

Oracle® FLEXCUBE Investor Servicing Back Data Propagation User Guide



Release 14.8.0.0.0
G31962-02
April 2025

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Preface

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

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

This topic contains the following sub-topics:

- [Purpose](#)
- [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

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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.
<i>italic</i>	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

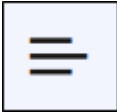
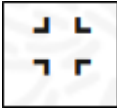
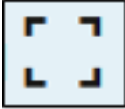
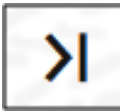
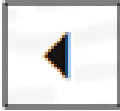
Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize
	Close
	Perform Search

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 descending

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

Back Data Propagation

This topic provides instructions to define the process of entering UT and LEP transactions missed out and correcting erroneous data already entered.

Back Data Propagation refers to the process of including data that has been left out and correcting data that has been erroneously entered and can be performed for both UT and LEP transactions.

This is done by replaying all the transactions for the Unit Holder that have taken place since the date of the propagation transaction and which have an impact on the unit holder balance and client contribution. Based on the correct (or complete) information that is input through the propagation record, the system will re-compute dividends, broker commissions, capital gains tax and its recovery, annuity and periodic fees.

This topic contains the following sub-topics:

- [Back Data Processing](#)
This topic provides information on Back Data Processing.
- [Process FCIS UT Back Data Propagation Detail](#)
This topic provides the systematic instructions to create a UT transaction that has not been entered for a unit holder, delete existing erroneous data, and modify certain details for an existing record.
- [FCIS UT Back Data Propagation Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process FCIS UT Propagate Transaction Detail](#)
This topic provides the systematic instructions to create a UT transaction that has been missed out.
- [FCIS UT Propagate Transaction Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process FCIS LEP Back Data Propagation Detail](#)
This topic provides the systematic instructions to create a LEP transaction that has not been entered for a policy holder, delete existing erroneous data and modify certain details for an existing record.
- [FCIS LEP Back Data Propagation Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process FCIS LEP Propagate Transaction Detail](#)
This topic provides the systematic instructions to create a LEP transaction that has been missed out.
- [FCIS LEP Propagate Transaction Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.

- [Process FCIS LEP Propagate SI Detail](#)
This topic provides the systematic instructions to enter annuities and premium related transactions for propagation.
- [FCIS LEP Propagate SI Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Processing Transactions](#)
This topic gives an explanation on how you can propagate different combinations of transactions and operations in the back data propagation and transaction screens.
- [Process First Verification](#)
This topic provides the systematic instructions to enable dual authorization for a screen that requires dual authorization.
- [Back Data Transactions Authorization](#)
This topic explains the systematic instructions to authorize Back Data transactions in First Verification summary.
- [Run Debugs for Propagation](#)
This topic provides instructions to run debugs for propagation.
- [Jobs Monitor Summary](#)
This topic explains the steps to view the jobs that are being run and terminate the ones that you do not require in the **Jobs Monitor Summary** screen.
- [Impact of Propagation](#)
This topic provides information on impact on the following processes due to data propagation.
- [Back Data Propagation Enquiry](#)
This topic provides the systematic instructions to view Back Data Propagation details.

1.1 Back Data Processing

This topic provides information on Back Data Processing.

Propagation of back data is a process wherein the system simulates all the relevant transactions for a Unit Holder from the date of propagation till current date, This is done by simulating the incomplete or incorrect transactions in a separate schema known as the report schema.

For the simulation, the transaction details need to be entered in the normal or business schema and then selected for data propagation. The system will then access the latest version of the transaction that is being propagated from the main tables in the business schema and update information accordingly. The updated information will be stored in the tables of the report schema and can be viewed from the business schema.

Propagation can be done for multiple transactions at the same time, for instance if you wish, you can modify a transaction and at the same time select another transaction for deletion. Each time propagation happens, the system will generate a unique reference to identify the process and store it along with the data in the business schema. This reference will be used to retrieve the propagation data for the corresponding transaction from the report data stores after propagation.

The following transactions can be propagated:

- UT Transactions
 - IPO

- Subscription
- Redemption
- Normal Switch and Pseudo switch
- Transfer
- SI transactions
- LEP Transactions:
 - Policy Initial Investment
 - Top up
 - Premium
 - Annuity
 - Policy switches
 - Recurring switches
 - Surrender

Note

- If the transaction is unavailable in the main tables of the business schema, the system will check for its existence in the archives (of the business schema) and display an error message if the transaction cannot be traced in either of these.
- The propagation will be only a simulation in the report schema. You will not be allowed to correct data or input data missed out in the business schema.
- You cannot perform multiple operations on the same transaction.
- If, after a transaction has been entered in the business schema, there is an NAV correction, the system will consider the corrected NAV for propagation.

The following details will be stored in the report data stores for the propagated transactions:

- Total confirmed units before propagation
- Total confirmed units after propagation
- Total Provisional units before propagation
- Total Provisional units after propagation
- Net profit
- Net Loss

1.2 Process FCIS UT Back Data Propagation Detail

This topic provides the systematic instructions to create a UT transaction that has not been entered for a unit holder, delete existing erroneous data, and modify certain details for an existing record.

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

The **FCIS UT Back Data Propagation Detail** screen is displayed.

Figure 1-1 FCIS UT Back Data Propagation Detail

2. Use **FCIS UT Back Data Propagation Detail** screen to modify or delete a transaction.
You can specify the required operation, the original transaction number and change the details or delete the transaction.
3. Use **FCIS UT Propagate Transaction Detail** screen to create a new record however, you are required to enter a new and unique transaction number along with the other details of the transaction.
Subsequently, you need to select the new transaction number in the **FCIS UT Back Data Propagation Detail** screen to propagate the new record.
4. On **FCIS UT Back Data Propagation Detail** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-1 FCIS UT Back Data Propagation Detail - Field Description

Field	Description
Basic Information	This section displays the following details.
Propagation Reference Number	Display The system generates a unique number for each propagation process.
Unit Holder ID	Alphanumeric; 12 Characters; Mandatory Specify the UH for which the propagation is being done, You can use the UH Find button to select the required UH.
Unit Holder Name	Display The system displays the name of the selected UH.
Propagation Date	Display The system displays the application date here.
Transaction Information	This section displays the following details.

Table 1-1 (Cont.) FCIS UT Back Data Propagation Detail - Field Description

Field	Description
Operation	Mandatory Select from the adjoining drop-down list, the kind of propagation operation that is to be done. The options are: • New • Modify • Delete The data that you are required to enter from here on depends on the type of operation you have selected.
Old Transaction Number	Alphanumeric; 16 Characters; Mandatory only if Operation is Delete Specify the transaction number of the transaction that you wish to delete or modify. You can also select the transaction number from the adjoining option list. The list contains the reference numbers of all authorized transactions.
New Transaction Number	Alphanumeric; 16 Characters; Mandatory if Operation is New Specify a new unique transaction number for a transaction that you wish to create. You can also select the transaction number from the adjoining option list. The list contains the reference numbers for all the transactions that were created in the FCIS UT Propagate Transaction Detail screen.
Transaction Currency	Alphanumeric; 3 Characters; Mandatory only if Operation is Modify Specify the currency in which the new transaction is to be reckoned.
Transaction Mode	Mandatory only if Operation is Modify Select the mode of transacting from the adjoining drop-down list. The options are: • Amount • Percent • Units
Amount Applied	Numeric; 30 Characters; Mandatory if Transaction Mode is Amount If the transaction mode is amount, specify the amount for the transaction.
Percent	Numeric; 5 Characters; Mandatory if Transaction Mode is Percent Specify the percentage if the transaction mode is percent.
Units	Numeric; 27 Characters; Mandatory if Transaction Mode is Units Specify the number of units for the transaction if the transaction mode is units. Click Save after entering the requisite details. The system will propagate the transactions (and commissions) as per the operation specified and generate a detailed report. If any of the following transactions have taken place during the data propagation period, the system will take these into account along with the original data for reiteration: • Dividend Payout or Reinvestment transaction • Applicable loads • Periodic fees • SI Transactions

1.3 FCIS UT Back Data Propagation Summary

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

Retrieve FCIS UT Back Data Propagation Record

1. On **Home** screen, type **UTSROPUT** in the text box, and click **Next**.
The **FCIS UT Back Data Propagation Summary** screen is displayed.

Figure 1-2 FCIS UT Back Data Propagation Summary

FCIS UT Back Data Propagation Summary

Search Advanced Search Reset Clear All Records per page: 15

Search Criteria (Search Is Case Sensitive)

Authorization Status Record Status Propagation Reference Number
Unit Holder ID Propagation Date

Search Results Lock Columns: 0

Authorization Status	Record Status	Propagation Reference Number	Unit Holder ID	Propagation Date
No data to display.				

Page 1 of 1 |< 1 >|

Exit

2. On **FCIS UT Back Data Propagation 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**
 - **Propagation Reference Number**
 - **Unit Holder ID**
 - **Propagation 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 **Propagation Reference Number**
- Press F8

- [Edit FCIS UT Back Data Propagation Record](#)
This topic provides the systematic instructions to edit FCIS UT Back Data Propagation record.
- [View FCIS UT Back Data Propagation Record](#)
This topic provides the systematic instructions to view FCIS UT Back Data Propagation record.
- [Authorize FCIS UT Back Data Propagation Record](#)
This topic provides the systematic instructions to authorize FCIS UT Back Data Propagation record.

1.3.1 Edit FCIS UT Back Data Propagation Record

This topic provides the systematic instructions to edit FCIS UT Back Data Propagation record.

Modify the details of FCIS UT Back Data Propagation Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **FCIS UT Back Data Propagation 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 UT Back Data Propagation 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 UT Back Data Propagation Detail** screen is closed and the changes made are reflected in the **FCIS UT Back Data Propagation Summary** screen.

1.3.2 View FCIS UT Back Data Propagation Record

This topic provides the systematic instructions to view FCIS UT Back Data Propagation record.

View a record that you have previously input by retrieving the same in the **FCIS UT Back Data Propagation Summary** screen. Perform this operation as follows:

1. Start the **FCIS UT Back Data Propagation 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 UT Back Data Propagation Detail** screen is displayed.

1.3.3 Authorize FCIS UT Back Data Propagation Record

This topic provides the systematic instructions to authorize FCIS UT Back Data Propagation record.

Authorize an unauthorized FCIS UT Back Data Propagation Record in the system for it to be processed as follows:

1. Start the **FCIS UT Back Data Propagation 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 UT Back Data Propagation Detail** screen is displayed.

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

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

1.4 Process FCIS UT Propagate Transaction Detail

This topic provides the systematic instructions to create a UT transaction that has been missed out.

FCIS UT Propagate Transaction Detail

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

The **FCIS UT Propagate Transaction Detail** screen is displayed.

Figure 1-3 FCIS UT Propagate Transaction Detail

2. On **FCIS UT Propagate Transaction Detail**, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-2 FCIS UT Propagate Transaction Detail - Field Description

Field	Description
Transaction Type	This section displays the following details.
Transaction Type	Mandatory Select, from the adjoining drop-down list, the kind of transaction you want to create. The options are: • IPO • Subscription • Redemption • Switch • Transfer
Transaction Number	Display The system generates and displays a unique transaction number.
Transaction Sub Type	Alphanumeric; 1 Character; Optional Specify the sub-type for the transaction.
Client Information	This section displays the following details.
Unit Holder ID	Alphanumeric; 12 Characters; Mandatory Specify the unit holder for the transaction. You can select the required unit holder ID by clicking the Find UH button.
Unit Holder Name	Display The system will display the name of the unit holder selected.
To UnitHolder ID	Alphanumeric; 12 Characters; Optional (Only for Transfer Transactions) Specify the unit holder to whom the units are being transferred. You can select the required unit holder ID by clicking the Find UH button.

Table 1-2 (Cont.) FCIS UT Propagate Transaction Detail - Field Description

Field	Description
To Unit Holder Name	Display The system will display the name of the unit holder selected.

- [Transaction Information Tab](#)
This topic explains the transaction information tab of **FCIS UT Propagate Transaction Detail** screen.
- [Settlement Details Tab](#)
This topic explains the settlement details tab of **FCIS UT Propagate Transaction Detail** screen.
- [Intermediary Tab](#)
This topic explains the intermediary tab of **FCIS UT Propagate Transaction Detail** screen.
- [KYC Details Tab](#)
This topic explains the KYC details tab of **FCIS UT Propagate Transaction Detail** screen.

1.4.1 Transaction Information Tab

This topic explains the transaction information tab of **FCIS UT Propagate Transaction Detail** screen.

1. On **FCIS UT Propagate Transaction Detail** screen, click **Transaction Information** tab to enter the basic details for the transaction along with the exchange rates to be used.
The **Transaction Information** details are displayed.

Figure 1-4 FCIS UT Propagate Transaction Detail_Transaction Information

The screenshot shows the 'FCIS UT Propagate Transaction Detail' application window with the 'Txn Information' tab selected. The interface is divided into two main sections: 'Txn Information' on the left and 'Intermediary' on the right. The 'Txn Information' section contains fields for Transaction Date (YYYY-MM-DD), Fund ID (with a search icon), Transaction Currency (with a search icon), To Fund ID (with a search icon), Fund Identification Number, Fund Name, Gross or Net (dropdown menu), Transaction Category (dropdown menu), and Communication Mode (dropdown menu). There is an 'Enrich' button below the Communication Mode dropdown. The 'Intermediary' section contains fields for Transaction Mode (dropdown menu), Units, Amount, Percent, Payment Mode (with a search icon), Payment Mode Description, Subscription Fund ID (with a search icon), and Delivery Option (dropdown menu). At the bottom right of the window are 'Audit' and 'Cancel' buttons.

2. On **Transaction Information** tab, specify the fields.
For more information on fields, refer to the field description table.

Table 1-3 Transaction Information - Field Description

Field	Description
Transaction Details	This section displays the following details.
Transaction Date	<i>Date Format; Mandatory</i> Select the date format from the adjoining calendar.
Fund ID	<i>Alphanumeric; 6 Characters; Mandatory</i> 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.
Transaction Currency	<i>Alphanumeric; 6 Characters; Optional</i> Specify the transaction currency. Alternatively, you can select transaction currency code from the option list. The list displays all valid transaction currency code maintained in the system.
To Fund ID	<i>Alphanumeric; 6 Characters; Optional</i> Specify the To fund ID. Alternatively, you can select To fund ID from the option list. The list displays all valid To fund ID maintained in the system.
Fund Identification Number	<i>Display</i> The system displays the fund identification number based on the fund ID selected.
Fund Name	<i>Display</i> The system displays the fund name for the selected fund ID.
Gross or Net	<i>Optional</i> Select gross or net from the drop-down list. The list displays the following values: • Gross • Net
Transaction Category	<i>Optional</i> Select the transaction category from the drop-down list. The list displays the following values: • Legal • Advised Business • Execution Only
Communication Mode	<i>Optional</i> Select the communication mode from the drop-down list. The list displays the following values: • Direct (In Person) • Check Writing • E-Mail • Internet • Registered Investment Advisor • Registered Dealer • Savings Plan • SWIFT • Telephone
Transaction Mode	<i>Optional</i> Select the transaction mode from the drop-down list. The list displays the following values: • Units • Amount • Percent

Table 1-3 (Cont.) Transaction Information - Field Description

Field	Description
Units	<i>Numeric; 12 Characters; Optional</i> Specify the units.
Amount	<i>Numeric; 30 Characters; Optional</i> Specify the amount.
Units	<i>Numeric; 12 Characters; Optional</i> Specify the units.
Percent	<i>Numeric; 2 Characters; Optional</i> Specify the percent.
Payment Mode	<i>Alphanumeric; 2 Characters; Optional</i> Specify the payment mode.
Payment Mode Description	The system displays the description for the selected payment mode.
Subscription Fund ID	<i>Alphanumeric; 12 Characters; Optional</i> Specify the subscription fund ID.
Delivery Option	<i>Optional</i> Select the delivery option from the drop-down list. The list displays the following values: • Investment Account • Clearing Account - Against Payment • Clearing Account - Free of Payment • Delivery to Custodian • Physical Delivery • PUEV Click the Enrich button to enrich the transaction details.
Exchange Rate Details	This section displays the following details.
Source ID	<i>Alphanumeric; 6 Characters; Mandatory</i> Specify the source ID. Alternatively, you can select source ID from the option list. The list displays all valid source ID maintained in the system.
Amount Applied	<i>Numeric; 30 Characters; Optional</i> Specify the amount applied.
FX Deal Date	<i>Date Format; Optional</i> Select FX deal date from the adjoining calendar.
Exchange Rate Applied	<i>Numeric; 21 Characters; Optional</i> Specify the exchange rate applied.
Override Exchange Rate	<i>Optional</i> Select if the exchange rate is overridden or not from the drop-down list. The list displays the following values: • Yes • No
FX Value Date	<i>Date Format; Optional</i> Select the FX value date from the adjoining calendar.

3. Click the **Calculate** button to calculate the exchange amount.

1.4.2 Settlement Details Tab

This topic explains the settlement details tab of **FCIS UT Propagate Transaction Detail** screen.

1. On the **FCIS UT Propagate Transaction Detail** screen, click **Transaction Information** tab to capture the details of settlement and payment made for the transaction in the case of IPO, subscription and redemption transactions.

The **Settlement** details are displayed.

Figure 1-5 FCIS UT Propagate Transaction Detail_Settlement Details Tab

The screenshot displays the 'FCIS UT Propagate Transaction Detail' window with the 'Settlement Dtls' tab selected. The interface includes a 'Save' button and four tabs: 'Txn Information', 'Settlement Dtls', 'Intermediary', and 'KYC Dtls'. Under the 'Settlement Dtls' tab, there are two dropdown menus: 'Settlement Method' (set to 'Gross Amount') and 'Settlement Level' (set to 'Fund Base Currency'). Below these, there is a table with three columns: 'Payment Reference Number', 'Payment Charges', and 'Auto Settle'. The 'Payment Reference Number' column contains fields for 'Sub Payment Mode' (set to 'Select One'), 'Payment Currency' (with a search icon), 'Payment Date' (YYYY-MM-DD with a calendar icon), 'Payment Amount', and 'Bank Charges'. The 'Payment Charges' column contains fields for 'Exchange Rate Source' (with a search icon), 'Exchange Rate', 'FBC Amount', 'Settlement Due Date' (YYYY-MM-DD with a calendar icon), and 'Paid Date' (YYYY-MM-DD with a calendar icon). The 'Auto Settle' column contains a dropdown menu (set to 'No') and a 'Settled' toggle switch. At the bottom right, there are 'Audit' and 'Cancel' buttons.

2. Click **Payment Details** link to process the **Settlement Information** screen.
The Payment Details link is displayed on selecting any **Payment Mode** other than **Cash** and **Against Payment**.
3. On **Settlement Details** tab, specify the fields.
For more information on fields, refer to the field description table.

Table 1-4 Settlement Details - Field Description

Field	Description
Settlement Method	<i>Optional</i> Select the settlement method from the drop-down list. The list displays the following values: • Gross Amount • Net of Agent Fees • Net of All Fees • Net of FM Fees
Settlement Level	<i>Optional</i> Select the settlement level from the drop-down list. The list displays the following values: • Fund Base Currency • Transaction Base Currency

Table 1-4 (Cont.) Settlement Details - Field Description

Field	Description
Payment Reference Number	<i>Alphanumeric; 50 Characters; Optional</i> Specify the payment reference number.
Sub Payment Mode	<i>Optional</i> Select the sub payment mode from the drop-down list. The list displays the following values: • Demand Draft • Pay Order • Against Payment • Inkind Payment • CMA Cheque • Broker Cheque • Cashier Cheque • Foreigner Cheque • Government Cheque • Other Institution Cheque • Local Cheque • Out of Town Cheque • Payroll Deduction • Cheque • Reserve Bank Cheque • Debit Card • Credit Card • Advice • CMA Transfer • Direct Debit • Money Transfer • Telegraphic Transfer • Wire Transfer • Cash
Payment Currency	<i>Alphanumeric; 3 Characters; Optional</i> Specify the payment currency. Alternatively, you can select payment currency code from the option list. The list displays all valid payment currency code maintained in the system.
Payment Date	<i>Date Format; Optional</i> Select the payment date from the adjoining calendar.
Payment Amount	<i>Numeric; 30 Characters; Optional</i> Specify the payment amount.
Bank Charges	<i>Numeric; 30 Characters; Optional</i> Specify the bank charges.
Payment Charges	<i>Numeric; 30 Characters; Optional</i> Specify the payment charges.
Exchange Rate Source	<i>Alphanumeric; 6 Characters; Optional</i> Specify the exchange rate source. Alternatively, you can select exchange rate source ID from the option list. The list displays all valid exchange rate source maintained in the system.
Exchange Rate	<i>Numeric; 15 Characters; Optional</i> Specify the exchange rate.

Table 1-4 (Cont.) Settlement Details - Field Description

Field	Description
FBC Amount	<i>Numeric; 30 Characters; Optional</i> Specify the FBC amount.
Settlement Due Date	<i>Date Format; Optional</i> Select the settlement due date from the adjoining calendar.
Paid Date	<i>Date Format; Optional</i> Select the paid date from the adjoining calendar.
Auto Settle	<i>Optional</i> Select if the transaction is auto settled or not from the drop-down list. The list displays the following values: • Yes • No
Instrument Status	<i>Alphanumeric; 30 Characters; Optional</i> Specify the instrument status.
Settled	<i>Optional</i> Select this box if the transaction is settled.
Payment Details	This section displays the following details.
Bank	<i>Alphanumeric; 12 Characters; Optional</i> Specify the bank details. Alternatively, you can select bank details from the option list. The list displays all valid bank details maintained in the system.
Branch	<i>Alphanumeric; 12 Characters; Optional</i> Specify the branch details. Alternatively, you can select branch details from the option list. The list displays all valid branch details maintained in the system.
Payment Type	<i>Optional</i> Select the payment type from the drop-down list. The list displays the following values: • Self • Third Party • Broker
Broker	<i>Alphanumeric; 12 Characters; Optional</i> Specify the broker details. Alternatively, you can select broker details from the option list. The list displays all valid broker details maintained in the system.
Check/Draft Details	This section displays the following details.
Cheque Date	<i>Date Format; Optional</i> Select the cheque date from the adjoining calendar.
Check Number	<i>Alphanumeric; 16 Characters; Optional</i> Specify the cheque number.
Card Details	This section displays the following details.
Credit Card Ref No	<i>Alphanumeric; 16 Characters; Optional</i> Specify the credit card reference number.
Card Number	<i>Alphanumeric; 16 Characters; Optional</i> Specify the card number.

Table 1-4 (Cont.) Settlement Details - Field Description

Field	Description
Account Details	This section displays the following details.
Account Currency	<i>Alphanumeric; 3 Characters; Optional</i> Specify the account currency code.
Account Holder Name	<i>Alphanumeric; 140 Characters; Optional</i> Specify the account holder name.
Account Number	<i>Alphanumeric; 34 Characters; Optional</i> Specify the account number.
Account Type	<i>Alphanumeric; 1 Character; Optional</i> Specify the account type.
IBAN	<i>Alphanumeric; 40 Characters; Optional</i> Specify the IBAN details.
Third Party Details	This section displays the following details.
Third Party Address	<i>Alphanumeric; 255 Characters; Optional</i> Specify the third party address.
Third Party Reference	<i>Alphanumeric; 255 Characters; Optional</i> Specify the third party reference.
Third Party US State	<i>Alphanumeric; 1 Character; Optional</i> Specify the third party US state.
Third Party Zip Code	<i>Alphanumeric; 1 Character; Optional</i> Specify the third party zip code.
Unit Holder Details	This section displays the following details.
Payment Address Details	<i>Alphanumeric; 255 Characters; Optional</i> Specify the payment address details.
Inkind Details	This section displays the following details.
Inkind Payment Details	<i>Alphanumeric; 255 Characters; Optional</i> Specify the inkind payment details.
Fund Bank Details	This section displays the following details.
ISIN Code	<i>Alphanumeric; Optional</i> Specify the ISIN code.
Fund Base Currency	<i>Alphanumeric; 3 Characters; Optional</i> Specify fund base currency.
Fund ID	<i>Alphanumeric; 3 Characters; Optional</i> Specify the fund ID.
Bank	<i>Alphanumeric; 12 Characters; Optional</i> Specify the bank details.
Branch	<i>Alphanumeric; 12 Characters; Optional</i> Specify the branch code.
Description	<i>Alphanumeric; 255 Characters; Optional</i> Specify the branch details.
Account Currency	<i>Alphanumeric; 3 Characters; Optional</i> Specify the account currency.

Table 1-4 (Cont.) Settlement Details - Field Description

Field	Description
Account Number	<i>Alphanumeric; 34 Characters; Optional</i> Specify the account number.
Account Name	<i>Alphanumeric; 140 Characters; Optional</i> Specify the account name.
Direct Debit Applicable	<i>Alphanumeric; 1 Characters; Optional</i> Specify the direct debit applicable.
Close Account	<i>Alphanumeric; 1 Characters; Optional</i> Specify the close account details.
IBAN	<i>Alphanumeric; 40 Characters; Optional</i> Specify IBAN details.
Routing Bank Detail	This section displays the following details.
SWIFT Format	<i>Optional</i> Select SWIFT format from the drop-down list. The list displays the following values: • MT103 • MT202
Bank Charged	<i>Optional</i> Select the bank charged from the drop-down list. The list displays the following values: • Beneficiary • Remitter • Share
Beneficiary Details	This section displays the following details.
Beneficiary	<i>Alphanumeric; 35 Characters; Optional</i> Specify the beneficiary details.
Beneficiary Code	<i>Alphanumeric; 24 Characters; Optional</i> Specify the beneficiary code.
Beneficiary IBAN	<i>Alphanumeric; 40 Characters; Optional</i> Specify the beneficiary IBAN code.
Beneficiary Add1	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Beneficiary Add2	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Beneficiary Add3	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Beneficiary BIC Code	<i>Alphanumeric; 24 Characters; Optional</i> Specify the beneficiary BIC code.
Beneficiary Acct No	<i>Alphanumeric; 34 Characters; Optional</i> Specify the beneficiary account number.
Beneficiary Info	<i>Alphanumeric; 100 Characters; Optional</i> Specify the beneficiary information.
Intermediary Details	This section displays the following details.

Table 1-4 (Cont.) Settlement Details - Field Description

Field	Description
Intermediary	<i>Alphanumeric; 35 Characters; Optional</i> Specify the beneficiary details.
Intermediary Code	<i>Alphanumeric; 24 Characters; Optional</i> Specify the beneficiary code.
Intermediary IBAN	<i>Alphanumeric; 40 Characters; Optional</i> Specify the beneficiary IBAN code.
Intermediary Add1	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Intermediary Add2	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Intermediary Add3	<i>Alphanumeric; 105 Characters; Optional</i> Specify the beneficiary address details.
Intermediary BIC Code	<i>Alphanumeric; 24 Characters; Optional</i> Specify the beneficiary BIC code.
Intermediary Acct No	<i>Alphanumeric; 34 Characters; Optional</i> Specify the beneficiary account number.
Intermediary Info	<i>Alphanumeric; 100 Characters; Optional</i> Specify the beneficiary information.
Further Credit Details	This section displays the following details.
Further Credit Name	<i>Alphanumeric; 35 Characters; Optional</i> Specify the further credit name.
Further Credit Acct No	<i>Alphanumeric; 35 Characters; Optional</i> Specify the further credit account number.
Reference	This section displays the following details.
Reference1	<i>Alphanumeric; 35 Characters; Optional</i> Specify the reference details.
Reference2	<i>Alphanumeric; 35 Characters; Optional</i> Specify the reference details.

1.4.3 Intermediary Tab

This topic explains the intermediary tab of **FCIS UT Propagate Transaction Detail** screen.

If a broker has been identified as an intermediary for the transaction, then you must identify the same in this section, along with the commission percentage split for the broker.

If brokers are designated as mandatory for the fund in which the transaction is being put through, then you must specify at least one broker as mandatory information in this section.

If brokers are not mandatory for the fund, and you do not specify any broker in this section, then the system reckons the broker as DIRECT and designates the same as the default broker.

1. On **FCIS UT Propagate Transaction Detail** screen, click **Intermediary** tab to capture the transaction intermediary details.

The **Intermediary** details are displayed.

Figure 1-6 FCIS UT Propagate Transaction Detail_Intermediary

FCIS UT Propagate Transaction Detail

Save

Client Information

Unit Holder ID * To UnitHolder ID

Unit Holder Name To Unit Holder Name

Txn Information Settlement Dtls **Intermediary** KYC Dtls

Transaction Intermediary Details

Entity ID	Entity Type	Split Percentage	From Or To Leg	Entity Name	Parent Entity Name
	Broker		From		

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- On **Intermediary** tab, specify the fields.

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

Table 1-5 Intermediary - Field Description

Field	Description
Transaction Intermediary Details	This section displays the following details.
Entity ID	<i>Alphanumeric; 12 Characters; Optional</i> Specify the entity ID. Alternatively, you can select fund ID from the option list. The list displays all valid fund ID maintained in the system.
Entity Type	<i>Optional</i> Select the entity type from the drop-down. The list displays the following values: - Agent - Agent Branch - Account Officer - IFA - Broker
Split Percentage	<i>Numeric; 5 Characters; Optional</i> Specify the split percentage.
From Or To Leg	<i>Optional</i> Select if From or To Leg from the drop-down list. The list displays the following values: - From - To
Entity Name	<i>Display</i> The system displays the entity name for the selected entity ID.
Parent Entity Name	<i>Alphanumeric; 50 Characters; Optional</i> Specify the parent entity name.

1.4.4 KYC Details Tab

This topic explains the KYC details tab of **FCIS UT Propagate Transaction Detail** screen.

1. On **FCIS UT Propagate Transaction Detail** screen, click **KYC Details** tab to specify the list of required KYC documents for this transaction.

The **KYC** details are displayed.

Figure 1-7 FCIS UT Propagate Transaction Detail_KYC Details

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

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

Table 1-6 Transaction Information - Field Description

Field	Description
Requested	<i>Optional</i> Check this box if KYC details are requested.
Requirement	<i>Alphanumeric; 255 Characters; Optional</i> Specify the required details.
Received	<i>Optional</i> Check this box if KYC details are received.
Received Date	<i>Date Format; Optional</i> Select the received date from the adjoining option list.
Tax Document	<i>Display</i> Select if tax document is required or not from the drop-down list. The list displays the following values: • Yes • No
Chasing Date	<i>Date Format; Optional</i> Select the chasing date from the adjoining option list.

Table 1-6 (Cont.) Transaction Information - Field Description

Field	Description
KYC Received	<i>Optional</i> Select if KYC is received or not from the drop-down list. The list displays the following values: • Yes • No You can also modify details of a newly created record, delete and authorize a record through this screen. Modification, however, will be allowed only if the record has not been selected for data propagation in the FCIS UT Back Data Propagation Detail screen.

Note

- If you put in a new transaction for transfer, the system will consider this transaction to recalculate the holdings of the Unitholder only. It will not automatically recompute the unit balances of the unit holder to whom the transfer is being done (the To Unit Holder). Also, it will store the updated information for only the **To Unit Holder** in the report schema tables.
- In case of a switch transaction, it will re-calculate the unit holder balances in both the **To Fund** as well as the **From Fund** and store details of both in the report schema tables.
- If there has been a merger or a split for a fund specified in a propagation transaction, the system will re-calculate the holdings for the propagation period.

1.5 FCIS UT Propagate Transaction Summary

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

Retrieve FCIS UT Propagate Transaction Record

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

The **FCIS UT Propagate Transaction Summary** screen is displayed.

Figure 1-8 FCIS UT Propagate Transaction Summary

2. On **FCIS UT Propagate Transaction 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**
 - **Transaction Number**
 - **Transaction Type**
 - **Unit Holder ID**
 - **Fund ID**
 - **Transaction Currency**
 - **Transaction 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 **Transaction Number**
- Press F8

4. Perform **Edit**, **Delete**, **Amend** and **Authorize** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.
 - [Edit FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to edit FCIS UT Propagate Transaction record.

- [View FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to view FCIS UT Propagate Transaction record.
- [Delete FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to delete FCIS UT Propagate Transaction record.
- [Authorize FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to authorize FCIS UT Propagate Transaction record.
- [Amend FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to amend FCIS UT Propagate Transaction record.
- [Authorize Amended FCIS UT Propagate Transaction Record](#)
This topic provides the systematic instructions to authorize amended FCIS UT Propagate Transaction record.

1.5.1 Edit FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to edit FCIS UT Propagate Transaction record.

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

1. Start the **FCIS UT Propagate Transaction 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 UT Propagate Transaction 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 UT Propagate Transaction Detail** screen is closed and the changes made are reflected in the **FCIS UT Propagate Transaction Summary** screen.

1.5.2 View FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to view FCIS UT Propagate Transaction record.

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

1. Start the **FCIS UT Propagate Transaction 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 UT Propagate Transaction Detail** screen is displayed.

1.5.3 Delete FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to delete FCIS UT Propagate Transaction record.

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

1. Start the **FCIS UT Propagate Transaction 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 UT Propagate Transaction Detail** screen is displayed.
5. Select **Delete** operation from the Action list.
The system prompts you to confirm the deletion and the record is physically deleted from the system database.

1.5.4 Authorize FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to authorize FCIS UT Propagate Transaction record.

Authorize an unauthorized FCIS UT Propagate Transaction Record in the system for it to be processed as follows:

1. Start the **FCIS UT Propagate Transaction 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 UT Propagate Transaction Detail** screen is displayed.
5. Select **Authorize** operation from the Action List.

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

1.5.5 Amend FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to amend FCIS UT Propagate Transaction 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 UT Propagate Transaction 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 UT Propagate Transaction 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.

1.5.6 Authorize Amended FCIS UT Propagate Transaction Record

This topic provides the systematic instructions to authorize amended FCIS UT Propagate Transaction record.

Authorize an amended FCIS UT Propagate Transaction Record for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

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

1.6 Process FCIS LEP Back Data Propagation Detail

This topic provides the systematic instructions to create a LEP transaction that has not been entered for a policy holder, delete existing erroneous data and modify certain details for an existing record.

1. On **Home** screen, type **LEDROPLE** in the text box, and click **Next**.
The **FCIS LEP Back Data Propagation Detail** screen is displayed.

Figure 1-9 FCIS LEP Back Data Propagation Detail

2. Use **FCIS LEP Back Data Propagation Detail** screen to modify or delete a transaction, you can specify the required operation, the original transaction number and change the details or delete the transaction.
3. Use **FCIS LEP Propagate Transaction Detail** screen to create a new record however, you are required to enter a new and unique transaction number along with the other details of the transaction.

Subsequently, you need to select the new transaction number in the **FCIS LEP Back Data Propagation Detail** screen to propagate the new record.

4. On **FCIS LEP Back Data Propagation Detail**, click **New** to enter the details.

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

Table 1-7 FCIS LEP Back Data Propagation Detail - Field Description

Field	Description
Basic Information	This section displays the following details.
Propagation Reference Number	Display The system generates a unique number for each propagation process.
Unit Holder ID	Alphanumeric; 12 Characters; Mandatory Specify the UH for which the propagation is being done. You can use the UH Find button to select the required UH.
Unit Holder Name	Display The system displays the name of the selected UH.
Propagation Date	Display The system displays the application date here.
Transaction Information	This section displays the following details.

Table 1-7 (Cont.) FCIS LEP Back Data Propagation Detail - Field Description

Field	Description
Operation	Optional Select from the adjoining drop-down list, the kind of propagation operation that is to be done. The options are: • New • Modify • Delete The data that you are required to enter from here on depends on the type of operation you have selected.
Policy Number	Alphanumeric; 16 Characters; Mandatory only if the Operation is Modify Specify the policy number for which you want to propagate back data. You can also select the policy number from the adjoining option list. The list contains the reference numbers of all authorized policies.
Transaction Type	Optional Select, from the adjoining drop-down list, the type of transaction to be propagated. The options are: • Policy Initial Investment • Topup • Switch • Surrender • Annuity • Premium • Recurring Switch
To Unit Holder Name	Display The system will display the name of the unit holder selected.
Initial Investment Amount	Numeric; 30 Characters; Mandatory if Transaction Type is Policy Initial Investment Enter the initial investment amount for the policy.
Old Transaction Number	Alphanumeric; 16 Characters; Mandatory if Operation is Delete Enter the transaction number of the transaction that you wish to delete or modify.
New Transaction Number	Alphanumeric; 16 Characters; Mandatory if Operation is New Specify a new unique transaction number for a transaction that you wish to create. You can also select the transaction number from the adjoining option list. The list contains the reference numbers for all the transactions that were created in the FCIS LEP Propagate Transaction Detail screen.
Transaction Currency	Alphanumeric; 3 Characters; Mandatory if Operation is Modify Specify the currency in which the new transaction is to be reckoned.
Transaction Mode	Mandatory if Operation is Modify Select the mode of transacting from the adjoining drop-down list. The options are: • Amount • Percent • Units
Amount Applied	Numeric; 30 Characters; Mandatory if Transaction Mode is Amount If the transaction mode is amount, specify the amount for the transaction.

Table 1-7 (Cont.) FCIS LEP Back Data Propagation Detail - Field Description

Field	Description
Percent	Numeric; 5 Characters; Mandatory if Transaction Mode is Percent If the transaction mode is percent, specify the percentage.
Units	Numeric; 27 Characters; Mandatory if Transaction Mode is Units If the transaction mode is units, specify the number of units for the transaction.
Transaction Category	Optional Select the transaction category from the drop-down list. The list displays the following values: • Legacy • Advised Business • Execution Only

- Click **Save** after entering the requisite details.

The system will propagate the transactions (and commissions) as per the operation specified and generate a detailed report.

- If any of the following transactions have taken place during the data propagation period, the system will take these into account along with the original data for reiteration:
 - Dividend payout or re-investment transaction
 - Annuity, recurring switches, recurring premium or surrender transactions
 - Applicable loads
 - Annuity Journals
 - Periodic fees
 - CGT Recovery Transactions

1.7 FCIS LEP Back Data Propagation Summary

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

Retrieve FCIS LEP Back Data Propagation Record

- On **Home** screen, type **LESROPLE** in the text box, and click **Next**.

The **FCIS LEP Back Data Propagation Summary** screen is displayed.

Figure 1-10 FCIS LEP Back Data Propagation Summary

2. On **FCIS LEP Back Data Propagation 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**
 - **Propagation Reference Number**
 - **Unit Holder ID**
 - **Propagation 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 **Propagation Reference Number**
- Press F8

- [Edit FCIS LEP Back Data Propagation Record](#)
This topic provides the systematic instructions to edit FCIS LEP Back Data Propagation record.
- [View FCIS LEP Back Data Propagation Record](#)
This topic provides the systematic instructions to view FCIS LEP Back Data Propagation record.
- [Authorize FCIS LEP Back Data Propagation Record](#)
This topic provides the systematic instructions to authorize FCIS LEP Back Data Propagation record.

1.7.1 Edit FCIS LEP Back Data Propagation Record

This topic provides the systematic instructions to edit FCIS LEP Back Data Propagation record.

Modify the details of FCIS LEP Back Data Propagation Record that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

1. Start the **FCIS LEP Back Data Propagation 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 LEP Back Data Propagation 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 LEP Back Data Propagation Detail** screen is closed and the changes made are reflected in the **FCIS LEP Back Data Propagation Summary** screen.

1.7.2 View FCIS LEP Back Data Propagation Record

This topic provides the systematic instructions to view FCIS LEP Back Data Propagation record.

View a record that you have previously input by retrieving the same in the **FCIS LEP Back Data Propagation Summary** screen. Perform this operation as follows:

1. Start the **FCIS LEP Back Data Propagation 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 LEP Back Data Propagation Detail** screen is displayed.

1.7.3 Authorize FCIS LEP Back Data Propagation Record

This topic provides the systematic instructions to authorize FCIS LEP Back Data Propagation record.

Authorize an unauthorized FCIS LEP Back Data Propagation Record in the system for it to be processed as follows:

1. Invoke the **FCIS LEP Back Data Propagation 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 LEP Back Data Propagation Detail** screen is displayed.

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

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

1.8 Process FCIS LEP Propagate Transaction Detail

This topic provides the systematic instructions to create a LEP transaction that has been missed out.

FCIS LEP Propagate Transaction Detail

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

The **FCIS LEP Propagate Transaction Detail** screen is displayed.

Figure 1-11 FCIS LEP Propagate Transaction Detail

2. On **FCIS LEP Propagate Transaction Detail**, click **New** to enter the details.

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

Table 1-8 FCIS LEP Propagate Transaction Detail - Field Description

Field	Description
Policy Transaction	This section displays the following details.
Policy Number	<i>Alphanumeric; 16 Characters; Mandatory</i> Specify the policy number. Alternatively, you can select the policy number from the option list. The list displays all valid policy number maintained in the system.
Policy Holder ID	<i>Display</i> The system displays the policy holder ID for the selected policy number.
Policy Txn Number	<i>Display</i> The system displays the policy transaction number.
Transaction Type	<i>Mandatory</i> Select the transaction type from the drop-down list. The list displays the following values: • Topup • Surrender • Switch

- [Transaction Details Tab](#)
This topic explains the transaction details tab of **FCIS LEP Propagate Transaction Detail** screen.
- [Asset Allocation Tab](#)
This topic explains the Asset Allocation tab of **FCIS LEP Propagate Transaction Detail** screen.
- [Payment Details Tab](#)
This topic explains the transaction details tab of **FCIS LEP Propagate Transaction Detail** screen.
- [Broker Details Tab](#)
This topic explains the broker details tab of **FCIS LEP Propagate Transaction Detail** screen.

1.8.1 Transaction Details Tab

This topic explains the transaction details tab of **FCIS LEP Propagate Transaction Detail** screen.

1. On **FCIS LEP Propagate Transaction Detail** screen, click **Transaction Details** tab to enter the basic details for the transaction along with the exchange rates to be used.
The **Transaction** details are displayed.

Figure 1-12 FCIS LEP Propagate Transaction Detail_Transaction Details

The screenshot shows the 'FCIS LEP Propagate Transaction Detail' window with the 'Transaction Details' tab selected. The window has a title bar with a 'Save' icon and a close button. Below the title bar are four tabs: 'Transaction Details', 'Asset Allocation', 'Payment Details', and 'Broker Details'. The 'Transaction Details' tab contains the following fields:

- Transaction Date:** YYYY-MM-DD (calendar icon)
- Transaction Entry Date:** YYYY-MM-DD (calendar icon)
- Transaction Currency:** * (text field with search icon)
- Transaction Amount:** (text field)
- Txn Type:** (text field with search icon)
- Phase In To Be Cancelled:** (text field)
- Include Interest In Investment:** (dropdown menu)
- Interest Amount:** (text field)
- Transaction Mode:** * (dropdown menu, currently 'Amount')
- Topup Inclusive:** (dropdown menu)
- Portfolio switch:** (dropdown menu)
- Portfolio Surrender:** (dropdown menu)
- Surrender Money Payable:** (text field with search icon)
- Transaction Category:** *-Select- (dropdown menu)

Below these fields is the 'Exchange Rate Details' section:

- Amount Applied:** (text field)
- Exchange Rate Applied:** (text field)
- Source ID:** (text field with search icon)
- Override Exchange Rate:** (dropdown menu, currently 'No')

At the bottom right are 'Audit' and 'Cancel' buttons.

- On **Transaction Details** tab, specify the fields.
For more information on fields, refer to the field description table.

Table 1-9 Transaction Details - Field Description

Field	Description
Policy Details	This section displays the following details.
Transaction Date	Date Format; Mandatory Specify the date for the transaction.
Transaction Currency	Alphanumeric; 3 Characters; Mandatory When different currencies have been used in payment details, then you are required to enter the transaction currency.
Transaction Amount	Numeric, 30 Characters; Mandatory Specify the investment amount of the transaction.
Txn Type	Alphanumeric; 2 Characters; Optional Select the Transaction Type. Alternatively, you can select transaction type from the option list. The list displays all valid transaction type maintained in the system.
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.
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. - If you select No, the interest amount will be generated as a separate UT transaction.

Table 1-9 (Cont.) Transaction Details - Field Description

Field	Description
Interest Amount	Numeric; 18 Characters; Optional Specify the interest amount based on the interest calculation days and interest rate provided.
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 transaction mode from the drop-down list. The list displays the following values: • Amount • Unit • Percent
Top Up Inclusive	Optional Select if the transaction is an inclusive top up transaction or not from the drop-down list. The list displays the following values: • Yes • No 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.
Portfolio Switch	Optional Select if portfolio switch is considered or not from the adjoining drop-down list. The list displays the following values: • Yes • No
Portfolio Surrender	Optional Select if portfolio surrender is considered or not from the adjoining drop-down list. The list displays the following values: • Yes • No
Surrender Money Payable	Alphanumeric; 1 Character; Optional Specify the surrender money payable details. Refer to the topic Maintaining System Parameters for further information on the System Parameters Maintenance screen.
Transaction Category	Mandatory Select the transaction category from the adjoining drop-down list. Following are the options available: • Legal • Advised Business • Execution Only
Exchange Rate Details	This section displays the following details.
Amount Applied	Numeric; 30 Characters; Optional Specify the amount calculated based on the exchange rate specified.
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.

Table 1-9 (Cont.) Transaction Details - Field Description

Field	Description
Exchange Rate Applied	Numeric; 21 Characters; Optional Specify the exchange rate applied.
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 want to override the exchange rate and No to indicate otherwise.

- Click the **Calculate** 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.

1.8.2 Asset Allocation Tab

This topic explains the Asset Allocation tab of **FCIS LEP Propagate Transaction Detail** screen.

- On **FCIS LEP Propagate Transaction Detail** screen, click **Asset Allocation** tab to enter the asset allocation details for the transaction.

Capture the fund-wise pattern of distribution of the investment amount.

If the initial contribution that you enter is in different currencies, you need to mention the currency-wise details.

The **Asset Allocation** details are displayed.

Figure 1-13 FCIS LEP Propagate Transaction Detail_Aset Allocation

The screenshot displays the 'FCIS LEP Propagate Transaction Detail' application window. The 'Asset Allocation' tab is active, showing two data entry sections. The first section, titled 'Details', contains a table with columns: Fund ID, Fund Name, Fund Base Currency, Transaction Currency, Transaction Amount, Exchange Rate Source, Override Exchange Rate, and Exchange Rate Applied. The second section, also titled 'Details', contains a table with columns: To Fund ID, Fund Name, and Ratio. Both sections include search icons and pagination controls. The top of the window features a 'Save' button and four tabs: Transaction Details, Asset Allocation, Payment Details, and Broker Details.

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

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

Table 1-10 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. Select the required funds.
Fund Name	Display The system displays the fund name for the selected fund ID.
Fund Base Currency	Display The system displays the fund base currency details.
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.
Transaction Amount	Numeric, 30 Characters; Mandatory 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.
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 Specify the FX deal date.
FX Value Date	Date format; Optional Specify the FX Value date.
WAC	Numeric; 30 Characters; Optional Enter the Weighted Average Cost.

Table 1-10 (Cont.) Asset Allocation - Field Description

Field	Description
Ratio	Numeric, 11 Characters; Optional Specify the portion of the units that are to be invested in each of the selected funds. 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.
Auto Clear Provisional Balance	Mandatory Select if provisional balance should be automatically cleared or not from the drop-down list. The list displays the following values: • Yes • No
Auto Clear Reinvestments	Mandatory Select if reinvestment details should be automatically cleared or not from the drop-down list. The list displays the following values: • Yes • No

1.8.3 Payment Details Tab

This topic explains the transaction details tab of **FCIS LEP Propagate Transaction Detail** screen.

1. On **FCIS LEP Propagate Transaction Detail** screen, click **Payment Details** tab to capture the details of payments made by the Policy Holder towards processing of the transaction.

The **Payment** details are displayed.

Figure 1-14 FCIS LEP Propagate Transaction Detail_Payment Details

The screenshot displays the 'FCIS LEP Propagate Transaction Detail' application window. The 'Payment Details' tab is selected, showing a form with the following fields:

- Transaction Details:** Payment Mode (dropdown), Clearing Date (YYYY-MM-DD), Payment Type (dropdown, set to 'Self'), Bank Code (text), Account Number (text), Check Number (text), Identification Number (text), Address Line 1 (text), Transferee Number (text).
- Payment Details:** Payment Date (YYYY-MM-DD), Payment Currency (text), Payment Amount (text), Ratio (text), Branch Code (text), Account Type (text), Account Currency (text), Check Date (YYYY-MM-DD), Contact Name (text), Address Line 2 (text), IBAN (text).

Navigation and control elements include a 'Save' button, a '1 of 1' indicator, and 'Audit' and 'Cancel' buttons at the bottom right.

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

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

Table 1-11 Payment Details Tab - Field Description

Field	Description
Payment Details	This section displays the following details.
Payment Mode	Optional Select the mode through which the payment is made by the Policy holder. This could be any one of the following, as applicable: • Cash • Cheque • Demand Draft • Money Transfer
Clearing Date	Date Format, Optional Specify the Clearing Date of the payment.
Payment Type	Mandatory Select the payment type from the drop-down list. The list displays the following values: • Self • Product • Third Party • Beneficiary
Bank Code	Alphanumeric; 12 Characters; Optional Select the bank code from the option list.
Account Number	Alphanumeric; 34 Characters; Optional Specify the number of the transfer account.
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.
Identification Number	Alphanumeric; 50 Characters; Mandatory Specify the identification number.
Address Line 1	Alphanumeric; 255 Characters; Optional Specify the address of the customer.
Transferee Number	Alphanumeric; 16 Characters; Optional Specify the transferee number.
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; Mandatory Enter the initial investment amount being paid in the particular currency.
Ratio	Numeric; 5 Characters; Optional Specify the ratio.
Branch Code	Alphanumeric; 12 Characters; Optional Select the branch code from the option list.
Account Type	Alphanumeric; 1 Character; Optional Select the account type of the transfer account.

Table 1-11 (Cont.) Payment Details Tab - Field Description

Field	Description
Account Currency	Alphanumeric; 3 Characters; Optional Specify the transaction currency.
Check Date	Date Format, Optional Enter the cheque date of the cheque /draft number of the demand draft by which the payment is being made.
Contact Name	Alphanumeric; 100 Characters; Optional Specify the contact name.
Address Line 1	Alphanumeric; 255 Characters; Optional Specify the address of the customer.
IBAN	Alphanumeric; 40 Characters; Optional Specify the International Bank Account Number (IBAN) of the account holder.
Exchange Rate Details	This section displays the following details.
Source ID	Alphanumeric; 6 Characters; Optional Specify the source ID from the adjoining option list.
Exchange Rate Applied	Numeric; 21 Characters; Optional Specify the exchange rate applied.
Transaction Currency Amount	Numeric; 30 Characters; Optional Specify the transaction currency amount.
Override Exchange Rate	Optional Select the exchange rate is overridden or not from the drop-down list. The list displays the following values: • Yes • No
FX Deal Date	Date Format; Optional Select 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 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. 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.

Table 1-11 (Cont.) Payment Details Tab - Field Description

Field	Description
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.
Interest Amount in Transaction Currency	Numeric; 30 Characters; Optional Specify 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

1.8.4 Broker Details Tab

This topic explains the broker details tab of **FCIS LEP Propagate Transaction Detail** screen.

1. On **FCIS LEP Propagate Transaction Detail** screen, click **Broker Details** tab to enter the basic details for the transaction along with the exchange rates to be used.

The **Broker** details are displayed.

Figure 1-15 FCIS LEP Propagate Transaction Detail_Broker Details

The screenshot displays the 'FCIS LEP Propagate Transaction Detail' application window. At the top, there's a 'Save' button. Below it, input fields for 'Policy Number', 'Policy Txn Number', 'Policy Holder ID', and a 'Transaction Type' dropdown (set to 'Topup') are visible. A horizontal tab bar contains 'Transaction Details', 'Asset Allocation', 'Payment Details', and 'Broker Details'. The 'Broker Details' tab is selected. Above the table is a 'Fetch Broker Details' button. The table has columns for 'Broker Code', 'Broker Name', and 'Split Percentage'. It displays one row of data. At the bottom, there's a pagination control showing 'Page 1 of 1 (1 of 1 items)' and 'Audit' and 'Cancel' buttons.

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

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

Table 1-12 Broker Details Tab - Field Description

Field	Description
Broker Code	Alphanumeric; 9 Characters; Mandatory Specify the Broker Mapped for the Policy from the option list.
Broker Name	Display Upon selection of the broker code, the system displays the name of the selected broker code.
Split Percentage	Percentage Format, 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.

1.9 FCIS LEP Propagate Transaction Summary

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

Retrieve FCIS LEP Propagate Transaction Record

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

The **FCIS LEP Propagate Transaction Summary** screen is displayed.

Figure 1-16 FCIS LEP Propagate Transaction Summary

2. On **FCIS LEP Propagate Transaction 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 Txn Number**
 - **Policy Number**
 - **Transaction Type**
 - **Transaction Date**
 - **Transaction Currency**
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 Txn Number**
- Press F8

4. Perform **Edit**, **Delete**, **Amend** and **Authorize** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.
- [Edit FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to edit FCIS LEP Propagate Transaction record.
 - [View FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to view FCIS LEP Propagate Transaction record.
 - [Delete FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to delete FCIS LEP Propagate Transaction record.
 - [Authorize FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to authorize FCIS LEP Propagate Transaction record.
 - [Amend FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to amend FCIS LEP Propagate Transaction record.
 - [Authorize Amended FCIS LEP Propagate Transaction Record](#)
This topic provides the systematic instructions to authorize amended FCIS LEP Propagate Transaction record.

1.9.1 Edit FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to edit FCIS LEP Propagate Transaction record.

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

1. Start the **FCIS LEP Propagate Transaction 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 LEP Propagate Transaction 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 LEP Propagate Transaction Detail** screen is closed and the changes made are reflected in the **FCIS LEP Propagate Transaction Summary** screen.

1.9.2 View FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to view FCIS LEP Propagate Transaction record.

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

1. Start the **FCIS LEP Propagate Transaction 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 LEP Propagate Transaction Detail** screen is displayed.

1.9.3 Delete FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to delete FCIS LEP Propagate Transaction record.

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

1. Start the **FCIS LEP Propagate Transaction 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 LEP Propagate Transaction Detail** screen is displayed.

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

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

1.9.4 Authorize FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to authorize FCIS LEP Propagate Transaction record.

Authorize an unauthorized FCIS LEP Propagate Transaction Record in the system for it to be processed as follows:

1. Start the **FCIS LEP Propagate Transaction 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 LEP Propagate Transaction Detail** screen is displayed.

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

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

1.9.5 Amend FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to amend FCIS LEP Propagate Transaction 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 LEP Propagate Transaction 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 LEP Propagate Transaction 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.

1.9.6 Authorize Amended FCIS LEP Propagate Transaction Record

This topic provides the systematic instructions to authorize amended FCIS LEP Propagate Transaction record.

Authorize an amended FCIS LEP Propagate Transaction Record for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

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

1.10 Process FCIS LEP Propagate SI Detail

This topic provides the systematic instructions to enter annuities and premium related transactions for propagation.

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

The **FCIS LEP Propagate SI Detail** screen is displayed.

Figure 1-17 FCIS LEP Propagate SI Detail

2. On **FCIS LEP Propagate SI Detail**, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-13 FCIS LEP Propagate SI Detail - Field Description

Field	Description
Propagation Reference Number	<i>Display</i> The system displays the propagation reference number.

Table 1-13 (Cont.) FCIS LEP Propagate SI Detail - Field Description

Field	Description
Transaction Type	<i>Mandatory</i> Select the transaction type from the adjoining drop-down list. You have the following options: • Annuity • Recurring Premium • Recurring Switch
Transaction Date	<i>Date Format; Mandatory</i> Select the date of transaction from the adjoining option list.
SI Amount	<i>Numeric; 30 Characters; Optional</i> This is the value for which the SI will be generated.. You can give either SI amount or Net Annuity amount and WHT amount. If SI amount alone is entered system will compute the WHT amount if applicable. If SI amount is given, Net annuity amount and WHT amount should not be specified.
Net Annuity Amount	<i>Numeric; 15 Characters; Optional</i> You can enter either SI amount or Net Annuity amount and WHT amount. If Net annuity amount and WHT amount are entered, the system will generate an SI with Net annuity amount and a WHT redemption transaction for the WHT amount.
Policy Number	<i>Alphanumeric; 16 Characters; Optional</i> Enter the policy number for which SI should be generated.
Policy Holder	<i>Display</i> The system will display the Unitholder of the policy.
Policy SI Number	<i>Alphanumeric; 16 Characters; Mandatory</i> You need to choose the policy SI maintenance for which an adhoc SI to be generated.
Transaction Currency	<i>Alphanumeric; 3 Characters; Mandatory</i> Enter the transaction currency for the SI transaction.
WHT Amount	<i>Numeric; 15 Characters; Optional</i> You can enter either SI amount or Net Annuity amount and WHT amount. If Net annuity amount and WHT amount is entered, the system will generate an SI with Net annuity amount and a WHT redemption transaction for the WHT amount.

1.11 FCIS LEP Propagate SI Summary

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

Retrieve Record in FCIS LEP Propagate SI Summary

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

The **FCIS LEP Propagate SI Summary** screen is displayed.

Figure 1-18 FCIS LEP Propagate SI Summary

2. On **FCIS LEP Propagate SI 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**
 - **Propagation Reference Number**
 - **Transaction Type**
 - **Transaction Date**
 - **Policy SI 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 **Policy Txn Number**
- Press F8

4. Perform **Edit**, **Delete**, **Amend** and **Authorize** operations by selecting the desired operation from the Action list. You can also search a record by using a combination of % and alphanumeric value.
 - [Edit FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to edit FCIS LEP Propagate SI record.
 - [View FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to view FCIS LEP Propagate SI record.

- [Delete FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to delete FCIS LEP Propagate SI record.
- [Authorize FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to authorize FCIS LEP Propagate SI record.
- [Amend FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to amend FCIS LEP Propagate SI Record record.
- [Authorize Amended FCIS LEP Propagate SI Record](#)
This topic provides the systematic instructions to authorize amended FCIS LEP Propagate SI record.

1.11.1 Edit FCIS LEP Propagate SI Record

This topic provides the systematic instructions to edit FCIS LEP Propagate SI record.

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

1. Start the **FCIS LEP Propagate SI 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 LEP Propagate SI 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 LEP Propagate SI Detail** screen is closed and the changes made are reflected in the **FCIS LEP Propagate SI Summary** screen.

1.11.2 View FCIS LEP Propagate SI Record

This topic provides the systematic instructions to view FCIS LEP Propagate SI record.

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

1. Start the **FCIS LEP Propagate SI 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 LEP Propagate SI Detail** screen is displayed.

1.11.3 Delete FCIS LEP Propagate SI Record

This topic provides the systematic instructions to delete FCIS LEP Propagate SI record.

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

1. Start the **FCIS LEP Propagate SI 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 LEP Propagate SI Detail** screen is displayed.
5. Select **Delete** operation from the Action list.
The system prompts you to confirm the deletion and the record is physically deleted from the system database.

1.11.4 Authorize FCIS LEP Propagate SI Record

This topic provides the systematic instructions to authorize FCIS LEP Propagate SI record.

Authorize an unauthorized FCIS LEP Propagate SI Record in the system for it to be processed as follows:

1. Start the **FCIS LEP Propagate SI 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 LEP Propagate SI Detail** screen is displayed.
5. Select **Authorize** operation from the Action List.
When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the **Save** operation are displayed. If any of these overrides results in an error, the checker must reject the record.

1.11.5 Amend FCIS LEP Propagate SI Record

This topic provides the systematic instructions to amend FCIS LEP Propagate SI Record 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 LEP Propagate SI Summary** screen from the Browser.
2. Select the status of the record that you want to retrieve for amendment.
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 LEP Propagate SI 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.

1.11.6 Authorize Amended FCIS LEP Propagate SI Record

This topic provides the systematic instructions to authorize amended FCIS LEP Propagate SI record.

Authorize an amended FCIS LEP Propagate SI Record for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

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

1.12 Processing Transactions

This topic gives an explanation on how you can propagate different combinations of transactions and operations in the back data propagation and transaction screens.

The workflow for each combination of transaction and operation is detailed in the table below:

Table 1-14 Processing Transactions

Transaction	Operation	Scenario	Workflow
Policy Initial Investment	Modify Only initial investment amount modification would be supported.	Policy captured with wrong initial investment amount.	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and input the initial investment amount. The operation would be Modify and transaction type would be Policy Initial Investment . Click Save .

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
Top-up	Add	Top-up transaction was missed.	In FCIS LEP Propagate Transaction Detail screen (Function ID: LEDPRTXN), capture a top-up transaction for the appropriate policy and investor. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured top-up transaction. Transaction type should be Top-up here. Click Save.
-	Delete	Top-up transaction captured in a wrong fund/ investor.	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the top-up transaction in business schema. Transaction type should be Top-up here. Click Save.
-	Modify	Top-up transaction captured in a wrong amount.	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Modify and old transaction number should be the top-up transaction in business schema. Transaction Amount/Transaction Units would be used to input the modified value. Transaction type should be Top-up here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
Switch	Add	Missed policy switch transaction	In FCIS LEP Propagate Transaction Detail screen (Function ID: LEDPRTXN), capture a switch transaction for the appropriate policy and investor. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured Switch transaction. Transaction type should be Switch here. Click Save.
-	Delete	Switch captured in wrong fund.	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the switch transaction which needs to be deleted. Transaction type should be Switch here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
-	Modify	Say switch transaction was captured with wrong asset allocation details	Add row in transaction details grid, select the old transaction number as wrongly specified switch transaction number and operation should be selected as Delete. In FCIS LEP Propagate Transaction Detail screen (Function ID: LEDPRTXN), capture a switch transaction for the appropriate policy, investor and proper asset allocation. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly generated Switch transaction. Transaction type should be Switch here. Click Save.
Surrender	Add	Missed Surrender transaction	In FCIS LEP Propagate Transaction Detail screen (Function ID: LEDPRTXN), capture the surrender transaction for the appropriate policy and investor. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured surrender transaction. Transaction type should be Surrender here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
-	Delete	Wrongly captured surrender	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the surrender transaction in business schema. Transaction type should be Surrender here. Click Save .
-	Modify	Surrender transaction captured with wrong amount	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Modify and old transaction number should be the surrender transaction in business schema. Transaction Amount/Transaction Units/ Percentage would be used to input the modified value. Transaction type should be Surrender here. Click Save .
Annuity	Add	Missed Annuity	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture the missed annuity. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured annuity transaction. Transaction type should be Annuity here. Click Save .

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
-	Delete	Wrongly generated Annuity	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the Annuity transaction in business schema. Transaction type should be Annuity here. Click Save.
-	Modify	Not-revised Annuity	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture the not-revised annuity with proper annuity amount. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured annuity transaction. Transaction type should be Annuity here. Add another row in transaction grid, select the Investor, policy number and select operation as Delete and old transaction number should be the Annuity transaction in business schema. Transaction type should be Annuity here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
Premium	Add	Missed Premium	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture the missed annuity. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured premium transaction. Transaction type should be Premium here. Click Save.
-	Delete	Wrongly generated Premium	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the premium transaction in business schema. Transaction type should be Premium here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
-	Modify	Wrongly generated with wrong value	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture the SI transaction with proper premium amount. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured premium transaction. Transaction type should be Premium here. Add another row in transaction grid, select the Investor, policy number and select operation as Delete and old transaction number should be the premium transaction in business schema. Transaction type should be Premium here. Click Save.
Recurring Switch	Add	Missed SI Switch	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture the missed recurring switch. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured switch transaction. Transaction type should be Recurring Switch here. Click Save.

Table 1-14 (Cont.) Processing Transactions

Transaction	Operation	Scenario	Workflow
-	Delete	Wrongly generated Switch	In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as Delete and old transaction number should be the recurring switch transaction in business schema. Transaction type should be Recurring Switch here. Click Save.
-	Modify	Wrongly generated with wrong value	In FCIS LEP Propagate SI Detail screen (Function ID: LEDPROSI) capture recurring switch transaction. In FCIS LEP Back Data Propagation Detail screen, select the Investor, policy number and select operation as New and new transaction number should be the newly captured recurring switch transaction. Transaction type should be Recurring Switch here. Add another row in transaction grid, select the Investor, policy number and select operation as Delete and old transaction number should be the recurring switch transaction in business schema. Transaction type should be Recurring Switch here. Click Save.

1.13 Process First Verification

This topic provides the systematic instructions to enable dual authorization for a screen that requires dual authorization.

The first level authorization can be done from this screen and the second level authorization can be done from the respective function ID screen which is set for dual authorization.

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

The **First Verification** screen is displayed.

Figure 1-19 First Verification

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

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

Table 1-15 First Verification - Field Description

Field	Description
Key ID	<i>Alphanumeric; 2000 Characters; Optional</i> The system generates the key ID. If you specify some random key, the system displays an error message. The system displays the following details on clicking Execute Query.
Function ID	The system displays the Function ID.
Records	The system displays the following details: • Mod No • Modification Status • Maker • Maker Date Stamp • Authorization Status • View Changes

Table 1-15 (Cont.) First Verification - Field Description

Field	Description
Remarks	The system displays the following details: • Maker Remarks • Maker Override Remarks • First Checker Remarks
Warnings	The system displays the following details: • Warning Code • Warning Description
Fields	The system displays the following details: • Field Name • Old Value • New Value

1.14 Back Data Transactions Authorization

This topic explains the systematic instructions to authorize Back Data transactions in First Verification summary.

The system requires dual authorization for the transactions that have been propagated. The first-time authorization is done from the **First Verification** screen and subsequently from the summary screens for LEP and UT.

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

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

Figure 1-20 First Verification Summary

2. Click **Search** to retrieve records by specifying any of the following parameters.
The system will retrieve the records matching the parameters specified.
3. On **First Verification Summary**, specify the fields.
For more information on fields, refer to the field description table.

Table 1-16 First Verification Summary - Field Description

Field	Description
Function Id	<i>Alphanumeric; 30 Characters; Optional</i> Specify the function ID. Alternatively, you can select function ID from the option list. The list displays all valid function ID maintained in the system.
Maker	<i>Alphanumeric; 12 Characters; Optional</i> Specify the maker ID. Alternatively, you can select maker ID from the option list. The list displays all valid maker ID maintained in the system.
Key Definition	<i>Alphanumeric; 2000 Characters; Optional</i> Specify the key definition.

4. Click **Search** to retrieve records.

If you do not enter any parameter before clicking **Search**, then the system will display all the unauthorized UT and LEP records.

5. Double-click the required record and click **Accept**.

The system will perform the first level of authorization and redirect the record to the respective summary screen, from where you can perform the second level of authorization.

1.15 Run Debugs for Propagation

This topic provides instructions to run debugs for propagation.

When you run the data propagation process for LEP and UT, you can keep track of the processing using the debug facility.

You need to maintain a parameter **PROPAGATIONLOG** to enable this facility in the **Parameter Setup Detail** screen which you can process by typing **UTDPARAM** in the text box, and click **Next**.

- Maintain the value of this parameter as **1** to have a debug written.
- Maintain the value of this parameter as **0** to disable the debug.

1.16 Jobs Monitor Summary

This topic explains the steps to view the jobs that are being run and terminate the ones that you do not require in the **Jobs Monitor Summary** screen.

You will need to run EOD continuously to update the data from the date of transaction input till the current date as part of propagation. This is done through jobs.

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

The **Jobs Monitor Summary** screen is displayed.

Figure 1-21 Jobs Monitor Summary

2. Click **Search** to retrieve records by specifying any of the following parameters.
The system will fetch the records that match the criteria. You can query on the following parameters:
 - **Job ID**
 - **Schema User**
 - **Instance**
 - **What**
 - **Last Date**
 - **Failures**
3. Click **Search** to retrieve the records.
If you do not enter any criterion before clicking **Search**, the system will fetch all the job records.
4. Click **Refresh** to update the records.
The system will display a job for as long as it is running. If the job has been completed, it will no longer be visible in this screen.
5. Click **KILL** and select the job record to terminate a job.
The system will terminate the job.

1.17 Impact of Propagation

This topic provides information on impact on the following processes due to data propagation.

Load Computation

There can be a difference in the load computed after propagation and the original load computation if:

- the load is unit based and there has been an increase (or decrease) in the number of units due to propagation
- the outflow is linked to an inflow and the exit load is based on a period

Dividend Reinvestments

These will differ if transactions have been wrongly entered initially. During propagation, the system will pick up the balance based on the correct information entered and generate the dividend re-investment transactions. This calculation will however be based on the original IDS for the unit holder, that is, the IDS maintained at the time of initial processing.

Ageing (FIFO) Units

If there has been a change in the allocation status of a transaction, the system will consider only the original allocation status of a transaction during data propagation. For instance, if the original allocation status of a transaction is **Provisional** and subsequently the status changes to **Confirmed**, while reiterating the transactions, the system will consider the status as **Provisional** and carry out the calculations accordingly.

Linked Transactions Processing

For linked transactions, where an inflow transaction that is linked to an outflow transaction is being modified, the system will check if the outflow transaction is affected due to data propagation. If it is, the outflow transaction will not be generated.

1.18 Back Data Propagation Enquiry

This topic provides the systematic instructions to view Back Data Propagation details.

View Back Data Propagation Details

1. On **Home** screen, type **UTDPRQRY** in the text box, and click **Next**.
The **Back Data Propagation Enquiry** screen is displayed.

Figure 1-22 Back Data Propagation Enquiry

2. Specify **Propagation Reference Number** and click **Execute Query**.
The system will display the following details for the propagated query:
 - **Operation**
 - **Policy Number**

- **Transaction Type**
- **Transaction Currency**
- **Initial Investment Amount**
- **Old Txn Number**
- **New Txn Number**
- **Amount Applied**
- **Units**
- **Percent**
- [View Investor Fund Balance](#)
This topic provides the systematic instructions to view the investor fund balance.
- [View Standing Instructions Details](#)
This topic provides the systematic instructions to view standing instructions details.
- [View Income Distribution Setup Details](#)
This topic provides the systematic instructions to view Income Distribution Setup details.
- [View Transaction Summary](#)
This topic provides the systematic instructions to view transaction summary.
- [View Dividend Distribution Details](#)
This topic provides the systematic instructions to view dividend distribution details.
- [View Capital Gains Transactions Tax Details](#)
This topic provides the systematic instructions to view Capital Gains Transactions Tax details.
- [View Broker Commission Details](#)
This topic provides the systematic instructions to view Broker Commission details.

1.18.1 View Investor Fund Balance

This topic provides the systematic instructions to view the investor fund balance.

1. Click **Investor Fund Balance** button in the **Back Data Propagation Enquiry** screen to view the fund balances propagated.

The **Investor Fund Balance** screen is displayed.

Figure 1-23 Back Data Propagation Enquiry_Investor Fund Balance

Investor Fund Balance

Product ID	Policy Number	Fund ID	Fund Name	Fund Base Currency	Balance Units	Blocked Units	Total Blocked Amount	FBC redeemabl
No data to display.								

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Total Blocked Amount: Total Holdings in UH Currency:

Category-wise Balance Exit

- On **Investor Fund Balance** screen, view the following details.

The following details are displayed:

- **Product ID**
- **Policy Number**
- **Fund ID**
- **Fund Name**
- **Fund Base Currency**
- **Balance Units**
- **Blocked Units**
- **Total Blocked Amount**
- **FBC redeemable**
- **FBC Holding**
- **UHBC Redeemable**
- **Average Cost**
- **Provisional Units**
- **UHBC Holding**
- **Total Blocked Amount**
- **Total Holdings in UH Currency**

1.18.2 View Standing Instructions Details

This topic provides the systematic instructions to view standing instructions details.

- Click **Standing Instructions** button in the **Back Data Propagation Enquiry** screen to view the standing instructions details propagated.

The **Standing Instructions** screen is displayed.

Figure 1-24 Back Data Propagation Enquiry_Standing Instructions

Standing Instructions

☐	SI Number	Unit Holder ID	Fund ID	Transaction Type	Status	Start Date	End Date	Escalation Start Date	Escalation End Date
No data to display.									

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Exit

- On **Standing Instructions** screen, view the following details.

The following details are displayed:

- **SI Number**
- **Unit Holder ID**
- **Fund ID**
- **Transaction Type**
- **Status**
- **Start Date**
- **End Date**
- **Escalation Start Date**
- **Escalation End Date**
- **Last Processed Date**
- **SI Description**

1.18.3 View Income Distribution Setup Details

This topic provides the systematic instructions to view Income Distribution Setup details.

- Click **Income Distribution Setup** button in the **Back Data Propagation Enquiry** screen to view details of the income distribution propagated.

The **Income Distribution Setup** screen is displayed.

Figure 1-25 Back Data Propagation Enquiry_Income Distribution Setup

Income Distribution Setup

☐ Unit Holder	Entity Type	Product ID	Policy Number	Fund ID	Payment Percentage	Reinvestment Percentage
No data to display.						

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Exit

2. On **Income Distribution Setup** screen, view the following details.

The following details are displayed:

- **Unit Holder**
- **Entity Type**
- **Product ID**
- **Policy Number**
- **Fund ID**
- **Payment Percentage**
- **Reinvestment Percentage**

1.18.4 View Transaction Summary

This topic provides the systematic instructions to view transaction summary.

1. Click **Transaction Summary** button in the **Back Data Propagation Enquiry** screen to view the summary of the transactions propagated.

The **Transaction Summary** screen is displayed.

Figure 1-26 Back Data Propagation Enquiry_Transaction Summary

Transaction Summary

Product ID	Policy Number	Fund ID	Transaction Number	Transaction Date	Transaction Type	Units	Price	Book Value
No data to display.								

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Exit

- On **Transaction Summary** screen, view the following details.

The following details are displayed:

- **Product ID**
- **Policy Number**
- **Fund ID**
- **Transaction Number**
- **Transaction Date**
- **Transaction Type**
- **Units**
- **Price**
- **Book Value**
- **Running Total**
- **Status Gross Amt in FBC**
- **Net Amt in FBC**
- **Broker Commission**
- **Other Fees**
- **Transaction Category**
- **KIID Received?**

1.18.5 View Dividend Distribution Details

This topic provides the systematic instructions to view dividend distribution details.

- Click **Dividend Distributions** button in the **Back Data Propagation Enquiry** screen to view the details of dividend propagated.

The **Dividend Summary** screen is displayed.

Figure 1-27 Back Data Propagation Enquiry_Dividend Summary

Dividend Summary

Dividend Details

☐ Fund ID	Declaration Date	Payment Date	Units Held	Earnings / Lot	Total	Tax	Net Amount
No data to display.							
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Payment Details

☐ Fund ID	Payment Mode	Account Number	Bank	Branch	Amount
No data to display.					
Page 1 (0 of 0 items) < < 1 > >					

Reinvestment Details

Exit

- On **Dividend Summary** screen, view the following details.

The following details are displayed:

- **Dividend Details**
 - Fund ID
 - Declaration Date
 - Payment Date
 - Units Held
 - Earnings/Lot
 - Total
 - Tax
 - Net Amount
- **Payment Details**
 - Fund ID
 - Payment Mode
 - Account Number
 - Bank
 - Branch
 - Amount
- **Reinvestment Details**
 - Fund ID
 - Reinvestment Fund ID
 - Amount
 - Unit Price
 - Units Allotted

1.18.6 View Capital Gains Transactions Tax Details

This topic provides the systematic instructions to view Capital Gains Transactions Tax details.

1. Click **CGT Transactions** button in the **Back Data Propagation Enquiry** screen to view the details of capital gains tax.

The **CGT Transactions** screen is displayed.

Figure 1-28 Back Data Propagation Enquiry_CGT Transactions

The screenshot shows the 'CGT Transactions' window. At the top, there's a title bar 'CGT Transactions' with a close button. Below it, a header section contains the title 'CGT Transactions' and a list icon. A table with nine columns is displayed: Product ID, Policy Number, Fund ID, Entry Date, Transaction Number, Units, Transaction Date, Reference Number, and Settled. The table body is empty, with the text 'No data to display.' below the header. At the bottom of the table, there's a pagination bar showing 'Page 1 (0 of 0 items)' and navigation buttons. An 'Exit' button is located at the bottom right of the window.

2. On **CGT Transactions** screen, view the following details.

The following details are displayed:

- **Product ID**
- **Policy Number**
- **Fund ID**
- **Entry Date**
- **Transaction Number**
- **Units**
- **Transaction Date**
- **Reference Number**
- **Settled**

1.18.7 View Broker Commission Details

This topic provides the systematic instructions to view Broker Commission details.

1. Click **Broker Commissions** button in the **Back Data Propagation Enquiry** screen to view the commission details for brokers.

The **Commission Details** screen is displayed.

Figure 1-29 Back Data Propagation Enquiry_Broker Commissions

Commission Details

☐	Transaction Number	Transaction Date	Broker Code	Transaction Amount	Load ID	Return Value	Commission without VAT	VAT	Commission with VAT
No data to display.									

Page 1 (0 of 0 items) |< < 1 > >|

Exit

2. On **Commission Details** screen, view the following details.

The following details are displayed:

- **Transaction Number**
- **Transaction Date**
- **Broker Code**
- **Transaction Amount**
- **Load ID**
- **Return Value**
- **Commission without VAT**
- **VAT**
- **Commission with VAT**

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