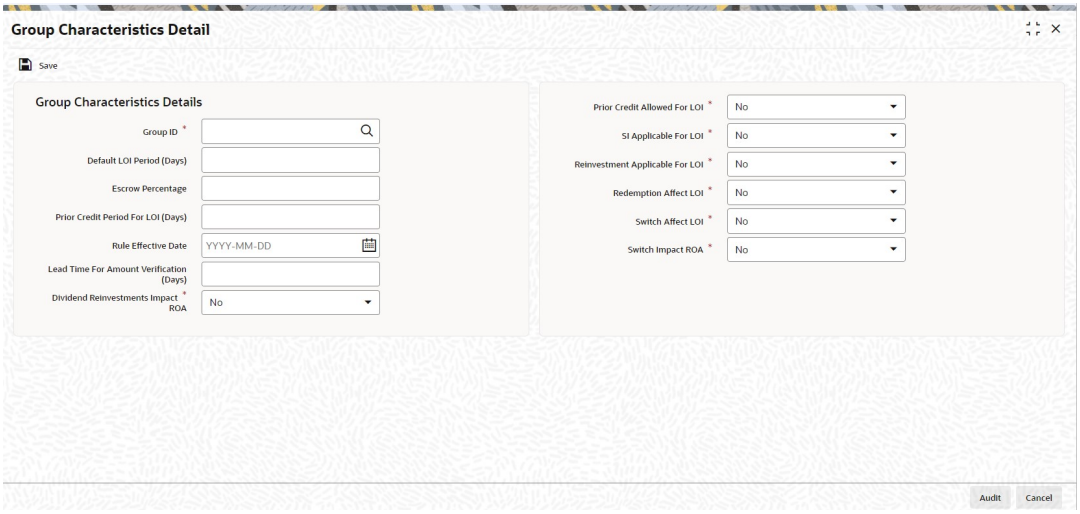
This topic provides the instructions to invoke group characteristics detail screen details.

To specify the load and transaction processing characteristics that would apply to transactions in funds in a load group, use the **Group Characteristics Detail** screen.

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

   The **Group Characteristics Detail** screen is displayed.

Figure 4-3 Group Characteristics Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the group that you are defining.
3. On **Group Characteristics Detail** screen, specify the fields.

   You can specify any of the following loading parameters that would be applicable for all funds in the group:

- The date from which the characteristics are effective, in the Rule Effective Date field.
- The default period (in days) for the Letter of Intent facility availability. Specify this in the Default LOI Period field.
- The threshold balance percentage of the holdings that must be maintained in an LOI investor account. Redemption for such investors would not be allowed if the holdings in any funds of the load group falls below this percentage as a result of the redemption. This percentage is known as the escrow percentage. Specify this in the Escrow Percentage field.
- For all funds in the group, the applicability of a prior credit period for LOI fulfilment. Indicate this in the Prior Credit Allow field. If allowed, also specify the prior credit period applicable (by default) in the Prior Credit Period field.
- The applicability of redemption and switch transactions affecting the LOI used up amount, for all funds in the group, in the Redemption Affect LOI and Switch Affect LOI fields.
- The applicability of standing instructions for investors investing in the group, in the SI Applicable field.
- The applicability of reinvestments for investors investing in the group, in the Reinvestment Applicable field.
- The lead time, if any, for the verification of amounts for LOI or ROA applicability, that is to apply to all funds in the group. Specify this in the Lead Time for Amount Verification field.

For a fuller discussion of what Letters of Intent are and how an investor can opt to avail of the same, refer the Managing Investor Accounts topics.

For more information on fields in the screen, refer the below table.

Table 4-6 Group Characteristics Detail

Field	Description
Group ID	*Alphanumeric; 6 Characters; Mandatory* From the list, select the group of funds for which you are setting up the common load and transaction processing characteristics for transactions.
Default LOI Period (Days)	*Numeric; 3 Characters; Mandatory* Specify the default period (in days) for the Letter of Intent facility availability that would apply to all funds in the group.
Escrow Percentage	*Numeric; 5 Characters; Mandatory* Specify the escrow percentage that is to apply to LOI investors who transact in the funds of the group. For LOI investors, the AMC stipulates a certain threshold percentage of holdings that must always be maintained. A redemption transaction due to which the holdings balance in the funds of the group falls below this percentage, will not be accepted. This percentage is called an escrow percentage.
Prior Credit Period for LOI (Days)	*Numeric; 3 Characters; Mandatory only if prior credit is allowed.* If prior credit is permitted to investors for fulfillment of LOI in any of the funds in the group, specify the duration (in days) of the period.
Rule Effective Date	*Date Format; Mandatory* Specify the date on and following which the load group characteristics you are specifying for the group will be effective.

Table 4-6 (Cont.) Group Characteristics Detail

Field	Description
Lead Time for Amount Verification (Days)	*Numeric; 12 Characters; Mandatory* Specify the lead time applicable, if any, for the verification of amounts for LOI or ROA applicability that is to apply to all funds in the group.
Dividend Reinvestments Impact ROA	*Mandatory* If you choose **Yes**, then the units increased due to dividend reinvestment will also be considered for ROA. The system will consider the Reinvestment Units in terms accumulated units.
Prior Credit Allowed For LOI	*Mandatory* Select **Yes** from drop-down list to indicate that a prior credit period is permitted for the fulfilment of LOI amount, for LOI investors. If you select **No**, none of the transactions of an investor earlier than the transaction date, will be reckoned to affect the LOI used up amount.
SI Applicable for LOI	*Mandatory* Select **Yes** from drop-down list to indicate that standing instructions are permitted to be accepted for investors transacting in the load group.
Reinvestment Applicable for LOI	*Mandatory* Select **Yes** from drop-down list to indicate that reinvestment instructions are permitted to be processed for investors transacting in the load group.
Redemption Affect LOI	*Mandatory* Select **Yes** from drop-down list to indicate that redemption transactions can be taken into account for reducing the LOI amount for LOI investors that invest in the load group.
Switch Affect LOI	*Mandatory* Select **Yes** from drop-down list to indicate that switch transactions can be taken into account for reducing the LOI amount for LOI investors that invest in the load group.
Switch Impact ROA	*Mandatory* If you choose **Yes**, the system will take into account the fluctuation of units due to Switch in while computing Accumulated Units.

4.6 Load Group Characteristics Maintenance Summary

This topic provides information about perform actions in load group characteristics maintenance summary screen.

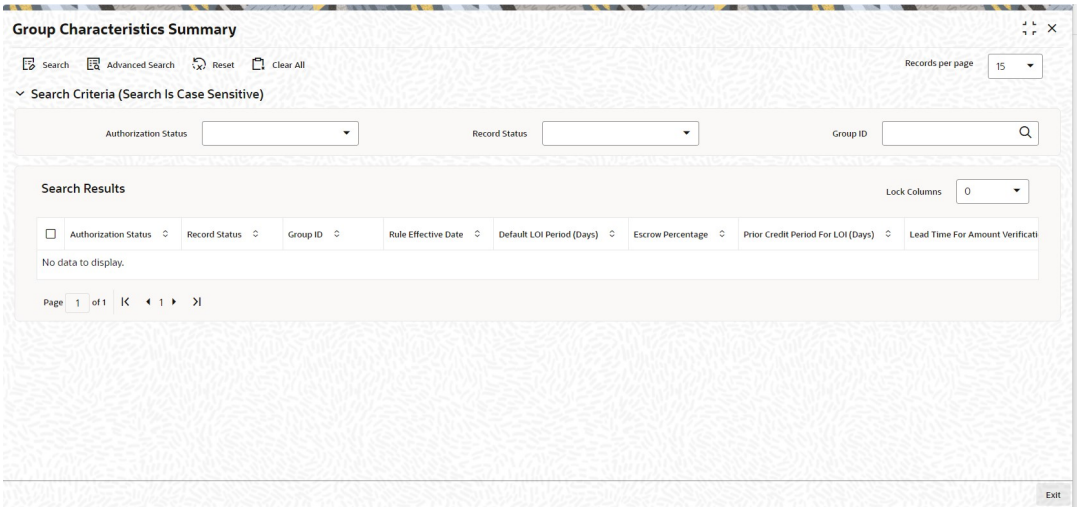
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Load Group Characteristics Maintenance Summary

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

   The **Group Characteristics Summary** screen is displayed.

Figure 4-4 Group Characteristics Summary



2. On **Group Characteristics 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**
   - **Group ID**
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 any parameter in the screen
> - 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.

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

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

- Edit Load Group Characteristics Maintenance
  This topic provides the systematic instructions to edit load group characteristics maintenance.
- View Load Group Characteristics Maintenance
  This topic provides the systematic instructions to view load group characteristics maintenance.
- Delete Load Group Characteristics Maintenance
  This topic provides the systematic instructions to delete load group characteristics maintenance.
- Authorize Load Group Characteristics Maintenance
  This topic provides the systematic instructions to authorize load group characteristics maintenance.
- Amend Load Group Characteristics Maintenance
  This topic provides the systematic instructions to amend load group characteristics maintenance.
- Authorize Amended Load Group Characteristics Maintenance
  This topic provides the systematic instructions to authorize amended load group characteristics maintenance.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

4.6.1 Edit Load Group Characteristics Maintenance

This topic provides the systematic instructions to edit load group characteristics maintenance.

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

1. Start the **Group Characteristics 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 **Group Characteristics Summary** 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 **Group Characteristics Detail** screen is closed and the changes made are reflected in the **Group Characteristics Summary** screen.

4.6.2 View Load Group Characteristics Maintenance

This topic provides the systematic instructions to view load group characteristics maintenance.

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

View Load Group Characteristics Maintenance

1. Start the **Group Characteristics 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.
4. Click **Search** button.

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

   The **Group Characteristics Summary** screen is displayed in View mode.

4.6.3 Delete Load Group Characteristics Maintenance

This topic provides the systematic instructions to delete load group characteristics maintenance.

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

1. Start the **Group Characteristics 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 **Group Characteristics Summary** 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.

4.6.4 Authorize Load Group Characteristics Maintenance

This topic provides the systematic instructions to authorize load group characteristics maintenance.

An unauthorized Load Group Characteristics Maintenance must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Group Characteristics 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 **Group Characteristics 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.

4.6.5 Amend Load Group Characteristics Maintenance

This topic provides the systematic instructions to amend load group characteristics maintenance.

After a Load Group Characteristics Maintenance is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Group Characteristics 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 **Group Load Mapping Summary** screen is displayed in amendment mode.

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

4.6.6 Authorize Amended Load Group Characteristics Maintenance

This topic provides the systematic instructions to authorize amended load group characteristics maintenance.

An Amended Load Group Characteristics Maintenance must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

4.6.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Load Group Characteristics Maintenance with the same attributes of an existing one, you can copy the attributes of an existing Load Group Characteristics Maintenance to a new one.

1. Retrieve the record whose attributes the new Group Load Mapping should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this chapter.
2. Click on **Copy**.

3. Indicate the ID for the new Load Group Characteristics Maintenance. You can, however, change the details of the new record.

4.7 Non-Fulfilment of Letter of Intent

This topic contains the following sub-topics:

- Monitor Fulfilment of Letter of Intent
  This topic provides information on monitoring fulfilment of letter of intent details.
- Process Lol Adjust Proc
  This topic provides the instructions to invoke lol adjust proc screen details.

4.7.1 Monitor Fulfilment of Letter of Intent

This topic provides information on monitoring fulfilment of letter of intent details.

If an investor does not bring in the investment amount promised in a letter of intent, before the expiry of the letter of intent, it constitutes non-fulfilment, and the AMC can recover the applicable commission that would have been due without the letter of intent.

The system monitors the fulfilment of letters of intent.

The following facilities are available in the system:

- Prior Warning Report
  This topic provides information on prior warning report.
- Post-Adjustment Report
  This topic provides information on post-adjustment report.

4.7.1.1 Prior Warning Report

This topic provides information on prior warning report.

On the date that marks the beginning of the start of the lead time period for the load group, a prior warning report is generated by the system during the Beginning of Day (BOD) process. This report contains information about those letters of intent that have not been fulfilled as on that date.

For instance, if the letter of intent expires on 15th June 2002 and the lead-time specified for the load group is 10 days, a BOD process is executed on 5th June 2002 to ascertain whether the investor has satisfied the letter of intent amount agreed upon. This verification is performed for all letters of intent.

The report identifies and displays the following information for each letter of intent for any investor which is unfulfilled as on the date that marks the beginning of the lead time period:

- LOI Number
- LOI start date
- LOI end date (expiry date)
- LOI amount
- Amount fulfilled or used up as on the current date
- Amount remaining unfulfilled as on the current date. This is computed as the difference between the LOI amount and the Amount Used Up as on the current date

- The Load Group to which the fund belongs, for which the LOI has been set up for the investor
- The lead time period specified for the load group

4.7.1.2 Post-Adjustment Report

This topic provides information on post-adjustment report.

In the event of non-fulfilment of a letter of intent, you can obtain a report (known as the post adjustment report) that displays the actual commission that would have been due on any transactions entered into by the investor, had the letter of intent not been applied.

4.7.2 Process Lol Adjust Proc

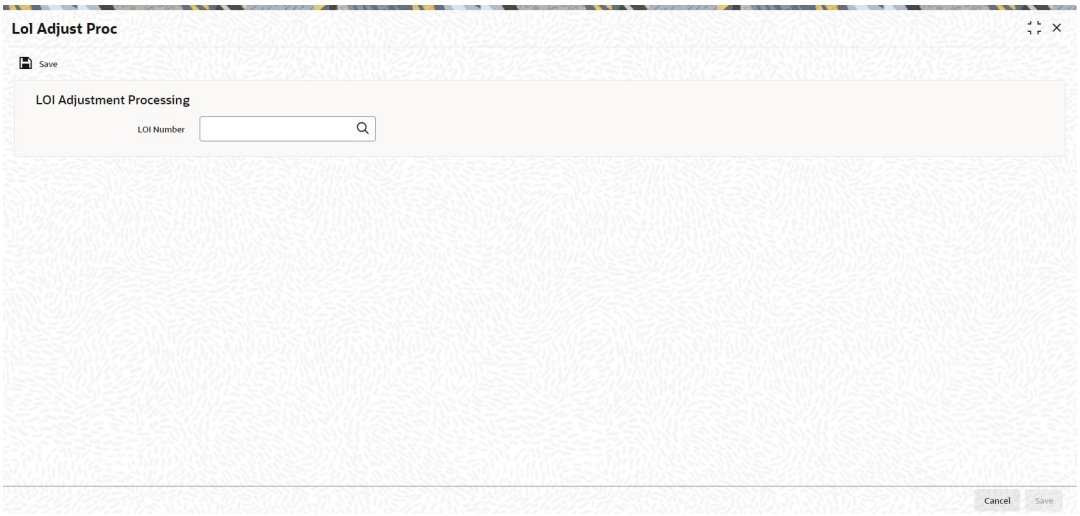
This topic provides the instructions to invoke lol adjust proc screen details.

To obtain such a report, you must trigger the computation and storing of the actual commission data, from the system database. You can use the **Lol Adjust Proc** screen for this.

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

   The **Lol Adjust Proc** screen is displayed.

Figure 4-5 Lol Adjust Proc



2. On **Lol Adjust Proc** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 4-7 Lol Adjust Proc

Field	Description
LOI Number	*Alphanumeric; 25 Characters; Optional* Specify the LOI number of the corresponding letter of intent, on the next business date after the expiry date of the letter of intent. In this screen, you must specify the LOI number of the corresponding letter of intent, on the next business date after the expiry date of the letter of intent. Click on the Process button to trigger the process of computation and storage. Alternatively, if you do not specify the number, you can trigger the computation of commission data for all such letters of intent that are unfulfilled, after the expiry date. After you have triggered the computation of commission data, in the LOI Adjustment Processing screen, you can use the LOI Non-Fulfilment menu item in the Batch menu to obtain the actual report. The report contains details of the actual commission due on each of the transactions without considering the letter of intent. This amount must be recovered from the unit holder by the AMC. The following details are displayed in the report for each letter of intent for any investor which is unfulfilled as on the next business date after the expiry date: • LOI Number • Letter of intent amount agreed (LOI amount) • Letter of intent amount fulfilled (used up amount) • ID of the load group to which the fund belongs, for which the LOI was set up for the investor • The funds in the load group • Transaction number, for each transaction designated as an LOI transaction • Commission collected for the transaction • Actual commission that should have been collected had there been no letter of intent. • The loss borne by the AMC, which is computed as the difference between the commission collected and commission that should have been collected had there been no LOI. The commission for each of the LOI transactions entered into during the LOI period is recomputed as if there had been no letter of intent. For each transaction, the actual commission collected and the commission that should have been collected without the LOI is displayed. The sum of the commissions will be subtracted from the actual commission collected and the difference is reported through the report.

4.8 Process Group Load Mapping Detail

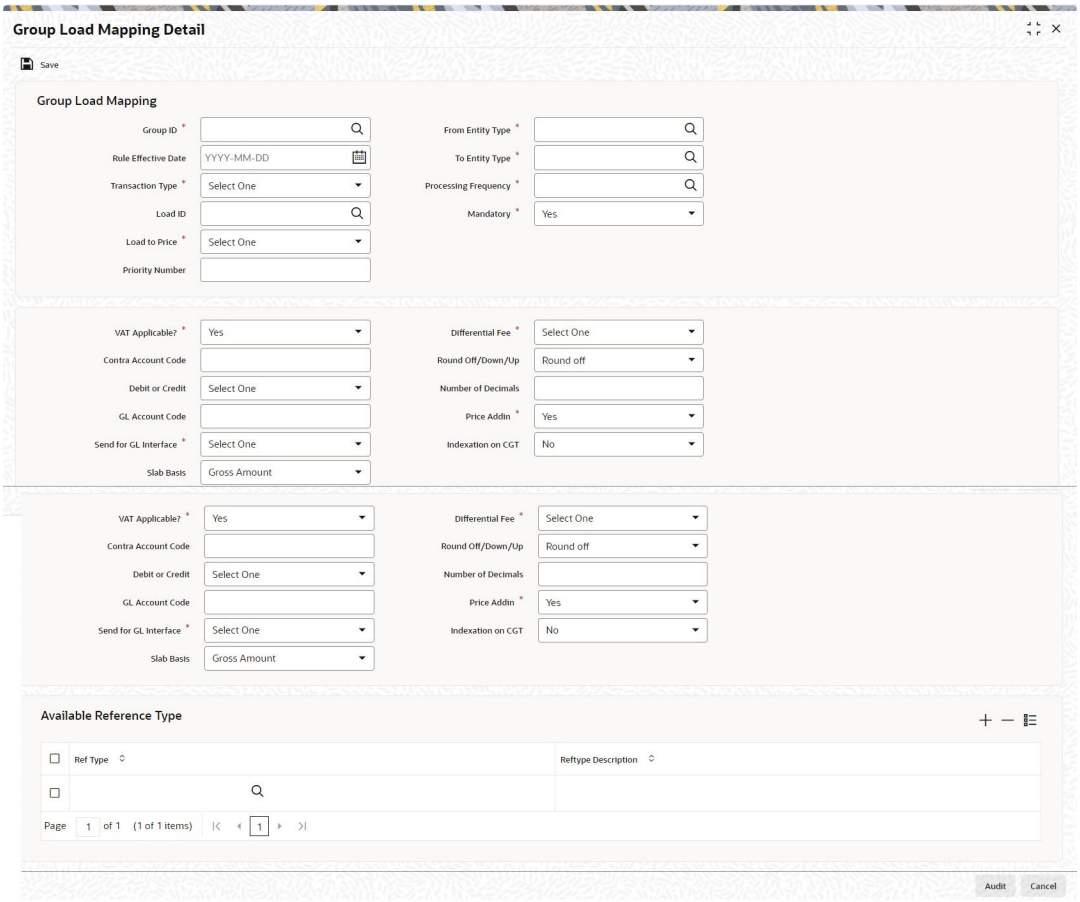
This topic provides the instructions to invoke group load mapping screen details.

To designate different fees or incentives that are levied during the processing of transactions, as applicable for transactions in funds of specific load groups, use the **Group Load Mapping Detail** Screen.

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

   The **Group Load Mapping Detail** screen is displayed.

Figure 4-6 Group Load Mapping Detail



2. Select **New** from the Actions menu in the Application tool bar or click **New** icon to enter the details of the group load.

   A simple mapping can be done where the appropriate fees or incentives, called loads in the system, may be tagged as applicable to the appropriate transaction types for all funds in the appropriate load groups.

   You can also designate the loads as applicable to certain reference types of transactions, such as standing instructions, policy transactions in funds of the load group and so on.

   Before you set up a Group Load mapping profile record for a load group, it is desirable to ensure that the following information is already setup in the system:

   - Any of the funds in the load group already has an existing, unauthorized Fund Demographics profile record.
   - Any of the funds in the load group already has an existing, unauthorized Shares Characteristics profile record.
   - Any of the funds in the load group already has an existing, unauthorized Transaction Processing Rules profile record for the appropriate Transaction Type.
   - The fees/incentives (Loads) that are to be applied must already have been identified in the system and have existing, authorized profiles as maintained in the Loads Maintenance.
   - It must be remembered that, while mapping a load to a reference transaction type, the system does not support the mapping of the Ref Type 68 (Funding Repayment) to any load.

3. On **Group Load Mapping Detail** screen, specify the fields.

   For more information on fields in the screen, refer the below table.

Table 4-8 Group Load Mapping Detail

Field	Description
Group ID	*Alphanumeric; 6 Characters; Mandatory* Select the ID of the load group for which the group load mapping profile is being set up, from the options provided.
Rule Effective Date	*Date Format; Mandatory* Specify the Rule Effective Date for the load group for which the group load mapping profile is being set up.
Transaction Type	*Mandatory* This is to indicate the transaction type for which the loads are being defined. Select the **Transaction Type** from the list given in the drop-down list. The list displays the following values: • **IPO Subscription** • **Subscription** • **Redemption** • **Switch From** • **Transfer** • **Block** • **Unblock** • **Consolidation** • **Split** • **Reissue** • **Switch To**
Load ID	*Numeric; 5 Characters; Mandatory* Specify the name of the Load (fee/incentive) that must be applied for the selected **Load Group**. You may make your choice from the options provided in the drop-down list.
Load To Price	*Mandatory* Select **Yes** from drop-down list to indicate that this load is to be loaded to the base price.
Priority Number	*Numeric; 5 Characters; Mandatory* Enter a value to specify the priority number in case of optional loads. For a mandatory load, the priority number is set to 0 and for an optional load the priority number should be unique i.e. for a given load group, no more than one load can have the same priority number.
From Entity Type	*Alphanumeric; 1 Character; Mandatory* Specify the entity that bears this load.
To Entity Type	*Alphanumeric; 1 Character; Mandatory* Specify the entity that will be recipients of the load.
Processing Frequency	*Alphanumeric; 1 Character; Mandatory* Specify the **Processing Frequency**.
Mandatory	*Mandatory* Select **Mandatory** or Optional to specify whether the load is mandatory or optional, from the drop-down list.

Table 4-8 (Cont.) Group Load Mapping Detail

Field	Description
VAT Applicable	*Mandatory* Select **Yes** from drop-down list to indicate that the Load to Price is applicable. Therefore VAT Load to Price is dependent on Load to Price.
Contra Account Code	*Alphanumeric, 10 Characters; Optional* Specify the code that will be used to identify the second leg of accounting entries for any transaction, in the event of exporting of transaction information to an external system.
Debit or Credit	*Optional* Indicate whether the applied load would result in a debit or credit for the funds in the load group from the drop-down list. The list displays the following values: • **Debit** • **Credit** This data is captured for information purposes only and has no processing implications in the system database. This is to be used in case of an interface with an Asset Management system where details for calculation of NAV would need to be uploaded.
GL Account Code	*Alphanumeric; 10 Characters; Optional* Specify the code that will be used to map this load to its corresponding charge code in the external system. When transaction information is exported to an external system, if separate books of accounts are to be posted for different loads, this code will be used to identify this load information in the export data.
Send for GL Interface	*Mandatory* Select **Yes** from drop-down list to indicate that accounting entries due only to the selected load must be posted to the external asset management system, for the load group.
Slab Basis	*Optional* Select the basis on which the slabs will be reckoned for an amount-based load that you are designating as applicable for the load group. You can indicate that the slabs must be reckoned on a gross amount or a net. You can select one of the values from the drop-down list: • **Gross Amount** • **Net Amount** • **Weighted Average Cost**
Differential Fee	*Mandatory* Select **Yes** from the drop-down list to indicate that the differential fee in the case of switch transactions for any fund is to be applicable, for the load group.

Table 4-8 (Cont.) Group Load Mapping Detail

Field	Description
Round Off/Down/Up	*Optional* Select the rounding options for the load amount for the selected **Transaction Type** from the drop-down list, for the load group. • Choose **Round Up** to indicate rounding the value at the precision decimal place to the next higher numeral. • Choose **Round Off** to indicate normal rounding at the precision decimal. • Choose **Round Down** to indicate truncation of the value at the precision decimal place. **Example** Let us suppose that the load amount computed for a subscription transaction is 10.561234, and that this value must be rounded to the 3rd decimal place. If you indicate rounding up, then the value reckoned would be 10.562. If you indicate rounding off, then, applying normal rounding off rules, the value reckoned would be 10.561. If you indicate rounding down or truncation, then the value would be truncated as it is, in the 3rd decimal place, and it would be reckoned as 10.561.
Number of Decimals	*Numeric; 1 Character; Mandatory* Specify the maximum number of decimals that would be reckoned for rounding precision, for the load amount.
Price Addin	*Mandatory* Select **Yes** from drop-down list to indicate that the add-in factor is to be applicable for computing the return value for the load, for the selected **Transaction Type**. The add-in factor is used to arrive at the return value for a load, at the time of allocation.
Indexation on CGT	*Optional* Select **Yes** from drop-down list to indicate that the indexation of CGT is applicable for the selected transaction type.

For more information, refer the topic **Allocation Process** in the Allocation User Manual.

Available Reference Type

Table 4-9 Group Load Mapping Detail

Field	Description
Ref Type	*Alphanumeric; 2 Characters; Mandatory* Specify the **Ref Type**.
Reftype Description	*Display* The system displays the description for the selected **Ref Type**.

4.9 Load Group Mapping Summary

This topic provides information about perform actions in load group mapping summary screen.

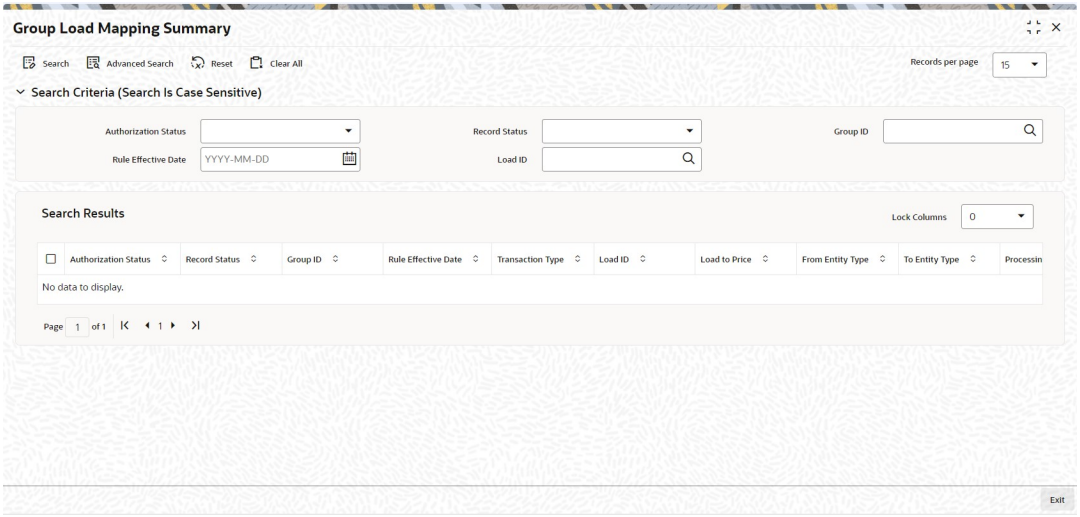
Specify **User ID** and **Password**, and log in to **Home Screen**.

Retrieve Record in Load Group Mapping Summary

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

   The **Load Group Mapping Summary** screen is displayed.

Figure 4-7 Group Load Mapping Summary



2. On **Load Group Mapping 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**
   - **Group ID**
   - **Rule Effective Date**
   - **Local ID**
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 any parameter in the screen
> - 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.

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

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

- Edit Load Group Mapping
  This topic provides the systematic instructions to edit load group mapping.
- View Load Group Mapping
  This topic provides the systematic instructions to view load group mapping.
- Delete Load Group Mapping
  This topic provides the systematic instructions to delete load group mapping.
- Authorize Load Group Mapping
  This topic provides the systematic instructions to authorize load group mapping.
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- Authorize Amended Load Group Mapping
  This topic provides the systematic instructions to authorize amended load group mapping.
- Copy Attributes
  This topic provides the systematic instructions to copy attributes.

4.9.1 Edit Load Group Mapping

This topic provides the systematic instructions to edit load group mapping.

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

1. Start the **Load Group Mapping 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 **Load Group Mapping Summary** 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 **Load Group Mapping Detail** screen is closed and the changes made are reflected in the **Load Group Mapping Summary** screen.

4.9.2 View Load Group Mapping

This topic provides the systematic instructions to view load group mapping.

View a record that you have previously input by retrieving the same in the **Load Group Mapping Summary** screen. Perform this operation as follows:

1. Start the **Load Group Mapping 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.
4. Click **Search** button.

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

   The **Load Group Mapping Summary** screen is displayed in View mode.

4.9.3 Delete Load Group Mapping

This topic provides the systematic instructions to delete load group mapping.

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

1. Start the **Load Group Mapping 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 **Load Group Mapping Summary** 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.

4.9.4 Authorize Load Group Mapping

This topic provides the systematic instructions to authorize load group mapping.

An unauthorized Load Group Mapping must be authorized in the system for it to be processed. Authorize a record as follows:

1. Start the **Load Group Mapping 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 **Load Group Mapping 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.

4.9.5 Amend Load Group Mapping

This topic provides the systematic instructions to amend load group mapping.

After a Load Group Maintenance is authorized, it can be modified using the **Unlock** operation from the Action List. To make changes to a record after authorization:

1. Start the **Load Group Mapping 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 **Load Group Mapping Summary** screen is displayed in amendment mode.

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

4.9.6 Authorize Amended Load Group Mapping

This topic provides the systematic instructions to authorize amended load group mapping.

An Amended Load Group Mapping must be authorized 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 subsequent process of authorization is the same as that for normal transactions.

4.9.7 Copy Attributes

This topic provides the systematic instructions to copy attributes.

If you want to create a new Load Group Mapping with the same attributes of an existing one, you can copy the attributes of an existing Load Group Mapping to a new one.

1. Retrieve the record whose attributes the new Load Group Maintenance should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous sections of this topic.
2. Click on **Copy**.
3. Indicate the ID for the new Load Group Maintenance. You can, however, change the details of the new record.

5

Maintenance for Individual Retirement Accounts (IRA) Products

This topic contains the following sub-topics:

- Features of Individual Retirement Accounts
  This topic provides information on features of individual retirement accounts details.
- Features of IRA Processing
  This topic provides information on features of IRA processing details.
- Maintenance for IRA Processing
  This topic provides information on maintenance for IRA processing details.
- Plans for IRA
  This topic provides information on plans for IRA details.
- Investment Transactions in IRA Plans
  This topic provides information on investment transactions in IRA plans details.

5.1 Features of Individual Retirement Accounts

This topic provides information on features of individual retirement accounts details.

One of the typical modes of retirement planning that is opted for by investors is investing in mutual funds through an Individual Retirement Account (IRA). The contributions of an investor into an IRA could be either taxed, or could be non-taxable, depending upon the type of IRA. The income on the assets in an IRA is typically tax-sheltered.

An investor obtains an IRA by purchasing or subscribing to a retirement plan under one of the retirement investment products offered by your company. Investment into an IRA could be increased over a period of time during the tenor of the plan, either through premiums or additional investments, or both. The investor could also be paid annuity, if such a feature is available in the plan.

Generally, a retirement age is set for a retirement plan, so that when the investor reaches the retirement age, withdrawals can be availed. After the retirement age is reached, no further additional investments or premiums can be contributed to the plan, but regular withdrawals and annuities, if applicable, are allowed. In the case of Roth IRA Retirement Plans, contributions can be made after retirement age. The age up to which contributions can be made is the retirement age at which withdrawals are required.

The contribution made by an investor into an IRA plan is directed into the specific fund opted for by the investor, in the underlying portfolio of funds defined for the product under which the plan was purchased.

The income derived from investment into the product portfolio could be reinvested back into the portfolio, or received as payment. The income could be taxed under applicable laws, or tax-sheltered, depending upon the tax laws of the country and the guidelines of the plan.

This chapter explains the manner in which you can configure Oracle FLEXCUBE Investor Servicing to process investment in IRA plans for an investor.

5.2 Features of IRA Processing

This topic provides information on features of IRA processing details.

In Oracle FLEXCUBE Investor Servicing, you can maintain and process investments into IRA's for an investor. This would involve the following processes:

You can maintain the different types of retirement products offered by your organization. Each type can be characterized by different attributes. You can define patterns of investment in IRA's and fund portfolios for each product, by applying the specifications made for a product type.

Investment transactions into IRA's can also be processed, such as the initial investment, additional investments, premiums and partial or complete withdrawals.

Distribution of the income derived from investment into the funds portfolio is also managed in the system. You can configure the system to process the income as desired by investors, either through reinvestment or payment, or a combination of both.

5.3 Maintenance for IRA Processing

This topic provides information on maintenance for IRA processing details.

- Funds
  This topic provides information on funds.
- Product Types
  This topic provides information on product types.
- Products
  This topic provides information on products.

5.3.1 Funds

This topic provides information on funds.

You must define IRA processing rules for each fund of your AMC into which you wish to allow IRA investments. These guidelines include whether IRA investments are allowed into the fund, and the volume limits that would apply to such IRA transactions into the fund.

For a detailed description of the rules maintained for funds, which pertain to IRA transactions, refer the chapter Setting Up Funds, in the Fund Setup user manual.

5.3.2 Product Types

This topic provides information on product types.

You should maintain the different types of products that your AMC offers to investors, for IRA transactions. You can define different attributes for each product type.

5.3.3 Products

This topic provides information on products.

You must define each of the products that your AMC offers, with the processing guidelines that will apply to any plans or policies purchased under the product. As with product types, you can tailor the attributes of the products to suit your requirement.

Typically, when you define a product, you associate the funds that would be part of the product portfolio. Processing guidelines for IRA transactions must be defined for each of the funds that you have associated.

5.4 Plans for IRA

This topic provides information on plans for IRA details.

When an investor buys an IRA plan in one of the retirement products floated by your AMC, you can maintain the details of the plan in the system. All the processing guidelines and details maintained for the product under which the plan was purchased will apply to the plan. You can, however, make appropriate changes as necessary, to the guidelines when you maintain the details of the plan in the system.

5.5 Investment Transactions in IRA Plans

This topic provides information on investment transactions in IRA plans details.

An investor who subscribes to a retirement plan subscribes an initial amount, which may or may not be increased during the tenor of the plan. Contributing additional investments during the tenor of the plan can increase in the investment amount, provided additional investments are allowed for the product in which the plan is purchased. If the product involves a product type for which premiums are also applicable, the investment can also be increased by premiums.

Therefore, the following inflow investments could occur into an IRA plan:

- An initial investment
- Additional investment (if allowed for the product in which the plan is subscribed)
- Premiums (if premiums are allowed for the product in which the plan is subscribed)

Earnings from the investment could be availed through partial or complete withdrawals, or through annuities, provided withdrawals and annuities are applicable for the product in which the plan is subscribed.

You can enter and process each of these transactions in the system.

Each of the transactions, when requested, could be directed into any of the funds opted for by the investor, in the product under which the plan was purchased. All the transaction processing guidelines specified for the product (and the plan) will be applied to the transaction. Also, the limits maintained for the fund in which the transaction is requested, will also be validated.

For further information refer to the **Life and Endowment Product** User Manual.

Glossary

Index

U

UTDAHPRM, *3-84*
UTDBKREC, *3-164*
UTDCCQRY, *3-209*
UTDCCTRH, *3-201*
UTDCOAC, *3-152*
UTDCOACT, *3-131*
UTDCONVF, *1-44*
UTDFALMT, *3-12*
UTDFAR, *3-117*
UTDFCPMF, *3-102*
UTDFNCVR, *1-26*
UTDFNDAC, *3-108*
UTDFNDCC, *3-194*
UTDFNDFM, *1-4*
UTDFNDRI, *2-158*
UTDFNDRL, *2-6*
UTDFNDRL/UTDFNDRA, *2-5*
UTDFNDUS, *2-160*
UTDFNENT, *3-5*
UTDFNSWR, *3-18*
UTDFPMNT, *3-52*
UTDFPRIC, *3-41*
UTDFSAMS, *1-21*
UTDGRPCH, *4-10*
UTDGRPDF, *4-4*
UTDINFRR, *3-78*
UTDLDGRP, *4-19*
UTDLOIPR, *4-18*
UTDPFMAP, *3-114*
UTDPRDTC, *3-91*
UTDPRRRL, *3-189*
UTDSCADH, *1-31*
UTDSCBLK, *1-38*
UTDSCDEF, *1-11*
UTDSTCNT, *3-74*
UTDSUBFN, *1-15*
UTDSWLAG, *3-29*
UTDTDCYL, *3-182*
UTDTSLAG, *3-35*
UTDWRFND, *3-116*
UTSAHPRM, *3-86*
UTSBKREC, *3-170*
UTSCCTRH, *3-205*
UTSCOACT, *3-147*
UTSCONVF, *1-45*
UTSFALMT, *3-13*
UTSFAR, *3-125*
UTSFCPMF, *3-104*
UTSFICRM, *2-154*
UTSFNCVR, *1-27*
UTSFNDAC, *3-110*
UTSFNDCC, *3-197*
UTSFNDFM, *1-6*
UTSFNDRL, *2-145*
UTSFNENT, *3-7*
UTSFNSWR, *3-22*
UTSFPHOL, *3-98*
UTSFPMNT, *3-70*
UTSFPRIC, *3-48*
UTSFSAMS, *1-22*
UTSGRPCH, *4-12*
UTSGRPDF, *4-6*
UTSINFRR, *3-80*
UTSLDGRP, *4-24*
UTSPRDTC, *3-92*
UTSPRRRL, *3-190*
UTSSCADH, *1-34*
UTSSCBLK, *1-41*
UTSSCDEF, *1-11*
UTSSWLAG, *3-31*
UTSTDCYL, *3-184*
UTSTSLAG, *3-37*
UTSWRFND, *3-120*