Oracle® FCCM Know Your Customer Cloud Service Using Master Data





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Contents

Preface

	Audience	i
	Help	i
	Documentation Accessibility	i
	Diversity and Inclusion	i
	Related Resources	i
	Conventions	ii
	Comments and Suggestions	ii
1	Overview of Master Data	
	Adding a Configuration	1
	Account Opening Method	2
	Adding a New Account Opening Type	2
	Editing a Record	3
	Exporting or Importing Records	3
	Account Type	3
	Adding a New Account Type	3
	Editing an Account Type	4
	Exporting or Importing Records	4
	Address Purpose	4
	Adding a New Address Purpose	4
	Editing an Address Purpose	5
	Exporting or Importing Records	5
	Citizenship Status	5
	Adding a Citizenship Status	6
	Editing a Citizenship Status	6
	Exporting or Importing Records	6
	Countries	7
	Adding a New Country	7
	Editing a Country	7
	Exporting or Importing Records	7
	Customer Data Slice	8
	Adding Customer Data Slice Details	8

Editing the Slice Details	9
Employment Type	10
Adding a New Employment Type	10
Edit an Employment Type	10
Exporting or Importing Records	10
Gender Type	11
Adding a New Gender Type	11
Editing a Gender Type	11
Exporting or Importing Records	12
Generic Master Data	12
Adding a New Master Data	12
Editing Master Data	13
Adding Individual Master Data	13
Editing Individual Master Data	14
Exporting or Importing Individual Master Data Records	14
Legal Structure	15
Adding a New Legal Structure	15
Editing a Legal Structure	15
Exporting or Importing Records	15
Marital Status	16
Adding a New Marital Status	16
Editing a Marital Status	16
Exporting or Importing Records	17
Market Served	17
Adding a New Market Name	17
Editing a Market Name	17
Exporting or Importing Records	18
NAICS Codes	18
Adding a New NAICS Code	18
Editing a NAICS Code	19
Exporting or Importing Records	19
Occupation	19
Adding a New Occupation	19
Editing an Occupation	20
Exporting or Importing Records	20
Phone Purpose	20
Adding a New Phone Purpose	20
Editing a Phone Purpose	21
Exporting or Importing Records	21
Products Offered	21
Adding a New Product	22
Editing a Product Name	22

	Exporting or Importing Records	22
Pu	blic or Private Code	23
	Adding a New Public or Private Code	23
	Editing a Public or Private Code	23
	Exporting or Importing Records	23
Re	lationship Type	24
	Adding a New Relationship Type	24
	Editing a Relationship Type	24
	Exporting or Importing Records	24
So	urce of Wealth	25
	Adding a New Source of Wealth	25
	Editing a Source of Wealth	25
	Exporting or Importing Records	26
Wa	tchlist Category	26
	Adding a New Watchlist Category	26
	Editing a Watchlist Category	26
	Exporting or Importing Records	27
Wa	atchlist Subtype	27
	Adding a New Watchlist Subtype	27
	Editing a Watchlist Subtype	28
	Exporting or Importing Records	28
Wa	tchlist Type	28
	Adding a New Watchlist Type	28
	Editing a Watchlist Type	29
	Exporting or Importing Records	29



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.

Help

Use Help Icon to access help in the application. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. Not all pages have help icons. You can also access the https://docs.oracle.com/en/ to find guides and videos.

Documentation Accessibility

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

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

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.

Related Resources

For more information, see these Oracle resources:

Oracle Public Cloud: http://cloud.oracle.com



- Community: Use https://community.oracle.com/customerconnect/ to get information from experts at Oracle, the partner community, and other users.
- 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.

Comments and Suggestions

Please give us feedback about Oracle Applications Help and guides! You can send an e-mail to: https://support.oracle.com/portal/.

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

Adding a Configuration

Procedure to add a configuration.

To access the master data:

- 1. Enter the URL in the web browser. The Oracle Cloud login page is displayed.
- 2. Enter your User ID and Password.



- 3. Click **Sign In**. The Applications landing page is displayed.
- 4. On the LHS menu, click **Oracle Financial Services Crime and Compliance**Management Anti Money Laundering Cloud Service. The menu options are displayed.
- 5. Expand **Application Administration** and then select **Master Data**. You can either add a new configuration or edit an existing configuration.

There are two ways to add configurations:

- Click Add to add a record and then 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.
- 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.



All the field names are mandatory and must be filled in.

Account Opening Method

Methods of account opening how an Individual or Entity opens their accounts.

Adding a New Account Opening Type

To add a new method:

- 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.
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.

Editing a Record

To edit an existing method:

- 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.

Exporting or Importing Records

To export or import records:

- Click Export to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.
 Uploading the file displays the records.

Account Type

Add, edit, export or import Account Type configuration.

Adding a New Account Type

To add a new account type:

- 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.



Table 1-2 (Cont.) Account Type Fields

Name	Description
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.

Editing an Account Type

To edit an account type:

- 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.

Exporting or Importing Records

To export or import records:

- 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.

Address Purpose

Address Purpose is a description of how an Individual or Entity uses the address. Add, edit, export or import Address Purpose.

Adding a New Address Purpose

To add a new Address Purpose:

- Click Add Address Purpose to open the Add Address Purpose window.
- 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.

Editing an Address Purpose

To edit an existing Address Purpose:

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

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

Exporting or Importing Records

To export or import records:

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.

Citizenship Status

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



Adding a Citizenship Status

To add a new Citizenship Status:

- 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.

Editing a Citizenship Status

To edit an existing Citizenship Status:

- 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.

Exporting or Importing Records

To export or import records:

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.



Countries

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

Adding a New Country

To add a new Country:

- 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.

Editing a Country

To edit an existing Country name:

- 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.
- Click Save to save the Country name.

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

Exporting or Importing Records

To export or import records:

Click Export to download all records in the selected menu.



A CSV file will be downloaded to local system.

Click Import and select the file to upload.
 Uploading the file displays the records.

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

(i) Note

- You can also create slices of customer data using the CustomerDataSlice batch.
 For more information on CustomerDataSlice Batch Details, see Managing Batches.
- 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 <u>Scheduler Services Guide</u>.

Adding Customer Data Slice Details

To add new Customer Data Slice details:

- 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.
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.



(i) 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.

Editing the Slice Details

To edit the slice size:



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.

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

The slice details for that data origin are updated accordingly.



Employment Type

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

Adding a New Employment Type

To add a new Employment Type:

- 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.

Edit an Employment Type

To edit an existing Employment Type:

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

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

Exporting or Importing Records

To export or import records:

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



A CSV file will be downloaded to local system.

Click Import and select the file to upload.
 Uploading the file displays the records.

Gender Type

Add, edit, export or import Gender Type.

Adding a New Gender Type

To add a new Gender Type:

- 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.
	A for Male, B for Female and C for others
	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.

Editing a Gender Type

To edit an existing Gender Type:

- 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.
- Click Save to save the Gender.

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



Exporting or Importing Records

To export or import records:

- Click Export to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.
 Uploading the file displays the records.

Generic Master Data

Add or edit Master Data

Adding a New Master Data

To add a new Master Data:

- 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 so that you can enter a unique Master Data Code.
- 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
Allowed Values	Select an option from the following: Range Value
	 List of Values if Data Type is String.
Description	Enter a description for the defined Master Data.
	All characters with a maximum length of 255.

3. Click Save to save the Master Data.



(i) Note

Records can be added in the following languages. When you add a new record, it gets added for the logged in user preferred locale (V_SOURCE_LOCALE) along with other available languages (V LOCALE) with an initial version (N VERSION).

- en-US (English)
- fr-FR (French)
- es-ES (Spanish)
- el-GR (Greek)
- pt-BR (Portuguese)

For example, if you are logged in as an en-US user and add a record, records will be created for each of the above languages in the background.

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

Editing Master Data

To edit an existing Master Data:

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

You can only edit the Master Data Name and Description fields.

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



Note

When you edit a record, it gets updated for that particular locale only.

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

Adding Individual Master Data

To add an Individual Master Data:

- Click Add (Master Data) Details to open the New (Master Data) window.
- 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.

Click Save to save the Individual Master Data.

The newly added Individual Master Data is listed under the Individual Master Data grid. It is saved as <Code_Name>.

Editing Individual Master Data

To edit an existing Individual Master Data:

- 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 the Individual Master Data name.
- Click Save to save the Individual Master Data.



When you edit a record, it gets updated for that particular locale only.

Exporting or Importing Individual Master Data Records

To export or import records:

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



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.



Legal Structure

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

Adding a New Legal Structure

To add a new Legal Structure:

- 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.

Editing a Legal Structure

To edit an existing Legal Structure name:

- 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.
- Click Save to save the Legal Structure name.

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

Exporting or Importing Records

To export or import records:

Click Export to download all records in the selected menu.



A CSV file will be downloaded to local system.

Click Import and select the file to upload.
 Uploading the file displays the records.

Marital Status

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

Adding a New Marital Status

To add a new Marital Status:

- 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.

Editing a Marital Status

To edit an existing Marital Status:

- 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.
- Click Save to save the Marital Status.

The new Marital Status appears on the Marital Status grid.



Exporting or Importing Records

To export or import records:

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.

Market Served

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

Adding a New Market Name

To add a new Market Name:

- 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.

Editing a Market Name

To edit an existing Market Name:

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.

Exporting or Importing Records

To export or import records:

- Click Export to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.Uploading the file displays the records.

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.

Adding a New NAICS Code

To add a new NAICS Code:

- 1. Click Add NAICS to open the Add New NAICS Code window.
- 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.

Click Save to save the NAICS Code.

The new NAICS Code appears on the NAICS Code grid.



Editing a NAICS Code

To edit a NAICS Code:

- 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.

Exporting or Importing Records

To export or import records:

- Click **Export** to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.
 Uploading the file displays the records.

Occupation

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

Adding a New Occupation

To add a new Occupation:

- 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.

Editing an Occupation

To edit an Occupation:

- 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.

Exporting or Importing Records

To export or import records:

- Click Export to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.
 Uploading the file displays the records.

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.

Adding a New Phone Purpose

To add a new Phone Purpose:

- Click Add Phone Purpose to open the Add Phone Purpose window.
- 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.

Editing a Phone Purpose

To edit an existing Phone Purpose:

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

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

Exporting or Importing Records

To export or import records:

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.

Products Offered

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



Adding a New Product

To add a new Product:

- 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.

Editing a Product Name

To edit an existing Product name:

- 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.

Exporting or Importing Records

To export or import records:

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.



Public or Private Code

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

Adding a New Public or Private Code

To add a new Public or Private Code:

- 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
Name	Description
Public or Private Code	Enter the code as PUB for Public or PVT for Private
Public or Private 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.

Editing a Public or Private Code

To edit an existing Public or Private Code:

- 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.

Exporting or Importing Records

To export or import records:

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.



Relationship Type

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

Adding a New Relationship Type

To add a new Relationship Type:

- 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.

Editing a Relationship Type

To edit an existing Relationship Type:

- 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.
- Click Save to save the Relationship Type name.

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

Exporting or Importing Records

To export or import records:



- 1. Click **Export** to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.
 Uploading the file displays the records.

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.

Adding a New Source of Wealth

To add a new Source of Wealth:

- 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.

Editing a Source of Wealth

To edit an existing Source of Wealth:

- 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.
- Click Save to save the Source of Wealth.



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

Exporting or Importing Records

To export or import records:

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.

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.

Adding a New Watchlist Category

To add a new Watchlist Category:

- 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.

Editing a Watchlist Category

To edit a Watchlist Category:

- 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.
- Click Save and click OK to save the Watchlist Category.
 The new Watchlist Category name appears on the Watchlist Category grid.

Exporting or Importing Records

To export or import records:

- 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.

Watchlist Subtype

Add, edit, export or import Watchlist Subtype information.

Adding a New Watchlist Subtype

To add a new Watchlist Subtype:

- 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.



Editing a Watchlist Subtype

To edit an existing Watchlist Subtype:

- 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.
- Click Save and click OK to save the Watchlist Subtype.
 The updated Watchlist Subtype appears on the Watchlist Subtype grid.

Exporting or Importing Records

To export or import records:

- Click Export to download all records in the selected menu.
 - A CSV file will be downloaded to local system.
- Click Import and select the file to upload.Uploading the file displays the records.

Watchlist Type

Add, edit, export or import Watchlist Type information.

Adding a New Watchlist Type

To add a new Watchlist Type:

- 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.

Editing a Watchlist Type

To edit an existing Watchlist Type:

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

The updated Watchlist Type appears on the Watchlist Type grid.

Exporting or Importing Records

To export or import records:

- 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.