Oracle® FLEXCUBE Investor Servicing
LEP Product Setup User Guide

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Preface

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

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

This topic contains the following sub-topics:

- Purpose
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- Critical Patches
- Diversity and Inclusion
- Conventions
- Screenshot Disclaimer
- Acronyms and Abbreviations
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- Getting Help
- Prerequisite

Purpose

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

Audience

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

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

Acronyms and Abbreviations

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

Table   Acronyms and Abbreviations

Abbreviation	Description
CIF	Customer Information File
EOD	End of Day
EPU	Earnings per unit
FCIS	Oracle FLEXCUBE Investor Servicing

Table   (Cont.) Acronyms and Abbreviations

Abbreviation	Description
FMG	The Fund Manager component of the system
FPADMIN	Oracle FLEXCUBE Administrator
GTA	Global Transfer Agency
ID	Identification
IHPP	Inflation Hedged Pension Plan
IPO	Initial Public Offering
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

Symbols and Icons

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

Table   Symbols and Icons

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

Table   (Cont.) Symbols and Icons

Symbol/Icon	Function
▼	Open a list
📅	Select a Date
✛	Add a new row to enter details in a record.
▬	Delete a row, which is already added.
|◀	Navigate to the first record
▶|	Navigate to the last record
◀	Navigate to the previous record
▶	Navigate to the next record
⊟	View a single record
⇕	Sort the values in ascending or descending order
⌄	Sort the values in ascending
⌃	Sort the values in ascending

Basic Actions

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

Table   Basic Actions

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

Table   (Cont.) Basic Actions

Action	Description
View	Used to view the report details in a particular modification stage. This button is displayed, once the user click **Authorize**.

Getting Help

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

Prerequisite

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

1
Product Class

This topic provides information on Product Class.

The first step in the workflow is to define various Product Classes. A **Product Class** describes the underlying investment philosophy of the **Life and Endowment Product**.

> ✎ **Note:**
>
> Product Classes can be defined through the Fund Manager component only.

You can maintain details for a Product Class in the **System Parameters** screen.

Maintain Product Class

The following are the steps you need to follow to define a Product Class. Each of these steps is explained in detail in subsequent sections.

1. Start the **System Parameter Codes Maintenance** screen.

2. Choose a language in the **System Parameter Codes Maintenance** screen.

3. Define a Product Class in the **System Params Value Maintenance** screen. The Parameter Code is **PRODUCTCLASS**.

4. Save the information entered.

Refer to the topic **Maintain System Parameters** of the *Fund Manager User Manual* for further information.

2
Product Type

This topic provides information on Product Type you wish to maintain.

You would have maintained various Product Classes. The next step is to maintain various Product Types.

You can maintain different types of products in the system. The Product Type is typically an indication of the investment type that the product typifies, such as endowment, annuity, and so on.

> **✎ Note:**
>
> Product Types can be defined through the Fund Manager component only.

The **Product Type Maintenance** screen allows you to capture the generic characteristics of the Product Type you wish to maintain.

This topic contains the following sub-topics:

- Process Product Type Maintenance Detail
  This topic provides the steps you need to follow to define a Product Type.

- Product Type Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Transaction Sub Type Maintenance Detail
  This topic provides the systematic instructions to design to include an input list of transaction sub types applicable for a variety of transactions

- Transaction Sub Type Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Product Nature of Fund Mapping
  This topic provides the systematic instructions to map nature of fund to specific products.

- Product Nature of Fund Mapping Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Product Tax Class Maintenance Detail
  This topic provides the systematic instructions to maintain the fund tax classes.

- Product Tax Class Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Product Bonus Maintenance Detail
  This topic provides the steps you need to define the bonus factor for a product.

- **Product Bonus Maintenance Summary**
  This topic provides the systematic instructions to perform the basic operations on the selected records.
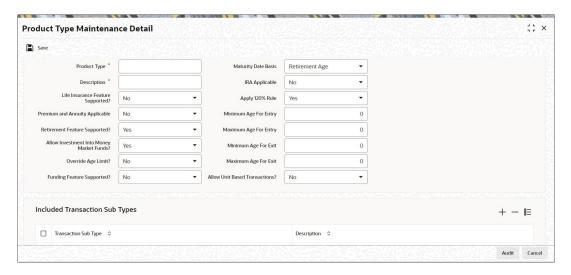
2.1 Process Product Type Maintenance Detail

This topic provides the steps you need to follow to define a Product Type.

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

   The **Product Type Maintenance Detail** screen is displayed.

Figure 2-1   Product Type Maintenance Detail

2. On **Product Type Maintenance Detail** screen, click **New** to enter the details.

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

Table 2-1   Product Type Maintenance Detail - Field Description

Field	Description
Basic Information Section	This section displays the following fields.
Product Type	*Alphanumeric; 4 Characters; Mandatory*
	Specify a unique identification for the Product Type that is being defined through this screen. This identification will be used whenever subsequent reference is made to this Product Type in the system.
Description	*Alphanumeric; 60 Characters; Mandatory*
	Give the Product Type a description which will help you identify the same easily.
Life Insurance Feature Supported?	*Optional*
	Select **Yes** option to indicate the Product Type supports Life Insurance features from drop-down list.
	If you select **Yes** option, you will have to specify the life cover amount at the policy level.
	During the initial investment, the specified amount will be set aside for Life Insurance and the remaining amount will be invested in the policy.

Table 2-1   (Cont.) Product Type Maintenance Detail - Field Description

Field	Description
Premium and Annuity Applicable?	*Optional* Select **Yes** option to indicate the Product Type supports Premium and Annuity from the drop-down list. If you select **Yes** option, you will have to specify Premium and Annuity details in the **Product Maintenance** screen. The same is explained in the topics **Product**. If you select **No** option, you will not have to specify Premium and Annuity details.
Retirement Feature Supported?	*Optional* If you select the option **Yes**, you will be allowed to capture details such as the retirement age, based on which the maturity date will be calculated. Also, the field **Retirement Age** in the **Product Maintenance** screen will be enabled only if you select the option **Yes**.
Allow Investment Into Money Market Funds?	*Optional* Select the option **Yes** to indicate the Product Type allows investment into Money Market Funds from the drop-down list.
Override Age Limit?	*Optional* Select **Yes** option from the drop-down list to indicate the age limits entered in this screen can be changed for a Product under this Product Type through the **Product Maintenance** screen. **Note:** • The value you enter in the field **Minimum Age for Exit** should be greater than the value you enter in the field **Minimum Age for Entry**. • The value you enter in the field **Minimum Age for Exit** should be greater than the value you enter in the field **Minimum Age for Entry**.
Funding Feature Supported?	*Optional* Select this option to indicate the Product Type supports funding features from drop-down list. If you select this option, you will have to specify Funding details such as the frequency, period and percentage, in the **Product Maintenance** screen.
Maturity Date Basis	*Optional* The option you select here, will decide on what basis the maturity date will be calculated. The drop-down list displays the following two options: • **Retirement Age** • **Minimum Tenor** You can select the option **Retirement Age** only if you have selected the option **Yes** against the field **Retirement Features Supported**. In such a case, the maturity date will be calculated on the basis of the age of retirement you will specify at the Product level. If you select the option **Minimum Tenor**, the maturity date will be calculated on the basis of the minimum tenor you will specify at the Product level.
IRA Applicable	*Optional* Select the option **Yes** to indicate the Product Type supports IRA features from drop-down list.

Table 2-1   (Cont.) Product Type Maintenance Detail - Field Description

Field	Description
Apply 120% Rule	*Optional* Select **Yes** option to apply 120% rule from the drop-down list. 120% rule is made available at Product level to select list of transaction types that are applicable for 120% rule validation. The rule also validates the Top Up/ Debit order function of an application that needs to be processed.
Minimum Age for Entry	*Numeric; 4 Characters; Mandatory* Specify the minimum age before which a customer cannot subscribe to a policy under a product of this Product Type.
Maximum Age for Entry	*Numeric; 4 Characters; Mandatory* Specify the maximum age after which a customer cannot take a policy under a product of this Product Type.
Minimum Age for Exit	*Numeric; 4 Characters; Mandatory* Specify the minimum age before which a customer cannot close a policy under a product of this Product Type.
Maximum Age for Exit	*Numeric; 4 Characters; Mandatory* Specify the maximum age after which a Policy Holder is not allowed to have holdings in the product.
Allow Unit Based Transactions?	*Optional* Select **Yes** if you want to allow unit based transactions from drop-down list.
Included Transaction Sub Types	This section displays the following fields.
Transaction Sub Type	*Alphanumeric; 3 Characters; Optional* The inflow transactions sub types are selected from the available list. You can click **add** icon to add Transaction Sub Type. The type of transactions can be selected from the option list.
Description	*Display* The system displays the description for the selected transaction.

> **Note:**
>
> - If you do not select any of the available transaction sub types for 120% Rule, then system will consider all transactions subtypes for 120% Rule validation.
>
> - If the current policy top up transaction violates 120% rule, then system shows an error as `The amount of the top-up will result in this policy being in breach of the 120% Rule by Rnnn.nn.` Where 'Rnnn.nn' is the amount by which top up transaction is violating 120% Rule. If current premium transaction breaches 120% Rule, system will register the error message & transaction will not be generated.
>
> - If Top up transaction has been done with other than selected transaction sub types, system will not consider the transaction for 120% rule validation.
>
> - The system will calculate total gross amount of the previously processed transactions in the current policy year & current transaction amount for exercise 120% rule.
>
> - The dividend reinvestments are excluded from 120% rule validations.
>
> Refer to the topic *Batch Functions* of *LEP User Manual* for further information on the 120% Rule.

3. Click **Save** when you have entered all the mandatory information.

   The system displays the following confirmation message `Record Successfully Saved.`

4. Click **Ok** button from the dialog box.

   The records has been saved successfully.

2.2 Product Type Maintenance Summary

This topic provides the systematic instructions to perform the basic operations on the selected records.
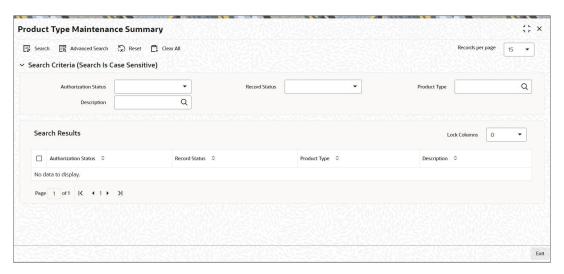
Retrieve Product Type Maintenance Record

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

   The **Product Type Maintenance Summary** screen is displayed.

Figure 2-2   Product Type Maintenance Summary

2. On **Product Type 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**

    •   **Product Type**

    •   **Description**

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

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

    > **✎ Note:**
    >
    > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
    >
    > •   Press F7
    >
    > •   Input the **Product Type**
    >
    > •   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 Product Type by using the combination of % and alphanumeric value as follows:

    •   Search by A%: System will fetch all the records whose Product Type starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.

    •   Search by %7: System will fetch all the records whose Product Type ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 etc.

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

- Edit Product Type Maintenance Record
  This topic provides the systematic instructions to Edit Product Type Maintenance record.

- View Product Type Maintenance Record

- Delete Product Type Maintenance Record
  This topic provides the systematic instructions to delete Product Type Maintenance record.

- Authorize Product Type Maintenance Record
  This topic provides the systematic instructions to authorize Product Type Maintenance record.

- Amend Product Type Maintenance Record
  This topic provides the systematic instructions to amend Product Type Maintenance record.

- Authorize Amended Product Type Maintenance Record
  This topic provides the systematic instructions to authorize amended Product Type Maintenance record.

2.2.1 Edit Product Type Maintenance Record

This topic provides the systematic instructions to Edit Product Type Maintenance record.

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

1. Start the **Product Type 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 **Product Type Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

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

2.2.2 View Product Type Maintenance Record

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

1. Start the **Product Type 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 **Product Type Maintenance Detail** screen is displayed.

2.2.3 Delete Product Type Maintenance Record

This topic provides the systematic instructions to delete Product Type Maintenance record.

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

1. Start the **Product Type 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 **Product Type Maintenance Detail** screen is displayed.

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

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

2.2.4 Authorize Product Type Maintenance Record

This topic provides the systematic instructions to authorize Product Type Maintenance record.

Authorize an unauthorized Product Type Maintenance Record in the system for it to be processed as follows:

1. Start the **Product Type 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 **Product Type 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.

2.2.5 Amend Product Type Maintenance Record

This topic provides the systematic instructions to amend Product Type Maintenance record.

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

1. Start the **Product Type 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 **Product Type Maintenance Detail** screen is displayed.

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

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

2.2.6 Authorize Amended Product Type Maintenance Record

This topic provides the systematic instructions to authorize amended Product Type Maintenance record.

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

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

2.3 Process Transaction Sub Type Maintenance Detail

This topic provides the systematic instructions to design to include an input list of transaction sub types applicable for a variety of transactions

The **Transaction Sub Type Maintenance Detail** screen is added, to combine the sub type transactions for policy creation, top-up, withdrawal, status change, and premium annuities to create a localized field to capture the relevant data.
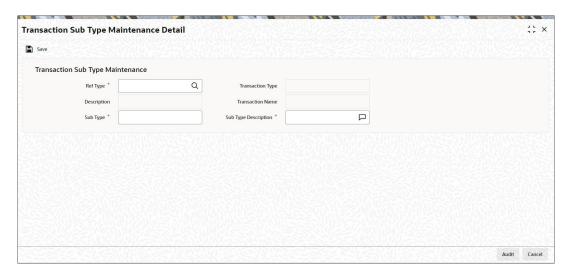
This screen is designed to include an input list of transaction sub types applicable for a variety of transactions. You can specify the relevant details according to the type of action you choose to proceed with on this screen.

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

   The **Transaction Sub Type Maintenance Detail** screen is displayed.

Figure 2-3   Transaction Sub Type Maintenance Detail

2. On **Transaction Sub Type Maintenance Detail** screen, click **New** to enter the details.

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

Table 2-2   Transaction Sub Type Maintenance Detail - Field Description

Field	Description
Ref Type	*Alphanumeric; 2 Characters; Mandatory* Select the type of Policy transaction for which the sub type is applicable.
Description	*Display* The system displays the description for the selected reference type.
Transaction Type	*Display* The type of **Unit Trust (UT)** transaction is defaulted by the system, based on the current transaction under processing.
Transaction Name	*Display* The system displays the transaction name for the selected transaction type.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub type code after entering the transaction type, for which the Sub type transaction is processed.
Sub Type Description	*Alphanumeric; 255 Characters; Mandatory* Specify the description of the sub type selected.

2.4 Transaction Sub Type Summary
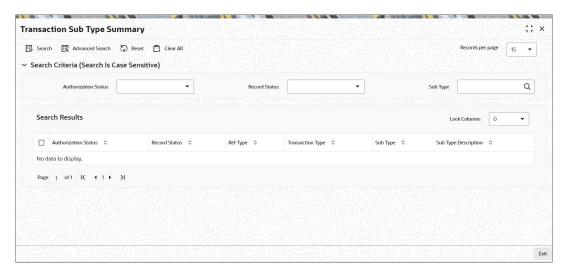
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Transaction Sub Type Record

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

   The **Transaction Sub Type Summary** screen is displayed.

Figure 2-4   Transaction Sub Type Summary

2. On **Transaction Sub Type 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**

   • **Sub 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 the **Sub Type**
   >
   > • Press F8

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

• Edit Transaction Sub Type Record
  This topic provides the systematic instructions to edit Transaction Sub Type record.

• View Transaction Sub Type Record
  This topic provides the systematic instructions to view Transaction Sub Type record.

• Delete Transaction Sub Type Record
  This topic provides the systematic instructions to delete Transaction Sub Type record.

• Authorize Transaction Sub Type Record
  This topic provides the systematic instructions to authorize Transaction Sub Type record.

- **Amend Transaction Sub Type Record**
  This topic provides the systematic instructions to amend Transaction Sub Type record.
- **Authorize Amended Transaction Sub Type Record**
  This topic provides the systematic instructions to authorize amended Transaction Sub Type record.

2.4.1 Edit Transaction Sub Type Record

This topic provides the systematic instructions to edit Transaction Sub Type record.

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

1. Start the **Transaction Sub Type 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 **Transaction Sub Type Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Transaction Sub Type Detail** screen is closed and the changes made are reflected in the **Transaction Sub Type Summary** screen.

2.4.2 View Transaction Sub Type Record

This topic provides the systematic instructions to view Transaction Sub Type record.

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

1. Start the **Transaction Sub Type 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 **Transaction Sub Type Detail** screen is displayed.

2.4.3 Delete Transaction Sub Type Record

This topic provides the systematic instructions to delete Transaction Sub Type record.

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

1. Start the **Transaction Sub Type 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 **Transaction Sub Type 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 Transaction Sub Type Record

This topic provides the systematic instructions to authorize Transaction Sub Type record.

Authorize an unauthorized Transaction Sub Type Record in the system for it to be processed as follows:

1. Start the **Transaction Sub Type 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 **Transaction Sub Type 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 Transaction Sub Type Record

This topic provides the systematic instructions to amend Transaction Sub Type record.

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

1. Start the **Transaction Sub Type 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 **Transaction Sub Type Detail** screen is displayed.

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

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

2.4.6 Authorize Amended Transaction Sub Type Record

This topic provides the systematic instructions to authorize amended Transaction Sub Type record.

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

The process of subsequent authorization is the same as that for normal transactions.
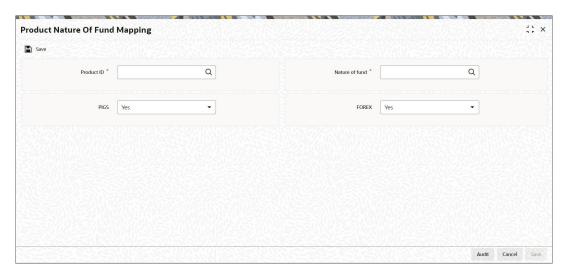
2.5 Process Product Nature of Fund Mapping

This topic provides the systematic instructions to map nature of fund to specific products.

You can map only those products which are marked as PIGS compliant at product level.

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

   The **Product Nature of Fund Mapping** screen is displayed.

Figure 2-5   Product Nature of Fund Mapping

2. On **Product Nature of Fund Mapping** screen, click **New** to enter the details.

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

Table 2-3   Product Nature of Fund Mapping - Field Description

Field	Description
Product ID	*Alphanumeric; 10 Characters; Optional* Specify the PIGS complaint product ID. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.
Nature of Fund	*Alphanumeric; 3 Characters; Optional* Specify the nature of fund based on param maintenance. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.
PIGS	*Display* Select if **PIGS** value as per product level should be considered or not from the drop-down list. The list displays the following values: • **Yes** • **No**
FOREX	*Optional* Select if FOREX value as per product level. should be considered or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub type code after entering the transaction type, for which the Sub type transaction is processed.

2.6 Product Nature of Fund Mapping Summary
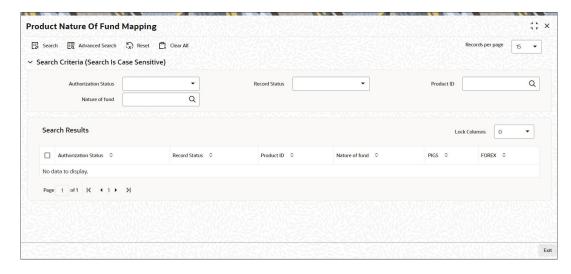
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Product Nature of Fund Mapping Record

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

   The **Product Nature of Fund Mapping Summary** screen is displayed.

Figure 2-6   Product Nature of Fund Mapping Summary

2. On **Product Nature of Fund 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**

- **Product ID**

- **Nature of Fund**

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.

- Edit Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to edit Product Nature of Fund Mapping record.

- View Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to view Product Nature of Fund Mapping record.

- Edit Product Tax Class Maintenance Record
  This topic provides the systematic instructions to edit Product Tax Class Maintenance record.

- Delete Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to delete Product Nature of Fund Mapping record.

- Authorize Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to authorize Product Nature of Fund Mapping record.

- Amend Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to amend Product Nature of Fund Mapping record.

- Authorize Amended Product Nature of Fund Mapping Record
  This topic provides the systematic instructions to authorize amended Product Nature of Fund Mapping record.

2.6.1 Edit Product Nature of Fund Mapping Record

This topic provides the systematic instructions to edit Product Nature of Fund Mapping record.

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

1. Start the **Product Nature of Fund 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 **Product Nature of Fund Mapping Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Product Nature of Fund Mapping Detail** screen is closed and the changes made are reflected in the **Product Nature of Fund Mapping Summary** screen.

2.6.2 View Product Nature of Fund Mapping Record

This topic provides the systematic instructions to view Product Nature of Fund Mapping record.

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

1. Start the **Product Nature of Fund 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 **Product Nature of Fund Mapping Detail** screen is displayed.

2.6.3 Edit Product Tax Class Maintenance Record

This topic provides the systematic instructions to edit Product Tax Class Maintenance record.

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

1. Start the **Product Tax Class 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 **Product Tax Class Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Product Tax Class Maintenance Detail** screen is closed and the changes made are reflected in the **Product Tax Class Maintenance Summary** screen.

2.6.4 Delete Product Nature of Fund Mapping Record

This topic provides the systematic instructions to delete Product Nature of Fund Mapping record.

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

1. Start the **Product Nature of Fund 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 **Product Nature of Fund 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.

2.6.5 Authorize Product Nature of Fund Mapping Record

This topic provides the systematic instructions to authorize Product Nature of Fund Mapping record.

Authorize an unauthorized Product Nature of Fund Mapping Record in the system for it to be processed as follows:

1. Start the **Product Nature of Fund 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 **Product Nature of Fund 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.

2.6.6 Amend Product Nature of Fund Mapping Record

This topic provides the systematic instructions to amend Product Nature of Fund Mapping record.

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

1. Start the **Product Nature of Fund 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 **Product Nature of Fund Mapping Detail** screen is displayed.

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

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

2.6.7 Authorize Amended Product Nature of Fund Mapping Record

This topic provides the systematic instructions to authorize amended Product Nature of Fund Mapping record.

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

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

2.7 Process Product Tax Class Maintenance Detail

This topic provides the systematic instructions to maintain the fund tax classes.

Maintaining Product Tax Class

As part of the endowment products regulatory requirements, the taxes are deducted by the Life Company, where as in Life Insurance business taxes are the policy holder's responsibility. Therefore the Life Company is responsible for payment of such tax to the SARS (Regulatory Authority) so that the investment returns are tax free at the policy holder's hand. The tax varies among the policy holder depending upon the policy holder's category, which is one among the following. These are called as Four Fund Tax Classes.

- Individual Fund (IPF)

- Corporate Fund (CPF)

- Retirement Fund (RPF)

- Untaxed Fund (UPF)

The system supports Four Funds Tax Class functionality in the following manner:

- First the system derives the Tax class of the policy based on the Product and UH Category using **Product Tax Class Maintenance(LEDPRTAX)** screen
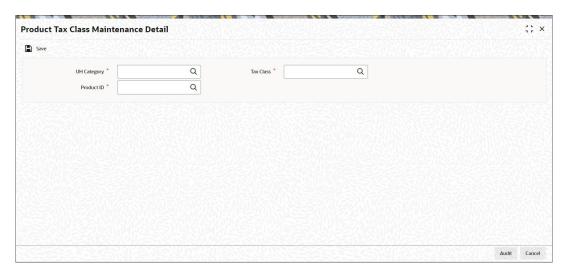
- At the fund level the funds are grouped using **Fund Rule Maintenance (UTDFNDRL)** for Tax Class Switch

- Then four different funds are created for each Fund Tax Class under one Fund Group

- Fund Rule Maintenance [UTDFNDRL]

- Fund level indicator is used to specify Fund Tax Class. The Fund Tax Classes are:

  – Individual Fund (IPF)

  – Corporate Fund (CPF)

  – Retirement Fund (RPF)

  – Untaxed Fund (UPF)

  – Client Responsible Tax (CRT)

Policy Tax Class will get defaulted from **Product Tax Class maintenance**. And if UH Category gets modified, upon its authorization, system automatically changes at EOD all the underlying policy Tax Class to new policy tax class (based on the new UH Category and Product combinations) and update the SI's with new tax class fund id's and generates 100% switch transactions form the old policy tax class funds.

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

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

   You can create four different funds for each Fund Tax Class under one Fund Group.

   The **Product Tax Class Maintenance Detail** screen is displayed.

Figure 2-7   Product Tax Class Maintenance Detail

2. On **Product Tax Class Maintenance Detail** screen, click **New** to enter the details.

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

Table 2-4   Product Tax Class Maintenance Detail - Field Description

Field	Description
UH Category	*Alphanumeric; 2 Characters; Mandatory* Specify the Unit Holder category details. Alternatively, you can select the UH Category from the option list. The list displays all valid UH Category details maintained in the system.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Specify the product ID. Alternatively, you can select the Product ID from the option list. The list displays all valid Product ID maintained in the system.
Tax Class	*Alphanumeric; 3 Characters; Mandatory* Specify tax class details. Alternatively, you can select tax class details from the option list. The list displays all valid Tax Class details maintained in the system.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub type code after entering the transaction type, for which the Sub type transaction is processed.

Save the information entered

3. Click **Save** when you have entered all the mandatory information.

   The system displays the following confirmation message `Record Successfully Saved`.

4. Click **Ok** button from the dialog box.

   This indicates the record has been saved.

2.8 Product Tax Class Maintenance Summary

This topic provides the systematic instructions to perform the basic operations on the selected records.
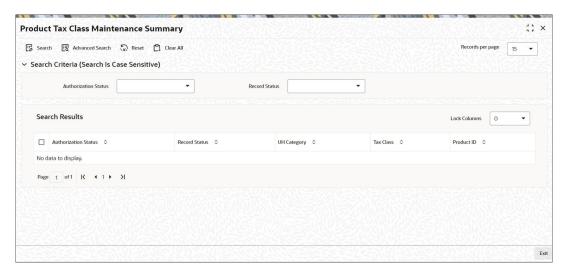
Retrieve Product Tax Class Maintenance Record

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

   The **Product Tax Class Maintenance Summary** screen is displayed.

Figure 2-8   Product Tax Class Maintenance Summary

2. On **Product Tax Class 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**

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

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

• Edit Product Tax Class Maintenance Record
  This topic provides the systematic instructions to edit Product Tax Class Maintenance record.

• View Product Tax Class Maintenance Record
  This topic provides the systematic instructions to view Product Tax Class Maintenance record.

• Delete Product Tax Class Maintenance Record
  This topic provides the systematic instructions to delete Product Tax Class Maintenance record.

• Authorize Product Tax Class Maintenance Record
  This topic provides the systematic instructions to authorize Product Tax Class Maintenance record.

• Amend Product Tax Class Maintenance Record
  This topic provides the systematic instructions to amend Product Tax Class Maintenance record.

• Authorize Amended Product Tax Class Maintenance Record
  This topic provides the systematic instructions to authorize amended Product Tax Class Maintenance record.

2.8.1 Edit Product Tax Class Maintenance Record

This topic provides the systematic instructions to edit Product Tax Class Maintenance record.

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

1. Start the **Product Tax Class 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 **Product Tax Class Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Product Tax Class Maintenance Detail** screen is closed and the changes made are reflected in the **Product Tax Class Maintenance Summary** screen.

2.8.2 View Product Tax Class Maintenance Record

This topic provides the systematic instructions to view Product Tax Class Maintenance record.

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

1. Start the **Product Tax Class 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 **Product Tax Class Maintenance Detail** screen is displayed.

2.8.3 Delete Product Tax Class Maintenance Record

This topic provides the systematic instructions to delete Product Tax Class Maintenance record.

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

1. Invoke the **Product Tax Class 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 **Product Tax Class 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.

2.8.4 Authorize Product Tax Class Maintenance Record

This topic provides the systematic instructions to authorize Product Tax Class Maintenance record.

Authorize an unauthorized Product Tax Class Maintenance Record in the system for it to be processed as follows:

1. Start the **Product Tax Class 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 **Product Tax Class 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.

2.8.5 Amend Product Tax Class Maintenance Record

This topic provides the systematic instructions to amend Product Tax Class Maintenance record.

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

1. Start the **Product Tax Class 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 **Product Tax Class Maintenance Detail** screen is displayed.

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

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

> ✎ **Note:**
>
> Product Tax Class Maintenance will be not be allowed to be amended if there exists a Policy with this tax class (combination of UH category and product ID).

2.8.6 Authorize Amended Product Tax Class Maintenance Record

This topic provides the systematic instructions to authorize amended Product Tax Class Maintenance record.

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

The process of subsequent authorization is the same as that for normal transactions.
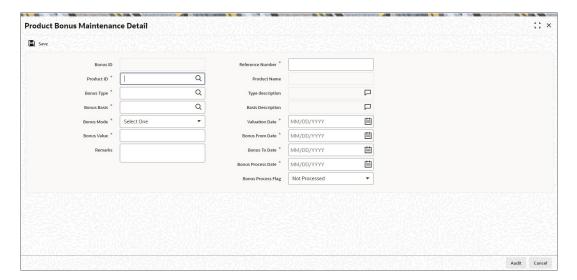
2.9 Process Product Bonus Maintenance Detail

This topic provides the steps you need to define the bonus factor for a product.

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

The **Product Bonus Maintenance Detail** screen is displayed.

Figure 2-9   Product Bonus Maintenance Detail

2. On **Product Bonus Maintenance Detail** screen, click **New** to enter the details.

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

Table 2-5   Product Bonus Maintenance Detail - Field Description

Field	Description
Bonus ID	*Display* The system displays the bonus ID.
Reference Number	*Alphanumeric; 16 Characters; Mandatory* Specify the reference number.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Specify the product ID. Alternatively, you can select product ID from the option list. The list displays all valid product ID maintained in the system.
Product Name	*Display* The system displays the name of the selected product ID.
Bonus Type	*Alphanumeric; 2 Characters; Mandatory* Specify the bonus type. Alternatively, you can select bonus type from the option list. The list displays all valid bonus type maintained in the system.
Type Description	*Display* The system displays the description for the selected bonus type.
Bonus Basis	*Alphanumeric; 2 Characters; Mandatory* Specify the bonus basis. Alternatively, you can select bonus basis from the option list. The list displays all valid bonus basis maintained in the system.
Basis Description	*Display* The system displays the description for the selected bonus basis.
Bonus Mode	*Mandatory* Select the mode of bonus from the drop-down list. The list displays the following values: • **Percentage** • **Amount**
Bonus Value	*Numeric; 30 Characters; Mandatory* Specify the bonus value.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any.
Valuation Date	*Date Format; Mandatory* Select the valuation date from the adjoining calendar.
Bonus From Date	*Date Format; Mandatory* Select the bonus period from date from the adjoining calendar.
Bonus To Date	*Date Format; Mandatory* Select the bonus period from the adjoining calendar.
Bonus Process Date	*Date Format; Mandatory* Select bonus process date from the adjoining calendar.

Table 2-5   (Cont.) Product Bonus Maintenance Detail - Field Description

Field	Description
Bonus Process Flag	*Optional* Select the bonus process status from the drop-down list. The list displays the following values: • **Not Processed** • **Processed** • **Skip**
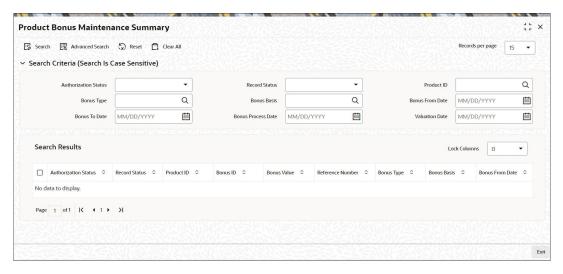
2.10 Product Bonus Maintenance Summary

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

Retrieve Product Bonus Maintenance Record

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

   The **Product Bonus Maintenance Summary** screen is displayed.

Figure 2-10   Product Bonus Maintenance Summary

2. On **Product Bonus 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**

   • **Product ID**

   • **Bonus Basis**

   • **Bonus To Date**

   • **Valuation Date**

   • **Bonus Type**

- **Bonus From Date**

- **Bonus Process Date**

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

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

   > ✎ **Note:**
   >
   > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
   >
   > - Press F7
   >
   > - Input the **Product ID**
   >
   > - 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 Product Bonus Maintenance Record
  This topic provides the systematic instructions to edit Product Bonus Maintenance record.

- View Product Bonus Maintenance Record
  This topic provides the systematic instructions to view Product Bonus Maintenance record.

- Delete Product Bonus Maintenance Record
  This topic provides the systematic instructions to delete Product Bonus Maintenance record.

- Authorize Product Bonus Maintenance Record
  This topic provides the systematic instructions to authorize Product Bonus Maintenance record.

- Amend Product Bonus Maintenance Record
  This topic provides the systematic instructions to amend Product Bonus Maintenance record.

- Authorize Amended Product Bonus Maintenance Record
  This topic provides the systematic instructions to authorize amended Product Bonus Maintenance record.

2.10.1 Edit Product Bonus Maintenance Record

This topic provides the systematic instructions to edit Product Bonus Maintenance record.

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

1. Start the **Product Bonus 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 **Product Bonus Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

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

2.10.2 View Product Bonus Maintenance Record

This topic provides the systematic instructions to view Product Bonus Maintenance record.

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

1. Start the **Product Bonus 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 **Product Bonus Maintenance Detail** screen is displayed.

2.10.3 Delete Product Bonus Maintenance Record

This topic provides the systematic instructions to delete Product Bonus Maintenance record.

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

1. Start the **Product Bonus 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 **Product Bonus 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.

2.10.4 Authorize Product Bonus Maintenance Record

This topic provides the systematic instructions to authorize Product Bonus Maintenance record.

Authorize an unauthorized Product Bonus Maintenance Record in the system for it to be processed as follows:

1. Start the **Product Bonus 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 **Product Bonus 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.

2.10.5 Amend Product Bonus Maintenance Record

This topic provides the systematic instructions to amend Product Bonus Maintenance record.

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

1. Start the **Product Bonus 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 **Product Bonus Maintenance Detail** screen is displayed.

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

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

2.10.6 Authorize Amended Product Bonus Maintenance Record

This topic provides the systematic instructions to authorize amended Product Bonus Maintenance record.

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

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

3

Product

This topic explains how to maintain Products under which a customer would buy a Policy.

Each of the Life and Endowment Products that the Life and Endowment Company provides to the Policy Holders must be defined in the **Oracle FLEXCUBE Investor Servicing (FCIS)** system. The Policy Holders buy policies in any of these products depending upon their need and requirements.

> **✏ Note:**
>
> Products can be defined through the Fund Manager component only.

The **Product Maintenance Detail** screen allows you to capture the generic characteristics of the Product you wish to maintain.

This topic contains the following sub-topics:

- **Process Product Maintenance Detail**
  This topic provides the steps you need to follow to define a Product.

- **Product Details Tab**
  This topic explains the Product Details tab of **Product Maintenance Detail** screen.

- **Additional Investments Tab**
  This topic explains the Additional Investments tab of **Product Maintenance Detail** screen.

- **Bank Details Tab**
  This topic explains the Bank Details tab of **Product Maintenance Detail** screen.

- **Withdrawals Tab**
  This topic explains the Withdrawals tab of **Product Maintenance Detail** screen.

- **Portfolio Mapping Tab**
  This topic explains the Portfolio Mapping tab of **Product Maintenance Detail** screen.

- **Premium and Annuity Details Tab**
  This topic explains the Premium and Annuity details tab of **Product Maintenance Detail** screen.

- **Loan and Funding Details Tab**
  This topic explains the Loan and Funding details tab of **Product Maintenance Detail** screen.

- **Income Distribution Rule Tab**
  This topic explains the Income Distribution Rule tab of **Product Maintenance Detail** screen.

- **Transaction Currency Tab**
  This topic explains the Transaction Currency tab of **Product Maintenance Detail** screen.

- **Regulations Tab**
  This topic explains the Regulations tab of **Product Maintenance Detail** screen.

- Regulation 28 Parameters Tab
  This topic explains the Regulation 28 Parameters tab of **Product Maintenance Detail** screen.

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

- Process Product Transaction Sub Type Mapping Detail
  This topic provides the systematic instructions to map Product and Transaction Sub Type.

- Product Sub Type Mapping Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Product Annual Annuity Limit Detail
  This topic provides the systematic instructions to define lower and upper annuity income percentage.

- Product Annual Annuity Limit Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.
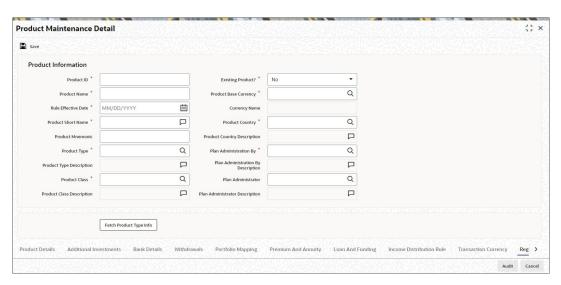
3.1 Process Product Maintenance Detail

This topic provides the steps you need to follow to define a Product.

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

   The **Product Maintenance Detail** screen is displayed.

   Figure 3-1   Product Maintenance Detail

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

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

Table 3-1   Product Maintenance Detail - Field Description

Field	Description
Product Information	This section displays the following fields.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Specify a unique identification for the product that is being defined through this screen. This identification will be used whenever subsequent reference is made to this product in the system. The ID you enter can contain a maximum of 4 characters.
Product Name	*Alphanumeric; 60 Characters; Mandatory* Give the Product ID a description which will help you identify the same easily.
Rule Effective Date	*Date Format; Mandatory* Specify the date from which the Product profile definition will become effective for all transactions in this product. By default, this date is displayed as the next working day in the system.
Product Short Name	*Alphanumeric; 20 Characters; Mandatory* Specify a short name for the product.
Product Mnemonic	*Alphanumeric; 10 Characters; Optional* Specify a mnemonic for the product. The mnemonic is typically used as an identifier to run queries or to generate reports regarding the product.
Product Type	*Alphanumeric; 4 Characters; Mandatory* The various Product Types you have already maintained through the **Product Type Maintenance** screen will be available for selection in the option list. Select the **Product Type** that is applicable to the Product.
Product Type Description	*Display* The system displays the description for the selected product type.
Product Class	*Alphanumeric; 4 Characters; Mandatory* The Product Classes that you have specified through the **System Parameters** screen will be available for selection in the option list.
Product Class Description	*Display* The system displays the description for the selected product class.
Existing Product?	*Mandatory* Select **Yes** to indicate that the product is an existing product. For an existing product, the Product Start Date is earlier than the application date. If any existing business products need to be entered into the system, this field facilitates easy conversion of the same.
Product Base Currency	*Alphanumeric; 3 Characters; Mandatory* Select the currency that the Product will use, from the options provided in the option list. The currency that you choose for the product will be the reference currency for all the fields identified as part of the Product.
Currency Name	*Display* The system displays the name of the currency for the selected product base currency.

Table 3-1   (Cont.) Product Maintenance Detail - Field Description

Field	Description
Product Country	*Alphanumeric; 3 Characters; Mandatory* Select the country where the product will operate, from the options provided in the option list. When the system computes the withholding tax applicable on annuity payments in this Product, the base country information that is specified here is taken into consideration.
Product Country Description	*Display* The system displays the description for the selected product country code.
Plan Administration By	*Alphanumeric; 3 Characters; Mandatory* Select the entity that will administer the plan. The option list includes all the options that you have maintained in the **System Parameters Maintenance** screen for the Parameter Code **POLICYCODE**. Refer to the topic *Maintaining System Parameters* in the *Security* User Manual for further information on the System Parameters Maintenance.
Plan Administration By Description	*Display* The system displays the description of the selected Plan Administration by details.
Plan Administrator	*Alphanumeric; 60 Characters; Optional* Select the Administrator for the entity that you have chosen. The option list includes all the entities that you have maintained in the **Single Entity Maintenance** screen. Refer topic *Maintaining Reference Information* in the *Reference Information* User Manual for further information on the **Single Entity Maintenance** screen.
Plan Administrator Description	*Display* The system displays the description for the selected Plan Administrator ID.

3. Click the **Fetch Product Type Info** button to fetch the product type information after specifying the necessary details.
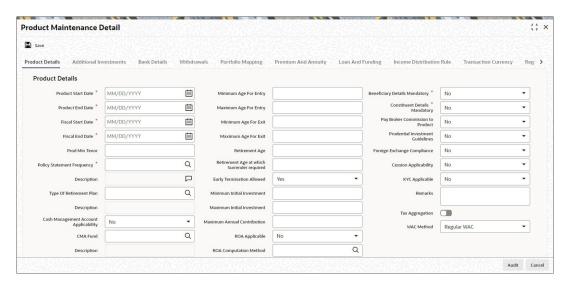
3.2 Product Details Tab

This topic explains the Product Details tab of **Product Maintenance Detail** screen.

1. On **Product Maintenance Detail** screen, click **Product Details** tab to enter the details.

   The **Product** details are displayed.

Figure 3-2   Product Maintenance Detail_Product Details Tab

2. On **Product Details** tab, specify the fields.

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

Table 3-2   Product Details - Field Description

Field	Description
Product Start Date	Date Format, Mandatory
	Specify the date on and beyond which the Product is available for transactions by the Policy Holders.
	Note: This date must not be earlier than the Application Date, except if the Product is an existing one.
Product End Date	Date Format, Mandatory
	Specify the date on and beyond which the Product is not available for transactions by the Policy Holders.
	Note: This date must not be earlier than the Application Date and the Maturity Date of a policy.
Fiscal Start Date	Date Format; Mandatory
	Specify the date on which the fiscal year begins.
Fiscal End Date	Date Format; Mandatory
	Specify the date on which the fiscal year ends.
Prod Min Tenor	Numeric; 3 Characters; Mandatory and Enabled only if Maturity Date Basis for Product Type is **Minimum Tenor**
	Specify the minimum age for policies in this Product, in terms of number of years. The age, in number of years, is referred to as the **term** of the Product, and is considered from the Start Date of the Product.
	Note: This field will be enabled only if you have selected the option **Minimum Tenor** against the field **Maturity Date Basis** for the Product Type, in the **Product Type Maintenance** screen.
Policy Statement Frequency	Alphanumeric; 1 Character; Mandatory
	Specify the frequency at which policy statements must be generated for a Policy Holder who has subscribed to a policy in this Product.

Table 3-2 (Cont.) Product Details - Field Description

Field	Description
Description	Display The system displays the description for the selected description.
Type of Retirement Plan	Alphanumeric; 1 Character; Optional Specify the type of retirement plan. **Note:** This field will be applicable to those Product Types for which you have selected the option **Yes** against the field **IRA Applicable**.
Description	Display The system displays the description for the selected type of retirement plan.
Cash Management Account Applicability	Optional Select **Yes** if you want to make the Cash Management Account feature available in this product, else select **No**. If you have chosen this option, you need to also specify your choices for CMA Fund, Restrict CMA for Initial Investments and Redeem Periodic Fee from CMA Fund. This lays the rules for the operation of the CMA Fund.
CMA Fund	Alphanumeric; 6 Characters; Optional Specify a fund to be the CMA fund. You can select from the option list.
Description	Display The system displays the description for the selected CMA applicability.
Restrict CMA for Initial Investment	Optional Select **Yes** if you wish to restrict initial investments for the CMA Fund. Else select **No**.
Redeem Periodic Fee from CMA Fund	Optional Select **Yes** if you want the system to treat the specified CMA fund, as the preferred fund for periodic fee redemptions. Else select **No**. If you have chosen this option, then system would treat CMA Fund as preferred fund for periodic fee redemptions, provided no preferred fund is selected at Policy Level.
CGT Applicable	Mandatory Select **Yes** from the drop-down list if CGT is applicable.
Generate Redemption for CGT	Mandatory Select **Yes** from the drop-down list to generate redemption for CGT.
CGT Reporting Currency	Alphanumeric; 3 Characters; Optional Specify the currency in which the capital gains and capital gains tax amount should be reported. The capital gains and capital gains tax amount, which is computed at the fund level in the fund base currency, will be converted in terms of the reporting currency using the default exchange rate. If you do not maintain a reporting currency, the system will convert the capital gains and capital gains tax amount only in terms of the product and policy base currency..
Minimum Age for Entry	Numeric, 3 Characters; Optional The minimum age before which a Policy Holder cannot subscribe to a policy under a Product of this Product Type, will be displayed.

Table 3-2   (Cont.) Product Details - Field Description

Field	Description
Maximum Age for Entry	Numeric, 3 Characters; Optional
	Specify the maximum age after which a Policy Holder cannot subscribe to a policy under a Product of this Product Type.
Minimum Age for Exit	Numeric, 3 Characters; Optional
	Specify the minimum age before which a Policy Holder cannot close a policy under a Product of this Product Type.
Maximum Age for Exit	Numeric, 3 Characters; Optional
	Specify the maximum age after which a Policy Holder is not allowed to have holdings in the Product.
	Note: The age limits that you have specified for the Product Type through the Product Type Maintenance screen will be displayed in the above fields. You will be allowed to change the same for a Product if, for the Product Type, you have selected the option Override Age Limit.
Retirement Age	Numeric, 3 Characters; Optional and Enabled only if Maturity Date Basis for Product Type is **Retirement Age**
	Specify the age that will be considered as retirement age for Policy Holders under this product. After this age, the Policy Holders with policies in this Product will become eligible for retirement benefits, if any.
	This field will be enabled only if, for the Product Type, in the **Product Type Maintenance** screen:
	• You have selected the option **Yes** against the field **Retirement Features Supported?**.
	• You have selected the option **Retirement Age** against the field **Maturity Date Basis.**
Retirement Age at which Surrender required	Alphanumeric; 3 Characters; Optional
	Specify the age at which the Policy Holder must surrender the policy.
Early Termination Allowed?	Optional
	A policy in a Product can be terminated earlier than the Maturity Date of the Product. Select **Yes** if such a termination is desired to be applied to policies in this Product.
Minimum Initial Investment	Numeric, 18 Characters; Optional
	Specify the minimum amount that a Policy Holder has to contribute to hold a policy in this Product at the time of policy creation.
Maximum Initial Investment	Numeric, 18 Characters; Optional
	Specify the maximum amount that a Policy Holder can invest while making an initial investment in a policy in this Product.
	Note: The Policy Holder can top up the policy later if additional investment is allowed for the Product. The same can be indicated through the screen that is invoked when you click on the **Additional Investments** link. The same is explained in subsequent topics.
Maximum Annual Contribution	Numeric, 18 Characters; Optional
	This field is locked for non retirement products.

Table 3-2 (Cont.) Product Details - Field Description

Field	Description
ROA Applicable	Optional Select **Yes** from drop-down list if Rate of accumulation is applicable for a product. The initial administrator and broker will use the market value at policy level to derive the fee return value. the Fee is calculated based on the gross amount of the individual transaction value. For an ROA function to be applicable, a cumulative load would be setup and mapped in the Load Product.
ROA Computation Method	Alphanumeric; 1 Character; Optional Select the appropriate method to calculate the right of accumulation from the option list. The ROA may be calculated on the basis of: • Amount invested in the policy by the policy holder • Holdings of the customer as on that date • Holdings subscription price as on that date • The current days transaction value
Description	Display The system displays the description for the selected ROA computation method.
Include Current TXN for ROA	Optional Select whether the current transaction should be considered for calculating ROA.
Include Reinvestment for ROA	Optional Indicate whether the reinvestments affect the ROA calculation from the drop-down list.
Switch Impact ROA	Optional Indicate whether switch transactions affect ROA computation from the drop-down list.
Beneficiary Details Mandatory	Mandatory Select if beneficiary details are mandatory or not from the drop-down list. During product amendment system checks if there are any policies associated to the product in which case you will not be allowed to select **No**. **Note:** If you select **Yes**, it is mandatory to specify beneficiary details in the **Policy Maintenance** screen.
Constituent Details Mandatory	*Mandatory* If you select **Yes**, it is mandatory to specify constituent details in the **Policy Maintenance** screen.
Pay Broker Commission to Product	*Optional* Select **Yes** if pay broker commission is set to the product from the drop-down list.
Prudential Investment Guidelines	*Optional* Indicate if you need to define the rules for Prudential Investment guidelines. You can either select **Prudential Investment Guidelines** or **Foreign Exchange Compliance**.

Table 3-2   (Cont.) Product Details - Field Description

Field	Description
Foreign Exchange Compliance	*Optional*
	Indicate if you are defining rules for Foreign exchange compliance.
	You can define rules by selecting either **Prudential Investment Guidelines** or **Foreign Exchange Compliance**. The rules are defined on the number of investment components available or also a combination of these investment components. There is no restriction placed on the number of components which can be selected to define a rule.
	For example you can specify two components for a rule; for a rule sequence 1, you can define two components, with a threshold percentage within (0-100).
	Rule1: For PIG Compliance-Total Cash, Components selected for the rule: CA1; CA2, Operator: Less than or Equal to (<=), Threshold percentage (0 – 100%): 100
	Rule2: For **FOREXCOMPLIANCE**, Components selected for the rule: CA2; EQ2; PR2, Operator: Less than or Equal to (<=), Threshold percentage (0 – 100%): 15
Cession Applicability	Optional
	Indicate whether you want to allow policies associated with this product for policy cession maintenance.
	Refer to the topic *Policy Cession Maintenance* in the *LEP User Manual* for details.
KYC Applicable	Optional
	If you select **Yes**, the transaction limit will be checked at the time of capture of Policy Transactions.
	Note: System level existing workflow of KYC would still be applicable irrespective of the status selected.
Remarks	Alphanumeric; 255 Characters; Optional
	You may enter remarks on the Product, if necessary.
Tax Aggregation Allowed	Optional
	Check if tax aggregation is applicable for the product.

Table 3-2   (Cont.) Product Details - Field Description

Field	Description
WAC Method	Optional
	Select WAC method from the drop-down list. The list display the following values:
	• **Regular WAC**
	• **Life WAC**
	If you select Life WAC, 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.

Table 3-2   (Cont.) Product Details - Field Description

Field	Description
Tax Deductible Contributions Allowed?	Optional This field will be enabled only if, for the Product, you have selected the option IRA Enabled. Select **Yes** to indicate tax deductible contributions are allowed for the IRA Product.
WHT Applicable	Mandatory Select the option to indicate withholding tax needs to be calculated on the reinvested income from the policies in this Product. The options in the drop-down are as follows: • Reinvestment • Dividend Payout • Annuity • Reinvestment + Dividend • Reinvestment + Annuity • Annuity + Dividend • Reinvestment + Dividend +Annuity
Reinvest IRA Income?	Optional Select the option **Yes** to indicate the income from IRA Plan is to be reinvested in the same plan. Select the option **No** to indicate the income is to be paid out to the Policy Holder. **Note:** This field will be applicable to those Product Types for which you have selected the option **Yes** against the field **IRA Applicable**.
Auto Clear Prov Bal	Mandatory Indicate whether 100% outflow transactions based on the product should include provisionally allotted units. You can specify any of the following options: • **Option not allowed**: Provisionally allotted units should not be considered while processing 100% outflow transactions. • **Allowed – Default checked**: Provisionally allotted units should be considered while processing 100% outflow transactions by default. • **Allowed – Default unchecked**: Provisionally allotted units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.
Auto Clear Reinvestments	Mandatory Indicate whether 100% outflow transactions based on the product should include freeze held and reinvestment units. You can specify any of the following options: • **Option not allowed**: Freeze held/reinvestment units should not be considered while processing 100% outflow transactions. • **Allowed – Default checked**: Freeze held/reinvestment units should be considered while processing 100% outflow transactions by default. • **Allowed – Default unchecked**: Freeze held/reinvestment units will not be considered while processing 100% outflow transactions by default. However, you can check this option while performing transactions.

Refer to the topic *Cash Management Account* for details on the operation of Cash Management Account.

- [Calculating Capital Gain Tax](#)
  This topic provides information on calculating Capital Gain Tax.

3.2.1 Calculating Capital Gain Tax

This topic provides information on calculating Capital Gain Tax.

Capital Gain Tax (CGT) calculations are applicable only for Funds. Since the fund prices are declared gross of CGT, the system will deduct CGT by the Life Company when a CGT event occurs, that is, when sale of units happens which can be due to surrender/ disinvestments or switches.

The system will calculate CGT as follows:

```
Capital Gain Tax = (Gains or Profit – Proportionate Loss from other
Funds) * Tax Rate
```

Where,

```
Gain or Profit = Units Sold * (Price as of Disinvestment Date - WAC)
```

WAC = Weighted Average Cost

Post Unitiation, CGT fee will be computed and deducted for all outflows based on the CGT load mapping. If there is any loss, CGT will be zero and losses will be carry forwarded to offset against any future profit/gain. Transaction level losses will be added to the Carry Forwarded losses at policy level if any, and proportionately deducted from the profit/Gain of the other funds.

The system will run a batch at EOD to compute the total gain on a policy outflow (post unitization) and generate a follow on CGT redemption transaction to the extent of capital gains Tax due to a Policy holder. Losses will get logged in Policy Gain/Loss table. Follow on transaction will deduct units to recover any gains tax calculated at the Policy Level.

The system will use the preferred fund of the Unitholder for withdrawal of units to deduct the CGT. If there is no sufficient balance in that fund for that unitholder, then the system will use the latest portfolio percentage and generate a policy withdrawal on pro-rata basis.

> **✎ Note:**
>
> Follow on transaction to deduct CGT is applicable only for LEP transactions. For UT the system will limit only to calculate the capital gains.

The system will record the CGT amount that is due for outflow transactions. Even if CGT transaction generation fails, the system will calculate and log the CGT amount due on the outflow transaction which can then be used for further processing manually.

In case of 100% surrenders, the capital gains amount due by the policy holder will be netted off from the settlement amount of underlying UT transactions. If surrender amount is less than the capital gains tax amount, then system will block EFT and carry forward the capital gains.

The system will map standard post allocation load with 0% return value to the product to compute gain/loss. If the policy transaction under consideration is a 100% surrender then the system will recover the tax from settlement amount.

The system should reduce the system derived settlement amount to the extent of tax recovered.

The above process will consider the gain/loss computed/carried forward up to and including the current 100% surrender in consideration. The system will recover the tax amount from the settlement amount of funds which resulted in gain only.

If the settlement of such funds is insufficient then the system will recover proportionately from all funds involved in 100% surrender.

If all the UT transactions are in loss then the system will recover proportionately from the portfolio funds.

If the CGT redemption transaction is reversed then the gain will not be reversed.
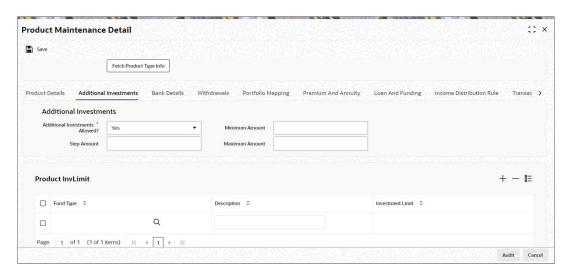
3.3 Additional Investments Tab

This topic explains the Additional Investments tab of **Product Maintenance Detail** screen.

1. On **Product Maintenance Detail** screen, click **Additional Investments** tab to enter the details.

   The **Additional Investments** details are displayed.

   Figure 3-3   Product Maintenance Detail_Additional Investments Tab

2. On **Additional Investments** tab, specify the fields.

   For more information on fields, refer to the field description below,

   Table 3-3   Additional Investments - Field Description

Field	Description
Additional Investments	*Mandatory* Select **Yes** option to indicate the Policy Holder can make an additional investment in a policy in this product. **Note:** The other fields in this screen will be enabled only if you select this option.

Table 3-3   (Cont.) Additional Investments - Field Description

Field	Description
Additional Investments Allowed?	*Mandatory* Select **Yes** option to indicate the Policy Holder can make an additional investment in a policy in this product. **Note:** The other fields in this screen will be enabled only if you select this option.
Step Amount	*Numeric; 18 Characters; Optional* Enter a value that indicates the steps of initial investment amount in which a Policy Holder can invest to subscribe to a policy in this Product. For instance, it could be that some products support only steps of 500 currency units while some other will support steps of 100 currency units.
Minimum Amount	*Numeric; 18 Characters; Optional* Specify the minimum additional investment amount.
Maximum Amount	*Numeric; 18 Characters; Optional* Specify the maximum amount to which an additional investment can be made.
Product InvLimit:	In the **Investment Limit** section, you can enter information in the following fields:
Fund Type	*Alphanumeric; 6 Characters; Mandatory* Select the funds from the option list in which the Policy Holder can make an additional investment. You can specify the details of more than one fund by clicking **Add** icon, which adds a field wherein you can choose another fund.
Description	*Display* The system displays the description for the selected fund type.
Investment Limit	*Numeric; 3 Characters; Mandatory* For each fund, specify the ratio in which the additional investment is allowed to be made. **Note:** • The sum total of the ratio you enter, should add up to 100. • When a Policy Holder makes an additional investment in a policy, the system will calculate the holding in the funds belonging to the fund type for which you have specified an investment limit. If the current holdings plus the new investment exceed the investment limit you have specified, the system will not allow the Policy Holder to make an additional investment in funds belonging to this fund type.

3.4 Bank Details Tab

This topic explains the Bank Details tab of **Product Maintenance Detail** screen.
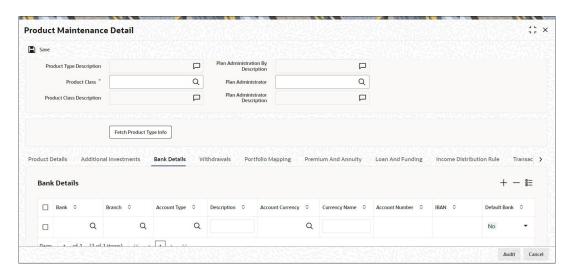
The proceeds of payments such as collection of management fees, surrender at a policy level to handle exceptional situations like death, and so on, may need to be made to a default product bank account and not to the Policy Holder bank account in certain cases. Several bank accounts can be associated with a product.

> **Note:**
>
> This section is mandatory. You will have to enter information in all fields.

1. On **Product Maintenance Detail** screen, click **Bank Details** tab to enter the details.

   The **Bank** details are displayed.

   Figure 3-4   Product Maintenance Detail_Bank Details Tab

2. On **Bank Details** tab, specify the fields.

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

   Table 3-4   Bank Details - Field Description

Field	Description
Bank Details Section	This section displays the following fields.
Bank	*Alphanumeric; 12 Characters; Mandatory* Select the name of the bank where the Product account resides, from the option list.
Branch	*Alphanumeric; 12 Characters; Mandatory* Select the name of the branch of the bank where the Product account resides, from the option list.
Account Type	*Alphanumeric; 1 Character; Mandatory* Select the type of the Product account from the option list.
Description	*Display* The system displays the description for the selected account type.
Account Currency	*Alphanumeric; 3 Characters; Mandatory* Select the currency of the Product account from the option list.
Currency Name	*Display* The system displays the name of the currency for the selected account currency code.

Table 3-4   (Cont.) Bank Details - Field Description
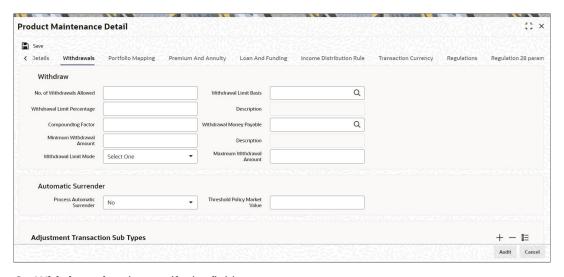
Field	Description
Account Number	*Alphanumeric; 34 Characters; Mandatory* Specify the account number of the Product account.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Default Bank	*Mandatory* Select this option to indicate this is the default bank account. You will need to specify one default bank account for every currency. **Note:** You can specify the details of more than one bank by clicking **Add** icon, which adds a field wherein you can choose another bank.

3.5 Withdrawals Tab

This topic explains the Withdrawals tab of **Product Maintenance Detail** screen.

1. On **Product Maintenance Detail** screen, click **Withdrawals** tab to enter the details.

   The **Withdrawals** details are displayed.

   Figure 3-5   Product Maintenance Detail_Withdrawals Tab

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

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

   Table 3-5   Withdrawals - Field Description

Field	Description
Withdraw	This section displays the following fields.

Table 3-5 (Cont.) Withdrawals - Field Description

Field	Description
No. of Withdrawals Allowed	*Numeric; 5 Characters; Optional* Specify the number of partial surrender transactions that can be performed by the Policy Holder during the tenor of the policy. You have to mention the number above zero to select the applicable transaction sub types.
Withdrawal Limit Percentage	*Numeric; 5 Characters; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as **Percentage**. Specify the maximum percentage of holdings that the Policy Holder is allowed to withdraw.
Compounding Factor	*Numeric; 5 Characters; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as **Percentage** and the Withdrawal Limit Basis as **Compounded Contribution**. Specify the compounding factor to be used in calculations.
Minimum Withdrawal Amount	*Numeric; 18 Characters; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as Amount. Specify the minimum amount that a Policy Holder can be withdrawn from the holdings.
Withdrawal Limit Mode	*Optional* Select withdrawal limit mode from the drop-down list. The list displays the following values: • **Percentage** • **Amount** Select the option **Percentage** to indicate the withdrawal details will be specified in terms of the percentage of holdings. Select the option **Amount** to indicate the withdrawal details will be specified in terms of the withdrawal amount.
Withdrawal Limit Basis	*Alphanumeric; 1 Character; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as **Percentage**. Specify the applicability of the withdrawal percentage. The percentage you have specified might apply to the Contribution Amount, Compounded Contribution or Market Value.
Description	*Display* The system displays the description for the selected withdrawal limit basis.
Withdrawal Money Payable	*Alphanumeric; 1 Character; Optional* Specify whether the withdrawal money is payable to the Customer, Administrator or Product Account.
Description	*Display* The system displays the description for the selected withdrawal money payable.
Maximum Withdrawal Amount	*Numeric; 18 Characters; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as **Amount**. Specify the maximum amount that a Policy Holder can withdraw from the holdings.
Automatic Surrender	This section displays the following fields.

Table 3-5   (Cont.) Withdrawals - Field Description

Field	Description
Process Automatic Surrender	*Optional* Indicate whether a policy should be automatically surrendered if the market value of the policy goes below a threshold amount or not from the drop-down list. Consequently, when you do surrender, by default, the money will be transferred to the unitholder's bank account. But, here, the money will be transferred to the bank account of the product and not to the unitholder.
Threshold Policy Market Value	*Alphanumeric; 15 Characters; Optional* You will be allowed to enter the threshold policy market value, if you have selected **Yes** for Automatic Surrender. If the policy market value reaches less than the amount that you specify here, the system will automatically trigger a 100% policy withdrawal transaction.
Adjustment Transaction Sub Types	Specify the applicable transaction sub types for the adjustment withdrawal. If you do not specify it, then all outflow transactions would affect withdrawal counter at policy level.
Adjustment Transaction Type	*Optional* Specify the adjustment transaction type.
Applicable Adjustment Transaction Type Description	*Display* The system displays the description for the selected adjustment type.

3.6 Portfolio Mapping Tab

This topic explains the Portfolio Mapping tab of **Product Maintenance Detail** screen.

A Product Portfolio contains the funds that are mapped to the Product and available to customers for investing when they take a policy in that Product.
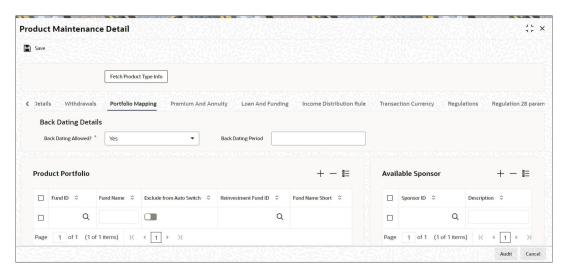
> **Note:**
>
> This section is mandatory. You will have to enter information in all fields.

1. On **Product Maintenance Detail** screen, click **Portfolio Mapping** tab to maintain the Product Portfolio details.

   The **Portfolio Mapping** details are displayed.

Figure 3-6   Product Maintenance Detail_Portfolio Mapping Tab

2. On **Portfolio Mapping** tab, specify the fields.

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

Table 3-6   Portfolio Mapping - Field Description

Field	Description
Back Dating Details	This section displays the following fields.
Back Dating Allowed?	*Mandatory* Select `Yes` option to indicate back dating is allowed for transactions carried out for policies under this product from the drop-down list. You will be allowed to change this option for a fund under the product.
Back Dating Period	*Alphanumeric; 3 Characters; Optional* This field will be enabled if you have specified that back dating is allowed for transactions under this product. Specify the number of days by which the transaction can be back dated.
Product Portfolio	This section displays the following fields.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID by selecting the values from the option list.
Fund Name	*Display* The system displays the Fund Name of the selected Fund ID.
Exclude from Auto Switch	*Optional* Check this box to exclude the portfolio from auto switch.
Reinvestment Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the reinvestment fund ID. Alternatively, you can select the reinvestment fund ID from the option list. The list displays all valid reinvestment fund ID maintained in the system.

Table 3-6   (Cont.) Portfolio Mapping - Field Description

Field	Description
Fund Name Short	*Display* The system displays the fund name for the selected reinvestment fund ID. **Note:** During modify operation, if you remove the funds from the existing product portfolio, then the system displays an override message as `Funds removed from the product are (list of funds).`
Available Sponsor	This section displays the following fields.
Sponsor ID	*Alphanumeric; 12 Characters; Mandatory* Specify the sponsor ID.
Description	*Display* The system displays the description for the selected sponsor ID.

3.7 Premium and Annuity Details Tab
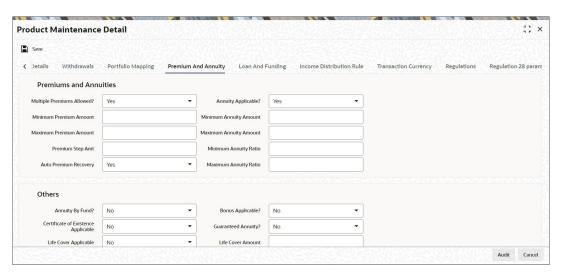
This topic explains the Premium and Annuity details tab of **Product Maintenance Detail** screen.

You will be able to see this link only if you have chosen a product type for which the option **Premium and Annuity Applicable?** is set to **Yes**.

1. On **Product Maintenance Detail** screen, click **Premium and Annuity Details** tab to enter the details.

   The **Premium and Annuity** details are displayed.

Figure 3-7   Product Maintenance Detail_Premium and Annuity Details Tab

2. On **Premium and Annuity Details** tab, specify the fields.

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

Table 3-7   Premium and Annuity Details - Field Description

Field	Description
Premiums and Annuities	This section displays the following fields.
Multiple Premiums Allowed?	*Optional* Select **Yes** from the drop-down list, if multiple premiums are allowed on the Product.
Minimum Premium Amount	*Numeric; 18 Characters; Optional* Specify the minimum premium amount that the Policy Holder needs to pay.
Maximum Premium Amount	*Numeric; 18 Characters; Optional* Specify the maximum premium amount that the Policy Holder needs to pay.
Premium Step Amt	*Numeric; 18 Characters; Optional* Specify the step amount for payment of premium. The premium amount will be a multiple of the step amount.
Auto Premium Recovery	*Optional* If you select **Yes**, the system will automatically generate all pending premium transactions if one of the following cases is applicable: • The premium payment that has stopped, becomes **Active** again. • Premium payments are not made, the status of the same is marked **PUP** by the AMC. Once the premium payment is made, the AMC changes the status to **Active**. If you select **No**, then no pending premium transactions are generated.
Annuity Applicable?	*Optional* An annuity is a deferred payment made to the Policy Holder over a period, for lump-sum payments or premium payments received from the Policy Holder. You can select **Yes** if annuities are applicable to this product. **Note:** The next few fields Minimum Annuity Amount, Maximum Annuity Amount, Minimum Annuity Ratio and Maximum Annuity Ratio are enabled only if you have selected the option **Annuity Applicable?**.
Minimum Annuity Amount	*Numeric; 18 Characters; Optional* Specify the minimum amount to be paid out as annuity to the Policy Holder for any policy in the Product.
Maximum Annuity Amount	*Numeric; 18 Characters; Optional* Specify the maximum amount allowed to be paid out as annuity to the Policy Holder for any policy in this Product.
Minimum Annuity Ratio	Numeric; 3 Characters; Optional Specify the ratio of annuity to the net investment amount. This will determine the lower limit of annuity amount payable in a policy. **Note:** This will be used for the 5/20 validation during Batch functions. Refer to the topic *Batch Functions* in this User Manual for further information on the 5/20 validation.

Table 3-7   (Cont.) Premium and Annuity Details - Field Description

Field	Description
Maximum Annuity Ratio	Numeric; 3 Characters; Optional
	Specify the ratio of annuity to the net investment amount. This will determine the upper limit of annuity amount payable in a policy.
	Note: This will be used for the 5/20 validation during Batch functions.
	Refer to the topic *Batch Functions* in this User Manual for further information on the 5/20 validation.
Others	This section displays the following fields.
Annuity By Fund?	Optional
	Select whether annuities are paid out for on the basis of the funds in the Product from the drop-down list.
Certificate of Existence Applicable	Optional
	You can select **Yes** from the drop-down list to indicate the Policy Holder needs to produce a certificate of existence.
Life Cover Applicable	Optional
	Select **Yes** from the drop-down list to indicate whether the Policy Holder has an option to opt for a life cover while subscribing to this Product.
Annuity Tax Computation Basis	Optional
	If the Withholding Tax Applicable for Annuity is selected, you can select the annuity tax computation basis from the drop-down list as Policy or Policy Holder.
	If the maintenance for Annuity Tax Basis at the product level is at policy holder, the gross annualized amount for all policies pertains to the Policy Holder gets added up for a Product. If it is at Policy level, gross annualized amount of the Policy level would be taken.
Bonus Applicable?	Optional
	Select **Yes** to indicate this Product declares a bonus.
Guaranteed Annuity?	Optional
	Select **Yes** from drop-down list to indicate annuity is guaranteed on a policy in this Product.
Life Cover Amount	Numeric; 18 Characters; Mandatory if **Life Cover Applicable** box is checked
	Specify the amount to be paid by the Policy Holder as a fee for obtaining the life cover for any policy held by him in this Product.
	Note: This field is enabled only if you have selected the option **Life Cover Applicable**.

3.8 Loan and Funding Details Tab

This topic explains the Loan and Funding details tab of **Product Maintenance Detail** screen.
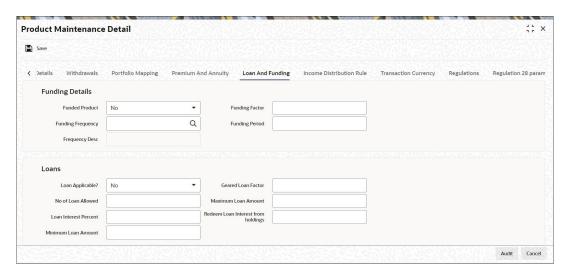
You will be able to see this link only if, for the product, you have selected the option `Yes` against the field **Funding Features Supported?**, in the **Product Type Maintenance Detail** screen.

The funding rules that you specify in this screen, are valid only till the maturity date of the product.

1. On **Product Maintenance Detail** screen, click **Loan and Funding Details** tab to enter the details.

   The **Loan and Funding** Details are displayed.

Figure 3-8   Product Maintenance Detail_Loan and Funding Details Tab

2. On **Loan and Funding Details** tab, specify the fields.

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

Table 3-8   Loan and Funding Details - Field Description

Field	Description
Funding Details	This section displays the following fields.
Funded Product	Optional Select whether the Product is a funded product or not from the drop-down list, wherein a portion of the initial investment and subsequent top-ups, if any, will be retained.
Funding Frequency	Alphanumeric; 1 Character; Mandatory if **Funded Product** is `Yes` Specify the frequency at which the funded amount will be repaid to the investor. **Note:** You cannot change the funding frequency for a policy.
Frequency Desc	Display The system displays the description for the selected funding frequency.
Funding Factor	Numeric; 5 Characters; Mandatory if **Funded Product** is `Yes` Specify the funding factor that is applicable to policy transactions in this Product. This must be expressed as a percentage and cannot exceed one hundred percent. **Note:** You will be allowed to change this at the policy creation level for the initial contribution and then at the transaction level for top ups.
Funding Period	Numeric; 3 Characters; Mandatory if **Funded Product** is `Yes` Specify the duration of the repayment period, at the end of which the entire funded amount will be paid back to the investor. **Note:** You can change the same for a policy.

Table 3-8   (Cont.) Loan and Funding Details - Field Description

Field	Description
Loans	This section displays the following fields.
Loan Applicable?	Optional Select **Yes** if Loan is applicable, else **No**.
Geared Loan Factor	Numeric; 5 Characters; Optional Enter the geared loan factor.
No of Loan Allowed	Numeric; 5 Characters; Optional Enter the number of loans allowed.
Loan Interest Percent	Numeric; 5 Characters; Optional Enter the loan interest percent.
Minimum Loan Amount	Numeric; 18 Characters; Optional Enter the minimum loan amount.
Maximum Loan Amount	Numeric; 18 Characters; Optional Enter the maximum loan amount.
Redeem Loan Interest from holdings	Numeric; 1 Character; Optional Enter the redeem loan interest from holdings.

3.9 Income Distribution Rule Tab

This topic explains the Income Distribution Rule tab of **Product Maintenance Detail** screen.
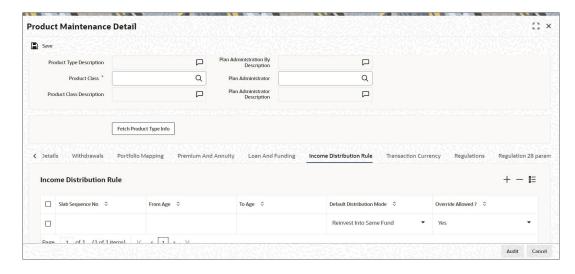
You will be able to see this link only if, for the product, you have selected the option **No** against the field **Reinvest IRA Income?**.

As you have specified that the IRA income should not be reinvested, you will need to specify the income distribution. You are allowed to specify different distribution modes depending on the age of the Policy Holder.

1. On **Product Maintenance Detail** screen, click **Income Distribution Rule** tab to enter the details.

   The **Income Distribution Rule** details are displayed.

   Figure 3-9   Product Maintenance Detail_Income Distribution Rule Tab

2. On **Income Distribution Rule** tab, specify the fields.

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

Table 3-9   Income Distribution Rule - Field Description

Field	Description
Income Distribution Rule	This section displays the following details.
Slab Sequence No	*Numeric; 5 Characters; Mandatory* Specify the sequence of the age slab.
From Age and To Age	*Numeric; 4 Characters; Optional* Specify the ages between which the distribution mode you select will be applicable.
Default Distribution Mode	*Optional* Select whether the dividend income distributed will be reinvested or paid out from the drop-down list. The option you select will be valid between the **From Age and To Age** you have specified. The options available in the drop-down list are as follows: • Reinvestment into same Fund • Payout
Override Allow	*Optional* If you select the option **Yes**, you will be allowed to override the distribution mode that you have specified for the Policy Holder, through the **Income Distribution Setup** screen.

3.10 Transaction Currency Tab

This topic explains the Transaction Currency tab of **Product Maintenance Detail** screen.
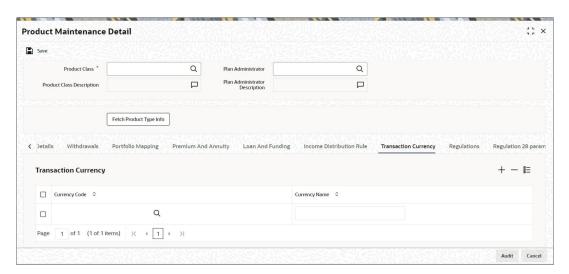
An LEP product can support multiple currencies. The base currency of the policy can be any of the currencies supported by the product. If the product and policy base currencies are different and if the load is maintained at product level, the policy transaction amount in product base currency is used to derive the load slab. You also need to maintain product base currency in the transaction currency list.

You can maintain the list of currencies supported by the product in **Transaction Currency** tab.

1. On **Product Maintenance Detail** screen, click **Transaction Currency** tab to enter the details.

The **Transaction Currency** details are displayed.

Figure 3-10   Product Maintenance Detail_Transaction Currency Tab

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

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

Table 3-10   Transaction Currency - Field Description

Field	Description
Currency Code	*Alphanumeric; 3 Characters; Optional* Specify the currency supported by the LEP product or select the currency from the option list provided.
Currency Name	*Display* The name corresponding to the currency code selected previously gets displayed here.
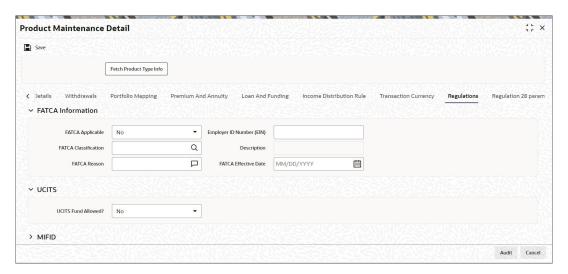
3.11 Regulations Tab

This topic explains the Regulations tab of **Product Maintenance Detail** screen.

1. On **Product Maintenance Detail** screen, click **Regulations** tab to enter the details.

    The **Regulations** details are displayed.

Figure 3-11   Product Maintenance Detail_Regulations Tab

2. Click **FATCA Information** tab to capture the details regarding Foreign Account Tax Compliance Act.

3. On **Regulations** tab, specify the fields.

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

Table 3-11   Regulations - Field Description

Field	Description
FATCA Information	This section displays the following fields.
FATCA Applicable	*Optional* Select **Yes** or **No** to indicate whether FATCA is applicable. However, the system defaults the value No.
FATCA Classification	*Alphanumeric; 25 Characters; Optional* Select the classification of FATCA from the adjoining option list. The **FATCA Classification** is mandatory if **FATCA Applicable** is **Yes**.
Description	*Display* The system displays the description for the selected FATCA classification ID.
FATCA Reason	*Alphanumeric; 255 Characters; Optional* Specify the reason for **FATCA classification**.
Employer ID Number (EIN)	*Alphanumeric; 50 Characters; Optional* Specify the employer ID number. The **Employer ID Number** is mandatory if the **FATCA Applicable** is **Yes**.
FATCA Effective Date	*Date Format; Optional* Specify the **FATCA Effective Date** if FATCA is applicable. FATCA Effective Date cannot be lesser than the product rule effective date.
UCITS	This section displays the following details.

Table 3-11   (Cont.) Regulations - Field Description

Field	Description
UCITS Fund Allowed?	*Optional* Select if UCITS is allowed or not from the adjoining drop-down list. The following are the options available: • **Yes** • **No** If you select **Yes**, during the portfolio mapping, you can select UCITS funds as part of portfolio. If you select **No**, then during portfolio mapping, the system will not allow you to select a UCITS fund. The system will display an error message as `The product does not allow UCITS funds.` Once the product is authorised **UCITS Fund** field is non amendable.
MIFID	This section displays the following fields.
MIFID Product	*Optional* Select if the product is scoped under MIFID regulation or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Product Risk Level	*Numeric; 2 Characters; Optional* Specify the risk profile of the product. Alternatively, you can select the product risk level maintained in the system. The system displays all valid product risk level maintained in the system.
Target Market	*Alphanumeric; 255 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**
Product Risk Level Description	*Display* The system displays the description for the selected product risk level.
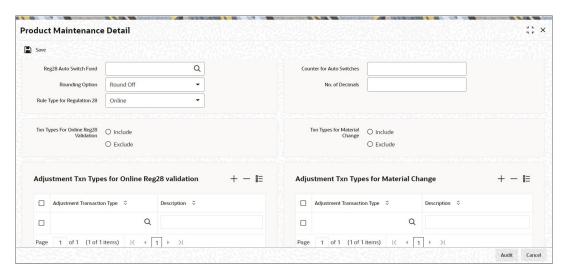
3.12 Regulation 28 Parameters Tab

This topic explains the Regulation 28 Parameters tab of **Product Maintenance Detail** screen.

1. On **Product Maintenance Detail** screen, click **Regulation 28 Parameters** tab to enter the details.

   The **Regulation 28 Parameters** details are displayed.

Figure 3-12   Product Maintenance Detail_Regulation 28 Parameters Tab

2. Click **Regulation 28 Parameters** tab to capture the details regarding regulation 28 parameters.

    This tab is enabled only if product is PIGS compliant product.

3. On **Regulation 28 Parameters** tab, specify the fields.

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

Table 3-12   Regulation 28 Parameters - Field Description

Field	Description
Reg28 Auto Switch Fund	Alphanumeric; 6 Characters; Mandatory if Product is PIGS compliant
	Specify the Regulation 28 Auto Switch Fund details to map specific fund (switch in) for Auto re-balancing of client portfolio to enable policy to be PIGS compliant.
	Alternatively, you can select Reg28 Auto Switch Fund from the option list. The list displays all valid Reg28 Auto Switch Fund details maintained in the system.
Rounding Option	Optional
	Select the rounding option from the drop-down list. The list displays the following values: • **Round Off** • **Round Up** • **Round Down**
Rule Type for Regulation 28	Optional
	Select the Rule Type for Regulation 28 from the drop-down list. The list displays the following values: • **Online** - If this option is maintained, the system will use AML batch rule for validating Reg 28 compliance. • **Batch** - If this option is maintained, the system will use IML online rule for validating Reg 28 compliance
Counter for Auto Switches	Numeric; 10 Characters; Mandatory if Product is PIGS compliant
	Specify the number of unsuccessful Regulation 28 compliance check to run a contract before auto switch is initiated.

Table 3-12   (Cont.) Regulation 28 Parameters - Field Description

Field	Description
No. of Decimals	Numeric; 10 Characters; Mandatory Specify the number of decimal places allowed.
Txn Types For Online Reg28 Validation	Optional Select the transaction types for online Reg28 validation. The options are as follows: • **Include** • **Exclude**
Txn Types for Material Change	Optional Select the transaction types for material change. The options are as follows: • **Include** • **Exclude**
Adjustment Txn Types for Online Reg28 validation	This section displays the following fields.
Adjustment Transaction Type	*Alphanumeric; 3 Characters; Optional* Specify the Adjustment Transaction type. Alternatively, you can select the Adjustment Transaction type from the option list. The list displays all valid Adjustment Transaction type maintained in the system.
Description	Display The system displays the description for the selected **Adjustment Transaction Type**.
Adjustment Txn Types for Material Change	This section displays the following fields.
Adjustment Transaction Type	Alphanumeric; 3 Characters; Optional Specify the Adjustment Transaction type. Alternatively, you can select the Adjustment Transaction type from the option list. The list displays all valid Adjustment Transaction type maintained in the system.
Description	Display The system displays the description for the selected **Adjustment Transaction Type**.

4. Click **Save** when you have entered all the mandatory information.

   The system displays the confirmation message as `Record Successfully Saved`.

5. Click **Ok** button from the dialog box.

   This indicates the record has been saved.

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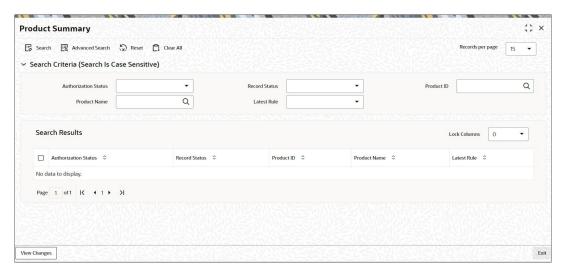
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Product

1. On **Home** screen, type **LESPROD** in the field at the top right corner and click **Next**.

   The **Product Summary** screen is displayed.

Figure 3-13   Product Summary

2. 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**

    •   **Product ID**

    •   **Product Name**

    •   **Latest Rule**

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

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

    > **✎ Note:**
    >
    > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
    >
    > •   Press F7
    >
    > •   Input the **Product ID**
    >
    > •   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 Product
    This topic provides the systematic instructions to edit Product.

•   View Product
    This topic provides the systematic instructions to view Product.

•   Delete Product
    This topic provides the systematic instructions to delete Product.

- Authorize Product
  This topic provides the systematic instructions to authorize Product.

- Amend Product
  This topic provides the systematic instructions to amend Product.

- Authorize Amended Product
  This topic provides the systematic instructions to authorize amended product.

3.13.1 Edit Product

This topic provides the systematic instructions to edit Product.

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

1. Start the **Product 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 **Product Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

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

3.13.2 View Product

This topic provides the systematic instructions to view Product.

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

1. Start the **Product 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 **Product Maintenance Detail** screen is displayed.

3.13.3 Delete Product

This topic provides the systematic instructions to delete Product.

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

1. Start the **Product 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 **Product 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.

3.13.4 Authorize Product

This topic provides the systematic instructions to authorize Product.

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

1. Start the **Product 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 **Product 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.

3.13.5 Amend Product

This topic provides the systematic instructions to amend Product.

After a Product 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 **Product 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 **Product Maintenance Detail** screen is displayed.

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

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

3.13.6 Authorize Amended Product

This topic provides the systematic instructions to authorize amended product.

An amended product 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 process of subsequent authorization is the same as that for normal transactions.

3.14 Process Product Transaction Sub Type Mapping Detail
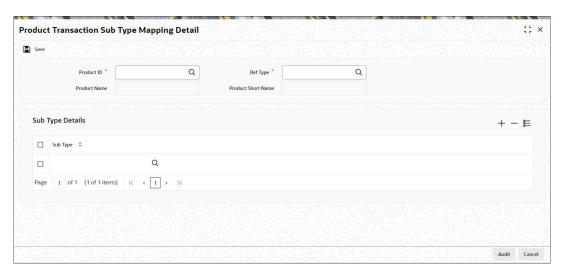
This topic provides the systematic instructions to map Product and Transaction Sub Type.

The screen allows you to link available sub type codes, maintained under transaction sub type maintenance to a particular product, such as Redemption, Subscription.

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

   The **Product Transaction Sub Type Mapping Detail** screen is displayed.

Figure 3-14   Product Transaction Sub Type Mapping Detail

2. On **Product Transaction Sub Type Mapping Detail** screen, click **New** to enter the details.

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

Table 3-13   Product Transaction Sub Type Mapping Detail - Field Description

Field	Description
Product ID	*Alphanumeric; 10 Characters; Mandatory* Specify the product identity number.
Ref Type	*Alphanumeric; 2 Characters; Mandatory* Select the type of Policy transaction for which the sub type is applicable.
Product Name	*Display* The Product name of the product for which transaction sub type is mapped is defaulted once the Product ID is selected.
Product Short Name	*Display* The short name attributed to the Product is defaulted once you have selected the Product ID.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* If you have activated **Product Transaction** sub type mapping, then the sub types applicable for particular transaction types are defaulted/ populated from available transaction sub types maintained as part of **Product Transaction sub type** screen. Otherwise the sub types are populated from **Transaction sub type** screen. For system generated transaction sub types, **Oracle FLEXCUBE** defaults the values entered.

3. Click **Save** when you have entered all the mandatory information.

   The system displays the following confirmation message `Record Successfully Saved`.

4. Click **Ok** button.

   The records has been saved successfully.

3.15 Product Sub Type Mapping Summary

This topic provides the systematic instructions to perform the basic operations on the selected records.
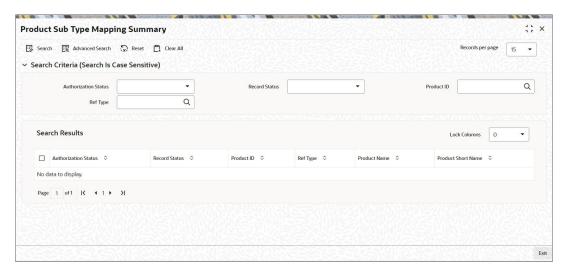
Retrieve Product Sub Type Mapping Record

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

   The **Product Sub Type Mapping Summary** screen is displayed.

Figure 3-15   Product Sub Type Mapping Summary

2. On **Product Sub Type 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**

   • **Product ID**

   • **Ref 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 the **Product ID**
>
> • 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 Product Sub Type Mapping Record
  This topic provides the systematic instructions to edit Product Sub Type Mapping record.

• View Product Sub Type Mapping Record
  This topic provides the systematic instructions to view Product Sub Type Mapping record.

• Delete Product Sub Type Mapping Record
  This topic provides the systematic instructions to delete Product Sub Type Mapping record.

- Authorize Product Sub Type Mapping Record
  This topic provides the systematic instructions to authorize Product Sub Type Mapping record.

- Amend Product Sub Type Mapping Record
  This topic provides the systematic instructions to amend Product Sub Type Mapping record.

- Authorize Amended Product Sub Type Mapping Record
  This topic provides the systematic instructions to authorize amended Product Sub Type Mapping record.

3.15.1 Edit Product Sub Type Mapping Record

This topic provides the systematic instructions to edit Product Sub Type Mapping record.

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

1. Start the **Product Sub Type 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 **Product Sub Type Mapping Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Product Transaction Sub Type Mapping Detail** screen is closed and the changes made are reflected in the **Product Sub Type Mapping Summary** screen.

3.15.2 View Product Sub Type Mapping Record

This topic provides the systematic instructions to view Product Sub Type Mapping record.

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

1. Start the **Product Sub Type 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 **Product Transaction Sub Type Mapping Detail** screen is displayed.

3.15.3 Delete Product Sub Type Mapping Record

This topic provides the systematic instructions to delete Product Sub Type Mapping record.

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

1. Start the **Product Sub Type 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 **Product Transaction Sub Type 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.

3.15.4 Authorize Product Sub Type Mapping Record

This topic provides the systematic instructions to authorize Product Sub Type Mapping record.

Authorize an unauthorized Product Sub Type Mapping Record in the system for it to be processed as follows:

1. Start the **Product Sub Type 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 **Product Transaction Sub Type 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.

3.15.5 Amend Product Sub Type Mapping Record

This topic provides the systematic instructions to amend Product Sub Type Mapping record.

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

1. Start the **Product Sub Type 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 **Product Transaction Sub Type Mapping Detail** screen is displayed.

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

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

3.15.6 Authorize Amended Product Sub Type Mapping Record

This topic provides the systematic instructions to authorize amended Product Sub Type Mapping record.

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

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

3.16 Process Product Annual Annuity Limit Detail

This topic provides the systematic instructions to define lower and upper annuity income percentage.

Maintain Product Annual Annuity Limit Mapping Details

You can define different lower and upper annual annuity income percentage boundary of a client request per product based on the following criteria:

• **Client Age:** The upper and lower boundaries can be different based on the client's age.

• **Client Health Status:** If age is a parameter for the given product and Policy Start date and if a client suffers from ill health, the same rules apply as if the client was in the highest age bracket:

  – If client is healthy, then system will apply the appropriate % between minimum and maximum age range, post deriving the bracket in which client's age falls into. However, the minimum % cannot be higher than his/her previous requested %.

  – If client is ILL, then system will apply the appropriate % between minimum and maximum age range, post deriving the bracket as if the client was in the highest age bracket. However, the minimum % cannot be higher than his/her previous requested %.

• **Policy Start Date:** The original boundaries that were in place at the time of the creation of the Policy apply even if the boundaries have since changed (except for when the client elects to move to a lower percentage than the initial lower bound). Hence, the client's Policy Start date stipulates the allowable lower and upper boundaries. **For instance**, if a client has taken out a Policy on 1 Jan 2000 when the range was 5% to 20% and the range has changed on 1 Mar 2007 to 2.5% to 12%, the client may still choose a percentage between 5% and 20% today. (except for the case shown below).

• If a new upper and lower boundary is declared, and the new lower boundary is lower than the lower boundary for the Policy Start date, product and age, the client may elect to select
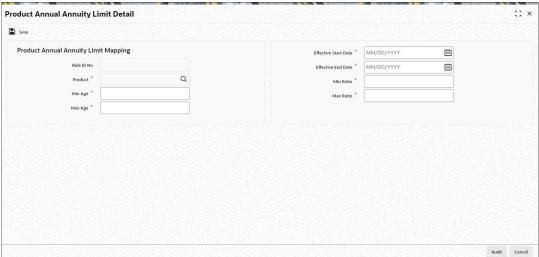
a percentage in the new range that is lower than the original lower boundary, but then the client may not revert back to the higher percentages associated with the earlier Policy start date. **For instance**, if a client has taken out a Policy on 1 Jan 2000 when the range was 5% to 20% and the range has changed on 1 Mar 2007 to 2.5% to 12%, and the client elects a percentage of 3% on 1 April 2007, the client may not revert back to a percentage greater than 12% and less than 20% on the next anniversary date, say, on 20% on 1 April 2008.

To drive annuity ranges, the system will compare **Effective Start Date** and **End Date** with rule effective date of the policy if annuity is already generated. Also, policy start date should be less than the effective end date. If the annuity is not generated till date then the system will compare Effective Start date and End Date with policy start date.

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

   The **Product Annual Annuity Limit Detail** screen is displayed.

Figure 3-16   Product Annual Annuity Limit Detail

2. On **Product Annual Annuity Limit Detail** screen, click **New** to enter the details.

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

Table 3-14   Product Annual Annuity Limit Detail - Field Description

Field	Description
Product Annual Annuity Limit Mapping	This section displays the following fields.
Rule ID No	*Display* The system displays the rule ID for the maintenance.
Product	*Alphanumeric; 10 Characters; Mandatory* Specify the product ID. The adjoining option list displays all valid product ID maintained in the system. You can choose the appropriate one.
Min Age	*Numeric; 3 Characters; Mandatory* Specify the minimum age for the unit holder.

Table 3-14   (Cont.) Product Annual Annuity Limit Detail - Field Description

Field	Description
Max Age	*Numeric; 3 Characters; Mandatory* Specify the maximum age for the unit holder.
Effective Start Date	*Date Format; Mandatory* Specify the effective start date for the maintenance.
Effective End Date	*Date Format; Optional* Specify the effective end date for the maintenance.
Min Ratio	*Numeric; 5 Characters; Mandatory* Specify the minimum ratio for the maintenance.
Max Ratio	*Numeric; 5 Characters; Mandatory* Specify the maximum ratio for the maintenance.

3.17 Product Annual Annuity Limit Summary
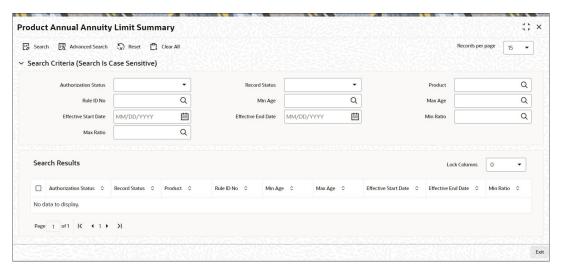
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Product Annual Annuity Limit Record

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

   The **Product Annual Annuity Limit Summary** screen is displayed.

Figure 3-17   Product Annual Annuity Limit Summary

2. On **Product Annual Annuity Limit 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**

   • **Product**

- **Minimum Age**

- **Effective Start Date**

- **Minimum Ratio**

- **Rule ID Number**

- **Maximum Age**

- **Effective End Date**

- **Maximum Ratio**

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

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

   > ✏️ **Note:**
   >
   > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
   >
   > - Press F7
   > - Input the **Product**
   > - 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 Product Annual Annuity Limit Record
  This topic provides the systematic instructions to edit Product Annual Annuity Limit record.

- View Product Annual Annuity Limit Record
  This topic provides the systematic instructions to view Product Annual Annuity Limit record.

- Delete Product Annual Annuity Limit Record
  This topic provides the systematic instructions to delete Product Annual Annuity Limit record.

- Authorize Product Annual Annuity Limit Record
  This topic provides the systematic instructions to authorize Product Annual Annuity Limit record.

- Amend Product Annual Annuity Limit Record
  This topic provides the systematic instructions to amend Product Annual Annuity Limit record.

- Authorize Amended Product Annual Annuity Limit Record
  This topic provides the systematic instructions to authorize amended Product Annual Annuity Limit record.

3.17.1 Edit Product Annual Annuity Limit Record

This topic provides the systematic instructions to edit Product Annual Annuity Limit record.

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

1. Start the **Product Annual Annuity Limit 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 **Product Annual Annuity Limit Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Product Annual Annuity Limit Detail** screen is closed and the changes made are reflected in the **Product Annual Annuity Limit Summary** screen.

3.17.2 View Product Annual Annuity Limit Record

This topic provides the systematic instructions to view Product Annual Annuity Limit record.

View a record that you have previously input by retrieving the same in the **Product Annual Annuity Limit Summary** screen. Perform this operation as follows:

1. Start the **Product Annual Annuity Limit 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 **Product Annual Annuity Limit Detail** screen is displayed.

3.17.3 Delete Product Annual Annuity Limit Record

This topic provides the systematic instructions to delete Product Annual Annuity Limit record.

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

1. Start the **Product Annual Annuity Limit 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 **Product Annual Annuity Limit 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.

3.17.4 Authorize Product Annual Annuity Limit Record

This topic provides the systematic instructions to authorize Product Annual Annuity Limit record.

Authorize an unauthorized Product Annual Annuity Limit Record in the system for it to be processed as follows:

1. Start the **Product Annual Annuity Limit 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 **Product Annual Annuity Limit 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.

3.17.5 Amend Product Annual Annuity Limit Record

This topic provides the systematic instructions to amend Product Annual Annuity Limit record.

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

1. Start the **Product Annual Annuity Limit 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 **Product Annual Annuity Limit Detail** screen is displayed.

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

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

3.17.6 Authorize Amended Product Annual Annuity Limit Record

This topic provides the systematic instructions to authorize amended Product Annual Annuity Limit record.

Authorize an amended Product Annual Annuity Limit record for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

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

4

Product Activities

This topic provides information on product activities.

In **Oracle FLEXCUBE Investor Servicing (FCIS)**, for each of the Life and Endowment Product defined in the system, you can maintain a set of guidelines that govern the way in which transactions based on that product will be processed.

The Product load setup governs the ways in which an applicable fee or incentive will impact the processing of transactions in the product.

Similarly, you can associate entities with a product. Only such entities that are mapped to the product will be allowed to transact in the product.

This topic contains the following subtopics:

- Process Product Load Maintenance Detail
  This topic provides the systematic instructions to designate different fees or incentives that are levied during the processing of transactions, as applicable for transactions in specific products.

- Product Load Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Product Entity Maintenance Detail
  This topic provides the systematic instructions to map entities to a product.

- Product Entity Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

4.1 Process Product Load Maintenance Detail
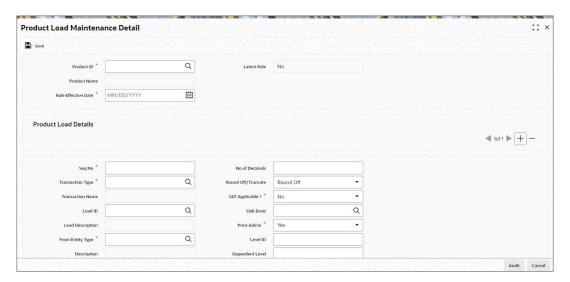
This topic provides the systematic instructions to designate different fees or incentives that are levied during the processing of transactions, as applicable for transactions in specific products.

Fees or incentives, called loads in the system, may be mapped as applicable to the appropriate transaction types for the appropriate products. The load details maintained will be attached to the products using this maintenance screen.

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

   The **Product Load Maintenance Detail** screen is displayed.

Figure 4-1   Product Load Maintenance Detail

2. On **Product Load Maintenance Detail** screen, click **New** to enter the details.

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

Table 4-1   Product Load Maintenance Detail - Field Description

Field	Description
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the product for which the Product Load mapping is being set up. The option list displays all the authorized products maintained in the system.
Product Name	*Display* Upon selection of the product ID, the system displays the name of the selected product.
Rule Effective Date	*Date Format; Mandatory* Specify the date from when the Product Load mapping that is currently being set up should become effective. 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.
Latest Rule	*Display* The system displays the latest rule to be applied.
Product Load Details Section	This section displays the following fields.
Seq No	*Alphanumeric; 5 Characters; Mandatory* Enter the sequence number.
Transaction Type	*Alphanumeric; 2 Characters; 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 menu.
Transaction Name	*Display* Upon selection of the transaction type, the name of the selected transaction gets populated automatically.

Table 4-1   (Cont.) Product Load Maintenance Detail - Field Description

Field	Description
Load ID	*Numeric; 5 Characters; Optional* Select the ID of the load that must be applied for the selected product.
Load Description	*Display* Upon selection of the load ID, the description of the selected load gets populated automatically.
From Entity Type	*Alphanumeric; 1 Character; Mandatory* Specify the entity that bears this load. Select the Entity Type from the option list. The following list are provided in the option list: • **AMC** • **Agent** • **Broker** • **Distributor** • **Fund** • **Registrar** • **Trustee** • **Unit Holder**
Description	*Display* Upon selection of the **From Entity Type**, the description of the selected **From Entity Type** gets populated automatically.
To Entity Type	*Alphanumeric; 1 Character; Optional* Specify the entity that will be recipients of the load. Select the Entity Type from the option The following list are provided in the option list: • **AMC** • **Agent** • **Broker** • **Distributor** • **Fund** • **Registrar** • **Trustee** • **Unit Holder** • **Cash Management Account**
Description	*Display* Upon selection of the **To Entity Type**, the description of the selected **To Entity Type** gets populated automatically. Refer to the topic *Policy* of this *LEP User Manual* for more information on how the Cash Management Account is used in the recovery of fees and annuity.
Load To Price	*Optional* Indicate whether this load is to be loaded to the base price or not from the drop-down list. The list displays the following values: • **Yes** • **No**

Table 4-1　(Cont.) Product Load Maintenance Detail - Field Description

Field	Description
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. • **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.
Apply To Product	*Mandatory* You can apply the load at the product level by selecting **Yes**. If load is applied at the product level, then the load is computed based on the policy transaction amount. If you select **No**, the load will be computed based on the fund transaction amount. **Note: Apply to Product** is applicable only for NLTP loads. This optional is not applicable for Switch – In transactions and LEP interest transactions. Use **Other Details** section in the **Product Load Maintenance Detail** screen to set up the other load maintenance details for a product. You can process this screen by clicking the **Show Details** button from the **Product Load Maintenance Detail** screen.
No of Decimals	*Numeric; 1 Character; Optional* Indicate the maximum number of decimals that would be reckoned for rounding precision, for the load amount.
Round Off/Truncate	*Optional* Indicate the rounding options for the load amount for the selected transaction type, for the product. • 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.
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.
Slab Basis	*Alphanumeric; 1 Character; Optional* Indicate the basis on which the slabs will be reckoned for an amount-based load that you are designating as applicable for the product. You can indicate that the slabs must be reckoned on either a gross amount or a net amount.

Table 4-1   (Cont.) Product Load Maintenance Detail - Field Description

| Field	Description
Price Add In	*Mandatory* Select this option 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 policy transaction amount and applied in the order of level id specified. **Note:** Level ID is not applicable for LTP loads.
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.
Other Details	This section displays the following fields.
Ref Type	*Alphanumeric; 4 Characters; Mandatory* To designate a load as being applicable for a reference transaction type for the selected product, select the reference type from the option list. **Note:** It must be remembered that, while mapping a load to a reference transaction type, the system does not support the mapping of Switch–In and LEP Interest transaction types.
Description	*Display* Upon selection of **Ref Type**, the description of the selected reference type gets populated automatically.
Fund Details Section	This section displays the following fields.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID. The adjoining option list displays all valid fund ids maintained in the system, You can chose the appropriate one.
Fund Name	*Display* Upon selection of **Fund ID**, the description of the selected fund id gets populated automatically.

4.2 Product Load Maintenance Summary
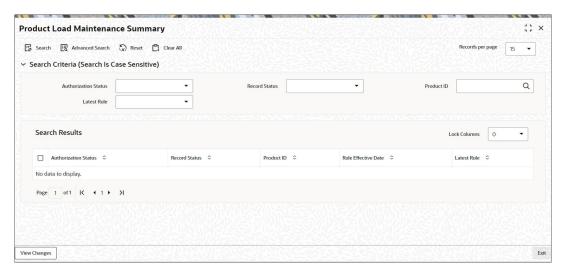
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Product Load Maintenance Record

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

   The **Product Load Maintenance Summary** screen is displayed.

Figure 4-2   Product Load Maintenance Summary

2. 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**

    •   **Product ID**

    •   **Latest Rule**

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

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

    > **✎ Note:**
    >
    > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
    >
    > •   Press F7
    >
    > •   Input the **Product ID**
    >
    > •   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 Product ID by using the combination of % and alphanumeric value as follows:

    •   Search by A%: System will fetch all the records whose Product ID starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 and so forth.

    •   Search by %7: System will fetch all the records whose Product ID ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 etc.

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

- Edit Product Load Maintenance Record
  This topic provides the systematic instructions to edit Product Load Maintenance record.

- View Product Load Maintenance Record
  This topic provides the systematic instructions to view Product Load Maintenance record.

- Delete Product Load Maintenance Record
  This topic provides the systematic instructions to delete Product Load Maintenance record.

- Authorize Product Load Maintenance Record
  This topic provides the systematic instructions to authorize Product Load Maintenance record.

- Amend Product Load Maintenance Record
  This topic provides the systematic instructions to amend Product Load Maintenance record.

- Authorize Amended Product Load Maintenance Record
  This topic provides the systematic instructions to authorize amended product load maintenance record.

4.2.1 Edit Product Load Maintenance Record

This topic provides the systematic instructions to edit Product Load Maintenance record.

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

1. Start the **Product Load 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 **Product Load Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

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

4.2.2 View Product Load Maintenance Record

This topic provides the systematic instructions to view Product Load Maintenance record.

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

1. Start the **Product Load 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 **Product Load Maintenance Detail** screen is displayed.

4.2.3 Delete Product Load Maintenance Record

This topic provides the systematic instructions to delete Product Load Maintenance record.

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

1. Start the **Product Load 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 **Product Load 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.

4.2.4 Authorize Product Load Maintenance Record

This topic provides the systematic instructions to authorize Product Load Maintenance record.

Authorize an unauthorized Product Load Maintenance Record in the system for it to be processed as follows:

1. Start the **Product Load 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 **Product Load 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.

4.2.5 Amend Product Load Maintenance Record

This topic provides the systematic instructions to amend Product Load Maintenance record.

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

1. Start the **Product Load 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 **Product Load Maintenance Detail** screen is displayed.

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

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

4.2.6 Authorize Amended Product Load Maintenance Record

This topic provides the systematic instructions to authorize amended product load maintenance record.

An amended product 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 process of subsequent authorization is the same as that for normal transactions.

4.3 Process Product Entity Maintenance Detail

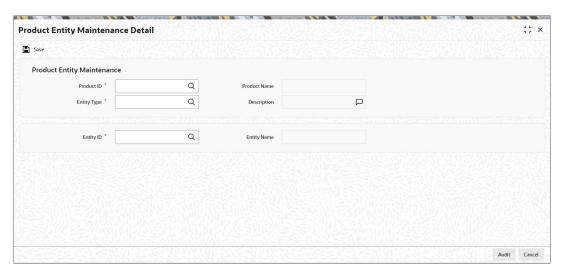This topic provides the systematic instructions to map entities to a product.

Use **Product Entity Maintenance Detail** screen to associate entities with a product. You can restrict access to entities based on the product.

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

    The **Product Entity Maintenance Detail** screen is displayed.

Figure 4-3   Product Entity Maintenance Detail

2. On **Product Entity Maintenance Detail** screen, click **New** to enter the details.

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

Table 4-2   Product Entity Maintenance Detail - Field Description

Field	Description
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the product for which you want to map entities, from the options provided.
Product Name	*Display* The system displays the description for the selected product.
Entity Type	*Alphanumeric; 2 Characters; Mandatory* Indicate the type of entity that is to be associated with the selected product. Associate any of the following entities from the option list: • **Agent** • **Participating Employer**
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 product, from the options provided. It could be an agent or a participating employer.
Entity Name	*Display* On selection of the **Entity Code**, the system automatically displays the name of the entity.

3. Click **Ok** to save when you enter a product-entity mapping in this screen.
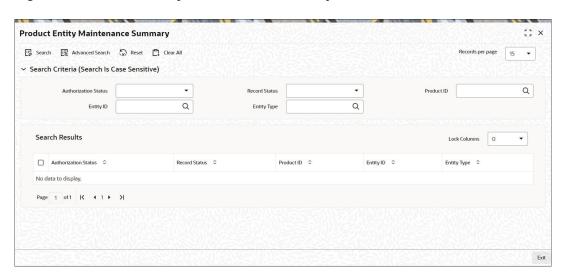
4.4 Product Entity Maintenance Summary

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

Retrieve Product Entity Maintenance Record

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

   The **Product Entity Maintenance Summary** screen is displayed.

Figure 4-4   Product Entity Maintenance Summary

2. On **Product Entity 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**

   • **Product ID**

   • **Entity Type**

   • **Entity 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 the **Product ID**
   >
   > • 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 Product ID by using the combination of % and alphanumeric value as follows:

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

- • Search by %7: System will fetch all the records whose Product ID ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 etc.

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

- • Edit Product Entity Maintenance Record
  This topic provides the systematic instructions to edit Product Entity Maintenance record.

- • View Product Entity Maintenance Record
  This topic provides the systematic instructions to view Product Entity Maintenance record.

- • Delete Product Entity Maintenance Record
  This topic provides the systematic instructions to delete Product Entity Maintenance record.

- • Authorize Product Entity Maintenance Record
  This topic provides the systematic instructions to authorize Product Entity Maintenance record.

- • Amend Product Entity Maintenance Record
  This topic provides the systematic instructions to amend Product Entity Maintenance record.

- • Authorize Amended Product Entity Maintenance Record
  This topic provides the systematic instructions to authorize amended Product Entity Maintenance Record.

4.4.1 Edit Product Entity Maintenance Record

This topic provides the systematic instructions to edit Product Entity Maintenance record.

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

1. Start the **Product Entity 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 **Product Entity Maintenance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

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

4.4.2 View Product Entity Maintenance Record

This topic provides the systematic instructions to view Product Entity Maintenance record.

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

1. Start the **Product Entity 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 **Product Entity Maintenance Detail** screen is displayed.

4.4.3 Delete Product Entity Maintenance Record

This topic provides the systematic instructions to delete Product Entity Maintenance record.

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

1. Start the **Product Entity 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 **Product Entity 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.

4.4.4 Authorize Product Entity Maintenance Record

This topic provides the systematic instructions to authorize Product Entity Maintenance record.

Authorize an unauthorized Product Entity Maintenance Record in the system for it to be processed as follows:

1. Start the **Product Entity 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 **Product Entity 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.

4.4.5 Amend Product Entity Maintenance Record

This topic provides the systematic instructions to amend Product Entity Maintenance record.

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

1. Start the **Product Entity 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 **Product Entity Maintenance Detail** screen is displayed.

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

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

4.4.6 Authorize Amended Product Entity Maintenance Record

This topic provides the systematic instructions to authorize amended Product Entity Maintenance Record.

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

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

5

Product With-Holding Tax

This topic provides information on Product With-Holding Tax.

The system provides the facility of capturing the details of tax applicability on annuity payments.

> **✎ Note:**
>
> With-Holding Tax Products can be defined through the Fund Manager component only.

The **With-Holding Tax Product – Load Mapping** screen allows you to capture the characteristics of the With-Holding Tax Product you want to maintain.

This topic contains the following sub-topics:

- Process Product With-holding Tax Detail
  This topic provides the steps you need to follow to define a With-Holding Tax Product.

- Rebate Details Tab
  This topic explains the Rebate Details tab of **Product With-holding Tax Detail** screen.

- Tax Class Details Tab
  This topic explains the Tax Class Details tab of **Product With-holding Tax Detail** screen.

- Product With-holding Tax Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

5.1 Process Product With-holding Tax Detail

This topic provides the steps you need to follow to define a With-Holding Tax Product.

Create With-Holding Tax Product

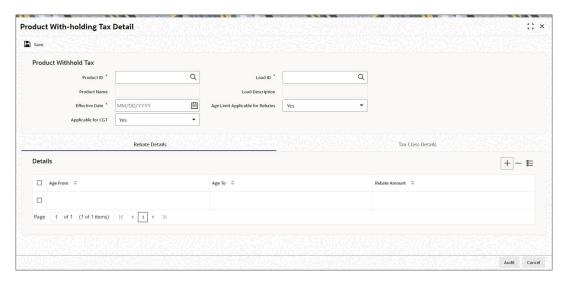Start the **Product With-holding Tax Detail** screen.

Enter information in the **Product With-holding Tax Detail** screen.

Save the information entered.

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

   The **Product With-holding Tax Detail** screen is displayed.

Figure 5-1   Product With-holding Tax Detail

2. On **Product With-holding Tax Detail** screen, click **New** to enter the details.

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

Table 5-1   Product With-holding Tax Detail - Field Description

Field	Description
Product Withhold Tax	In the Product Withhold Tax section, Specify information in the following fields.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the Product for which the tax on annuity details needs to be captured from the option.
Product Name	*Display* The system displays the product name.
Load ID	*Alphanumeric; 5 Characters; Mandatory* Select the load corresponding to with-holding tax from option list.
Load Description	*Display* The system displays the description for the selected load ID.
Effective Date	*Date Format; Mandatory* Select the date from which the tax details captured from the adjoining calendar.
Age Limit Applicable for Rebates	*Optional* Select **Yes** to indicate an age limit constraint is applicable for eligibility for rebates on the tax. **Note:** If you select **Yes**, the **Rebate Details** section is displayed.
Applicable for CGT	*Optional* Select **Yes** if applicable for CGT from drop-down list. Else **No**.

5.2 Rebate Details Tab
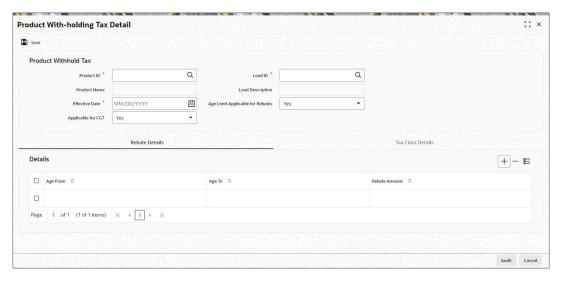
This topic explains the Rebate Details tab of **Product With-holding Tax Detail** screen.

> **✎ Note:**
>
> This section will be displayed only if have checked the box **Age Limit Applicable for Rebates**.

1. On **Product With-holding Tax Detail** screen, click **Rebate Details** tab to enter the details.

   The **Rebate** details are displayed.

   Figure 5-2   Product With-holding Tax Detail_Rebate Details Tab

2. On **Rebate Details** tab, specify the fields.

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

   Table 5-2   Rebate Details - Field Description

Field	Description
Age From	*Numeric; 3 Characters; Mandatory* Specify the age from which the rebates are applicable.
Age To	*Numeric; 3 Characters; Mandatory* Specify the age up to which the rebates are applicable.

Table 5-2   (Cont.) Rebate Details - Field Description

Field	Description
Rebate Amount	*Numeric; 30 Characters; Mandatory* Specify the amount of rebate that is applicable. Click **Add** icon to add the tax details. **Note:** • The year-end tax is computed in product base currency; hence the tax amount in product currency is converted to policy base currency before redemption, as redemption happens in policy base currency. • If annuity tax computation happens at policy holder level, the annuity amount gets converted in terms of product base currency, to derive the load slab for WHT computation.
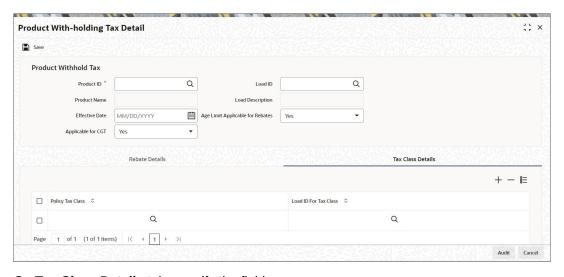
5.3 Tax Class Details Tab

This topic explains the Tax Class Details tab of **Product With-holding Tax Detail** screen.

1. On **Product With-holding Tax Detail** screen, click **Tax Class Details** tab to enter the details.

   The **Tax Class** details are displayed.

Figure 5-3   Product With-holding Tax Detail_Tax Class Details Tab

2. On **Tax Class Details** tab, specify the fields.

   For more information on fields, refer to the field description below,

Table 5-3   Tax Class Details - Field Description

Field	Description
Policy Tax Class	*Alphanumeric; 3 Characters; Mandatory* Specify the policy tax class details. Alternatively, you can select policy tax class from the option list. The list displays all the valid policy tax class details maintained in the system.
Load ID for Tax Class	*Numeric; 5 Characters; Mandatory* Specify the load ID for tax class details. Alternatively, you can select load ID for tax class from the option list. The list displays all the valid load ID for tax class details maintained in the system.

3. Select the field **Applicable for CGT** only when Tax class load mapping will be allowed.

4. Click **Save** when you have entered all the mandatory information.

   The system displays the confirmation message as `Record Successfully Saved`.

5. Click **Ok** button from the dialog box.

   This indicates the record has been saved.

5.4 Product With-holding Tax Summary
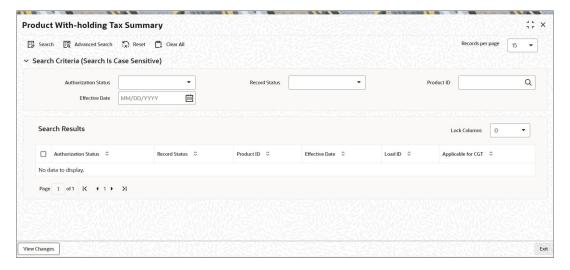
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Product With-holding Tax Record

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

   The **Product With-holding Tax Summary** screen is displayed.

Figure 5-4   Product With-holding Tax Summary

2. On **Product With-holding Tax 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**

- **Product 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 the **Product ID**
   > - 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 Product ID by using the combination of % and alphanumeric value as follows:

   - Search by A%: System will fetch all the records whose Product ID starts from Alphabet A'. For example, AGC17, AGVO6, AGC74 and so forth.

   - Search by %7: System will fetch all the records whose Product ID ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 and so forth.

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

- Edit Product With-holding Tax Record
  This topic provides the systematic instructions to edit Product With-holding Tax record.

- View Product With-holding Tax Record
  This topic provides the systematic instructions to edit Product With-holding Tax record.

- Delete Product With-holding Tax Record
  This topic provides the systematic instructions to delete Product With-holding Tax record.

- Authorize Product With-holding Tax Record
  This topic provides the systematic instructions to authorize Product With-holding Tax record.

- Amend Product With-holding Tax Record
  This topic provides the systematic instructions to amend Product With-holding Tax record.

- Authorize Amended Product With-holding Tax Record
  This topic provides the systematic instructions to authorize amended Product With-holding Tax record.

5.4.1 Edit Product With-holding Tax Record

This topic provides the systematic instructions to edit Product With-holding Tax record.

Modify the details of Product With-holding Tax Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **Product With-holding Tax 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 **Product With-holding Tax Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

    The **Product With-holding Tax Detail** screen is closed and the changes made are reflected in the **Product With-holding Tax Summary** screen.

5.4.2 View Product With-holding Tax Record

This topic provides the systematic instructions to edit Product With-holding Tax record.

View a record that you have previously input by retrieving the same in the **Product With-holding Tax Summary** screen. Perform this operation as follows:

1. Start the **Product With-holding Tax 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 **Product With-holding Tax Detail** screen is displayed.

5.4.3 Delete Product With-holding Tax Record

This topic provides the systematic instructions to delete Product With-holding Tax record.

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

1. Start the **Product With-holding Tax 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 **Product With-holding Tax 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.

5.4.4 Authorize Product With-holding Tax Record

This topic provides the systematic instructions to authorize Product With-holding Tax record.

Authorize an unauthorized Product With-holding Tax Record in the system for it to be processed as follows:

1. Start the **Product With-holding Tax 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 **Product With-holding Tax 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.

5.4.5 Amend Product With-holding Tax Record

This topic provides the systematic instructions to amend Product With-holding Tax record.

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

1. Start the **Product With-holding Tax 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 **Product With-holding Tax Detail** screen is displayed.

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

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

5.4.6 Authorize Amended Product With-holding Tax Record

This topic provides the systematic instructions to authorize amended Product With-holding Tax record.

Authorize an amended Product With-holding Tax record for the amendment to be made effective in the system.

6

Periodic Load

This topic provides information on Periodic Load.

For a Unit Trust (UT) transaction, periodic loads are maintained at the Fund level. For a Life and Endowment Product, the periodic load is maintained at the Product level.

You can apply a periodic load to a Product and also to the underlying fund.

This topic contains the following sub-topics:

*   Process Periodic Load Maintenance Detail
    This topic provides the systematic instructions to facilitate the periodic load maintenance at the Product level.

6.1 Process Periodic Load Maintenance Detail

This topic provides the systematic instructions to facilitate the periodic load maintenance at the Product level.

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

     The **Periodic Load Maintenance Detail** screen is displayed.

     Figure 6-1   Periodic Load Maintenance Detail

2.   On **Periodic Load Maintenance Detail** screen, click **New** to enter the details.

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

Table 6-1   Periodic Load Maintenance Detail - Field Description

Field	Description
Sub Type	*Alphanumeric; 3 Characters; Mandatory*
	Specify the sub type to map the transaction sub type created earlier (69A or 69B or 86A) for Fee/incentive Transaction (69/86) for given periodic load setup.
	If the periodic fee is maintained at the product level, then during periodic load accrual, the amount in fund base currency gets converted to product base currency to derive the load slab. The computation will happen in fund base currency.
	On Authorization, of Periodic Load Maintenance, the system will support quarterly average holding method with yearly payment frequency only.
Transaction Choose Basis	*Alphanumeric; 1 Character; Optional*
	Specify the transaction choose basis details. Alternatively, you can select transaction choose basis details from the option list. The list displays all valid transaction choose basis maintained in the system.
Transaction Choose Basis Description	*Display*
	The system displays the description for the selected transaction Choose basis value as follows:
	• **Methodology 1**: Subscription and Redemption for trade date, T, is only accounted for Total Units on T + 1 (Where T + 1 includes all non-trading day)
	• **Methodology 2**: Subscription and Redemption for trade date, T, is only accounted for Total units on T + 1 (where T + 1 excludes all non-trading day)
	• **Methodology 3**: Rejection for trade date, R, is accounted for Total units on R – 1 (where R-1 includes all non-trading day)

Refer to the topic *Setting Up Loads* in *Fund Setup* User Manual for further information on applying periodic load.

7

Management Fee

This topic provides information on the Management Fee.

Management fee is the periodic load charged by the AMC from the customer. This fee that the policyholder is charged will be used to pay the brokers their commissions. Management fee is calculated for the total holding in the policy, across all the funds and the amount is deducted from the customer's holdings through a redemption policy transaction. An AMC, however, might not want to apply a fee on some funds. The **Management Fee Applicability Detail** screen allows you to apply a management fee to the funds you wish.

While generating a redemption transaction for the management fee; the system first checks if you have selected a fund against the field **Preferred Fund For Redemption** in the **Unit Holder Maintenance Detail** screen (refer to the topic *Process Unit Holder Maintenance Detail* in the *Entities User Manual* for further information on this screen).

- If you have, a redemption transaction will be generated for the fund you have selected.
- If you have not, a redemption transaction will be generated for funds you have marked as being applicable for Management Fee.

> ✏️ **Note:**
>
> You can apply a Management Fee to funds through the Fund Manager component only.

The topic contains the following sub-topics:

- Process Management Fee Applicability Detail
  This topic provides the systematic instructions to apply a Management Fee to funds in a product.
- Management Fee Applicability Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

7.1 Process Management Fee Applicability Detail

This topic provides the systematic instructions to apply a Management Fee to funds in a product.

Each of these steps is explained in detail in subsequent sections.

- Enter information in the **Management Fee Applicability Detail** screen.
- Save the information entered.

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

   The **Management Fee Applicability Detail** screen is displayed.

Figure 7-1   Management Fee Applicability Detail

2. On **Management Fee Applicability Detail** screen, click **New** to enter the details.

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

Table 7-1   Management Fee Applicability Detail - Field Description

Field	Description
Product Details	In the **Product Details** section, you will have to enter information in the following fields.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the ID of the product, the funds for which you are applying a management fee. The option list includes all authorized products that you have maintained.
Product Name	*Display* The system displays the name of the selected fund ID.
Details	This section displays the following fields.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID.
Management Fee Applicable	*Mandatory* Select if management fee is applicable or not from the drop-down list. The list displays the following values: • **Yes** • **No** For each fund that you want to apply the management fee to, select the corresponding box.

3. Click the **Get Funds** button.

   When you select the Product ID, the funds mapped to it will be displayed in the **Fund ID** field.

4. Click **Save** when you have entered all the mandatory information.

   The system displays the following confirmation message `Record Successfully Saved`.

5. Click **Ok** button from the dialog box.

   This indicates the record has been saved.

7.2 Management Fee Applicability Summary

This topic provides the systematic instructions to perform the basic operations on the selected records.
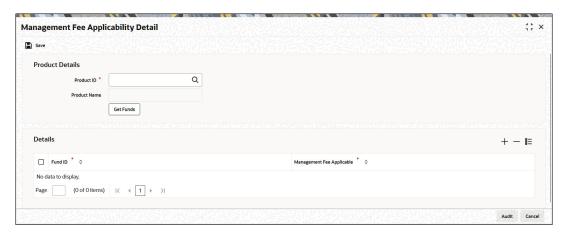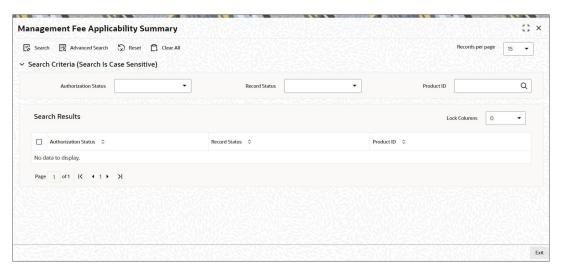
Retrieve Management Fee Applicability Record

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

   The **Management Fee Applicability Summary** screen is displayed.

   Figure 7-2   Management Fee Applicability Summary

2. On **Management Fee Applicability 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**

   • **Product 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 the **Product ID**
   >
   > • 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 Product ID by using the combination of % and alphanumeric value as follows:

- Search by A%: System will fetch all the records whose Product Type starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.

- Search by %7: System will fetch all the records whose Product Type ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 etc.

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

- Edit Management Fee Applicability Record
  This topic provides the systematic instructions to edit Management Fee Applicability record.

- View Management Fee Applicability Record
  This topic provides the systematic instructions to view Management Fee Applicability record.

- Delete Management Fee Applicability Record
  This topic provides the systematic instructions to delete Management Fee Applicability record.

- Authorize Management Fee Applicability Record
  This topic provides the systematic instructions to authorize Management Fee Applicability record.

- Amend Management Fee Applicability Record
  This topic provides the systematic instructions to amend Management Fee Applicability record.

- Authorize Amended Management Fee Applicability Record
  This topic provides the systematic instructions to authorize amended Management Fee Applicability record.

7.2.1 Edit Management Fee Applicability Record

This topic provides the systematic instructions to edit Management Fee Applicability record.

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

1. Start the **Management Fee Applicability 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 **Management Fee Applicability Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **Management Fee Applicability Detail** screen is closed and the changes made are reflected in the **Management Fee Applicability Summary** screen.

7.2.2 View Management Fee Applicability Record

This topic provides the systematic instructions to view Management Fee Applicability record.

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

1. Start the **Management Fee Applicability 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 **Management Fee Applicability Detail** screen is displayed.

7.2.3 Delete Management Fee Applicability Record

This topic provides the systematic instructions to delete Management Fee Applicability record.

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

1. Start the **Management Fee Applicability 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 **Management Fee Applicability 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.

7.2.4 Authorize Management Fee Applicability Record

This topic provides the systematic instructions to authorize Management Fee Applicability record.

Authorize an unauthorized Management Fee Applicability Record in the system for it to be processed as follows:

1. Start the **Management Fee Applicability 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 **Management Fee Applicability 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.

7.2.5 Amend Management Fee Applicability Record

This topic provides the systematic instructions to amend Management Fee Applicability record.

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

1. Start the **Management Fee Applicability 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 **Management Fee Applicability Detail** screen is displayed.

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

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

7.2.6 Authorize Amended Management Fee Applicability Record

This topic provides the systematic instructions to authorize amended Management Fee Applicability record.

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

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

8
General Ledger Set Up

This topic provides information on General Ledger Set Up.

Oracle FLEXCUBE Investor Servicing provides the facility to set up a General Ledger for the purpose of generating accounting entries that would be passed at each event in the life cycle of a transaction.
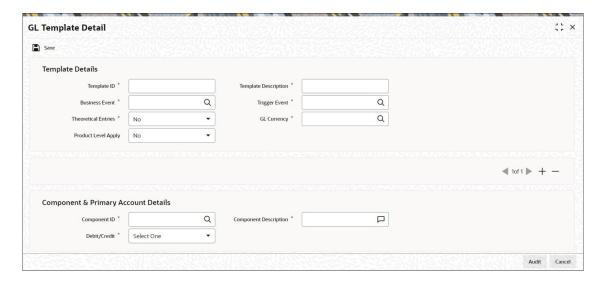
For Life and Endowment Products, you can set up a GL template for the following Business Events:

- New Investment
- Monthly Charges (Periodic Fees)
- Income Distribution
- Withdrawals
- Top Up
- Premium
- Annuity
- Policy Transfer
- Policy Switch
- Policy Switch SI

General Ledger Template Detail

You can process the **GL Template Detail** screen to set up a GL template by typing **UTDGLTMP** in the text box, and click **Next**.

Figure 8-1   GL Template Detail

Refer to the topics *Interfaces with External Systems* in *Interface* User Manual for further information.

9

Cash Management Account

This topic provides information on Cash Management Account.

Cash Management Account is a money-market fund (in a portfolio of funds) that is used for recovering ongoing fees and annuity payments related to the funds in the portfolio. When the CMA is used for ongoing fee payments, it is called as an **Expense Management Account (EPA)** and for Annuity as an **Income Management Account (IMA)**. The system calculates the ongoing fees as well as the annuity payments for a period of one year.

This topic contains the following sub-topics:

- Cash Management Account Description
  This topic provides information on Cash Management Account Description.

- CMA Operations
  This topic provides information on CMA Operations.

9.1 Cash Management Account Description

This topic provides information on Cash Management Account Description.

The following constitute the balance in a CMA:

- The market value of the CMA fund

- The Income Distributions of the CMA fund

- Proportionate investments from other funds which form part of the portfolio at the time of initial investment, for the projected ongoing fees

- Proportionate investments from other funds during top-ups when the balance in the CMA is insufficient to meet the projected ongoing fees for the transaction

- Proportionate switches from other funds when the balance in the CMA is insufficient for a forthcoming annuities or fees.

The projected ongoing fees are calculated on the basis of the loads and load levels specified in the Product Load Maintenance and invested in the CMA. The investment into the CMA becomes available for recovery of fees only during top-up investments and not at the time of initial investment (since the CMA fund becomes operational only after the initial investment).

You need to keep in mind the following for loads for CMA:

- Typically, the distribution fees (like admin and broker fees) are maintained as Level 1 loads and first deducted from the investment. The UT fee, maintained as Level 2, is applied only on the net amount.

- You should map two product level loads which are the exact copy of the load mapped as part of the product-periodic load mapping for ongoing admin and broker fees. Both fees should be defined as Level 1 loads.

- The load mapped above enables the system to project the ongoing fees for the year, deduct the same proportionately from the investment and invest it in the CMA. This ensures that the balance in the CMA fully meets the ongoing fees requirement.

- You can choose whether or not loads should be applicable for transactions in the Cash Management Account fund. If you choose not to maintain any, you need to have criteria based loads to indicate to the system that the CMA should be excluded from ongoing and initial fee calculations (for both admin and broker fee).

- The loads for a CMA transaction will be ROA applicable and be chosen on the basis of the value of the transaction (in case of an initial investment) or on the basis of the market value of an investor (in case of an existing investor doing a top-up)

- The system will not consider VAT for a Unit holder for CMA type of loads.

- The system considers all policies on which the ongoing fees have been calculated as part of allocations on a certain date.

9.2 CMA Operations

This topic provides information on CMA Operations.

CMA Operations

The various operations in a CMA are as follows:

- When an initial investment in a policy takes place, the ongoing fees for the investment are calculated as part of the allocation process. These are deducted proportionately from the investment made for each fund and invested into the CMA.

- When a top-up transaction in a policy takes place, the system calculates the projected ongoing fee payable for a year and compares this with the balance in the CMA Fund. If the projected fee is greater than the CMA fund value, the difference is deducted from the investment proportionately.

- The system does this by overriding the ongoing fee record with the updated return value. The updated return value is calculated as follows: `Updated Return Value = ((Projected Amount – CMA fund market value)/Projected amount)*Original Return Value`.

- The system carries out monthly checks for sufficient funds in the CMA to cover the ongoing fee for a full year. In case of a deficit, the system proportionately switches the deficit amount from other funds into the CMA.

- The system also carries out monthly checks for sufficient funds in the CMA to cover the annuity for a full year. In case of a deficit, the system proportionately switches the deficit from other funds into the CMA.

Let us consider the following examples:

The fee set-up in an AMC is defined below:

Rate L4 – Ongoing Admin Fee per annum

Table 9-1   Rate L4 – Ongoing Admin Fee per annum

Slab (in ZAR)	Rate (in %)
0 - 100,000	0.5
100,000 – 500,000	0.25

Table 9-2   L5 – Ongoing Broker Fee per annum

Slab (in ZAR)	Rate (in %)
0 - 100,000	0.5
100,000 – 500,000	0.25

Table 9-3   L1 – Initial Admin Fee

Slab (in ZAR)	Rate (in %)
0 - 100,000	2.5
100,000 – 500,000	1.5
500,000 – 1,000,000	1
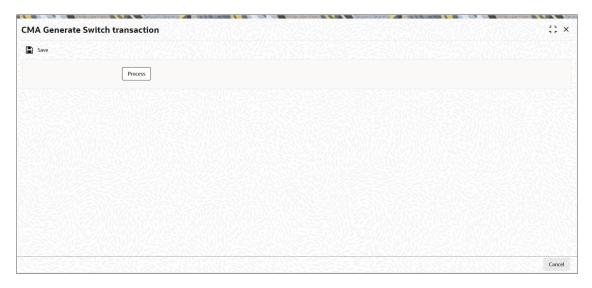
Table 9-4   L2 – Initial Broker Fee

Slab (in ZAR)	Rate (in %)
0 - 999,999,999	2.0

Operate CMA Generate Switch Transaction Batch

You can run this batch either on a periodic basis or manually. You can invoke **CMA Generate Switch Transaction** screen by typing **UTDCMABP** in the text box, and click **Next**.

Figure 9-1   CMA Generate Switch Transaction

If you wish to run this batch on a periodic basis during EOD, you can do so by defining the following System Parameters.

- **CMA Switch Date:** You can specify the date on which you would want the batch run for the first time. For example, you may choose to run it on 2nd January.
- **CMA Switch Freq:** You need to specify the frequency at which you would like the batch to be run. The system uses this information to run the batch from the second time on. For example, if you have specified a monthly frequency, the system checks every day to see if

the current date matches the date defined by the CMA Switch Date and Freq. It then runs the batch when the date is 2nd February.

You can execute the **CMA Generate Switch transaction Batch** manually when ever you choose. The manual execution is independent of the parameters you may have specified above.

> **Note:**
>
> During a top-up or switch transaction for a policy having funds in different currencies, the load amounts for the individual funds are converted to policy base currency before the CMA transaction.

10

Prudential Investment Guidelines

This topic provides information on Prudential Investment Guidelines.

The **Prudential Investment Guidelines** allow for the allocation of the fund asset to a set of components. This is to provision a facility to the client to select whether the underlying fund allocation should be compliant with the **Prudential Investment Guidelines** or should follow the standard defined by the Foreign Exchange.

This topic contains the following sub-topics:

*   Prudential Investment Guidelines Description
    This topic provides information on Prudential Investment Guidelines Description.

*   Process PIGS FOREX Compliance Detail
    This topic provides the systematic instructions to process PIGS FOREX Compliance Detail screen.

*   PIGS FOREX Compliance Detail Summary
    This topic provides the systematic instructions to perform the basic operations on the selected records.

*   Process PIGS Batch Maintenance
    This topic provides the systematic instructions to maintain PIGS compliance check related parameters.

*   PIGS Batch Maintenance Summary
    This topic provides the systematic instructions to perform the basic operations on the selected records.

10.1 Prudential Investment Guidelines Description

This topic provides information on Prudential Investment Guidelines Description.

Prudential Investment Guidelines Description

Prudential Investment guidelines define the standards for total Onshore cash of the client. PIGS Forex compliance is applicable for Initial Investment, Policy Top-Up, Policy Surrender and Switch Transactions.

For example, let us consider a product, mapped to the funds F1 and F2:

The asset allocation for fund F1 is:

*   Onshore Cash - 25%

*   Onshore Equity - 40%

*   Onshore Property - 20%

*   Offshore Cash - 05%

*   Offshore Equity - 05%

*   Offshore Property - 05%

The asset allocation for fund F2 is:

- Onshore Cash - 30%

- Onshore Equity - 50%

- Onshore Property - 05%

- Offshore Cash - 10%

- Offshore Equity - 05%

- Offshore Property - 0%

Assuming that an investor chooses to invest in the product, with an initial investment of 100,000 ZAR, the various components of F1 and F2 have the corresponding values:

F1

- Onshore Cash - 25% of (150, 000 + 100, 000)= 62,500 ZAR

- Onshore Equity - 40% of (150, 000 + 100, 000) = 100,000 ZAR

- Onshore Property - 20% of (150, 000 + 100, 000) = 50,000 ZAR

- Offshore Cash - 05% of (150, 000 + 100, 000) = 12,500 ZAR

- Offshore Equity - 05% of (150, 000 + 100, 000) = 12,500 ZAR

- Offshore Property - 05% of (150, 000 + 100, 000) = 12,500 ZAR

F2

- Onshore Cash - 30% * 100, 000 = 30,000 ZAR

- Onshore Equity - 50% * 100, 000 = 50,000 ZAR

- Onshore Property - 05% * 100, 000 = 5,000 ZAR

- Offshore Cash - 10% * 100, 000 = 10,000 ZAR

- Offshore Equity - 05% * 100, 000 = 5,000 ZAR

- Offshore Property - 0% * 100, 000 = 0 ZAR

Calculating we get;

- Total Cash across F1 & F2 = 62,500 + 12,500 + 30,000 + 10, 000 = 115, 000 ZAR

- Total Equity across F1 & F2 = 100,000 + 12,500 + 50, 000 + 5, 000 = 167,500 ZAR

- Total Property across F1 & F2 = 50, 000 + 12,500 + 5, 000 + 0 = 67, 500 ZAR

Hence we can deduce the percentage allocation for each of the components to be:

- Cash (Onshore + Offshore) = 115,000 ZAR <= 100%

- Cash (Offshore) = 22, 500 ZAR <= 15%

- Equity (Onshore + Offshore) = 167,500 ZAR <= 75%

- Equity (Offshore) = 17,500 ZAR <= 15%

- Property (Onshore + Offshore) = 67,500 ZAR <= 25%

- Property (Offshore) = 12,500 ZAR <= 10%

- Property + Equity = 235,000 ZAR <= 90%

- Total Offshore (Cash + Equity + Property) = 52,500 ZAR <= 15%

The transaction can be processed as it follows the Prudential Investment Guidelines. The Prudential investment guidelines screen provides you with ability to define rules for allocation of a fund asset.

Maintain Prudential Investment Guidelines

The rules for maintaining the Prudential Investment guidelines are validated in the following manner:

- Total the Amount invested in selected components for the rule.

- Calculation of threshold amount using the following formula:
  ```
  Threshold Amount = Threshold percentage * total investment value
  across Funds
  ```

- Ascertain if the amount derived in the first step is less than or equal to the Threshold Amount calculated in the succeeding step.

Repeat this process for all the rules defined in Product maintenance for Prudential Investment Guidelines.

If any of the threshold amount limits violate the maintained guidelines, then the system displays an error along with the erring rule ID and the amount corresponding to the rule identity number. In this instance this particular investment transaction should not be processed.

10.2 Process PIGS FOREX Compliance Detail

This topic provides the systematic instructions to process PIGS FOREX Compliance Detail screen.

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

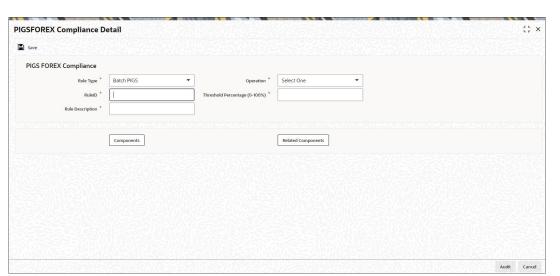   The **PIGSFOREX Compliance Detail** screen is displayed.

   Figure 10-1   PIGSFOREX Compliance Detail

2. On **PIGSFOREX Compliance Detail** screen, click **New** to enter the details.

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

Table 10-1   PIGSFOREX Compliance Detail - Field Description

Field	Description
PIGS FOREX Compliance	The section displays the following fields.
Rule Type	*Mandatory* Select the rule type from the drop-down list. The list displays the following values: • **Batch PIGS** • **Online PIGS** • **Batch FOREX** • **Online FOREX** • **Related Components**
Rule ID	*Alphanumeric; 10 Characters; Mandatory* Specify an identifier for the rule applied to the component.
Rule Description	*Alphanumeric; 50 Characters; Mandatory* Specify a brief description of the component allocated to the fund investment.
Operation	*Mandatory* Select that the components are to be considered as equivalent to the percentage of the fund investment allocation from the drop-down list. The list displays the following values: • **<** • **>** • **<=** • **>=** • **=**
Threshold percentage(0-100%)	*Numeric; 5 Characters; Mandatory* Specify the ratio or percentage attributed to the chosen investment component as an allocation of the investment.
Components Button	The section displays the following fields.
Components	*Alphanumeric; 50 Characters; Optional* Specify the number of components allocated to the fund investment, you can select more than one component.
Related Components Button	The section displays the following fields.
Related Components	*Alphanumeric; 50 Characters; Optional* Specify the number of related components allocated to the fund investment, you can select more than one related component.

3. Click the **Components** button to incorporate the Investment components.

The **Components** screen is displayed. The combination of Investment components with their corresponding percentage can be selected.

4. Click the **Related Components** button to specify the number of related components allocated to the fund investment.

More than one related component can be selected.

The **Related Components** screen is displayed.

5. Click **Ok** once you have specified the entire mandatory details to save the record.

The system will receive a prompt that the record has been saved in the system's archive.

6. Validate **PIGS** and **FOREX** for Outflow policy transactions.

   If system fails to comply these two outflow transactions, it will log the failure as an override message while saving the policy transaction.

   The system will validate **PIGS** and **FOREX** for Outflow policy transactions along with inflow transactions such as surrender and switch out.
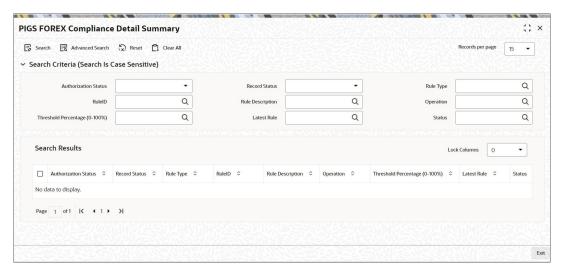
10.3 PIGS FOREX Compliance Detail Summary

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

Retrieve PIGS FOREX Compliance Record

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

   The **PIGS FOREX Compliance Detail Summary** screen is displayed.

Figure 10-2   PIGS FOREX Compliance Detail Summary

2. On **PIGS FOREX Compliance Detail 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**

   • **Rule Type**

   • **Rule ID**

   • **Rule Description**

   • **Operation Threshold Percentage (0–100%)**

   • **Latest Rule**

   • **Status**

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

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

> **✏ Note:**
>
> You can also retrieve the individual record detail from the detail screen by querying in the following manner:
>
> • Press F7
>
> • Input the **Rule ID**
>
> • 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 Rule ID by using the combination of % and alphanumeric value as follows:

    • Search by A%: System will fetch all the records whose Rule ID starts from Alphabet 'A'. For example, AGC17, AGVO6, AGC74 etc.

    • Search by %7: System will fetch all the records whose Rule ID ends by numeric value' 7'. For example, AGC17, GSD267, AGC77 etc.

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

• Edit PIGS FOREX Compliance Record
  This topic provides the systematic instructions to edit PIGS FOREX Compliance record.

• View PIGS FOREX Compliance Record
  This topic provides the systematic instructions to view PIGS FOREX Compliance record.

• Delete PIGS FOREX Compliance Record
  This topic provides the systematic instructions to delete PIGS FOREX Compliance record.

• Authorize PIGS FOREX Compliance Record
  This topic provides the systematic instructions to authorize PIGS FOREX Compliance record.

• Amend PIGS FOREX Compliance Record
  This topic provides the systematic instructions to amend PIGS FOREX Compliance record.

• Authorize Amended PIGS FOREX Compliance Record
  This topic provides the systematic instructions to authorize amended PIGS FOREX Compliance record.

10.3.1 Edit PIGS FOREX Compliance Record

This topic provides the systematic instructions to edit PIGS FOREX Compliance record.

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

1. Start the **PIGS FOREX Compliance Detail 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 **PIGS FOREX Compliance Detail** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **PIGS FOREX Compliance Detail** screen is closed and the changes made are reflected in the **PIGS FOREX Compliance Detail Summary** screen.

10.3.2 View PIGS FOREX Compliance Record

This topic provides the systematic instructions to view PIGS FOREX Compliance record.

View a record that you have previously input by retrieving the same in the **PIGS FOREX Compliance Detail Summary** screen. Perform this operation as follows:

1. Start the **PIGS FOREX Compliance Detail 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 **PIGS FOREX Compliance Detail** screen is displayed.

10.3.3 Delete PIGS FOREX Compliance Record

This topic provides the systematic instructions to delete PIGS FOREX Compliance record.

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

1. Start the **PIGS FOREX Compliance Detail 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 **PIGS FOREX Compliance 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.

10.3.4 Authorize PIGS FOREX Compliance Record

This topic provides the systematic instructions to authorize PIGS FOREX Compliance record.

Authorize an unauthorized PIGS FOREX Compliance Record in the system for it to be processed as follows:

1. Start the **PIGS FOREX Compliance Detail 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 **PIGS FOREX Compliance 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.

10.3.5 Amend PIGS FOREX Compliance Record

This topic provides the systematic instructions to amend PIGS FOREX Compliance record.

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

1. Start the **PIGS FOREX Compliance Detail 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 **PIGS FOREX Compliance Detail** screen is displayed.

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

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

10.3.6 Authorize Amended PIGS FOREX Compliance Record

This topic provides the systematic instructions to authorize amended PIGS FOREX Compliance record.

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

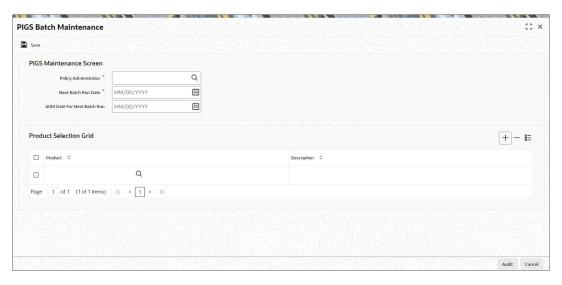The process of subsequent authorization is the same as that for normal transactions.

10.4 Process PIGS Batch Maintenance

This topic provides the systematic instructions to maintain PIGS compliance check related parameters.

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

   The **PIGS Batch Maintenance** screen is displayed.

Figure 10-3   PIGS Batch Maintenance

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

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

Table 10-2   PIGS Batch Maintenance - Field Description

Field	Description
PIGS Maintenance Screen	In the **PIGS Maintenance** section, you will have to enter information in the following fields.
Product Administrator	*Alphanumeric; 12 Characters; Mandatory* Specify the Product Administrator details. The adjoining option list displays all valid AMC accounts maintained in the system. You can choose the appropriate one.

Table 10-2 (Cont.) PIGS Batch Maintenance - Field Description

Field	Description
Next Batch Run Date	*Date Format; Mandatory*
	Specify date for running PIGS compliance batch. This date cannot be lesser than the application date.
	The system will track the execution date to check if the contracts are compliant or not. If the contract is not compliant, then the system will increment the failure value by **1**.
	Once the maximum number of count is reached and if it fails again, then it just updates the date without incrementing the count. The failure count for the policy will be reset to **0** once the contract is successful.
	While doing this computation, the system needs to consider rounding rules maintained at product level.
	The system will store the failed policies with the failure details like which rule failed and by how much amount, failure date, portfolio value, each component value, and asset split in a separate data store for reporting/ interfacing purposes.
AUM Date for Next Batch Run	*Date Format; Optional*
	Specify the date to be considered for policy AUM computation. This date cannot be lesser than the application date.
	The system will deliver Policy Level AUM as of price date based on Allotted Transactions at Policy Transaction Level.
Product Selection Grid	This section displays the following fields.
Product	*Alphanumeric; 12 Characters; Mandatory*
	Specify the product code. The adjoining option list displays all valid Products available for the Policy Administrator.
Description	*Display*
	The system displays the description for the selected product code.

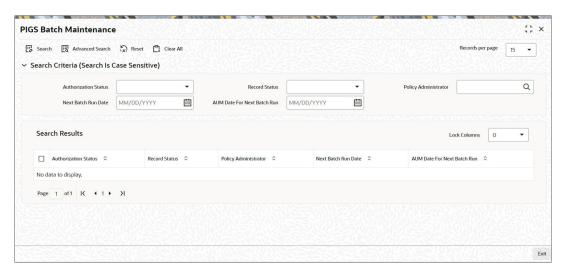# 10.5 PIGS Batch Maintenance Summary

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

Retrieve PIGS Batch Maintenance Record

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

   The **PIGS Batch Maintenance Summary** screen is displayed.

Figure 10-4   PIGS Batch Maintenance Summary

2. On **PIGS Batch 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**

   • **Policy Administrator**

   • **AUM Date For Next Batch Run**

   • **Next Batch Run Date**

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

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

   > **Note:**
   >
   > You can also retrieve the individual record detail from the detail screen by querying in the following manner:
   >
   > • Press F7
   >
   > • Input the **Policy Administrator**
   >
   > • 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 PIGS Batch Maintenance Record
  This topic provides the systematic instructions to edit PIGS Batch Maintenance record.

• View PIGS Batch Maintenance Record
  This topic provides the systematic instructions to view PIGS Batch Maintenance record.

• Delete PIGS Batch Maintenance Record
  This topic provides the systematic instructions to delete PIGS Batch Maintenance record.

- Authorize PIGS Batch Maintenance Record
  This topic provides the systematic instructions to authorize PIGS Batch Maintenance record.

- Amend PIGS Batch Maintenance Record
  This topic provides the systematic instructions to amend PIGS Batch Maintenance record.

- Authorize Amended PIGS Batch Maintenance Record
  This topic provides the systematic instructions to authorize amended PIGS Batch Maintenance record.

10.5.1 Edit PIGS Batch Maintenance Record

This topic provides the systematic instructions to edit PIGS Batch Maintenance record.

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

1. Start the **PIGS Batch 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 **PIGS Batch Maintenance** screen is displayed.

6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.

7. Click **Save** to save your changes.

   The **PIGS Batch Maintenance** screen is closed and the changes made are reflected in the **PIGS Batch Maintenance Summary** screen.

10.5.2 View PIGS Batch Maintenance Record

This topic provides the systematic instructions to view PIGS Batch Maintenance record.

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

1. Start the **PIGS Batch 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 **PIGS Batch Maintenance** screen is displayed.

10.5.3 Delete PIGS Batch Maintenance Record

This topic provides the systematic instructions to delete PIGS Batch Maintenance record.

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

1. Start the **PIGS Batch 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 **PIGS Batch 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.

10.5.4 Authorize PIGS Batch Maintenance Record

This topic provides the systematic instructions to authorize PIGS Batch Maintenance record.

Authorize an unauthorized PIGS Batch Maintenance Record in the system for it to be processed as follows:

1. Start the **PIGS Batch 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 **PIGS Batch 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.

10.5.5 Amend PIGS Batch Maintenance Record

This topic provides the systematic instructions to amend PIGS Batch Maintenance record.

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

1. Start the **PIGS Batch 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 **PIGS Batch Maintenance** screen is displayed.

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

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

10.5.6 Authorize Amended PIGS Batch Maintenance Record

This topic provides the systematic instructions to authorize amended PIGS Batch Maintenance record.

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

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

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