Oracle® FLEXCUBE Investor Servicing Pension User Guide





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Preface

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

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

This topic contains the following sub-topics:

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

Purpose

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

Audience

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

Documentation Accessibility

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Critical Patches

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

Diversity and Inclusion

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

Conventions

The following text conventions are used in this document:

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

Table Acronyms and Abbreviations

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



Table (Cont.) Acronyms and Abbreviations

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

Symbols and Icons

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

Table Symbols and Icons

Symbol/Icon	Function
	Lists all records maintained
3 L 7 F	Minimize
r ¬	Maximize
×	Close
Q	Perform Search



Table (Cont.) Symbols and Icons

Cumb allia an	Function
Symbol/Icon	Function
•	Open a list
	Select a Date
+	Add a new row to enter details in a record.
	Delete a row, which is already added.
K	Navigate to the first record
> I	Navigate to the last record
•	Navigate to the previous record
	Navigate to the next record
	View a single record
\$	Sort the values in ascending or descending order
~	Sort the values in ascending
^	Sort the values in ascending



Basic Actions

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

Table Basic Actions

Description
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.
Used to copy the details of a record.
Used to close a record.
This action is available only when a record is created.
Used to update the details of an existing record.
System displays an existing record in editable mode.
Used to print a record.
This action is available only when a record is created.
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.
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.
Used to view the maker details, checker details and report status.
Used to cancel the performed action.
Used to save the details entered or selected in the screen.
Used to refresh the details selected in the screen.
Used to reset the fields to enter a new criteria.
Used to clear all the data entered for search criteria.
Used to navigate to Detail screen.
Used to search either the details of a particular record or a list of records by querying particular field.
Used to search details more precisely.
Used to approve the initiated report.
This button is displayed, once the user click 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.
Used to confirm the performed action.
Used to confirm the details in the screen.
Used to reject the report created.
A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker.



Table (Cont.) Basic Actions

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

Getting Help

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

Prerequisite

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

Pension Funds Administration

Oracle FLEXCUBE Investor Servicing component allows user to handle occupational pension and personal pension administration.

This topic contains the following sub-topics:

Introduction

This topic provides introduction of the pension funds administration details.

Linkage between TA and PA

This topic describes the linkage between TA and PA details.

Process Module Default Detail

This topic provides the systematic instructions to process module default in detail.

Process Defaults Maintenance Detail

This topic provides the systematic instructions to default maintenance records.

Process Parameter Setup Detail

This topic provides the systematic instructions to modify the parameter setup in detail.

Process Additional Information Maintenance Detail

This topic provides the systematic instructions to **Additional Information Maintenance** screen.

Process Entity Additional Information Mapping Detail

This topic provides the systematic instructions to map customer entity information in Detail.

Process Country Currency Detail

This topic provides the systematic instructions to Process Country Currency in detail.

Process Currency Maintenance Detail

This topic provides the systematic instructions to process to maintain the currencies in the system.

Process Source Currency Pair Maintenance Detail

This topic provides the systematic instructions maintain the source currency in detail.

Process Holiday Maintenance Detail

This topic provides the systematic instructions maintain customer holidays.

• Process Exchange Rate Maintenance Detail

This topic provides the systematic instructions maintain customer exchange rate.

Process Entity Mapping Detail

This topic provides the systematic instructions to map the customer entity information in Detail.

Process Exchange Rate Source Mapping Detail

This topic provides the systematic instructions to maintain Exchange Rate Source Mapping in detail.

Process Clear User Profile Detail

This topic provides the systematic instructions to define in clear user profile module.

Process Asset Class Definition Detail

This topic provides the systematic instructions to maintain different asset classes which are managed by the pension service provider.



Asset Class Definition Summary

This topic provides the systematic instructions to perform a previously entered record in the Summary screen.

Process Asset Maintenance Detail

This topic provides the systematic instructions to define assets maintenance in pension module.

Asset Maintenance Summary

This topic provides the systematic instructions to retrieve a previously entered record in the Summary Screen.

Dividend Hand-off and Trailer Fee Hand-off

This topic provides information about the Dividend Hand-off and Trailer Fee Hand-off details.

Process Instrument Definition Detail

This topic provides the systematic instructions to define different instruments for investment along with limits.

Instrument Definition Summary

This topic provides the systematic instructions to retrieve a previously entered record in the Summary Screen.

Process Rebalance Rule Mapping Detail

This topic provides the systematic instructions to define **Rebalance Rule Mapping** Screen.

Rebalance Rule Mapping Summary

This topic provides the systematic instructions to perform a previously entered record in the Summary screen.

Process Portfolio Type Maintenance Detail

This topic provides the systematic instructions to define Portfolio Type Maintenance in Detail.

Portfolio Type Maintenance Summary

This topic provides the systematic instructions to perform a **Portfolio Type Maintenance Summary** screen.

Process Portfolio Definition Detail

This topic provides the systematic instructions to define Portfolio Definition in pension module.

Portfolio Definition Summary

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

Process Rule Definition Detail

This topic provides the systematic instructions to define Rule Definition in pension module.

Rule Definition Summary

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

Process Portfolio Rebalancing Rule Detail

This topic provides the systematic instructions to Process Portfolio Rebalancing Rule Detail in user profile module.

Portfolio Rebalance Rule Summary

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



Process Pension Charge Maintenance Detail

This topic provides the systematic instructions to define Pension Charge Maintenance in Detail.

Pension Charge Maintenance Summary

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

Process Pension Adjustment Order Detail

This topic provides the systematic instructions to define Pension Adjustment Order in pension module.

Pension Adjustment Order Summary

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

• Process Portfolio Charge Maintenance Detail

This topic provides the systematic instructions to define **Portfolio Charge Maintenance Detail** Screen.

Portfolio Charge Maintenance Summary

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

Process Bank Details

This topic provides the systematic instructions to define Bank Details in pension module.

Bank Details Summary

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

Process Identification Details Detail

This topic provides the systematic instructions to maintain different Identification Details which are managed by the pension service provider.

Identification Details Summary

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

Process Address Details Detail

This topic provides the systematic instructions to maintain different Address Details which are managed by the pension service provider.

Address Details Summary

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

Process Party Maintenance Detail

This topic provides the systematic instructions to define Party Maintenance in pension module.

Party Maintenance Summary

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

Process Employee Group Maintenance Detail

This topic provides the systematic instructions to define Employee Group Maintenance in Detail.

Employee Group Summary

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



Intermediary Hand-off from PA to TA

This topic provides information about intermediary hand-off from PA to TA

Process Party Role Mapping Detail

This topic provides the systematic instructions to define in Party Role Mapping module.

Role Mapping Summary

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

Process Investment Account Detail

This topic provides the systematic instructions to define in Investment Account module.

Investment Account Summary

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

Process Investment Account Status Change Detail

This topic provides the systematic instructions to define Investment Account Status Change Detail.

Investment Account Status Change Summary

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

Mapping Portfolios

This topic provides information about the mapping portfolio details.

Portfolio Mapping Summary

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

Process Investment Detail

This topic provides the systematic instructions to define Investment Detail in pension module.

Investment Summary

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

Process Mode of Payment Detail

This topic provides the systematic instructions to define Mode of Payment in pension module.

Process Payment Clearing Detail

This topic provides the systematic instructions to define payment clearing detail in pension module.

Process Withdrawal Detail

This topic provides the systematic instructions to define in Process Withdrawal Detail module.

Withdrawal Summary

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

Process Switch Detail

This topic provides the systematic instructions to define payment switch detail in pension module.

Switch Summary

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



Order Status of Orders

This topic provides information about the order status of orders.

Process Allocation Details

This topic provides the systematic instructions to define allocation details in pension module.

Process View Portfolio Balance Detail

This topic provides the systematic instructions to define in View Portfolio Balance in profile module.

Process Interface Maintenance Detail

This topic provides the systematic instructions to define Interface Maintenance Detail in pension module.

Process Interface Maintenance Summary Detail

This topic provides the systematic instructions to Process Interface Maintenance Summary Detail in detail.

Process Party Role Migration Detail

This topic provides the systematic instructions to define party role migration detail in pension module.

Party Role Migration Summary

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

Process Party Data Merger Detail

This topic provides the systematic instructions to define party data merger in pension module.

Process Instruction Date Update Detail

This topic provides the systematic instructions to define instruction date update in pension module.

Process Order Summary Detail

This topic provides the systematic instructions to define order summary in profile module.

Process Group Pension Orders Detail

This topic provides the systematic instructions to define group pension orders in profile module.

• Process EOD Maintenance Detail

This topic provides the systematic instructions to Process EOD Maintenance in detail.

Process EOD Maintenance Summary Detail

This topic provides the systematic instructions to Process EOD maintenance summary in detail.

Process Online Interface Execution Detail

This topic provides the systematic instructions to process online interface execution in detail.

Process Upload Status Summary Detail

This topic provides the systematic instructions to define upload status summary in pension module.

Process Pre End of Day Check - Execute Pre EOD Detail

This topic provides the systematic instructions to Process Pre End of Day Check - Execute Pre EOD in detail.

• Process EOD Execution Detail

This topic provides the systematic instructions to process EOD execution in detail.



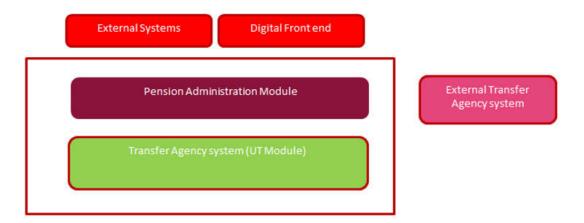
- Process Generating Upload Status Report Detail
 - This topic provides the systematic instructions to define generating upload status report in pension module.
- Process Consent Maintenance Detail
 This topic provides the systematic instructions to process consent maintenance in detail.
- Process Consent Maintenance Summary Detail
 This topic provides the systematic instructions to process consent maintenance summary in detail.

1.1 Introduction

This topic provides introduction of the pension funds administration details.

Pension record will interact with TA system for order processing. Functional environment is as follows:

Figure 1-1 Functional Environment



You can fetch report pertaining to UH in TA, (UH which got generated as a result of orders from Pension Administration).

Following list of parameters will be used for Pension Administration module:

Table 1-1 Pension Administration module

Param Code	Description	Whether User Maintainable
ASSETCLASSDETAILS	Asset Class list	Yes
CALENDARTYPE	Calendar Types	No
COMPLIANCECODES	The regulatory rule applicable	Yes
COUNTRYCODES	ISO Country Codes	Yes
DEALINGTYPE	Dealing Types	Yes
ENTITYTITLE	Title list for entities	Yes
HEALTHSTATUS	Health Status of the unitholder	No
IDENTIFICATION TYPE	Identification types for unitholders	Yes
INDINVCATEGORY	Individual Investor Categories	Yes



Table 1-1 (Cont.) Pension Administration module

Param Code	Description	Whether User Maintainable
INSTRUMENTTYPE	Instrument types	Yes
INTDIALCODE	The International Dialing Country Code	Yes
INVACCSTATUS	Investment Account Status	Yes
LIMITPERIOD	Limit Period	No
MARITALSTATUS	Marital Status	No
OCCUPATIONTYPE	Occupation types for individual unit holders	Yes
OWNERSHIPTYPE	Ownership Type	Yes
PARTYROLELIST	Party role list	No
PASTRANSACTION TYPE	PAS Transaction Type	No
PENSIONACCSTATUS	PENSION ACCOUNT STATUS	Yes
SEX	Sex	No
PASIVTXNSUBTYPE	PAS Investment Transaction Sub Types	Yes
PASWDTXNSUB TYPE	PAS Withdrawal Transaction Sub Types	Yes
PASSWTXNSUB TYPE	PAS Switch Transaction Sub Types	Yes
PAPDISCONTRIBU TIONCCY	PAPDIS contribution currency	Yes

Note

These set of parameters are common for both LOB and PAS in integrated setup.

1.2 Linkage between TA and PA

This topic describes the linkage between TA and PA details.

You can link TA and Pension Administration using a scheduler. Orders, brokers will be handed off and on from and to PA with the schedulers.

An export interface will create a file in the path which will be used by an import interface to upload the data to a system. Data will move from one system to the other either on auth, pre EOD, EOD, BOD or an event. This would be based on the scheduler configuration.

Following are the applicable event codes for Pension Administration system for users to define event based scheduler configuration:

Table 1-2 Event description

EVENTCODE	EVENTDESCRIPTION
BE00001	BOD Completed
BE00001	EOD Started
BE00001	EOD Completed
BEPREEOD	Pre-EOD completed



The system will hand-off the amendment of address and ID detail in party to TA through interfaces only if the party has investment account mapped to a portfolio.

If any address is expired then the hand-off will be done accordingly and new address will be in effect for the relative UH.

For a party with multiple ID details, the system will hand-off only first ID detail to TA.

You can specify a deal for the UH created due to order import coming from PA.

For a UH created by order import, the reference number of UH will be investment account number of the party and this linkage will be maintained in an external table. However for the UH created, UH ID will be the reference number when gueried in front end.

You need to create a new bulk client code named PA under UH bulk client details in order to Import PA Orders to TA.

A 'TA to PA module handoff' EOD batch hands-off allocated transactions from PA to TA. The PA allocation handoff (IF20192130001601) will generate files only when this batch is completed in EOD activity.

You can copy a UH from PA, but while amending this UH the system will validate the same since the UH category will be P.

The details of 'Interface reference - File Handoff between TA-PAS systems' is given as follows:

Table 1-3 TA-PAS Interface

Interface ID	Interface Desc	Import/ Export	Linked Interface	File processing system	System which generates the file	Remarks
IF201921300 01204	CFU Contribution file upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201917900 00002	PAPDIS	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201921300 00109	PAS Held away holdings upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201921300 00112	Party Main Upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00003	Identification Details	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00005	Bank account details upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00104	Address Details Upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00111	Party Role Mapping upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00212	Investment Account Upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS



Table 1-3 (Cont.) TA-PAS Interface

			1			
Interface ID	Interface Desc	Import/ Export	Linked Interface	File processing system	System which generates the file	Remarks
IF201721200 00213	Portfolio Mapping Upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS
IF201721200 00312	PAS Order Upload	Import	NA	PAS	Direct PAS Upload	Stand Alone PAS - Order upload (IN/WD/ SW)
IF201921300 00013	Broker Export	Export	NA	TA	PAS	From TA to PAS
IF201921300 00108	Broker Import from TA	Import	IF201921300 00108	PAS	TA	From TA
IF201921300 00006	Load Maintenance Export	Export	NA	TA	PAS	From TA to PAS
IF201921300 00103	Load Maintenance Upload	Import	IF201921300 00006	PAS	Load exported from TA	From TA to PAS
IF201921300 00801	Fund Price Export for PAS	Export	NA	TA	Exported file will be imported in PAS	From TA
IF201921300 00804	Asset NAV import from TA	Import	IF201921300 00801	TA	Exported file will be imported in PAS	From TA
IF201921300 01101	Asset Import from TA	Import	IF201921300 00204	PAS	TA	Fund Rules import from TA
IF201921300 00204	Fund Export	Export	NA	TA	Exported file will be imported in PAS	From TA
IF201921300 01205	PAS Order Import	Import	IF201921300 01003	TA	PAS	Order from PAS
IF201921300 01003	PAS Order Export	Export	NA	PAS	Exported file will be imported in TA	Order Handoff from PAS to TA
IF201921300 01501	PAS Investment account	Import	IF201921300 00803	TA	PAS	Investment Account import into TA (for UH update)
IF201921300 00803	Investment account export	Export	NA	PAS	Exported file will be imported in TA	Investment Account Export from PAS to TA



Table 1-3 (Cont.) TA-PAS Interface

Interface ID	Interface Desc	Import/ Export	Linked Interface	File processing system	System which generates the file	Remarks
IF201921300 01601	PAS allocation handoff	Export	NA	TA	Exported file will be imported in PAS	Allocation handoff from TA to PAS
IF201921300 01307	PAS Allocation import from TA	Import	IF201921300 01601	PAS	Allocation File from TA will be imported	From TA to PAS

1.3 Process Module Default Detail

This topic provides the systematic instructions to process module default in detail.

You can maintain module defaults and holiday preferences for PAS module using **Module Default Detail** screen.

On Home screen, type UTDMODDE in the text box, and click Next.
 For further details, refer Module Default Detail section in Overview chapter in Reference Information user manual.

1.4 Process Defaults Maintenance Detail

This topic provides the systematic instructions to default maintenance records.

You can change the defaults for the currently logged module using **Defaults Maintenance** screen.

On Home screen, type PADDEFMT/ UTDDEFMT in the text box, and click Next.
 For further details, refer System Default Information section in Maintaining System Parameters chapter in Reference_Information user manual.

1.5 Process Parameter Setup Detail

This topic provides the systematic instructions to modify the parameter setup in detail.

You can change the defaults for the currently logged module using **Parameter Setup Detail** screen.

On Home screen, type UTDPARAM in the text box, and click Next.
 For further details, refer System Parameters section in Maintaining System Parameters chapter in Reference_Information user manual.



1.6 Process Additional Information Maintenance Detail

This topic provides the systematic instructions to **Additional Information Maintenance** screen.

You can change the defaults for the currently logged module using **Additional Information Maintenance** screen.

- 1. On Home screen, type TDADINF in the text box, and click Next.
- Additional Information will not flow from Pension Administration PA to TA and vice versa.
 For further details, refer Additional Information Heads section in Maintaining System Parameters chapter in Reference Information user manual.

1.7 Process Entity Additional Information Mapping Detail

This topic provides the systematic instructions to map customer entity information in Detail.

You can map additional information to an entity using **Entity Additional Information Mapping** screen.

On Home screen, type UTDENMAP in the text box, and click Next.
 For further details, refer Entity Additional Information Mapping section in Maintaining System Parameters chapter in Reference Information user manual.

1.8 Process Country Currency Detail

This topic provides the systematic instructions to Process Country Currency in detail.

To set up the country-currency association, use the **Country Currency Maintenance Detail** screen.

On Home screen, type UTDCONCU in the text box, and click Next.
 For further details, refer Country Association with its Currency section in Maintaining Currencies chapter in Reference_Information user manual.

1.9 Process Currency Maintenance Detail

This topic provides the systematic instructions to process to maintain the currencies in the system.

You can use the Currency Maintenance Detail screen to set up the currencies in the system.

On Home screen, type UTDCURMA in the text box, and click Next.
 For further details, refer Currency Maintenance section in Maintaining Currencies chapter in Reference_Information user manual.



1.10 Process Source Currency Pair Maintenance Detail

This topic provides the systematic instructions maintain the source currency in detail.

You can map source to the currencies using **Source Currency Pair Maintenance Detail** screen.

On Home screen, type UTDSORCE in the text box, and click Next.
 For further details, refer Exchange Rate Sources section in Maintaining Currencies chapter in Reference_Information user manual.

1.11 Process Holiday Maintenance Detail

This topic provides the systematic instructions maintain customer holidays.

You can maintain system holidays in Holiday Maintenance screen

On Home screen, type UTDHOLID in the text box, and click Next.
 For further details, refer Holiday Maintenance section in Maintaining Reference Information chapter in Reference Information user manual.

1.12 Process Exchange Rate Maintenance Detail

This topic provides the systematic instructions maintain customer exchange rate.

You can maintain exchange rate for the currency and source using **Exchange Rate Maintenance** screen.

On Home screen, type UTDEXCRM in the text box, and click Next.
 For further details, refer Exchange Rates section in Maintaining Currencies chapter in Reference Information user manual.

1.13 Process Entity Mapping Detail

This topic provides the systematic instructions to map the customer entity information in Detail.

You can map an entity to PAS module using Entity Mapping screen.

On Home screen, type UTDENTMP in the text box, and click Next.
 For further details, refer Entity Mapping Detail section in Maintaining Reference Information chapter in Reference_Information user manual.

1.14 Process Exchange Rate Source Mapping Detail

This topic provides the systematic instructions to maintain Exchange Rate Source Mapping in detail.

You can map an exchange rate source to the PAS module using **Exchange Rate Source Mapping Detail** screen.

On Home screen, type UTDEXRMP in the text box, and click Next.



For further details, refer Exchange Rate Source Mapping for Different Schemas section in Setting up Loadss chapter in Reference_Information user manual.

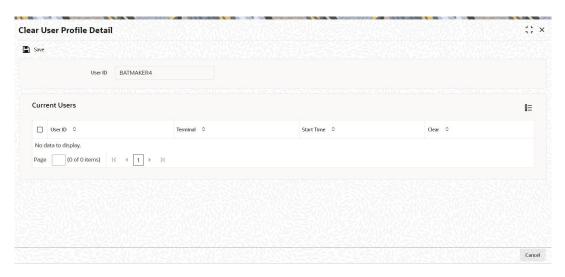
1.15 Process Clear User Profile Detail

This topic provides the systematic instructions to define in clear user profile module.

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

The Clear User Profile Detail screen is displayed.

Figure 1-2 Clear User Profile Detail



2. On Clear User Profile Detail screen, click New to enter the details.

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

Table 1-4 Clear User Profile Detail - Field Description

Field	Description
User ID	Display The system displays the user ID.
	Current Users
	The system displays the following values:
	User ID
	Terminal
	Start Time
Clear	Optional Select if the specified user has to be cleared or not from he drop-down list. The list displays the following values:
	• Yes
	• No
	In this screen, press F7 and select the User ID from the adjoining option list which displays the users logged in currently. After specifying the user id to be cleared, press F8. Upon pressing F8, system displays the User ID, terminal and start time information. Select the option 'Yes' from 'Clear' drop-down to clear the selected user.



- 3. Click the **Unlock** icon, from the **Toolbar** menu, and then click the **Save** icon.
- 4. The system will clear the selected user ID and displays the message in the Information section.

Figure 1-3 Information message



5. Click **OK** to confirm.

To clear a user, check **Clear** in the required row, and then click the **Clear** button.

1.16 Process Asset Class Definition Detail

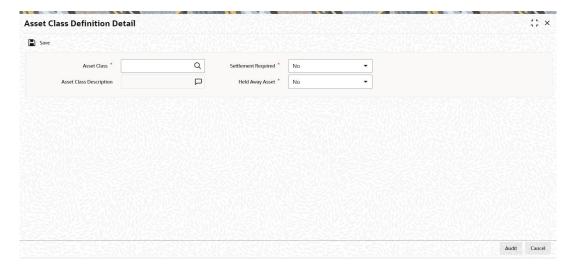
This topic provides the systematic instructions to maintain different asset classes which are managed by the pension service provider.

Assets can be either managed or held away assets.

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

The Asset Class Definition Detail screen is displayed.

Figure 1-4 Asset Class Definition Detail





2. On Asset Class Definition Detail screen, click New to enter the details.

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

Table 1-5 Asset Class Definition Detail - Field Description

Field	Description			
Asset Class	Alphanumeric; 10 Characters; Mandatory Specify the asset class code. Alternatively, you can select asset class code from the option list. The list displays all valid asset code maintained in the system.			
	Note : You need to maintain one class of type MF if it is integrated with a TA.			
Asset Class Description	Display The system displays the description for the selected asset class code.			
Settlement Required	Mandatory Select if the settlement is required for that particular asset class or not from the drop-down list. The list displays the following values: • Yes			
	• No			
	Note: This field is applicable only for managed assets.			
Held Away Asset	Mandatory Select if the held away asset is required or not from the drop-down list. The list displays the following values:			
	YesNo			

1.17 Asset Class Definition Summary

This topic provides the systematic instructions to perform a previously entered record in the Summary screen.

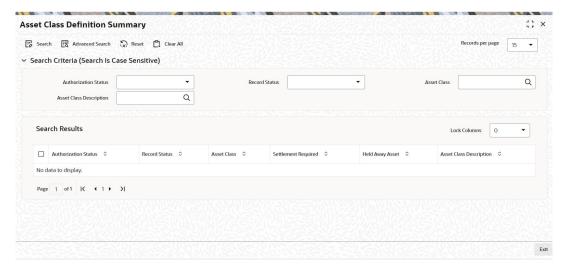
Retrieve Asset Class Definition Summary before Authorization

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

The Asset Class Definition Summary screen is displayed.



Figure 1-5 Asset Class Definition Summary



- On Asset Class Definition 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
 - Asset Class
 - Asset Class Definition
- 3. Click the **Search** button to view the records.

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

4. Click Refresh button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- 5. Perform Edit, Delete, Amend, and Authorize operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Asset Class Definition Record</u>
 This topic provides the systematic instructions to edit Asset Class Definition record.
- <u>View Asset Class Definition Record</u>
 This topic provides the systematic instructions to view Asset Class Definition record.
- <u>Delete Asset Class Definition Record</u>
 This topic provides the systematic instructions to delete Asset Class Definition record.



- Authorize Asset Class Definition Record
 - This topic provides the systematic instructions to authorize Asset Class Definition record.
- Amend Asset Class Definition Record
 This topic provides the systematic instructions to amend Asset Class Definition record.
- <u>Authorize Amended Asset Class Definition Record</u>
 This topic provides the systematic instructions to authorize amended Asset Class Definition record.

1.17.1 Edit Asset Class Definition Record

This topic provides the systematic instructions to edit Asset Class Definition record.

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

- 1. Start the **Asset Class Definition Summary** screen from the Browser.
- 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.

- 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 that you want to modify in the list of displayed records.
 - The **Asset Class Definition Detail** screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information
- Click Save to save your changes

The **Asset Class Definition Detail** screen is closed and the changes made are reflected in the **Asset Class Definition Summary** screen.

1.17.2 View Asset Class Definition Record

This topic provides the systematic instructions to view Asset Class Definition record.

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

- Start the Asset Class Definition Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Asset Class Definition Detail** screen is displayed.

1.17.3 Delete Asset Class Definition Record

This topic provides the systematic instructions to delete Asset Class Definition record.

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

- 1. Start the **Asset Class Definition 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 Asset Class Definition 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 Asset Class Definition Record

This topic provides the systematic instructions to authorize Asset Class Definition record.

Authorize an unauthorized Asset Class Definition records in the system for it to be processed as follows:

- 1. Start the **Asset Class Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The **Asset Class Definition Detail** screen is displayed.
- 5. Select **Authorize** operation from the Action List.

1.17.5 Amend Asset Class Definition Record

This topic provides the systematic instructions to amend Asset Class Definition 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 **Asset Class Definition 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 lower portion of the screen.

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

The Asset Class Definition Detail screen is displayed.

- 5. Select **Unlock** operation from the Action List to amend the record.
- Amend the necessary information and click Save to save the changes.

1.17.6 Authorize Amended Asset Class Definition Record

This topic provides the systematic instructions to authorize amended Asset Class Definition record.

 Authorize an amended Asset Class Definition 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.

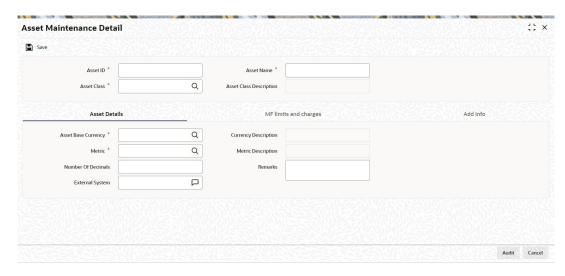
1.18 Process Asset Maintenance Detail

This topic provides the systematic instructions to define assets maintenance in pension module.

On Home screen, type PADASMNT in the text box, and click Next.

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

Figure 1-6 Asset Maintenance Detail



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

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



Table 1-6 Asset Maintenance Detail - Field Description

Field	Description
Asset ID	Alphanumeric; 6 Characters; Mandatory Specify the asset ID.
Asset Name	Alphanumeric; 90 Characters; Optional Specify the name of the asset.
Asset Class	Alphanumeric; 10 Characters; Mandatory Specify the asset class code. Alternatively, you can select asset class code maintained in the system. The system displays all valid asset class code maintained in the system.
Asset Class Description	Display The system displays the description for the selected asset class.

Asset Details Tab

This topic explains the asset details of **Asset Maintenance Detail** screen.

- MF Limits and Charges Tab
 - This topic explains the MF Limits and Charges of Asset Maintenance Detail screen.
- Add Info Tab

This topic explains the Add Info of Asset Maintenance Detail screen.

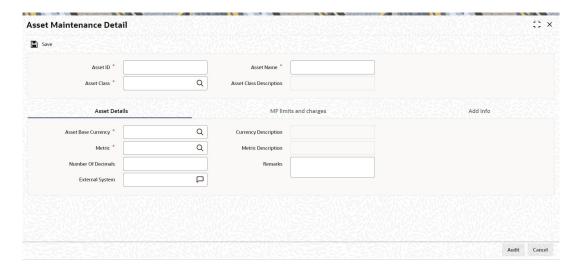
1.18.1 Asset Details Tab

This topic explains the asset details of **Asset Maintenance Detail** screen.

 On Asset Maintenance Detail screen, click Asset Details tab to view the following details.

The **Asset Details** tab are displayed.

Figure 1-7 Asset Details Tab



2. On the Asset Details tab, specify the fields.

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



Table 1-7 Asset Details - Field Description

Field	Description	
Asset Base Currency	Alphanumeric; 3 Characters; Mandatory Specify the asset base currency. Alternatively, you can select asset base currency code maintained in the system. The system displays all valid asset base currency code maintained in the system.	
Currency Description	Display The system displays the description for the asset base currency code selected.	
Metric	Alphanumeric; 100 Characters; Mandatory Specify the metric code. Alternatively, you can select metric code maintained in the system. The system displays all valid metric code maintained in the system.	
Metric Description	Display The system displays the description for the selected metric code.	
Number Of Decimals	Numeric; 12 Characters; Optional Specify the number of decimals allowed	
External System	Alphanumeric; 255 Characters; Optional Specify the external system details.	
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.	

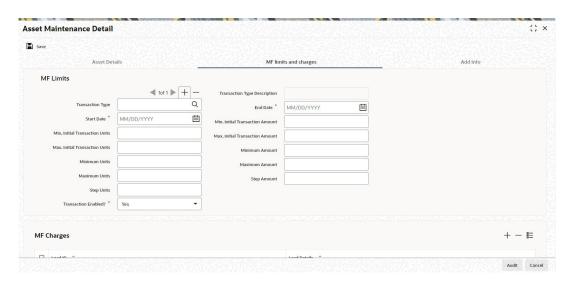
1.18.2 MF Limits and Charges Tab

This topic explains the MF Limits and Charges of Asset Maintenance Detail screen.

1. On Asset Maintenance Detail screen, click MF Limits and Charges tab to view the following details.

The MF Limits and Charges details are displayed.

Figure 1-8 MF Limits and Charges Tab



2. On the MF Limits and Charges tab, specify the fields.



Table 1-8 MF Limits and Charges - Field Description

Field	Description	
Transaction Type	Alphanumeric; 2 Characters; Optional Specify the type of transaction. Alternatively, you can select transaction type from the option list. The list displays all valid transaction type maintained in the system.	
Transaction Type Description	Display The system displays the description for the selected transaction type.	
Start Date	Date Format; Mandatory Select the start date from the adjoining calendar.	
End Date	Date Format; Mandatory Select the end date from the adjoining calendar.	
Min. Initial Transaction Units	Numeric; 27 Characters; Optional Specify minimum initial transaction units.	
Max. Initial Transaction Units	Numeric; 27 Characters; Optional Specify maximum initial transaction units.	
Minimum Units	Numeric; 27 Characters; Optional Specify minimum units.	
Maximum Units	Numeric; 27 Characters; Optional Specify maximum units.	
Step Units	Numeric; 27 Characters; Optional Specify step units.	
Transaction Enabled?	Mandatory Select if transaction is enabled or not from the drop-down list. The list displays the following values: Yes No	
Min. Initial Transaction Amount	Numeric; 30 Characters; Optional Specify minimum initial transaction amount.	
Max. Initial Transaction Amount	Numeric; 30 Characters; Optional Specify maximum initial transaction amount.	
Minimum Amount	Numeric; 30 Characters; Optional Specify minimum amount.	
Maximum Amount	Numeric; 30 Characters; Optional Specify maximum amount.	
Step Amount	Numeric; 30 Characters; Optional Specify step amount. Note: Held-away assets Upload will be allowed only when asset	
	maintenance is available for the asset	
Load ID	Display The system displays the load ID.	
Load Description	Display The system displays the description of the selected load ID.	



Table 1-8 (Cont.) MF Limits and Charges - Field Description

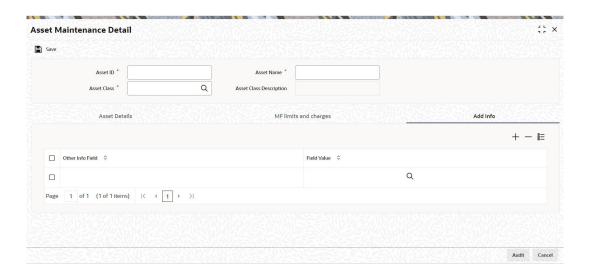
Field	Description
Transaction Type	Display The system displays the type of transaction.
	Click Load Details button to invoke Load Maintenance Detail screen. You can view the following load information details.
	Load ID
	Value
	Slab Sequence Number
	From Amount
	To Amount
	From Units
	To Units
	From Date
	To Date
	From Period
	To Period
	From Counter
	To Counter

1.18.3 Add Info Tab

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

On Asset Maintenance Detail screen, click Add Info tab to view the following details.
The Add Info details are displayed.

Figure 1-9 Add Info Tab



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



Table 1-9 Add Info - Field Description

Field	Description
Other Info Field	Alphanumeric; 100 Characters; Optional Specify other informations.
Field Value	Alphanumeric; 60 Characters; Optional Specify the field value. Alternatively, you can select field value from the option list. The list displays all valid field values maintained in the system.

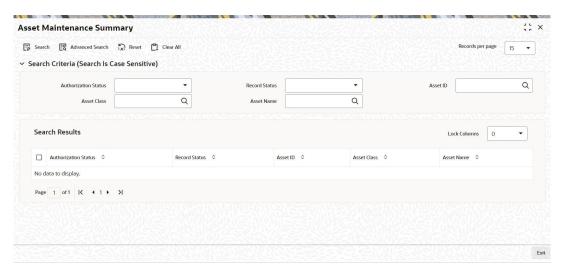
1.19 Asset Maintenance Summary

This topic provides the systematic instructions to retrieve a previously entered record in the Summary Screen.

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

The Asset Maintenance Summary screen is displayed.

Figure 1-10 Asset Maintenance Summary



- On Asset Maintenance Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Asset ID
 - Asset Class
 - Asset Name
- Click Search button to view the records.

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

Edit Asset Maintenance Record

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



View Asset Maintenance Record

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

Delete Asset Maintenance Record

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

Authorize Asset Maintenance Record

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

Amend Asset Maintenance Record

This topic provides the systematic instructions to amend Asset Maintenance record.

Authorize Amended Asset Maintenance Record

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

1.19.1 Edit Asset Maintenance Record

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

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

- Start the Asset Maintenance Summary screen from the Browser.
- 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 that you want to modify in the list of displayed records.

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

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

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

1.19.2 View Asset Maintenance Record

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

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

- Start the Asset Maintenance Summary screen from the Browser.
- 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.
- Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

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

1.19.3 Delete Asset Maintenance Record

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

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

- 1. Start the **Asset Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 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 **Asset Maintenance Detail** screen is displayed.

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

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

1.19.4 Authorize Asset Maintenance Record

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

Authorize an unauthorized Asset Maintenance record in the system for it to be processed as follows:

- Start the Asset Maintenance Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

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

The Asset Maintenance Detail screen is displayed.

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

1.19.5 Amend Asset Maintenance Record

This topic provides the systematic instructions to amend Asset Maintenance record.

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



- 1. Start the **Asset Maintenance Summary** screen from the Browser.
- 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 lower portion of the screen.

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

The Asset Maintenance Detail screen is displayed.

- 5. Select **Unlock** operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.19.6 Authorize Amended Asset Maintenance Record

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

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

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

1.20 Dividend Hand-off and Trailer Fee Hand-off

This topic provides information about the Dividend Hand-off and Trailer Fee Hand-off details.

Dividend and Trailer fee handoff in Pension module from TA allows you to generate relevant orders in Pension.

On allocation of Dividend and Trailer fee transactions (for pension investment accounts) in TA, the same will be handed off to Pension module using the interface ID.

(IF20192130001601) in TA. This allocation hand-off interface will have the allocation details of the following transactions:

Dividend reinvestments

The dividend reinvestment transactions in TA will generate investment transaction (IV) in PAS.

Negative dividends

The negative dividend transactions in TA will generate withdrawal transactions (WD) in PAS.

Trailer fee redemptions

The trailer fee transactions in TA will generate withdrawal transactions (WD) in PAS.

In Pension module, the system will import allocation details using the interface ID (IF20192130001307). The unit balance will be updated for the party.

- For the system generated dividend and trailer fee allocation details, the system generates relevant investment/ withdrawal orders.
- Such orders will be stamped with the new order sub types 2 and 3.



Table 1-10	Order Type	details
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Order Type	Order sub type Value	Order sub type	PARAMCODE
IV	2	Reinvestment Transaction from TA	PASIVTXNSUBTYPE
WD	2	Periodic Fee Transaction from TA	PASWDTXNSUBTYPE
WD	3	Negative Dividend from TA	PASWDTXNSUBTYPE
WD	4	Pension Charge Withdrawal	PASWDTXNSUBTYPE

① Note

- Unit based stock dividend transactions are not applicable for pension assets.
- The system will not consider trailer fee redemptions and dividend re-investments of pension accounts for NAV correction or corporate actions in TA.
- Periodic incentive (LEP) is not supported.

Trailer Fee charges

The system will maintain trailer fee in TA. TA module will hand off trailer fee transactions details post allocations.

On importing the allocation details of the trailer fee transactions, pension module will generate the withdrawal orders. However, you cannot reverse or modify these orders both in TA and pension systems. The system supports only View mode in PAS.

The system will tag withdrawal orders generated for trailer fee transactions with order type **2** (Periodic fee Transaction from TA).

Payment mode of the generated order will be always **Transfer** (T), even if the dividend generated with payment mode as Cash.

Reinvestment

The TA system handles dividend declaration and processing. TA will hand off reinvestment transactions details post allocations.

On importing the allocation details of the re-investment transactions, pension module will generate the investment orders with the application date as the order instruction date. However, you cannot reverse or modify these orders both in TA and pension systems. The system supports only View mode in PAS.

If you need to reverse or re-process these UT transactions in TA, then the same has to be handled outside the system.

The system will tag investment orders generated for reinvestment transactions with order type **2** (Reinvestment Transaction from TA).

Payment mode of the generated order will be always **Transfer** (T), even if the dividend generated with payment mode as Cash.

The system supports negative dividend and multiple dividends.

The system will generate withdrawal order for negative dividend, if any, and the same will be shown in withdrawal screen with the order type 3 (Negative Dividend from TA). You can search



based on **Withdrawal Order Type** to filter such orders in withdrawal summary (PASWITHD) screen.

Table 1-11 Sample Transaction

TA Transaction Number		Reference Pension Number Transaction Number	Reference Number	Order Sub	Description	
				Number	Туре	
Reinvestmen t	0220171100 000055	REINV	V201500200 81509	0220171100 000055	2	Reinvestmen t Transaction from TA
Negative Dividend	0320171000 000010	NEGDIV	WD2015002 0000101	0320171000 000010	3	Negative Dividend from TA
Periodic Fee	0320171000 000017	PERIODICA DJ	WD2015002 0000102	0320171000 000017	2	Periodic Fee Transaction from TA

1.21 Process Instrument Definition Detail

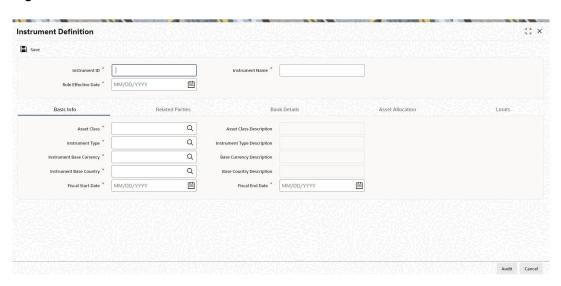
This topic provides the systematic instructions to define different instruments for investment along with limits.

Assets need not be mapped for the instrument for which both asset class and Instrument type are not MF. The system will not validate the Asset ID passed in the upload template for Held away asset. You can use the instrument without asset for held away asset upload.

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

The **Instrument Definition** screen is displayed.

Figure 1-11 Instrument Definition



2. On Instrument Definition screen, click New to enter the details.



Table 1-12 Instrument Definition - Field Description

Field	Description
Instrument ID	Alphanumeric; 16 Characters; Mandatory Specify unique ID for an investment instrument.
Instrument Name	Alphanumeric; 60 Characters; Mandatory Specify the instrument name.
Rule Effective Date	Date Format; Mandatory Select the rule effective date from the adjoining calendar. Note: The rule effective date cannot be back dated.

Basic Info Tab

This topic explains the Basic Info of **Instrument Definition** screen.

Related Parties Tab

This topic explains the Related Parties of Instrument Definition Detail screen.

Bank Details Tab

This topic explains the Bank Details of Instrument Definition Detail screen.

Asset Allocation Tab

This topic explains the Asset Allocation of **Instrument Definition** screen.

Limits Tab

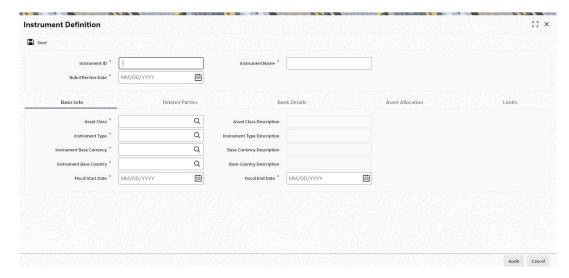
This topic explains the Limits Details of **Instrument Definition** screen.

1.21.1 Basic Info Tab

This topic explains the Basic Info of Instrument Definition screen.

On Instrument Definition screen, click Basic Info tab to view the following details.
 The Basic Info details are displayed.

Figure 1-12 Basic Info



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



Table 1-13 Basic Info - Field Description

Field	Description
Asset Class	Alphanumeric; 10 Characters; Mandatory Specify the asset class code. Alternatively, you can select asset class code from the option list. The list displays all valid asset class code maintained in the system.
Asset Class Description	Display The system displays the description for the selected asset class code.
Instrument Type	Alphanumeric; 3 Characters; Mandatory Specify the type of instrument. Alternatively, you can select instrument type from the option list. The list displays all valid instrument type maintained in the system.
	Note : Asset class and Instrument type should be set to MF if it is integrated with a TA.
Instrument Type Description	Display The system displays the description for the selected instrument type.
Instrument Base Currency	Alphanumeric; 3 Characters; Mandatory Specify the instrument base currency. Alternatively, you can select instrument base currency from the option list. The list displays all valid instrument base currency maintained in the system.
Base Currency Description	Display The system displays the description for the selected instrument base currency.
Instrument Base Country	Alphanumeric; 3 Characters; Mandatory Specify the instrument base country. Alternatively, you can select instrument base country from the option list. The list displays all valid instrument base country maintained in the system.
Base Country Description	Display The system displays the description for the selected instrument base country.
Fiscal Start Date	Date Format; Mandatory Select the financial year start date from the adjoining calendar.
Fiscal End Date	Date Format; Mandatory Select the financial year end date from the adjoining calendar.

1.21.2 Related Parties Tab

This topic explains the Related Parties of Instrument Definition Detail screen.

You can maintain related parties like trustee, custodian etc as parties in the system through party maintenance and also assign appropriate roles through party role maintenance system.

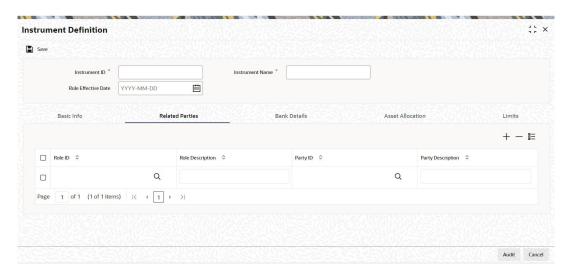
You can capture instrument administrator as related party and there can be only one instrument administrator mapped to the instrument. If more than one instrument administrator is attached to an instrument, then the system displays an error message.

1. On Instrument Definition screen, click Related Parties tab to view the details.

The **Related Parties** details are displayed.



Figure 1-13 Related Parties



2. On the **Related Parties** tab, specify the fields.

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

Table 1-14 Related Parties - Field Description

Field	Description
Role ID	Alphanumeric; 2 Characters; Optional Specify the role ID. Alternatively, you can select role ID from the option list. The list displays all valid role ID maintained in the system.
Role Description	Display The system displays the description for the selected role ID.
Party ID	Alphanumeric; 16 Characters; Optional Specify the party ID. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.
Party Description	Display The system displays the description for the selected party ID.

1.21.3 Bank Details Tab

This topic explains the Bank Details of Instrument Definition Detail screen.

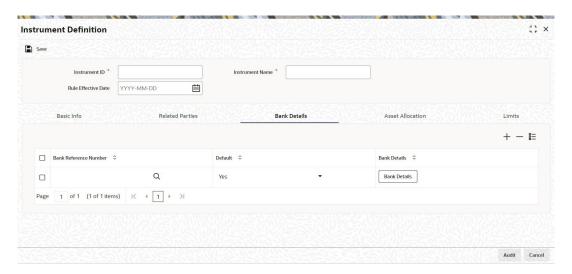
You can capture bank details of instrument administrators bank accounts with account currency matching instrument currency as Instrument Bank account.

On Instrument Definition screen, click Bank Details tab to view the details.

The Bank Details tab are displayed.



Figure 1-14 Bank Details



On the Bank Details tab, specify the fields.

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

Table 1-15 Bank Details - Field Description

Field	Description
Bank Reference Number	Alphanumeric; 16 Characters; Mandatory Specify the unique reference number of bank account. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number of the instrument administrator in instrument currency.
Default	Mandatory Select Yes option from the drop-down list to default bank account details. Else select No .

1.21.4 Asset Allocation Tab

This topic explains the Asset Allocation of Instrument Definition screen.

You can maintain underlying assets with investment ratio for the instrument. The system lists the fees/ charges applicable for each assets. You cannot remove an asset from the instrument if it is part of investment portfolio. You need to remove the same from portfolio mapping and then remove from instrument.

If an asset is added with over-ridable as **No**, the system will add an asset to the portfolio where the instrument is associated. This is done on authorisation of the instrument. If an asset is added to an instrument with over-ridable investment ratio as **Yes**, system will not propagate the same to portfolio mapping, the same needs to be operationally handled.

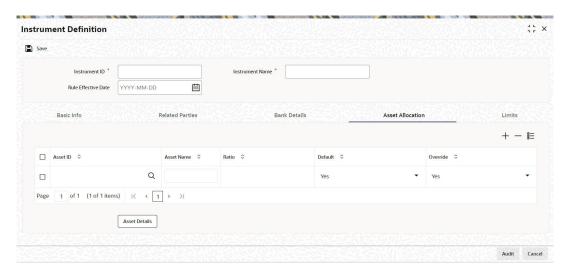
An Instrument will have same fiscal start year and end year. The system will tag assets from TA with the asset class **MF**.

1. On Instrument Definition screen, click Asset Allocation tab to view the details.

The Asset Allocation details are displayed.



Figure 1-15 Asset Allocation



2. On the Asset Allocation tab, specify the fields.

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

Table 1-16 Asset Allocation - Field Description

Field	Description
Asset ID	Alphanumeric; 16 Characters; Mandatory Specify the asset ID. Alternatively, you can select asset ID from the option list. The list displays all valid asset ID maintained in the system.
Asset Name	Display The system displays the name of the selected asset ID.
Ratio	Numeric; 3 Characters; Optional Specify the investment ratio for the asset.
Default	Mandatory Select Yes option from drop-down list to default asset allocation details. Else select No .
Override	Mandatory Select Yes option from drop-down list to override the asset ratio. Else select No .
	Note: Asset ratio override is applicable for default investment ratio only.

Asset Details Button

This topic explains the Asset Details Button of Asset Details screen.

1.21.4.1 Asset Details Button

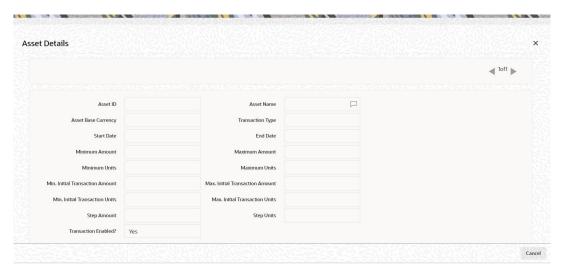
This topic explains the Asset Details Button of **Asset Details** screen.

1. On Asset Allocation screen, click Asset Details tab to view the following details.

The **Asset Details** details are displayed.



Figure 1-16 Asset Details



2. On the Asset Details tab, specify the fields.

The system displays the following details:

- Asset ID
- Start Date
- Minimum Amount
- Minimum Units
- Minimum Initial Transaction Amount
- Minimum Initial Transaction Units
- Step Amount
- Transaction Enabled?
- Transaction Type
- End Date
- Maximum Amount
- Maximum Units
- Maximum Initial Transaction Amount
- Maximum Initial Transaction Units
- Step Units

Asset Load Details

- Load ID
- Load Description
- Transaction Type

Load Details

- Load ID
- Slab Sequence No
- From Amount



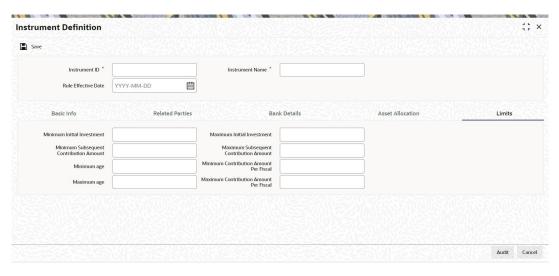
- To Amount
- From Units
- To Units
- From Date
- To Date
- From Period
- To Period
- From Counter
- To Counter
- Load Value

1.21.5 Limits Tab

This topic explains the Limits Details of **Instrument Definition** screen.

On Instrument Definition screen, click Limits tab to view the following details.
 The Limits details are displayed.

Figure 1-17 Limits



2. On the Limits tab, specify the fields.

Table 1-17 Limits - Field Description

Field	Description
Minimum Initial Investment	Numeric; 18 Characters; Optional Specify the minimum initial investment amount.
Maximum Initial Investment	Numeric; 18 Characters; Optional Specify the maximum initial investment amount.



Table 1-17 (Cont.) Limits - Field Description

Field	Description
Minimum Subsequent Contribution Amount	Numeric; 18 Characters; Optional Specify the minimum amount for subsequent contribution
Maximum Subsequent Contribution Amount	Numeric; 18 Characters; Optional Specify the maximum amount for subsequent contribution
Minimum age	Numeric; 3 Characters; Optional Specify the minimum age for investment.
Maximum age	Numeric; 3 Characters; Optional Specify the maximum age for investment.
Minimum Contribution Amount Per Fiscal	Numeric; 18 Characters; Optional Specify the minimum contribution amount allowed per fiscal.
Maximum Contribution Amount Per Fiscal	Numeric; 18 Characters; Optional Specify the maximum contribution amount allowed per fiscal.

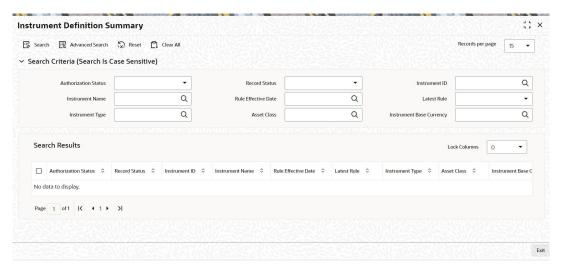
1.22 Instrument Definition Summary

This topic provides the systematic instructions to retrieve a previously entered record in the Summary Screen.

On Home screen, type PASINSDF in the text box, and click Next.

The **Instrument Definition Summary** screen is displayed.

Figure 1-18 Instrument Definition Summary



- On Instrument Definition 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
 - Instrument ID



- Rule Effective Date
- Instrument Type
- Instrument Base Currency
- Instrument Name
- Latest Rule
- Asset Class
- 3. Click **Search** button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Instrument Definition Record

This topic provides the systematic instructions to edit Instrument Definition record.

View Instrument Definition Record

This topic provides the systematic instructions to view Instrument Definition record.

Delete Instrument Definition Record

This topic provides the systematic instructions to delete Instrument Definition record.

Authorize Instrument Definition Record

This topic provides the systematic instructions to authorize Instrument Definition record.

Amend Instrument Definition Record

This topic provides the systematic instructions to amend Instrument Definition record.

Authorize Amended Instrument Definition Record

This topic provides the systematic instructions to authorize amended Instrument Definition record.

1.22.1 Edit Instrument Definition Record

This topic provides the systematic instructions to edit Instrument Definition record.

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

- Start the Instrument Definition Summary screen from the Browser.
- 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 that you want to modify in the list of displayed records.
 - The Instrument Definition Detail screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.

1.22.2 View Instrument Definition Record

This topic provides the systematic instructions to view Instrument Definition record.

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

- 1. Start the **Instrument Definition Summary** screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Instrument Definition Detail screen is displayed.

1.22.3 Delete Instrument Definition Record

This topic provides the systematic instructions to delete Instrument Definition record.

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

- Start the Instrument Definition 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.

Double-click the record that you want to delete in the list of displayed records.

The Instrument Definition 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.

1.22.4 Authorize Instrument Definition Record

This topic provides the systematic instructions to authorize Instrument Definition record.

Authorize an unauthorized Instrument Definition record in the system for it to be processed as follows:

- Start the Instrument Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The Instrument Definition Detail screen is displayed.
- 5. Select **Authorize** operation from the Action List.

1.22.5 Amend Instrument Definition Record

This topic provides the systematic instructions to amend Instrument Definition record.

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

- Start the Instrument Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Instrument Definition 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.

1.22.6 Authorize Amended Instrument Definition Record

This topic provides the systematic instructions to authorize amended Instrument Definition record.

Authorize an amended Instrument Definition 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 Process Rebalance Rule Mapping Detail

This topic provides the systematic instructions to define **Rebalance Rule Mapping** Screen.

You can map the portfolios which needs to be re-balanced based on the selected Rule ID using **Rebalance Rule Mapping Detail** screen. You can map actual portfolios (not model portfolios) to rebalance rules. The mapped Party-Portfolio-Account should be unique in the portfolio mapping grid, duplicate entries not allowed.

Age based rules can be mapped to **Individual** parties only, if corporate parties are mapped to age based rule, system will display the below error message.

E-INVPARTYID - Age base rule can be mapped to individual parties only.

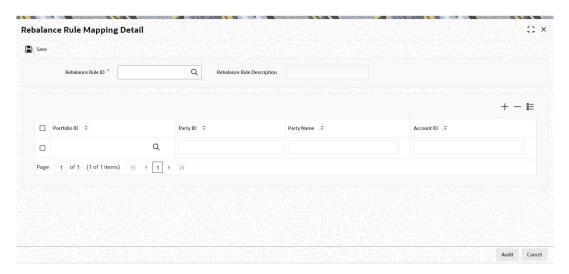
Same portfolio-party combination cannot be repeated, if any duplicate entries found in mapping system will display the below error message.

E-INVPFDET - Rule Mapping already done for Portfolio <Portfolio ID> for Party ID <Party ID>

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

The Rebalance Rule Mapping Detail screen is displayed.

Figure 1-19 Rebalance Rule Mapping Detail



2. On Rebalance Rule Mapping Detail screen, click New to enter the details.

Table 1-18 Rebalance Rule Mapping Detail - Field Description

Field	Description
Rebalance Rule ID	Alphanumeric; 16 Characters; Mandatory Specify the rebalance rule ID.
Rebalance Rule Description	Display The system displays the description for the specified rebalance rule ID.



Table 1-18 (Cont.) Rebalance Rule Mapping Detail - Field Description

Field	Description
Portfolio ID	Alphanumeric; 16 Characters; Optional Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID maintained in the system.
	Note : You can map only actual portfolios (not model portfolios) to rebalance rules.
Party ID	Display The system displays the party ID. Note: You cannot repeat same portfolio-party combination. If any duplicate entries are found in mapping, then the system will display an error message as 'E-INVPFDET - Rule Mapping already done for Portfolio for Party ID '.
Party Name	Display The system displays the party name.
Account ID	Display The system displays the account ID.

1.24 Rebalance Rule Mapping Summary

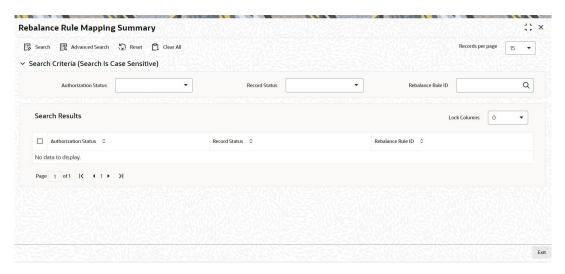
This topic provides the systematic instructions to perform a previously entered record in the Summary screen.

Retrieve a Record in Rebalance Rule Mapping Summary

On Home screen, type PASREBMP in the text box, and click Next.

The Rebalance Rule Mapping Summary screen is displayed.

Figure 1-20 Rebalance Rule Mapping Summary



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



- Record status
- Rebalance Rule ID
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to edit Rebalance Rule Mapping record.
- <u>View Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to view Rebalance Rule Mapping record.
- <u>Delete Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to delete Rebalance Rule Mapping record.
- <u>Authorize Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to authorize Rebalance Rule Mapping record.
- <u>Amend Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to Rebalance Rule Mapping record.
- <u>Authorize Amended Rebalance Rule Mapping Record</u>
 This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

1.24.1 Edit Rebalance Rule Mapping Record

This topic provides the systematic instructions to edit Rebalance Rule Mapping record.

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

- Start the Rebalance Rule Mapping Summary screen from the Browser.
- 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.



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 that you want to modify in the list of displayed records.

The **Rebalance Rule Mapping Detail** screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

The **Rebalance Rule Mapping Detail** screen is closed and the changes made are reflected in the **Rebalance Rule Mapping Summary** screen.

1.24.2 View Rebalance Rule Mapping Record

This topic provides the systematic instructions to view Rebalance Rule Mapping record.

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

- 1. Start the **Rebalance Rule Mapping Summary** screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Rebalance Rule Mapping Detail** screen is displayed.

1.24.3 Delete Rebalance Rule Mapping Record

This topic provides the systematic instructions to delete Rebalance Rule Mapping record.

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

- Start the Rebalance Rule Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The **Rebalance Rule Mapping Detail** screen is displayed.

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.



1.24.4 Authorize Rebalance Rule Mapping Record

This topic provides the systematic instructions to authorize Rebalance Rule Mapping record.

Authorize an unauthorized Rebalance Rule Mapping Record in the system for it to be processed as follows:

- Start the Rebalance Rule Mapping Summary screen from the Browser.
- 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The Rebalance Rule Mapping Detail screen is displayed.
- 5. Select **Authorize** operation from the Action List.

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

1.24.5 Amend Rebalance Rule Mapping Record

This topic provides the systematic instructions to Rebalance Rule Mapping record.

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

- 1. Start the Rebalance Rule Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The **Rebalance Rule Mapping Detail** screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- Amend the necessary information and click Save to save the changes.

1.24.6 Authorize Amended Rebalance Rule Mapping Record

This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

An amended Rebalance Rule Mapping record must be authorized for the amendment to be made effective in the system.



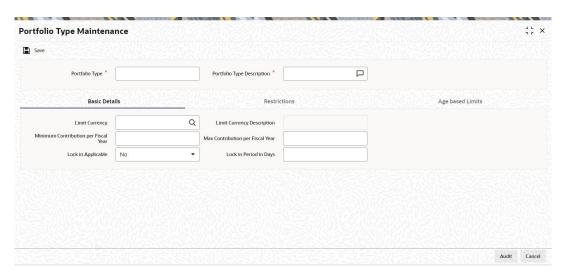
1.25 Process Portfolio Type Maintenance Detail

This topic provides the systematic instructions to define Portfolio Type Maintenance in Detail.

On Home screen, type PADPFTYP in the text box, and click Next.

The **Portfolio Type Maintenance** screen is displayed.

Figure 1-21 Portfolio Type Maintenance



On Portfolio Type Maintenance screen, click New to enter the details.

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

Table 1-19 Portfolio Type Maintenance - Field Description

Field	Description
Portfolio Type	Alphanumeric; 16 Characters; Mandatory Specify the type of portfolio.
Portfolio Type Description	Alphanumeric; 16 Characters; Mandatory Specify the description for the selected portfolio type.

Basic Details Tab

This topic explains the Basic Details of **Portfolio Type Maintenance** screen.

Restriction Tab

This topic explains the Restriction of **Portfolio Type Maintenance** screen.

Age Based Limits Tab

This topic explains the Age Based Limits of **Portfolio Type Maintenance** screen.

1.25.1 Basic Details Tab

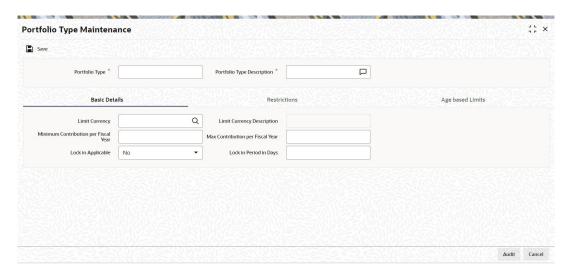
This topic explains the Basic Details of **Portfolio Type Maintenance** screen.

 On Portfolio Type Maintenance screen, click Basic Details tab to view the following details.

The **Basic Details** Tab are displayed.



Figure 1-22 Basic Details



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

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

Table 1-20 Basic Details - Field Description

Field	Description
Limit Currency	Alphanumeric; 3 Characters; Mandatory Specify the limit currency code. Alternatively, you can select limit currency code from the option list. The list displays all valid limit currency code maintained in the system.
Limit Currency Description	Mandatory The system displays the description for the selected limit currency.
Minimum Contribution per Fiscal Year	Numeric; 18 Characters; Optional Specify the minimum contribution made per fiscal year.
Max Contribution per Fiscal Year	Numeric; 18 Characters; Optional Specify the maximum contribution made per fiscal year.
Lock in Applicable	Optional Select if lock in is applicable or not from the drop-down list. The list displays the following values: Yes No
	Note: The system will refer the calendar days for a particular limit period.
Lock in Period in Days	Numeric; 22 Characters; Optional Specify the lock in period in number of days format.

3. You need to specify this value if **Lock in Applicable** field is set to **Yes**.

1.25.2 Restriction Tab

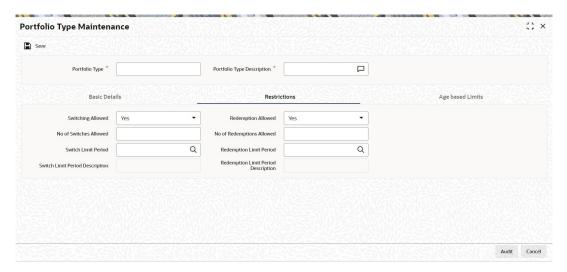
This topic explains the Restriction of Portfolio Type Maintenance screen.

 On Portfolio Type Maintenance screen, click Restrictions tab to view the following details.

The **Restrictions** details are displayed.



Figure 1-23 Restrictions



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

Table 1-21 Restriction - Field Description

Field	Description
Switching Allowed	Optional Select if switching is allowed or not from the drop-down list. The list displays the following values: Yes No
No of Switches allowed	Numeric; Optional Specify the number of switches allowed in portfolio type maintenance.
Switch Limit Period	Alphanumeric; 1 Character; Optional Specify the switch limit period. Alternatively, you can select switch limit period from the option list. The list displays all valid switch limit period maintained in the system.
	You need to specify Number of Switches Allowed and Switch Limit Period should be specified if you have selected 'Switching Allowed' as Yes
Switch Limit Period Description	Alphanumeric; 1 Character; Optional The system displays the description of the selected switch limit period.
Redemption Allowed	Optional Select if redemption is allowed or not from the drop-down list. The list displays the following values: Yes No
No of Redemptions Allowed	Numeric; 22 Characters; Optional Specify the number of redemption allowed in portfolio type maintenance.



Table 1-21 (Cont.) Restriction - Field Description

Field	Description
Redemption Limit Period	Alphanumeric; 1 Character; Optional Specify the redemption limit period. Alternatively, you can select redemption limit period from the option list. The list displays all valid redemption limit period maintained in the system.
	You need to specify Number of Redemptions Allowed and Redemption Limit Period should be specified if you have selected Redemption Allowed as Yes.
Redemption Limit Period Description	Display The system displays the description of the selected redemption limit period.

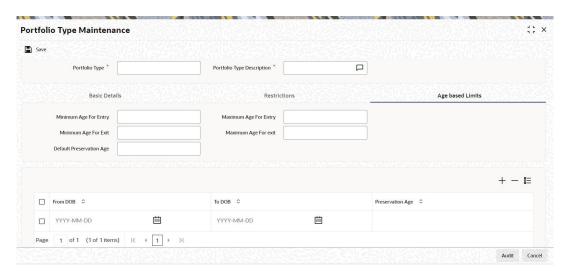
1.25.3 Age Based Limits Tab

This topic explains the Age Based Limits of Portfolio Type Maintenance screen.

1. On Portfolio Type Maintenance screen, click Age Based Limits tab to view the following details.

The Age Based Limits details are displayed.

Figure 1-24 Age Based Limits



2. On the Age Based Limits tab, specify the fields.

Table 1-22 Age Based Limits - Field Description

Field	Description
Minimum Age for Entry	Optional Specify the minimum age to start investment.
Maximum Age for Entry	Numeric; 3 Characters; Optional Specify the maximum age to start investment.



Table 1-22 (Cont.) Age Based Limits - Field Description

Field	Description
Minimum Age for Exit	Numeric; 3 Characters; Optional Specify the minimum age to exit from investment.
Maximum Age for Exit	Numeric; 3 Characters; Optional Specify the maximum age to exit from investment.
Default Preservation Age	Numeric; 3 Characters; Optional Specify the default preservation age for pension type portfolio.
From DOB	Date Format; Mandatory Select From date of birth from the adjoining calendar.
To DOB	Date Format; Optional Select To date of birth from the adjoining calendar.
Preservation Age	Numeric; 3 Characters; Mandatory Specify the preservation age for pension type portfolio.

1.26 Portfolio Type Maintenance Summary

This topic provides the systematic instructions to perform a **Portfolio Type Maintenance Summary** screen.

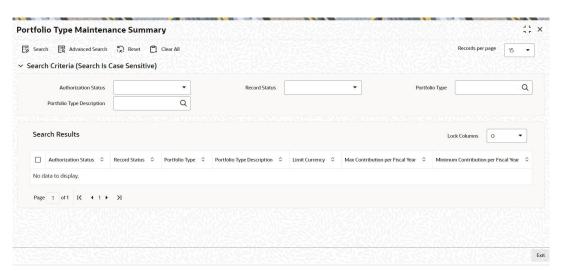
Retrieve a Record in Portfolio Type Maintenance Summary

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASPFTYP in the text box, and click Next.

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

Figure 1-25 Portfolio Type Maintenance Summary



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



- Portfolio Type
- Portfolio Type Description
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Portfolio Type Maintenance Record</u>
 This topic provides the systematic instructions to edit Portfolio Type Maintenance record.
- <u>View Portfolio Type Maintenance Record</u>
 This topic provides the systematic instructions to view Portfolio Type Maintenance record.
- <u>Delete Portfolio Type Maintenance Record</u>
 This topic provides the systematic instructions to delete Portfolio Type Maintenance record.
- <u>Authorize Portfolio Type Maintenance Record</u>
 This topic provides the systematic instructions to authorize Portfolio Type Maintenance record.
- Amend Portfolio Type Maintenance Record
 This topic provides the systematic instructions to amend Portfolio Type Maintenance record.
- <u>Authorize Amended Portfolio Type Maintenance Record</u>
 This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

1.26.1 Edit Portfolio Type Maintenance Record

This topic provides the systematic instructions to edit Portfolio Type Maintenance record.

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

- Start the Portfolio Type Maintenance Summary screen from the Browser.
- 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.



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 that you want to modify in the list of displayed records.

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

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

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

1.26.2 View Portfolio Type Maintenance Record

This topic provides the systematic instructions to view Portfolio Type Maintenance record.

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

- 1. Start the **Portfolio Type Maintenance Summary** screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

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

1.26.3 Delete Portfolio Type Maintenance Record

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

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

- 1. Start the **Portfolio Type Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

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

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.



1.26.4 Authorize Portfolio Type Maintenance Record

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

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

- 1. Start the **Portfolio Type Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double-click the record that you wish to authorize
 - The **Portfolio Type Maintenance Detail** screen is displayed.
- 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.

1.26.5 Amend Portfolio Type Maintenance Record

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

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

- 1. Start the **Portfolio Type Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double-click the record that you wish to amend.
 - The **Portfolio Type Maintenance Detail** screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- Amend the necessary information and click Save to save the changes.

1.26.6 Authorize Amended Portfolio Type Maintenance Record

This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

An amended Portfolio Type Maintenance Record must be authorized for the amendment to be made effective in the system.

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



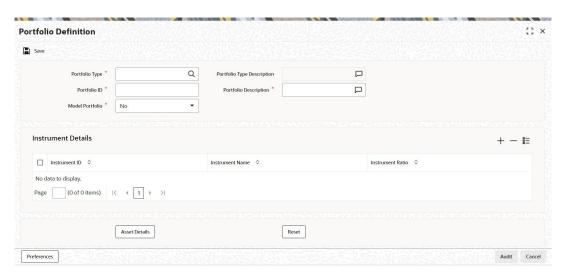
1.27 Process Portfolio Definition Detail

This topic provides the systematic instructions to define Portfolio Definition in pension module.

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

The Portfolio Definition Detail screen is displayed.

Figure 1-26 Portfolio Definition



On Portfolio Definition Detail screen, click New to enter the details.

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

Table 1-23 Portfolio Definition Detail - Field Description

Field	Description
Portfolio Type	Alphanumeric; 16 Characters; Mandatory Specify the portfolio type. Alternatively, you can select portfolio type from the option list. The list displays all valid portfolio type maintained in the system.
Portfolio Type Description	Display The system displays the description for the selected portfolio type.
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID.
Portfolio Description	Alphanumeric; 60 Characters; Mandatory Specify the description for the selected portfolio ID.
Model Porfolio	Mandatory Select if the portfolio defined is model portfolio or not from the drop-down list. The list displays the following values: Yes No

Instrument Details



Table 1-24 Instrument Details - Field Description

Field	Description
Instrument ID	Alphanumeric; 16 Characters; Mandatory Specify the instrument ID. Alternatively, you can select instrument ID from the option list. The list displays all valid instrument ID maintained in the system.
Instrument Name	Display The system displays the name of the selected instrument ID.
Instrument Ratio	Number; 3 Characters; Optional Specify the instrument ratio for the instrument split up.

- 3. For the model portfolios, Instruments selected should be provided with ratio. Ratio is mandatory for all the instruments. Also, ensure that the sum of ratio is equal to 100.
- **4.** If ratio is not equal to 100, then the system will display an error message as E-INVSUMRATIO Sum of the Instrument ratio should be 100.
- 5. If ratio is blank for any instrument then the system displays an error message as EMODELPFRATIO Model Portfolio Ratio cannot be null.
- **6.** For normal portfolios, Instrument ratio is not mandatory. However, the sum of ratio should be equal to 100.
- 7. The system defaults asset details of the selected instrument from instrument definition by clicking **Asset Details** button. The following details are displayed:
 - a. Asset ID
 - b. Asset Name
 - c. Ratio
 - d. Override
- 8. If asset details are already populated, system will display an information message as **Asset details will be defaulted**. You can remove the defaulted asset details. However, you cannot add the same.
- 9. You can change the value in **Ratio** field, only if **Override** field is set as **Yes** at instrument definition level, else you will not be allowed to change the defaulted ratio.
- 10. For each instrument, asset details should be captured, else system will display an error message as E-ASSETREQ Asset details should be entered for the instrument ID>.
- 11. The sum of asset ratio for an instrument should be equal to 100 for both model and normal portfolios.
- 12. The system will clear the assets of the selected instrument by clicking Reset button. The system will display a warning message as Asset details will be cleared, before clearing the data.

(i) Note

Instruments and assets of model portfolio is not amendable if model portfolio is mapped to any party. If you try to amend a model portfolio which is already mapped to a party, then the system will display an error message as E-MPMAPPED - Model portfolio already mapped to a party, cannot modify.



Preferences Button

This topic explains the Preferences Button of Portfolio Definition Detail screen.

1.27.1 Preferences Button

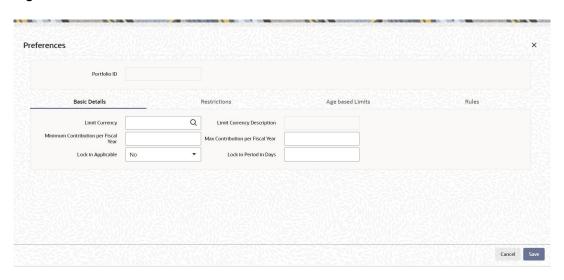
This topic explains the Preferences Button of Portfolio Definition Detail screen.

This section is applicable for normal portfolios only. The system displays an error message if you try to open the same for a **Model Portfolio**.

 On Portfolio Definition Detail screen, click Preferences Button tab to view the following details.

The **Preferences Button** details are displayed.

Figure 1-27 Preferences



2. On the **Preferences Button** tab, specify the fields.

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

Table 1-25 Preferences Button - Field Description

Field	Description
Portfolio ID	Display The system displays the portfolio ID mentioned in Portfolio Definition screen.

Basic Details Tab

This topic explains the Basic Details of **Preference Button** screen.

Restrictions Tab

This topic explains the Restrictions of **Preference Button** screen.

Age Based Limits Tab

This topic explains the Age Based Limits of **Preference Button** screen.

Rules Tab

This topic explains the Rules of **Portfolio Type Maintenance** screen.

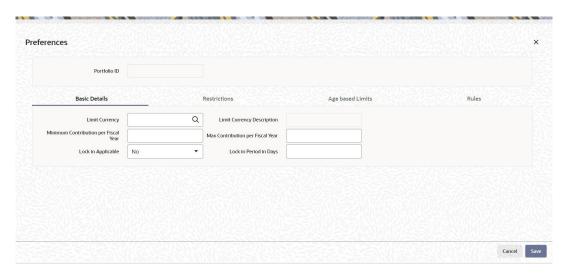


1.27.1.1 Basic Details Tab

This topic explains the Basic Details of **Preference Button** screen.

On Preferences screen, click Basic Details tab to view the following details.
 The Basic Details details are displayed.

Figure 1-28 Basic Details



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

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

Table 1-26 Preferences - Basic Details Tab

Field	Description
Limit Currency	Alphanumeric; 3 Characters; Optional The system displays the limit currency code based on the details mentioned in Portfolio Definition screen. However, you can amend this value. You can also select limit currency code from the option list. The list displays all valid limit currency code maintained in the system.
Limit Currency Description	Display The system displays the description for the selected limit currency.
Minimum Contribution per Fiscal Year	Numeric; 18 Characters; Optional Specify the minimum contribution made per fiscal year. However, you can amend this value.
Max Contribution per Fiscal Year	Numeric; 18 Characters; Optional Specify the maximum contribution made per fiscal year. However, you can amend this value
Lock in Applicable	Optional Select if lock in is applicable or not from the drop-down list. The list displays the following values: Yes No
	Note : The system will refer the calendar days for a particular limit period.



Table 1-26 (Cont.) Preferences - Basic Details Tab

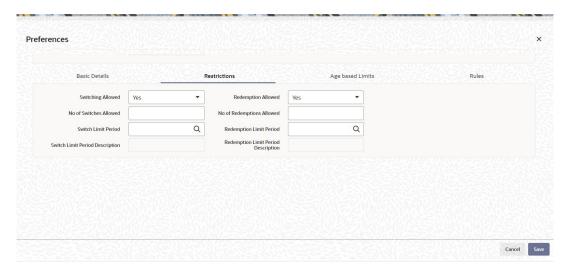
Field	Description
Lock in Period in Days	Numeric; 22 Characters; Optional Specify the lock in period in days.
	You need to specify this value if Lock in Applicable field is set to Yes .

1.27.1.2 Restrictions Tab

This topic explains the Restrictions of **Preference Button** screen.

On Preferences screen, click Restrictions tab to view the following details.
 The Restrictions details are displayed.

Figure 1-29 Restrictions



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

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

Table 1-27 Restrictions - Field Description.

Field	Description
Switching Allowed	Optional Select if switching is allowed or not from the drop-down list. The list displays the following values: Yes No
No of Switches allowed	Numeric; Optional Specify the number of switches allowed in portfolio type maintenance. However, you can amend this value.



Table 1-27 (Cont.) Restrictions - Field Description.

Field	Description
Switch Limit Period	Alphanumeric; 1 Character; Optional The system displays the number of switches allowed in portfolio type maintenance. However, you can amend this value. You can select switch limit period from the option list. The list displays all valid switch limit period maintained in the system.
	You need to specify Number of Switches Allowed and Switch Limit Period should be specified if you have selected Switching Allowed as Yes.
Switch Limit Period Description	Display The system displays the description of the selected switch limit period.
Redemption Allowed	Optional Select if redemption is allowed or not from the drop-down list. The list displays the following values: Yes No
No of Redemptions Allowed	Numeric; 22 Characters; Optional The system displays the number of redemptions allowed in portfolio type maintenance. However, you can amend this value.
Redemption Limit Period	Alphanumeric; 1 Character; Optional The system displays the redemption limit period. However, you can amend this value. You can select redemption limit period from the option list. The list displays all valid redemption limit period maintained in the system.
	You need to specify Number of Redemptions Allowed and Redemption Limit Period should be specified if you have selected Redemption Allowed as Yes.
Redemption Limit Period Description	Display The system displays the description of the selected redemption limit period.

1.27.1.3 Age Based Limits Tab

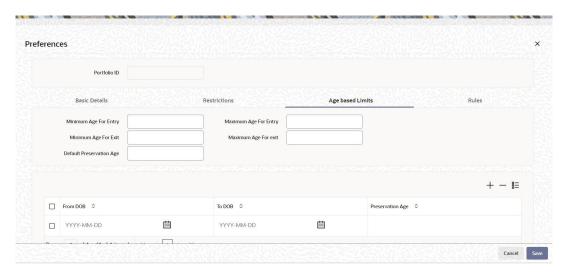
This topic explains the Age Based Limits of **Preference Button** screen.

1. On **Preferences** screen, click **Age Based Limits** tab to view the following details.

The **Age Based Limits** details are displayed.



Figure 1-30 Age Based Limits



2. On the Age Based Limits tab, specify the fields.

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

Table 1-28 Age Based Limits - Field Description.

Field	Description
Minimum Age for Entry	Numeric; 3 Characters; Optional The system displays the minimum age to start investment. However, you can amend this value.
Maximum Age for Entry	Numeric; 3 Characters; Optional The system displays the maximum age to start investment. However, you can amend this value.
Minimum Age for Exit	Numeric; 3 Characters; Optional The system displays the minimum age to exit from investment. However, you can amend this value.
Maximum Age for Exit	Numeric; 3 Characters; Optional The system displays the maximum age to exit from investment. However, you can amend this value.
Default Preservation Age	Numeric; 3 Characters; Optional The system displays the default preservation age for pension type portfolio. However, you can amend this value.
From DOB	Date Format; Mandatory The system displays From date of birth. However, you can amend this value.
To DOB	Date Format; Optional The system displays To date of birth. However, you can amend this value.
Preservation Age	Numeric; 3 Characters; Mandatory The system the preservation age for pension type portfolio. However, you can amend this value.

1.27.1.4 Rules Tab

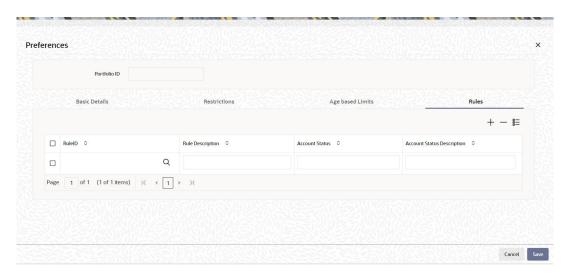
This topic explains the Rules of **Portfolio Type Maintenance** screen.

1. On Portfolio Type Maintenance screen, click Rules tab to view the following details.



The Rules details are displayed.

Figure 1-31 Rules



2. On the Rules tab, specify the fields.

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

Table 1-29 Rules - Field Description

Field	Description
Rule ID	Alphaumeric; 16 Characters; Optional Specify the rule ID. Alternatively, you can select rule ID from the option list. The list displays all valid rule ID maintained in the system.
Rule Description	Display The system displays the description of the selected rule ID.
Account Status	Display The system displays the account status based on the rule ID selected.
Account Status Description	Display The system displays the description of the account status based on the rule ID selected.

1.28 Portfolio Definition Summary

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

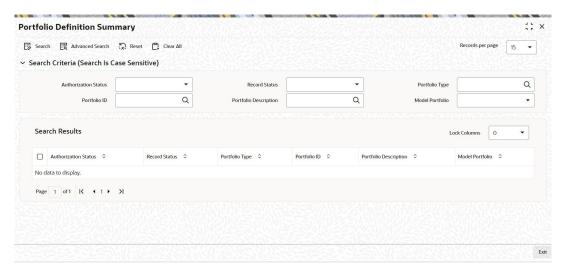
Retrieve a Record in Portfolio Definition Summary

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

The Portfolio Definition Summary screen is displayed.



Figure 1-32 Portfolio Definition Summary



- 2. On **Portfolio Definition 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
 - Portfolio Type
 - Portfolio Description
 - Portfolio ID
 - Model Portfolio
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.



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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Portfolio Definition Record</u>
 This topic provides the systematic instructions to edit Portfolio Definition record.
- <u>View Portfolio Definition Record</u>
 This topic provides the systematic instructions to view Portfolio Definition record.



Delete Portfolio Definition Record

This topic provides the systematic instructions to delete Portfolio Definition record.

Authorize Portfolio Definition Record

This topic provides the systematic instructions to authorize Portfolio Definition record.

Amend Portfolio Definition Record

This topic provides the systematic instructions to amend Portfolio Definition record.

Authorize Amended Portfolio Definition Record

This topic provides the systematic instructions to authorize amended Portfolio Definition record.

1.28.1 Edit Portfolio Definition Record

This topic provides the systematic instructions to edit Portfolio Definition record.

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

- 1. Start the **Portfolio Definition Summary** screen from the Browser.
- 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.

- 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 that you want to modify in the list of displayed records.

The **Portfolio Definition Detail** screen is displayed.

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Portfolio Definition Detail** screen is closed and the changes made are reflected in the **Portfolio Definition Summary** screen.

1.28.2 View Portfolio Definition Record

This topic provides the systematic instructions to view Portfolio Definition record.

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

- 1. Start the **Portfolio Definition Summary** screen from the Browser.
- 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.



Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Portfolio Definition Detail** screen is displayed.

1.28.3 Delete Portfolio Definition Record

This topic provides the systematic instructions to delete Portfolio Definition record.

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

- 1. Start the **Portfolio Definition 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 **Portfolio Definition 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.

1.28.4 Authorize Portfolio Definition Record

This topic provides the systematic instructions to authorize Portfolio Definition record.

Authorize an unauthorized Portfolio Definition record in the system for it to be processed as follows:

- Start the Portfolio Definition 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 lower portion of the screen.

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

The **Portfolio Definition 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.



1.28.5 Amend Portfolio Definition Record

This topic provides the systematic instructions to amend Portfolio Definition record.

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

- Start the Portfolio Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The **Portfolio Definition Detail** screen is displayed.
- Select Unlock operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.28.6 Authorize Amended Portfolio Definition Record

This topic provides the systematic instructions to authorize amended Portfolio Definition record.

An amended Portfolio Definition Record must be authorized for the amendment to be made effective in the system.

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

1.29 Process Rule Definition Detail

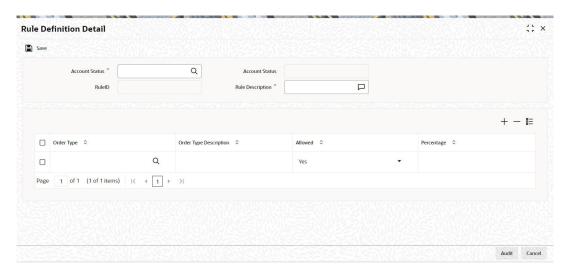
This topic provides the systematic instructions to define Rule Definition in pension module.

1. On Home screen, type PADRULDF' in the text box, and click Next.

The Rule Definition Detail screen is displayed.



Figure 1-33 Rule Definition Detail



2. On Rule Definition Detail screen, click New to enter the details.

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

Table 1-30 Rule Definition Detail - Field Description

Field	Description
Account Status	Alphanumeric; 16 Characters; Mandatory Specify the status of the account holder. Alternatively, you can select account status from option list. The list displays all valid account status maintained in the system.
Account Status	Display The system displays the description of the selected account status.
Rule ID	Display The system displays the rule ID on save.
Rule Description	Alphanumeric; 60 Characters; Mandatory Specify the rule description.
Order Type	Alphanumeric; 3 Characters; Mandatory Specify the order type. Alternatively, you can select order type from the option list. The list displays all valid order types maintained in the system.
Order Type Description	Display The system displays the description of the selected order type.
Allowed	Mandatory Select if the rule is allowed or not from the drop-down list. The list displays the following values: Yes No
Percentage	Numeric; 3 Characters; Optional Specify the percentage value. The system allows you to save the percentage for order type with any value less than or equal to 100 (individual order %). The summation need not to be 100 for the values in the grid.



1.30 Rule Definition Summary

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

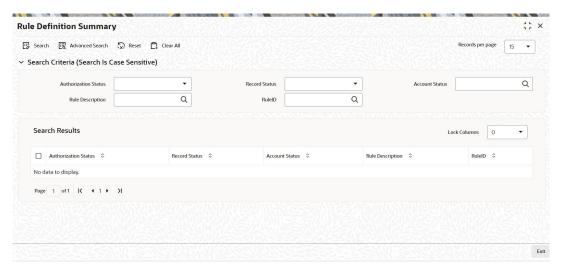
Retrieve a Record in Rule Definition Summary

You can retrieve a previously entered record in the Summary screen, as follows:

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

The Rule Definition Summary screen is displayed.

Figure 1-34 Rule Definition Summary



- On Rule Definition 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
 - Account Status
 - Rule ID
 - Rule Description
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.



① Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Rule Definition Record

This topic provides the systematic instructions to edit Rule Definition record.

View Rule Definition Record

This topic provides the systematic instructions to view Rule Definition record.

Delete Rule Definition Record

This topic provides the systematic instructions to delete Rule Definition record.

Authorize Rule Definition Record

This topic provides the systematic instructions to authorize Rule Definition record.

Amend Rule Definition Record

This topic provides the systematic instructions to amend Rule Definition record.

Authorize Amended Rule Definition Record

This topic provides the systematic instructions to authorize amended Rule Definition record.

1.30.1 Edit Rule Definition Record

This topic provides the systematic instructions to edit Rule Definition record.

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

- 1. Start the Rule Definition Summary screen from the Browser.
- 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.

Double-click the record that you want to modify in the list of displayed records.

The Rule Definition Detail screen is displayed.

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



7. Click Save to save your changes.

The **Rule Definition Detail** screen is closed and the changes made are reflected in the **Rule Definition Summary** screen.

1.30.2 View Rule Definition Record

This topic provides the systematic instructions to view Rule Definition record.

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

- Start the Rule Definition 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Rule Definition Detail screen is displayed.

1.30.3 Delete Rule Definition Record

This topic provides the systematic instructions to delete Rule Definition record.

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

- 1. Start the **Rule Definition 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 Rule Definition 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.

1.30.4 Authorize Rule Definition Record

This topic provides the systematic instructions to authorize Rule Definition record.

Authorize an unauthorized Rule Definition record in the system for it to be processed as follows:

Start the Rule Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The Rule Definition 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.

1.30.5 Amend Rule Definition Record

This topic provides the systematic instructions to amend Rule Definition 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 Rule Definition 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Rule Definition 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.

1.30.6 Authorize Amended Rule Definition Record

This topic provides the systematic instructions to authorize amended Rule Definition record.

An amended Rule Definition record must be authorized for the amendment to be made effective in the system.

1.31 Process Portfolio Rebalancing Rule Detail

This topic provides the systematic instructions to Process Portfolio Rebalancing Rule Detail in user profile module.

The pension holdings can be re-structured automatically based on the age slab or pre defined frequency. Pension Administrator can provide service to re-align the portfolio of the party based on various factors like Market condition, Age of the party, Savings habits etc.

You can define rules for rebalancing with 2 different rule types, namely, Age and Frequency using **Portfolio Rebalancing Rule Detail** screen.

For age-based rebalancing setup, model portfolio can be provided for the age-based slabs.



For frequency-based rebalancing setup, model portfolio can be provided with processing frequency, next process date and Variance (in percentage). The system processes the last process date on processing.

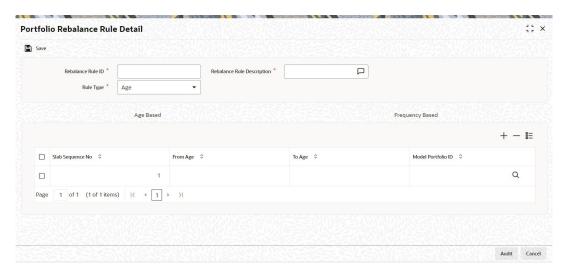
If the computed actual variance breaches the maintained variance percentage, then eligible portfolios will undergo rebalancing as per half-yearly/Annual frequency maintained.

Actual variance = (Portfolio asset balance in market value / Portfolio asset balance in unit cost) * 100, whereas, unit cost is the average of unit cost derived for a party, portfolio, account and asset combination.

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

The Portfolio Rebalancing Rule Detail screen is displayed.

Figure 1-35 Portfolio Rebalance Rule Detail



2. On Portfolio Rebalancing Rule Detail screen, click New to enter the details.

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

Table 1-31 Portfolio Rebalancing Rule Detail - Field Description

Field	Description
Rebalance Rule ID	Alphanumeric; 16 Characters; Mandatory Specify the rebalance rule ID.
Rebalance Rule Description	Alphanumeric; 50 Characters; Mandatory Specify the description for rebalance rule.
Rule Type	Mandatory Select the rule type from the drop-down list. The list displays the following values:
	AgeFrequency

Age Based Tab

This topic explains the Age Based Detail of Portfolio Rebalance Rule Detail screen.

Frequency Based Tab

This topic explains the Frequency Based Detail of **Portfolio Rebalance Rule Detail** screen.



1.31.1 Age Based Tab

This topic explains the Age Based Detail of Portfolio Rebalance Rule Detail screen.

This tab is enabled only if you have selected **Rule Type** as **Age**. Model portfolio can be provided for each age slab for age based rule.

Sequence number should be unique number for each slab, if there is any duplication or invalid data, system will display an error message as E-INVSLABNO - Invalid slab sequence number.

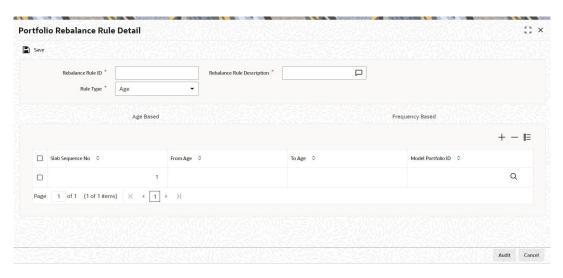
For age based setup, slab details are mandatory. The system will validate the same and display an error message as E-INVAGESLAB - Slab Detail is mandatory for Age Based Rule Type if slab details are not provided.

To Age should be greater than From Age in slab maintenance. If there is an overlapping of age slab, then the system will display an error message as E-AGEOVERLAP- Age range should not overlap.

 On Portfolio Rebalance Rule Detail screen, click Age Based tab to view the following details.

The **Age Based** details are displayed.

Figure 1-36 Age Based



2. On the **Age Based** tab, specify the fields.

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

Table 1-32 Age Based - Field Description

Field	Description
Slab Sequence No	Display The system displays the slab sequence number.
From Age	Numeric; 3 Characters; Optional Specify the age from when the portfolio rebalance to be considered.
To Age	Numeric; 3 Characters; Optional Specify the age till when the portfolio rebalance to be considered.



Table 1-32 (Cont.) Age Based - Field Description

Field	Description
Model Portfolio ID	Alphanumeric; 16 Characters; Optional Select model portfolio ID from the option list. The list displays all valid model portfolio ID maintained in the system.

1.31.2 Frequency Based Tab

This topic explains the Frequency Based Detail of Portfolio Rebalance Rule Detail screen.

This tab is enabled only if you have selected **Rule Type** as **Frequency**. You can map the target model portfolio which will be referred for re-balancing. While defining a new rule, you should provide next process date and Variance (in percentage). The system updates the last process date based on defined frequency.

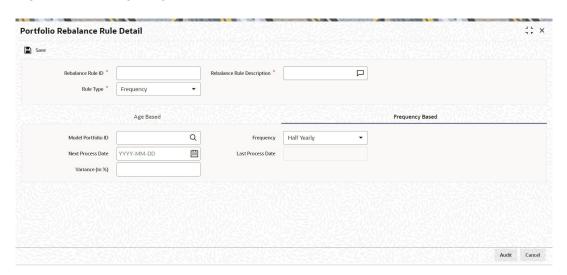
Frequency can be either Half-yearly or Yearly based on which the system will derive the next process date as part of rebalance batch process.

Age slab should not be captured for frequency based rules, if captured, system will display an error message as **E-INVAGEDET - Age Details should not be entered for Frequency Based Rule Type**.

 On Portfolio Rebalance Rule Detail screen, click Frequency Based tab to view the following details.

The **Frequency Based** details are displayed.

Figure 1-37 Frequency



2. On the **Frequency Based** tab, specify the fields.

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



Table 1-33 Frequency Based - Field Description

Field	Description
Model Portfolio ID	Alphanumeric; 16 Characters; Optional Specify the model portfolio ID. Alternatively, you can also select model portfolio ID from the option list. The list displays all valid model portfolio ID maintained in the system.
Next Process Date	Date Format; Optional Select Next Process date from the adjoining calendar.
Variance (in %)	Numeric; 3 Characters; Optional Specify the variance in percentage.
Frequency	Optional Select portfolio rebalance frequency from the drop-down list. The list displays the following values: Half Yearly Annual
Last Process Date	Date Format; Optional The system defaults the last processed date on save.

1.32 Portfolio Rebalance Rule Summary

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

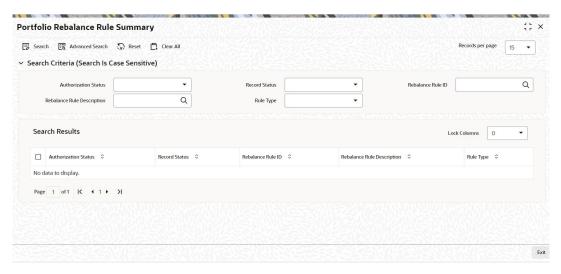
Retrieve a Record in Portfolio Rebalance Rule Summary

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASREBRL in the text box, and click Next.

The Portfolio Rebalance Rule Summary screen is displayed.

Figure 1-38 Portfolio Rebalance Rule Summary



- 2. On Portfolio Rebalance Rule 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
- Rebalance Rule ID
- Rebalance Rule Description
- Rule Type
- Click Search button to view the records.

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

4. Click Refresh button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- 5. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Portfolio Rebalance Rule Record</u>
 This topic provides the systematic instructions to edit Portfolio Rebalance Rule record.
- View Portfolio Rebalance Rule Record
 This topic provides the systematic instructions to view Portfolio Rebalance Rule record.
- <u>Delete Portfolio Rebalance Rule Record</u>
 This topic provides the systematic instructions to delete Portfolio Rebalance Rule record.
- <u>Authorize Portfolio Rebalance Rule Record</u>
 This topic provides the systematic instructions to authorize Portfolio Rebalance Rule record.
- Amend Portfolio Rebalance Rule Record
 This topic provides the systematic instructions to amend Portfolio Rebalance Rule record.
- Authorize Amended Portfolio Rebalance Rule Record
 This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

1.32.1 Edit Portfolio Rebalance Rule Record

This topic provides the systematic instructions to edit Portfolio Rebalance Rule record.

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

- Start the Portfolio Rebalance Rule Summary screen from the Browser.
- 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.



- 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.

Double-click the record that you want to modify in the list of displayed records.

The Portfolio Rebalance Rule Detail screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

The **Portfolio Rebalance Rule Detail** screen is closed and the changes made are reflected in the **Portfolio Rebalance Rule Summary** screen.

1.32.2 View Portfolio Rebalance Rule Record

This topic provides the systematic instructions to view Portfolio Rebalance Rule record.

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

- 1. Start the **Portfolio Rebalance Rule 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Portfolio Rebalance Rule Detail** screen is displayed.

1.32.3 Delete Portfolio Rebalance Rule Record

This topic provides the systematic instructions to delete Portfolio Rebalance Rule record.

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

- Start the Portfolio Rebalance Rule 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 **Portfolio Rebalance Rule 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.

1.32.4 Authorize Portfolio Rebalance Rule Record

This topic provides the systematic instructions to authorize Portfolio Rebalance Rule record.

Authorize an unauthorized Portfolio Rebalance Rule record in the system for it to be processed as follows:

- Start the Portfolio Rebalance Rule 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The Portfolio Rebalance Rule 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.

1.32.5 Amend Portfolio Rebalance Rule Record

This topic provides the systematic instructions to amend Portfolio Rebalance Rule record.

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

- Start the Portfolio Rebalance Rule Summary screen from the Browser.
- 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Portfolio Rebalance Rule Detail screen is displayed.
- Select Unlock operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.32.6 Authorize Amended Portfolio Rebalance Rule Record

This topic provides the systematic instructions to authorize amended Rebalance Rule Mapping record.

An amended Portfolio Rebalance Rule record must be authorized for the amendment to be made effective in the system.

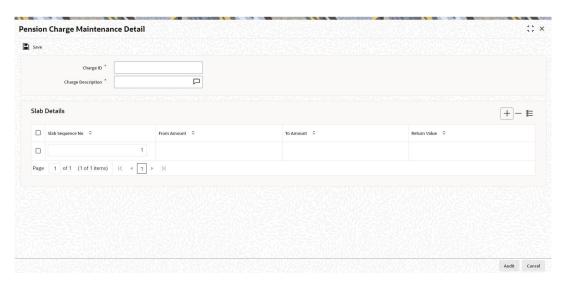


1.33 Process Pension Charge Maintenance Detail

This topic provides the systematic instructions to define Pension Charge Maintenance in Detail.

On Home screen, type PADCMDET in the text box, and click Next.
 The Pension Charge Maintenance Detail screen is displayed.

Figure 1-39 Pension Charge Maintenance Detail



2. On Pension Charge Maintenance screen, click New to enter the details.

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

Table 1-34 Pension Charge Maintenance - Field Description

Field	Description
Charge ID	Numeric; 10 Characters; Mandatory Specify the charge ID.
Charge Description	Alphanumeric; 60 Characters; Mandatory Specify the charge description for the specified charge ID.

Slab Details

Table 1-35 Slab Details - Field Description

Field	Description
Slab Sequence No	Numeric; 3 Characters; Mandatory Specify the slab sequence number
From Amount	Numeric; 30 Characters; Mandatory Specify From amount



Table 1-35 (Cont.) Slab Details - Field Description

Field	Description
To Amount	Numeric; 30 Characters; Mandatory Specify To amount. The From Amount of subasquent slab about he greater than are
	The From Amount of subsequent slab should be greater than or equal to To Amount of the previous slab.
Return Value	Numeric; 30 Characters; Mandatory Specify the return value.

1.34 Pension Charge Maintenance Summary

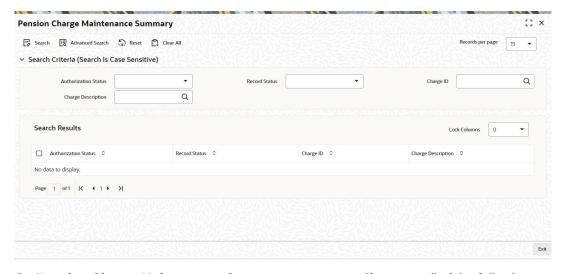
This topic provides the systematic instructions to perform the basic operations on the selected records.

You can retrieve a previously entered record in the Summary screen, as follows:

Retrieve a Record in Pension Charge Maintenance Summary

On Home screen, type PASCMDET in the text box, and click Next.
 The Pension Charge Maintenance Summary screen is displayed.

Figure 1-40 Pension Charge Maintenance Summary



- On Pension Charge Maintenance Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Charge ID
 - Charge Description
- B. Click **Search** button to view the records.

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



4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Pension Charge Maintenance Record</u>
 This topic provides the systematic instructions to edit Pension Charge Maintenance record.
- View Pension Charge Maintenance Record
 This topic provides the systematic instructions to view Pension Charge Maintenance record.
- <u>Delete Pension Charge Maintenance Record</u>
 This topic provides the systematic instructions to delete Pension Charge Maintenance record.
- <u>Authorize Pension Charge Maintenance Record</u>
 This topic provides the systematic instructions to authorize Pension Charge Maintenance record.
- Amend Pension Charge Maintenance Record
 This topic provides the systematic instructions to amend Pension Charge Maintenance record.
- <u>Authorize Amended Pension Charge Maintenance Record</u>
 This topic provides the systematic instructions to authorize amended Pension Charge Maintenance record.

1.34.1 Edit Pension Charge Maintenance Record

This topic provides the systematic instructions to edit Pension Charge Maintenance record.

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

- 1. Start the **Pension Charge Maintenance Summary** screen from the Browser.
- 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 that you want to modify in the list of displayed records.
 - The Pension Charge Maintenance Detail screen is displayed.
- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

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

1.34.2 View Pension Charge Maintenance Record

This topic provides the systematic instructions to view Pension Charge Maintenance record.

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

- 1. Start the **Pension Charge Maintenance Summary** screen from the Browser.
- 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.
- Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Pension Charge Maintenance Detail screen is displayed.

1.34.3 Delete Pension Charge Maintenance Record

This topic provides the systematic instructions to delete Pension Charge Maintenance record.

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

- 1. Start the **Pension Charge Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The Pension Charge Maintenance Detail screen is displayed.

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

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



1.34.4 Authorize Pension Charge Maintenance Record

This topic provides the systematic instructions to authorize Pension Charge Maintenance record.

Authorize an unauthorized Pension Charge Maintenance record in the system for it to be processed as follows:

- Start the Pension Charge Maintenance Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The Pension Charge Maintenance Detail screen is displayed.
- 5. Select **Authorize** operation from the Action List.

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

1.34.5 Amend Pension Charge Maintenance Record

This topic provides the systematic instructions to amend Pension Charge Maintenance record.

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

- 1. Start the Pension Charge Maintenance Summary screen from the Browser.
- 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 lower portion of the screen.
- Double-click the record that you wish to amend.
 - The **Pension Charge Maintenance Detail** screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- **6.** Amend the necessary information and click **Save** to save the changes.

1.34.6 Authorize Amended Pension Charge Maintenance Record

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

An amended Pension Charge Maintenance record must be authorized for the amendment to be made effective in the system.

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



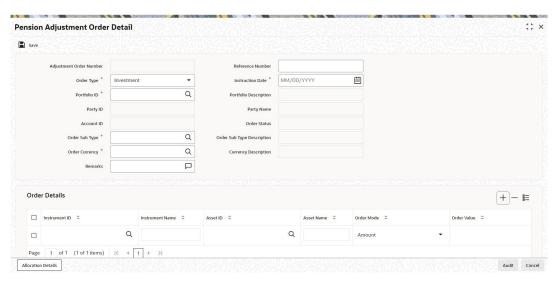
1.35 Process Pension Adjustment Order Detail

This topic provides the systematic instructions to define Pension Adjustment Order in pension module.

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

The Pension Adjustment Order screen is displayed.

Figure 1-41 Pension Adjustment Order Detail



On Pension Adjustment Order screen, click New to enter the details.

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

Table 1-36 Pension Adjustment Order - Field Description

Field	Description
Adjustment Order Number	Display The system displays the adjustment order number.
Reference Number	Alphanumeric; 16 Characters; Optional Specify the reference number.
	This field will have the common rebalance number for Rebalance investment adjustment and Rebalance withdrawal adjustment.
Order Type	Mandatory Select the type of order from the drop-down list. The list displays the following values:
	InvestmentWithdrawal
Instruction Date	Date Format; Mandatory Select the instruction date from the adjoining calendar.
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The option list displays all valid portfolios, such as Party role, Party ID, Account ID, maintained in the system.



Table 1-36 (Cont.) Pension Adjustment Order - Field Description

Field	Description
Portfolio Description	Display The system displays the description for the selected portfolio ID.
Party ID	Display The system displays the party ID for the selected portfolio ID.
Party Name	Display The system displays the party name for the selected portfolio ID.
Account ID	Display The system displays the account ID for the selected portfolio ID.
Order Sub Type	Alphanumeric; 3 Characters; Mandatory Specify the order sub type. Alternatively, you can select order sub type from the option list. The option list displays the following order sub type maintained in the system: 11 - Investment Adjustment 13 - Withdrawal Adjustment 12 - Rebalance investment adjustment 14- Rebalance withdrawal adjustment
Order Sub Type Description	Display The system displays the description for the selected order sub type description.
Order Currency	Alphanumeric; 3 Characters; Mandatory Specify the order currency. Alternatively, you can select order currency from the option list. The option list displays all valid order currency maintained in the system.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.
Instrument ID	Alphanumeric; 3 Characters; Mandatory Specify the instrument ID. Alternatively, you can select Instrument ID from the option list. The option list displays all valid Instrument ID maintained in the system.
Instrument Name	Display The system displays the name of the instrument for the selected instrument ID.
Asset ID	Alphanumeric; 16 Characters; Mandatory Specify the Asset ID. Alternatively, you can select Asset ID from the option list. The option list displays all valid Asset ID maintained in the system.
Asset Name	Display The system displays the asset name for the selected Asset ID.
Order Mode	Mandatory Select the order mode from the drop-down list. The list displays the following values: • Amount
Order Value	Numeric; 30 Characters; Mandatory Specify the order value.

Investment/withdrawal adjustment orders (Order Subtype - 11 and 13)

You can capture investment adjustment and withdrawal adjustment orders from this screen by selecting the order type and portfolio and input the following mandatory details:

Instruction date



- Order sub-type
- Order currency
- Instrument
- Assets

You cannot amend the adjustment orders post handoff to TA.

Rebalance investment/withdrawal orders (Order Subtype - 12 and 14)

You cannot create Rebalance investment/withdrawal adjustment orders.

The system will generate rebalance investment/withdrawal adjustment as part of rebalance processing for age based rules. You can view the Rebalance investment/withdrawal adjustment from Pension Adjustment order screen, no other operation is supported.

Reference number of rebalance investment/withdrawal adjustment orders will be stamped with common rebalance reference number, you can query the same from summary screen.



Investment charges are not applicable for Adjustment investment orders and Rebalance adjustment investment orders.

Allocation Details Button

This topic explains the Allocation Details Button of **Pension Adjustment Order Detail** screen.

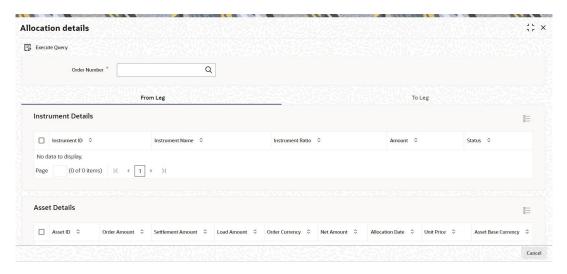
1.35.1 Allocation Details Button

This topic explains the Allocation Details Button of Pension Adjustment Order Detail screen.

 On Pension Adjustment Order Detail screen, click Allocation Details Button tab to view the following details.

The **Allocation Details Button** details are displayed.

Figure 1-42 Allocation Details



2. On the **Allocation Details Button** tab, specify the fields.



For more details on this screen, refer **Allocation Details Button** section in this user manual

1.36 Pension Adjustment Order Summary

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

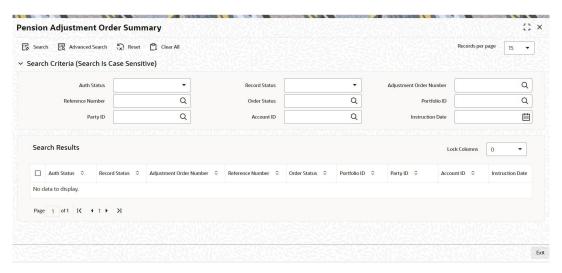
Retrieve a Record in Pension Adjustment Order Summary

You can retrieve a previously entered record in the Summary screen, as follows:

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

The **Pension Adjustment Order Summary** screen is displayed.

Figure 1-43 Pension Adjustment Order Summary



- On Pension Adjustment Order 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
 - Adjustment Order Number
 - Order Status
 - Party ID
 - Instruction Date
 - Reference Number
 - Portfolio ID
 - Account ID
- 3. Click **Search** button to view the records.

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

4. Click Refresh button, so that the search criteria will be refreshed based on existing criteria.



(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Pension Adjustment Order Summary Record</u>
 This topic provides the systematic instructions to edit Pension Adjustment Order Summary record.
- View Pension Adjustment Order Summary Record
 This topic provides the systematic instructions to view Pension Adjustment Order Summary record.
- <u>Delete Pension Adjustment Order Summary Record</u>
 This topic provides the systematic instructions to delete Pension Adjustment Order Summary record.
- <u>Authorize Pension Adjustment Order Summary Record</u>
 This topic provides the systematic instructions to authorize Pension Adjustment Order Summary record.

1.36.1 Edit Pension Adjustment Order Summary Record

This topic provides the systematic instructions to edit Pension Adjustment Order Summary record.

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

- 1. Start the **Pension Adjustment Order Summary** screen from the Browser.
- 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 that you want to modify in the list of displayed records.
 - The Pension Adjustment Order Detail screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.



Click Save to save your changes.

The **Pension Adjustment Order Detail** screen is closed and the changes made are reflected in the **Pension Adjustment Order Summary** screen.

1.36.2 View Pension Adjustment Order Summary Record

This topic provides the systematic instructions to view Pension Adjustment Order Summary record.

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

- 1. Start the Pension Adjustment Order 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Pension Adjustment Order Detail screen is displayed.

1.36.3 Delete Pension Adjustment Order Summary Record

This topic provides the systematic instructions to delete Pension Adjustment Order Summary record.

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

- Start the Pension Adjustment Order 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 **Pension Adjustment Order 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.



1.36.4 Authorize Pension Adjustment Order Summary Record

This topic provides the systematic instructions to authorize Pension Adjustment Order Summary record.

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

- Start the Pension Adjustment Order 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize
 - The **Pension Adjustment Order 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.

1.37 Process Portfolio Charge Maintenance Detail

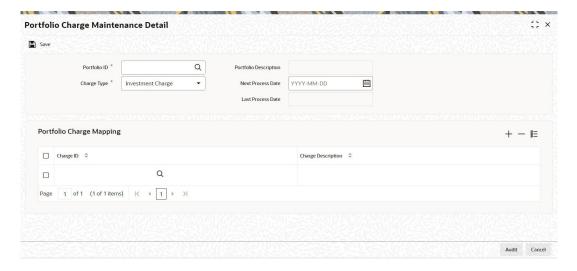
This topic provides the systematic instructions to define **Portfolio Charge Maintenance Detail** Screen.

You can map Annual Maintenance Charge or Investment Charge to portfolio using **Portfolio Charge Maintenance Detail** screen.

On Home screen, type PADCHMAP in the text box, and click Next.

The Portfolio Charge Maintenance Detail screen is displayed.

Figure 1-44 Portfolio Charge Maintenance Detail





2. On Portfolio Charge Maintenance Detail screen, click New to enter the details.

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

Table 1-37 Portfolio Charge Maintenance Detail - Field Description

Field	Description
Portfolio ID	Alphanumeric; 12 Characters; Mandatory Specify portfolio ID. Alternatively, you can select portfolio ID from option list. The list displays all valid portfolio ID maintained in the system.
Portfolio Description	Display The system displays the description for the selected portfolio ID.
Charge Type	Mandatory Select the type of charge from the drop-down list. The list displays the following values:
	Investment Charge
	Annual Maintenance Charge
	Investment charge is applicable only for investment orders captured from Pension platform.
	Annual Maintenance charge is the charge incurred on latest portfolio balance of the party and will be computed on annual basis. The system will generate a withdrawal order for the charge amount.
	Note : Investment charges are not applicable for Adjustment investment orders and Rebalance adjustment investment orders.
Next Process Date	Date Format; Optional Select next process date from the adjoining calendar.
	You can specify Next process date only if the charge type is Annual Maintenance Charge.
	You can update Next process date until first authorization. Post first time authorization, you can update next process date during EOD Batch only.
	Note: Next Process Date is amendable only till the first processing.
Last Process Date	Display The system displays the last process date based on the Next process date.
	Both Next Process Date and Last Process Date field is not applicable for Investment Charge type. The system will display an error message if the next process date is maintained for investment charge.

Table 1-38 Portfolio Charge Mapping - Field Description

Field	Description
Charge ID	Alphanumeric; 10 Characters; Mandatory Specify the charge ID. Alternatively, you can select charge ID from the option list. The list displays charge ID maintained in the system.
Charge Description	Display The system displays the description for the selected charge ID.
	Note : The system will use the latest available charge that is authorised once for computation.



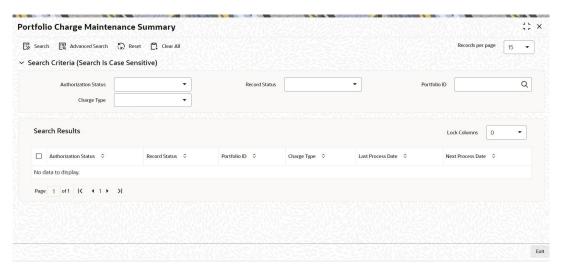
1.38 Portfolio Charge Maintenance Summary

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

Retrieve a Record in Portfolio Charge Maintenance Summary Screen

On Home screen, type PASCHMAP in the text box, and click Next. The Portfolio Charge Maintenance Summary screen is displayed.

Figure 1-45 Portfolio Charge Maintenance Summary



- On Portfolio Charge Maintenance Summary screen, specify any or all of the following details in the corresponding fields:
 - **Authorization Status** If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - **Record status**
 - Portfolio ID
 - **Charge Type**
- Click **Search** button to view the records.

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

Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note You can also retrieve the individual record detail from the detail screen by querying in the following manner: Press F7

- Input the CIF Number
- Press F8



- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Portfolio Charge Maintenance Record

This topic provides the systematic instructions to edit Portfolio Charge Maintenance record.

View Portfolio Charge Maintenance Record

This topic provides the systematic instructions to view Portfolio Charge Maintenance record.

Delete Portfolio Charge Maintenance Record

This topic provides the systematic instructions to delete Pension Adjustment Order Summary record.

Authorize Portfolio Charge Maintenance Record

This topic provides the systematic instructions to authorize Portfolio Charge Maintenance record.

Amend Portfolio Charge Maintenance Record

This topic provides the systematic instructions to amend Pension Charge Maintenance record.

Authorize Amended Portfolio Charge Maintenance Record

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

1.38.1 Edit Portfolio Charge Maintenance Record

This topic provides the systematic instructions to edit Portfolio Charge Maintenance record.

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

- Start the Portfolio Charge Maintenance Summary screen from the Browser.
- 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 that you want to modify in the list of displayed records.

The Portfolio Charge Maintenance Detail screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

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



1.38.2 View Portfolio Charge Maintenance Record

This topic provides the systematic instructions to view Portfolio Charge Maintenance record.

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

- Start the Portfolio Charge Maintenance Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Portfolio Charge Maintenance Detail** screen is displayed.

1.38.3 Delete Portfolio Charge Maintenance Record

This topic provides the systematic instructions to delete Pension Adjustment Order Summary record.

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

- 1. Start the **Portfolio Charge Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The Portfolio Charge Maintenance Detail screen is displayed.

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

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

1.38.4 Authorize Portfolio Charge Maintenance Record

This topic provides the systematic instructions to authorize Portfolio Charge Maintenance record.

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

1. Start the **Portfolio Charge Maintenance Summary** screen from the Browser.



- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

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

The **Portfolio Charge Maintenance Detail** screen is displayed.

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.

1.38.5 Amend Portfolio Charge Maintenance Record

This topic provides the systematic instructions to amend Pension Charge Maintenance record.

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

- Start the Portfolio Charge Maintenance Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double-click the record that you wish to amend.
 - The **Portfolio Charge Maintenance Detail** screen is displayed.
- Select Unlock operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.38.6 Authorize Amended Portfolio Charge Maintenance Record

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

An amended Portfolio Charge Maintenance record must be authorized for the amendment to be made effective in the system.

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

1.39 Process Bank Details

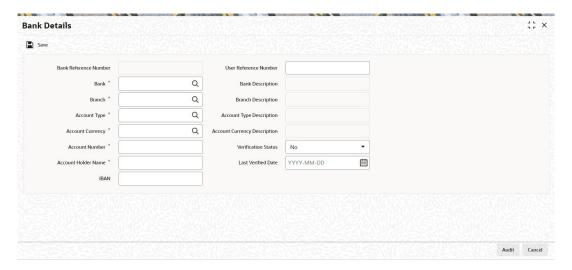
This topic provides the systematic instructions to define Bank Details in pension module.

On Home screen, type PADBKDET in the text box, and click Next.

The Bank Details screen is displayed.



Figure 1-46 Bank Details



2. On Bank Details screen, click New to enter the details.

Table 1-39 Bank Details - Field Description

Field	Description
Bank Reference Number	Display The system displays the bank reference number.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number to identify the bank account.
Bank	Alphanumeric; 16 Characters; Mandatory Specify the bank name. Alternatively, you can select bank name from the option list. The list displays all valid bank names maintained in the system.
Bank Description	Display The system displays the description of the selected bank code.
Branch	Alphanumeric; 12 Characters; Mandatory Specify the branch name. Alternatively, you can select branch name from the option list. The list displays all valid branch names maintained in the system.
Branch Description	Display The system displays the description of the selected branch code.
Account Type	Alphanumeric; 1 Character; Mandatory Specify the account type. Alternatively, you can select account type from the option list. The list displays all valid account type maintained in the system.
Account Type Description	Display The system displays the description of the selected account type.
Account Currency	Alphanumeric; 3 Characters; Mandatory Specify the account currency. Alternatively, you can select account currency from the option list. The list displays all valid account currency maintained in the system.
Account Currency Description	Display The system displays the description of the selected account currency code.



Table 1-39 (Cont.) Bank Details - Field Description

Field	Description
Account Number	Numeric; 20 Characters; Mandatory Specify the account number.
Account Holder Name	Alphanumeric; 20 Characters; Mandatory Specify the name of the account holder.
IBAN	Alphanumeric; 40 Characters; Optional Specify the IBAN details.
Verification Status	Optional Select the tha bank details are verified or not from the drop-down list. The list displays the following values:
	• Yes
	• No
Last Verified Date	Date Format; Optional Select the last verified date for the account number from the adjoining calendar.
	Note: Last verified date cannot be future dated.

1.40 Bank Details Summary

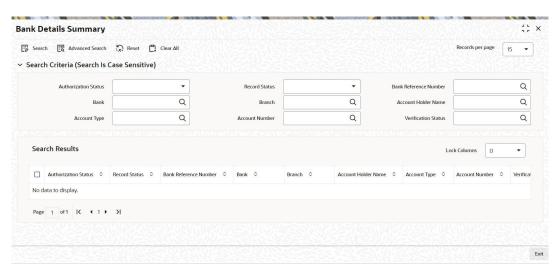
This topic provides the systematic instructions to perform the basic operations on the selected records.

Retrieve a Record in Bank Details Summary Screen

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

The **Bank Details Summary** screen is displayed.

Figure 1-47 Bank Details Summary



- 2. On **Bank Details 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
- Bank Reference Number
- Branch
- Account Type
- Verification Status
- Bank
- Account Holder Name
- Account Number
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- 5. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Bank Details Record

This topic provides the systematic instructions to edit Bank Details record.

View Bank Details Record

This topic provides the systematic instructions to view Bank Details record.

Delete Bank Details Record

This topic provides the systematic instructions to delete Bank Details record.

Authorize Bank Details Record

This topic provides the systematic instructions to authorize Bank Details record.

Amend Bank Details Record

This topic provides the systematic instructions to Pension Charge Maintenance record.

Authorize Amended Bank Details Record

This topic provides the systematic instructions to authorize amended Bank Details record.

1.40.1 Edit Bank Details Record

This topic provides the systematic instructions to edit Bank Details record.

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

1. Start the Bank Details Summary screen from the Browser.



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.

- 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 that you want to modify in the list of displayed records.

The Bank Details Detail screen is displayed.

- 6. Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Bank Details Detail** screen is closed and the changes made are reflected in the **Bank Details Summary** screen.

1.40.2 View Bank Details Record

This topic provides the systematic instructions to view Bank Details record.

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

- 1. Start the Bank Details Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Bank Details Detail screen is displayed.

1.40.3 Delete Bank Details Record

This topic provides the systematic instructions to delete Bank Details record.

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

- Start the Bank Details 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 Bank Details Detail screen is displayed.

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.

1.40.4 Authorize Bank Details Record

This topic provides the systematic instructions to authorize Bank Details record.

Authorize an unauthorized Bank Details record in the system for it to be processed as follows:

- Start the Bank Details 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 lower portion of the screen.

Double-click the record that you wish to authorize

The Bank Details 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.

1.40.5 Amend Bank Details Record

This topic provides the systematic instructions to Pension Charge Maintenance record.

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

- 1. Start the **Bank Details 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 lower portion of the screen.

Double-click the record that you wish to amend.

The **Bank Details 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.



1.40.6 Authorize Amended Bank Details Record

This topic provides the systematic instructions to authorize amended Bank Details record.

An amended Amended Bank Details Record must be authorized for the amendment to be made effective in the system.

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

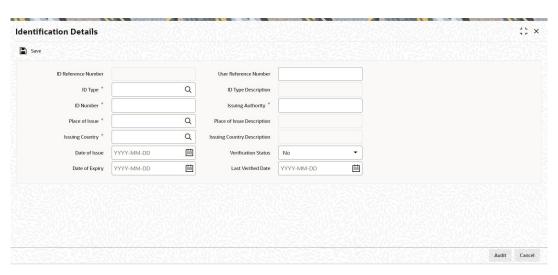
1.41 Process Identification Details Detail

This topic provides the systematic instructions to maintain different Identification Details which are managed by the pension service provider.

On Home screen, type PADIDDET in the text box, and click Next.

The Identification Details Detail screen is displayed.

Figure 1-48 Identification Details



2. On Identification Details Detail screen, click New to enter the details.

Table 1-40 Identification Details - Field Description

Field	Description
ID Reference Number	Display The system displays the unique identification reference number.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number to identify the bank account.
ID Type	Alphanumeric; 20 Characters; Mandatory Specify the identification type.
ID Type description	Display The system displays the description of the selected ID type.



Table 1-40 (Cont.) Identification Details - Field Description

Field	Description
ID Value	Alphanumeric; 50 Characters; Mandatory Specify the identification value.
Issuing Authority	Alphanumeric; 50 Characters; Mandatory Specify the issuing authority details.
Place of Issue	Alphanumeric; 3 Character; Mandatory Specify the place of issue. Alternatively, you can select place of issue code from the option list. The list displays all valid place of issue code maintained in the system.
Place of issue description	Display The system displays the description of the selected place of issue code.
Issuing Country	Alphanumeric; 3 Characters; Mandatory Specify the issuing country code. Alternatively, you can select issuing country code from the option list. The list displays all valid issuing country code maintained in the system.
Issuing country description	Display The system displays the description of the selected issuing country code.
Date of Issue	Date Format; Mandatory Select the issuing date from the adjoining calendar.
Verification Status	Optional Select if the bank details are verified or not from the drop-down list. The list displays the following values: Yes No
Date of Expiry	Date Format; Optional Select the date of expiry from the adjoining calendar.
Last Verified Date	Date Format; Optional Select the last verified date from the adjoining calendar. Note: You cannot specify last verified date for unverified accounts. Also, last verified date cannot be future dated.

1.42 Identification Details Summary

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

Retrieve a Record in Identification Details Summary

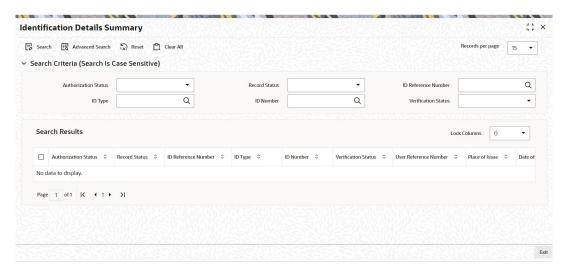
You can retrieve a previously entered record in the Summary screen, as follows:

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

The **Identification Details Summary** screen is displayed.



Figure 1-49 Identification Details Summary



- 2. On **Identification Details 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
 - ID Reference Number
 - ID Value
 - ID Type
 - Verification Status
- Click Search button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.



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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Identification Details Record</u>
 This topic provides the systematic instructions to edit Identification Details record.
- <u>View Identification Details Record</u>
 This topic provides the systematic instructions to view Identification Details record.



Delete Identification Details Record

This topic provides the systematic instructions to delete Identification Details record.

Authorize Identification Details Record

This topic provides the systematic instructions to authorize Identification Details record.

Amend Identification Details Record

This topic provides the systematic instructions to Identification Details record.

Authorize Amended Identification Details Record

This topic provides the systematic instructions to authorize amended dentification Details record.

1.42.1 Edit Identification Details Record

This topic provides the systematic instructions to edit Identification Details record.

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

- Start the Identification Details Summary screen from the Browser.
- 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 that you want to modify in the list of displayed records.

The Identification Details Detail screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Identification Details Detail** screen is closed and the changes made are reflected in the **Identification Details Summary** screen.

1.42.2 View Identification Details Record

This topic provides the systematic instructions to view Identification Details record.

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

- 1. Start the **Identification Details Summary** screen from the Browser.
- 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.



Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Identification Details Detail** screen is displayed.

1.42.3 Delete Identification Details Record

This topic provides the systematic instructions to delete Identification Details record.

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

- Start the Identification Details 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 Identification Details 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.

1.42.4 Authorize Identification Details Record

This topic provides the systematic instructions to authorize Identification Details record.

Authorize an unauthorized Identification Details Record in the system for it to be processed as follows:

- 1. Start the **Identification Details 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 lower portion of the screen.

Double-click the record that you wish to authorize

The **Identification Details 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.



1.42.5 Amend Identification Details Record

This topic provides the systematic instructions to Identification Details record.

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

- Start the Identification Details 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Identification Details 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.

1.42.6 Authorize Amended Identification Details Record

This topic provides the systematic instructions to authorize amended dentification Details record.

An amended Amended Identification Details Record must be authorized for the amendment to be made effective in the system.

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

1.43 Process Address Details Detail

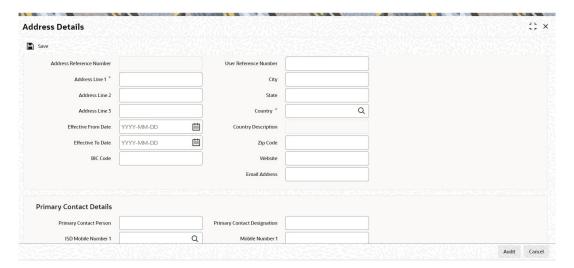
This topic provides the systematic instructions to maintain different Address Details which are managed by the pension service provider.

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

The **Address Details** screen is displayed.



Figure 1-50 Address Details



2. On Address Details screen, click New to enter the details.

Table 1-41 Address Details - Field Description

Field	Description
Address Reference Number	Display The system displays the automatically generated address reference number.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number.
Address Line 1	Alphanumeric; 105 Characters; Mandatory Specify the address details.
Address Line 2	Alphanumeric; 105 Characters; Optional Specify the address details.
Address Line 3	Alphanumeric; 105 Characters; Optional Specify the address details.
City	Alphanumeric; 80 Characters; Optional Specify the city name.
State	Alphanumeric; 80 Characters; Optional Specify the state name.
Country	Alphanumeric; 3 Characters; Mandatory Specify the country code. Alternatively, you can select country code from the option list. The list displays all valid country code maintained in the system.
Country Description	Display The system displays the description of the selected country code.
Effective From Date	Date Format; Mandatory Select the effective From date from the adjoining calendar.
Effective To Date	Date Format; Optional Select the effective To date from the adjoining calendar. Note: Effective To Date should not be less than Effective From Date.



Table 1-41 (Cont.) Address Details - Field Description

Field	Description
BIC Code	Alphanumeric; 16 Characters; Optional Specify the BIC code.
Zip Code	Alphanumeric; 10 Characters; Optional Specify the zip code of the customer.
Website	Alphanumeric; 100 Characters; Optional Specify the website details of the customer.
Email Address	Alphanumeric; 100 Characters; Optional Specify the e-mail address of the customer.

Primary Contact Details

Table 1-42 Primary Contact Details - Field Description

Field	Description
Primary Contact Person	Alphanumeric; 100 Characters; Optional Specify the primary contact person details.
Primary Contact designation	Alphanumeric; 100 Characters; Optional Specify the designation of the customer
ISD Mobile Number 1	Alphanumeric; 10 Characters; Optional Specify ISD code to be used to prefix while dialling mobile number of the customer.
Mobile Number 1	Alphanumeric; 60 Characters; Optional Specify the mobile number of the customer.
ISD Mobile Number 2	Alphanumeric; 10 Characters; Optional Specify the alternative ISD code to be used to prefix while dialling mobile number of the customer.
Mobile Number 2	Alphanumeric; 60 Characters; Optional Specify the alternative mobile number of the customer.
ISD Fax	Alphanumeric; 10 Characters; Optional Specify ISD code to be used to prefix while dialling fax number of the customer.
Fax	Alphanumeric; 60 Characters; Optional Specify the fax number of the customer.
ISD Fixed line	Alphanumeric; 10 Characters; Optional Specify ISD code to be used to prefix while dialling fixed line number of the customer.
Fixed line	Alphanumeric; 60 Characters; Optional Specify the fixed line number of the customer.
Primary Contact Instruction	Alphanumeric; 100 Characters; Optional Specify the primary contact details.
Extension	Alphanumeric; 60 Characters; Optional Specify the extension number of the customer.

Secondary Contact Details



Table 1-43 Secondary Contact Details - Field Description

Field	Description
Secondary Contact Person	Alphanumeric; 100 Characters; Optional Specify the secondary contact person details.
Secondary Contact designation	Alphanumeric; 100 Characters; Optional Specify the designation of the customer
ISD Mobile Number 1	Alphanumeric; 10 Characters; Optional Specify ISD code to be used to prefix while dialling mobile number of the secondary contact person.
Mobile Number	Alphanumeric; 60 Characters; Optional Specify the mobile number of the secondary contact person.
ISD Fixed line	Alphanumeric; 10 Characters; Optional Specify ISD code to be used to prefix while dialling fixed line number of the secondary contact person.
Fixed line	Alphanumeric; 60 Characters; Optional Specify the fixed line number of the secondary contact person.
Secondary Contact Instruction	Alphanumeric; 100 Characters; Optional Specify the secondary contact details.
Extension	Alphanumeric; 60 Characters; Optional Specify the extension number of the secondary contact person.

1.44 Address Details Summary

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

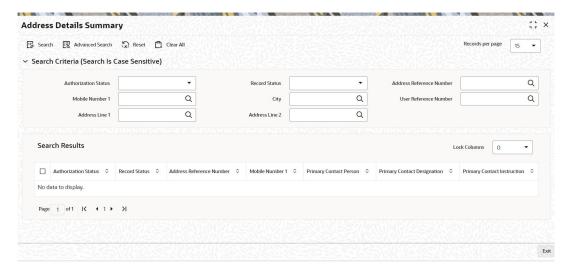
Retrieve a Record in Address Details Summary Screen

You can retrieve a previously entered record in the Summary screen, as follows:

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

The Address Details Summary screen is displayed.

Figure 1-51 Address Details Summary



2. On Address Details 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
- Address Reference Number
- City
- Address Line 1
- Mobile Number 1
- User Reference Number
- Address Line 2
- 3. Click **Search** button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Address Details Record

This topic provides the systematic instructions to edit Address Details record.

View Address Details Record

This topic provides the systematic instructions to view Address Details record.

Delete Address Details Record

This topic provides the systematic instructions to delete Address Details record.

Authorize Address Details Record

This topic provides the systematic instructions to authorize Address Details record.

Amend Address Details Record

This topic provides the systematic instructions to amend Address Details record.

Authorize Amended Address Details Record

This topic provides the systematic instructions to authorize amended Address Details record.

1.44.1 Edit Address Details Record

This topic provides the systematic instructions to edit Address Details record.

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



- Start the Address Details Summary screen from the Browser.
- 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 that you want to modify in the list of displayed records.

The Address Details Detail screen is displayed.

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Address Details Detail** screen is closed and the changes made are reflected in the **Address Details Summary** screen.

1.44.2 View Address Details Record

This topic provides the systematic instructions to view Address Details record.

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

- 1. Start the Address Details Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Address Details Detail screen is displayed.

1.44.3 Delete Address Details Record

This topic provides the systematic instructions to delete Address Details record.

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

- 1. Start the Address Details 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 Address Details Detail screen is displayed.

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.

1.44.4 Authorize Address Details Record

This topic provides the systematic instructions to authorize Address Details record.

Authorize an unauthorized Address Details records in the system for it to be processed as follows:

- 1. Start the Address Details Summary screen from the Browser.
- 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 lower portion of the screen.

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

The Address Details 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.

1.44.5 Amend Address Details Record

This topic provides the systematic instructions to amend Address Details 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 Address Details 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 lower portion of the screen.

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

The **Address Details Detail** screen is displayed.

- Select Unlock operation from the Action List to amend the record.
- **6.** Amend the necessary information and click **Save** to save the changes.



1.44.6 Authorize Amended Address Details Record

This topic provides the systematic instructions to authorize amended Address Details record.

An amended Address Details Record must be authorized for the amendment to be made effective in the system.

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

1.45 Process Party Maintenance Detail

This topic provides the systematic instructions to define Party Maintenance in pension module.

You can create customers and other parties in the system. The system creates any person/institution involved in pension processing as parties and attaches respective roles. The system identifies each party by a unique Party ID.

You cannot amend Address, Bank and Identification details from **Party Maintenance** screen. You can amend the same from standalone screens only. However, you cannot amend the bank details even in stand-alone screen except last verified date and status.

Any amendment done in party screen which has the role of investor or employee will be handoff to TA system to enrich the investor accounts.

The following section data from party screen will be handed-off to TA:

- Basic individual/corporate details
- Director details for corporate parties
- Address details
- Bank and ID details

Following details will not be handed-off to TA:

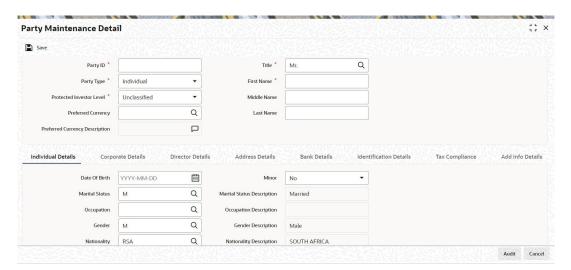
- Tax compliance
- Additional information

Note

- Unitholder Income distribution setup (UH IDS) for the pension investment accounts in FCIS should be of re-investments only. The system validates the same using Pre-EOD check.
- The Pre-EOD sequence number 3050 checks the number of IDS setup with payout option, for Pension Administration investment accounts.
- On Home screen, type PADPARTY in the text box, and click Next.

The Party Maintenance Detail screen is displayed.

Figure 1-52 Party Maintenance Detail



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

Table 1-44 Party Maintenance Detail - Field Description

Field	Description
Party ID	Alphanumeric; 16 Characters; Mandatory Specify the party ID.
Party Type	Mandatory Select the type of party from the drop-down list. The list displays the following values:
	IndividualCorporate
Protected Investor Level	Mandatory Select the protected investor level from the drop-down list. The list displays the following values:
	ClassifiedUnclassified
Preferred Currency	Alphanumeric; 3 Characters; Optional Specify the preferred currency code. Alternatively, you can select preferred currency code from the option list. The list displays all valid preferred currency code maintained in the system.
	If preferred currency is not provided, then the default bank account currency will be the preferred currency for that account. If preferred currency is provided, there should be at least one bank account maintained for that preferred currency.
	You can still capture a party with preferred currency passed without bank details.
	Note: If broker and other entities are coming from TA to Pension Administration, then any amendment of such entities in Pension Administration will NOT be handed off the TA. The system will consider TA details as final record. Add info will not be passed on from TA to Pension Administration and vice versa.
Preferred Currency Description	Display The system displays the description of the selected preferred currency code.



Table 1-44 (Cont.) Party Maintenance Detail - Field Description

Field	Description
Title	Alphanumeric; 3 Characters; Mandatory Specify the title assigned to the customer. Alternatively, you can select the title from the option list. The list displays all valid titles maintained in the system.
First Name	Alphanumeric; 100 Character; Mandatory Specify the account type. Alternatively, you can select account type from the option list. The list displays all valid account type maintained in the system.
Middle Name	Alphanumeric; 100 Characters; Optional Specify the middle name of the customer.
Last Name	Alphanumeric; 100 Characters; Optional Specify the last name of the customer.

Individual Details Tab

This topic explains the Individual Details of Party Maintenance Detail screen.

Corporate Details Tab

This topic explains the Corporate Details of Party Maintenance Detail screen.

Director Details Tab

This topic explains the Director Details of Party Maintenance Detail screen.

Address Details Tab

This topic explains the Address Details of Party Maintenance Detail screen.

Bank Details Tab

This topic explains the Bank Details of Party Maintenance Detail screen.

<u>Identification Details Tab</u>

This topic explains the Identification Details of Party Maintenance Detail screen.

Tax Compliance Tab

This topic explains the Tax Compliance Details of Party Maintenance Detail screen.

Add Info Details Tab

This topic explains the Add Info Details of Party Maintenance Detail screen.

1.45.1 Individual Details Tab

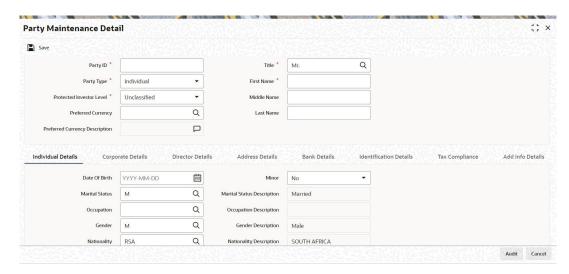
This topic explains the Individual Details of Party Maintenance Detail screen.

1. On Party Maintenance Detail screen, click Individual Details tab to view the following details.

The **Individual Details** tab are displayed.



Figure 1-53 Individual Details



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

Table 1-45 Individual Details - Field Description

Field	Description
Date Of Birth	Date Format; Optional Select the date of birth from adjoining calendar.
Minor	Optional Select if the customer is minor or not from the drop-down list. The list displays the following values:
	YesNo
Marital Status	Alphanumeric; 1 Character; Optional The system displays the marital status of the customer. However, you can amend this value. Alternatively, you can select marital status from the option list. The list displays all valid marital status maintained in the system.
Marital Status Description	Display The system displays the description for the selected marital status.
Occupation	Alphanumeric; 3 Characters; Optional Specify the occupation code. Alternatively, you can select occupation code from the option list. The list displays all valid occupation code maintained in the system.
Occupation Description	Display The system displays the description for the selected occupation code.
Gender	Alphanumeric; 1 Characters; Optional The system displays the gender code of the customer. However, you can amend this value. Alternatively, you can select gender code from the option list. The list displays all valid gender code maintained in the system.
Gender Description	Display The system displays the description for the gender code.



Table 1-45 (Cont.) Individual Details - Field Description

Field	Description
Nationality	Alphanumeric; 3 Characters; Optional The system displays the nationality of the customer. However, you can amend this value. Alternatively, you can select nationality code from the option list. The list displays all valid nationality code maintained in the system.
Nationality Description	Display The system displays the description of the selected nationality code.
Country Of Domicile	Alphanumeric; 3 Characters; Optional The system displays the country of domicile of the customer. However, you can amend this value. Alternatively, you can select country of domicile from the option list. The list displays all valid country of domicile maintained in the system.
Domicile Description	Display The system displays the description of the selected country of domicile.
Country of Birth	Alphanumeric; 3 Characters; Optional The system displays the country of birth of the customer. However, you can amend this value. Alternatively, you can select country of birth from the option list. The list displays all valid country of birth maintained in the system.
Country of Birth Description	Display The system displays the description of the selected country of birth.
Health Status	Alphanumeric; 1 Character; Optional Specify the health status of the customer. Alternatively, you can select health status from the option list. The list displays all valid health status maintained in the system.
Health Status Description	Display The system displays the description of the selected health status.
Father / Spouse Name	Alphanumeric; 105 Characters; Optional Specify the customer's father's name or spouse's name if married

1.45.2 Corporate Details Tab

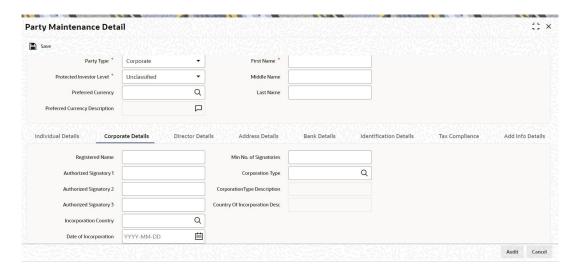
This topic explains the Corporate Details of Party Maintenance Detail screen.

 On Party Maintenance Detail screen, click Corporate Details tab to view the following details.

The Corporate Details tab are displayed.



Figure 1-54 Corporate Details



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

Table 1-46 Corporate Details - Field Description

Field	Description
Registered Name	Alphanumeric; 100 Characters; Optional Specify the registered name of the corporate.
Authorized Signatory 1	Alphanumeric; 100 Characters; Optional Specify the authorized signatory details for corporate accounts.
Authorized Signatory 2	Alphanumeric; 100 Characters; Optional Specify the authorized signatory details for corporate accounts.
Authorized Signatory 3	Alphanumeric; 100 Characters; Optional Specify the authorized signatory details for corporate accounts.
Incorporation Country	Alphanumeric; 3 Characters; Optional Select the incorporation country code of the corporate. Alternatively, you can select country of incorporation code from the option list. The list displays all valid country code maintained in the system.
Country Of Incorporation Desc	Display The system displays the description for the selected country of incorporation code.
Date of Incorporation	Date Format; Optional Select the date of incorporation from the adjoining calendar.
Min No. of Signatories	Alphanumeric; 3 Characters; Optional The system displays the nationality of the customer. However, you can amend this value. Alternatively, you can select nationality code from the option list. The list displays all valid nationality code maintained in the system.
Corporation Type	Alphanumeric; 3 Characters; Optional Specify the type of corporation selected for corporate account. Alternatively, you can select corporation type from the option list. The list displays all valid corporation type maintained in the system.
Corporation Type Description	Display The system displays the description for the selected corporation type.



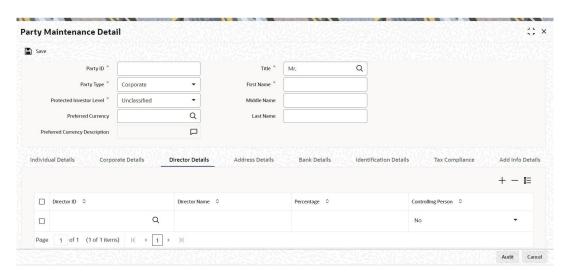
1.45.3 Director Details Tab

This topic explains the Director Details of Party Maintenance Detail screen.

 On Party Maintenance Detail screen, click Director Details tab to view the following details.

The **Director Details** tab are displayed.

Figure 1-55 Director Details



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

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

Table 1-47 Director Details - Field Description

Field	Description
Director ID	Alphanumeric; 16 Characters; Mandatory Specify the director ID. Alternatively, you can select director ID from the option list. The list displays all valid director ID maintained in the system.
Director Name	Display The system displays the name of the selected director ID.
Percentage	Numeric; 3 Characters; Mandatory Specify the share percentage. The sum total should be 100.
Controlling Person	Optional Select if the director is controlling person or not from the drop-down list. The list displays the following values: Yes No

1.45.4 Address Details Tab

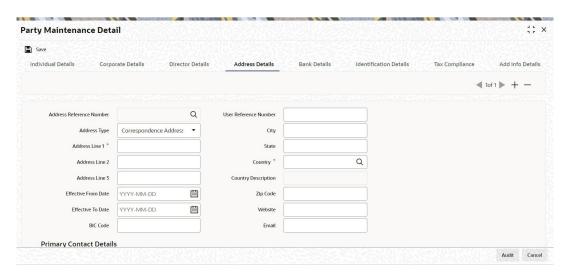
This topic explains the Address Details of Party Maintenance Detail screen.



 On Party Maintenance Detail screen, click Address Details tab to view the following details.

The **Address Details** tab are displayed.

Figure 1-56 Address Details



2. On the Address Details tab, specify the fields.



Table 1-48 Address Details - Field Description

Field	Description
Address Reference Number	Alphanumeric; 16 Characters; Optional Specify the address reference number. Alternatively, you can select address reference number from the option list. The list displays all valid address reference number maintained in the system.
	Once you specify the address reference number, the system displays the following details:
	Address Type
	Address Line 1
	Address Line 2
	Address Line 3
	Effective From Date
	Effective To Date
	BIC Code
	Address Reference Number
	Address Type Address Line 1
	Address Line 1 Address Line 2
	Address Line 2 Address Line 3
	Effective From Date
	Effective To Date
	BIC Code
	Primary Contact Details
	Primary Contact Person
	ISD Mobile Number 1
	ISD Mobile Number 2
	• ISD Fax
	ISD Fixed line
	Primary Contact Instruction
	Primary Contact designation
	Mobile Number 1
	Mobile Number 2
	• Fax
	Fixed line Extension
	Secondary Contact Details
	Secondary Contact Person
	ISD Mobile Number 1
	ISD Fixed line
	Secondary Contact Instruction
	Secondary Contact designation
	Mobile Number
	Fixed line
	Extension
	If you have not specified address reference number, then you need to fill the above details manually.



Table 1-48 (Cont.) Address Details - Field Description

Field	Description
Address Type	Optional Select the type of address from the drop-down list. The list displays the following values: Correspondence Address Alternate Address SWIFT Address
Address Line 1	Alphanumeric; 105 Characters; Mandatory Specify the address details.
Address Line 2	Alphanumeric; 105 Characters; Optional Specify the address details.
Address Line 3	Alphanumeric; 105 Characters; Optional Specify the address details.
Effective From Date	Date Format; Mandatory Select the effective From date from the adjoining calendar.
Effective To Date	Date Format; Optional Select the effective To date from the adjoining calendar.
BIC Code	Alphanumeric; 16 Characters; Optional Specify the Bank Identifier Code (BIC) of the entity.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number.
City	Alphanumeric; 80 Characters; Optional Enter the city where the customer is located.
State	Alphanumeric; 80 Characters; Optional Enter the State name of the mentioned city.
Country	Alphanumeric; 3 Characters; Optional Specify the country code of the customer. Alternatively, you can select country code from the option list. The list displays all valid country code maintained in the system.
Country Description	Display The system displays the description of the selected country code.
Zip Code	Alphanumeric; 10 Characters; Optional Specify the zip code of the city of residence of the customer.
Website	Alphanumeric; 100 Characters; Optional Specify the website details.
Email	Alphanumeric; 100 Characters; Optional Specify the address of the customer.

Primary Contact Details

Table 1-49 Primary Contact Details - Field Description

Field	Description
Primary Contact Person	Alphanumeric; 100 Characters; Optional Specify the primary contact person's name.
ISD Mobile Number 1	Alphanumeric; 60 Characters; Optional Specify the primary contact person's ISD mobile number.



Table 1-49 (Cont.) Primary Contact Details - Field Description

Field	Description
ISD Mobile Number 2	Alphanumeric; 60 Characters; Optional Specify the primary contact person's alternative ISD mobile number.
ISD Fax	Alphanumeric; 60 Characters; Optional Specify the primary contact person's ISD fax number.
ISD Fixed line	Alphanumeric; 60 Characters; Optional Specify the primary contact person's ISD fixed line number.
Primary Contact Instruction	Alphanumeric; 100 Characters; Optional Specify the primary contact instruction details.
Primary Contact designation	Alphanumeric; 100 Characters; Optional Specify the primary contact designation details.
Mobile Number 1	Alphanumeric; 60 Characters; Optional Specify the mobile number of the customer.
Mobile Number 2	Alphanumeric; 60 Characters; Optional Specify the alternative mobile number of the customer.
Fax	Alphanumeric; 60 Characters; Optional Specify the fax number of the customer.
Fixed line	Alphanumeric; 60 Characters; Optional Specify the fixed line number of the customer.
Extension	Alphanumeric; 60 Characters; Optional Specify the primary contact person's extension number of the fixed line.

Secondary Contact Details

Table 1-50 Secondary Contact Details - Field Description

Field	Description
Secondary Contact Person	Alphanumeric; 100 Characters; Optional Specify the secondary contact person name.
ISD Mobile Number 1	Alphanumeric; 60 Characters; Optional Specify the secondary contact person's ISD mobile number.
ISD Fixed line	Alphanumeric; 60 Characters; Optional Specify the secondary contact person's ISD fixed line number.
Secondary Contact Instruction	Alphanumeric; 100 Characters; Optional Specify the secondary contact instruction details.
Secondary Contact designation	Alphanumeric; 100 Characters; Optional Specify the secondary contact designation details.
Mobile Number	Alphanumeric; 60 Characters; Optional Specify the mobile number of the secondary contact person.
Fixed line	Alphanumeric; 60 Characters; Optional Specify the fixed line number of the secondary contact person.
Extension	Alphanumeric; 60 Characters; Optional Specify the extension number of the secondary contact person.

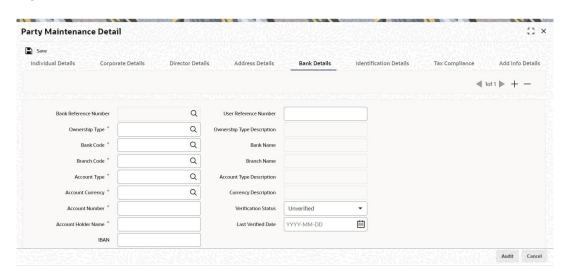


1.45.5 Bank Details Tab

This topic explains the Bank Details of Party Maintenance Detail screen.

On Party Maintenance Detail screen, click Bank Details tab to view the following details.
 The Bank Details tab are displayed.

Figure 1-57 Bank Details



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



Table 1-51 Bank Details - Field Description

Field	Description
Bank Reference Number	Alphanumeric; 16 Characters; Optional Select bank reference number from the option list. The list displays all valid bank reference number maintained in the system. Once you specify the bank reference number, the system displays the following details: Bank Code Branch Code Account Type Account Currency Account Number BAN User Reference Number Ownership Type Description Bank Name Branch Name Account Type Description Currency Description Verification Status Last Verified Date If you have not specified bank reference number, then you need to fill the above details manually.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number.
Ownership Type	Alphanumeric; 1 Characters; Mandatory Specify the type of ownership. Alternatively, you can select ownership type from the option list. The list displays all valid ownership type maintained in the system.
Ownership Type Description	Display The system displays the description of the selected ownership type.
Bank Code	Alphanumeric; 16 Characters; Optional Specify the bank code. Alternatively, you can select bank code from the option list. The list displays all valid bank code maintained in the system.
Bank Name	Display The system displays the name of the selected bank code.
Branch Code	Alphanumeric; 12 Characters; Optional Specify the branch code. Alternatively, you can select branch code from the option list. The list displays all valid branch code maintained in the system.
Branch Name	Display The system displays the name of the selected branch code.
Account Type	Alphanumeric; 1 Character; Optional Specify the account type. Alternatively, you can select account type from the option list. The list displays all valid account type maintained in the system.
Account Type Description	Display The system displays the description of the selected account type.



Table 1-51 (Cont.) Bank Details - Field Description

Field	Description
Account Currency	Alphanumeric; 3 Characters; Optional Specify the account currency code. Alternatively, you can select account currency code from the option list. The list displays all valid account currency code maintained in the system.
Currency Description	Display The system displays the description of the selected account currency code.
Account Number	Alphanumeric; 16 Characters; Optional Specify the account number. Alternatively, you can select account number from the option list. The list displays all valid account number maintained in the system.
Account Holder Name	Alphanumeric; 100 Characters; Optional Specify the name of the owner of the account holder.
IBAN	Alphanumeric; 40 Characters; Optional Specify the IBAN (International Bank Account Number) of the account holder.
Verification Status	Optional Select the verification status from the drop-down list. The list displays the following values: Verified Univerified
Last Verified Date	Date Format; Optional Select the last verified date from the adjoining calendar.

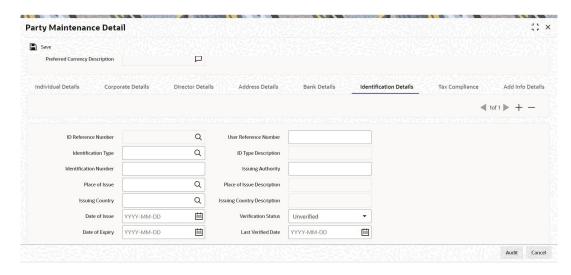
1.45.6 Identification Details Tab

This topic explains the Identification Details of Party Maintenance Detail screen.

 On Party Maintenance Detail screen, click Identification Details tab to view the following details.

The **Identification Details** tab are displayed.

Figure 1-58 Identification Details





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

Table 1-52 Identification Details - Field Description

Field	Description
ID Reference Number	Alphanumeric; 16 Characters; Optional Specify the ID reference number. Alternatively, you can select ID reference number from the option list. The list displays all valid ID reference number maintained in the system.
	Once you specify the ID reference number, the system displays the following details:
	 Identification Type Identification Number Place of Issue Issuing Country Date of Issue Date of Expiry User Reference Number ID Type Description Issuing Authority Place of Issue Description Issuing Country Description Verification Status
	Last Verified Date If you have not specified ID reference number, then you need to fill the above details manually.
User Reference Number	Alphanumeric; 16 Characters; Optional Specify the user reference number.
Identification Type	Alphanumeric; 3 Characters; Mandatory Specify the identification type. Alternatively, you can select identification type from the option list. The list displays all valid identification type maintained in the system.
ID Type description	Display The system displays the description of the selected ID type.
Identification Number	Alphanumeric; 50 Characters; Optional Specify the identification number.
Issuing Authority	Alphanumeric; 50 Characters; Optional Specify the issuing authority details.
Place of Issue	Alphanumeric; 3 Character; Optional Specify the place of issue details. Alternatively, you can select place of issue from the option list. The list displays all valid place of issue details maintained in the system.
Place of issue description	Display The system displays the description of the selected place of issue code.
Issuing Country	Alphanumeric; 3 Characters; Optional Specify the issuing country code. Alternatively, you can select issuing country code from the option list. The list displays all valid issuing country code maintained in the system.



Table 1-52 (Cont.) Identification Details - Field Description

Field	Description
Issuing country description	Display The system displays the description of the selected issuing country code.
Date of Issue	Date Format; Mandatory Select the issuing date from the adjoining calendar.
Date of Expiry	Date Format; Optional Select the date of expiry from the adjoining calendar.
Verification Status	Optional Select if the bank details are verified or not from the drop-down list. The list displays the following values: Verified Univerified
Last Verified Date	Date Format; Optional Select the last verified date from the adjoining calendar.

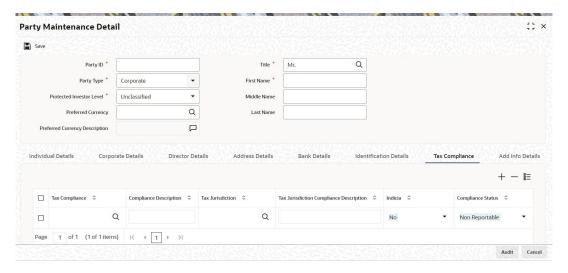
1.45.7 Tax Compliance Tab

This topic explains the Tax Compliance Details of Party Maintenance Detail screen.

 On Party Maintenance Detail screen, click Tax Compliance tab to view the following details.

The **Tax Compliance** tab are displayed.

Figure 1-59 Tax Compliance



2. On the **Tax Compliance** Details, specify the fields.



Table 1-53 Tax Compliance - Field Description

Field	Description
Tax Compliance	Alphanumeric; 3 Characters; Mandatory Specify the tax compliance codes based on rules maintained at PARAMS. Alternatively, you can select tax compliance code from the option list. The list displays all valid tax compliance maintained in the system.
Compliance Description	Display The system displays the description of the selected tax compliance code.
Tax Jurisdiction	Alphanumeric; 3 Characters; Mandatory Specify the tax jurisdiction code. Alternatively, you can select tax jurisdiction code from the option list. The list displays all valid tax jurisdiction code maintained in the system.
Tax Jurisdiction Compliance Description	Display The system displays the description of the selected tax jurisdiction compliance code.
Indicia	Optional Select if indicia is available or not from the drop-down list. The list displays the following values: Yes No
Compliance Status	Optional Select the compliance status from the drop-down list. The list displays the following values: Reportable Non Reportable

1.45.8 Add Info Details Tab

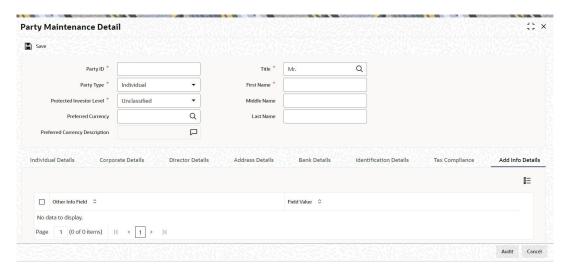
This topic explains the Add Info Details of Party Maintenance Detail screen.

 On Party Maintenance Detail screen, click Add Info Details tab to view the following details.

The Add Info Details tab are displayed.



Figure 1-60 Add Info Details



2. On the Add Info Details, specify the fields.

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

Table 1-54 Add Info Details - Field Description

Field	Description	
Other Info Field	Display The system displays the other information maintained for party maintenance.	
Field Value	Alphanumeric; 60 Characters; Optional Specify the field value. Note: Add Info is module specific for TA and Pension Administration.	

1.46 Party Maintenance Summary

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

Retrieve a Record in Party Maintenance Summary

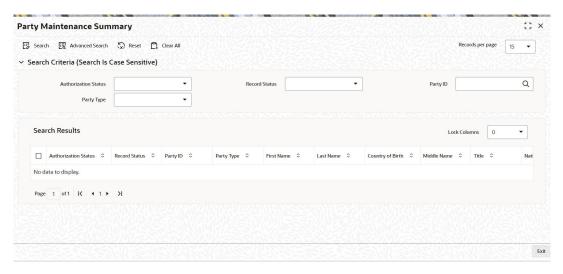
You can retrieve a previously entered record in the Summary screen, as follows:

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

The Party Maintenance Summary screen is displayed.



Figure 1-61 Party Maintenance Summary



- On Party Maintenance Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Party ID
 - Party Type
- Click Search button to view the records.

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



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

- Press F7
- Input the CIF Number
- Press F8
- 4. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Party Maintenance Record

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

View Party Maintenance Record

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

Delete Party Maintenance Record

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

Authorize Party Maintenance Record

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



Amend Party Maintenance Record

This topic provides the systematic instructions to amend Party Maintenance record.

<u>Authorize Amended Party Maintenance Record</u>
 This topic provides the systematic instructions to authorize amended Party Maintenance record.

1.46.1 Edit Party Maintenance Record

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

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

- 1. Start the **Party Maintenance Summary** screen from the Browser.
- 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 that you want to modify in the list of displayed records.

The Party Maintenance Detail screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

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

1.46.2 View Party Maintenance Record

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

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

- 1. Start the **Party Maintenance Summary** screen from the Browser.
- 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.
- Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.



The Party Maintenance Detail screen is displayed.

1.46.3 Delete Party Maintenance Record

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

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

- 1. Start the **Party Maintenance Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The Party Maintenance Detail screen is displayed.

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

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

1.46.4 Authorize Party Maintenance Record

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

Authorize an unauthorized Party Maintenance records in the system for it to be processed as follows:

- 1. Start the Party Maintenance Summary screen from the Browser.
- 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 lower portion of the screen.

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

The Party Maintenance Detail screen is displayed.

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

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

1.46.5 Amend Party Maintenance Record

This topic provides the systematic instructions to amend Party Maintenance record.

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

- Start the Party Maintenance Summary screen from the Browser.
- 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 lower portion of the screen.

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

The Party Maintenance Detail screen is displayed.

- 5. Select **Unlock** operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.46.6 Authorize Amended Party Maintenance Record

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

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

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

1.47 Process Employee Group Maintenance Detail

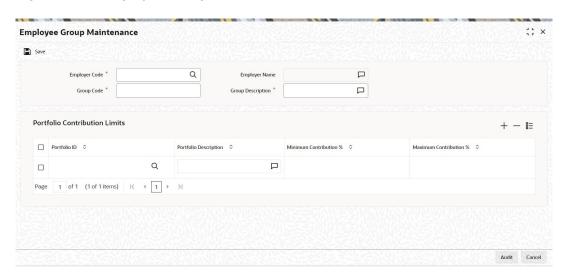
This topic provides the systematic instructions to define Employee Group Maintenance in Detail.

You can define employer and employee groups using **Employee Group Maintenance** screen. Only employers can maintain contribution percentage for a group of employees.

On Home screen, type PADGRPMT in the text box, and click Next.

The **Employee Group Maintenance** screen is displayed.

Figure 1-62 Employee Group Maintenance



2. On Employee Group Maintenance screen, click New to enter the details.

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



Table 1-55 Employee Group Maintenance - Field Description

Field	Description
Employer Code	Alphanumeric; 12 Characters; Mandatory Specify the employer code.
Employer Name	Alphanumeric; 255 Characters; Mandatory Specify the name of the selected employer code. Alternatively, you can select employer name from the option list. The list displays all valid employer names maintained in the system
Group Code	Alphanumeric; 12 Characters; Mandatory Specify the group code.
Group Description	Alphanumeric; 255 Characters; Mandatory Specify the description for the selected group code.

Portfolio Contribution Limits

Table 1-56 Portfolio Contribution Limits - Field Description

Field	Description
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID maintained in the system.
Portfolio Description	Display The system displays the description for the selected portfolio ID.
Minimum Contribution %	Numeric; 5 Characters; Optional Specify the minimum contribution percentage for investment.
Maximum Contribution %	Numeric; 5 Characters; Optional Specify the maximum contribution percentage for investment.

3. You need to maintain at least one portfolio limits for a group. The system will validate the same, else will display an error message. The system will also validate if minimum contribution is greater than maximum contribution, else the system displays an error message as E-MINMAXCONT - Minimum Contribution cannot be greater than Maximum contribution".

1.48 Employee Group Summary

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

Retrieve a Record in Employee Group Summary

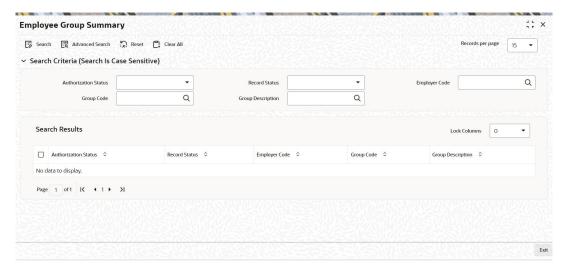
You can retrieve a previously entered record in the Summary screen, as follows:

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

The Employee Group Summary screen is displayed.



Figure 1-63 Employee Group Summary



- On Employee Group 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
 - Employer Code
 - Group Code
 - Group Description
- Click Search button to view the records.

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

- 4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.
- Edit Employee Group Record

This topic provides the systematic instructions to edit Employee Group record.

View Employee Group Record

This topic provides the systematic instructions to view Employee Group record.

Delete Employee Group Record

This topic provides the systematic instructions to delete Employee Group record.

- Authorize Employee Group Record
 - This topic provides the systematic instructions to authorize Employee Group record.
- Amend Employee Group Record

This topic provides the systematic instructions to amend Employee Group record.

Authorize Amended Employee Group Record

This topic provides the systematic instructions to authorize amended Employee Group record.



1.48.1 Edit Employee Group Record

This topic provides the systematic instructions to edit Employee Group record.

Modify the details record in Employee Group Details screen that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

- 1. Start the **Employee Group Summary** screen from the Browser.
- 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.

- 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 that you want to modify in the list of displayed records.
 - The Employee Group Detail screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

The **Employee Group Detail** screen is closed and the changes made are reflected in the **Employee Group Summary** screen.

1.48.2 View Employee Group Record

This topic provides the systematic instructions to view Employee Group record.

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

- 1. Start the **Employee Group Summary** screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Employee Group Detail** screen is displayed.



1.48.3 Delete Employee Group Record

This topic provides the systematic instructions to delete Employee Group record.

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

- 1. Start the **Employee Group 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 Employee Group 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.

1.48.4 Authorize Employee Group Record

This topic provides the systematic instructions to authorize Employee Group record.

Authorize an unauthorized Employee Group Record in the system for it to be processed as follows:

- Start the Employee Group 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 lower portion of the screen.

Double-click the record that you wish to authorize.

The Employee Group 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.

1.48.5 Amend Employee Group Record

This topic provides the systematic instructions to amend Employee Group 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 **Employee Group 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.



- Specify any or all of the details and click Search button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double-click the record that you wish to amend.
 - The **Employee Group 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.

1.48.6 Authorize Amended Employee Group Record

This topic provides the systematic instructions to authorize amended Employee Group record.

 An amended Amended Employee Group Record must be authorized for the amendment to be made effective in the system.

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

1.49 Intermediary Hand-off from PA to TA

This topic provides information about intermediary hand-off from PA to TA

Intermediary hand-off from TA to PA is as follows:

- Intermediaries and entities created in Integrated TA system will flow to PA system from TA.
 In Pension Administration, system will create party and automatically maps a party role as part of upload of these entities in the system.
- The system updates the external reference ID with the broker ID during broker upload into Pension Administration from TA.
- For these intermediaries or entities, if investor role is attached and you try capture orders, the same will fail, as broker does not have ID details captured in TA.
- You need to the amend the party and add ID details else the transactions will not be successful.

(i) Note

This approach is supported for party role B - Broker only

1.50 Process Party Role Mapping Detail

This topic provides the systematic instructions to define in Party Role Mapping module.

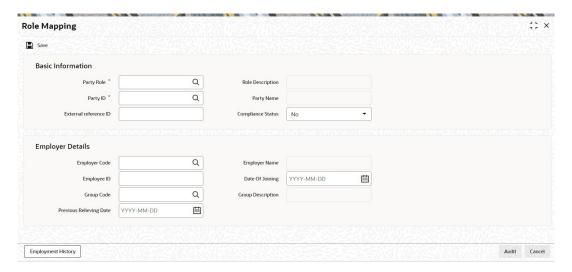
You can map roles to parties created through party maintenance system. You can map a party to multiple roles in the system using **Role Mapping** screen.

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

The **Role Mapping** screen is displayed.



Figure 1-64 Role Mapping



2. On Role Mapping screen, click New to enter the details.

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

Table 1-57 Role Mapping - Field Description

Field	Description	
Party Role	Alphanumeric; 2 Characters; Mandatory Specify the party role to which party ID is attached. Alternatively, you can select party role code from the option list. The list displays all valid party role code maintained in the system.	
Role Description	Display The system displays the description of the selected party role code.	
Party ID	Alphanumeric; 16 Characters; Mandatory Specify the party ID. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.	
Party Name	Display The system displays the name of the selected party ID.	
External reference ID	Alphanumeric; 16 Characters; Optional Specify the employee reference ID. If you have not specified the external reference ID, then the system will auto generate the same.	
Compliance Status	Optional Select the compliance status from the drop-down list. The list displays the following values: Yes No	

Employer Details



Table 1-58 Employer Details - Field Description

Field	Description	
Employer Code	Alphanumeric; 12 Characters; Optional Specify the employer code. Alternatively, you can select employer code from the option list. The list displays all valid employer code maintained in the system.	
	This data is mandatory if Employee (EP) is maintained as a party role.	
Employer Name	Display The system displays the name of the selected employer code.	
Employee ID	Alphanumeric; 20 Characters; Optional Specify the employee ID.	
	Note: For employee role, employee ID cannot be null. In same organisation, two employees cannot have same Employee ID.	
Date Of Joining	Date Format; Optional Select date of joining of the employee from the adjoining calendar.	
	If you do not specify date of joining details, then the system displays an error message as "Date of joining is blank".	
	Date of joining should not be greater than application date.	
	Date of joining should be greater than previous relieving date.	
	Date of joining can be modified only when employer code changes.	
	Date of joining should not get overlapped with the another employment for the same employee.	
	Date of joining should not get overlapped with the another employment for the same employee.	
Group Code	Alphanumeric; 12 Characters; Optional Specify the group code. Alternatively, you can select group code from the option list. The list displays all valid group code maintained for the employer in the system,	
Group Description	Display The system displays the description of the selected group code.	
Previous Relieving Date	Date Format; Optional Select previous relieving date of the employee from the adjoining calendar.	

- 3. When you map an employee with a new employer, the system will display a warning message that Relieving Date with previous employer is not updated. However, you can override this warning and map the employee to new employer.
- 4. Date of relieving should not be greater than application date. Date of relieving should not be greater than or equal to the Max date of joining. Date of relieving should not get overlapped with the another employment for the same employee.
- 5. You need to raise error if previous to previous employers relieving date is not updated. New mapping is not allowed in this case. You can change employment for a party through party role amendment.
- You can change the Date of Joining and if available can input the Previous relieving date.
- 7. The above validation is illustrated as follows:

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



Table 1-59 Operation Details - Field Description

Operati on	Action	Employ ee	Employ ee ID	Employ er	DOJ	Previou s relievin g date	Remark s	Result	Warnin g/Error messa ge
NEW	New Employ er	EMP00 01	GO8239	GOOGL E	1- Jan-00	Blank	First Employ er	Save with NO warning	No warning/ error messag e
MODIF Y	Change in employe r	EMP00 01	IN23222	INTEL	15- May-04	Blank	Warning will be shown as previous relieving date for GOOG LE is blank	Saving with warning	E-REL- DATE - Relievin g date not updated for previous employe r
MODIF Y	Update relieving date	EMP00 01	IN23222	INTEL	15- May-04	10- May-04	Relievin g date for GOOGL E updated	Saving with NO warning	No warning/ error messag e
MODIF Y	Change in employe r	EMP00 01	KY0002 3	KYC ORP	20- Jan-12		Warning will be shown as previous relieving date of INTEL is blank	Saving with warning	E-REL- DATE - Relievin g date not updated for previous employe r
MODIF Y	Change in employe r	EMP00 01	IB03340	IBM			Since Relievin g date for INTEL is not updated ,user will not be allowed to switch from current employe r KYCOR P to new employe r IBM	Error - Save not allowed	E-RELO LDEMP - Relievin g date not updated for previous employe r. New mappin g not allowed.



Employment History Button

This topic explains the Employment History Button of Role Mapping Detail screen.

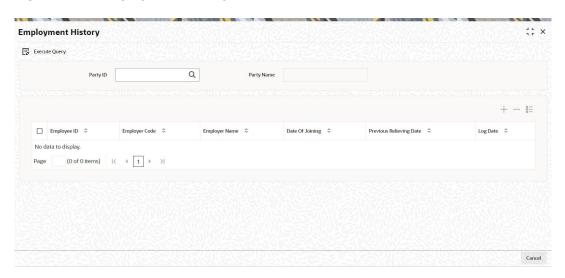
1.50.1 Employment History Button

This topic explains the Employment History Button of Role Mapping Detail screen.

- On Role Mapping screen, click Employment History tab to view the following details.
- 2. On **Home** screen, type **PADEHRO**in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The **Employment History** details are displayed.

Figure 1-65 Employment History



3. On the **Employment History** tab, specify the fields.

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

Table 1-60 Employment History - Field Description

Field	Description
Party ID	Display The system displays the party ID mentioned in Role Mapping screen.
Party Name	Display The system displays the description of the selected party ID. Click Execute Query button to view the following details: Employee ID Employer Code Employer Name Date Of Joining Previous Relieving Date Log Date

1.51 Role Mapping Summary

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



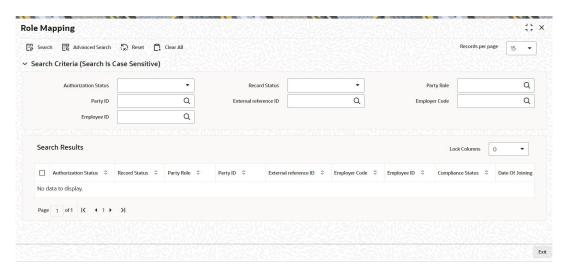
Retrieve Record in Role Mapping Summary Authorization

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASPRROL in the text box, and click Next.

The Role Mapping Summary screen is displayed.

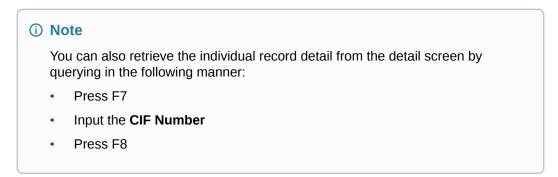
Figure 1-66 Role Mapping Summary



- On Role Mapping Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Party Role
 - External Reference ID
 - Employee ID
 - Party ID
 - Employer Code
- 3. Click **Search** button to view the records.

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

4. Click Refresh button, so that the search criteria will be refreshed based on existing criteria.





- 5. Perform Edit, Delete, Amend, and Authorize operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Role Mapping Record

This topic provides the systematic instructions to edit Role Mapping record.

View Role Mapping Record

This topic provides the systematic instructions to view Role Mapping record.

Delete Role Mapping Record

This topic provides the systematic instructions to delete Role Mapping record.

Authorize Role Mapping Record

This topic provides the systematic instructions to authorize Role Mapping record.

Amend Role Mapping Record

This topic provides the systematic instructions to amend Role Mapping record.

<u>Authorize Amended Role Mapping Record</u>
 This topic provides the systematic instructions to authorize amended Role Mapping record.

1.51.1 Edit Role Mapping Record

This topic provides the systematic instructions to edit Role Mapping record.

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

- 1. Start the Role Mapping Summary screen from the Browser.
- 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.

Double-click the record that you want to modify in the list of displayed records.

The Role Mapping Detail screen is displayed.

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Role Mapping Detail** screen is closed and the changes made are reflected in the **Role Mapping Summary** screen.

1.51.2 View Role Mapping Record

This topic provides the systematic instructions to view Role Mapping record.

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



- Start the Role Mapping Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Role Mapping Detail screen is displayed.

1.51.3 Delete Role Mapping Record

This topic provides the systematic instructions to delete Role Mapping record.

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

- 1. Start the Role Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

Double-click the record that you want to delete in the list of displayed records.

The **Role Mapping Detail** screen is displayed.

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

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

1.51.4 Authorize Role Mapping Record

This topic provides the systematic instructions to authorize Role Mapping record.

Authorize an unauthorized Role Mapping in the system for it to be processed as follows:

- 1. Start the Role Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.

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

The Role Mapping Detail screen is displayed.

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



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

1.51.5 Amend Role Mapping Record

This topic provides the systematic instructions to amend Role Mapping record.

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

- 1. Start the Role Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Role Mapping Detail screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.51.6 Authorize Amended Role Mapping Record

This topic provides the systematic instructions to authorize amended Role Mapping record.

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

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

1.52 Process Investment Account Detail

This topic provides the systematic instructions to define in Investment Account module.

If KYCAML client country is switched ON in LOB schema, then:

- A new UH category called P-PENSION to be made available.
- KYCAML setup should not be done for this category investor accounts.
- ALLKYC received for PAS accounts and transactions will be stamped as Yes.

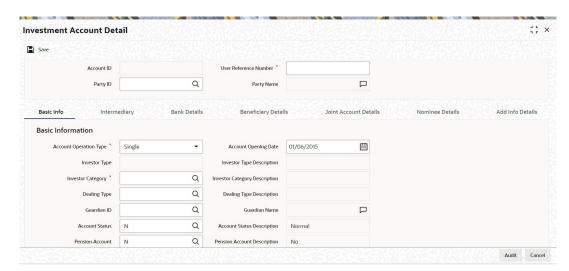
You can capture the investment account for parties using **Investment Account Detail** screen.

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

The **Investment Account Detail** screen is displayed.



Figure 1-67 Investment Account Detail



2. On **Investment Account Detail** screen, click **New** to enter the details.

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

Table 1-61 Investment Account Detail - Field Description

Field	Description
Account ID	Display The system auto generates the account ID.
User Reference Number	Alphanumeric; 16 Characters; Mandatory Specify the user reference number.
Party ID	Alphanumeric; 12 Characters; Mandatory Specify the party ID for which the investment account is created. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.
Party Name	Display The system displays the name of the selected party ID.

Basic Info Tab

This topic explains the Basic Info of Investment Account Detail screen.

Intermediary Tab

This topic explains the Intermediary Tab of **Investment Account Detail** screen.

Bank Details Tab

This topic explains the Bank Details Tab of Investment Account Detail screen.

Beneficiary Details Tab

This topic explains the Beneficiary Details Tab of Investment Account Detail screen.

Joint Account Details Tab

This topic explains the Joint Account Details Tab of Investment Account Detail screen.

Nominee Details Tab

This topic explains the Joint Nominee Details Tab of Investment Account Detail screen.

Add Info Details Tab

This topic explains the Add Info Details Tab of Investment Account Detail screen.

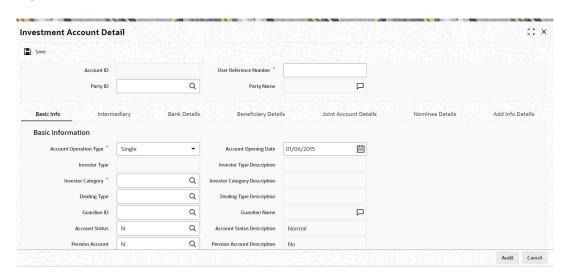


1.52.1 Basic Info Tab

This topic explains the Basic Info of Investment Account Detail screen.

On Investment Account screen, click Basic Info tab to view the following details.
 The Basic Info details are displayed.

Figure 1-68 Basic Info



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

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

Table 1-62 Basic Info - Field Description

Field	Description	
Account Operation Type	Mandatory Select the account operation type from the drop-down list. The list displays the following values:	
	SingleJoint	
Account Opening Date	Date Format Mandatory Select the account opening date from the adjoining calendar.	
Investor Type	Alphanumeric; 2 Characters; Optional Specify the type of investor. Alternatively, you can select investor type from the option list. The list displays all valid investor type maintained in the system.	
Investor Type Description	Display The system displays the description of the selected investor type.	
Investor Category	Alphanumeric; 2 Characters; Mandatory Specify the investor's category. Alternatively, you can select the investor category from option list. The list displays all valid investor categories maintained in the system.	
Investor Category Description	Display The system displays the description for the selected investor category.	



Table 1-62 (Cont.) Basic Info - Field Description

Field	Description	
Dealing Type	Alphanumeric; 3 Characters; Optional Specify the dealing type. Alternatively, you can select dealing type from option list. The list displays all valid dealing type maintained in the system.	
Dealing Type Description	Display The system displays the description of the selected dealing type.	
Guardian ID	Alphanumeric; 12 Characters; Optional Specify the guardian ID for minor. Alternatively, you can select guardian ID from option list. The list displays all valid guardian ID maintained in the system.	
Guardian Name	Display The system displays the name of the selected guardian ID.	
Account Status	Alphanumeric; 1 Character; Optional The system displays the status of the account. However, you can amend this value. Alternatively, you can select account status from option list. The list displays all valid account status maintained in the system.	
Account Status Description	Display The system displays the description of the selected account status.	
Pension Account	Alphanumeric; 1 Character; Optional The system displays the status of the pension account. However, you can amend this value. Alternatively, you can select pension account status from option list. The list displays all valid pension account status maintained in the system.	
Pension Account Description	Display The system displays the description of the selected pension account status.	
Account Closure Status	Display The system displays the status of the closure of the account.	

1.52.2 Intermediary Tab

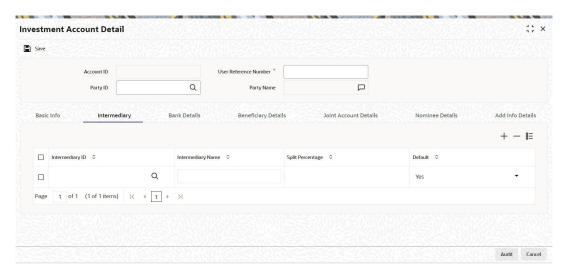
This topic explains the Intermediary Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Intermediary tab to view the following details.

The Intermediary details are displayed.



Figure 1-69 Intermediary



2. On the Intermediary tab, specify the fields.

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

Table 1-63 Intermediary - Field Description

Field	Description			
Field	Description			
Intermediary ID	Alphanumeric; 12 Characters; Optional Specify Intermediary ID. Alternatively, you can select intermediary ID from option list. The list displays all valid intermediary ID maintained in the system.			
Intermediary Name	Display The system displays the name of the selected intermediary ID.			
Split Percentage	Numeric; 3 Characters; Mandatory Specify the split percentage details. The sum total should be 100.			
Default	Mandatory Select if the values has to be defaulted or not from the drop-down list. The list displays the following values: Yes No			

1.52.3 Bank Details Tab

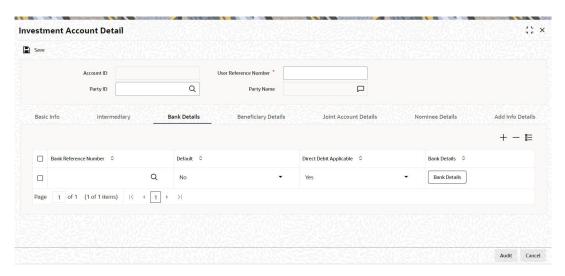
This topic explains the Bank Details Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Bank Details tab to view the following details.

The **Bank Details** details are displayed.



Figure 1-70 Bank Details



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

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

Table 1-64 Bank Details - Field Description

Field	Description
Bank Reference Number	Alphanumeric; 16 Characters; Optional Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank accounts mapped to the party.
Default	Mandatory Select if the bank details has to be defaulted or not from the drop-down list. The list displays the following values: Yes No
Direct Debit Applicable	Mandatory Select if direct debit is applicable or not from the drop-down list. The list displays the following values: Yes No

Bank Details Button

This topic explains the Bank Details Button of Bank Details screen.

1.52.3.1 Bank Details Button

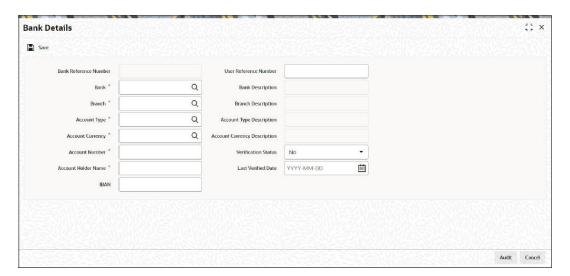
This topic explains the Bank Details Button of Bank Details screen.

1. On Bank Details screen, click Bank Details Button tab to view the following details.

The Bank Details Button details are displayed.



Figure 1-71 Bank Details Button



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

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank Description
- · Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

1.52.4 Beneficiary Details Tab

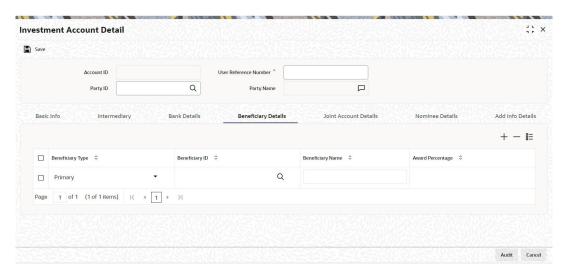
This topic explains the Beneficiary Details Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Beneficiary Details tab to view the following details.

The Beneficiary Details are displayed.



Figure 1-72 Beneficiary Details



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

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

Table 1-65 Beneficiary Details - Field Description

Field	Description
Beneficiary Type	Optional Select the type of beneficiary from the drop-down list. The list displays the following values:
	PrimarySecondary
Beneficiary ID	Alphanumeric; 12 Characters; Optional Specify the beneficiary ID. Alternatively, you can select beneficiary ID from the option list. The list displays all valid beneficiary ID maintained in the system.
Beneficiary Name	Display The system displays the name of the selected beneficiary ID.
Award Percentage	Mandatory Specify the beneficiary award percentage. The sum total should be 100.

1.52.5 Joint Account Details Tab

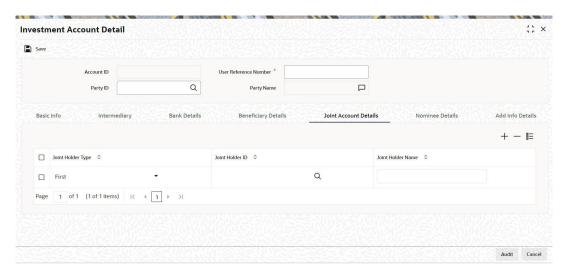
This topic explains the Joint Account Details Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Joint Account Details tab to view the following details.

The **Joint Account Details** are displayed.



Figure 1-73 Joint Account Details



2. On the **Joint Account Details** tab, specify the fields.

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

Table 1-66 Joint Account Details - Field Description

Field	Description
Joint Holder Type	Optional Select the type of joint holder from the drop-down list. The list displays the following values:
	• First
	• Second
	• Third
Joint Holder ID	Alphanumeric; 12 Characters; Optional Specify the joint holder ID. Alternatively, you can select joint holder ID from the option list. The list displays all valid joint holder IDs maintained in the system.
Joint Holder Name	Display The system displays the name of the selected joint holder ID.

1.52.6 Nominee Details Tab

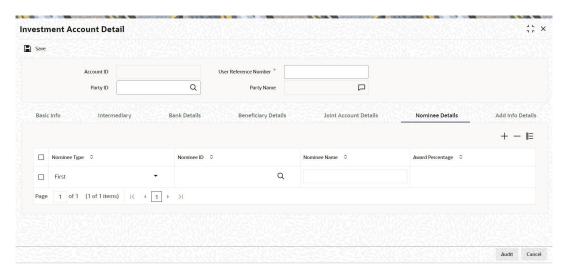
This topic explains the Joint Nominee Details Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Nominee Details tab to view the following details.

The **Nominee Details** are displayed.



Figure 1-74 Nominee Details



2. On the Nominee Details tab, specify the fields.

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

Table 1-67 Nominee Details - Field Description

Field	Description
Nominee Type	Optional Select the type of nominee from the drop-down list. The list displays the following values:
	• First
	Second
	Third
Nominee ID	Alphanumeric; 12 Characters; Optional Specify the nominee ID. Alternatively, you can select nominee ID from the option list. The list displays all valid nominee IDs maintained in the system.
Nominee Name	Display The system displays the name of the selected nominee ID.
Award Percentage	Numeric; 3 Characters; Mandatory Specify the nominee award percentage. The sum total should be 100.

1.52.7 Add Info Details Tab

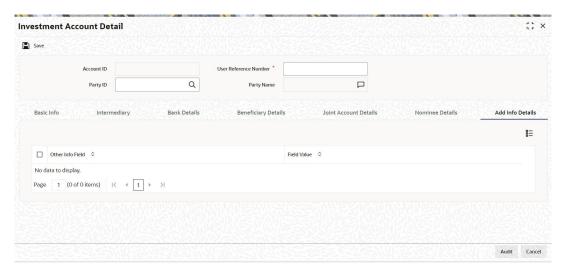
This topic explains the Add Info Details Tab of Investment Account Detail screen.

 On Investment Account Detail screen, click Add Info Details tab to view the following details.

The Add Info Details are displayed.



Figure 1-75 Add Info Details



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

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

Table 1-68 Add Info Details - Field Description

Field	Description
Other Info Field	Mandatory The system displays the other information maintained for investment account.
Field Value	Alphanumeric; 60 Characters; Optional Specify the field value

1.53 Investment Account Summary

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

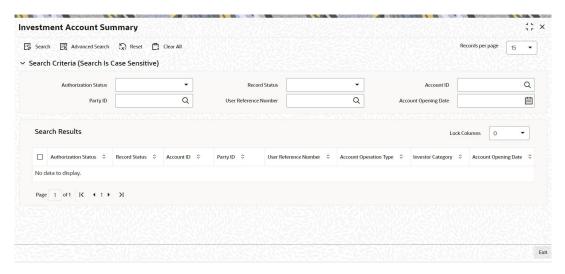
Retrieve a Record in Investment Account Summary

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

The **Investment Account Summary** screen is displayed.



Figure 1-76 Investment Account Summary



- On Investment Account 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
 - Account ID
 - Party ID
 - User Reference Number
 - Account Opening Date
- 3. Click **Search** button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.



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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Investment Account Record
- This topic provides the systematic instructions to edit Investment Account record.
- <u>View Investment Account Record</u>
 This topic provides the systematic instructions to view Investment Account record.



- Delete Investment Account Record
 - This topic provides the systematic instructions to delete Investment Account record.
- Authorize Investment Account Record
 - This topic provides the systematic instructions to authorize Investment Account record.
- Amend Investment Account Record
 - This topic provides the systematic instructions to amend Investment Account record.
- <u>Authorize Amended Investment Account Record</u>
 This topic provides the systematic instructions to authorize amended Investment Account record.

1.53.1 Edit Investment Account Record

This topic provides the systematic instructions to edit Investment Account record.

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

- 1. Start the **Investment Account Summary** screen from the Browser.
- 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.
- 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 that you want to modify in the list of displayed records.
 - The Investment Account Detail screen is displayed.
- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Investment Account Detail** screen is closed and the changes made are reflected in the **Investment Account Summary** screen.

1.53.2 View Investment Account Record

This topic provides the systematic instructions to view Investment Account record.

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

- 1. Start the **Investment Account Summary** screen from the Browser.
- 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.



Click Search button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Investment Account Detail** screen is displayed.

1.53.3 Delete Investment Account Record

This topic provides the systematic instructions to delete Investment Account record.

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

- Start the Investment Account 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 Investment Account 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.

1.53.4 Authorize Investment Account Record

This topic provides the systematic instructions to authorize Investment Account record.

Authorize an unauthorized Investment Account Record in the system for it to be processed as follows:

- 1. Start the **Investment Account 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 lower portion of the screen.

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

The **Investment Account 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.



1.53.5 Amend Investment Account Record

This topic provides the systematic instructions to amend Investment Account record.

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

- Start the Investment Account 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Investment Account 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.

1.53.6 Authorize Amended Investment Account Record

This topic provides the systematic instructions to authorize amended Investment Account record.

 An amended Investment Account Record must be authorized for the amendment to be made effective in the system.

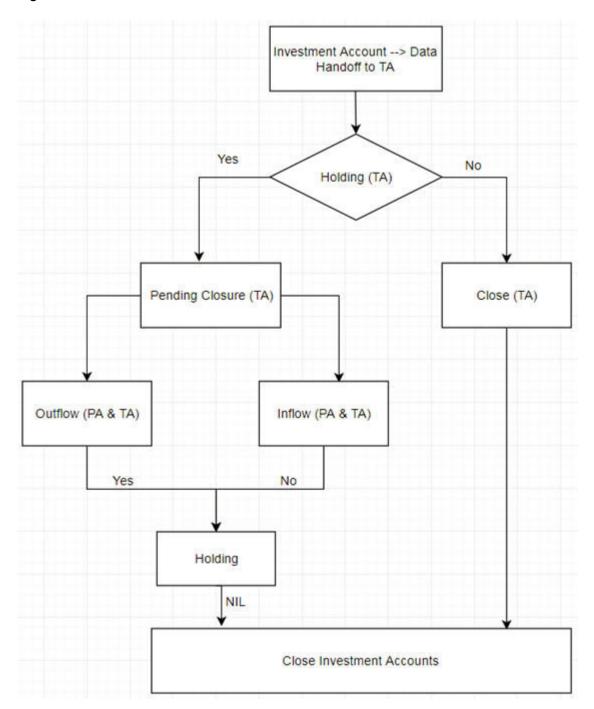
1.54 Process Investment Account Status Change Detail

This topic provides the systematic instructions to define Investment Account Status Change Detail.

If an account has units, status of account will be pending closure when it is marked to closed. After this no inflows will be allowed to the account. Also, you can redeem the account completely through withdrawals and can mark it to closure.



Figure 1-77 Flow Chart

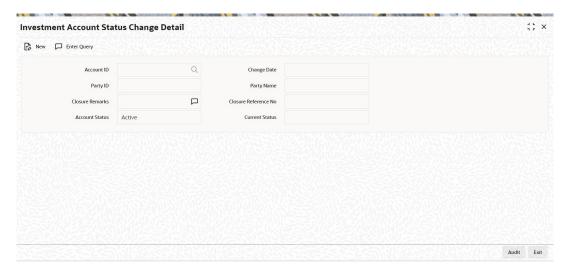


You can change the status of an investment account for a particular party using **Investment** Account Status Change Detail screen.

On Home screen, type PADACCLS in the text box, and click Next.
 The Investment Account Status Change Detail screen is displayed.



Figure 1-78 Investment Account Status Change Detail



2. On Investment Account Status Change Detail screen, click New to enter the details.

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

Table 1-69 Investment Account Status Change Detail - Field Description

Field	Description
Account ID	Alphanumeric; 16 Characters; Optional Specify the account ID. Alternatively, you can select account ID from the option list. The list displays all valid account ID maintained in the system.
Party ID	Display The system displays the party ID for the selected account ID.
Party Name	Display The system displays the party name for the selected account ID.
Change Date	Date Format; Optional Select the change date from the adjoining calendar.
Closure Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.
Closure Reference No	Alphanumeric; 16 Characters; Optional Specify the closure reference number.
Account Status	Optional Select the status of the account from the drop-down list. The list displays the following values: Active Closed
Current Status	Display The system displays the current status of the account.

For the accounts closed in PAS (with Closed Account field set to Yes), the system will send the investment account hand-off file to TA. Upon receiving the file, TA will trigger UH account closure for all unit holders under the account.



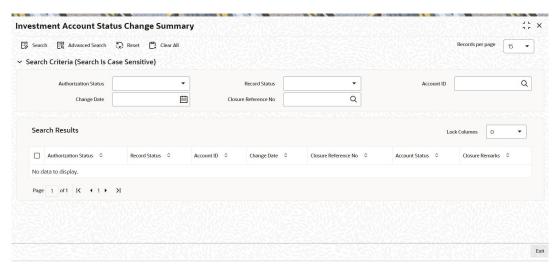
1.55 Investment Account Status Change Summary

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

Retrieve a Record in Investment Account Status Change Summary

On Home screen, type PASACCLS in the text box, and click Next.
 The Investment Account Status Change Summary screen is displayed.

Figure 1-79 Investment Account Status Change Summary



- On Investment Account Status Change Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Account ID
 - Change Date
 - Closure Reference No
- Click Search button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8



- 4. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Investment Account Status Change Record

This topic provides the systematic instructions to edit Investment Account Status Change record.

View Investment Account Status Change Record

This topic provides the systematic instructions to view Investment Account Status Change record.

Delete Investment Account Status Change Record

This topic provides the systematic instructions to delete Investment Account Status Change record.

- Authorize Investment Account Status Change Record
 - This topic provides the systematic instructions to authorize Investment Account Status Change record.
- Amend Investment Account Status Change Record

This topic provides the systematic instructions to amend Investment Account Status Change record.

<u>Authorize Amended Investment Account Status Change Record</u>
 This topic provides the systematic instructions to authorize amended Investment Account record.

1.55.1 Edit Investment Account Status Change Record

This topic provides the systematic instructions to edit Investment Account Status Change record.

Modify the details of Investment Account Status Change Record Screen that you have already entered into the system, provided it has not subsequently authorized. Perform this operation as follows:

- 1. Start the **Investment Account Status Change Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for modification in the **Authorization Status** field.

You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.

- 3. Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- 4. Click **Search** button.

All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.

Double-click the record that you want to modify in the list of displayed records.

The Investment Account Status Change Detail screen is displayed.

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The Investment Account Status Change Detail screen is closed and the changes made are reflected in the Investment Account Status Change Summary screen.



1.55.2 View Investment Account Status Change Record

This topic provides the systematic instructions to view Investment Account Status Change record.

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

- 1. Start the **Investment Account Status Change Summary** screen from the Browser.
- 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.

- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Investment Account Status Change Detail screen is displayed.

1.55.3 Delete Investment Account Status Change Record

This topic provides the systematic instructions to delete Investment Account Status Change record.

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

- 1. Start the **Investment Account Status Change Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The Investment Account Status Change Detail screen is displayed.

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

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

1.55.4 Authorize Investment Account Status Change Record

This topic provides the systematic instructions to authorize Investment Account Status Change record.

Authorize an unauthorized Investment Account Status Change Record in the system for it to be processed as follows:

Start the Investment Account Status Change Summary screen from the Browser.



- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The **Investment Account Status Change Detail** screen is displayed.
- 5. Select **Authorize** operation from the Action List.

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

1.55.5 Amend Investment Account Status Change Record

This topic provides the systematic instructions to amend Investment Account Status Change record.

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

- Start the Investment Account Status Change Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double-click the record that you wish to amend.
 - The Investment Account Status Change Detail screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.55.6 Authorize Amended Investment Account Status Change Record

This topic provides the systematic instructions to authorize amended Investment Account record.

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

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

1.56 Mapping Portfolios

This topic provides information about the mapping portfolio details.

Any investment into instruments can be done under a portfolio, hence portfolio mapping is mandatory for any investments. Online screens will list the mapped portfolios for the parties.



You can define the portfolio for party role combination using **Portfolio Mapping** screen. You can map the portfolio for the following roles:

- Portfolio mapping for Employer Its mandatory that portfolio mapping should be done for each portfolio at employer level and this will be used as default asset allocation for all employees under the employer. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and over ridable indicator.
- Portfolio mapping for Employee The system will not allow portfolio mapping for employees if the same is not done for employer. The Employee assets is a subset of employers assets defined as part of employer portfolio. You can define multiple portfolios and their underlying instruments and assets. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and over ridable indicator.
- Portfolio mapping for Private Investor You can define multiple portfolios and their underlying instruments and assets. Once you select an instrument, the system will list down all the instruments under the portfolio. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and over ridable indicator.

Mapping Normal Portfolio

You can map one or more portfolios for a Party by selecting the party role, party ID and account ID. You need not specify Model portfolio ID for normal portfolio mapping.

On click of Portfolio details, system defaults the instruments mapped under a portfolio in portfolio definition for which instrument ratio is defined.

Portfolio Details button will always default the instruments and assets from portfolio definition screen for all the portfolios in selected. Any ratio overridden will also get replaced during defaulting.

Instruments without ratio defined at portfolio definition will not be defaulted, but you can add them manually. For normal portfolios, you can override the asset ratio, if it is over ridable at instrument level.

The system will validate that the sum of instrument ratio under a portfolio should be equal to 100. The sum of asset ratio under an instrument should also be equal to 100.

You can amend a portfolio mapping and attach a model portfolio, You can click on **Portfolio Details** button to populate the instruments and assets of attached model portfolio.

Model Portfolio Mapping

You can map a model portfolio against each portfolio, using the **Model Portfolio ID** field under **Portfolio Details** section.

Model portfolio is an optional field, if not provided, system will default the instruments and assets of actual portfolio mapped (Portfolio ID).

On click of **Portfolio Details** button, system will default the instruments mapped under a portfolio in portfolio definition for which instrument ratio is defined.

Model Portfolio option list will fetch valid Model Portfolio ID's defined in **Portfolio Details** screen with model portfolio field enabled (Y). Closed model portfolios will not be fetched in the option list.

Model portfolio instrument and assets must be a subset of actual portfolio (Portfolio ID) instrument and assets only. The system will display the following error message if Model Portfolio has an instruments or assets which are not mapped to actual Portfolio:



E-INVMODELPF - Model Portfolio has an instruments or assets which are not mapped to actual Portfolio.

On selecting the model portfolio and clicking **Portfolio Details** button, below grid section of Instrument and Asset Details will populate the model portfolio – Instrument and assets (with ratio) set up at **Portfolio Definition (PADPFDFN)** section. This is not amendable.

The sum of instrument ratio for a portfolio should be equal to 100. and the sum of asset ratio for an instrument should be equal to 100.

Asset ratio defaulted from portfolio definition cannot be modified in mapping screen even if it's over ridable at instrument level for model portfolios. If you try to modify the instrument ratio, system will display an error message as 'E-MODPFMODIFY - Instrument Details cannot be modified for a Model portfolio' during amendment of model portfolio.

During amendment if you clear the model portfolio ID mapped for a portfolio, system WILL NOT automatically default the assets of actual portfolio. You needs to add the assets manually. or use default portfolio button to default the instruments and assets.

On save system will always validate whether the instruments and assets belong to the model portfolio (if mapped) or actual portfolio (in case of no model portfolio mapped).

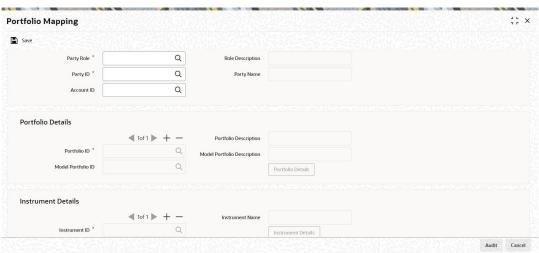
<u>Process Portfolio Mapping Detail</u>
 This topic provides the systematic instructions to define Portfolio Mapping in pension module.

1.56.1 Process Portfolio Mapping Detail

This topic provides the systematic instructions to define Portfolio Mapping in pension module.

On Home screen, type PADPFMAP in the text box, and click Next.
The Portfolio Mapping screen is displayed.

Figure 1-80 Portfolio Mapping



2. On Portfolio Mapping screen, click New to enter the details.



Table 1-70 Portfolio Mapping - Field Description

Field	Description
Party Role	Alphanumeric; 16 Characters; Mandatory Specify the party role ID. Alternatively, you can select party role ID from the option list. The list displays all valid party role IDs maintained in the system.
Role Description	Display The system displays the description of the selected party role ID.
Party ID	Alphanumeric; 16 Characters; Mandatory Specify the party ID. Alternatively, you can select party ID from the option list. The list displays all valid party IDs maintained in the system.
Party Name	Display The system displays the name of the selected party ID.
Account ID	Alphanumeric; 16 Characters; Optional Specify the account ID. Alternatively, you can select account ID from the option list. The list displays all valid account IDs maintained in the system.

Portfolio Details

Table 1-71 Portfolio Details - Field Description

Field	Description
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio IDs maintained in the system.
Portfolio Description	Display The system displays the description of the selected portfolio ID.
Model Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the model portfolio ID. Alternatively, you can select model portfolio ID from the option list. The list displays all valid model portfolio IDs maintained in the system.
Model Portfolio Description	Display The system displays the description for the selected model portfolio ID.
	Click Portfolio Details Button to default the instrument details and underlying asset details for the portfolio. These details cannot be overridden.

Portfolio Details

Table 1-72 Instrument Details - Field Description

Field	Description
Instrument ID	Alphanumeric; 16 Characters; Mandatory Specify the instrument ID. Alternatively, you can select instrument ID from the option list. The list displays all valid instrument IDs maintained in the system.



Table 1-72 (Cont.) Instrument Details - Field Description

Field	Description
Instrument Name	Display The system displays the description of the selected instrument ID.
Instrument Ratio	Numeric; 5 Characters; Mandatory Specify the instrument ratio.

Asset Details

After specifying the mandatory details, click **Instrument Details** button. The system displays the following values:

- Asset ID
- Asset Name
- Ratio
- Override

1.57 Portfolio Mapping Summary

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

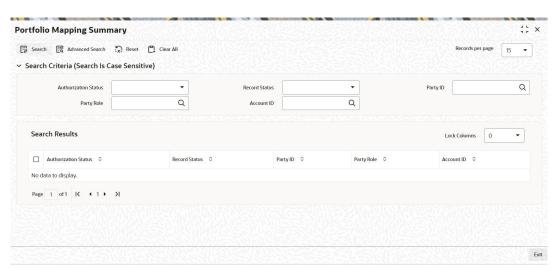
Retrieve a Record in Portfolio Mapping Summary

You can retrieve a previously entered record in the Summary screen, as follows:

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

The Portfolio Mapping Summary screen is displayed.

Figure 1-81 Portfolio Mapping Summary



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



- Record status
- Party ID
- Party Role
- Account ID
- 3. Click **Search** button to view the records.

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

4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- 5. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- <u>Edit Portfolio Mapping Record</u>
 This topic provides the systematic instructions to edit Portfolio Mapping record.
- <u>View Portfolio Mapping Record</u>
 This topic provides the systematic instructions to view Portfolio Mapping record.
- <u>Delete Portfolio Mapping Record</u>
 This topic provides the systematic instructions to delete Portfolio Mapping record.
- <u>Authorize Portfolio Mapping Record</u>
 This topic provides the systematic instructions to authorize Portfolio Mapping record.
- Amend Portfolio Mapping Record
 This topic provides the systematic instructions to amend Portfolio Mapping record.
- <u>Authorize Amended Portfolio Mapping Record</u>
 This topic provides the systematic instructions to authorize amended Portfolio Mapping record.

1.57.1 Edit Portfolio Mapping Record

This topic provides the systematic instructions to edit Portfolio Mapping record.

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

- Start the Portfolio Mapping Summary screen from the Browser.
- 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.



- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click Search button.

All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.

Double-click the record that you want to modify in the list of displayed records.

The **Portfolio Mapping Detail** screen is displayed.

- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

The **Portfolio Mapping Detail** screen is closed and the changes made are reflected in the **Portfolio Mapping Summary** screen.

1.57.2 View Portfolio Mapping Record

This topic provides the systematic instructions to view Portfolio Mapping record.

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

- 1. Start the **Portfolio Mapping Summary** screen from the Browser.
- 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.

- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Portfolio Mapping Detail** screen is displayed.

1.57.3 Delete Portfolio Mapping Record

This topic provides the systematic instructions to delete Portfolio Mapping record.

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

- Start the Portfolio Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The **Portfolio Mapping Detail** screen is displayed.

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.

1.57.4 Authorize Portfolio Mapping Record

This topic provides the systematic instructions to authorize Portfolio Mapping record.

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

- Start the Portfolio Mapping Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The Portfolio Mapping Detail screen is displayed.
- 5. Select **Authorize** operation from the Action List.

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

1.57.5 Amend Portfolio Mapping Record

This topic provides the systematic instructions to amend Portfolio Mapping record.

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

- 1. Start the **Portfolio Mapping Summary** screen from the Browser.
- 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The **Portfolio Mapping Detail** screen is displayed.
- Select Unlock operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.57.6 Authorize Amended Portfolio Mapping Record

This topic provides the systematic instructions to authorize amended Portfolio Mapping record.

 An amended Portfolio Mapping Record must be authorized for the amendment to be made effective in the system.



1.58 Process Investment Detail

This topic provides the systematic instructions to define Investment Detail in pension module.

You can maintain investment details for the parties under a portfolio. You can map a portfolio before capturing investments for a party. The system will not allow you to capture the parties without ID details and address details.

For group pension - auto contributions

The employer level portfolio is mandatory for the portfolios in which employee invests in.

For group pensions, if in case employee portfolio details are not maintained and the transaction comes in for employee for the transacted portfolio, then the system follows the employer portfolio set up.

In case employee portfolio details are not maintained and adjustment transaction comes in for employee investment screen (online), the transaction will fail. For adjustment transaction portfolio mapping is mandatory for the employee.

When investment is done for the first time, TA system will trigger UH Account creation, number of UH being created depends on the number of portfolio mapping done for that investment account.

For Portfolio-Instrument-Account combination, the system creates an UH in TA.

In case only employer portfolio mapping is done for group pension, then the system will create 2 UH for employer and employee.

Reversal of Investment order

Once record gets reversed, then the system generated new investment order with reference number of original investment order. In the reversed record, Gross order value, Net order value and payment amount will become '0'.

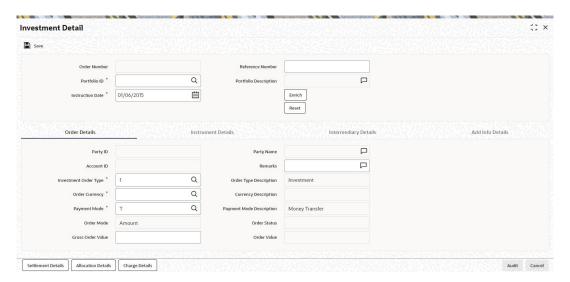
The Order status of Reversed record will be Reversed. You can amend the order before handoff.

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

The **Investment Detail** screen is displayed.



Figure 1-82 Investment Detail



On Investment Detail screen, click New to enter the details.

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

Table 1-73 Investment Detail - Field Description

Field	Description
Order Number	Display The system displays the order number.
Reference Number	Alphanumeric; 16 Characters; Optional Specify the reference number,
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID maintained in the system.
Portfolio Description	Display The system displays the description of the selected portfolio ID.
Instruction Date	Date Format; Mandatory The system defaults the application date. However, you can amend this value to specify the future date.
	Note: Future date cannot be a system holiday. The system does not allow back dated instructions.

- 3. If holiday is declared after maintaining a future dated instruction, system will not update the order details automatically.
- 4. After specifying the mandatory details, click **Enrich** button. The system displays the party details based on the portfolio ID selected.
- Order Details Tab

This topic explains the Order Details of Investment Detail screen.

Instrument Details Tab

This topic explains the Instrument Details of Investment Detail screen.

• Intermediary Details Tab

This topic explains the Intermediary Details of Investment Detail screen.



Add Info Details Tab

This topic explains the Add Info Details of Investment Detail screen.

Settlement Details Button

This topic explains the Settlement Details of Investment Detail screen.

Allocation Details Button

This topic explains the Allocation Details of **Investment Detail** screen.

Charge Details Button

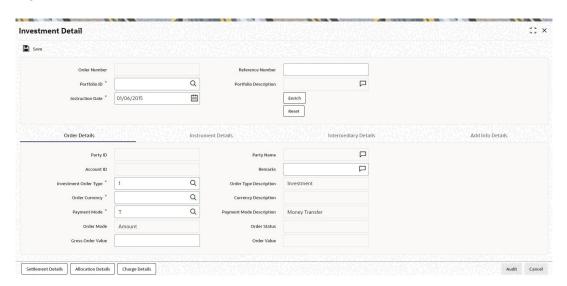
This topic explains the Charge Details of Investment Detail screen.

1.58.1 Order Details Tab

This topic explains the Order Details of Investment Detail screen.

On Investment Detail screen, click Order Details tab to view the following details.
 The Order Details are displayed.

Figure 1-83 Order Details



2. On the Order Details tab, specify the fields.

Table 1-74 Order Details - Field Description.

Field	Description
Party ID	Display The system displays the party ID based on the portfolio ID selected.
Party Name	Display The system displays the name of the party based on the portfolio ID selected.
Account ID	Display The system displays the account number of the party based on the portfolio ID selected.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.



Table 1-74 (Cont.) Order Details - Field Description.

Field	Description
Investment Order Type	Alphanumeric; 3 Characters; Mandatory Specify the investment order type. Alternatively, you can select investment order type from the option list. The list displays all valid investment order type maintained in the system.
Order Type Description	Display The system displays the description of the selected investment order type.
Order Currency	Alphanumeric; 3 Characters; Mandatory Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.
Currency Description	Display The system displays the description of the selected order currency code.
Payment Mode	Alphanumeric; 2 Characters; Mandatory Specify the mode of payment. Alternatively, you can select the payment mode from the option list. The list displays all valid payment mode maintained in the system.
Payment Mode Description	Display The system displays the description of the selected payment mode.
Order Mode	Display The system displays the mode or order.
Order Status	Display The system displays the status of the order.
Gross Order Value	Numeric; 30 Characters; Mandatory Specify the gross order value.
Order Value	Display The system displays the net amount. The system calculates the order value as follows: Order Value = Gross Order Value -Pension Charge

Examples for Investment Charge Calculations

Charge Maintenance - PADCMDET

Table 1-75 Investment Charge Calculations

Charge ID	From Amount	To Amount	Return Value
INVCHG	0	10000	2%
-	10000	35000	1.50%
-	35000	50000	1%
-	50000	999999999	0.125%

Net order value Calculations

Table 1-76 Investment Charge Calculations

Investment Value (Gross)	Charge Value Computed	Net order value
8000	160	7840
13500	202.5	13297.5



Table 1-76 (Cont.) Investment Charge Calculations

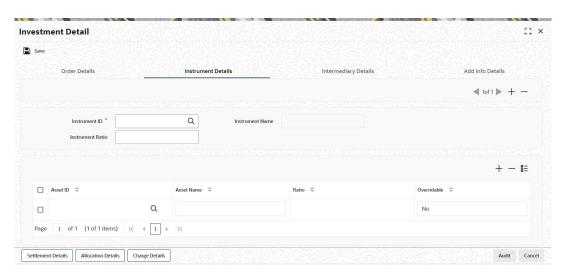
Investment Value (Gross)	Charge Value Computed	Net order value
15000	225	14775
100000	125	99875
50001	62.50125	49938.499

1.58.2 Instrument Details Tab

This topic explains the Instrument Details of Investment Detail screen.

On Investment Detail screen, click Instrument Details tab to view the following details.
 The Instrument Details details are displayed.

Figure 1-84 Instrument Details



2. On the Instrument Details tab, specify the fields.

Table 1-77 Instrument Details - Field Description.

Field	Description
Instrument ID	Alphanumeric; 16 Characters; Mandatory Specify the instrument ID. Alternatively, you can select instrument ID from the option list. The list displays all valid instrument ID maintained in the system.
Instrument Name	Display The system displays the name of the instrument for the selected instrument ID.
Instrument Ratio	Numeric; 5 Characters; Optional Specify the numeric ratio.
Asset ID	Alphanumeric; 16 Characters; Mandatory The system defaults the asset ID based on the instrument ID selected. However, you can amend this value if Overridabe field is set to Yes .



Table 1-77 (Cont.) Instrument Details - Field Description.

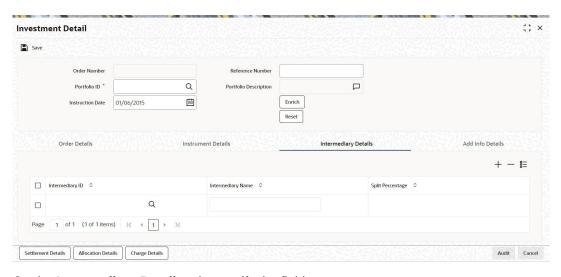
Field	Description
Asset Name	Display The system displays the name of the selected asset ID.
Ratio	Numeric; 5 Characters; Optional Specify the ratio.
Overridable	Mandatory Select Yes option from the drop-down list to over-write the instrument details. Else select No .

1.58.3 Intermediary Details Tab

This topic explains the Intermediary Details of Investment Detail screen.

On Investment Detail screen, click Intermediary Details tab to view the following details.
 The Intermediary Details details are displayed.

Figure 1-85 Intermediary Details



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

Table 1-78 Intermediary Details - Field Description.

Field	Description
Intermediary ID	Alphanumeric; 12 Characters; Optional The system displays the intermediary ID based on the investment account. However, you can override the same.
Intermediary Name	Display The system displays the name of the selected intermediary ID.



Table 1-78 (Cont.) Intermediary Details - Field Description.

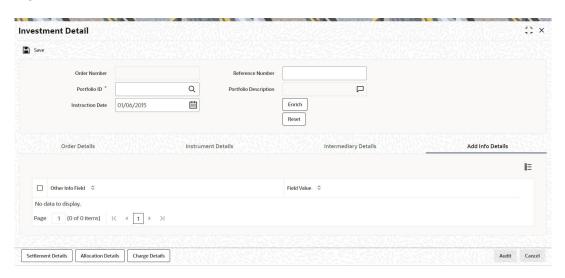
Field	Description
Split Percentage	Numeric; 3 Characters; Mandatory Specify the split percentage details. The sum total should be 100.

1.58.4 Add Info Details Tab

This topic explains the Add Info Details of Investment Detail screen.

On Investment Detail screen, click Add Info Details tab to view the following details.
 The Add Info Details details are displayed.

Figure 1-86 Add Info Details



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

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

Table 1-79 Add Info Details - Field Description.

Field	Description
Other Info Field	Alphanumeric; 100 Characters; Optional Specify the other information.
Field Value	Alphanumeric; 60 Characters; Optional Specify the field value

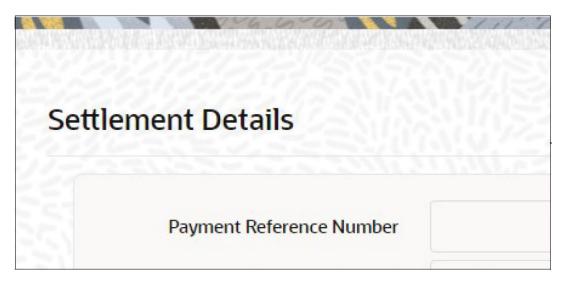
1.58.5 Settlement Details Button

This topic explains the Settlement Details of **Investment Detail** screen.

On Investment Detail screen, click Settlement Details tab to view the following details.
 The Settlement Details are displayed.



Figure 1-87 Settlement Details



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

 Table 1-80
 Settlement Details - Field Description.

Field	Description
Payment Reference Number	Display The system displays the payment reference number.
Payment Currency	Display The system displays the payment currency code.
Payment Amount	Numeric; 18 Characters; Optional Specify the payment amount.
Bank Reference Number	Alphanumeric; 16 Characters; Optional Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number maintained in the system.



Table 1-80 (Cont.) Settlement Details - Field Description.

Field	Description	
Auto Settle	Optional Select Yes from drop-down list to enable auto clearing of pension orders. Else select No .	
	The system defaults this field based on Mode of Payment Detail (PADMPAYS) screen maintenance (PADMPAYS). However, you can amend this field till the order is settled.	
	Derivation of Settlement due date if Auto Settle field is selected as Yes	
	The system will default settlement due date to order date + maximum clearing period in case of money transfer.	
	The system will default settlement due date to cheque date + maximum clearing period in case of cheque.	
	If settlement due date is specified by the user, system will validate whether the settlement due date is less than or equal to maximum clearing date.	
	Settlement due date should be between minimum clearing date and maximum clearing date.	
	Derivation of Settlement due date if Auto Settle field is selected as No	
	The system will default settlement due to order date for money transfer and cheque date in case of cheque payment.	
	Settlement due date cannot be lesser than order date for money transfer and cheque date in case of cheque being payment instrument.	
Settled	Optional Select the status from the drop-down list. The list displays the following values:	
	• Yes	
	• No	
Paid Date	Date Format; Optional Select the paid date from the adjoining calendar.	
	Paid date can be back dated, but should be greater than order date/ cheque date + minimum clearing period in calendar days.	
Cheque Number	Alphanumeric; 20 Characters; Optional Specify the cheque number.	
Cheque Date	Date Format; Optional Select the date to be mentioned in the cheque from the adjoining calendar.	



Table 1-80 (Cont.) Settlement Details - Field Description.

Field	Description
Settlement Due Date	Date Format; Optional Select the date when the settlement is expected to be settled from the adjoining calendar.
	If you leave this field blank, then the system will derive this during the order capture.
	Post settlement of an order, you cannot change the settlement details.
	Post save, if payment mode is changed, system will clear the settlement details and user needs to re-input the settlement detail. This will be allowed till the order is settled.
	Settlement due date for Withdrawal will be the day when the order is completed. This will be updated when confirmation of order completion is received from TA.
	Bulk order amendment/settlement (Orders generated through CFU or PAPDIS)
	You cannot amend order value and settlement details for bulk order investments
	You cannot settle bulk orders using Investment Detail (PADINVDE) screen. The same needs to be done from Payment Clearing Detail (PADPYCLR) screen.
	Bulk investment orders can be settled/rejected from payment clearing screen only.

• Bank Details Button

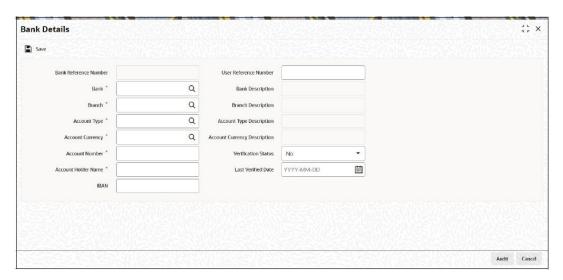
This topic explains the Bank Details Button of Settlement Details button.

1.58.5.1 Bank Details Button

This topic explains the Bank Details Button of Settlement Details button.

On Settlement Details screen, click Bank Details tab to view the following details.
 The Bank Details are displayed.

Figure 1-88 Bank Details





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

For Group pensions, the system defaults the Instrument Administrators bank account during the hand-off. For private investments, the system will use the bank accounts of the parties mapped at investment account level (PADINVAC).

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

You can amend all the details except in the header post authorization prior to order hand-off to TA.

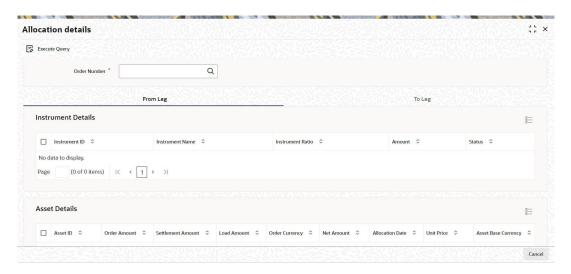
1.58.6 Allocation Details Button

This topic explains the Allocation Details of **Investment Detail** screen.

On Investment Detail screen, click Allocation Details tab to view the following details.
 The Allocation Details are displayed.



Figure 1-89 Allocation Details



2. On the Allocation Details tab, specify the fields.

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

Table 1-81 Allocation Details - Field Description.

Field	Description
Order Number	Alphanumeric; 16 Characters; Mandatory Specify the order number. Alternatively, you can select order number from the option list. The system displays all valid order number maintained in the system.

From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

To Leg Tab

This topic explains the To Leg Tab of Allocation Details screen.

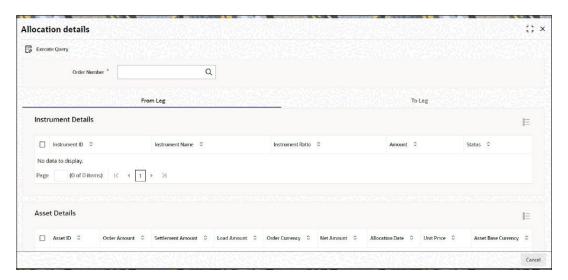
1.58.6.1 From Leg Tab

This topic explains the From Leg Tab of **Allocation Details** screen.

On Allocation Details screen, click From Leg Tab tab to view the following details.
 The From Leg Tab are displayed.



Figure 1-90 From Leg Tab



2. On the From Leg Tab tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

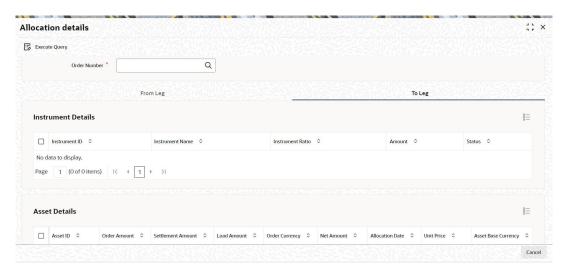
1.58.6.2 To Leg Tab

This topic explains the To Leg Tab of **Allocation Details** screen.

On Allocation Details screen, click To Leg Tab tab to view the following details.
 The To Leg Tab are displayed.



Figure 1-91 To Leg Tab



2. On the **To Leg Tab** tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

On saving the withdrawal, the system validates the same with available balance and allow or restrict that particular withdrawal.

You can check the available balance for the Party ID, portfolio ID and account ID using View Balance (PADPFBAL) launch form.

The system defaults the instruments and assets mapped to the portfolio with the default ratios. You cannot override the same.

The system splits the transaction percentage within the instruments and eventually to assets according to the default percentage.

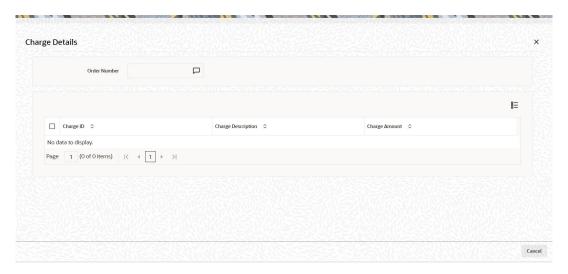


1.58.7 Charge Details Button

This topic explains the Charge Details of Investment Detail screen.

On Investment Detail screen, click Charge Details tab to view the following details.
 The Charge Details tab are displayed.

Figure 1-92 Charge Details



The system displays the following values:

- Order Number
- Charge ID
- Charge Description
- Charge Amount

1.59 Investment Summary

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

Retrieve a Record in Investment Summary

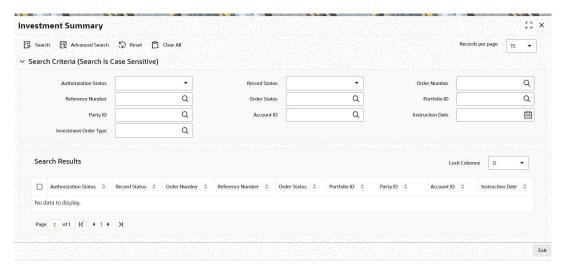
You can retrieve a previously entered record in the Summary screen, as follows:

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

The Investment Summary screen is displayed.



Figure 1-93 Investment Summary



- On Investment 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
 - Order Number
 - Order Status
 - Party ID
 - Instruction Date
 - Reference Number
 - Portfolio ID
 - Account ID
 - Investment Order Type
- Click Search button to view the records.

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

Click Refresh button, so that the search criteria will be refreshed based on existing criteria.



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

- Press F7
- Input the CIF Number
- Press F8



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

This topic provides the systematic instructions to edit Investment record.

View Investment Record

This topic provides the systematic instructions to view Investment record.

Delete Investment Record

This topic provides the systematic instructions to delete Investment record.

Authorize Investment Record

This topic provides the systematic instructions to authorize Investment record.

· Amend Investment Record

This topic provides the systematic instructions to amend Investment record.

<u>Authorize Amended Investment Record</u>
 This topic provides the systematic instructions to authorize amended Investment record.

1.59.1 Edit Investment Record

This topic provides the systematic instructions to edit Investment record.

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

- 1. Start the **Investment Summary** screen from the Browser.
- 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.

Double-click the record that you want to modify in the list of displayed records.

The **Investment Detail** screen is displayed.

- **6.** Select **Unlock** operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

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

1.59.2 View Investment Record

This topic provides the systematic instructions to view Investment record.

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



- Start the Investment Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The **Investment Detail** screen is displayed.

1.59.3 Delete Investment Record

This topic provides the systematic instructions to delete Investment record.

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

- 1. Start the **Investment 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.

Double-click the record that you want to delete in the list of displayed records.

The **Investment 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.

1.59.4 Authorize Investment Record

This topic provides the systematic instructions to authorize Investment record.

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

- 1. Start the **Investment 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 lower portion of the screen.

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

The **Investment 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.

1.59.5 Amend Investment Record

This topic provides the systematic instructions to amend Investment 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 **Investment 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 lower portion of the screen.
- Double-click the record that you wish to amend.
 - The **Investment 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.

1.59.6 Authorize Amended Investment Record

This topic provides the systematic instructions to authorize amended Investment record.

 An amended Investment Record must be authorized for the amendment to be made effective in the system.

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

1.60 Process Mode of Payment Detail

This topic provides the systematic instructions to define Mode of Payment in pension module.

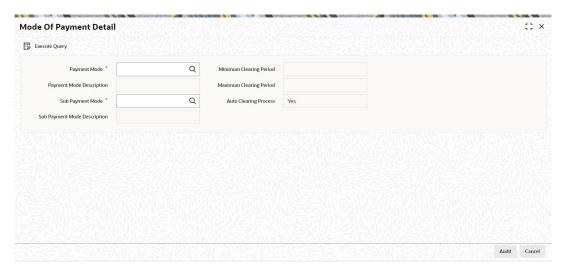
User can maintain different auto-clearing period for each payment mode. Automatic clearing of pension orders enables seamless settlement of pension orders for both individual payments and bulk settlement from employers.

On Home screen, type PADMPAYS in the text box, and click Next.

The Mode Of Payment Detail screen is displayed.



Figure 1-94 Mode Of Payment Detail



- 2. On Mode Of Payment Detail screen, click New to enter the details.
- 3. All Payment modes will be available in this screen. For Pension module; pension orders will support **Cheque** and **Money transfer** payment modes only.

You can use system calendar to derive the maximum clearing period.

Payment Mode - Cheque

- **Case 1**: If cheque date is not provided, the system will use Order instruction date + maximum clearing period for auto-clearing.
- Case 2: If instruction date is greater than or same as cheque date, then the system will use instruction date + maximum clearing period for auto-clearing.
- Case 3: If instruction date is less than cheque date, then the system will use cheque date + maximum clearing period for auto-clearing.

Table 1-82 Cheque Date details

Cheque Date	Order Instruction Date	Max Clearing Period	Auto-clearing Date
NULL	5-Sep-18	3	8-Sep-18
4-Sep-18	5-Sep-18	3	8-Sep-18
6-Sep-18	5-Sep-18	3	9-Sep-18

Payment Mode – Money Transfer

The system will use Order date + maximum clearing period for auto-clearing.

Table 1-83 Order Instruction details

Order Instruction Date	Max Clearing Period	Auto-clearing Date
5-Sep-18	1	6-Sep-18

For further details, refer **Mode of Payment** section in **Maintaining Reference Information** chapter in **Reference_Information** user manual.



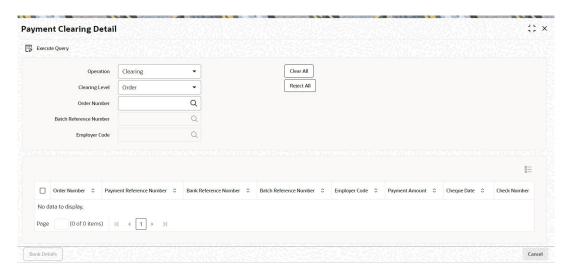
1.61 Process Payment Clearing Detail

This topic provides the systematic instructions to define payment clearing detail in pension module.

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

The Payment Clearing Detail screen is displayed.

Figure 1-95 Payment Clearing Detail



2. On Payment Clearing Detail screen, click New to enter the details.

Table 1-84 Payment Clearing Detail - Field Description

Field	Description
Operation	Optional Select the operation status from the drop-down list. The list displays the following values:
	ClearingAuthorize Clearing
Clearing Level	Optional Select the clearing level from the drop-down list. The list displays the following values:
	Order
	Batch
Order Number	Alphanumeric; 16 Characters; Optional Specify the order number. Alternatively, you can select order number from the option list. The list displays all valid order number maintained in the system.
	This field is enabled only if you have selected Clearing Level as Order .



Table 1-84 (Cont.) Payment Clearing Detail - Field Description

Field	Bassintian
Field	Description
Batch Reference Number	Alphanumeric; 16 Characters; Optional Select the batch reference number. Alternatively, you can select batch reference number from the option list. The list displays all valid batch reference number maintained in the system.
	This field is enabled only if you have selected Clearing Level as Batch .
Employer Code	Alphanumeric; 12 Characters; Optional Select the employer code. Alternatively, you can select employer code from the option list. The list displays all valid employer code maintained in the system.
	This field is enabled only if you have selected Clearing Level as Batch .
	Click Clear All option to clear the specified details.
	Click Reject All option to reject the specified details.
	Click Execute Query option to view the following details:
	Order Number
	Payment Reference Number
	Bank Reference Number
	Batch Reference Number
	• Employer Code
	Payment Amount Chegue Date
	Cheque Date Check Number
Oler ter Oter	
Clearing Status	Optional Select the clearing status from the drop-down list. The list displays the following values:
	Clear - On authorization, if you select this option then the transactions will be settled
	Reject - On authorization, if you select this option then the transactions will be reversed and the settlement status will be R.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.
	You cannot edit or delete the records once saved. For batch, single clearing /rejection will clear/reject payment for all underlying orders. Once cleared /rejected, the system will clear the status and gets updated in settlement section of the underlying transaction.

Bank Details Button

This topic explains the Bank Details Button of Payment Clearing Detail screen.

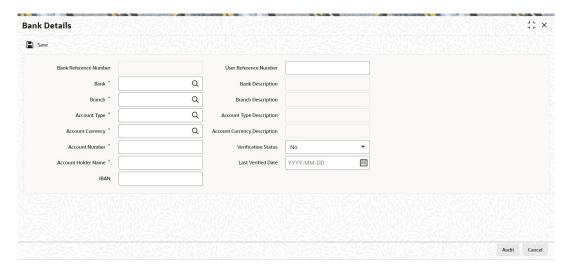
1.61.1 Bank Details Button

This topic explains the Bank Details Button of **Payment Clearing Detail** screen.

On Payment Clearing Detail screen, click Bank Details tab to view the following details.
 The Bank Details details are displayed.



Figure 1-96 Bank Details



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

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank Description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

1.62 Process Withdrawal Detail

This topic provides the systematic instructions to define in Process Withdrawal Detail module.

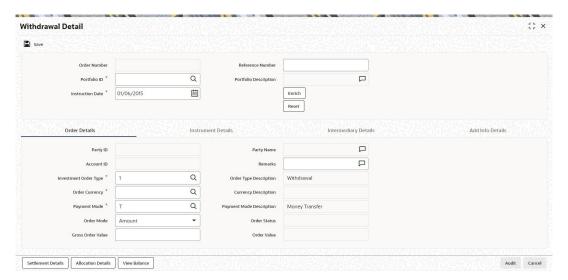
User can capture withdrawal details using **Withdrawal Detail** screen. You can define basic rules for each portfolio type.

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

The Withdrawal Detail screen is displayed.



Figure 1-97 Withdrawal Detail



On Withdrawal Detail screen, click New to enter the details.

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

Table 1-85 Withdrawal Detail - Field Description

Field	Description
Order Number	Display The system displays the order number.
Reference Number	Alphanumeric; 16 Characters; Optional Specify the reference number. If you do not specify the value in this field, then the system generates the reference number.
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID which have balance for the parties.
Portfolio Description	Display The system displays the description of the selected portfolio ID.
Instruction Date	Date Format; Mandatory The system defaults the application date. However, you can amend this value to specify the future date.
	Note : Future date cannot be a system holiday. The system does not allow back dated instructions.

- 3. After specifying the mandatory details, click **Enrich** button. The system displays the party, instrument and asset details based on the balance for the portfolio ID selected.
- Order Details Tab

This topic explains the Order Details of Withdrawal Detail screen.

Instrument Details Tab

This topic explains the Instrument Details of Withdrawal Detail screen.

Intermediary Details Tab

This topic explains the Intermediary Details of Withdrawal Detail screen.

Add Info Details Tab

This topic explains the Add Info Details of Withdrawal Detail screen.



Settlement Details Button

This topic explains the Settlement Details of Withdrawal Detail screen.

Allocation Details Button

This topic explains the Allocation Details of Withdrawal Detail screen.

View Balance Button

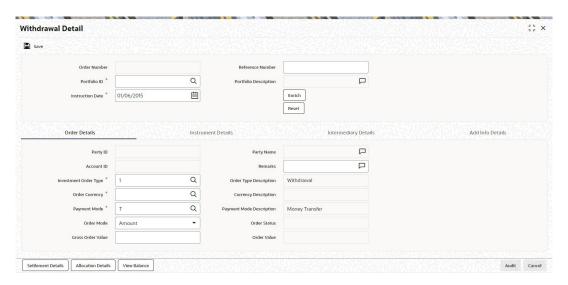
This topic explains the View Balance Button of Switch Detail screen to view the portfolio balance.

1.62.1 Order Details Tab

This topic explains the Order Details of Withdrawal Detail screen.

On Withdrawal Detail screen, click Order Details tab to view the following details.
 The Order Details are displayed.

Figure 1-98 Order Details



2. On the Order Details tab, specify the fields.

Table 1-86 Order Details - Field Description.

Field	Description
Party ID	Display The system displays the party ID based on the portfolio ID selected.
Party Name	Display The system displays the name of the party based on the portfolio ID selected.
Account ID	Display The system displays the account number of the party based on the portfolio ID selected.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.



Table 1-86 (Cont.) Order Details - Field Description.

Field	Description			
Withdrawal Order Type	Alphanumeric; 3 Characters; Mandatory Specify the withdrawal order type. Alternatively, you can select withdrawal order type from the option list. The list displays Withdrawal order type maintained in the system. The system uses PASWDTXNSUBTYPE param code to maintain the withdrawal order type.			
Order Type Description	Display The system displays the description of the selected withdrawal order type.			
Order Currency	Alphanumeric; 3 Characters; Mandatory Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.			
Currency Description	Display The system displays the description of the selected order currency code.			
Payment Mode	Alphanumeric; 2 Characters; Mandatory Specify the payment mode. Alternatively, you can select the mode of payment from the option list. The list displays all valid payment mode maintained in the system.			
Payment Mode Description	Display The system displays the description of the selected mode of payment.			
Order Mode	Optional Select the order mode from the drop-down list. The list displays the following values: • Amount • Percentage			
Gross Order Value	Numeric; 30 Characters; Mandatory Specify the gross order value for withdrawal.			
Order Value	Display The system displays the net amount. The system calculates the order value as follows: Order Value = Gross Order Value			
Order Status	Display The system displays the status of the order. Example Recovery Fee			

Example

Recovery Fee

Charge Maintenance - PADCMDET

Table 1-87 Charge Maintenance details

From Amount	To Amount	Return Value	
0	100000	5%	
100000	500000	4%	



Recovery Fee Calculations

The system considers the latest balance, latest NAV and annual charge mapped to the portfolio while capturing 100% withdrawal.

Table 1-88 Recovery Fee Calculations

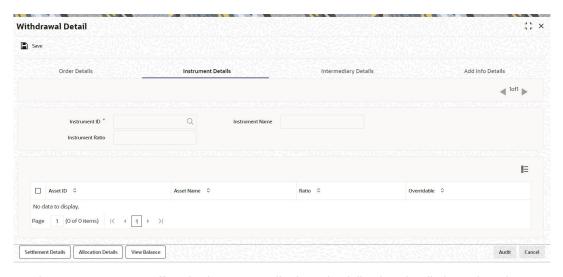
Party ID	Portfolio ID	Instrument ID	Asset ID	Units	NAV	Net Asset Amount
GREY 43	EMPRM ND	IN20150020 000341	MSTRST	100.254	10.1	1012.6
-	-	-	BSTRST	1212.02	9.0143	10926
-	-	-	GOOGLEINS	513	9.0143	5204.4
Total Net order amount						17143
Recovery Amount						857.13

1.62.2 Instrument Details Tab

This topic explains the Instrument Details of Withdrawal Detail screen.

On Withdrawal Detail screen, click Instrument Details tab to view the following details.
 The Instrument Details details are displayed.

Figure 1-99 Instrument Details



- On the Instrument Details tab, the system displays the following details based on the selected portfolio ID:
 - Instrument ID
 - Instrument Name
 - Instrument Ratio
 - Asset ID
 - Asset Name
 - Ratio

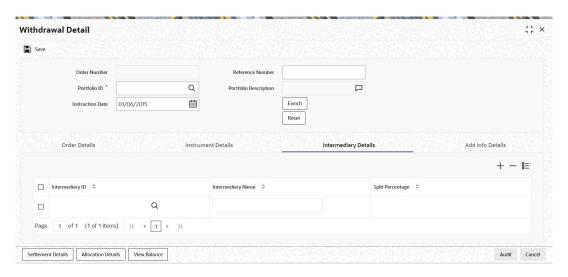


1.62.3 Intermediary Details Tab

This topic explains the Intermediary Details of Withdrawal Detail screen.

On Withdrawal Detail screen, click Intermediary Details tab to view the following details.
 The Intermediary Details details are displayed.

Figure 1-100 Intermediary Details



On the Intermediary Details tab, specify the fields.

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

Table 1-89 Intermediary Details - Field Description.

Field	Description
Intermediary ID	Alphanumeric; 12 Characters; Optional Specify the intermediary ID. Alternatively, you can select intermediary ID from the option list. The list displays all valid intermediary ID maintained in the system.
Intermediary Name	Display The system displays the name of the selected intermediary ID.
Split Percentage	Numeric; 3 Characters; Optional Specify the split percentage details. The sum total should be 100.
	The system will split the transaction percentage within the instruments and eventually to assets according to the default percentage.

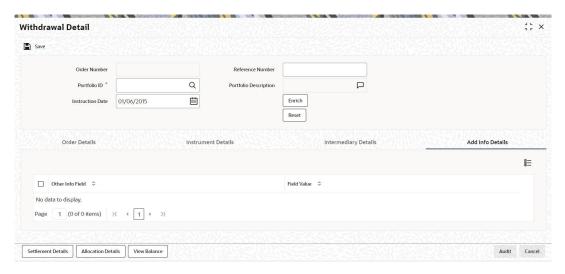
1.62.4 Add Info Details Tab

This topic explains the Add Info Details of Withdrawal Detail screen.

On Withdrawal Detail screen, click Add Info Details tab to view the following details.
 The Add Info Details details are displayed.



Figure 1-101 Add Info Details



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

You can view the following details:

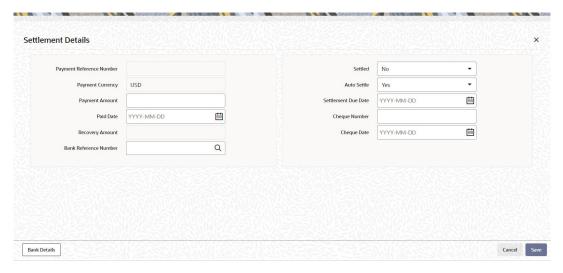
- Other Info Field
- Field Value

1.62.5 Settlement Details Button

This topic explains the Settlement Details of Withdrawal Detail screen.

On Withdrawal Detail screen, click Settlement Details tab to view the following details.
 The Settlement Details are displayed.

Figure 1-102 Settlement Details



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

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



Table 1-90 Settlement Details - Field Description.

Field	Description
Payment Reference Number	Display The system displays the payment reference number.
Payment Currency	Display The system displays the payment currency code.
Payment Amount	Numeric; 18 Characters; Optional Specify the payment amount.
Paid Date	Date Format; Optional Select the paid date from the adjoining calendar.
Recovery Amount	Display The system displays the recovery amount. On 100% withdrawal, the system will calculate ongoing fee recovery amount and display in the Recovery Amount field on allocation import in pension.
	The system computes the recovery amount during allocation hand-off, by applying sum (order amount at asset level) and computing return value on the sum.
	The system will deduct the recovery amount from settlement amount.
Bank Reference Number	Alphanumeric; 16 Characters; Optional Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number maintained in the system for the investment account of a party.
Settled	Optional Select the status from the drop-down list. The list displays the following values: Yes No
Auto Settle	Optional Select the auto settle status from the drop-down list. The list displays the following values: Yes No
Settlement Due Date	Date Format; Optional Select the settlement due date from the adjoining calendar.
Cheque Number	Alphanumeric; 20 Characters; Optional Specify the cheque number.
Cheque Date	Date Format; Optional Select the date to be mentioned in the cheque from the adjoining calendar.

Bank Details Button

This topic explains the Bank Details Button of Settlement Details screen.

1.62.5.1 Bank Details Button

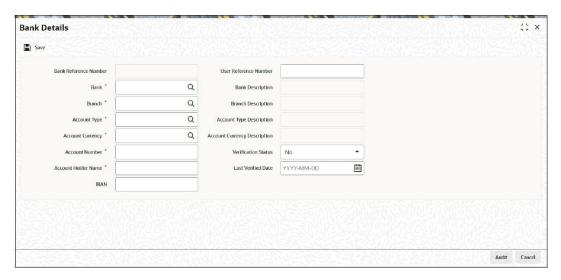
This topic explains the Bank Details Button of Settlement Details screen.

1. On Settlement Details screen, click Bank Details tab to view the following details.



The **Bank Details** are displayed.

Figure 1-103 Bank Details



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

For Group pensions, the system defaults the Instrument Administrators bank account during the hand-off. For private investments, the system will use the bank accounts of the parties mapped at investment account level (PADINVAC).

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

You can amend all the details except in the header post authorization prior to order hand-off to TA.

1.62.6 Allocation Details Button

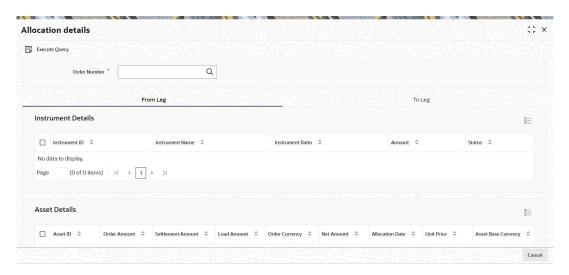
This topic explains the Allocation Details of Withdrawal Detail screen.



 On Withdrawal Detail Button in Switch Detail screen, click Allocation Details tab to view the following details.

The Allocation Details (PADALLOC) screen are displayed.

Figure 1-104 Allocation Details



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

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

Table 1-91 Allocation Details - Field Description.

Field	Description
Order Number	Alphanumeric; 16 Characters; Mandatory Specify the order number. Alternatively, you can select order number from the option list. The system displays all valid order number maintained in the system.

From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

lo Leg lab

This topic explains the To Leg Tab of Allocation Details screen.

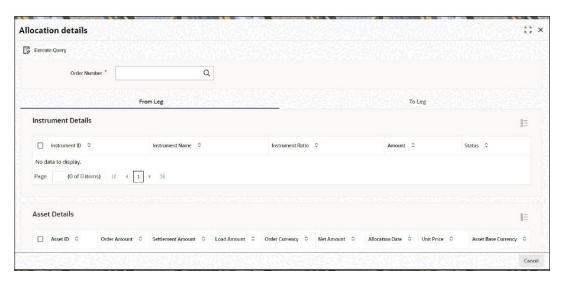
1.62.6.1 From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

On Allocation Details screen, click From Leg Tab tab to view the following details.
 The From Leg Tab are displayed.



Figure 1-105 From Leg Tab



2. On the **From Leg Tab** tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

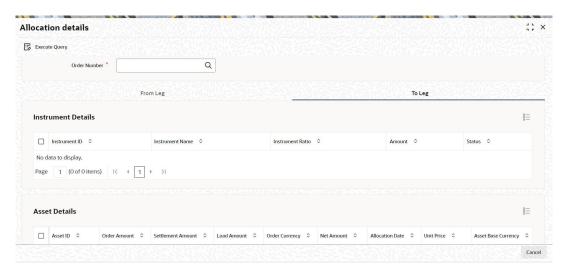
1.62.6.2 To Leg Tab

This topic explains the To Leg Tab of Allocation Details screen.

On Allocation Details screen, click To Leg Tab tab to view the following details.
 The To Leg Tab are displayed.



Figure 1-106 To Leg Tab



2. On the **To Leg Tab** tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

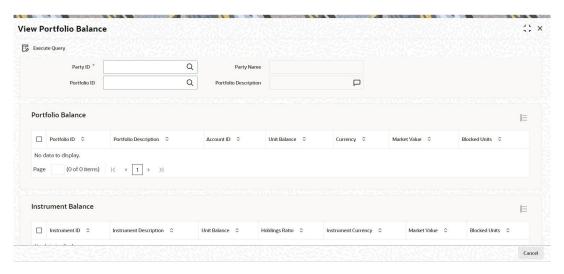
1.62.7 View Balance Button

This topic explains the View Balance Button of Switch Detail screen to view the portfolio balance.

On Withdrawal Detail screen, click Settlement Details tab to view the following details.
 The View Portfolio Balance screen are displayed.



Figure 1-107 View Portfolio Balance



2. On the View Portfolio Balance tab, specify the fields.

You can view the following details:

- Party ID
- Party Name
- Portfolio ID
- Portfolio Description

PF Balance

- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio
- Instrument Currency
- Market Value

Asset Balance

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio



- Asset Base Currency
- Market Value

1.63 Withdrawal Summary

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

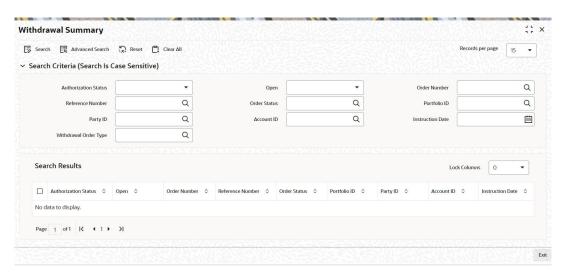
Retrieve a Record in Withdrawal Summary

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASWITHD in the text box, and click Next.

The Withdrawal Summary screen is displayed.

Figure 1-108 Withdrawal Summary



- On Withdrawal 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
 - Order Number
 - Order Status
 - Party ID
 - Instruction Date
 - Reference Number
 - Portfolio ID
 - Account ID
 - Withdrawal Order Type
- Click Search button to view the records.

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



4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Withdrawal Record

This topic provides the systematic instructions to edit Withdrawal record.

View Withdrawal Record

This topic provides the systematic instructions to view Withdrawal record.

Delete Withdrawal Record

This topic provides the systematic instructions to delete Withdrawal record.

Authorize Withdrawal Record

This topic provides the systematic instructions to authorize Withdrawal record.

Amend Withdrawal Record

This topic provides the systematic instructions to amend Withdrawal record.

Authorize Amended Withdrawal Record

This topic provides the systematic instructions to authorize amended Withdrawal record.

1.63.1 Edit Withdrawal Record

This topic provides the systematic instructions to edit Withdrawal record.

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

- Start the Withdrawal Summary screen from the Browser.
- 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.

- 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 that you want to modify in the list of displayed records.

The Withdrawal Detail screen is displayed.



- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click **Save** to save your changes.

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

1.63.2 View Withdrawal Record

This topic provides the systematic instructions to view Withdrawal record.

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

- 1. Start the Withdrawal Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Withdrawal Detail screen is displayed.

1.63.3 Delete Withdrawal Record

This topic provides the systematic instructions to delete Withdrawal record.

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

- 1. Start the Withdrawal 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 **Withdrawal Detail** screen is displayed.

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.



1.63.4 Authorize Withdrawal Record

This topic provides the systematic instructions to authorize Withdrawal record.

Authorize an unauthorized Investment Account Record in the system for it to be processed as follows:

- Start the Withdrawal Summary screen from the Browser.
- 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The Withdrawal 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.

1.63.5 Amend Withdrawal Record

This topic provides the systematic instructions to amend Withdrawal 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 Withdrawal 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Withdrawal Detail screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- Amend the necessary information and click Save to save the changes.

1.63.6 Authorize Amended Withdrawal Record

This topic provides the systematic instructions to authorize amended Withdrawal record.

 An amended Withdrawal Record must be authorized for the amendment to be made effective in the system.

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



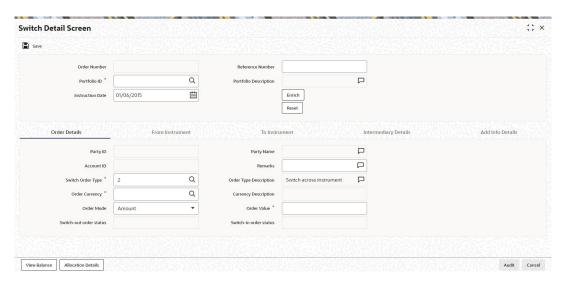
1.64 Process Switch Detail

This topic provides the systematic instructions to define payment switch detail in pension module.

On Home screen, type PADSWIDE in the text box, and click Next.

The Switch Detail screen is displayed.

Figure 1-109 Switch Detail Screen



On Switch Detail screen, click New to enter the details.

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

Table 1-92 Switch Detail - Field Description

Field	Description
Order Number	Display The system displays the order number.
Reference Number	Alphanumeric; 16 Characters; Optional Specify the reference number,
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID maintained in the system.
Portfolio Description	Display The system displays the description of the selected portfolio ID.
Instruction Date	Date Format; Mandatory The system defaults the application date. However, you can amend this value to specify the future date.
	Note : Future date cannot be a system holiday. The system does not allow back dated instructions.

3. If holiday is declared after maintaining a future dated instruction, system will not update the order details automatically.



- After specifying the mandatory details, click 'Enrich' button. The system displays the party details based on the portfolio ID selected.
- Order Details Tab

This topic explains the Order Details of Switch Detail screen.

From Instrument Tab

This topic explains the From Instrument Details of Switch Detail screen.

To Instrument Tab

This topic explains the Instrument Details of **Switch Detail** screen.

Intermediary Details Tab

This topic explains the Intermediary Details of Switch Detail screen.

Add Info Details Tab

This topic explains the Add Info Details of Switch Detail screen.

View Balance Button

This topic explains the View Balance Button of **Switch Detail** screen.

Allocation Details Button

This topic explains the Allocation Details of Switch Detail screen.

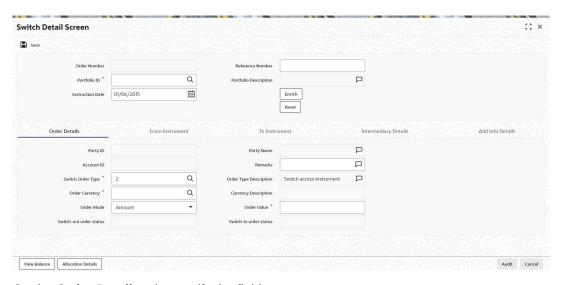
1.64.1 Order Details Tab

This topic explains the Order Details of **Switch Detail** screen.

1. On Switch Detail screen, click Order Details tab to view the following details.

The **Order Details** details are displayed.

Figure 1-110 Order Details



2. On the Order Details tab, specify the fields.

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



Table 1-93 Order Details - Field Description.

Field	Description
Party ID	Display The system displays the party ID based on the portfolio ID selected.
Party Name	Display The system displays the name of the party based on the portfolio ID selected.
Account ID	Display The system displays the account number of the party based on the portfolio ID selected.
Remarks	Alphanumeric; 255 Characters; Optional Specify remarks, if any.
Switch Order Type	Alphanumeric; 3 Characters; Mandatory Specify the switch order type. Alternatively, you can select switch order type from the option list. The list displays Switch Across Instrument value.
Order Type Description	Display The system displays the description of the selected switch order type.
Order Currency	Alphanumeric; 3 Characters; Mandatory Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.
Currency Description	Display The system displays the description of the selected order currency code.
Order Mode	Optional Select the order mode from the drop-down list. The list displays the following values: • Amount • Percentage
Order Value	Numeric; 18 Characters; Mandatory Specify the order value.
	You need to specify the Order Value if you have selected Order Mode as Percentage .
Order Status	Display The system displays the status of the order.
Switch Order Status	Display The system displays the in-legs order status.

1.64.2 From Instrument Tab

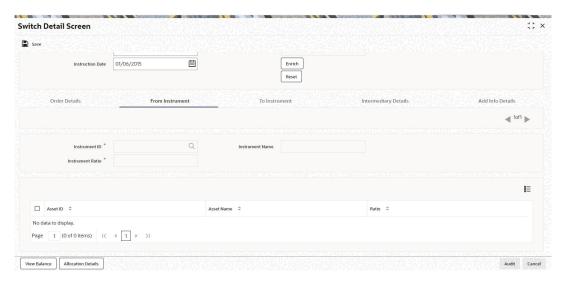
This topic explains the From Instrument Details of Switch Detail screen.

1. On Switch Detail screen, click **From Instrument** tab to view the following details.

The **From Instrument** screen are displayed.



Figure 1-111 From Instrument



2. On the **From Instrument** tab, specify the fields.

The system displays the following details based on the selected portfolio ID:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Asset ID
- Asset Name
- Ratio

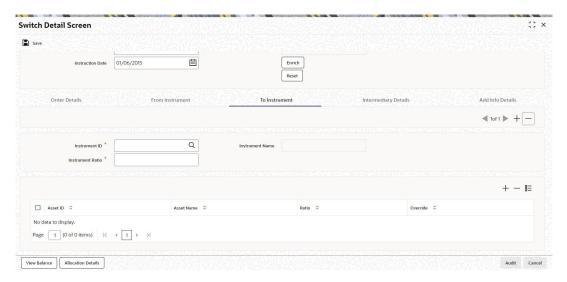
1.64.3 To Instrument Tab

This topic explains the Instrument Details of Switch Detail screen.

On Switch Detail screen, click Instrument Details tab to view the following details.
 The To Instrument details tab are displayed.



Figure 1-112 To Instrument



2. On the To Instrument Details tab, specify the fields.

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

Table 1-94 Instrument Details - Field Description.

Field	Description
Instrument ID	Alphanumeric; 16 Characters; Mandatory Specify the instrument ID. Alternatively, you can select instrument ID from the option list. The list displays all valid instrument ID maintained in the system.
Instrument Name	Display The system displays the name of the instrument for the selected instrument ID.
Instrument Ratio	Numeric; 5 Characters; Mandatory Specify the numeric ratio.
Asset ID	Alphanumeric; 16 Characters; Optional Specify the asset ID. Alternatively, you can select asset ID from the option list. The list displays all valid asset ID maintained in the system.
Asset Name	Display The system displays the name of the selected asset ID.
Ratio	Numeric; 5 Characters; Optional Specify the ratio.
Override	Display The system displays the override status.

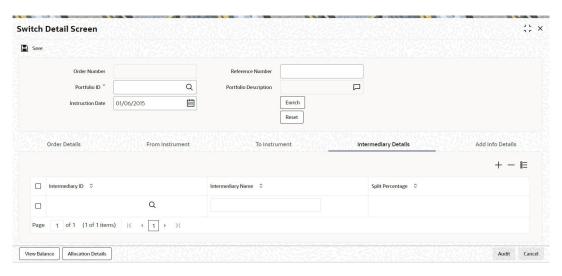
1.64.4 Intermediary Details Tab

This topic explains the Intermediary Details of Switch Detail screen.

On Switch Detail screen, click Intermediary Details tab to view the following details.
 The Intermediary details are displayed.



Figure 1-113 Intermediary Details



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

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

Table 1-95 Intermediary Details - Field Description.

Field	Description
Intermediary ID	Alphanumeric; 12 Characters; Optional Specify the intermediary ID. Alternatively, you can select intermediary ID from the option list. The list displays all valid intermediary ID maintained in the system.
Intermediary Name	Display The system displays the name of the selected intermediary ID.
Split Percentage	Numeric; 3 Characters; Optional Specify the split percentage details. The sum total should be 100.
	The system will split the transaction percentage within the instruments and eventually to assets according to the default percentage.

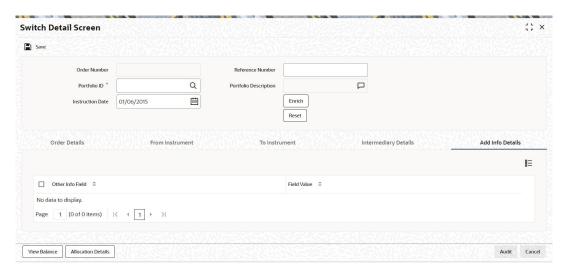
1.64.5 Add Info Details Tab

This topic explains the Add Info Details of Switch Detail screen.

On Switch Detail screen, click Add Info Details tab to view the following details.
 The Add Info details are displayed.



Figure 1-114 Add Info Details



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

You can view the following details:

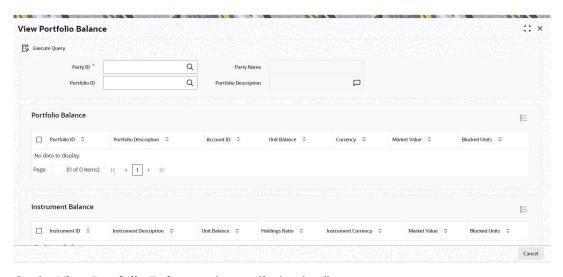
- Other Info Field
- Field Value

1.64.6 View Balance Button

This topic explains the View Balance Button of **Switch Detail** screen.

On Switch Detail screen, click View Portfolio Balance tab to view the following details.
 The View Portfolio Balance screen are displayed.

Figure 1-115 View Portfolio Balance



2. On the View Portfolio Balance tab, specify the details.

You can view the following details:

Party ID



- Party Name
- Portfolio ID
- Portfolio Description

PF Balance

- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio
- Instrument Currency
- Market Value

Asset Balance

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio
- Asset Base Currency
- Market Value

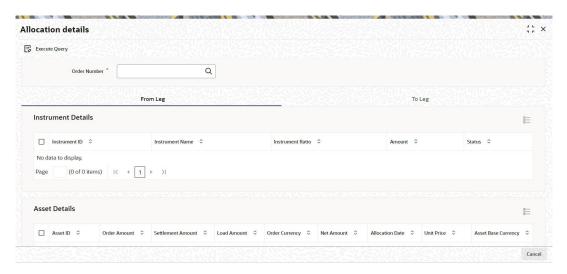
1.64.7 Allocation Details Button

This topic explains the Allocation Details of Switch Detail screen.

On Switch Detail screen, click Allocation Details tab to view the following details.
 The Allocation Details are displayed.



Figure 1-116 Allocation Details



2. On the Allocation Details tab, specify the fields.

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

Table 1-96 Allocation Details - Field Description.

Field	Description
Order Number	Alphanumeric; 16 Characters; Mandatory Specify the order number. Alternatively, you can select order number from the option list. The system displays all valid order number maintained in the system.

From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

To Leg Tab

This topic explains the To Leg Tab of Allocation Details screen.

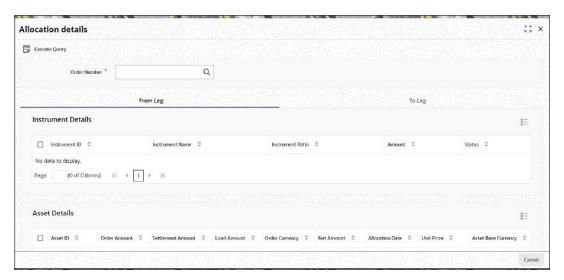
1.64.7.1 From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

On Allocation Details screen, click From Leg Tab tab to view the following details.
 The From Leg Tab are displayed.



Figure 1-117 From Leg Tab



2. On the **From Leg Tab** tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

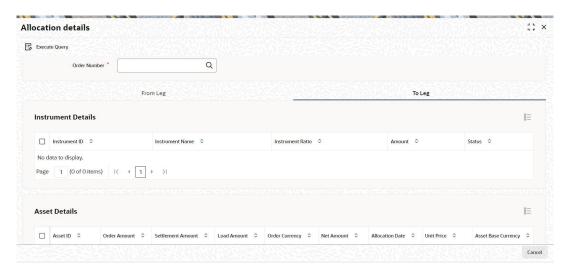
1.64.7.2 To Leg Tab

This topic explains the To Leg Tab of Allocation Details screen.

On Allocation Details screen, click To Leg Tab tab to view the following details.
 The To Leg Tab are displayed.



Figure 1-118 To Leg Tab



2. On the **To Leg Tab** tab, specify the details.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

Post allocation, you can view allocation details through the allocation details (PADALLOC) launch form. This launch form can be viewed as a standalone screen as well.

Switch limits will be based on fiscal year of instrument.

You can reset the order details in header and remove the data from tabs beneath other than defaults.



1.65 Switch Summary

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

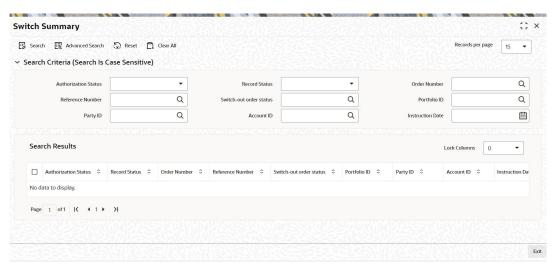
Retrieve a Record in Switch Summary

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASSWIDE in the text box, and click Next.

The Switch Summary screen is displayed.

Figure 1-119 Switch Summary



- On Switch Summary screen, specify any or all of the following details in the corresponding fields:
 - Authorization Status If you choose the status, then the records matching the specified status are retrieved. If you do not choose any option, then all the records are retrieved.
 - Record status
 - Order Number
 - Order Status
 - Party ID
 - Instruction Date
 - Checker ID
 - Reference Number
 - Portfolio ID
 - Account ID
 - Maker ID
- Click Search button to view the records.

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



Click Refresh button, so that the search criteria will be refreshed based on existing criteria.

Note

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

- Press F7
- Input the CIF Number
- Press F8
- 5. Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Switch Record

This topic provides the systematic instructions to edit Switch record.

View Switch Record

This topic provides the systematic instructions to view Switch record.

Delete Switch Record

This topic provides the systematic instructions to delete Switch record.

Authorize Switch Record

This topic provides the systematic instructions to authorize Switch record.

Amend Switch Record

This topic provides the systematic instructions to amend Switch record.

Authorize Amended Switch Record

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

1.65.1 Edit Switch Record

This topic provides the systematic instructions to edit Switch record.

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

- Start the Switch Summary screen from the Browser.
- 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.
- 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 that you want to modify in the list of displayed records.

The **Switch Detail** screen is displayed.



- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- 7. Click Save to save your changes.

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

1.65.2 View Switch Record

This topic provides the systematic instructions to view Switch record.

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

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

- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Switch Detail screen is displayed.

1.65.3 Delete Switch Record

This topic provides the systematic instructions to delete Switch record.

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

- 1. Start the Switch Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for deletion.
- 3. Specify any or all of the details and click **Search** button.

All records with the specified fields are retrieved and displayed in the lower portion of the screen.

4. Double-click the record that you want to delete in the list of displayed records.

The **Switch Detail** screen is displayed.

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.

1.65.4 Authorize Switch Record

This topic provides the systematic instructions to authorize Switch record.

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



- Start the Switch Summary screen from the Browser.
- 2. Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The Switch Detail screen is displayed.
- 5. Select **Authorize** operation from the Action List.

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

1.65.5 Amend Switch Record

This topic provides the systematic instructions to amend Switch record.

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

- 1. Start the **Switch Summary** screen from the Browser.
- 2. Select the status of the record that you want to retrieve for amendment.
 - You can only amend authorized records.
- 3. Specify any or all of the details and click **Search** button.
 - All records with the specified details are retrieved and displayed in the lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The **Switch Detail** screen is displayed.
- 5. Select **Unlock** operation from the Action List to amend the record.
- 6. Amend the necessary information and click **Save** to save the changes.

1.65.6 Authorize Amended Switch Record

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

 An amended Switch record must be authorized for the amendment to be made effective in the system.

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

1.66 Order Status of Orders

This topic provides information about the order status of orders.

The system will use the following order status for orders.

The system will show the order status in detail as well as summary screen:



Figure 1-120 Investment Order Status

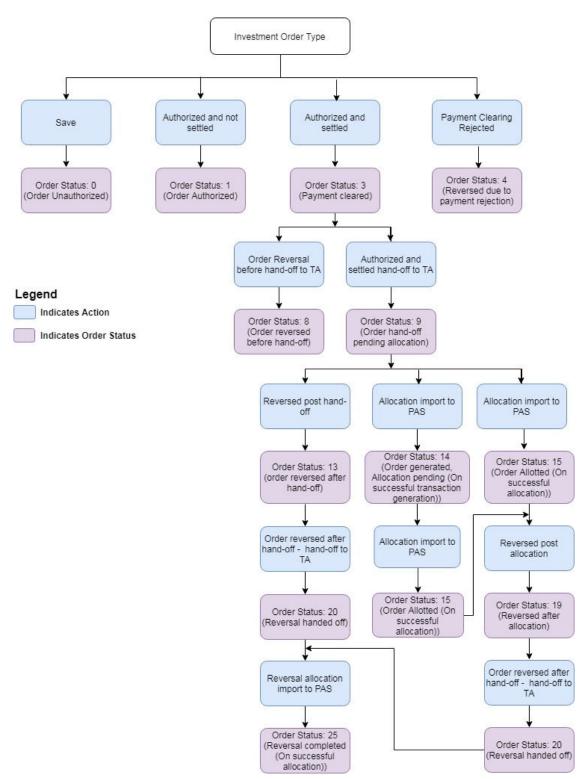
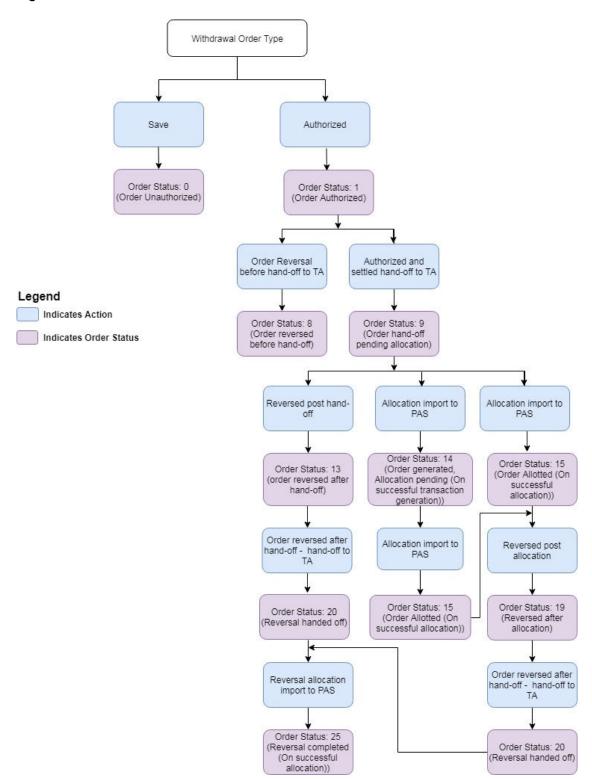




Figure 1-121 Withdrawal Order Status





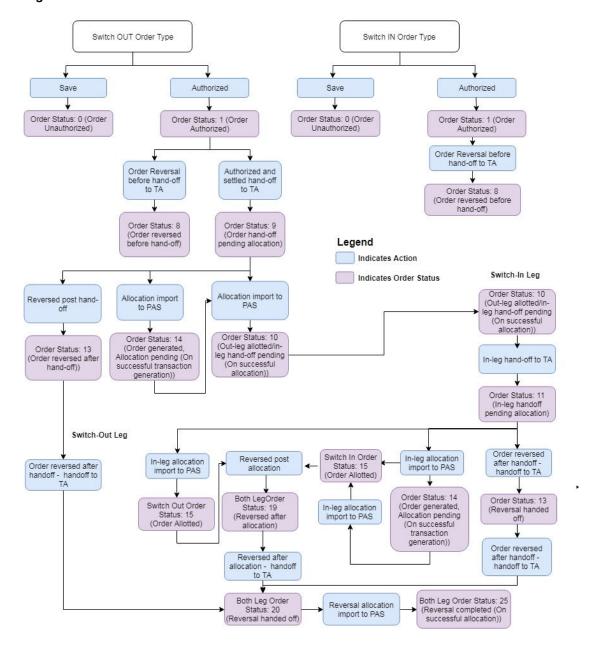


Figure 1-122 Switch Order Status

Table 1-97 Order Status of Orders

Order Status	Order Status Description
0	Order unauthorised
1	Order authorised
3	Payment cleared
4	Reversed due to payment rejection
8	Order reversed before handoff
9	Order handoff pending allocation
10	Out-leg allotted/in-leg handoff pending



Table 1-97 (Cont.) Order Status of Orders

Order Status	Order Status Description
11	In-leg handoff pending allocation
13	Order reversed after handoff
14	Order generated, Allocation pending
15	Order allotted
19	Reversed after allocation
20	Reversal handed off
25	Reversal completed

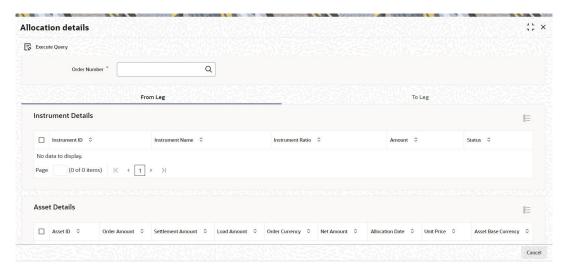
1.67 Process Allocation Details

This topic provides the systematic instructions to define allocation details in pension module.

You can view allocation details of an order using Allocation Details screen.

On Home screen, type PADALLOC in the text box, and click Next.
 The Allocation Details screen is displayed.

Figure 1-123 Allocation Details



2. On Allocation Details screen, click New to enter the details.

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

Table 1-98 Allocation Details - Field Description

Field	Description
Order Number	Alphanumeric; 16 Characters; Mandatory Specify the order number. Alternatively, you can select order number from the option list. The system displays all valid order number maintained in the system.



- From Leg Tab
 - This topic explains the From Leg Tab of Allocation Details screen.
- To Leg Tab

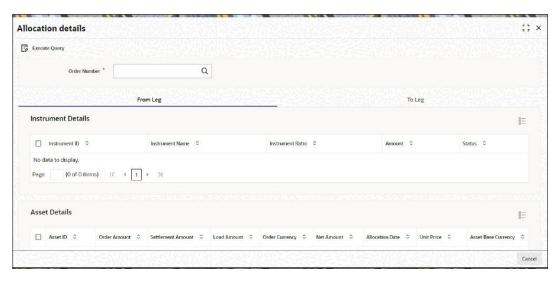
This topic explains the To Leg Tab of Allocation Details screen.

1.67.1 From Leg Tab

This topic explains the From Leg Tab of Allocation Details screen.

On Allocation Details screen, click From Leg Tab tab to view the following details.
 The From Leg Tab are displayed.

Figure 1-124 From Leg Tab



2. On the From Leg Tab tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency



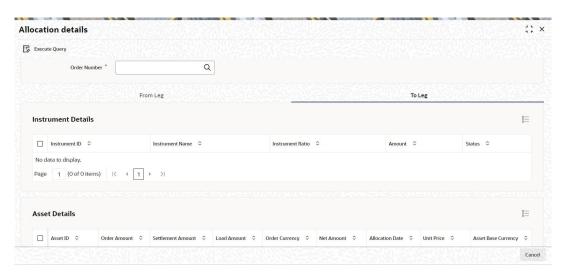
- Allotted Units
- Status

1.67.2 To Leg Tab

This topic explains the To Leg Tab of Allocation Details screen.

On Allocation Details screen, click To Leg Tab tab to view the following details.
 The To Leg Tab are displayed.

Figure 1-125 To Leg Tab



On the To Leg Tab tab, specify the fields.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units



Status

1.68 Process View Portfolio Balance Detail

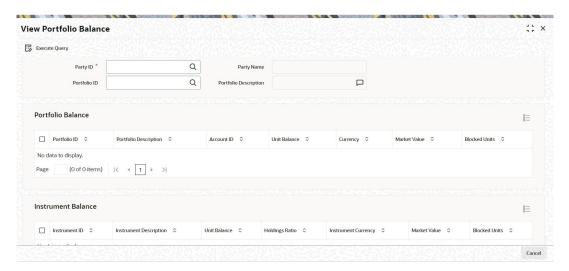
This topic provides the systematic instructions to define in View Portfolio Balance in profile module.

You can view available balance for a party using View Portfolio Balance screen.

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

The View Portfolio Balance screen is displayed.

Figure 1-126 View Portfolio Balance



2. On View Portfolio Balance screen, click New to enter the details.

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

Table 1-99 View Portfolio Balance - Field Description

Field	Description
Party ID	Alphanumeric; 16 Characters; Optional Specify the party ID. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.
Party Name	Display The system displays the name for the selected party ID.
Portfolio ID	Alphanumeric; 16 Characters; Mandatory Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio IDs maintained in the system.
Portfolio Description	Display The system displays the description of the selected portfolio ID.

3. After specifying the necessary details, click **Execute Query** button.

The following details are displayed:

Portfolio Balance:



- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance:

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio
- Instrument Currency
- Market Value

Asset Balance:

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio
- Asset Base Currency
- Market Value

1.69 Process Interface Maintenance Detail

This topic provides the systematic instructions to define Interface Maintenance Detail in pension module.

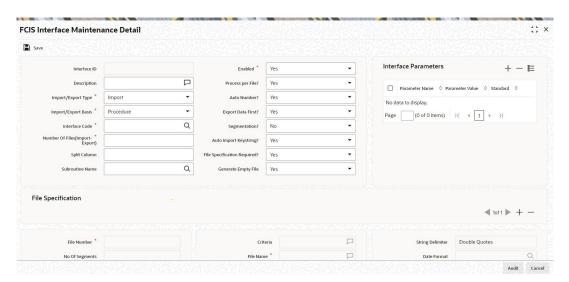
You can maintain interfaces for upload and export using FCIS Interface Maintenance Detail screen.

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

The FCIS Interface Maintenance Detail screen is displayed.



Figure 1-127 FCIS Interface Maintenance Detail



On FCIS Interface Maintenance Detail screen, click New to enter the details.

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

Table 1-100 FCIS Interface Maintenance Detail - Field Description

Field	Description
Export Format	Alphanumeric; 16 Characters; Mandatory Select the export format from the drop-down list. The list displays the following values:
	Segment WiseSegment Record Wise

For further details, refer **Setting up and Maintaining Interfaces** section in **Interfaces with External Systems** chapter in **Interface** user manual.

1.70 Process Interface Maintenance Summary Detail

This topic provides the systematic instructions to Process Interface Maintenance Summary Detail in detail.

You can retrieve a previously entered record in the Summary Screen, as follows:

 For FCIS Interface Maintenance Summary screen, On Home screen, type PASIFAC in the text box, and click Next.

For further details, refer Interface Maintenance Summary Screen section in Interfaces with External Systems chapter in Interface user manual.

1.71 Process Party Role Migration Detail

This topic provides the systematic instructions to define party role migration detail in pension module.

To handle broker mergers and transfer of business from one broker/ brokerage house to another, you can run party role migration batch.



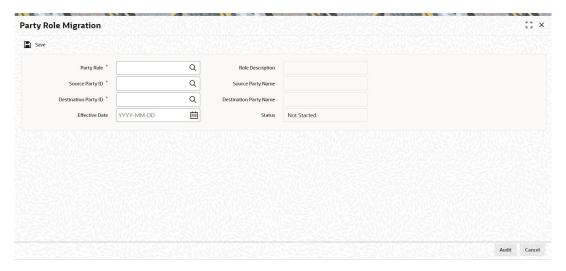
In case of PAS-TA integration, if broker migration is done in TA, the system will not migrate automatically to PAS brokers.

You can run party role migration batch using **Party Role Migration** screen. This screen is used to merge broker/ intermediary. Once the batch is processed, old broker is not available for future transactions. The system will update the new broker ID for all investment accounts.

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

The **Party Role Migration** screen is displayed.

Figure 1-128 Party Role Migration



2. On Party Role Migration screen, click New to enter the details.

Table 1-101 Party Role Migration - Field Description

Field	Description
Party Role	Alphanumeric; 2 Characters; Mandatory Specify the party role ID. Alternatively, you can select party role ID from the option list. The list displays all valid party role ID maintained in the system.
Role Description	Display The system displays the description of the selected party role ID.
Source Party ID	Alphanumeric; 16 Characters; Mandatory Specify the source party ID. Alternatively, you can select source party ID from the option list. The list displays all valid source party ID maintained in the system.
Source Party Name	Display The system displays the name of the selected source party ID.
Destination Party ID	Alphanumeric; 16 Characters; Mandatory Specify the destination party ID. Alternatively, you can select destination party ID from the option list. The list displays all valid destination party ID maintained in the system.
Destination Party Name	Display The system displays the name of the selected destination party ID.



Table 1-101 (Cont.) Party Role Migration - Field Description

Field	Description
Effective Date	Date Format; Mandatory Select the effective date from the adjoining calendar.
Status	Display The system displays the party role migration status.

1.72 Party Role Migration Summary

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

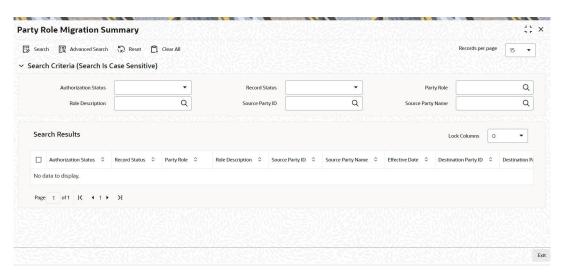
Retrieve a Record in Party Role Migration Summary

You can retrieve a previously entered record in the Summary screen, as follows:

On Home screen, type PASPRMIG in the text box, and click Next.

The Party Role Migration Summary screen is displayed.

Figure 1-129 Party Role Migration Summary



- 2. On Party Role Migration 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
 - Party Role
 - Role Description
 - Source Party ID
 - Source Party Name
- 3. Click **Search** button to view the records.

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



4. Click **Refresh** button, so that the search criteria will be refreshed based on existing criteria.

(i) Note

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

- Press F7
- Input the CIF Number
- Press F8
- Perform Edit, Delete, Amend, and Authorize, operations by selecting the desired operation from the Action list. You can also search a record by using a combination of percentage and alphanumeric value.
- Edit Party Role Migration Record
 This topic provides the systematic instructions to edit Party Role Migration record.
- View Party Role Migration Record
 This topic provides the systematic instructions to view Party Role Migration record.
- <u>Delete Party Role Migration Record</u>
 This topic provides the systematic instructions to delete Party Role Migration record.
- <u>Authorize Party Role Migration Record</u>
 This topic provides the systematic instructions to authorize Party Role Migration record.
- Amend Party Role Migration Record
 This topic provides the systematic instructions to amend Party Role Migration record.
- <u>Authorize Amended Party Role Migration Record</u>
 This topic provides the systematic instructions to authorize amended Party Role Migration record.

1.72.1 Edit Party Role Migration Record

This topic provides the systematic instructions to edit Party Role Migration record.

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

- Start the Party Role Migration Summary screen from the Browser.
- 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.

- 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 that you want to modify in the list of displayed records.

The Party Role Migration Detail screen is displayed.



- Select Unlock operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes.

The **Party Role Migration Detail** screen is closed and the changes made are reflected in the **Party Role Migration Summary** screen.

1.72.2 View Party Role Migration Record

This topic provides the systematic instructions to view Party Role Migration record.

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

- Start the Party Role Migration Summary screen from the Browser.
- 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 lower portion of the screen.

5. Double-click the record that you want to view in the list of displayed records.

The Party Role Migration Detail screen is displayed.

1.72.3 Delete Party Role Migration Record

This topic provides the systematic instructions to delete Party Role Migration record.

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

- 1. Start the Party Role Migration 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 **Party Role Migration Detail** screen is displayed.

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.



1.72.4 Authorize Party Role Migration Record

This topic provides the systematic instructions to authorize Party Role Migration record.

Authorize an unauthorized Party Role Migration record in the system for it to be processed as follows:

- Start the Party Role Migration Summary screen from the Browser.
- 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 lower portion of the screen.
- 4. Double-click the record that you wish to authorize.
 - The Party Role Migration Detail screen is displayed.
- 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.

1.72.5 Amend Party Role Migration Record

This topic provides the systematic instructions to amend Party Role Migration 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 Party Role Migration 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 lower portion of the screen.
- 4. Double-click the record that you wish to amend.
 - The Party Role Migration Detail screen is displayed.
- Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click Save to save the changes.

1.72.6 Authorize Amended Party Role Migration Record

This topic provides the systematic instructions to authorize amended Party Role Migration record.

 An amended Party Role Migration record must be authorized for the amendment to be made effective in the system.

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



1.73 Process Party Data Merger Detail

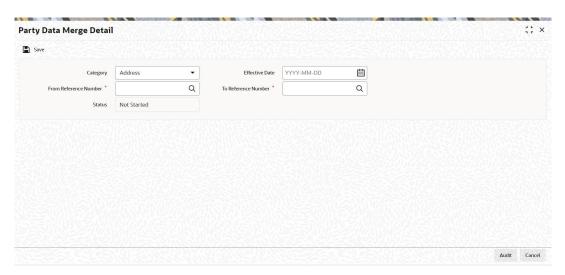
This topic provides the systematic instructions to define party data merger in pension module.

You can merge the customer details such as address ID, bank details etc from old to new one using **Party Data Merger** screen. This screen is used to merge Address/ Identity proof and Bank details in case if you have created the proofs multiple times. Post successfully execution of the batch, the system will replace old details with new details in the respective party, investment account

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

The **Party Data Merger Detail** screen is displayed.

Figure 1-130 Party Data Merger



2. On Party Data Merger Detail screen, click New to enter the details.

Table 1-102 Party Data Merger Detail - Field Description

Field	Description
Category	Optional Select the category to be merged from the drop-down list. The list displays the following values: • Address
	Bank ID
Effective Date	Date Format; Mandatory Select the effective date from the adjoining calendar. This indicates the date from when the data merger is effective.
From Reference Number	Alphanumeric; 16 Characters; Mandatory Specify the From reference number. Alternatively, you can select From reference number from the option list. The list displays all valid From reference number maintained in the system.



Table 1-102 (Cont.) Party Data Merger Detail - Field Description

Field	Description
To Reference Number	Alphanumeric; 16 Characters; Mandatory Specify the To reference number. Alternatively, you can select To reference number from the option list. The list displays all valid To reference number maintained in the system.
Status	Display The system displays the merge status of the party.

1.74 Process Instruction Date Update Detail

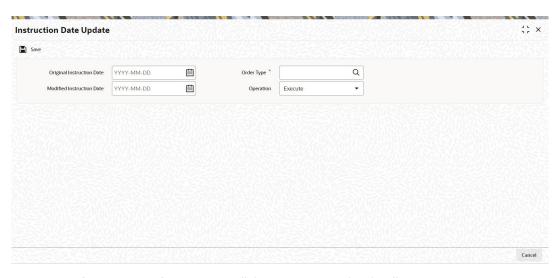
This topic provides the systematic instructions to define instruction date update in pension module.

You can modify the instruction date for the selected order type using **Instruction Date Update** screen. This screen is used to move the instruction/ transaction date of orders captured prior to future working day maintained as holiday. If you had captured future date orders and subsequently if the day is marked as a holiday, this screen will move Instruction date to another working day.

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

The Instruction Date Update screen is displayed.

Figure 1-131 Instruction Date Update



2. On Instruction Date Update screen, click New to enter the details.

Table 1-103 Instruction Date Update - Field Description

Field	Description	
Original Instruction Date	Date Format; Mandatory Select the original instruction date from the adjoining calendar.	



Table 1-103 (Cont.) Instruction Date Update - Field Description

Field	Description
Modified Instruction Date	Date Format; Mandatory Select the modified instruction date from the adjoining calendar.
Order Type	Alphanumeric; 3 Characters; Mandatory Specify the order type. Alternatively, you can select order type from the option list. The list displays all valid order type maintained in the system. You can change the instruction date for all order types in one go if you select ALL from option list.
Operation	Optional Select the operation status from the drop-down list. The list displays the following values: Execute Process

1.75 Process Order Summary Detail

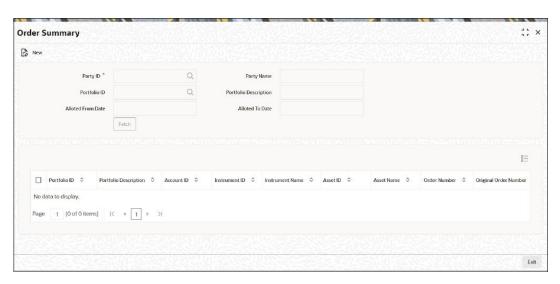
This topic provides the systematic instructions to define order summary in profile module.

You can view the summary of the orders captured for a party using **Order Summary** screen. It also gives an idea about the allotted units of a party under particular investment account and a portfolio.

On Home screen, type PADACCST in the text box, and click Next.

The Order Summary screen is displayed.

Figure 1-132 Order Summary



2. On Order Summary screen, click New to enter the details.



Table 1-104 Order Summary - Field Description

Field	Description
Party ID	Alphanumeric; 12 Characters; Mandatory Specify the party ID. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.
Party Name	Display The system displays the name of the selected party ID.
Portfolio ID	Alphanumeric; 12 Characters; Optional Specify the portfolio ID. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.
Portfolio Description	Display The system the description of the selected portfolio ID.
From Date	Date Format; Optional Select the date from when the order summary needs to be generated.
To Date	Date Format; Optional Select the date till when the order summary needs to be generated.

- 3. Click **Fetch** button to view the following details:
 - Portfolio ID
 - Portfolio Description
 - Account ID
 - Instrument ID
 - Instrument Name
 - Asset ID
 - Asset Name
 - Order Number
 - Original Order Number
 - Order Type
 - Instruction Date
 - Order Currency
 - Order Amount
 - Allocation Date
 - Unit Price
 - Asset Base Currency
 - Alloted Units
 - Status



1.76 Process Group Pension Orders Detail

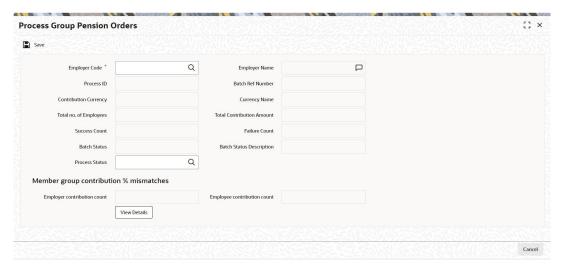
This topic provides the systematic instructions to define group pension orders in profile module.

You can process the contribution file PAPDIS using as common batch screen. You can also execute the respective interface using **Process Group Pension Orders** screen.

On Home screen, type PADPRCFU in the text box, and click Next.

The Process Group Pension Orders screen is displayed.

Figure 1-133 Process Group Pension Orders



On Process Group Pension Orders screen, click New to enter the details.

Table 1-105 Process Group Pension Orders - Field Description

Field	Description
Employer Code	Alphanumeric; 12 Characters; Mandatory Specify the employer code. Alternatively, you can select employer code from the option list. The list displays all valid employer code maintained in the system.
Employer Name	Display The system displays the name of the employer for the selected employer code.
Process ID	Display The system displays the process ID for the selected employer code.
Batch Ref Number	Display The system displays the batch reference number for the selected employer code.
Process Status	Alphanumeric; 1 Character; Optional Specify the processing status. Alternatively, you can select process status from the option list. The list displays all valid process status maintained in the system.



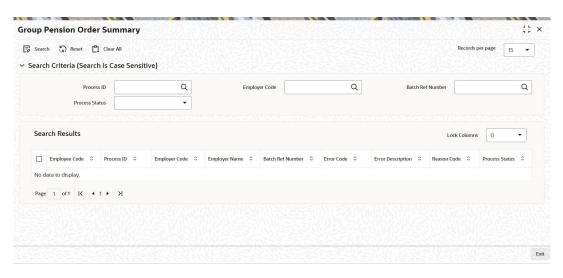
After specifying the necessary details, click Save.

On **Query**, the system displays the following values:

- Contribution Currency
- Currency Name
- Total Number of Employees
- Total Contribution Amount
- Success Count
- Failure Count
- Batch Status
- Batch Status Description
- Member Group Contribution % mismatches
 - Employer contribution count
 - Employee contribution count
- 4. After saving the process click **View Details** button to view the employee details before and after order processing.
- 5. On **Home** screen, type **PASGRPOR** in the text box, and click **Next**.

The **Group Pension Order Summary** screen is displayed.

Figure 1-134 Group Pension Order Summary



- You can verify the results of CFU upload results using this screen along with the error details, if any.
 - Employee Code
 - Process ID
 - Employer Code
 - Employer Name
 - Batch Reference Number
 - Error Code



- Error Description
- Reason Code
- Process Status

Note

On query, the system will display only one Error Code and Error Description for each Employee.

On double clicking the record in the result section, you can view the consolidated upload summary.

1.77 Process EOD Maintenance Detail

This topic provides the systematic instructions to Process EOD Maintenance in detail.

You can schedule and reschedule the EOD activities using EOD Maintenance Detail screen.

On Home screen, type UTDEODMT in the text box, and click Next.
 For further details, refer End of Day Maintenance section in End of Day Activities chapter in Batch_Process user manual.

1.78 Process EOD Maintenance Summary Detail

This topic provides the systematic instructions to Process EOD maintenance summary in detail.

You can schedule and reschedule the EOD activities using **EOD Maintenance Summary** screen.

On Home screen, type UTSEODMT in the text box, and click Next.
 For further details, refer EOD Maintenance Summary section in End of Day Activities chapter in Batch_Process user manual.

1.79 Process Online Interface Execution Detail

This topic provides the systematic instructions to process online interface execution in detail.

You can upload or export the files to or from the system respectively using **Online Interface Execution** screen.

- On Home screen, type UTSONLIN in the text box, and click Next.
- 2. If any errors result, you can view the same using the upload status summary or upload status report.

For further details, refer **Online Execution of Interfaces** section in **Interfaces with External System** chapter in **Interface** user manual.



1.80 Process Upload Status Summary Detail

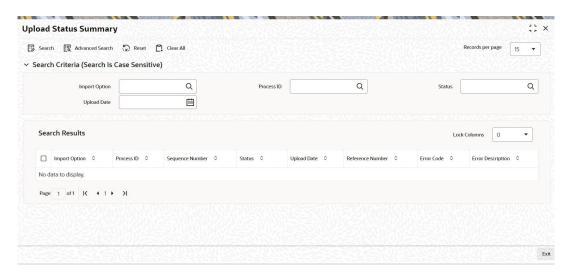
This topic provides the systematic instructions to define upload status summary in pension module.

You can view upload summary details using **Upload Status Summary** screen.

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

The Upload Status Summary screen is displayed.

Figure 1-135 Upload Status Summary



On Upload Status Summary screen, click New to enter the details.

For more information on fields, Specify any of the following details:

- Import Option
- Process ID
- Status
- Upload Date
- 3. To retrieve the uploaded record that is to be viewed, specify any or all of the details of the transaction in the corresponding fields on the screen, and click **Search** button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Select the record that you want to view in the list of displayed records, in the lower portion of the screen.
- The Upload Status screen is opened by double clicking the selected record, with the selected record displayed in view mode.

1.81 Process Pre End of Day Check - Execute Pre EOD Detail

This topic provides the systematic instructions to Process Pre End of Day Check - Execute Pre EOD in detail.

Before doing an EOD, you should clear all the mandatory pre end of the checks listed in **Pre End of Day Check - Execute Pre EOD** screen. Once all checks are over, you can execute pre-EOD and then proceed for EOD.



On Home screen, type UTDPREOD in the text box, and click Next.

For further details, refer **Executing Pre-End of Day Operations** section in **End of Day Activities** chapter in **Batch_Process** user manual.

1.82 Process EOD Execution Detail

This topic provides the systematic instructions to process EOD execution in detail.

To move the system to the next working date, you need to execute the end of the day process using **EOD Execution Detail** screen.

EOD sequence will be as following sequence:

- EOD in PA
- EOD in TA
- BOD in TA
- BOD in PA

However both can be run independently also, information flow will happen based on the source system.

A EOD batch program in TA - 2200- TA to PA module hand-off should be maintained in order to extract the allocation hand-off export.

You can execute the end of day process to move the system to the next working date using **EOD Execution Detail** screen.

On Home screen, type UTDEODEX in the text box, and click Next.

For further details, refer **Executing EOD Operations** section in **End of Day Activities** chapter in **Batch_Process** user manual.

1.83 Process Generating Upload Status Report Detail

This topic provides the systematic instructions to define generating upload status report in pension module.

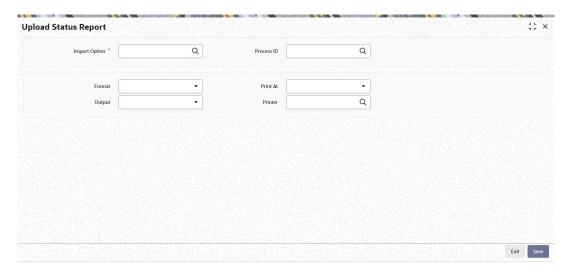
You can generate upload status report using **Upload Status Report** screen.

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

The Upload Status Report screen is displayed.



Figure 1-136 Upload Status Report



2. On Upload Status Report screen, click New to enter the details.

Table 1-106 Upload Status Report - Field Description

Field	Description	
Import Option	Alphanumeric; 50 Characters; Optional Specify the import option. Alternatively, you can select import option from the option list. The list displays all valid import option maintained in the system.	
Process ID	Alphanumeric; 50 Characters; Optional Specify the process ID. Alternatively, you can select process ID from the option list. The list displays all valid process ID maintained in the system.	
Format	Optional Select the format from the drop-down list. The list displays the following values: PDF HTML Excel Excel RTF	
Output	Optional Select the output from the drop-down list. The list displays the following values: View Print Spool	
Print At	Optional Select the printing location from the drop-down list. The list displays the following values: Client Server	



Table 1-106 (Cont.) Upload Status Report - Field Description

Field	Description
Printer	Alphanumeric; 15 Characters; Optional Specify the printer details from adjoining option list.
	Click Ok button to generate the report.

1.84 Process Consent Maintenance Detail

This topic provides the systematic instructions to process consent maintenance in detail.

You can capture the consent details using **Consent Maintenance Detail** screen.

On Home screen, type PADCONMT in the text box, and click Next.
 For further details, refer Consent Maintenance Detail section in Maintaining Reference Information chapter in Reference Information user manual.

1.85 Process Consent Maintenance Summary Detail

This topic provides the systematic instructions to process consent maintenance summary in detail.

• On **Home** screen, type **PASCONMT** in the text box, and click **Next**.

For further details, refer **Consent Maintenance Summary** section in **Maintaining Reference Information** chapter in **Reference_Information** user manual.

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