Oracle® FLEXCUBE Investor Servicing
LEP Transaction User Guide

Release 14.7.7.0.0
G31931-01
April 2025

ORACLE®

Contents

3   Policy Transactions-TOPUP

4   Policy Transactions-Switch

5   Policy Transactions - Surrender

6   Policy Status Change

7   Cession Maintenance

8   Policy Cession Maintenance

9   Policy Journal Maintenance

10   Batch Activities

11   Process Allocation Details

12   Annexure

Index

Preface

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

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

This topic contains the following sub-topics:

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

Purpose

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

Audience

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

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Conventions

The following text conventions are used in this document:

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table   Acronyms and Abbreviations

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

Table   (Cont.) Acronyms and Abbreviations

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

Symbols and Icons

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

Table   Symbols and Icons

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

Table   (Cont.) Symbols and Icons

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

Basic Actions

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

Table   Basic Actions

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

Table   (Cont.) Basic Actions

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

Getting Help

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

Prerequisite

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

1

UH Deal Maintenance

This topic provides information on UH Deal Maintenance.

In some cases, the AMC may wish to offer a special, unique load option to be applied on all transactions involving a specific CIF Account or unit holder. This could also be at the request of the investor. This special load option would override the existing load option mapped to the fund or load group. Such a load option is called a **deal** for an investor.

You can set up a deal for an investor for a particular Product. You have the option of selecting a specific fund under the Product to which the load is to be applied or applying the load to the Product, in which case, the deal will apply to all funds mapped to it.

This topic contains the following sub-topics:

- Process Unitholder Deal Maintenance Detail
  This topic provides the systematic instructions to set up a deal.

1.1 Process Unitholder Deal Maintenance Detail

This topic provides the systematic instructions to set up a deal.

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

2. Click **New** to enter the details.

   The **Unitholder Deal Maintenance Detail** screen is displayed.

   Figure 1-1   Unitholder Deal Maintenance Detail

3. Refer to the topic *Process Unitholder Deal Maintenance Detail* for more information on fields of **Unitholder Deal Maintenance Detail** screen in the *Entities* User Manual.

2

Policy

This topic provides information on Policy creation and maintenance.

After the products are defined in the system, you can accept requests for creating policies in the products, for Policy Holders. A Policy Holder can buy policies in any of the active products defined in the system.

A Policy, therefore, essentially is an investment into the underlying portfolios of the Product, and the creation of a Policy lays down the profile or guidelines of the desired pattern of investment by a Policy Holder into a Product.

> ✎ **Note:**
>
> Policies can be created through the Agency Branch component only.

The **Policy Maintenance Detail** screen allows you to capture the details of a Policy.

This topic contains the following sub-topics:

- Process Policy Maintenance Detail
  This topic provides the steps you need to follow to create a Policy.

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

- Ratio Percentage Maintenance
  This topic provides the information on Ratio Percentage Maintenance.

- Process Policy Transaction Exchange Rate Enrichment
  This topic provides the systematic instructions to invoke Policy Transaction Exchange Rate Enrichment.

- Process FCIS Interest Rate Maintenance Detail
  This topic provides the systematic instructions to maintain the interest rate that is to be used for interest calculation.

- FCIS Interest Rate Maintenance Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

- Process Authorization Screen
  This topic provides the systematic instructions to perform authorization.

- Process Policy Authorization Screen
  This topic provides the systematic instructions to authorize policy transactions.

- Process Policy Reversal Detail
  This topic provides the systematic instructions to reverse the policy.

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

- **Process Policy SI Summary**
  This topic provides the systematic instructions to view, reverse, delete or authorize a policy transactions.

2.1 Process Policy Maintenance Detail

This topic provides the steps you need to follow to create a Policy.

Following are the steps you need to follow to create a Policy. Each of these steps is explained in detail in subsequent sections.
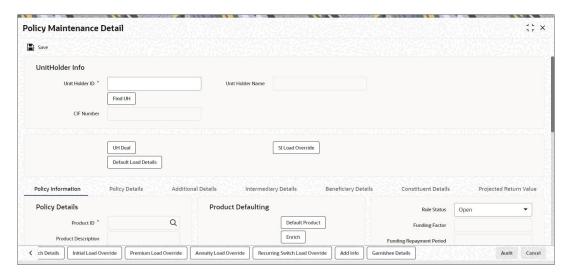
> **Note:**
>
> Any investor, who desires to invest in any of the Products by purchasing a Policy in a product, can invest only if he is a valid Unit Holder with an account in the system. Therefore, you must first set up a Unit Holder account for the Policy Holder in the system.

Refer to the topic *Managing Investor Accounts* for further information in the *Entities* User Manual.

- Start the **Policy Maintenance Detail** screen.

- Enter information in the **Policy Maintenance Detail** screen.

- Save the information entered.

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

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

   Figure 2-1   Policy Maintenance Detail

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

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

Table 2-1   Policy Maintenance Detail - Field Description

Field	Description
Unit Holder ID	*Alphanumeric; 12 Characters; Mandatory* Enter the Unit Holder ID of the Policy Holder. System allows you to create a policy for unauthorized Unit Holder IDs. However, a policy can be authorized only if the policy holder has been authorized in the system. You can also search for unit holder ID by clicking the **Find UH** button.
Unit Holder Name	*Display* System will default Unitholder Name for the selected Unit Holder ID.
CIF Number	*Display* The system displays the CIF Number of the Policy Holder.

> **Note:**
>
> • You have the option of using the **UnitHolder Find Options** screen to enter the CIF Number and Unit Holder ID. This screen is processed when you click **Find UH** option list.
>
> • Once you have entered the Unit holder ID, the CIF Number and the Unit Holder Name will get updated.

- Policy Information Tab
  This topic explains the policy information tab of **Policy Maintenance Detail** screen.

- Policy Details Tab
  This topic explains the policy details tab of **Policy Maintenance Detail** screen.

- Additional Details Tab
  This topic explains the additional details tab of **Policy Maintenance Detail** screen.

- Intermediary Details Tab
  This topic explains the intermediary details tab of **Policy Maintenance Detail** screen.

- Beneficiary Details Tab
  This topic explains the beneficiary details tab of **Policy Maintenance Detail** screen.

- Constituent Details Tab
  This topic explains the constituent details tab of **Policy Maintenance Detail** screen.

- Projected Return Value Tab
  This topic explains the projected return value tab of **Policy Maintenance Detail** screen.

- Payment Details Button
  This topic explains the payment details button of **Policy Maintenance Detail** screen.

- Asset Allocation Button
  This topic explains the Asset Allocation button of **Policy Maintenance Detail** screen.

- Premium Details Button
  This topic explains the Premium Details button of **Policy Maintenance Detail** screen.

- Annuity Details Button
  This topic explains the Annuity Details button of **Policy Maintenance Detail** screen.

- **Recurring Switch Details Button**
  This topic explains the Recurring Switch Details button of **Policy Maintenance Detail** screen.

- **Initial Load Override Button**
  This topic explains the Initial Load Override button of **Policy Maintenance Detail** screen.

- **Premium Load Override Button**
  This topic explains the Premium Load Override button of **Policy Maintenance Detail** screen.

- **Annuity Load Override Button**
  This topic explains the Annuity Load Override button of **Policy Maintenance Detail** screen.

- **Recurring Switch Load Override Button**
  This topic explains the Recurring Switch Load Override button of **Policy Maintenance Detail** screen.

- **Add Info Button**
  This topic explains the Add Info button of **Policy Maintenance Detail** screen.

- **Garnishee Details Button**
  This topic explains the Garnishee Details button of **Policy Maintenance Detail** screen.
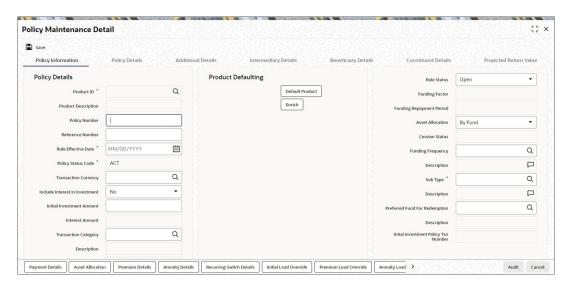
2.1.1 Policy Information Tab

This topic explains the policy information tab of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Policy Information** tab to enter the details.

   The **Policy Information** details are displayed.

Figure 2-2   Policy Maintenance Detail_Policy Information Tab

2. On **Policy Information** tab, specify the fields.

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

Table 2-2   Policy Information - Field Description

Field	Description
Policy Details	This section displays the following details.
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the product in which the Policy Holder wants to buy the Policy. The option list includes all valid and active Products.
Product Description	*Display* The system displays the description of the selected product.
Policy Number	*Alphanumeric; 16 Characters; Optional* Specify the **Policy Number** at the time of policy creation. The system validates the value input for its uniqueness. The policy number cannot, however, be changed during subsequent edit or amend operations. When a Policy Holder subsequently contributes into this Policy that has been created, the same Policy number has to be specified, and the Policy must be an active, valid Policy for the transactions to be accepted.
Reference Number	*Alphanumeric; 16 Characters; Optional* Specify a unique initial identification for this Policy. The **Reference Number** is the initial identification that you give to a Policy, before the **Policy Number** is generated. You can invoke the Policy or retrieve it through the Find Form using this Reference Number for subsequent inquiries and transactions.
Rule Effective Date	*Date Format, Mandatory* Specify the date from which the Policy will be effective. The format will be the one that has been maintained for your user ID in the **My Dash Board User** setting date format.
Policy Status Code	*Mandatory* By Default Policy Status will be **ACT** on **New** Mode.
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency for the policy. If you do not maintain this value, the system will default this value at the time of saving the maintenance. The transaction currency maintained at the fund level will be default if all the transaction currencies for the fund are the same. If various currencies have been maintained at the fund level, then the system will default the policy base currency as the policy transaction currency.

Table 2-2   (Cont.) Policy Information - Field Description

Field	Description
Include Interest in Investment	*Optional* Select, from the adjoining drop-down list, if the interest earned on the initial investment should be considered along with the initial investment for investment in the policy. If you select **Yes**, the interest amount will be included in the investment and a single transaction will be generated for both. You need to manually add the interest amount calculated in the settlement details to the transaction amount of the particular currency in the asset allocation details. For instance, if the interest amount is USD 1000 and the transaction amount is USD 100000, then you are required to add USD 1000 to the transaction amount for the currency USD in the asset allocation details. If you select **No**, the interest amount will be generated as a separate UT transaction.
Interest Amount	*Display* The system computes the interest amount based on the interest calculation days and interest rate provided by you in the **Interest Calculation** Screen (explained below).
Transaction Category	*Alphanumeric; 1 Character; Optional* Specify the type of transaction. Alternatively, you can select transaction category from the option list. The list displays all valid transaction category code maintained in the system. If the transactions captured are for MIFID funds/ products, the transaction category **Advised and execution only** will be applicable (if fund/ product is MIFID regulated). For MIFID funds/ products related transactions; the defaulting of transaction category to legacy will not be applicable, only if MIFID fund/ Product is selected as **Yes** at fund and product level. In the transaction screen, the transaction category will be based on **RDRTXNCATEGORY** PARAM maintenance. For products if the risk level for a product is defined and risk profile for a UH is maintained during LEP transactions (plan initial investment, premiums, plan switch, plan top up), the system will perform the risk checks for LEP transactions, considering the product level risk and UH risk profile along with risk expiry date. If **MIFID fund/ product** is selected as **Yes**, the transaction applicable are IPO subscriptions, subscription, switch, Standing instructions and transfer In, plan initial investment, premiums, plan switch, plan top up. For MIFID funds; **Transaction Category** at the transaction level will be classified as either **Advised Business** or **Execution Only Business**. The SI transactions (subscriptions and switches, includes premiums and recurring switches) escalations will be categorized as **Advised Business** or **Execution Only Business**. If you amend the SI, the system displays the warning message as **Transaction category amended for the SI**. The next SI will reflect the changed category. If you change the **Transaction Category** for a MIFID transaction during edit or amend operation, then the system displays the warning message as `Default Transaction Category has been overridden. Do you want to continue?`.

Table 2-2   (Cont.) Policy Information - Field Description

Field	Description
Description	*Display* The system displays the description for the selected transaction category.
Policy Tax Class	*Display* The system displays the tax class of a Policy. The system will default this value from **Product Tax Class Maintenance** screen. If a UH Category gets modified, post authorization the system will automatically change at EOD all the underlying policy Tax Class to new policy tax class (based on the new UH Category and Product combinations). The system will also update the SI's with new tax class fund ID's and generates 100% switch transactions from the old policy tax class funds.
Initial Investment Amount	*Numeric; 18 Characters; Optional* You have the option of entering the initial amount to be invested in the policy. If the product is a single premium product (the box **Multiple Premiums Allowed?** is not checked while creating a product), and you enter an amount here, the system will generate a transaction for this amount. You will be allowed to change the initial investment amount, interest amount and the asset allocation details for a policy that has been authorized as long as it has not been allocated. When you modify the details, the system will reverse the existing initial investment transaction and create a new policy transaction for the modified amount. You can modify the policy any number of times till policy allocation. If transactions like allocation, premium, annuity, recurring switch, top-ups, and surrender have been generated for the policy, the system will not allow you to modify the initial investment amount.

Consider the following cases:

Table 2-3   Case Example

Case 1	Case 2	Case 3	Case 4	Case 5
The product is a multiple premium product; you enter the initial investment amount and premium details. The Start Date for the premiums is a system date when the policy is authorized. When the policy is Authorized, a transaction will be created on the date mentioned for the initial investment amount you have entered.	The product is a multiple premium product; you enter the initial investment amount and premium details. The Start Date for the premiums is the System Date. When the policy is saved: • A transaction will be created for the initial investment amount you have entered. • A transaction will also be generated for the first premium amount, at EOD.	The product is a multiple premium product; you do not enter any initial investment amount, but only the premium amount. The Start Date for the premiums is the System Date. When the policy is Authorized, an initial investment transaction will be generated with the premium amount.	The product is a multiple premium product; you do not enter any initial investment amount, but only the premium amount. The Start Date for the premiums is a future date. When the policy is Authorized, an initial investment transaction will be generated on the date specified, with the premium amount. **Note:** In a scenario as described under Case 4, you will be allowed to amend the premium amount till the date specified. You will, however, not be allowed to enter an initial investment amount after you authorize a policy.	The product is a multiple premium product; you do not enter either the initial investment amount or the premium amount. No transaction will be generated on saving the policy. An initial investment transaction will be generated only if you enter any premium details at a later stage. **Note:** The initial investment amount and premium amounts are independent of each other. This means that changing the initial investment will not change the premium amount and vice versa.

Let us say, for example, you have not entered the initial investment amount and have entered only the premium amount. You now wish to enter an initial investment amount. You may do so before the policy is authorized, and in doing so, the premium amount you have entered will not be affected. Similarly, if you change the premium amount, the initial investment amount will not be affected.

• Product Defaulting and Exchange Rate Details
This topic explains the Product Defaulting and Exchange Rate Details sections of the Policy Maintenance Detail screen.

2.1.1.1 Product Defaulting and Exchange Rate Details

This topic explains the Product Defaulting and Exchange Rate Details sections of the Policy Maintenance Detail screen.

1. On **Policy Information** tab, you can enter the **Product Defaulting** and **Exchange Rate Details**.

2. On **Policy Information Tab**, specify the **Dates Defaulting** and **Product Level Defaulting** fields.

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

Table 2-4   Policy Information Tab - Field Description

Field	Description
Product Defaulting	Click **Default Product** button to default the product values.
Rule Status	*Optional* Select the rule status from the drop-down list. The list displays the following values: • **Open** • **Closed**
Funding Factor	*Numeric; 5 Characters; Optional* The funding factor that is applicable to Policy transactions in this Product, which would have been set up at product-definition level, is displayed here. You can override this value at this stage. This must be expressed as a percentage and cannot exceed one hundred percent.
Funding Repayment Period	*Numeric; 3 Characters; Optional* The duration of the repayment period, at the end of which the entire funded amount will be paid back to the investor, which would have been specified for this product, is displayed here. You can change the same for the Policy.
Asset Allocation	*Optional* The asset allocation for the Policy can be specified either by the sponsor of the product, or by the Policy Holder. The drop-down list contains two options • **By Fund** • **By Policy Holder** Select the required option.
Cession Status	*Display* When Policy Holders exercise the option of **ceding** their policies on either a temporary or a permanent basis, the ceded Policy will be designated a **Cession ID** and **Cession Status** in the system. The Cession Status for this Policy is displayed here. Typically, at the time of Policy creation, the newly created Policy does not have a Cession ID or Cession Status, and this field is blank, and locked. Subsequently, whenever this Policy record is viewed, any changes to Cession Status will be displayed in this field.
Funding Frequency	*Alphanumeric; 1 Character; Optional* The frequency at which the funded amount will be repaid to the investor, which would have been set up at the time of Product definition, is displayed here. It cannot be changed at this stage.
Description	*Display* The system displays the description of the specified funding frequency.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub transaction type.
Description	*Display* The system displays the description of the specified sub type.

Table 2-4 (Cont.) Policy Information Tab - Field Description

Field	Description
Preferred Fund for Redemption	*Alphanumeric; 6 Characters; Optional* You can select or amend the redemption fund during the creation or amendment of the policy. If you maintain adequate balance to recover periodic fees in **Preferred Fund for Redemption**, system will redeem entire periodic fees from the preferred fund. If you do not maintain adequate balance **Preferred Fund for Redemption** system will follow the present logic to recover the periodic fees. > **✏ Note:** > For a CMA applicable Product, system would treat CMA Fund as preferred fund for periodic fee redemptions, provided no preferred fund is selected at Product level. The system will consider Policy level Preferred fund for redemption and if this is not available then at unit holder level, the system will consider the ratio of funds, i.e. same as monthly ongoing fee transaction generation. Refer the section **Cash Management Account** in this section for more details on the operation of the Cash Management Account.
Description	*Display* The system displays the description of the specified preference for fund redemption.
Initial Investment Policy Txn Number	*Display* The system displays the transaction number of the initial investment policy.
Exchange Rate Details:	The exchange rate details that are defaulted here or that you modify here will be used to convert the policy transaction amount as well as the interest on initial investment amount into the policy base currency.
Amount Applied	*Display* The system displays the transaction amount in terms of the policy base currency.
Source ID	*Alphanumeric; 6 Characters; Optional* You can select the source ID required from the adjoining option list. If you do not specify any, the system will default the source ID when you save the policy. **Note:** Exchange rate defaulting logic will default from default setup where user has overridden or given a source, system will give preference to overridden value.
FX Deal Date	*Date Format; Optional* Enter the deal date for exchange rate.
FX Value Date	*Date Format; Optional* Enter the value date for the exchange rate.

Table 2-4   (Cont.) Policy Information Tab - Field Description
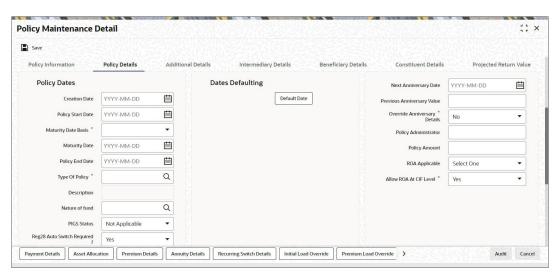
Field	Description
Exchange Rate Applied	*Numeric; 21 Characters; Optional* Specify the exchange rate to be used to convert the transaction amount from transaction base currency to policy base currency, if you have chosen to override the exchange rate.
Override Exchange Rate	*Optional* Select **Yes** if you wish to change the exchange rate that is displayed here. If you select **Yes**, however, you need to specify the exchange rate to be used for the transaction in the **Exchange Rate Applied** field. Select **No** if you want to retain the exchange rate that is displayed by the system.

2.1.2 Policy Details Tab

This topic explains the policy details tab of **Policy Maintenance Detail** screen.

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

   The **Policy** details are displayed.

Figure 2-3   Policy Maintenance Detail_Policy Details Tab

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

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

Table 2-5   Policy Details - Field Description

Field	Description
Policy Dates	This section displays the following details.
Creation Date	*Date Format; Mandatory* This signifies the date on which Policy record was entered into the system.

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

Field	Description
Policy Start Date	*Date Format, Mandatory* Specify the date from which the Policy is available for transactions. The Policy Start Date can be a past date if backdating is allowed for the product (if you have selected the option **BackDating Allowed?** in the **Product Maintenance Detail** screen), but it must not be earlier than the Product Start Date.
Maturity Date Basis	*Mandatory* The option you select here, will decide on what basis the maturity date will be calculated. You have the following two options: • **Retirement Tenure** • **Minimum Tenure** You can select the option **Retirement Tenure** 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 Tenure**, the maturity date will be calculated on the basis of the minimum tenure you will specify at the Product level.
Maturity Date	*Date Format, Mandatory* When the Start Date of the Policy is specified, the system computes the maturity date for the Policy by adding the **Minimum Tenure** that has been specified at the product level for all policies, to the Policy Start Date, and defaults the computed date in this field. You can change this date. The concept of a Maturity Date enables the AMC to keep track of premature closures of policies that take place, so that the applicable exit fees may be levied. A Policy that has matured continues to exist in the product for all activities, but no transactions will be accepted into the Policy after the Policy End Date.
Policy End Date	*Date Format, Mandatory* Specify the date beyond which the Policy should cease to be active. This date must not be earlier than the application date or the Policy Start Date.
Type of Policy	*Alphanumeric; 2 Characters; Optional* Specify whether the Policy being created is a new Policy, a rollover from an existing Policy or whether the customer is transferring retirement assets. **Transfer-in** option is applicable for fresh investment. If **Balance Transfer-in** is chosen from the drop-down list the policy asset allocation will be enhanced to capture the unit transferred in each fund and WAC. The system will generate unit based transaction for such an initial investment. **Note:** The option list includes the option **Accelerated Annuity**. If you select this option, in case of death of a policy holder, the policy will be transferred to a new policy opened in the name of the beneficiary .The initial amount of the new policy will be the maturity amount of the old one and the entire maturity proceed will be paid out over number of occurrences and frequency (maintained in the annuity tab).

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

Field	Description
Description	*Display* The system displays the description of the selected policy type.
Nature of Fund	*Alphanumeric; 3 Characters; Optional* Specify the nature of the fund based on param maintenance. The adjoining option list displays all valid accounts maintained in the system. You can choose the appropriate one. The combination of product and the nature of the fund will then determine if PIGS rules can be applied while capturing the contributions and switches for the policy. Once applied, the system will apply PIGS rules for all transactions under the policy.
Reg28 Auto Switch Required?	Optional Select if Reg28 auto switching is required or not from the drop-down list. The list displays the following values: • **Yes** • **No** This field is mandatory for PIGS compliant product.
PIGS Status	*Optional* Select the contract status from the adjoining drop-down list. Following are the options available: • **GrandFathered** • **Regulated** • **Not Applicable** Policy PIGS Status is applicable only for those products for which PIGS and FOREX compliance is true. If Policy start date is greater than or equal to **PIGSREGDATE** and product is **PIGS** compliant (with appropriate Nature of fund), then the system will mark the contract status as **Regulated**. If **PIGSREGDATE** is null then all Policy PIGS status will be by default Grandfathered. The system will display an warning message if you select **Regulated** option. If nature of fund is not mapped, Contract status will be derived based on PIGS compliance status at product level and **PIGSREGDATE**. You can change PIGS status from **Regulated** to **GrandFathered** manually for policy which policy start date greater than or equal to **PIGSREGDATE**. For policies with **GrandFathered** status, the system will not change policy status automatically to Regulated on material change before **PIGSREGDATE**. If you change policy status manually to **Regulated** before **PIGSREGDATE**, then the system will not validate for material change and policy will continue to be in **Regulated** status.

- Validate PIGS and FOREX
  This topic provides information to validate PIGS and FOREX.

- Processing Auto Switch
  This topic provides information on processing Auto Switch.

- Dates Defaulting and Product Level Defaulting
  This topic explains the Dates Defaulting and Product Level Defaulting sections of the **Policy Maintenance Detail** screen.

2.1.2.1 Validate PIGS and FOREX

This topic provides information to validate PIGS and FOREX.

The system will automatically mark any contract created in system after **PIGSREGDATE** as **Regulated**. However, you can change it manually.

For premiums, the system will consider any change in Status, Start Date, End Date, Value, Frequency and Transaction, and Escalation details/Asset Allocation as material change and will mark the policy as **Regulated**.

For recurring switches the system will consider any change in Status, Start Date, End Date, Value, Frequency, number of phase in occurrences and Transaction category, and Escalation details/Asset Allocation as Material change will mark the policy as **Regulated**.

GrandFathered to Regulated

The following transactions are considered as material changes and will change the contract status from **GrandFathered** to **Regulated**:

- Top up transactions / additional investments
- Unit Transfers
- User initiated Switch transactions
- Standing instruction, i.e. a new debit order, regular switch or phase in transaction
- The following amendments to debit orders, regular switches:
    - Change in amount
    - Frequency change
    - Changes to the selected funds for either the debit order, phase in or regular switch.
    - Adding an escalation value to an existing Standing Instruction
    - Increasing the escalation value of an existing Standing Instruction considering the escalation frequency.
    - The creation of a new Phase in transaction will change the status of the **Grandfathered** contracts to **Regulated**.

The following system generated transactions are not considered as material changes, and will not alter the **GrandFathered** status to **Regulated**:

- Fund Merge transactions
- Reinvested Distributions
- Bonus payments Fees
- CMA switch transactions
- Redemptions / Withdrawals do not alter the **GrandFathered** status as the funds under management will be reduced.
- Existing premiums (in the form of existing debit orders, regular switches, phase in and annuities).

The following amendments to debit orders and regular switches:

- Change in Bank details linked to a standing instruction (debit order or annuity payment) is not considered a material change.
- Any changes to annuity payments will not affect the **GrandFathered** status.

- The amendment or cancellation of a Phase In will not change the status to **Regulated**.

- The creation of a new Phase In will change the status.

If a transaction, for which the status is changed from **GrandFathered** to **Regulated**, is **Reversed** or **Cancelled**, then the system will automatically change the status back to **GrandFathered**.

The system will not check **GrandFathered** contracts for asset limit compliance, when contract is amended to add or modify recurring debit orders or recurring switches. However, if a Top-up and switch transaction causes a contract to lose its **GrandFathered** status, then that transaction will not be subjected to Regulation 28 compliance checks.

The following transactions will be checked for Regulation 28 compliance:

- New investments

- Top up transactions

- Switches

- Partial redemption

- 100% redemptions are not checked for compliance

- Creation of a new recurring debit order

The Regulation 28 online checks will check compliance during the creation of a recurring debit order. For instance, if the debit order itself is validated, and the current value in the client's portfolio is not taken into account, then that contract will be **Non-Compliant**. The system will only validate if the actual debit order instruction has passed Regulation 28 validation.

If a contract has failed compliance during a Quarterly monitoring run, and the contract is marked as **Non-Compliant**, then the system will not allow the creation of new recurring debit orders.

The new investments and top up transactions must be checked for Regulation 28 compliance, taking into account the current market value of the contract as well.

On capturing a transaction, the system will aggregate the asset allocation for each selected fund on a weighted average basis and check the same against the Regulation 28 asset limits. If the aggregate position is not compliant, then the system will display a warning message.

The system will run **Policy PIGS Status Updation** batch as part of the EOD to amend the PIGS status of **GrandFathered** contracts which had a material change transaction for the day. This batch will also change PIGS status for policy which may have been amended with a future effective date.

2.1.2.2 Processing Auto Switch

This topic provides information on processing Auto Switch.

Auto Switch functionality is applicable only for Regulated contracts where Auto switch required is marked as **Yes** at Policy level.

Once the maximum number of unsuccessful runs for auto switch is reached during quarterly compliance checking process, the system will check the contract against Actual components and update the serial number if the contract is non compliant. If the contract is compliant against AML, then the serial number will be updated to **0**.

If a policy is failed consecutively for defined number of times, then the system will run auto switch as part of the following quarter. For instance, if the maximum non-compliance count is 4, auto switch will takes place as part of 5th quarter. In such cases, auto switch process shall

pickup all the contracts whose current count is more than 4 and continue with the processing of auto switch.

The system will run **Policy – Reg28 Auto-Switch Generation** batch to pick up all non-complaint contracts against the AML components for successive nth time i.e. maximum number of unsuccessful runs plus one, i.e N+1 times. The system will validate these contracts for Regulation 28 against rule with latest balance.

If the contract is complaint against rule maintained and latest balance then the contract will be marked as complaint and Serial Number will be updated to `0`.

If the contract is not compliant against this IML and latest balance then the batch will generate Auto-Switch forcing the contract to be Regulation 28 compliant by **Sell by Margin** method. This Batch will also run on the same day as the current quarterly process.

You can maintain IML batch rule for Auto switch to take place. If IML batch rule is not maintained, system will mark the contract as **Compliant** and the Serial number will be updated as `0` and policy will be marked as `Policy is compliant with IML`. In IML Batch rule, each rule can have only 1 component.

While determining the latest market value, for switch transactions, both the out and in leg must be allotted before they can be included in the market value calculation. The latest available prices will be used in the calculation. The system will evaluate the computed IML component values against latest IML rule to check whether contract is compliant or not.

If the contract is compliant against IML components then the system will mark the contract as **Compliant** and the Serial number will be updated as `0` and will be marked as `Policy is compliant with IMLs` in data store as well.

If the contract is not compliant against IML, then system will take the Rule which has maximum breach. The breach is defined as the Portfolio's IML limit less the asset limit.

The system will derive the required variable based on the Rule. It will derive the Sell% (excluding funds based on maintenance) after applying the formula.

The system will rebalance the portfolio by keeping the excluded funds values constant and by switching the amount from the eligible funds to Auto Switch fund.

The system will check to see whether the rebalanced portfolio passes Regulation 28 validation using IMLs. (Switch transaction calculated against Rule 10 must be included)

If Contract is compliant then system:

- Marks the contract as compliant by updating the serial number to `0` and update the remarks in the data store will be updated as **Policy is compliant with the IMLs** against this contract.

- Creates a switch transaction as per the sell amount derived from respective funds into Money Market fund.

If the contract is still not compliant, then system will repeat re-balancing steps until contract is compliant. The system will generate only one switch transaction per contract. The switch transactions will generate 2 Adjustment Transaction Types, namely, LHO (for Switch Out leg) and LHI (for Switch In leg) during this process.

The system will track all the computed variables, values etc., used in calculation of Switch generation with the iteration number for reconciliation and reporting purposes. You can also exclude funds for Reg 28 auto switch rebalancing while selecting funds in **Portfolio Mapping** screen.

2.1.2.3 Dates Defaulting and Product Level Defaulting

This topic explains the Dates Defaulting and Product Level Defaulting sections of the **Policy Maintenance Detail** screen.

1. On **Policy Details** tab, you can enter the **Dates Defaulting** and **Product Level Defaulting**.

2. On **Policy Details Tab**, specify the **Dates Defaulting** and **Product Level Defaulting** fields.

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

Table 2-6   Policy Details Tab - Field Description

Field	Description
Dates Defaulting	This section displays the following details.
Next Anniversary Date	*Date Format; Mandatory* Specify the Anniversary Date for the annuity payment.
Previous Anniversary Value	*Numeric; 30 Characters; Optional* Specify the preceding anniversary amount. **Note:** Post authorization, you will be allowed to amend the **Anniversary Value** and the **Previous Anniversary Value** fields provided the **Override Anniversary Date?** option has been checked.
Override Anniversary Details?	*Mandatory* Select if anniversary details has to be overridden or not from the drop-down list. The list displays the following values: • **Yes** • **No** When you enter the Start Date of the Policy in the **Policy Details** section of this screen, the system defaults the Anniversary Date to a date that is exactly one year after the Start Date.
Policy Administrator	*Alphanumeric; 60 Characters; Optional* Specify the Policy Administrator details.
Policy Amount	*Numeric; 30 Characters; Mandatory* Specify an indicative amount for which the Policy is taken in the product. The system does not perform any validation against this amount, and it is used only for information purposes.

Table 2-6   (Cont.) Policy Details Tab - Field Description

Field	Description
ROA Applicable	*Optional*
	Indicate whether a Rate of accumulation is applicable for the policy from the drop-down list. The list displays the following values:
	• **Policy Level**
	• **Policy Holder Level**
	• **Across 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.
	You can select the applicable ROA for policy and policy holder. On selecting the Right of accumulation for Policy, an accumulation rate is applied on the policy, being created. On selecting Unit holder, the **Right of Accumulation** is applicable for all the policies mapped to the particular Unitholder.
	For an ROA function to be applicable, a cumulative load would have to be setup and mapped in the Load Product.
Allow ROA at CIF Level	*Optional*
	Indicate if ROA is to be allowed at CIF level or not by choosing from the drop-down list.
Product Level Defaulting	This section displays the following details.
Statement Frequency	*Alphanumeric; 1 Character; Mandatory*
	Specify the frequency at which the Policy statement must be mailed to the Policy Holder for this Policy.
	Note: This frequency overrides the frequency specified for the Product.
Description	Display
	The system displays the description of the specified statement frequency.
Policy Base Currency	Alphanumeric; 3 Character; Mandatory
	Specify the base currency to be associated with the policy or select the policy base currency from the option list provided. All currencies maintained in the system get displayed in the option list.
	While saving the record, the system validates whether the selected currency is supported by product and saves the record on successful validation.
Description	Display
	The system displays the description of the specified policy base currency.
Life Cover Applicable	Mandatory
	This field indicates whether or not the Policy Holder has an option to opt for a life cover while subscribing to this product. Select **Yes** or **No** from the drop-down list.
Life Cover Amount	Numeric; 30 Characters; Optional
	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.
Proof of Existence Certificate	Mandatory
	Select whether or not the Policy Holder will need to produce a certificate of existence.

Table 2-6   (Cont.) Policy Details Tab - Field Description

Field	Description
Guarantee Period	Numeric; 3 Characters; Optional
	Specify the guarantee period.
Take on Annuity Amount	Numeric; 30 Characters; Optional
	Enter the take-on annuity amount here. The annuity details will be calculated by the system based on the amount you enter here and not the annuity percentage, till the first anniversary. The annuity details will be taken into consideration after the first anniversary.
Number of Withdrawals Allowed	Numeric; 5 Characters; Optional
	Specify the number of withdrawals allowed
Withdrawal Counter	Display
	This field displays the number of withdrawals taken by the policy holder. It will be displayed irrespective of the product to which the policy belongs.
	System will update the Withdrawal counter at policy level after doing a withdrawal transaction, and also validates with the No. of withdrawals allowed at Policy level.
	Example: If you enter the Start Date of the Policy as 3rd June 2005, the Anniversary Date will be defaulted to 3rd June 2006.
	If you wish to change the Anniversary Date of the annuity payment, check the box **Override Anniversary Date**.
	This field is enabled only if the **Override Anniversary Date?** option has been checked.
Retirement Age	Numeric; 3 Characters; Optional (Enabled only if Maturity Date Basis for Product 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 will become eligible for retirement benefits, if any.
	Note: This field will be enabled only if, for the Product, in the **Product 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**
Life Expectancy	*Numeric; 3 Characters; Optional*
	User can enter life expectancy.
Policy Term (Years)	*Numeric; 3 Characters; Optional*
	You can enter the policy term.

2.1.3 Additional Details Tab

This topic explains the additional details tab of **Policy Maintenance Detail** screen.

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

   The **Additional** details are displayed.

Figure 2-4   Policy Maintenance Detail_Additional Details Tab

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

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

Table 2-7   Additional Details - Field Description

Field	Description
Maximum Annual Contribution	*Numeric, 30 Characters; Optional* Specify the maximum amount that the Policy Holder can invest annually in a Policy in this Product. This amount includes top ups, if any. The amount displayed is the amount specified for the Product. You can change the same for the Policy.
Minimum Withdrawal	*Numeric, 30 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 withdraw from the holdings.
Maximum Withdrawal	*Numeric, 30 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 be withdraw from the holdings.
Limit Percentage	*Numeric; 5 Characters; Optional* This field will be enabled if you have specified the Withdrawal Limit Mode as **Percentage**. Specify the maximum withdrawal in terms of a percentage, that a Policy Holder can be withdraw from the holdings.
Additional Investments Allowed	*Mandatory* This option indicates whether or not the Policy Holder can make an additional investment in a Policy. The option you have specified for the Product will be defaulted here. **Note:** You will be allowed to uncheck this box if it is checked. You will, however, not be allowed to check this box if it is unchecked.

Table 2-7   (Cont.) Additional Details - Field Description

Field	Description
Minimum Additional Investment	*Numeric, 30 Characters; Optional* Specify the minimum additional investment amount that a Policy Holder should make (if the option **Additional Investments Allowed** has been selected for the Policy Holder).
Maximum Additional Investment	*Numeric, 30 Characters; Optional* Specify the maximum additional investment amount that a Policy Holder should make (if the option **Additional Investments Allowed** has been selected for the Policy Holder).
Add. Investment Step Amount	*Numeric, 30 Characters; Optional* Specify the step amount for an additional investment.
Minimum Annual Withdrawal	*Numeric, 30 Characters; Optional* If the withdrawals are allowed at the Product level then the minimum amount that customer needs to withdraw annually can be specified here while creating a Policy. This will override the amount set at the Product level. The amount set at the product level will be shown here after user selects the Product.
Participating Employer	*Alphanumeric; 12 Characters; Optional* Specify the underlying policyholder's employer. The option list displays all participating employers linked to the chosen product.
Description	*Display* The system displays the name of the selected participating employer.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any.
Auto Clear Provisional Balance	*Mandatory* This field indicates whether 100% outflow transactions include provisionally allotted units. The option specified for the product, in the **Product Maintenance Detail** screen, will be defaulted. However, you can change the defaulted option. 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.

Table 2-7   (Cont.) Additional Details - Field Description

Field	Description
Auto Clear Reinvestments	*Mandatory* This field indicates whether 100% outflow transactions include freeze held and reinvestment units. The option specified for the product, in the **Product Maintenance Detail** screen, will be defaulted. However, you can change the defaulted option. 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 *Maintain System Parameters* for more details.
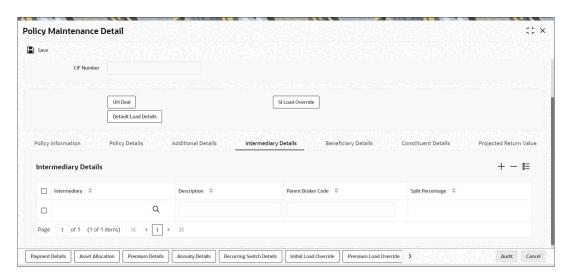
2.1.4 Intermediary Details Tab

This topic explains the intermediary details tab of **Policy Maintenance Detail** screen.

You will need to capture details of the intermediaries attached to the initial investment.

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

   The **Intermediary** details are displayed.

Figure 2-5   Policy Maintenance Detail_Intermediary Details Tab

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

   The default intermediary details maintained for the unit holder involved in the transaction are displayed here. However, you can change the defaulted values. For more information on fields, refer to the field description table.

Table 2-8   Intermediary Details - Field Description

Field	Description
Intermediary	*Alphanumeric; 12 Characters; Optional* Select the broker preferred by the Policy Holder from the list.
Description	*Display* The system displays the description for the selected intermediary code.
Parent Broker Code	*Display* The system will display the parent broker code once the intermediary code is chosen.
Split Percentage	*Numeric; 22 Characters; Mandatory* Specify the percentage of the commission that the selected broker is entitled to receive on any transactions put through for the investor. This percentage must not exceed one hundred percent. **Note:** If you specify more than one broker in this section, the split percentages for all brokers, when summed up, must not exceed or fall below one hundred percent.
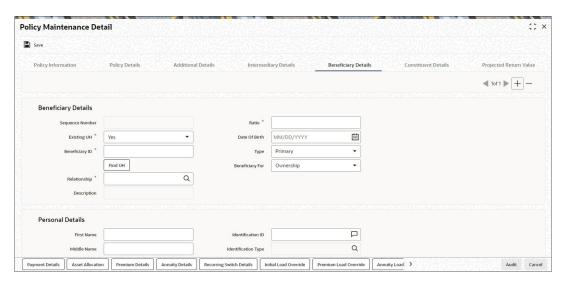
2.1.5 Beneficiary Details Tab

This topic explains the beneficiary details tab of **Policy Maintenance Detail** screen.

Specify the details of one or more beneficiaries, if any, for the Policy Holder in this section. A beneficiary could be an existing Unit Holder in the system or could be an external entity.

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

   The **Beneficiary** details are displayed.

Figure 2-6   Policy Maintenance Detail_Beneficiary Details Tab

2. On **Beneficiary Details Tab**, specify the fields.

   It is mandatory for you to maintain beneficiary details only if the option **Beneficiary Details Mandatory** has been checked for the underlying product. For more information on fields, refer to the field description table.

Table 2-9   Beneficiary Details - Field Description

Field	Description
Beneficiary Details	This section displays the following details.
Sequence Number	*Display* The system displays the sequence number.
Existing UH	*Mandatory* Select **Yes** for existing Unit Holder. Else **No**.
Beneficiary ID	*Alphanumeric; 12 Characters; Mandatory* If the beneficiary is an existing Policy Holder, you can invoke the same from the option list. Else, specify the same. You can also search for beneficiary ID by clicking **Find UH** button.
Relationship	*Alphanumeric; 40 Characters; Mandatory* Specify the relationship of the beneficiary with the Policy Holder.
Description	*Display* The system displays the description for the selected relationship code.
Ratio	*Numeric; 5 Characters; Mandatory* Specify the percentage of the Policy Holder's holdings that belongs to the beneficiary. The ratio should sum up to 100.
Date of Birth	*Date Format; Optional* Enter the date of birth of the beneficiary.
Type	*Optional* Specify whether the beneficiary is a primary or secondary holder from the drop-down list.
Beneficiary For	*Optional* Select **Ownership** or proceeds from the drop-down list.
Personal Details	This section displays the following details.
First Name	*Alphanumeric; 100 Characters; Optional* Specify the first name of the beneficiary.
Middle Name	*Alphanumeric; 40 Characters; Optional* Specify the middle name of the beneficiary.
Last Name	*Alphanumeric; 40 Characters; Optional* Specify the last name of the beneficiary.
Identification ID	*Alphanumeric; 50 Characters; Optional* Specify the identification details.
Identification Type	*Alphanumeric; 3 Characters; Optional* Select the identification type from the option list.
Address Details	This section displays the following details.
Address	*Alphanumeric; 255 Characters; Optional* Specify the address of the beneficiary.
City	*Alphanumeric; 50 Characters; Optional* Specify the city name of the beneficiary.
Zip Code	*Alphanumeric; 10 Characters; Optional* Specify the zip code of the beneficiary.

ORACLE

Table 2-9   (Cont.) Beneficiary Details - Field Description

Field	Description
State or Country	*Alphanumeric; 40 Characters; Optional* Specify the state or country name of the beneficiary.
Phone Number	*Alphanumeric; 20 Characters; Optional* Enter the phone number of the beneficiary.
Fax Number	*Alphanumeric; 20 Characters; Optional* Enter the fax number of the beneficiary.
E-Mail ID	*Alphanumeric; 255 Characters; Optional* Enter the e-mail ID of the beneficiary.
Account Details	This section displays the following details.
Bank	*Alphanumeric; 12 Characters; Optional* Specify the bank code of the beneficiary's bank. You can select the same from the option list, if the bank code is a valid code in the system.
Branch	*Alphanumeric; 12 Characters; Optional* Specify the branch of the selected beneficiary bank.
Bank Name	*Display* The system displays the name of the selected bank code.
Branch Name	*Display* The system displays the name of the selected branch code.
Account Type	*Alphanumeric; 1 Character; Optional* Specify the account type.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the account number.
Account Currency	*Alphanumeric; 16 Characters; Optional* Specify the account currency.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.

2.1.6 Constituent Details Tab

This topic explains the constituent details tab of **Policy Maintenance Detail** screen.

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

   The **Constituent** details are displayed.

Figure 2-7   Policy Maintenance Detail_Constituent Details Tab

2. On **Constituent Details Tab**, specify the fields.

It is mandatory for you to maintain constituent details only if the option **Constituent Details Mandatory** has been checked for the underlying product. For more information on fields, refer to the field description table.

Table 2-10   Constituent Details - Field Description

Field	Description
Constituent Details	This section displays the following details.
Existing UH	*Mandatory* Select **Yes** for existing Unit Holder. Else **No**.
Constituent Type	*Alphanumeric; 3 Characters; Mandatory* Select all the stakeholders of the Policy from the option list.
Description	*Display* The system displays the description for the selected constituent type.
Constituent ID	*Alphanumeric; 12 Characters; Mandatory* Specify the ID of the constituent from the option list. You can either select a valid Unit Holder in the system or enter a Constituent ID. You can also select constituent ID by selecting **Find UH** button.
Relationship	*Alphanumeric; 40 Characters; Mandatory* Select the relationship of the constituent to the Policy Holder from the option list.
Description	*Display* The system displays the description for selected relationship code.
Status	*Mandatory* Select the status **Alive** or **Dead** from drop-down list.
Personal Details	This section displays the following details.
First Name	*Alphanumeric; 100 Characters; Optional* Specify the first name of the constituent holder.
Middle Name	*Alphanumeric; 40 Characters; Optional* Specify the middle name of the constituent holder.

Table 2-10   (Cont.) Constituent Details - Field Description

Field	Description
Last Name	*Alphanumeric; 40 Characters; Optional* Specify the last name of the constituent holder.
Date Of Birth	*Date Format; Optional* Select the date of birth of constituent holder from the adjoining calendar.
Identification ID	*Alphanumeric; 50 Characters; Optional* Specify the identification details.
Identification Type	*Alphanumeric; 50 Characters; Optional* Select the identification type from the option list.
Address Details	This section displays the following details.
Address	*Alphanumeric; 255 Characters; Optional* Specify the address of the constituent holder.
City	*Alphanumeric; 50 Characters; Optional* Specify the city name of the constituent holder.
Zip Code	*Alphanumeric; 10 Characters; Optional* Specify the zip code of the constituent holder.
State or Country	*Alphanumeric; 40 Characters; Optional* Specify the state or country name of the constituent holder.
Phone Number	*Alphanumeric; 20 Characters; Optional* Enter the phone number of the constituent holder.
Fax Number	*Alphanumeric; 20 Characters; Optional* Enter the fax number of the constituent holder.
E-Mail ID	*Alphanumeric; 255 Characters; Optional* Enter the e-mail ID of the constituent holder.
Account Details	This section displays the following details.
Bank	*Alphanumeric; 12 Characters; Optional* Specify the bank code of the constituent holder's bank. You can select the same from the option list, if the bank code is a valid code in the system.
Branch	*Alphanumeric; 12 Characters; Optional* Specify the branch of the selected constituent holder's bank.
Bank Name	*Display* The system displays the name of the selected bank code.
Branch Name	*Display* The system displays the name of the selected branch code.
Account Type	*Alphanumeric; 1 Character; Optional* Specify the account type.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the account number.
Account Currency	*Alphanumeric; 16 Characters; Optional* Specify the account currency.

Table 2-10   (Cont.) Constituent Details - Field Description

Field	Description
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.

2.1.7 Projected Return Value Tab
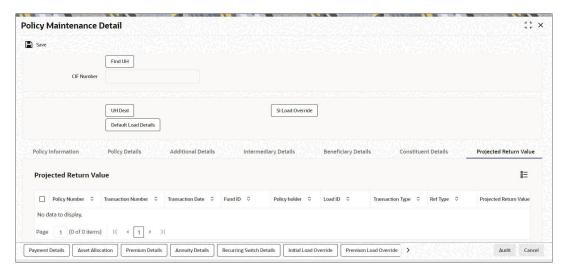
This topic explains the projected return value tab of **Policy Maintenance Detail** screen.

You can override or alter the value of any load (including derived loads, if any) mapped to the selected fund and applicable for the transaction type, which is to be computed at the time of allocation in this section. The frequency of computation for such loads would be **allocation**.

1. On **Policy Maintenance Detail** screen, click **Projected Return Value** tab to enter the details.

   The **Projected Return Value** details are displayed.

   Figure 2-8   Policy Maintenance Detail_Projected Return Value Tab

2. On **Projected Return Value** tab, specify the fields.

   This section is only enabled for funds that have allocation time loads mapped to them as applicable for the transaction type. For more information on fields, refer to the field description table.

   Table 2-11   Projected Return Value - Field Description

Field	Description
Policy Number	*Display* The system displays the Policy Number.
Transaction Number	*Display* The system displays the Transaction Number.

Table 2-11   (Cont.) Projected Return Value - Field Description

Field	Description
Transaction Date	*Display* The system displays the Transaction Date.
Fund ID	*Display* The system displays the Fund ID.
Policy Holder	*Display* The system displays the Policy Holder.
Load ID	*Display* The system displays the Load ID.
Transaction Type	*Display* The system defaults the Transaction Type.
Ref Type	*Display* The system defaults the Reference Type.
Projected Return Value	*Display* The System populates the return value from the load setup. If there are criteria based loads, the criteria is evaluated during UT transaction generation and it will be used during allocation.
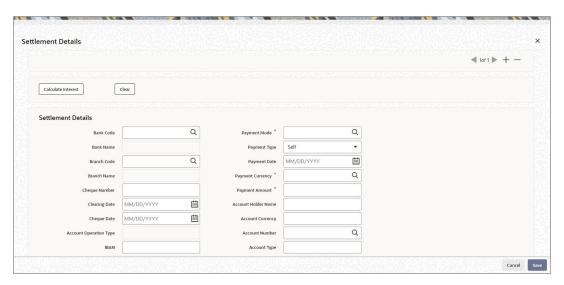
2.1.8 Payment Details Button

This topic explains the payment details button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Payment Details** button to process the **Settlement Details** screen.

   The **Settlement Details** screen is displayed.

Figure 2-9   Policy Maintenance Detail_Payment Details Button

2. On **Settlement Details** screen, specify the fields.

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

Table 2-12   Settlement Details - Field Description

Field	Description
Bank Code	*Alphanumeric; 12 Characters; Optional* Specify the bank code from which the transfer of payment is being made.
Bank Name	*Display* The system displays the name of the bank for the specified bank code.
Branch Code	*Alphanumeric; 12 Characters; Optional* Specify the branch from which the transfer of payment is being made.
Branch Name	*Display* The system displays the name of the branch for the selected branch code.
Cheque Number	*Alphanumeric; 16 Characters; Optional* Specify the cheque number.
Clearing Date	*Date Format; Optional* Select the date of clearing from the adjoining calendar.
Cheque Date	*Date Format; Optional* Select the date of cheque from the adjoining calendar.
Account Operation Type	*Display* The system displays the type of account operation.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Payment Mode	*Alphanumeric; 1 Character; Optional* Specify the mode of payment.
Payment Type	*Optional* Select the type of payment from the drop-down list. The list displays the following value: • **Self**
Payment Date	*Date Format; Mandatory* Specify the date on which the initial investment was done. You can deposit the amount in different currencies and on different dates.
Payment Currency	*Alphanumeric; 3 Characters; Mandatory* Enter the currency in which the initial investment is being done. The initial amount can be deposited in multiple currencies.
Payment Amount	*Numeric; 30 Characters; Mandatory* Enter the initial investment amount being paid in the particular currency.
Account Holder Name	*Alphanumeric; 100 Characters; Optional* Specify the account holder name.
Account Currency	*Alphanumeric; 3 Characters; Optional* Specify the account currency of the account number from which the transfer of payment is being made.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the account number from which the transfer of payment is being made.

Table 2-12 (Cont.) Settlement Details - Field Description

Field	Description
Account Type	*Alphanumeric; 1 Character; Optional* Specify the account type from which the transfer of payment is being made.
Exchange Rate Details:	When you click the **Enrich** button in the **Policy Information** tab, the system will default the following exchange rate details for each settlement.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source ID.
Exchange Rate Applied	*Numeric; 21 Characters; Optional* Specify the exchange rate applied ID.
Transaction Currency Amount	*Display* The system displays the transaction currency amount.
Override Exchange Rate	*Optional* Select if exchange rate has to be overridden or not from the drop-down list. The list displays the following values: • **Yes** • **No**
FX Deal Date	*Date Format; Optional* Select the FX deal date from the adjoining calendar.
FX Value Date	*Date Format; Optional* Select the FX value date from the adjoining calendar. If exchange rate details are not available for any settlement when the transaction or policy is entered, the system will not generate a UT transaction. Once all the settlement details have been enriched in the **Policy Transaction Exchange Rate Enrichment** screen and the **FCIS Enrich Exchange Rate Detail** screen, the system will compute the transaction amount and generate the UT transaction. If it is not enriched, then the system will pick the exchange rate during EOD and generate the UT transaction.
Interest Details	When you click the **Enrich** button in the **Policy Information** tab, if the initial investment amount has been deposited prior to the policy start date, the system will calculate and display the interest on the payment amount in the **Policy Information** tab. The interest will be calculated from the date of payment till the transaction date. When you click **Calculate Interest** button in the **Settlement Details** screen, the system will calculate and display the interest amount in the **Interest Amount** field in the same screen.
Interest Rate	*Numeric; 12 Characters; Optional* Enter the rate of interest that is to be used to calculate interest amount for the particular currency. Alternatively, you can maintain the interest rate in the **Interest Rate Maintenance** screen. If you do not maintain an interest rate, the system will take it as null.
Interest Amount	*Numeric; 12 Characters; Optional* Specify the interest amount.
Interest Amount in Transaction Currency	*Display Only* The system computes and displays the interest amount in terms of the transaction currency.

Table 2-12   (Cont.) Settlement Details - Field Description

Field	Description
Interest Calc. Days	*Numeric; 12 Characters; Optional* Specify the number of days for which interest calculation has to be done for a policy based on the policy start date and payment date.
Basis Days	*Optional* Select the interest basis days, based on which the interest will be calculated. The options available are: • **360** • **365**

3. Click the **Calculate Interest** button to calculate the interest rate.

4. Click the **Clear** button to clear the interest-related details.

2.1.9 Asset Allocation Button

This topic explains the Asset Allocation button of **Policy Maintenance Detail** screen.

The initial contribution towards the Policy can be directed into any number of mapped funds for the product, and annuity is paid out to the Policy Holder from any of these funds.

The ratio of contributions received into the Policy to the annuity payouts for each of the mapped funds of the product, as specified at the time of Policy creation are displayed here. The initial contribution that you enter can be in different currencies. In this case, you need to mention the currency-wise details here.
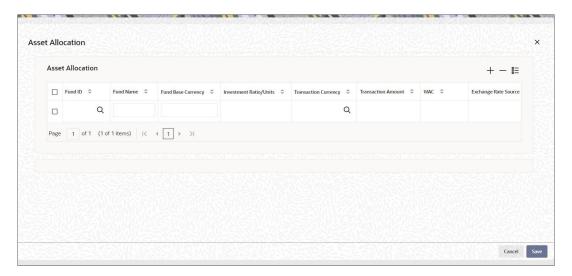
> **Note:**
>
> The asset allocation details that you specify here will be applicable to only the initial contribution towards the policy, and not the annuity and premium payments.

1. On **Policy Maintenance Detail** screen, click **Asset Allocation** button to process the **Asset Allocation** screen.

The **Asset Allocation** screen is displayed.

Figure 2-10   Policy Maintenance Detail_Asset Allocation Button

2. On **Asset Allocation** screen, specify the fields.

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

Table 2-13   Asset Allocation - Field Description

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product are displayed in the option list. Against each of these funds, you can specify the investment ratio and the annuity ratio.
Fund Name	*Display* The system displays the name of the selected fund ID.
Fund Base Currency	*Display* The system displays the fund base currency for the selected fund ID.
Investment Ratio/Units	*Numeric; 27 Characters; Mandatory* For each fund that is displayed, specify the ratio of investment or the number of units to be made in the fund out of the total contribution towards the Policy. The sum total of the investment ratio should add up to 100. If there are many currencies specified as part of settlements, then the system will not allow you to enter a ratio. Instead you need to enter the transaction currency and transaction amount for each currency. The system will compute and display the ratio based on the currency and amount details provided. To calculate the ratio, the transaction amounts will be If the settlements are maintained in only one currency, then you can enter either the ratio or the transaction amount. **Note:** If the type of policy is **Balance Transfer-in** the number of units being transferred-in are mentioned and not the ratio of investment.
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency for the initial contribution. If many currencies have been mentioned in the settlements, then you are required to enter the amount for individual currencies. You can specify a transaction currency only if the transaction is amount-based.

Table 2-13   (Cont.) Asset Allocation - Field Description

Field	Description
Transaction Amount	*Numeric; 18 Characters; Optional* Specify the transaction amount for the currency selected. If different currencies have been mentioned in settlements, then you can specify only the transaction amount. The system will default the ratio. If all the currencies in settlements are the same, then you can specify either the transaction amount or the ratio. **Note:** • If you have checked the **Include Interest in Investment** box, then the total of settlement and interest amounts for each currency needs to be equal to the asset allocation transaction amount for the currency. • If the **Include Interest in Investment** box has not been checked, then sum of currency wise settlement amount should be equal to the asset allocation transaction amount for the currency.
WAC	*Numeric; 30 Characters; Optional* Specify the take-on WAC here. This will be used as the opening WAC in respective funds. CGT computation for initial investment transaction will be based on the take-on WAC. **Note:** WAC is mandatory in case of Balance Transfer-In type of policy.
Exchange Rate Source	*Alphanumeric; 6 Characters; Optional* The system will display the exchange source maintained at default set-up in system parameters. You can change it by selecting the required exchange rate source from the adjoining option list. This will be used by the system to convert the transaction amount in terms of fund base currency.
Override Exchange Rate?	*Optional* Select **Yes** if you wish to change the exchange rate that is displayed here. If you select **Yes**, however, you need to specify the exchange rate to be used for the transaction in the **Exchange Rate Applied** field. Select **No** if you wish to retain the exchange rate that is displayed by the system.
Exchange Rate	*Numeric; 21 Characters; Optional* The system will default the exchange rate available for the currency based on the exchange source specified. If you have elected to override the exchange rate, you need to enter the exchange rate to be used here. If exchange rate is not available, then the system will generate the transactions as incomplete ones. Such transactions can be enriched later through the **Policy Transaction Enrichment** screen.
FX Deal Date	*Date format; Optional* The system will default the starting date of the policy here. You can change it if required.
FX Value Date	*Date format; Optional* The system will default the starting date of the policy here. You can change it if required.

Table 2-13   (Cont.) Asset Allocation - Field Description

Field	Description
KIID Compliant	*Optional* Select if the policy is KIID compliant or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No**

2.1.10 Premium Details Button
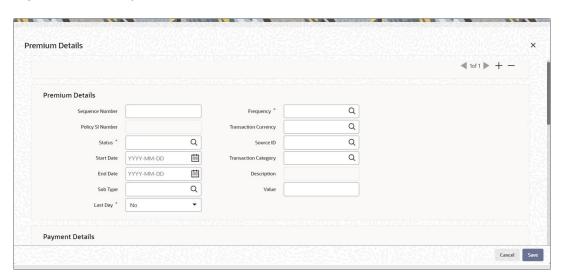
This topic explains the Premium Details button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Premium Details** button to enter the details of the premium payment and the frequency at which the premium payments will be made.

   You can enter the details for more than one premium.

   The **Premium Details** screen is displayed.

Figure 2-11   Policy Maintenance Detail_Premium Details Button

2. On **Premium Details** screen, specify the fields.

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

Table 2-14   Premium Details - Field Description

Field	Description
Premium Details	This section displays the following details.
Sequence Number	*Numeric; 3 Characters; Mandatory* Specify the sequence number.
Policy SI Number	*Display* This number is generated by the system. It represents the number of premium payments between the Start Date and End Date specified for the premium payment.

Table 2-14   (Cont.) Premium Details - Field Description

Field	Description
Status	*Alphanumeric; 1 Character; Mandatory* Select the status of the standing instruction for premium payment from the option list. **Note:** If you select the status **STOP**, escalation will not be applied on the premium. Transactions will not be generated for SIs on premiums whose status is **STOP**. It is possible for you to change the status of such SIs to **ACTIVE** during amendment of the policy. During amendment of a policy, you can change the status of an active SI, to **Paused**, **Stopped** or **Cancelled**. During amendment of an SI marked **Not Started**, you can change all details except the status of the SI. You will be allowed to delete the SI. During amendment of an active SI: • Escalation End Date can be amended only it is greater than the System Date • Escalation Start Date and Escalation Frequency can be amended only if escalation has not been applied on the policy
Start Date	*Date Format, Mandatory* Specify the date, beginning from which, the first premium payment is to be made for this Policy. Subsequent to this payment, premium payments will be made according to the premium frequency specified for the Policy. **Note:** The Premium Start Date must not be equal to and earlier than the Policy Start Date.
End Date	*Date Format, Mandatory* Specify the date on which the last premium payment will be made. **Note:** The premium period of premium SIs cannot overlap.
Sub Type	*Alphanumeric; 3 Characters; Optional* Specify the sub type.

Table 2-14   (Cont.) Premium Details - Field Description

Field	Description
Last Day	*Mandatory* Select the last day from the drop-down list. The list displays the following values: • **Yes** - If you select **Yes**, then the system will consider it as month-end order and the transaction get processed on the last day of the month. • **No** - If you select **No**, then the system will consider it as date based instruction and the transaction will get processed on the exact date mentioned. In case the SI date happens on a holiday, the system will consider the next working day for LEP transaction. For a non-leap year, the system will consider 28th as the last day of the month for February, else the system will consider 29th as last day of the month for February. This field is applicable for monthly, quarterly, half-yearly and Yearly frequencies. This field will indicate if the SI is a date based SI or end of frequency (frequency could be monthly, quarterly, half-yearly and Yearly). If you have selected as **Yes**, then the system will process the subsequent SI on the last day of the frequency selected. If you have selected as **No**, then the system will process as per the given date. If it is the last date of any month, you need to select **Last Day** field as **Yes**. You can select **Yes** only if the Premium start date is selected as 31st of any month. For the other dates which are not a valid last days of the month, you need to select **No**. If you select 30th January as Start date and select **Last Date** field as **Yes**, then the system will display an error message as `Premium Start Date is not month end, Last Day cannot be selected as Yes.` If you have selected a valid month end date, for instance, 28th of Feb (not a Leap Year) then the system will allow you to save the record without any error message.
Frequency	*Alphanumeric; 1 Character; Mandatory* Specify the frequency at which the premium payments will be made, for this Policy, by the Policy Holder.
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source ID.
Transaction Category	*Alphanumeric; 1 Character; Optional* Select the transaction category from the adjoining drop-down list. Following are the options available: • **Legal** • **Advised Business** • **Execution Only**
Description	*Display* The system displays the description for the selected transaction category.

Table 2-14   (Cont.) Premium Details - Field Description

Field	Description
Value	*Numeric; 30 Characters; Mandatory* Specify the amount paid by the Policy Holder as the premium amount for the Policy.
Payment Details	This section displays the following details.
Payment Mode	*Alphanumeric; 2 Characters; Optional* Select the mode of the premium payment. You have the following options: • **Cheque** • **Transfer**
Bank Code	*Alphanumeric; 12 Characters; Optional* Specify the bank code from which the transfer of payment is being made. The adjoining option list displays valid bank codes maintained in the system. You can choose the appropriate one.
Branch Code	*Alphanumeric; 12 Characters; Optional* Specify the branch from which the transfer of payment is being made.
Bank Name	*Display* The system displays the name of the bank for the selected bank code.
Branch Name	*Display* The system displays the name of the branch for the selected branch code.
Account Holder Name	*Alphanumeric; 100 Characters; Optional* Specify the account holder name.
Account Type	*Alphanumeric; 1 Character; Optional* Specify the account type from which the transfer of payment is being made.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the account number from which the transfer of payment is being made.
Account Currency	*Alphanumeric; 3 Characters; Optional* Specify the account currency of the account number from which the transfer of payment is being made.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Escalation Details	This section displays the following details.
Escalation Start Date	*Date Format, Optional* Specify the date from which escalation will commence. This date must be earlier than the End Date of the Policy, and must be later than the Premium Start Date.
Escalation End Date	*Date Format, Optional* Specify the date from which the escalation must cease to be applied on the annuity. This date must be later than the Premium Start Date. If the Premium Escalation Start Date has been specified, then the End Date is mandatory and must be specified.

Table 2-14   (Cont.) Premium Details - Field Description

Field	Description
Escalation Mode	*Optional* Annuity payments can be escalated periodically as a pre-defined percentage, amount or market value. Select the mode from the drop-down list.
Escalation Frequency	*Alphanumeric; 1 Character; Optional* Select the frequency at which the escalation is to be applied, from the values in the drop-down list. If the Start Date has been specified, the frequency is mandatory and must be specified.
Description	*Display* The system displays the description for the selected escalation frequency.
Escalation Value	*Numeric; 30 Characters; Optional* Specify the escalation amount that is to be applied.
Cheque Details	This section displays the following details.
Cheque Number	*Alphanumeric; 16 Characters; Mandatory* Enter the cheque number of the cheque by which the premium is being paid.
Cheque Date	*Date Format, Mandatory* Enter the cheque date of the cheque by which the premium is being paid.
Asset Allocation	This section displays the following details.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID. Alternatively, you can select fund ID from the option list. The list displays all valid fund ID maintained in the system.
Fund Name	*Display* The system displays the name of the selected fund ID.
Ratio	*Numeric; 6 Characters; Mandatory* Specify the percentage of asset allocation.
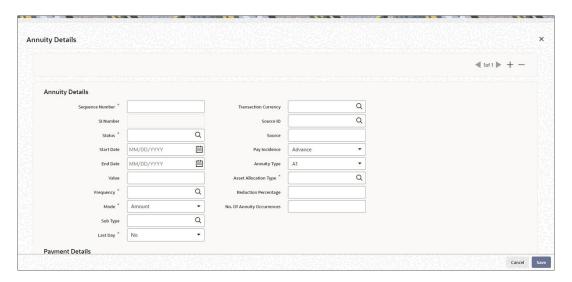
2.1.11 Annuity Details Button

This topic explains the Annuity Details button of **Policy Maintenance Detail** screen.

This section is available only if, for the product you have chosen, you have selected the option **Annuity Applicable?** in the Premium and Annuities section of the **Product Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Annuity Details** button to enter the details.

    The **Annuity Details** screen is displayed.

Figure 2-12   Policy Maintenance Detail_Annuity Details Button

2. On **Annuity Details** screen, specify the fields.

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

Table 2-15   Annuity Details - Field Description

Field	Description
Annuity Details	This section displays the following details.
Sequence Number	*Numeric; 22 Characters; Optional* Specify the sequence number.
SI Number	*Display* When you save the details of the Policy you are entering, the Standing Instructions or SI Number will be generated by the system and displayed.

Table 2-15   (Cont.) Annuity Details - Field Description

Field	Description
Status	*Alphanumeric; 1 Character; Mandatory* Select the status of the standing instruction of the annuity payment from the option list. The options are: • **A-Active** • **C-Cancel** • **N-Not Started** • **P-Pause** • **S-Stop** **Note:** If you select the status **STOP**, escalation will not be applied on the annuity. Transactions will not be generated for SIs on annuities whose status is **STOP**. It is possible for you to change the status of such SIs to **ACTIVE** during amendment of the policy. During amendment of a policy, you can change the status of an active SI, to **Paused**, **Stopped** or **Cancelled**. However, if you have checked the box **Phase-In**, you will not be allowed to select the options **Paused** and **Stopped**. During amendment of an SI marked **Not Started**, you can change all details except the status of the SI. You will be allowed to delete the SI. During amendment of an active SI: • Escalation End Date can be amended only it is greater than the System Date • Escalation Start Date and Escalation Frequency can be amended only if escalation has not been applied on the policy
Start Date	*Date Format, Mandatory* Specify the date, beginning from which, the annuity payment is to be made for this Policy. Subsequent to this payment, annuity payments will be made according to the annuity frequency specified for the Policy. **Note:** The Annuity Start Date must not be equal to and earlier than the Policy Start Date.
End Date	*Date Format, Optional* Specify the date on which the last annuity payment is to be made for this Policy. This date must not be the same as the Annuity Start Date. **Note:** The annuity period for annuity SIs cannot overlap.

Table 2-15   (Cont.) Annuity Details - Field Description

Field	Description
Value	*Numeric, 30 Characters; Optional* The amount that is to be paid as annuity to the Policy Holder over a time period in definite intervals / frequencies against the initial investment towards this Policy in this Product is displayed here. You can change this amount at this stage. **Note:** The is not applicable if the type of policy is **Accelerated Annuity**. If the value specified here is a percentage, it must be within the Annuity Minimum Ratio and the Annuity Maximum Ratio specified at product level. **Note:** If you have selected the option **Amount** against the field Mode, the value you enter will be the annuity amount to be paid in the frequency specified. If you have selected the option **Percentage**, the percentage value of the policy annuity amount will be calculated and paid in the frequency specified. The same is illustrated with the following example: **Case 1** The Mode is **Amount**. Value is 1000 currency units. Frequency is Monthly. In this case, 1000 currency units will be paid to the policy holder every month. **Case 2** The Mode is **Percentage**. Value is 10%. Frequency is Monthly. In this case, 10% of the policy anniversary amount will be paid to the policy holder in that year.
Frequency	*Alphanumeric; 1 Character; Mandatory* Specify the frequency at which annuity payments must be made for this Policy.
Mode	*Mandatory* Annuity payments can be made either as a percentage of the net investment amount or as a flat amount. Accordingly, select the appropriate mode from the drop-down list. The options are as follows: • **Amount** • **Annual %** **Note:** This is not applicable if the type of policy is **Accelerated Annuity**.
Sub Type	*Alphanumeric; 3 Characters; Optional* Specify the sub type.

Table 2-15   (Cont.) Annuity Details - Field Description

Field	Description
Last Day	*Mandatory* Select **Yes** to maintain annuity details to the last day of a month from the drop-down list. The list displays the following values: • **Yes** • **No** If you select **Yes**, then the system will process the transaction on the last day of the month irrespective of dates mentioned. If you select **No**, then the system will consider SI date maintained. If SI date happens on a holiday, then the system considers the next working day for LEP. For non-leap year, the system will consider 28th as the last day of the month for February. For leap year, the system will consider 29th as the last day of the month for February.
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the code of the transaction currency. The adjoining option list displays all valid currency codes along with their description. You can choose the appropriate one.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source ID.
Source	*Alphanumeric; 20 Characters; Optional* Specify the source details.
Pay Incidence	*Optional* The payment incidence for an annuity payment sets up the actual payout incidence within the specified frequency for the annuity payment. Select the pay incidence from the drop-down list. The list displays the following values: • **Advance** • **Arrear**
Annuity Type	*Optional* Select the desired annuity type that is to be applicable for this Policy, from the options provided in the drop-down list. For information purposes only, the annuitant has the option of specifying the type of annuity that should accrue. The four types provided are as follows: • **A1**: In this type, the annuity is a single life annuity payable until the death of the annuitant. • **A2**: In this type, the annuity is a joint life and last survivor annuity and is payable until the last death of both annuity and spouse, that is, while at least one of the annuitant or spouse is alive. • **A3**: The annuity is a joint life and last survivor annuity where the amount of the annuity reduces on the first death of annuitant or spouse. The percentage reduction is specified by the annuitant at the outset. • **A4**: The annuity is a joint life and last survivor annuity where the amount of the annuity reduces on the male death. The percentage reduction is specified by the annuitant at the outset.

Table 2-15   (Cont.) Annuity Details - Field Description

Field	Description
Asset Allocation Type	*Alphanumeric; 1 Character; Mandatory* Select the type of asset allocation from the drop-down list provided. The options available are: • **User Input** • **Policy Portfolio** If the option selected is **User Input**, then you need to specify the annuity asset allocation. If the option selected is **Policy Portfolio**, then you will not be allowed to capture the ratio of funds for annuity or override the load details during policy maintenance. In this case the ratio of funds will be calculated based on policy portfolio. If the type of asset allocation is specified as **Policy Portfolio**, then you will not be allowed to pass policy journal entries for such transactions.
Reduction Percentage	*Numeric; 22 Characters; Optional* Specify the reduction in the annuity in the case of death of one or more of the annuitants, or the primary annuitant, as is applicable. **Note:** This field is only applicable for Annuity Types 3 and 4.
No Of Annuity Occurrences	*Numeric; 22 Characters; Optional* Enter the number of annuity occurrences. This is applicable only for accelerated annuity policies.
Payment Details	This section displays the following details.
Payment Mode	*Optional* Select the mode of the annuity payment from the drop-down list. The list displays the following values: • **Transfer**
Bank Code	*Alphanumeric; 12 Characters; Optional* Specify the bank code from which the transfer of payment is being made. The adjoining option list displays all valid bank codes maintained in the system. You can choose the appropriate one.
Payment Branch Code	*Alphanumeric; 12 Characters; Optional* Specify the branch from which the transfer of payment is being made.
Bank Name	*Display* The system displays the bank name for the selected bank code.
Branch Name	*Display* The system displays the branch name for the selected payment branch code.
Account Holder Name	*Alphanumeric; 100 Characters; Optional* Specify the account holder name.
Account Type	*Alphanumeric; 1 Character; Optional* Specify the account type from which the transfer of payment is being made.
Account Number	*Alphanumeric; 34 Characters; Optional* Specify the account number from which the transfer of payment is being made.

Table 2-15   (Cont.) Annuity Details - Field Description

Field	Description
Transfer Account Currency	*Display* The system displays the account currency of the account number from which the transfer of payment is being made.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify IBAN details.
Escalation Details	This section displays the following details.
Escalation Start Date	*Date Format, Optional* Specify the date from which escalation will commence. This date must be earlier than the End Date of the Policy, and must be later than the Annuity Start Date.
Escalation End Date	*Date Format, Optional* Specify the date from which the escalation must cease to be applied on the annuity. This date must be later than the Annuity Start Date, If the Annuity Escalation Start Date has been specified, then the End Date is mandatory and must be specified.
Escalation Mode	*Optional* Annuity payments can be escalated periodically as a pre-defined percentage, amount or market value. Select the mode from the drop-down list.
Escalation Frequency	*Alphanumeric; 1 Character; Optional* Select the frequency at which the escalation is to be applied, from the values in the drop-down list. If the Start Date has been specified, the frequency is mandatory and must be specified.
Description	*Display* The system displays the description for the selected escalation frequency.
Escalation Value	*Numeric; 22 Characters; Optional* Specify the escalation amount that is to be applied.
Asset Allocation Details:	Enter the following asset allocation details for the annuity details.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product are displayed in the option list. Against each of these funds, you can specify the investment ratio and the annuity ratio.
Fund Name	*Display* The system displays the fund name for the selected fund ID.
Ratio	*Numeric; 9 Characters; Mandatory* For each fund that is displayed, specify the ratio of annuity payment to be made from the fund, to the total annuity payment from the Policy. The sum total of the annuity ratio should add up to 100.

2.1.12 Recurring Switch Details Button
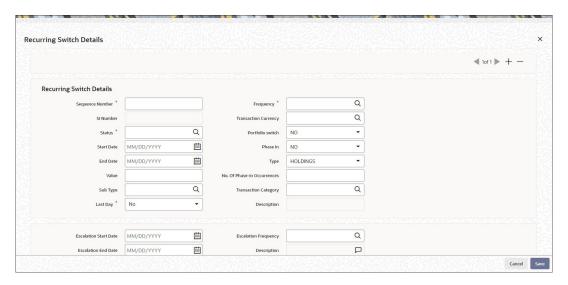
This topic explains the Recurring Switch Details button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Recurring Switch Details** button to enter the details of any recurring switch transactions that the Policy Holder may want to enter into in this section.

The details maintained would be standing instructions for a switch transaction.

The **Recurring Switch Details** screen is displayed.

Figure 2-13   Policy Maintenance Detail_Recurring Switch Details Button

2. On **Recurring Switch Details** screen, specify the fields.

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

Table 2-16   Recurring Switch Details - Field Description

Field	Description
Recurring Switch Details	This section displays the following details.
Sequence Number	*Numeric; 22 Characters; Mandatory* Specify the sequence number.
SI Number	*Display* When you save the details of the Policy you are entering, the Standing Instructions or SI Number will be generated by the system and displayed. **Note:** During amendment of a Policy you will not be allowed to change the number of occurrence that you already have specified.

Table 2-16   (Cont.) Recurring Switch Details - Field Description

Field	Description
Status	*Alphanumeric; 1 Character; Mandatory* Select the status of the recurring switch from the option list. The options available are: • **A-Active** • **C-Cancel** • **N-Not Started** • **P-Pause** • **S-Stop** **Note:** If you select the status **STOP**, escalation will not be applied on the annuity. Transactions will not be generated for SIs on annuities whose status is **STOP**. It is possible for you to change the status of such SIs to **ACTIVE** during amendment of the policy. During amendment of a policy, you can change the status of an active SI, to **Paused**, **Stopped** or **Cancelled**. During amendment of an SI marked **Not Started**, you can change all details except the status of the SI. You will be allowed to delete the SI. During amendment of an active SI: • Escalation End Date can be amended only it is greater than the System Date. • Escalation Start Date and Escalation Frequency can be amended only if escalation has not been applied on the policy.
Start Date	*Date Format, Mandatory* Enter the date on which the switch transactions should begin.
End Date	*Date Format, Optional* Enter the date on which the switch transactions should stop.
Value	*Numeric; 22 Characters;, Mandatory if the box 'Portfolio Switch 'or 'Phase In' is not checked* Enter the value of the switch transaction.
Sub Type	*Alphanumeric; 3 Characters; Optional* Specify the sub type.
Last Day	*Mandatory* Select **Yes** to maintain switch details to the last day of a month from the drop-down list. The list displays the following values: • **Yes** • **No** If you select **Yes**, then the system will process the transaction on the last day of the month irrespective of dates mentioned. If you select **No** then the system will consider SI date maintained. If SI date happens on a holiday, then the system considers the next working day for LEP. For non-leap year, the system will consider 28th as the last day of the month for February. For leap year, the system will consider 29th as the last day of the month for February.
Frequency	*Alphanumeric; 1 Character; Mandatory* Select the frequency with which the switch transactions should occur.

Table 2-16   (Cont.) Recurring Switch Details - Field Description

Field	Description
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the code of the transaction currency. The adjoining option list displays all valid currency codes along with their description. You can choose the appropriate one.
Portfolio Switch	*Optional* Select **Yes** to indicate the switch will be a portfolio switch. In such a case, the field **Transaction Value** will be defaulted to 0 and locked. A portfolio switch can be a complete or partial switch.
Phase In	*Optional* If you select **Yes**, the system will allow you to move the fund amount of one fund to into another and you will be able to enter the Start Date, Number of Occurrences and Frequency in this screen. The system will calculate the SI value, based on these parameters. **Note:** • If you have selected **Yes**, Escalation Details will not be applicable. • If you have selected **Yes**, the SI Status codes **PAUSED** and **STOPPED** are not applicable. • If you have selected **Yes**, the system will allow you to move the fund amount of one fund to into another or from one fund to more than one fund. However movement from multiple funds to one fund or from multiple funds to multiple funds is not permitted. • If you have selected **Yes**, you will not be allowed to enter more than one **From** fund in the Recurring Switch Asset Allocation Details screen (which is invoked by clicking the Asset Allocation link). • During amendment of a Policy you will not be allowed to change the preference you have specified for a phase-in. For example, If you have selected **Yes** in Phase-In, you will not be allowed to uncheck it and vice-versa.
Type	*Optional* Select the type of switch applicable from the drop-down list.
No of Phase-in Occurrences	*Numeric; 22 Characters; Optional* Enter the number of annuity occurrences. This is applicable only for accelerated annuity policies.
Transaction Category	*Alphanumeric; 1 Character; Optional* Specify the transaction category from the adjoining option list. The list displays all valid transaction category maintained in the system.
Description	*Display* The system displays the description for the selected transaction category.
Escalation Start Date	*Date Format, Optional* Specify the date from which escalation of the recurring switch will commence. This date must be earlier than the End Date of the recurring switch, and must be later than the Start Date of the recurring switch.

Table 2-16   (Cont.) Recurring Switch Details - Field Description

Field	Description
Escalation End Date	*Date Format, Optional* Specify the date from which the escalation must cease to be applied on the recurring switch. This date must be later than the Start Date. If the Escalation Start Date for the recurring switch has been specified, then the End Date is mandatory and must be specified.
Escalation Mode	*Optional* Switch payments can be escalated periodically as a pre-defined percentage, amount or market value. Select the mode from the drop-down list.
Escalation Frequency	*Alphanumeric; 1 Character; Mandatory* Select the frequency at which the escalation is to be applied, from the values in the drop-down list. If the Start Date has been specified, the frequency is mandatory and must be specified.
Description	*Display* The system displays the description for the selected escalation frequency.
Escalation Value	*Numeric; 22 Characters; Mandatory* Specify the escalation amount that is to be applied.
Asset Allocation Details	This section displays the following details.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product are displayed in the option list. Select funds FROM which you are moving the investment amount.
Ratio	*Numeric, 9 Characters; Mandatory* Specify the percentage of the amount that must be invested in each of the selected funds. The sum of all such percentages must add up to 100, and not fall below or exceed it. The percentages specified here must not be fractional. Typically, this field is only applicable for transactions for which the Transaction Mode is **Percentage**.
Switch Asset Allocation Details:	Capture the funds INTO which the investment amount is being moved in the **Switch Asset Allocation** section.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product are displayed in the option list. Select funds INTO which you are moving the investment amount.
Ratio	*Numeric, 9 Characters; Mandatory* Specify the percentage of the amount that must be invested in each of the selected funds. The sum of all such percentages must add up to 100, and not fall below or exceed it. The percentages specified here must not be fractional. Typically, this field is only applicable for transactions for which the Transaction Mode is **Percentage**. **Note:** If you have specified the investment amounts in each fund, the investment ratios are computed and displayed here, and this field is locked. The latest investment ratio applicable for the Policy is displayed here when the form is opened. These values can be amended, and you can specify the required percentages.

2.1.13 Initial Load Override Button

This topic explains the Initial Load Override button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Initial Load Override** button to override or alter the value of any load (including derived loads, if any) mapped to the selected fund in the **Initial Load Override** screen.

   The **Initial Load Override** screen is displayed.

   Figure 2-14   Policy Maintenance Detail_Initial Load Override Button

2. On **Initial Load Override** screen, specify the fields.

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

   Table 2-17   Initial Load Override - Field Description

Field	Description
Initial Load Override Details	This section displays the following details.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the load that has been mapped to the fund is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The system displays the description for the selected load ID.
Group ID	*Display* The system displays the Group ID.

Table 2-17   (Cont.) Initial Load Override - Field Description

Field	Description
Change Type	*Display* When you override or alter a load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)
Change Value	*Display* The system displays the altered return value for the allocation time load that you are overriding.
Txn Type	*Display* This displays the transaction type.
Ref Type	*Display* This displays the reference type.
Derived Load Override Details	This section displays the following details.
Derived Load Override Details	The system displays the following derived load override details: • **Fund ID** • **Load ID** • **Load Description** • **Parent Load ID** • **Load Description** • **Change Type** • **Change Value** • **Txn Type** • **Ref Type**
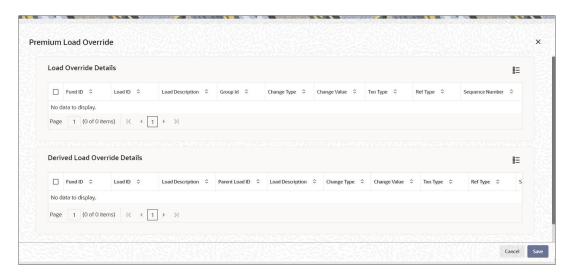
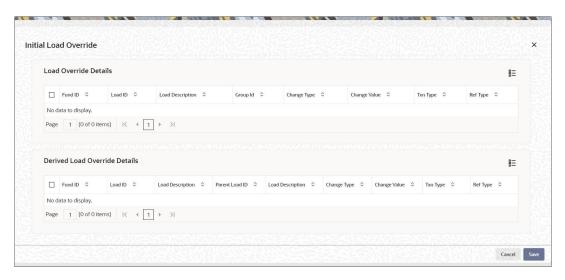## 2.1.14 Premium Load Override Button

This topic explains the Premium Load Override button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Premium Load Override** button to override or alter the value of load applied on premium payment mapped to the selected fund in the **Premium Load Override** screen.

   The **Premium Load Override** screen is displayed.

Figure 2-15   Policy Maintenance Detail_Premium Load Override Button

2. On **Premium Load Override** screen, specify the fields.

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

Table 2-18   Premium Load Override - Field Description

Field	Description
Load Override Details	This section displays the following details.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the load that has been mapped to the fund is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The system displays the description for the selected load ID.
Group ID	*Display* The system displays the group ID.
Change Type	*Display* When you override or alter a load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)
Change Value	*Display* The system displays the altered return value for the allocation time load that you are overriding.
Txn Type	*Display* This displays the transaction type.

Table 2-18   (Cont.) Premium Load Override - Field Description

| Field	Description
Ref Type	*Display* This displays the reference type.
Sequence Number	*Display* The system displays the sequence number.
Derived Load Override Details	The system displays the following derived load override details: • **Fund ID** • **Load ID** • **Load Description** • **Parent Load ID** • **Load Description** • **Change Type** • **Change Value** • **Txn Type** • **Ref Type**
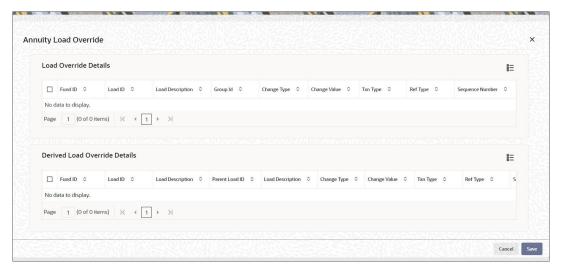
2.1.15 Annuity Load Override Button

This topic explains the Annuity Load Override button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Annuity Load Override** button to override or alter the value of load applied on annuity amount towards the policy mapped to the selected fund in the **Annuity Load Override** screen..

    The **Annuity Load Override** screen is displayed.

Figure 2-16   Policy Maintenance Detail_Annuity Load Override Button

2. On **Annuity Load Override** screen, specify the fields.

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

Table 2-19   Annuity Load Override - Field Description

| Field	Description
Load Override Details	This section displays the following details.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the load that has been mapped to the fund is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The system displays the description for the selected load ID.
Group ID	*Display* The system displays the group ID.
Change Type	*Display* When you override or alter a load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)
Change Value	*Display* The system displays the altered return value for the allocation time load that you are overriding.
Txn Type	*Display* This displays the transaction type.
Ref Type	*Display* This displays the reference type.
Sequence Number	*Display* The system displays the sequence number.
Derived Load Override Details	The system displays the following derived load override details: • **Fund ID** • **Load ID** • **Load Description** • **Parent Load ID** • **Load Description** • **Change Type** • **Change Value** • **Txn Type** • **Ref Type** • **Sequence Number**

2.1.16 Recurring Switch Load Override Button

This topic explains the Recurring Switch Load Override button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Recurring Switch Load Override** button to override or alter the value of load applied on the load mapped to the selected fund in the **Recurring Switch Load Override** screen.

   The **Recurring Switch Load Override** screen is displayed.

Figure 2-17   Policy Maintenance Detail_Recurring Switch Load Override Button

2. On **Recurring Switch Load Override** screen, specify the fields.

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

Table 2-20   Recurring Switch Load Override - Field Description

Field	Description
Load Override Details	This section displays the following details.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the load that has been mapped to the fund is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The system displays the description for the selected load ID.
Group ID	*Display* The system displays the group ID.
Change Type	*Display* When you override or alter a load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)

Table 2-20   (Cont.) Recurring Switch Load Override - Field Description

Field	Description
Change Value	*Display* The system displays the altered return value for the allocation time load that you are overriding.
Txn Type	*Display* This displays the transaction type.
Ref Type	*Display* This displays the reference type.
Sequence Number	*Display* The system displays the sequence number.
Derived Load Override Details	The system displays the following derived load override details: • **Fund ID** • **Load ID** • **Load Description** • **Parent Load ID** • **Load Description** • **Change Type** • **Change Value** • **Txn Type** • **Ref Type** • **Sequence Number**

2.1.17 Add Info Button

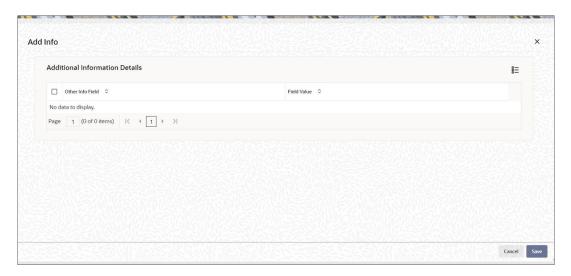This topic explains the Add Info button of **Policy Maintenance Detail** screen.

1. On **Policy Maintenance Detail** screen, click **Add Info** button to invoke **Add Info** screen.

   You should have defined an additional information head along with valid values, use the **Additional Information Maintenance** screen, in order to be able to enter additional information.

   The **Add Info** screen is displayed.

Figure 2-18   Policy Maintenance Detail_Add Info Button

2. On **Add Info** screen, specify the fields.

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

Table 2-21   Add Info - Field Description

Field	Description
Other Info Field	*Display* The system displays the other information details.
Field Value	*Alphanumeric; 60 Characters; Optional* Enter the valid value which is defined in the add info maintenance.

2.1.18 Garnishee Details Button

This topic explains the Garnishee Details button of **Policy Maintenance Detail** screen.

A garnishment is a means of collecting a monetary judgment against a defendant by ordering a third party (the garnishee) to pay money, otherwise owed to the defendant, directly to the plaintiff. In the case of collecting for taxes, the law of a jurisdiction may allow for collection without a judgment or other court order.

For instance, if (Defendant) A owes (Plaintiff) B a certain sum of money as a judgment in a lawsuit against A that B won, and A does not pay it to B, and (Garnishee) C owes A some money, B may have a court issue a garnishee order to C, and then C has to pay the money directly to B. (C is often A's employer but could be anyone who owes A money, including someone who had borrowed from A).
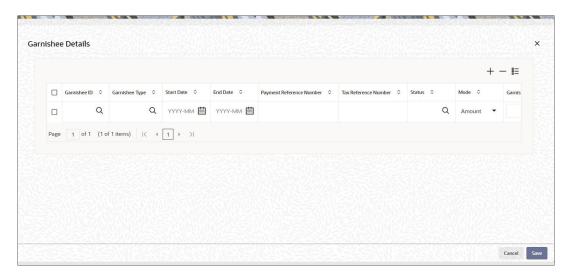
Multiple garnishee orders are supported in the system.

Garnishee Order can be scheduled like annuity by specifying the start and end date and it will follow the same frequency as annuity. There can be more than one garnishee order running at the same time.

Garnishee Details Button

1. On **Policy Maintenance Detail** screen, click **Garnishee Details** button to enter the details.

   The **Garnishee Details** screen is displayed.

Figure 2-19   Policy Maintenance Detail_Garnishee Details Button

2. On **Garnishee Details** screen, specify the fields.

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

Table 2-22   Garnishee Details - Field Description

Field	Description
Garnishee ID	*Alphanumeric; 12 Characters; Mandatory* Specify the UH ID for Garnishee. Alternatively, you can select Garnishee ID from the option list. The list displays all valid Garnishee ID maintained in the system.
Garnishee Type	*Alphanumeric; 3 Characters; Optional* Specify the Garnishee type. Alternatively, you can select Garnishee type from the option list. The list displays all valid Garnishee type maintained in the system.
Start Date	*Date Format; Mandatory* Specify the start date for a Garnishee order.
End Date	*Date Format; Mandatory* Specify the end date for a Garnishee order. You should maintain the End date for a garnishee order as one day after the actual BOD closure for the garnishee to get the payment. For instance, if you want a Garnishee payout for 1st Jan, you should maintain the Garnishee closure date as 2nd Jan.
Payment Reference Number	*Alphanumeric; 16 Characters; Mandatory* Specify the payment reference number.
Tax Reference Number	*Alphanumeric; 16 Characters; Mandatory* Specify the tax reference number.

Table 2-22   (Cont.) Garnishee Details - Field Description

Field	Description
Status	*Alphanumeric; 1 Character; Mandatory* Specify the status of a garnishee order. Alternatively, you can select the status from the option list. The list displays all valid status maintained in the system. For instance, if a Garnishee order is valid till 1st Jan'2016, then during BOD of 1st Jan'2016 the system should change the status to Closed. You should maintain the closure date as one day after the actual BOD closure for the garnishee to get the payment, since the system cannot generate the payment on the closure date. Hence, if you want a Garnishee payout for 1st Jan, you should maintain the Garnishee closure date as 2nd Jan.
Mode	*Mandatory* Select if the garnishee order has to be placed as an amount or in percentage from the drop-down list. The list displays the following values: • **Amount** • **Percent**
Garnishee Currency	*Display* The system displays the garnishee currency code.
Garnishee Value	*Numeric; 30 Characters; Mandatory* Specify the amount of percentage that needs to be paid to garnishee.

- **Payment Details**
  This topic explains the payment details of Garnishee Details button in the **Policy Maintenance Detail** screen.

- **Create Future-dated Rules for Policies**
  This topic gives instructions to create Future-dated rules for Policies.

- **Processing Back Data Propagation for Transactions**
  This topic provides information on processing Back Data Propagation for transactions.

2.1.18.1 Payment Details

This topic explains the payment details of Garnishee Details button in the **Policy Maintenance Detail** screen.

Garnishee payment will be made only if the bank account in Journal/Annuity screen is a valid UH bank account. If there is any other bank account (like a third party) mapped then the garnishee amount will not be deducted from the proceeds. The entire surrender proceeds will be given to the bank account mapped in the /Journal/Annuity Screen.

Garnishee amount will be paid only if garnishee is effective on the transaction date of the policy surrender or annuity transaction irrespective of when the settlement or allocation happen. For instance, if the end date for Garnishee is 3rd March 2015. And the Out transaction gets generated on 2nd March'2015 with a lag (price, settlement or allocation) and the settlement happens on 5th March'2015.

In this case the settlement date is later than the garnishee effective date but since the garnishee was effective on the transaction date, garnishee will receive his share of payout. Similarly, the system should also check this when future or back dated transaction enters the system. For instance, if the garnishee effective date is from 1st March and a back dated transaction of 1st Jan gets into the system then the system should not pay anything to
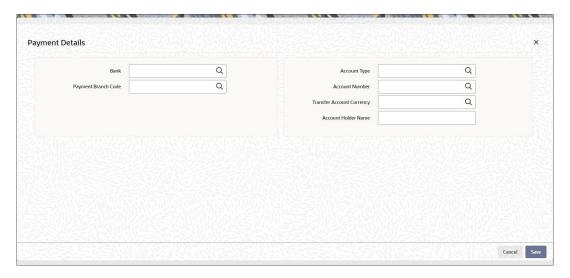
garnishee. If the garnishee is effective till 30th March and if a future dated transaction of 1st April is posted into the system, then the system should not pay the garnishee.

- If the Annuity is insufficient to furnish all the garnishee orders associated with it, then no payment should be made either to the annuitant or to any of the garnishees attached to the annuity.

- The system will log error while generating annuity, if garnishee amount or sum total of garnishee amount (in case of multiple garnishee) is greater than annuity amount. You can either reverse the annuity amount and pass an annuity journal entry with correct annuity amount or update garnishee amount appropriately.

In case of reversal of transaction, the amount paid to the policy holder will get reversed along with the amount that has been paid to the garnishee. However, you cannot reverse only the garnishee payment or one of the multiple garnishee payments. In case of a reversal, the amount recovery should be handled operationally.

- If the Annuity is insufficient to furnish all the garnishee orders associated with it, then no payment should be made either to the annuitant or to any of the garnishees attached to the annuity.

- For annuity transactions the Account currency of garnishee should be same as Policy base currency.

1. On **Garnishee Details** screen, click **Payment Details** button to enter the details.

   The **Payment Details** screen is displayed.

Figure 2-20   Policy Maintenance Detail_Garnishee Details Button_Payment Details

2. On **Payment Details** screen, specify the fields.

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

Table 2-23   Payment Details - Field Description

Field	Description
Bank	*Alphanumeric; 12 Characters; Mandatory* Specify the bank code. Alternatively, you can select the bank code from the option list. The list displays all valid bank code maintained in the system.

Table 2-23   (Cont.) Payment Details - Field Description

Field	Description
Payment Branch Code	*Alphanumeric; 12 Characters; Mandatory* Specify the payment branch code. Alternatively, you can select the payment branch code from the option list. The list displays all valid payment branch code maintained in the system.
Account Type	*Numeric; 1 Character; Mandatory* Specify the account type. Alternatively, you can select the account type from the option list. The list displays all valid account type maintained in the system.
Account Number	*Numeric; 34 Characters; Mandatory* Specify the account number. Alternatively, you can select the account number from the option list. The list displays all valid account number maintained in the system.
Transfer Account Currency	*Alphanumeric; 3 Characters; Optional* Specify the transfer account currency code. You can amend this value.
Account Holder Name	*Alphanumeric; 100 Characters; Optional* Specify the account holder name.

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

   The following confirmation message `Record Successfully Saved` is displayed.

4. Click **Ok** button.

   This indicates the record has been saved.

2.1.18.2 Create Future-dated Rules for Policies

This topic gives instructions to create Future-dated rules for Policies.

1. You can create a future-dated rule by copying a policy and making changes to the new rule with a Rule Effective Date in the future. The rule will become active on the **Rule Effective Date**. On this date, the system will mark the new rule as the latest rule and disregard the old rules for the policy. The system will allow you to create only one future-dated rule for a policy and on a given date only one rule will be active.

2. You can amend future-dated rule details including the **Rule effective Date** and also close an existing future-dated rule. In case, you wish to re-open a future-dated rule, the system will allow it only if there is no other future-dated rule maintained in the system for the policy.

2.1.18.3 Processing Back Data Propagation for Transactions

This topic provides information on processing Back Data Propagation for transactions.

1. You can correct erroneous transactions as well as enter those that have been missed out and compute the effect these have on the current holdings of the unit holder through the back data propagation process.

   To facilitate this propagation process, two schemas are used:

   • The Business (or normal) schema

   • The Report schema

2. You are required to enter the correct data in the business schema for the required transactions and select these for propagation, again from the business schema. The transactions will be simulated in the report schema and the results can be viewed in the business schema.

Refer to the topic *Back Data Propagation* for more details on the back data propagation process.

2.2 Policy Maintenance Summary
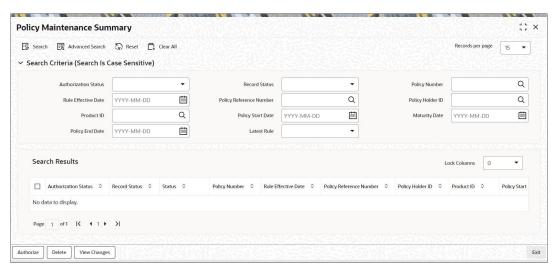
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Maintenance Record

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

The **Policy Maintenance Summary** screen is displayed.

Figure 2-21   Policy Maintenance Summary

2. On **Policy 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 Number**

- **Rule Effective Date**

- **Policy Reference Number**

- **Policy Holder ID**

- **Product ID**

- **Policy Start Date**

- **Maturity Date**

- **Policy End Date**

- **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 **Policy Number**
   > - 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 Policy Number by using the combination of % and alphanumeric value as follows:

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

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

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

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

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

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

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

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

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

- Reverse Policy Maintenance Record
  This topic provides the systematic instructions to reverse Policy Maintenance record.

- Authorize Reversal of Policy
  This topic provides the systematic instructions to authorize reversal of policy.

- Processing Product Annual Annuity Limit Mapping Details
  This topic provides information on processing product Annual Annuity limit mapping details.

2.2.1 Edit Policy Maintenance Record

This topic provides the systematic instructions to edit Policy Maintenance record.

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

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

2.2.2 View Policy Maintenance Record

This topic provides the systematic instructions to view Policy Maintenance record.

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

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

2.2.3 Delete Policy Maintenance Record

This topic provides the systematic instructions to delete Policy Maintenance record.

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

1. Start the **Policy 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 **Policy 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 Policy Maintenance Record

This topic provides the systematic instructions to authorize Policy Maintenance record.

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

1. Start the **Policy 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 **Policy 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 Policy Maintenance Record

This topic provides the systematic instructions to amend Policy 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 **Policy 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 **Policy 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 Policy Maintenance Record

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

Authorize an amended Policy 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.

2.2.7 Reverse Policy Maintenance Record

This topic provides the systematic instructions to reverse Policy Maintenance record.

You can reverse a policy that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Start the **Policy Maintenance Summary** screen from the Browser.

2. Select the status of the record that you want to retrieve for reversal.

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 reverse in the list of displayed records.

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

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

The system prompts you to confirm the reversal of record.

6. Click the **Save** button to save your changes.

2.2.8 Authorize Reversal of Policy

This topic provides the systematic instructions to authorize reversal of policy.

A reversed policy must be authorized. The process of authorization is subsequently the same as that for normal transactions.

2.2.9 Processing Product Annual Annuity Limit Mapping Details

This topic provides information on processing product Annual Annuity limit mapping details.

Saving Policy Creation

During capture of amount based annuity, the system will validate the minimum and maximum annuity percentage with the derived annuity percentage. At the time of policy creation, % of annuity will be derived based on the Net Initial Investment Amount.

```
Net Initial Investment Amount = (Contribution amount – Contribution
amount *buffer %).
```

If there is a breach in the limits, the system will display a warning message while saving the policy creation.

During capture of percentage based annuity, the system will validate minimum and maximum annuity percentage with the annuity percentage. If there is a breach in the limits, the system will display a warning message while saving the policy creation.

Saving Policy Amendment

During amendment of a policy for amount based annuity, the system will validate the minimum and maximum annuity percentage with the derived annuity percentage. At the time of policy amendment, % of annuity will be derived based on the anniversary value + top-up inclusive transaction at that time. If there is a breach in the limits, the system will display an error message while saving the policy amendment. The validation will be done only for both percentage and amount based annuity and escalated annuity amounts will not be validated. This validation will be done for **not started** and **active** annuities.

During amendment of a policy for percentage based annuity, the minimum and maximum annuity percentage will be validated with the annuity percentage.

The system will validate the annuity amount against the market value of the policy during annuity minimum/maximum rule validation. If the newly derived annuity % does not fall between the eligible minimum and maximum annuity percentage, the system will automatically update the annuity amount to an allowable value.

During anniversary value update, system will validate the annuity amount against the market value of the policy on the anniversary date. If the newly derived annuity % does not fall between the eligible minimum & maximum annuity percentage system will automatically update the annuity amount to an allowable value.

Any updates done by the system will trigger policy amendment.

During policy save or amendment, if the anniversary period is less than 365 days, the system will annualize the SI value (any annuity paid will also be considered) for minimum/maximum annuity validation purposes.

During policy save or amendment, if the anniversary period is less than 365 days, but the policy has an annuity paid (i.e., either via Annuity or via Policy Journal), the system will consider the sum of **Annuity Paid** and `Annuity Projected for the remaining periods in the anniversary period` for 5/20 validation.

If the annuity paid out is exceeding the annuity to be paid as per the limits applicable, then the system will cancel SI value for the remaining periods in the anniversary period. A new SI that starts from first SI start date from the next anniversary date will be added if the SI is to be given in the next anniversary period also; otherwise SI value will be amended to either apply the lower limit or the upper limit.

In case a SI is cancelled due to limit violation and there is a top-up that happens subsequently, then you should add another SI for the current anniversary period, if required.

Annuity income percentage check validations will not be done for take on annuities during the first anniversary period. Validations will not be done for accelerated annuities also.

In case SI has escalated, then the system will not consider escalated value for the validations for the projected value for the remaining periods. The SI value will be used for the projection. Also, if the SI value has to be amended, then the system will not consider escalations.

2.3 Ratio Percentage Maintenance

This topic provides the information on Ratio Percentage Maintenance.

Fund Products and Policies, invested by the client can be divided into components. The components can be singular or a combination of two or more components. According to the Prudential Investment Guidelines these Funds are classified as components or combination of the same, these can be invested according to a specified percentage.

For example: a fund investment of F1 can be allocated under the following ratios of components:

- **Onshore Cash (25%)**
- **Onshore Property (40%)**
- **Offshore Cash (35%)**

The cumulative investment ratio would add up to the total Fund Investment F1.

You have to maintain the rules for Prudential Investment Guidelines and Forex compliance in accordance with this asset allocation. You can do so by invoking the **Prudential Investment Guidelines/ Forex Compliance** screen from the browser, and click on **Detail**.

Refer to the topic *Prudential Investment Guidelines and Forex compliance (PIGS)* in *LEP User Manual* for further details on UM.

2.4 Process Policy Transaction Exchange Rate Enrichment

This topic provides the systematic instructions to invoke Policy Transaction Exchange Rate Enrichment.

The initial investment for a policy can be deposited in multiple currencies. If the exchange rate is not available while saving the policy, the policy is incompletely generated and hence the underlying UT transactions are also generated incompletely. Till the policy is allocated, it can be enriched. The enrichment can be done using the **Policy Transaction Exchange Rate Enrichment** screen.
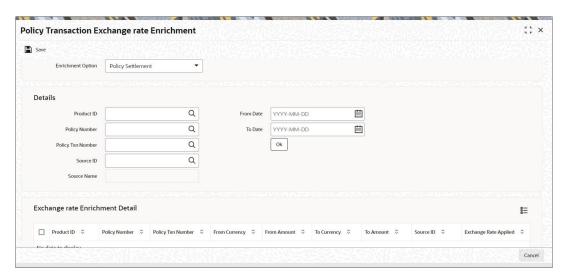
All the settlements of a policy transaction need to be enriched before the policy transaction itself can be enriched. When the settlements are being enriched, the system will compute the policy transaction amount and asset allocation ratio. Subsequently, when the policy transaction is enriched, the system will convert the policy transaction amount in terms of the policy base currency.

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

   The **Policy Transaction Exchange Rate Enrichment** screen is displayed.

Figure 2-22   Policy Transaction Exchange Rate Enrichment

2. On **Policy Transaction Exchange Rate Enrichment** screen, click **New** to enter the details.

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

Table 2-24   Policy Transaction Exchange Rate Enrichment - Field Description

Field	Description
Enrichment Option	*Optional* Select the enrichment option from the adjoining drop-down list. The options are: • **Policy Settlement** • **Policy Transaction**
Details	This section displays the following details.
Product ID	*Alphanumeric; 10 Characters; Optional* Specify the Product ID for which you wish to enrich transactions.
Policy Number	*Alphanumeric; 16 Characters; Optional* Specify the policy number for which enrichment is required.
Policy Txn Number	*Alphanumeric; 16 Characters; Optional* Specify the policy transaction number for which enrichment is required.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the Source ID for which enrichment is required.
Source Name	*Display* The system defaults the name for the Source ID selected.
From Date	*Date Format; Optional* Specify the date from which enrichment is required.
To Date	*Date Format; Optional* Specify the date till which enrichment is required.

3. Click **OK** after you specified the required details.

The system will display all the matching records in the **Exchange Rate Enrichment Details** grid.

Exchange Rate Enrichment Details

4. View the following values in the **Exchange Rate Enrichment Details** section.

   The system will display the following values for the records matching the criteria specified above.

   - **Product ID**
   - **Policy Number**
   - **Policy Txn Number**
   - **From Currency**
   - **From Amount**
   - **To Currency**
   - **To Amount**
   - **Source ID**
   - **Exchange Rate Applied**
   - **Override Exchange Rate?**
   - **FX Deal Date**
   - **FX Value Date**
   - **Operate**
   - **Status**

5. If you have selected **Policy Settlement** as the **Enrichment Option**, then all settlement details for the selected policy are available and the exchange rates can be enriched from settlement currency to transaction currency.

6. If **Policy Transaction** has been selected as the **Enrichment Option**, then exchange rate details to convert the policy transaction amount into policy base currency can be changed (after the settlements of the policy transactions have been enriched).

   > ✎ **Note:**
   >
   > If you have not changed the **FX Deal Date** and **FX Value Date**, that is, the dates are current dates, then the LEP policy settlement and policy transaction will not be available for enrichment on the next day. This is because clearance would have been done during EOD.

7. If you change the **FX Deal Date** and **FX Value Date** to the next day, then policy settlement and policy transaction will be available for enrichment the next day.

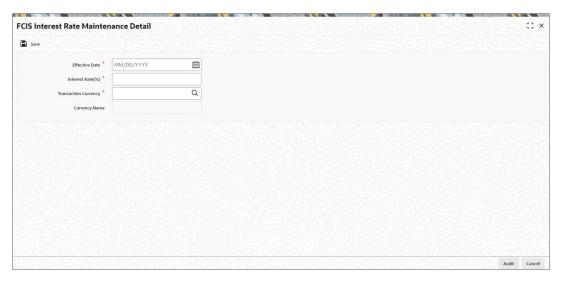# 2.5 Process FCIS Interest Rate Maintenance Detail

This topic provides the systematic instructions to maintain the interest rate that is to be used for interest calculation.

In order to arrive at the rate of interest, you have to maintain the effective date, transaction currency details and interest rate of the transaction.

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

   The **FCIS Interest Rate Maintenance Detail** screen is displayed.

Figure 2-23   FCIS Interest Rate Maintenance Detail

2. On **FCIS Interest Rate Maintenance Detail** screen, click **New** to enter the details.

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

Table 2-25   FCIS Interest Rate Maintenance Detail - Field Description

| Field	Description
Effective Date	*Date Format; Mandatory* Specify the date the system should consider for calculating the rate of interest.
Interest Rate (%)	*Numeric; 30 Characters; Mandatory* Specify the Interest Rate for the currency you have selected.
Transaction Currency	*Alphanumeric; 30 Characters; Mandatory* Select the currency of transaction from the option list.
Currency Name	*Display* The system displays the name of the Transaction Currency selected.

2.6 FCIS Interest Rate Maintenance Summary
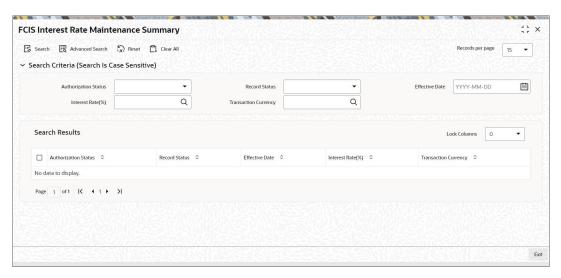
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve FCIS Interest Rate Maintenance Record

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

   The **FCIS Interest Rate Maintenance Summary** screen is displayed.

Figure 2-24   FCIS Interest Rate Maintenance Summary

2. On **FCIS Interest Rate 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**

   • **Effective Date**

   • **Transaction Currency**

   • **Interest Rate(%)**

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 **Transaction Currency**
   >
   > • 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 Transaction Currency by using the combination of % and alphanumeric value as follows:

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

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

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

- • Edit FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to edit FCIS Interest Rate Maintenance record.

- • View FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to view FCIS Interest Rate Maintenance record.

- • Delete FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to delete FCIS Interest Rate Maintenance record.

- • Authorize FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to authorize FCIS Interest Rate Maintenance record.

- • Amend FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to amend FCIS Interest Rate Maintenance record.

- • Authorize Amended FCIS Interest Rate Maintenance Record
  This topic provides the systematic instructions to authorize amended FCIS Interest Rate Maintenance record.

- • Check for Duplicate Transactions
  This topic provides information on check for duplicate transactions.

2.6.1 Edit FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to edit FCIS Interest Rate Maintenance record.

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

1. Start the **FCIS Interest Rate 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 **FCIS Interest Rate 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 **FCIS Interest Rate Maintenance Detail** screen is closed and the changes made are reflected in the **FCIS Interest Rate Maintenance Summary** screen.

2.6.2 View FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to view FCIS Interest Rate Maintenance record.

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

1. Start the **FCIS Interest Rate 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 **FCIS Interest Rate Maintenance Detail** screen is displayed.

2.6.3 Delete FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to delete FCIS Interest Rate Maintenance record.

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

1. Start the **FCIS Interest Rate 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 **FCIS Interest Rate 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.

2.6.4 Authorize FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to authorize FCIS Interest Rate Maintenance record.

Authorize an unauthorized FCIS Interest Rate Maintenance Record in the system for it to be processed as follows:

1. Start the **FCIS Interest Rate 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 **FCIS Interest Rate 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.

2.6.5 Amend FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to amend FCIS Interest Rate 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 **FCIS Interest Rate 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 **FCIS Interest Rate 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.

2.6.6 Authorize Amended FCIS Interest Rate Maintenance Record

This topic provides the systematic instructions to authorize amended FCIS Interest Rate Maintenance record.

Authorize an amended FCIS Interest Rate 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.

2.6.7 Check for Duplicate Transactions

This topic provides information on check for duplicate transactions.

At the time of saving the transaction details, the system checks for the Policy Number - Transaction Type combination. If there are any existing transactions for the same combination that has been captured in the past n days, the system will display you an warning message if you try to save another transaction with the same combination within those n days. You need to specify this n number of days which the system has to consider for validation.

The system performs the duplicate transaction validation:

•   For unauthorized transactions

- If a parameter code called **DUPWARNINGLAG** and the value for the n number of days has been maintained. The validation fails if the n number of days is specified as zero.

Maintain Parameter Code for Displaying Warning Messages

You need to maintain the parameter code **DUPWARNINGLAG** and the number of days as the **Parameter Value** in the **Parameter Setup** screen.
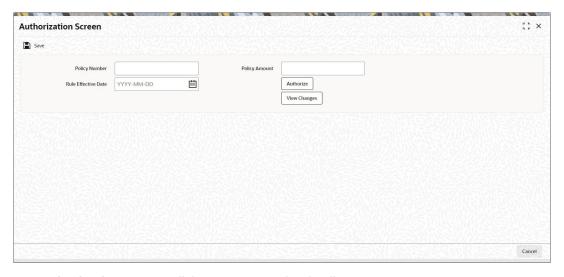
Refer to the topic *Maintaining System Parameters* for further details on maintaining the parameters.

2.7 Process Authorization Screen

This topic provides the systematic instructions to perform authorization.

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

   The **Authorization Screen** screen is displayed.

Figure 2-25   Authorization Screen

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

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

Table 2-26   Authorization Screen - Field Description

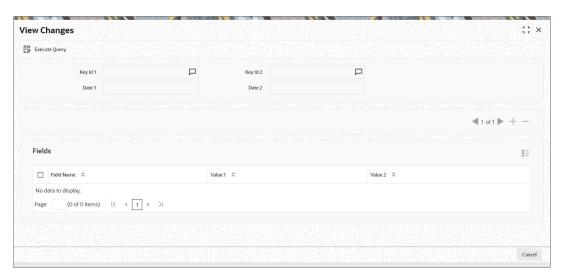| Field	Description
Policy Number	*Alphanumeric; 16 Characters; Optional* Specify the policy number.
Rule Effective Date	*Date Format; Optional* Select the rule effective date from the adjoining calendar.
Policy Amount	*Numeric; 12 Characters; Optional* Specify the policy amount.

3. Click the **Authorize** button after specifying the necessary details.

4. Click the **View Changes** button to view the changes.

5. You can also process the **View Changes** screen by typing **UTDVWCHG** in the text box, and click **Next**.

The **View Changes** screen is displayed.

Figure 2-26   Authorization_View Changes

6. View the changes made in the **View Changes** screen.

The system displays the following values:

• Key ID 1

• Date 1

• Key ID 2
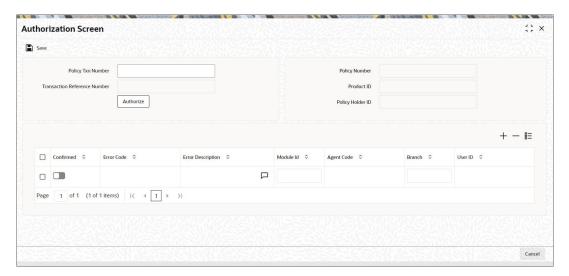
• Date 2

Fields

• Field Name

• Value 1

• Value 2

2.8 Process Policy Authorization Screen

This topic provides the systematic instructions to authorize policy transactions.

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

The **Policy Authorization** screen is displayed.

Figure 2-27   Policy Authorization

2. On **Policy Authorization** screen, click **New** to enter the details.

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

Table 2-27   Policy Authorization - Field Description

Field	Description
Policy Txn Number	*Alphanumeric; 16 Characters; Optional* Specify the policy transaction number.
Transaction Reference Number	*Display* The system displays the transaction reference number.
Policy Number	*Display* The system displays the policy number.
Product ID	*Display* The system displays the product ID.
Policy Holder ID	*Display* The system displays the policy holder ID. Click the **Authorize** button to authorize the policy transaction.
Confirmed	*Optional* Check this box to confirm the operation on transaction.
Error Code	*Alphanumeric; 20 Characters; Optional* Specify the error code to be displayed if the authorization of transaction fails.
Error Description	*Alphanumeric; 20 Characters; Optional* Specify the error description of the selected error code.
Module Id	*Display* The system displays the module ID of the transaction.
Agent Code	*Display* The system displays the agent code of the policy transaction.
Branch	*Display* The system displays the branch code of the policy transaction.

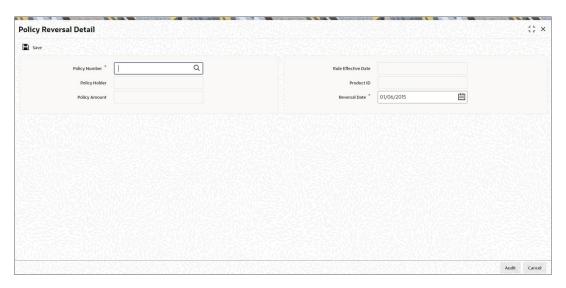**Table 2-27   (Cont.) Policy Authorization - Field Description**

Field	Description
User Id	*Alphanumeric; 320 Characters; Optional* Specify the user ID of the policy transaction.

2.9 Process Policy Reversal Detail

This topic provides the systematic instructions to reverse the policy.

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

   The **Policy Reversal Detail** screen is displayed.

Figure 2-28   Policy Reversal Detail

2. On **Policy Reversal Detail** screen, click **New** to enter the details.

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

Table 2-28   Policy Reversal Detail - Field Description

Field	Description
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Specify the policy number to be reversed. Alternatively, you can select policy number from the option list. The list displays all valid policy number maintained in the system.
Policy Holder	*Display* The system displays the policy holder details for the selected policy number.
Policy Amount	*Display* The system displays the policy amount for the selected policy number.

Table 2-28   (Cont.) Policy Reversal Detail - Field Description

Field	Description
Rule Effective Date	*Display* The system displays the rule effective date for the selected policy number.
Product ID	*Display* The system displays the product ID for the selected policy number.
Reversal Date	*Date Format; Mandatory* The system defaults the reversal date as application date. However, you can select the reversal date from the adjoining calendar.

2.10 Policy Reversal Summary
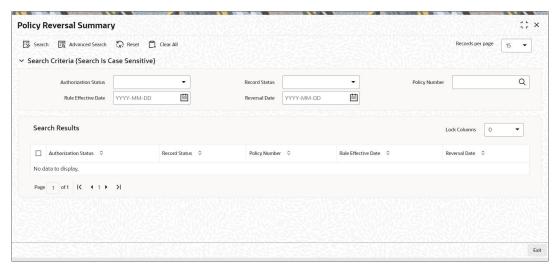
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Reversal Record

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

    The **Policy Reversal Summary** screen is displayed.

Figure 2-29   Policy Reversal Summary

2. On **Policy Reversal 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 Number**

    *   **Rule Effective Date**

    *   **Reversal 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 Number**
>
> • 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 Policy Number by using the combination of % and alphanumeric value as follows:

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

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

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

• Edit Policy Reversal Record
  This topic provides the systematic instructions to edit Policy Reversal record.

• View Policy Reversal Record
  This topic provides the systematic instructions to view Policy Reversal record.

• Delete Policy Reversal Record
  This topic provides the systematic instructions to delete Policy Reversal record.

• Authorize Policy Reversal Record
  This topic provides the systematic instructions to authorize Policy Reversal record.

• Amend Policy Reversal Record
  This topic provides the systematic instructions to amend Policy Reversal record.

• Authorize Amended Policy Reversal Record
  This topic provides the systematic instructions to authorize amended Policy Reversal record.

2.10.1 Edit Policy Reversal Record

This topic provides the systematic instructions to edit Policy Reversal record.

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

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

2.10.2 View Policy Reversal Record

This topic provides the systematic instructions to view Policy Reversal record.

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

1. Start the **Policy Reversal 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 **Policy Reversal Detail** screen is displayed.

2.10.3 Delete Policy Reversal Record

This topic provides the systematic instructions to delete Policy Reversal record.

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

1. Start the **Policy Reversal 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 **Policy Reversal 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 Policy Reversal Record

This topic provides the systematic instructions to authorize Policy Reversal record.

Authorize an unauthorized Policy Reversal Record in the system for it to be processed as follows:

1. Start the **Policy Reversal 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 **Policy Reversal 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 Policy Reversal Record

This topic provides the systematic instructions to amend Policy Reversal 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 **Policy Reversal 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 **Policy Reversal 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 Policy Reversal Record

This topic provides the systematic instructions to authorize amended Policy Reversal record.

Authorize an amended Policy Reversal 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.
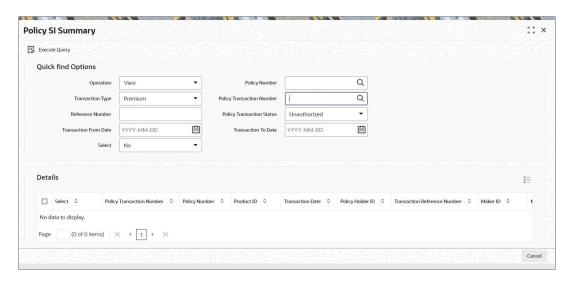
2.11 Process Policy SI Summary

This topic provides the systematic instructions to view, reverse, delete or authorize a policy transactions.

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

   The **Policy SI Summary** screen is displayed.

   Figure 2-30   Policy SI Summary

2. On **Policy SI Summary** screen, click **New** to enter the details.

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

   Table 2-29   Policy SI Summary - Field Description

Field	Description
Quick Find Options	This section displays the following details.
Operation	*Optional* Select the operation for policy transaction from the drop-down list. The list displays the following values: • **View** • **Reverse** • **Delete** • **Auth**

Table 2-29   (Cont.) Policy SI Summary - Field Description

Field	Description
Transaction Type	*Optional* Select the type of transaction from the drop-down list. The list displays the following values: • **Premium** • **Annuity** • **Tax on Annuity** • **Phase In** • **Periodic Fee Redemption** • **Policy Reinvestment** • **Policy Rebate**
Reference Number	*Alphanumeric; 16 Characters; Optional* Specify the reference number for the policy.
Transaction From Date	*Date Format; Optional* Specify the from date from which the policy SI transactions are to be fetched.
Select	*Optional* Select **Yes** from the drop-down list to select the policy transaction. Else select **No**.
Policy Number	*Alphanumeric; 16 Characters; Optional* Specify the policy number. Alternatively, you can select policy number from the option list. The list displays all valid policy number maintained in the system.
Policy Transaction Number	*Alphanumeric; 16 Characters; Optional* Specify the policy transaction number. Alternatively, you can select policy transaction number from the option list. The list displays all valid policy transaction number maintained in the system.
Policy Transaction Status	*Optional* Select the policy transaction status from the drop-down list. The list displays the following values: • **Unauthorized** • **Authorized/ UnAllotted** • **Allotted** • **Amend Before Allocation** • **Amend After Allocation** • **All**
Transaction To Date	*Date Format; Optional* Specify the to date up to which the policy SI transactions are to be fetched. Click the **Execute Query** button after specifying the necessary details.
Details	The system displays the following values.
Policy Transaction Number	*Display* The system defaults the selected policy transaction number. If the policy transaction number is not selected, then the system will show all the policy transactions satisfying the filter criteria.
Policy Number	*Display* The system displays the policy number

Table 2-29   (Cont.) Policy SI Summary - Field Description

Field	Description
Product ID	*Display* The system displays the Product ID for the policy.
Transaction Date	*Display* The system displays the Transaction date for the policy transaction.
Policy Holder ID	*Display* The system displays the Policy holder ID for the policy.
Transaction Reference Number	*Display* The system displays the Reference number for the policy transaction.
Maker ID	*Display* The system displays the Maker ID for the policy transaction.
Maker Date Stamp	*Display* The system displays the Maker date stamp for the policy transaction.
Checker ID	*Display* The system displays the Checker ID for the policy transaction.
Checker Date Stamp	*Display* The system displays the Checker date stamp for the policy transaction.
Auth Status	*Display* The system displays the Auth status for the policy transaction.
Status	*Display* The system displays the status of the operation carried on policy transaction.
Policy Transaction Status	*Display* The system displays the status of the policy transaction. **Note:** System in menu shows the operation code as per the operation selected by user in the screen.

3
Policy Transactions-TOPUP

This topic provides information on TOPUP Transactions.

A Policyholder can initiate any of the following transactions in a Policy that one has purchased:

- Top Ups
- Partial or Full Redemption Transactions, known as Surrender Transactions
- Partial or Full Switch Transactions

> **✎ Note:**
>
> Policy transactions can be carried out through the Agency Branch component only.

Policy Transactions can only be initiated into authorized policies for which the underlying initial investment transaction has already been generated. The Policy transaction must be authorized before it becomes effective and the underlying transactions are generated.

This topic contains the following sub-topics:

- Process Policy Transaction-TOPUP Detail
  This topic provides the systematic instructions to enter and save a Top Up transaction.
- Policy Transaction-TOPUP Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

3.1 Process Policy Transaction-TOPUP Detail

This topic provides the systematic instructions to enter and save a Top Up transaction.

After subscribing to a Policy in any of the Products of the AMC, the Policyholder may deem it necessary to increase his contribution in the Policy at any given point of time. In such an event, he can request for a Policy transaction to be initiated. Such investments are called **top ups** in the system.

The following are the steps you need to follow to enter and save a Top Up transaction.

- Start the **Policy Transaction-TOPUP Detail** screen.
- Enter information in the **Policy Transaction-TOPUP Detail** screen.
- Save the information entered.

Start the Policy Transaction-TOPUP Detail

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

   The **Policy Transaction-TOPUP Detail** screen is displayed.

Figure 3-1   Policy Transaction-TOPUP Detail

2. On **Policy Transaction-TOPUP Detail** screen, click **New** to enter the details.

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

Table 3-1   Policy Transaction-TOPUP Detail - Field Description

Field	Description
Policy Txn Number	*Display* This is a unique identification for the Policy transaction that is effected in this Policy. It is generated by the system when all details that are mandatory for the transaction profile have been successfully entered, and the transaction record is saved.
Transaction Reference Number	*Alphanumeric; 16 Characters; Optional* Specify a unique identification for this Policy transaction that will be used in all subsequent references to this transaction, before it is authorized.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Select the Policy on which this transaction is to be effected. You can use the **Find Policy Options** screen. The Policy selected must be an authorized, active Policy on which the underlying initial investment transaction has already been generated.
Policy Start Date	*Display* When you select the Policy Number, the start date of the selected Policy is displayed here.
Product ID	*Display* When the Policy is specified, the ID of the product under which the corresponding Policy has been created is displayed in this field.
Product Name	*Display* When the Policy is specified, the name of the product under which the corresponding Policy has been created is displayed in this field.
Policy Holder ID	*Display* When you specify the Policy Number, the ID of the Policy holder is displayed here.

Table 3-1   (Cont.) Policy Transaction-TOPUP Detail - Field Description

Field	Description
Name	*Display* When the Policy Number is selected, the name of the corresponding Policyholder is displayed here.
Policy Maturity Date	*Display* The maturity date of the Policy is taken from the Policy creation details and displayed here. You will not be allowed to change the same.
Policy Base Currency	*Display* The system displays the policy base currency.

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.

- Policy Fin Wizard Detail
  This topic provides the systematic instructions to know the details of the holdings in the funds.

- Ph Deal
  This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

- Transaction Details Tab
  This topic explains the transaction details tab of **Policy Transaction-TOPUP Detail** screen.

- Asset Allocation Tab
  This topic explains the asset allocation tab of **Policy Transaction-TOPUP Detail** screen.

- Payment Details Tab
  This topic explains the payment details tab of **Policy Transaction-TOPUP Detail** screen.

- Broker Details Tab
  This topic explains the broker details tab of **Policy Transaction-TOPUP Detail** screen.

- Load Override Details Tab
  This topic explains the load override details tab of **Policy Transaction-TOPUP Detail** screen.

- Add Info Tab
  This topic explains the additional information tab of **Policy Transaction-TOPUP Detail** screen.

- Processing Back Data Propagation for Transactions
  This topic provides information on processing Back Data Propagation for transactions.

3.1.1 Policy Fin Wizard Detail
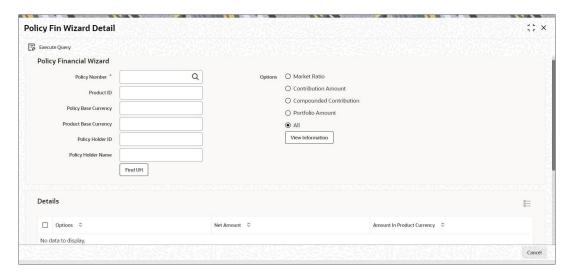
This topic provides the systematic instructions to know the details of the holdings in the funds.

1. On the Policy Transaction Detail screen, click the **Policy Financial Wizard** button.

    The **Policy Fin Wizard Detail** screen is displayed.

Figure 3-2   Policy Transaction-TOPUP Detail_Policy Financial Wizard Button

2. The Policy Financial Wizard enables a Policy Holder to know, at a glance, the value of his Policy and the details of his holdings in the funds.

   The following details are displayed:

   • **Policy Number**

   • **Product ID**

   • **Policy Base Currency**

   • **Product Base Currency**

   • **Policy Holder ID**

   • **Policy Holder Name**

3. You the view the details of the holdings in the **Options Section**.

   • **Market Ratio**

   • **Contribution Amount**

   • **Compounded Contribution**

   • **Portfolio Amount**

   • **All of the above**

4. On **Policy Fin Wizard Detail** screen, click **New** to enter the details.

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

Table 3-2   Policy Fin Wizard Detail - Field Description

Field	Description
Policy Financial Wizard	This section displays the following details.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Specify the policy number.
Product ID	*Alphanumeric; 10 Characters; Optional* The product ID of the LEP product gets displayed here. However, you can amend this value.

Table 3-2   (Cont.) Policy Fin Wizard Detail - Field Description

Field	Description
Policy Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the policy gets displayed here. However, you can amend this value.
Product Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the product gets displayed here. However, you can amend this value.
Policy Holder ID	*Alphanumeric; 12 Characters; Optional* The system displays the policy holder ID. However, you can amend this value.
Policy Holder Name	*Alphanumeric; 60 Characters; Optional* Policy Holder name will be displayed. However, you can amend this value.
Options	The details of the holdings that can be viewed are given below: • **Market Ratio** • **Contribution Amount** • **Compounded Contribution** • **Portfolio Amount** • **All** Select one of the options (the option **All** allows you to view all details together) and click **View Information** button. The position of the Policy Holder's investment is thus available at a glance, and will aid him, when transaction amounts are specified.
Details	This section displays the following values.
Options	*Display* Policy Financial Info details is displayed here as per the search criteria.
Net Amount	*Display* This displays the total policy holdings in each individual section.
Amount In Product Currency	*Display* The net amount in product base currency converted from policy base currency get displayed here.
Fund ID	*Display* Fund ID is displayed here.
Units	*Display* Policy Holdings under particular fund is displayed.
NAV	*Display* Net Asset Value is displayed.
Net Amount	*Display* Value of the Holdings in each fund is displayed.
Split Percentage	*Display* This displays the percentage of holdings in a fund from the total policy holdings.
Policy Number	*Display* The system displays the policy number.

5. Click **View Information** button in the **Policy Fin Wizard Detail** screen to view all details. Select one of the **Options** from (the option **All of the above** allows you to view all details together) the lists.

The position of the Policy Holder's investment and the holding value in product base currency are thus available at a glance, and will aid him when transaction amounts are specified.

The following details are displayed:

- **Options**
- **Net Amount**
- **Amount In Product Currency**
- **Fund ID**
- **Units**
- **NAV**
- **Net Amount**
- **Split Percentage**
- **Policy Number**

3.1.2 Ph Deal

This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

1. On the Policy Transaction Detail screen, click the **Ph Deal** button to view the details of all the deals set up for the unit holder.

The **Unitholder Deal Summary** screen is displayed.

Figure 3-3   Policy Transaction-TOPUP Detail_Ph Deal Button

2. On **Unitholder Deal Summary** screen, retrieve the details of a record by specifying the search criteria for the system to retrieve records.

You can retrieve records based on:

- **Authorization Status**

- **Record Status**

- **Unit Holder/ CIF Number**

- **Apply At CIF Level**

- **Apply Deal At**

- **Load ID**

- **Effective Start Date**

- **Effective End Date**

3. Click **Search** after you have specified the required details.

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

4. View the record details by double-clicking on the particular record.

   The details of the selected record will be displayed in the **Unitholder Deal Maintenance Detail** screen.

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

3.1.3 Transaction Details Tab

This topic explains the transaction details tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Transaction Details** tab.

   The **Transaction Details** are displayed.

Figure 3-4   Policy Transaction-TOPUP Detail_Transaction Details Tab

2. On **Transaction Details** Tab, specify the fields.

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

Table 3-3   Transaction Details - Field Description

Field	Description
Details	This section displays the following details.
Transaction Currency	*Alphanumeric; 3 Characters; Mandatory* When different currencies have been used in payment details, then you are required to enter the transaction currency. If you do not, then the system will default the corresponding Plan (or Policy) base currency from the Policy details record as the default transaction currency. If all the transaction currencies used in payment details are the same, then the system will default the same currency. You can change it to a transaction currency of your choice.
Currency Name	*Display* The system displays the name of the selected transaction currency.
Transaction Date	*Date Format; Mandatory* Specify the date for the transaction. You can enter a backdated transaction here, if backdated transactions are allowed in the corresponding product. If backdated transactions are not allowed, then this date must not be earlier than the Application Date. The system supports future dated policy transactions. Therefore, you can enter the transaction date of a policy greater than the system date.
Transaction Entry Date	*Date Format, Mandatory* The Transaction Entry Date signifies the date on which the transaction is entered into the system. By default, the application date is displayed in this field, and it cannot be altered.
Transaction Mode	*Mandatory* Select the mode of transaction from the drop-down list. The list displays the following values: • **Amount** • **Unit** • **Percent**
Balance Transfer	*Optional* Select if the balance has to be transferred or not from the drop-down list. The list displays the following values: • **Yes** • **No**
Transaction Amount	*Numeric, 30 Characters; Optional* Specify the investment amount of the transaction.
Top Up Inclusive?	*Mandatory* If the transaction is a top up transaction, select **Yes** box to indicate that it must be an inclusive top up transaction. When a top up is inclusive, the top up amount is considered immediately for the next annuity payment. If it is an exclusive top up, the top up amount is not considered for annuity payments till after the first anniversary date.
Funding Percentage	*Numeric; 5 Characters; Optional* The funding factor that is applicable to Policy transactions in this product, which would have been set up at Product definition level, is displayed here. You can override this value at this stage. This must be expressed as a percentage and cannot exceed one hundred percent.

Table 3-3   (Cont.) Transaction Details - Field Description

Field	Description
Include Interest in Investment	*Optional* Select, from the adjoining drop-down list, if the interest earned on the initial investment should be considered along with the initial investment for investment in the policy. If you select **Yes**, the interest amount will be included in the investment and a single transaction will be generated for both. You need to manually add the interest amount calculated in the settlement details to the transaction amount of the particular currency in the asset allocation details. For instance, if the interest amount is USD 1000 and the transaction amount is USD 100000, then you are required to add USD 1000 to the transaction amount for the currency USD in the asset allocation details. If you select **No**, the interest amount will be generated as a separate UT transaction.
Phase In To Be Cancelled	*Alphanumeric; 16 Characters; Optional* You could choose to cancel all, none or specific IDs of the active Phase-In setup.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub type of transaction.
Sub Type Description	*Display* The system displays the description for the selected sub type of transaction.
Interest Amount	*Display* The system computes the interest amount based on the interest calculation days and interest rate provided by you in the Interest Calculation Screen (explained below).
Transaction Category	*Alphanumeric; 1 Character; Optional* Specify the transaction category from the option list.
Description	*Display* The system displays the description for the selected transaction category.
Remarks	*Alphanumeric; 255 Characters; Optional* Specify remarks, if any.
Exchange Rate Details:	The policy transaction currency can be different from the base currency of the policy. In this section, you can maintain the details related to the exchange rate to be used for currency conversion.
Amount Applied	*Display* The amount calculated based on the exchange rate specified gets displayed here, after the calculation.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source from which the exchange rate is obtained or select the source ID from the option list provided.
FX Deal Date	*Date Format; Optional* Specify the FX deal date.

Table 3-3   (Cont.) Transaction Details - Field Description

Field	Description
Exchange Rate Applied	*Numeric; 21 Characters; Optional* The exchange rate corresponding to the combination of policy base currency and policy transaction currency gets displayed here. The exchange rate for a top-up transaction will be between the transaction currency and policy base currency.
Override Exchange Rate?	*Optional* Select the option to indicate if you wish to override the exchange rate that gets defaulted. Select **Yes** to indicate that you wish to override the exchange rate and **No** to indicate otherwise.
FX Value Date	*Date Format; Optional* Specify the FX value date.

3. Click the **Enrich** button to calculate the amount using the exchange rate specified.

The interest amount associated with the policy transaction also gets converted to policy base currency based on the exchange rate specified.

3.1.4 Asset Allocation Tab

This topic explains the asset allocation tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Asset Allocation** tab.

The **Asset Allocation** details are displayed.

Figure 3-5   Policy Transaction-TOPUP Detail_Asset Allocation Tab

2. Capture the fund-wise pattern of distribution of the investment amount in the **Asset Allocation Details** section of this tab. If the initial contribution that you enter is in different currencies, you need to mention the currency-wise details here.

3. On **Asset Allocation** tab, specify the fields.

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

Table 3-4   Asset Allocation - Field Description

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Select the required funds. All the funds mapped for the selected product are displayed in the option list.
Fund Name	*Display* The system displays the name of the selected fund ID.
Ratio	*Numeric; 15 Characters; Optional* Specify the portion of the units that are to be invested in each of the selected funds. Specify the percentage of the amount that must be invested in each of the selected funds. The sum of all such percentages must add up to 100, and not fall below or exceed it. The percentages specified here must not be fractional. The latest investment ratio applicable for the Policy is displayed here when the form is opened. These values can be amended, and you can specify the required percentages. If there are many currencies specified as part of settlements, then the system will not allow you to enter a ratio. Instead you need to enter the transaction currency and transaction amount for each currency. The system will compute and display the ratio based on the currency and amount details provided. To calculate the ratio, the transaction amounts will be converted to policy transaction currency based on the exchange rate defined in settlements. If the settlements are maintained in only one currency, then you can enter either the ratio or the transaction amount.
Transaction Amount	*Numeric; 30 Characters; Optional* Specify the portion of the transaction amount that is to be invested in each of the selected funds. If different currencies have been mentioned in settlements, then you can specify only the transaction amount. The system will default the ratio. If all the currencies in settlements are the same, then you can specify either the transaction amount or the ratio. **Note:** • If you have checked the **Include Interest in Investment** box, then the total of settlement and interest amounts for each currency needs to be equal to the asset allocation transaction amount for the currency. You need to manually add the interest amount calculated in the settlement details to the transaction amount for the particular currency in the asset allocation details. • If the **Include Interest in Investment** box has not been checked, then sum of currency wise settlement amount should be equal to the asset allocation transaction amount for the currency.
Units	*Numeric; 12 Characters; Optional* Specify the portion of the units that are to be invested in each of the selected funds.
WAC	*Numeric; 30 Characters; Optional* Enter the **Weighted Average Cost**.

Table 3-4   (Cont.) Asset Allocation - Field Description

Field	Description
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency for the initial contribution. If many currencies have been mentioned in the settlements, then you are required to enter the amount for individual currencies. You can specify a transaction currency only if the transaction is amount-based.
Exchange Rate Source	*Alphanumeric; 6 Characters; Optional* The system will display the exchange source maintained at the default set-up in system parameters. You can change it by selecting the required exchange rate source from the adjoining option list. This will be used by the system to convert the transaction amount in terms of fund base currency.
Override Exchange Rate?	*Optional* Select **Yes** if you wish to change the exchange rate that is displayed here. If you select **Yes**, however, you need to specify the exchange rate to be used for the transaction in the **Exchange Rate Applied** field. Select **No** if you wish to retain the exchange rate that is displayed by the system.
Exchange Rate Applied	*Numeric; 21 Characters; Optional* The system will default the exchange rate available for the currency based on the exchange source specified. If you have elected to override the exchange rate, you need to enter the exchange rate to be used here. If exchange rate is not available, then the system will generate the transactions as incomplete ones. Such transactions can be enriched later through the **Policy Transaction Enrichment Screen**.
FX Deal Date	*Date Format; Optional* The system will default the transaction date of the policy top-up transaction here. You can change it if required.
FX Value Date	*Date Format; Optional* The system will default the transaction date of the policy top-up transaction here. You can change it if required.
KIID Compliant	*Optional* Select if the policy is KIID compliant or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No**

3.1.5 Payment Details Tab

This topic explains the payment details tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Payment Details** tab to capture the details of payments made by the Policy Holder towards processing of the transaction in this tab.

   The **Payment Details** are displayed.

Figure 3-6   Policy Transaction-TOPUP Detail_Payment Details Tab

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

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

Table 3-5   Payment Details - Field Description

Field	Description
Payment Details	This section displays the following details.
Bank Code	*Alphanumeric; 12 Characters; Optional* Select the bank code from the option list.
Description	*Display* The system displays the description for the selected bank code.
Branch Code	*Alphanumeric; 12 Characters; Optional* Select the branch code from the option list.
Branch Name	*Display* The system displays the name of the selected branch code.
Cheque Number	*Alphanumeric; 16 Characters; Optional* Enter the cheque number of the cheque /draft number of the demand draft by which the payment is being made.
Clearing Date	*Date Format, Optional* Specify the clearing date of the payment.
Cheque Date	*Date Format, Optional* Enter the cheque date of the cheque /draft number of the demand draft by which the payment is being made.
Account Operation Type	*Display* The system displays the type of account operation.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Payment Mode	*Alphanumeric; 2 Characters; Optional* Specify the mode through which the payment is made by the Policy holder.

Table 3-5   (Cont.) Payment Details - Field Description

Field	Description
Payment Type	*Optional* Select whether the payment will be made by the Policy holder or a third party from the drop-down list.
Payment Date	*Date Format; Mandatory* Specify the date on which the initial investment was done. You can deposit the amount in different currencies and on different dates.
Payment Currency	*Alphanumeric; 3 Characters; Optional* Enter the currency in which the initial investment is being done. The initial amount can be deposited in multiple currencies.
Payment Amount	*Numeric; 30 Characters; Optional* Enter the initial investment amount being paid in the particular currency.
Account Type	*Alphanumeric; 1 Characters; Optional* Select the account type of the transfer account.
Account Number	*Alphanumeric; 20 Characters; Optional* Specify the number of the transfer account.
Account Currency	*Display* The transaction currency is displayed. You are not allowed to change this value.
Account Holder Name	*Alphanumeric; 16 Characters; Optional* Specify the account holder name.
Exchange Rate Details	This section displays the following details.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source ID.
Exchange Rate Applied	*Numeric; 15 Characters; Optional* Specify the applied exchange rate.
Transaction Currency Amount	*Numeric; 30 Characters; Optional* Specify the transaction currency amount.
Override Exchange Rate?	*Optional* Select if exchange rate has to be overridden or not from the drop-down list. The list displays the following values: • **Yes** • **No**
FX Deal Date	*Date Format; Optional* Specify the FX deal date.

Table 3-5   (Cont.) Payment Details - Field Description

Field	Description
FX Value Date	*Date Format; Optional* Specify the FX value date. However if required you can override the default values and input new values. If exchange rate details are not available for any settlement when the transaction or policy is entered, the system will not generate a UT transaction. Once all the settlement details have been enriched in the **Policy Transaction Exchange Rate Enrichment** screen and the **FCIS Enrich Exchange Rate Detail** screen, the system will compute the transaction amount and generate the UT transaction. If it is not enriched, then the system will pick the exchange rate during EOD and generate the UT transaction.

- Interest Details
  This topic provides the systematic instructions to calculate and display the interest amount in the **Policy Transaction-TOPUP Detail** screen.

3.1.5.1 Interest Details

This topic provides the systematic instructions to calculate and display the interest amount in the **Policy Transaction-TOPUP Detail** screen.

1. Click the **Enrich** button in the **Transaction Detail** tab.

   If the investment amount has been deposited prior to the transaction date, the system will calculate and display the interest on the payment amount in the **Policy Information** tab. The interest will be calculated from the date of payment till the transaction date.

2. Click **Calculate Interest** button to process the **Settlement Details** screen.

   The system will calculate and display the interest amount in the **Interest Amount** field in the same screen.

3. On **Interest Details section**, specify the fields.

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

Table 3-6   Interest Details - Field Description

Field	Description
Interest Details	This section displays the following details.
Interest Rate	*Numeric; 30 Characters; Optional* Enter the rate of interest that is to be used to calculate interest amount for the particular currency. Alternatively, you can maintain the interest rate in the **Interest Rate Maintenance** screen. If you do not maintain an interest rate, the system will take it as null.
Interest Amount	*Numeric; 30 Characters; Optional* Specify the interest amount.

Table 3-6   (Cont.) Interest Details - Field Description
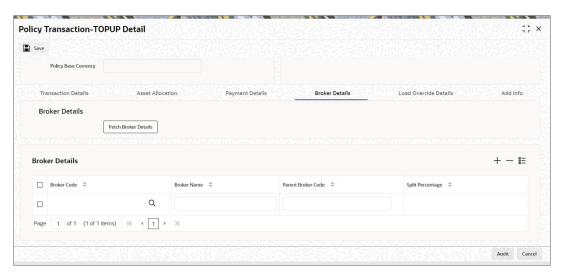
Field	Description
Interest Amount in Transaction Currency	*Display* The system computes and displays the interest amount in terms of the transaction currency.
Interest Calc. Days	*Numeric; 30 Characters; Optional* Specify the number of days for which interest calculation has to be done for a policy top-up based on the payment date and transaction date.
Basis Days	*Optional* Select the interest basis days, based on which the interest will be calculated. The options available are: • **360 days** • **365 days**

3.1.6 Broker Details Tab

This topic explains the broker details tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Broker Details** tab.

   The **Broker Details** are displayed.

Figure 3-7   Policy Transaction-TOPUP Detail_Broker Details Tab

2. Click the **Fetch Broker Details** button to view the broker details.

   However, you can amend the values.

3. On **Broker Details** tab, specify the fields.

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

Table 3-7   Broker Details - Field Description

Field	Description
Broker Code	*Alphanumeric; 12 Characters; Optional* Specify the broker code from the option list.
Broker Name	*Display* Upon selection of the broker code, the system displays the name of the selected broker code.
Parent Broker Code	*Display* The system displays the parent broker code.
Split Percentage	Numeric; 5 Characters;, Mandatory if you select any broker in the Intermediary field. Specify the percentage of the commission that the selected broker is entitled to receive on any transactions put through for the investor. This percentage must not exceed one hundred percent. **Note:** If you specify more than one broker in this section, the split percentages for all brokers, when summed up, must not exceed or fall below one hundred percent.
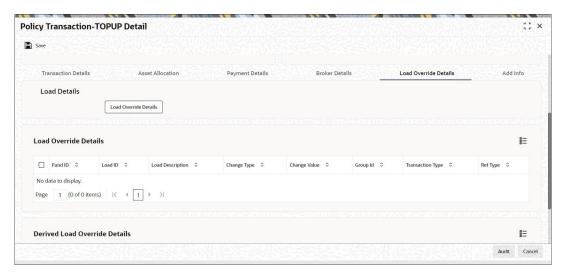
3.1.7 Load Override Details Tab

This topic explains the load override details tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Load Override Details** tab to override or alter the value of load mapped to the selected fund.

   The **Load Override Details** are displayed.

Figure 3-8   Policy Transaction-TOPUP Detail_Load Override Details Tab

2. You can override or alter the value of load mapped to the selected fund. You can do so in the **Load Override Details** screen which is processed when you click on the **Load Override Details** Link.

   The following details are displayed:

   • If you click **Load Override Details** button, the system defaults the load details.

- If you do not click this button, then the system will not default even if the fund has load. In this case, load will get computed during allocation only.

3. On **Load Override Details**, specify the fields.

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

Table 3-8   Load Override Details - Field Description

Field	Description
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the allocation time load that has been mapped to the fund for the transaction type is displayed here. The load ID is displayed as a link. Click the ID link to view details of the load. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The description of the allocation time load that has been mapped to the fund for the transaction type is displayed here.
Change Value	*Display* The system displays the change value details.
Change Type	*Display* When you override or alter an allocation time load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)
Group ID	*Display* The system displays the group ID.
Transaction Type	*Display* The system displays the transaction type.
Ref Type	*Display* The system displays the reference type.
Derived Load Override Details	The system displays the following values.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The system displays the load ID.
Load Description	*Display* The system displays the load description.
Parent Load ID	*Display* The system displays the parent load ID.
Load Description	*Display* The system displays the load description.

ORACLE

Table 3-8 (Cont.) Load Override Details - Field Description

Field	Description
Change Type	*Display* The system displays the change type.
Change Value	*Display* The system displays the change value.
Transaction Type	*Display* The system displays the transaction type.
Ref Type	*Display* The system displays the reference type.
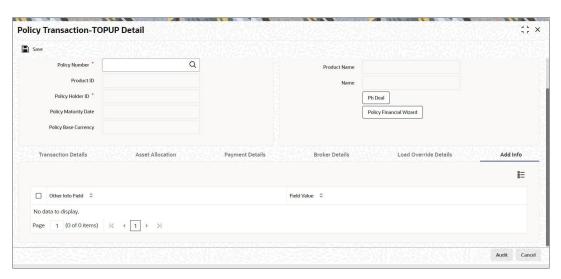
3.1.8 Add Info Tab

This topic explains the additional information tab of **Policy Transaction-TOPUP Detail** screen.

1. On **Policy Transaction-TOPUP Detail** screen, click **Add Info** tab.

   The **Additional Information** details are displayed.

   Figure 3-9 Policy Transaction-TOPUP Detail_Add Info Tab

2. On **Add Info Tab**, specify the fields.

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

   Table 3-9 Add Info - Field Description

Field	Description
Other Info Field	*Display* The system displays the other information.
Field Value	*Alphanumeric; 60 Characters; Optional* Specify the field values.

3.1.9 Processing Back Data Propagation for Transactions

This topic provides information on processing Back Data Propagation for transactions.

1. You can correct erroneous transactions as well as enter those that have been missed out and compute the effect these have on the current holdings of the unit holder through the back data propagation process.

   To facilitate this propagation process, two schemas are used:

   • The Business (or normal) schema

   • The Report schema

2. You are required to enter the correct data in the business schema for the required transactions and select these for propagation, again from the business schema. The transactions will be simulated in the report schema and the results can be viewed in the business schema.

   Refer to the topic *Back Data Propagation* for more details on the back data propagation process.

3.2 Policy Transaction-TOPUP Summary
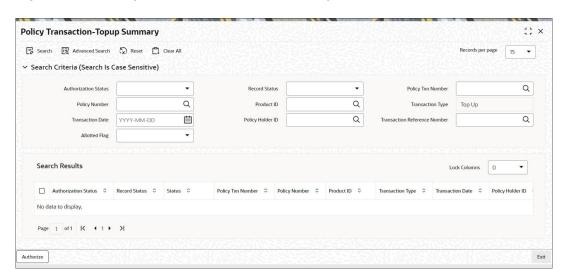
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Transaction-TOPUP Record

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

   The **Policy Transaction-TOPUP Summary** screen is displayed.

Figure 3-10   Policy Transaction-TOPUP Summary

2. On **Policy Transaction-TOPUP 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 Transaction Number**
- **Policy Number**
- **Product ID**
- **Transaction Type**
- **Transaction Date**
- **Policy Holder ID**
- **Transaction Reference Number**
- **Allotted Flag**

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 Policy Number 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.
   - Search by %: System will fetch all the records maintained.

- Edit Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to edit Policy Transaction-TOPUP record.

- View Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to view Policy Transaction-TOPUP record.

- Delete Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to delete Policy Transaction-TOPUP record.

- Authorize Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to authorize Policy Transaction-TOPUP record.

- Amend Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to amend Policy Transaction-TOPUP record.

- Authorize Amended Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to authorize amended Policy Transaction-TOPUP record.

- Reverse Policy Transaction-TOPUP Record
  This topic provides the systematic instructions to reverse Policy Transaction-TOPUP record.

3.2.1 Edit Policy Transaction-TOPUP Record

This topic provides the systematic instructions to edit Policy Transaction-TOPUP record.

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

1. Start the **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP Detail** screen is closed and the changes made are reflected in the **Policy Transaction-TOPUP Summary** screen.

3.2.2 View Policy Transaction-TOPUP Record

This topic provides the systematic instructions to view Policy Transaction-TOPUP record.

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

1. Start the **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP Detail** screen is displayed.

3.2.3 Delete Policy Transaction-TOPUP Record

This topic provides the systematic instructions to delete Policy Transaction-TOPUP record.

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

1. Start the **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP Detail** screen is displayed.

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

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

3.2.4 Authorize Policy Transaction-TOPUP Record

This topic provides the systematic instructions to authorize Policy Transaction-TOPUP record.

Authorize an unauthorized Policy Transaction-TOPUP Record in the system for it to be processed as follows:

1. Start the **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP Detail** screen is displayed.

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

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

3.2.5 Amend Policy Transaction-TOPUP Record

This topic provides the systematic instructions to amend Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP 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 **Policy Transaction-TOPUP 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.

3.2.6 Authorize Amended Policy Transaction-TOPUP Record

This topic provides the systematic instructions to authorize amended Policy Transaction-TOPUP record.

Authorize an amended Policy Transaction-TOPUP 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.

3.2.7 Reverse Policy Transaction-TOPUP Record

This topic provides the systematic instructions to reverse Policy Transaction-TOPUP record.

You can reverse a policy that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Start the **Policy Transaction-TOPUP Summary** screen from the Browser.

2. Select the status of the record that you want to retrieve for reversal.

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 reverse in the list of displayed records.

   The **Policy Transaction-TOPUP Detail** screen is displayed.

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

   The system prompts you to confirm the reversal of record.

6. Click **Save** button to save your changes.

4

Policy Transactions-Switch

This topic provides information on Switch Transactions.

A Policy Holder can initiate any of the following transactions in a policy that he has purchased:

- Top Ups
- Partial or Full Redemption Transactions, known as Surrender Transactions
- Partial or Full Switch Transactions

> **✎ Note:**
>
> Policy transactions can be carried out through the Agency Branch component only.

Policy Transactions can only be initiated into authorized policies for which the underlying initial investment transaction has already been generated. The policy transaction must be authorized before it becomes effective and the underlying transactions are generated.

This topic contains the following sub-topics:

- Process Policy Transaction-Switch Detail
  This topic provides the systematic instructions to enter and save a switch transaction.
- Policy Transaction-Switch Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

4.1 Process Policy Transaction-Switch Detail

This topic provides the systematic instructions to enter and save a switch transaction.

A partial or total switch transaction is effected when a Policy Holder chooses to re-allocate his assets in the underlying funds of the policy. As a result, he re-distributes his investment in some or all funds of the policy. He may choose to invest in a different fund set or change his investment ratios in the same funds. The funds he wishes to invest should be mapped as allowable portfolios for the product.

In the system, a switch transaction is processed as two separate transaction:

- The first involving a redemption from the first or **From** fund, and
- The second involving a subscription to the second or **To** fund

The following are the steps you need to follow to enter and save a **Switch** Transaction. Each of these steps is explained in detail in subsequent sections.
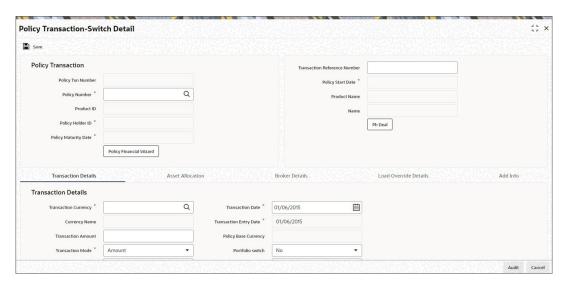
- Start the **Policy Transaction-Switch Detail** screen.
- Enter information in the **Policy Transaction-Switch Detail** screen.
- Save the information entered.

Invoke Policy Transaction-Switch Detail

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

   The **Policy Transaction-Switch Detail** screen is displayed.

   Figure 4-1   Policy Transaction-Switch Detail

2. On **Policy Transaction-Switch Detail** screen, click **New** to enter the details.

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

   Table 4-1   Policy Transaction-Switch Detail - Field Description

Field	Description
Policy Transaction	In the Policy Transaction section, you will have to enter information in the following fields.
Policy Txn Number	*Display* This is a unique identification for the policy transaction that is effected in this policy. It is generated by the system when all details that are mandatory for the transaction profile have been successfully entered, and the transaction record is saved.
Transaction Reference Number	*Alphanumeric; 16 Characters; Optional* Specify a unique identification for this policy transaction that will be used in all subsequent references to this transaction, before it is authorized.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Select the policy on which this transaction is to be effected from the option list. The policy selected must be an authorized, active policy on which the underlying initial investment transaction has already been generated.
Policy Start Date	*Display* When you select the Policy Number, the start date of the selected Policy is displayed here.
Product ID	*Display* When the Policy is specified, the ID of the Product under which the corresponding Policy has been created is displayed in this field.

Table 4-1   (Cont.) Policy Transaction-Switch Detail - Field Description

Field	Description
Product Name	*Display* When the Policy is specified, the name of the Product under which the corresponding Policy has been created is displayed in this field.
Policy Holder ID	*Display* When you specify the Policy Number, the ID of the Policy holder is displayed here.
Name	*Display* When the Policy Number is selected, the name of the corresponding Policyholder is displayed here.
Policy Maturity Date	*Display* The Maturity Date of the Policy is taken from the policy creation details and displayed here. You will not be allowed to change the same. You will also have to enter information in the fields in the following tabs in this screen: • **Transaction Details** • **Asset Allocation** • **Brokers Details**

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.

- Policy Fin Wizard Detail
  This topic provides the systematic instructions to know the details of the holdings in the funds.

- Ph Deal
  This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

- Transaction Details Tab
  This topic explains the transaction details tab of **Policy Transaction-Switch Detail** screen.

- Asset Allocation Tab
  This topic explains the asset allocation tab of **Policy Transaction-Switch Detail** screen.

- Broker Details Tab
  This topic explains the broker details tab of **Policy Transaction-Switch Detail** screen.

- Load Override Details Tab
  This topic explains the load override details tab of **Policy Transaction-Switch Detail** screen.

- Add Info Tab
  This topic explains the add info tab of **Policy Transaction-Switch Detail** screen.

- Un-Allotted Fee Transaction
  This topic provides information on Un-Allotted Fee Transaction.

- Processing Back Data Propagation for Transactions
  This topic provides information on processing Back Data Propagation for transactions.
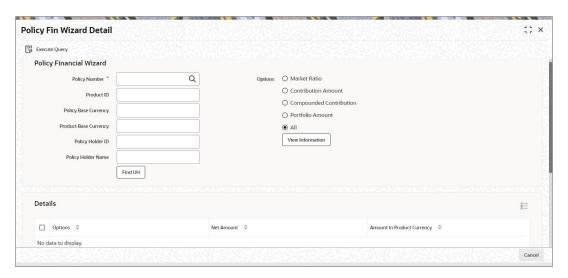
4.1.1 Policy Fin Wizard Detail

This topic provides the systematic instructions to know the details of the holdings in the funds.

1. On the Policy Transaction Detail screen, click the **Policy Financial Wizard** button.

   The **Policy Fin Wizard Detail** screen is displayed.

Figure 4-2   Policy Transaction-TOPUP Detail_Policy Financial Wizard Button

2. The Policy Financial Wizard enables a Policy Holder to know, at a glance, the value of his Policy and the details of his holdings in the funds.

   The following details are displayed:

   - **Policy Number**
   - **Product ID**
   - **Policy Base Currency**
   - **Product Base Currency**
   - **Policy Holder ID**
   - **Policy Holder Name**

3. You the view the details of the holdings in the **Options Section**.

   - **Market Ratio**
   - **Contribution Amount**
   - **Compounded Contribution**
   - **Portfolio Amount**
   - **All of the above**

4. On **Policy Fin Wizard Detail** screen, click **New** to enter the details.

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

Table 4-2   Policy Fin Wizard Detail - Field Description

Field	Description
Policy Financial Wizard	This section displays the following details.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Specify the policy number.
Product ID	*Alphanumeric; 10 Characters; Optional* The product ID of the LEP product gets displayed here. However, you can amend this value.
Policy Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the policy gets displayed here. However, you can amend this value.
Product Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the product gets displayed here. However, you can amend this value.
Policy Holder ID	*Alphanumeric; 12 Characters; Optional* The system displays the policy holder ID. However, you can amend this value.
Policy Holder Name	*Alphanumeric; 60 Characters; Optional* Policy Holder name will be displayed. However, you can amend this value.
Options	The details of the holdings that can be viewed are given below: • **Market Ratio** • **Contribution Amount** • **Compounded Contribution** • **Portfolio Amount** • **All** Select one of the options (the option **All** allows you to view all details together) and click **View Information** button. The position of the Policy Holder's investment is thus available at a glance, and will aid him, when transaction amounts are specified.
Details	This section displays the following values.
Options	*Display* Policy Financial Info details is displayed here as per the search criteria.
Net Amount	*Display* This displays the total policy holdings in each individual section.
Amount In Product Currency	*Display* The net amount in product base currency converted from policy base currency get displayed here.
Fund ID	*Display* Fund ID is displayed here.
Units	*Display* Policy Holdings under particular fund is displayed.
NAV	*Display* Net Asset Value is displayed.
Net Amount	*Display* Value of the Holdings in each fund is displayed.

Table 4-2   (Cont.) Policy Fin Wizard Detail - Field Description

Field	Description
Split Percentage	*Display* This displays the percentage of holdings in a fund from the total policy holdings.
Policy Number	*Display* The system displays the policy number.

5. Click **View Information** button in the **Policy Fin Wizard Detail** screen to view all details. Select one of the **Options** from (the option **All of the above** allows you to view all details together) the lists.

   The position of the Policy Holder's investment and the holding value in product base currency are thus available at a glance, and will aid him when transaction amounts are specified.

   The following details are displayed:

   • **Options**

   • **Net Amount**

   • **Amount In Product Currency**

   • **Fund ID**

   • **Units**

   • **NAV**

   • **Net Amount**

   • **Split Percentage**

   • **Policy Number**

4.1.2 Ph Deal
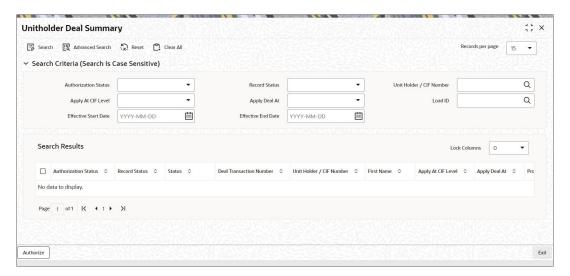
This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

1. On the Policy Transaction Detail screen, click the **Ph Deal** button to view the details of all the deals set up for the unit holder.

   The **Unitholder Deal Summary** screen is displayed.

Figure 4-3   Policy Transaction-TOPUP Detail_Ph Deal Button

2. On **Unitholder Deal Summary** screen, retrieve the details of a record by specifying the search criteria for the system to retrieve records.

   You can retrieve records based on:

   • **Authorization Status**

   • **Record Status**

   • **Unit Holder/ CIF Number**

   • **Apply At CIF Level**

   • **Apply Deal At**

   • **Load ID**

   • **Effective Start Date**

   • **Effective End Date**

3. Click **Search** after you have specified the required details.

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

4. View the record details by double-clicking on the particular record.

   The details of the selected record will be displayed in the **Unitholder Deal Maintenance Detail** screen.

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

4.1.3 Transaction Details Tab

This topic explains the transaction details tab of **Policy Transaction-Switch Detail** screen.

1. On the **Policy Transaction-Switch Detail** screen, click **Transaction Details** tab.

   The **Transaction Details** are displayed.

Figure 4-4   Policy Transaction-Switch Detail_Transaction Details Tab

2. On **Transaction Details Tab**, specify the fields.

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

Table 4-3   Transaction Details - Field Description

Field	Description
Transaction Details	This section displays the following details.
Transaction Currency	*Alphanumeric; 3 Characters; Mandatory*
	If the switch is done in a currency other than the policy base currency, then you are required to specify the transaction currency. If you do not, then the system will default the base currency of the corresponding policy or plan from the Policy details record as the transaction currency.
Currency Name	*Display*
	The system displays the currency name for the selected transaction currency.
Transaction Date	*Date Format; Mandatory*
	Specify the date for the transaction. You can enter a backdated transaction here, if backdated transactions are allowed in the corresponding product. If backdated transactions are not allowed, then this date must not be earlier than the application date.
	The Transaction Date must be earlier than the End Date of the Policy, and must not be a holiday. The transaction date cannot be earlier than the first Rule Effective Date of the policy.
Transaction Entry Date	*Display*
	The Transaction Entry Date signifies the date on which the transaction is entered into the system. By default, the application date is displayed in this field, and it cannot be altered.

Table 4-3   (Cont.) Transaction Details - Field Description

Field	Description
Transaction Amount	Numeric; 30 Characters; Mandatory if the **Transaction Mode** is **Amount**
	Specify the investment amount of the transaction.
	On saving amount based policy switch transactions, the system will compute the market value of policy across all funds.
	If the transaction amount is greater than the threshold limit of policy market value, the system will display the following error message `Transaction amount exceeds threshold limit of the policy market value. Please use transaction mode as percentage - % to ensure guaranteed execution of transaction.`
	You will then have to change the **Transaction Mode** to **Percentage** and indicate the percentage as 100%
	.
Policy Base Currency	*Display*
	When the Policy is selected, the corresponding Plan (or Policy) Base Currency is displayed here from the policy details record. This currency cannot be changed at this stage.
Transaction Mode	*Mandatory*
	Select the mode in which the transaction must be put through, from the drop-down list. Transactions can be put through either by amount, percentage and units of holdings.
	If you select the option **Units** then the system defaults the following fields:
	• **Transaction Amount** and **Percentage Holding** field will be disabled and default amount will be zero.
Portfolio Switch	*Optional*
	Select **Yes** to indicate the switch is a complete or partial switch transaction within the funds in which the investor as invested. Portfolio switch is applicable to both transaction put through by amount or by percentage of holdings.
Percentage Holding	*Numeric; 5 Characters;, Mandatory if Transaction Mode is 'Percent'*
	If the specified **Transaction Mode** is **Percentage of Holdings**, then specify the percentage of the Policy Holder's holdings that is to be reckoned as the transaction amount for this transaction.
	When you specify this percentage, the transaction amount is computed and displayed in the **Transaction Amount** field, and locked.
	The percentage you specify here must not exceed one hundred.
Remarks	*Alphanumeric, 255 Characters; Optional*
	Enter a brief description of the transaction, or any applicable remarks about the transaction.
Transaction Category	*Alphanumeric; 1 Character; Optional*
	Select the transaction category from the adjoining option list.
Description	*Display*
	The system displays the description for the selected transaction category.
Sub Type	*Alphanumeric; 3 Characters; Mandatory*
	Specify the sub type of transaction.

Table 4-3   (Cont.) Transaction Details - Field Description

Field	Description
Sub Type Description	*Display* The system displays the description for the selected sub type.
Exchange Rate Details	The policy transaction currency can be different from the base currency of the policy. In this section, you can maintain the details related to the exchange rate to be used for currency conversion.
Amount Applied	*Display* The amount calculated based on the exchange rate specified gets displayed here, after the calculation.
Source ID	*Alphanumeric; 6 Characters; Optional* Specify the source from which the exchange rate is obtained or select the source ID from the option list provided.
FX Deal Date	*Date Format; Optional* Specify the FX deal date.
Exchange Rate Applied	*Numeric; 15 Characters; Optional* The exchange rate corresponding to the combination of policy base currency and policy transaction currency gets displayed here. The exchange rate for a switch transaction will be between policy base currency and transaction currency.
Override Exchange Rate	*Optional* Select the option to indicate if you wish to override the exchange rate that gets defaulted. Select **Yes** to indicate that you wish to override the exchange rate and **No** to indicate otherwise.
FX Value Date	*Date Format; Optional* Specify the FX value date.

3. Click the **Enrich** button to display the transaction details.
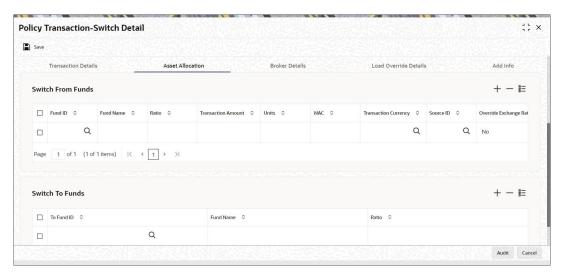
4.1.4 Asset Allocation Tab

This topic explains the asset allocation tab of **Policy Transaction-Switch Detail** screen.

1. On **Policy Transaction-Switch Detail** screen, click **Asset Allocation** tab.

   The **Asset Allocation** details are displayed.

Figure 4-5   Policy Transaction-Switch Detail_Asset Allocation Tab

2. If the transaction amount that you enter is in different currencies, you need to mention the currency-wise details here. Capture the funds from which the investment amount is being moved, in the **Asset Allocation Details** section of this tab.

3. On **Asset Allocation Tab**, specify the fields.

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

Table 4-4   Asset Allocation - Field Description

Field	Description
Switch From Funds	This section displays the following details.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected Product where the Policy holder has a balance are displayed in the option list. Select funds FROM which you are moving the investment amount.
Fund Name	*Display* The system displays the name for the selected fund ID.

Table 4-4   (Cont.) Asset Allocation - Field Description

Field	Description
Ratio	*Numeric; 9 Characters; Optional* Specify the percentage of the amount that must be invested in each of the selected funds. The sum of all such percentages must add up to 100, and not fall below or exceed it. The percentages specified here must not be fractional. Typically, this field is only applicable for transactions for which the Transaction Mode is **Percentage**. **Note:** If you have specified the investment amounts in each fund, the investment ratios are computed and displayed here, and this field is locked. The latest investment ratio applicable for the Policy is displayed here when the form is opened. These values can be amended, and you can specify the required percentages. If there are many currencies specified as part of settlements, then the system will not allow you to enter a ratio. Instead you need to enter the transaction currency and transaction amount for each currency. The system will compute and display the ratio based on the currency and amount details provided. To calculate the ratio, the transaction amounts will be converted to policy transaction currency based on the exchange rate defined in settlements. If the settlements are maintained in only one currency, then you can enter either the ratio or the transaction amount.
Transaction Amount	*Numeric; 30 Characters; Optional* Specify the portion of the transaction amount/units that are to be invested in each of the selected funds. The sum of these amount/units must not be greater than the total transaction amount/units specified in the transaction details tab for this transaction. If different currencies have been mentioned in settlements, then you can specify only the transaction amount. The system will default the ratio. If all the currencies in settlements are the same, then you can specify either the transaction amount or the ratio. **Note:** If you have specified the investment ratios in each fund, the investment amounts are computed and displayed here, and this field is locked.
Units	*Numeric; 27 Characters; Optional* Specify the units.
WAC	*Numeric; 30 Characters; Optional* Enter the Weighted Average Cost.
Transaction Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency for the initial contribution. If many currencies have been mentioned in the settlements, then you are required to enter the amount for individual currencies. You can specify a transaction currency only if the transaction is amount-based.
Source ID	*Alphanumeric; 6 Characters; Optional* The system will display the exchange source maintained at the default set-up in system parameters. You can change it by selecting the required exchange rate source from the adjoining option list. This will be used by the system to convert the transaction amount in terms of fund base currency.

Table 4-4   (Cont.) Asset Allocation - Field Description

Field	Description
Override Exchange Rate?	*Optional* Select **Yes** if you wish to change the exchange rate that is displayed here. If you select **Yes**, however, you need to specify the exchange rate to be used for the transaction in the **Exchange Rate Applied** field. Select **No** if you wish to retain the exchange rate that is displayed by the system.
Exchange Rate Applied	*Numeric; 21 Characters; Optional* The system will default the exchange rate available for the currency based on the exchange source specified. If you have elected to override the exchange rate, you need to enter the exchange rate to be used here. If exchange rate is not available, then the system will generate the transactions as incomplete ones. Such transactions can be enriched later through the **Policy Transaction Enrichment Screen**.
FX Deal Date	*Date Format; Optional* Select the FX deal date from the adjoining calendar.
FX Value Date	*Date Format; Optional* Select the FX value date from the adjoining calendar.
Auto Clear Provisional Balance	*Mandatory* For a complete switch transaction, you can use this field to indicate that the outflow transaction should include units in provisional balance. If the policy transaction already has an underlying UT transaction with this option checked, then system throws up a warning and tracks the provisionally allotted transactions for auto clearing.
Auto Clear Reinvestments	*Mandatory* Use this field to indicate that for a complete switch transaction, the out flow transaction should include freeze held and reinvestment units. **Note:** The **Auto Clear Provisional Balance** and **Auto Clear Reinvestments** fields will be checked or unchecked based on the specification for the same in the policy maintenance screen. However, you can change the defaulted value. These options will be enabled if the Percentage of Holdings is **100**.
KIID Compliant	*Optional* Select if the policy is KIID compliant or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No**
Switch To Funds	You can capture the funds INTO which the investment amount is being moved in the Switch Asset Allocation Details Section.
To Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product are displayed in the option list. Select funds INTO which you are moving the investment amount.
Fund Name	*Display* The system displays the fund name for the selected To Fund ID.

Table 4-4   (Cont.) Asset Allocation - Field Description
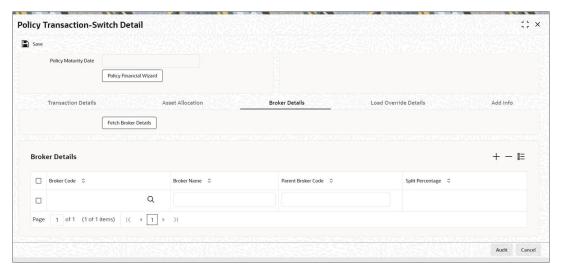
Field	Description
Ratio	*Numeric; 9 Characters; Mandatory* Specify the ratio. You can click **Delete** icon to delete any specified fund. **Note:** • If the **From** and **To** funds do not belong to the same AMC, the switch will be a pseudo-switch. The system will generate a redemption transaction on the same day and the subscription transaction on the settlement day. While doing a reversal for 100% Switch Transaction prior fee, system should throw an override able warning message if periodic fee has been charged for the switch • In policy portfolio switch, the system does not support the combination of Internal and External switch.

4.1.5 Broker Details Tab

This topic explains the broker details tab of **Policy Transaction-Switch Detail** screen.

1. On **Policy Transaction-Switch Detail** screen, click **Broker Details** tab.

   The **Broker Details** are displayed.

   Figure 4-6   Policy Transaction-Switch Detail_Broker Details Tab

2. Click the **Fetch Broker Details** button to fetch the broker details. The broker details can be fetched in the following two ways:

   Click the **Fetch Broker Details** to view broker details. However, you can amend the values.

   a. It can be fetched directly by clicking the **Fetch Broker Details** button.

      The system will automatically default the broker details maintained at the policy level.

   b. It can also be selected in the screen itself by clicking the **Add** icon. Select the **Broker Code** from the option list. You should also specify the split percentage.

      You can follow this step when you want to fetch the broker details that are maintained at the policy level.

3. On **Broker Details** tab, specify the fields.

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

Table 4-5   Broker Details - Field Description

Field	Description
Broker Code	*Alphanumeric; 12 Characters; Mandatory* Broker Code is defined when a broker is created. Select the broker code from the option list.
Broker Name	*Display* Once you select the broker code, the broker name gets populated.
Parent Broker Code	*Display* Once you select the broker code, the parent broker code gets populated.
Split Percentage	*Numeric; 5 Characters;, Mandatory* Specify the percentage of the commission that the selected broker is entitled to receive on any transactions put through for the investor. When the policy number is selected the split percentage as mentioned in the policy is defaulted here. This percentage must not exceed one hundred percent. **Note:** If you specify more than one broker in this section, the split percentages for all brokers, when summed up, must not exceed or fall below one hundred percent.
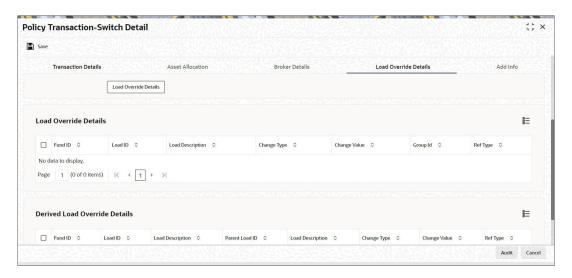
4.1.6 Load Override Details Tab

This topic explains the load override details tab of **Policy Transaction-Switch Detail** screen.

You can override or alter the value of load mapped to the selected fund.

1. On **Policy Transaction-Switch Detail** screen, click **Load Override Details** tab.

The **Load Override Details** are displayed.

Figure 4-7   Policy Transaction-Switch Detail_Load Override Details Tab

2. You can override or alter the value of load mapped to the selected fund. You can do so in the **Load Override Details** screen which is invoked when you click on the **Load Override Details** Link. The following details are displayed:

   a. If you click the **Load Override Details** button, the system defaults the load details.

   b. If you do not click this button, then the system will not default even if the fund has load. In this case, load will get computed during allocation only.

3. On **Load Override Details** tab, specify the fields.

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

Table 4-6   Load Override Details - Field Description

Field	Description
Load Override Details	The system displays the following values.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the allocation time load that has been mapped to the fund for the transaction type is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The description of the allocation time load that has been mapped to the fund for the transaction type is displayed here.
Change Value	*Display* The system displays the change value details.
Change Type	*Display* When you override or alter an allocation time load at the time of entering a transaction, you can effect the change in any of the following ways: • Discount (reducing the load return value in all the slabs) • Increase (increasing the load return value in all slabs) • Return Value (assigning an altered return value that will be applicable to all the loads)
Group ID	*Display* The system displays the group ID.
Ref Type	*Display* The system displays the reference type.
Derived Load Override Details	The system displays the following values.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The system displays the load ID.
Load Description	*Display* The system displays the load description.
Parent Load ID	*Display* The system displays the parent load ID.

Table 4-6   (Cont.) Load Override Details - Field Description
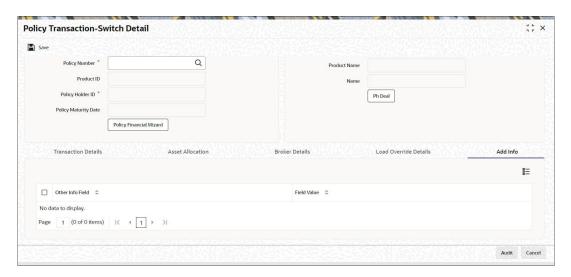
Field	Description
Load Description	*Display* The system displays the load description.
Change Type	*Display* The system displays the change type.
Change Value	*Display* The system displays the change value.
Ref Type	*Display* The system displays the reference type.

4.1.7 Add Info Tab

This topic explains the add info tab of **Policy Transaction-Switch Detail** screen.

1. On **Policy Transaction-Switch Detail** screen, click **Add Info** tab.

   The **Additional Information** details are displayed.

Figure 4-8   Policy Transaction-Switch Detail_Add Info Tab

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

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

Table 4-7   Add Info - Field Description

Field	Description
Other Info Field	*Display* The system displays the other information details.
Field Value	*Alphanumeric; 60 Characters; Optional* Specify the field values.

4.1.8 Un-Allotted Fee Transaction

This topic provides information on Un-Allotted Fee Transaction.

Un-Allotted Fee Transaction

During the fee redemption transaction generation process, the system will check for 100% switch transaction that is Un-Allotted.

If Un-allotted, then the fee transaction is reversed:

- If there is an external switch (Pseudo), the fee would be taken proportionately from the switch in fund/s by means of a fee override and the fee transaction would not get generated.
- If there is an internal switch, the fee transaction would be generated from the switch in fund.

> **Note:**
>
> And during the 100% switch transaction process, the system will check for any fee transaction that is un-allotted.

Annuity Transaction
When you have entered all the mandatory information for a 100% switch transaction, system checks if the annuity is applicable for the policy and the month.

If annuity is applicable for the policy system will calculate the next annuity generation date using annuity frequency & annuity payment lag. If difference between annuity generation date and 100% switch transaction date is greater than or equal to 6 days (External switch) or 4 days (Internal Switch, then system will check for the funds for which 100% switch is being processed are also part of the annuity asset allocation.

If funds are common between 100% switch transaction & annuity asset allocation then following warning message gets displayed:

```
Annuity transaction is applicable for this policy, are you sure you
wish to proceed with this switch?
```

Select override, for the normal annuity transaction.

If difference between annuity generation date & 100% switch transaction date is less than 6 days (External switch) or 4 days(Internal Switch), then system will check for the funds for which 100% switch is being processed are also part of the annuity asset allocation.

If funds are common between 100% switch transaction and annuity asset allocation then the system will display an error message as `Annuity is in progress, this transaction can not be processed`.

If annuity has already been generated before the switch and If funds are common between 100% switch transaction and annuity asset allocation then the system will display an error message as `Annuity is in progress, this transaction can not be processed`.

User should not be allowed to proceed with the transaction.

4.1.9 Processing Back Data Propagation for Transactions

This topic provides information on processing Back Data Propagation for transactions.

1. You can correct erroneous transactions as well as enter those that have been missed out and compute the effect these have on the current holdings of the unit holder through the back data propagation process.

   To facilitate this propagation process, two schemas are used:

   • The Business (or normal) schema

   • The Report schema

2. You are required to enter the correct data in the business schema for the required transactions and select these for propagation, again from the business schema. The transactions will be simulated in the report schema and the results can be viewed in the business schema.

   Refer to the topic *Back Data Propagation* for more details on the back data propagation process.

4.2 Policy Transaction-Switch Summary
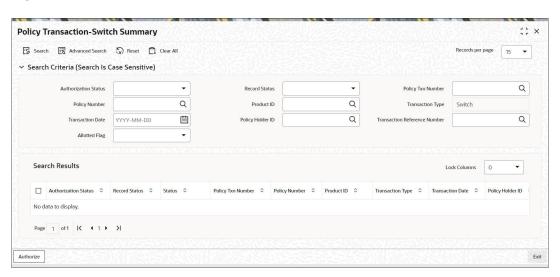
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Transaction-Switch Record

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

   The **Policy Transaction-Switch Summary** screen is displayed.

Figure 4-9

2. On **Policy Transaction-Switch 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 Transaction Number**

- **Policy Number**

- **Product ID**

- **Transaction Type**

- **Transaction Date**

- **Policy Holder ID**

- **Transaction Reference Number**

- **Allotted Flag**

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 Transaction Number**
   >
   > - 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 Policy Transaction Number by using the combination of % and alphanumeric value as follows:

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

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

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

   - Search by 66%: System will fetch all the switch transactions.

- Edit Policy Transaction-Switch Record
  This topic provides the systematic instructions to edit Policy Transaction-Switch record.

- View Policy Transaction-Switch Record
  This topic provides the systematic instructions to view Policy Transaction-Switch record.

- Delete Policy Transaction-Switch Record
  This topic provides the systematic instructions to delete Policy Transaction-Switch record.

- Authorize Policy Transaction-Switch Record
  This topic provides the systematic instructions to authorize Policy Transaction-Switch record.

- Amend Policy Transaction-Switch Record
  This topic provides the systematic instructions to amend Policy Transaction-Switch record.

- Authorize Amended Policy Transaction-Switch Record
  This topic provides the systematic instructions to authorize amended Policy Transaction-Switch record.

- Reverse Policy Transaction-Switch Record
  This topic provides the systematic instructions to reverse Policy Transaction-Switch record.

4.2.1 Edit Policy Transaction-Switch Record

This topic provides the systematic instructions to edit Policy Transaction-Switch record.

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

1. Start the **Policy Transaction-Switch 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 **Policy Transaction-Switch 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 **Policy Transaction-Switch Detail** screen is closed and the changes made are reflected in the **Policy Transaction-Switch Summary** screen.

4.2.2 View Policy Transaction-Switch Record

This topic provides the systematic instructions to view Policy Transaction-Switch record.

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

1. Start the **Policy Transaction-Switch 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 **Policy Transaction-Switch Detail** screen is displayed.

4.2.3 Delete Policy Transaction-Switch Record

This topic provides the systematic instructions to delete Policy Transaction-Switch record.

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

1. Start the **Policy Transaction-Switch 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 **Policy Transaction-Switch 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 Policy Transaction-Switch Record

This topic provides the systematic instructions to authorize Policy Transaction-Switch record.

Authorize an unauthorized Policy Transaction-Switch Record in the system for it to be processed as follows:

1. Start the **Policy Transaction-Switch 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 **Policy Transaction-Switch 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 Policy Transaction-Switch Record

This topic provides the systematic instructions to amend Policy Transaction-Switch 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 **Policy Transaction-Switch 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 **Policy Transaction-Switch 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 Policy Transaction-Switch Record

This topic provides the systematic instructions to authorize amended Policy Transaction-Switch record.

Authorize an amended Policy Transaction-Switch 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.

4.2.7 Reverse Policy Transaction-Switch Record

This topic provides the systematic instructions to reverse Policy Transaction-Switch record.

You can reverse a policy that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Start the **Policy Transaction-Switch Summary** screen from the Browser.

2. Select the status of the record that you want to retrieve for reversal.

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

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

4. Double-click the record that you wish to reverse in the list of displayed records.

The **Policy Transaction-Switch Detail** screen is displayed.

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

The system prompts you to confirm the reversal of record.

6. Click **Save** button to save your changes.

Refer to the topics *Allocation Details* for more information.

5

Policy Transactions - Surrender

This topic provides information on Surrender Transactions.

A Policy Holder can initiate any of the following transactions in a policy that he has purchased:

- Top Ups
- Partial or Full Redemption Transactions, known as Surrender Transactions
- Partial or Full Switch Transactions

> ✎ **Note:**
>
> Policy transactions can be carried out through the Agency Branch component only.

During policy transaction, system displays a warning message if there is a security cession marked against this policy. The warning message would be displayed on top of the **Policy Transaction** screen.

Warning: There is a Security Cession recorded against this policy. Transaction may only be executed with the agreement of both parties.

Policy Transactions can only be initiated into authorized policies for which the underlying initial investment transaction has already been generated. The policy transaction must be authorized before it becomes effective and the underlying transactions are generated and allotted.

> ✎ **Note:**
>
> This topic deals with Surrender transactions.

This topic contains the following sub-topics:

- Process Policy Transaction-Surrender Detail
  This topic provides the systematic instructions to enter and save a surrender transaction.
- Policy Transaction-Surrender Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

5.1 Process Policy Transaction-Surrender Detail

This topic provides the systematic instructions to enter and save a surrender transaction.

A partial or total surrender transaction could happen in a policy in any one of the following situations:

- When the policy is claimed or redeemed by the Policy Holder
- When the policy is closed before maturity (that is, prematurely) for various reasons

- A partial redemption or surrender is effected

The following are the steps you need to follow to enter and save a Surrender transaction. Each of these steps is explained in detail in subsequent sections:
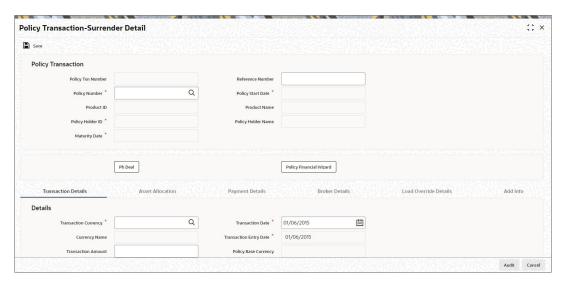
- Start the **Policy Transaction-Surrender Detail** screen.

- Enter information in the **Policy Transaction-Surrender Detail** screen.

- Save the information entered.

Invoke Policy Transaction-Surrender Detail

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

   The **Policy Transaction-Surrender Detail** screen is displayed.

   Figure 5-1   Policy Transaction-Surrender Detail

2. On **Policy Transaction-Surrender Detail** screen, click **New** to enter the details.

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

   Table 5-1   Policy Transaction-Surrender Detail - Field Description

Field	Description
Policy Transaction	In the Policy Transaction section, you will have to enter information in the following fields.
Policy Txn Number	*Display* This is a unique identification for the policy transaction that is effected in this Policy. It is generated by the system when all details that are mandatory for the transaction profile have been successfully entered, and the transaction record is saved.
Reference Number	*Alphanumeric; 16 Characters; Optional* Specify a unique identification for this policy transaction that will be used in all subsequent references to this transaction, before it is authorized.

Table 5-1   (Cont.) Policy Transaction-Surrender Detail - Field Description

Field	Description
Policy Number	*Alphanumeric; 16 Characters; Mandatory*
	Select the policy on which this transaction is to be effected. You can use the **Find Policy Options** screen. The policy selected must be an authorized, active policy on which the underlying initial investment transaction has already been generated.
	If a policy has been surrendered by mistake, the system will allow you to re-activate it. On reactivation, the system will reverse the redemption transactions generated during policy surrender and change the status of the policy from **SUR** to **ACT**. Annuities, premiums, dividends and broker commissions that have been missed out can be computed through the back data propagation facility. This computation will not be done by the system during reactivation of the policy.
Policy Start Date	*Display*
	When you select the Policy Number, the start date of the selected Policy is displayed here.
Product ID	*Display*
	When the Policy is specified, the ID of the product under which the corresponding policy has been created is displayed in this field.
Product Name	*Display*
	When the Policy is specified, the name of the product under which the corresponding policy has been created is displayed in this field.
Policy Holder ID	*Display*
	When you specify the Policy Number, the ID of the Policy Holder is displayed here.
Policy Holder Name	*Display*
	When the Policy Number is selected, the name of the corresponding Policy Holder is displayed here.
Maturity Date	*Display*
	The maturity date of the policy is taken from the policy creation details and displayed here. You will not be allowed to change the same.

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.

- Policy Fin Wizard Detail
  This topic provides the systematic instructions to know the details of the holdings in the funds.

- Ph Deal
  This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

- Transaction Details Tab
  This topic explains the transaction details tab of **Policy Transaction-Surrender Detail** screen.

- **Asset Allocation Tab**
  This topic explains the asset allocation tab of **Policy Transaction-Surrender Detail** screen.

- **Payment Details Tab**
  This topic explains the Payment details tab of **Policy Transaction-Surrender Detail** screen.

- **Broker Details Tab**
  This topic explains the broker details tab of **Policy Transaction-Surrender Detail** screen.

- **Load Override Details Tab**
  This topic explains the load override details tab of **Policy Transaction-Surrender Detail** screen.

- **Add Info Tab**
  This topic explains the add info tab of **Policy Transaction-Surrender Detail** screen.

- **Surrender Transaction Process**
  This topic provides information on Surrender Transactions process.
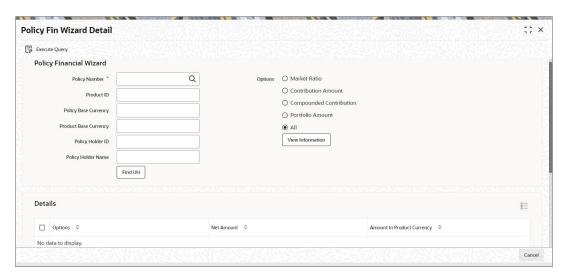
- **Processing Back Data Propagation for Transactions**
  This topic provides information on processing Back Data Propagation for transactions.

5.1.1 Policy Fin Wizard Detail

This topic provides the systematic instructions to know the details of the holdings in the funds.

1. On the Policy Transaction Detail screen, click the **Policy Financial Wizard** button.

   The **Policy Fin Wizard Detail** screen is displayed.

Figure 5-2   Policy Transaction-TOPUP Detail_Policy Financial Wizard Button

2. The Policy Financial Wizard enables a Policy Holder to know, at a glance, the value of his Policy and the details of his holdings in the funds.

   The following details are displayed:

   - **Policy Number**
   - **Product ID**
   - **Policy Base Currency**

- **Product Base Currency**

- **Policy Holder ID**

- **Policy Holder Name**

3. You the view the details of the holdings in the **Options Section**.

- **Market Ratio**

- **Contribution Amount**

- **Compounded Contribution**

- **Portfolio Amount**

- **All of the above**

4. On **Policy Fin Wizard Detail** screen, click **New** to enter the details.

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

Table 5-2   Policy Fin Wizard Detail - Field Description

Field	Description
Policy Financial Wizard	This section displays the following details.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Specify the policy number.
Product ID	*Alphanumeric; 10 Characters; Optional* The product ID of the LEP product gets displayed here. However, you can amend this value.
Policy Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the policy gets displayed here. However, you can amend this value.
Product Base Currency	*Alphanumeric; 3 Characters; Optional* The base currency of the product gets displayed here. However, you can amend this value.
Policy Holder ID	*Alphanumeric; 12 Characters; Optional* The system displays the policy holder ID. However, you can amend this value.
Policy Holder Name	*Alphanumeric; 60 Characters; Optional* Policy Holder name will be displayed. However, you can amend this value.
Options	The details of the holdings that can be viewed are given below: • **Market Ratio** • **Contribution Amount** • **Compounded Contribution** • **Portfolio Amount** • **All** Select one of the options (the option **All** allows you to view all details together) and click **View Information** button. The position of the Policy Holder's investment is thus available at a glance, and will aid him, when transaction amounts are specified.
Details	This section displays the following values.

Table 5-2   (Cont.) Policy Fin Wizard Detail - Field Description

Field	Description
Options	*Display* Policy Financial Info details is displayed here as per the search criteria.
Net Amount	*Display* This displays the total policy holdings in each individual section.
Amount In Product Currency	*Display* The net amount in product base currency converted from policy base currency get displayed here.
Fund ID	*Display* Fund ID is displayed here.
Units	*Display* Policy Holdings under particular fund is displayed.
NAV	*Display* Net Asset Value is displayed.
Net Amount	*Display* Value of the Holdings in each fund is displayed.
Split Percentage	*Display* This displays the percentage of holdings in a fund from the total policy holdings.
Policy Number	*Display* The system displays the policy number.

5. Click **View Information** button in the **Policy Fin Wizard Detail** screen to view all details. Select one of the **Options** from (the option **All of the above** allows you to view all details together) the lists.

The position of the Policy Holder's investment and the holding value in product base currency are thus available at a glance, and will aid him when transaction amounts are specified.

The following details are displayed:

- **Options**
- **Net Amount**
- **Amount In Product Currency**
- **Fund ID**
- **Units**
- **NAV**
- **Net Amount**
- **Split Percentage**
- **Policy Number**

5.1.2 Ph Deal

This topic provides the systematic instructions to view the details of all the deals set up for the unit holder.

1. On the Policy Transaction Detail screen, click the **Ph Deal** button to view the details of all the deals set up for the unit holder.

   The **Unitholder Deal Summary** screen is displayed.

Figure 5-3   Policy Transaction-TOPUP Detail_Ph Deal Button

2. On **Unitholder Deal Summary** screen, retrieve the details of a record by specifying the search criteria for the system to retrieve records.

   You can retrieve records based on:

   • **Authorization Status**

   • **Record Status**

   • **Unit Holder/ CIF Number**

   • **Apply At CIF Level**

   • **Apply Deal At**

   • **Load ID**

   • **Effective Start Date**

   • **Effective End Date**

3. Click **Search** after you have specified the required details.

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

4. View the record details by double-clicking on the particular record.

   The details of the selected record will be displayed in the **Unitholder Deal Maintenance Detail** screen.

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

5.1.3 Transaction Details Tab
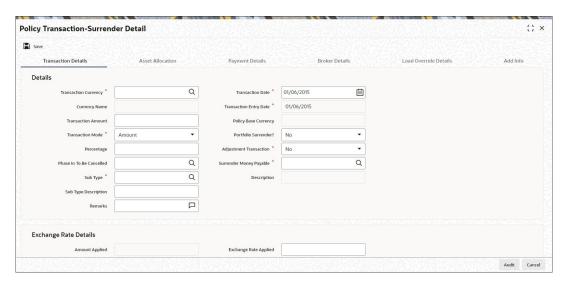
This topic explains the transaction details tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Transaction Details** tab.

The **Transaction Details** are displayed.

Figure 5-4   Policy Transaction-Surrender Detail_Transaction Details Tab

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

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

Table 5-3   Transaction Details - Field Description

Field	Description
Transaction Details	This section displays the following details.
Transaction Currency	*Alphanumeric; 3 Characters; Mandatory* If redemption is done in a currency other than the policy base currency, then you are required to specify the transaction currency. If you do not, then the system will default the base currency of the corresponding policy or plan from the Policy details record as the transaction currency.
Currency Name	*Display* The system displays the currency name for the transaction currency.
Transaction Date	*Date Format; Mandatory* Specify the date for the transaction. You can enter a backdated transaction here, if backdated transactions are allowed in the corresponding product. If backdated transactions are not allowed, then this date must not be earlier than the application date. The transaction date must be earlier than the End Date of the Policy, and must not be a holiday. The transaction date cannot be earlier than the first Rule Effective Date of the policy.
Transaction Entry Date	*Display* By default, the application date is displayed in this field, and it cannot be altered.

Table 5-3   (Cont.) Transaction Details - Field Description

Field	Description
Transaction Amount	*Numeric; 30 Characters; Mandatory if the Transaction Mode is 'Amount'* Specify the portion of the transaction amount that is to be redeemed in each of the selected funds. The sum of these amounts must not be greater than the total transaction amount specified in the transaction details tab for this transaction. Typically, this field is only applicable for transactions for which the mode is **Amount**.
Policy Base Currency	*Display* When the Policy is selected, the corresponding Plan (or Policy) Base Currency is displayed here from the policy details record. This currency cannot be changed at this stage. Net based transactions will be allowed only for amount based surrenders and in case of 100% surrender, unit based gross transactions will be generated. For surrender transactions Account currency of garnishee should be same as Policy base currency. For annuity transactions also, the Account currency of garnishee should be same as Policy base currency.
Transaction Mode	*Mandatory* Select the mode in which the transaction must be put through, from the drop-down list. The list displays the following values: • **Amount** • **Percent** • **Units**
Portfolio Surrender?	*Optional* You can select **Yes** to indicate the surrender is a complete or partial surrender transaction within the funds in which the investor as invested.
Percentage	*Numeric; 5 Characters; Mandatory if Transaction Mode is 'Percentage of Holdings'* If the specified Transaction Mode is **Percentage of Holdings**, then specify the percentage of the Policy Holder's holdings that is to be reckoned as the transaction amount for this transaction. When you specify this percentage, the transaction amount is computed and displayed in the **Transaction Amount** field, and locked. In case you have specified the percentage as 100, then the transaction amount is displayed as zero. The percentage you specify here must not exceed one hundred.
Adjustment Transaction	*Mandatory* Select the adjustment transaction status from the drop-down list. If the transaction is an adjustment withdrawal, then system would not validate the No. of withdrawals allowed at Product/Policy level. Also, the withdrawal counter at the policy level would not be updated.
Phase In To Be Cancelled	*Alphanumeric; 16 Characters; Optional* You can choose to cancel all, none or specific IDs of the active PhaseIn setup.
Sub Type	*Alphanumeric; 3 Characters; Mandatory* Specify the sub type.

Table 5-3   (Cont.) Transaction Details - Field Description

Field	Description
Sub Type Description	*Display* The system displays the description for the selected sub type.
Surrender Money Payable	*Alphanumeric; 1 Character; Mandatory* Specify to whom the surrender money is payable, by selecting the same from the option list.
Description	*Display* The system displays the description for the selected surrender money payable.
Remarks	*Alphanumeric; 255 Characters; Optional* Enter a brief description of the transaction, or any applicable remarks about the transaction.
Exchange Rate Details	The policy transaction currency can be different from the base currency of the policy. In this section, you can maintain the details related to the exchange rate to be used for currency conversion.
Amount Applied	*Display* The amount calculated based on the exchange rate specified gets displayed here, after the calculation.
Exchange Rate Applied	*Alphanumeric; 21 Characters; Optional* The exchange rate corresponding to the combination of policy base currency and policy transaction currency gets displayed here. The exchange rate for a surrender transaction will be between policy base currency and transaction currency.
Source ID	*Alphanumeric; 6 Characters; Mandatory* Specify the source from which the exchange rate is obtained or select the source ID from the option list provided.
Override Exchange Rate	*Optional* Select the option to indicate if you wish to override the exchange rate that gets defaulted. Select **Yes** to indicate that you wish to override the exchange rate and **No** to indicate otherwise.
FX Deal Date	*Date Format; Optional* Specify the FX deal date.
FX Value Date	*Date Format; Optional* Specify the FX value date.

3. Click the **Enrich** button to display the transaction details.

5.1.4 Asset Allocation Tab

This topic explains the asset allocation tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Asset Allocation** tab.

   The **Asset Allocation** details are displayed.
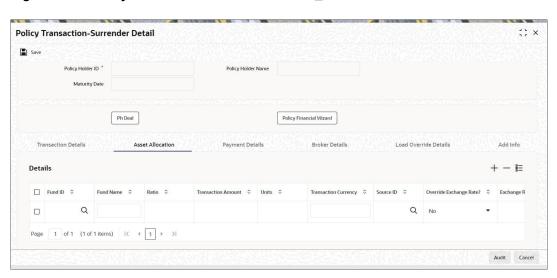
Figure 5-5   Policy Transaction-Surrender Detail_Asset Allocation Tab

2.   Capture the fund-wise pattern of distribution of the surrender amount in the **Asset Allocation Details** section of this tab. If the redemption is in different currencies, you need to mention the currency-wise details here.

3.   On **Asset Allocation Tab**, specify the fields.

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

Table 5-4   Asset Allocation - Field Description

Field	Description
Fund ID	*Alphanumeric; 6 Characters; Mandatory* All the funds mapped for the selected product where the Policy holder has a balance are displayed in the option list. Select the required funds.
Fund Name	*Display* The name of the fund that you select will be displayed.
Ratio	*Numeric, 15 Characters; Optional* Specify the percentage of the amount that must be redeemed in each of the selected funds. The sum of all such percentages must add up to 100, and not fall below or exceed it. The percentages specified here must not be fractional. Typically, this field is only applicable for transactions for which the Transaction Mode is **Percentage**. If there are many currencies specified as part of settlements, then the system will not allow you to enter a ratio. Instead you need to enter the transaction currency and transaction amount for each currency. The system will compute and display the ratio based on the currency and amount details provided. To calculate the ratio, the transaction amounts will be converted to policy transaction currency based on the exchange rate defined in settlements. If the settlements are maintained in only one currency, then you can enter either the ratio or the transaction amount. **Note:** If you have specified the investment amounts in each fund, the investment ratios are computed and displayed here, and this field is locked.

Table 5-4 (Cont.) Asset Allocation - Field Description

Field	Description
Transaction Amount	*Numeric; 30 Characters; Optional*
	Specify the portion of the transaction amount that is to be redeemed in each of the selected funds. The sum of these amounts must not be greater than the total transaction amount specified in the transaction details tab for this transaction.
	Typically, this field is only applicable for transactions for which the mode is **Amount**.
	If different currencies have been mentioned in settlements, then you can specify only the transaction amount. The system will default the ratio. If all the currencies in settlements are the same, then you can specify either the transaction amount or the ratio.
	Note: If you have specified the investment ratios in each fund, the investment amounts are computed and displayed here, and this field is locked.
Units	*Numeric; 27 Characters; Optional*
	The Units field enables you to allot units applied for each fund under asset allocation. This is based on the gross amount of the unit/product. To show the number of units applied to the fund under allocation, specify the number of units allocated.
	Once the **Transaction Mode** is selected as **Units**, the following fields are defaulted: • Portfolio Surrender option is chosen as **True**, and the field is disabled for entry. • The Transaction amount is defaulted as **Zero**, and the field is disabled for entry. • The percentage of holdings are rendered **Zero**, and the field is disabled for further input.
	It is necessary for you to enter the **Units** applied for each fund, under the **Asset Allocation** details.
Transaction Currency	*Alphanumeric; 3 Characters; Optional*
	Specify the transaction currency for the transaction. If many currencies have been mentioned in the settlements, then you are required to enter the amount for individual currencies. You can specify a transaction currency only if the transaction is amount-based.
Source ID	*Alphanumeric; 6 Characters; Optional*
	The system will display the exchange source maintained at the default set-up in system parameters. You can change it by selecting the required exchange rate source from the adjoining option list. This will be used by the system to convert the transaction amount in terms of fund base currency.
Override Exchange Rate?	*Optional*
	Select **Yes** if you wish to change the exchange rate that is displayed here. If you select **Yes**, however, you need to specify the exchange rate to be used for the transaction in the **Exchange Rate Applied** field.
	Select **No** if you wish to retain the exchange rate that is displayed by the system.

Table 5-4   (Cont.) Asset Allocation - Field Description

Field	Description
Exchange Rate Applied	*Numeric; 21 Characters; Optional* The system will default the exchange rate available for the currency based on the exchange source specified. If you have elected to override the exchange rate, you need to enter the exchange rate to be used here. If exchange rate is not available, then the system will generate the transactions as incomplete ones. Such transactions can be enriched later through the **Policy Transaction Enrichment Screen**.
FX Deal Date	*Date Format; Optional* Select the FX deal date from the adjoining calendar.
FX Value Date	*Date Format; Optional* Select the FX value date from the adjoining calendar.
Auto Clear Provisional Balance	*Mandatory* For a complete surrender transaction, you can use this field to indicate that the outflow transaction should include units in provisional balance. If the policy transaction already has an underlying UT transaction with this option checked, then system throws up a warning and tracks the provisionally allotted transactions for auto clearing.
Auto Clear Reinvestments	*Mandatory* Use this field to indicate that for a complete surrender transaction, the out flow transaction should include freeze held and reinvestment units. **Note:** The **Auto Clear Provisional Balance** and **Auto Clear Reinvestments** fields will be checked or unchecked based on the specification for the same in the policy maintenance screen. However, you can change the defaulted value. These options will be enabled if the Percentage of Holdings is **100**.
KIID Compliant	*Optional* Select if the policy is KIID compliant or not from the adjoining drop-down list. Following are the options available: • **Yes** • **No**

5.1.5 Payment Details Tab

This topic explains the Payment details tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Payment Details** tab to capture the details of payments made to the Policy Holder towards processing of the transaction in this tab.

   The **Payment Details** are displayed.

Figure 5-6   Policy Transaction-Surrender Detail_Payment Details Tab

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

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

Table 5-5   Payment Details - Field Description

Field	Description
Payment Details	This section displays the following details.
Payment Mode	*Optional* Select the mode through which the payment is made to the Policy Holder or Product. The following are the options available: • **Cash** • **Cheque** • **Money Transfer** • **Demand Draft** **Note:** Though the above mentioned options are available, for a Surrender Transaction, the acceptable **Mode of Payment** is **Money Transfer**. The system will not allow you to save a Surrender Transaction with any **Mode of Payment** other than **Money Transfer**.
Clearing Date	*Date Format, Optional* Specify the clearing date of the payment.
Beneficiary Details	This section displays the following details.
Payment Type	*Mandatory* Specify the type of payment. Following are the options available: • **Self** • **Beneficiary** • **Product** • **Third Party** • **Garnishee** **Note:** • The payment types **Beneficiary**, **Third Party** and **Product** are applicable only if the payment mode is chosen as Money Transfer. • The payment type must be set to Product if the type of transaction is Balance transfer out.

Table 5-5   (Cont.) Payment Details - Field Description

Field	Description
Product ID/ Beneficiary ID/ Garnishee ID	*Alphanumeric; 12 Characters; Optional* Select the product, beneficiary or Garnishee ID. Alternatively, you can select these ID from the option list. The system displays all valid Product/ Beneficiary/ Garnishee ID maintained in the system. On selecting a valid Garnishee ID in the Product/Beneficiary/ Garnishee ID, the system will populate the bank details from the Garnishee details maintained at Policy Level.
Branch Code	*Alphanumeric; 12 Characters; Optional* Select the branch code from the option list.
Branch Name	*Display* The system displays the name of the selected branch code.
Ratio	*Numeric; 5 Characters; Optional* Specify the ratio of payment to be made in the specified payment mode. If the **Mode of Payment** is specified as **Cheque** or as **Demand Draft**, you will have to specify the following:
Check Number	*Alphanumeric; 16 Characters; Optional* Enter the cheque number of the cheque /draft number of the demand draft by which the payment is being made.
Cheque Date	*Date Format, Optional* Enter the cheque date of the cheque /draft number of the demand draft by which the payment is being made.
Bank	*Alphanumeric; 12 Characters; Optional* Select the Drawee Bank from the option list.
Bank Name	*Display* The system displays the name of the bank.
IBAN	*Alphanumeric; 40 Characters; Optional* Specify the **International Bank Account Number (IBAN)** of the account holder.
Contact Name	*Alphanumeric; 100 Characters; Optional* Enter the name of the contact person.
Account Holder Name	*Alphanumeric; 100 Characters; Optional* Specify the account holder name.
Account Type	*Alphanumeric; 1 Characters; Optional* Select the account type of account.
Address Line1 and Line 2	*Alphanumeric, 255 Characters; Optional* Specify the address of the third party for which the transfer payment must be made.
Account Number	*Alphanumeric; 20 Characters; Optional* Specify the number of the transfer account.
Account Currency	*Alphanumeric; 3 Characters; Optional* Specify the transaction currency. For surrender transactions, account currency of garnishee should be same as Policy base currency.

Table 5-5   (Cont.) Payment Details - Field Description

Field	Description
Identification Number	*Alphanumeric; 50 Characters; Optional* Enter the identification number assigned to the third party.
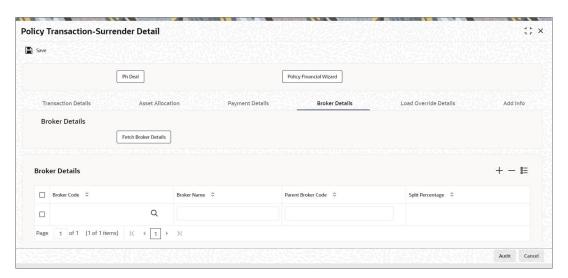
5.1.6 Broker Details Tab

This topic explains the broker details tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Broker Details** tab to view the broker details.

   The **Broker Details** are displayed.

Figure 5-7   Policy Transaction-Surrender Detail_Broker Details Tab

2. Click **Fetch Broker Details** button.

   The following details are displayed in the **Broker Details** section.

3. On **Broker Details Tab**, specify the fields.

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

Table 5-6   Broker Details - Field Description

Field	Description
Broker Code	*Alphanumeric; 12 Characters; Mandatory* Select the broker code from the option list.
Broker Name	*Display* Once you select the broker code, the broker name gets populated.
Parent Broker Code	*Display* Once you select the broker code, the parent broker code gets populated.

Table 5-6   (Cont.) Broker Details - Field Description

Field	Description
Split Percentage	*Numeric; 5 Characters; Mandatory*
	Specify the percentage of the commission that the selected broker is entitled to receive on any transactions put through for the investor. When the Policy Number is selected the split percentage as mentioned in the policy is defaulted here.
	This percentage must not exceed one hundred percent.
	Note: If you specify more than one broker in this section, the split percentages for all brokers, when summed up, must not exceed or fall below one hundred percent.
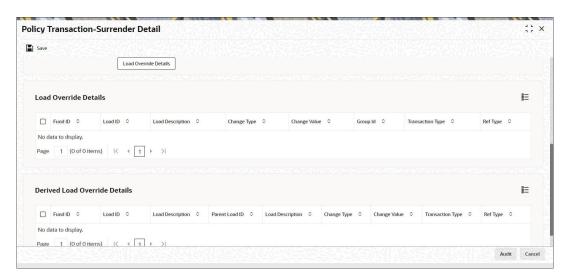
5.1.7 Load Override Details Tab

This topic explains the load override details tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Load Override Details** tab to override or alter the value of load mapped to the selected fund.

   The **Load Override Details** are displayed.

Figure 5-8   Policy Transaction-Surrender Detail_Load Override Details Tab

2. You can click the **Load Override Details** button.

   The **Load Override Details** screen is displayed.

   • If you click this button, the system defaults the load details.

   • If you do not click this button, then the system will not default even if the fund has load. In this case, load will get computed during allocation only.

3. On **Load Override Details Tab**, specify the fields.

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

Table 5-7   Load Override Details - Field Description

Field	Description
Load Override Details	The system displays the following values.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The ID of the allocation time load that has been mapped to the fund for the transaction type is displayed here. The load ID is displayed as a link. To view details of the load, click the ID link. If a derived load has been mapped, it is also displayed here and can be overridden.
Load Description	*Display* The description of the allocation time load that has been mapped to the fund for the transaction type is displayed here.
Change Value	*Display* The system displays the change value details.
Change Type	*Display* When you override or alter an allocation time load at the time of entering a transaction, you can effect the change in any of the following ways: • **Discount** (reducing the load return value in all the slabs) • **Increase** (increasing the load return value in all slabs) • **Return Value** (assigning an altered return value that will be applicable to all the loads)
Group ID	*Display* The system displays the group ID.
Transaction Type	*Display* The system displays the transaction type.
Ref Type	*Display* The system displays the reference type.
Derived Load Override Details	The system displays the following values.
Fund ID	*Display* The system displays the fund ID.
Load ID	*Display* The system displays the load ID.
Load Description	*Display* The system displays the load description.
Parent Load ID	*Display* The system displays the parent load ID.
Load Description	*Display* The system displays the load description.
Change Type	*Display* The system displays the change type.
Change Value	*Display* The system displays the change value.

Table 5-7   (Cont.) Load Override Details - Field Description
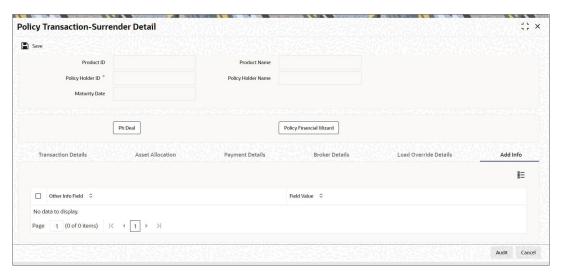
Field	Description
Transaction Type	*Display* The system displays the transaction type.
Ref Type	*Display* The system displays the reference type.

5.1.8 Add Info Tab

This topic explains the add info tab of **Policy Transaction-Surrender Detail** screen.

1. On **Policy Transaction-Surrender Detail** screen, click **Add Info** tab.

    The **Additional Information** details are displayed.

Figure 5-9   Policy Transaction-Surrender Detail_Add Info Tab

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

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

Table 5-8   Add Info - Field Description

Field	Description
Other Info Field	*Display* The system displays the other information details.
Field Value	*Alphanumeric; 60 Characters; Optional* Specify the field values.

5.1.9 Surrender Transaction Process

This topic provides information on Surrender Transactions process.

Fee Transaction Generated Prior to Surrender Transaction

During the 100% surrender transaction process, the system will check for any fee transaction that is Un-Allotted. If there is an Un-allotted fee transaction, then the transaction will be reversed. The fee must be taken through fee override and the fee transaction will not get generated.

> **Note:**
>
> For 100% Unit Transfer Surrender Transaction with transaction type as **BALANCE TRANSFER OUT**, fee transaction generated for the policy will get reversed and will not be overridden.

Surrender Transaction Generated Prior to Fee Transaction

During the fee redemption transaction generation process, the system will check for any 100% surrender transaction that is Un-Allotted. If there is an Un-allotted transaction, then the Fee would be taken through fee override and the fee transaction will not get generated.

> **Note:**
>
> For 100% Unit Transfer Surrender Transaction with transaction type as **BALANCE TRANSFER OUT**, fee transaction will not be generated and will not be overridden.

Surrender Transaction before Annuity Generation

When you have entered all the mandatory information for a 100% surrender transaction, system will if the annuity is applicable for the policy and for the month.

* If annuity is applicable for the policy, then the system will calculate the next annuity generation date using annuity frequency and annuity payment lag. If difference between annuity generation date and 100% surrender transaction date is greater than or equal to 4 days, then system will check for the funds for which 100% surrender is being processed are also part of the annuity asset allocation. If funds are common between 100% surrender transaction and annuity asset allocation then, following warning message will be displayed as `Annuity transaction is applicable for this policy, are you sure you wish to proceed with this transaction?`. You can select override the message and proceed the transaction.

* If difference between annuity generation date and 100% surrender transaction date is less than 4 days, then system will check for the funds for which 100% surrender is being processed are also part of the annuity asset allocation. If funds are common between 100% surrender transaction & annuity asset allocation then error message will be displayed as `Annuity is in progress, this transaction can not be processed`. You will not be allowed to proceed with this transaction.

Automatic Surrender of Policy

The system facilitates automatic surrender of policy when the policy's market value goes below certain threshold amount. This amount parameterizes at the system level. This surrender is paid to the product account and not to the policy holder.

Process Automatic Surrender and **Threshold Policy Market Value** defined in the **Product Maintenance Detail** screen accounts for the automatic surrender of policy. This can be explained as follows:

- The user is able to input the threshold value, if **Process Automatic Surrender** is checked.

- The system automatically triggers 100% policy withdrawal transaction, if **Threshold Policy Market Value** is less than this threshold amount.

The System then triggers an automatic surrender transaction with the following parameters:

- **Portfolio Surrender** flag as **True**

- **Payment Mode** as **Transfer**

- **Payment Type** as **Product**

- Asset allocation with all funds having balances and percentage applied as 100%

Refer to the topic *Product and Batch Activities* for further information on Automatic Surrender.

5.1.10 Processing Back Data Propagation for Transactions

This topic provides information on processing Back Data Propagation for transactions.

1. You can correct erroneous transactions as well as enter those that have been missed out and compute the effect these have on the current holdings of the unit holder through the back data propagation process.

   To facilitate this propagation process, two schemas are used:

   - The Business (or normal) schema

   - The Report schema

2. You are required to enter the correct data in the business schema for the required transactions and select these for propagation, again from the business schema. The transactions will be simulated in the report schema and the results can be viewed in the business schema.

   Refer to the topic *Back Data Propagation* for more details on the back data propagation process.

5.2 Policy Transaction-Surrender Summary

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

Retrieve Policy Transaction-Surrender Record
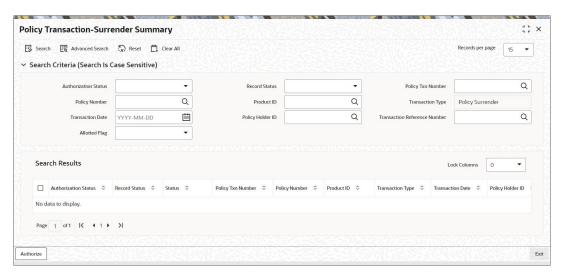
1. On **Home** screen, type **LESPLSUR** in the text box, and click **Next**.

   The **Policy Transaction-Surrender Summary** screen is displayed.

Figure 5-10   Policy Transaction-Surrender Summary

2. On **Policy Transaction-Surrender 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 Transaction Number**

   • **Policy Number**

   • **Product ID**

   • **Transaction Type**

   • **Transaction Date**

   • **Policy Holder ID**

   • **Transaction Reference Number**

   • **Allotted Flag**

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 Policy Transaction-Surrender Record
  This topic provides the systematic instructions to edit Policy Transaction-Surrender record.

- View Policy Transaction-Surrender Record
  This topic provides the systematic instructions to view Policy Transaction-Surrender record.

- Delete Policy Transaction-Surrender Record
  This topic provides the systematic instructions to delete Policy Transaction-Surrender record.

- Authorize Amended Policy Transaction-Surrender Record
  This topic provides the systematic instructions to authorize amended Policy Transaction-Surrender record.

- Amend Policy Transaction-Surrender Record
  This topic provides the systematic instructions to amend Policy Transaction-Surrender record.

- Authorize Amended Policy Transaction-Surrender Record
  This topic provides the systematic instructions to authorize amended Policy Transaction-Surrender record.

- Reverse Policy Transaction-Surrender Record
  This topic provides the systematic instructions to reverse Policy Transaction-Surrender record.

5.2.1 Edit Policy Transaction-Surrender Record

This topic provides the systematic instructions to edit Policy Transaction-Surrender record.

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

1. Start the **Policy Transaction-Surrender 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 **Policy Transaction-Surrender 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 **Policy Transaction-Surrender Detail** screen is closed and the changes made are reflected in the **Policy Transaction-Surrender Summary** screen.

5.2.2 View Policy Transaction-Surrender Record

This topic provides the systematic instructions to view Policy Transaction-Surrender record.

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

1. Start the **Policy Transaction-Surrender 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 **Policy Transaction-Surrender Detail** screen is displayed.

5.2.3 Delete Policy Transaction-Surrender Record

This topic provides the systematic instructions to delete Policy Transaction-Surrender record.

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

1. Start the **Policy Transaction-Surrender 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 **Policy Transaction-Surrender 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.

5.2.4 Authorize Amended Policy Transaction-Surrender Record

This topic provides the systematic instructions to authorize amended Policy Transaction-Surrender record.

Authorize an amended Policy Transaction-Surrender 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.

5.2.5 Amend Policy Transaction-Surrender Record

This topic provides the systematic instructions to amend Policy Transaction-Surrender 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 **Policy Transaction-Surrender 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 **Policy Transaction-Surrender 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.

5.2.6 Authorize Amended Policy Transaction-Surrender Record

This topic provides the systematic instructions to authorize amended Policy Transaction-Surrender record.

Authorize an amended Policy Transaction-Surrender 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.

5.2.7 Reverse Policy Transaction-Surrender Record

This topic provides the systematic instructions to reverse Policy Transaction-Surrender record.

You can reverse a policy that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

1. Start the **Policy Transaction-Surrender Summary** screen from the Browser.

2. Select the status of the record that you want to retrieve for reversal.

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 reverse in the list of displayed records.

   The **Policy Transaction-Surrender Detail** screen is displayed.

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

   The system prompts you to confirm the reversal of record.

6. Click **Save** button to save your changes.

   Refer topics *Allocation Details* for information on the Allocation Details screen.

6

Policy Status Change

This topic provides information on Policy Status Change.

When a policy is created, the status of the same is **Active**. It may be required to change the status of the policy. A status change may, or may not have a processing impact and depending on the change in status, a restriction may be placed on the policy

> ✎ **Note:**
>
> The status of a policy can be changed through the Fund Manager component only.

The **Policy Status Change** screen allows you to change the status of a Policy. The next section gives you step-by-step instructions to do the same.

This topic contains the following sub-topics:

- Process Policy Status Change Detail
  This topic provides the steps you need to follow to change the status of a policy.
- Policy Status Change Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

6.1 Process Policy Status Change Detail
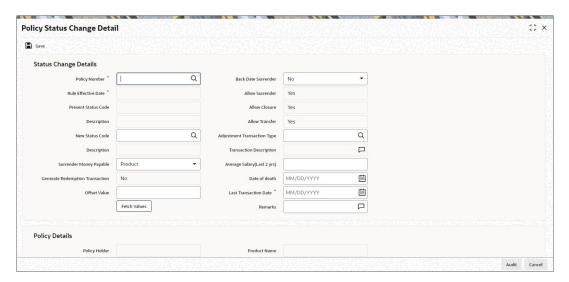
This topic provides the steps you need to follow to change the status of a policy.

The following are the steps you need to follow to change the status of a policy. Each of these steps is explained in detail in subsequent sections.

- Start the **Policy Status Change Detail** screen.
- Enter information in the **Policy Status Change Detail** screen.
- Save the information entered.

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

   The **Policy Status Change Detail** screen is displayed.

Figure 6-1   Policy Status Change Detail

2. On **Policy Status Change Detail** screen, click **New** to enter the details.

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

Table 6-1   Policy Status Change Detail - Field Description

Field	Description
Status Change Details	This section displays the following details.
Policy Number	Alphanumeric; 16 Characters; Mandatory Enter the number of the Policy whose status you are changing. **Note:** You have the option of using the **Policy Find Options** screen to enter the Policy Number. This screen is invoked when you click **Fetch Values** button. This procedure is similar to the one for a Top Up Transaction.
Rule Effective Date	Display When you enter the Policy Number, the Rule Effective Date, which is the date from which the new status of the Policy is effective, will be displayed. You will not be allowed to change this field.
Present Status Code	Display When you enter the Policy Number, the existing status of the Policy will be displayed. You will not be allowed to change this field.
Description	Display Each status carries a Status Code. The existing status code description of the Policy will be displayed. You will not be allowed to change this field.

Table 6-1   (Cont.) Policy Status Change Detail - Field Description

Field	Description
New Status	Alphanumeric; 4 Characters; Optional Select the new status of the Policy from the option list. **Note:** • When you change the status of a Policy to **Death Without Commutation**, **Death With Commutation**, **Policy Holder Retirement** and **Early Policy Holder Retirement**, all standing instructions on premium, annuity, recurring switch, will be cancelled. • When you change the status of a Policy to **Matured**, surrenders on the Policy will not be validated against the **Surrender Limit**. The Policy Holder will be allowed to carry out as many surrender transactions as he wishes.
Description	Display When you select the changed status of the Policy, the new status code description will be displayed. You will not be allowed to change this field.
Surrender Money Payable	Optional Indicate to whom the surrender money is payable from the drop-down list. The list displays the following values: • **Product** • **Client**
Generate Redemption Transaction	Optional If you want redemption transaction to be generated for the policy, select **Yes**. Else select **No**. **Note:** This field will be enabled only for the options **Claim** and **Surrender** in the drop-down list against the field **New Status**.
Offset Value	Numeric; 22 Characters; Optional Specify the amount that will be deducted from the surrender money payable to the Policy Holder.
Back Date Surrender	Optional During a status change to **Surrender** or **Claim**, a 100% redemption transaction will be generated. If you want redemption transaction to be back dated, select **Yes**. The transaction date can then be entered in the field **Last Transaction Date**. **Note:** This field will be enabled only for the options **Claim** and **Surrender** in the drop-down list against the field **New Status**.
Allow Surrender	Mandatory only if the New Status is **Death Without Commutation** Select **Yes** to indicate the Policy can be surrendered.
Allow Closure	Mandatory only if the New Status is **Death Without Commutation** Select **Yes** to indicate the Policy can be closed.
Allow Transfer	Mandatory only if the New Status is **Death Without Commutation** Select **Yes** to indicate the Policy can be transferred.
Adjustment Transaction Type	Alphanumeric; 3 Characters; Mandatory only if the New Status is **Claim** Select the adjustment transaction type.
Transaction Description	*Display* The system displays the description for the selected adjustment transaction type.

Table 6-1   (Cont.) Policy Status Change Detail - Field Description

Field	Description
Average Salary (Last 2 Years)	*Numeric; 22 Characters; Optional* Enter the average salary of the Policy Holder in the last two years. **Note:** This field will be enabled only for the options **Death Without Commutation**, **Death With Commutation**, **Policy Holder Retirement**, and **Early Policy Holder Retirement** in the drop-down list against the field **New Status**.
Date of Death	Date Format; Optional Enter the date of death of the Policy Holder. **Note:** This check box will be enabled only for the options **Death Without Commutation**, **Death With Commutation**, **Policy Holder Retirement**, and **Early Policy Holder Retirement** in the drop-down list against the field **New Status**.
Last Transaction Date	Date Format; Mandatory if **Back Date Surrender** is selected as **Yes** Specify the last transaction date. **Note:** The date that you enter here, should necessarily be between the date that was originally displayed in this box, and today's date.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any. After giving policy number and **New Status** code, if you click **Fetch** button, the system displays all details related to policy.
Policy Details	The following policy details are displayed in the **Policy Details** section, when you select a Policy Number: • **Policy Holder** • **Product Name** • **Policy Base Currency** • **Policy End Date**
Payment Details	The payment details displayed in this section will depend on whether the surrender money is payable to the client or the product. If the surrender money is payable to the client, the payment details of the client will be displayed. If payable to the product, the payment details of the product will be displayed.
Account Number	Alphanumeric; 34 Characters; Optional Specify the account number. Once you select the account number the system displays the following details: • **Bank** • **Branch** • **Account Type** • **Account Currency** • **Account Name**
IBAN	Alphanumeric; 40 Characters; Optional Specify the IBAN details.

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 window.

   This indicates the record has been saved.

6.2 Policy Status Change Summary
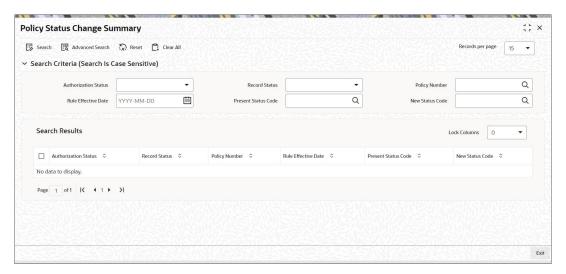
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Status Change Record

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

   The **Policy Status Change Summary** screen is displayed.

Figure 6-2   Policy Status Change Summary

2. On **Policy Status Change 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 Number**

   • **Rule Effective Date**

   • **Present Status Code**

   • **New Status Code**

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

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

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

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

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

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

• Edit Policy Status Change Record
  This topic provides the systematic instructions to edit Policy Status Change record.

• View Policy Status Change Record
  This topic provides the systematic instructions to view Policy Status Change record.

• Delete Policy Status Change Record
  This topic provides the systematic instructions to delete Policy Status Change record.

• Authorize Policy Status Change Record
  This topic provides the systematic instructions to authorize Policy Status Change record.

• Amend Policy Status Change Record
  This topic provides the systematic instructions to amend Policy Status Change record.

• Authorize Amended Policy Status Change Record
  This topic provides the systematic instructions to authorize amended Policy Status Change record.

6.2.1 Edit Policy Status Change Record

This topic provides the systematic instructions to edit Policy Status Change record.

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

1. Start the **Policy Status Change 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 **Policy Status Change 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 **Policy Status Change Detail** screen is closed and the changes made are reflected in the **Policy Status Change Summary** screen.

6.2.2 View Policy Status Change Record

This topic provides the systematic instructions to view Policy Status Change record.

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

1. Start the **Policy Status Change 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 **Policy Status Change Detail** screen is displayed.

6.2.3 Delete Policy Status Change Record

This topic provides the systematic instructions to delete Policy Status Change record.

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

1. Start the **Policy Status Change 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 **Policy Status Change 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.

6.2.4 Authorize Policy Status Change Record

This topic provides the systematic instructions to authorize Policy Status Change record.

Authorize an unauthorized Policy Status Change Record in the system for it to be processed as follows:

1. Start the **Policy Status Change 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 **Policy Status Change 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.

6.2.5 Amend Policy Status Change Record

This topic provides the systematic instructions to amend Policy Status Change 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 **Policy Status Change 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 **Policy Status Change 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.

6.2.6 Authorize Amended Policy Status Change Record

This topic provides the systematic instructions to authorize amended Policy Status Change record.

Authorize an amended Policy Status Change 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.

7

Cession Maintenance

This topic provides information on Cession Maintenance.

In some cases, Policy Holders with endowment policies might desire to **cede** their policies. This would typically mean that ownership of the policy might be **ceded** or transferred to another individual. The **ceding** could be either temporary or permanent, as the case may be.

> ✏️ **Note:**
>
> Cession Maintenance can be carried out through the Fund Manager component only.

The **Cession Maintenance** screen allows you to maintain various Cession IDs. These can be attached to the necessary policies. The next topic gives you step-by-step instructions to do the same.

This topic contains the following sub-topics:

- Process Cession Maintenance Detail
  This topic provides the steps you need to follow to maintain a Cession ID.

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

7.1 Process Cession Maintenance Detail
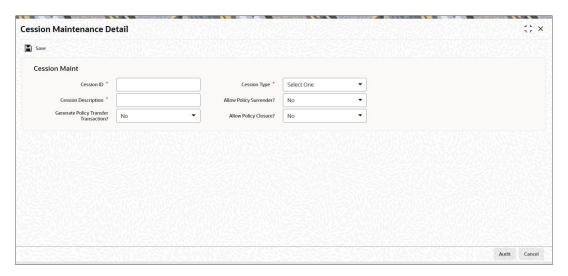
This topic provides the steps you need to follow to maintain a Cession ID.

The following are the steps you need to follow to maintain a Cession ID. Each of these steps is explained in detail in subsequent sections:

- Start the **Cession Maintenance Detail** screen.

- Enter information in the **Cession Maintenance Detail** screen.

- Save the information entered.

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

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

Figure 7-1   Cession Maintenance Detail

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

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

Table 7-1   Cession Maintenance Detail - Field Description

Field	Description
Cession Maintenance	This section displays the following details.
Cession ID	*Alphanumeric; 3 Characters; Mandatory* Specify a unique identification for the particular cession.
Cession Type	*Mandatory* Select the appropriate type of cession that applies to this Cession ID, from the drop-down list. The cession type could be either **Permanent** or **Temporary**.
Cession Description	*Alphanumeric; 30 Characters; Mandatory* Give a description of the cession that is being maintained in this record.
Generate Policy Transfer Transaction?	*Optional* You can select **Yes** to generate policy transfer transaction. Else select **No**.
Allow Policy Surrender?	*Optional* You can select **Yes** to allow policy surrender.
Allow Policy Closure?	*Optional* You can select **Yes** to allow policy closure.

3. You will need to carry out the following steps in order to close a policy.

   a. Amend the Maturity Date of the policy through the **Policy Find Options** screen.

   b. Change the status of the policy to **Matured** through the **Policy Status Change** screen.

   > **Note:**
   >
   > This check box will be enabled only if the **Cession Type** is **Temporary**.

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.

   This indicates the record has been saved.

7.2 Cession Maintenance Summary
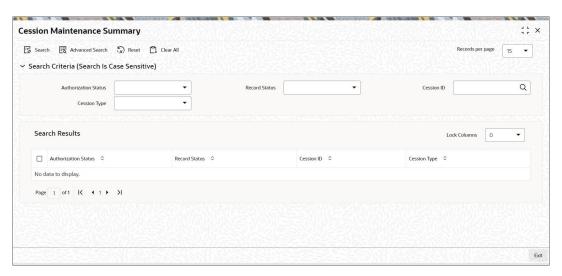
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Cession Maintenance Record

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

   The **Cession Maintenance Summary** screen is displayed.

Figure 7-2   Cession Maintenance Summary

2. On **Cession 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**

   • **Cession ID**

   • **Cession 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.

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

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

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

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

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

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

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

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

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

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

7.2.1 Edit Cession Maintenance Record

This topic provides the systematic instructions to edit Cession Maintenance record.

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

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

7.2.2 View Cession Maintenance Record

This topic provides the systematic instructions to view Cession Maintenance record.

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

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

7.2.3 Delete Cession Maintenance Record

This topic provides the systematic instructions to delete Cession Maintenance record.

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

1. Start the **Cession 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 **Cession 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.

7.2.4 Authorize Cession Maintenance Record

This topic provides the systematic instructions to authorize Cession Maintenance record.

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

1. Start the **Cession 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 **Cession 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.

7.2.5 Amend Cession Maintenance Record

This topic provides the systematic instructions to amend Cession 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 **Cession 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 **Cession 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.

7.2.6 Authorize Amended Cession Maintenance Record

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

Authorize an amended Cession 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.

8

Policy Cession Maintenance

This topic provides information on Policy Cession Maintenance.

Whenever a policy is marked with a Cession ID, the parameters that characterize the Cession ID will affect the subsequent events in the policy, such as generation of transfer transactions, allowing of redemption transactions and policy closure, or policy surrender.

> **Note:**
>
> Cession IDs can be attached to policies through the Fund Manager component only.

The **Policy Cession Maintenance** screen allows you to attach a Cession ID to a policy.

This topic contains the following sub-topics:

- Process Policy Cession Maintenance Detail
  This topic provides the steps you need to follow to define a Product.
- Policy Cession Summary
  This topic provides the systematic instructions to perform the basic operations on the selected records.

8.1 Process Policy Cession Maintenance Detail
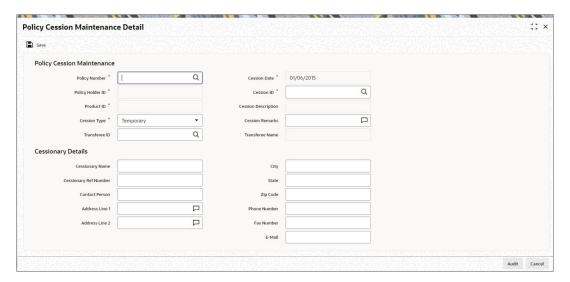
This topic provides the steps you need to follow to define a Product.

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

- Start the **Policy Cession Maintenance Detail** screen.
- Enter information in the **Policy Cession Maintenance Detail** screen.
- Save the information entered.

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

   The **Policy Cession Maintenance Detail** screen is displayed.

Figure 8-1   Policy Cession Maintenance Detail

2. On **Policy Cession Maintenance Detail**, click **New** to enter the details.

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

Table 8-1   Policy Cession Maintenance Detail - Field Description

Field	Description
Policy Cession Maintenance	In the Policy Cession Maintenance section, you will have to enter information in the following fields.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Select the number of the Policy that must be marked with a Cession ID. **Note:** This number must represent an authorized, enabled and active policy (for which at least one underlying transaction has been generated, authorized and allocated). The Policy Number entered here must represent a Policy that comes under a Product that is authorized and active. You can use the button alongside this field to view a list of valid policies and select the required one. When you specify the Policy Number, all the details of the Policy are picked up from the policy record and populated in the corresponding fields in this form.
Cession Date	*Display* The date on which the transfer is affected, is the Policy Cession Date. It is deemed to be the application date itself, which is displayed here by default. It cannot be changed.
Policy Holder ID	*Display* The name and ID of the Policy Holder whose Policy is to be marked with a Cession ID, is displayed here.
Product ID	*Display* The system displays the product ID.

Table 8-1   (Cont.) Policy Cession Maintenance Detail - Field Description

Field	Description
Cession Type	*Mandatory* Select the Cession Type that is to be applied to the specified Policy, from the drop-down list. The list displays the following values: • **Temporary** • **Permanent** **Note:** If the type chosen here is **Temporary**, then only the Cession ID must be captured with remarks. If it is **Permanent**, then the Transferee ID must also be captured.
Cession ID	*Alphanumeric; 3 Characters; Mandatory* Select the Cession ID that is to be applied to the specified policy, from the option list. **Note:** The list will contain permanent cessions if the Cession Type specified is **Permanent** and temporary cessions if the Cession Type chosen is **Temporary**.
Cession Description	*Display* The system displays the description for the selected cession ID.
Cession Remarks	*Alphanumeric; 255 Characters; Optional* You can capture any descriptive/narrative text pertaining to this Policy Cession record in this field. **Note:** If the **Cession Applicable** field at the **Product Level** is checked in the **Cession Maintenance** screen, the system will allow the policies under this product for Policy Cession Maintenance.
Transferee ID	*Alphanumeric; 12 Characters; Optional* Select, from the option list, the ID of the Policy Holder to whom the policy must be transferred, when it is marked with the specified Cession ID. This must be a valid Unit Holder in the system, and must not have a Policy in the same Product.
Transferee Name	*Display* The system displays the transferee name for the selected transferee ID.
Cessionary Details	In the Cessionary Details section, you will have to enter information in the following fields.
Cessionary Name	*Alphanumeric; 60 Characters; Optional* Specify the name of the cessionary (policy-holder ceding the policy).
Cessionary Ref Number	*Alphanumeric; 16 Characters; Optional* Specify a unique reference number that will be used to identify the transaction in the system.
Contact Person	*Alphanumeric; 60 Characters; Optional* For corporate investors, enter the name of the contact person at the cessionary office.
Address Lines 1-2	*Alphanumeric; 255 Character; Optional* Specify the postal address that is to be used for correspondence with the cessionary.
City	*Alphanumeric; 40 Characters; Optional* Specify the name of the city of residence of the cessionary.

Table 8-1   (Cont.) Policy Cession Maintenance Detail - Field Description

Field	Description
State	*Alphanumeric; 40 Characters; Optional* Specify the state in which the city of residence of the investor is cessionary.
Zip Code	*Alphanumeric; 10 Characters; Optional* Specify the zip code of the specified city of residence of the cessionary.
Phone Number	*Alphanumeric; 15 Characters; Optional* Enter the contact telephone numbers of the cessionary.
Fax Number	*Alphanumeric; 15 Characters; Optional* Enter the fax number of the cessionary.
E-Mail ID	*Alphanumeric; 30 Characters; Optional* Specify the Email address of the cessionary.

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 window.

   This indicates the record has been saved.

8.2 Policy Cession Summary
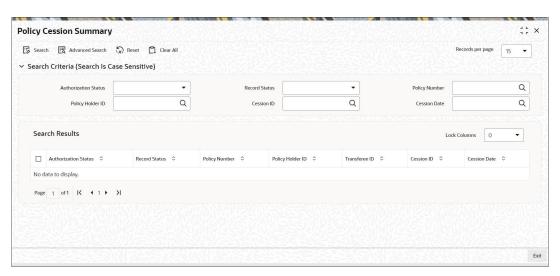
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Cession Record

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

   The **Policy Cession Summary** screen is displayed.

Figure 8-2   Policy Cession Summary

2. On **Policy Cession 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 Number**

- **Policy Holder ID**

- **Cession ID**

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

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

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

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

- Edit Policy Cession Record
  This topic provides the systematic instructions to edit Policy Cession record.

- View Policy Cession Record
  This topic provides the systematic instructions to view Policy Cession record.

- Delete Policy Cession Record
  This topic provides the systematic instructions to delete Policy Cession record.

- Authorize Policy Cession Record
  This topic provides the systematic instructions to authorize Policy Cession record.

- Amend Policy Cession Record
  This topic provides the systematic instructions to amend Policy Cession record.

- **Authorize Amended Policy Cession Record**
  This topic provides the systematic instructions to authorize amended Policy Cession record.

8.2.1 Edit Policy Cession Record

This topic provides the systematic instructions to edit Policy Cession record.

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

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

8.2.2 View Policy Cession Record

This topic provides the systematic instructions to view Policy Cession record.

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

1. Start the **Policy Cession 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 **Policy Cession Detail** screen is displayed.

8.2.3 Delete Policy Cession Record

This topic provides the systematic instructions to delete Policy Cession record.

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

1. Start the **Policy Cession 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 **Policy Cession 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.

8.2.4 Authorize Policy Cession Record

This topic provides the systematic instructions to authorize Policy Cession record.

Authorize an unauthorized Policy Cession Record in the system for it to be processed as follows:

1. Start the **Policy Cession 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 **Policy Cession 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.

8.2.5 Amend Policy Cession Record

This topic provides the systematic instructions to amend Policy Cession 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 **Policy Cession 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 **Policy Cession 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.

8.2.6 Authorize Amended Policy Cession Record

This topic provides the systematic instructions to authorize amended Policy Cession 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.

9

Policy Journal Maintenance

This topic provides information on Policy Journal Maintenance.

Whenever you need to make an adjustment to the annuity amount, you need to post it as a policy journal entry.

The Authorization of policy journal creates a policy transaction on par with normal annuity transaction. Appropriate tax is deducted from the gross annuity amount and is posted as annuity tax transaction. On authorization of the journal entry, it will generate the annuity transaction with gross annuity amount.

The **Policy Journal Maintenance** screen allows you to make adjustments to the annuity amount of a policy. The next section gives you step-by-step instructions to do the same.

This topic contains the following sub-topics:

*   Process Annuity Journal Maintenance Detail
    This topic provides the steps you need to follow to make a journal entry for a policy.

*   Policy Journal Maintenance Summary
    This topic provides the systematic instructions to perform the basic operations on the selected records.

9.1 Process Annuity Journal Maintenance Detail
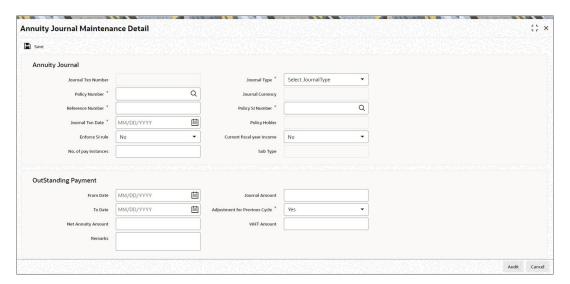
This topic provides the steps you need to follow to make a journal entry for a policy.

The following are the steps you need to follow to make a journal entry for a policy. Each of these steps is explained in detail in subsequent sections.

*   Start the **Annuity Journal Maintenance Detail** screen.

*   Enter information in the **Annuity Journal Maintenance Detail** screen.

*   Save the information entered.

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

    The **Annuity Journal Maintenance Detail** screen is displayed.

Figure 9-1   Policy Journal Maintenance Detail

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

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

Table 9-1   Annuity Journal Maintenance Detail - Field Description

Field	Description
Annuity Journal	This section displays the following details.
Journal Txn Number	*Display* This is a unique identification for the journal entry made for the policy. It is generated by the system when all details that are mandatory for the journal entry have been successfully entered, and the policy journal entry is saved. This journal number identifies the first journal entry made into a policy, and all subsequent journal entries into this Policy will have system generated sequential journal transaction numbers.
Journal Type	*Mandatory* Select the type of journal entry you wish to make from the drop-down list. The list displays the following values: • **Annuity Adjustment** • **Not Started Annuity**
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Select the Policy on which you want maintain a journal. You can use the **Find Policy Options** screen. You can invoke the same by clicking on the option list. The Policy selected must be an authorized, active Policy on which the underlying initial investment and Annuity transaction has already been generated.
Journal Currency	*Display* When the Policy Number is selected, the corresponding Plan (or Policy) Base Currency is displayed as the default journal currency, from the Policy details record. This currency cannot be changed.
Reference Number	*Alphanumeric; 16 Characters; Mandatory* Specify a unique alphanumeric identifier for the journal entry. You will use this reference number to track this entry subsequently.

Table 9-1   (Cont.) Annuity Journal Maintenance Detail - Field Description

Field	Description
Policy SI Number	*Alphanumeric; 16 Characters; Mandatory* This number is generated by the system. It represents the number of annuity/ premium payments between the Start Date and End Date specified for the annuity/ premium payment.
Journal Txn Date	*Date Format; Mandatory* The Journal Transaction Date signifies the date on which the journal entry is made into the system. You can enter a backdated transaction here, but this must not be earlier than the first Rule Effective Date of the policy. By default, the application date is displayed in this field.
Policy Holder	*Display* When the Policy Number is selected, the name of the corresponding Policyholder is displayed here.
Enforce SI Rule	*Optional* Select enforce SI rule status from the drop-down list. The list displays the following values: • **Yes** • **No**
No. of pay instances	*Numeric; 22 Characters; Optional* Specify the number of pay instances.
Current fiscal year income	*Optional* Select current fiscal year income status from the drop-down list. The list displays the following values: • **Yes** • **No**
Sub Type	*Display* The system displays the sub type.
Outstanding Payment	This section displays the following details.
From Date	*Date Format; Optional* Specify the date that marks the beginning of the period for which the journal entry is made. This date cannot be a future date. **Note:** This date cannot be lesser than or equal to the date of policy creation.
To Date	*Date Format; Optional* Specify the date that marks the end of the period for which the journal entry is made. This date cannot be a future date.
Net Annuity Amount	*Numeric, 15 Characters; Optional* Enter the adjusted net annuity amount here. The annuity details will be calculated by the system based on the amount you enter here on the journal transaction date and the tax ledger entries will be made for the new net annuity amount. **Note:** This field is enabled only if you have selected the option **Adjustment for Previous Cycle**.
Remarks	*Alphanumeric; 255 Characters; Optional* You can enter the important information any, in this field.

Table 9-1   (Cont.) Annuity Journal Maintenance Detail - Field Description

Field	Description
Journal Amount	*Numeric, 18 Characters; Optional* Enter the outstanding amount to be paid to the customer. System will treat the value specified here as the gross annuity amount. **Note:** The field will be disabled if the **Adjustment for Previous Cycle** option is checked.
Adjustment for Previous Cycle	*Mandatory* Select **Yes** from drop-down list to indicate that the journal entry being posted is an adjustment for the previous cycle. Annuity Adjustment for previous cycle can be allowed only if reversed annuity entry exists in that period.
WHT Amount	*Numeric, 15 Characters; Optional* Specify the amount of with holding that is applicable on the annuity amount. The withholding tax details will be calculated by the system based on the amount you enter here on the journal transaction date and the tax ledger entries will be made for the new withholding tax amount. If a Product is not mapped with Withholding Tax then user can uncheck **Adjustment for Previous Cycle** otherwise system will not allow the user to save the journal without maintaining WHT Amount. If the user maintains WHT Amount as `0` system will through an error saying `WHT Amount should be greater than 0.` **Note:** This field is enabled only if you have selected the option **Adjustment for Previous Cycle**.
Payment Details	This section displays the following details.
Payment Mode	*Mandatory* Select the mode of payment as Transfer from the drop-down list. The list displays the following values: • **Transfer**
Bank	*Alphanumeric; 12 Characters; Optional* Specify the bank code. Alternatively, you can select the bank code from the option list. The list displays all valid bank code maintained in the system. Once you select bank code, the system displays the following bank account details displayed: • **Branch** • **Account Holder Name** • **Account Number** • **Account Type** • **Account Currency** • **IBAN**
Asset allocation	This section displays the following details.
Fund ID	*Alphanumeric; 6 Characters; Mandatory* Specify the fund ID. Alternatively, you can select fund ID from the option list. The list displays all valid fund ID maintained in the system.
Fund Name	*Display* The system displays the fund name.
Units/Ratio	*Numeric; 3 Characters; Mandatory* Specify the units/ ratio details.

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 window.

   This indicates the record has been saved.

9.2 Policy Journal Maintenance Summary
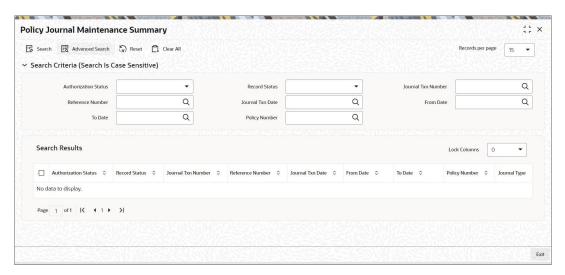
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve Policy Journal Maintenance Record

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

   The **Policy Journal Maintenance Summary** screen is displayed.

Figure 9-2   Policy Journal Maintenance Summary

2. On **Policy Journal 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**

   • **Journal Txn Number**

   • **Reference Number**

   • **Journal Txn Date**

   • **From Date**

   • **To Date**

   • **Policy Number**

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

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

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

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

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

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

• Edit Policy Journal Maintenance Record
  This topic provides the systematic instructions to edit Policy Journal Maintenance record.

• View Policy Journal Maintenance Record
  This topic provides the systematic instructions to view Policy Journal Maintenance record.

• Delete Policy Journal Maintenance Record
  This topic provides the systematic instructions to delete Policy Journal Maintenance record.

• Authorize Policy Journal Maintenance Record
  This topic provides the systematic instructions to authorize Policy Journal Maintenance record.

• Amend Policy Journal Maintenance Record
  This topic provides the systematic instructions to amend Policy Journal Maintenance record.

• Authorize Amended Policy Journal Maintenance Record
  This topic provides the systematic instructions to authorize amended Policy Journal Maintenance record.

9.2.1 Edit Policy Journal Maintenance Record

This topic provides the systematic instructions to edit Policy Journal Maintenance record.

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

1. Start the **Policy Journal 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 **Policy Journal 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 **Policy Journal Maintenance Detail** screen is closed and the changes made are reflected in the **Policy Journal Maintenance Summary** screen.

9.2.2 View Policy Journal Maintenance Record

This topic provides the systematic instructions to view Policy Journal Maintenance record.

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

1. Start the **Policy Journal 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 **Policy Journal Maintenance Detail** screen is displayed.

9.2.3 Delete Policy Journal Maintenance Record

This topic provides the systematic instructions to delete Policy Journal Maintenance record.

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

1. Start the **Policy Journal 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 **Policy Journal 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.

9.2.4 Authorize Policy Journal Maintenance Record

This topic provides the systematic instructions to authorize Policy Journal Maintenance record.

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

1. Start the **Policy Journal 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 **Policy Journal 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.

9.2.5 Amend Policy Journal Maintenance Record

This topic provides the systematic instructions to amend Policy Journal 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 **Policy Journal 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 **Policy Journal 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.

9.2.6 Authorize Amended Policy Journal Maintenance Record

This topic provides the systematic instructions to authorize amended Policy Journal Maintenance record.

Authorize an amended Policy Journal 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.

10

Batch Activities

This topic provides information on Batch Activities.

For the purpose of processing transactions in the LEP products, the system provides a number of processes that must be initiated by the user during either the **End of Day Processes (EOD)** or **Beginning of Day Processes (BOD)**. These processes and their functioning are explained below.

This topic contains the following sub-topics:

- Sequence of Batch Functions
  This topic provides information on sequence of batch functions.
- Process NAV Correction Policy Transaction Reversal
  This topic provides the systematic instructions to process **NAV Correction Policy Transaction Reversal** screen.

10.1 Sequence of Batch Functions

This topic provides information on sequence of batch functions.

Sequence of Batch Functions

The following table gives you the sequence of the Batch Functions, the Activity and whether the Activity is an EOD or BOD function.

Table 10-1   Sequence of Batch Functions

Activity	EOD/BOD
LEP - Plan Funding Repayment	EOD
LEP - Generate Plan Transactions	EOD
LEP - Update Product Fiscal Year	EOD
LEP - Update Plan Transaction Allotted Status	EOD
LEP - Plan Financial Bucket Adjustment	EOD
LEP - Plan Annuity 5/20 Validation Process	EOD
LEP - 120% Rule Support	EOD
LEP - NAV Correction	EOD
LEP - Set Latest Rule for Product	BOD
LEP - Set Latest Rule for Plan	BOD
LEP - Plan Anniversary Value Computation	BOD

Table 10-1   (Cont.) Sequence of Batch Functions

Activity	EOD/BOD
LEP - Plan Annuity Escalations	BOD
LEP - Plan Recurring Switch Escalations	BOD
LEP - Plan Premium Escalations	BOD
LEP - Recurring Plan Annuity Processing	BOD
LEP - Recurring Plan Switch Processing	BOD
LEP - Recurring Plan Premium Processing	BOD
LEP - Plan Funding Repayment	BOD
LEP - Generate Plan Redemption Transactions for Periodic Fees	BOD
LEP - Process Plan Surrender	BOD
LEP - BOD Plan Transaction Generations	BOD

Table 10-2   Sequence of Activity

Activity	Description
LEP - Plan Funding Repayment	Funding is a feature where a part of the initial investment and subsequent top ups, if any, is retained by the Life Company and then paid back to the customers in equal installments. The customer receives the principal amount and not the interest earned on the same.
	The Funding Factor, which is the percentage of the initial contribution or top ups which is retained by Life Company, and the Funding Frequency, which is the frequency at which the installment is paid back to the customer, are specified for the product. The Repayment Period, which is the period within which the entire amount is to be paid back to the customer, is also specified.
	This EOD Process carries out the funding repayment for the policies marked for the same.
	This is also a BOD Process.

Table 10-2   (Cont.) Sequence of Activity

Activity	Description
LEP - Generate Plan Transactions	A policy transaction might involve one or more funds. This process generates one transaction per fund. The process will pick up all policy transactions that do not have underlying UT transactions generated.
	The system intimates the user upon completion of the activity and the successful generation of underlying transactions.
	This process is also scheduled as a BOD process to take care of all the system generated policy transactions that might have occurred as a result of other Batch Activities.
	Note: If a policy transaction triggers a number of underlying subscription transactions at the fund level, the process of generation must be successful for each of these underlying transactions at the fund level. If not, the generation is aborted for all underlying transactions for that policy.
LEP - Update Product Fiscal Year	This process updates the fiscal year dates for all products for which the fiscal year end date is the next working day, on the application date.
	The fiscal year is updated to the next fiscal year.
LEP - Update Plan Transaction Allotted Status	A policy transaction is considered allotted only if all the underlying Unit Trust (UT) transactions are allotted. This batch process checks if all the underlying UT transactions are allotted and if they are, it marks the policy transactions as allotted.
LEP - Plan Financial Bucket Adjustment	This process facilitates the adjustment of investment in the funding bucket in the event of repayment of the funded amount. The process will also adjust the funded units if there is a reversal of a surrender or top up transaction.
	The process works as follows: • On the application date, the process identifies the funding amount repayment transactions at a policy level for funded endowment products. • The units repaid for these transactions are identified. • The funding units in the funded bucket are reduced for each of the funds by subtracting the funding units with the funding repaid units.

Table 10-2   (Cont.) Sequence of Activity

Activity	Description
LEP - Plan Annuity 5/20 Validation Process	When a policy is created and authorized, this EOD process performs the following functions:

When a policy is created and authorized, this EOD process performs the following functions:

- The policy amount is allotted into the underlying portfolio and the **Net Invested Amount (NIA)** is validated against the minimum and the maximum annuity ratio specified at the policy level. The adhoc (top up) contribution is marked as `Inclusive` even if it is `Exclusive` if it violates the minimum/maximum annuity ratio specified.

- A procedure is then used to validate the 5/20 rule, using the annuity amount specified and the NIA as parameters and an error report is logged if the 5/20 Rule is violated on any on any of the following events:
  - Saving of a policy
  - Amendment of a policy
  - Top Up transaction
  - On the Anniversary Date
  - Anniversary Escalations

5/20 Rule

The annuity amount that is paid to the policyholder must be within the range of the Minimum Annuity Ratio (5%) and the Maximum Annuity Ratio (20%) of the Net Investible amount (NIA). The Net Investible Amount is the investment amount minus the initial fees and charges. The annuity should not be accepted if the annuity amount either falls below the 5% threshold of the NIA, or exceeds the 20% threshold of the NIA and all inclusive top up transactions.

Consider the example given below:

Case A:

Let us consider a Policy Holder who buys a policy in an ELLA product. He initially contributes 60000 currency units, net of initial charges on 1st January 2005. On 1st January 2005 (EOD), the 5/20 Rule batch checks the annuity amount, which has been specified as 3000 currency units, against the NIA (60,000 currency units). This amounts to 5% of the NIA, per month for a period of 5 years. There is no violation of the rule here. Now let us suppose the Policy Holder tops up (transaction T1) his investment in the policy by 40000 currency units (top up being 'Inclusive) on 1st April 2005. The total contribution has now increased to 100,000 currency units.

On 1st April 2005 (EOD), the 5/20 Rule batch checks the annuity amount specified as 3000 currency units against total contribution amount (100,000 currency units), which amounts to less than 5% of the total contribution amount, thus violating the 5/20 Rule and logs an entry into the error report with the reason for failure of the 5/20 check. Subsequent to above, for any of the other top up transactions, the system considers the same NIA, initial top up amount and the latest top up amount for the 5/20 validation in the policy year.

Case B:

Let us consider a Policy Holder who buys a policy in an ELLA product. He initially contributes 60000 currency units, net of initial charges on 1st January 2005. On 1st January 2005 (EOD), the 5/20 Rule batch checks the annuity amount, which has been specified as 3000 currency units, against the NIA (60,000 currency units), which amounts to 5% of the NIA, per month for a period of 5 years. There is no violation of the rule here. Now let us suppose the Policy Holder tops up (transaction T1) his investment in the policy by 40000 currency units (top up being

Table 10-2   (Cont.) Sequence of Activity

Activity	Description
	'Exclusive') on 1st April 2005. The total contribution has now increased to 100,000 currency units.
	On 1st April 2005 (EOD), the 5/20 Rule batch checks the annuity amount, which is specified as 3000 currency units, against total contribution amount (100,000 currency units). This amounts to less than 5% of the total contribution amount and hence violates the 5/20 Rule. The system marks the `Exclusive` top up transaction (T1) as `Inclusive` and logs an entry into the error report with the reason for failure of the 5/20 check. For any subsequent top up transactions, the system considers the same NIA, initial top up amount and the latest top up amount for the 5/20 validation in the policy year.
	Note: As seen in the case above, the initial top up amount T1 was made `Inclusive`. This amount will be considered for any subsequent validation as an `Inclusive` top up and not an `Exclusive` top up.
	The logging in of the error report and the change/adjustment in annuity details are operationally controlled.
	Note: The system considers the following formulae while calculating the annuity amount.
	Case 1: When top up is **Inclusive**
	Annuity Amount >= Minimum Annuity Percentage * (Latest Anniversary Value + All **Inclusive** Net contributions made during the year
	The current top up amount will be included in the contribution
	Annuity Amount <= Maximum Annuity Percentage * (Latest Anniversary Value + All **Inclusive** Net contributions made during the year
	The current top up amount will be included in the contribution
	Case 2: When top up is **Exclusive**
	Annuity Amount >= Minimum Annuity Percentage * (Latest Anniversary Value + All **Inclusive** Net contributions made during the year + Current **Exclusive** Net top up)
	Annuity Amount <= Maximum Annuity Percentage * (Latest Anniversary Value + All **Inclusive** Net contributions made during the year + Current **Exclusive** Net top up)

Table 10-2   (Cont.) Sequence of Activity

Activity	Description
LEP - 120% Rule Support	This is an EOD activity which checks all the policies that come under **Endowment Products** and have a Top Up, Premium Transaction or a Premium Escalation on the particular day. This process is carried out for each policy. The 120% Rule triggers on the following events: • Top Up Transactions • Premium/Premium Escalation Due Date If the date happens to be less than the Policy Anniversary Date, the projected premiums for the rest of the policy year will be considered for the 120% Rule validation. The system will sum up all the contributions (Initial Investment, if any + Top Ups, if any + Premiums, both, paid and projected) in the current policy year. Say, for example, the contribution amount sums up to 'X' Rands. This process will sum up the contributions (Initial Investment, if any + Top Ups, if any +Premiums paid) in the two policy years. **Note:** A policy year is a year between two Policy Anniversary Dates. Let us say the contribution amount sums up to 'Y' Rands in the first policy year and 'Z' Rands in the second year. The system will compare the higher contribution amount of the two years, against the amount 'X' Rands. If 'X' exceeds the higher, say 'Y', by more than 120%, the Policy Maturity Date will be reset (New Maturity Date = Current Application Date + Minimum Term). The existing rule will not be changed, but there will be a remark stating the Policy was amended by the system as a result of the 120% Rule. The minimum term/tenor considered here will be the one you have saved during Policy creation which might not be same as the default Product tenor. The system will run the batch activity for 120 % rule irrespective of client country code **OMIA120RULE** enabled or disabled. The system will check if there is a deviation in 120% rule. If the 120% rule is breached, then the system will extend the maturity date. If the 120% rule is not breached, then the system will not extend the maturity date. The system will perform the batch check purely based on the EOD scheduling. During the Batch activity, if policy is in breach of 120% rule, policy will be amended for new maturity date.
LEP - Set Latest Rule for Product	When a new Product is setup, or after a Product has been amended, if the System Date is equal to the Rule Effective Date of the Product, this BOD Batch Process will set the current rule as the latest rule. The new rule will be considered for all the validation processes.
LEP - Set Latest Rule for Plan	When a new Plan/Policy is setup, or after a Plan/Policy has been amended, if the System Date is equal to the Rule Effective Date of the Plan/Policy, this BOD Batch Process will set the current rule as the latest rule. The new rule will be considered for all the validation processes.
LEP - Plan Anniversary Value Computation	The system facilitates the revaluation of annuity payments on every Anniversary Date, through this BOD process. It works along the following lines: 1. The process checks if the Application Date is an Anniversary Date. 2. If so, the anniversary revaluation is done for all ELLA policies, and the computed values updated in the system. 3. The process then performs the 5/20 validation for the new anniversary values.

Table 10-2   (Cont.) Sequence of Activity

Activity	Description
LEP - Plan Annuity Escalations	This process works in much the same way as the 5/20 validation process, but takes into account any changes that are made to the annuity amount either by way of amendment or escalation, in the Policy Maintenance screen. The 5/20 validation is also performed for this BOD process.
LEP - Plan Recurring Switch Escalations	If recurring switch escalation details are specified for a Policy, this BOD Batch Process will amend the policy rule and create a new rule with the new escalated recurring switch value on the specified/calculated Escalation Date, for the specified funds.
LEP - Plan Premium Escalations	If premium escalation details are specified for a Policy, this EOD Batch Process will amend the policy rule and create a new rule with the new escalated premium value on the specified/ calculated Escalation Date, for the specified funds.
LEP - Recurring Plan Annuity Processing	This BOD Batch Process generates periodic annuities for the Policies for which annuity is applicable. This transaction is generated using the annuity setup corresponding to the latest rule for the Policy.
LEP - Recurring Plan Switch Processing	This BOD Batch Process generates periodic recurring switch transactions for the Policies for which recurring switch is applicable. This transaction is generated using the recurring switch setup corresponding to the latest rule for the policy.
LEP - Recurring Plan Premium Processing	This BOD Batch Process generates periodic premium transactions for the Policies for which premium is applicable. This transaction is generated using the premium setup corresponding to the latest rule for the Policy. **Note:** For Premium transactions, only Self payment is supported.
LEP - Plan Funding Repayment	See Plan Funding Repayment. This will be a BOD Process.
LEP - Generate Plan Redemption Transactions for Periodic Fees	After the periodic fee has been calculated for a Product by the system, this BOD Batch Process generates a redemption transaction in policyholder's account for the calculated Periodic Fees.
LEP - Process Plan Surrender	This process reduces the funded units in the underlying portfolio for a Policy, in the event of a surrender transaction initiated by the policyholder. It functions as follows: • On the Application Date, this process identifies the surrender transactions that have been effected at a policy level for funded endowment products, and checks for the existence of funded units for these policies. • The funded units are then reduced in proportion to the surrender transaction. • The value of the reduced funded units is moved to the suspense bank account maintained for the product, using the same policy transaction number corresponding to the surrender transaction. The value is arrived at using the redemption price for each fund.

Table 10-2   (Cont.) Sequence of Activity

Activity	Description

LEP - Batch Process to trigger Automatic Surrender	The Batch Process to trigger Automatic Surrender is as follows:
	
	1. The Batch process first checks the value of **Process Automatic Surrender** at Product level.
	
	2. The system fetches the **Threshold Policy Market Value**, whether **Process Automatic Surrender** at Product level is correct.
	
	3. The system identifies all the policies for which market values have gone below the threshold amount.
	
	4. The system then triggers an automatic surrender transaction with following parameters:
	  • Asset allocation with all funds having balances and percentage applied as 100%.
	  • **Portfolio Surrender** flag as **True**.
	  • **Payment Mode** as **Transfer**.
	  • **Payment Type** as **Product**.

LEP - BOD Plan Transaction Generations	Same as LEP – Generate Plan Transactions, except, this is a BOD Process.

LEP – Cash Management Switch Process	This process ensures that the Cash Management Account has sufficient balance to meet all the forthcoming annuity payments as well as the periodic fee redemptions. This can be run either as part of EOD operations or be manually triggered.
	
	It works as follows:
	• The system checks the **Cash Management Account Applicability** and **Redeem Periodic Fee from CMA Fund** options maintained at the product level.
	• If both the parameters are applicable,
	  – The system computes the Projected Periodic Fee for all the policies under such products (Projected Periodic Fee is the sum of admin and broker periodic fee computed in the last batch run for the policy)
	  – The system computes Projected Annuity Payment for all policies where the Cash Management Account fund forms a part of the annuity asset allocations
	  – The system computes the Projected Outflow from CMA (Projected Outflow is the sum of Projected Annuity Payment and Projected Periodic Fee)
	• The system then compares the Projected Outflow from CMA with the market value of the Cash Management Account.
	• If the Projected Outflow from CMA is greater than the market value of the CMA, the system switches funds (equal to the Switch Amount) to the Cash Management Account from other policy funds. (Switch Amount is the difference between Projected Outflow from CMA and the Cash Management Account Market Value).
	
	The switch amount is generated proportionately from the available funds and directed into the CMA fund.

LEP – NAV Correction	Refer to the topic *Process NAV Correction Policy Transaction Reversal* for details.

10.2 Process NAV Correction Policy Transaction Reversal

This topic provides the systematic instructions to process **NAV Correction Policy Transaction Reversal** screen.

When an NAV correction is made, the system reverses all relevant policy transactions and generates new transactions. If the original transaction has been allocated, the new transaction will also be allocated. This will be an EOD Batch Process.

You have the option of executing this process manually, through the **NAV Correction Policy Transaction Reversal** screen.

1. On **Home** screen, type **UTDPLREV** in the text box, and click **Next** to process the screen.

   This helps when you want to allocate transactions that have undergone NAV correction, prior to the EOD Batch Process.

   The **NAV Correction Policy Transaction Reversal** screen is displayed.

   Figure 10-1   NAV Correction Policy Transaction Reversal

2. Click the **Execute** button to execute the process online.

3. Click the **Submit** button to submit a job for the same.

   > **Note:**
   >
   > NAV Correction does not support the correction of an initial investment if the transaction has been allotted or if any underlying policy transactions have been generated. NAV correction will also not support the reversal/correction of policy switch transactions if it is across AMCs, provided there is no allocation lag.
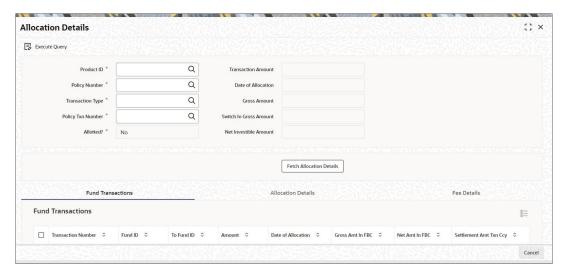
11

Process Allocation Details

This topic provides the steps you need to follow to enter and save Allocation Details.

The following are the steps you need to follow to enter and save Allocation Details. Each of these steps is explained in detail in subsequent sections:

- Start the **Allocation Details** screen.
- Enter information in the **Allocation Details** screen.
- Save the information entered.

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

   The **Allocation Details** screen is displayed.

   Figure 11-1   Allocation Details

2. On **Allocation Details** screen, click **New** to enter the details.

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

   Table 11-1   Allocation Details - Field Description

Field	Description
Product ID	*Alphanumeric; 10 Characters; Mandatory* Select the product ID from the option list.
Policy Number	*Alphanumeric; 16 Characters; Mandatory* Select the policy number from the option list.
Transaction Type	*Alphanumeric; 2 Characters; Mandatory* Select the transaction type from the option list.

Table 11-1   (Cont.) Allocation Details - Field Description

Field	Description
Policy Txn Number	*Alphanumeric; 16 Characters; Mandatory* Select the policy transaction number from the option list.
Allotted?	*Mandatory* If you want to allot allocation, select **Yes**. Else **No**.
Transaction Amount	*Display* The system displays the amount applied for the transaction.
Date of Allocation	*Display* The system displays the date of allocation.
Gross Amount	*Display* The system displays the **Gross Amount**.
Switch In Gross Amount	*Display* The system displays the **Switch In Gross Amount** for Switch in Fund.
Net Investible Amount	*Display* The system displays the **Net Investible Amount**.

3. Click the **Fetch Allocation Details** button to specify the **Fund Transactions**, **Allocation Details** and **Fee Details**.

- Fund Transactions Tab
  This topic explains the Fund Transactions tab of **Allocation Details** screen.

- Allocation Details Tab
  This topic explains the Allocation Details tab of **Allocation Details** screen.

- Fee Details Tab
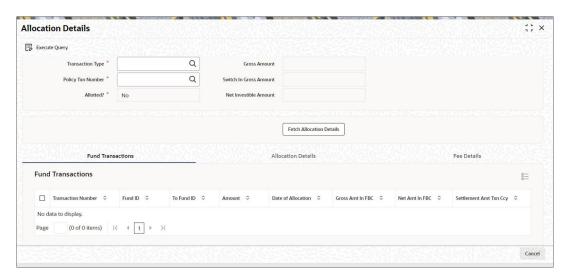 This topic explains the Fee Details tab of **Allocation Details** screen.

11.1 Fund Transactions Tab

This topic explains the Fund Transactions tab of **Allocation Details** screen.

1. On **Allocation Details** screen, click **Fund Transactions** tab.

The **Fund Transactions** details are displayed.

Figure 11-2   Allocation Details_Fund Transactions Tab

2. View the **Fund Transactions** details in this tab.

   The system displays the following values:

   • **Transaction Number**

   • **Fund ID**

   • **To Fund ID**

   • **Amount**

   • **Date of Allocation**

   • **Gross Amount in FBC**

   • **Net Amount in FBC**

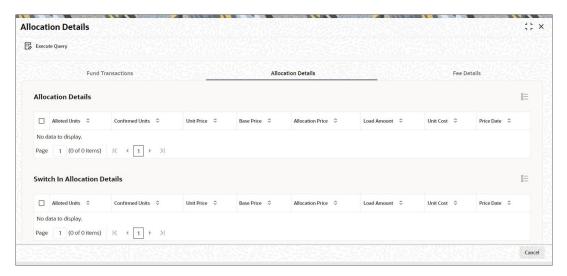   • **Settlement Amt Txn Ccy**

11.2 Allocation Details Tab

This topic explains the Allocation Details tab of **Allocation Details** screen.

1. On **Allocation Details** screen, click **Allocation Details** tab.

   The **Allocation Details** are displayed.

Figure 11-3   Allocation Details_Allocation Details Tab

2. View the **Allocation Details** in this section.

   The system displays the following values:

   • **Allotted Units**

   • **Confirmed Units**

   • **Unit Price**

   • **Base Price**

   • **Allocation Price**

   • **Load Amount**

   • **Unit Cost**

   • **Price Date**

3. View the **Switch In Allocation Details** in this section.

   The system displays the following values:

   • **Allotted Units**

   • **Confirmed Units**

   • **Unit Price**

   • **Base Price**

   • **Allocation Price**

   • **Load Amount**

   • **Unit Cost**

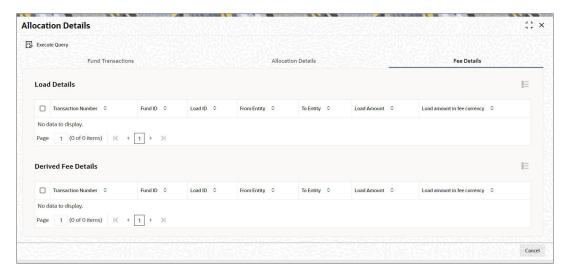   • **Price Date**

11.3 Fee Details Tab

This topic explains the Fee Details tab of **Allocation Details** screen.

1. On **Allocation Details** screen, click **Fee Details** tab.

   The **Fee Details** are displayed.

Figure 11-4   Allocation Details_Fee Details Tab

2. View the **Load Details** in this section.

   The system displays the following values:

   • **Transaction Number**

   • **Fund ID**

   • **Load ID**

   • **From Entity**

   • **To Entity**

   • **Load Amount**

   • **Load amount in fee currency**

   > **Note:**
   >
   > If load is applied at product level, the policy transaction amount gets converted in terms of product base currency, while computing the amount slabs. The transaction amount in product base currency is calculated using the latest available exchange rate for the default source.

3. View the **Derived Fee Details** in this section if exchange rate is not available for the currency pair, the allocation fails.

   The system displays the following values:

   • **Transaction Number**

   • **Fund ID**

   • **Load ID**

   • **From Entity**

   • **To Entity**

   • **Load Amount**

   • **Load amount in fee currency**

12

Annexure

This annexure explains certain procedures that apply to both, the LEP and UT modules.

References to the *Agency Branch* and *Fund Manager* User Manuals have been made.

For complete information on the procedures and processes that have been mentioned here, refer to the manuals mentioned.

This topic contains the following sub-topics:

- Fund Distribution Processing
  This topic provides information on Fund Distribution Processing.

12.1 Fund Distribution Processing

This topic provides information on Fund Distribution Processing.

Processing Fund Distribution

The system tracks the dividends proceeds separately for Unit Trust (UT) Transactions and Policies. The dividend on a Policy is always reinvested.

The dividend due for a policy investment will be reinvested with the Policy Transaction Type **80**.

The dividend due for a UT investment will be reinvested with the Reference Type **RE** and Reference Number **REINV**.

Index