Oracle® FCCM Know Your Customer Cloud Service

Using Master Data

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Oracle FCCM Know Your Customer Cloud Service Using Master Data, Release 24.08.01

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Contents

Preface

Configuring Master Data describes how to configure the Master Data for Oracle Financial Crime and Compliance Management Know Your Customer Cloud Service.

Audience

This document is intended for users who are responsible for provisioning and activating Oracle FCCM Know Your Customer Cloud Service or for adding other users who would manage the services, or for users who want to develop Oracle Cloud applications.

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- Training: Take courses on Oracle Cloud from https://education.oracle.com/oracle-cloud-learning-subscriptions.

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.

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Overview of Master Data

The Master Data Configuration page contains the following configurations that can be performed.

These configurations are done through the data load service and can be connected to fields in the onboarding JSON. For more information on the tables used, see Preparing Data.

- Account Type
- Address Purpose
- Citizenship
- Status
- Countries
- Employment Type
- Gender
- Generic Master Data
- Marital Status
- Markets Served
- Method of Account Opening
- NAICS Codes
- Occupation
- Organization Legal Structure
- Phone Purpose
- Products Offered
- Public or Private
- Relationship Type
- Source of Wealth
- Watchlist Category
- Watchlist Subtype
- Watchlist Type
- Customer Data Slice

To access the master data, select the Master Data menu. You can either add a new configuration or edit an existing configuration. There are two ways to add configurations:

1. Add a record by using **Add** and save the record. When you add a new record, it appears on the UI grid. To edit a record, select the record you want to edit, then click **Edit**, and then save the record.

2. Export the configured data from a specific environment, add values in the applicable columns, or add a new row and provide values in the applicable columns, and upload the file to another environment. You cannot change the structure of the file.

> **Note:**
>
> Fields marked with an asterisk (*) are mandatory.

1.1 Adding a Configuration

Procedure to add a configuration.

To access the master data, select the **Master Data** menu. You can either add a new configuration or edit an existing configuration. There are two ways to add configurations:

1. Click **Add** to add a record and then save the record. When you add a new record, it appears on the UI grid.
2. To edit a record, select the record you want to edit, then click **Edit** and then save the record.
3. Export the master data, add values in the applicable columns, or add a new row and provide values in the applicable columns, and upload the file. You cannot change the structure of the file.

> **Note:**
>
> All the field names are mandatory and must be filled in.

1.2 Account Opening Method

Methods of account opening how an individual or entity opens their accounts.

1.2.1 Adding a New Account Opening Type

To add a new method, follow these steps:

1. Click **Add Account Opening Type** to open the **Add New Account Opening Type Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-1 Method of Account Opening Type Fields

Name	Description
Account Opening Type Code	Enter the account opening type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.

Table 1-1 (Cont.) Method of Account Opening Type Fields

Name	Description
Account Opening Type Code Name	Enter the account opening type code name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the method.

   The new account type appears on the **Account Opening Type** grid.

1.2.2 Editing a Record

To edit an existing method, follow these steps:

1. Select the check box in line with the method name.
2. Click **Edit Account Opening Type** to open the **Edit Account Opening Type** window.
3. Enter a new name.
4. Click **Save** to save the account type.

   The new method appears on the **Account Opening Type** grid.

1.2.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.3 Account Type

Add, edit, export or import Account Type configuration.

1.3.1 Adding a New Account Type

To add a new account type, follow these steps:

1. Click **Add Account Type** to open the **Add New Account Type Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-2 Account Type Fields

Name	Description
Account Type Code	Enter the account type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Account Type Code Name	Enter the account type code name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the account type.

   The new account type appears on the **Account Type** grid.

1.3.2 Editing an Account Type

To edit an account type, follow these steps:

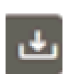
1. Select the check box in line with the Account Type.
2. Click **Edit Account Type**  to open the **Edit Account Type Code** window.
3. Enter a new name.
4. Click **Save** to save the account type.

   The new account type appears on the **Account Type** grid.

1.3.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export**  to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import**  and select the file to upload.

   Uploading the file displays the records.

1.4 Address Purpose

Address purpose is a description of how an individual or entity uses the address. Add, edit, export or import Address purpose.

1.4.1 Adding a New Address Purpose

To add a new Address Purpose, follow these steps:

1. Click **Add Address Purpose** to open the **Add Address Purpose** window.
2. Enter values in the respective fields as described in the following table:

Table 1-3 Address Purpose Fields

Name	Description
Address Purpose Code	Enter the Address Purpose code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Address Purpose Name	Enter the Address Purpose name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Address Purpose.

   The new Address Purpose appears on the **Address Purpose** grid.

1.4.2 Editing an Address Purpose

To edit an existing Address Purpose, follow these steps:

1. Select the check box in line with the Address type.
2. Click **Edit Address Purpose** to open the **Edit Address Purpose** window.
3. Enter a new name.
4. Click **Save** to save the Address Purpose.

   The new Address Purpose appears on the **Address Purpose** grid.

1.4.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.5 Citizenship Status

Citizenship status is an individual's legal status to live in a country. Add, edit, export or import Citizenship Statuse configuration

1.5.1 Adding a Citizenship Status

To add a new Citizenship Status, follow these steps:

1. Click **Add Citizenship Status** to open the **Add New Citizenship Status** window.
2. Enter values in the respective fields as described in the following table:

Table 1-4 Citizenship Status Fields

Name	Description
Citizenship Status Code	Enter the Citizenship Status code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Citizenship Status Name	Enter the Citizenship Status name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Citizenship Status.

   The new Citizenship Status appears on the **Citizenship Status** grid.

1.5.2 Editing a Citizenship Status

To edit an existing Citizenship Status, follow these steps:

1. Select the check box in line with the Citizenship Status.
2. Click **Edit Citizenship Status** to open the **Edit Citizenship Status** window.
3. Enter a new name.
4. Click **Save** to save the Citizenship Status.

   The new Citizenship Status appears on the **Citizenship Status** grid.

1.5.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.6 Countries

Add one or more countries to be used in the onboarding JSON.

1.6.1 Adding a New Country

To add a new Country, follow these steps:

1. Click **Add Country** to open the **Add New Country** window.
2. Enter values in the respective fields as described in the following table:

Table 1-5 Country Fields

Name	Description
Country Code	Enter the Country code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Country Name	Enter the Country name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Country.

   The new Country appears on the **Country** grid.

1.6.2 Editing a Country

To edit an existing Country name, follow these steps:

1. Select the check box in line with the Country.
2. Click **Edit Country** to open the **Edit Country** window.
3. Enter a new name.
4. Click **Save** to save the Country name.

   The new Country name appears on the **Country** grid.

1.6.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.7 Customer Data Slice

Add or edit Customer Data Slice details.

Customer Data Slice is used to split the complete set of customers into smaller parts called slices on which the following batches can be triggered:

- KYCDeploymentInitiation
- IndividualDIScreening
- EntityDIScreening
- Individual314aDIScreening
- Entity314aDIScreening

> **Note:**
>
> - You cannot run slices with the exact data origin parallel.
> - While scheduling the KYCDeploymentInitiation Batch using Scheduler Services, enter the Slice Name (Customer Data Slice UI) in the $SLICENAME$ field of the Edit Dynamic Params window. For more information on KYC batches, see Managing Batches and for more information on editing dynamic parameters of a batch, see Scheduler Services Guide.

1.7.1 Adding Customer Data Slice Details

To add new Customer Data Slice details, follow these steps:

1. Click **Create Slice** to open the **Create Slice** window.
2. Enter values in the respective fields as described in the following table:

Table 1-6 Create Slice Fields

Name	Description
Data Origin	Enter the Data Origin name of the customers to be sliced.

Table 1-6 (Cont.) Create Slice Fields

Name	Description
Customer Count	Based on the Data Origin entered, the customer count will be populated automatically.
Slice Size	Enter the size of the slice. The default size is 2000000. You can reduce the size as required. **Note**:Slice Size cannot be greater than 2000000.

3. Click **Submit**.

   Based on the **Customer Count**, all the slice details will be added to the grid. The following fields are populated after submitting the slice details for a data origin.

   > **Note:**
   >
   > The **KYC Processed** and **CS Processed** fields will be automatically populated in the grid with status **N**.

Table 1-7 Customer Data Slice Details

Name	Description
Data Origin	Enter the Data Origin name of the customers to be sliced.
Slice Name	Displays the name of the Slice. Values in this field are automatically populated based on the total customer count of the data origin and the slice size of that data origin.
Customer Count	Displays the slice size.
KYC Processed	Provides the status of the KYC Processing. The following statuses are shown: • N indicates Not Started • S indicates Started • C indicates Completed.
CS Processed	Provides the status of the CS Processing. The following statuses are shown: • N indicates Not Started • S indicates Started • C indicates Completed.

1.7.2 Editing the Slice Details

To edit the slice size, follow these steps:

> **Note:**
>
> You can only edit the slices, if the **KYC Processed** and **CS Processed** field statuses of all the slices of that data origin are either **N** or **C**.

1. Click **Edit Slice** to open the **Edit Slice** window.
2. Select the **Data Origin** from the drop-down.
3. Update the **Slice Size** as required.
4. Click **Submit**.

   The slice details for that data origin are updated accordingly.

1.8 Employment Type

Employment type is an individual's employment contract type. Add, edit, export or import Employment Type.

1.8.1 Adding a New Employment Type

To add a new Employment Type, follow these steps:

1. Click **Add Employment Type** to open the **Add New Employment Type** window.
2. Enter values in the respective fields as described in the following table:

Table 1-8 Employment Type Fields

Name	Description
Employment Type Code	Enter the Employment Type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Employment Type Name	Enter the Employment Type name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Employment Type.

   The new Employment Type appears on the **Employment Type** grid.

1.8.2 Edit an Employment Type

To edit an existing Employment Type, follow these steps:

1. Select the check box in line with the Employment Type.
2. Click **Edit Employment Type** to open the **Edit Employment Type** window.
3. Enter a new name.
4. Click **Save** to save the Employment Type.

The new Employment Type appears on the **Employment Type** grid.

1.8.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.9 Gender Type

Add, edit, export or import Gender Type.

1.9.1 Adding a New Gender Type

To add a new Gender Type, follow these steps:

1. Click **Add Gender** to open the **Add New Gender** window.
2. Enter values in the respective fields as described in the following table:

Table 1-9 Gender Fields

Name	Description
Gender Type Code	Enter the Gender Type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Gender Type Name	Enter the Gender Type name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Gender Type.

   The updated Gender appears on the **Gender** grid.

1.9.2 Editing a Gender Type

To edit an existing Gender Type, follow these steps:

1. Select the check box in line with the Gender.

2. Click **Edit Gender** to open the **Edit Gender** window.
3. Enter a new name.
4. Click **Save** to save the Gender.

   The updated Gender appears on the **Gender** grid.

1.9.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.10 Generic Master Data

Add or edit Master Data

1.10.1 Adding a New Master Data

To add a new Master Data, follow these steps:

1. Click **Add Generic Master Data** to open the **Add New Master Data** window.

   Click the icon to view the list of existing Master Data
2. Enter values in the respective fields as described in the following table:

Table 1-10 Add New Master Data Fields

Name	Description
Master Data Code	Enter the Master Data code. Valid values are Alphanumeric and Underscore with a maximum length of 30.
Master Data Name	Enter the Master Data name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 100.
Data Type	Select an option from the following: • Number • String

Table 1-10 (Cont.) Add New Master Data Fields

Name	Description
Allowed Values	Select an option from the following: • Range Value - Number or Range Value - Decimal if Data Type is Number. • List of Values if Data Type is String. **Note:** When Range Value - Number is selected, the ranges must contain numbers. For example: 10 – 100 When Range Value - Decimal is selected, the ranges must contain numbers. For example: 10.00 – 100.00 You can include negative ranges as well. For example: -10 – 100
Description	Enter a description for the defined Master Data. All characters with a maximum length of 255.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Master Data.

   The new Master Data lists under the **Select Master Data** drop-down.

1.10.2 Editing Master Data

To edit an existing Master Data, follow these steps:

1. From the **Select Master Data** drop-down, select the Master Data.
2. Click **Edit Generic Master Data** to open the **Edit Master Data** window.
3. Edit the fields as required.

   You can only edit the **Master Data Name** and **Description** fields.
4. Click **Save** to save the Master Data.

   The updated Master Data is listed under the **Select Master Data** drop-down.

1.10.3 Adding Individual Master Data

To add an Individual Master Data, follow these steps:

1. Click **Add (Master Data) Details** to open the **New (Master Data)** window.
2. Enter values in the respective fields as described in the following table:

Table 1-11 Add Individual Master Data Fields

Name	Description
Code	Enter the Individual Master Data code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Name	Enter the Individual Master Data name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255.
Start Range (Applicable when Master Data Type is Number)	Enter a start range.
End Range (Applicable when Master Data Type is Number)	Enter an end range.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Individual Master Data.

   The newly added Individual Master Data is listed under the Individual Master Data grid.

1.10.4 Editing Individual Master Data

To edit an existing Individual Master Data, follow these steps:

1. From the Individual Master Data list grid, select a record.
2. Click **Edit (Master Data) Details** to open the **Edit (Master Data)** window.
3. Update name if Individual Master Data Type is String. Update the name, Start Range, and End Range as required if Individual Master Data Type is Number.

   You can only edit these fields.
4. Click **Save** to save the Master Data.

1.10.5 Exporting or Importing Individual Master Data Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected Master Data.

   > **Note:**
   >
   > You can use the exported csv file as a template to upload data. You can update the rows and upload in its original format.

   A csv file is downloaded to local system.
2. Click **Import** and select the file. Once the file is successfully imported the records are displayed on the Individual Master Data grid.

1.11 Legal Structure

Organization legal structure is the entity's business ownership structure or business form. Add, edit, export or import Legal Structure.

1.11.1 Adding a New Legal Structure

To add a new Legal Structure, follow these steps:

1. Click **Add Legal Structure** to open the **Add New Legal Structure** window.
2. Enter values in the respective fields as described in the following table:

Table 1-12 Legal Structure Fields

Name	Description
Legal Structure Code	Enter the Legal Structure code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Legal Structure Name	Enter the Legal Structure name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Legal Structure.

   The new Legal Structure appears on the **Legal Structure** grid.

1.11.2 Editing a Legal Structure

To edit an existing Legal Structure name, follow these steps:

1. Select the check box in line with the Legal Structure name.
2. Click **Edit Legal Structure** to open the **Edit Legal Structure** window.
3. Enter a new name.
4. Click **Save** to save the Legal Structure name.

   The updated Legal Structure name appears on the **Legal Structure** grid.

1.11.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.12 Marital Status

Marital Status is an individual's relationship status. Add, edit, export or import Marital Status information.

1.12.1 Adding a New Marital Status

To add a new Marital Status, follow these steps:

1. Click **Add Marital Status** to open the **Add Marital Status** window.
2. Enter values in the respective fields as described in the following table:

Table 1-13 Marital Status Fields

Name	Description
Marital Status Code	Enter the Marital Status code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Marital Status Name	Enter the Marital Status name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Marital Status.

   The new Marital Status appears on the **Marital Status** grid.

1.12.2 Editing a Marital Status

To edit an existing Marital Status, follow these steps:

1. Select the check box in line with the Marital Status.
2. Click **Edit Marital Status** to open the **Edit Marital Status** window.
3. Enter a new name.
4. Click **Save** to save the Marital Status.

   The new Marital Status appears on the **Marital Status** grid.

1.12.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.13 Market Served

Market served is the business domain or market the individual or entity operates in. Add, edit, export or import market name.

1.13.1 Adding a New Market Name

To add a new Market Name, follow these steps:

1. Click **Add Markets Served** to open the **Add New Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-14 Markets Served

Name	Description
Markets Served Code	Enter the Market code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Market Served Name	Enter the Market name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Market Name.

   The new Market Name appears on the **Markets Served** grid.

1.13.2 Editing a Market Name

To edit an existing Market Name, follow these steps:

1. Select the check box in line with the Market Name.

2. Click **Edit Markets Served** to open the **Edit Code** window.
3. Enter a new name.
4. Click **Save** to save the Market Name.

   The new Market Name appears on the **Markets Served** grid.

1.13.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.14 NAICS Codes

The North American Industry Classification System (NAICS) code is a code used to classify business entities. Add, edit, export or import NAICS Codes.

1.14.1 Adding a New NAICS Code

To add a new NAICS Code, follow these steps:

1. Click **Add NAICS** to open the **Add New NAICS Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-15 NAICS Code Fields

Name	Description
NAICS Code	Enter the NAICS Code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
NAICS Code Name	Enter the NAICS Code name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the NAICS Code.

   The new NAICS Code appears on the **NAICS Code** grid.

1.14.2 Editing a NAICS Code

To edit a NAICS Code, follow these steps:

1. Select the check box in line with the NAICS Code name.
2. Click **Edit NAICS** to open the **Edit NAICS Code** window.
3. Enter a new name.
4. Click **Save** to save the NAICS Code.

   The new NAICS Code appears on the **NAICS Code** grid.

1.14.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.15 Occupation

Occupation is the individual's primary source of income. Add, edit, export or import Occupation information.

1.15.1 Adding a New Occupation

To add a new Occupation, follow these steps:

1. Click **Add Occupation** to open the **Add New Occupation** window.
2. Enter values in the respective fields as described in the following table:

Table 1-16 Occupation Fields

Name	Description
Occupation Code	Enter the Occupation code. Valid values are Alphanumeric and Underscore with a maximum length of 20.

Table 1-16 (Cont.) Occupation Fields

Name	Description
Occupation Name	Enter the Occupation name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Occupation.

   The new Occupation appears on the **Occupation** grid.

1.15.2 Editing an Occupation

To edit an Occupation, follow these steps:

1. Select the check box in line with the Occupation name.
2. Click **Edit Occupation** to open the **Edit Occupation** window.
3. Enter a new name.
4. Click **Save** to save the Occupation name.

   The new Occupation appears on the **Occupation** grid.

1.15.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.16 Phone Purpose

Phone purpose is a description of why the individual or entity uses a specific phone number. Add, edit, export or import Phone details.

1.16.1 Adding a New Phone Purpose

To add a new Phone Purpose, follow these steps:

1. Click **Add Phone Purpose** to open the **Add Phone Purpose** window.
2. Enter values in the respective fields as described in the following table:

Table 1-17 Phone Purpose Fields

Name	Description
Phone Purpose Code	Enter the Phone Purpose code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Phone Purpose Name	Enter the Phone Purpose name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Phone Purpose.

   The new Phone Purpose appears on the **Phone Purpose** grid.

1.16.2 Editing a Phone Purpose

To edit an existing Phone Purpose, follow these steps:

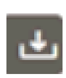
1. Select the check box in line with the Phone Purpose name.
2. Click **Edit Phone Purpose**  to open the **Edit Phone Purpose** window.
3. Enter a new name.
4. Click **Save** to save the Phone Purpose.

   The new Phone Purpose appears on the **Phone Purpose** grid.

1.16.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export**  to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import**  and select the file to upload.

   Uploading the file displays the records.

1.17 Products Offered

Products offered are the products the individual or entity sells. Add, edit, export or import Products offered.

1.17.1 Adding a New Product

To add a new Product, follow these steps:

1. Click **Add Products Offered** to open the **Add New Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-18 Products Offered Fields

Name	Description
Product Offered Code	Enter the Product code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Product Offered Name	Enter the Product name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Product name.

   The new Product appears on the **Products Offered** grid.

1.17.2 Editing a Product Name

To edit an existing Product name, follow these steps:

1. Select the check box in line with the Product name.
2. Click **Edit Products Offered** to open the **Edit Code** window.
3. Enter a new name.
4. Click **Save** to save the Product name.

   The new Product name appears on the **Products Offered** grid.

1.17.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.18 Public or Private Code

This is the entity's ownership type. Add, edit, export or import Public or Private code.

1.18.1 Adding a New Public or Private Code

To add a new Public or Private Code, follow these steps:

1. Click **Add Public or Private** to open the **Add New Public or Private Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-19 Public or Private Code Fields

Name	Description
Public or Private Code	Enter the code as **PUB** for Public or **PVT** for Private
Public or Private Code Code Name	Enter name as **Public** or **Private**. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the ownership type.

   The new Public or Private Code appears on the **Public or Private** grid.

1.18.2 Editing a Public or Private Code

To edit an existing Public or Private Code, follow these steps:

1. Select the check box in line with the ownership type.
2. Click **Edit Public or Private** to open the **Edit Public or Private Code** window.
3. Enter a new name.
4. Click **Save** to save the ownership type.

   The new ownership type appears on the **Public or Private** grid.

1.18.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.19 Relationship Type

This is the relationship that a secondary or related customer has with the primary customer. Add, edit, export or import Relationship Type.

1.19.1 Adding a New Relationship Type

To add a new Relationship Type, follow these steps:

1. Click **Add Relationship Type** to open the **Add New Relationship Type Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-20 Relationship Type Fields

Name	Description
Relationship Type Code	Enter the Relationship Type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Relationship Type Name	Enter the Relationship Type name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Relationship Type.

   The new Relationship Type appears on the **Relationship Type** grid.

1.19.2 Editing a Relationship Type

To edit an existing Relationship Type, follow these steps:

1. Select the check box in line with the Relationship Type name.
2. Click **Edit Relationship Type** to open the **Edit Relationship Type Name** window.
3. Enter a new name.
4. Click **Save** to save the Relationship Type name.

   The new Relationship Type name appears on the **Relationship Type** grid.

1.19.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.20 Source of Wealth

Source of wealth is a description of the individual or entity that obtains funds. Add, edit, export or import Source of wealth information.

1.20.1 Adding a New Source of Wealth

To add a new Source of Wealth, follow these steps:

1. Click **Add Source of Wealth** to open the **Add New Source of Wealth** window.
2. Enter values in the respective fields as described in the following table:

Table 1-21 Source of Wealth Fields

Name	Description
Source of Wealth Code	Enter the Source of Wealth code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Source of Wealth Name	Enter the Source of Wealth name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Source of Wealth.

   The new Source of Wealth appears on the **Source of Wealth** grid.

1.20.2 Editing a Source of Wealth

To edit an existing Source of Wealth, follow these steps:

1. Select the check box in line with the Source of Wealth name.
2. Click **Edit Source of Wealth** to open the **Edit Source of Wealth** window.
3. Enter a new name.
4. Click **Save** to save the Source of Wealth.

The new Source of Wealth appears on the **Source of Wealth** grid.

1.20.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.21 Watchlist Category

The Watchlist Category shows whether the Sanctioned Individuals (SAN), Politically Exposed Persons (PEP), or Enhanced Due Diligence (EDD) watch list is used. Add, edit, export or import Watchlist Category information.

1.21.1 Adding a New Watchlist Category

To add a new Watchlist Category, follow these steps:

1. Click **Add Watchlist Category** to open the **Add New Watchlist Category Code** window.
2. Enter values in the respective fields as described in the following table:

Table 1-22 Watchlist Category Fields

Name	Description
Watchlist Category Code	Enter the Watchlist Category code. Valid values are Alphanumeric and Underscore with a maximum length of 20.
Watchlist Category Name	Enter the Watchlist Category name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255.
Locale	Select a value from the drop-down list.

3. Click **Save** to save the Watchlist Category .

   The new Watchlist Category appears on the **Watchlist Category** grid.

1.21.2 Editing a Watchlist Category

To edit an Watchlist Category, follow these steps:

1. Select the check box in line with the Watchlist Category name.
2. Click **Edit Watchlist Category** to open the **Edit Watchlist Category Name** window.

3. Enter the required fields.
4. Click **Save** and click **OK** to save the Watchlist Category .

   The new Watchlist Category name appears on the **Watchlist Category** grid.

1.21.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.22 Watchlist Subtype

Add, edit, export or import Watchlist Subtype information.

1.22.1 Adding a New Watchlist Subtype

To add a new Watchlist Subtype, follow these steps:

1. Click **Add Watchlist Subtype** to open the **Add New Watchlist Subtype** window.
2. Enter values in the respective fields as described in the following table:

Table 1-23 Watchlist Subtype Fields

Name	Description
Watchlist Subtype Code	Enter the Watchlist Subtype code. Valid values are Alphanumeric and Underscore with a maximum length of 5.
Watchlist Subtype Name	Enter the Watchlist Subtype name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Watchlist Subtype Description	Enter the Watchlist Subtype description.
Watchlist Type	Select a Watchlist Type from the drop-down list.
Locale	Select a value from the drop-down list.

3. Click **Save** and click **OK** to save the Watchlist Subtype.

   The new Watchlist Subtype appears on the **Watchlist Subtype** grid.

1.22.2 Editing a Watchlist Subtype

To edit an existing Watchlist Subtype, follow these steps:

1. Select the check box in line with the Watchlist Subtype name.
2. Click **Edit Watchlist Subtype** to open the **Edit Watchlist Subtype** window.
3. Edit the required fields.
4. Click **Save** and click **OK** to save the Watchlist Subtype.

   The updated Watchlist Subtype appears on the **Watchlist Subtype** grid.

1.22.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export** to download all records in the selected menu.

   A CSV file will be downloaded to local system.
2. Click **Import** and select the file to upload.

   Uploading the file displays the records.

1.23 Watchlist Type

Add, edit, export or import Watchlist Type information.

1.23.1 Adding a New Watchlist Type

To add a new Watchlist Type, follow these steps:

1. Click **Add Watchlist Type** to open the **Add New Watchlist Type** window.
2. Enter values in the respective fields as described in the following table:

Table 1-24 Watchlist Type Fields

Name	Description
Watchlist Type Code	Enter the Watchlist Type code. Valid values are Alphanumeric and Underscore with a maximum length of 20.

Table 1-24 (Cont.) Watchlist Type Fields

Name	Description
Watchlist Type Name	Enter the Watchlist Type name. Valid values are Alphanumeric, Underscore, Comma, Space, and Hyphen with a maximum length of 255. **Note**: These values consumed by other screens do not remain the same as given during the configuration or batch execution or assessment creation or case creation. But they will get updated as they are updated here. You will see the updated values as of date.
Watchlist Type Alias	Enter an alias name for the Watchlist Type.
Watchlist Type Description	Enter the Watchlist Type description.
Locale	Select a value from the drop-down list.

3. Click **Save** and click **OK** to save the Watchlist Type.

   The new Watchlist Type appears on the **Watchlist Type** grid.

1.23.2 Editing a Watchlist Type

To edit an existing Watchlist Type, follow these steps:

1. Select the check box in line with the Watchlist Type name.
2. Click **Edit Watchlist Type**  to open the **Edit Watchlist Type** window.
3. Edit the required fields.
4. Click **Save** and click **OK** to save the Watchlist Type.

   The updated Watchlist Type appears on the **Watchlist Type** grid.

1.23.3 Exporting or Importing Records

To export or import records, follow these steps:

1. Click **Export**  to download all records in the selected menu.

   A CSV file will be downloaded to local system.

2. Click **Import**  and select the file to upload.

   Uploading the file displays the records.