# Oracle® Banking Liquidity Management Cloud Service Getting Started User Guide



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Oracle Banking Liquidity Management Cloud Service Getting Started User Guide, Release 14.8.0.0.0

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# Preface

- Purpose
- Audience
- Documentation Accessibility
- Diversity and Inclusion
- Related Resources
- Conventions
- Screenshot Disclaimer

### Purpose

This guide helps to get started with Oracle Banking applications. It explains the basic design of Oracle and the common operations that you can follow while using it. The guide must be used as a supplement and read in conjunction with Common Core, Security Management System, and other application user guides.

### Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

### Documentation Accessibility

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

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Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

### **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 on any related features, refer to the following documents:

- Oracle Banking Microservices Platform Foundation User Guide
- Oracle Banking Common Core User Guide
- Routing Hub Configuration User Guide
- Oracle Banking Security Management System User Guide
- Oracle Banking Liquidity Management User Guide
- Interest and Charges User Guide
- Oracle Banking Liquidity Management Configuration Guide
- Oracle Banking Liquidity Management File Upload User Guide

### Conventions

The following text conventions are used in this document:

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

# Screenshot Disclaimer

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



# 1 Application Access

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This topic describes about the application access.

The user can access any application using the link provided by the administrator. Please contact the administrator for URL and the login credentials.

For more information on Users and Roles, refer to **Oracle Banking Security Management System User Guide**.

- Sign In This topic describes the systematic instruction to sign in to the application.
- Sign Out This topic describes the systematic instruction to sign out from the application.

# 1.1 Sign In

This topic describes the systematic instruction to sign in to the application.

Make sure that the valid user name and password are created for the user.

 Specify the URL in the browser address and press Enter. The Sign In screen displays.

Cloud Infrastructure	
	Level up your security We are improving your security via a new multi-factor authentication polycy cuarm more (20
	ORACLE Cloud
	devtestbankpint1
	Oracle Cloud Account Sign In
	Identity domain ① Default
	User Name
	User name or email
	Password
	Password
	Forgot Password?
	Sign In
	Need help signing in?
	Privacy. Cookie Preferences
	COPYRIGHT © 2016, 2023, ORACLE AND/OR ITS AFFILIATES. ALL RIGHTS RESERVED.

2. Specify User Name and Password.

Figure 1-1 Sign In

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



#### Table 1-1 Sign In - Field Description

Field	Description
User Name	Specify the user name provided by the administrator.
Password	Specify the password provided by the administrator.

3. Click Sign In to login to the application. The Home screen displays.

# 1.2 Sign Out

This topic describes the systematic instruction to sign out from the application.

Make sure that all the fields are entered and saved.

- **1.** In the selected application, navigate to toolbar.
- From toolbar, click the user name logged into the application.
   The User Profile fly-out screen displays.



 Click Log out to sign out from the application. The application logs out.



# 2 Application Environment

This topic describes about application environment.

On successful login, the application environment screen displays depending on the user privileges.

Menu Item Search	Q Dashboard						
Menu	Top 5 Customer Bal	ance X	Currency wise Liability	×	Top Customer Sweep Volume	×	+
	> Customer ID	Available Balance	0.0		Customer ID	Count	
	043825	GBP 691,526,339	-0.6B		Bib customer	157	
File Management	> RTLCUST01	USD 90,000,000	-1.2B -1.5B		AU Bank Customer	121	
Interest and Charges	> 002437	USD 13,500,000	-1.8B USD GBP	EUR	STRCUSTGROUP	49	
	> BIBC001	USD 10,150,702	Currency 		JKMCUST01	36	
Liquidity Management	> Top Crossborder Sw	eeps X	Pending Tasks	×	Exceptions	×	
RM Dashboard	Custo Structure ID	From To Ac Swee					
Security Management	> JOHNS ST20219136	HEL02 HEL02 EUR 4,	No items to display.		7252 Account BOS912312422 is closed for S	>	
Task Management	> JOHNS ST20219136	HEL02 HEL02 EUR 4,			7252 Account BOS912312422 is closed for S	>	
	> JOHNS ST20219136	HEL02 HEL02 EUR 4,					
	JOHNS ST20219136	HEL02 HEL02 EUR 4,			043825		
	Alerts	×					
	No items to display.						

Figure 2-1 Application Environment

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

 Table 2-1
 Application Environment – Field Description

Field	Description	
Hamburger Menu	Click expand/collapse the menu.	
Menu	Click to navigate/open the screens associated with the application.	
Sub-Menu	Click to navigate/open the screens associated with the application. These are screens associated with the menu depending on the user privileges.	
Display Grid	Displays the screens/dashboards.	
Bank Name	Displays the name of the bank.	
Branch Code	Displays the branch associated with the bank. Click to select the branches associated with the logged in user.	
Application Date	Displays the last performed application date of branch's EOD.	



Table 2-1	(Cont.) Application Environment – Field Description
-----------	---

Field	Description
User Profile	Displays the user profile related options and actions are available.

- Maintenance Screen This topic describes about the various components in the maintenance screen.
- Summary Screen This topic describes about the various components on the summary screen.

### 2.1 Maintenance Screen

This topic describes about the various components in the maintenance screen.

Depending on the access/permission provided to the logged-in user, the user can access the create screen. The create screen allows the user to create/configure the new records using the fields associated with the selected create screen. These new records can also be saved.

#### Figure 2-2 Maintenance Screen

eate Interest Account Gr	oup		J.
oup Code	Group Description		
Required		Required	
			Cancel
			Cancel

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

 Table 2-2
 Maintenance Screen – Field Description

Field	Description
Fields	Displays the fields associated with the selected create screen.
	There are several types of fields such as text box, drop-down, and so on. These fields are either mandatory or options fields.
	For more information, refer to Mandatory and Optional Fields.
Tile bar	Displays the name of the screen, minimize, and remove actions.
	For more information, refer to <b>Minimizing Records</b> and <b>Closing Records</b> .
Save	Click to save the entered details.



Table 2-2	(Cont.) Maintenance Screen – Field Description
-----------	--

ſ	Field	Description
	Cancel	Click to cancel the entered details.

# 2.2 Summary Screen

This topic describes about the various components on the summary screen.

Depending on the access/permission provided to the logged in user, the user can access the summary screen. The summary screen provides the information about the configured records, where the user can perform few common actions and view the records.



Customer ID: D000001	Customer ID: 000040	Customer ID: 0000401	Customer ID: 000156	Customer ID: 000462	Customer ID: 000464 :
Customer NameBIBFCUBS CUST00001 Source OBLMUI	Customer NameINDIVIDUAL 1 Source OBLMUI	Customer Name0000401 Source OBLMUI	Customer NameASHOK JAIN Source OBLMUI	Customer NameABZ Solutions Source OBLMUI	Customer NameALL Sports Source OBLMUI
🗅 Authorized 🔓 Open 🖾 1	D Authorized 🔓 Open 🖾 1	D Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 4	D Authorized Deen 2	D Authorized 🔓 Open 🖾 4
Customer ID: D00500	Customer ID: 000501	Customer ID: 000502	Customer ID: 000527		
Eustomer NameABC INC Source OBLMUI	Customer NameABC DIGITAL Source OBLMUI	Customer NameABC RETAIL Source OBLMUI	Customer NameOBLMAUTCUST2 Source OBLMUI		
Authorized 🔓 Open 🖾 1	🕃 Authorized 🔓 Open 🖉 2	DAuthorized 🔓 Open 🖾 3	🗅 Unauthorized 🔓 Open 🖉 3		

Table 2-3 Summary Screen – Field Description

Field	Description
Search	Click to search/view a record.
Refresh	Click to refresh all configured records.
Add	Click to create/configure a new record.
Pagination	Displays the number of items available and its page numbers.
Title bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to <b>Minimizing Records</b> and <b>Closing Records</b> .
Records	Displays the configured records. The user can view the records in different format. For more information, refer to <b>Viewing Records</b> .
Tile view	Displays the configured records in the tile format.
List view	Displays the configured records in the list format.



# 3 How to's

This topic describes about the different types of actions that the user can perform in the application.

As a new user, the user need to perform a set of tasks that are similar in all the screens such as view, edit, delete existing records, and more.

When the user is working with records, it is important to remember that any records that user create, view, edit, delete, and more are determined by administrator settings such as user profile or permission set. Work with the administrator to ensure that the user have access to the records and data.

Now, the user have learned how to work with your records, the user might want to explore more advanced features.

This topic contains the following subtopics:

- Access the Records This topic provides the systematic instructions to access the records.
- View Records
   This topic describes about the various formats to view the records.
- Search the Records This topic provides the systematic instructions to search the records.
- Edit the Records This topic provides the systematic instructions to edit the records.
- Create / Configure the Records This topic provides the systematic instructions to create / configure the records.
- Copy the Records This topic provides the systematic instructions to copy the record.
- Unlock the Records
   This topic provides the systematic instructions to unlock the record.
- Reopen the Records This topic provides the systematic instructions to reopen the record.
- Delete the Records This topic provides the systematic instructions to delete the record.
- Print the Records This topic provides the systematic instructions to print the record.
- Authorize the Records This topic provides the systematic instructions to authorize the record.
- Minimize and Maximize the Records
   This topic provides the systematic instructions to minimize and maximize the records.
- Close the Records This topic provides the systematic instructions to close the records.
- Audit the Records This topic provides the systematic instructions to audit the record.



## 3.1 Access the Records

This topic provides the systematic instructions to access the records.

The user can access the screens on the permissions/rights provided for the user.

Specify User ID and Password, and login to Home screen.

**1.** Navigate to the hamburger menu.

By default, the hamburger menu is expanded.

2. Click <sub-menu>, and click <name of the screen>.

The screens associated with the sub-menu displays.

3. Click Create <name of the screen>.

The Create <name of the screen> screen displays. The user can create/configure the new records.

4. Click View <name of the screen>.

The View <name of the screen> screen displays. The user can view the configured records.

### 3.2 View Records

This topic describes about the various formats to view the records.

The user can view the summary of all configured records in the selected summary screen. This helps the user to find the required record faster.

The various formats to view the records are as follows:

- Tile View This topic describes about viewing the records in Tile View.
- List View

This topic describes about viewing the records in list view.

### 3.2.1 Tile View

This topic describes about viewing the records in Tile View.

The default summary view of the records are tile view. Displays the configured records in a tile format with few key fields that are associated with the screen. The user can click a tile to open a record in a full screen and view the details.



#### Figure 3-1 Tile View

View	/ Limit									$;: \times$
20										8 <u>3</u> 88
	stomer ID: 000401	:	Customer ID: 7252	:	Customer ID: JOHNSONDI	:	Customer ID: ICLCUST1	:	Customer ID: ICLCUST2	:
	istomer Name <b>0000401</b> ind Limit <b>10000</b>		Customer NameAcme Pharma Lend Limit 100000		Customer NameJOHNSONDI Lend Limit 100000		Customer NameICLCUST1 Lend Limit 10000		Customer NameICLCUST2 Lend Limit 100000	
۵	Unauthorized 🗄 Open	[2] 1	🗅 Authorized 🛛 🔓 Open	区3	🗅 Authorized 🔒 Open	<b>2</b>	🗈 Authorized 🔒 Open	<b>2</b> 1	🗅 Authorized 🔒 Closed	₫4
	stomer ID: 02499	:	Customer ID: 000462	:	Customer ID: ICLCUST01	:	Customer ID: BIBC001	:	Customer ID: WYNCUST943	:
	istomer NamelCLTEST01 ind Limit 100000		Customer NameABZ Solutions Lend Limit 1500000		Customer NameICLCUST01 Lend Limit 50000		Customer Name <b>Bib customer</b> Lend Limit <b>1000000</b>		Customer NameWYNCUST943 Lend Limit 20000	
D	Authorized 🔓 Open	[2]1	🗈 Authorized 🔒 Open	[2]1	🗅 Unauthorized 🛛 🔒 Closed	11	🗅 Authorized 🔒 Open	<b>2</b>	🗅 Unauthorized 🛛 🔒 Open	₫5

### 3.2.2 List View

This topic describes about viewing the records in list view.

On the maintenance screen, click List View icon to view the records that appear in a list view.

View Interest Account Group	:: ×
Q + Q	i= 88
C Group Code: 12345 ☆ Group Description: Test case	:
C Group Code: 12350	:
C Group Code: 34697  Group Description: 34697278	:
Croup Code: 98765	:
Group Code: AAAW1	:
C Group Code: ABB8B	:
Group Code: ABC12	:
C Group Code: ABCDE	:
C Group Code: ACDER	:
C Group Code: AK123 G Group Description: Account Group	:
Page 1 of 11 (1 - 10 of 104 items) K + 1 2 3 4 5 11 > >	

#### Figure 3-2 List View

### 3.3 Search the Records

This topic provides the systematic instructions to search the records.

1. Navigate to View screen.



2. Click Search button.

The fields associated with the screen displays.

Figure 3-3 Search

Search Filter	×
Group Code	
Group Description	
Authorization Status	
•	
Record Status	
Search Reset	_

- 3. Specify the required fields associated with the selected screen.
- 4. Click Search.

The requested record displays.

## 3.4 Edit the Records

This topic provides the systematic instructions to edit the records.

Make sure you have the privileges to know the guidelines to modify the records.

- 1. In a selected View screen, click a record to make the required changes.
- 2. Click Save to save the modified record.

# 3.5 Create / Configure the Records

This topic provides the systematic instructions to create / configure the records.

The user can create / configure records in any of the two ways:

- 1. In the selected **Summary** screen, click **Add** to create / configure a record.
- On the menu, select a sub-menu and click <Create name of the screen>.
   The Create Interest Account Group screen shown for reference.



Figure 3-4 Create Interest Account Group

- 3. Specify the required details in the respective fields.
- 4. Click Save.

The Save - Confirmation Message popup screen displays.



Save	
Please provide remarks (if any)	
Remarks	
	Cancel Confirm

- 5. Specify the remarks on the **Remarks** field.
- 6. Click **Confirm** to save the details.

The record is created and the maker remarks can be viewed in **Audit** screen. Refer **Audit the Records** topic for the detailed explanation.

7. Click **Cancel** to discard the changes.

## 3.6 Copy the Records

This topic provides the systematic instructions to copy the record.

- 1. Navigate to View screen.
- 2. Click the record that need to copy.
- 3. Click Copy to copy the selected record details and do the required changes to the record.
- 4. Click **Save** to save the copied record.

### 3.7 Unlock the Records

This topic provides the systematic instructions to unlock the record.

- 1. Navigate to View screen.
- 2. Click the record that need to unlock.
- Click Unlock to unlock the selected record details and do the required changes to the record.
- 4. Click Save.

The modified record is saved.

## 3.8 Reopen the Records

This topic provides the systematic instructions to reopen the record.

- 1. Navigate to View screen.
- 2. Click on the record that need to reopen.
- 3. Click Reopen.

The Confirmation screen displays.

- 4. Specify a remark.
- 5. Click Confirm to reopen the record.

### 3.9 Delete the Records

This topic provides the systematic instructions to delete the record.

Make sure that the have privileges and know the guidelines for deleting the records.

- 1. Navigate to View screen.
- 2. Click the record that need to delete.
- 3. Click **Delete**.

The selected record is deleted.

### 3.10 Print the Records

This topic provides the systematic instructions to print the record.



- **1.** Navigate to **View** screen.
- 2. Click the record that need to print.
- Click Print to view the record in a print format. The selected record is printed.

## 3.11 Authorize the Records

This topic provides the systematic instructions to authorize the record.

1. Navigate to Summary screen.

00

- 2. Click icon on the unauthorized record which needs to be actioned.
- 3. Click Authorize.

The authorized records associated with the screen displays.

#### Figure 3-6 Authorize

View Account Sp	ecial Rate	
2 + 0		
Mod Number1	Compare	
Done By KANNA Done On 11/30/2 Record Status Open		
Once Auth No	View	
		Cancel

4. Click View to view the record.



- 5. Click Cancel to cancel the authorization of the record.
- 6. Select the required modification number that must be approved/rejected.

Note:

- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

#### To authorize the record:

7. Select the required record that must be authorized.



8. Click **Approve** to authorize the record.

The Authorize - Confirmation Message popup screen displays.

	Figure 3-7 Authorize - Confirmation Message	
		×
	Confirm	
	Are you sure you want to approve? Please confirm	
	Remarks	
		Cancel Confirm
9.	Specify the authorization remarks in the <b>Remarks</b> field.	
	. Click <b>Confirm</b> to confirm the authorization of the record.	
	. Click <b>Cancel</b> to discard the authorization of the record.	
	o reject the record:	
	<ul> <li>Select the required record that must be rejected.</li> <li>Click <b>Reject</b> to reject the record.</li> </ul>	
10.	The <b>Reject - Confirmation Message</b> popup screen displays.	
	Figure 3-8 Reject - Confirmation Message	
	Confirm	×
	Are you sure you want to reject? Please provide remarks for reject	ion.
	Remarks	
		Cancel Confirm

**14.** Specify the rejection remarks in the **Remarks** field.



#### Note:

The Remarks is mandatory while rejecting the record.

**15.** Click **Confirm** to reject the record.

The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer **Audit the Records** topic for the detailed explanation.

16. Click Cancel to discard the rejection of the record.

# 3.12 Minimize and Maximize the Records

This topic provides the systematic instructions to minimize and maximize the records.

- 1. Navigate to View screen.
- 2. Click **Collapse** to minimize the screen.

The minimized screen displays at the bottom left corner of the screen.

3. Click Maximize button to maximize the screen.

The screen is maximized.

# 3.13 Close the Records

This topic provides the systematic instructions to close the records.

- 1. Navigate to View screen.
- 2. Click **Remove** button to close the record.

The selected record is closed.

#### Note:

If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.

# 3.14 Audit the Records

This topic provides the systematic instructions to audit the record.

- 1. Navigate to View screen.
- 2. Click Audit to view the change history of the record.

The Audit detail popup screen displays.



#### Figure 3-9 Audit

Maker	Checker	
SAJI02	O AUTOBLM1	
📆 November 1, 2021 at 5:42:12 AM	🔀 March 30, 2018 at 7:48:27 AM	
Status	Modification No	
Status O Authorized	Modification No	

3. Click **Show History** hyperlink to view the modification history of the record.



The Modification History popup screen displays in the reverse chronological order.

Figure 3-10 Modification History

Modification No: 3 Authorization Status: Unauthorized	Maker: ADMINUSER1	Checker: Checker Remarks: OVERDRAFT AMOUNT VERIFIEI
Record Status: Open		Checker Date Time:
Modification No: 2 Authorization Status: Authorized Record Status: Closed	Maker: ADMINUSER1 Maker Remarks: close Maker Date Time: April 9, 2018 at 6:30:03 PM	Checker: ADMINUSER1 Checker Remarks: Auto Authorize Checker Date Time: April 9, 2018 at 6:30:03 PM
Modification No: 1 Authorization Status: Authorized Record Status: Open	Maker: ADMINUSER1 Maker Remarks: - Maker Date Time: April 9, 2018 at 4:20:33 AM	Checker: ADMINUSER1 Checker Remarks: - Checker Date Time: April 9, 2018 at 4:20:33 AM

- 4. Click **Back** to navigate to the previous screen.
- 5. Click anywhere the screen to close the audit detail popup screen.



# 4 Screen/Dashboard

This topic describes about the various components in Screen / Dashboard.

This topic contains the following subtopics:

- Pagination This topic describes about the pagination details in the screen.
- Mandatory and Optional Fields
   This topic describes about the mandatory and optional fields in the screen.
- Remove Tile This topic describes the systematic instructions to remove the dashboard tile.
- Reorder Tile This topic describes the systematic instructions to reorder the dashboard tile.
- Expand Tile This topic describes the systematic instructions to expand the dashboard tile.
- Add Tile This topic describes the systematic instructions to add the dashboard tile.

# 4.1 Pagination

This topic describes about the pagination details in the screen.

The pagination displays the number of records on the bottom left corner of the selected view screen. The number of pages appears depending on the records available. The user can navigate to the first page, last page, previous page, or next page using the numbers options.

# 4.2 Mandatory and Optional Fields

This topic describes about the mandatory and optional fields in the screen.

The user can identify the mandatory field with the **Required** text. Once the value is captured, the **Required** text will disappear. If the user tries to save the record without providing all the mandatory fields, the fields are highlighted with the error message at the bottom of the fields.

# 4.3 Remove Tile

This topic describes the systematic instructions to remove the dashboard tile.

• Click **Remove** to remove the dashboard widget from the landing page.

The removed widgets are available under the Add Tiles option.

# 4.4 Reorder Tile

This topic describes the systematic instructions to reorder the dashboard tile.



• Select and drag the **Drag to Reorder** to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

# 4.5 Expand Tile

This topic describes the systematic instructions to expand the dashboard tile.

• Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget displays on a complete row to view more information.

# 4.6 Add Tile

This topic describes the systematic instructions to add the dashboard tile.

1. Click Add Tiles to Dashboard to add more available dashboard widget to the dashboard landing page.

The **Click on tiles to add them** screen displays.

Figure 4-1 Click on tiles to add them



 Click on the dashboard that the user wants to add to the dashboard-landing page. The page is automatically refreshed and displays the added dashboard widget.



# 5 Common Fields

This topic provides the information about all the common fields used in the application.

The list of common fields are as follows.

Field	Description	
Branch Code	The user can select a configured branch code which the user wants to associate with the selected screen.	
Maker	Displays the name of the logged in user who created the record.	
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the <b>Create External Customer</b> screen.	
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the <b>Create External Customer Account</b> screen.	
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the <b>Create Upload Source</b> screen.	
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the <b>Create Host Code</b> screen.	
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the <b>Create Currency Definition</b> screen.	
Status	<ul> <li>Displays the status of the record:</li> <li>Authorized: The record is verified and authorized.</li> <li>Unauthorized: The record is not verified.</li> <li>Rejected: The record is rejected.</li> <li>Open: The record is open and waiting for verification.</li> <li>Closed: The record is closed.</li> </ul>	

#### Table 5-1 Common Fields

# 6 Common Buttons/Icons

This topic provides the information about all the common buttons/icons used in the application. The list of common buttons and icons are as follows.

Button/Icon	Description
New	Creates a new record for the selected screen.
Query	View all the configured records for the selected screen.
Unlock	Unlock the configured record for the selected screen.
Search	Search the configured record and select the required record for the selected screen.
Сору	Copy the configured record, modify the details, and save with a different name for the record.
Delete	Remove the configured record for the selected screen.
Reopen	Reopens a closed record for the selected screen.
Close	Closes the configured record for the selected screen.
Print	Print view the configured record for the selected screen.
Authorize	Authorize the configured record for the selected screen.
Reject	Rejects the configured record for the selected screen.
Collapse	Minimises the opened screen to the bottom left corner of the screen.
Remove	Closes the opened screen.
Audit	Check the history of the configured records for the selected screen.
Save	Save the configured record for the selected scree
Cancel	Discard the configured record before saving it.
+	Add a row in the grid to provide the required record for the selected screen.
-	Remove a row in the grid for the selected screen.
>	Select a record and move it to the required selected list grid.
<	Select a record and move it back to the available list grid.
>	Move all the available list of records to the selected list of grid.
<u> </u>	Move back all the selected list of records to the available list of grid.

Table 6-1 List of Buttons/Icons



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