

Oracle® FLEXCUBE Investor Servicing Dividend User Guide



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Contents

Preface

Purpose	i
Audience	i
Documentation Accessibility	i
Critical Patches	ii
Diversity and Inclusion	ii
Conventions	ii
Screenshot Disclaimer	ii
Acronyms and Abbreviations	ii
Symbols and Icons	iii
Basic Actions	v
Getting Help	vi
Prerequisite	vi

1 Dividend Maintenance

1.1	Dividend Processing in the System	4
1.2	Dividend Processing Automation	10
1.3	Dividend Processing for NPI Funds	10
1.4	Dividend Processing for Beneficiaries	10
1.5	Process Fund Dividend Detail	11
1.5.1	Report Component Values	17
1.5.2	EPU/Lot Component Values	17
1.5.3	Maintain Regular Dividends	19
1.5.4	Maintain Interim Dividends	19
1.5.5	Maintain Cash Dividend for Fund	19
1.5.6	Maintain Stock Dividend for Fund	20
1.5.7	Process Negative Cash Dividend	21
1.6	Fund Dividend Summary	22
1.6.1	Edit Fund Dividend Record	24
1.6.2	View Fund Dividend Record	24
1.6.3	Delete Fund Dividend Record	25
1.6.4	Authorize Fund Dividend Record	25
1.6.5	Amend Fund Dividend Record	25

1.6.6	Authorize Amended Fund Dividend Record	26
1.6.7	Copy Fund Dividend Record	26
1.7	Dividend Skipping	26
1.8	Perform FCIS Process Dividend Payment	26
1.8.1	Payment Details	29
1.8.1.1	Fund Bank Details	30
1.8.2	Process Fund Dividend WHT	31
1.8.3	Initiate Processing for Cash Dividends involving Payment	31
1.8.4	Initiate Processing for Dividends involving Reinvestment	32
1.8.5	Initiate Dividend Processing for All Funds and Corporate Action types	33
1.9	Process Dividend Reinvestments	33
1.9.1	Process in GTA Setup	35
1.9.2	Process in Non-GTA Setup	35
1.9.3	Process all the records at the same time	35
1.10	Process Mass Amendment Detail	35
1.11	Mass Amendment Summary	38
1.11.1	Edit Mass Amendment Record	39
1.11.2	View Mass Amendment Record	39
1.11.3	Delete Mass Amendment Record	40
1.11.4	Authorize Mass Amendment Record	40
1.11.5	Amend Mass Amendment Record	41
1.11.6	Authorize Amended Mass Amendment Record	41
1.12	Process Selected UH Detail	41
1.12.1	Amendment of Dividend Payments for Specific Unit Holders	44
1.12.2	Reversal of Dividend Payments for Specific Unit Holders	45
1.12.3	Authorize Dividend Reversal / Amendment	45
1.12.4	Process Dividend Reversals/Amendments	46
1.13	Selected UH Summary	46
1.13.1	Edit Selected UH Record	47
1.13.2	View Selected UH Record	48
1.13.3	Delete Selected UH Record	48
1.13.4	Authorize Selected UH Record	49
1.13.5	Amend Selected UH Record	49
1.13.6	Authorize Amended Selected UH Record	49
1.14	Perform Mass Reprocess Detail	50
1.15	Mass Reprocess Summary	52
1.15.1	Edit Mass Reprocess Record	53
1.15.2	View Mass Reprocess Record	53
1.15.3	Delete Mass Reprocess Record	54
1.15.4	Authorize Mass Reprocess Record	54
1.15.5	Amend Mass Reprocess Record	55
1.15.6	Authorize Amended Mass Reprocess Record	55

1.16	Process Mock Dividend Detail	55
1.16.1	Details for Dividend Mock Processing	60
1.16.2	Specifications for Mock Processing	61
1.17	Mock Dividend Summary	61
1.17.1	Edit Mock Dividend Record	63
1.17.2	View Mock Dividend Record	64
1.17.3	Delete Mock Dividend Record	64
1.17.4	Authorize Mock Dividend Record	64
1.17.5	Amend Mock Dividend Record	65
1.17.6	Authorize Amended Mock Dividend Record	65
1.17.7	Copy Mock Dividend Record	65
1.18	Process Mock Dividend	66
1.19	Mock Processing for Accumulation	67
1.20	Mock Processing for Reversal of Accumulation	68
1.21	G1-G2 Conversion Details	69
1.22	Process Dividend Equalization Adjustment	70
1.23	Dividend Equalization Adjustment Summary	72
1.23.1	Edit Dividend Equalization Adjustment Record	73
1.23.2	View Dividend Equalization Adjustment Record	74
1.23.3	Delete Dividend Equalization Adjustment Record	74
1.23.4	Authorize Dividend Equalization Adjustment Record	75
1.23.5	Amend Dividend Equalization Adjustment Record	75
1.23.6	Authorize Amended Dividend Equalization Adjustment Record	76
1.23.7	Copy Dividend Equalization Adjustment Record	76
1.24	Process Cheque Printing	76
1.25	Process Data Extraction	80
1.25.1	Print Redemption, Dividend or Fee / Incentive instruments	82
1.25.2	Print Pay-in Slips	83
1.25.3	Retrieve Transaction Information for Printing	85
1.25.4	Sort Options for Payment Instruments	87
1.26	Update Cheque Status	89
1.27	Process Dividend Interface	90

Index

Preface

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

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

This topic contains the following sub-topics:

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

Purpose

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

Audience

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

Documentation Accessibility

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

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Critical Patches

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

Diversity and Inclusion

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

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<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 1 Acronyms and Abbreviations

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

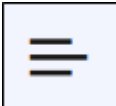
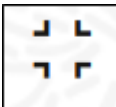
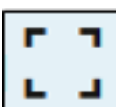
Symbol/Icon	Function
	Lists all records maintained
	Minimize
	Maximize

Table 2 (Cont.) Symbols and Icons

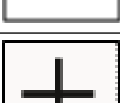
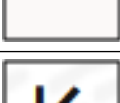
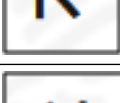
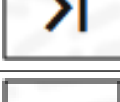
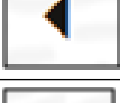
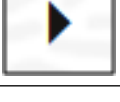
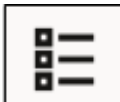
Symbol/Icon	Function
	Close
	Perform Search
	Open a list
	Select a Date
	Add a new row to enter details in a record.
	Delete a row, which is already added.
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	View a single record
	Sort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

Table 2 (Cont.) Symbols and Icons

Symbol/Icon	Function
	Sort the values in ascending
	Sort the values in ascending

Basic Actions

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

Table 3 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.

Table 3 (Cont.) Basic Actions

Action	Description
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.
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

Dividend Maintenance

This topic provides information on dividend maintenance.

A fund or an AMC normally shares a portion of its profits with the unit holders by declaring a dividend. By way of receiving a dividend, the unit holders receive their share of the profits, as monetary returns or as increased stock in the funds of the AMC.

Typically, an AMC declares dividends at a regular frequency, depending upon the type of fund and its performance. For money market funds, for instance, there may be daily declaration of dividends. For equity funds, dividends may be declared once a year or every quarter.

Unit holders can receive dividends as payment or choose to reinvest the dividend in the same fund or different funds.

A few important terms must be understood clearly about dividends:

Record Date (Freeze Holdings Date)

When a dividend is declared, a record date is also announced. Any unit holders that hold shares of the company as on this announced record date are eligible to receive dividend.

The holdings balance of the unit holder that is considered for eligibility for dividend on the record date could be the entire holdings including provisional units and blocked units, or it could be only the confirmed balance as on the record date, depending upon the specification made for the fund. The non permissible income (NPI) portion of the earnings is identified if NPI is applicable for the fund.

Book Closing Dates

When a dividend is declared, the company also identifies a period during which no transactions will be accepted and the financial books will be closed. During this period, an inventory of the holdings of the unit holders is taken, and those that are eligible to receive dividend based on their holdings on the record date are identified.

Directors Meeting

In an AMC, the decision to declare dividends is made at a meeting of the board of directors of the AMC. The dividend is also ratified at this meeting.

Cash Dividend

In some funds, unit holders receive their dividends as monetary returns, which can then be reinvested (if desired) in any of the funds of the AMC.

Stock Dividend

In some funds, unit holders receive dividend in the form of a proportionate number of units (holdings), rather than monetary returns. Such dividend always results in an increase in the holdings balance of the investor, and is called a stock dividend. It is exempted from tax. The dividend units are always reinvested into the same fund, for the same unit holder.

The dividend is usually declared as a ratio. For instance, if the declared stock dividend is 2:3, then, for every two units eligible for dividend on the freeze holdings date (from a fund), the unit

holder receives 3 units as dividend, which will be reinvested (as subscription transactions in units mode) into the same fund for the unit holder.

Regular Dividend

Dividends are declared by the company / AMC at a frequency that is decided by the directors. Such dividends are called regular dividends.

Regular dividends are only generated by the system based on the processing frequency maintained at the fund corporate actions level.

The board of directors may decide to skip a regular dividend, if deemed necessary, when they feel that the profits gained do not justify a dividend declaration.

Interim Dividend

An AMC / company may decide to declare an ad-hoc dividend independent of the regular frequency, for the purpose of distributing the profits gained during a period in which the fund has done exceptionally well. This is called an interim dividend.

Dividend Declaration Frequency and Dividend Payment Frequency

This is the frequency at which the board of directors decides to declare dividend for a fund. The board may not actually decide to process and pay out dividends when they are declared, but may decide on a different frequency for payment. The frequency at which the board of directors decides to process and pay out dividends that have been declared is known as the Dividend Payment Frequency.

Example:

Let us suppose that for the Malcolm Green Income Fund, the board of directors for the fund decides to declare dividend every quarter, and the first declaration is made on 24th January 2002. The board of directors also decides to process and pay out dividend to its shareholders twice each year.

The declaration and payment would occur in the following pattern:

Table 1-1 Dividend Declaration details

Dividend Declaration Dates	Dividend Number	Dividend Payment Dates	Payment Number
24th January 2002	0		
24th April 2002	1		
24th July 2002	2	24th July 2002	0
24th October 2002	3		
24th January 2003	4	24th January 2003	1

- [Dividend Processing in the System](#)
This topic provides information on the Dividend Processing in the System.
- [Dividend Processing Automation](#)
This topic provides information on the Dividend Processing automation.
- [Dividend Processing for NPI Funds](#)
This topic provides information on the Dividend Processing for NPI Funds.
- [Dividend Processing for Beneficiaries](#)
This topic provides information on the Dividend Processing for Beneficiaries.

- [Process Fund Dividend Detail](#)
This topic provides the systematic instructions to maintain the dividend declaration details for a fund, for either a cash dividend or a stock dividend.
- [Fund Dividend Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Dividend Skipping](#)
This topic provides information about the dividend skipping details.
- [Perform FCIS Process Dividend Payment](#)
This topic provides the systematic instructions to initiate the processing for a declared dividend.
- [Process Dividend Reinvestments](#)
This topic provides the systematic instructions to trigger the processing of any reinvestment transactions resulting out of dividend processing, for both cash and stock dividends.
- [Process Mass Amendment Detail](#)
This topic provides the systematic instructions to reverse a dividend that has been processed.
- [Mass Amendment Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process Selected UH Detail](#)
This topic provides information on Dividend Reversal / Amendment for selected unit holders.
- [Selected UH Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Perform Mass Reprocess Detail](#)
This topic provides the systematic instructions to perform reprocessing multiple dividends for a combination of unitholder and fund.
- [Mass Reprocess Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process Mock Dividend Detail](#)
This topic provides the systematic instructions to perform mock processing of dividends, and obtain projections of dividend payment.
- [Mock Dividend Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process Mock Dividend](#)
This topic provides the systematic instructions to execute the process after a mock dividend record has been authorized.
- [Mock Processing for Accumulation](#)
This topic provides information on Mock Processing for accumulation.
- [Mock Processing for Reversal of Accumulation](#)
This topic provides information on Mock Processing for Reversal of Accumulation.
- [G1-G2 Conversion Details](#)
This topic provides instructions to maintain G1-G2 conversion details.

- [Process Dividend Equalization Adjustment](#)
This topic provides the systematic instructions to enter additional adjustments for the number of G1 and G2 units that a Unitholder holds in a fund.
- [Dividend Equalization Adjustment Summary](#)
This topic provides the systematic instructions to perform the basic operations on the selected records.
- [Process Cheque Printing](#)
This topic provides the systematic instructions to initiate the printing of checks for any of the payments.
- [Process Data Extraction](#)
This topic provides the systematic instructions to extract the payment information.
- [Update Cheque Status](#)
This topic provides the systematic instructions to monitor and update the status of cheques issued for dividend payments as well as redemption and fee/incentive payments in the system.
- [Process Dividend Interface](#)
This topic provides the systematic instructions to define dividend interface log.

1.1 Dividend Processing in the System

This topic provides information on the Dividend Processing in the System.

Maintain and Process Dividends

Oracle® FLEXCUBE Investor Servicing enables the maintenance of dividend for funds, as well as the computation and payment of the same.

The sequence of events that enable the maintenance of dividend is explained below, under the following sequential heads:

- Maintaining the rules for dividend processing for a fund
- Maintaining the rules for withholding tax for an investor category
- Dividend Cycle for a fund
- Generation of the dividend declaration record
- Maintaining details of dividend declaration
- Authorizing the dividend declaration in the system
- Processing the declared dividend

Maintain Rules for Dividend Processing for Fund

In the **Corporate Actions** screen, you can define the rules for each type of dividend that must be processed for a fund – **Cash** or **Stock**.

If both types need to be processed for a fund, you can maintain two corporate actions profiles for each type.

To understand how you can maintain rules for dividend processing through the **Corporate Actions** screen, refer the topics *Setting up Funds* in Volume One of the *Fund Setup User Manual*.

Maintain Rules for Withholding Tax for Investor Category

You can maintain the withholding tax parameters applicable for an investor category and country of domicile, in the Withholding Tax Setup screen.

To understand how you can maintain rules for withholding tax processing through the Withholding Tax Setup screen, refer the topics *Maintaining Reference Information* in the *Reference Information User Manual*.

Dividend Cycle for Fund

The system reckons the dividend processing cycle for the fund (and dividend type) from the dividend declaration frequency and the dividend payment frequency specified in the Corporate Actions profile.

The system automatically updates the next date upon which a regular dividend is due for a fund. This is based on either of the following bases:

- If the date of the first dividend declared for the fund (First Dividend Declare Date) is specified in the **Corporate Actions** profile for the dividend type. The system uses the First Dividend Declare Date and the declaration frequency specified for the fund, to update the next dividend declaration date.
- If the First Dividend Declare Date is not specified, the system updates the next dividend declare date based on the Fiscal Year for the fund and the declaration frequency.

Generation of Dividend Declaration Record

The system automatically generates a dividend record for declaration during the Beginning of Day process on the next dividend date, using the dividend cycle for the fund and dividend type. If the fund is a multi distribution fund, then the system generates a dividend record for each distribution type.

When the dividend record is generated, the system also defaults the following dividend information using the specifications in the Corporate Actions profile for the fund and dividend type:

- The dividend period (the dividend from and to dates). The holiday rule specified for the fund and dividend type in the Corporate Actions profile is used in case of intervening holidays.
- The dividend declare date (this is reckoned to be the dividend to date).
- The freeze holdings date. It is arrived at based on the dividend declare date and the Lead Time for Freeze Holdings (specified in the **Corporate Actions** profile), as follows:

Freeze Holdings Date = Dividend Declare Date – Freeze Holdings Lead Time

Maintain Details of Dividend Declaration

On the next date on which the dividend declaration is due, you must specify the following details for the declaration in the **Fund Dividend Maintenance** screen:

- For cash dividends, the EPU component values, if applicable
- For cash dividends, the NPI value, if the EPU is non components based
- For stock dividends, the stock dividend ratio
- The book closing dates for the dividend
- The board of directors' meeting date

As explained in the previous topics, the system defaults the dividend period, the dividend declare date and the freeze holdings date when it generates the dividend record. This defaulted information is displayed in the Fund Dividend Maintenance screen, but it can be overridden.

For Zero Distribution of funds, you can select the **Process Type** as **Zero Distribution** if the fund is processed for G2-G1 movement. This option is applicable for equalization funds only.

You can access the **Fund Dividend** by clicking on **Detail** under the **Fund Dividend menu** in the Browser.

Authorize Dividend Declaration in System

After a dividend declaration record has been maintained for the fund in the Fund Dividend Maintenance screen, it must be authorized by another user for it to be effective in the system.

After authorization, the dividend is ready to be processed.

To authorize a declared dividend, use the **Fund Dividend Maintenance Summary** screen. You can access this screen by clicking Summary under the **Fund Dividend menu** in the Browser.

Process Declared Dividend

After the declared dividend is authorized, you can begin the processing for the dividend.

The computation and payment of dividend involves the following processes in the system:

- Identifying the holdings for each unit holder as on the record date, upon which the unit holder is eligible to receive dividend. This process is called the **Freeze Holding Process**.
- For each dividend number (not yet paid), the system will take EPU and multiply the same with Freeze holding units of that dividend. For each dividend, the system will compute dividend amount and show the same in the screen. You can fetch dividend amount for all dividend numbers for the fund or specific dividend number. The system will show sum of dividend amount as a separate field in the screen.
- The system will compute the accrued dividend at an adhoc basis and the accrued dividend will not get saved in the database. Therefore no processing/action should be expected from the accrued dividend amount.
- Computing the dividend payable, based on the identified holdings for each unit holder. Withholding tax, wherever applicable, is also computed and deducted. The whole process is first done for non-depositary unit holders (i.e., those unit holders for whom the dealing type is not **depositary**). After this, the process is repeated for all depositary unit holders, based on the positions uploaded into the system in the BENPOS file. For details about depositaries, refer the topic *Interfaces with Depositary Systems* in the *Agency Branch* user manual.
- Payment of dividend, and the initiation of resulting reinvestment transactions. In the case of depositary unit holders, the income distribution option defined for the fund-ISIN association will be considered. For details, refer the topic *Interfaces with Depositary Systems* in the *Agency Branch* user manual.
- You can initiate the dividend processing from the **Process Dividend Payment** screen. You can access this screen from the **Batch** menu category of the Browser.

You can the reference number for the dividend payment in the **Fund Dividend Payment** screen, which you can access from the **FCIS Process Dividend Payment** screen by clicking the **Payment Details** button.

The Dividend Payment Date

In the **Fund Dividend Payment** screen, the system defaults the payment date as follows:

Dividend Payment Date = Last dividend processed date + Dividend payment frequency + Payment lag, if any.

Here, the holiday rule specified for the fund and dividend type in the **Corporate Actions** profile is used to arrive at the payment date.

Freeze Holdings Process

The freeze holdings process identifies the unit holders that hold units that are eligible for dividend, as on the freeze holdings date.

The manner in which the system identifies the effective freeze holdings date has been explained under the topics *Generation of dividend declaration record*.

In case of uncleared or blocked transactions, the uncleared and blocked transactions are tracked separately during dividend processing. The total cleared balance will be the difference between the sum of all blocked units for all block transactions and the total unit balance (excluding provisional units for uncleared transactions).

Note

- The units considered for dividend eligibility mentioned in all units for distributor should be Unit balance + provisional units + blocked units
- The confirmed units for distributor should be unit balance + blocked units.

During the freeze holding process, the identification of holdings for dividend eligibility is done based on the following criteria:

- Whether the installation is a distributor or an AMC installation
- The specification made for the fund and dividend type in the **Corporate Actions** profile. Depending upon this specification, either all units or only confirmed units are considered as eligible for dividend, as follows:

Table 1-2 AMC Installation details

Installation Type	Units to be considered for freeze holdings*	Units considered for dividend eligibility
Distributor	All units	All units (Unit balance = Provisional units + blocked units) as on the effective freeze holdings date
AMC	All units	All units (Unit balance + provisional units + blocked units) as on the effective freeze holdings date
Distributor	Confirmed units	Units confirmed to the AMC as on the effective freeze holdings date
AMC	Confirmed units	All units except provisional units available as on the effective freeze holdings date. (Unit balance + blocked units as on the effective freeze holdings date)
Distributor	Units as of price date	All units (settled + provisional) with price date earlier than or on the freeze holdings date
AMC	Units as of price date	All units (settled + provisional) with price date earlier than or on the freeze holdings date

Table 1-2 (Cont.) AMC Installation details

Installation Type	Units to be considered for freeze holdings*	Units considered for dividend eligibility
Distributor	Units as of transaction date	All units (settled + provisional) with transaction date earlier than or on the freeze holdings date
AMC	Units as of transaction date	All units (settled + provisional) with transaction date earlier than or on the freeze holdings date

“*” – as specified in the **Corporate Actions** profile for the fund and corporate action type.

In a distributor installation, if the units to be considered for dividend are specified as **Confirmed Units** in the **Corporate Actions** profile, only the units confirmed to the AMC as on the effective freeze holdings date are considered eligible.

This can be understood from the following example:

Let us consider a distributor, Carling Finance. For the fund Banco Italia Income Fund marketed by Carling Finance, only units of unit holders that have been confirmed to the AMC for which Carling Finance is a distributor, as on the freeze holdings date, are to be considered for dividend eligibility.

The confirmation lag that has been specified for the fund is 1 for subscription transactions, and 2 for redemption transactions.

A unit holder, Mr Alfred Werker, has entered into the following transactions in the Banco Italia Income Fund:

Table 1-3 Transaction details

Transaction Reference Number	Transaction Date	Transaction Type	Units Allocated and Confirmed	Confirmation Date
S1	2/1/2001	Subscription	1000	3/1/2001
S2	3/1/2001	Subscription	2000	4/1/2001
R1	4/1/2001	Redemption	1000	6/1/2001

Therefore, the confirmed units balance for Mr Werker would be as follows:

Unit balance on 2/1/2001 = 0 (assuming there is no brought forward balance from the previous working day)

Unit balance on 3/1/2001 = 1000 units

Unit balance on 4/1/2001 = 1000 + 2000 = 3000 units

Unit balance on 6/1/2001 = 3000 – 1000 = 2000 units

The effective freeze holdings date specified for the Banco Italia is 5th January 2001. The total unit balance on the freeze holdings date = 2000 units. Since only confirmed units are considered for dividend eligibility, the total confirmed units balance on freeze holdings date = 3000 units, since the redemption units have not been confirmed as on 5th January.

Therefore, the total number of confirmed units eligible for dividend as on the freeze holdings date = 3000 units.

Computation of dividend and withholding tax

After the units eligible for dividend have been identified, the system computes the dividend payable. During this process, any applicable withholding tax is also calculated and deducted.

Withholding tax is computed only for cash dividends, according to the rules set up for the investor category and country of domicile, in the Withholding Tax Setup record.

Withholding tax is computed in the computation currency specified in the Withholding Tax record. The prevailing exchange rate is used to convert the amount into the tax payment currency, also specified in the Withholding Tax record.

The net dividend amount after deduction of withholding tax is then arrived at by the system.

Payment of cash dividends

The **Income Distribution Setup** maintained for each unit holder determines the manner in which cash dividends are paid out to the unit holders.

For cash dividends that are to be paid out, the system will pay the amount to the default account of UH in the **Fund Dividend Payment** screen. You can access this screen from the **FCIS Process Dividend Payment** screen itself, by clicking the **Payment Details** button.

In the **FCIS Process Dividend Payment** screen, the system defaults the payment date as explained earlier.

If there is a lag specified for payment, then it will be deferred accordingly. The lag is interpreted as working days. For instance, if the Dividend Payment Date is 15th January 2002, and the payment is to be lagged by 2 days, then the payment will be made on 17th January, provided the intervening dates are not holidays in the system.

Reinvestment of cash dividends

For cash dividends that are to be reinvested according to the **Income Distribution Setup** option for the unit holders, subscription transactions by gross amount (the reinvestment amount) are initiated. The transaction date or Value Date for the reinvestment transactions is set by default to be the application date. If there is no lag specified for reinvestments in the **Corporate Profile**, the date of dividend payment itself will be the **Value Date**.

You can initiate the reinvestment transactions through the **Dividend Reinvestments** screen. You can access this screen from the **Batch** menu category in the Browser menu.

If a reinvestment lag has been specified for the fund and dividend type in the **Corporate Actions** profile, the initiation of the reinvestment transactions is deferred accordingly.

The End of Day processes will allocate the reinvestment transactions on the date of entry, using the prevalent price for subscriptions.

Reinvestment of stock dividends

In the case of stock dividends, the unit holder's **Income Distribution Setup** options are not considered. The number of units to be reinvested is arrived at using the units eligible for dividend and the stock ratio. This computed number of units is reinvested into the same fund, as subscription transactions in units mode, with the value date being the application date. This will be the same as the dividend payment date, provided there is no reinvestment lag specified for stock dividends in the **Corporate Profile**.

You can initiate the reinvestment transactions through the **Dividend Reinvestments** screen. You can access this screen from the **Batch** menu category in the Browser menu.

If a reinvestment lag has been specified for the fund and dividend type in the **Corporate Actions** profile, the initiation of the reinvestment transactions is deferred accordingly.

The reinvestment transactions, in the case of stock dividend, are allocated online, with the price being taken as zero.

1.2 Dividend Processing Automation

This topic provides information on the Dividend Processing automation.

If your installation requires it, the whole process of dividend declaration, computation and payment can be automated in the system. In such a case, all data required for the declaration and processing of dividend is defaulted by the system based on the specifications made for the fund and dividend type in the **Corporate Actions** profile.

The process of defaulting is as explained above, without any user intervention. In such a case, for cash dividends, an interface with an external system must be maintained for the purpose of uploading the EPU component values.

The automation feature is not available unless your installation has requested for it.

1.3 Dividend Processing for NPI Funds

This topic provides information on the Dividend Processing for NPI Funds.

As per **Shariah** laws, the non permissible portion of the dividend earnings (NPI) can not be reinvested. Even if the customer has opted for reinvestment, the NPI portion will either be paid out to the customer or to a fund trust, whichever is applicable, and only the remaining portion will be reinvested.

If NPI is applicable for a fund, during the **Freeze Holding Process**, system identifies the cleared and uncleared balances separately. The uncleared portion of the dividend will be reinvested.

Tax will be computed on the total balance, if any. If the dividend is not based on components, then apportioned tax for the NPI portion is arrived at as follows:

$$\text{Tax on NPI} = (\text{Total Tax} / \text{Total EPU}) * \text{NPI EPU}$$

This amount is deducted from the total NPI amount to arrive at the net NPI amount that is to be paid out to the investor.

While processing reinvestment transactions, system generates separate subscription transactions for cleared and un-cleared portions, if the preference for uncleared balance is **Force Re-investment**. However, if the IDS option is to be considered, then system will not generate separate reinvestment transactions.

After computation of the NPI portion and the uncleared portion, the **Income Distribution options (IDS)** specified for the unit holder will be applicable for the remaining dividend amount.

1.4 Dividend Processing for Beneficiaries

This topic provides information on the Dividend Processing for Beneficiaries.

Dividends that a unit holder is entitled to, can be distributed among the beneficiaries maintained for the unit holder provided the beneficiaries are existing unit holders and not third party beneficiaries.

To facilitate this, you are required to check the **Dividend Payout** option in the **Unit Holder Maintenance Detail** screen and subsequently maintain at least one existing unit holder as a beneficiary along with the percentage of dividend to be awarded.

The following are the salient points for the processing:

- The percentage for the beneficiaries can be modified; the system will pick up the latest rule and pay out the dividend accordingly.
- In case of multiple beneficiaries, if the sum of the percentages awarded to the beneficiaries is not equal to 100%, the system will credit the residual dividend to the primary unit holder.
- The dividend will be net of tax maintained for the beneficiary country and will be paid out in the unit holder preference currency and used for check and transfer payment mode.
- A check for minimum threshold limit for the dividend payment will be done at the primary unit holder level.
- The dividend amount available to be distributed to the beneficiaries will depend on the IDS setup for the main unit holder. For instance, if the IDS for the main unit holder has 60% as dividend and 40% as reinvestment, only the part pertaining to dividend (60%) will be distributed among the beneficiaries; the rest (40%) will be reinvested in the funds for the main unit holder.

Note

You can also perform Mock Dividend processing, Interim Dividend processing, Dividend Reprocessing, Dividend Amendment and Reversal on the dividend paid out.

1.5 Process Fund Dividend Detail

This topic provides the systematic instructions to maintain the dividend declaration details for a fund, for either a cash dividend or a stock dividend.

This maintenance also supports the following:

- Zero distribution of all funds. In Zero Distribution, the **Earning Per Unit (EPU)** will be zero, hence if G2 units are converted into G1 units, the unit holder is not financially benefited. This is applicable for equalization funds only.
- Multiple distribution of a fund on the same day. In this case the system allows to maintain the distribution type.

Fund Dividend Detail

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

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

Figure 1-1 Fund Dividend Detail

2. On **Fund Dividend Detail** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-4 Fund Dividend Detail - Field Description

Field	Description
Fund ID	Alphanumeric; 6 Characters; Mandatory Select the Fund ID, for which the dividend is being set up, from the list provided. The list will display all the funds that have been authorized, along with their latest rule enabled. When you specify the ID of the fund, the ISIN Code of the fund is displayed in the ISIN Code field.
Fund Name	Display The system displays the fund name for the selected fund ID.
Fund Base Currency	Display Only After you select the Fund ID, the base currency for the selected fund is displayed in this field.
ISIN Code	Display The system displays the ISIN Code of the selected fund.
Gross or Net	Optional Select if the fund is Gross or Net from the drop-down list. The list displays the following values: Gross Net
Payment Date	Date Format; Optional Select the payment date from the adjoining calendar.

Table 1-4 (Cont.) Fund Dividend Detail - Field Description

Field	Description
From Date	Date Format, Mandatory The Dividend From Date is the start date of the period for which dividend is being declared. The system defaults this date based on the following criteria: - For regular dividends, the Dividend Declare Frequency and either the fiscal year for the fund or the First Dividend Declare Date, depending upon the specification made in the Corporate Actions profile for the fund and corporate action type. You can override this defaulted date, if necessary. - For interim dividends, based on the last dividend payment for the fund. You cannot override this defaulted date. If overridden, the Dividend From Date should be equal to or later than the Dividend Start Period and equal to or earlier than the Dividend End Period.
To Date	Date Format, Mandatory The Dividend To Date is the end date of the period for which dividend is being declared. - For regular dividends, the system defaults this date to be the next date on which dividend processing is due for the fund, based on the dividend declaration frequency and either the fiscal year for the fund or the First Dividend Declare Date, as specified in the Corporate Actions profile for the fund and corporate action type. You can override the defaulted date, if necessary. - For interim dividends, this field is enabled for you to enter the To Date for the dividend. The Dividend To Date should be later than the Dividend Start Period and earlier than the Dividend End Period. It should also be later than the Dividend From Date.
Book Closing From Date	Date Format, Mandatory ONLY if Book Closing To Date is specified. The Book Closing From Date is the start date of the period during which the books of the fund are closed. Any transactions accepted during this period will be allotted only after the book closing period is over. If specified, the Book Closing From Date should be the same as or later than the Dividend To Date. It should also be the same as or later than the System Application Date.
Book Closing To Date	Date Format, Mandatory ONLY if Book Closing From Date is specified. The Book Closing To Date is the end date of the period during which the books of the fund are closed. If specified, it must be the same as or later than the Dividend To Date, and the Book Closing From Date.
Dividend Declare Date	Date Format, Mandatory Specify the date on which the dividend is to be declared. The system defaults this date to be the same as the dividend To Date. You can override it if necessary. The Dividend Declare Date should be later than the Directors Meeting Date.
Exchange Rate as on	Date Format; Mandatory if Dividend Declare Date is specified. This field is applicable only if the Exchange Rate Basis specified for the fund is Reference Date. In such a case, the exchange rate to be considered is the rate on the reference date specified here.

Table 1-4 (Cont.) Fund Dividend Detail - Field Description

Field	Description
Earnings / LOT	Numeric, Mandatory if Dividend Declare Date and Exchange Rate As On are specified, and only for cash dividends. Specify the Earnings per Unit per Lot, announced during dividend declaration, in the case of cash dividends. You must specify this value only if the Earnings per Unit are not to be defined in terms of components, but as a single value. If the EPU is to be defined in terms of components, as specified in the Corporate Actions record for this fund and the System Parameters at the Agency Branch, this field is locked for data entry, and you must specify the EPU in terms of its components. Click the EPU/LOT Component Values link to invoke the Fund Dividend Component screen, where you can specify the values for each component.
NPI Value	Numeric; 20 Characters; Optional Specify the NPI value.
Equalization Rate	Numeric; 20 Characters; Mandatory for Dividend Equalization Funds Specify the dividend equalization rate to be applied for the units that have not yet received any benefit (income or dividend) so far. You can input a value only if the fund for which you are maintaining dividend is a Dividend Equalization Fund. In case of other funds, the system will default null here and will not allow any change in the value.
Override FATCA WHT	Optional Select if FATCA WHT for that particular dividend cycle has to be overwritten or not from the drop-down list. Following are the options available in the drop-down list: • Yes • No
Generate Redemption	Optional Select if redemption should be generated or not for negative cash dividends from the drop-down list. The list displays the following values: • Yes • No
Corporate Action Type	Mandatory Select the type of corporate action for which the dividend is being declared from the drop-down list. The list displays the following values: • Cash Dividend • Stock Dividend
Dividend Number	Numeric, Display The serial number of the dividend being declared, generated by the system, is displayed. In generating this number, the dividend number of the last, most recent declaration is incremented by 1.
Dividend Type	Display Only If the dividend being entered is part of the dividend cycle for the selected fund, it is a regular dividend. If it is an ad-hoc declaration, it is an interim dividend.

Table 1-4 (Cont.) Fund Dividend Detail - Field Description

Field	Description
Process Type	Mandatory Select the process type from the drop-down list. The list displays the following values: • Normal Distribution • Zero Distribution • Skip By default, the Non Zero Distribution option is selected here, if you are entering a new dividend. If the dividend is to be skipped, select Skip. If Zero Distribution is selected, then the system processes the record with the Earnings Per Unit (EPU) as Zero. Also, the income equalization field will be systemically set to Zero. Dividend reversals are also enabled for the zero distribution process. This amendment process supports the following: • Reversals to the original bucket • Reprocessing of zero distribution process to non zero distribution process and non zero distribution process to zero distribution process.
Distribution Type	Alphanumeric; 3 Characters; Optional The system displays the following options based on the values maintained in the Corporate Action tab of the Fund Rule Maintenance screen. • Dividend • Interest • Property Income Distribution The system validates whether the distribution type is of Corporate Action type Cash. The list of values are populated based on the fund maintenance, that is, if the fund has only dividend distribution type or two to three distribution types maintained, then the values are populated accordingly.
Description	Display The system displays the description for the selected distribution type.
Freeze Holdings Date	Date Format, Mandatory The system defaults the freeze holdings date, from the specifications made in the Corporate Actions profile for the fund and corporate action type, as follows: Freeze Holdings Date = Dividend Declare Date – Freeze Holdings Lead Time. The Dividend Declare Date is also defaulted in this screen, to be the same as the Dividend To Date. You can override this default date if necessary. When you override the default date, you can specify a past date if necessary. (i.e., earlier than the application date),
Directors Meeting Date	Date Format, Optional The Directors' Meeting Date is the day after the Book Closing To Date. It is during the directors' meeting that the dividend is declared. This date must be earlier than the next date on which a regular dividend is due for processing, for the fund and corporate action type. The system displays the application date in this field, by default. You can override it, if necessary.

Table 1-4 (Cont.) Fund Dividend Detail - Field Description

Field	Description
Stock Dividend Type	Optional Select the type of stock dividend from the drop-down list. Following are the options available in the drop-down list: • Select One • Positive • Negative This field is mandatory if the dividend type is stock dividend. Whenever a negative stock dividend is declared a redemption transaction should be passed at current NAV/TXNBP 03 based on maintenance. The number of units that has to be redeemed will depend on the negative stock dividend ratio.
S D Parent Ratio	Numeric; 22 Characters; Mandatory for stock dividends For stock dividends, specify the stock dividend ratio that is to be applicable for the dividend declaration. This field is the parent, which represents the units eligible for dividend in the ratio.
S D Resultant Ratio	Numeric; 22 Characters; Mandatory for stock dividends This field is the resultant, which represents the number of units that is gained by the unit holder as dividend for the specified number of parent units eligible for dividend. For instance, if you specify 2 in the S D Parent Ratio field and 1 in the S D Resultant Ratio, then, for every two units eligible for dividend, the unit holder receives one unit as dividend.
Grandfathered obligation	Optional Select to mark the dividend as grandfathered obligation from the drop-down list. Following are the options available in the drop-down list: • Yes • No If you select Yes, then the WHT will not be applicable.
Reinvestment Date	Date Format; Optional Select the reinvestment date from the adjoining calendar.
Dividend Status	Display Only The system displays the status of the dividend, based on the status of the fund. The dividend could be a new one, or the fund could be in its book-closing period, or after the directors meeting. This information is displayed here by the system.

- Click the **Show Details** button to view the fund dividend details.
 - [Report Component Values](#)
This topic explains the Report Component Values tab in the Fund Dividend Detail screen.
 - [EPU/Lot Component Values](#)
This topic explains the EPU/Lot Component Values tab in the Fund Dividend Detail screen.
 - [Maintain Regular Dividends](#)
This topic explains the steps to maintain regular dividends in the Fund Dividend Detail screen.
 - [Maintain Interim Dividends](#)
This topic explains the steps to maintain interim dividends in the Fund Dividend Detail screen.

- [Maintain Cash Dividend for Fund](#)
This topic explains the steps to maintain cash dividend for fund in the Fund Dividend Detail screen.
- [Maintain Stock Dividend for Fund](#)
This topic explains the steps to maintain stock dividend for fund in the Fund Dividend Detail screen.
- [Process Negative Cash Dividend](#)
This topic explains the steps to process negative cash dividend in the Fund Dividend Detail screen.

1.5.1 Report Component Values

This topic explains the Report Component Values tab in the Fund Dividend Detail screen.

1. Click **Report Component Values** tab in the **Fund Dividend Detail** screen.
The **Report Component Values** are displayed.

Figure 1-2 Fund Dividend Detail_Report Component Values

The screenshot shows the 'Fund Dividend Detail' window. At the top, there is a 'Save' button and a 'Dividend Status' dropdown menu set to 'New'. Below this is a 'Show Details' button. The main area is divided into two tabs: 'Report Component Values' (selected) and 'EPU/Lot Component Values'. The 'Report Component Values' tab displays a table with three columns: 'Component ID', 'Component Value', and 'Component Description'. The table is currently empty, showing 'No data to display.' and a pagination bar indicating 'Page 1 (0 of 0 items)'. At the bottom right of the window are 'Audit' and 'Cancel' buttons.

2. You can view the report component details.
The following values are displayed:

- **Component ID**
- **Component Value**
- **Component Description**

1.5.2 EPU/Lot Component Values

This topic explains the EPU/Lot Component Values tab in the Fund Dividend Detail screen.

1. Click **EPU/Lot Component Values** tab in the **Fund Dividend Detail** screen.
The **EPU/Lot Component Values** are displayed.

Figure 1-3 Fund Dividend Detail_EPU/Lot Component Values

2. Specify the values for each component in the Earnings per Unit/ Lot, which are to be applicable for the cash dividend declaration.

This link is only available if the EPU is designated as defined in terms of components, in the **Corporate Actions** profile defined for the fund and the corporate action type.

You can view the following EPU/Lot Component details:

- **Component ID**
 - **Component Value**
 - **FDAP Income**
 - **Component Description**
3. The system performs a sum of all the EPU component values that have been entered. If the sum is a negative value, an error message is displayed, and you must alter the values till a positive sum is obtained.

Note

The system will perform EPU upload only if there is no unprocessed dividend data or if there is only one unprocessed dividend.

Once this is done, the **Fund Dividend Component** screen is closed, and the sum so obtained is populated in the **Earnings Per Unit/LOT** field.

4. If the EPU for the dividend is captured as negative value, then the system will calculate the dividend amount as negative. While processing the dividend payment, if system finds out the negative payment amount, then system will generate a redemption transaction with the transaction amount same as the negative dividend amount.

For instance, if the dividend amount is 1000 in USD then the transaction amount 1000 in USD.

Note

The **Earnings Per Unit** should always be greater than zero. Negative EPU components can be specified only if your installation has specifically requested for this feature. An exhaustive note on negative EPU components is found in the *Annexure*.

1.5.3 Maintain Regular Dividends

This topic explains the steps to maintain regular dividends in the Fund Dividend Detail screen.

In the case of dividends that are declared according the dividend cycle and the declaration frequency, the system generates the dividend record for declaration during the Beginning of Day process on the next dividend date.

1. You must maintain the details for this record by retrieving it through the **Fund Dividend Maintenance Summary** screen.
2. Perform an **Edit** operation through the **Fund Dividend Detail** screen, and save your changes.

1.5.4 Maintain Interim Dividends

This topic explains the steps to maintain interim dividends in the Fund Dividend Detail screen.

You can maintain the details through the **Fund Dividend Detail** screen in the case of dividends that are declared apart from the normal dividend cycle and declaration frequency.

1.5.5 Maintain Cash Dividend for Fund

This topic explains the steps to maintain cash dividend for fund in the Fund Dividend Detail screen.

To maintain details of declaration for a cash dividend for a fund in this screen,:

1. Select the ID of the fund in the **Fund ID** field.

If you are entering a INTERIM dividend, the following information is displayed by default in the screen:

- The Fund Base Currency
- The Dividend Status (New, if you are entering a new dividend record)
- The Dividend Number
- The Dividend Type (Regular)
- The Dividend From Date

2. You can view the following information by using the specifications made in the **Corporate Actions** profile for the fund:

The system defaults the following information:

- The Freeze Holdings Date
- The Dividend To Date
- The Book Closing From and To Dates
- The Dividend Declare Date

3. For an interim dividend, only the fund base currency, dividend status, dividend number, dividend type (interim) and the dividend from date are defaulted.
 - a. Select the **Cash Dividend** option in the **Corporate Action Type** field.
 - b. If necessary, override any of the defaulted information and make your own specifications.
 - c. Specify the exchange rate applicable for the dividend.
 - d. Specify the **Directors' Meeting Date** if necessary.
 - e. Specify the applicable **Earnings Per Unit/LOT** if applicable.
If components are applicable for the EPU, click **EPU/LOT Component Values** link.
The **Fund Dividend Components** screen is opened and specify the components as is applicable.
 - f. Back in the **Fund Dividend Detail** screen, you can specify any EPU components that would be used for reporting purposes, by clicking the **Report Component Values** link.
The **Reporting Components** screen is displayed. The list of EPU reporting components is pre-shipped for your installation according to your requirements, and you can specify the EPU values for each reporting component.
 - g. If the components are not applicable for EPU and the fund is NPI applicable, then specify the NPI portion of the EPU in the **NPI Value** field.
 - h. Specify the **Equalization Rate** for dividend if it is applicable for the fund.
 - i. Click **Show Details** button to default the dividend component details.
 - j. Select if redemption to be generated or not.
4. Select **Zero Distribution** for zero distribution of funds in the **Process Type** field.
Once this value is selected, the system processes the record with EPU as **Zero**.
5. For multiple distribution of funds appropriate **Distribution Type** (dividend, interest, property income distribution) values as maintained in the **Fund Rule Maintenance** screen are defaulted in the **Distribution Type** field of the **Fund Dividend Detail** screen.
6. To enable reinvestments on a different date or on the same date as the payment date, the payment date and reinvestment date fields are defaulted by the system. The payment date is derived using the First/Previous date, last day of the month value, and the frequency. The reinvestment date is derived on the basis of the reinvestment lag value (**Fund Rule Maintenance**) and the payment date.

1.5.6 Maintain Stock Dividend for Fund

This topic explains the steps to maintain stock dividend for fund in the Fund Dividend Detail screen.

Maintain details of declaration for a stock dividend for a fund in this screen as follows.

1. Select the ID of the fund in the **Fund ID** field. You can also specify the **ISIN Code** of the fund.

The following information is displayed by default in the screen:

- The Fund Base Currency
- The Dividend Status (New, if you are entering a new dividend record)
- The Dividend Number

- The Dividend Type (Regular)
 - The Dividend From Date
2. You can view the following information by using the specifications made in the **Corporate Actions** profile for the fund.
The system defaults the following information:
 - The Freeze Holdings Date
 - The Dividend To Date
 - The Book Closing From and To Dates
 - The Dividend Declare Date
 3. For an interim dividend, only the fund base currency, dividend status, dividend number, dividend type (interim) and the dividend from date are defaulted.
 - a. Select **Stock Dividend** option in the **Corporate Action Type** field.
 - b. If necessary, override any of the defaulted information and make your own specifications.
 - c. Specify the exchange rate applicable for the dividend.
 - d. Specify the **Directors' Meeting Date**, if necessary.
 - e. Specify the dividend ratio applicable for the stock dividend in the **Stock Dividend Ratio** field.
 - f. Click **Ok** button to save your changes.

1.5.7 Process Negative Cash Dividend

This topic explains the steps to process negative cash dividend in the Fund Dividend Detail screen.

If the EPU for the dividend is captured as negative value then the system will calculate the dividend amount as negative.

While processing the dividend payment if system finds out the negative payment amount, then system will generate a redemption transaction with the transaction amount same as the negative dividend amount. For instance, if the dividend amount is -1000 in USD, then the transaction amount is 1000 in USD.

The redemption transaction will have the following details:

Transaction Date = Dividend Payment Date

Price Date = Dividend Payment Date

Dealing Date = Dividend Payment Date

Payment Mode = For Kernel only Money transfer will be supported

Transaction Mode = Amount

Transaction Intermediary = Default Unit holder Intermediary

To Account = Fund bank Account (in FBC)

Transaction Type of the transaction will be **Normal Redemption** which is **03**. The Communication mode will be defaulted to **Direct**.

Ref Type = NR (Negative Reinvestment)

Transaction Additional Information will be the default values.

If the unit holder Income distribution setup is Full Reinvestment then the system will generate the redemption, even if the reinvestment amount is negative. The system will treat the redemption transaction generated on account of the negative dividend in the same manner like a normal redemption transaction. CGT calculation for a UH EUSD will also be in the same manner as a normal redemption transaction.

Negative Dividend will take preference over UH IDS maintenance or Fund preference. This means that even if fund preference or UH IDS is maintained for a fund, the system will consider negative dividend instead of UH IDs maintenance or fund preference maintenance and a compulsory redemption will take place.

For MMF and CMMF funds, the negative dividend is applicable only as interim dividend and not as regular dividend.

The system will reverse the dividend reinvestment transaction for dividend reversals and post a new transaction in case of Dividend Amendment. While processing UH Dividend amendment the system will consider negative dividend.

1.6 Fund Dividend Summary

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

Retrieve Fund Dividend Record

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

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

Figure 1-4 Fund Dividend Summary

2. On **Fund Dividend Summary** screen, specify any or all of the following details in the corresponding fields.
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record Status**
 - **Fund ID**

- **Dividend Number**
 - **Dividend Type**
 - **Corporate Action Type**
 - **Stock Dividend Type**
3. Click **Search** button to view the records.

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

Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
- Input the **Fund ID**
- Press F8

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

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

- Search by A% :- System will fetch all the records whose Fund ID starts from Alphabet A'. For example:- AGC17,AGVO6,AGC74 etc.
- Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value '7' . For example: AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records whose Fund ID contains the numeric value 17 . For example: GSD217, GSD172, AGC17 etc.
- [Edit Fund Dividend Record](#)
This topic provides the systematic instructions to edit Fund Dividend record.
- [View Fund Dividend Record](#)
This topic provides the systematic instructions to view Fund Dividend record.
- [Delete Fund Dividend Record](#)
This topic provides the systematic instructions to delete Fund Dividend record.
- [Authorize Fund Dividend Record](#)
This topic provides the systematic instructions to authorize Fund Dividend record.
- [Amend Fund Dividend Record](#)
This topic provides the systematic instructions to amend Fund Dividend record.
- [Authorize Amended Fund Dividend Record](#)
This topic provides the systematic instructions to authorize amended Mass Amendment record.
- [Copy Fund Dividend Record](#)
This topic provides the systematic instructions to copy Fund Dividend record.

1.6.1 Edit Fund Dividend Record

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

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

1. Start the **Fund Dividend 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.
5. Double-click the record that you want to modify in the list of displayed records.

The **Fund Dividend 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 **Fund Dividend Detail** screen is closed and the changes made are reflected in the **Fund Dividend Summary** screen.

1.6.2 View Fund Dividend Record

This topic provides the systematic instructions to view Fund Dividend record.

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

1. Start the **Fund Dividend 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.
5. Double-click the record that you want to view in the list of displayed records.

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

1.6.3 Delete Fund Dividend Record

This topic provides the systematic instructions to delete Fund Dividend record.

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

1. Start the **Fund Dividend 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.
4. Double-click the record that you want to delete in the list of displayed records.
The **Fund Dividend 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.

1.6.4 Authorize Fund Dividend Record

This topic provides the systematic instructions to authorize Fund Dividend record.

Authorize an unauthorized Fund Dividend record in the system for it to be processed as follows:

1. Start the **Fund Dividend 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.
4. Double-click the record that you wish to authorize.
The **Fund Dividend Detail** screen is displayed.
5. Select **Authorize** operation from the Action List.

1.6.5 Amend Fund Dividend Record

This topic provides the systematic instructions to amend Fund Dividend 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 **Fund Dividend 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.
4. Double-click the record that you wish to amend.

The **Fund Dividend 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.

1.6.6 Authorize Amended Fund Dividend Record

This topic provides the systematic instructions to authorize amended Mass Amendment record.

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

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

1.6.7 Copy Fund Dividend Record

This topic provides the systematic instructions to copy Fund Dividend record.

1. Click **Copy** to create a new **Fund Dividend Record** with the same attributes of an existing record.
2. Retrieve the record whose attributes the new **Fund Dividend Record** should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous steps.
3. Click **Copy**.

Indicate the ID for the new **Fund Dividend Record**. You can, however, change the details of the new record.

1.7 Dividend Skipping

This topic provides information about the dividend skipping details.

A dividend that has been declared can be skipped and not taken up for processing. This is true for cash and stock dividends, as well as for regular or interim dividends. The decision to skip a dividend is typically taken by the board of directors, based on the performance of the fund.

Use the **Fund Dividend Maintenance Summary** screen to authorize a fund dividend.

Start this screen by selecting the **Summary** option from the **Fund Dividend** menu in the **Maintenance** menu category of the Browser.

1.8 Perform FCIS Process Dividend Payment

This topic provides the systematic instructions to initiate the processing for a declared dividend.

Use this screen to initiate the processing for a declared dividend, either for a single fund and corporate action type, or a group of funds and corporate action types, as well as for all funds and corporate action types.

FCIS Process Dividend Payment

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

The **FCIS Process Dividend Payment** screen is displayed.

Figure 1-5 FCIS Process Dividend Payment

2. On **FCIS Process Dividend Payment** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-5 FCIS Process Dividend Payment - Field Description

Field	Description
Segment ID	<i>Alphanumeric; 12 Characters; Optional</i> Specify the Segment ID. Alternatively, you can select the Segment ID from the option list. The list displays all valid Segment IDs maintained in the system. Note: Segment ID is mandatory in Global Transfer Agency(GTA) Setup. In Non GTA Setup, Segment ID will be defaulted to value FMG .
Segment Description	<i>Display</i> The system displays the description of the selected Segment ID.
Fund ID	<i>Alphanumeric; 6 Characters; Optional</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.
Fund Name	<i>Display</i> The system displays the fund name for the selected fund ID.
Corporate Action Type	<i>Display Only</i> The corporate action type for which the dividend payment details are being specified is displayed here.
Recalculate Freezeholding	<i>Optional</i> Select the recalculate freezeholding status from the drop-down list. The list displays the following values: • Yes • No

Table 1-5 (Cont.) FCIS Process Dividend Payment - Field Description

Field	Description
Process	<i>Optional</i> Select the process status from the drop-down list. The list displays the following values: • Yes • No Click Populate button to populate the following dividend details. • Fund ID • Corporate Action Type • Distribution Type • Dividend Number • From Date • To Date • Freeze Holdings Date • Dividend Declare Date • Directors Meeting Date • Earnings / Lot • SD Parent Ratio • SD Resultant Ratio
Recalculate Freezeholding	<i>Optional</i> Select the recalculate freezeholding status from the drop-down list. The list displays the following values: • Yes • No
Process	<i>Mandatory</i> Select the process status from the drop-down list. The list displays the following values: • Yes • No Note: Select Process flag as Yes against dividend records for which payment has to be processed.

- When you open this screen, all funds for which processing of any of the corporate actions are due on the application date are displayed.

In GTA setup, enter or choose **Segment ID** value either manually or from adjoining LOV List.

- Click the **Get Funds** button to fetch eligible records for dividend processing.

The following details are displayed for each fund and corporate action type:

- The From and To dates for the dividend
- The freeze holdings date for the dividend
- The reference number
- The dividend declare date
- The earnings per lot (for cash dividends)
- The stock dividend ratio (for stock dividends)
- Distribution Type for Corporate Action type as **Cash**.

- Click the **Execute Now** or **process** button to process the dividend.

6. Click the **Payment Details** button to provide payment details.
The **Fund Payment Details** screen is displayed.
- [Payment Details](#)
This topic explains the Payment Details of **FCIS Process Dividend Payment** screen.
- [Process Fund Dividend WHT](#)
This topic provides the systematic instructions to process Fund Dividend WHT.
- [Initiate Processing for Cash Dividends involving Payment](#)
This topic provides the systematic instructions to initiate Processing for Cash Dividends involving Payment.
- [Initiate Processing for Dividends involving Reinvestment](#)
This topic provides the systematic instructions to initiate Processing for Dividends involving Reinvestment.
- [Initiate Dividend Processing for All Funds and Corporate Action types](#)
This topic provides the systematic instructions initiate Dividend Processing for All Funds and Corporate Action types.

1.8.1 Payment Details

This topic explains the Payment Details of **FCIS Process Dividend Payment** screen.

1. On the **FCIS Process Dividend Payment** screen, click the **Payment Details** button.
The **Fund Payment Details** screen is displayed.
2. On **Fund Payment Details**, specify the fields.
For more information on fields, refer to the field description table.

Table 1-6 Fund Payment Details - Field Description

Field	Description
Fund ID	<i>Display</i> The system displays the fund ID.
Corporate Action Type	<i>Display</i> The system displays the corporate action type.
Issue Date	<i>Date Format; Optional</i> Enter the Date on which the Dividend Payment is to be issued. This date must be before or the same as the application date. By default, the application date is displayed here

Table 1-6 (Cont.) Fund Payment Details - Field Description

Field	Description
Payment Date	<i>Date Format; Optional</i> Enter the Date on which the Dividend Payment is to be done. This must be later than or the same as the application date and must be before the next payment end period. The system defaults the payment date for the dividend as follows: Dividend Payment Date = Last dividend processed date + Dividend payment frequency + Payment lag, if any. You can override the defaulted date. If you do so, the date you specify must not be earlier than the application date. • If the payment date is a system/Fund/Currency holiday then the system will display an error message as The payment Date cannot be a holiday. The currency calendar of the fund base currency of the respective fund will be used for currency calendar validation. • If the entered payment date is less than the dividend process date (application date), the system will display an error message as Payment Date cannot be less than dividend process date. • If the value date (reinvestment transaction date) field is less than the application date, then the system will display an error message as Reinvestment value date cannot be less than the application date.
Reference Number	<i>Alphanumeric; 20 Characters; Optional</i> Enter the Reference Number for the dividend payment.
Exchange Rate Source	<i>Alphanumeric; 6 Characters; Optional</i> The system displays the exchange rate source. However, you can amend this value. Note: Exchange rate defaulting logic will default from default setup where user has overridden or given a source, system will give preference to overridden value.
Min. Amount for Payment	<i>Numeric; 22 Characters; Optional</i> Specify the minimum amount that can be paid out as dividend, through the dividend payment that you are processing. For a unit holder, if the dividend to be paid falls below this amount, it is distributed according to the Default Distribution Mode defined for the fund and the Income Distribution options (IDS) specified for the unit holder is ignored.
Remarks	<i>Alphanumeric; 255 Characters; Optional</i> You can specify any narrative for the dividend payment, as free format text, in this field.

- [Fund Bank Details](#)
This topic explains the Fund Bank Details in the Payment Details of **FCIS Process Dividend Payment** screen.

1.8.1.1 Fund Bank Details

This topic explains the Fund Bank Details in the Payment Details of **FCIS Process Dividend Payment** screen.

The bank details are displayed by the system in this section, from the details of the fund account to which the dividend payment was made.

1. On the **Fund Payment Details** screen, specify the **Fund Bank Details**.

2. On **Fund Bank Details**, the system displays the fund bank details.

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

Table 1-7 Fund Bank Details - Field Description

Field	Description
Account Name	<i>Display only</i> The name of the account, to which the proceeds due to dividend have been credited, for this fund, is displayed here. This will typically be the fund bank account.
Account Number	<i>Display only</i> The account number of the account, to which the proceeds due to dividend have been credited, for this Fund, is displayed here. This will typically be the fund bank account.
Fund Base Currency	<i>Display only</i> The currency of the account, to which the proceeds due to dividend have been credited, for this Fund, is displayed here. This, typically, is the fund base currency.
Bank	<i>Display only</i> The name of the Bank through which the payment is done is displayed here.
Branch	<i>Display only</i> The name of the Branch through which the payment is done is displayed here.

1.8.2 Process Fund Dividend WHT

This topic provides the systematic instructions to process Fund Dividend WHT.

1. You can mark the component defined as tax rebate component or as a link component. The component can also be marked to define if the Tax has to be excluded or included.

The dividend tax process will check if the dividend component ID's marked as Tax rebate and the link component and calculate the dividend withholding tax amount. If the tax difference amount is greater than zero, then new WHT amount will be same as of Tax Difference Amount; Otherwise New WH Tax Amount will be zero.

For all other taxable dividend components (meaning taxable component id which are not maintained as **Tax Rebate**), the system will calculate the dividend withholding tax as per the regular method / calculation. This is applicable for both UT and LEP business.

2. If **Exclude EPU** is maintained as Yes then during fund dividend processing (fund dividend screen), the system will not add up to derive the EPU else there will be no change in processing the dividend.

1.8.3 Initiate Processing for Cash Dividends involving Payment

This topic provides the systematic instructions to initiate Processing for Cash Dividends involving Payment.

1. Initiate the processing of a cash dividend for which any part of the dividend is being distributed through payment.
2. Click **Payment Details** button to specify the payment details for the dividend.

The **Fund Dividend Payments** screen is opened. The payment record for the selected fund dividend is displayed.

3. The system defaults the payment date in this screen for the dividend as follows:
 - a. Dividend Payment Date = Last dividend processed date + Dividend payment frequency + Payment lag, if any.
 - b. You can override the defaulted payment date, if necessary.
If you do, the date you specify must not be earlier than the application date.
 - c. The system also defaults the issue date for the dividend as the application date.
 - d. The system assigns, by default, reference number for the dividend payment.
You can override it if necessary.
 - e. The accounts to which the payment must be made, are displayed in the screen.
The following details are displayed for each account:
 - Bank and branch where the account resides
 - The number of the account and the name of the account holder
 - The account currency
 - Any applicable remarks, as free format text, in the **Remarks** field.
4. Select **Click here to download covering letter** link if a covering letter is required, and click **Browse** to locate the format on the local disk or network.
5. Click **Ok** after you have specified the details to save your changes and exit the **Fund Dividend Payment** screen.
6. Select Yes in the **Process** field in the main **FCIS Process Dividend Payment** screen, for the fund for which you want to initiate the processing.
7. Click **Execute Now** button to initiate the processing.
The system displays a completion message when the processing is completed.

1.8.4 Initiate Processing for Dividends involving Reinvestment

This topic provides the systematic instructions to initiate Processing for Dividends involving Reinvestment.

1. Select Yes in the **Process** field in the row of the dividend record that you want to initiate the processing.
2. Click **Execute Now** button to initiate the processing.
The system displays a completion message when the processing is completed.
3. You must process the reinvestments for the dividend using the **Process Reinvestment** screen after the processing is completed.

You can also access the **Process Reinvestment** screen from the **Batch** menu category of the Browser.

1.8.5 Initiate Dividend Processing for All Funds and Corporate Action types

This topic provides the systematic instructions initiate Dividend Processing for All Funds and Corporate Action types.

In the **FCIS Process Dividend Payment** screen, you can initiate the dividend processing for all funds and corporate action types together.

1. Save the payment details if any of the dividends involve payment through the **Fund Dividend Payments** screen, as explained above.
2. Select **Process All** link in the main **FCIS Process Dividend Payment** screen.

It is recommended to click **Submit** button, and close the screen if the volume of records for processing is very high.

The processing is initiated for all the funds, and will go on in the system even after you close the screen.

3. You can query about the progress of the processing through the **Asynchronous Processing Details** screen.
4. Click **Execute Now** if the volume of records is not very high.

The system displays a completion message when the processing is completed.

1.9 Process Dividend Reinvestments

This topic provides the systematic instructions to trigger the processing of any reinvestment transactions resulting out of dividend processing, for both cash and stock dividends.

When you open this screen, the funds and corporate action types for which reinvestments are due to be processed as on the application date are displayed.

- The system defaults the Value Date for the reinvestment transactions as the application date, if there is no lag specified for reinvestments in the **Corporate Action** profile.
- If a lag is specified, then the **Value Date** is defaulted accordingly. You can override the defaulted date, if necessary.

You have the facility to change the reinvestment date to a previous date, called **backdating**. In the payment date field you have the option to specify the date, here you may enter a previously specified date, in case you receive a delayed instruction from the client on the reinvestment.

For instance, a dividend period from 01 July to 31 July has the date of Dividend Payment processing as 15 August. You can change the date to the 1 August, which is accepted by the system.

1. On **Home** screen, type **UTDPRRIN** in the text box, and click **Next**.
The **Process Dividend Reinvestments** screen is displayed.

Figure 1-6 Process Dividend Reinvestments

- On **Process Dividend Reinvestments** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-8 Process Dividend Reinvestments - Field Description

Field	Description
Segment ID	<i>Alphanumeric; 12 Characters; Optional</i> Specify the segment ID. Alternatively, you can select the segment ID from the option list. The list displays all valid segment IDs maintained in the system. Note: Segment ID is mandatory in Global Transfer Agency(GTA) Setup. In Non GTA Setup, Segment ID will be defaulted to value FMG .
Segment Description	<i>Display</i> The system displays the description of the selected Segment ID .

- View the following details for each reinvestment record.
The following details are displayed:
 - The ID of the fund
 - The Corporate Action Type
 - The Payment Number of the dividend that resulted in the reinvestment transaction
 - The Payment Date of the dividend
 - The Value Date for the reinvestment transactions
 - The Process
 - [Process in GTA Setup](#)
This topic provides the systematic instructions to process in GTA Setup.
 - [Process in Non-GTA Setup](#)
This topic provides the systematic instructions to process in Non-GTA Setup.
 - [Process all the records at the same time](#)
This topic provides the systematic instructions to process all the records at the same time.

1.9.1 Process in GTA Setup

This topic provides the systematic instructions to process in GTA Setup.

1. Enter or choose **Segment ID** value either manually or from adjoining LOV List in GTA setup to process the reinvestment.
2. Perform **Execute Query**.
Execute and **Process** buttons are now enabled.
This operation will fetch the list of records eligible for reinvestments.
3. Select **Process Check** box against records for which reinvestment has to be processed.
4. Click **Execute** or **Process** button to process the reinvestments.

1.9.2 Process in Non-GTA Setup

This topic provides the systematic instructions to process in Non-GTA Setup.

1. Select Yes in the **Process** field in Non GTA setup to process the reinvestment in the row of the reinvestment record that you want to trigger the processing.
2. Click **Execute** button to trigger the processing.
The system displays a completion message when the processing is completed.

1.9.3 Process all the records at the same time

This topic provides the systematic instructions to process all the records at the same time.

1. Select the **Process All** link in the main **Process Dividend Payment** screen. It is recommended to click **Submit** button, and close the screen if the volume of records for processing is very high.
The processing is triggered for all the funds, and will go on in the system even after you close the screen.
2. You can query about the progress of the processing through the **Asynchronous Processing** screen.
3. Click **Execute Now** button if the volume of records is not very high.
The system displays a completion message when the processing is completed.

1.10 Process Mass Amendment Detail

This topic provides the systematic instructions to reverse a dividend that has been processed.

1. On **Home** screen, type **UTDMASAM** in the text box, and click **Next**.
The **Mass Amendment Detail** screen is displayed.

Figure 1-7 Mass Amendment Detail

2. On **Mass Amendment Detail** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-9 Mass Amendment Detail - Field Description

Field	Description
Serial Number	<i>Display</i> The system displays the serial number.
Process	<i>Mandatory</i> Select the process type from the drop-down list. The list displays the following values: • Amend • Reverse
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.
Corporate Action Type	<i>Alphanumeric; 1 Character; Mandatory</i> Specify the corporate action type.
Status	<i>Optional</i> Select the status from the drop-down list. The list displays the following values: • Reverse • Reprocess
ISIN Code	<i>Alphanumeric; 12 Characters; Optional</i> Specify the ISIN code.
Old Payment No	<i>Alphanumeric; 25 Characters; Optional</i> Specify the old payment number.
Gross or Net	<i>Display</i> The system displays if the dividend is gross or net for calculation of distribution as maintained in the Corporate Actions tab in the Fund Rule Maintenance screen.

Table 1-9 (Cont.) Mass Amendment Detail - Field Description

Field	Description
Dividend Details	The system will display the following details: • Old Payment No • Old Dividend No • Old EPU • Old Equalization Rate • Old Process Type • From Date • To Date • Status • Stock Dividend Type (Negative or Positive) • S D Parent Ratio • S D Resultant Ratio • Payment Number • Dividend Number • Earnings / Lot • Equalization Rate • Processed Type • Process Type • Distribution Type if cash is the corporate action type.
Report Component Values	The system will display the following details: • Fund ID • Component ID • Component Value
EPU/Lot Component Values	The system will display the following details: • Fund ID • Component ID • Component Value

3. Select **Reverse** option in the **Process** field in this screen to signify reversal.
4. Select **Authorize** option in the Actions list to authorize the reversal of the dividend.

After authorization, the reversal is processed by reversing the dividend and reinvestment entries passed, and posting the applicable adjustment entries.

The system will reverse the normal and negative stock dividends.

Reports for Reprocessing or Reversal of Dividends

5. Print the reports for reprocessing.

On the day of execution of reprocessing of dividend, the system prints the **Income Advice** as part of the End of Day processes, displaying the results of the reprocessing.

If a reversal has been executed, the **Reversal Advice** is also printed, containing negative values for all details, to indicate the reversal.

The following details are displayed:

- The pre-processing and post-processing values for EPU.
- The pre-processing and post-processing payment numbers.
- The pre-processing and post-processing payment amounts in fund base currency.
- The pre-processing and post-processing tax amounts, in fund base currency.
- The pre-processing and post-processing reinvestment amounts in fund base currency.

1.11 Mass Amendment Summary

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

Retrieve Mass Amendment Record

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

The **Mass Amendment Summary** screen is displayed.

Figure 1-8 Mass Amendment Summary

2. On **Mass Amendment Summary** screen, specify any or all of the following details in the corresponding fields:
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record Status**
 - **Fund ID**
 - **Status**
 - **Corporate Action Type**
 - **Serial 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 **Fund ID**
- Press F8

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

1.11.1 Edit Mass Amendment Record

This topic provides the systematic instructions to edit Mass Amendment record.

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

1. Start the **Mass Amendment 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 lower portion of the screen.
5. Double-click the record you want to modify in the list of displayed records.

The **Mass Amendment 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 **Mass Amendment Detail** screen is closed and the changes made are reflected in the **Mass Amendment Summary** screen.

1.11.2 View Mass Amendment Record

This topic provides the systematic instructions to view Mass Amendment record.

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

1. Start the **Mass Amendment 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.
5. Double-click the record that you want to view in the list of displayed records.

The **Mass Amendment Detail** screen is displayed.

1.11.3 Delete Mass Amendment Record

This topic provides the systematic instructions to delete the Mass Amendment record.

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

1. Start the **Mass Amendment 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 lower portion of the screen.
4. Double-click the record that you want to delete in the list of displayed records.

The **Mass Amendment 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 Mass Amendment Record

This topic provides the systematic instructions to authorize Mass Amendment record.

Authorize an unauthorized Mass Amendment Record must be authorized in the system for it to be processed as follows:

1. Start the **Mass Amendment 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.
4. Double-click the record that you wish to authorize.

The **Mass Amendment 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 Mass Amendment Record

This topic provides the systematic instructions to amend Mass Amendment 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 **Mass Amendment 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.
4. Double-click the record that you wish to amend.
The **Mass Amendment 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 Mass Amendment Record

This topic provides the systematic instructions to authorize amended Mass Amendment record.

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

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

1.12 Process Selected UH Detail

This topic provides information on Dividend Reversal / Amendment for selected unit holders.

When a dividend that has been processed is reversed through the **Dividend Reversal/Reprocess** screen, it is reversed for all unit holders for whom the dividend was processed.

If you require reversal of processed dividend for specific unit holders, you can perform the reversal through the **Selected UH Dividend Reversal/Amendment** screen.

Similarly, if amendment of processed dividend is required for specific unit holders, you can perform the amendment through the **Selected UH Dividend Reversal/Amendment** screen.

1. On **Home** screen, type **UTDSELUH** in the text box, and click **Next**.
The **Selected UH Detail** screen is displayed.

Figure 1-9 Selected UH Detail

2. Perform the following operations in this screen:
 - Reverse and / or amend a dividend that has been processed.
 - Select the specific unit holders for whom the reversal or amendment of dividend must be performed.
 - For amendment, indicate whether the freeze holdings computation must be processed again with the amendment in effect, as well as whether appropriate reinvestments in respect of the amended dividend must be generated. For reversal, the freeze holdings recalculation is done as a mandatory process.
 - Perform operations such as editing, viewing or deleting a reversal or amendment which has not been authorized.
 - Have users with requisite rights authorize a reversal or amendment of dividend.
 3. On **Selected UH Detail** screen, click **New** to enter the details.
- For more information on fields, refer to the field description table.

Table 1-10 Selected UH Detail - Field Description

Field	Description
Operation	<i>Optional</i> Select the operation that you wish to perform. The following operations can be performed through the screen: • Reverse - Reversal of last processed dividend for selected fund and corporate action, for specific unit holders • Amend - Amendment of last processed dividend for selected fund and corporate action, for specific unit holders
Fund ID	<i>Alphanumeric; 6 Characters; Mandatory if ISIN Code is not entered</i> Select the ID of the fund for which the last processed dividend is being reversed / amended for the selected corporate action, for the specified unit holders. To select the fund, you can either indicate the Fund ID or the ISIN Code of the fund. When you select the fund and the corporate action, the Payment Number and Dividend Reference Number of the last processed dividend are also displayed for the combination.
Serial Number	<i>Display</i> The system displays the serial number.

Table 1-10 (Cont.) Selected UH Detail - Field Description

Field	Description
ISIN Code	<i>Alphanumeric; 12 Characters; Mandatory if Fund ID is not entered</i> Select the ISIN code of the fund for which the last processed dividend is being reversed / amended for the selected corporate action, for the specified unit holders. To select the fund, you can either indicate the Fund ID or the ISIN Code of the fund. When you select the fund and the corporate action, the Payment Number and Dividend Reference Number of the last processed dividend are also displayed for the combination.
Corporate Action Type	<i>Alphanumeric; 1 Character; Mandatory</i> Select the corporate action for the selected fund that resulted in the dividend, which is being reversed / amended for the specified unit holders. When you select the fund and the corporate action, the Payment Number and Dividend Reference Number of the last processed dividend are also displayed for the combination.
Payment Number	<i>Numeric; 5 Characters; Mandatory</i> Choose the payment number generated by the system from the option list.
Status	<i>Display</i> The system displays the status.
Payment Date	<i>Display</i> The system displays the payment date.
Reference Number	<i>Display</i> The system displays the reference number.
Recalculate freezeholdings	<i>Optional</i> Select if freeze holdings has to be recalculated or not from the drop-down list. The list displays the following values: • Yes • No You can use this field to indicate whether the freeze holdings calculation must be performed again for the amendment to the dividend to come into effect in respect of the selected unit holders. When you enter a reversal in this screen, recalculation of freeze holdings is performed by the system as a mandatory process, when the reversal is processed.
Processed Type	<i>Optional</i> Select the processed type status from the drop-down list. The list displays the following values: • Yes • No
Generate Reinvestments	<i>Optional</i> You can use this field to indicate whether reinvestments resulting from the dividend amendment are to be generated when the amendment is processed, in respect of the selected unit holders from the drop-down list. The list displays the following values: • Yes • No
Unit Holder Details	The system displays the following details.
Unit Holder ID	<i>Alphanumeric; 12 Characters; Mandatory</i> Specific unit holders for whom the reversal / amendment of dividend is to be applicable.

4. Select **Unit Holder ID** by clicking the **Find** button.
5. Click **Add** after you have specified the unit holder number.
Each unit holder you select in this fashion is displayed in the text box.
6. Click **Remove** to remove a selected unit holder number from the list.
- [Amendment of Dividend Payments for Specific Unit Holders](#)
This topic provides the systematic instructions to amend Dividend Payments for Specific Unit Holders.
- [Reversal of Dividend Payments for Specific Unit Holders](#)
This topic provides the systematic instructions to reverse of Dividend Payments for Specific Unit Holders.
- [Authorize Dividend Reversal / Amendment](#)
This topic provides the systematic instructions to authorize Dividend Reversal / Amendment.
- [Process Dividend Reversals/Amendments](#)
This topic provides the systematic instructions to process Dividend Reversals/Amendments.

1.12.1 Amendment of Dividend Payments for Specific Unit Holders

This topic provides the systematic instructions to amend Dividend Payments for Specific Unit Holders.

In the Selected UH Dividend Reversal/Amendment screen, you can amend a dividend payment for specific unit holders as follows:

1. Select **Amend** in the Operation field.
2. Select the ID or ISIN code of the fund for which you are amending the last processed dividend.
3. Select the corporate action that resulted in the processed dividend that is being amended.
When you select the fund and the corporate action, the payment number of the last processed dividend for the selected combination is displayed. The dividend reference number as well as the serial number is also displayed.
4. Indicate whether the freeze holdings information in respect of the dividend being amended must be recomputed, so that the amendment would come into effect, for the selected unit holders.
5. Indicate whether reinvestments in respect of the amended dividend need to be generated, for the selected unit holders.
6. To select the specific unit holders for whom the amendment of the processed dividend must apply, click on the list box in the **Unit Holder Details** field.
The **Unit Holder Selection** screen is opened, where you can select the specific unit holders.
7. Save your changes after you have made the specifications listed above and selected the specific unit holders.
8. You can make the necessary amendments in the **Fund Dividend Summary** screen. The dividend amendments would apply only to those specific unit holders selected in the **Selected UH Dividend Reversal / Amendment** maintenance.

After an amendment of a processed dividend has been entered as described above, it must be authorized in order to come into effect.

1.12.2 Reversal of Dividend Payments for Specific Unit Holders

This topic provides the systematic instructions to reverse of Dividend Payments for Specific Unit Holders.

In the **Selected UH Dividend Reversal/Amendment** screen, you can reverse a dividend payment for specific unit holders as follows:

1. Select **Reverse** in the **Operation** field.
2. Select the ID or ISIN code of the fund for which you are reversing the last processed dividend.
3. Select the corporate action that resulted in the processed dividend that is being reversed.
4. When you select the fund and the corporate action, the payment number of the last processed dividend for the selected combination is displayed.

The dividend reference number is also displayed. The freeze holdings information in respect of the dividend being reversed is recomputed for the selected unit holders.

5. Click the list box in the **Unit Holder Details** field to select the specific unit holders for whom the reversal of the processed dividend must apply.

The **Unit Holder Selection** screen is opened, where you can select the specific unit holders.

6. Save your changes after you have made the specifications listed above and selected the specific unit holders.
7. You can effect the reversal through the **Dividend Reversal/Reprocess** screen. The dividend reversal would apply only to those specific unit holders selected in the **Selected UH Dividend Reversal / Amendment** maintenance.

After a reversal of a processed dividend has been entered as described above, it must be authorized in order to come into effect.

1.12.3 Authorize Dividend Reversal / Amendment

This topic provides the systematic instructions to authorize Dividend Reversal / Amendment.

After a processed dividend has been reversed or amended for specific unit holders, the reversal or amendment must be authorized in order to come into effect. The authorization can be effected through the **Selected UH Dividend Reversal/Amendment** screen, as follows:

1. Select **Authorize** in the Action List.
2. Select the ID or ISIN code of the fund for which the reversal / amendment entered for the last processed dividend, for specific unit holders, is being authorized.
3. Select the corporate action that resulted in the processed dividend for which a reversal / amendment is being authorized.
4. When you select the fund and the corporate action, the payment number of the last processed dividend for the selected combination is displayed.

The dividend reference number is also displayed.

5. The details of the amendment / reversal, such as whether recalculation of freeze holdings was opted for, as well as whether generation of reinvestments in respect of the amended / reversed dividend was opted for, are also displayed.
6. Clicking the list box in the **Unit Holder Details** field.

The specific unit holders for which the reversal / amendment is applicable, can also be viewed through the **Unit Holder Selection** screen.

7. Select **Authorize** option to authorize the reversal / amendment.
8. Click **Execute Now** to execute the authorization online, or click **Submit** to execute the authorization as an asynchronous process.

1.12.4 Process Dividend Reversals/Amendments

This topic provides the systematic instructions to process Dividend Reversals/Amendments.

When a dividend reversal/amendment for specific unit holders is processed, the following operations are performed by the system:

1. Perform Freeze holdings calculations again, if specified for the amendment. For reversals, recalculation of freeze holdings is performed as a mandatory process.
2. Compute the dividend payment and tax amounts for the specific unit holders.
3. Update the recomputed dividend information and mark the previous dividend calculations as history data.
4. Reverse the previous reinvestments and generate the new reinvestments, if specified for the amendment.

1.13 Selected UH Summary

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

Retrieve Selected UH Record

1. On **Home** screen, type **UTSSELUH** in the text box, and click **Next**.
The **Selected UH Summary** screen is displayed.

Figure 1-10 Selected UH Summary

2. On **Selected UH Summary** screen, specify any or all of the following details in the corresponding fields:
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.

- **Record Status**
 - **Fund ID**
 - **Corporate Action Type**
 - **Payment 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 **Fund ID**
- Press F8

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

1.13.1 Edit Selected UH Record

This topic provides the systematic instructions to edit Selected UH record.

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

1. Start the **Selected UH 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.

5. Double-click the record that you want to modify in the list of displayed records.
The **Selected UH 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 **Selected UH Detail** screen is closed and the changes made are reflected in the **Selected UH Summary** screen.

1.13.2 View Selected UH Record

This topic provides the systematic instructions to view Selected UH record.

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

1. Start the **Selected UH 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.
5. Double-click the record that you want to view in the list of displayed records.
The **Selected UH Detail** screen is displayed.

1.13.3 Delete Selected UH Record

This topic provides the systematic instructions to delete Selected UH record.

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

1. Start the **Selected UH 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.
4. Double-click the record that you want to delete in the list of displayed records.
The **Selected UH Detail** screen is displayed.
5. Select **Delete** operation from the Action list.
The system prompts you to confirm the deletion and the record is physically deleted from the system database.

1.13.4 Authorize Selected UH Record

This topic provides the systematic instructions to authorize Selected UH record.

Authorize an unauthorized Selected UH Record must be authorized in the system for it to be processed as follows:

1. Start the **Selected UH 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.

4. Double-click the record that you wish to authorize.

The **Selected UH Detail** screen is displayed.

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

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

1.13.5 Amend Selected UH Record

This topic provides the systematic instructions to amend Selected UH 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 **Selected UH 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.

4. Double-click the record that you wish to amend.

The **Selected UH 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.

1.13.6 Authorize Amended Selected UH Record

This topic provides the systematic instructions to authorize amended Selected UH record.

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

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

1.14 Perform Mass Reprocess Detail

This topic provides the systematic instructions to perform reprocessing multiple dividends for a combination of unitholder and fund.

Oracle FLEXCUBE Investor Servicing provides you the facility of reprocessing multiple dividends for a combination of unitholder and fund. You can also specify the dividend that needs to be reprocessed. Use this screen to perform mass reprocessing.

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

The **Mass Reprocess Detail** screen is displayed.

Figure 1-11 Mass Reprocess Detail

2. Perform mass reprocessing for dividends in this screen as follows:
 - Select the ID or ISIN Code of the fund for which you are mass reprocessing dividend.
 - Select the corporate action.
 - Select the ID of the unitholder involved in the transaction.
 - Specify the date from which dividend payment needs to be reprocessed.
 - Specify the date up to which dividend payment needs to be reprocessed.

3. On **Mass Reprocess Detail** screen, click **New** to enter the details.

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

Table 1-11 Mass Reprocess Detail - Field Description

Field	Description
Serial Number	Display The system displays the serial number.
Fund ID	Alphanumeric; 6 Characters; Mandatory if ISIN Code is not entered Select the ID of the fund for which the dividend is being reprocessed for the selected corporate action, for the specified unit holder.

Table 1-11 (Cont.) Mass Reprocess Detail - Field Description

Field	Description
ISIN Code	Alphanumeric; 12 Characters; Mandatory if Fund ID is not entered Select the ISIN code of the fund for which the last processed dividend is being reprocessed for the selected corporate action, for the specified unit holder.
Corporate Action Type	Alphanumeric; 1 Character; Mandatory Select the corporate action for the selected fund that resulted in the dividend, which is being reprocessed for the specified unit holder.
UnitHolder ID	Alphanumeric; 12 Character; Mandatory Select the ID of the unitholder for whom the dividend is being reprocessed for the selected corporate action, for the specified fund. You can also search unit holder by clicking Find UH button.
Payment from Date	Date Format, Optional Specify the date from which dividend payments need to be re-processed. By default, the application date is displayed here. However, you can modify the defaulted date. In case of dividend corrections due to reversal of a subscription in the past, you can specify the transaction date of the subscription. In case of dividend corrections due to inaccurate information at UH IDS level, you can specify the date for which changed UH IDS information should be effective.
Payment To Date	Date Format, Optional You can specify Date up to which dividend payments need to be re-processed. By default, the application date is displayed here. However, you can modify the defaulted date. In case of dividend corrections due to reversal of a subscription in the past, you can specify the system application date in this field. In case of dividend corrections due to inaccurate information at UH IDS level, you can specify the system application date in this field. On clicking the Ok button, all dividend payments processed for the specified Unit holder Id and Fund Id combination in the given date range are displayed. Check the Select option associated with each record to select that record for reprocessing.
Recalculate freezeholdings	Optional If you select Yes , then system will recalculate freeze holdings for all the records.
Generate Reinvestments	Optional If you select Yes , then system will generate reinvestments for all the records. Click OK , the system displays the following dividend details: • Fund ID • Unit Holder ID • Reference Number • Payment Number • Payment Date • Recalculate freeze holdings • Generate Reinvestments

1.15 Mass Reprocess Summary

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

Retrieve Mass Reprocess Record

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

The **Mass Reprocess Summary** screen is displayed.

Figure 1-12 Mass Reprocess Summary

2. On **Mass Reprocess Summary** screen, specify any or all of the following details in the corresponding fields:
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record Status**
 - **Fund ID**
 - **Unit Holder ID**
 - **Corporate Action Type**
 - **Serial 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 **Fund ID**
- Press F8

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

1.15.1 Edit Mass Reprocess Record

This topic provides the systematic instructions to edit Mass Reprocess record.

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

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

1.15.2 View Mass Reprocess Record

This topic provides the systematic instructions to view Mass Reprocess record.

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

1. Start the **Mass Reprocess 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 **Mass Reprocess Detail** screen is displayed.

1.15.3 Delete Mass Reprocess Record

This topic provides the systematic instructions to delete Mass Reprocess record.

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

1. Start the **Mass Reprocess 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 **Mass Reprocess Detail** screen is displayed.
5. Select **Delete** operation from the Action list.

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

1.15.4 Authorize Mass Reprocess Record

This topic provides the systematic instructions to authorize Mass Reprocess record.

Authorize an unauthorized Mass Reprocess Record must be authorized in the system for it to be processed as follows:

1. Start the **Mass Reprocess 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 **Mass Reprocess 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.

1.15.5 Amend Mass Reprocess Record

This topic provides the systematic instructions to amend Mass Reprocess 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 **Mass Reprocess 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 **Mass Reprocess 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.

1.15.6 Authorize Amended Mass Reprocess Record

This topic provides the systematic instructions to authorize amended Mass Reprocess record.

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

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

1.16 Process Mock Dividend Detail

This topic provides the systematic instructions to perform mock processing of dividends, and obtain projections of dividend payment.

Specifications for Mock Dividend Processing

The **Oracle FLEXCUBE Investor Servicing** provides you the facility of mock processing dividends and obtaining projections of dividend payment.

View the projected details of a dividend that has not been processed through mock processing. You can also view the effect of changes in EPU or stock ratio in respect of a dividend that has been processed.

Note

- Mock processing does not perform any actual dividend processing; the details obtained are projected details for viewing only and are not results of actual dividend processing. To perform actual dividend processing, follow the sequence of steps explained under the topics *Process Dividend Payments*.
- Mock dividend is not available for negative cash dividends.

- On **Home** screen, type **UTDMOCKD** in the text box, and click **Next**.
The **Mock Dividend Detail** screen is displayed.

Figure 1-13 Mock Dividend Detail

- On **Mock Dividend Detail** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-12 Mock Dividend Detail - Field Description

Field	Description
Old Reference Number	<i>Display</i> For each dividend for which you perform mock processing in this screen, you must provide a unique identification reference number. You can execute the mock processing, and obtain projection reports based on the reference number. Click the Default IDR button to default Old Reference Number.
Projection Type	<i>Mandatory</i> Select the projection type from the drop-down list. The list displays the following values: Mock Dividend Accumulation Accumulation Reversal
Reference Number	<i>Alphanumeric; 16 Characters; Mandatory</i> Specify the reference number.

Table 1-12 (Cont.) Mock Dividend Detail - Field Description

Field	Description
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.
Fund Name	<i>Display</i> The system displays the name of the fund for the selected fund ID.
ISIN Code	<i>Alphanumeric; 12 Characters; Optional</i> Specify the ISIN code. If you have selected fund ID, the system displays the ISIN code for the selected fund ID. However, you can amend this value. • Yes • No
Corporate Action Type	<i>Mandatory</i> Select the corporate action type from the drop-down list. The list displays the following values: • Cash Dividend
Pay Dividend During Redemption	<i>Mandatory</i> Select if dividend is paid during redemption or not from the drop-down list. The list displays the following values: • Yes • No
Number of Decimals for Dividend	<i>Numeric; 5 Characters; Mandatory</i> Specify the number of decimals for dividend.
TDS Basis	<i>Mandatory</i> Select the TDS basis from the drop-down list. The list displays the following values: • Each Dividend • Fiscal Year • Tax Exempt
EPU Lot	<i>Numeric; 6 Characters; Mandatory</i> Specify the EPU lot details.
Exchange Rate Source	<i>Alphanumeric; 6 Characters; Mandatory</i> Specify the exchange rate source. Alternatively, you can select exchange rate source from the option list. The list displays all valid exchange rate source maintained in the system. Note: Exchange rate defaulting logic will default from default setup where user has overridden or given a source, system will give preference to overridden value.
Payment Date	<i>Date Format; Mandatory</i> Select the payment date from the adjoining calendar.
Project Amendment	<i>Optional</i> Select if project is amended or not from the drop-down list. The list displays the following values: • Yes • No
IDR Exists	<i>Optional</i> Select if IDR exists or not from the drop-down list. The list displays the following values: • Yes • No

Table 1-12 (Cont.) Mock Dividend Detail - Field Description

Field	Description
NPI Applicable	<i>Optional</i> Select if NPI is applicable or not from the drop-down list. The list displays the following values: • Yes • No
Override Unitholder Preference?	<i>Optional</i> Select if unit holder preference is overridden or not from the drop-down list. The list displays the following values: • Yes • No
Minimum Amount to be paid out	<i>Numeric; 20 Characters; Optional</i> Specify the minimum amount to be paid out.
Special Dividend	<i>Mandatory</i> Select if dividend is special or not from the drop-down list. The list displays the following values: • Yes • No
Round Off/Truncate Dividend	<i>Mandatory</i> Select if dividend is round off or truncate from the drop-down list. The list displays the following values: • Round Off • Truncate
Default Distribution Mode	<i>Mandatory</i> Select the default distribution mode from the drop-down list. The list displays the following values: • PayOut - A/C Transfer • PayOut - AC Check • Full Reinvestment
EPU Based on Components?	<i>Optional</i> Select if EPU is based on components or not from the drop-down list. The list displays the following values: • Yes • No
Threshold Limit	<i>Numeric; Mandatory</i> Specify the threshold limit.
Default NPI Payment	<i>Optional</i> Select default NPI payment from the drop-down list. The list displays the following values: • Pay to Fund Trust
Force Reinvestment of Uncleared Units	<i>Optional</i> Select the uncleared units status from the drop-down list. The list displays the following values: • Force Reinvestment • No Preference
Value Date	<i>Date Format; Mandatory</i> Select the value date from the adjoining calendar.
Payment Number	<i>Numeric; 5 Characters; Optional</i> Specify the payment number.

Table 1-12 (Cont.) Mock Dividend Detail - Field Description

Field	Description
Can be overridden at payment time?	<i>Optional</i> Select if the dividend can be overridden at payment time or not from the drop-down list. The list displays the following values: • Yes • No
Action	<i>Optional</i> Select the action from the drop-down list. The list displays the following values: • Hold • Reinvest
Remarks	<i>Alphanumeric; 255 Characters; Optional</i> Specify remarks, if any.
FATCA WHT Amount	<i>Optional</i> Select to deduct the FATCA WHT amount from the drop-down list. Following are the options available in the drop-down list: • Yes • No
Dividend Details	The following details are displayed.
Dividend Number	<i>Numeric; 5 Characters; Mandatory</i> Specify the dividend number
Distribution Type	<i>Alphanumeric; 3 Characters; Optional</i> Specify the distribution type. Alternatively, you can select distribution type from the option list. The list displays all valid distribution type maintained in the system.
Net/Gross	<i>Optional</i> Select if the dividend is net or gross.
EPU	<i>Numeric; 20 Characters; Optional</i> Specify the Earnings per Unit (EPU) for cash dividends. You can provide the EPU based on components. You can also specify any EPU reporting components.
Equalization Rate	<i>Numeric; 20 Characters; Optional</i> Specify the equalization rate.
NPI Value	<i>Numeric; 20 Characters; Optional</i> Specify the NPI value.
Exchange Rate Date	<i>Date Format; Optional</i> Select the exchange rate date.
Ex Distribution NAV Date	<i>Date Format; Optional</i> Select ex distribution NAV date from the adjoining calendar.
Freeze Holdings Date	<i>Date Format; Optional</i> Select freeze holdings date from the adjoining calendar.
Dividend Declare Date	<i>Date Format; Optional</i> Select dividend declare date from the adjoining calendar.

3. Click the **EPU** button to view the EPU component details.
4. Click the **Report** button to view the Report component details.
 - **Component ID**
 - **Component Value**

5. Specify any EPU components that would be used for reporting purposes, by clicking on the **Report Component Values** link.

The **Reporting Components** screen is displayed. The list of EPU reporting components is pre-shipped for your installation according to your requirements, and you can specify the EPU values for each reporting component.

- [Details for Dividend Mock Processing](#)
This topic provides information on details for Dividend Mock Processing.
- [Specifications for Mock Processing](#)
This topic provides information on specifications maintained for Mock Processing.

1.16.1 Details for Dividend Mock Processing

This topic provides information on details for Dividend Mock Processing.

Mock Processing for Processed Dividends

You must also specify whether the mock processing is for a dividend in respect of which payment has already been processed, or one for which it has not been processed. To mock process a dividend for which the payment has been processed, check the **Project Amendment** box.

You must also specify the payment number of the dividend for which the changed values of EPU (or stock ratio) would apply, for the mock processing, in the **FCIS Payment Number** field.

Dividend Details

If Income Distribution Rules have been defined for the fund that you have selected, the following specifications for the dividend are defaulted and displayed:

- Whether dividend must be paid out during redemption, for the selected fund, for the dividend.
- Whether the dividend being mock processed is a special dividend.
- The default dividend distribution mode for the fund (payment by check, account transfer or reinvestment).
- Number of decimals for dividend
- Whether the dividend must be rounded off, truncated
- TDS basis
- Exchange rate source for dividend, for the fund
- Whether NPI is applicable for the fund
- The default payment option, for the fund, for the NPI component
- Whether the NPI preferences for the fund should override the preferences setup for the investor
- Whether the NPI from un-cleared balances must be forcibly reinvested (Force reinvestment, No preference)
- Distribution Type as interest, dividend, or property income distribution

If no Income Distribution Rules have been defined, you can make these specifications for the selected fund, for which you want to mock process a dividend, in this screen.

Refer to the topic *Set up Fund Rules* for details about these specifications in the *Fund Manager* User Manual.

Provide the following projected details to perform the mock processing, just as you would during normal dividend processing.

- Threshold limit
- Date of payment
- Value date
- Dividend number
- **Earnings Per Unit (EPU)** for cash dividends. You can provide the **EPU Based on Components**. You can also specify any EPU reporting components.
- If the components are not applicable for EPU and the fund is NPI applicable, then value of the NPI portion of the EPU.
- Stock Ratio for stock dividends
- Exchange rate date
- Ex-distribution NAV date
- Freeze holdings date
- Dividend declare date
- Any applicable remarks, as free format text, in the **Remarks** field.

Note

If the fund is a dividend equalization fund, you can specify an **Equalization Rate** that would be applied to the G2 units.

Refer topic [G1-G2 Conversion Details](#) for more details on dividend equalization.

1.16.2 Specifications for Mock Processing

This topic provides information on specifications maintained for Mock Processing.

If you are maintaining the specifications for mock processing of a dividend that has already been processed, the exchange rate date, ex-distribution date, freeze holdings and dividend declare dates of the dividend payment number that you indicate, are defaulted.

1. Select the **EPU Based on Components** box to specify EPU in terms of components. You can specify the EPU in terms of components in the **Fund Dividend Detail** screen just as you would for a normal dividend.

Refer to the topic [Process Fund Dividend Detail](#) for more details on EPU components.

2. Click **Ok** to save the mock-processing dividend record.
You must have it authorized by a user with requisite authorization rights.
3. Perform the mock processing after authorization in the **Mock Dividend Detail** screen.

1.17 Mock Dividend Summary

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

Retrieve Mock Dividend Record

1. On **Home** screen, type **UTSMOCKD** in the text box, and click **Next**.
The **Mock Dividend Summary** screen is displayed.

Figure 1-14 Mock Dividend Summary

2. On **Mock Dividend Summary** screen, specify any or all of the following details in the corresponding fields:
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record Status**
 - **Fund ID**
 - **ISIN Code**
 - **Reference Number**
 - **Projection Type**
3. Click **Search** button to view the records.
All the records with the specified details are retrieved and displayed in the screen.

Note

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7
- Input the **Fund ID**
- Press F8

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

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

- Search by A%: System will fetch all the records whose Fund ID starts from Alphabet 'A'. For example: AGC17, AGVO6, AGC74 etc.,
- Search by %7:- System will fetch all the records whose Fund ID ends by numeric value '7' . For example: AGC17, GSD267, AGC77 etc.,
- Search by %17%:- System will fetch all the records where the Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc.,
- [Edit Mock Dividend Record](#)
This topic provides the systematic instructions to edit Mock Dividend record.
- [View Mock Dividend Record](#)
This topic provides the systematic instructions to view Mock Dividend record.
- [Delete Mock Dividend Record](#)
This topic provides the systematic instructions to delete Mock Dividend record.
- [Authorize Mock Dividend Record](#)
This topic provides the systematic instructions to authorize Mock Dividend record.
- [Amend Mock Dividend Record](#)
This topic provides the systematic instructions to authorize Mock Dividend record.
- [Authorize Amended Mock Dividend Record](#)
This topic provides the systematic instructions to authorize amended Mass Dividend record.
- [Copy Mock Dividend Record](#)
This topic provides the systematic instructions to copy Mock Dividend Record.

1.17.1 Edit Mock Dividend Record

This topic provides the systematic instructions to edit Mock Dividend record.

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

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

1.17.2 View Mock Dividend Record

This topic provides the systematic instructions to view Mock Dividend record.

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

1. Start the **Mock Dividend 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 **Mock Dividend Detail** screen is displayed.

1.17.3 Delete Mock Dividend Record

This topic provides the systematic instructions to delete Mock Dividend record.

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

1. Start the **Mock Dividend 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 **Mock Dividend Detail** screen is displayed.

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

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

1.17.4 Authorize Mock Dividend Record

This topic provides the systematic instructions to authorize Mock Dividend record.

Authorize an unauthorized Mock Dividend Record must be authorized in the system for it to be processed as follows:

1. Start the **Mock Dividend 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 **Mock Dividend Detail** screen is displayed.

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

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

1.17.5 Amend Mock Dividend Record

This topic provides the systematic instructions to authorize Mock Dividend 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 **Mock Dividend 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 **Mock Dividend 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.

1.17.6 Authorize Amended Mock Dividend Record

This topic provides the systematic instructions to authorize amended Mass Dividend record.

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

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

1.17.7 Copy Mock Dividend Record

This topic provides the systematic instructions to copy Mock Dividend Record.

1. Click **Copy** to create a new **Mock Dividend Record** with the same attributes of an existing record.
2. Retrieve the record whose attributes the new **Mock Dividend Record** should inherit. You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous steps.
3. Click **Copy**.

Indicate the ID for the new **Mock Dividend Record**. You can, however, change the details of the new record.

1.18 Process Mock Dividend

This topic provides the systematic instructions to execute the process after a mock dividend record has been authorized.

1. On **Home** screen, type **UTDMCKDV** in the text box, and click **Next**.
The **Mock Dividend** screen is displayed.

Figure 1-15 Mock Dividend

The screenshot shows the 'Mock Dividend' application window. At the top left is a 'Save' icon. Below it is a section titled 'Mock Dividend Processing' which includes a 'Reference Number' text field with a search icon and a 'Find' button. Below this is a table with four columns: 'Projection Type', 'Fund ID', 'Corporate Action Type', and 'FCIS Payment Number'. Each column has a dropdown arrow and a corresponding empty text input field. Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' with navigation arrows. In the bottom right corner of the window is a 'Cancel' button.

2. On **Mock Dividend** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-13 Mock Dividend - Field Description

Field	Description
Reference Number	Alphanumeric; 25 Characters; Mandatory Specify the reference number of the mock dividend you wish to process.

3. Click the **Find** button.
The following details are displayed:
 - **Projection Type**
 - **Fund ID**
 - **Corporate Action Type**
 - **FCIS Payment Number**

1.19 Mock Processing for Accumulation

This topic provides information on Mock Processing for accumulation.

Specifications for Mock Accumulation

When a dividend is declared for a fund, the AMC typically informs investors about the dividend distribution, through the Income Advice, which would contain the distribution details for each investor, based on the **Income Distribution Setup** defined for the investor.

When dividend declaration for the fund is not envisaged, the AMC would inform the investors about the projected income distribution through an accumulation report.

Simulate mock process a dividend for a fund, you could also mock process income distribution accumulation details in respect of a fund, to obtain the projections.

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

The **Mock Dividend Detail** screen is displayed.

Figure 1-16 Mock Dividend Detail

2. Process a mock accumulation in the same manner as you would a mock dividend.
3. Make specifications for the mock accumulation, in the **Mock Dividend Detail** screen as follows:
 - a. Make the mock accumulation authorized by a user with requisite rights in the **Mock Dividend Summary** screen.
 - b. Process the mock accumulation through the **Mock Dividend Detail** screen.

Note

Mock processing does not perform any actual accumulation processing; the details obtained are projected details for viewing only and are not results of actual accumulation processing.

4. Select **Accumulation** in the **Projection Type** field in the **Mock Dividend Detail** screen.

The specifications that you could indicate in the **Mock Dividend Detail** screen for accumulation are similar to those you would make for mock dividend processing, except that you must select **Accumulation** in the **Projection Type** field.

1.20 Mock Processing for Reversal of Accumulation

This topic provides information on Mock Processing for Reversal of Accumulation.

Specifications for Mock Processing of Reversal of Accumulation

Obtain projected details of a reversal of accumulation that has been mock processed, if necessary. A reversal would mean a rollback of the accumulation projection details.

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

The **Mock Dividend Detail** screen is displayed.

Figure 1-17 Mock Dividend Detail

2. Follow the same sequence of steps for mock processing of reversal of accumulation as for mock processing of accumulation, mentioned earlier.
3. Make specifications for the mock processing of reversal of accumulation, in the **Mock Dividend Detail** screen as follows:
 - a. Make specifications for the mock reversal of accumulation, in the **Mock Dividend Detail** screen.
 - b. Process the mock reversal of accumulation through the **Mock Dividend Detail** screen.

Note

Mock processing does not perform any actual reversal of accumulation processing; the details obtained are projected details for viewing only and are not results of actual reversal of accumulation processing.

4. Select **Accumulation Reversal** in the **Projection Type** field in the **Mock Dividend Detail** screen.
5. Specify the reference number of the mock accumulation process that you wish to reverse, in the **Old Reference Number** field.

6. On **Mock Dividend Detail** screen, specify the following fields in this screen.

As mentioned in the topic *Process Mock Dividend Detail* that explains the specifications for mock dividend, some of the entries to some fields in the **Mock Dividend Detail** screen are defaulted from the **Income Distribution Fund Rule**.

Table 1-14 Mock Dividend Detail - Field Description

Field	Description
Projection Type	<i>Mandatory</i> Select the projection type from the drop-down list. The list displays the following values: • Mock Dividend • Accumulation • Accumulation Reversal
Reference Number	<i>Alphanumeric; 16 Characters; Mandatory</i> Specify a unique identifier for the mock processing record that you are setting up in this screen. You can execute the mock processing, obtain projection reports and perform all subsequent operations based on the reference number.
Old Reference Number	<i>Display</i> Specify the reference number of the accumulation that was mock processed, for which you wish to perform the mock reversal in the case of reversal of accumulation.
Project Amendment	<i>Optional</i> Check this box to indicate that you are maintaining the specifications for mock processing of a dividend that has already been processed. Specify the payment number of the dividend in the Payment Number field.

1.21 G1-G2 Conversion Details

This topic provides instructions to maintain G1-G2 conversion details.

A fund typically consists of units which have received some benefit (income or dividend benefits) and units which have not received any so far. The former are termed **G1 units** and the latter **G2 units**.

The **G1 units** could consist of units for which dividend has been declared at least once.

The **G2 units** could be as a result of switch-in, reinvestment or subscription transactions.

Maintain G1-G2 Conversion Details

Since the dividend distribution rates for **G1** and **G2** are different, the system will determine the number of units for each group in the fund as on the **Freeze Holding Date/ Effective Date** and pay out the dividend accordingly. The units are converted or adjusted against a transaction for the Unit Holder and Fund combination. The adjusted units are then considered for freeze holding.

Additionally, where dividend equalization is applicable, the system will pay out an equalization amount only for the **G2 units**. The following transactions are made available as part of conversion:

Table 1-15 Transaction details for G1-G2 Conversion

Transaction Type	G1 or G2 Units available for transaction
Subscription (Initial and Subsequent)	G2 Units until and including the next Freeze Holding Date
IPO Subscription (subscription during Fund Launch)	G1 Units
Pseudo Switch-Subscription	G2 Units until and including the next Freeze Holding Date
COB transfer-in	G2 Units until and including the next Freeze Holding Date
Normal transfer-in (Non COB)	G1 or G2 or combination of G1 and G2 Units
Merger/Conversions	G1 or G2 units in proportion
Switch In	G2

1.22 Process Dividend Equalization Adjustment

This topic provides the systematic instructions to enter additional adjustments for the number of G1 and G2 units that a Unitholder holds in a fund.

The system will factor the conversions maintained here while computing the total G1 and G2 units for the Unitholder.

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

The **Dividend Equalization Adjustment** screen is displayed.

Figure 1-18 Dividend Equalization Adjustment

2. On **Dividend Equalization Adjustment**, click **New** to enter the details.

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

Table 1-16 Dividend Equalization Adjustment - Field Description

Field	Description
Unit Holder ID	<i>Alphanumeric; 12 Characters; Mandatory</i> Specify the ID of the unit holder for which you wish to maintain G1-G2 conversions. You can also select the ID from the adjoining option list. The list contains all unit holder IDs maintained in the system. You can also select unit holder ID by clicking the Find UH button.
Unit Holder Name	<i>Display</i> The system displays the name of the unit holder based on your choice of the Unitholder ID.
Fund ID	<i>Alphanumeric; 6 Characters; Mandatory</i> Specify the fund ID. You can also select the ID from the adjoining option list. The list contains all fund IDs maintained in the system.
Fund Identification Number	<i>Display</i> The system displays the fund identification number.
Transaction Number	<i>Alphanumeric; 16 Characters; Mandatory</i> Select the transaction number for the unit Holder and fund ID combination, from the adjoining option list.
Transaction Date	<i>Date Format; Mandatory</i> Select the transaction date from the adjoining calendar.
Effective Date	<i>Date Format; Mandatory</i> Specify the date on which the conversions should be considered. The effective date entered is considered to be equal to the transaction date of the selected transaction.
G1 Unit	<i>Alphanumeric; 27 Characters; Mandatory</i> Specify the G1 unit for adjustment. These units are converted against a transaction for the UH-Fund Combination.
G2 Units	<i>Numeric; Mandatory</i> Enter the number of G2 units that should be converted to G1 units or vice versa. For instance, if a Unit holder UH1 has 300 G1 units and 500 G2 units as determined by the system based on the Units for Freeze Holding preference. If you specify 100 units for adjustment, the system will convert 100 G1 units to G2 units during freeze holding (G1 units – 200, G2 units – 600). If you maintain it as -100, then 100 units will be reduced from G2 and added to G1 upon freeze holding (G1 units 400, G2 units 400). Note: The amount received by each unit holder on the basis of their G1 and G2 units will be calculated as shown below: Gross Income = ((Total unit balance* Gross Group 1 rate)-(Group 2 units * Equalization rate/ (1-std tax rate))) Tax deducted =Gross income * tax applied Net Income = Gross Income-Tax deducted Equalization amount = Group 2 units * equalization rate Total Payment = Net Income + Equalization Amount The unit conversion is effective from the authorization of the record. On conversion, a reference number is generated and is available in the audit trail.
Total Units	<i>Display</i> The system displays the total transaction units against the transaction number selected earlier.

Table 1-16 (Cont.) Dividend Equalization Adjustment - Field Description

Field	Description
Outstanding Units	<i>Display</i> The system displays the available units as on the application date.
Actual G1 Units	<i>Display</i> The system displays the actual G1 units.
Actual G2 Units	<i>Display</i> The system displays the actual G2 units.

1.23 Dividend Equalization Adjustment Summary

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

Retrieve Dividend Equalization Adjustment Record

1. On **Home** screen, type **UTSDIVEQ** in the text box, and click **Next**.
The **Dividend Equalization Adjustment Summary** screen is displayed.

Figure 1-19 Dividend Equalization Adjustment Summary

2. On **Dividend Equalization Adjustment Summary** screen, specify any or all of the following details in the corresponding fields.
 - **Authorization Status** - If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record Status**
 - **Fund ID**
 - **Unit holder ID**
3. Click **Search** 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 **Fund ID**
- Press F8

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

For example: Search the record for Fund ID by using the combination of % and alphanumeric value as follows:

- Search by A% : System will fetch all the records whose Fund ID starts from Alphabet 'A'. For example: AGC17, AGVO6, AGC74 etc.
- Search by %7 :- System will fetch all the records whose Fund ID ends by numeric value '7' . For example: AGC17, GSD267, AGC77 etc.
- Search by %17%:- System will fetch all the records where the Fund ID contains the numeric value 17. For example: GSD217, GSD172, AGC17 etc
- [Edit Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to edit Dividend Equalization Adjustment record.
- [View Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to view Dividend Equalization Adjustment record.
- [Delete Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to delete Dividend Equalization Adjustment record.
- [Authorize Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to authorize Dividend Equalization Adjustment record.
- [Amend Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to amend Dividend Equalization Adjustment record.
- [Authorize Amended Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to authorize amended Dividend Equalization Adjustment record.
- [Copy Dividend Equalization Adjustment Record](#)
This topic provides the systematic instructions to copy Dividend Equalization Adjustment record.

1.23.1 Edit Dividend Equalization Adjustment Record

This topic provides the systematic instructions to edit Dividend Equalization Adjustment record.

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

1. Start the **Dividend Equalization Adjustment 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 **Dividend Equalization Adjustment** 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 **Dividend Equalization Adjustment** screen is closed and the changes made are reflected in the **Dividend Equalization Adjustment Summary** screen.

1.23.2 View Dividend Equalization Adjustment Record

This topic provides the systematic instructions to view Dividend Equalization Adjustment record.

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

1. Start the **Dividend Equalization Adjustment 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 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 view in the list of displayed records.

The **Dividend Equalization Adjustment** screen is displayed.

1.23.3 Delete Dividend Equalization Adjustment Record

This topic provides the systematic instructions to delete Dividend Equalization Adjustment record.

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

1. Start the **Dividend Equalization Adjustment 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 **Dividend Equalization Adjustment** 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.

1.23.4 Authorize Dividend Equalization Adjustment Record

This topic provides the systematic instructions to authorize Dividend Equalization Adjustment record.

Authorize an unauthorized Dividend Equalization Adjustment record in the system for it to be processed as follows:

1. Start the **Dividend Equalization Adjustment 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 **Dividend Equalization Adjustment** 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.

1.23.5 Amend Dividend Equalization Adjustment Record

This topic provides the systematic instructions to amend Dividend Equalization Adjustment 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 **Dividend Equalization Adjustment 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 **Dividend Equalization Adjustment** 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.

1.23.6 Authorize Amended Dividend Equalization Adjustment Record

This topic provides the systematic instructions to authorize amended Dividend Equalization Adjustment record.

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

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

1.23.7 Copy Dividend Equalization Adjustment Record

This topic provides the systematic instructions to copy Dividend Equalization Adjustment record.

1. Click **Copy** to create a new **Dividend Equalization Adjustment** record with the same attributes of an existing record.
2. Retrieve the record whose attributes the new **Dividend Equalization Adjustment** record should inherit.

You can retrieve the record through the Summary screen or through the F7-F8 operation explained in the previous steps.

3. Click **Copy**.

Indicate the ID for the new **Dividend Equalization Adjustment**. You can however, change the details of the new record.

1.24 Process Cheque Printing

This topic provides the systematic instructions to initiate the printing of checks for any of the payments.

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

The **Cheque Printing** screen is displayed.

Figure 1-20 Cheque Printing

The screenshot displays the 'Cheque Printing' window with the following fields and values:

- Type of Transaction:** Bonus
- Printing Option:** Online Printing
- Output Type:** Cheques
- Fund ID:** (empty field with search icon)
- Amount Range From:** (empty field)
- Display Records for Selecting:** Yes
- Duplicate Cheque:** No
- Identification Number:** (empty field with search icon)
- Amount Range To:** (empty field)
- Check Status:** Invalid
- Actual Cheque Number:** (empty field)
- Transaction Number:** (empty field)
- Collection Center Bank Name:** (empty field with search icon)
- Unit Holder ID:** (empty field)
- Collection Center Branch Name:** (empty field with search icon)

Buttons at the bottom right include 'Cancel' and 'Save'. An 'Ok' button is located below the 'Actual Cheque Number' field.

2. Initiate the printing of dividend cheques after a corporate action dividend of any type is declared and authorized in the system.
You can also print covering letters for the dividend.
3. Initiate the printing of the cheques for the redemption payout when a redemption transaction in the system has been allocated.
4. Initiate printing cheques for payment of fees or incentives that would be levied.
5. Print pay-in slips containing details of payment made towards subscription or IPO transactions, to be sent to appropriate collection centres.
6. Perform the data extraction for any kind of payment instrument or pay-in slip in the **Data Extraction** screen before you attempt to actually print the instrument in this screen.
7. On **Cheque Printing** screen, click **New** to enter the details.

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

Table 1-17 Cheque Printing - Field Description

Field	Description
Type of Transaction	Optional Select the type of transaction from the drop-down list. The list displays the following values: • Bonus • Redemption • Dividend • Fee/ Incentive • Subscription/ IPO • Entity Commission • Trailing Commission
Duplicate Cheque	Optional Select this box to indicate that you are printing a duplicate cheque. The Duplicate Printing screen is displayed. You must specify the Cheque Status as Duplicate, and the number of the original cheques.
Printing Option	Optional Select the mode that you wish to use to print the cheque for the selected payment type. The following modes are available: • Online Printing (the cheques are printed directly as soon as you specify the cheques information and click Start Process button) • Offline Printing (the cheque information is spooled into a file that you can use to print the cheques at a later juncture) • Data Spooling (the cheque information is spooled to an ASCII file or Excel worksheet that you can hand off to an external cheques printing agency)
Identification Number	Alphanumeric; 15 Characters; Optional Specify the identification number. Alternatively, you can select identification number from the option list.

Table 1-17 (Cont.) Cheque Printing - Field Description

Field	Description
Output Type	Mandatory for redemption, fee / incentive or dividend payments Select the mode in which the payment instrument will be made available to the unit holder. The drop-down list displays the following values: • Cheques • Demand Draft • Outstation Cheques • Others If the zip code of the unit holder receiving payment is serviced by the local default bank maintained for the AMC, transaction type, payment mode and fund ID combination, and the payment amount does not exceed the limit amount for the bank, the payment can be made by cheques to the local default bank. Specify Cheques in this field. If the payment amount exceeds the limit amount for the default bank, specify Demand Draft in this field. If the zip code of the unit holder receiving payment is not serviced by the local default bank, but by a correspondent bank maintained for the AMC, transaction type, payment mode and fund ID combination, and the payment amount does not exceed the limit amount for the correspondent bank, the payment can be made by cheques to the correspondent bank. Specify Cheques in this field. If the payment amount exceeds the limit amount for the correspondent bank, specify Demand Draft in this field. If the zip code of the unit holder receiving payment is not serviced by the local default bank, or by a correspondent bank maintained for the AMC, transaction type, payment mode and fund ID combination, you will need to specify the bank to which the payment must be made. Specify Outstation Cheques in this field.
Amount Range From and To	Numeric, 31 Characters; Optional Specify the amount range within which payment Cheques are to be processed, for the selected fund and cheques type.
Fund ID	6 Character Maximum, Alphanumeric, Optional Select the fund ID, for which the cheque is being printed, from the list provided. When you specify the ID of the fund, the ISIN code of the fund is displayed in the ISIN Code field.
cheques Status	Optional Select the cheque status from the drop-down list. The list displays the following values: • Invalid • Lost
Actual Cheque Number	Alphanumeric; 16 Characters; Optional Specify the actual cheque number.
Display Records for Selecting	Optional Select if the Cheques information records extracted for printing has be displayed or not from the drop-down list. If you select Yes, then the extracted information is displayed in the grid portion of the screen.
Transaction Number	16 Characters Maximum, Alphanumeric; Optional Specify the unique number assigned to the subscription or IPO transaction, for which you are generating a pay-in slip in this screen.

Table 1-17 (Cont.) Cheque Printing - Field Description

Field	Description
Unit Holder ID	12 Characters Maximum, Alphanumeric, Optional Specify the ID of the unit holder involved in the subscription or IPO transaction, for which you are generating a pay-in slip in this screen.
Collection Center Bank Name	60 Character Maximum; Alphanumeric; Optional Specify the name of the collection center bank to which the payments would be deposited, through the pay-in slip being generated.
Collection Center Branch Name	60 Character Maximum; Alphanumeric; Optional Specify the name of the branch of the collection center bank to which the payments would be deposited, through the pay-in slip being generated.
Pay In Number	12 Characters Maximum, Numeric, Running Serial Number The system generates a unique pay-in number for each pay-in slip that you print for a transaction or a set of transactions. Therefore, when you are printing the pay-in slip for a transaction or a set of transactions for the first time, this field is not available for data entry. If you are retrieving the record of a slip that has already been printed, you can specify the Pay In Number in this field as search criteria. The pay-in number generated for a pay-in slip for a single transaction or a set of transactions is unique. It can be generated for a transaction or a set of transactions included in printing a pay-in slip only once. Subsequently, you can print the pay-in slip again, as a duplicate copy. The pay-in number is a number comprising 12 numerals. The first six numerals represent the date of printing of the pay-in slip, and the remaining six numerals represent a running serial number. For instance, the pay-in number 060602000001 represents the first pay-in slip printed on 6th June 2002.
Payment Mode	Alphanumeric; 2 Characters; Optional Specify the mode of payment (or sub payment mode) specified for the transaction for which a pay-in slip is being generated. If the pay-in slip is being generated for a set of transactions with different modes of payment, you can choose All Modes in this field.
Sort Order	Optional Select the parameter according to which the extracted cheques information must be sorted, in the drop-down list. The options available are: • Unit Holder (the cheques information is sorted unit holder-wise) • Zip Code (sorted according to the zip code of the unit holder mailing address)
Cheque Date	Date Format, Optional Specify the date of issue that is to be printed on the cheques that you have selected for printing.

Table 1-17 (Cont.) Cheque Printing - Field Description

Field	Description
Bank Name	20 Character Maximum, Alphanumeric, Mandatory for redemption, dividend and fee / incentive instruments If the payment is being made by cheques or demand draft to the local default bank maintained for the AMC, transaction type, payment mode and fund ID combination involved in the transaction, the default bank is displayed here. You can change it if necessary, and specify any of the other banks maintained for the combination. If the payment is being made by cheques or demand draft to any of the correspondent banks maintained for the AMC, transaction type, payment mode and fund ID combination involved in the transaction, the correspondent bank is displayed here. You can change it if necessary, and specify any of the other correspondent banks maintained for the combination. If the payment is being made by an outstation cheques, specify the name of the bank, through which the payment is to be directed.
Branch Name	20 Character Maximum, Alphanumeric, Mandatory for redemption, dividend and fee / incentive instruments If the payment is being made by cheques or demand draft to the local default bank branch maintained for the AMC, transaction type, payment mode and fund ID combination involved in the transaction, the default branch is displayed here. You can change it if necessary, and specify any of the other branches maintained for the combination. If the payment is being made by cheques or demand draft to any of the correspondent bank branches maintained for the AMC, transaction type, payment mode and fund ID combination involved in the transaction, the correspondent bank branch is displayed here. You can change it if necessary, and specify any of the other correspondent bank branches maintained for the combination. If the payment is being made by an outstation cheques, specify the name of the branch of the bank, through which the payment is to be directed.
Commission	Numeric; 30 Character; Optional For outstation cheques, you can mention the relevant commission amount.
cheques Number	Alphanumeric; 16 Characters; Optional Specify the cheques number.
Type of Dividend Cheque	Mandatory only for dividend payments Select the dividend payment document that you wish to print. You can choose: • Covering Letter • Dividend cheques • Withholding Tax cheques

8. Click **Preview** to preview the details.

1.25 Process Data Extraction

This topic provides the systematic instructions to extract the payment information.

To begin with, extract the necessary information for printing from the system database to print cheques for dividend, redemption or fee / incentive payments, or pay-in slips.

Extract the following payment information from the database for cheque printing on any given application date:

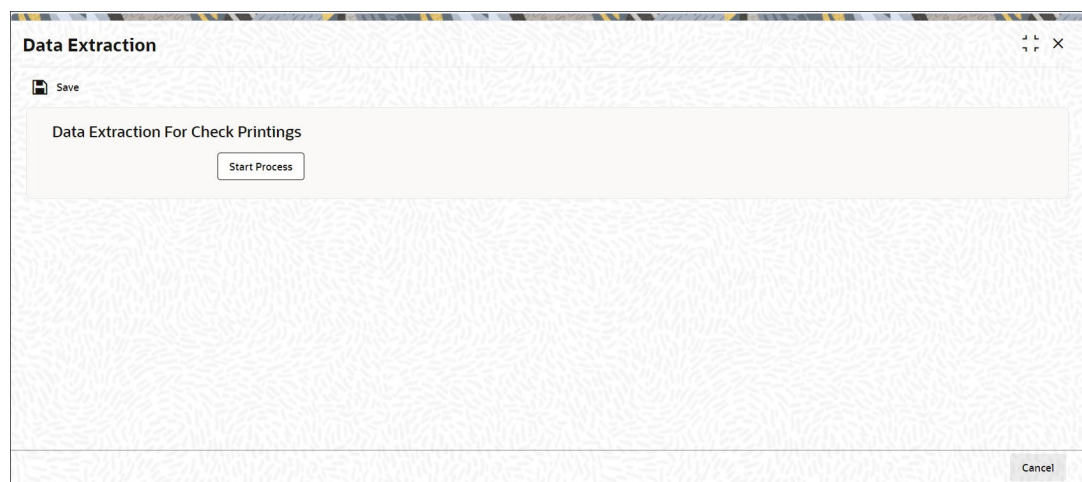
- All redemption payments due on that date
- All dividend payments that fall due on that date
- Any fee / incentive payments due on that date

Extract details of all transactions in all funds for which a payment has been received, as on the application date for printing pay-in slips for payments made towards subscription or IPO transactions.

Extract Data for Printing

1. On **Home** screen, type **UTDDTEXT** in the text box, and click **Next**.
The **Data Extraction** screen is displayed.

Figure 1-21 Data Extraction



2. On **Data Extraction** screen, click **New** to enter the details.
For more information on fields, refer to the field description table.

Table 1-18 Data Extraction - Field Description

Field	Description
Data Extraction for Check Printings	<i>Optional</i> The extraction of data for the generation of pay-in slips on a given date retrieves all transactions in a fund, (subscriptions or IPO) for which a payment has been received from the unit holder, as on the given date.

3. Click **Start Process** to start the data extraction process.

Extract Data for Redemption, Fee / Incentive or Dividend Payments

4. Extract date for redemption transactions, fees / incentives, or dividend payments in the **Data Extraction** screen in respect of which has been received on the given date, for the fund.

Note

You must perform the data extraction for any kind of payment check or pay-in slip before you attempt to actually print the instrument.

Refer the topics *Maintaining Reference Information* for details about the **AGY Bank Branch Details** in the *Reference Information User Manual*.

- [Print Redemption, Dividend or Fee / Incentive instruments](#)
This topic provides the systematic instructions to print Redemption, Dividend or Fee/ Incentive instruments.
- [Print Pay-in Slips](#)
This topic provides the systematic instructions to print Pay-in slips.
- [Retrieve Transaction Information for Printing](#)
This topic provides the systematic instructions to retrieve transaction information for printing.
- [Sort Options for Payment Instruments](#)
This topic provides the systematic instructions to sort the payment instruments.

1.25.1 Print Redemption, Dividend or Fee / Incentive instruments

This topic provides the systematic instructions to print Redemption, Dividend or Fee/Incentive instruments.

1. Specify the following information to print redemption, dividend or fee / incentive checks in the **Check Printing** screen.
 - The name of the fund in which the transactions were put through, in respect of which the payment instrument is being printed. You can also specify the ISIN Code of the fund.
 - Whether the payment instruments must be printed online, spooled for printing at a later juncture or to be handed off to an external agency for printing.
 - The payment instrument, **check**, **demand draft** or **outstation check** as applicable.
 - An amount range within which payment instruments must be printed.
 - Select the **Display Records for Selecting** box if you wish to display and sort the transactions in respect of which you want to print the payment instrument.
2. Click **Ok** after you have specified this information.
3. If you have selected the **Display Records for Selecting** box, all the transactions in respect of which the instruments are to be printed, are displayed in the lower Display section of the screen.
 - The Check Printing Information section is also displayed, where you can indicate your sorting specifications, for selecting the instruments to be printed.
 - The parameters according to which the transactions retrieved by the search function must be sorted.
 - The date to be printed on the payment instrument. For online printing, the starting instrument number. The transactions are now displayed, sorted according to your sorting options.

For dividend checks

4. View the following information for dividend checks.
 - The ID of the Unit Holder who is the recipient of the dividend.
 - The payment number of the dividend.
 - The ID of the fund for which the dividend was declared and the product under which the fund is classified.
 - The corporate action type that resulted in the dividend declaration, i.e., either Cash or Stock dividend.
 - The payment details, such as the bank and branch, check amount and currency. The payout bank is reckoned from the sorting options specified, and the payout bank details specified for the module ID, fund ID and payment mode combination maintained for dividend payments, in the AGY Bank Branch Details Maintenance.
 - The AMC ID

For redemption or fee / incentive checks

5. View the following information for redemption or fee / incentive checks.
 - The number of the transaction that resulted in a redemption or fee / incentive payment.
 - The ID of the Unit Holder who entered into the transaction that resulted in a redemption or fee / incentive payment.
 - The ID of the fund in which the transaction was put through
 - The payment details, such as the check amount and currency, and the payout bank details. The payout bank is reckoned from the sorting options specified, and the payout bank details specified for the module ID, fund ID and payment mode combination maintained for redemption payments, in the AGY Bank Branch Details Maintenance.
 - The AMC ID

The Payout Bank details

The default bank accounts to which the payment will be directed, is sorted based on the zip code in the address details of the unit holders cashing the payment, and is extracted from the AGY Bank Branch Details maintenance.

6. View the sorting of payment collection details and is based on the following parameters.
 - The zip codes in the address details of unit holders cashing the payment instrument.
 - The zip codes serviced by the default local and correspondent banks, to which the AMC would direct the payment.
 - The limit payment amount that can be serviced by each local or correspondent bank to which the AMC directs payment.
7. Change the payout bank account details, and specify any of the other banks maintained in the AGY Bank Branch Details for the AMC, redemption or dividend payments, and fund ID combination. Select from the drop down list.

For Outstation checks

8. Specify the relevant commission amount.
9. Select the transaction after specifying sort options in respect of which you want to print the payment instrument, and click the **Print** button to trigger printing.

1.25.2 Print Pay-in Slips

This topic provides the systematic instructions to print Pay-in slips.

1. Print pay-in slips for inflow transactions in respect of which payment has been received from unit holders.
2. Specify the following information in the **Check Printing** screen:
 - The name of the fund in which the transactions were put through, in respect of which the pay-in slip is being printed. You can also specify the ISIN Code of the fund.
 - Whether the pay-in slips must be printed online, spooled for printing at a later juncture or to be handed off to an external agency for printing.
 - An amount range within which the pay-in slip must be printed.
 - If you wish to display and sort the transactions in respect of which you want to print the pay-in slip, select the **Display Records for Selecting** box.
3. Specify any or all of the following details to display details for pay-in slips, in the **Subscription Details** section:
 - The transaction number of the IPO or subscription transaction in respect of which a pay-in slip is being printed.
 - The ID of the unit holder involved in the IPO or subscription transaction in respect of which a pay-in slip is being printed.
 - The details of the collection centre bank where the payments are being deposited through the pay-in slip. The number of the pay-in slip.
 - The payment mode specified for the transaction.

The payment for more than one transaction can be deposited through the pay-in slip. You can, for instance, specify the collection centre details for all transactions in respect of which payment is being deposited through the pay-in slip.
4. Click **Ok** after you have specified the search information mentioned above.
5. Select the **Display Records for Selecting** box.

The transactions in respect of which the pay-in slips are to be printed, are displayed in the lower Display section of the screen.
6. View the following pay-in details for each transaction.
 - Pay-in Number
 - Transaction Number
 - The unit holder involved in the transaction
 - The number and date of the instrument received from the unit holder as payment for the transaction, as well as the bank details.
 - The details of the pay-in collection center bank. The collection center bank for the pay-in is reckoned based from the AGY Bank Branch Details, depending on the fund in which the transactions were put through, the payment mode and the transaction currencies.

Note

If no collection centre details have been defined for the AMC, transaction type, payment / sub payment mode and fund ID combination, you can extract the data for pay-in slips through the Data Extraction screen, but you cannot print any pay-in slips in the Check Printing screen.

7. Change the pay-in collection centre, and specify any of the other banks maintained in the AGY Bank Branch Details for the AMC, subscription (or IPO) transactions, and fund ID combination. Select from the drop-down list.
8. Select the transaction in respect of which you want to print the pay-in slip, and click **Print** button to trigger printing.
9. Automate the cheque printing process through the scheduler. To do this, you can invoke the **Job Set Up** screen and maintain a job for cheques to be printed automatically, post EOD.

For further details on the scheduler, refer the topic *Interfaces with External Systems* under *Interfaces* module.

1.25.3 Retrieve Transaction Information for Printing

This topic provides the systematic instructions to retrieve transaction information for printing.

1. Retrieve the transaction information to print.
2. On **Check Printing** screen, specify the following transaction information to print.

For more information on this, refer to the table.

Table 1-19 Retrieve Transaction Information

Process	Description
Select Type of Check to be Printed	Use the Check Printing screen to print checks for any of the following types of payments: • Dividend • Redemption • Fee / Incentive When you print dividend checks, you can print the following documents too: • Covering Letters • Mailing Labels • Withholding tax checks Also use this screen to print pay-in slips containing details of payments made towards subscriptions and IPO transactions.
Specify Output Type	Select the type of instrument that must be printed for the payment, which will be given to the unit holder as an encashable instrument. • Select the instrument type as Check for payment amounts that fall below than the limit amount for the default payment bank or correspondent bank (as applicable) • Select the instrument type as Demand Draft for payment amounts that are greater than the limit amount for the default payment bank or correspondent bank (as applicable) • Select the instrument type as Outstation Check for unit holders that cannot be serviced through either the default payment bank or the correspondent banks. The output type is not applicable for pay-in slips.
Specify Amount Range	Specify an amount range within which the check amounts must be found, during printing. Use the From and To Amount Range fields to specify an amount range. Only those amounts that fall within the specified amount range will be printed.

Table 1-19 (Cont.) Retrieve Transaction Information

Process	Description
Set Check Printing Options	Select the printing options that suit your requirement, in the Printing Options field of the Check Printing screen. Accordingly, you can: • Print check information onto the check stationery directly(online printing) • Spool the check information to a file to be printed at a later juncture (offline printing) • Spool the check information to a hand-off file format to be handed off to an external check-printing agency (data spooling) Online Printing: When you choose to print checks online, you must specify the number of the first check to be printed, as the start number for printing. Offline Printing: If you choose to print checks offline, you need not specify start check number. The system spools all checks that are in a range of serial numbers, into a spool file. Serial numbers are internal tags or identifications for the checks. Each check number is associated with a serial number. At a later juncture, you can print the actual checks using the spooled file. You must upload the numbers of the actual checks into the system after printing, so that the serial numbers and the check numbers may be matched. Spooling to a hand-off file: If checks are to be printed by an external check-printing agency, you must spool the check information to a hand-off file, either an ASCII text file or an Excel worksheet. You must provide a serial number range for the checks. As with offline printing, you must upload the numbers of the actual checks into the system after they are printed by the external agency, so that the serial numbers and the check numbers may be matched.
Print Duplicate Checks	Print duplicate payment checks for a dividend, redemption or fee / incentive payment, if deemed necessary, in the Check Printing screen. Select the Duplicate Check box, to indicate that you choose to print duplicate checks. The Duplicate Printing pop-up screen is displayed. You must specify the status of the check as Duplicate, and also specify the original check number.
Specify Transaction Number for Pay-In Slips	Specify the number of the transaction to print a pay-in slip for a single subscription or IPO transaction.
Specify Unit Holder ID for Pay-In Slips	Specify the ID of the unit holder to print a pay-in slip for all subscription or IPO transactions of a specific unit holder.
Specify Collection Center Details for Pay-In Slips	Specify the name of the bank and the branch to print all pay-in slips that will be paid to the collection account of a specific collection center bank. Print duplicate pay-in slips or pay-slips for offline spooled pay-in numbers in this way.
Specify Payment Mode	Specify the mode of payment as search criteria to print pay-in slips for all subscription or IPO transactions with a specific mode of payment.

Table 1-19 (Cont.) Retrieve Transaction Information

Process	Description
Pay-in Number for Pay-In Slips	The system generates a unique pay-in number for each pay-in slip that you print for a transaction or a set of transactions. If you are retrieving the record of a slip that has already been printed, you can specify the pay-in number as search criteria. The pay-in number generated for a pay-in slip for a single transaction or a set of transactions is unique. It can be generated for a transaction or a set of transactions included in printing a pay-in slip only once. Subsequently, you can print the pay-in slip again, as a duplicate copy. The pay-in number is a number comprising 12 numerals. The first six numerals represent the date of printing of the pay-in slip, and the remaining six numerals represent a running serial number. For instance, the pay-in number 060602000001 represents the first pay-in slip printed on 6th June 2002.

1.25.4 Sort Options for Payment Instruments

This topic provides the systematic instructions to sort the payment instruments.

1. Sort the checks by specifying sorting options for payment instruments.
2. Sort the checks you want to print as follows.

For more information on this, refer to the table.

Table 1-20 Sort Options for Payment Instruments

Process	Description
Sort Extracted Check Information	Sort the checks you want to print in the extracted information list as follows: • Unit holder-wise • According to the zip code of the unit holder mailing address Select the required sort option in the Sort Order field, in the Check Printing Information section.
Specify Starting Number for Check	Choose to print the checks online, you must specify a starting number for the checks. For offline printing or spooling, the system will spool data with serial numbers for the checks, which can be assigned to the check numbers at a later juncture. In the case of spooling, when the checks are printed by an external agency, the numbers of the printed checks must be uploaded back into the system so that they can be tracked.
Specify Check Date	Specify the date of issue that is to be printed on the checks, in the Check Date field.

Table 1-20 (Cont.) Sort Options for Payment Instruments

Process	Description
Payment Bank Details	The system displays the payment bank details after you have specified the sort options for the checks. The bank to which the payment will be directed, from which the unit holder would cash the payment instrument, is the payment bank. The system displays the payment bank details from the AGY Bank Branch Details maintenance, for the AMC, transaction type, payment / sub payment mode and fund ID combination involved in the transaction. You can alter the payment bank displayed by the system, and specify the appropriate bank details, by choosing from the list.

Example: The example given below explains how the drawee bank account is reckoned: Your AMC, which is based in London, directs all redemption and dividend payments to local unit holders to your payment account at Fina Bank, London. For unit holders of your AMC in Sheffield, Leeds and Birmingham, you maintain correspondent account relationships with Fina Bank's branches in each of these cities, for the purpose of directing redemption and dividend payments. For each branch, an amount limit is maintained.

Therefore, in the AGY Bank Branch Details maintenance, the following details are maintained for your AMC, for redemption and dividend payments to unit holders in the Citadel Growth Fund:

For your AMC,

Table 1-21 Payment Bank Details

Payment Mode	Payment Bank	Local Default Bank?	Correspondent Bank?	Limit Amount (GBP)
Check	Fina Bank, London	Yes	No	10000
Check	Fina Bank, Sheffield	No	Yes	5000
Check	Fina Bank, Leeds	No	Yes	5000
Check	Fina Bank, Birmingham	No	Yes	5000

Further, the zip codes serviced by each branch of Fina Bank are as follows:

Table 1-22 Branch and Zip Codes Services

Branch	Zip Codes Serviced
Fina Bank, London	330456, 330457, 330459
Fina Bank, Sheffield	440100, 440200, 440300
Fina Bank, Leeds	300323, 300423, 300523
Fina Bank, Birmingham	500111, 500222, 500333

On the 24th of January 2002, you need to make redemption payments to your unit holders, as shown below.

The details of the bank account to which the payment will be directed, and the payment instrument, is also shown:

Table 1-23 Payment Bank and Instrument Details

Unit Holder	Zip Code	Payment Amount (GBP)	Instrument	Payment Bank
Mr. Edwin Saunders	330456	5000	Check	Fina Bank, London
Ms. Alice Howard	330456	15000	Demand Draft	Fina Bank, London
Mr. Walter Ward	440300	2500	Check	Fina Bank, Sheffield
Ms. Cheryl Warren	300323	6000	Demand Draft	Fina Bank, Leeds
Ms. Karen Taylor	700190	2500		

In the case of Mr. Edwin Saunders, the payment is directed to the local default bank, Fina Bank, London, and since the Zip Code is serviced by that branch. Also, the payment amount falls well below the limit amount for that branch, and therefore, a check payment may be made.

In the case of Ms. Cheryl Warren, the payment is directed to the correspondent bank, Fina Bank, Leeds, and since the Zip Code is only serviced by that branch, and not by the default bank. Also, the payment amount exceeds the limit amount for that branch, and therefore, a demand draft payment must be made.

In the case of Ms. Karen Taylor, the Zip Code is not serviced by the local default branch or the correspondent branches. Therefore, the payment is not directed to any of the branches, and will be made through an outstation check.

1.26 Update Cheque Status

This topic provides the systematic instructions to monitor and update the status of cheques issued for dividend payments as well as redemption and fee/incentive payments in the system.

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

The **Update Cheque Status** screen is displayed.

Figure 1-22 Update Cheque Status

2. On **Update Cheque Status** screen, click **New** to enter the details.

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

Table 1-24 Update Cheque Status - Field Description

Field	Description
Fund ID	<i>Alphanumeric; 6 Characters; Mandatory</i> Select the fund ID, for which the cheque is being printed, from the list provided. When you specify the ID of the fund, the ISIN code of the fund is displayed in the ISIN Code field.
ISIN Code	<i>Alphanumeric; 12 Characters; Optional</i> Select the ISIN code of the fund for which you want to process payments, from the options provided. If you specify the ISIN code of a fund, the ID of the fund is displayed in the Fund ID field. If you have specified Fund ID , then system defaults the ISIN Code and vice versa.
Payment Number	<i>Numeric; 5 Characters; Mandatory</i> In the case of dividend payments, specify the Payment Number of the dividend for which the payment Cheque was issued.
Cheque Status	Specify the cheque status. • If the cheque has been cleared, choose the CLEARED option to view the clearing details. • If the cheque has not been cleared, select UNCLEARED. You can update the status of such cheques if they are cleared. • If the cheque has been rejected, select REJECTED. For uncleared cheques, you can update the clearing status if they have been subsequently cleared. Click Ok button to save the update.

3. Click the **Show Details** button to view the cheque status.

The following details are displayed:

- **Unit Holder ID**
- **Cheque Currency**
- **Cheque Amount**
- The **Serial Number** of the payment Cheque.
- **Old Cheque Number**
- **Cheque Number**
- **Cheque Status**
- **Payment Number**

1.27 Process Dividend Interface

This topic provides the systematic instructions to define dividend interface log.

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

The **Dividend Interface** screen is displayed.

Figure 1-23 Dividend Interface

The screenshot shows the 'Dividend Interface' window. At the top left is a 'Save' button. Below it is a section titled 'Dividend Interface Log' with a list icon on the right. This section contains a table with the following columns: Log number, Fund ID, AMC ID, Distributor ID, Operation Type, Maker ID, and Maker DT Stamp. The table is currently empty, displaying 'No data to display.' Below the table is a pagination bar showing 'Page 1 (0 of 0 items)' and navigation controls. At the bottom right of the window is a 'Cancel' button.

Log number	Fund ID	AMC ID	Distributor ID	Operation Type	Maker ID	Maker DT Stamp
No data to display.						

2. On **Dividend Interface** screen, click **New** to enter the details.
3. View the dividend interface log.

The following details are displayed:

- **Log Number**
- **Fund ID**
- **AMC ID**
- **Distributor ID**
- **Operation Type**
- **Maker ID**
- **Maker Date Stamp**

Index

U

UTDCHKPR, [76](#)
UTDDIPMT, [26](#)
UTDDIVEQ, [70](#)
UTDDIVIN, [90](#)
UTDDTEXT, [81](#)
UTDFUDIV, [11](#)
UTDMASAM, [35](#)
UTDMASRE, [50](#)
UTDMCKDV, [66](#)

UTDMOCKD, [56](#), [67](#), [68](#)
UTDPRRIN, [33](#)
UTDSELUH, [41](#)
UTDUPCHQ, [89](#)
UTSDIVEQ, [72](#)
UTSFUDIV, [22](#)
UTSMASAM, [38](#)
UTSMASRE, [52](#)
UTSMOCKD, [62](#)
UTSSELUH, [46](#)