Oracle® FLEXCUBE Investor Servicing

Procedures User Guide

Release 14.7.6.0.0
G30516-01
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Oracle FLEXCUBE Investor Servicing Procedures User Guide, Release 14.7.6.0.0

G30516-01

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Preface

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

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

This topic contains the following sub-topics:

Purpose

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

Audience

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

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Conventions

The following text conventions are used in this document:

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table Acronyms and Abbreviations

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

Table (Cont.) Acronyms and Abbreviations

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

Symbols and Icons

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

Table Symbols and Icons

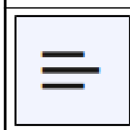
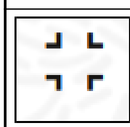
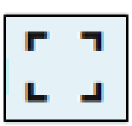
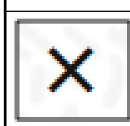
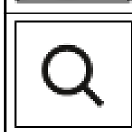
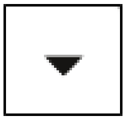
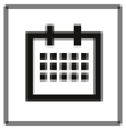
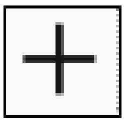
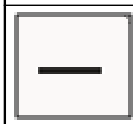
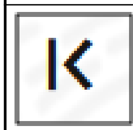
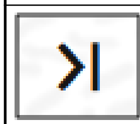
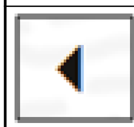
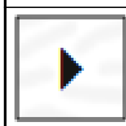
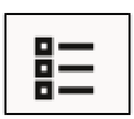
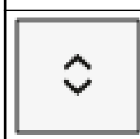
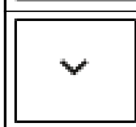
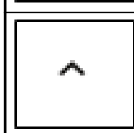
Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize
	Close
	Perform Search

Table (Cont.) Symbols and Icons

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

Basic Actions

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

Table Basic Actions

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

Table (Cont.) Basic Actions

Action	Description
Reopen	Used to reopen a closed record.
Export	Use the **Export** button to create a request to extract all the records summary to Excel format after querying the records from summary screens. You can query the status of the request using Export All Monitor screen (CSDXLMNT) with exact reference number.
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 Getting Started

This topic explains the login features of Oracle FLEXCUBE Investor Servicing.

This topic explains the features of **Oracle FLEXCUBE Investor Servicing** login window and the methods to change the user password. You will also find the features of **Oracle FLEXCUBE Investor Servicing** Application Browser.

This topic contains the following sub-topics:

- Log in Oracle FLEXCUBE Investor Servicing
  This topic provides the systematic instructions to log in **Oracle FLEXCUBE Investor Servicing**.
- Change User Password
  This topic provides the systematic instructions to change user password.
- The Application Browser
  This topic describes the application browser.
- Application Toolbar
  This topic describes the application toolbar.
- Home Screen
  This topic provides information on Home Screen in the application.
- Some Common Icons and their Usage
  This topic gives an overview on some common icons and their usage across all modules.

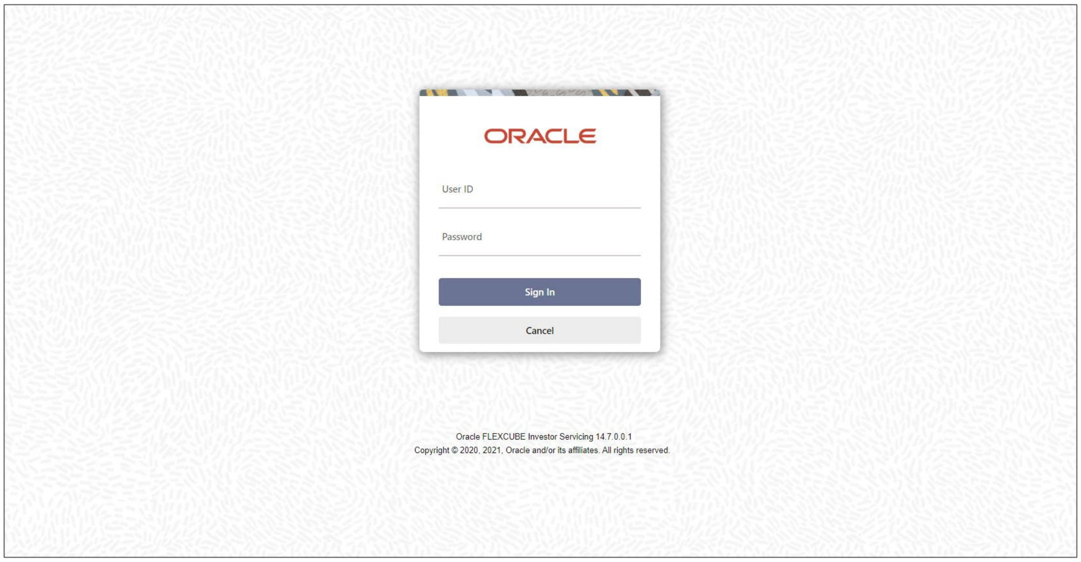
1.1 Log in Oracle FLEXCUBE Investor Servicing

This topic provides the systematic instructions to log in **Oracle FLEXCUBE Investor Servicing**.

1. Access the **Oracle FLEXCUBE Investor Servicing** application.

   The Login window is displayed.

Figure 1-1 Login Window of Oracle Flexcube Investor Servicing



2. Specify the **User ID**.

   The **User ID** is defined in the user profile created for you by your System Administrator. This field is not case-sensitive.

3. Specify the **Password**.

   This field is case-sensitive.

4. Specify the correct **User ID** and **Password**.

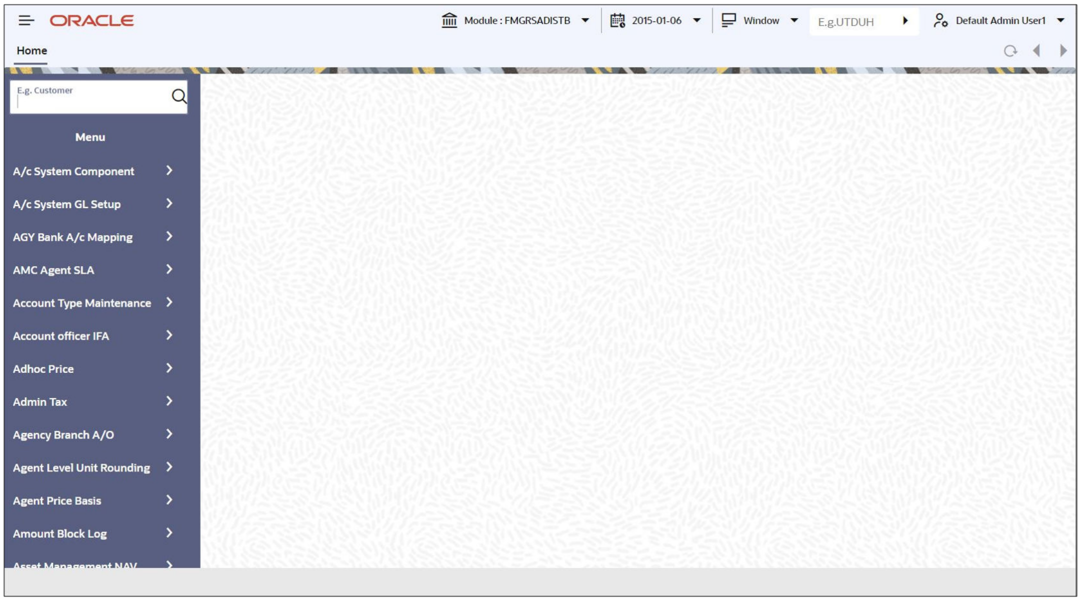
   Else,

   - If you have entered the correct user ID and password, the system will log you in and display the **Home** tab of the **Application Browser** screen.
   - If the user ID or password is incorrect, the system will display an appropriate error message.

5. Click **Sign In** once you have specified the above details to sign in **Oracle Flexcube Investor Servicing**.

   The Home Page is displayed.

Figure 1-2 Home Page of Oracle Flexcube Investor Servicing



6. The system forces you to change your password on first login, if the option `Force Password Change` is checked while creating the user profile. However, if the option is not checked, you may continue to use the same password.
7. The system disables the user profile under the following circumstances:
   - The number of successive invalid login attempts reaches the maximum defined for your **User ID**
   - The cumulative number of invalid login attempts reaches the maximum defined for your **User ID**
8. The system displays a message that your user profile has been disabled in case the **User ID** is disabled on any of the above grounds. The users designated as Control Clerks can enable your user profile for you to use again.
9. Click the **Exit** icon to exit the system.

1.2 Change User Password

This topic provides the systematic instructions to change user password.

1. **Oracle FLEXCUBE Investor Servicing** users can change their user passwords whenever required.

   The Control Clerks may also enable force password change and set a reminder to be displayed for the users whose password change is due.
2. Change User passwords in **Oracle FLEXCUBE Investor Servicing**. It can be done in two ways:
   a. **Periodic Password Change:** A specific interval can be defined in **Oracle FLEXCUBE Investor Servicing** for the user password change.

      The system will display the **Password Change for User** screen once the password change is due, on the immediate login attempt by the user.

b. **Manual Password Change:** The user may also change the passwords at will. When you mouse over the logged user name, you will find the **User Action** menus. Click **Change Password** menu.

   The system will display the **Change Password** screen to enter new password.

3. In the bank level parameters table, (accessible to users designated as Control Clerks), it can be indicated that a reminder or message should be displayed a fixed number of days before a password change is due.

   For example, you may set at the bank level parameters that a password change reminder be displayed three days before the change is due. In that case, three days before the password change due date, you will see a reminder when you log into the system. The system will display this message at every login until the user changes the password.

4. **Oracle FLEXCUBE Investor Servicing** allows you to change the user password at will. On the application toolbar, navigate to the logged user name to find the **User Action** drop-down menus.

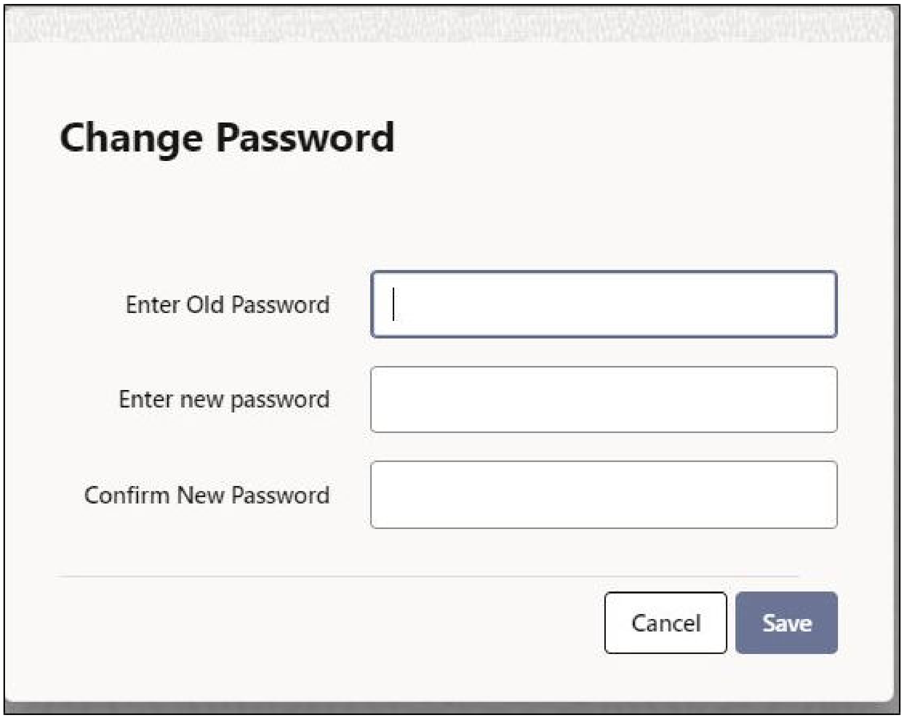
   The **User Action** menus are displayed.

Figure 1-3 User Action Menus

5. Select the **Change Password** menu.

   The **Change Password** window is displayed.

Figure 1-4 Change Password Window



6. On **Change Password** window, specify the fields.

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

Table 1-1 Change Password - Field Description

Field	Description
Enter Old Password	Specify the current user password.
Enter New Password	Specify the new user password.
Confirm New Password	Specify the new user password again. The system will match it with the new password entered in the above field.

7. Change password will not be successful if the password does not match with the password entered in the two fields.

   The system will display an error message. You will be prompted to repeat the password change process.

8. Click **Save** once you have entered the above details.

   On a successful password change, the system logs you out. You need to log in to the system again using the new password.

9. Click **Cancel** to cancel the password change process anytime before saving it.

10. You can enter the new password and the system validate it based on the criteria maintained.

    The system validates the new password based on the following criteria:

    - New password should be different from old password
    - Password should not have any blanks before it or after it

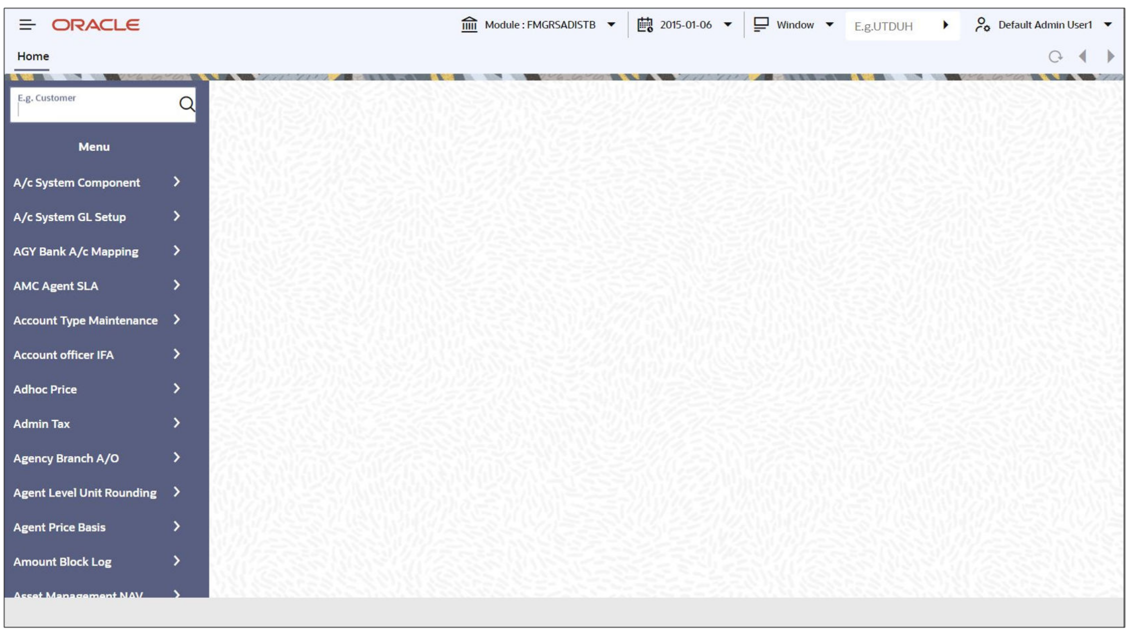
- Password should not have any spaces between the characters
- Password should contain a minimum of 1 upper case character
- The only characters allowed for a password are:
  - A to Z (in upper or lower case)
  - 0 to 9 numbers, and_ (Underscore)
  - Password should not be the same as **n** number of previous passwords defined in the Password Repetition field of the Bank Level Parameters screen (here, **n** stands for the number of previous passwords that cannot be used).
- For example, at the Bank level the password repetition has been set to three. This means that your new password cannot be any of the last three passwords used by you.

1.3 The Application Browser

This topic describes the application browser.

After you login to the application, the system displays the browser, also referred to as **Landing Page** of the application browser.

Figure 1-5   Home Page of Oracle Flexcube Investor Servicing



The Landing page is divided into 3 sections:

- Application Toolbar – Tabs and Menu actions
- Left hand side pane – Menu and search criteria based on the tabs selected in toolbar. You can minimize or maximize this pane by clicking and , respectively.
- Right hand side pane – Records matching the search criteria specified in the left hand side pane

The following tabs are available for selection in the **Toolbar** of the landing page:

- Home – Select to view **Menu** on the left hand side window and **Dashboard** on the right hand side. When you log in to the system, the **Home** tab is displayed by default.
- Menu Options

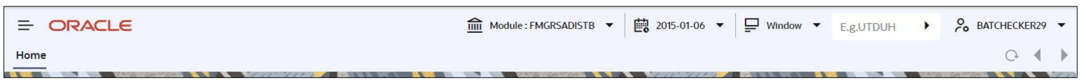
1.4 Application Toolbar

This topic describes the application toolbar.

1. Navigate to the application toolbar of the application browser.

   The application toolbar is placed at the top frame of the application browser.

   Figure 1-6 Application Toolbar

2. View the following details.

   The application toolbar has the following details:

   - Expand Menu
   - Brand name/logo
   - Current Module
   - Current system date
   - Current user session duration
   - Window button to go to the open window
   - Function ID input box
   - Logged user name
   - User Action menu

3. You can set the required brand/logo in the properties file.

   The brand name/logo is displayed on the top left corner.

- Select Module
  This topic provides the instructions to select module in the Application.
- Current User Session
  This topic gives information on current user session.
- Window
  This topic gives information on window tab.
- Process User Actions
  This topic provides the instructions to process user action menus.
- User Settings
  This topic provides the instructions to process user settings.
- Change Password
  This topic provides the instructions to change password.
- Unlock Screen Lockout
  This topic gives instructions to unlock Screen Lockout.

- Debug Window
  This topic gives information on debug window.
- Accessibility
  This topic gives information on Accessibility.
- About
  This topic gives information on About menu option.
- View Help Library
  This topic gives information on View Help Library menu option.
- Sign Off
  This topic gives information on Sign Off menu option.

1.4.1 Select Module

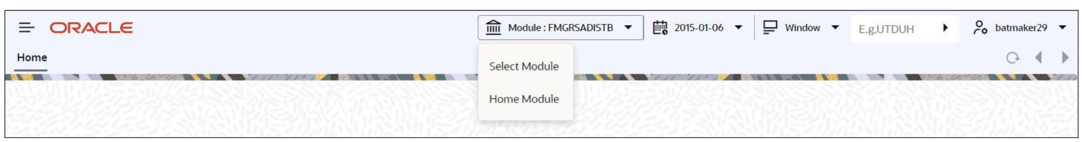
This topic provides the instructions to select module in the Application.

1. Navigate to the **Branch** icon on the Application toolbar.
2. Click **Branch** icon to choose the module.

   The following options are available:

   - **Select Module** - Select the module that you need to access
   - **Home Module** - Go to the home module

Figure 1-7 Application Toolbar_Select Module



1.4.2 Current User Session

This topic gives information on current user session.

1. The system displays the date and duration of the current user session. The session continues as long as the user is active. However, if the user is inactive, the session will automatically end after a certain period of time, based on the settings in the properties file.

   One minute before the session time out, you will get the following prompt: `Your Oracle FLEXCUBE Investor Servicing session will expire in 1 minute. Please initiate a transaction or close this screen to reactivate.`
2. If you do not close the prompt screen within the next one minute, the session will expire.

   However, if you close the prompt, the session is considered to be active and will continue until you become inactive for the duration required for session time out.

1.4.3 Window

This topic gives information on window tab.

1. Click the **Window** tab.

2. When you launch a screen from the application, the system enables the **Window** tab. If you launch more than a single screen, you can navigate to the screen of your choice through this tab.

   The drop-down list appears from which you can select the screen you need to navigate to.

1.4.4 Process User Actions

This topic provides the instructions to process user action menus.

1. Mouse over the user name displayed on the Application toolbar to execute certain user actions from the Application Browser.

   The following User Action Menus are displayed.

   Figure 1-8 User Action Menus

2. You can perform the following user actions.
   - User Settings
   - Change Password
   - Debug Window
   - Accessibility
   - About
   - View Help Library
   - Sign Off

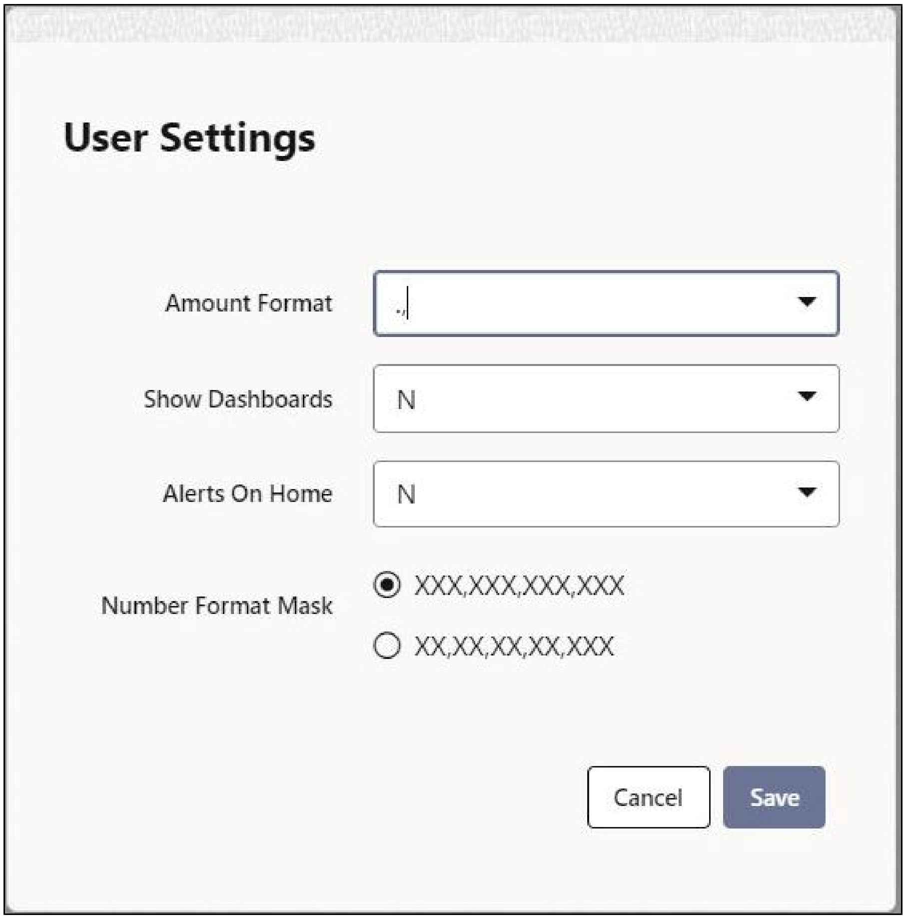
1.4.5 User Settings

This topic provides the instructions to process user settings.

1. Click **User Settings** from **User Action** menus to process **User Settings** screen.

   The **User Settings** screen is displayed.

Figure 1-9 User Settings



2. On **User Settings** screen, specify the fields.

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

Table 1-2 User Setting - Field Description

Field	Description
Amount Format	Specify the amount format. Choose the appropriate one from the drop-down list.
Date Format	Specify the date format. Choose the appropriate one from the drop-down list.
Theme	Select a theme for the Oracle FLEXCUBE Investor Servicing appearance.
Show Dashboards	This option is not applicable for FCIS.
Alerts On Home	This option is not applicable for FCIS.
Number Format Mask	Select the number field format of mask number either in Million or in / Lakh from the following options: • XXX,XXX,XXX,XXX • XX,XX,XX,XX,XXX This option is applicable on number field only if FORMAT_REQD is enabled in ODT for the required field. For further details on enabling the format in ODT refer *ODT user manual*.

3. Click **Save** to apply the changes once you have set your preferences.

   The changed value for the screen-saver interval gets reflected in User creation screen.

4. Click **Cancel** to exit the screen without changing the preferences.

   The system does not support the screen-saver functionality if SSO is enabled.

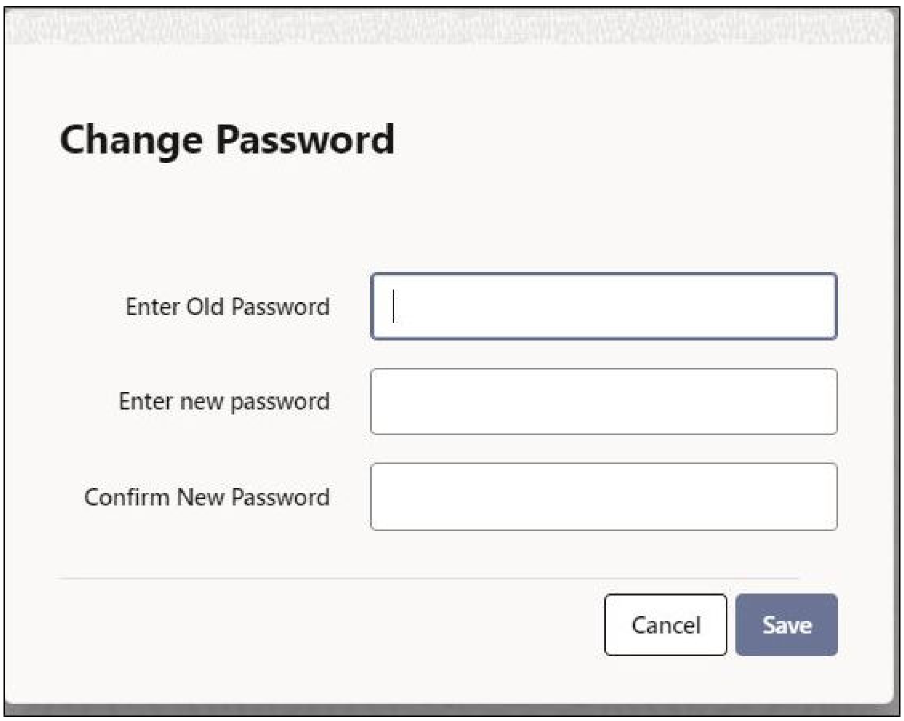
1.4.6 Change Password

This topic provides the instructions to change password.

1. Click **Change Password** from **User Action** drop-down menus to change the user password at will.

   The **Change Password** window is displayed.

Figure 1-10 Change Password Window



2. Enter the Old Password.
3. Enter the New Password. Enter the new password again to confirm the change.

1.4.7 Unlock Screen Lockout

This topic gives instructions to unlock Screen Lockout.

You can unlock the locked-out screen by entering the user **Password** again. The account is locked after a certain number of incorrect passwords.

1.4.8 Debug Window

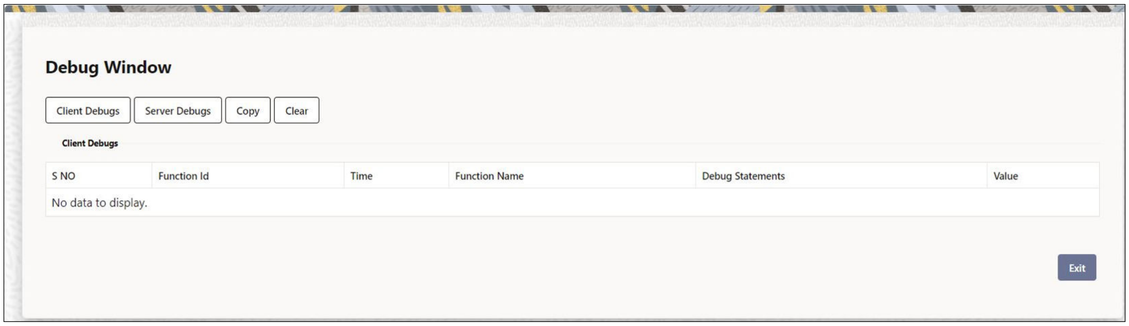
This topic gives information on debug window.

Click **Debug Window** under the user actions to invoke the debug window.

The **Debug Window** option will be visible only to users who will have front end debug rights maintained.

The **Debug Window** window is displayed.

Figure 1-11 Debug Window



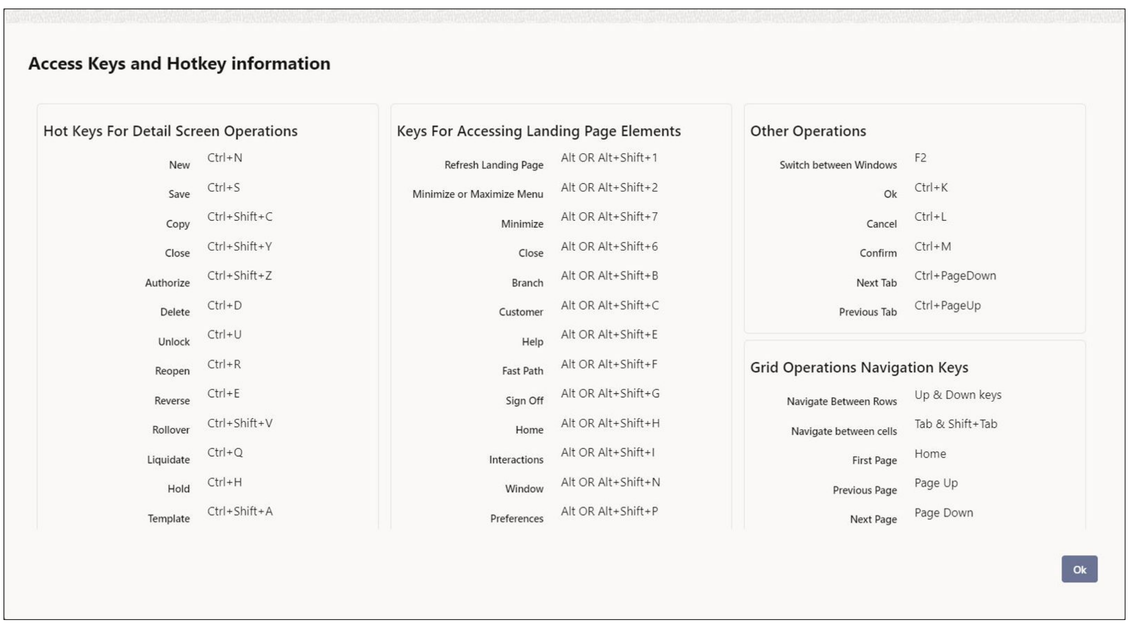
1.4.9 Accessibility

This topic gives information on Accessibility.

Select **Accessibility** where you can see the access keys and the hot keys for the application.

The following screen is displayed.

Figure 1-12 Accessibility



For further details on this screen and the accessibility options, refer to the topic *Accessibility*.

1.4.10 About

This topic gives information on About menu option.

Select **About** option to view the version and license details about the application **Oracle® FLEXCUBE Investor Servicing**

The **About** window displays the version and license details of the application.

1.4.11 View Help Library

This topic gives information on View Help Library menu option.

Select **View Help Library** option.

The **Help** window displays the online help available for the required function ID or field.

1.4.12 Sign Off

This topic gives information on Sign Off menu option.

Click **Sign Off** on the Application toolbar to log out the application.

1.5 Home Screen

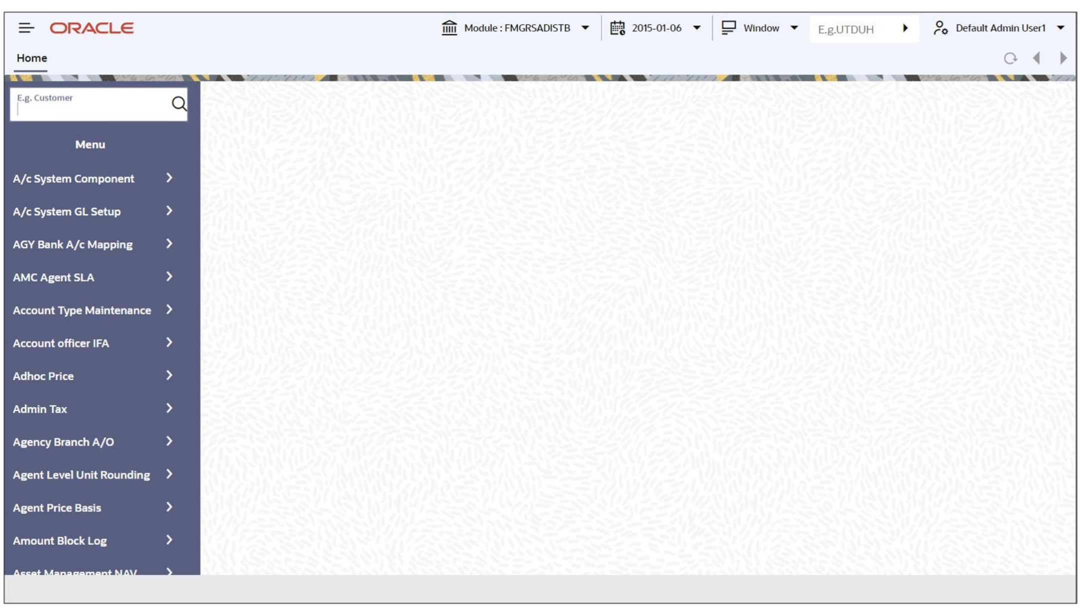
This topic provides information on Home Screen in the application.

1. Click **Menu** option, you will be able to access the various Transaction screens, Queries or Maintenance.

   The **Menu** displays the required option based on your user profile eligibility.

   The names of the required modules are displayed.

Figure 1-13 Home Screen_Menu



2. Select the module to go to a particular screen and click on it.

   A list of functions available for that particular module is displayed.

3. Click on the particular function.

   The list of sub-functions or options available for that particular function are displayed in an adjacent box.

4. Click required option as **Detail** or **Summary**.

   Only those functions to which you have access rights in a module are displayed. If you do not have access rights to the module then the module is not displayed.

   The screen for the particular option is displayed. If there are no options for a particular function, the function will be activated.

5. When you invoke an existing record using the Application Browser, you cannot make modifications to it as the screen which you have invoked will be in the **View** mode. In case you want to make modifications to a record, you should click **New** icon to unlock this record. This will enable you to make the desired modifications.

6. When you click **New** icon, you will observe all action buttons become disabled except the **Save** button.

   If you do not want to save the changes, click **Cancel** button and

7. Click **Save** to save your record after you have made the required changes.

8. Click **Cancel** if you do not want to save the changes.

   The message `Do you want to cancel the operation?` gets displayed.

9. Click **OK** to perform cancel operation.

   You will be returned to the ‘Application Browser’ or the screen from where you invoked this action without saving the changes.

1.6 Some Common Icons and their Usage

This topic gives an overview on some common icons and their usage across all modules.

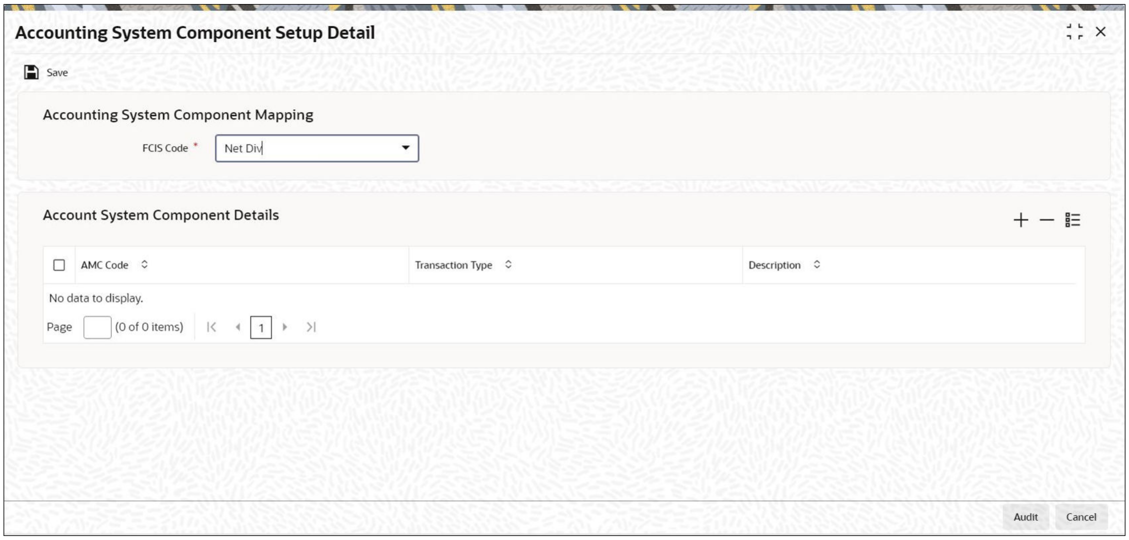
This topic provides information on some icons, which represent functions that are common across all modules of **Oracle FLEXCUBE Investor Servicing**.

Add and Delete Rows

The Add row and Delete row icons are used when you have to enter or fill up rows of data in a screen.

For instance, consider **Accounting System Component Setup Detail** screen, which is invoked by typing **UTDACSYC** in the Application Browser.

Figure 1-14 Example for Add and Delete row



You have to add various account system component details. Click **+** icon and specify the necessary details. You can add few more details by clicking **+** icon again.

Suppose you realize that you have allotted the wrong currency and you do not want to save the data in the first row. Click **-** icon. The data will not be saved in the row and you can fill it with the correct data.

The Save and Exit Icons

You may want to save the data after you have entered data in a screen. Click **Ok** button.

If you do not want to save the data in a screen, click the **Cancel** button.

To exit from a screen, click **Exit** or **Cancel** button which takes you to the Application Browser.

Fetch values from List of Values (LOV)

You can fetch data from an option list or list of values (LOV –), if the LOV value is keyed in and tabbed out in its input field.

System opens the LOV window in the following scenarios:

- If more than one value exists for the value keyed in the input field of LOV
- If no value exists for the value keyed in the input field of LOV

Figure 1-15 Example for LOV

The number of values and the total pages displayed in the LOV screen is based on the number of records matching the search criteria. Hence,

- If the value that you have keyed in the input field has only one matching value in the LOV, then system will not open the LOV on tabbing out and all the return fields for that LOV will be automatically updated.
- If more than one record is available, then the system displays the first 10 pages of the records. Click **Next**, **Previous**, **Last** and **First Page** to view the next set of records, previous set of records, last set of records, and first set of records, respectively.
- If the total number of pages is less than 10, then the page count is displayed as **Current Page of Exact Total Page Count** . Else, the page count is displayed as **Current Page of 10**.
- For both extensible and non-extensible screens, you can also maintain a query; in addition to existing LOV, for a particular column.

> **Note:**
>
> You can use wild card character (%) to search records in List of Values. If **Minimum Search Character Length** is enabled for a **List of Values** field, then you need to enter the minimum number of search characters along with wild card character to get valid results.
>
> If **Exact Fetch** is enabled for the field, then you must enter the exact text to get the value in the field.
>
> Refer *Open Development Tools User Guide* for details on options to set Minimum Search Character Length or Exact Fetch for fields.

The system displays the following messages at the bottom of the screens, at different scenarios:

- OK – if less than or equal to 10 records are fetched.
- Please reframe your Search criteria – if more than 10 records are fetched.
- No Records found – if no records are found matching the search criteria.
- Error message – if the query fails

> **Note:**
>
> The LOV reduction field is case sensitive.

Supported Date Formats

The following date formats are supported in **FCIS**:

- M/d/yyyy
- M/d/yy
- MM/dd/yy
- MM/dd/yyyy
- yy/MM/dd
- yyyy-MM-dd
- dd-MMM-yy
- dd-MMM-yyyy

Supported Amount Formats

The following amount formats are supported in **FCIS**:

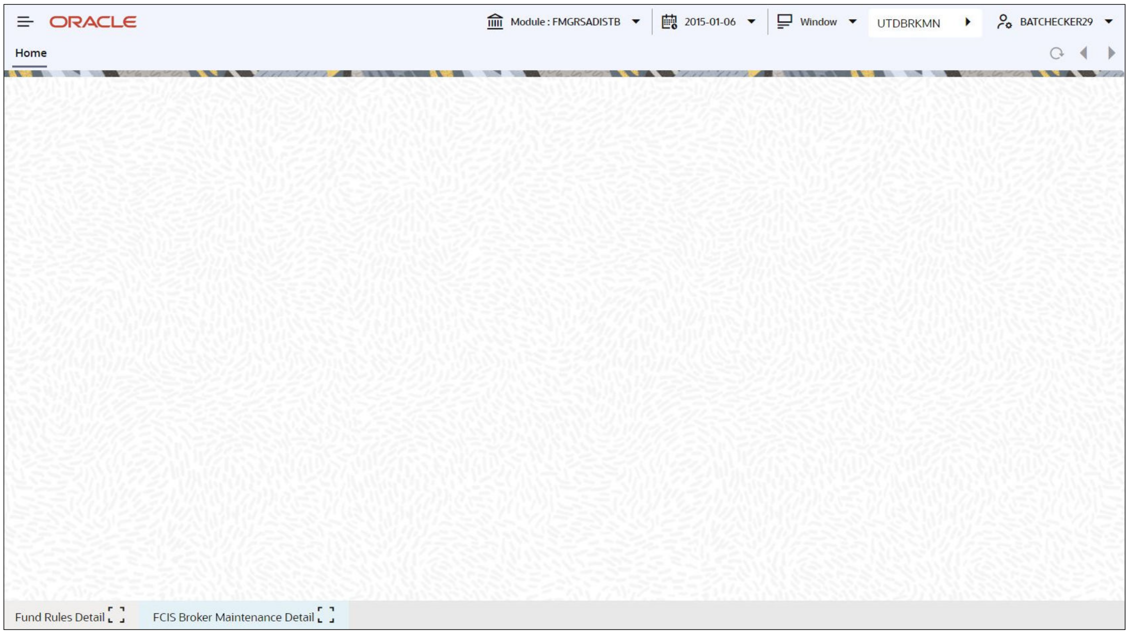
(The first symbol is the decimal separator and the second one is for digit grouping)

- .,(Dot Comma)
- ,.(Comma Dot)
- , (Comma Space)

Minimize and Maximize Main Screens

You can minimize main screens by clicking minimize button. The minimized screens reside in the provided taskbar. These minimized screens can be maximized either from the taskbar or from the windows menu option.

Figure 1-16 Example for Minimize Main Screen



2 Keyboard Compatibility

This topic provides the systematic instructions to navigate through the toolbars, tabs, menus or fields of the application.

Oracle Flexcube Investor Servicing(FCIS) is compatible with keyboard. You can comfortably navigate using arrow keys and tab keys. You can use the appropriate keyboard shortcuts to navigate through the following sections:

- Landing Page
  - Side Bar Menu
  - Toolbar
- Custom Windows
  - Detail Screen
  - Summary Screen

Landing Page – Keyboard Compatibility

FCIS provides keyboard compatibility in navigating through Side Bar and Toolbar of the Application Browser.

Table 2-1 Landing Page – Keyboard Compatibility

Keys	Functions
Navigating through Side Bar	Side bar menu refers to the menus available in the Application Browser. You can navigate through the side bar menus using Tab Key, Shift and Tab Key, and Arrow Keys. The side bar menus include: • **Menu**, • **Workflow**, • **Customer**, • **My Dashboard**, etc.,
Tab Key	To move from the selected side bar menu header to the first element of the selected side bar menu container. To move the focus to the selected side bar menu at any point inside the side bar container. To move the focus to the first enabled Action key in the toolbar from any of the side bar menu. **Note:** If the action keys are hidden, then it moves to the first drop-down menu.
Shift + Tab Key	To move the focus at the selected side bar menu header. To move the focus to the selected side bar menu header, when the focus is on any of the side bar. **Note:** If the element of the side bar menu container further opens its details in the dashboard then the focus will shift to the first element of the detail. To shift the focus to the last side bar menu.

Table 2-1 (Cont.) Landing Page – Keyboard Compatibility

Keys	Functions
Arrow Keys	To navigate within the elements of the side bar menu container. To navigate between the side bar menus.
Navigating through Toolbar	You can even navigate through the toolbar options using keyboard.
Action Key	You can navigate through Action Keys using keyboard.
• **Tab Key**	To move the focus to the first drop-down menu
• **Shift + Tab Key**	To move the focus to the selected side bar menu header
• **Arrow Keys**	To navigate between the action keys that are enabled
Drop-down Menu	You can navigate through drop-down menus using keyboard.
• **Tab Key**	To move the focus to the fast-path
• **Shift + Tab Key**	To move the focus to the first action key in the toolbar that is enabled **Note:** If the action keys are hidden, then it moves the focus to the last side bar menu.
• **Arrow Keys**	To navigate between the drop-down menus. To navigate between the items of the selected drop-down menu.
• **Esc**	To close the drop-down menu.

Custom Window – Keyboard Compatibility

FCIS provides keyboard compatibility to navigate through:

- Detail Screens
- Summary Screens

Detail Screen Navigation

Detail screens contain Tabs and Buttons. Click them to open a sub-screen. Hence, navigation in these screens is handled in different stages.

Table 2-2 Detail Screen Navigation

Keys	Functions
Generic Navigation	Generic navigation involves navigating through the general fields available.
• **Tab Key**	To navigate through the fields. To move the focus from the first field to the next.
• **Shift +Tab Key**	To move the focus to the previous fields.
• **Shortcut keys**	To navigate through LOV, Calendar, Pop-up editor buttons.
• **Tabs Navigation**	Tabs navigation involves navigating through the tabs available.
• **Tab Key**	To focus on the first element of the same tab.
• **Shift +Tab Key**	To move the focus to the first text field in the header of the screen.
• **Arrow Keys**	To navigate through multiple tabs.
Data Table Navigation	Data Table navigation involves navigating through the rows and cells of the rows in the table.
• **Tab Key**	To navigate to the next cell in the row.
• **Shift + Tab Key**	To navigate to the previous cell in the row.

Table 2-2 (Cont.) Detail Screen Navigation

Keys	Functions
• **Up and Down Arrow Keys**	To navigate through Data Table rows
• **Shortcut Keys**	To avoid focusing on pagination, adding row, deleting row, and single view buttons of data table; the following shortcut keys are available: • First page – Home • Previous page – Page Up • Next Page – Page Down • Last Page – End • Add Row – Ctrl + Insert • Delete Row – Ctrl + Delete • Single View – Ctrl + i • Navigation to the form field after data table – Ctrl + Tab • Navigation to the form field before data table – Ctrl + Shift + Tab
Single View Screen Navigation	You can open single view screen by using 'Ctrl + I' shortcut key.
• **Tab Key**	To navigate between the fields.
• **Esc**	To close the window.
• **Shortcut Keys**	To avoid focusing on navigation buttons, the following shortcut keys are available: • Previous Record – Down Arrow Key • Next Record – Up Arrow Key
LOV Navigation	You can open LOV window by pressing **F4** key. LOV navigation involves navigating through the list of values available.
• **Tab Key**	To navigate through reduction fields. To move focus to the cross button in the window title bar.
• **Shift +Tab Key**	To move focus to the first element of the header of result block.
• **Esc**	To close the LOV window.
• **Arrow Keys**	To navigate between the elements of the result block.
• **Shortcut Keys**	To avoid focusing on navigation buttons, the following shortcut keys are available: • First page – Home • Previous page – Page Up • Next Page – Page Down • Last Page – End
Calendar Navigation	You can open Calendar window by pressing **F4** key. Calendar navigation involves navigating through the years, months, and days.
• **Tab Key**	To move focus to the exit button in the window title bar.
• **Shift +Tab Key**	To move focus to the first navigation button.
• **Esc**	To close the calendar window.
• **Arrow Keys**	To navigate between the dates.
• **Shortcut Keys**	To avoid focusing on navigation buttons, the following shortcut keys are available: • First page – Home • Previous page – Page Up • Next Page – Page Down • Last Page – End
Editor Navigation	You can open Editor window by pressing **F4** key.

Table 2-2 (Cont.) Detail Screen Navigation

Keys	Functions
• **Tab Key**	To navigate between the text area and buttons.
• **Esc**	To close the editor window

Summary Screen Navigation

Summary screens display details related to a specific query based on the selected criteria available in the screen. Navigation through these criteria can be handled through keyboard keys.

Table 2-3 Summary Screen Navigation

Keys	Functions
• **Tab Key**	From any element of the header key to move focus to the first element of the first row of the result block. If the result block is empty, then moves focus to the exit button. From any element of any row to shift focus to the exit button.
• **Shift +Tab Key**	To move focus to the previous enabled field. To move the focus to the first element of the result block header.
• **Arrow Keys**	To navigate through header of the result block. To navigate between the elements of the rows in the result block.
• **Shortcut Keys**	To avoid focusing on navigation buttons, the following shortcut keys are available: • First page – Home • Previous page – Page Up • Next Page – Page Down • Last Page – End
Advance Search Navigation	Advance search navigation involves navigating through Query criteria and Other Fields listed in the window.
• **Tab Key**	To navigate between other fields listed in the window.
• **Arrow Keys**	To navigate between query criteria.

3

Common Operations

This topic describes about some of the operations that are common to most modules in **Oracle Flexcube Investor Servicing(FCIS)**.

Help topics are available for some of the operations that are common to most modules in **FCIS** and can be performed on:

- Product
- Contract
- Record in a table

Besides these, some other operations like changing your branch of operation; viewing different versions of a contract; reassigning a contract to different users; static data and its maintenance; types of fields; and making a query on the **Contract On-line Summary** screen are also discussed.

As soon as you launch any screen, a processing icon will be displayed. You need to wait for it to disappear before entering details.

This topic contains the following sub-topics:

- Maintenance Data
  This topic describes about maintenance data in Oracle FLEXCUBE.
- Automatic Authorization
  This topic describes the process of authorization and its types in **Oracle FLEXCUBE Investor Servicing**.
- Dual Authorization
  This topic explains the process of Dual Authorization in the system.
- First Verification Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.
- Copy Parameterization Data
  This topic provides the systematic instructions to copy parameterization data from **Oracle FLEXCUBE Investor Servicing** environment to any other environment and vice versa.
- Other Operations
  This topic describes about some of the other operations that are common in **Oracle FLEXCUBE Investor Servicing(FCIS)**.

3.1 Maintenance Data

This topic describes about maintenance data in Oracle FLEXCUBE.

Table 3-1 Maintenance Data

Maintenance Data	Descriptions
Maintain Static Data	Data that remains constant over a period of time is called **Static Data**. Usually, such data will be commonly accessed by more than one module. The following are some typical examples of static data: • The details about the currencies that are used in your bank • The details about the brokers with whom you may deal • The details of End of Cycle functions that should be executed automatically Such data is maintained in tables. Once the data is entered in a table, it has to be authorized before it can be used by any function. Each item in a table is called a record. Each record has a key that uniquely identifies it. **For example**, when you open a record for a broker, you should allot an identification code. This code, called the **Broker ID** is unique to the broker whose details you are defining and cannot be allotted to any other broker. Thus, the **Broker ID** identifies the broker for whom the details have been defined. In a similar fashion, you have to allot unique codes to each currency, dealer, etc. While you are defining a record, you have to enter the key first and then go on to define the attributes for it. These attributes will automatically be picked up when the key of the record is involved in a transaction. **For example**, you define Alexander (with a Broker ID of Alex) as a broker and indicate that the brokerage should be booked in advance. Whenever Alexander is involved in a transaction, the brokerage will be booked in advance.

Table 3-1 (Cont.) Maintenance Data

Maintenance Data	Descriptions
Types of Fields	You will encounter three types of fields in most screens: • Mandatory fields • Optional fields • Conditional fields **Mandatory Fields**: Of the many fields in a screen, the inputs to some may be mandatory. This means that you cannot save the record without giving a valid input in such fields. **Optional Fields**: The inputs to some of the fields in a screen may be optional. You may or may not give an input to such fields. Further, an optional field may have a default value; a value that the system puts in the field if you do not enter anything. Unless you change this default value, it will be taken as the input to the field. However, please note that all optional fields need not have default values. It is possible that some fields can be left blank. **Conditional Fields**: There are some fields, which take input based on data in some other field(s). **Option lists**: Inputs to certain fields can be picked up from the option list provided with the field. The option list will contain values that are valid inputs to the field. After you have made all your inputs, save the record by clicking **Save** icon. Click **Exit** button to exit this screen
Add a New Record in a Table	To add a new record in a table, click new icon when the 'Detailed View' screen of the table is invoked. A new input screen for the table with no values in it will be displayed; with the cursor positioned at the key field. **Note:** Certain tables are attached to a specific branch. Which means that a record defined in the table will be applicable only for the branch in which it was opened. For such tables, the Branch Code will be displayed along with the key of the record. This Branch Code will be that of the branch where the record was defined and you cannot change it. If you want to open a record in a different branch, you should sign-on to that branch (by invoking the **Change Branch** screen from the main menu). Enter a unique value in the key field and go on to define its attributes. At each field, press **F1** for help on what the field is about and the inputs it takes. If you give an invalid input to any field, an error message will be displayed.
Delete a Record in a Table	A record that has been defined will be available for any functional operation only after it has been authorized. Before the addition of a record is authorized, you can delete it. A record can be deleted only from the detailed view of a record. In the **Detailed View** screen the table will be displayed with all the values that have been defined for the record. You can click delete icon. You will be prompted to confirm the deletion before the record is deleted. **Note:** In the **Summary View** screen you can only print the details of the highlighted record. Any operation on a record like deletion, modification, cancellation etc. will have to be carried out through the **Detailed View** screen.

Table 3-1 (Cont.) Maintenance Data

Maintenance Data	Descriptions
Copy the Details of a Record	Very often, you may have to enter into a table a record that closely resembles an existing record. In such a case, you can copy the details of the record that has already been defined. You can then change the attributes that are different for the new record. At the **Summary View** or the **Detailed View** screen of the table, click **Copy** icon when the record you want to copy is highlighted. The input screen for the table will be displayed with all the details except those in the key field(s). Enter the appropriate value(s) in the key field(s) that are applicable for the new record you are defining. You can change the input in any field. The validations that are done when you are defining a new record will be done for the fields you change. Save the new record by clicking save icon.
Authorize a Record in a Table	Whenever you add, modify, close or re-open a record, the activity should be authorized before the **End of Day operations (EOD)** can begin. Authorization can be carried out only by a user other than the one who carried out the activity being authorized. At the **Summary View** screen of the table, click **Authorize** icon, when the record you want to authorize is highlighted. You will be prompted to confirm the authorization. The record will be authorized only if you give the confirmation. After you confirm the authorization, your **User ID** will be displayed at the Auth By field. The date and time of authorization will be displayed in the Date/Time field. These fields will always show the details of the latest authorization.
Modify a Record in a Table	Certain attributes that have been defined for a record can be changed after it has been stored and even authorized. However, you may not be able to modify the inputs in all the fields under certain circumstances. If there is a restriction on modifying the input to a field, it will be mentioned in the on-line help for the field. **F1** at any field gives you the on-line help on the field. You can choose to modify a record as follows: • Clicking **Unlock** icon in the Toolbar when the details of the record are being displayed in the **Detailed View** screen for the table. • After you have indicated your modifications, save them by clicking **Save** icon. Your **User ID** will be displayed at the Entry By field. The date and time at which you saved the modification will be displayed next to it. The record has to be authorized by a user other than you.
Close a Record in a Table	When a record is closed, it will not be available for use by any function. You can **Reopen** the record if it has to be used again. A record can be closed only if it is not linked to any other table. Click **Close** icon when the details of the record are being displayed in the **Detailed View** screen for the table. Click **OK**. You will be prompted to confirm the closing of the record. The closing should be authorized by a user other than you, before you can begin the End of Day operations.

Table 3-1 (Cont.) Maintenance Data

Maintenance Data	Descriptions
View the Details of a Record	Two types of view screens are available for records in a table. The **Summary View** screen displays the value in the main fields of the table, in a tabular column. To move to the **Detailed View** for the record, do the following: • Double click the record From the Summary or Detailed view for a record, you can choose any action from the application toolbar. **Note:** • The system displays only 5 pages of records, when you click search on summary screen. The system displays the page numbers as **Current Page of..**. However; if the total number of pages is less than 5, then the system displays page count as **Current Page of Exact Number of Pages**. • The system enables the last button and displays the total count only when you navigate to the **Last** page.
Maker and Authorizer Details	When you save a record, your **User ID** will be displayed in the **Entry By** field. The date and time at which the record was created will be displayed in the **Date/Time** field. These fields will always show the details of the latest action on the record - addition or modification. A record that has been defined should be authorized before it is available for a function. This authorization should be made by a user other than the one who defined the record. All the new records that were defined during the day and the ones that were modified should be authorized before you can begin the End of Day operations for the day. You can however delete a record before it is authorized. The **User ID** of the authorizer will be displayed in the **Auth By** field. The date and time at which the record was authorized will be displayed in the **Date/Time** field. As with the **Entry By** field, this field will be for the latest action that was authorized.
Print the Details of a Record	The **Print** function lets you print the details of record(s) in a table. You can choose to print only a specific record, a range of them or all of them in a table.

3.2 Automatic Authorization

This topic describes the process of authorization and its types in **Oracle FLEXCUBE Investor Servicing**.

Normal Process of Authorization in System

Most of the information that you enter in to the system needs to be authorized to be effective. Except for the static information that you typically enter in to the system only once, all other information must be authorized. Authorization is required for all maintenance as well as transactional information in the system.

When you enter information related to any of these events into the system, the record that is initially saved when you complete the data entry is retained in the system as unauthorized information, which must be subsequently authorized to become effective.

Usually, authorizing information in the system is an activity that follows a maker-checker concept, i.e., the user that enters the information must be necessarily different from the user that authorizes the information. Therefore, whereas one user group will have access to functions that involve entering information into the system, a different user group has access to the functions that involve information authorization, and there is no overlap of access privileges.

Auto-authorization Features in System

In some environments, the user that enters the information needs to be able to authorize it simultaneously. In such cases, the maker-checker concept leads to unnecessary delegation of activity, which is undesirable. This means that in such an environment, the user that enters the information must, on saving the entered record, be able to authorize the record. For such environments, the **auto-authorization** function is provided by the **FCIS** system. When this function is used, the **Save** operation in any screen that involves data entry (apart from static information screens) will also invoke and perform the authorization for the records that have been entered.

It is possible to be selective about the business functions for which you need to use the auto-authorization feature. This means that you can enable the auto-authorization feature for the functions for which you require simultaneous authorization on saving the record, and you can keep it disabled for others, allowing them to go through the normal maker-checker process of authorization.

The following features comprise the auto-authorization facility in the system:

- The User Administrator can map the business users to the menu items, and make auto-authorization feature allowable for any business user–menu item mapping. All business checks, validations and processes that must be performed when the authorization happens will be triggered immediately following the use of the save operation, when the auto-authorization feature is allowed.
- The User Administrator can enable (or disable) auto-authorization rights at a user group level. Any user roles and / or users associated with the user group would inherit the auto-authorization privileges assigned to the user group. If a user ID is associated with multiple user roles, the most restrictive privilege assigned to the roles will be applicable.
- You can enable (or disable) the auto authorization feature for data operations in the New mode or the Amend mode, including data entry either for reference information, investor accounts or transactions. For transaction entry operations in either mode, you can enable (or disable) auto authorization for transactions involving any of the following circumstances:
  - Transactions for which the transaction currency is the limit currency, and the transaction amount falls within the limit amount for that currency
  - Back dated transactions
  - Transactions in respect of which applicable loads have been overridden
  - Transactions for which third party payment or delivery has been specified

Process Auto Auth

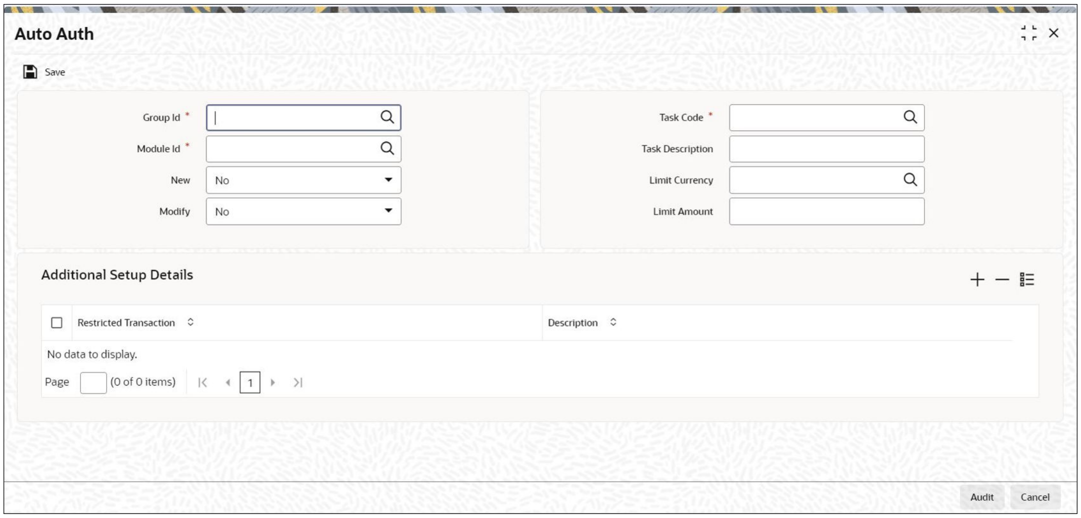
Use **Auto Auth** screen to allow the auto-authorization feature for a user group and a certain set of menu items.

You must map the user groups to the menu items or the task for which auto-authorization is applicable.

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

   The **Auto Auth** screen is displayed.

Figure 3-1 Auto Auth



2. Use this screen to map user groups to the tasks for which auto-authorization is applicable. If the User Administrator or the Module Administrator users do not maintain the setup for each of the user groups in this screen, the auto-authorization is not enabled for that user group.

Enable or Disable Auto-authorization for User Group

3. Process the **Auto Auth** screen.

   The auto authorization features that have been enabled for the module and the group to which the logged in user belongs, are displayed.

4. Click **Unlock** icon to amend the displayed list.

   The screen is displayed in **Amend** mode, where you can make your changes. The changes you make will apply to all users and roles in the **Group ID** to which the logged in user belongs, for the logged in Module.

5. Make changes as follows to enable auto-authorization:

   a. Select **YES** in the **New** field for the task item to enable auto-authorization in the **New** mode for a task item.

   b. Select **YES** in the **Modify** field for the task item to enable auto-authorization in the Amend mode for a task.

   c. Specify the highest volume of the transaction that can be auto-authorized, in the **Limit Amount** field to set up the volume limit for transaction data entry task items.

   d. You must also indicate the currency in which the volume you have specified is reckoned, in the **Limit Currency** field. You can indicate a different limit for each role or **Group ID**, if necessary.

6. Enable (or disable) the auto-authorization feature for transaction data entry in the following circumstances:

   a. **Back dated transactions**: Select **YES** in the **Restrict Back Dated Transaction** field to disable auto-authorization of **backdated transactions** in the selected mode. Select **NO** to enable auto-authorization of backdated transactions in the selected mode.

   b. Transactions in respect of which applicable loads have been overridden: Select **YES** in the **Restrict Load Override Transactions** field to disable auto authorization of **load override transactions** in the selected mode. Select **NO** to enable auto authorization of load override transactions in the selected mode.

c. Transactions for which third party payment has been specified: Select **YES** in the **Restrict Third Party Payment Transactions** field to disable auto authorization of **third party payment transactions** in the selected mode. Select **NO** to enable auto authorization of third party payment transactions in the selected mode

d. Transactions for which third party delivery has been specified: Select **YES** in the **Restrict Third Party Delivery Transactions** field to disable auto authorization of **third party delivery transactions** in the selected mode. Select **NO** to enable auto authorization of third party delivery transactions in the selected mode.

7. Click **Save** to save your changes when you have finished making the auto-authorization specification for a user group.

   The auto-authorization feature is enabled, and when the user invokes the **Save** operation in any of the applicable task screens, the entered records are saved as authorized records.

8. Click **Save** icon in the **Auto Auth** screen to enable auto authorization for a user group other than the logged in user group.

   The system displays the message as `Do you want to cancel the operation?.`

9. Click **OK**. The auto authorization record of the logged in user group, which was on display, is closed.

   The **Auto Auth** screen is opened in **New** mode.

10. Select the user group for which you want to enable or disable the auto authorization rights, in the **Group ID** field.

11. Select the corresponding module in the **Module ID** field, and click **OK**. Subsequently, proceed to set up the auto-authorization rights in the same manner as described above, for the amend operation.

Operations on Auto Authorization Records

12. After you have set up auto authorization for a user group, you must have another user authorize it so that it would be effective in the system.

13. Edit the details as many times as necessary before the setup is authorized. You can also delete it before it is authorized.

    After authorization, you can only make changes to any of the details through an amendment

14. The Auto Auth screen can be used for the following operations on auto authorization setups:

    - Retrieval for viewing
    - Editing unauthorized setups
    - Deleting unauthorized setups
    - Authorizing setups
    - Amending authorized setups.

15. Click on the appropriate buttons in the horizontal array of buttons in the **Auto Auth** screen to perform basic operations.

3.3 Dual Authorization

This topic explains the process of Dual Authorization in the system.

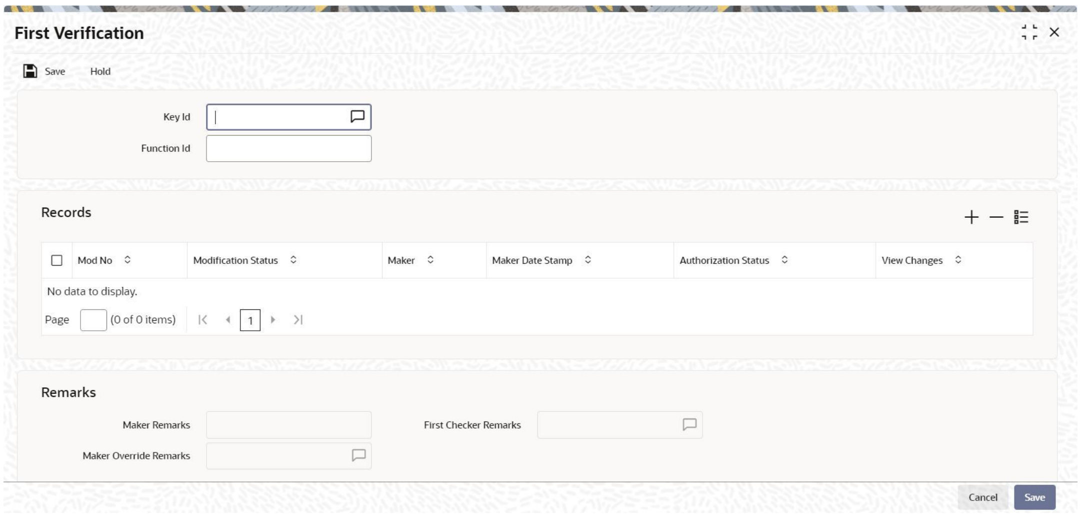
After creation or modification of maintenance records belonging to a function, for which Dual authorization has been enabled, an intermediate verifier (First Authorizer) has to verify the record before the record can be actually authorized. Only after the first authorization, system allows you to actually authorize the record.

The first level authorization is done using the **First Verification** screen.

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

   The **First Verification** screen is displayed.

Figure 3-2 First Verification



2. On **First Verification** screen, click **New** to enter the details.

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

Table 3-2 First Verification - Field Description

Field	Description
Key Id	Specify the key identification based on which the record can be queried. Alternatively, you can select the key Id from the option list. This list displays the following values: • **Branch** - To query the record based on input branch • **Maker ID** – To query the record based on maker ID • **Function ID** – To query the record based on function ID through which the record was submitted. For example, STDCIF, STDCUSAC • **Key ID** – To query the record based on unique key ID **Note:** You can search for a specific record using any of the above combination. To authorize a record, you should select the record and click the **Accept** button.
Branch	The system displays the branch for the selected record.
Records	The following details pertaining to the records are displayed: • **Modification No** • **Modification Status** • **Maker** • **Maker Date Stamp** • **Authorization Status** • **View Changes**

Table 3-2 (Cont.) First Verification - Field Description

Field	Description
Remarks	The following details are captured here.
Maker Remarks	The remarks entered by the maker of the record are displayed here.
First Checker Remarks	Specify remarks if any as part of first level authorization.
Maker Override Remarks	The Override remarks entered by the maker of the record are displayed here.
Warnings	The system displays the error or warning codes for which dual authorization is enabled.
Warning Code	The warning code is displayed here.
Warning Description	The warning message or override messages logged for the record is displayed here.
Fields	The following details are captured here:
Field Name	The field name is displayed here.
Old Value	The old value of the field is displayed here.
New Value	The new value of the field is displayed here.

3. Click the **View Changes** button for every record which will start the **Function ID** screen and highlights the changes.

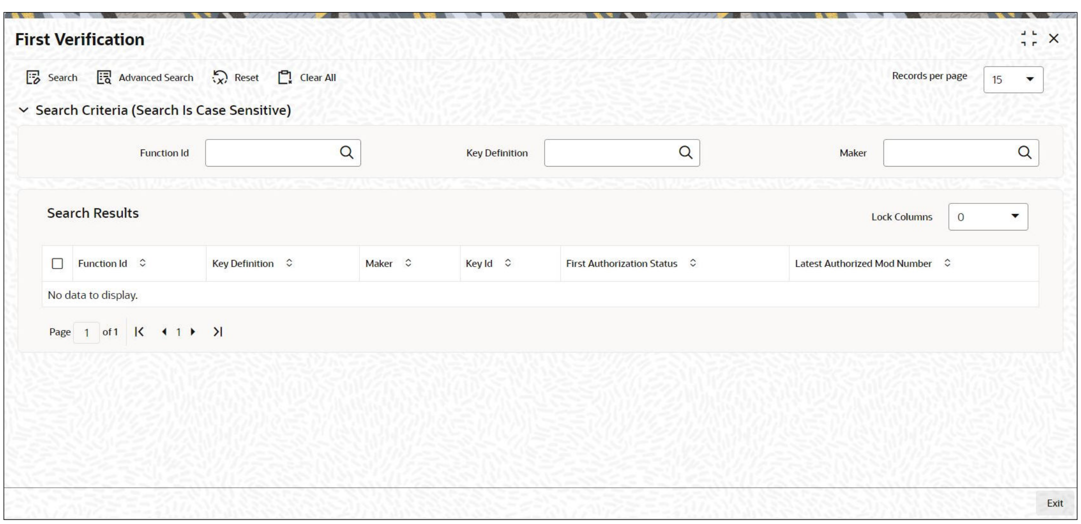
3.4 First Verification Summary

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

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

   The **First Verification Summary** screen is displayed.

Figure 3-3 First Verification Summary



2. On **First Verification Summary** screen, you can query the modifications pending for verification (First Authorization) and do the first level authorization for selected modifications.

The system queries and displays all the records based on the search criteria entered.

3. All the modifications pending will be shown and you can select a modification and verify all the modifications till the selected modification number.

   For examples if there are 3 modifications (Modification numbers 2, 3 and 4) pending for verification and if you select Modification number 3, system marks modification numbers 2 and 3 as **Verified**. Similarly if you select Modification number 4, modification number 2,3 and 4 will be marked as **Verified**.

3.5 Copy Parameterization Data

This topic provides the systematic instructions to copy parameterization data from **Oracle FLEXCUBE Investor Servicing** environment to any other environment and vice versa.

The data from **Oracle FLEXCUBE Investor Servicing** can be exported into an excel sheet or an XML format. If **Excel Export Required** option is checked for a function id in the **Function Description Maintenance** screen, then an **Export** button is enabled in the summary screen of that function id.

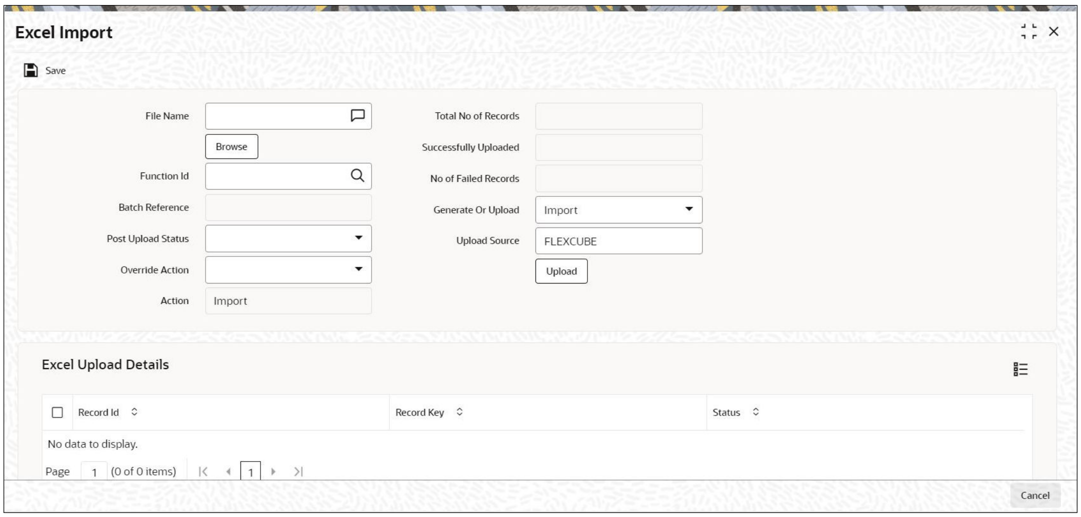
In the Summary screen you can query records based on the query parameters available and then select the required records to be exported and click **Export** button. On clicking **Export** button, system would export the data into an excel sheet and opens the excel sheet with data populated. You can then save the excel sheet.

You can also import data into **Oracle FLEXCUBE Investor Servicing** environment using the **Excel Import** screen.

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

   The **Excel Import** screen is displayed.

Figure 3-4 Excel Import



2. On **Excel Import** screen, click **New** to enter the details.

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

Table 3-3 Excel Import - Field Description

Field	Description
File Name	Select the excel file to be imported by clicking **Browse** button.
Total No of Records	The total number of records to be uploaded is displayed here.
Function Identification	The function id mentioned in the excel file chosen is displayed here.
Batch Reference	The unique reference number generated for an upload is displayed here.
Post Upload Status	Select the status to be set for the file post upload, from the drop-down list. The following statuses are available in the drop-down list: • **Authorized** • **Unauthorized** • **Hold**
Override Action	Select the action to be taken if an override message is encountered, from the drop-down list. The following options are available: • **Ignore** • **Error**
Action	The action is displayed here.
No of failed records	The total number of records which failed to get uploaded is displayed here.
Generate or Upload	Select the action to be taken for importing the file, from the drop-down list. The following options are available for selection: • **Generate** – Select this option if an XML has to be generated from the imported file. This will be stored in the path maintained in CSBT_PARAM parameter EXCEL_IMPORT_XML_SPOOL_AREA • **Upload** – Select this option if the data has to be uploaded as an excel file itself. **Note:** To start the upload process click **Upload** button. Once you click this button system starts importing the data from the excel file.
Source	Specify the source code of the file to be used for generating the XML file. You need to specify the source if you have chosen **Generate** option in the **Generate** or **Upload** field.
Excel File Upload Details	The following details are captured here:
Record Id	The unique number of the record uploaded is displayed here.
Record Key	The record key is displayed here.
Status	The upload status of the record is displayed here.
Excel Upload Errors	The following details are displayed here.
Record Id	The unique number of the record, which encountered error while uploading, is displayed here.
Error Code	The error code corresponding to the error encountered during upload is displayed here.
Error Message	The error message corresponding to the error code displayed is defaulted here.

3.6 Other Operations

This topic describes about some of the other operations that are common in **Oracle FLEXCUBE Investor Servicing(FCIS)**.

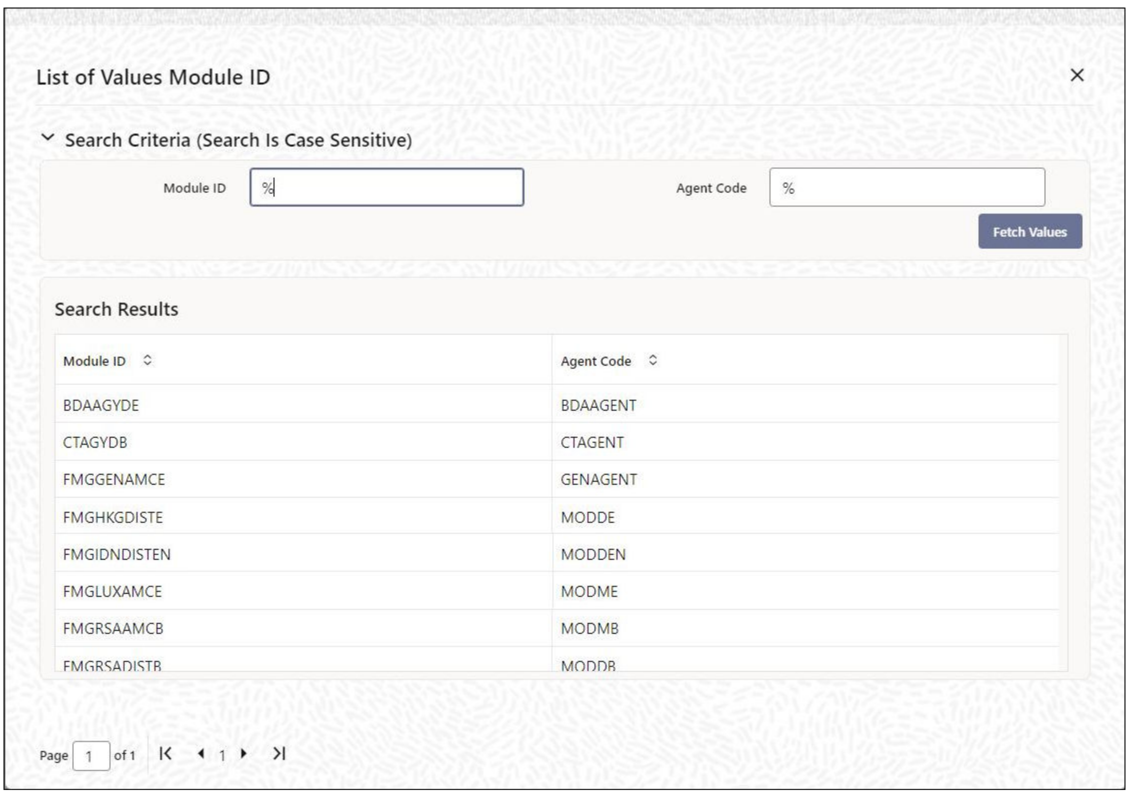
Change the Module

You can change the module other than the one you are signed on to, using this function. The modules to which you can change will be defined in your user profile. You can change the module of operation only when a function that has been initiated by you in the current module has been completed.

Click the **Branch** icon in the Application tool bar. Select the desired option and the options available are **Select Module** and **Home Module**.

Select **Select Module** and the **List of Values Module ID** screen is displayed in which you can query and select modules maintained in the system.

Figure 3-5 List of Values Module ID



Specify the query parameters and click **Fetch Values** button. The records meeting the query criteria are displayed in the lower grid. You can simply use Percentage (%) in the **Module ID** or **Agent Code** and click **Fetch Values** to fetch all the modules maintained in the system.

To change the current module, click the **Module ID** or **Agent Code** to which you want to change to from the list of displayed records.

System displays a **Confirmation Message** window in which the following confirmation message is displayed: Do you want to change the Module to: <Selected Branch Code>.

Figure 3-6 Select Module_Confirmation Message

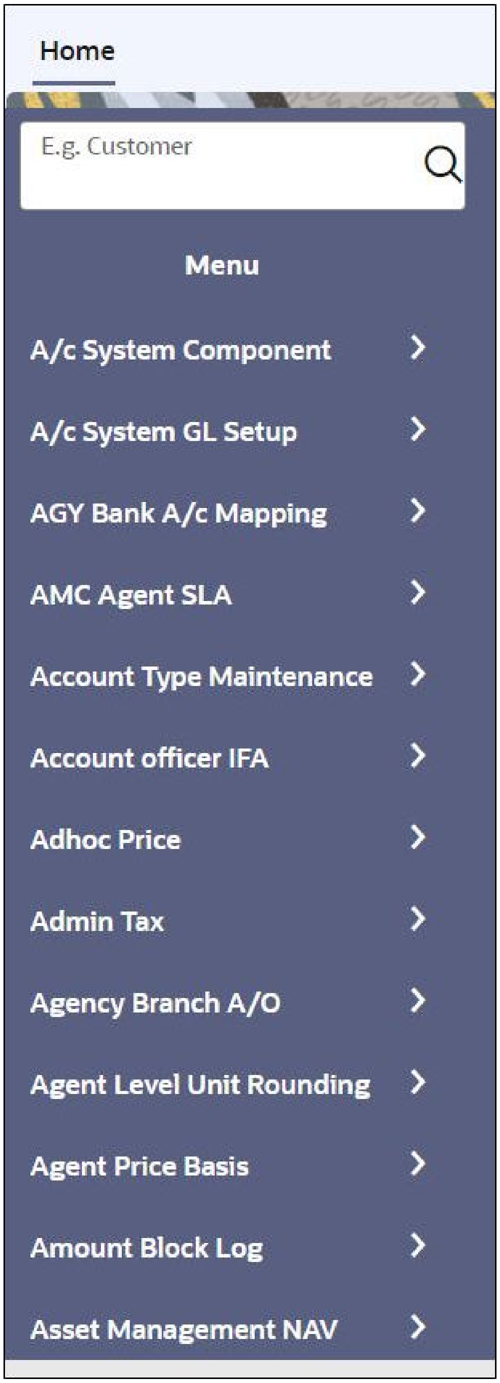
Click **OK** to continue with the change branch operation else click **Cancel**.

Search Menu

You can search for any credentials in the search **Menu** by typing the necessary details.

The system will fetch the records at all the levels of search criteria. The system will fetch respective module details based on the function right mapping to the user.

Figure 3-7 Home menu_Search Option

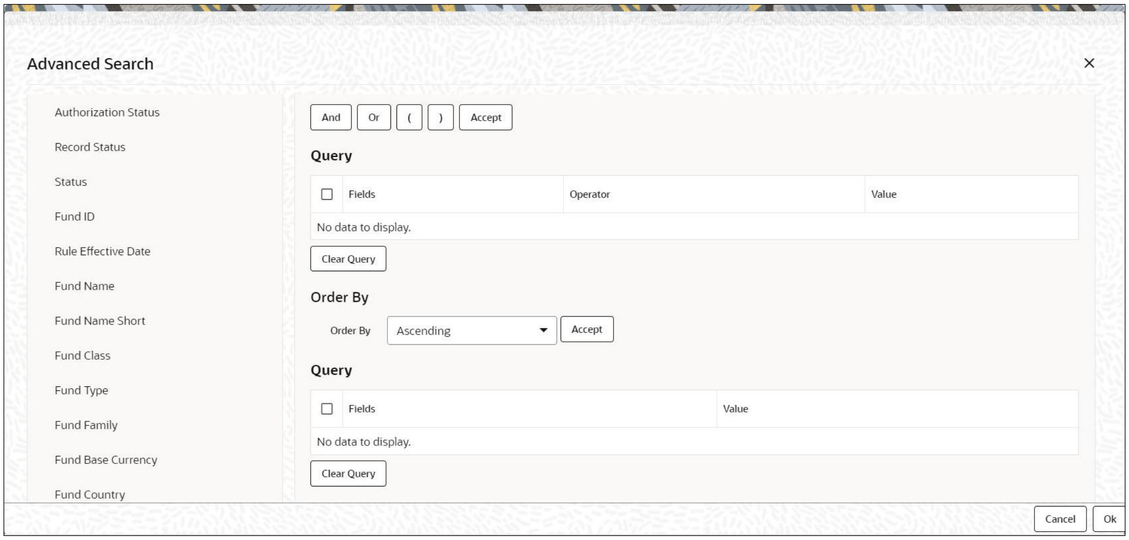


For instance, if you type **Entity** at the menu search, the system will fetch all the records for entity like single entity maintenance, entity commission sharing, Entity IDS, Entity mapping, Entity media maintenance, Entity notepad, Entity payment and all Entity related reports. This includes all the levels of menu search (details, summary screens, reports, batch).

Make a Query

When you are in the Summary view, all the queries defined for the module are displayed. This may amount to hundreds of records. To avoid wading through this mass of data, you can make a query to see only those records, which are relevant to you at a particular time.

Figure 3-8 Advanced Search



> **Note:**
>
> If recommended fields search is enabled for a summary screen, then it is mandatory to specify the minimum required search parameters in the advanced search. Recommended fields will be displayed separately at the top foe easy input. Refer to *Open Development Tools user guides* for details.

The Procedure with Example

Example:
In the **Summary View** screen for online contracts, the fields displayed are the criteria by which you can make a query.

Suppose you want to see all the Subscription transactions (in the Transactions module) with a specific Maturity date:

- Click **Transaction Date** in the Fields list.
- From the **Operator** option list, click **Equal To**.
- To specify the Transaction Date (28 December 2014), pick the date from the option list under Value.
- Click the **Accept** button.
- You will see the query appearing in the **Query** screen.
- If you wish to go ahead with the original query, click **Ok** button. You will see the **Contract Summary** screen, with a display of the details of only those contracts maturing on the date you have specified.

- If you do not wish to carry the query through, then click **Clear Query** button. The **Query** screen is cleared and you can proceed to make a new query.

Make a Query Based on More than One Criterion

Suppose you want to see transactions (in the Transactions module) based on more than one criterion - that is, you may want to see all Subscription transactions with a transaction date (which come into effect) beyond 31 December 2014 and an interest rate greater than 10%.

To make such a query, first click on Currency under Fields, choose Equal To under Operator and USD under Value. Click the **Accept** button. Now click **AND** button. Repeat the procedure with the criteria value date and rate, click **Accept** button and **AND** button in the sequence described for the first criteria currency. You will see the query displayed in the **Query** screen.

Check it for correctness and click **Ok** button.

Select the Same Criterion to Apply One or More Conditions

Now, you may want to make a query to see the Subscription Transactions involving three different products and having a rate less than 12 percent. This involves specifying the products one by one all of which come under the same criterion - Unit Holder ID (listed out under Fields) and indicating a rate range for them.

Click on Unit Holder ID in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list and click **Accept** button. To select another product, click **OR** button and then click Unit Holder ID in the Fields list, specify the Operator as Equal To and pick out the product from the Value option list. Repeat the process for the third product.

To cull out Subscription transactions involving these three unit holder IDs with an interest rate less than 12%, click **AND** button and specify the rate condition. (Pick Interest from the Fields list, specify the Operator as Less than and give the Value as 12. Click**Accept** button.

Now click **Ok** button to see the query through. You will see displayed in the **Subscription Transaction Summary** screen, all the Unit Holder IDs with an interest rate less than 12% for the three products you have specified.

Sort

You can see a display of the fields in the Subscription Transaction Summary View either based on the ascending order or the descending order.

Suppose you want to see the Amounts Applied for all the Subscription Transaction in the Transactions module in the descending order, highlight the field Amount Applied from the Fields list in the screen and click on it. In the Operator option list, choose Order By. Once you do this, the Value list will contain the two options:

- Ascending
- Descending

Click the option of your choice, say, Descending. Click the **Accept** button.

Click **Ok** button. You will see all the Amount Applied of all the subscription transactions in the Transactions module, in the descending order, in the **Subscription Transactions Summary** screen.

If you decide to cancel the ordering you have specified, click **Clear Query** button. The screen clears and you can specify a new order.

Use Wildcards to Make a Query

You need not always specify the criteria. You can use Wildcards such as **asterisk (*)** or **Percentage (%)** to see a particular set of criteria.

Once you click **Accept** and make a query, that particular summary screen displays all the loan products.

View Errors and Overrides

The system displays messages while performing a task to either point out an error, or to issue a warning that can be overridden or just to give some information.

Based on the type of message, the screen will be displayed as under.

Error

The following error message is displayed.

```
No Function ID available for execution.
```

Click **Ok** button to close the window.

Override

The following override message is displayed.

```
Provisioning Details should be manually modified, if required.
```

Check the box adjoining the required message and click **Accept** button to proceed with the transaction. Click the **Cancel** button to close the window.

The maker can view the override messages and can enter remarks before accepting the same. The maker remarks along with the overrides are displayed during authorization.

Information

The following Information message is displayed.

```
Provisioning Details should be manually modified, if required.
```

Click **Ok** button to close the window.

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