

# Oracle® Banking Cash Management Cloud Service Collections User Guide



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ORACLE®

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## Purpose

This guide is designed to help acquaint you with the Oracle® Banking Cash Management Cloud Service.

It provides an overview of the system and guides you, through the various steps involved in setting up and providing the cash management services for the customers of your bank.

## Audience

This guide is intended for the following User/User Roles:

**Table 1 Audience**

Role	Function
Back-office executive	Input functions for transactions
Back-office managers/officers	Authorization of functions
Product Managers	Product definition and authorization

## Documentation Accessibility

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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

The related documents are as follows:

- *Oracle Banking Common Core User Guide*
- *Oracle Banking Security Management System User Guide*
- *Oracle Banking Getting Started User Guide*
- *Cashflow Forecasting User Guide*
- *Netting User Guide*
- *Receivables and Payables User Guide*

## Conventions

The following text conventions are used in this document:

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

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

The list of acronyms and abbreviations that are used in this guide are as follows:

**Table 2 Acronyms and Abbreviations**

Abbreviation	Description
CDC	Current Dated Cheque
CIF	Customer Information File
CMS	Cash Management System
FIFO	First In First Out
LIFO	Last In First Out
PDC	Post Dated Cheque

## Basic Actions

The basic actions performed in the screens are as follows:

**Table 3 Basic Actions**

Actions	Description
<b>Approve</b>	Click <b>Approve</b> to approve the initiated record. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Authorize</b>.</li> </ul>
<b>Audit</b>	Click <b>Audit</b> to view the maker details, checker details of the record. <ul style="list-style-type: none"> <li>This button is displayed only for the records that are already created.</li> </ul>
<b>Authorize</b>	Click <b>Authorize</b> to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record. <ul style="list-style-type: none"> <li>This option is displayed only for the already created records.</li> </ul>
<b>Cancel</b>	Click <b>Cancel</b> to cancel the action performed.
<b>Close</b>	Click <b>Close</b> to close a record. This action is available only when a record is created.
<b>Collapse All</b>	Click <b>Collapse All</b> to hide the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Compare</b>	Click <b>Compare</b> to view the comparison through the field values of old record and the current record. <ul style="list-style-type: none"> <li>This button is displayed in the widget once you click <b>Authorize</b>.</li> </ul>
<b>Confirm</b>	Click <b>Confirm</b> to confirm the action performed.
<b>Expand All</b>	Click <b>Expand All</b> to expand and view all the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Menu Item Search</b>	Specify the menu name to search and select the required screens from the list. <ul style="list-style-type: none"> <li>This option is used to search and navigate the required screens.</li> </ul>
<b>New</b>	Click <b>New</b> to add a new record. The system displays a new record to specify the required data. The fields marked with asterisk are mandatory.
<b>OK</b>	Click <b>OK</b> to confirm the details in the screen.

Table 3 (Cont.) Basic Actions

Actions	Description
<b>Reject</b>	Click <b>Reject</b> to reject the initiated record. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Authorize</b>.</li> </ul>
<b>Save</b>	Click <b>Save</b> to save the details entered or selected in the screen.
<b>Unlock</b>	Click <b>Unlock</b> to update the details of an existing record. The system displays an existing record in editable mode. <ul style="list-style-type: none"> <li>This option is displayed only for the records that are already created.</li> </ul>
<b>View</b>	Click <b>View</b> to view the details in a particular modification stage. <ul style="list-style-type: none"> <li>This button is displayed in the widget once you click <b>Authorize</b>.</li> </ul>
<b>View Difference only</b>	Click <b>View Difference only</b> to view a comparison through the field element values of old record and the current record, which has undergone changes. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>

## Icons

The list of icons available on the screens are as follows:

Table 4 Icons - Common











Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record

Table 4 (Cont.) Icons - Common












Icon	Function
	Navigate to the next record
	Grid view
	List view
	Refresh
	Delete
	Add/Remove Columns
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Info

Table 5 Icons - Widget







Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status

Table 5 (Cont.) Icons - Widget

Icon	Function
	Authorized status
	Modification Number

# 1

## Overview of Collections

This topic describes the information on the overview, benefits and functionalities of Collections module.

### Overview

Oracle® Banking Cash Management Cloud Service services enable a financial institution to manage the account receivables and account payables of their corporate customers. Oracle® Banking Cash Management Cloud Service provides a technology platform capable of capturing account receivables and account payables of corporates across disparate accounts and locations. It also has a comprehensive Collections feature for managing the collection of cash, and cheques, which can include local, up-country, and correspondent bank cheques. This feature aims at minimizing float time, thus enabling better management of working capital for the corporates.

### Benefits

- **Cost Reduction** – The increased visibility of transactions and easy reconciliation helps corporates manage and control their cash flow and reduce costs.
- **Integrated Payables & Receivables** – The platform facilitates efficient receivables and payables management through enhanced automation and straight-through processing of key processes.
- **Early Credit** – The Arrangement Credit feature enables financial institutions to provide cheque collection credit to corporates before realization of the cheque.
- **Accurate Forecasting** – Enables financial institutions to maintain accurate cash flow forecasting of corporates, by consolidating forecast collection inputs through seamless integration with internal systems.
- **Regulatory Environment** – The platform leverages flexible configuration to launch quickly, respond to regulatory changes and expand into new geographies.

### Functionality

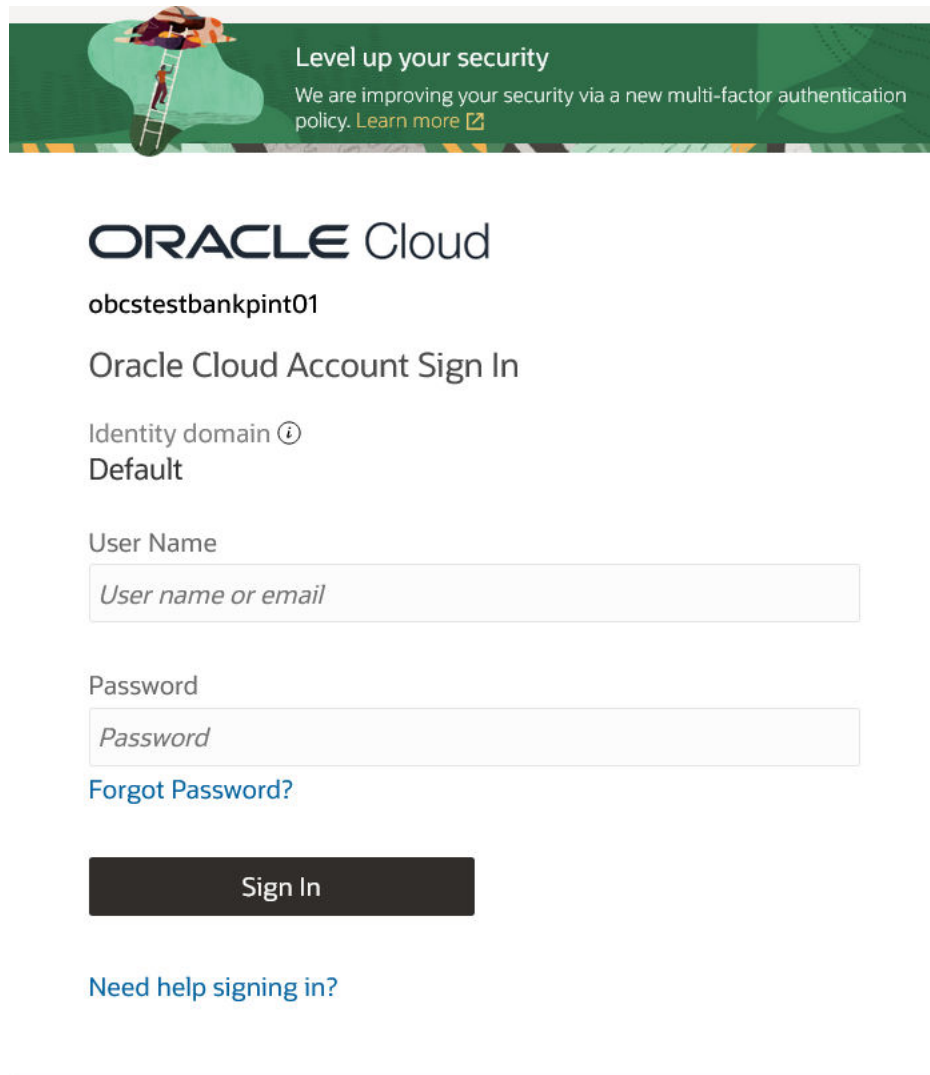
- Dashboard
- Collections
  - Paper Based Collections
  - Pricing

### Home: Dashboard

Successfully signing into the application displays the Dashboard as your home screen. Dashboard displays a gist/summary that is internal to the bank. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables you to perform various analytical functions. You can drag and move different portlets, resize/auto adjust the size, and expand/collapse the portlets.

On starting the Oracle® Banking Cash Management Cloud Service system, the **Login** screen displays.

Figure 1-1 Login



The image shows the Oracle Cloud login page. At the top, there is a green banner with the text "Level up your security" and "We are improving your security via a new multi-factor authentication policy. [Learn more](#)". Below the banner, the Oracle Cloud logo is displayed. The domain "obctestbankpint01" is shown. The page title is "Oracle Cloud Account Sign In". Under "Identity domain", it says "Default". There are input fields for "User Name" (placeholder: "User name or email") and "Password" (placeholder: "Password"). A link "Forgot Password?" is below the password field. A "Sign In" button is at the bottom. A link "Need help signing in?" is at the bottom.

Level up your security  
We are improving your security via a new multi-factor authentication policy. [Learn more](#)

**ORACLE** Cloud

obctestbankpint01

Oracle Cloud Account Sign In

Identity domain ⓘ  
Default

User Name

Password

[Forgot Password?](#)

**Sign In**

[Need help signing in?](#)

1. Specify **User Name** and **Password** to access the application.
2. Click **Sign In** to log into the application.  
The **Dashboard** screen displays.

Figure 1-2 Dashboard



Oracle® Banking Cash Management Cloud Service Dashboard currently consists of the following mentioned portlets for Receivables management:

Table 1-1 Dashboard

Portlets	Description
<b>Aging of Invoices</b>	The aging graph displays invoice aging information in the form of doughnuts. There are two views of the graph, 2nd view can be navigated by flipping the portlet, and clicking the graph on the top-right corner to change the view from doughnut (default) to bar chart. The front view of the graph displays the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days; 30-60 days etc. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range buckets, the graph displays the list of corporates whose invoices are due for that aging bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details about information of that specific corporate such as supplier name, 'Invoice Due Date From', and 'Invoice Due Date To'.
<b>Top 5 Corporates</b>	This portlet displays information in the form of a jet-bar chart of the top five corporate customers for their total Receivables and Payables. The data can be viewed in a tabular format as well, by clicking the table icon at the top right corner.
<b>Unrealized Instrument Aging</b>	Unrealized Instrument Aging graph displays the doughnut chart with the number of cheques/instruments, which are unrealized for aging bucket (number of day). You can click on the bar graph icon at the top-right of the portlet to change the view from doughnut (default) to bar graph. The landing page displays the number of unrealized cheques/instruments split as per configurable aging buckets. A maximum of seven ranges can be defined.

Table 1-1 (Cont.) Dashboard

Portlets	Description
<b>Instrument Status</b>	The Instrument Status portlet displays the status-wise total count and the total value of the instruments for the period selected between From Date and To Date (Deposit from and To Date). By default, the date period is from 'current date-1' to 'current date'. The statuses displayed in the portlet are Lodged, Hold, Return, and Realized.
<b>Cash Transaction Volume and Trend:</b>	This portlet displays a bar graph depicting the amounts in branch currency that have been collected and withdrawn every month, within the specified time frame. The Cash Withdrawal and Cash Collection bars are color-coded for aiding quick visual analysis. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates.
<b>Netting Transaction Status</b>	<p>This portlet provides an overview of all netting transactions, categorized by their current status. It shows both the total number and the total value of transactions for each status, based on the current branch date. Following are the list of netting transaction status.</p> <ul style="list-style-type: none"> <li>• <b>Awaiting Acceptance:</b> Awaiting Acceptance displays transactions that require user acceptance before processing. By clicking <b>Awaiting Acceptance</b> the user navigates to the <b>Netting Management</b> screen, where the default action is set to <b>Accept Netting Transaction</b>. This screen lists all transactions awaiting acceptance.</li> <li>• <b>Awaiting Settlement:</b> Awaiting Settlement displays transactions pending settlement but already accepted. Rejected transactions and delinked invoices are not included in this status. There is no hyperlink or navigation for this status.</li> <li>• <b>Corporate to Sub Center:</b> Corporate to Sub Center displays the total number and value of netting transactions where funds are to be transferred from Corporate to a Sub Center.</li> <li>• <b>Corporate to Global Netting Center:</b> Corporate to Global Netting Center displays the total number and value of transactions where funds are to be transferred from Corporate to the Global Netting Center.</li> <li>• <b>Sub Center to Global Netting Center:</b> Sub Center to Global Netting Center displays the total number and value of transactions where funds are to be transferred from a Sub Center to the Global Netting Center.</li> <li>• <b>Sub Center to Corporate:</b> Sub Center to Corporate displays the total number and value of transactions where funds are to be transferred from a Sub Center to Corporate.</li> <li>• <b>Global Netting Center to Sub Center:</b> Global Netting Center to Sub Center displays the total number and value of transactions where funds are to be transferred from the Global Netting Center to a Sub Center.</li> <li>• <b>Global Netting Center to Corporate:</b> Global Netting Center to Corporate displays the total number and value of transactions where funds are to be transferred from the Global Netting Center to Corporate.</li> </ul>
<b>Top 5 Corporate Cash Collection/Withdrawal:</b>	This portlet displays a jet-bar chart with the top 5 corporate parties with high-value cash collection in branch currency, within the specified time frame. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the top 5 corporates high-value cash withdrawals in branch currency, within the specified time frame.

Table 1-1 (Cont.) Dashboard

Portlets	Description
<b>Product-wise Instrument Collection Flow – Value:</b>	This portlet displays a line graph representing the monthly instrument-collection amount in branch currency, for each product that is associated with 'paper-based' category. Each product has a specific color code. You can alter the 'From Date' and 'To Date' by clicking the Filter icon and selecting the required dates. Flip the portlet using the arrow on the side to view the 'Product-wise Instrument Collection – Volume' graph, which displays the count of instruments for each product, for the specified time frame. Click to view the details in a tabular format.

3. Perform the following actions on the **Dashboard** screen:

- To add more portlets, click **Add** icon located at the top-right corner of the **Dashboard**.
- To remove a portlet, click **Remove** icon located at the portlet's top-right corner.
- To configure the portlet, click the **Configure Tile** icon located at the portlet's top-left corner.
- To flip the portlet view, click **Flip Forward** or **Flip Back** icon.
- To change the portlet's position, click and hold the 'Drag to reorder' (.....) icon at the portlet's bottom-center and then move the portlet to the desired position.
- To apply filters on the portlet's data, click **Filter** icon to view the pop-up to select the filter values.

## 2

# System Parameters

This topic describes the information to view and modify the day-zero system parameters for Oracle® Banking Cash Management Cloud Service.

The day-zero parameters are segregated into the two data segments as follows.

- Workflow Parameters
- Integration Parameters

This topic contains the following sub-topic:

- [View System Parameters](#)  
This topic describes the systematic instruction to view, modify, or authorize the day zero system parameters for Oracle® Banking Cash Management Cloud Service.

## 2.1 View System Parameters

This topic describes the systematic instruction to view, modify, or authorize the day zero system parameters for Oracle® Banking Cash Management Cloud Service.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **System Parameters**.
  2. Under **System Parameters**, click **View System Parameters**.

The **View System Parameters** screen displays.


**Figure 2-1 View System Parameters**



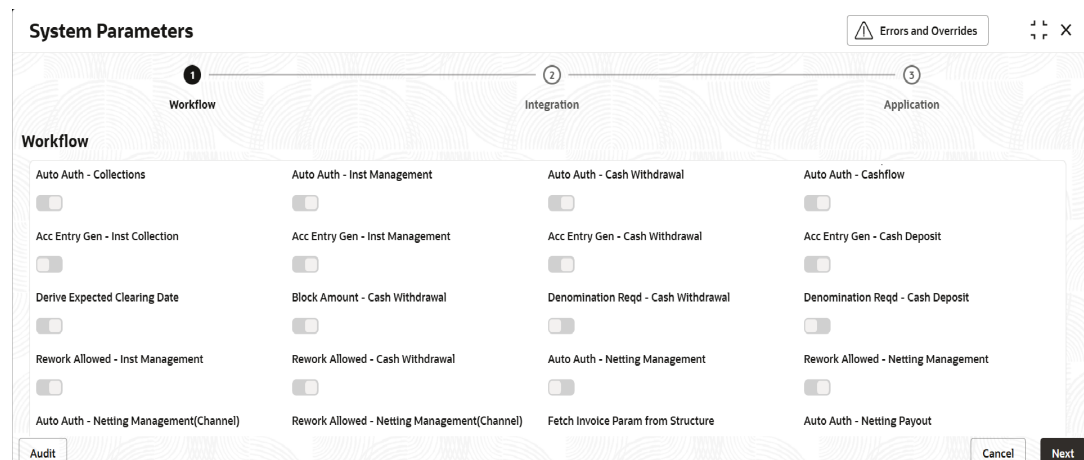
For more information on fields, refer to the field description table.

**Table 2-1 Create Arrangement Decisioning - Field Description**

Field	Description
<b>System Parameters</b>	Displays the unique alphanumeric code for System Parameters.

3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click  and select **Unlock** to modify the records.

The **System Parameters - Workflow Parameters** screen displays.

**Figure 2-2 System Parameters - Workflow Parameters**


6. On **Workflow Parameters** tab, select the toggles to configure the workflow parameters. For more information on fields, refer to the field description table.

**Table 2-2 Workflow Parameters - Field Description**

Field	Description
<b>Auto Auth - Collections</b>	Switch on the toggle to auto authorize of the instrument collections.
<b>Auto Auth - Inst Management</b>	Switch on the toggle to auto authorize of all the actions performed by the maker in Instrument Management.
<b>Auto Auth - Cash Withdrawal</b>	Switch on the toggle to auto authorize the cash withdrawal.
<b>Auto Auth- One Time Cashflow</b>	Switch on the toggle to auto authorize the cash flow transactions.
<b>Acc Entry Gen - Inst Collection</b>	Switch on the toggle to generate the accounting entries through the Instrument Management/Instrument Collection workflow.
<b>Acc Entry Gen - Inst Management</b>	Switch on the toggle to enable the generation of accounting entries through the Instrument Management workflow when the <b>Instrument Status</b> is marked as <b>Realized</b> or <b>Return</b> .

Table 2-2 (Cont.) Workflow Parameters - Field Description

Field	Description
<b>Acc Entry Gen - Cash Withdrawal</b>	Switch on the toggle to enable the generation of accounting entries through the Cash Withdrawal workflow.
<b>Acc Entry Gen - Cash Deposit</b>	Switch on the toggle to enable the generation of accounting entries through the Cash Deposit workflow.
<b>Derive Expected Clearing Date</b>	Switch on the toggle to enable the derivation of the expected clearing date for an instrument sent for clearing.
<b>Block Amount - Cash Withdrawal</b>	Switch on the toggle if the request has to be sent to the core system for blocking/earn marking the Cash Withdrawal amount.
<b>Denomination Req'd - Cash Withdrawal</b>	Switch on the toggle to enable if the denomination section to be mandatory/non-mandatory in Cash Withdrawal screen.
<b>Denomination Req'd - Cash Deposit</b>	Switch on the toggle to enable the denomination section to be mandatory/non-mandatory in Cash Deposit screen.
<b>Rework Allowed - Inst Management</b>	Switch on the toggle to enable the rework for the rejected instruments in Instrument Management.
<b>Rework Allowed - Cash Withdrawal</b>	Switch on the toggle to enable the rework for the rejected Cash Withdrawal transactions.
<b>PDC Activation Day</b>	Specify the number of days prior to the instrument date to activate the Post Dated Cheque for processing.
<b>Auto Auth - Netting Management</b>	Switch on the toggle to auto authorize of the netting management.
<b>Rework Allowed - Netting Management</b>	Switch on the toggle to enable the rework for the rejected the netting management.
<b>Auto Auth - Netting Management (Channel)</b>	Switch on the toggle to auto authorize of the netting management through the external channel.
<b>Rework Allowed - Netting Management (Channel)</b>	Switch on the toggle to enable the rework for the rejected netting management through the external channel.
<b>Fetch Invoice Param from Structure</b>	Switch on the toggle to fetch the invoice parameters from the netting Structure.
<b>Auto Auth - netting Payout</b>	Switch on the toggle to identify whether AutoAuth is required for Netting transactions.
<b>Rework Allowed - netting Payout</b>	Switch on the toggle to identify whether Rework is allowed for Netting transactions.
<b>Auto Auth - netting Payout (Channel)</b>	Switch on the toggle to identify whether AutoAuth is required for Netting transactions through the external channel.
<b>Rework Allowed - netting Payout (Channel)</b>	Switch on the toggle to identify whether Rework is allowed for Netting transactions through the external channel.
<b>Batch Run Date range- Netting Batch inquiry</b>	Select the date range which refers to the date when Structure was part of eligibility job.
<b>Review channel request</b>	Switch on the toggle to fetch OBDX initiated transaction from Channel Transaction.
<b>Rework Allowed - One Time Cashflow</b>	Switch on the toggle to identify whether Rework is allowed for one time cashflow.
<b>Auto Auth - Recurring Cashflow</b>	Switch on the toggle to identify whether AutoAuth is required for recurring Cashflow transaction.
<b>Rework Allowed - Recurring Cashflow</b>	Switch on the toggle to identify whether Rework is allowed for recurring Cashflow transaction.
<b>Recurring Cashflow Frequency (Max Count)</b>	This section displays the Recurring Cashflow Frequency count.
<b>Daily</b>	Displays the daily recurring cashflow count.
<b>Weekly</b>	Displays the weekly recurring cashflow count.

Table 2-2 (Cont.) Workflow Parameters - Field Description

Field	Description
<b>Monthly</b>	Displays the monthly recurring cashflow count.
<b>Fortnightly</b>	Displays the fortnightly recurring cashflow count.
<b>Quarterly</b>	Displays the quarterly recurring cashflow count.

7. Click **Next** button.

The **System Parameters - Integration Parameters** screen displays.

Figure 2-3 System Parameters - Integration Parameters

The screenshot shows the 'System Parameters' window with the 'Integration' tab selected. The 'Integration' section contains seven toggle switches, all of which are currently turned off. The toggles are arranged in two rows. The first row includes 'Online Posting - Inst Collection', 'Online Posting - Inst Management', 'Online Posting - Cash Withdrawal', and 'Online Posting - Cash Deposit'. The second row includes 'Allow Cashflow ML', 'Online Posting - Netting Payout', and 'External Bank - Netting Payout'. At the bottom of the window, there are four buttons: 'Audit', 'Cancel', 'Back', and 'Next'.

8. On **Integration Parameters** tab, select the toggles to configure the integration parameters. For more information on fields, refer to the field description table.

Table 2-3 Integration Parameters - Field Description

Field	Description
<b>Online Posting - Inst Collection</b>	Switch on the toggle to enable the online posting of the financial transactions related to the Instrument Collection/Instrument Management in accounting system.
<b>Online Posting - Inst Management</b>	Switch on the toggle to enable the online posting of the financial transactions related to the Instrument Management in accounting system when the <b>Instrument Status</b> is marked as <b>Realized</b> or <b>Return</b> .
<b>Online Posting - Cash Withdrawal</b>	Switch on the toggle to enable the online posting of the financial transactions related to the Cash Withdrawal in accounting system.
<b>Online Posting - Cash Deposit</b>	Switch on the toggle to enable the online posting of the financial transactions related to the Cash Deposits in accounting system.
<b>Allow Cashflow ML</b>	Switch on the toggle to enable the population of cashflow based on AI/Machine learning.

9. Click **Next** button.

The **System Parameters - Application Parameters** screen displays.


Figure 2-4 System Parameters - Application Parameters

10. On **Application Parameters** tab, select the Application to configure the Application parameters.

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

Table 2-4 Application Parameters - Field Description

Field	Description
<b>Language</b>	Select the language in which the specific application parameter value to be displayed.
<b>Code</b>	Specify the Code to list the value's for the specific application parameter.
<b>Description</b>	Specify the Description to the list of value's for the specific application parameter.

11. Filter the records in the **Application Parameter** screen:
  - a. Select the required filter criteria and click **Search** to filter the records.
  - b. Click **Reset** to reset the filter criteria.
  - c. Click Add icon to add a new value in the given application parameter.
12. Click  and then select any of the following options:
  - a. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - b. **View** – To view the record details.

# 3

## Maintenance for Collections

This topic describes the maintenance of reference data to be set on day zero to use the Collections functionality.

In the context of collections, for instance, you need to set up reference data like locations, product types, product mappings, and so on. This is the first step for initiating any transaction of collections. You may also need to identify administrators among the officers of your bank to whom you could assign the administration of the Collections system.

### Maintaining Core Reference Data

Your bank needs to set up certain core reference data for the Collections system to work such as list of country, currency, customer category, list of holidays, list of banks, branch, FX rates, and so on.

Refer **Oracle Banking Common Core User Guide** for setting up core reference data.

This topic contains the following sub-topics:

- [Accounting Maintenance](#)  
This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.
- [Arrangement Definition Maintenance](#)  
This topic describes the information to define various arrangement templates which is a group different arrangement parameter based on arrangement reference i.e., on deposit or liquidation and further link the same to an arrangement party i.e., Corporate or Correspondent bank.
- [Arrangement Decisioning Maintenance](#)  
This topic describes the information to setup the reference data to maintain the mappings between arrangement codes and the corporates in Cash Management system.
- [Corporate Enrichment Maintenance](#)  
This topic describes the information to maintain the various parameters at the Corporate level in Cash Management system.
- [Charges Maintenance](#)  
This topic describes the information to setup the reference data to maintain the charges in Cash Management system.
- [Cash Denomination Maintenance](#)  
This topic describes the information to setup the reference data to maintain the denominations for cash transactions of various currencies in Cash Management system.
- [Courier Setup Maintenance](#)  
This topic describes the information to setup the reference data to maintain the courier company's details in Cash Management system.
- [Location Maintenance](#)  
This topic describes the information to setup the reference data to maintain the various parameters for a specific location in Cash Management system.

- [Location Cluster Maintenance](#)  
This topic describes the information to setup the reference data to maintain the location cluster in Cash Management system.
- [Non System Bank Master](#)  
This topic describes the information to setup the reference data for non-system bank details in Cash Management system.
- [Non System Bank Branch Master](#)  
This topic describes the information to setup the reference data for the branch details of the non-system banks in Cash Management system.
- [PDC Vault Box Maintenance](#)  
This topic describes the information to setup the reference data to create/maintain vault boxes that can be used for storing the PDC instruments in Cash Management system.
- [Product Definition Maintenance](#)  
This topic describes the information to maintain the product definitions in Cash Management system.
- [Alerts Maintenance](#)  
This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

## 3.1 Accounting Maintenance

This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.

This topic contains the following sub-topics:

- [Accounting Role](#)  
This topic describes the information to setup the reference data for Accounting roles in Cash Management system.
- [Entry Codes](#)  
This topic describes the information to setup the reference data for entry codes in Cash Management system.
- [Accounting Entries](#)  
This topic describes the information to setup the reference data for Accounting entries in Cash Management system.
- [Internal Account Mapping](#)  
This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

### 3.1.1 Accounting Role

This topic describes the information to setup the reference data for Accounting roles in Cash Management system.

This topic contains the following sub-topics:

- [Create Accounting Role](#)  
This topic describes the systematic instruction to create role codes for the purpose of accounting.
- [View Accounting Role](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

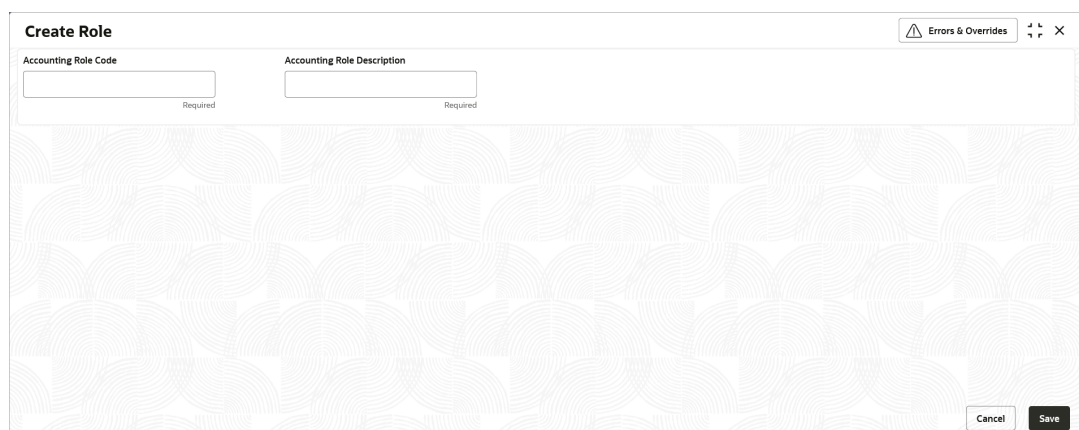
### 3.1.1.1 Create Accounting Role

This topic describes the systematic instruction to create role codes for the purpose of accounting.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Role**.
3. Under **Role**, click **Create Accounting Role**.

The **Create Accounting Role** screen displays.

**Figure 3-1 Create Accounting Role**



4. Specify the fields on **Create Accounting Role** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-1 Create Accounting Role - Field Description**

Field	Description
<b>Accounting Role Code</b>	Specify a unique code for the accounting role being created.
<b>Accounting Role Description</b>	Specify a description to associate with the role.

5. Click **Save** to save the record and send it for authorization.

### 3.1.1.2 View Accounting Role

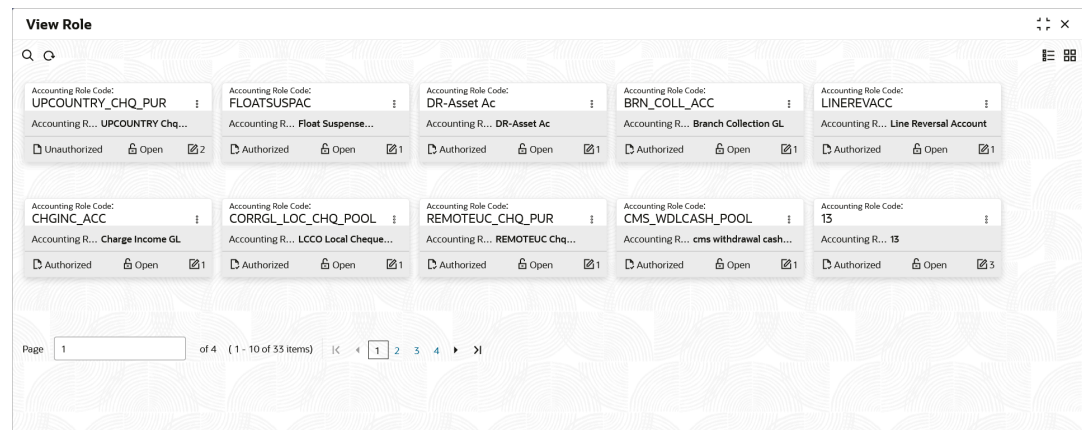
This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
  2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Accounting Role**.
  3. Under **Accounting Role**, click **View Accounting Role**.

The **View Accounting Role** screen displays.


**Figure 3-2 View Accounting Role**



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

**Table 3-2 View Accounting Role - Field Description**

Field	Description
<b>Accounting Role Code</b>	Displays the unique code for the accounting role.
<b>Accounting Role Description</b>	Displays the description to associate with the role.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.

- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.1.2 Entry Codes

This topic describes the information to setup the reference data for entry codes in Cash Management system.

This topic contains the following sub-topics:

- [Create Entry Codes](#)  
This topic describes the systematic instruction to create entry codes for the purpose of accounting.
- [View Entry Codes](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

### 3.1.2.1 Create Entry Codes

This topic describes the systematic instruction to create entry codes for the purpose of accounting.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Entry Codes**.
3. Under **Entry Codes**, click **Create Entry Codes**.

The **Create Entry Codes** screen displays.

**Figure 3-3 Create Entry Codes**

4. Specify the fields on **Create Entry Codes** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-3 Create Entry Codes - Field Description**

Field	Description
<b>Accounting Entry Code</b>	Specify a unique identification code for the accounting entry.
<b>Accounting Entry Description</b>	Specify a description for the accounting entry.
<b>Debit Role</b>	Select the role of the debit party.
<b>Debit Party</b>	Select the party type to debit.
<b>Debit Amount Type</b>	Select the amount type to debit.
<b>Debit Settlement Method</b>	Select the method to be used for debit settlement.
<b>Credit Role</b>	Select the role of the credit party.
<b>Credit Party</b>	Select the party to credit.
<b>Credit Amount Type</b>	Select the amount type to credit.
<b>Credit Settlement Method</b>	Select the method to be used for credit settlement.

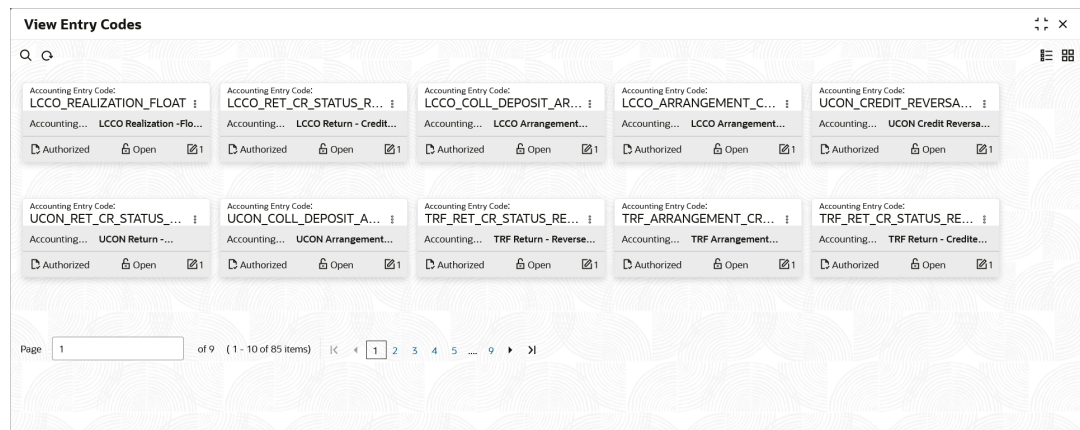
5. Click **Add/Edit** to add the details to the grid.
  - Click icon in the **Action** column to edit or delete the row.
6. Click **Reset** to clear the selected values, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.1.2.2 View Entry Codes

This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:


- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
  2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Entry Codes**.
  3. Under **Entry Codes**, click **View Entry Codes**.
- The **View Entry Codes** screen displays.

**Figure 3-4 View Entry Codes**

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

**Table 3-4 Create Entry Codes - Field Description**

Field	Description
<b>Accounting Entry Code</b>	Displays the unique identification code for the accounting entry.
<b>Accounting Entry Description</b>	Displays the description for the accounting entry.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.

- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

### 3.1.3 Accounting Entries

This topic describes the information to setup the reference data for Accounting entries in Cash Management system.

This topic contains the following sub-topics:

- [Create Accounting Entries](#)  
This topic describes the systematic instruction to create accounting entries.
- [View Accounting Entries](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

#### 3.1.3.1 Create Accounting Entries

This topic describes the systematic instruction to create accounting entries.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Accounting Entries**.
3. Under **Accounting Entries**, click **Create Accounting Entries**.

The **Create Accounting Entries** screen displays.

Figure 3-5 Create Accounting Entries

4. Specify the fields on **Create Accounting Entries** screen.

**Note**

The fields marked as **Required** are mandatory.


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

Table 3-5 Create Accounting Entries - Field Description

Field	Description
<b>Branch</b>	Select the Branch to add accounting entries for. Values in this field are listed based on your access rights.
<b>Product</b>	Select the product to add accounting entries for.
<b>Event</b>	Select the event to add accounting entries for.
<b>Filter Criteria</b>	Select the filter criteria for which the accounting entries are to be added. Based on the selected filter criteria, select the type/mode from the respective field(s) that appear.
<b>Credit Status</b>	Select the current status of a credit entry.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Credit Status</b> .
<b>Instrument Status</b>	Select the current status of an instrument.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Instrument Status</b> .
<b>Credit Reversal From</b>	Select the value to specify from where the credit reversal will take place.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Credit Reversal From</b> .

Table 3-5 (Cont.) Create Accounting Entries - Field Description

Field	Description
<b>Return Recovery From</b>	Select the value to specify from where the return recovery will take place.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Return Recovery From</b> .
<b>Float</b>	Click 'Yes' to enable the float arrangements, else click 'No'.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Float Arrangement</b> .
<b>Accounting Entry Code</b>	Click the Search icon to select the required accounting entry code.
<b>Accounting Entry Description</b>	Displays the description of the selected entry code.
<b>Sequence</b>	Select the sequence to be set for the accounting entry code.

5. Click **Add/Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
6. Click **Reset** to clear the selected values, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.1.3.2 View Accounting Entries

This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
  2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Accounting Entries**.
  3. Under **Accounting Entries**, click **View Accounting Entries**.

The **View Accounting Entries** screen displays.

**Figure 3-6 View Accounting Entries**

The screenshot shows the 'View Accounting Entries' interface. It features a search bar at the top left and a grid of 10 entry cards. Each card displays the following information:


- Product:** LCCO, LCCO, LCCO, UCON, TRF, TRF, LCCO, UCON, UCON
- Event:** REALIZATION, COLLECTION\_DEPOSIT, ARRANGEMENT\_CREDIT, CREDIT\_REVERSAL, TRF, RETURN, RETURN, COLLECTION\_DEPOSIT, RETURN
- Filter Criteria:** FLOAT, DEFAULT, DEFAULT, CREDIT\_REVERSAL\_FRC, INSTRUMENT\_STATUS, CREDIT\_STATUS\_RETUF, CREDIT\_STATUS\_RETUF, N/A, CREDIT\_STATUS\_RETUF
- Credit Status:** N/A, N/A, N/A, N/A, REALIZED, PARTIALLY\_REVERSED, CREDITED, N/A, CREDITED
- Instrument Status:** N/A, N/A, N/A, N/A, N/A, N/A, N/A, N/A, N/A

Each card also includes 'Authorized' and 'Open' icons and a count of 1. At the bottom, there is a pagination bar showing 'Page 1 of 9 (1 - 10 of 87 items)' and navigation controls.

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

**Table 3-6 Create Accounting Entries - Field Description**

Field	Description
<b>Product</b>	Displays the product for which the accounting entries have been created.
<b>Event</b>	Displays the event to which accounting entries were added.
<b>Filter Criteria</b>	Displays the filter criteria for which the accounting entries are added.
<b>Credit Status</b>	Displays the current status of a credit entry.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Credit Status</b> .
<b>Instrument Status</b>	Displays the current status of an instrument.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Instrument Status</b> .

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product, Event, Credit Status, Instrument Status, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
- Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

### 3.1.4 Internal Account Mapping

This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

This topic contains the following sub-topics:

- [Create Internal Account Mapping](#)  
This topic describes the systematic instruction to create internal account mapping.
- [View Internal Account Mapping](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

#### 3.1.4.1 Create Internal Account Mapping

This topic describes the systematic instruction to create internal account mapping.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Internal Account Mapping**.
3. Under **Internal Account Mapping**, click **Create Internal Account Mapping**.  
The **Create Internal Account Mapping** screen displays.

**Figure 3-7 Create Internal Account Mapping**

4. Specify the fields on **Create Internal Account Mapping** screen.

**Note**

The fields marked as **Required** are mandatory.

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


**Table 3-7 Create Internal Account Mapping - Field Description**

Field	Description
<b>Account Type</b>	Switch the toggle button to select either CASA or GL for the mapping.
<b>Branch</b>	Select the branch in which account is maintained.
<b>Product</b>	Select the product for which internal account mapping is to be maintained. The user can select <b>ALL</b> if the account is to be used for all the products.
<b>Role</b>	Click the search icon to select the accounting role to map the account to.
<b>Settlement Method</b>	Displays the <b>Cus A/C</b> or <b>Internal GL</b> based on selection of Account type either <b>CASA</b> or <b>GL</b> .
<b>Account in Transaction Currency</b>	Switch on this toggle to specify whether the accounting should be done in transaction currency or not.

Table 3-7 (Cont.) Create Internal Account Mapping - Field Description

Field	Description
<b>Filter Criteria</b>	<p>Select any one of the following criteria: If Account type is selected as <b>CASA</b>, the available Options are:</p> <ul style="list-style-type: none"> <li>• <b>Party Location Division Based</b></li> <li>• <b>Party Location Based</b></li> <li>• <b>Party Division Based</b></li> <li>• <b>Party Based</b></li> </ul> <p>If Account type is selected as <b>GL</b>, the available Options are:</p> <ul style="list-style-type: none"> <li>• <b>Party Location Division Based</b></li> <li>• <b>Party Location Based</b></li> <li>• <b>Party Division Based</b></li> <li>• <b>Party Based</b></li> <li>• <b>Payin Netting entity based</b></li> <li>• <b>Payout netting entity based</b></li> <li>• <b>default</b></li> </ul> <p>Based on the selected filter criteria, select the required values from the respective fields that appear.</p>
<b>Party</b>	<p>Click the search icon and select the party to whose account is to be mapped. This field is displayed only if <b>Filter Criteria</b> selected as <b>Party</b>.</p>
<b>Location</b>	<p>Click the search icon and select the location to whose account is to be mapped. This field is displayed only if <b>Filter Criteria</b> selected as <b>Location</b>.</p>
<b>Division Code</b>	<p>Click the search icon and select the division code. This field is displayed only if <b>Filter Criteria</b> selected as <b>Division</b>.</p>
<b>Payin Netting Entity Based</b>	<p>Click the search icon and select the Entity to whose account is to be mapped. The Available options are:</p> <ul style="list-style-type: none"> <li>• <b>Global Netting Center</b></li> <li>• <b>Sub Center</b></li> <li>• <b>Corporate</b></li> </ul> <p>This field is displayed only if <b>Filter Criteria</b> selected as <b>Payin Netting Entity Based</b>.</p>
<b>Payout Netting EntityBased</b>	<p>Click the search icon and select the Entity to whose account is to be mapped. The Available options are:</p> <ul style="list-style-type: none"> <li>• <b>Global Netting Center</b></li> <li>• <b>Sub Center</b></li> <li>• <b>Corporate</b></li> </ul> <p>This field is displayed only if <b>Filter Criteria</b> selected as <b>Payout Netting Entity Based</b>.</p>
<b>Account Currency</b>	Select the currency of the account to be mapped.
<b>Account Number</b>	Click the Search icon and select real/virtual account number.
<b>Offset Account Number</b>	<p>Click the Search icon and select the offset account number. Offset Account will list all GL Accounts which can be maintained as an Offset to the CASA Entry. This field is displayed if <b>Balanced Posting with Offset Required</b> flag is enabled in System Parameters. This field is displayed for CASA Account Type.</p>
<b>Default Account</b>	Switch on this toggle to specify if this account should be considered as the default one.

## 5. Perform the following actions:

- Click **Add/ Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
  - Click **Reset** to clear the selected values, if required.
6. Click **Save** to save the data and send it for authorization.

### 3.1.4.2 View Internal Account Mapping

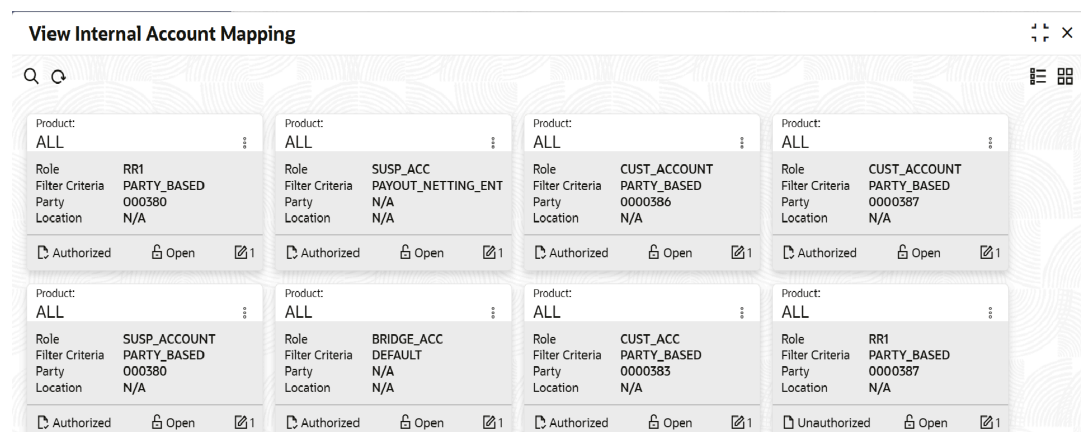
This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
  2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Internal Account Mapping**.
  3. Under **Internal Account Mapping**, click **View Internal Account Mapping**.

The **View Internal Account Mapping** screen displays.

**Figure 3-8 View Internal Account Mapping**




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

**Table 3-8 View Internal Account Mapping - Field Description**

Field	Description
<b>Product</b>	Displays the product for which internal account mapping is to be maintained.
<b>Role</b>	Displays the accounting role mapped to the account.

Table 3-8 (Cont.) View Internal Account Mapping - Field Description

Field	Description
<b>Filter Criteria</b>	<p>Displays the filter criteria: If Account type is <b>CASA</b>, the available Options are:</p> <ul style="list-style-type: none"> <li>• <b>Party Location Division Based</b></li> <li>• <b>Party Location Based</b></li> <li>• <b>Party Division Based</b></li> <li>• <b>Party Based</b></li> </ul> <p>If Account type is <b>GL</b>, the available Options are:</p> <ul style="list-style-type: none"> <li>• <b>Party Location Division Based</b></li> <li>• <b>Party Location Based</b></li> <li>• <b>Party Division Based</b></li> <li>• <b>Party Based</b></li> <li>• <b>Payin Netting entity based</b></li> <li>• <b>Payout netting entity based</b></li> <li>• <b>default</b></li> </ul>
<b>Party</b>	<p>Displays the party to whom the account is mapped. This field is displayed only if <b>Filter Criteria</b> is <b>Party</b>.</p>
<b>Location</b>	<p>Displays the location to whom the account is mapped. This field is displayed only if <b>Filter Criteria</b> is <b>Location</b>.</p>

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Branch, Product, Role, Party, Location, Authorization Status and Record Status.  
**Note:** The user can select **ALL** if the account is to be used for all the products.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.

- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.2 Arrangement Definition Maintenance

This topic describes the information to define various arrangement templates which is a group different arrangement parameter based on arrangement reference i.e., on deposit or liquidation and further link the same to an arrangement party i.e., Corporate or Correspondent bank.

Banks can make funds available to corporate parties even before the cheques are cleared. This is referred to as an 'Arrangement'. However, if the instrument collection fails or is delayed, or even if the instrument is marked as 'Returned', then the banks need to recover the funds through credit reversal. The Arrangement Definition screen enables banks to create arrangement and recovery parameters, with respect to the collections facility. Once an Arrangement Definition is created, it can be linked to the required corporate party and product using the Arrangement Decisioning screen.

The arrangements reference for the Collections module in Oracle® Banking Cash Management Cloud Service is based on the following two parameters:

- **Deposit Date:** For the arrangement based on deposit date, the bank provides the corporate an option of different arrangement days on which the corporate desires the payment of funds against instruments deposited by the corporate. The arrangement days depend on the charge the corporate is willing to pay, and the desired liquidity. Thus, the bank pays the amount to the corporate on the arrangement day or value date on presenting a cheque. For example, if a corporate has opted for a 'Day + 1' arrangement with the bank, then the corporate will receive the funds 1 day after the instrument has been deposited regardless of the actual number of days required to clear the instrument.
- **Realization Date:** For the arrangement based on realization date, the corporate receives credit only after the instrument has been marked as cleared in the system. If the instrument has been returned (for reasons such as insufficient funds in the drawer's account, discrepancy in the signature, and so on), then the corporate does not receive the funds.

This topic contains the following subtopics:

- [Create Arrangement Definition](#)  
This topic describes the systematic instruction to create arrangement codes.
- [View Arrangement Definition](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize arrangement code details.

### 3.2.1 Create Arrangement Definition

This topic describes the systematic instruction to create arrangement codes.

Newly created arrangement codes take effect once authorized and cannot be modified thereafter.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Definition**.
3. Under **Arrangement Definition**, click **Create Arrangement Definition**.

The **Create Arrangement Definition** screen displays.

**Figure 3-9 Create Arrangement Definition**

4. Specify the fields on **Create Arrangement Definition** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-9 Create Arrangement Definition - Field Description**

Field	Description
<b>Arrangement Code</b>	Specify a unique alphanumeric code for the arrangement. This code cannot be modified once authorized.
<b>Arrangement Description</b>	Specify a description for the arrangement. For example, for a corporate having an arrangement day on the deposit date, enter a description such as 'On Deposit Arrangement' and for a corporate having an arrangement day on the realization date, enter a description such as 'On Realization Arrangement'.
<b>Arrangement Reference Basis</b>	Select whether the arrangement should be set with reference to the deposit date or the realization date.
<b>Arrangement Days</b>	Specify the number of days on which the funds should be credited to the corporate on the basis of the selected arrangement reference. For example, If the 'Arrangement Reference Basis' field is set to 'Deposit Date' and Arrangement Day is set to 1, then the amount is credited to the corporate on the next day of the cheque deposit. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
<b>Corporate Release Days</b>	Specify the number of days post funds release, that the corporate can withdraw/utilize the funds. Based on the arrangement, the corporate account will be credited. However, the amount will be blocked for the number of days entered in this field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.

Table 3-9 (Cont.) Create Arrangement Definition - Field Description

Field	Description
<b>Extension Days - Instrument Lost</b>	In case the cheque is lost in transit, specify the number of days to be given as an extension to the corporate before their account is debited.
<b>Extension Days - Certificate</b>	Specify the number of days to extend the line of credit (tenor) given to the corporate. For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is in the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However, the correspondent bank/drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in the 'Certificate Extension Days' field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
<b>Extension Days - Instrument Return</b>	Specify the number of days to be given as an extension window for the corporate in case the cheque is returned.
<b>Credit Reversal Days</b>	Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
<b>Credit Reversal From</b>	Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown.
<b>Partial Credit Reversal</b>	Switch on the toggle if recovery can be done in tranches. In other words, even if the collections amount or the CASA account balance is less than the total amount to be reversed, multiple collections or multiple debits to the CASA will be performed, until such time that the credit amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
<b>Bank Float Arrangement</b>	Switch on the toggle to utilize the processed instruments that are realized before arrangement credit to the corporate.
<b>Return Recovery From</b>	Select the value to specify from where the recovery can be done in case of returned instrument.
<b>Partial Return Recovery</b>	Switch on the toggle if recovery can be done in tranches. In other words, even if the collections amount or account balance is less than the total amount to be recovered, multiple collections or account debits to CASA will be performed until such time that the recovery amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount that needs to be recovered.
<b>Forced Debit for Recovery</b>	Switch on the toggle to allow an entry with negative amount to be passed by core banking in case reversal or recovery should be done from a customer's bank account that has insufficient balance.

- Click **Save** to save the record and send it for authorization.

## 3.2.2 View Arrangement Definition

This topic describes the systematic instruction to view, modify, delete, or authorize arrangement code details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

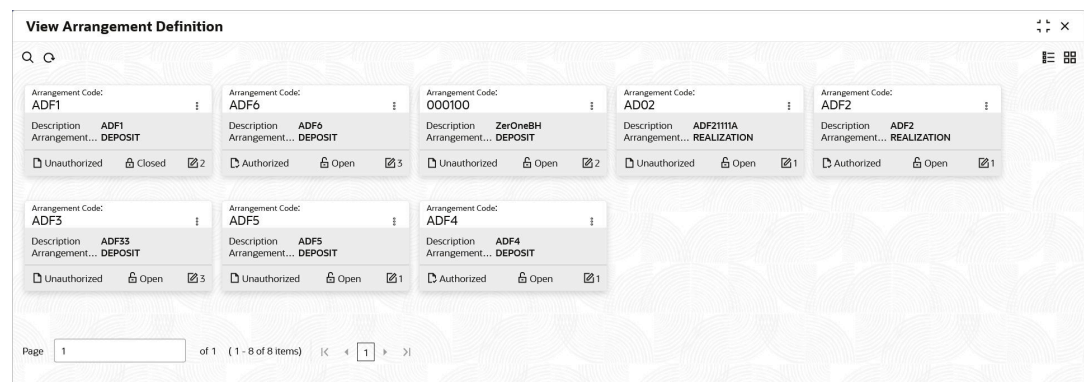
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Definition**.
3. Under **Arrangement Definition**, click **View Arrangement Definition**.

The **View Arrangement Definition** screen displays.

**Figure 3-10 View Arrangement Definition**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Accounting Code, Description, Record Status and Authorization Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.3 Arrangement Decisioning Maintenance

This topic describes the information to setup the reference data to maintain the mappings between arrangement codes and the corporates in Cash Management system.

Once the arrangement code is defined, Arrangement Decisioning screen helps to map such templates at the corporate level. The user can map the existing arrangement codes or define new arrangement settings for the Corporate/Drawee bank/Correspondent bank.

This topic contains the following subtopics:

- [Create Arrangement Decisioning](#)  
This topic describes the systematic instruction to link the existing arrangement codes with the arrangement party (Corporate/Correspondent bank) or define a new arrangement.
- [View Arrangement Decisioning](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize arrangement decisioning details.

### 3.3.1 Create Arrangement Decisioning

This topic describes the systematic instruction to link the existing arrangement codes with the arrangement party (Corporate/Correspondent bank) or define a new arrangement.

The Arrangement Decisioning is driven by a combination of the following fields:

- Product
- Effective Date
- Arrangement Party
- Corporate/Drawee bank/Correspondent bank
- Payable at Location (if available)

Newly created mapping takes effect once authorized and cannot be modified thereafter.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Decisioning**.
3. Under **Arrangement Decisioning**, click **Create Arrangement Decisioning**.  
The **Create Arrangement Decisioning** screen displays.

Figure 3-11 Create Arrangement Decisioning

**Create Arrangement Decisioning** Errors & Overrides

☐ Apply For All Products

**Corporate**  
  
 Effective Date: April 29, 2022  
☐ Centralized Forwarding Schedule

**Product**  
 ALL  
 Payable at Location: Bangalore  
 Expiry Date: May 31, 2023

**Arrangement Party**  
 Corporate  
 Drawee Bank: HDFC BANK  
 Agreement Reference Number:

**Filter Criteria**  
 Corporate and Drawee Bank an  
☐ Inclusion Of Holidays

**Amount Based Arrangement**  
☐ Link Arrangement  
☐ Corporate Release Days  
 Credit Reversal Days  
 Return Recovery From: Account Debit  
 Add/Edit Reset

**Currency**  
 Select  
 Arrangement Code  
 Extension Days - Instrument Lost  
 Credit Reversal From: Account Debit  
 Partial Return Recovery

**From Amount**  
 £0.00  
 Arrangement Reference Basis: Select  
 Extension Days - Instrument Return  
 Partial Credit Reversal  
 Forced Debit for Recovery

**To Amount**  
 Arrangement Days  
 Extension Days - Certificate  
 Bank Float Arrangement

Currency	From Amount	To Amount	Arrangement Reference Basis	Arrangement Code	Arrangement Days	Credit Reversal Days	Credit Reversal From	Action
GBP	0	100	DEPOSIT	ADF6	20	0	ACCOUNT_DEBIT	⋮
USD	0	111	DEPOSIT	ADF4	20	0	ACCOUNT_DEBIT	⋮

Page 1 of 1 (1-2 of 2 items) |< 1 >|

Cancel Save

4. Specify the fields on **Create Arrangement Decisioning** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 3-10 Create Arrangement Decisioning - Field Description

Field	Description
<b>Apply for All Products</b>	Switch the toggle ON to apply the arrangement decisioning to all products.
<b>Product</b>	Select the product to apply the arrangement decisioning to.
<b>Arrangement Party</b>	Select the arrangement party (Corporate/Correspondent Bank) to link the existing arrangement to or to define a new arrangement for. This field cannot be modified once authorized.

Table 3-10 (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
<b>Filter Criteria</b>	<p>Select a value which indicates whether the setup is done for the Corporate/Correspondent Bank at broad level or with a combination of different parameters along with the arrangement party.</p> <p>For example: If the <b>Arrangement Party</b> is selected as <b>Corporate</b>, then the available options are:</p> <ul style="list-style-type: none"> <li>• <b>Corporate</b></li> <li>• <b>Corporate and Payable At Location</b></li> <li>• <b>Corporate and Drawee Bank</b></li> <li>• <b>Drawee Bank and Payable At Location</b></li> <li>• <b>Corporate and Drawee Bank and Payable At Location</b></li> <li>• <b>Default</b></li> </ul> <p>If the <b>Arrangement Party</b> is selected as <b>Correspondent Bank</b>, then the available options are:</p> <ul style="list-style-type: none"> <li>• <b>Correspondent Bank</b></li> <li>• <b>Correspondent Bank and Payable At Location</b></li> <li>• <b>Correspondent Bank and Drawee Bank and Payable At Location</b></li> <li>• <b>Default</b></li> </ul> <p>Based on the selected value, the relevant additional fields gets displayed on the screen.</p> <p>For example: In case, the 'Corporate and Payable At Location' value is selected from the Filter Criteria list, an additional field is displayed for selecting the location.</p> <p>The filter criteria cannot be modified once authorized.</p>
<b>Payable at Location</b>	<p>Click the Search icon to select the location from where an amount can be paid.</p> <p>This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Payable At Location</b>.</p>
<b>Drawee Bank</b>	<p>Click the Ssearch icon to select the bank on which the cheque is drawn.</p> <p>This field is enabled only for the below filter criteria:</p> <ul style="list-style-type: none"> <li>• Corporate and Drawee Bank</li> <li>• Corporate and Drawee Bank and Payable at Location</li> <li>• Drawee Bank and Payable at Location</li> <li>• Correspondent Bank and Drawee Bank and Payable at Location</li> </ul>
<b>Corporate / Correspondent Bank</b>	<p>Click the Search icon to select name of the corporate or the correspondent bank. This field cannot be modified once authorized.</p>
<b>Effective Date</b>	<p>Click the Calendar icon and select the date from which the arrangement will be effective. By default, the branch date is selected. This field cannot be modified once authorized.</p>
<b>Expiry Date</b>	<p>Click the calendar icon and select the date on which the arrangement expires. In case the expiry date is same as the branch date then on that day's EOD, the arrangement decisioning status is marked as <b>Close</b>.</p>
<b>Agreement Reference Number</b>	<p>Specify the alphanumeric agreement reference number. This number is stored as a placeholder only.</p>
<b>Inclusion of Holidays</b>	<p>Switch the toggle ON to include holidays in the calculation of expected clearing date during transaction entry for Corporates/ Correspondent bank/Drawee bank. This field cannot be modified once authorized.</p>


Table 3-10 (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
<b>Centralized Forwarding Schedule</b>	Switch the toggle ON or OFF to enable or disable the centralized forwarding schedule. If the switch is enabled for a correspondent bank as an arrangement party, the workflow process of centralized forwarding schedule is followed by the system for all the cheques payable at selected correspondent bank in Oracle Banking Cash Management. This field is enabled only if the <b>Arrangement Party</b> is selected as <b>Correspondent Bank</b> .
<b>Amount Based Arrangement</b>	Switch the toggle ON, if the arrangement party (Corporate/Correspondent bank) requires an arrangement on the basis of a cheque amount range. Enabling this field displays the grid to specify values for the amount range, arrangement code, and so on. This field cannot be modified once authorized.
<b>Currency</b>	Select the currency of the amount. This field is displayed only if the <b>Amount Based Arrangement</b> field is enabled.
<b>From Amount</b>	Specify the value for the start value of the amount range. The amount can contain up to two decimal places. For example: \$34,234,235,252,532,430,000,000,000.00. The default value is zero. This field is displayed only if the <b>Amount Based Arrangement</b> toggle is enabled.
<b>To Amount</b>	Specify the value for the final value of the amount range. The amount can contain up to two decimal places. For example: \$34,234,235,252,532,430,000,000,000.00. A blank field in the last row indicates that the amount range is infinite. The default value is zero. This field is displayed only if the <b>Amount Based Arrangement</b> field is enabled.
<b>Link Arrangement</b>	Switch the toggle ON to select and link the existing arrangement code. On selecting the arrangement code, all its relevant fields are auto-populated and non-editable. This field cannot be modified once authorized.
<b>Arrangement Code</b>	Click the search icon to select the arrangement code. This field is displayed only if the <b>Link Arrangement</b> toggle is enabled.
<b>Arrangement Reference Basis</b>	This field cannot be modified if the <b>Link Arrangement</b> toggle is enabled. Otherwise, select the value to specify whether the arrangement is based on <b>Liquidation</b> or <b>Deposit</b> .
<b>Arrangement Days</b>	This field cannot be modified if the <b>Link Arrangement</b> toggle is enabled. Otherwise, Specify the number of days when the funds are channelized between banks, corporate, and so on. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
<b>Corporate Release Days</b>	Specify the number of days post which the corporate can withdraw/ utilize the funds, post the funds are released. The corporate account is credited, based on the arrangement. However, the amount remains blocked for the number of days entered in this field. The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value. This field cannot be modified if the <b>Link Arrangement</b> toggle is enabled.

Table 3-10 (Cont.) Create Arrangement Decisioning - Field Description

Field	Description
<b>Extension Days - Instrument Lost</b>	Specify the number of days to be given as an extension to notify the corporate that the account will get debited, in case the cheque is lost in transit.  This field cannot be modified if the <b>Link Arrangement</b> toggle is enabled.
<b>Extension Days - Instrument Return</b>	Specify the number of days to be given as an extension window for the corporate in case the cheque is returned.  This field cannot be modified if the <b>Link Arrangement</b> toggle is enabled.
<b>Extension Days - Certificate</b>	Specify the number of days to extend the line of credit (tenor) given to the corporate. For example, when the instrument does not get cleared within the scheduled time, the corporate can get a certificate from the drawer's bank. This is in the form of a letter stating that the drawer's account balance is sufficient to make the payment to the corporate, or that the drawer's account has already been debited, thus indicating that the instrument has been cleared. However, the Correspondent bank/ Drawer bank might not have conveyed the same information to the system bank. In such case, giving an extension will extend the line of credit (tenor) given to the corporate as defined in this field.  The maximum value that can be entered is 99. The default value is zero. Leaving this field blank considers the default value.
<b>Credit Reversal Days</b>	Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account.
<b>Credit Reversal From</b>	Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown.
<b>Partial Credit Reversal</b>	Switch the toggle ON if recovery can be done in tranches. In other words, even if the collections amount or CASA account balance is less than the total amount to be reversed, multiple collections or multiple debits to CASA will be performed, until such time that the credit amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
<b>Bank Float Arrangement</b>	Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate.
<b>Return Recovery From</b>	Select the value to specify from where the recovery can be done in case of returned instrument.
<b>Partial Return Recovery</b>	Switch the toggle ON if recovery can be done in tranches. In other words, even if the collections amount or account balance is less than the total amount to be recovered, multiple collections or account debits to CASA will be performed until such time that the recovery amount is nullified. Else, credit reversal is done only if and when the next collection's batch amount or CASA account balance is equal to or greater than the amount to be recovered.
<b>Forced Debit for Recovery</b>	Switch the toggle ON to allow an entry with negative amount to be passed by core banking in case reversal or recovery needs to be done from a customer's bank account that has insufficient balance.
<b>Location Name</b>	Click the search icon to select the location applicable to the corporate. This field cannot be modified once authorized.

- Click **Add/Edit** to add the details to the grid.

- Click  icon in the **Action** column to edit or delete the row.
- 6. Click **Reset** to clear the selected values, if required.
- 7. Click **Save** to save the record and send it for authorization.

### 3.3.2 View Arrangement Decisioning

This topic describes the systematic instruction to view, modify, delete, or authorize arrangement decisioning details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Arrangement Decisioning**.
3. Under **Arrangement Decisioning**, click **View Arrangement Decisioning**.

The **View Arrangement Decisioning** screen displays.

**Figure 3-12 View Arrangement Decisioning**




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

**Table 3-11 View Arrangement Decisioning - Field Description**

Field	Description
<b>Product</b>	Displays the product of the arrangement decisioning.
<b>Corporate</b>	Displays the a value which indicates the setup is done for the Corporates.
<b>Correspondent Bank</b>	Displays the name of the correspondent bank.
<b>Payable at Location</b>	Displays the location from where an amount can be paid.

**Table 3-11 (Cont.) View Arrangement Decisioning - Field Description**

Field	Description
<b>Drawee Bank</b>	<p>Displays the bank on which the cheque is drawn.</p> <p>This field is displayed only for the below:</p> <ul style="list-style-type: none"> <li>• Corporate and Drawee Bank</li> <li>• Corporate and Drawee Bank and Payable at Location</li> <li>• Drawee Bank and Payable at Location</li> <li>• Correspondent Bank and Drawee Bank and Payable at Location</li> </ul>

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product, Arrangement Party, Filter Criteria, Corporate Name, Correspondent Bank, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.4 Corporate Enrichment Maintenance

This topic describes the information to maintain the various parameters at the Corporate level in Cash Management system.

This screen allows you to map products that are available for specific corporates. Once the product(s) are mapped, product level enrichment can be created at a deposit level or an

instrument level. In case of maintaining enrichment at an instrument level, you can choose a specific product or 'All' products. There are additional fields that can be mapped for the product and applied at the time of transaction processing.

Pooling level information allows you to map the level at which the funds should be pooled. This can be 'Account', 'Division', or 'Location'.

Pick up point creation allows you to set up multiple pick-up points for the corporate.

The 'Corporate Enrichment' screen captures data in five tabs, namely – 'Corporate Information', 'Product Information', 'Corporate Pooling Setup', 'Pick Up Point Creation', and 'Delivery Point Creation'.

This topic contains the following subtopics:

- [Create Corporate Enrichment](#)  
This topic describes the systematic instruction to setup corporate enrichment details for collections.
- [View Corporate Enrichment](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize corporate enrichment details.

### 3.4.1 Create Corporate Enrichment

This topic describes the systematic instruction to setup corporate enrichment details for collections.

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

#### Corporate Information:

The **Corporate Information** tab is used to map the products available for the corporate and other parameters that are applied at the time of transaction capturing or processing. Multiple records can be added for product(s) by clicking the **Add/Edit** button. These products are available in the following tabs for enrichment.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Corporate Enrichment**.
3. Under **Corporate Enrichment**, click **Create Corporate Enrichment**.

The **Create Corporate Enrichment - Corporate Information** screen displays.

**Figure 3-13 Create Corporate Enrichment - Corporate Information**

**Create Corporate Enrichment** Errors & Overrides Screen(1/5)

**Corporate Information**

Corporate:

Product Code:

Status:

Division Code Info Mandatory: ☐ Drawer Info Mandatory: ☐ Courier Service: ☒ Pickup ☒ Delivery

Product Code	Description	Status	Action
TRFR	Transfer	ACTIVE	⋮
TEST	Local Inside Network	ACTIVE	⋮
UCOM	Upcountry Outside Network	ACTIVE	⋮

Page 1 of 1 (1-5 of 5 items)

4. Specify the fields on **Create Corporate Enrichment - Corporate Information** screen.


**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-12 Corporate Information - Field Description**

Field	Description
<b>Corporate</b>	Specify the corporate ID or name to add the details for. Alternatively, click the search icon to search and select the corporate. This field cannot be modified once authorized.
<b>Division Code Info Mandatory</b>	Switch the toggle ON, if providing division code details should be mandatory in transactions.
<b>Drawer Info Mandatory</b>	Switch the toggle ON, if providing drawer details should be mandatory in transactions.
<b>Courier Service</b>	Select the <b>Pickup</b> option if pick up service is required by the corporate. If selected, the details in the <b>Pick Up Point Creation</b> screen are mandatory. Select the <b>Delivery</b> option if delivery service is required by the corporate. If selected, the details in the <b>Delivery Point Creation</b> screen are mandatory.
<b>Product Code</b>	Specify the product code or click the search icon to search and select the products that should be available for enrichment and transactions.
<b>Description</b>	Displays the description based on the selected product code.
<b>Status</b>	Select the product status. The status can be toggled from <b>Active</b> to <b>Closed</b> and vice-versa. Once selected as <b>Closed</b> , the product will not be available for transaction and further enrichment. However, already initiated transactions for the product will be allowed to complete.

5. Perform the following actions in the **Corporate Information** screen:
  - a. Click **Add/Edit** to add the record to the grid or modify a selected record.
  - b. Under the **Actions** column, click  and then click **Edit** or **Delete** to edit or remove the record respectively.
  - c. Click **Reset** to clear the selected values.
6. Click **Save and Close** to save the record and close the window.  
The record is sent for authorization.
7. Click **Cancel** to close the window without saving data.

**Product Information**

Once the products that should be available for the Corporate are selected; this screen is used to create customized enrichment labels. These are used and validated while processing the transactions.

8. Click **Next** to move to the next screen.

The **Create Corporate Enrichment - Product Information** screen displays.

Figure 3-14 Create Corporate Enrichment - Product Information

9. Specify the fields on **Create Corporate Enrichment - Product Information** screen.

**Note**

The fields marked as **Required** are mandatory.


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

Table 3-13 Product Information - Field Description

Field	Description
<b>Level of Enrichment</b>	Select the value to specify that the enrichment is at <b>Deposit</b> or <b>Instrument</b> level.
<b>Product Code</b>	Select the product for enrichment. This field is enabled only for <b>Instrument</b> level enrichment.
<b>Product Category</b>	Select the product for enrichment as <b>Paper Based Instrument</b> or <b>Cash</b> . This field is enabled only for <b>Deposit</b> level enrichment.
<b>Enrichment Label</b>	Specify the name of an attribute to configure.
<b>Data Type</b>	Select one of the following data types for the attribute: <ul style="list-style-type: none"> <li><b>Alphabetical</b> – For alphabets only.</li> <li><b>Alphanumeric</b> – For alphabets and numbers.</li> <li><b>Date</b> – For date format only.</li> <li><b>Numeric</b> – For number format only.</li> <li><b>Time</b> – For time format.</li> <li><b>Date and Time</b> – For date as well as time format.</li> </ul>
<b>Field length</b>	Specify the length of the field to be validated. This field is hidden for data types that include date and time.
<b>Validations</b>	Select any of the following values: <ul style="list-style-type: none"> <li><b>Unique</b> – If the attribute value should be unique.</li> <li><b>Mandatory</b> – If selecting the value for attribute is mandatory.</li> <li><b>Exact Length</b> – If an attribute should be of specified field length.</li> <li><b>Minimum Length</b> – Specify the minimum length of an attribute in the textbox.</li> </ul>
<b>Date Format</b>	The date format is defaulted to 'YYYY-MM-DD'.

**Table 3-13 (Cont.) Product Information - Field Description**

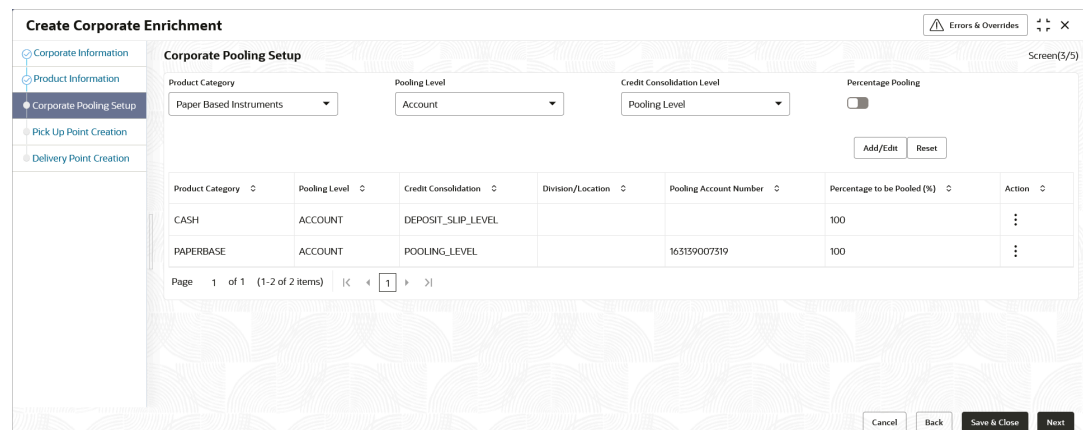
Field	Description
<b>Time</b>	The time format is defaulted to 'HH-mm-SS'.

10. Perform the following actions in the **Product Information** screen:
  - a. Click **Add/Edit** to add the record to the grid or modify a selected record.
  - b. Under the **Actions** column, click the Kabab  icon and then click **Edit** or **Delete** to edit or remove the record respectively.
  - c. Click **Reset** to clear the selected values.
11. Click **Back** to move to the previous screen.
12. Click **Save and Close** to save the record and close the window.  
The record is sent for authorization.
13. Click **Cancel** to close the window without saving data.

**Corporate Pooling Setup**

14. Click **Next** to move to the next screen.

The **Create Corporate Enrichment - Corporate Pooling Setup** screen displays.

**Figure 3-15 Create Corporate Enrichment - Corporate Pooling Setup**


**Create Corporate Enrichment**

Corporate Pooling Setup

Product Category: Paper Based Instruments | Pooling Level: Account | Credit Consolidation Level: Pooling Level | Percentage Pooling: ☐

Add/Edit | Reset

Product Category	Pooling Level	Credit Consolidation	Division/Location	Pooling Account Number	Percentage to be Pooled (%)	Action
CASH	ACCOUNT	DEPOSIT_SLIP_LEVEL			100	
PAPERBASE	ACCOUNT	POOLING_LEVEL		163139007319	100	

Page 1 of 1 (1-2 of 2 items) | < 1 >

Cancel | Back | Save & Close | Next

15. Specify the fields on **Create Corporate Enrichment - Corporate Pooling Setup** screen.

**Note**

The fields marked as **Required** are mandatory.


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

Table 3-14 Corporate Pooling Setup - Field Description

Field	Description
<b>Product Category</b>	Select the product category to setup pooling parameters for. The available options are: <ul style="list-style-type: none"> <li>• <b>Paper Based Instruments</b></li> <li>• <b>Cash</b></li> </ul>
<b>Pooling Level</b>	Select the level at which pooling needs to be done. The options are: <b>Account</b> , <b>Division</b> , and <b>Location</b> . Default pooling level is <b>Account</b> . Only one type of pooling level is allowed per corporate per product category. However, different pooling levels can be maintained for each product category: for cash and for paper-based instruments. This field cannot be modified once authorized. <b>Note:</b> If a credit account number is entered during Deposit Entry creation, then the amount is credited to that account, and not the pooling account, for that particular deposit slip. Similarly, if a credit account number is entered when making an Instrument Collection entry, then the amount is credited to that account, and not the pooling account, for that particular instrument.
<b>Credit Consolidation Level</b>	Select the level at which the collection amount should be consolidated. The available options are: <ul style="list-style-type: none"> <li>• <b>Pooling level</b> – The credit amount is consolidated as per the pooling level selected (Account/Division/Location).</li> <li>• <b>Instrument level</b> – The collection amount is consolidated at individual instrument level, and credited as per the pooling set up maintained.</li> <li>• <b>Deposit Slip level</b> – The collection amount is consolidated at deposit slip level, and credited as per the pooling set up maintained.</li> <li>• <b>Product level</b> – The collection amount is consolidated at product level, and credited as per the pooling set up maintained.</li> </ul>
<b>Percentage Pooling</b>	Switch the toggle ON, to set the percentages (%) of allocation of the collection amount to each account, associated with the pooling level. If this toggle is not enabled, then the allocation is done to the default account maintained in the <b>Internal Account Mapping</b> setting for the pooling level for the corporate.
<b>Division Code</b>	Select the required division code to set the percentage allocation for. This field is applicable only for <b>Division</b> type of pooling level.
<b>Location Code</b>	Specify or search and select the required location code to set the percentage allocation for. This field is applicable only for <b>Location</b> type of pooling level.
<b>Pooling Account Number</b>	Click the Search icon and select the real/virtual account number maintained for the selected pooling level, to set the percentage allocation for.
<b>Percentage to be Pooled (%)</b>	Specify the percentage value to be allocated. This field is disabled if <b>Division Code Info Mandatory</b> toggle is enabled in the <b>Corporate Information</b> screen. Total percentage value should be 100 across the selected pooling level.

16. Perform the following actions in the **Corporate Pooling Setup** screen:

- a. Click **Add/Edit** to add the record to the grid or modify a selected record.

- b. Under the **Actions** column, click the Kabab  icon and then click **Edit** or **Delete** to edit or remove the record respectively.
  - c. Click **Reset** to clear the selected values.
17. Click **Back** to move to the previous screen.
  18. Click **Save and Close** to save the record and close the window.  
The record is sent for authorization.
  19. Click **Cancel** to close the window without saving data.

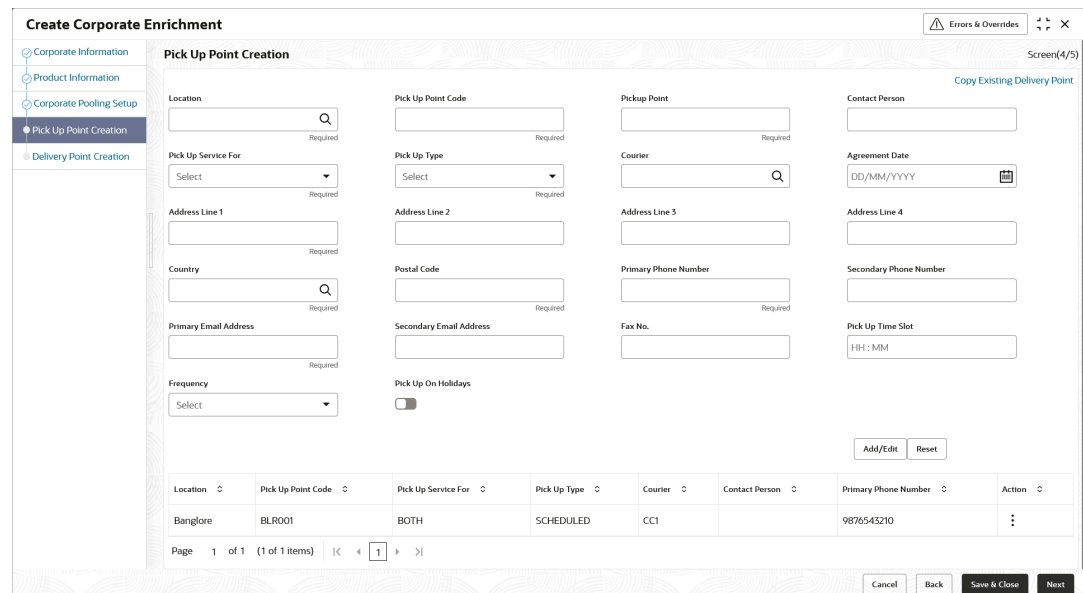
### Pick Up Point Creation

Providing information on this screen is mandatory if the **Pickup** is selected in the **Courier Service** field in the **Corporate Information** screen. This screen contains all information related to the pick-up point(s).

20. Click **Next** to move to the next screen.

The **Create Corporate Enrichment - Pick Up Point Creation** screen displays.

**Figure 3-16 Create Corporate Enrichment - Pick Up Point Creation**



**Create Corporate Enrichment** Errors & Overrides Screen(4/5)

**Pick Up Point Creation** Copy Existing Delivery Point

Location  Required

Pick Up Point Code  Required

Pickup Point  Required

Contact Person

Pick Up Service For  Required

Pick Up Type  Required

Courier  Required

Agreement Date  DD/MM/YYYY

Address Line 1  Required

Address Line 2  Required

Address Line 3

Address Line 4

Country  Required

Postal Code  Required

Primary Phone Number  Required

Secondary Phone Number

Primary Email Address  Required


Secondary Email Address

Fax No.

Pick Up Time Slot  HH:MM

Frequency  Required

Pick Up On Holidays ☐

Location	Pick Up Point Code	Pick Up Service For	Pick Up Type	Courier	Contact Person	Primary Phone Number	Action
Bangalore	BLR001	BOTH	SCHEDULED	CC1		9876543210	

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21. Specify the fields on **Create Corporate Enrichment - Pick Up Point Creation** screen.

### Note

The fields marked as **Required** are mandatory.

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

**Table 3-15 Pick Up Point Creation - Field Description**


Field	Description
<b>Copy Existing Delivery Point</b>	Click this link to select the delivery point details existing in the system to auto-populate the data.

Table 3-15 (Cont.) Pick Up Point Creation - Field Description

Field	Description
<b>Location</b>	Click the search icon or enter the pick-up location code. This field is mandatory only if <b>Pickup</b> is selected for <b>Courier Service</b> in the <b>Corporate Information</b> screen.
<b>Pick Up Point Code</b>	Specify a unique alphanumeric pick-up point code to be created. This field cannot be modified once authorized.
<b>Pick Up Point</b>	Specify a name or description for the pick-up point code.
<b>Contact Person</b>	Specify the name of the contact person for the pick-up point.
<b>Pick Up Service For</b>	Select the option for which the pick-up point is being configured. The available options are: <ul style="list-style-type: none"> <li>• <b>Cheque</b></li> <li>• <b>Cash</b></li> </ul>
<b>Pick Up Type</b>	Select the type of pick-up. The available options are: <ul style="list-style-type: none"> <li>• <b>Adhoc/On Call</b></li> <li>• <b>Scheduled</b></li> </ul>
<b>Courier</b>	Click the search icon and select the courier maintained in the system.
<b>Agreement Date</b>	Click the calendar icon and select the start date of the pick-up service. By default, the current branch date is the agreement date.
<b>Address Line 1</b>	Specify the first line of the address of the pick-up location.
<b>Address Line 2</b>	Specify the second line of the address of the pick-up location.
<b>Address Line 3</b>	Specify the third line of the address of the pick-up location.
<b>Address Line 4</b>	Specify the fourth line of the address of the pick-up location.
<b>Country</b>	Click the search icon and select the country of the pick-up location.
<b>Postal Code</b>	Specify the postal code of the location.
<b>Primary Phone Number</b>	Specify the primary phone number of the pick-up contact person.
<b>Secondary Phone Number</b>	Specify the secondary phone number of the pick-up contact person.
<b>Primary Email Address</b>	Specify the primary email address for the pick-up location.
<b>Secondary Email Address</b>	Specify the secondary email address for the pick-up location.
<b>Fax No.</b>	Specify the fax number of the pick-up location, if any.
<b>Pick Up Time Slot</b>	Specify the time slot in HH:MM:SS format within which pick-up should be done; where, HH stands for hours, MM stands for minutes, and SS stands for seconds.
<b>Frequency</b>	Select the value to specify how frequently pick-up should be done. This field is mandatory only for <b>Scheduled</b> type of pick-up.
<b>Day of the Week</b>	Select the day(s) on which the pick-up should be done. This field is not applicable for <b>Daily</b> frequency.
<b>Pickup on Holidays</b>	Switch the toggle ON, if pick-up can be done on holidays.
<b>Cheque Return Dispatch</b>	Select any one value where return should be dispatched. This field is displayed only when <b>Cheque</b> or <b>Both</b> is selected in the 'Pick Up Service For' field.
<b>Address Line 1</b>	Specify line 1 of the address where cheques should be returned. This field is displayed only when <b>Other</b> is selected in the <b>Cheque Return Dispatch</b> field.
<b>Address Line 2</b>	Specify line 2 of the address where cheques should be returned. This field is displayed only when <b>Other</b> is selected in the <b>Cheque Return Dispatch</b> field.

Table 3-15 (Cont.) Pick Up Point Creation - Field Description

Field	Description
Address Line 3	Specify line 3 of the address where cheques should be returned. This field is displayed only when <b>Other</b> is selected in the <b>Cheque Return Dispatch</b> field
Address Line 4	Specify line 4 of the address where cheques should be returned. This field is displayed only when <b>Other</b> is selected in the <b>Cheque Return Dispatch</b> field

22. Perform the following actions in the **Pick Up Point Creation** screen:
  - a. Click **Add/Edit** to add the record to the grid or modify a selected record.
  - b. Under the **Actions** column, click the  and then click **Edit** or **Delete** to edit or remove the record respectively.
  - c. Click **Reset** to clear the selected values.
23. Click **Back** to move to the previous screen.
24. Click **Save and Close** to save the record and close the window.  
The record is sent for authorization.
25. Click **Cancel** to close the window without saving data.

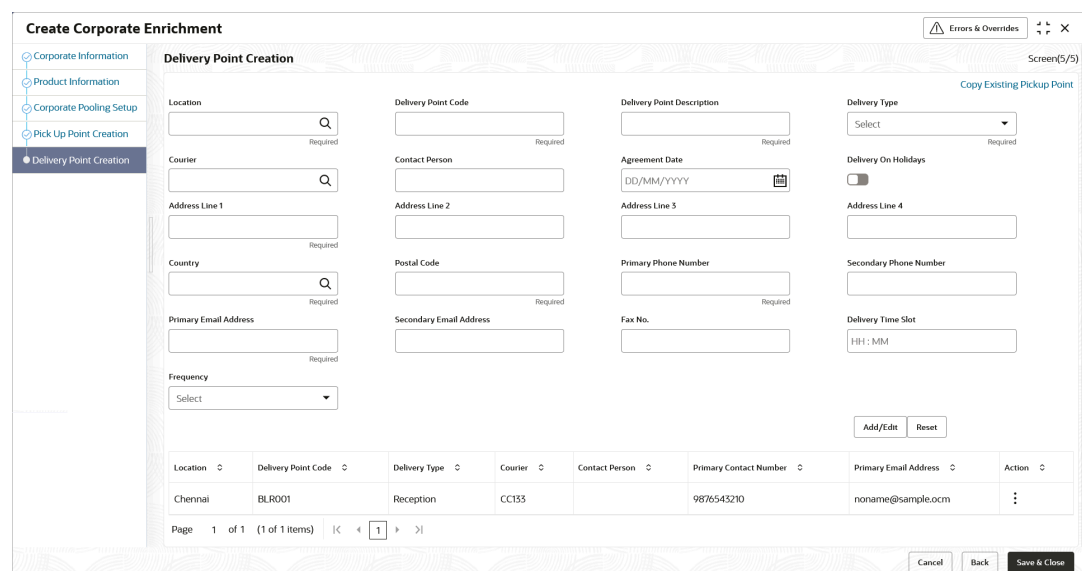
### Delivery Point Creation

Providing information in this screen is mandatory if the **Delivery** is selected in the **Courier Service** field in the **Corporate Information** screen. This screen contains all information related to the delivery point(s).

26. Click **Next** to move to the next screen.

The **Create Corporate Enrichment - Delivery Point Creation** screen displays.

Figure 3-17 Create Corporate Enrichment - Delivery Point Creation



**Create Corporate Enrichment** Errors & Overrides Screen(5/5)

**Delivery Point Creation** Copy Existing Pickup Point

Location  Required

Courier  Required

Address Line 1  Required

Country  Required

Primary Email Address  Required

Frequency  Required

Delivery Point Code  Required

Contact Person  Required

Address Line 2  Required

Postal Code  Required

Secondary Email Address  Required

Delivery Point Description  Required

Agreement Date  Required

Address Line 3  Required

Primary Phone Number  Required

Fax No.  Required


Delivery Type  Required

Delivery On Holidays ☐ Required

Address Line 4  Required

Secondary Phone Number  Required

Delivery Time Slot  Required

Location	Delivery Point Code	Delivery Type	Courier	Contact Person	Primary Contact Number	Primary Email Address	Action
Chennai	BLR001	Reception	CCT33		9876543210	noname@sample.ocm	

Page 1 of 1 (1 of 1 items)

27. Specify the fields on **Create Corporate Enrichment - Delivery Point Creation** screen.

**Note**


The fields marked as **Required** are mandatory.

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

**Table 3-16 Delivery Point Creation - Field Description**

Field	Description
<b>Copy Existing Pickup Point</b>	Click this link to select the pickup point details existing in the system to auto-populate the data.
<b>Location</b>	Click the search icon or enter the delivery location code. This field is mandatory only if <b>Delivery</b> is selected in the <b>Courier Service</b> field in the <b>Corporate Information</b> screen.
<b>Delivery Point Code</b>	Specify a unique alphanumeric delivery point code to be created. This field cannot be modified once authorized.
<b>Delivery Point Description</b>	Specify a name or description for the delivery point code.
<b>Delivery Type</b>	Select the type of delivery as <b>Adhoc/On Call</b> , or <b>Scheduled</b> .
<b>Courier</b>	Click the search icon and select the courier code maintained in the system.
<b>Contact Person</b>	Specify the name of the contact person of the delivery point.
<b>Agreement Date</b>	Click the calendar icon and select the start date of the delivery service. By default, the current branch date is the agreement date.
<b>Delivery on Holidays</b>	Switch the toggle ON, if delivery can be done on holidays.
<b>Address Line 1</b>	Specify the first line of the address of the delivery location.
<b>Address Line 2</b>	Specify the second line of the address of the delivery location.
<b>Address Line 3</b>	Specify the third line of the address of the delivery location.
<b>Address Line 4</b>	Specify the fourth line of the address of delivery location.
<b>Country</b>	Click the search icon and select the country of the delivery location.
<b>Postal Code</b>	Specify the postal code of the location.
<b>Primary Phone Number</b>	Specify the primary phone number of the delivery contact person.
<b>Secondary Phone Number</b>	Specify the secondary phone number of the delivery contact person.
<b>Primary Email Address</b>	Specify the primary email address for the delivery location.
<b>Secondary Email Address</b>	Specify the secondary email address for the delivery location.
<b>Fax No.</b>	Specify the fax number of the delivery location, if any.
<b>Delivery Time Slot</b>	Specify the time slot in HH:MM:SS format within which delivery should be done; where, HH stands for hours, MM stands for minutes, and SS stands for seconds.
<b>Frequency</b>	Select the value to specify how frequently delivery should be done. This field is mandatory only for 'Scheduled' type of delivery.
<b>Day of the Week</b>	Select the day(s) on which the delivery should be done. This field is not applicable for <b>Daily</b> frequency.

28. Perform the following actions in the **Delivery Point Creation** screen:

- a. Click **Add/Edit** to add the record to the grid or modify a selected record.
- b. Under the **Actions** column, click  and then click **Edit** or **Delete** to edit or remove the record respectively.
- c. Click **Reset** to clear the selected values.

29. Click **Back** to move to the previous screen.
30. Click **Save and Close** to save the record and close the window.  
The record is sent for authorization.
31. Click **Cancel** to close the window without saving data.

## 3.4.2 View Corporate Enrichment

This topic describes the systematic instruction to view, modify, delete, or authorize corporate enrichment details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

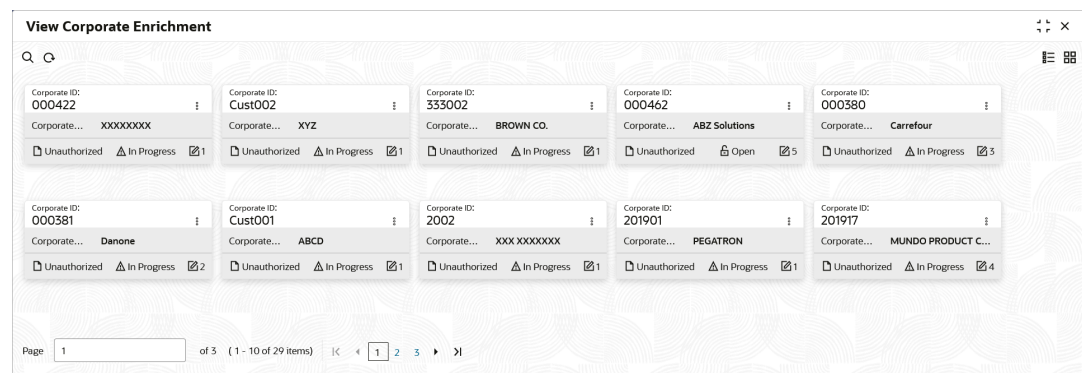
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Corporate Enrichment**.
3. Under **Corporate Enrichment**, click **View Corporate Enrichment**.

The **View Corporate Enrichment** screen displays.

**Figure 3-18 View Corporate Enrichment**




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

**Table 3-17 View Corporate Enrichment - Field Description**

Field	Description
<b>Corporate ID</b>	Displays the corporate ID.
<b>Corporate Name</b>	Displays the corporate name.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Corporate Name, Corporate ID, Authorization Status, and Record Status.

- b. Select the required filter criteria and click **Search** to filter the records.
        - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.5 Charges Maintenance

This topic describes the information to setup the reference data to maintain the charges in Cash Management system.

Banks can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The levying of the charges can be specific events such as auto-debit, EOD, etc. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

Banks are also empowered to configure flexible and preferential pricing as per corporate risk profile and assessment.

This topic contains the following subtopics:

- [Charge Code](#)  
This topic describes the information to setup the reference data for charge codes in Cash Management system.

- [Charge Rule Maintenance](#)  
This topic describes the information to setup the rules for charge pricing/charge calculation, based on the bank's requirements in Cash Management system.
- [Charge Decisioning](#)  
This topic describes the information to map the charge rule template and charge code to a specific products.
- [Charge Preferential Pricing](#)  
This topic describes the information to configure the special pricing or charge application for a specific corporate.

## 3.5.1 Charge Code

This topic describes the information to setup the reference data for charge codes in Cash Management system.

- [Create Charge Code](#)  
This topic describes the systematic instruction to manage the charge code.
- [View Charge Code](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

### 3.5.1.1 Create Charge Code

This topic describes the systematic instruction to manage the charge code.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Code**.
3. Under **Charge Code**, click **Create Charge Code**.

The **Create Charge Code** screen displays.

**Figure 3-19 Create Charge Code**

The screenshot shows the 'Create Charge Code' form. It includes the following fields and controls:

- Charge Code:** A text input field marked as 'Required'.
- Charge Description:** A text input field marked as 'Required'.
- Charge Group:** A dropdown menu marked as 'Required' with 'Select' as the current value.
- Charge Category:** A dropdown menu marked as 'Required' with 'Select' as the current value.
- Charge Type:** A dropdown menu marked as 'Required' with 'Select' as the current value.
- Effective Date:** A date field with a calendar icon, showing 'April 29, 2022'.
- Expiry Date:** A date field with a calendar icon, showing 'May 12, 2023'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.
- Header:** 'Create Charge Code' title and an 'Errors & Overrides' icon in the top right.

4. Specify the fields on **Create Charge Code** screen.

#### Note

The fields marked as **Required** are mandatory.

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

**Table 3-18 Create Charge Code - Field Description**

Field	Description
<b>Charge Code</b>	Specify the unique charge code to be created.
<b>Charge Description</b>	Specify the description of the charge.
<b>Charge Group</b>	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> <li>• <b>Rebates</b></li> <li>• <b>Tax</b></li> <li>• <b>Commission</b></li> <li>• <b>Fee</b></li> </ul>
<b>Charge Category</b>	Select the value to specify whether charge is of tax or standard category.
<b>Charge Type</b>	Specify if this charge code is of debit or credit type.
<b>Effective Date</b>	Click the calendar icon to select the start date of the charge code validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the charge code validity.

5. Click **Save** to save the record and send it for authorization.

### 3.5.1.2 View Charge Code

This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

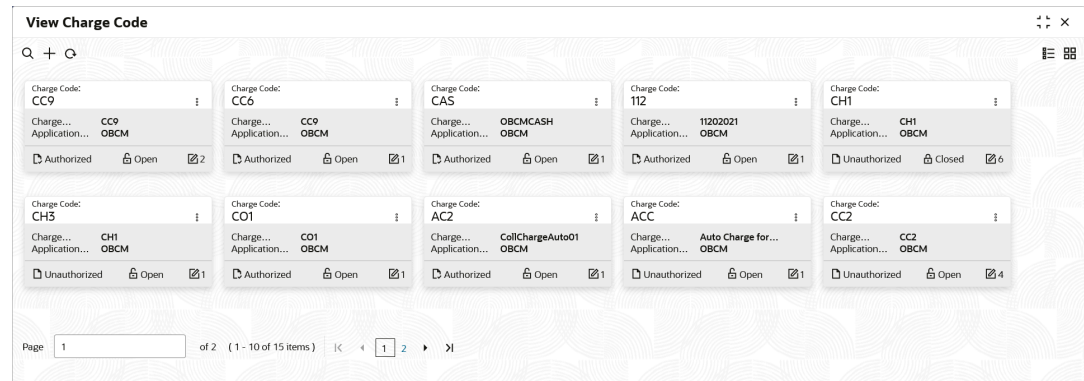
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Code**.
3. Under **Charge Code**, click **View Charge Code**.


The **View Charge Code** screen displays.

**Figure 3-20 View Charge Code**

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

**Table 3-19 View Charge Code - Field Description**

Field	Description
<b>Charge Code</b>	Displays the unique charge code.
<b>Charge Description</b>	Displays the description of the charge.
<b>Application Code</b>	Displays the application code. Example: OBCM

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.
- Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.5.2 Charge Rule Maintenance

This topic describes the information to setup the rules for charge pricing/charge calculation, based on the bank's requirements in Cash Management system.

- [Create Charge Rule Maintenance](#)  
This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.
- [View Charge Rule Maintenance](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

### 3.5.2.1 Create Charge Rule Maintenance

This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Rule Maintenance**.
3. Under **Charge Rule Maintenance**, click **Create Charge Rule Maintenance**.

The **Create Charge Rule Maintenance** screen displays.

**Figure 3-21 Create Charge Rule Maintenance**

**Create Charge Rule Maintenance**

Errors & Overrides

Charge Pricing Description: PRICING1

Annum Basis: 365

Pricing Category: Tier Based Mixed

Pricing Method: Variable Mixed by Period

Pricing Currency: GBP

Charge In Tin Currency: ☐

Min/Max Validation Criteria: Amount

Min Charge Amount: £0.00

Max Charge Amount: £1,000.00

From: 1,000

To: To

Amount:

Percent: Percent

Add Reset

From	To	Amount	Percent	Action
0	500	500	10	⋮
500	1000	1000	1000	⋮

Page 1 of 1 (1-2 of 2 items) |< < 1 > >|

Cancel Save

4. Specify the fields on **Create Charge Rule Maintenance** screen.


**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-20 Create Charge Rule Maintenance - Field Description**

Field	Description
<b>Charge Pricing Description</b>	Specify the pricing description of charge.
<b>Annum Basis</b>	Select the number of days to be considered in a year for tenor-based calculations.
<b>Pricing Category</b>	Select the pricing category. Based on the selected category, pricing methods will be loaded.
<b>Pricing Method</b>	Select the method to configure the charge pricing.
<b>Pricing Currency</b>	Select the currency in which pricing is to be done.
<b>Charge in Txn Currency</b>	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
<b>Min/Max Validation Criteria</b>	Select whether the charges should be applied based on the range of amount or percentage.
<b>Min. Charge Amount/ Percent</b>	Specify the minimum charge amount/ percentage to be considered. This field is displayed based on the value selected in the <b>Min/Max Validation Criteria</b> field.
<b>Max. Charge Amount/ Percent</b>	Specify the maximum charge amount/ percentage to be considered. This field is displayed based on the value selected in the <b>Min/Max Validation Criteria</b> field.
<b>Fixed Amount</b>	Specify the charge amount. This field is displayed only if <b>Pricing Category</b> is selected as <b>Fixed Amount</b> .
<b>Flat Charge</b>	Switch the toggle ON if the flat charge should be applied. This field is displayed only if <b>Pricing Category</b> is selected as <b>Fixed Percent</b> .
<b>Fixed Percent</b>	Specify the charge percentage. This field is displayed only if <b>Pricing Category</b> is selected as <b>Fixed Percent</b> .
<b>From</b>	Displays the start value of the amount/ percent/ duration range. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based</b> Categories.
<b>To</b>	Specify the end value of the amount/ percent/ duration range. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based</b> Categories.
<b>Amount</b>	Specify the charge amount. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Amount</b> or <b>Tier Based Mixed</b> .
<b>Units</b>	Specify the number of charge unit. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Amount</b> and <b>Pricing Method</b> is selected as count-based.
<b>Percent</b>	Specify the charge percentage. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Percent</b> or <b>Tier Based Mixed</b> .

5. Click **Add** to add the charge rule details to the grid.
  - a. Select the record in the grid and then click  in the **Action** column.
  - b. Click **Edit** to edit the selected row.
  - c. Click **Delete** to delete the selected row.
6. Click **Reset** to reset the fields, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.5.2.2 View Charge Rule Maintenance

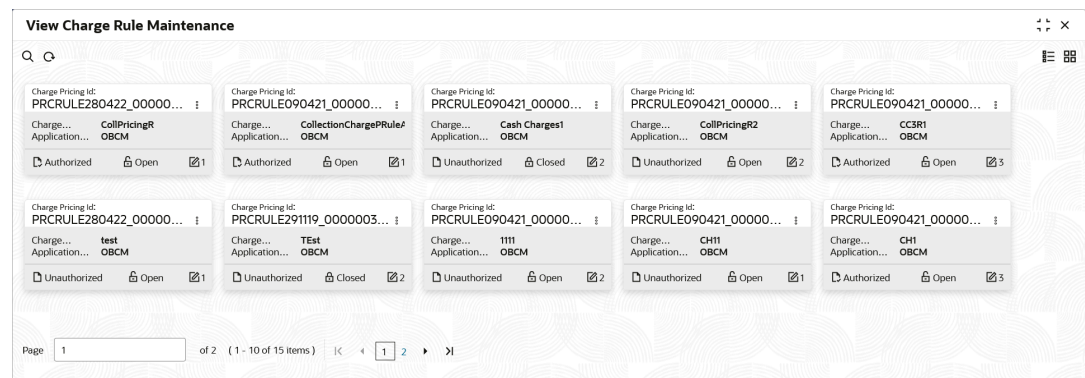
This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
  2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Rule Maintenance**.
  3. Under **Charge Rule Maintenance**, click **View Charge Rule Maintenance**.

The **View Charge Rule Maintenance** screen displays.

**Figure 3-22 View Charge Rule Maintenance**



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

**Table 3-21 View Charge Rule Maintenance - Field Description**

Field	Description
<b>Charge Pricing Id</b>	Displays the unique charge pricing Id.
<b>Charge Pricing Description</b>	Displays the pricing description of charge.

**Table 3-21 (Cont.) View Charge Rule Maintenance - Field Description**

Field	Description
<b>Application Code</b>	Displays the application code.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Charge Pricing Id, Charge Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click



and then select any of the following options:

- a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - Click **Audit** to view the maker details, checker details of the record.
  - Click **Show History** hyperlink to view the historical data of the record.
- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

### 3.5.3 Charge Decisioning

This topic describes the information to map the charge rule template and charge code to a specific products.

- [Create Charge Decisioning](#)  
This topic describes the systematic instruction to map the charge rule and charge code to a specific product for instrument collections (both cash and cheques).
- [View Charge Decisioning](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

### 3.5.3.1 Create Charge Decisioning

This topic describes the systematic instruction to map the charge rule and charge code to a specific product for instrument collections (both cash and cheques).

The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

Charges are not levied for instruments that are returned due to technical reasons on the bank's end. Such instruments are not charged for re-lodging either.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Decisioning**.
3. Under **Charge Decisioning**, click **Create Charge Decisioning**.

The **Create Charge Decisioning** screen displays.

**Figure 3-23 Create Charge Decisioning**

**Create Charge Decisioning**

Event: EOD

Filter Criteria: Select

Charge Code: [Required]

Charge Pricing Rule: [Required]

External Pricing: [Toggle]

Charge Criteria: Select

Reference Tenor Start Date: [Required]

Reference Tenor End Date: [Required]

Effective Date: May 26, 2021

Expiry Date: May 26, 2021

**Collection Parameters**

Collection Type: Batch

Frequency: Monthly

Reference Period: EOP

Units: [Required]

**Calculation Parameters**

Calculation Type: Batch

Frequency: Monthly

Reference Period: EOP

Units: [Required]

Add/Override Charges

Charge Sharing	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
No data to display.						

Page 1 (0 of 0 items)

**Default Charges**

Party To Charge	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date
No data to display.					

Page 1 (0 of 0 items)

Cancel Save

4. Specify the fields on **Create Charge Decisioning** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-22 Create Charge Decisioning - Field Description**

Field Name	Description
<b>Event</b>	Select the event on the occurrence of which, the charge should be applied.
<b>Filter Criteria</b>	Select the appropriate filter criteria on which the charge is required to be calculated and debited. The available options are: <ul style="list-style-type: none"> <li>• <b>Instrument Type Instrument Status based</b></li> <li>• <b>Instrument Type Instrument Status Product-based</b></li> <li>• <b>Instrument Type Credit/Debit Status based</b></li> <li>• <b>Instrument Type Credit/Debit Status Product-based</b></li> <li>• <b>Default</b></li> </ul>
<b>Instrument Type</b>	Select the instrument type for which the charge is to be mapped. This field appears if the selected filter criteria contain 'Instrument Type'. This list displays values based on the option selected in the Filter Criteria, as follows: <ul style="list-style-type: none"> <li>• For Instrument Type Instrument Status based, the options displayed are: PDC Collection and CDC Collection.</li> <li>• For Instrument Type Instrument Status Product-based, the options displayed are: PDC Collection and CDC Collection.</li> <li>• For Instrument Type Credit/Debit Status based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal.</li> <li>• For Instrument Type Credit/Debit Status Product-based, the option displayed is: CDC Collection.</li> </ul>
<b>Credit/Debit Status</b>	Select the credit or debit status of the instrument to map the charge with. This field appears if the selected filter criteria contains 'Credit/Debit Status'. The available options are: <ul style="list-style-type: none"> <li>• For CDC Collection: <b>Credited, Reversed</b> and <b>Partially Reversed</b></li> <li>• For Cash Deposit: <b>Credited</b></li> <li>• For Cash Withdrawal: <b>Debited</b></li> </ul>
<b>Instrument Status</b>	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status. This field appears if the selected filter criteria contains 'Instrument Status': The available options for CDC Collection: <ul style="list-style-type: none"> <li>• <b>Booked</b></li> <li>• <b>Hold</b></li> <li>• <b>Returned</b></li> <li>• <b>Realized</b></li> </ul> The available option for PDC Collection: <ul style="list-style-type: none"> <li>• <b>Booked</b></li> </ul>
<b>Product</b>	Select the relevant product to map the charge to. This field appears if the selected filter criteria contains 'Product-based'.
<b>Inherit Charges</b>	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.

Table 3-22 (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
<b>Charge Code</b>	Select the charge code for which the user wants to set up decisioning for. A charge code identifies a particular kind of charge or fee, such as a service charge package or a pricing rule. This helps define and connect charges to products, accounts, and specific conditions, allowing the system to accurately calculate and apply fees.
<b>Sharing Percentage Allocation</b>	Click the link to specify the sharing percentage for each party. This link is displayed only if the <b>Charge Sharing</b> toggle is enabled.
<b>Charge Pricing Rule</b>	Click the search icon to select the charge pricing rule to be applied.
<b>External Pricing</b>	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
<b>Charge Criteria</b>	Select the criteria to be considered based on which the charge should be calculated. The available options are: <ul style="list-style-type: none"> <li>Instrument Type: PDC/CDC Collection <ul style="list-style-type: none"> <li>Count of Instrument</li> <li>Count of Slip</li> <li>Instrument Amount</li> <li>Slip Amount</li> </ul> </li> <li>Instrument Type: Cash Collection/Withdrawal <ul style="list-style-type: none"> <li>Count of Slip</li> <li>Slip Amount</li> </ul> </li> </ul> <p>If the 'Default' option is selected in the Filter criteria, then the available options are:</p> <ul style="list-style-type: none"> <li>Count of Instrument</li> <li>Count of Slip</li> <li>Instrument Amount</li> <li>Slip Amount</li> </ul>
<b>External Pricing System</b>	Select the external pricing system from the dropdown list for which the external charges need to be configured. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier</b>	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier Description</b>	Specify the brief description about the external pricing identifier. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>Reference Tenor Start Date</b>	Specify which date should be considered to calculate the start of charge tenor duration. The options displayed depend on the selected <b>Instrument Type</b> .
<b>Reference Tenor End Date</b>	Specify which date should be considered to calculate the end of charge tenor duration. The options displayed depend on the selected <b>Instrument Type</b> .
<b>Effective Date</b>	Click the calendar icon to select the start date of the charge decisioning validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the charge decisioning validity.
<b>Auto Waive</b>	Switch the toggle ON to enable automatic charge waiving at the time of transaction processing. This field is displayed only if filter criteria is selected as <b>Instrument Type Status Based</b> .

Table 3-22 (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
<b>Allow Waive</b>	Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled by default.
<b>Allow Pricing Modification</b>	Switch the toggle ON to allow pricing rule modification at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled, by default.
<b>Allow Override</b>	Switch the toggle ON to enable overriding of charge amount at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled, by default.
<b>Collection Parameters</b>	Displays the fields related to Collection Parameters under this section.
<b>Collection Type</b>	Specify how the charge should be collected. The available options are: <ul style="list-style-type: none"> <li>• <b>Batch</b></li> <li>• <b>Online</b></li> </ul> If the selected event is EOD, then only 'Batch' option is available for selection.
<b>Frequency</b>	Specify the frequency of charge collection. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Reference Period</b>	Specify when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the collection can happen on a specific day of the week. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Units</b>	This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be collected once in two months. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Calculation Parameters</b>	Displays the fields related to Calculation Parameters under this section.
<b>Calculation Type</b>	Specify how the charge should be calculated. The available options are: <ul style="list-style-type: none"> <li>• <b>Batch</b></li> <li>• <b>Online</b></li> </ul> If the selected event is EOD, then only <b>Batch</b> option is available for selection.
<b>Frequency</b>	Specify the frequency of charge calculation. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .

Table 3-22 (Cont.) Create Charge Decisioning - Field Description

Field Name	Description
<b>Reference Period</b>	Specify when the calculation should take place for the selected frequency. For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the calculation can happen on a specific day of the week. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Units</b>	Specify whether the charge calculation should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be calculated once in two months. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Add/Override Charges</b>	Displays the details of new charges added in this grid.
<b>Default Charges</b>	Displays the default charges configured for the selected event in this grid, if the <b>Inherit Charges</b> is selected as <b>Inherit Default Charges</b> . These charges cannot be modified.

- Click **Sharing Percentage Allocation** link to specify the sharing percentage for each party.

The **Charge Sharing Allocation** pop-up screen displays.

Figure 3-24 Charge Sharing Allocation

**Charge Sharing Allocation**

Party To Charge:  Required

Sharing Percentage:



Charge Sharing	Sharing Percentage Allocation	Action
C	100	⋮

Page 1 of 1 (1 of 1 items) | < 1 >

- From the **Party to Charge** list, select the party to be charged.
- In the **Sharing Percentage**, enter the percentage to be allotted to the selected party.
- Click **Add** to add the details in the grid.
- Repeat these steps to add more parties to be charged.

**Note**

The sum of percentages of all added parties should be 100.

- If required, click  icon under the **Action** column in the grid and then click **Edit** to modify details or click **Delete** to remove the record.
  - Click **OK** to save the charge sharing details.
- Click **Add** to add the details to the grid.
    - Click  icon in the **Action** column to edit or delete the row.
  - Click **Reset** to reset the fields, if required.
  - Click **Save** to save the data and send it for authorization.

### 3.5.3.2 View Charge Decisioning

This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

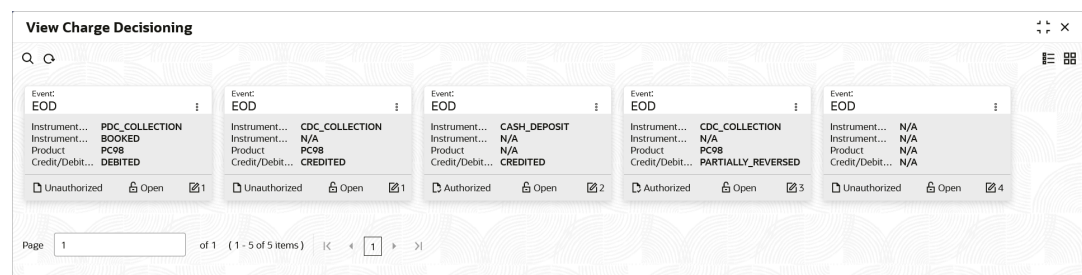
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
- Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Decisioning**.
- Under **Charge Decisioning**, click **View Charge Decisioning**.

The **View Charge Decisioning** screen displays.

**Figure 3-25 View Charge Decisioning**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Instrument Type, Instrument Status, Product, Credit/Debit Status, Event, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.5.4 Charge Preferential Pricing

This topic describes the information to configure the special pricing or charge application for a specific corporate.

- [Create Charge Preferential Pricing](#)  
This topic describes the systematic instruction to maintain the charges for specific products or parties.
- [View Charge Preferential Pricing](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

### 3.5.4.1 Create Charge Preferential Pricing

This topic describes the systematic instruction to maintain the charges for specific products or parties.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.

- Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Preferential Pricing**.
  - Under **Charge Preferential Pricing**, click **Create Charge Preferential Pricing**.
- The **Create Charge Preferential Pricing** screen displays.

**Figure 3-26 Create Charge Preferential Pricing**

- Specify the fields on **Create Charge Preferential Pricing** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-23 Create Charge Preferential Pricing - Field Description**

Field	Description
<b>Filter Criteria</b>	<p>Select the appropriate filter criteria for specific application of accounting entries. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>Party Id Instrument Type Status Based</b></li> <li>• <b>Party Id Instrument Type Status Product Based</b></li> <li>• <b>Party Id Instrument Type Credit/Debit Status Based</b></li> <li>• <b>Party Id Instrument Type Credit/Debit Status Product Based</b></li> </ul> <p>Based on the selected criteria, the Product, Party ID, Credit/Debit Status, Instrument Type, and Instrument Status fields are displayed.</p>

Table 3-23 (Cont.) Create Charge Preferential Pricing - Field Description




Field	Description
<b>Party</b>	Click  to select the party to map the preferential pricing to. <b>Note:</b> Only Customers details can be fetched in the <b>Party</b> search.
<b>Instrument Type</b>	Select the type of instrument to map the preferential pricing to. This list displays values based on the option selected in the Filter Criteria, as follows: <ul style="list-style-type: none"> <li>For Party Id Instrument Type Status Based, the options displayed are: PDC Collection and CDC Collection.</li> <li>For Party Id Instrument Type Status Product Based, the options displayed are: PDC Collection and CDC Collection.</li> <li>For Party Id Instrument Type Credit/Debit Status Based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal.</li> <li>For Party Id Instrument Type Credit/Debit Status Product Based, the option displayed is: CDC Collection.</li> </ul> Instrument statuses are available based on the selected instrument type. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> .
<b>Instrument Status</b>	Select the status of the instrument to map the preferential pricing to. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> . The available options for CDC Collection: <ul style="list-style-type: none"> <li><b>Booked</b></li> <li><b>Hold</b></li> <li><b>Returned</b></li> <li><b>Realized</b></li> </ul> The available option for PDC Collection: <ul style="list-style-type: none"> <li><b>Booked</b></li> </ul>
<b>Credit/Debit Status</b>	Select the credit or debit status of the instrument to map the preferential pricing to. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Credit/Debit Status</b> . The available options are: <ul style="list-style-type: none"> <li>For CDC Collection: Credited, Reversed, Partially Reversed</li> <li>For Cash Deposit: Credited</li> <li>For Cash Withdrawal: Debited</li> </ul>
<b>Product</b>	Select the product for which preferential pricing needs to be maintained. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Product Based</b> .
<b>Charge Code</b>	Click the search icon to select the charge code for pricing configuration.
<b>Charge Criteria</b>	Select the criteria to be considered based on which charge should be calculated.
<b>Charge Pricing Rule</b>	Click the search icon to select the charge pricing rule to be applied.
<b>External Pricing</b>	Switch the toggle <b>ON</b> to allow the user to configure the external pricing. By default, this toggle will be <b>OFF</b> .
<b>External Pricing System</b>	Select the external pricing system from the drop-down list for which the external charges needs to be configured. This field appears only if the <b>External Pricing</b> toggle is ON.

Table 3-23 (Cont.) Create Charge Preferential Pricing - Field Description

Field	Description
<b>External Pricing Identifier</b>	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is <b>ON</b> .
<b>External Pricing Identifier Description</b>	Specify the brief description about the external pricing identifier. This field appears only if the <b>External Pricing</b> toggle is <b>ON</b> .
<b>Reference Tenor Start Date</b>	Specify which date should be considered to calculate the start of tenor duration. The options displayed depends on the selected <b>Instrument Type</b> .
<b>Reference Tenor End Date</b>	Specify which date should be considered to calculate the end of tenor duration. The options displayed depends on the selected <b>Instrument Type</b> .
<b>Effective Date</b>	Click the calendar icon to select the start date of the preferential charge validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the preferential charge validity.
<b>Charge Application</b>	Switch the toggle <b>ON</b> to enable charge application.
<b>Allow Waive</b>	Switch the toggle <b>ON</b> to enable charge waiving.
<b>Allow Override</b>	Switch the toggle <b>ON</b> to enable overriding of the charge.
<b>Allow Pricing Modification</b>	Switch the toggle <b>ON</b> to allow pricing modification.
<b>Collection Parameters</b>	Displays the fields related to Collections Parameters.
<b>Collection Type</b>	Specify how the pricing should be collected. The available options are: <ul style="list-style-type: none"> <li>• <b>Batch</b></li> <li>• <b>Online</b></li> </ul>
<b>Frequency</b>	Specify the frequency of charge collection. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Reference Period</b>	Specify when the collection should take place for the selected frequency. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Units</b>	Specify whether the charge collection should take place as per units of specified frequency. This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Calculation Parameters</b>	Displays the fields related to Calculation Parameters.
<b>Calculation Type</b>	Specify how the pricing should be calculated. The available options are: <ul style="list-style-type: none"> <li>• <b>Batch</b></li> <li>• <b>Online</b></li> </ul>
<b>Frequency</b>	Specify the frequency of charge calculation. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Reference Period</b>	Specify when the calculation should take place for the selected frequency. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .

**Table 3-23 (Cont.) Create Charge Preferential Pricing - Field Description**

Field	Description
<b>Units</b>	Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Charges Grid</b>	Displays the details of the preferential pricing added as an entry in this grid.

5. Click **Add** to add the details to the grid.
  - a. Click  icon in the **Action** column to edit or delete the row.
  - b. Click  icon to add other columns to the grid.
6. Click **Reset** to reset the rows in the grid.
7. Click **Save** to save the record and send it for authorization.

### 3.5.4.2 View Charge Preferential Pricing

This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

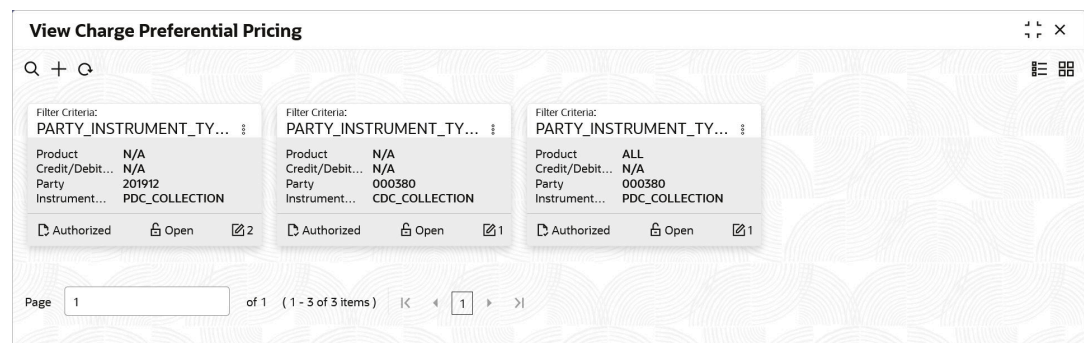
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Preferential Pricing**.
3. Under **Charge Preferential Pricing**, click **View Charge Preferential Pricing**.

The **View Charge Preferential Pricing** screen displays.

**Figure 3-27 View Charge Preferential Pricing**

4. Filter the records in the **View** screen:

- a. Click **Search** icon to view the filters. The user can filter the records by Product, Credit/Debit Status, Party, Instrument Type, Instrument Status, Authorization Status and Record Status.
- b. Select the required filter criteria and click **Search** to filter the records.
- c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.6 Cash Denomination Maintenance

This topic describes the information to setup the reference data to maintain the denominations for cash transactions of various currencies in Cash Management system.

Denomination is a proper description of a currency amount, usually for coins or banknotes; it is a unit of value given to physical currencies like coins and notes. Denomination detail differ currency to currency. The bank user can maintain the denomination value for each currency that bank deals with for cash collection/withdrawal.

This topic contains the following subtopics:

- [Create Cash Denomination](#)  
This topic describes the systematic instruction to create a master maintenance of cash denominations that the bank deals with for cash collection/withdrawal.
- [View Cash Denomination](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize cash denomination details.

### 3.6.1 Create Cash Denomination

This topic describes the systematic instruction to create a master maintenance of cash denominations that the bank deals with for cash collection/withdrawal.

The user can maintain denominations per currency / per unit. Newly created currency denominations take effect once authorized.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Cash Denomination**.
3. Under **Cash Denomination**, click **Create Cash Denomination**.

The **Create Cash Denomination** screen displays.

**Figure 3-28 Create Cash Denomination**

4. Specify the fields on **Create Cash Denomination** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-24 Create Cash Denomination - Field Description**

Field	Description
<b>Branch</b>	Select the branch to create the cash denominations for. Changing the branch requires access rights for the selected branch.
<b>Currency</b>	Select the currency code to maintain denominations for.
<b>Main Unit</b>	Specify the name of the main unit in which the currency denominations are measured. For example: Dollar, Rupee, Pound, and so on.
<b>Sub Unit</b>	Specify the name of the sub unit of the currency. For example: Cent, Paisa, Penny, and so on.

5. Click **Add** icon to add a new row for a denomination.
  - a. From the **Denomination Type** list, select whether the denomination is a coin or a note.
  - b. In the **Denomination Value** field, specify the market value of the coin or the note.
  - c. In the **Description** field, specify more details about the denomination.
6. Under the **Action** column, click **Edit** icon to edit the existing row.
7. Under the **Action** column, Click **Delete** icon to delete the existing row.
8. Click **Save** to save the record and send it for authorization.

## 3.6.2 View Cash Denomination

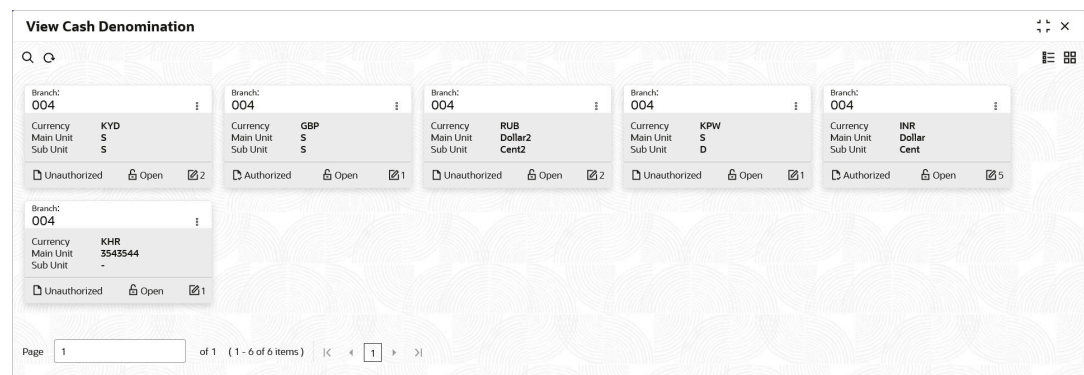
This topic describes the systematic instruction to view, modify, delete, or authorize cash denomination details.


A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Cash Denomination**.
  3. Under **Cash Denomination**, click **View Cash Denomination**.

The **View Cash Denomination** screen displays.

**Figure 3-29 View Cash Denomination**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Branch, Currency, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  and then select any of the following options:

- a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - Click **Audit** to view the maker details, checker details of the record.
  - Click **Show History** hyperlink to view the historical data of the record.
- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.7 Courier Setup Maintenance

This topic describes the information to setup the reference data to maintain the courier company's details in Cash Management system.

The **Courier Setup** is used to register the courier companies with whom the bank has a tie up for cheque pickup services. These courier companies are used for mapping in various other screens including transaction capturing and corporate enrichment.

This topic contains the following subtopics:

- [Create Courier Setup](#)  
This topic describes the systematic instruction to create a courier code and capture the complete detail of the courier company.
- [View Courier Setup](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize courier code details.

### 3.7.1 Create Courier Setup

This topic describes the systematic instruction to create a courier code and capture the complete detail of the courier company.

Newly created courier codes take effect once authorized and cannot be modified thereafter.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Courier Setup**.
3. Under **Courier Setup**, click **Create Courier Setup**.

The **Create Courier Setup** screen displays.

Figure 3-30 Create Courier Setup

4. Specify the fields on **Create Courier Setup** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 3-25 Create Courier Setup - Field Description

Field	Description
<b>Courier Code</b>	Specify a unique alphanumeric code to be created for a courier company. This field cannot be modified once authorized.
<b>Courier Description</b>	Specify the name and description of the courier company.
<b>Contact Person</b>	Specify the name of the contact person from the courier company.
<b>Designation</b>	Specify the designation of the contact person from the courier company.
<b>Address Line 1</b>	Specify the first line of the courier company's address.
<b>Address Line 2</b>	Specify the second line of the courier company's address.
<b>Address Line 3</b>	Specify the third line of the courier company's address.
<b>Address Line 4</b>	Specify the fourth line of the courier company's address.
<b>Country</b>	Click the search icon to select the country.
<b>Zip Code</b>	Specify the postal code of the address.
<b>Land Line Number</b>	Specify the land line contact number of the courier company.
<b>Fax</b>	Specify the fax contact number of the courier company.
<b>Email Address</b>	Specify an official email address of the courier company. Click the Add (+) icon to add more email addresses. You can delete an email address by clicking the Remove (-) icon given for it.
<b>Mobile Number</b>	Specify the mobile number of the selected contact person. Click the Add (+) icon to add more mobile numbers. You can delete a number by clicking the Remove (-) icon given for it.
<b>Contract Start Date</b>	Click the calendar icon to select the date from when the contract with the courier company starts.

**Table 3-25 (Cont.) Create Courier Setup - Field Description**

Field	Description
<b>Contract End Date</b>	Click the calendar icon to select the date on which contract with courier company expires.

5. Click **Save** to save the record and send it for authorization.

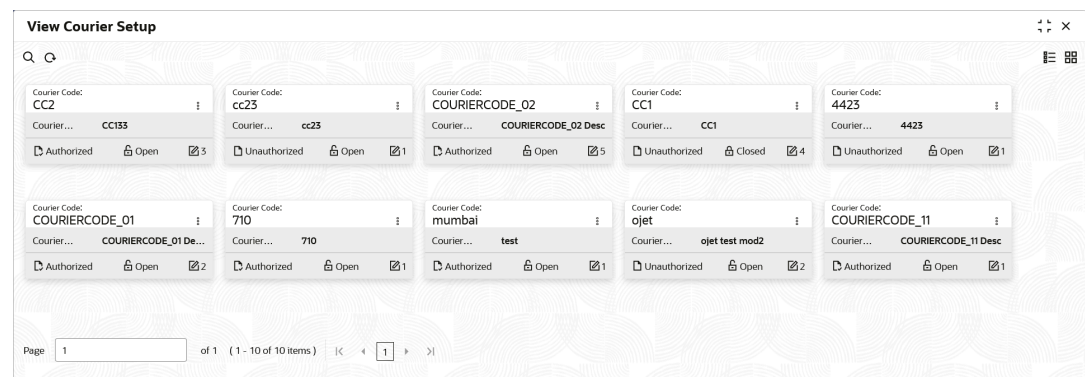
## 3.7.2 View Courier Setup


This topic describes the systematic instruction to view, modify, delete, or authorize courier code details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Courier Setup**.
  3. Under **Courier Setup**, click **View Courier Setup**.

The **View Courier Setup** screen displays.

**Figure 3-31 View Courier Setup**

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Courier Code, Courier Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

- Click **Audit** to view the maker details, checker details of the record.
- Click **Show History** hyperlink to view the historical data of the record.
- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.8 Location Maintenance

This topic describes the information to setup the reference data to maintain the various parameters for a specific location in Cash Management system.

The bank user can define various clearing parameters for a specific location, based on all locations where banks intend to offer Cash Management services. The user can also link Correspondent bank to those locations where the bank has a correspondent-banking tie up or can link an outside network banks to locations where bank does not have a branch as well as no correspondent banking arrangement.

For a specific location code, the user can define clearing parameters like location cluster, high value cut-off amount as well as supported clearing networks like HOME, MICR (Magnetic Ink Character Recognition), NON-MICR (Non-Magnetic Ink Character Recognition), ICCS (Image Cheque Clearing System).

This topic contains the following subtopics:

- [Create Location](#)  
This topic describes the systematic instruction to map the locations with the location cluster, clearing network, and link the own branch, correspondent bank and outside network bank for clearing tie-up.
- [View Location](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize location details.

### 3.8.1 Create Location

This topic describes the systematic instruction to map the locations with the location cluster, clearing network, and link the own branch, correspondent bank and outside network bank for clearing tie-up.

Newly created location codes take effect once authorized and cannot be modified thereafter.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location**.
3. Under **Location**, click **Create Location**.

The **Create Location** screen displays.

**Figure 3-32 Create Location**

4. Specify the fields on **Create Location** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-26 Create Location - Field Description**

Field	Description
<b>Location Code</b>	Specify the unique code for the location.
<b>Location Description</b>	Specify the brief description for the specified location.
<b>State/Province Code</b>	Specify the unique state/province code of the specified location.
<b>Country Code</b>	Click the Search icon to view and select the country code of the specified location.
<b>Location Cluster</b>	Click the Search icon to view and select the location cluster to be mapped with the location.
<b>Clearing Network</b>	Select any of the following clearing networks in which the location can participate for cheque clearing: <ul style="list-style-type: none"> <li>• <b>MICR</b> – Magnetic Ink Character Recognition</li> <li>• <b>NON MICR</b> – Non - Magnetic Ink Character Recognition</li> <li>• <b>ICCS</b> – Image Cheque Clearing System</li> <li>• <b>HOME</b> – Home Network</li> </ul>
<b>Location Network</b>	Select the location network from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Correspondent Banks</b></li> <li>• <b>Outside Network Banks</b></li> <li>• <b>Own Branches</b></li> </ul>

Based on the **Location Network** selection, the following sections displays.

#### Correspondent Banks:

Location where bank does not have any branch, however intend to offer CMS services by having an arrangement with other bank are maintained under 'Correspondent Banks' tab.

In the location maintenance, the user can map the Correspondent bank and its controlling branch with priority.

If the **Location Network** field is selected as **Correspondent Banks**, the system displays the extended section to add the correspondent bank details.

The **Create Location - Correspondent Banks** screen displays.

**Figure 3-33 Create Location - Correspondent Banks**

The screenshot shows the 'Create Location - Correspondent Banks' interface. It features several input fields: 'Location Code' (Required), 'Location Description' (Required), 'State/Province Code', 'Country Code' (with a search icon), 'Location Cluster' (with a search icon), 'Clearing Network' (Select), and 'Location Network' (set to 'Correspondent Banks'). Below these is a 'Correspondent Banks' section with 'Bank' (Required, with search icon), 'Bank Priority' (Required, with up/down arrows), and 'Branch' (with search icon). At the bottom, there's a table with columns: Bank, Bank Priority, Branch, and Action. The table has one row: 'Axis Bank', '1', 'Axis Bank Mumbai', and a vertical ellipsis for actions. The footer shows 'Page 1 of 1 (1 of 1 items)' and navigation controls. Buttons for 'Add/Edit', 'Reset', 'Cancel', and 'Save' are also present.

- Specify the fields on **Create Location - Correspondent Banks** screen.

#### Note

The fields marked as **Required** are mandatory.

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

**Table 3-27 Correspondent Banks - Field Description**

Field	Description
<b>Bank</b>	Click the Search icon to view and select the correspondent bank code to map with the location.
<b>Bank Priority</b>	Specify the priority of the correspondent bank for cheque collection and clearing at the mapped location. Two or more correspondent banks linked to the same location cannot have the same priority.
<b>Branch</b>	Click the Search icon to view and select a controlling branch for the correspondent bank for processing the cheques.

#### Outside Network Banks:

System bank can have tie-up with few outside network banks for cheque clearance for the location where the system bank neither have any branch nor have an arrangement or tieup with the correspondent bank.

In location maintenance, you can map the outside network bank and its controlling branch with priority.

If the **Location Network** field is selected as **Outside Network Banks**, the system displays the extended section to add the Outside Network bank details.

The **Create Location - Outside Network Banks** screen displays.

**Figure 3-34 Create Location - Outside Network Banks**

- Specify the fields on **Create Location - Outside Network Banks** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-28 Outside Network Banks - Field Description**

Field	Description
<b>Bank</b>	Click the Search icon to view and select the bank code to map with the location.
<b>Bank Priority</b>	Specify the priority of the outside network bank for cheque collection and clearing at the mapped location. Two or more outside network banks linked to the same location cannot have the same priority.
<b>Branch</b>	Click the Search icon to view and select a controlling branch of the outside network bank for processing the cheques.

**Own Branches:**

Location where the bank has their own branch, where the cheque can be sent for clearance locally. In Location maintenance, the user can map the own controlling branches with priority and routing number.

If the **Location Network** field is selected as **Own Branches**, the system displays the extended section to add the Own bank details.

The **Create Location - Own Branches** screen displays.

**Figure 3-35 Create Location - Own Branches**

7. Specify the fields on **Create Location - Own Branches** screen.



**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-29 Own Branches - Field Description**

Field	Description
<b>Branch</b>	Click the Search icon to view and select an own controlling branches for processing the cheques.
<b>Branch Priority</b>	Specify the priority of the own branches for cheque collection and clearing at the mapped location. Two or more own branches linked to the same location cannot have the same priority.
<b>Routing Number</b>	Specify the unique routing number for the selected branch.

8. Click **Add/Edit** to add the record to the grid or modify a selected record.
9. Click  under the **Action** column and then click **Edit** to modify records in the grid.
10. Click the  under the **Action** column and then click **Delete** to delete the records in the grid.
11. Click **Reset** to clear the selected values.
12. Click **Save** to save the record and send it for authorization.

## 3.8.2 View Location

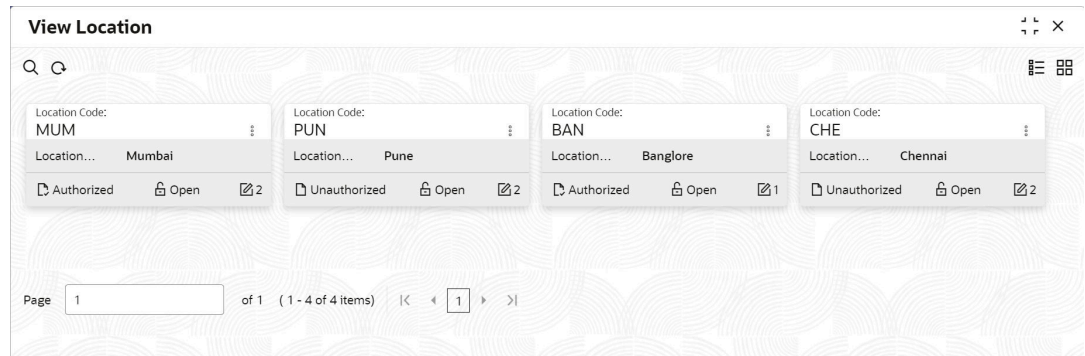
This topic describes the systematic instruction to view, modify, delete, or authorize location details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.

- Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location**.
  3. Under **Location**, click **View Location**.
- The **View Location** screen displays.

**Figure 3-36 View Location**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Location Code, Location Description, Location Cluster, Correspondent Banks, Outside Network Banks, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **⋮** icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.

- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.9 Location Cluster Maintenance

This topic describes the information to setup the reference data to maintain the location cluster in Cash Management system.

The location cluster is a group of locations which belongs to a same clearing grid. The location is mapped with a cluster to identify in which clearing network the location falls and accordingly derives the product.

This topic contains the following subtopics:

- [Create Location Cluster](#)  
This topic describes the systematic instruction to create a location cluster.
- [View Location Cluster](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize location cluster code details.

### 3.9.1 Create Location Cluster

This topic describes the systematic instruction to create a location cluster.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location Cluster**.
3. Under **Location Cluster**, click **Create Location Cluster**.

The **Create Location Cluster** screen displays.

**Figure 3-37 Create Location Cluster**

The screenshot shows the 'Create Location Cluster' form. It includes three required input fields: 'Location Cluster Code', 'Location Cluster Description', and 'Clearing Days'. The form is set against a background with a repeating geometric pattern. Navigation buttons 'Cancel' and 'Save' are located at the bottom right.

4. Specify the fields on **Create Location Cluster** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-30 Create Location Cluster - Field Description**

Field	Description
<b>Location Cluster Code</b>	Specify a unique alphanumeric code for the cluster being created.  <div> <i>Note</i>  This field cannot be modified once authorized. </div>
<b>Location Cluster Description</b>	Specify a name and description for the cluster code.
<b>Clearing Days</b>	Specify the number of days in which instruments will be cleared for the location cluster.

- Click **Save** to save the record and send it for authorization.

## 3.9.2 View Location Cluster

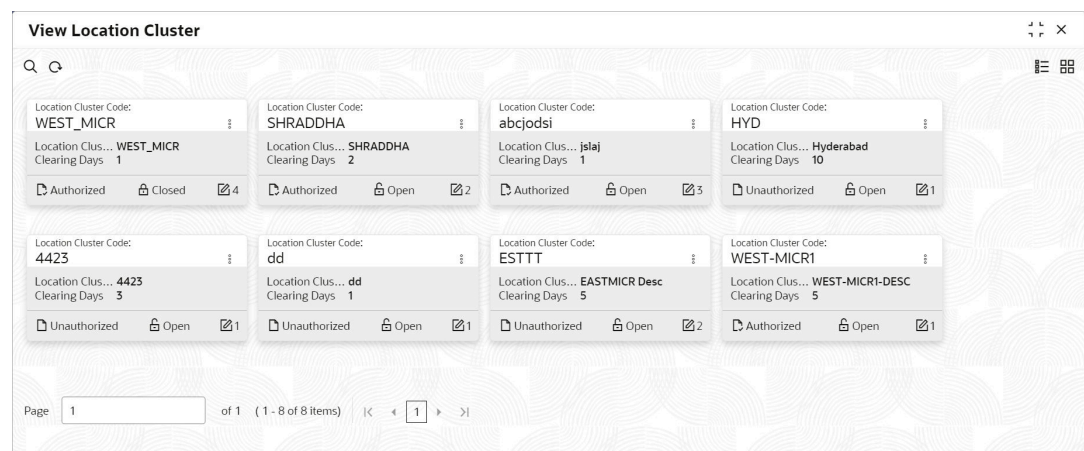
This topic describes the systematic instruction to view, modify, delete, or authorize location cluster code details.


A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  - Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Location Cluster**.
  - Under **Location Cluster**, click **View Location Cluster**.

The **View Location Cluster** screen displays.

**Figure 3-38 View Location Cluster**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Location Cluster Code, Location Cluster Description, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.10 Non System Bank Master

This topic describes the information to setup the reference data for non-system bank details in Cash Management system.

Non System Bank Master feature helps to maintain the bank details with the routing number for the external banks. Using this feature, the bank can lodge a cheque for clearing outside the system bank.

- [Create Non System Bank Master](#)  
This topic describes the systematic instruction to create a master list for the external banks with the bank, address and SWIFT/BIC code details.
- [View Non System Bank Master](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the non-system bank master records that have been created.

### 3.10.1 Create Non System Bank Master

This topic describes the systematic instruction to create a master list for the external banks with the bank, address and SWIFT/BIC code details.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Non System Bank Master**.
3. Under **Non System Bank Master**, click **Create Non System Bank Master**.

The **Create Non System Bank Master** screen displays.

**Figure 3-39 Create Non System Bank Master**

4. Specify the fields on **Create Non System Bank Master** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-31 Create Non System Bank Master - Field Description**

Field	Description
<b>Bank Details</b>	<b>Specify the details of the external bank in the following fields.</b>
<b>Bank Code</b>	Specify a unique code for the external bank.
<b>Bank Name</b>	Specify the name of the external bank.
<b>Routing Number</b>	Specify the unique routing number for the external bank.
<b>Address Details</b>	<b>Specify the address details of the external bank in the following fields.</b>
<b>Bank Address 1</b>	Specify the address line 1 of the external bank.
<b>Bank Address 2</b>	Specify the address line 2 of the external bank.
<b>Bank Address 3</b>	Specify the address line 3 of the external bank.
<b>Bank Address 4</b>	Specify the address line 4 of the external bank.
<b>Country Code</b>	Specify the country code of the external bank.
<b>SWIFT/BIC Code</b>	<b>Select the SWIFT/BIC codes of the external bank in the following table grid.</b>

**Table 3-31 (Cont.) Create Non System Bank Master - Field Description**

Field	Description
<b>SWIFT Address</b>	Click the search icon to view and select the applicable SWIFT address from the list.
<b>Default BIC</b>	Specify the default BIC code for the selected SWIFT address.

5. Perform the following actions in the **SWIFT/BIC Code** table grid.
  - a. Click **Add** icon to add the new row to the grid.
  - b. Click **Delete** icon to delete the selected row.
6. Click **Save** to save the record and send it for authorization.

## 3.10.2 View Non System Bank Master

This topic describes the systematic instruction to view, modify, delete, or authorize the non-system bank master records that have been created.


A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Non System Bank Master**.
  3. Under **Non System Bank Master**, click **View Non System Bank Master**.

The **View Non System Bank Master** screen displays.

**Figure 3-40 View Non System Bank Master**

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Bank Code, Bank Name, Record Status and Authorization Status.
  - b. Select the required filter criteria and click **Search** to filter the records.

- c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.11 Non System Bank Branch Master

This topic describes the information to setup the reference data for the branch details of the non-system banks in Cash Management system.

Non System Bank Branch Master feature helps to maintain the branch details for the external banks.

- [Create Non System Bank Branch Master](#)  
This topic describes the systematic instruction to create a master list for the branches of the external banks.
- [View Non System Bank Branch Master](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the non-system bank branch master records that have been created.

### 3.11.1 Create Non System Bank Branch Master

This topic describes the systematic instruction to create a master list for the branches of the external banks.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Non System Bank Branch Master**.

- Under **Non System Bank Branch Master**, click **Create Non System Bank Branch Master**.

The **Create Non System Bank Branch Master** screen displays.

**Figure 3-41 Create Non System Bank Branch Master**

**Create Non System Bank Branch Master**

**Branch Details**

Branch Code  Required

Branch Name  Required

Local Currency   Required

Source System   Required

Bank   Required

Branch Type  Required

**Address Details**

Branch Address 1  Required

Branch Address 2  Required

Country Code   Required

Location Code   Required

**Other Details**

Host Code   Required

Branch Internal Code

CTS ☐

Routing Number

Weekly Holiday 1

Weekly Holiday 2

Semi Day

**SWIFT/BIC Code**

☐ SWIFT Address

☐ Default BIC

Page 1 of 1 (1 of 1 items) |< 1 >|

- Specify the fields on **Create Non System Bank Branch Master** screen.

**Note**

The fields marked as **Required** are mandatory.


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

**Table 3-32 Create Non System Bank Branch Master - Field Description**

Field	Description
<b>Branch Details</b>	Specify the branch details of the external bank in the following fields.
<b>Branch Code</b>	Specify a unique code for the branch of the external bank.
<b>Branch Name</b>	Specify the name of the specified branch.
<b>Local Currency</b>	Click the search icon to view and select the currency used in the specified branch.
<b>Source System</b>	Click the search icon to view and select the source system in which the branch has been maintained.
<b>Bank</b>	Click the search icon to view and select the external bank in which the branch has to be created.
<b>Branch Type</b>	Select the type of branch. The available options are: <ul style="list-style-type: none"> <li><b>CMS Branch</b></li> <li><b>Non CMS Branch</b></li> <li><b>Service Branch</b></li> </ul>

Table 3-32 (Cont.) Create Non System Bank Branch Master - Field Description

Field	Description
<b>Address Details</b>	Specify the address details of the external bank in the following fields.
<b>Branch Address 1</b>	Specify the address line 1 of the external branch.
<b>Branch Address 2</b>	Specify the address line 2 of the external branch.
<b>Country Code</b>	Click the search icon to view and select the country code where the branch is located.
<b>Location Code</b>	Click the search icon to view and select the location code from the list.
<b>Other Details</b>	Specify the other details of the external bank in the following fields.
<b>Host Code</b>	Click the search icon to view and select the host code from the list.
<b>Branch Internal Code</b>	Specify the branch internal code.
<b>CTS</b>	Switch on the toggle to enable the CTS for the branch.
<b>Routing Number</b>	Specify the routing number of the branch.
<b>Weekly Holiday 1</b>	Select the first day of the week when the branch has a holiday.
<b>Weekly Holiday 2</b>	Select the second day of the week when the branch has a holiday.
<b>Semi Day</b>	Select the day of the week when the branch works half day.
<b>SWIFT/BIC Code</b>	Select the SWIFT/BIC codes of the external bank in the following table grid.
<b>SWIFT Address</b>	Click the search icon to view and select the applicable SWIFT address from the list.
<b>Default BIC</b>	Specify the default BIC code for the selected SWIFT address.

5. Click **Add/Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
6. Click **Reset** to clear the selected values, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.11.2 View Non System Bank Branch Master


This topic describes the systematic instruction to view, modify, delete, or authorize the non-system bank branch master records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Non System Bank Branch Master**.
  3. Under **Non System Bank Branch Master**, click **View Non System Bank Branch Master**.
- The **View Non System Bank Branch Master** screen displays.

**Figure 3-42 View Non System Bank Branch Master**

The screenshot shows the 'View Non System Bank Branch Master' interface. It features a search bar at the top left and a list of three bank branches, each in a card format. The cards are for Axis Bank Mumbai (B01), Saraswat Nashik (B03), and SBI ONB Pune (B02). Each card includes a status indicator (Authorized), an 'Open' button, and a '1' icon. Below the cards is a pagination bar indicating 'Page 1 of 1 (1 - 3 of 3 items)' with navigation arrows.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Branch Code, Branch Name, Record Status and Authorization Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.12 PDC Vault Box Maintenance

This topic describes the information to setup the reference data to create/maintain vault boxes that can be used for storing the PDC instruments in Cash Management system.

As part of the collection services, the corporates sometimes handover the postdated instruments to the bank. It is bank's need to safely keep the instruments in a secured vault box till the instrument is due for presentation, clearing, withdrawal etc. This screen allows the user to create/maintain vault boxes that can be used for storing the PDC instruments. User can also parameterize options, maximum number of instruments to be allocated to a vault box, etc.

This topic contains the following subtopics:

- [Create Vault Maintenance](#)  
This topic describes the systematic instruction to create vault box for warehousing the PDC instrument on the basis of the Presentation Month, Presentation From and To days.
- [View Vault Maintenance](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize vault box details.

### 3.12.1 Create Vault Maintenance

This topic describes the systematic instruction to create vault box for warehousing the PDC instrument on the basis of the Presentation Month, Presentation From and To days.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **PDC Vault Maintenance**.
3. Under **PDC Vault Maintenance**, click **Create Vault Maintenance**.

The **Create Vault Maintenance** screen displays.

**Figure 3-43 Create Vault Maintenance**

4. Specify the fields on **Create Vault Maintenance** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-33 Create Vault Maintenance - Field Description**

Field	Description
<b>Vault Box Number</b>	Specify a unique vault box number. This field represents a unique number allocated to each vault box that will be used for warehousing the post-dated Instruments.
<b>Vault Box Description</b>	Specify a description for the vault box.
<b>Vault Branch</b>	Select the branch where the vault box is located. By default, the branch of the logged-in user is selected.
<b>Vault Location</b>	Displays the location of the vault box based on the selected branch.
<b>Vault Activation Date</b>	Click the calendar icon to select the date from which the vault will be operational.
<b>Vault Expiry Date</b>	Click the calendar icon to select the date after which the vault will not be operational. Leaving this field blank keeps the vault operational till the time it is manually deactivated. The expiry date should be equal to or greater than the activation date.
<b>Number Of Instrument</b>	Specify the maximum number of instruments that can be stored in the vault.
<b>Presentation Month</b>	Select the month for which the post-dated instrument is due for presentation.
<b>Presentation From Day</b>	Specify a number to specify the first presentation date for the vault. Instruments are stored in order of their presentation dates. The specified number should be between first and last date of the respective month. The <b>Presentation From Day</b> cannot be greater than the <b>Presentation To Day</b> .
<b>Presentation To Day</b>	Specify the number to specify the last presentation date for the vault. Instruments are stores in order of their presentation dates. Formula: First Presentation Date =< Presentation To Day <= last date of the respective month. The <b>Presentation To Day</b> cannot be less than the <b>Presentation From Day</b> .

- Click **Save** to save the record and send it for authorization.

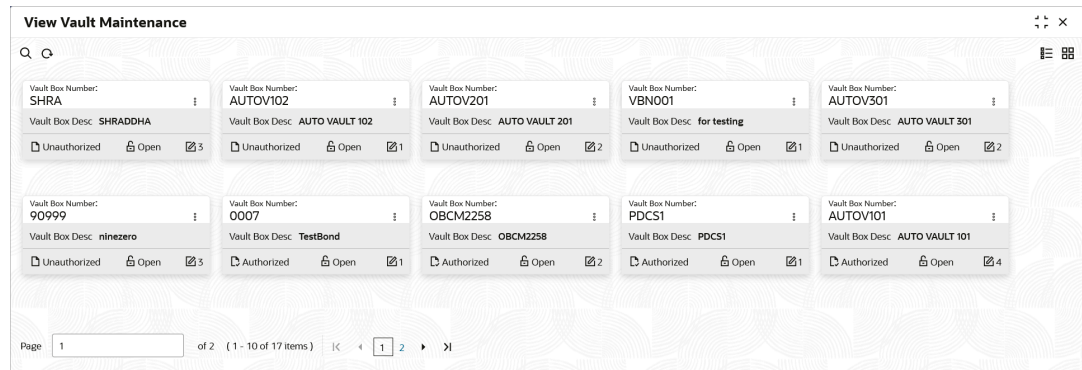
## 3.12.2 View Vault Maintenance


This topic describes the systematic instruction to view, modify, delete, or authorize vault box details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  - Under **Collections**, click **Maintenance**. Under **Maintenance**, click **PDC Vault Maintenance**.
  - Under **PDC Vault Maintenance**, click **View Vault Maintenance**.

The **View Vault Maintenance** screen displays.

**Figure 3-44 View Vault Maintenance**

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Vault Box Number, Vault Box Description, Vault Branch, Vault Location, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.13 Product Definition Maintenance

This topic describes the information to maintain the product definitions in Cash Management system.

The **Product Definition** screen allows to create variants for cheque collection products on the basis of combination of specific parameters like network type (inside network, correspondent bank network etc.), product type (local cheque collection, outstation cheque collection etc.), and configure other features within the relevant boundaries.

This topic contains the following subtopics:

- [Create Product Definition](#)  
This topic describes the systematic instruction to create product definitions.
- [View Product Definition](#)  
This topic describes the systematic instruction to view, modify, or authorize product details.

### 3.13.1 Create Product Definition

This topic describes the systematic instruction to create product definitions.

Newly created codes take effect once authorized and cannot be modified thereafter.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Product Definition**.
3. Under **Product Definition**, click **Create Product Definition**.

The **Create Product Definition** screen displays.

**Figure 3-45 Create Product Definition**

If the **Branch** option is selected as **Allowed**, the **Create Product Definition - Allowed Branches** screen displays.

Figure 3-46 Create Product Definition - Allowed Branches

Create Product Definition

Errors & Overrides

Branch

AllAllowedRestrict...

Product Code

Required

Product Description

Required

Product Category

Paper Based Instruments

Product Type

Local Cheque Collection

Network Type

Inside Network

Clearing Days

Required

Product Exposure Limit

Min Ten Amount

Required

Max Ten Amount

Required

Expires On

Required

Effective From

May 12, 2022

Allowed Branches

Branch Code	Branch Name	Action
004	FUBank Mumbai Branch	<div><div></div><div></div></div>

Page 1 of 1 (1 of 1 items) |< 1 >|

Cancel

Save

If the **Branch** option is selected as **Restricted**, the **Create Product Definition - Restricted Branches** section displays.

Figure 3-47 Create Product Definition - Restricted Branches

Create Product Definition

Errors & Overrides

Branch

AllAllowedRestrict...

Product Code

Required

Product Description

Required

Product Category

Paper Based Instruments

Product Type

Account Transfer

Network Type

Inside Network

Clearing Days

Required

Product Exposure Limit

Min Ten Amount

Required

Max Ten Amount

Required

Expires On

Required

Effective From

May 12, 2022

Restricted Branches

Branch Code	Branch Name	Action
-------------	-------------	--------

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Cancel

Save

4. Specify the fields on **Create Product Definition** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 3-34 Create Product Definition - Field Description

Field	Description
<b>Branch</b>	Select the applicable option how the branches has to be selected. The options are: <ul style="list-style-type: none"> <li>• <b>All</b></li> <li>• <b>Allowed</b></li> <li>• <b>Restricted</b></li> </ul>
<b>Product Code</b>	Specify a unique alphanumeric code for the product. This field cannot be modified once authorized.
<b>Product Description</b>	Specify a name and description for the product.
<b>Product Category</b>	Select the category of the product, whether 'Paper Based' or 'Cash'. This field cannot be modified once authorized.
<b>Product Type</b>	Select the type of product from the following: <ul style="list-style-type: none"> <li>• <b>Local Cheque Collection</b></li> <li>• <b>Outstation Cheque Collection</b></li> <li>• <b>Account Transfer</b></li> </ul> This field is applicable only to the <b>Paper Based Instruments</b> category. This field cannot be modified once authorized.
<b>Network Type</b>	Select the network type to define the network used by the bank for clearing. This field is applicable only to the <b>Paper Based Instruments</b> category. This field cannot be modified once authorized.
<b>Clearing Days</b>	Specify the number of days within which clearing should be completed. This field is applicable only to the <b>Paper Based Instruments</b> category.
<b>Currency</b>	Select the currency to be considered for the product.
<b>Product Exposure Limit</b>	Specify the maximum exposure limit of the bank for the product. The exposure limit for a product is utilized on booking of the cheque, and released on realization of the cheque. The product exposure limit cannot be a negative value.
<b>Min Txn Amount</b>	Specify the minimum transaction amount required for the product.
<b>Max Txn Amount</b>	Specify the maximum transaction amount allowed for the product.
<b>Effective From</b>	Click the calendar icon to select the date from when the product should take effect.
<b>Expires On</b>	Click the calendar icon to select the date on which the product expires.
<b>Allowed Branches</b>	<b>Select the allowed branches for the product defined in the table grid.</b>
<b>Branch Code</b>	Click the Search icon to view and select the applicable branches only for which the product defined should be available. <b>Note:</b> The user can select only the branches for which the access is granted.
<b>Branch Name</b>	Displays the name of the selected branch.
<b>Restricted Branches</b>	<b>Select the restricted branches for the product defined in the table grid.</b>
<b>Branch Code</b>	Click the search icon to view and select the applicable branches only for which the product defined should be restricted. <b>Note:</b> The user can select only the branches for which the access is granted.
<b>Branch Name</b>	Displays the name of the selected branch.

5. In the **Allowed/Restricted Branches** table grid, perform the following actions:
  - a. Click **Add** icon to add the new row.
  - b. Under **Action** column, click **Edit** icon to select the branch for the selected row.
  - c. Under **Action** column, click **Delete** icon to delete the row.
6. Click **Save** to save the record and send it for authorization.

### 3.13.2 View Product Definition

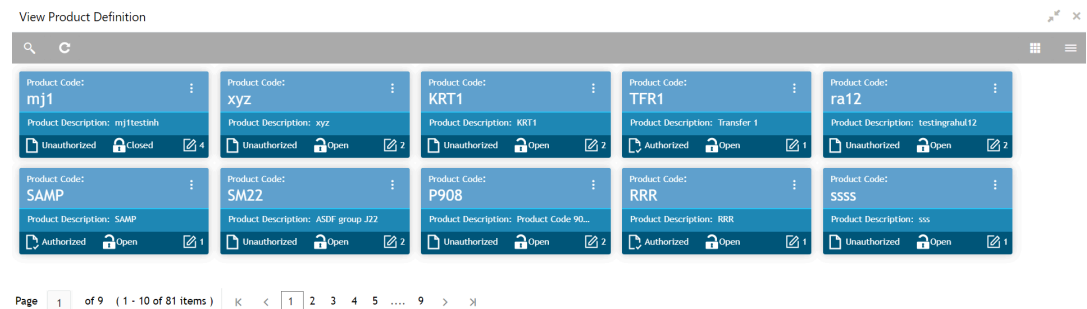
This topic describes the systematic instruction to view, modify, or authorize product details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
  - Open or Closed.
  - The number of times the record has been submitted by the Maker added.
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
  2. Under **Collections**, click **Maintenance**. Under **Maintenance**, click **Product Definition**.
  3. Under **Product Definition**, click **View Product Definition**.

The **View Product Definition** screen displays.

**Figure 3-48 View Product Definition**




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

**Table 3-35 View Product Definition - Field Description**

Field	Description
<b>Product Code</b>	Displays the unique alphanumeric code for the product.
<b>Product Description</b>	Displays the name and description for the product.

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product Code, Product Category, Product Type, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.

5. Click **Refresh** icon to refresh the records.
6. Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.14 Alerts Maintenance

This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

- [Alert Contact Details](#)  
This topic describes the information to maintain the phone number and email ID of the contact person for sending alerts for each corporate in Cash Management system.
- [Alert Definition](#)  
This topic describes the information to maintain the alert definitions in Cash Management system.
- [Alert Decisioning](#)  
This topic describes the information to manage how and when alerts are sent to recipients in Cash Management system.
- [Alert Template Details](#)  
This topic describes the information to maintain the email content for each combination of **Template ID** and **Language**, for a corporate in Cash Management system.
- [Alert Template ID](#)  
This topic describes the information to create a Template ID for specific events for each corporate in Cash Management system.

### 3.14.1 Alert Contact Details

This topic describes the information to maintain the phone number and email ID of the contact person for sending alerts for each corporate in Cash Management system.

This topic contains the following subtopics:

- [Create Alert Contact Details](#)  
This topic describes the systematic instruction to create contact details for sending alerts to a specific corporate.
- [View Alert Contact Details](#)  
This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

#### 3.14.1.1 Create Alert Contact Details

This topic describes the systematic instruction to create contact details for sending alerts to a specific corporate.

Different contact persons can be set to receive different types of alerts. Newly created contact details take effect once authorized.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Contact Details**. Under **Alert Contact Details**, click **Create Alert Contact Details**.

The **Create Alert Contact Details** screen displays.

**Figure 3-49 Create Alert Contact Details**

3. Specify the fields on **Create Alert Contact Details** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

**Table 3-36 Create Alert Contact Details - Field Description**

Field	Description
<b>External Party</b>	Select External party to enable <b>Party</b> search field.
<b>Bank Users</b>	Select bank user for maintenance of contact number or email ID for bank users. <b>Note:</b> The Party field will be disabled, if bank users is selected.
<b>Agents</b>	Select agent for maintenance of contact number or email ID for agents. <b>Note:</b> The Party field will be disabled, if agent is selected.
<b>Party</b>	Click the search icon and select the corporate party to create alert contact details. <b>Note:</b> This field will be enabled only on selection of external party option.

4. Click **Search** icon in party field.

The **Party** screen displays. Search and select a customer or non customer for which alert details needs to be created

**Figure 3-50 Create Alert Contact Details-Party**

5. Click **Add** icon to add a row for a contact that can be External Party, Bank user or Agent.
  - a. Double click in the **Alert Code** column.  
Click the **search** icon and select the required alert code to map the contact details for.
  - b. In the **Telephone Number** column, specify the contact person's phone number.
  - c. In the **Email** column, specify the contact person's email ID.
  - d. Click **Add** icon to add contact details for other alert codes and repeat the above steps.
  - e. Click **Edit** icon under the **Action** column to edit the contact details entered.
  - f. Click **Delete** icon under the **Action** column to delete a row.

6. Click **Save** to save the record and send it for authorization.

### 3.14.1.2 View Alert Contact Details

This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

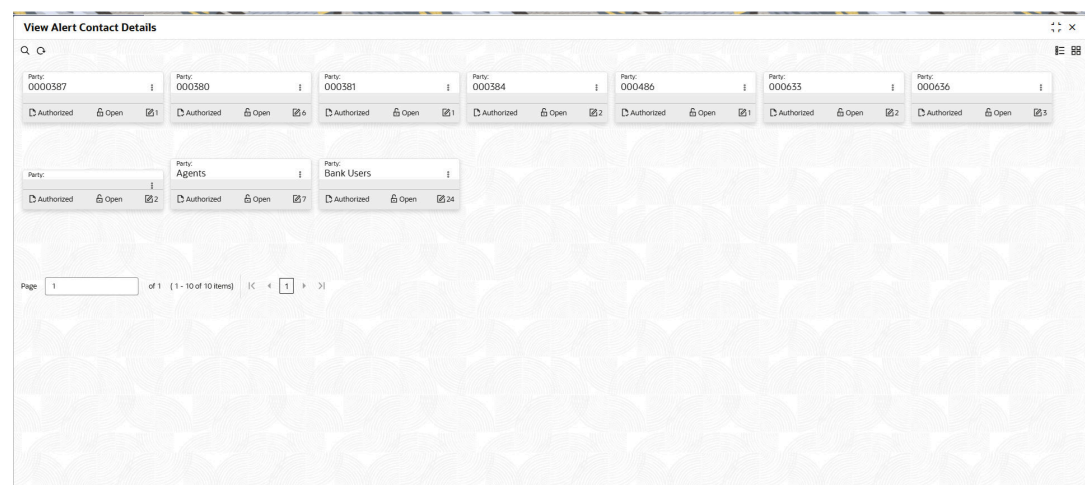
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Contact Details**. Under **Alert Contact Details**, click **View Alert Contact Details**.

The **View Alert Contact Details** screen displays.

**Figure 3-51 View Alert Contact Details**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters.  
The user can filter the records by Party Id, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.

- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.14.2 Alert Definition

This topic describes the information to maintain the alert definitions in Cash Management system.

The **Alert Definition** functionality can be used to configure and manage the types of alerts. User can define alert categories for various events. These defined alerts can be further used in the **Alert Decisioning** screen to set alerts.

This topic contains the following subtopics:

- [Create Alert Definition](#)  
This topic describes the systematic instruction to configure and manage various types of alerts.
- [View Alert Definition](#)  
This topic describes the systematic instruction to view, modify, or authorize alert definitions.

### 3.14.2.1 Create Alert Definition

This topic describes the systematic instruction to configure and manage various types of alerts.

Newly created alert types take effect once authorized and cannot be modified thereafter.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **Create Alert Definition**.

The **Create Alert Definition** screen displays.

Figure 3-52 Create Alert Definition

Create Alert Definition

Errors & Overrides

Alert Code

SAMPLEALERT01

Alert Description

Sample Alert Description

Alert Category

Cash Collection

Event

Cash Deposit Entry - Approved

Effective Date

May 9, 2023

Expiry Date

May 31, 2023

Cancel

Save

3. Specify the fields on **Create Alert Definition** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 3-37 Create Alert Definition - Field Description

Field	Description
Alert Code	Specify the unique alert code to be maintained in the system.
Alert Description	Specify the description of the alert.
Alert Category	Select the category of the alert. The available options are: <ul style="list-style-type: none"><li>File Upload</li><li>Cash Withdrawal</li><li>Cash Collection</li><li>Netting</li></ul>

Table 3-37 (Cont.) Create Alert Definition - Field Description

Field	Description
<b>Event</b>	<p>Select the event to set the alert for. The list of events are displayed based on the selected category.</p> <p>If the <b>Category</b> is selected as <b>File Upload</b>, the following events are displayed in the dropdown list:</p> <ul style="list-style-type: none"> <li>• <b>Cashflow Code</b></li> <li>• <b>Cashflow Transaction</b></li> <li>• <b>Instrument Collection</b></li> </ul> <p>If the <b>Category</b> is selected as <b>Cash Collection</b>, the following events are displayed in the dropdown list:</p> <ul style="list-style-type: none"> <li>• <b>Cash Deposit Entry- Approved</b></li> <li>• <b>Cash Deposit Entry- Rejected</b></li> <li>• <b>Cash Deposit Entry- Rework</b></li> <li>• <b>Cash Deposit Entry- Pending For Approval</b></li> <li>• <b>Cash Deposit - Customer</b></li> </ul> <p>If the <b>Category</b> is selected as <b>Cash Withdrawal</b>, the following events are displayed in the dropdown list:</p> <ul style="list-style-type: none"> <li>• <b>Cash Withdrawal Entry - Approved</b></li> <li>• <b>Cash Withdrawal Entry - Pending For Approval</b></li> <li>• <b>Cash Withdrawal Entry - Rework</b></li> <li>• <b>Cash Withdrawal Entry - Rejected</b></li> <li>• <b>Cash Withdrawal Request - Customer</b></li> </ul> <p>If the <b>Category</b> is selected as <b>Netting</b>, the following events are displayed in the dropdown list:</p> <ul style="list-style-type: none"> <li>• <b>Netting Awaiting Acceptance</b></li> <li>• <b>Netting Payout - Pending Authorisation</b></li> <li>• <b>Netting Payout - Authorisation</b></li> <li>• <b>Netting Payout - Rework</b></li> <li>• <b>Netting Payout - Rejection</b></li> <li>• <b>Netting Auto Acceptance</b></li> </ul>
<b>Effective Date</b>	Click the Calendar icon and select the date from which the alert is effective in the system.
<b>Expiry Date</b>	Click the Calendar icon and select the date up to which the alert can be used in the system.

4. Click **Save** to save the record and send it for authorization.

### 3.14.2.2 View Alert Definition

This topic describes the systematic instruction to view, modify, or authorize alert definitions.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

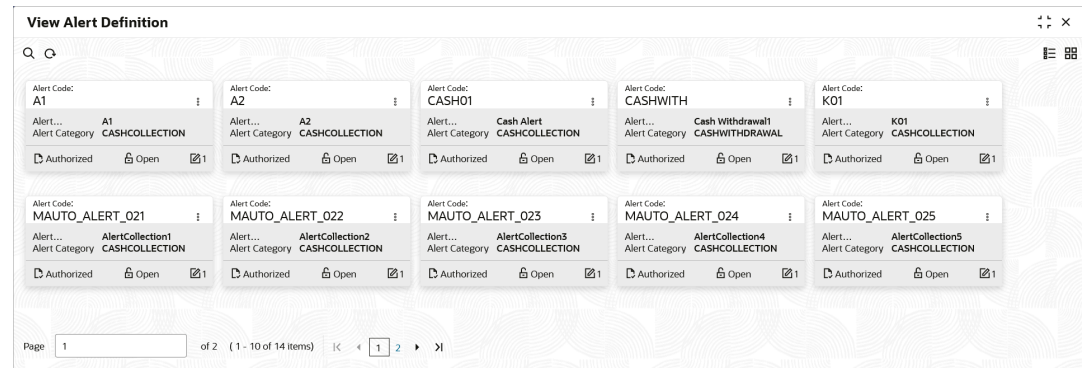
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **View Alert Definition**.

The **View Alert Definition** screen displays.

Figure 3-53 View Alert Definition



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters.  
The user can filter the records by Alert Code, Alert Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

### 3.14.3 Alert Decisioning

This topic describes the information to manage how and when alerts are sent to recipients in Cash Management system.

The delivery mode and frequency for sending the alerts can also be defined.

This topic contains the following subtopics:

- [Create Alert Decisioning](#)  
This topic describes the systematic instruction to set the delivery mode, frequency of sending alert as well as appropriate template to a recipient.
- [View Alert Decisioning](#)  
This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

### 3.14.3.1 Create Alert Decisioning

This topic describes the systematic instruction to set the delivery mode, frequency of sending alert as well as appropriate template to a recipient.

Newly set decisioning records take effect once authorized. The phone number and email ID are obtained from the records maintained in the **Alert Contact Details** screen.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Decisioning**. Under **Alert Decisioning**, click **Create Alert Decisioning**.

The **Create Alert Decisioning** screen displays.

**Figure 3-54 Create Alert Decisioning**

3. Specify the fields on **Create Alert Decisioning** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

Table 3-38 Create Alert Decisioning - Field Description

Field	Description
<b>Alert Category</b>	Select the category to set the alerts for. The available options are: <ul style="list-style-type: none"> <li>• <b>File Upload</b></li> <li>• <b>Cash Collection</b></li> <li>• <b>Cash Withdrawal</b></li> <li>• <b>Netting</b></li> </ul>
<b>Filter Criteria</b>	Select the criteria to set the alerts for. The available options are: <ul style="list-style-type: none"> <li>• <b>Default</b></li> <li>• <b>Corporate Based</b></li> </ul>
<b>Corporate</b>	Click the search icon to search and select the appropriate corporate for which the decisioning record is to be created. The available options are: <ul style="list-style-type: none"> <li>• <b>Corporate Id</b></li> <li>• <b>Corporate Name</b></li> </ul> This field is displayed only for <b>Filter criteria</b> selected as <b>Corporate Based</b> .
<b>Event</b>	Select the event to set the alert for. The list of events is displayed based on the selected category. If the <b>Category</b> is selected as <b>File Upload</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cash Flow Code</b></li> <li>• <b>Cash Flow Transaction</b></li> <li>• <b>Instrument Collection</b></li> </ul> If the <b>Category</b> is selected as <b>Cash Collection</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cash Deposit Entry- Approved</b></li> <li>• <b>Cash Deposit Entry- Rejected</b></li> <li>• <b>Cash Deposit Entry- Rework</b></li> <li>• <b>Cash Deposit Entry- Pending For Approval</b></li> <li>• <b>Cash Deposit - Customer</b></li> </ul> If the <b>Category</b> is selected as <b>Cash Withdrawal</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cash Withdrawal Entry - Approved</b></li> <li>• <b>Cash Withdrawal Entry - Pending For Approval</b></li> <li>• <b>Cash Withdrawal Entry - Rework</b></li> <li>• <b>Cash Withdrawal Entry - Rejected</b></li> <li>• <b>Cash Withdrawal Request - Customer</b></li> </ul> If the <b>Category</b> is selected as <b>Netting</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Netting Awaiting Acceptance</b></li> <li>• <b>Netting Payout - Pending Authorisation</b></li> <li>• <b>Netting Payout - Authorisation</b></li> <li>• <b>Netting Payout - Rework</b></li> <li>• <b>Netting Payout - Rejection</b></li> <li>• <b>Netting Auto Acceptance</b></li> </ul>
<b>Alert Code</b>	Click the search icon to set the alerts for. The available options are: <ul style="list-style-type: none"> <li>• <b>Alert Code</b></li> <li>• <b>Alert Description</b></li> </ul>
<b>Description</b>	Displays the description of the selected alert code.

**Table 3-38 (Cont.) Create Alert Decisioning - Field Description**

Field	Description
<b>Recipient</b>	Select the recipient to whom the alert should be sent. The following events are displayed in the drop-down list: <ul style="list-style-type: none"> <li>• <b>Agent</b></li> <li>• <b>Bank User</b></li> <li>• <b>Customer</b></li> </ul>
<b>Frequency</b>	Select whether the alert should be sent online when the event occurs or should be scheduled to be sent prior to the occurrence of the event. <b>Note:</b> This field is defaulted and disabled to online.
<b>Delivery Mode</b>	Select the Delivery Mode. The available option is: <ul style="list-style-type: none"> <li>• <b>Email</b></li> </ul>

4. Click **Add/Edit** to add alert decision details in the grid or modify a selected records from the grid.
5. Perform the following steps to take action on the records in the grid.
  - a. Select the record in the grid and click **Options** icon under the **Action** column.
  - b. Click **Edit** to modify records in the grid.
  - c. Click **Delete** to remove the record.
6. Click **Save** to save the record and send it for authorization.

### 3.14.3.2 View Alert Decisioning

This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

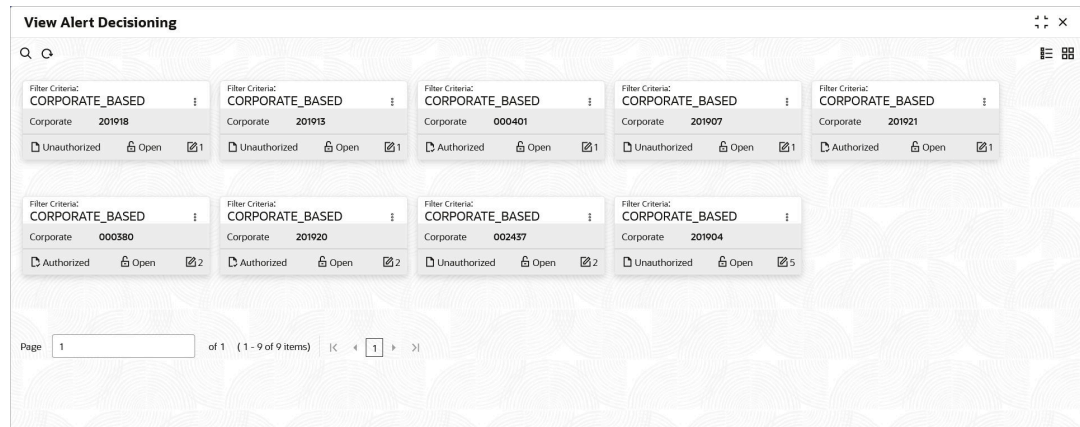
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Decisioning**. Under **Alert Decisioning**, click **View Alert Decisioning**.

The **View Alert Decisioning** screen displays.

**Figure 3-55 View Alert Decisioning**

3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters.  
The user can filter the records by Corporate, Authorization Status, Record Status and Category.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the Create screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record. Click Show History hyperlink to view the historical data of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click Confirm.
  - c. **Delete/Close** – To remove the record.
    - **Optional:** In the confirmation pop-up window, click View to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **Reopen** – To reopen the closed record.
  - f. **View** – To view the record details. The **Alert Decision** screen displays.

Figure 3-56 Alert Decision

**Alert Decision**

Alert Category: Cash Withdrawal  
Filter Criteria: Corporate Based  
Corporate: Carrefour

**Alert Decision Details**

Event	Alert Code	Description	Delivery Mode	Recipient	Frequency	Template ID	Alert Schedule
Cash Withdrawal Entry - Approved	CWAPPR	CW_APPROVAL	Email	Bank User	Online	CWAPP	
Cash Withdrawal Entry- Pending for Approval	CWPENDAPPR	CWPENAPP	Email	Bank User	Online	CWPENAPP	
Cash Withdrawal Entry- Pending for Approval	CWPENDAPPR	CWPENAPP	Email	Customer	Online	CWPENAPP	

Page 1 of 1 (1-5 of 5 items) | < 1 >

Audit Cancel

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

Table 3-39 Alert Decision - Field Description

Field	Description
<b>Alert Category</b>	Displays the category of the event for which the alert needs to be set.
<b>Filter Criteria</b>	Displays the filter criteria for specific application of alerts.
<b>Corporate</b>	Displays the corporate for which the decisioning record has been created.
<b>Alert Decision Details</b>	This section displays the alert decision details.
<b>Event</b>	Displays the event for which the alert should be used. The list of events are displayed based on the selected category.
<b>Alert Code</b>	Displays the alert code.
<b>Description</b>	Displays the description of the alert code.
<b>Delivery Mode</b>	<p>Displays the mode through which the alert should be sent. If the <b>Plato Alert Integration</b> toggle is enabled at the <b>System Parameters</b> screen, then the available options are:</p> <ul style="list-style-type: none"> <li>• <b>Dashboard</b></li> <li>• <b>Email</b></li> <li>• <b>SMS</b></li> </ul> <p>If the <b>Plato Alert Integration</b> toggle is disabled at the <b>System Parameters</b> screen, then the available options is:</p> <ul style="list-style-type: none"> <li>• <b>Email</b></li> </ul>
<b>Recipient</b>	Displays the recipient to whom the alert should be sent.
<b>Frequency</b>	<p>Displays the frequency to send the alerts as follows:</p> <ul style="list-style-type: none"> <li>• <b>Online</b> - if the alert should be sent only when the event is generated.</li> <li>• <b>Scheduled</b> - if the alert should be sent one or more times prior to the generation of the event.</li> </ul>
<b>Template ID</b>	Displays the template ID mapped to the event and alert code when the frequency is set to 'Online'.

Table 3-39 (Cont.) Alert Decision - Field Description

Field	Description
<b>Alert Schedule</b>	Displays the alert schedule. Click the <b>View</b> link to view all the associated template IDs and their alert schedule details on the overlay screen. The link is displayed when the frequency is selected as <b>Scheduled</b> .

### 3.14.4 Alert Template Details

This topic describes the information to maintain the email content for each combination of **Template ID** and **Language**, for a corporate in Cash Management system.

This topic contains the following subtopics:

- [Create Alert Template Details](#)  
This topic describes the systematic instruction to create alert template details for a specific corporate.
- [View Alert Template Details](#)  
This topic describes the systematic instruction to view, modify, or authorize the alert template details.

#### 3.14.4.1 Create Alert Template Details

This topic describes the systematic instruction to create alert template details for a specific corporate.

Users can maintain different text for email and SMS based for each combination of **Template ID** and **Language**.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Template Details**. Under **Alert Template Details**, click **Create Alert Template Details**.

The **Create Alert Template Details** screen displays.

Figure 3-57 Create Alert Template Details

**Create Alert Template Details**

Alert Template ID:

Alert Template Description:

Language:

Mode:

Subject:

Body:

Attachment Template:

Supported Placeholders:

- \${CHECKER\_ID}
- \${DEBIT\_ACC\_NUMBER}
- \${CHECKER\_DATE\_STAMP}
- \${SLIP\_NUMBER}
- \${WITHDRAWAL\_SLIP\_DATE}
- \${SLIP\_AMOUNT}

Cancel Save

3. Specify the fields on **Create Alert Template Details** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 3-40 Create Alert Template Details - Field Description**

Field	Description
<b>Alert Template ID</b>	Click the search icon and select the specific template ID for which the text needs to be configured.
<b>Alert Template Description</b>	Displays the description of the selected alert template ID.
<b>Language</b>	Click the search icon and select the specific language.
<b>Mode</b>	Select Mode which is default to Email.
<b>Subject</b>	Specify the subject of the email.
<b>Body</b>	Specify the text body of the email to be sent as an alert.
<b>Supported Placeholders</b>	Displays the supported placeholders.
<b>Attachment Template</b>	Click the search icon to select the specific attachment template to be sent.

4. Click **Save** to save the record and send it for authorization.

### 3.14.4.2 View Alert Template Details

This topic describes the systematic instruction to view, modify, or authorize the alert template details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

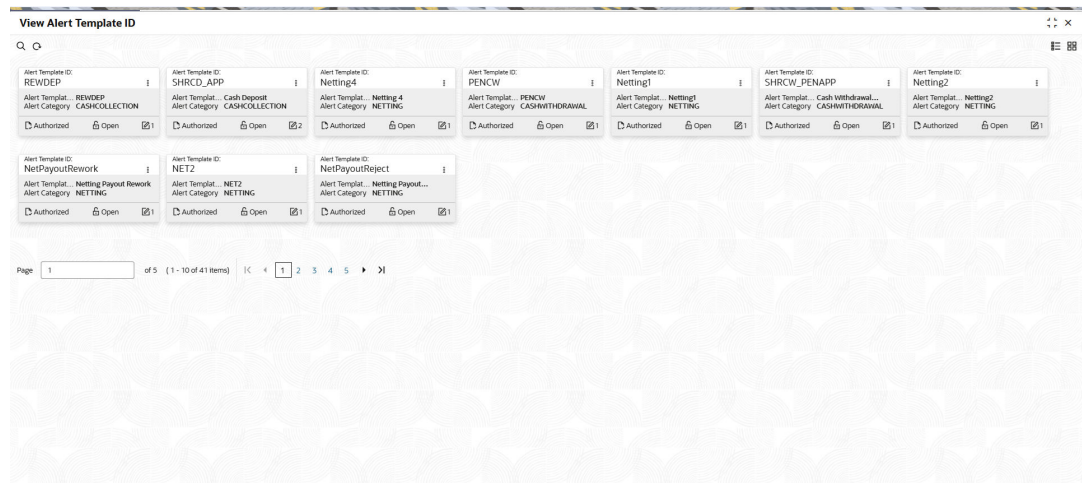
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Template Details**. Under **Alert Template Details**, click **View Alert Template Details**.

The **View Alert Template Details** screen displays.

Figure 3-58 View Alert Template Details



3. Filter the records in the **View** screen:
  - a. Click the **Search** icon to view the filters.  
The user can filter the records by Corporate, Authorization Status, Record Status and Category.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.14.5 Alert Template ID

This topic describes the information to create a Template ID for specific events for each corporate in Cash Management system.

This topic contains the following subtopics:

- [Create Alert Template ID](#)  
This topic describes the systematic instruction to create template ID for specific events.
- [View Alert Template ID](#)  
This topic describes the systematic instruction to view, modify, or authorize alert template ID.

### 3.14.5.1 Create Alert Template ID

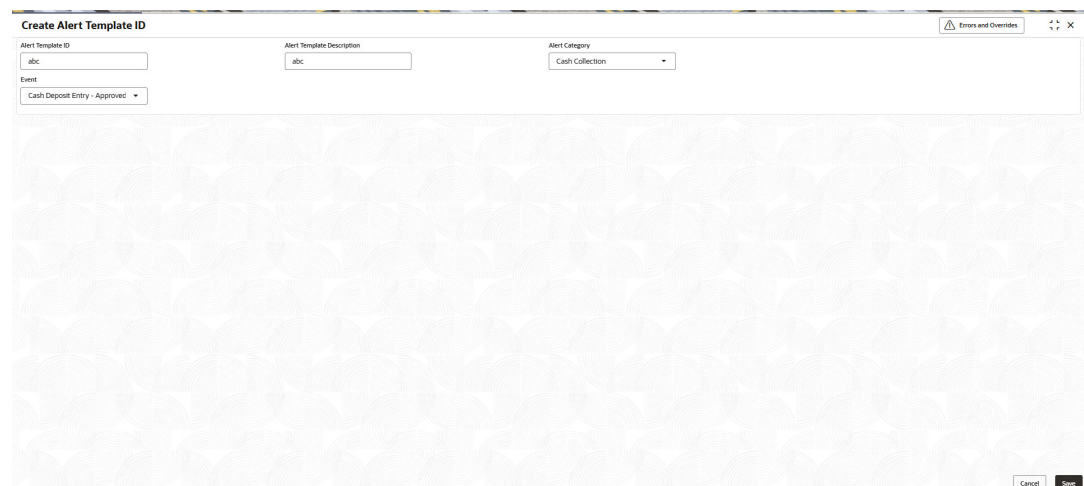
This topic describes the systematic instruction to create template ID for specific events.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **Create Alert Template ID**.

The **Create Alert Template ID** screen displays.

**Figure 3-59 Create Alert Template ID**



3. Specify the fields on **Create Alert Template ID** screen.

#### **Note**

The fields marked as **Required** are mandatory.

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

Table 3-41 Create Alert Template ID - Field Description

Field	Description
<b>Alert Template ID</b>	Specify a unique ID for the template.
<b>Alert Template Description</b>	Specify the description of the template.
<b>Alert Category</b>	Select the category of the alert. The available options are: <ul style="list-style-type: none"> <li>• <b>File Upload</b></li> <li>• <b>Cash Withdrawal</b></li> <li>• <b>Cash Collection</b></li> <li>• <b>Netting</b></li> </ul>
<b>Event</b>	Select the event to set the alert for. The list of events is displayed based on the selected category. If the <b>Category</b> is selected as <b>File Upload</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cashflow Code</b></li> <li>• <b>Cashflow Transaction</b></li> <li>• <b>Instrument Collection</b></li> </ul> If the <b>Category</b> is selected as <b>Cash Collection</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cash Deposit Entry- Approved</b></li> <li>• <b>Cash Deposit Entry- Rejected</b></li> <li>• <b>Cash Deposit Entry- Rework</b></li> <li>• <b>Cash Deposit Entry- Pending For Approval</b></li> <li>• <b>Cash Deposit - Customer</b></li> </ul> If the <b>Category</b> is selected as <b>Cash Withdrawal</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Cash Withdrawal Entry - Approved</b></li> <li>• <b>Cash Withdrawal Entry - Pending For Approval</b></li> <li>• <b>Cash Withdrawal Entry - Rework</b></li> <li>• <b>Cash Withdrawal Entry - Rejected</b></li> <li>• <b>Cash Withdrawal Request - Customer</b></li> </ul> If the <b>Category</b> is selected as <b>Netting</b> , the following events are displayed in the dropdown list: <ul style="list-style-type: none"> <li>• <b>Netting Awaiting Acceptance</b></li> <li>• <b>Netting Payout - Pending Authorisation</b></li> <li>• <b>Netting Payout - Authorisation</b></li> <li>• <b>Netting Payout - Rework</b></li> <li>• <b>Netting Payout - Rejection</b></li> <li>• <b>Netting Auto Acceptance</b></li> </ul>

4. Click **Save** to save the record and send it for authorization.

### 3.14.5.2 View Alert Template ID

This topic describes the systematic instruction to view, modify, or authorize alert template ID.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

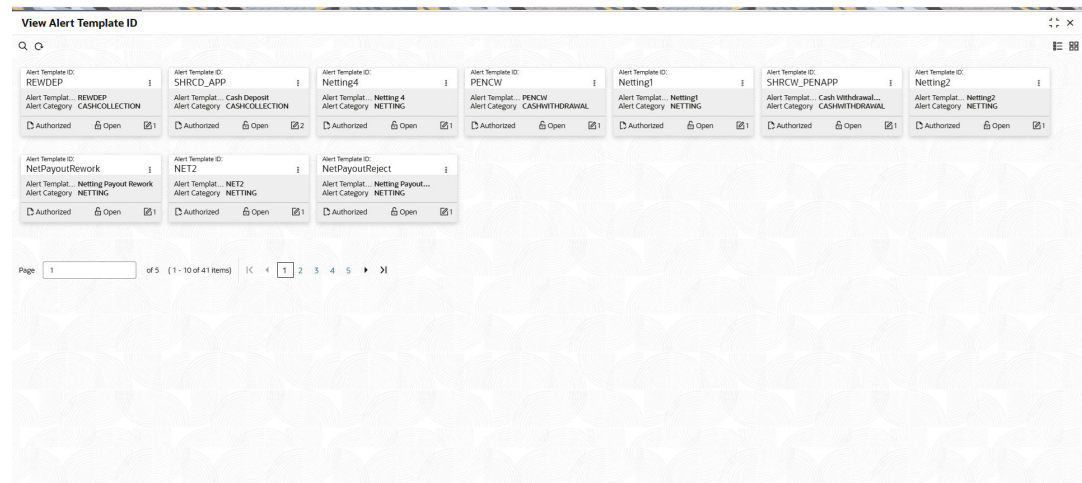
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Alerts**.
2. Under **Alerts**, click **Alert Template ID**. Under **Alert Template Details**, click **View Alert Template ID**.

The **View Alert Template ID** screen displays.

**Figure 3-60 View Alert Template ID**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters.  
The user can filter the records by Corporate, Authorization Status, Record Status and Category.
  - b. Select the required filter criteria and click **Search** to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click Click  icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - Click **Audit** to view the maker details, checker details of the record.
    - Click **Show History** hyperlink to view the historical data of the record.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

# 4

## Channel Transaction

This topic describes on how to Reject or Accept transaction initiated by channel for further processing in Back office.

When the flag "Review Channel Request" in system parameter is enabled as Yes, then all the transactions initiated from the channel come for review. Once Reviewed and accepted; it is available for further enrichment / processing in OBCM. This screen allows you to select the request initiated across Cash deposit, Cash Withdrawal or Instrument Collection. Based on the selection of the request type, need to select details such as Corporate, Account Number, External Reference Number, Currency type, Deposit Channel, Courier, Date Reference, etc to search for the transaction records and initiate process or Decline.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Channel Transactions**.

The **Channel Transaction** screen displays. Initially, the collection request type is selected as Cash Deposit.

**Figure 4-1 Channel Transactions-Cash Deposit**

**Channel Transactions**

Hide Search

Collection Request Type

Cash Deposit Cash Withdrawal Instrument Collection

Deposit Branch: 004-FLEXCUBE-UNIVERSAL-B

External Reference Number:

Amount Reference Basis: Select

Date Reference Basis: Select

Corporate: Search

Deposit Location: Search

Account Number: Search

Deposit Channel: Select

Deposit Slip Number:

Courier: Search

From Amount:

To Amount:

Date Range:

Search Reset

External Reference Number	Deposit Slip Number	Corporate	Currency	Deposit Slip Amount	Credit Account Number
No data to display.					

Page 1 of 0 (1 - 0 of 0 items) |< < > >|

Process Decline Cancel

**Table 4-1 Cash Deposit - Field Description**

Field	Description
Deposit Branch	Select the branch in which the cash has been deposited.

Table 4-1 (Cont.) Cash Deposit - Field Description

Field	Description
<b>Corporate</b>	Click the search icon and select the corporate for/from whom the cash is deposited.
<b>Account Number</b>	Click the search icon and select the real/virtual account number in which the cash has been deposited.
<b>Deposit Slip Number</b>	Specify the specific deposit slip number to search for.
<b>External Reference Number</b>	Specify the external reference number.
<b>Deposit Location</b>	Click the search icon and select the branch location where the cash is deposited.
<b>Deposit Channel</b>	Select the channel through which the cash is deposited.
<b>Courier</b>	Click the search icon and select the courier service employed.
<b>Amount Reference Basis</b>	Select the basis for an amount range.
<b>Currency</b>	Select the currency of the cash.
<b>From Amount</b>	Specify the minimum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>To amount</b>	Specify the maximum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>Date Reference basis</b>	Select the basis for a date range search. The available options are: <ul style="list-style-type: none"> <li>• <b>Request Date</b></li> <li>• <b>Processing Date</b></li> <li>• <b>Deposit Slip Date</b></li> </ul>
<b>Date Range</b>	Click the <b>Calendar</b> icon and select the start and end dates of the date range for the option selected in the <b>Date Reference Basis</b> field.

3. If collection request type selected as **Cash Withdrawal**, the related fields display.

Figure 4-2 Channel Transaction-Cash Withdrawal

Channel Transactions

Hide Search

Collection Request Type

Cash Deposit
Cash Withdrawal
Instrument Collection

Withdrawal Branch

004-FLEXCUBE-UNIVERSAL-B

Corporate

Search

Account Number

Search

Slip Number

Cheque Number

External Reference Number

Courier

Amount Reference Basis

Select

Currency

Select

From Amount

To Amount

Date Reference Basis

Select

Date Range

Search

Reset

External Reference Number

Slip Number

Reference Number

Corporate

Currency

Withdrawal Amount

Debit Account Number

No data to display.

Page

1

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>

Process

Decline

Cancel

Table 4-2 Cash Withdrawal - Field Description

Field	Description
<b>Withdrawal Branch</b>	Select the branch from where the cash has been withdrawn.
<b>Corporate</b>	Click the search icon and select the corporate by/for whom the cash is withdrawn.
<b>Account Number</b>	Click the search icon and select the account number from which the cash has been withdrawn.
<b>Slip Number</b>	Specify the specific deposit slip number to search for.
<b>Cheque Number</b>	Specify the cheque leaf number used for cash withdrawal.
<b>External Reference Number</b>	Specify the external transaction reference number.
<b>Courier</b>	Click the search icon and select the courier service employed.
<b>Amount Reference Basis</b>	Select the reference basis for a withdrawal amount range search.
<b>Currency</b>	Select the currency of the cash.
<b>From Amount</b>	Specify the minimum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>To amount</b>	Specify the maximum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>Date Reference basis</b>	Select the reference basis for a date range search. The available options are: <ul style="list-style-type: none"> <li>• <b>Request Date</b></li> <li>• <b>Processing Date</b></li> <li>• <b>Lien Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icons and select the start and end dates of the date range for the option selected in the <b>Date Reference Basis</b> field.

4. If collection request type selected as **Instrument Collection**, the related fields display.

Figure 4-3 Channel Transactions-Instrument Collection

**Channel Transactions**

Hide Search

Collection Request Type

Cash Deposit Cash Withdrawal **Instrument Collection**

Deposit Branch: 004-FLEXCUBE-UNIVERSAL-B

Corporate: Search

Account Number: Search

Instrument Number:

Deposit Slip Number:

External Reference Number:

Deposit Location: Search

Drawee Bank: Search

Courier: Search

Currency: Select

Instrument Amount From:

Instrument Amount To:

Date Reference Basis: Select

Date Range:

Search Reset

External Reference Number	Instrument Number	Deposit Slip Number	Currency	Instrument Amount	Instrument Date	Corporate
No data to display.						

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Process Decline Cancel

Table 4-3 Instrument Collection - Field Description

Field	Description
<b>Deposit Branch</b>	Select the branch in which the instrument has been deposited.
<b>Corporate</b>	Click the search icon and select the corporate from whom the instrument is received.
<b>Account Number</b>	Click the search icon and select the real/virtual account number of the instrument.
<b>Instrument Number</b>	Specify the instrument number to be searched.
<b>Deposit Slip Number</b>	Specify the deposit slip number used to deposit the instrument.
<b>External Reference Number</b>	Specify the external reference number of the instrument.
<b>Deposit Location</b>	Click the search icon to select the location from where the instrument is deposited. This field cannot be modified once authorized.
<b>Drawee Bank</b>	Click the search icon and select the drawee bank of the instrument. This field is displayed only for current dated cheques.
<b>Courier</b>	Click the search icon to select the courier company. This field will be mandatory and appears only if <b>Deposit Channel</b> is selected as <b>Courier</b> .
<b>Currency</b>	Select the currency of the instrument.
<b>Instrument Amount From</b>	Specify the lower value of the amount range.
<b>Instrument amount to</b>	Specify the upper value of the amount range.
<b>Date Reference basis</b>	Select the basis for a date range search. The available options are: For <b>Current Dated Cheques</b> : <ul style="list-style-type: none"> <li>• <b>Processing Date</b></li> <li>• <b>Instrument Date</b></li> <li>• <b>Deposit Slip Date</b></li> <li>• <b>Arrangement Credit Date</b></li> <li>• <b>Arrangement Credit Reversal Date</b></li> <li>• <b>Schedule Generation Date</b></li> <li>• <b>Actual Credit Date</b></li> <li>• <b>Actual Credit Reversal Date</b></li> <li>• <b>Return Recovery Date</b></li> <li>• <b>Request Date</b></li> </ul> For <b>Post Dated Cheques</b> : <ul style="list-style-type: none"> <li>• <b>Processing Date</b></li> <li>• <b>Instrument Date</b></li> <li>• <b>Deposit Slip Date</b></li> <li>• <b>Presentation Date</b></li> <li>• <b>Request Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icons and select the start and end dates of the date range for the selected <b>Date Reference Basis</b> .

5. Click **Search** to fetch the transaction records.
6. Click **Reset** to clear the selected values.  
Once the user searches the record, the transactions lists displays.
7. Click **Deposit Slip Number** to view/review the transactions.
8. Click **Proceed** to process the records and submit successfully.
9. Click **Decline** to reject the records for submission.

10. Click **Cancel** to cancel the process of submission of the transaction record.

# 5

## Instrument Collections

This topic describes the systematic instruction to enter the details about the batch of instruments (Cheque) collected for clearing.

The batch of these instruments may have been physically collected or received by courier. This screen allows you to enter details of such batches and instruments therein, such as total batch amount and deposit slip numbers, which will be validated at the time of saving the record to avoid any calculation error. You can also view the deposit slip details in the summary screen before confirming and sending the record for authorization.

If an instrument collection record is received from an external channel or through file upload, and if the mandatory data is not present, then the bank user can edit and enrich such records.

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

### Basic Info

This screen enables you to input batch related information. The branch is defaulted as per the login ID and can be changed to another branch based on access rights. The batch amount currency selected here is defaulted in the next tab.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Instrument Collections**.

The **Instrument Collections - Basic Info** screen displays.

**Figure 5-1 Instrument Collections - Basic Info**

The screenshot shows the 'Instrument Collections - Basic Info' screen. The left sidebar has three tabs: 'Basic Info' (selected), 'Deposit Slip Details', and 'Deposit Summary'. The main form area is titled 'Basic Info' and contains the following fields:

- Reference Number:** A search bar with the value '004090623COLL932' and a magnifying glass icon. Below it are 'Create' and 'Draft' buttons.
- Branch:** A dropdown menu showing '004-FLEXCUBE-UNIVERSAL-B'.
- Deposit Channel:** A dropdown menu showing 'Branch'.
- Financial Posting:** A toggle switch that is currently turned off.
- Processing Date:** A text field showing 'Apr 29, 2022'.
- Deposit Location:** A text field showing 'Bangalore'.
- Acknowledge Receipt Number:** A text field showing '12345678HF'.
- Bag Weight (in kg):** A text field with a spinner showing '10.0000'.
- Initiator Reference Number:** A text field showing 'INIT1234567'.
- Total Batch Amount:** A text field with a currency dropdown showing 'GBP' and a value of '£200.00'.
- Deposit Slips:** A text field showing '2'.

At the bottom right, there are three buttons: 'Cancel', 'Save & Close', and 'Next'. The top right corner has a title bar with 'Errors & Overrides', a maximize icon, and a close icon. The bottom right corner shows 'Screen(1/3)'.

3. Specify the fields on **Instrument Collections - Basic Info** screen.

### Note

The fields marked as **Required** are mandatory.

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

Table 5-1 Basic Info - Field Description

Field	Description
Reference Number	Click <b>Create</b> to auto-generate a reference number for a new instruments collection record, or click <b>Draft</b> to select an existing reference number. The <b>Draft</b> option can be used to edit records that have been partially entered and saved, or records that have been uploaded through file upload.
Reference Number	Click the search icon to select an existing reference number. This field is enabled only if the <b>Draft</b> is selected.
Branch	Select the bank's branch where the instrument is deposited. This field displays values based on your access rights. This field cannot be modified once authorized.
Deposit Channel	Select the deposit channel, whether <b>Courier</b> or <b>Branch</b> . This indicates whether the instrument is picked up by a courier agency or deposited by the corporate in the branch. This field cannot be modified once authorized.
Financial Posting	Switch the toggle ON, if GL entries should be posted. The <b>Processing Date</b> field will be disabled. This field cannot be modified once authorized.
Processing Date	Click the calendar icon to select the date on which the deposit slips are entered. This date cannot be beyond current branch date. This field cannot be modified once authorized.
Deposit Location	Click the search icon to select the location from where the instrument is deposited. This field cannot be modified once authorized.
Acknowledgment Receipt Number	Specify the acknowledgment number, if any.
Bag Weight (in kg)	Specify the weight of the package in kilograms upon receipt.
Initiator Reference Number	Specify the reference number assigned for receiving the package, if any.
Total Batch Amount	Select the currency and enter the total amount of the deposit slips to be processed in a single batch. This field cannot be modified once authorized.
Deposit Slips	Specify the total number of deposit slips to be processed. This field cannot be modified once authorized.
Courier	Click the search icon to select the courier company. This field will be mandatory and appears only if <b>Deposit Channel</b> is selected as <b>Courier</b> .
Consignment Number	Specify the consignment number allocated by the courier company. This field appears only if the <b>Deposit Channel</b> is selected as <b>Courier</b> . This field cannot be modified once authorized.
Consignment Date	Click the calendar icon to select the date and time when the consignment has been received. This field appears only if the <b>Deposit Channel</b> is selected as <b>Courier</b> . This field cannot be modified once authorized.

4. Click **Save and Close** to save the data and close the window.
5. Click **Cancel** to close the window without saving the data.

### Deposit Slip Details

This screen helps you to input the information related to the deposit slip. Additionally, you can select deposit slips received through an external channel, and enrich the data and send for

further processing. All mandatory data must be entered when enriching the instrument collection record. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

6. Click **Next** to save the data.

The **Instrument Collections - Deposit Slip Details** screen displays.

**Figure 5-2 Instrument Collections - Deposit Slip Details**

7. Specify the fields on **Instrument Collections - Deposit Slip Details** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 5-2 Deposit Slip Details - Field Description**

Field	Description
<b>External Reference Number</b>	Click the search icon and select the reference number generated by an external application. Once you search the required reference number, all associated deposit slip requests for instrument collection are listed in the left pane. OR Click the search icon in the second search field and select the deposit slips associated with the external reference number. Double click on the deposit slip displayed in this pane to auto-populate the data.

Table 5-2 (Cont.) Deposit Slip Details - Field Description

Field	Description
<b>Deposit Slip Number</b>	Specify a new deposit slip number. If you select a deposit slip from the left pane, then this field is auto-populated with the associated number. This field cannot be modified once authorized.
<b>Corporate</b>	Click the search icon to select the corporate for whom the instrument collection entry is being made. This field cannot be modified once authorized.
<b>Credit Account No.</b>	Click the search icon to select the real/virtual credit account number where the fund should be credited at deposit slip level. This field cannot be modified once authorized.
<b>Deposit Slip Date</b>	Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized.
<b>Pickup Location</b>	Click the search icon to select the location from where the deposit slip has been collected by the courier agency or the branch location where the instrument is deposited by the corporate. This field cannot be modified once authorized.
<b>Pickup Point</b>	Click the search icon to select an exact pick-up point from where the deposit slip along with the physical instrument is being picked up by the courier agency. This field cannot be modified once authorized.
<b>Pickup Date</b>	Click the calendar icon to select the date on which the deposit slip or instrument has been collected. This field cannot be modified once authorized.
<b>No. of Instruments</b>	Enter the total number of instruments collected with the deposit slip. This field cannot be modified once authorized.
<b>Deposit Slip Amount</b>	Specify the total amount of all the instruments attached to the deposit slip. The currency value is auto-populated as selected in the <b>Basic Info</b> screen.
<b>Division Code</b>	Click the search icon to select the division code in case the <b>Division Code</b> is mandatory in the <b>Corporate Enrichment</b> screen, else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code. This field cannot be modified once authorized.
<b>Deposit Slip Count</b>	Displays the total number of deposit slips added.
<b>Total Deposit Value</b>	Displays the sum amount of all the deposit slips.
<b>Pooling Account Details</b>	Click this link to view the pooling account details maintained for the corporate.

Table 5-2 (Cont.) Deposit Slip Details - Field Description

Field	Description
<b>User Defined Fields</b>	Click <b>Add</b> icon to add user defined fields.  <div> <i>Note</i>  <p>If the instrument collections record creation request has come from an external channel, and if there is pre-defined data in these user defined fields, then this data is retained only if the Product Type value is 'All' for Paper-Based product category. If the Product Type is any other value, then the user defined data fields are reset to blank. The data will then need to be manually added</p> </div>
<b>Miscellaneous Fields</b>	In the <b>No. Of Miscellaneous Fields</b> field, Specify the number to specify how many fields are required. In each miscellaneous field box, Specify the name of the field.
<b>Instrument Details</b>	Click <b>Add</b> icon to add the instrument details manually.

8. Expand the **Instrument Details** section in the above screen, click **Add** icon to add the instrument details manually.

The **Instrument Details** popup screen displays.

Figure 5-3 Instrument Details

**Instrument Details**

Deposit Slip Number: 987654321 Corporate: Indigo

**Instrument Details**

Cheque Date: ☐ Current ☐ Post Dated

Instrument Number:  Required

Instrument Date:  Required

Instrument Type:  Select Required

Instrument Amount:  GBP Required

Routing Number:  Required

Drawn On Bank Name:  -

Drawn On Branch Name:  -

Clearing Location:  -

Location Cluster:  -

Drawer:  Required

Drawer Account Number:  Required

Drawer Account Name:  Required

Clearing Network:  Required

Product:  Product

Arrangement Days:  -

Credit Account No:  Search

Division Code:  Search

**User Defined Fields**

**Miscellaneous Fields**

No. of Miscellaneous Fields:  1

Miscellaneous Field 1:

9. Specify the details on the **Instrument Details** pop-up screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 5-3 Instrument Details - Field Description**

Field	Description
<b>Cheque Date</b>	Click <b>Current</b> or <b>Post Dated</b> to specify the date of the cheque.
<b>Instrument Number</b>	Specify the instrument reference number. For example: Cheque number. This field cannot be modified once authorized.
<b>Instrument Date</b>	Click the calendar icon to select the date mentioned on the instrument. This field cannot be modified once authorized.
<b>Instrument Type</b>	Select the type of instrument added in the deposit slip. This field cannot be modified once authorized.
<b>Instrument Amount</b>	Specify the amount mentioned on the instrument. Currency is defaulted to the one from the <b>Basic Info</b> screen. This field cannot be modified once authorized.
<b>Routing Number</b>	Click the search icon to select the routing number. Selecting this field auto-populates values for <b>Drawee Bank</b> and <b>Drawee Branch</b> . This field cannot be modified once authorized.
<b>Drawn On Bank Name</b>	Displays the name of the bank on which instrument is drawn. This field cannot be modified once authorized.
<b>Drawn On Branch Name</b>	Displays the branch name of the bank. This field cannot be modified once authorized.
<b>Clearing Location</b>	Displays the clearing location maintained in the system based on selected drawee bank. This field cannot be modified once authorized.
<b>Location Cluster</b>	Displays the location cluster associated with the clearing location. This field cannot be modified once authorized.
<b>Drawer</b>	Specify the drawer name or click the search icon to select the same. This field is mandatory if <b>Drawer Mandatory at Txn</b> is enabled in the <b>Corporate Enrichment</b> screen. This field cannot be modified once authorized.
<b>Drawer A/C No.</b>	Specify the bank account number of the drawer. This field cannot be modified once authorized.
<b>Drawer A/C Name</b>	Specify the drawer account's name. This field cannot be modified once authorized.
<b>Clearing Network</b>	Click the search icon to select the network to be considered for clearing the instrument. This field cannot be modified once authorized.
<b>Product</b>	Displays the applicable product based on selected instrument type, deposit location, payable at location, drawee bank, and so on. If required, select the product of your choice. This field cannot be modified once authorized.

Table 5-3 (Cont.) Instrument Details - Field Description

Field	Description
<b>Arrangement Days</b>	Displays the number of days based on the selected product and corporate.
<b>Vault Box Number</b>	This field is displayed only for 'Post Dated' cheques. This vault box number associated with the branch for the selected instrument date is auto-populated. In case of multiple vault boxes maintained with the same presentation date, click the search icon to select the appropriate vault box number.
<b>Vault Box Description</b>	Displays the description of the selected vault box number. This field is displayed only for 'Post Dated' cheques.
<b>Vault Branch</b>	Displays the branch of the selected vault box number. This field is displayed only for 'Post Dated' cheques.
<b>Presentation Date</b>	The presentation date is auto-calculated based on the instrument date and the system parameter set for the activation date. This field is displayed only for 'Post Dated' cheques.
<b>Credit Account No.</b>	If required, select the real/virtual account number in which the amount should be credited else the amount is credited to the bank account number selected in the deposit slip details or to the default bank account.
<b>Division Code</b>	Click the search icon to select the division code in case the <b>Division Code</b> is mandatory in the <b>Corporate Enrichment</b> screen, else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific division code. If the division code is available, the funds are pooled and credited to the specific account mentioned for the division code else to the credit account number specified or default account. This field cannot be modified once authorized.
<b>User Defined Fields</b>	Click the <b>Add</b> icon to add user defined fields.
<b>Miscellaneous Fields</b>	In the <b>No. Of Miscellaneous Fields</b> field, enter the number to specify how many fields are required. In each miscellaneous field box, enter the name of the field.

10. Click **Add** to add the instrument details. To add more instrument details, repeat the previous step.
11. Click **Add/Edit** to save the instrument details in the left pane.

**Note**

In case, you've added deposit slip details in this tab and click **Next**, without clicking **Add/Edit**, then the added deposit slip will not be added to the batch.

12. Click **Reset** to clear the selected values.
13. Click **Back** to move to the **Basic Info** screen.
14. Click **Save and Close** to save the populated data and close the window.
15. Click **Cancel** to close the window without saving the entered data.

**Deposit Summary**

This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen.

16. Click **Next** to move to the next screen.

The **Instrument Collections - Deposit Summary** screen displays.

**Figure 5-4 Instrument Collections - Deposit Summary**

**Instrument Collections** Errors & Overrides Screen(3/3)

**Deposit Summary**

**Reference Number : 004080623COLL930** **Deposit Slip Value : 100.00 / 100.00** Expand All Collapse All

Instrument Number	Instrument Date	Amount	Bank	Branch	Drawer A/C No.	Drawer A/C Name	Product
<b>▼ Deposit Slip No. 930</b>		<b>GBP 50.00</b>					
930	2022-04-15	GBP 20.00	OBCMS-UNIVERSAL-BANK	FLEXCUBE-UNIVERSAL-BRANCH	DRAC229098	DRAWER NAME	Upcountry
9302	2023-06-08	GBP 30.00	OBCMS-UNIVERSAL-BANK	FLEXCUBE-UNIVERSAL-BRANCH	DRAWERJF8734878	DRAWER NAME	Upcountry
<b>▼ Deposit Slip No. 9302</b>		<b>GBP 50.00</b>					
93022	2023-06-08	GBP 50.00	OBCMS-UNIVERSAL-BANK	FLEXCUBE-UNIVERSAL-BRANCH	343434343	sSGWDAD	Upcountry

Submit Cancel Back Save & Close

17. Click **Submit** to submit the record for authorization.

In case, there are any errors in any of the deposit slips, a cross mark appears beside it. You can go back to the **Deposit Slip Details** tab to correct the error. Error-free deposit slips are highlighted with a check mark.

18. Click **Back** to move to the **Deposit Slip Details** screen.
19. Click **Save and Close** to save the populated data and close the window.
20. Click **Cancel** to cancel submission of the deposit entry record.

# 6

## Cash Transactions

This topic describes the information to enter the data about cash deposited/withdrawn by corporate customers.

This topic contains the following subtopics:

- [Deposit Entry](#)  
This topic describes the systematic instruction to enter the cash deposit data in the system.
- [Withdrawal Entry](#)  
This topic describes the systematic instruction to capture cash withdrawal details.

### 6.1 Deposit Entry

This topic describes the systematic instruction to enter the cash deposit data in the system.

There are two channels through which the cash can be deposited by the Corporate.

- Branch: Cash can be deposited directly at the branch by the corporates.
- Courier: Corporates can avail a doorstep banking service wherein a courier person picks up the cash and deposits it at the branch.

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

#### Basic Info

This screen helps you to input batch related information i.e, whether it is single deposit entry or multiple deposit entry (from multiple deposit slips), channel of receipt etc. The branch is defaulted as per login Id and can be changed to another branch based on access right.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Cash Transaction**. Under **Cash Transaction**, click **Deposit Entry**.

The **Deposit Entry - Basic Info** screen displays.

**Figure 6-1 Deposit Entry - Basic Info**

**Deposit Entry**

Basic Info

Reference Number

Create Draft

Financial Posting

Bag Weight (In kg)

Depositor Name

Processing Date

Initiator Reference Number

ID Proof Type

Branch

Deposit Location

Deposit Channel

Deposit Slips

ID Proof Detail

Acknowledge Receipt Number

Contact Number

Cancel Save & Close Next

3. Specify the fields on **Deposit Entry - Basic Info** screen.**Note**

The fields marked as **Required** are mandatory.

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

**Table 6-1 Basic Info - Field Description**

Field Name	Description
<b>Reference Number</b>	Click <b>Create</b> to auto-generate a reference number or click 'Draft' to select an existing reference number.
<b>Reference Number</b>	Click the search icon to select an existing reference number. This field is displayed only when the <b>Existing</b> option is selected.
<b>Branch</b>	Select the bank's branch where the cash is being deposited. This field displays values based on your access rights. This field cannot be modified once authorized.
<b>Deposit Channel</b>	Select the deposit channel, whether 'Courier' or 'Branch'. This indicates whether the cash is being picked up by a courier agency or deposited in the branch by the corporate. The field relevant to the selected channel, is displayed. This field cannot be modified once authorized.
<b>Financial Posting</b>	Switch the toggle ON if accounting entries need to be posted.
<b>Processing Date</b>	Click the calendar icon to select the date on which the cash is deposited. By default, the current branch date is displayed and cannot be beyond the same. You can manually select the processing date only if the 'Financial Posting' toggle is switched OFF. This field cannot be modified once authorized.
<b>Deposit Location</b>	Displays the location based on the selected branch.
<b>Acknowledgment Receipt Number</b>	Specify the acknowledgment number, if any.
<b>Bag Weight (in kg)</b>	Specify the weight of the package in kilograms upon receipt.
<b>Initiator Reference Number</b>	Specify the reference number assigned for receiving the package, if any.
<b>Deposit Slips</b>	Specify the total number of deposit slips to be processed. This field is displayed only when the <b>Deposit Channel</b> is selected as <b>Branch</b> .
<b>Depositor Name</b>	Specify the name of the person who is depositing the cash. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Branch</b> .
<b>ID Proof Type</b>	Select the type of ID proof displayed/submitted by the depositor. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Branch</b> .
<b>ID Proof Detail</b>	Specify the ID proof details of the depositor. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Branch</b> .
<b>Contact Number</b>	Specify the contact number of the depositor. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Branch</b> .

Table 6-1 (Cont.) Basic Info - Field Description

Field Name	Description
<b>Courier</b>	Click the search icon to select the courier company. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Courier</b> .
<b>Consignment Number</b>	Specify the consignment number allocated by the courier company. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Courier</b> . This field cannot be modified once authorized.
<b>Consignment Date</b>	Click the calendar icon to select the date on which the consignment is received. This field is mandatory and appears only when the <b>Deposit Channel</b> is selected as <b>Courier</b> . This field cannot be modified once authorized.

## 4. Perform one of the following action:

- Click **Save and Close** to save the populated data and close the window.
- Click **Cancel** to close the window without saving the entered data.

**Deposit Slip Details**

This screen helps you to input the information related to the deposit slip. Additionally, you can select an external reference number to load deposit slips received through an external channel, and enrich the data and send for further processing. The number of deposit slips entered/selected in this tab, should match the number entered in the Basic Info tab.

5. Click **Next** to save the data and move to the next screen.

The **Deposit Entry - Deposit Slip Details** screen displays.

Figure 6-2 Deposit Entry - Deposit Slip Details

6. Specify the fields on **Deposit Entry - Deposit Slip Details** screen.**Note**

The fields marked as **Required** are mandatory.

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

Table 6-2 Deposit Slip Details - Field Description

Field Name	Description
<b>External Reference Number</b>	Click the search icon and select the reference number generated by an external application. Upon selecting a reference number, all associated deposit slips appear in the left pane. OR Click the search icon and select the deposit slips associated with the external reference number.
<b>Deposit Slip Number</b>	Specify a new deposit slip number or select an existing one from the left pane. Selecting an existing deposit slip number auto-populates the data in the Deposit Slip Details pane on the right. A delete icon is present beside each deposit slip in the left pane. Upon selecting a deposit slip, if you wish to clear the Deposit Slip Details pane on the right, you can click this icon. This refreshes the right pane and makes it editable again. This field cannot be modified once authorized. This field cannot be modified once authorized.
<b>Corporate</b>	Click the search icon to select the corporate for whom the cash collection entry is being made. This field cannot be modified once authorized.
<b>Credit Account No.</b>	Click the search icon to select the real/virtual credit account number where the entire fund should be credited at deposit slip level. This field cannot be modified once authorized.
<b>Deposit Slip Date</b>	Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized.
<b>Pickup Location</b>	Click the search icon to select the location from where the deposit slip has been collected by the courier agency or the branch location where the cash is deposited by the corporate. This field cannot be modified once authorized.
<b>Pickup Point</b>	Click the search icon to select an exact pick-up point of the corporate from where the deposit slip along with the physical cash is being picked up by the courier agency. This field cannot be modified once authorized.
<b>Pickup Date</b>	Click the calendar icon to select the date on which the deposit slip or cash is being collected. This field cannot be modified once authorized.
<b>Total Denomination Count</b>	Specify the total number of cash denominations. This field cannot be modified once authorized.
<b>Deposit Slip Amount</b>	Select the currency and enter the total amount of the cash deposited through the deposit slip. Click the info (i) icon to view all the currencies maintained for the deposit branch.
<b>Division Code</b>	Click the search icon to select the division code in case <b>Division Code</b> is mandatory in the <b>Corporate Enrichment</b> screen else leave this blank. The selected division code can be used for MIS purpose or for pooling of funds to the specific Division code. This field cannot be modified once authorized.
<b>Exchange Rate</b>	Displays the exchange rate based on the credit account currency and deposit slip amount currency.

Table 6-2 (Cont.) Deposit Slip Details - Field Description

Field Name	Description
<b>Amount (Account CCY)</b>	Displays the amount in account currency, after application of exchange rate. It is displayed if credit account number along with deposit slip amount is captured.
<b>Pooling Account Details</b>	Click this link to view the pooling maintenance details along with the expected pooling credit details.
<b>User Defined Fields</b>	Click the Add icon to add user defined fields.
<b>Miscellaneous Fields</b>	In the <b>No. Of Miscellaneous Fields</b> , enter the number of fields required. In each miscellaneous field box, enter the name of the field.

7. In the **Denomination Details** section, click the Add (+) icon to add a row of denomination.

The **Deposit Slip Details - Denomination Details** screen displays.

Figure 6-3 Deposit Slip Details - Denomination Details

Table 6-3 Denomination Details - Field Description

Field	Description
<b>Denomination Type</b>	Select the denomination type as <b>Note</b> or <b>Coin</b> .
<b>Denomination Value</b>	Specify the total value of the selected denomination.
<b>Count</b>	Specify the number of notes or coins of the specific denomination.
<b>Denomination Amount</b>	Displays the amount as the denomination value multiplied by the count.
<b>Action</b>	Click  to edit the denomination record, or  to delete the record.

#### Note

Adding the denomination details is mandatory or non-mandatory, based on the value of a system parameter flag. If the flag is set to 'Y' then entering the details is mandatory, and if set to 'N', it is non-mandatory.

8. Click **Add/Edit** to add denomination details in the left pane or to modify a selected record.
9. Click **Reset** to clear the selected values.
10. Perform one of the following:
  - Click **Back** to move to the **Basic Info** screen.
  - Click **Save and Close** to save the populated data and close the window.
  - Click **Cancel** to close the window without saving the entered data.

### Deposit Summary

This screen displays the summary of details entered on the **Basic Info** and **Deposit Slip Details** screen. Double click the tile to view the complete cash deposit details.

11. Click **Next** to move to the next screen.

The **Deposit Entry - Deposit Summary** screen displays.

**Figure 6-4 Deposit Entry - Deposit Summary**

**Deposit Entry** Errors & Overrides Screen(3/3)

**Deposit Summary**

Reference Number : 004090623COLL937    Deposit Slip Count : 1 / 1    [Expand All](#) [Collapse All](#)

Denomination Type	Denomination Value	Denomination Count	Denomination Amount
<b>▼ Deposit Slip No. 989</b> <span>Total Amount : GBP 1000.00</span>			
Note	10	100	GBP 1000.00

**Buttons:** Submit, Cancel, Back, Save & Close

12. Perform one of the following:
  - Click **Submit** to submit the record for authorization.
  - Click **Back** to move to the **Deposit Slip Details** screen.
  - Click **Save and Close** to save the populated data and close the window.
  - Click **Cancel** to discard the deposit slip creation and close the window.

## 6.2 Withdrawal Entry

This topic describes the systematic instruction to capture cash withdrawal details.

The user can either manually enter the withdrawal entry data or fetch the data by selecting the external reference number, which auto-populates the fields in the screen. There can be two cash recipients for the cash withdrawal entry, namely, 'Corporate' and 'Courier'.

- **Corporate:** On the withdrawal date, the cash is directly collected by the corporate. The bank user captures the cash withdrawal request.
- **Courier:** On the withdrawal date, the courier agency having tie-up for cash delivery, collects the cash from the branch and delivers it at the Corporate Delivery point specified in the withdrawal request.

When a cash withdrawal request is submitted by the bank user, a lien marking request is processed and a lien is marked in the debit account for the requested amount. In case the cash withdrawal request is edited again and submitted, then the existing lien number is canceled, and a new lien marking request is sent. Similarly, if a cash withdrawal request is received from an external channel, a lien marking request is sent by the Oracle® Banking Cash Management Cloud Service module to the bank's core system, only if the system parameter flag (Block Amount) is set to 'Y'. Upon validation of corporate details, the lien is marked in the debit account for the requested amount, till the withdrawal date. On the withdrawal date, the lien marking can be canceled and a new one created, if there is a change in the exchange rate (between requested amount and account currencies) or if the withdrawal entry is edited and submitted by the bank user. Once the requested is authorized, the lien marking is released and the Cash Withdrawal accounting entry is posted for the lien amount. Liens that are not released on the withdrawal date, are released as part of an EOD batch job.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Cash Transaction**. Under **Cash Transaction**, click **Withdrawal Entry**.

The **Withdrawal Entry** screen displays.

**Figure 6-5 Withdrawal Entry**

3. Specify the fields on **Withdrawal Entry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 6-4 Withdrawal Entry - Field Description**

Field	Description
<b>Withdrawal Date</b>	Displays the date of placing the withdrawal request.
<b>Lien Number</b>	Displays the reference number of the lien placed on the requested amount.
<b>Lien Amount</b>	Displays the amount that has been blocked, or the amount on which lien has been marked.
<b>Lien Date</b>	Displays the date of placement of the lien.

Table 6-4 (Cont.) Withdrawal Entry - Field Description

Field	Description
<b>External Channel</b>	Displays the channel through which the withdrawal request is received.
<b>External Reference Number</b>	Click the search icon and select the reference number generated by the external system. Selecting the external reference number auto-populates the other fields in the screen and displays the card details such as Withdrawal Date, Lien Number, Lien Amount, Lien Date, and External Channel.
<b>Branch Name</b>	Select the bank's branch from where the cash is being withdrawn. This field displays values based on your access rights. This field cannot be modified once authorized.
<b>Corporate</b>	Click the search icon and select the corporate for whom the cash withdrawal is being requested. This field cannot be modified once authorized.
<b>Debit Account Number</b>	Click the search icon and select the corporate's account number from where the cash is withdrawn.
<b>Cheque Date</b>	Click the calendar icon and select the cheque date if the corporate needs to withdraw the amount through inward cheques. This field cannot be modified once authorized.
<b>Cheque Number</b>	Specify the cheque number to be used for withdrawal. This field cannot be modified once authorized.
<b>Slip Number</b>	Specify the slip number by using which the cash withdrawal is requested. This field cannot be modified once authorized.
<b>Corporate Reference Number</b>	Specify the reference number provided by the corporate for the withdrawal. This field cannot be modified once authorized.
<b>Withdrawal Amount</b>	Select the cash currency and enter total amount being withdrawn. Click the information icon (i) to view all currencies maintained for the branch.
<b>Exchange Rate</b>	Displays the exchange rate between the withdrawal amount currency and the debit account currency.
<b>Debit Amount</b>	Displays the debit amount after exchange rate conversion.

- Click **Personnel** in the **Recipient Details** section, if the withdrawn cash is collected by the corporate.

The **Recipient Details - Personnel** section displays.

Figure 6-6 Recipient Details - Personnel

Recipient Details

Personnel Courier

Recipient Name: test

ID Proof Type: Driving Licence

ID Proof Detail: tesss

Contact Number: 43434354

- Specify the fields on **Recipient Details - Personnel** screen.

#### Note

The fields marked as **Required** are mandatory.

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

**Table 6-5 Personnel Recipient Details - Field Description**

Field	Description
<b>Recipient Name</b>	Specify the name of the corporate.
<b>ID Proof Type</b>	Select the identification proof displayed/submitted by the corporate.
<b>ID Proof Detail</b>	Specify the unique identification number from the ID proof.
<b>Contact Number</b>	Specify the corporate's contact number.

- Click **Courier** in the **Recipient Details** section, if the withdrawn cash is collected by the courier agency.

The **Recipient Details - Courier** screen displays.

**Figure 6-7 Recipient Details - Courier**

- Specify the fields on **Recipient Details - Courier** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 6-6 Courier Recipient Details - Field Description**



Field	Description
<b>Courier</b>	Click the search icon and select the courier agency name.
<b>Consignment Number</b>	Specify the unique consignment number assigned to the cash delivery transaction.
<b>Consignment Date</b>	Click the calendar icon and select the date on which the consignment is assigned.
<b>Delivery Point</b>	Click the search icon and select the delivery point form where the cash will be delivered to the corporate.

- Click **Add** icon to add a row of denomination in the **Denomination Details** section.

The **Withdrawal Entry - Denomination Details** screen displays.

Figure 6-8 Withdrawal Entry - Denomination Details

Denomination Details

Denomination Type	Denomination Value	Count	Denomination Amount	Action
Note	10	11	£110.00	 

Page 1 of 1 (1 of 1 items)

<

1

>

Total Count

11

Total Denomination Amount

£110.00

- Specify the fields on **Withdrawal Entry - Denomination Details** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 6-7 Denomination Details - Field Description

Field	Description
<b>Denomination Type</b>	Select the denomination type as <b>Note</b> or <b>Coin</b> .
<b>Denomination Value</b>	Specify the total value of the selected denomination.
<b>Count</b>	Specify the count of the denomination.
<b>Denomination Amount</b>	Displays the denomination amount as auto-calculated as the denomination value multiplied by the count.

- In the **Action** column of the grid, click **Edit** icon to edit the denomination record, or click **Delete** icon to remove the denomination record.
- In the **Miscellaneous Details** section, perform the following steps:
  - In the **No. of Miscellaneous Fields** box, specify the number of fields required.
  - In each **Miscellaneous Field** box, specify the name of the field.
- Click **Save** to save the record and send it for authorization.

The request to block/lien the withdrawal amount is sent to the core system.

# 7

## Instrument Management

This topic describes the information to manage cheques received for collection basis and the action to be performed on the instruments.

You can search for cheques using various search criteria and can take suitable actions on multiple records at once. The processing date is defaulted to the current business date. You can manage both current dated cheques and post-dated cheques.

This topic contains the following subtopics:

- [Manage Current Dated Cheques](#)  
This topic describes the information to manage the current dated cheques received and take various actions on them.
- [Manage Post Dated Cheques](#)  
This topic describes the information to manage the post dated cheques received and take various actions on them.

### 7.1 Manage Current Dated Cheques

This topic describes the information to manage the current dated cheques received and take various actions on them.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Instrument Management**.  
The **Instrument Management - Current Dated Cheques** screen displays.

**Figure 7-1 Instrument Management - Current Dated Cheques**

The screenshot shows a web application interface titled "Instrument Management". Below the title is a section labeled "Instrument Details". Inside this section, there are four main input areas: "Branch" with a dropdown menu showing "004-FLEXCUBE-UNIVERSAL-B"; "Cheque Date" with two buttons, "Current" (selected) and "Post Dated"; "Action" with a dropdown menu showing "Select" and a "Required" label below it; and "Processing Date" with a text field showing "April 29, 2022" and a "Proceed" button to its right.

3. From the **Branch** list, select the branch for which the cheque is to be managed. By default, the branch of the logged-in user is selected.
4. In the **Cheque Date** toggle, select the **Current** option.
5. From the **Action** list, select any one of the following:
  - **Credit Advancement/Postponement**
  - **Generate Schedule**
  - **Mark Schedule Receipt**
  - **Generate Centralized Schedule**
  - **Mark Return Receipt**

- **Mark Instrument Status**

6. Click **Proceed** to view the search parameters.

This topic contains the following subtopics:

- [Credit Advancement/Postponement](#)  
This topic describes the systematic instruction to prepone or postpone the credit of the instrument.
- [Generate Schedule](#)  
This topic describes the systematic instruction to generate a forwarding schedule in case where clearing is to be routed through partner banks or for upcountry clearing a schedule is to be generated for the instruments.
- [Mark Schedule Receipt](#)  
This topic describes the systematic instruction to mark the receipt of a schedule whenever a schedule is drawn on a branch of the system bank.
- [Generate Centralized Schedule](#)  
This topic describes the systematic instruction to generate a centralized schedule by a hub or controlling branch.
- [Mark Return Receipt](#)  
This topic describes the systematic instruction to mark the return receipt for upcountry instruments returned by the collecting bank.
- [Mark Instrument Status](#)  
This topic describes the systematic instruction to mark the instrument status as 'Realized', 'Returned', or 'Hold' when the payee bank gets the fate of the instrument from the drawee bank when the instrument is sent for clearing.

## 7.1.1 Credit Advancement/Postponement

This topic describes the systematic instruction to prepone or postpone the credit of the instrument.

The advancement can be used to prepone the instrument credit date and postponement can be used to postpone the instrument credit date. Only that instrument which are due for arrangement credit for Guaranteed Arrangement Corporates are eligible for this action.

1. On **Instrument Management - Current Dated Cheques** screen, select **Credit Advancement/Postponement** from the **Action** list.
2. Click **Proceed**.
3. Click **Filter** icon to filter the list of instruments.

The **Credit Advancement/Postponement - Search Parameters** screen displays.

**Figure 7-2 Credit Advancement/Postponement - Search Parameters**

The screenshot shows the 'Search Parameters' screen for Credit Advancement/Postponement. It features a grid of search filters:

- Arrangement Credit Date:** April 30, 2022
- Corporate:** Search field with magnifying glass icon
- Deposit Date Range:** Date range selector with calendar icons
- Clearing Location:** Search field with magnifying glass icon
- Currency:** Dropdown menu showing GBP
- Reference Number:** Search field with magnifying glass icon
- Instrument Date Range:** Date range selector with calendar icons
- Drawee Bank:** Search field with magnifying glass icon
- Product Type:** Dropdown menu showing Select
- Deposit Slip Number:** Search field with magnifying glass icon
- Deposit Branch:** Dropdown menu showing 004-FLEXCUBE-UNIVERSAL-B
- Product:** Dropdown menu showing Select
- Instrument Number:** Search field with magnifying glass icon
- Deposit Location:** Search field with magnifying glass icon

At the bottom left, there are 'Search' and 'Reset' buttons.

- Specify the fields on **Credit Advancement/Postponement - Search Parameters** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 7-1 Credit Advancement/Postponement - Field Description**

Field	Description
<b>Arrangement Credit Date</b>	Click the calendar icon and select the due date on which the instrument amount is supposed to be credited to the customer's account/
<b>Currency</b>	Select the currency of the instrument.
<b>Product Type</b>	Select the product type to process the pooling credit details.
<b>Product</b>	Select the product code for which arrangement credit date needs to be preponed or postponed.
<b>Corporate</b>	Click the search icon and select the corporate for which the instrument needs to be searched.
<b>Reference Number</b>	Click the search icon and select the reference number to search the instrument by.
<b>Deposit Slip Number</b>	Click the search icon and select the deposit slip number with which the instrument has been deposited.
<b>Instrument Number</b>	Click the search icon and select the instrument number to search the same.
<b>Deposit Date Range</b>	Click the calendar icons and select the start and end dates of the range within which the instrument was deposited.
<b>Instrument Date Range</b>	Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument.
<b>Deposit Branch</b>	Select the branch in which the instrument has been deposited.
<b>Deposit Location</b>	Click the search icon and select the bank location where the instrument has been deposited.
<b>Clearing Location</b>	Click the search icon and select the bank where the instrument will be cleared.
<b>Drawee Bank</b>	Click the search icon and select the bank that pays the amount mentioned on the instrument.

- Click **Search** to update the **List Of Instruments** section as per the entered criteria.  
The **List Of Instruments** section displays with the relevant cheque records.

**Figure 7-3 List Of Instruments**

**Instrument Management**

Instrument Details

Branch: 004-FLEXCUBE-UNIVERSAL-B | Cheque Date: Current | Post Dated | Action: Credit Advancement/Postpone | Processing Date: April 29, 2022 | Proceed

Search Parameters

**List Of Instruments**

	Instrument Number	Instrument Amount	Corporate Name	Arrangement Credit Date	New Credit Date	Remarks
<input checked="" type="checkbox"/>	0371	£10.00	Carrefour	2022-04-30		

Page 1 of 1 (1 of 1 items) | < 1 >

Total Selected: 1

New Credit Date: June 29, 2023 | Remarks: SAVINGS | Apply

**Instrument Summary**

Total Instrument Amount (£) £10.00

Credit Advancement (0) £0.00

Credit Postponement (0) £0.00

Submit

6. Select the instruments to be submitted for credit advancement/postponement.
7. In the **New Credit Date** field, click the calendar icon and select the date on which instrument amount should be credited.
8. Optional: In the **Remarks** field, enter the remarks for the updated credit date.
9. Click **Apply** to update the new credit date in the grid.
10. If required, select the record and then click **Undo** to revert the applied advancement/postponement.
11. Click **Submit** to confirm the records for credit advancement/postponement and send it for authorization.

## 7.1.2 Generate Schedule

This topic describes the systematic instruction to generate a forwarding schedule in case where clearing is to be routed through partner banks or for upcountry clearing a schedule is to be generated for the instruments.

A forwarding schedule is essentially a covering letter, which comprises the details of the instruments dispatched to the concerned bank's branch for clearing. This covering letter is sent along with the physical instruments.

1. On **Instrument Management - Current Dated Cheques** screen, select **Generate Schedule** from the **Action** list.
2. Click **Proceed**.

The **Generate Schedule - Filter Parameters** screen displays.

**Figure 7-4 Generate Schedule - Filter Parameters**

**Filter Parameters**

Deposit Branch: 004-FLEXCUBE-UNIVERSAL-B | Currency: GBP | Destination Bank: | Destination Branch: | Search | Reset

3. Specify the fields on **Generate Schedule - Filter Parameters** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 7-2 Generate Schedule - Field Description**

Field	Description
<b>Deposit Branch</b>	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
<b>Currency</b>	Select the currency of the instrument.
<b>Destination Bank</b>	Click the search icon and select the bank where the instrument will be cleared.
<b>Destination Branch</b>	Click the search icon and select the branch of the destination bank.

4. Click **Search**.

The **List Of Instruments** section displays with the search results.

**Figure 7-5 List Of Instruments**

List Of Instruments								
<input type="checkbox"/>	Destination Bank	Destination Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer	Drawer Account Number
<input type="checkbox"/>	0020	005	12345	£100.00	HDFC bank	Andheri Branch		12345
Page 1 of 1 (1 of 1 items)  < < 1 > >								
								Next

5. Select the instrument(s) for which the schedule needs to be generated and then click **Next**.

The **List Of Schedules** section displays.

**Figure 7-6 List Of Schedules**

List Of Schedules								
<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Destination Bank	Destination Branch	Schedule Amount	Number Of Instrument	Courier	Courier POD Number
<input checked="" type="checkbox"/>	SCH0004202306080520	2022-04-29	0020	005	£100.00	1		
								Confirm Cancel

- Under the **Courier** column, click **Search** icon to select the courier company.
- Optional: Click the schedule reference number link to view more details about the schedule.
- Select the schedule reference number and then click **Confirm** to generate the schedule and send it for authorization.

## 7.1.3 Mark Schedule Receipt

This topic describes the systematic instruction to mark the receipt of a schedule whenever a schedule is drawn on a branch of the system bank.

This typically is a branch at an outstation location. The destination branch in such a case must mark receipt of schedule for further processing.

1. On **Instrument Management - Current Dated Cheques** screen, select **Mark Schedule Receipt** from the **Action** list.
2. Click **Proceed**.

The **Mark Schedule Receipt - Filter Parameters** section displays.

**Figure 7-7 Mark Schedule Receipt - Filter Parameters**

3. Specify the fields on **Mark Schedule Receipt - Filter Parameters** screen.

### Note

The fields marked as **Required** are mandatory.

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

**Table 7-3 Mark Schedule Receipt - Field Description**

Field	Description
<b>Receipt Branch</b>	Select the branch of receipt. By default, the branch of the logged-in user is selected.
<b>Deposit Branch</b>	Click the search icon to select the branch from where the instrument is dispatched.
<b>Schedule Reference Number</b>	Click the search icon and select the schedule reference number to search the instrument by.
<b>Courier</b>	Click the search icon and select the courier used for delivering the instrument.
<b>Dispatch Date Range</b>	Click the Calendar icons and select the start and end dates of the range within which the instrument has been dispatched.
<b>Currency</b>	Select the currency of the instrument.

4. Click **Search** to view the list of schedules.

The **List Of Schedules** section displays.

Figure 7-8 List Of Schedules

**Instrument Management**

**Instrument Details**

Branch: 004-FLEXCUBE-UNIVERSAL-B

Cheque Date: Current | Post Dated

Action: Mark Return Receipt

Processing Date: April 29, 2022

**Filter Parameters**

Dispatch Branch: 004-FLEXCUBE-UNIVERSAL-B

Returning Bank: [Search]

Returning Branch: [Search]

Schedule Reference Number: [Search]

Courier: [Search]

Instrument Number: [Search]

Scheduled Dispatch Date Range: April 29, 2022 ↔ April 29, 2022

Currency: GBP

**List Of Schedules**

<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Receipt Branch	Returning Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer	Drawer Account	Courier
<input type="checkbox"/>	SCH0004202306300561	2022-04-29	004	005	550	100	HDFC bank	Andheri Branch		4343434343	

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**Confirm**

5. Select the scheduled for which receipts need to be marked.
6. Click **Confirm** to mark the schedule receipt and send it for authorization.

## 7.1.4 Generate Centralized Schedule

This topic describes the systematic instruction to generate a centralized schedule by a hub or controlling branch.

Centralized Schedules are generated only for partner banks for whom the 'centralized schedule required' system parameter flag is set to 'Y' and a controlling branch is defined.

1. On **Instrument Management - Current Dated Cheques** screen, select **Generate Centralized Schedule** from the **Action** list.
2. Click **Proceed**.

The **Generate Centralized Schedule - Filter Parameters** section displays.

Figure 7-9 Generate Centralized Schedule - Filter Parameters

**Instrument Management**

**Instrument Details**

Branch: 004-FLEXCUBE-UNIVERSAL-B

Cheque Date: Current | Post Dated

Action: Generate Centralized Schedule

Processing Date: April 29, 2022

**Filter Parameters**

Schedule Origination Branch: 004-FLEXCUBE-UNIVERSAL-B

Original Schedule Reference Number: [Search]

Destination Bank: [Search]

Destination Branch: [Search]

Schedule Receipt Date Range: April 29, 2022 ↔ April 29, 2022

Currency: GBP

**List Of Instruments**

<input type="checkbox"/>	Schedule Receipt Date	Schedule Origination Branch	Original Schedule Reference Number	Destination Bank	Destination Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer	Drawer Account
No data to display.											

Page 1 (0 of 0 items) | < 1 >

**Next**

3. Specify the fields on **Generate Centralized Schedule - Filter Parameters** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 7-4 Generate Centralized Schedule - Field Description**

Field	Description
<b>Schedule Origination Branch</b>	Select the branch from where the schedule has been created.
<b>Original Schedule Reference Number</b>	Indicates an option to search on the basis of the schedule reference number. Click the search icon and select the required schedule reference number.
<b>Destination Bank</b>	Click the search icon and select the destination bank to search all the schedule reference numbers drawn on the selected destination bank.
<b>Destination Branch</b>	Click the search icon and select the destination branch to search all the schedule reference numbers drawn on the selected destination branch.
<b>Schedule Receipt Date Range</b>	Click the calendar icons and select the start and end dates of the schedule receipt date range.
<b>Currency</b>	Select the currency of the instrument.

- Click **Search** to view the list of instruments.
- Select the records to be linked to the centralized schedule.
- Click **Confirm** to send for authorization.

## 7.1.5 Mark Return Receipt

This topic describes the systematic instruction to mark the return receipt for upcountry instruments returned by the collecting bank.

It is marked by the branch, which dispatches the original schedule with upcountry instruments to a different bank when an upcountry instrument is returned by the destination bank's branch. This constitutes marking only the receipt of the courier as returned and not the actual instrument. The instrument can and must be marked as returned only after return receipt marking.

- On **Instrument Management - Current Dated Cheques** screen, select **Mark Return Receipt** from the **Action** list.
- Click **Proceed**.

The **Mark Return Receipt - Filter Parameters** section displays.

**Figure 7-10 Mark Return Receipt - Filter Parameters**

- Specify the fields on **Mark Return Receipt - Filter Parameters** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 7-5 Mark Return Receipt - Field Description**

Field	Description
<b>Dispatch Branch</b>	Select the branch from where the instrument is dispatched. By default, the branch of the logged-in user is selected.
<b>Returning Bank</b>	Click the search icon and select the bank that returned the instrument.
<b>Returning Branch</b>	Click the search icon and select the bank's branch that returned the instrument.
<b>Schedule Reference Number</b>	Click the search icon and select the schedule reference number to search the instrument by.
<b>Courier</b>	Click the search icon and select the courier by which the instrument is returned.
<b>Instrument Number</b>	Click the search icon and select the instrument number to search for.
<b>Schedule Dispatch Date Range</b>	Click the Calendar icons and select start and end dates of the schedule dispatch date range.
<b>Currency</b>	Select the instrument currency.

- Click **Search** to view the list of instruments.

The **List Of Instruments** section displays.

**Figure 7-11 List Of Instruments**

**Instrument Management**

Instrument Details

Branch: 004-FLEXCUBE-UNIVERSAL-B

Cheque Date: Current Post Dated

Action: Mark Return Receipt

Processing Date: April 29, 2022

Proceed

**Filter Parameters**

Dispatch Branch: 004-FLEXCUBE-UNIVERSAL-B

Returning Bank: [Search]

Returning Branch: [Search]

Schedule Reference Number: [Search]

Courier: [Search]

Instrument Number: [Search]

Scheduled Dispatch Date Range: April 29, 2022 - April 29, 2022

Currency: GBP

Search Reset

**List Of Schedules**

<input type="checkbox"/>	Schedule Reference Number	Schedule Date	Receipt Branch	Returning Branch	Instrument Number	Instrument Amount	Drawn On Bank	Drawn On Branch	Drawer	Drawer Account	Courier
<input type="checkbox"/>	SCH0004202306300561	2022-04-29	004	005	550	100	HDFC bank	Andheri Branch		43434344343	

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Confirm

- Select the records for which the return receipt needs to be marked.
- Click **Confirm** to mark the return receipt and send it for authorization.

## 7.1.6 Mark Instrument Status

This topic describes the systematic instruction to mark the instrument status as 'Realized', 'Returned', or 'Hold' when the payee bank gets the fate of the instrument from the drawee bank when the instrument is sent for clearing.

1. On **Instrument Management - Current Dated Cheques** screen, select **Mark Instrument Status** from the **Action** list.
2. Click **Proceed**.

The **Mark Instrument Status - Filter Parameters** screen displays.

**Figure 7-12 Mark Instrument Status - Filter Parameters**

3. Specify the fields on **Mark Instrument Status - Filter Parameters** screen.

### Note

The fields marked as **Required** are mandatory.

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

**Table 7-6 Mark Instrument Status - Field Description**

Field	Description
<b>Deposit Branch</b>	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.
<b>Currency</b>	Select the currency of the instrument.
<b>Schedule Reference Number</b>	Click the search icon and select the schedule reference number to search the instrument by.
<b>Deposit Slip Number</b>	Click the search icon and select the deposit slip number to search the instrument by.
<b>Reference Number</b>	Click the search icon and select the reference number of the instrument.
<b>Txn Reference Number</b>	Click the search icon and select the transaction reference number of the deposited instrument.
<b>Instrument Number</b>	Click the search icon and select the instrument number to search for.

Table 7-6 (Cont.) Mark Instrument Status - Field Description

Field	Description
<b>Instrument Amount</b>	Specify the amount mentioned on the instrument.
<b>Deposit Date Range</b>	Click the Calendar icons and select the start and end dates of the date range within which the instrument was deposited.
<b>Instrument/Settlement Date Range</b>	Click the Calendar icons and select the start and end dates of the range for the date mentioned on the instrument or when it was settled.
<b>Deposit Location</b>	Click the search icon and select the location where the instrument has been deposited.
<b>Product</b>	Click the search icon and select the product to search the instrument by.
<b>Corporate</b>	Click the search icon and select the corporate for/by whom the instrument has been deposited.
<b>Credit Account Number</b>	Click the Search icon and select the account number to credit the instrument amount to. The application allows you to select either a real account or a virtual account.
<b>Instrument Status</b>	Select the status of the instrument to be searched.
<b>Clearing Location</b>	Click the search icon and select the location where the instrument will be cleared.
<b>Drawee Bank</b>	Click the search icon and select the drawee bank of the instrument.
<b>Drawee Account Number</b>	Enter the account number of the drawee to search the instrument by.
<b>Routing Code</b>	Click the search icon and select the routing code used for the instrument.
<b>Correspondent Bank</b>	Click the search icon and select the correspondent bank involved in the transaction.
<b>Division Code</b>	Click the search icon and select the division code to search the instrument by.

- Click **Search** to view the list of instruments.

The **List Of Instruments** section displays.

Figure 7-13 List Of Instruments

List Of Instruments

<input type="checkbox"/>	Txn Reference Number	Deposit Slip Number	Schedule Reference Number	Instrument Number	Instrument Amount	Corporate Name	Credit Account Number	Drawer Details	Status	Hold Until/Return/Realization Date	Return Reason
<input checked="" type="checkbox"/>	004210423NST480	12545		12545	£100.00	MUNDO PRODUCT CO LTD			Sale	April 29, 2022	Select

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Hold Until

Mark Realized Mark Return Mark Hold

Realization Summary

Total Instrument Count	Total Instrument Amount	Realized Instrument Count	Realized Instrument Amount
1	£100.00	0	£0.00
Return Instrument Count	Return Instrument Amount	Hold Instrument Count	Hold Instrument Amount
0	£0.00	0	£0.00

Submit

- Select the records for which the status needs to be updated.
- Perform any one of the following actions to change the instrument status:
  - Click **Mark Realized**, if the instrument is cleared.

- Click **Mark Return**, if the instrument is returned.
  - Click **Mark Hold**, to hold the instrument and in the **Hold Until** field, click the calendar icon to select the date until which the instrument should be on-hold.
7. Click **Submit** to update the instrument status and send it for authorization.

## 7.2 Manage Post Dated Cheques

This topic describes the information to manage the post dated cheques received and take various actions on them.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Collections**.
2. Under **Collections**, click **Instrument Management**.
3. From the **Branch** list, select the branch for which the cheque is to be managed. By default, the branch of the logged-in user is selected.
4. In the **Cheque Date** toggle, select the **Post Dated** option.
5. From the **Action** list, select the action to be taken on post-dated cheques.
6. Click **Proceed** to view the search parameters.  
The **Instrument Management - Post Dated Cheques** screen displays.

**Figure 7-14 Instrument Management - Post Dated Cheques**

The screenshot shows the 'Instrument Management' window with a 'Post Dated Cheques' search form. The form includes several sections: 'Instrument Details' with a Branch dropdown (004-FLEXCUBE-UNIVERSAL-B), Cheque Date toggle (Current/Post Dated), Action dropdown (Mark Extension), and Processing Date (April 29, 2022) with a 'Proceed' button. Below this is a 'Hide Search' section with Deposit Branch, Currency (GBP), Deposit Slip Number, Instrument Number, Product (Select), Corporate (Search), Drawee Bank, and Vault Box Number. At the bottom, there are 'Instrument Date Range' and 'Deposit Date Range' sections, both marked as 'Required' with calendar icons and a 'Search' button. A 'Reset' button is also present.

7. Specify the fields on **Instrument Management - Post Dated Cheques** screen.

### Note

The fields marked as **Required** are mandatory.

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

**Table 7-7 Post Dated Cheques - Field Description**

Field Name	Description
<b>Deposit Branch</b>	Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected.

Table 7-7 (Cont.) Post Dated Cheques - Field Description

Field Name	Description
<b>Currency</b>	Select the currency of the instrument.
<b>Deposit Slip Number</b>	Click the search icon and select the deposit slip number containing the instrument to be searched.
<b>Instrument Number</b>	Click the search icon and select the instrument number to search for.
<b>Product</b>	Select the product for which the instrument is deposited.
<b>Corporate</b>	Click the search icon and select the corporate for/by whom the instrument is deposited.
<b>Drawee Bank</b>	Click the search icon and select the drawee bank of the instrument.
<b>Drawee Bank Branch</b>	Click the search icon and select the branch of the drawee bank.
<b>Instrument Date Range</b>	Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument.
<b>Deposit Date Range</b>	Click the calendar icons and select the start and end dates of the date range within which the instrument was deposited.
<b>Vault Box Number</b>	Click the search icon and select the vault box number in which the instrument is stored. This field is not displayed for the Mark Extension action.

8. Click **Search** to view the search results.

Further procedure differs based on the selected action to be taken on the instrument. Click on the action name to get redirected to the relevant procedure:

- [Mark Extension](#)  
This topic describes the systematic instruction to mark the extension for the instruments.
- [Mark Hold](#)  
This topic describes the systematic instruction to mark hold for the post-dated cheques in the bank's custody, without presenting for clearance, until further notice is provided.
- [Mark Unhold](#)  
This topic describes the systematic instruction to manually unhold the instruments that are currently on hold.
- [Mark Misplaced](#)  
This topic describes the systematic instruction to mark the misplaced post-dated cheque by the bank or pick vendor.
- [Mark Recovered](#)  
This topic describes the systematic instruction to mark the recovered post-dated cheques which are misplaced by the bank/vendor, before their instrument date.
- [Mark Replacement and Withdrawal](#)  
This topic describes the systematic instruction to replace or withdraw the instrument when the issuer of the cheque requests.

## 7.2.1 Mark Extension

This topic describes the systematic instruction to mark the extension for the instruments.

In case the Buyer/Drawer of the PDC does not have sufficient funds in debiting account, he may ask for an extension on certain PDC instrument to avoid cheque getting bounced. Only PDC instruments that are due for activation and not activated for presentation will be displayed in the search result.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Extension** from the **Action** list.
2. Click **Search** to view the list of instruments.
3. In the search results, select the instruments to mark extension for.

The **List Of Instruments** screen displays the **Total Instrument Amount** and **Total Instrument Count** displays in the summary box on selecting the records.

**Figure 7-15 List Of Instruments**

The screenshot shows the 'Instrument Management' interface. At the top, there are search filters for 'Select', 'Search', 'Instrument Date Range', 'Deposit Date Range', and 'Vault Box Number'. Below these is a table with columns: Instrument Number, Instrument Amount, Corporate Name, Presentation Date, New Presentation Date, and Remarks. The first row is selected, showing instrument 9256 with an amount of 10000 and a presentation date of 2025-06-06. To the right of the table is an 'Instrument Date Extension Summary' box showing a total instrument amount of £10,000.00 and a total instrument count of 1. At the bottom, there are fields for 'Total Selected' (1), 'New Presentation Date' (with a calendar icon), 'Remarks', and buttons for 'Apply' and 'Submit'.

Instrument Number	Instrument Amount	Corporate Name	Presentation Date	New Presentation Date	Remarks
9256	10000	Carrefour	2025-06-06		
9257	20000	Carrefour	2025-06-06		
9251	10000	Carrefour	2025-06-06		
9254	20000	Carrefour	2025-06-06		
9252	20000	Carrefour	2025-06-06		
9253	10000	Carrefour	2025-06-06		
9255	10000	Carrefour	2025-06-06		

**Instrument Date Extension Summary**

Total Instrument Amount (£)  
£10,000.00

Total Instrument Count  
1

Total Selected: 1

New Presentation Date: [Calendar Icon] Required

Remarks: [Text Field]

Buttons: Apply, Submit

4. Optional: In the **Instrument Number** column, click the number to view more details.
5. In the **New Presentation Date** field, click the calendar icon and select the date on which the instrument should be presented.
6. In the **Remarks** field, enter the remarks for the new presentation date.
7. Click **Apply** to update the grid with the new details.
8. If required, click **Undo** to revert the applied changes.
9. Select the updated records from the grid and then click **Submit** to send it for authorization.

## 7.2.2 Mark Hold

This topic describes the systematic instruction to mark hold for the post-dated cheques in the bank's custody, without presenting for clearance, until further notice is provided.

Only post-dated instruments that are due for activation and not activated for presentation are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Hold** from the **Action** list.
2. Click **Search** to view the list of instruments.
3. From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

**Figure 7-16 List Of Instruments**

The screenshot shows the 'Instrument Management' window. At the top, there are search filters for Product, Corporate, Drawee Bank, Drawee Bank Branch, Instrument Date Range, Deposit Date Range, and Vault Box Number. Below these is a table of instruments. The table has columns: Instrument Number, Instrument Amount, Corporate Name, Instrument Date, Hold Until Date, and Remarks. The instrument with number 9237 is selected. To the right of the table is an 'Instrument Hold Summary' box showing a total instrument amount of £20,000.00 and a total instrument count of 1. At the bottom, there are fields for Total Selected (1), Hold Until Date, and Remarks, along with 'Apply' and 'Submit' buttons.

Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Hold Until Date	Remarks
<input type="checkbox"/> 9236	10000	Carrefour	2023-06-08		
<input type="checkbox"/> 9233	10000	Carrefour	2023-06-08		
<input checked="" type="checkbox"/> 9237	20000	Carrefour	2023-06-08		
<input type="checkbox"/> 9235	10000	Carrefour	2023-06-08		
<input type="checkbox"/> 9231	10000	Carrefour	2023-06-08		
<input type="checkbox"/> 9232	20000	Carrefour	2023-06-08		
<input type="checkbox"/> 9234	20000	Carrefour	2023-06-08		

**Instrument Hold Summary**

Total Instrument Amount  
£20,000.00

Total Instrument Count  
1

Total Selected: 1

Hold Until Date:

Remarks:

Buttons: Apply, Submit

- Optional: In the **Instrument Number** column, click the number to view more details.
- In the **Hold Until** field, click the calendar icon and select the date up to which the instrument should be kept on hold. Keeping this date blank allows you to manually unhold the instrument whenever required.
- In the **Remarks** field, enter the remarks for keeping the instrument on hold.
- Click **Apply** to update the grid with the new details.
- If required, click **Undo** to revert the applied changes.
- Select the updated records from the grid and then click **Submit** to send it for authorization.

## 7.2.3 Mark Unhold

This topic describes the systematic instruction to manually unhold the instruments that are currently on hold.

Only post-dated instruments that are on hold are displayed in the search results.

- On **Instrument Management - Post Dated Cheques** screen, select **Mark Unhold** from the **Action** list.
- Click **Search** to view the list of instruments.
- From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 7-17 List Of Instruments

The screenshot shows the 'Instrument Management' window. It includes a 'Hide Search' section with filters for Deposit Branch (004-FLEXCUBE-UNIVERSAL-B), Product, Instrument Date Range, Currency, Corporate, Deposit Date Range, Deposit Slip Number (923), Instrument Number, Drawee Bank, Drawee Bank Branch, and Vault Box Number. Below the filters is a table with columns: Instrument Number, Instrument Amount, Corporate Name, Instrument Date, Vault Box Number, and Remarks. The table contains one record: 9236, 10000, Carrefour, 2023-06-08, PDCS1. To the right of the table is an 'Instrument Unhold Summary' box showing 'Total Instrument Amount: £10,000.00' and 'Total Instrument Count: 1'. At the bottom, there are 'Total Selected' (1) and 'Remarks' fields, along with 'Apply' and 'Submit' buttons.

4. Optional: In the **Instrument Number** column, click the number to view more details.
5. In the **Remarks** field, enter the remarks to un-hold the instrument.
6. Click **Apply** to update the grid with the new details.
7. If required, click **Undo** to revert the applied changes.
8. Select the updated records from the grid and then click **Submit** to send it for authorization.

## 7.2.4 Mark Misplaced

This topic describes the systematic instruction to mark the misplaced post-dated cheque by the bank or pick vendor.

If the instrument is not recovered till the instrument date, it gets auto-cancelled. Only post-dated instruments that are due for activation and not activated for presentation are displayed in the search results.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Misplaced** from the **Action** list.
2. Click **Search** to view the list of instruments.
3. From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 7-18 List Of Instruments

The screenshot shows the 'Instrument Management' window. It includes search filters for Product, Corporate, Drawee Bank, Drawee Bank Branch, Instrument Date Range, Deposit Date Range, and Vault Box Number. Below the filters is a table of instruments. The table has columns: Instrument Number, Instrument Amount, Corporate Name, Instrument Date, Vault Box Number, and Remarks. One record is selected (Instrument Number 9231). To the right of the table is a summary box titled 'Instrument Misplaced Summary' showing 'Total Instrument Amount' as £10,000.00 and 'Total Instrument Count' as 1. At the bottom, there are 'Total Selected' (1), a 'Remarks' field, and 'Apply' and 'Submit' buttons.

Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input type="checkbox"/> 9236	10000	Carrefour	2023-06-08	PDCS1	
<input type="checkbox"/> 9237	20000	Carrefour	2023-06-08	PDCS1	
<input checked="" type="checkbox"/> 9231	10000	Carrefour	2023-06-08	PDCS1	
<input type="checkbox"/> 9234	20000	Carrefour	2023-06-08	PDCS1	
<input type="checkbox"/> 9233	10000	Carrefour	2023-06-08	PDCS1	
<input type="checkbox"/> 9235	10000	Carrefour	2023-06-08	PDCS1	
<input type="checkbox"/> 9232	20000	Carrefour	2023-06-08	PDCS1	

**Instrument Misplaced Summary**

Total Instrument Amount  
£10,000.00

Total Instrument Count  
1

Total Selected: 1

Remarks:

Apply Submit

- Optional: In the **Instrument Number** column, click the number to view more details.
- In the **Remarks** field, enter the remarks for marking the instrument as misplaced.
- Click **Apply** to update the grid with the new details.
- If required, click **Undo** to revert the applied changes.
- Select the updated records from the grid and then click **Submit** to send it for authorization.

## 7.2.5 Mark Recovered

This topic describes the systematic instruction to mark the recovered post-dated cheques which are misplaced by the bank/vendor, before their instrument date.

Only post-dated instruments with the status 'Misplaced' and whose instrument date has not yet arrived are displayed in the search results.

- On **Instrument Management - Post Dated Cheques** screen, select **Mark Recovered** from the **Action** list.
- Click **Search** to view the list of instruments.
- From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 7-19 List Of Instruments

**Instrument Management**

**Instrument Details**

Branch: 004-FLEXCUBE-UNIVERSAL-B

Cheque Date: Current Post Dated

Action: Mark Recovered

Processing Date: September 16, 2022

Proceed

Hide Search

Deposit Branch: 004-FLEXCUBE-UNIVERSAL-B

Product: Select

Instrument Date Range: [Calendar Icon] [Calendar Icon]

Search Reset

Currency: Select

Corporate: Search

Deposit Date Range: [Calendar Icon] [Calendar Icon]

Deposit Slip Number: 204

Drawee Bank: Search

Vault Box Number: Search

Instrument Number: Search

Drawee Bank Branch: Search

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	Vault Box Number	Remarks
<input type="checkbox"/>	204	1	RELIANCE	2023-07-21	PDC1	

Page 1 of 1 (1 of 1 items) | < 1 >

**Instrument Recovered Summary**

Total Instrument Amount  
£0.00

Total Instrument Count  
0

Submit

4. Optional: In the **Instrument Number** column, click the number to view more details.
5. In the **Remarks** field, enter the remarks for the recovery.
6. Click **Apply** to update the grid with the new details.
7. If required, click **Undo** to revert the applied changes.
8. Select the updated records from the grid and then click **Submit** to send it for authorization.

## 7.2.6 Mark Replacement and Withdrawal

This topic describes the systematic instruction to replace or withdraw the instrument when the issuer of the cheque requests.

The following scenarios are possible with instruments:

- **Replacement:** When the buyer wants to provide fresh instruments in order to avoid the deteriorating physical condition of the provided cheques, which might have gone through wear and tear.
- **Withdrawal:** In case the buyer has provided post-dated cheques for periodic payment of a loan and repays the entire loan amount before the tenure ends. Hence, the post-dated cheques of the remaining tenure are required to be withdrawn from the system.

Only post-dated instruments that are due for activation and not activated for presentation will reflect in the **Mark Replacement** screen.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Replacement & Withdrawal** from the **Action** list.
2. Click **Search** to view the list of instruments.
3. From the search results, select the instruments to be marked.

The **List Of Instruments** screen displays with the **Total Instrument Amount** and **Total Instrument Count** in the summary box on selecting the records.

Figure 7-20 List Of Instruments

**Instrument Management**

Select  Search

Instrument Date Range  Deposit Date Range  Vault Box Number

Search Reset

<input type="checkbox"/>	Instrument Number	Instrument Amount	Corporate Name	Instrument Date	New Instrument Number	Remarks
<input type="checkbox"/>	9236	10000	Carrefour	2025-06-08		
<input type="checkbox"/>	9237	20000	Carrefour	2025-06-08		
<input checked="" type="checkbox"/>	9231	10000	Carrefour	2025-06-08		
<input type="checkbox"/>	9234	20000	Carrefour	2025-06-08		
<input type="checkbox"/>	9252	20000	Carrefour	2025-06-08		
<input type="checkbox"/>	9253	10000	Carrefour	2025-06-08		
<input type="checkbox"/>	9235	10000	Carrefour	2025-06-08		

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Total Selected: 1

New Instrument Number

Remarks

Apply Submit

**Instrument Summary**

**Instrument Replacement**

Total Instrument Amount  
£0.00

Total Instrument Count  
0

**Instrument Withdrawal**

Total Instrument Amount  
£10,000.00

Total Instrument Count  
1

4. Optional: In the **Instrument Number** column, click the number to view more details.
5. In the **New Instrument Number** field, enter the new instrument number to be replaced for the selected one.
6. In the **Remarks** field, enter the remarks for the replacement or withdrawal.
7. Click **Apply** to update the grid with the new details.
8. If required, click **Undo** to revert the applied changes.
9. Select the updated records from the grid and then click **Submit** to send it for authorization.

# 8

## File Management

This topic describes the information on the File Management functionality provided in Collections module.

The **File Management** functionality enables you to upload files in a pre-defined format. These files are auto-processed by the system based on their type and set rules. The process is mainly divided into two screens:

- [Upload Files](#)  
This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.
- [View File Upload Status](#)  
This topic describes the systematic instruction to manage the status of the uploaded files.

### 8.1 Upload Files

This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.

The uploaded files are not processed until it is approved. The file can contain data records of cashflow codes and cashflow transactions etc. The file format accepted by the system includes “.csv” files.

#### Note

All transactions which are marked as Deleted ('D') will be purged at a pre defined frequency thus reducing volume in Cashflow transaction table. These transactions are available in Deleted status for over a month.

**Table 8-1 Instrument Collection File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
Indicator	Corporate	UDF7	Instrument Number
Branch	Division Code	UDF8	Instrument Date
Deposit Channel	Credit Account Number	UDF9	Instrument Type
Courier Code	Account Type	UDF10	Instrument Amount
Consignment No	Deposit Slip Date	MISC 1	Routing Number
Consignment Date	Pick Up Location	MISC 2	Drawee Bank
Consignment Receipt Time	Pick Up Point	MISC 3	Drawee Branch
Financial Posting	Pick Up Date TS	MISC 4	Drawer Name
Processing Date	UDF 1	MISC 5	Drawer A/c No
Acknowledgment Receipt Number	UDF 2	MISC 6	Drawer Account Name
Bag Weight	UDF 3	MISC 7	Credit Account No

**Table 8-1 (Cont.) Instrument Collection File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
Initiator Reference Number	UDF 4	MISC 8	Division Code
Batch Currency	UDF 5	MISC 9	Instrument Status
Deposit Slip number	UDF 6	MISC 10	-

1. On **Home** screen, click **File Management**. Under **File Management**, click **File Upload**. The **File Upload** screen displays.

**Figure 8-1 File Upload**

2. Drag and drop the file to be uploaded in the highlighted box. or, Click inside the highlighted box to select the file to be uploaded.
3. In the **Enter Source Code** field, specify the source code of the application to associate the file records to.
4. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

A message appears stating that the file has been uploaded successfully.

### **Note**

Instrument records through file upload are created even if certain mandatory fields are not added in the file while uploading. Whenever such records are edited and saved by the bank user, a validation is performed to ensure that all mandatory fields are updated.

## 8.2 View File Upload Status

This topic describes the systematic instruction to manage the status of the uploaded files.

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

1. On **Home** screen, click **File Management**. Under **File Management**, click **View File Upload Status**.

The **View File Upload Status** screen displays.

**Figure 8-2 View File Upload Status**

View File Upload Status										
Filter by File Name	Filter by Maker ID	Filter by Checker ID	Filter by Upload Date: Start Date		Filter by Upload Date: End Date		Filter	Clear Filters	Refresh	Rejected Files
File Name	Maker ID	Checker ID	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSFCM-RELATIONSHIP-MASTER_T12_Sav_newformat_valpolfield2.csv	OBCMQUAUSER4	OBCMQUAUSER3	1	1	1	0	2023-06-07 T09:20:48.000+00:00	2023-06-07 T09:20:58.000+00:00	Processed	
OBSFCM-RELATIONSHIP-MASTER_T12_Sav_newformat_valpolfield1.csv	OBCMQUAUSER4	OBCMQUAUSER3	1	1	1	0	2023-06-07 T09:17:53.000+00:00	2023-06-07 T09:18:10.000+00:00	Processed	
OBSFCM-RELATIONSHIP-MASTER_T12_Sav_newformat_valpolfield1.csv	OBCMQUAUSER4	OBCMQUAUSER3	1	1	0	1	2023-06-07 T09:15:04.000+00:00	2023-06-07 T09:16:10.000+00:00	Processed	
OBSFCM-RELATIONSHIP-MASTER_newformat_T1.csv	OBCMQUAUSER3	OBCMQUAUSER4	1	1	0	1	2023-06-07 T05:12:14.000+00:00	2023-06-07 T05:12:28.000+00:00	Processed	
OBSFCM-PAYMENT_CM_ALLLOC_004.csv	OBCMQUAUSER2	OBCMQUAUSER3	10	10	1	9	2023-05-31 T09:38:25.000+00:00	2023-05-31 T09:39:00.000+00:00	Processed	
OBSFCM-INVOICES-BUYER_Danone1103_BH_31May.csv	USER5	OBCMQUAUSER1	2	2	2	0	2023-05-31 T06:27:10.000+00:00	2023-05-31 T06:27:36.000+00:00	Processed	
OBSFCM-INVOICES-BUYER_Danone1103_BH_31May2023.csv	OBCMQUAUSER1	USER5	2	2	0	2	2023-05-31 T06:24:19.000+00:00	2023-05-31 T06:24:44.000+00:00	Processed	
Page 1 of 64 (1-10 of 631 items)  < < 1 2 3 4 5 ... 64 > >										

- Specify any of the following criteria to filter the listed file jobs:
  - In the **Filter by File Name** field, specify the partial or complete name of the file.
  - In the **Filter by Maker ID** field, specify the partial or complete Maker ID used to create the file record(s).
  - In the **Filter by Checker ID** field, specify the partial or complete Checker ID used to authorize the file.
  - From the **Filter by Status** list, select the required status of the file(s) to be filtered.
  - In the **Filter by Upload Date: Start Date** and **Filter by Upload Date: End Date**, select the start and end dates to filter file records by upload date.
- Upon selecting the required filter criteria, click **Filter** to view the filtered records. To clear the filter criteria fields, click **Clear Filters**.
- Click **Rejected Files** to view a list of rejected files.

The **Rejected Files** screen displays.

**Figure 8-3 Rejected Files**

Rejected File Data								
Filter by File name	Filter by Maker ID	Filter by Checker ID	Filter by Upload Date: Start Date		Filter by Upload Date: End Date		Filter	Clear Filters
File Name	Version	Maker ID	Checker ID	Status	Remarks	Maker Time Stamp	Checker Time Stamp	
OBCM-CASHFLOW-TRANSACTION_OBCM_29Apr_ALL.csv	1	USER1	USER2	Rejected		2022-04-29 T13:18:08.000+00:00	2022-04-29 T13:26:00.000+00:00	
OBSFCM-INVOICES-BUYER_AUTO-210520203_959.csv	1	USER1	USER2	Rejected		2022-03-14 T06:47:02.000+00:00	2022-03-14 T07:00:43.000+00:00	
OBSFCM-PAYMENT_AUTO-210520201.csv	1	QAUSER1	USER2	Rejected		2021-09-27 T07:45:27.000+00:00	2022-03-14 T07:01:38.000+00:00	
OBSFCM-INVOICES-BUYER_AUTO-210520203.csv	2	QAUSER1	USER2	Rejected		2021-09-27 T07:45:08.000+00:00	2022-03-14 T07:02:01.000+00:00	
Page 1 of 1 (1-4 of 4 items)  < < 1 > >								

- Perform any of the following actions on the file records:

- a. Click **Download** icon to download the file.
- b. Click **Remarks** icon to view the comments added while uploading the file.
- c. Click **Approve** in the Action column to process the file.
- d. Click **Details** to view details of the processed file.
- e. Click **Retry** in the Action column to retry the processing, if required.

# 9

## Inquiries

This topic describes the information on the various inquiries supported in the Collections module.

This topic contains the following sub-topics:

- [Instrument Inquiry](#)  
This topic describes the systematic instruction to inquire the status of the instruments based on various criteria such as Deposit Slip No, Bank Account Number, Instrument Amount range, Deposit Date range, Deposit Channel, Deposit/Clearing Location, and so on.
- [Accounting Inquiry](#)  
This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.
- [Cash Deposit Inquiry](#)  
This topic describes the systematic instruction to inquire the status of the cash deposit slips booked in the system, based on various criteria such as Deposit Slip Number, Deposit Location, Courier, Deposit Channel, Currency, Account Number, and so on.
- [Cash Withdrawal Inquiry](#)  
This topic describes the systematic instruction to inquire the status of the cash withdrawn from the system based on various criteria such as Slip Number, Withdrawal Location, Account Number, and so on.
- [Charge Inquiry](#)  
This topic describes the systematic instruction to search for specific charges based on various filter criteria such as Event, Corporate, Charge Type, Txn Ref No, Posting/Calculation Date, and so on.

### 9.1 Instrument Inquiry

This topic describes the systematic instruction to inquire the status of the instruments based on various criteria such as Deposit Slip No, Bank Account Number, Instrument Amount range, Deposit Date range, Deposit Channel, Deposit/Clearing Location, and so on.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
2. Under **Inquiry**, click **Instrument Inquiry**.

The **Instrument Inquiry** screen displays.

Figure 9-1 Instrument Inquiry - Current Dated Cheque

**Instrument Inquiry**

Hide Search ▲

Cheque Date:

Deposit Branch:

Corporate:

Account Number:   Required

Instrument Number:

Reference Number:

External Reference Number:

Deposit Slip No.:

Product:

Currency:

Instrument Amount From:

Instrument Amount To:

Schedule Reference Number:

Deposit Location:

Clearing Location:

Drawee Bank:

Correspondent Bank:

Date Reference Basis:

Date Range:   ↔

Processing Status:

Instrument Status:

Transaction Status:

Figure 9-2 Instrument Inquiry - Post Dated Cheque

**Instrument Inquiry**

Hide Search ▲

Cheque Date:

Deposit Branch:

Corporate:

Account Number:   Required

Instrument Number:

Reference Number:

External Reference Number:

Deposit Slip No.:

Product:

Currency:

Instrument Amount From:

Instrument Amount To:

Vault Box Number:

Deposit Location:

Clearing Location:

Drawee Bank:

Date Reference Basis:

Date Range:   ↔

Processing Status:

Instrument Status:

Transaction Status:

- Specify the fields on **Instrument Inquiry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 9-1 Instrument Inquiry - Field Description

Field	Description
<b>Cheque Date</b>	Select <b>CDC</b> for current dated cheque inquiry, and <b>PDC</b> for post-dated cheque inquiry.
<b>Deposit Branch</b>	Select the branch in which the instrument has been deposited.
<b>Corporate</b>	Click the search icon and select the corporate from whom the instrument is received.
<b>Account Number</b>	Click the search icon and select the real/virtual account number of the instrument.
<b>Instrument Number</b>	Specify the instrument number to be searched.
<b>Reference Number</b>	Specify the reference number of the instrument.

Table 9-1 (Cont.) Instrument Inquiry - Field Description

Field	Description
<b>External Reference Number</b>	Specify the external reference number of the instrument.
<b>Deposit Slip No.</b>	Specify the deposit slip number used to deposit the instrument.
<b>Product</b>	Select the product used for the instrument.
<b>Currency</b>	Select the instrument currency.
<b>Instrument Amount From</b>	Specify the lower value of the amount range.
<b>Instrument Amount To</b>	Specify the upper value of the amount range.
<b>Schedule Reference Number</b>	Specify the scheduled reference number created for the instrument. This field is displayed only for current dated cheques.
<b>Vault Box Number</b>	Specify the vault box number in which the post-dated cheque is stored. This field is displayed only for post-dated cheques.
<b>Deposit Location</b>	Click the search icon and select the location from where the instrument has been deposited.
<b>Clearing Location</b>	Click the search icon and select the location where the instrument is cleared.
<b>Processing Status</b>	Select the current processing status of the instrument. Available statuses are: <ul style="list-style-type: none"> <li>• <b>Processing</b></li> <li>• <b>Authorized</b></li> <li>• <b>Completed</b></li> <li>• <b>Request</b></li> <li>• <b>Accounting Generation Exception</b></li> <li>• <b>Posting Account Entries Exception</b></li> <li>• <b>Rework</b></li> </ul>
<b>Drawee Bank</b>	Click the search icon and select the drawee bank of the instrument. This field is displayed only for current dated cheques.
<b>Correspondence Bank</b>	Click the search icon and select the correspondence bank of the instrument. This field is displayed only for current dated cheques.
<b>Date Reference Basis</b>	Select the basis for a date range search. The available options are: For <b>Current Dated Cheques</b> : <ul style="list-style-type: none"> <li>• <b>Processing Date</b></li> <li>• <b>Instrument Date</b></li> <li>• <b>Deposit Slip Date</b></li> <li>• <b>Arrangement Credit Date</b></li> <li>• <b>Arrangement Credit Reversal Date</b></li> <li>• <b>Schedule Generation Date</b></li> <li>• <b>Actual Credit Date</b></li> <li>• <b>Actual Credit Reversal Date</b></li> <li>• <b>Return Recovery Date</b></li> <li>• <b>Request Date</b></li> </ul> For <b>Post Dated Cheques</b> : <ul style="list-style-type: none"> <li>• <b>Processing Date</b></li> <li>• <b>Instrument Date</b></li> <li>• <b>Deposit Slip Date</b></li> <li>• <b>Presentation Date</b></li> <li>• <b>Request Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icons and select the start and end dates of the date range for the selected <b>Date Reference Basis</b> .

Table 9-1 (Cont.) Instrument Inquiry - Field Description

Field	Description
<b>Instrument Status</b>	<p>Select the current status of the instrument. Available statuses are:</p> <p>For <b>Current Dated Cheques</b>:</p> <ul style="list-style-type: none"> <li>• <b>Hold</b></li> <li>• <b>Realized</b></li> <li>• <b>Booked</b></li> <li>• <b>Return</b></li> <li>• <b>Sent For Clearing</b></li> <li>• <b>Awaiting Realization</b></li> </ul> <p>For <b>Post Dated Cheques</b>:</p> <ul style="list-style-type: none"> <li>• <b>Booked</b></li> <li>• <b>Hold</b></li> <li>• <b>Misplaced</b></li> <li>• <b>Withdrawn</b></li> <li>• <b>Replaced</b></li> </ul>
<b>Transaction Status</b>	<p>Select the current status of the transaction. Available statuses are:</p> <ul style="list-style-type: none"> <li>• <b>Schedule Generated</b></li> <li>• <b>Centralized Schedule Generated</b></li> <li>• <b>Physical Return Receipt</b></li> <li>• <b>Instrument Not Received</b></li> <li>• <b>Instrument Received</b></li> </ul> <p>This field is displayed only for current dated cheques.</p>
<b>Credit Status</b>	<p>Select the credit status of the instrument. Available statuses are:</p> <ul style="list-style-type: none"> <li>• <b>Credited</b></li> <li>• <b>Reversed</b></li> <li>• <b>Partially Reversed</b></li> </ul> <p>This field is displayed only for current dated cheques.</p>

4. Click **Search** to view the search results.

The **Instrument Inquiry - Search Results** screen displays.

Figure 9-3 Instrument Inquiry - Search Results

Processing Date	Instrument Number	Currency	Instrument Amount	Product	Corporate	Instrument Status	Transaction Status
2022-04-29	550	GBP	100.00	Upcountry Inside Network	Carrefour	BOOKED	Schedule Generated
2022-04-29	780	GBP	30.00	Upcountry Inside Network	Carrefour	BOOKED	
2022-04-29	0571	GBP	10.00	Upcountry Inside Network	Carrefour	BOOKED	
2022-04-29	0561	GBP	900.00	Upcountry Inside Network	XXXXXXXXXX	BOOKED	
2022-04-29	0562	GBP	100.00	Upcountry Inside Network	XXXXXXXXXX	BOOKED	
2022-04-29	0401	GBP	100.00	Upcountry Inside Network	Carrefour	BOOKED	

Page 1 of 1 (1 - 6 of 6 items) | < 1 > |

5. Optional: Click the Add/Remove columns icon (⌵) to select columns to be displayed in the search results.
6. Click on the hyperlinked data in the columns to view more details of the record, if the instrument status is Booked.

The **Instrument Management - Basic Info** screen displays.

**Figure 9-4 Instrument Management - Basic Info**

×

Basic Info

Deposit Slip Details

Instrument Details

Reference Number : 004300623COLL040

Branch	Deposit Channel	Courier Name	Courier Code
004-FLEXCUBE-UNIVERSAL-BRANCH	BRANCH		
Consignment Number	Consignment Date	Processing Date	Deposit Location
		2022-04-29	BAN
Acknowledgement Receipt Number	Bag Weight	Financial Posting	Initiator Reference Number
		<input type="checkbox"/>	
Total Batch Amount	Total Deposit Slips		
100.00	1		

7. Click **Deposit Slip Details** tab.

The **Instrument Management - Deposit Slip Details** screen displays.

**Figure 9-5 Instrument Management - Deposit Slip Details**

×

Basic Info

Deposit Slip Details

Instrument Details

Deposit Slip Number : 040

Corporate ID	Credit Account Number	Deposit Slip Date	Pickup Date
000380	-	2022-04-29	2022-04-29
Pickup Location	Pickup Point	No. Of Instruments	Deposit Slip Amount
-	-	1	100.00
Division Code			
-			

User Defined Fields

Label1

-

Miscellaneous Fields

No. of Miscellaneous Fields

0

Pooling Account Details

Product Category	Pooling Level	Credit Consolidation Level	Percentage Pooling
PAPERBASE	ACCOUNT	PRODUCT_LEVEL	<input type="checkbox"/>

Product Category	Pooling Level	Credit Consolidation Level	Division/Location	Pooling Account Number	Percentage to be Pooled (%)
PAPERBASE	ACCOUNT	PRODUCT_LEVEL	-		100

Page 1 of 1 (1 of 1 items) |< ◀ 1 ▶ >|

- Click **Instrument Details** tab.

The **Instrument Management - Instrument Details** screen displays.

**Figure 9-6 Instrument Management - Instrument Details**

Basic Info		Deposit Slip Details		Instrument Details	
Instrument Number : 0401					
Instrument Type	Instrument Date	Instrument Amount	Routing Number		
BANKCHEQUE	2022-03-30	100.00	109890124		
Drawn On Bank Code	Drawn On Bank Name	Drawn On Branch Name	Clearing location		
0020	HDFC bank	Andheri Branch	Chennai		
Location Cluster	Drawer	Drawer A/C No.	Drawer A/C Name		
WEST-MICR1-DESC	Danone	DF4545FHH	CITI		
Clearing Network	Product	Corporate Reference Number	Credit Account No		
MICR	Upcountry Inside Network	-	-		
Division Code					
-					
User Defined Fields					
No Data to Display					
Miscellaneous Fields					
No. of Miscellaneous Fields					
0					

## 9.2 Accounting Inquiry

This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
- Under **Inquiry**, click **Accounting Inquiry**.

The **Accounting Inquiry** screen displays.

**Figure 9-7 Accounting Inquiry**

**Accounting Inquiry**

Hide Search ▲

Branch 000-OBGM-AUTOMATION-HC ▼	Reference Number <input type="text"/>	Event Select ▼	Product Select ▼
Party <input type="text"/> Q	Account Number <input type="text"/> Q	Accounting Entry Type Select ▼	Entry Posting Status Select ▼
External Reference Number <input type="text"/>	Date Reference Basis Select ▼	Date Range <input type="text"/> ↔ <input type="text"/>	
Search Reset			

- Specify the fields on **Accounting Inquiry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 9-2 Accounting Inquiry - Field Description**

Field	Description
<b>Branch</b>	Select the required branch.
<b>Reference Number</b>	Specify the reference number.
<b>Event</b>	Select the event to search the accounting information for.
<b>Product</b>	Select the product to inquire the accounting for.
<b>Party</b>	Click the search icon to select the party.
<b>Account Number</b>	Click the search icon to select the account number.
<b>Accounting Entry Type</b>	Select the account entry type.
<b>Entry Posting Status</b>	Specify the status of the accounting entry to inquire for.
<b>External Reference Number</b>	Specify the external reference number.
<b>Date Reference Basis</b>	Select the basis for a date range search. The available options are: <ul style="list-style-type: none"> <li>• <b>Processing Date</b></li> <li>• <b>Value Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icon and select the start and end dates of the date range for the selected <b>Date Reference Basis</b> .

- Click **Search** to view the search results.

The **Accounting Inquiry - Search Results** screen displays.

**Figure 9-8 Accounting Inquiry - Search Results**

Accounting Inquiry

Show Search

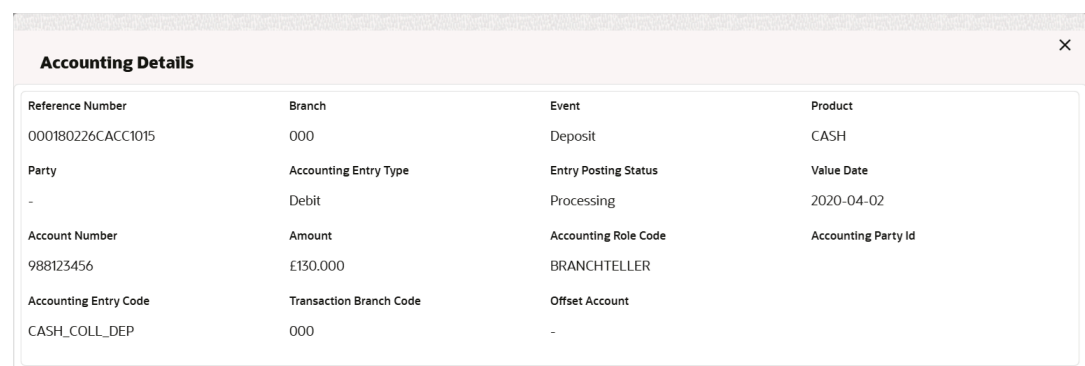
Reference Number	Event	Debit/Credit	Account Number	Currency	Amount	Entry Posting Status	Value Date
000180226CACC1013	Deposit	Debit	988123456	GBP	£1,000.000	Processing	2020-04-02
000180226CACC1014	Deposit	Debit	988123456	GBP	£50.000	Processing	2020-04-02
000180226CACC1015	Deposit	Debit	988123456	GBP	£150.000	Processing	2020-04-02
000180226CACC1016	Deposit	Debit	988123456	GBP	£50.000	Processing	2020-04-02
000180226CACC1017	Deposit	Debit	988123456	GBP	£150.000	Processing	2020-04-02
000180226CACC1018	Deposit	Debit	988123456	GBP	£1,000.000	Processing	2020-04-03
000180226CACC1019	Deposit	Debit	988123456	GBP	£50.000	Processing	2020-04-03
000180226CACC1020	Deposit	Debit	988123456	GBP	£150.000	Processing	2020-04-03
000180226CACC1021	Deposit	Debit	988123456	GBP	£50.000	Processing	2020-04-03
000180226CACC1022	Deposit	Debit	988123456	GBP	£150.000	Processing	2020-04-03

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**Table 9-3 Accounting Inquiry - Search Results - Field Description**

Field	Description
Reference Number	Displays the reference number.
Event	Displays the event of accounting.
Debit/Credit	Displays whether the account is credited or debited.
Account Number	Displays the account number.
Currency	Displays the currency of the account.
Amount	Displays the amount.
Entry Posting Status	Displays the status of the accounting entry.
Value Date	Displays the value date of the accounting entry.
Accounting Entry Description	Displays the description of the accounting entry.
Accounting Party Type	Displays the accounting party type.
Accounting Role Description	Displays the description for description of the role.
Accounting Settlement Method	Displays the method of accounting settlement.
Account Type	Displays the accounting type.
Amount Type	Displays the amount type.
ECA Reference Number	Displays the ECA reference number.
Event Sr No	Displays the event serial number.
Processing Date	Displays the processing date of accounting information.
Transaction Code	Displays the transaction code of the accounting entry.
Offset Account Number	Displays the offset account number of the accounting entry.

5. Click on the hyperlinked data in the columns to view more details of the record.  
The **Accounting Details** screen displays.

**Figure 9-9 Accounting Details**


Accounting Details				X
Reference Number	Branch	Event	Product	
000180226CACC1015	000	Deposit	CASH	
Party	Accounting Entry Type	Entry Posting Status	Value Date	
-	Debit	Processing	2020-04-02	
Account Number	Amount	Accounting Role Code	Accounting Party Id	
988123456	£130,000	BRANCHTELLER		
Accounting Entry Code	Transaction Branch Code	Offset Account		
CASH_COLL_DEP	000	-		

## 9.3 Cash Deposit Inquiry

This topic describes the systematic instruction to inquire the status of the cash deposit slips booked in the system, based on various criteria such as Deposit Slip Number, Deposit Location, Courier, Deposit Channel, Currency, Account Number, and so on.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
2. Under **Inquiry**, click **Cash Deposit Inquiry**.  
The **Cash Deposit Inquiry** screen displays.

Figure 9-10 Cash Deposit Inquiry

The screenshot shows the 'Cash Deposit Inquiry' window with a 'Hide Search' button in the top left. The search filters are organized into four columns:

- Column 1:** Deposit Branch (dropdown menu showing '004-FUBank Mumbai Branch'), Reference Number (text input), Deposit Channel (dropdown menu with 'Select' and a 'Required' label), Amount Reference Basis (dropdown menu with 'Select'), and Date Reference Basis (dropdown menu with 'Select').
- Column 2:** Corporate (text input with a search icon), External Reference Number (text input), Courier (text input with a search icon and a 'Required' label), Currency (dropdown menu with 'Select'), and Date Range (calendar icon, range input, and another calendar icon).
- Column 3:** Account Number (text input with a search icon), Deposit Location (text input with a search icon), Processing Status (dropdown menu with 'Select'), and From Amount (text input).
- Column 4:** Deposit Slip Number (text input with '585'), Division Code (text input with a search icon), Credit Status (dropdown menu with 'Select'), and To Amount (text input).

At the bottom left, there are 'Search' and 'Reset' buttons.

3. Specify the fields on **Cash Deposit Inquiry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

Table 9-4 Cash Deposit Inquiry - Field Description

Field	Description
<b>Deposit Branch</b>	Select the branch in which the cash has been deposited.
<b>Corporate</b>	Click the <b>Search</b> icon and select the corporate for/from whom the cash is deposited.
<b>Account Number</b>	Click the <b>Search</b> icon and select the real/virtual account number in which the cash has been deposited.
<b>Deposit Slip Number</b>	Specify the specific deposit slip number to search for.
<b>Reference Number</b>	Specify the reference number.
<b>External Reference Number</b>	Specify the external reference number.
<b>Deposit Location</b>	Click the <b>Search</b> icon and select the branch location where the cash is deposited.
<b>Division Code</b>	Click the <b>Search</b> icon and select the division code of the selected corporate. This field is enabled only after selecting the corporate.
<b>Deposit Channel</b>	Select the channel through which the cash is deposited.
<b>Courier</b>	Click the <b>Search</b> icon and select the courier service employed.

Table 9-4 (Cont.) Cash Deposit Inquiry - Field Description

Field	Description
<b>Processing Status</b>	Select the workflow stage of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> <li>• <b>Accounting Generation Exception</b></li> <li>• <b>Posting Accounting Entries Exception</b></li> <li>• <b>Rework</b></li> <li>• <b>Rejected</b></li> <li>• <b>Processing</b></li> <li>• <b>Authorization</b></li> <li>• <b>Request</b></li> <li>• <b>Completed</b></li> </ul>
<b>Credit Status</b>	Select the credit status of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> <li>• <b>Credited</b></li> <li>• <b>Failed</b></li> <li>• <b>In Progress</b></li> </ul>
<b>Amount Reference Basis</b>	Select the basis for an amount range.
<b>Currency</b>	Select the currency of the cash.
<b>From Amount</b>	Specify the minimum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>To Amount</b>	Specify the maximum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>Date Reference Basis</b>	Select the basis for a date range search. The available options are: <ul style="list-style-type: none"> <li>• <b>Request Date</b></li> <li>• <b>Processing Date</b></li> <li>• <b>Deposit Slip Date</b></li> </ul>
<b>Date Range</b>	Click the <b>Calendar</b> icon and select the start and end dates of the date range for the option selected in the <b>Date Reference Basis</b> field.

- Click **Search** to view the search results. Or, click **Reset** to clear the search criteria. The **Cash Deposit Inquiry - Search Result** screen displays.

Figure 9-11 Cash Deposit Inquiry - Search Result

Processing Date	Deposit Slip Number	Reference Number	Corporate	Currency	Deposit Slip Amount	Status
2022-04-29	585	004270423COLL585	Carrefour	GBP	£1,000.00	

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- Click on the hyperlinked data in the columns to view more details of the record. The **Deposit Slip Details** screen displays.

Figure 9-12 Deposit Slip Details

**Deposit Slip 1232123**

**Basic Info**

Branch

004

Deposit Channel

BRANCH

Deposit Location

Banglore

Financial Posting

☐

Processing Date

2022-04-29

Deposit Slip

1

Initiator Reference Number

Acknowledgement Receipt Number

Depositor Name

aaa

ID Proof Type

DRL

ID Proof Detail

n

Contact Number

**Deposit Slip Details**

Corporate ID

201917

Credit Account Number

-

Deposit Slip Date

2022-04-29

Deposit Date

2022-04-29

Pickup Location

-

**User Defined Fields**

No Data to Display

**Miscellaneous Fields**

No. of Miscellaneous Fields

0

**Denomination Details**

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## 9.4 Cash Withdrawal Inquiry

This topic describes the systematic instruction to inquire the status of the cash withdrawn from the system based on various criteria such as Slip Number, Withdrawal Location, Account Number, and so on.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
2. Under **Inquiry**, click **Cash Withdrawal Inquiry**.

The **Cash Withdrawal Inquiry** screen displays.

Figure 9-13 Cash Withdrawal Inquiry

**Cash Withdrawal Inquiry**

Hide Search

Withdrawal Branch

004-FLEXCUBE-UNIVERSAL-B

Cheque Number

Amount Reference Basis

Select

Date Reference Basis

Select

Search

Reset

Corporate

Search

Reference Number

Currency

Select

Date Range

Account Number

Search

External Reference Number

From Amount

Processing Status

Select

Slip Number

Courier

Search

To Amount

Debit Status

Select

- Specify the fields on **Cash Withdrawal Inquiry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 9-5 Cash Withdrawal Inquiry - Field Description**

Field	Description
<b>Withdrawal Branch</b>	Select the branch from where the cash has been withdrawn.
<b>Corporate</b>	Click the search icon and select the corporate by/for whom the cash is withdrawn.
<b>Account Number</b>	Click the search icon and select the account number from which the cash has been withdrawn.
<b>Slip Number</b>	Specify the specific deposit slip number to search for.
<b>Cheque Number</b>	Specify the cheque leaf number used for cash withdrawal.
<b>Reference Number</b>	Specify the transaction reference number.
<b>External Reference Number</b>	Specify the external transaction reference number.
<b>Courier</b>	Click the search icon and select the courier service employed.
<b>Amount Reference Basis</b>	Select the reference basis for a withdrawal amount range search.
<b>Currency</b>	Select the currency of the cash.
<b>From Amount</b>	Specify the minimum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>To Amount</b>	Specify the maximum amount of the range selected in the <b>Amount Reference Basis</b> field.
<b>Date Reference Basis</b>	Select the reference basis for a date range search. The available options are: <ul style="list-style-type: none"> <li>• <b>Request Date</b></li> <li>• <b>Processing Date</b></li> <li>• <b>Lien Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icons and select the start and end dates of the date range for the option selected in the <b>Date Reference Basis</b> field.
<b>Processing Status</b>	Select the workflow stage of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> <li>• <b>Rework</b></li> <li>• <b>Completed</b></li> <li>• <b>Authorization</b></li> <li>• <b>Posting Account Exception</b></li> <li>• <b>Rejected</b></li> <li>• <b>Request</b></li> </ul>
<b>Debit Status</b>	Select the debit status of the transaction to filter the search results. The available statuses are: <ul style="list-style-type: none"> <li>• <b>Debit Success</b></li> <li>• <b>Debit Failure</b></li> </ul>

- Click **Search** to view the search results. Or, click **Reset** to clear the search criteria.

The **Cash Withdrawal Inquiry - Search Results** screen displays.

Figure 9-14 Cash Withdrawal Inquiry - Search Results

Cash Withdrawal Inquiry					
Processing Date	Reference Number	Corporate	Currency	Withdrawal Amount	Status
2022-04-28	<a href="#">004181122CW665</a>	Carrefour	GBP	100.00	Debited
2022-04-28	<a href="#">004161222CW720</a>	XXXXXXXXXX	GBP	2,000.00	Debited
2022-04-28	<a href="#">004161222CW721</a>	XXXXXXXXXX	GBP	1,000.00	Debited
2022-04-28	<a href="#">004191222CW741</a>	ABZ Solutions	GBP	500.00	
2022-04-28	<a href="#">004211122CW680</a>	Carrefour	GBP	1,000.00	Debited
2022-04-28	<a href="#">004090223CW860</a>	Carrefour	GBP	1,000.00	Processing
2022-04-28	<a href="#">004150223CW880</a>	Carrefour	GBP	1,000.00	Processing
2022-04-28	<a href="#">004170223CW886</a>	Carrefour	GBP	1,000.00	Debited
2022-04-28	<a href="#">004120123CW800</a>	Carrefour	GBP	1,000.00	Debited
2022-04-28	<a href="#">004170223CW884</a>	Carrefour	GBP	1,000.00	Debited

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- Click on the hyperlinked data in the columns to view more details of the record.  
The **Withdrawal Details** screen displays.

Figure 9-15 Withdrawal Details

**Reference Number** 004260423CW1021

**Withdrawal Detail**

External Reference Number	Branch Name	Corporate	Debit Account Number
	004	Carrefour	GBP1119999999
Cheque Date	Cheque Number	Slip Number	Corporate Reference Number
2023-04-26	260420233	260420233	260420233
Total Denomination Count	Withdrawal Amount	Exchange Rate	Debit Amount
200	2,000.00	1	2,000.00
External Channel	Lien Number	Lien Amount	Lien Date
	ECA174847	2,000.00	2023-04-26
Recipient Name	ID Proof Type	ID Proof Detail	Contact Number
S	DRL	260420233	

**Denomination Details**

Denomination Type	Denomination Value	Denomination Count	Currency	Denomination Amount
Note	10.00	200	GBP	2,000.00
Total		200		2,000.00

Page 1 of 1 (1-2 of 2 items) | < < 1 > > |

**Miscellaneous Fields**  
 No Data Available to Display

## 9.5 Charge Inquiry

This topic describes the systematic instruction to search for specific charges based on various filter criteria such as Event, Corporate, Charge Type, Txn Ref No, Posting/Calculation Date, and so on.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.

- Under **Inquiry**, click **Charge Inquiry**.

The **Charge Inquiry** screen displays.

**Figure 9-16 Charge Inquiry**

The screenshot shows the 'Charge Inquiry' screen with the following fields and controls:

- Branch:** Dropdown menu with '004-FLEXCUBE-UNIVERSAL-B' selected.
- Event:** Dropdown menu with 'EOD' selected.
- Corporate:** Search field with '000380' and a search icon.
- Reference Number:** Empty search field.
- Charge Code:** Search field with a search icon.
- Charge Group:** Dropdown menu with 'Select' selected.
- Txn Ref No.:** Empty search field.
- Charge Type:** Dropdown menu with 'Credit' selected.
- Charge Account:** Search field with a search icon.
- Date Reference Basis:** Dropdown menu with 'Posting Date' selected.
- Date Range:** Date range selector showing 'April 15, 2022' to 'April 29, 2022'.
- Collection Type:** Dropdown menu with 'Online' selected.
- Product:** Dropdown menu with 'Select' selected.
- Instrument Status:** Dropdown menu with 'Select' selected.
- Deposit Slip No.:** Empty search field.
- Instrument Number:** Empty search field.
- Instrument Type:** Dropdown menu with 'Select' selected.
- Credit/Debit Status:** Dropdown menu with 'Select' selected.
- Buttons:** 'Search' and 'Reset' buttons at the bottom left.

- Specify the fields on **Charge Inquiry** screen.

**Note**

The fields marked as **Required** are mandatory.

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

**Table 9-6 Charge Inquiry - Field Description**

Field	Description
<b>Branch</b>	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
<b>Event</b>	Select the event, on the occurrence of which, the charge(s) has been applied.
<b>Corporate</b>	Click the search icon and select the corporate party that has been charged.
<b>Reference Number</b>	Specify the reference number to fetch the calculated / collected charges for the same.
<b>Charge Code</b>	Click the search icon and select the code of the charge being searched.
<b>Charge Group</b>	Select the charge group of the charge being searched. The available options are: <ul style="list-style-type: none"> <li>• <b>Rebates</b></li> <li>• <b>Tax</b></li> <li>• <b>Commission</b></li> <li>• <b>Fee</b></li> </ul>
<b>Txn Ref No.</b>	Specify the reference number of the charge being searched. This field displays a list of relevant reference numbers once a corporate has been selected.
<b>Charge Type</b>	Select whether the charge is <b>Debit</b> or <b>Credit</b> type.
<b>Charge Account</b>	Click the search icon and select the account number that the charge has been debited from or credited to. You can select the account type, whether customer account or GL account, in the Charge Account search window that pops-up.

Table 9-6 (Cont.) Charge Inquiry - Field Description

Field	Description
<b>Date Reference Basis</b>	Select whether the charges should be searched based on the 'Posting Date' or the 'Calculation Date'.
<b>Date Range</b>	Specify the 'from' and 'to' dates for the option selected from the 'Date Reference Basis' list.
<b>Collection Type</b>	Select whether the charge has been collected 'Online' or in a 'Batch'.
<b>Product</b>	Select the product against which the charge has been applied.
<b>Deposit Slip No</b>	Specify a deposit slip number to view all charge transactions that have been calculated and collected for that deposit slip number.
<b>Instrument Number</b>	Specify an instrument number to view all charge transactions that have been calculated and collected for that instrument number.
<b>Instrument Type</b>	Select the type of instrument against which the charge has been applied. The available options are: <ul style="list-style-type: none"> <li>• <b>PDC Collection</b></li> <li>• <b>CDC Collection</b></li> <li>• <b>Cash Deposit</b></li> <li>• <b>Cash Withdrawal</b></li> </ul>
<b>Instrument Status</b>	Select the status of the instrument against which the charge has been applied. The available options are: <ul style="list-style-type: none"> <li>• <b>Booked</b></li> <li>• <b>Hold</b></li> <li>• <b>Returned</b></li> <li>• <b>Realized</b></li> </ul>
<b>Credit/Debit Status</b>	Select the required transaction status. The available options are: <ul style="list-style-type: none"> <li>• <b>Credited</b></li> <li>• <b>Reversed</b></li> <li>• <b>Partially Reversed</b></li> </ul>

4. Click **Search** to view the search results. Or, click **Reset** to clear the search criteria. The **Charge Inquiry - Search Results** screen displays.

Figure 9-17 Charge Inquiry - Search Results

The screenshot shows the 'Charge Inquiry - Search Results' interface. At the top, there is a header bar with several filter fields: 'Txn Ref No.', 'Corporate', 'Charge Code', 'Instrument Type', 'Charge Currency', 'Charge Amount', and 'Collection Type'. Each field has a dropdown arrow. Below the header, the main content area displays the text 'No data to display.' indicating that no search results were found for the current criteria.

5. Click on the hyperlinked data in the column(s) to view more details of the record. The **Instrument Details - Additional Details** screen displays.

Figure 9-18 Instrument Details - Additional Details

Instrument Details

Additional Details

Transaction Details

Branch	Parent Charge Code	Collection Type	Charge Date
004		Batch	
Collection Date	Event	Party	Corporate Reference Number
	EOD	Carrefour	-
Instrument Type	Product	Instrument Status	Credit/Debit Status
CDC_COLLECTION	-	BOOKED	-
Charge Type			
Debit			

Charge Pricing Id	Charge Pricing Description	Annum Basis	Pricing Category
PRCRULE020522_0000003161	JCCPR	360	Fixed Amount
Pricing Method			
Fixed Amount			
Pricing Currency	Charge In Txn Currency		
GBP	<input type="checkbox"/>		
Fixed Amount			
£1,500.00			

6. Click on **Transaction Details** tab.
- The **Instrument Details - Transaction Details** screen displays.

Figure 9-19 Instrument Details - Transaction Details

Instrument Details

Additional Details

Transaction Details

Reference Number	Processing Date	Deposit Slip No	Instrument Number	Instrument Status	Deposit Slip Amount	Credit Status
004040823COLL285		285	285	BOOKED		-

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# 10

## Batch Jobs

This topic describes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.

These activities are run by the system as batch jobs at the beginning and/or end of the day.

### EOD Batch Jobs

**Table 10-1 EOD Batch**

S No	Job Name	Description
1	Unhold Post Dated Cheque	When the branch date is equal to instrument unhold date, this job updates the status of post-dated cheques that are currently in Hold status, as Unhold.
2	Post Dated Cheque Cancellation	When the branch date is equal to presentation date of the PDC cheques and the status is misplaced, this job updates PDC status as Cancelled.
3	Arrangement Credit	This job processes the arrangement credit to the Corporate Account, when the arrangement credit date is equal to the branch date.
4	Credit Reversal	When the branch date is equal to credit reversal date and the instrument status is still unknown, this job processes the arrangement credit reversal entry.
5	Return Recovery	In the return status update, this job processes and passes the Internal GL accounting entries for return recovery.
6	Pooling Job for Instrument Collection	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Paper Based' product category.
7	Cash Pooling	This pooling job processes the customer credit accounting entries as per the pooling setup configuration in the system for 'Cash' product category.
8	Withdrawal Cancel ECA Job	This job cancels all ECA blocked amount requests for which no action has been taken or the withdrawal date has surpassed.
9	OBCM Outward Clearing Request Job	This job sends all outward clearing requests to OBPM (Oracle Banking Payments system).
10	Cheque Charges Job	This job processes charges for instrument collections.
11	Cash Charges Job	This job processes charges for cash deposits.

Table 10-1 (Cont.) EOD Batch

S No	Job Name	Description
12	Cashflow Expected Amount Adjust Amount Consolidate Job	This job is served as a wrapper that consolidates cashflow transactions at both the corporate and corporate account levels. The Adjusted Amount column in the Monthly, Weekly, Quarterly, and Yearly tables for Expected Cashflows is modified by it. This involves subtracting the new cashflow amount from the existing Adjusted Amount.
13	Cashflow Predicated Amount Adjust Amount Consolidate Job	This is a wrapper job which carries out consolidation at corporate and corporate account level of cashflow predicted transactions. It recalculate the Adjusted Amount column present in Monthly, Weekly, Quarterly, Yearly tables for <b>Predicted Cashflows only</b> .i.e (Subtract the Incoming updated cashflow amount from existing Adjusted Amount.
14	Relationship Expiry Date	This is the EOD job. If the relationship Expiry date = Current Branch Date, that Relationship is marked as Closed in Relationship Maintenance screen by this job.
15	OBCM Alerts Job	This OBCM alerts job is a part of are part of OBCM EOD.
16	Netting Eligiblity	This job creates Netting transaction based on the netting structure created.
17	Netting Acceptance	This job accepts Netting transactions for which the auto approval flag is Y in the netting structure.
18	Netting Foreign Exchange Recalculation1	This job checks for the exchange rate maintained at common core level and fetches the same for netting transactions.
19	Netting Settlement	This job is used to mark the accepted netting transaction as Settled and generate payin and payout transactions.
20	Structure Expire	This is job is used to mark the Netting structure as expire once the CBD has reached expiry date.
21	Netting Foreign Exchange Recalculation1	This job checks for the exchange rate maintained at common core level and fetches the same for netting transactions.
22	Invoice Charges	This job generates Invoice charges maintained.
23	PO Charges	This job generates PO charges maintained.
24	Cheque Charges	This job generates Cheque charges maintained.
25	Cash Charges	This job generates Cash Deposit charges maintained.
26	Withdrawal Charges	This job generates Cash Withdrawal charges maintained.
27	Charges Batch	This job generates the accounting for charges.

**Note**

Refer the **Branch EOD** section in **Oracle Banking Common Core User Guide** to Configure, Invoke, and View the EOD batch jobs.

# 11

## Process Codes

This topic describes the information about the various functional activity codes in Cash Management.

The following table represents the manual stages in Cash Management workflow along with the functional activity codes which can be used for mapping in the role activity screen under the SMS menu.

**Table 11-1 Functional Activity Codes**

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORISATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.

### Note

Refer the **Role** section in **Oracle Banking Security Management System User Guide** to understand the procedure for creating roles and assigning an activity to it.

## A

# Functional Activity Codes

**Table A-1 List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_VALIDATE_RESOURCE	Validation	Validate the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_UPDATE_RESOURCE	Update	Edit the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_UNLOCK_RESOURCE	Unlock	Unlock the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_SUMMARY_RESOURCE	Summary	Summary of the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_SUBMIT_RESOURCE	Submit	Submit the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_REOPEN_RESOURCE	Reopen	Reopen a Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_REJECT_RESOURCE	Reject	Rejected the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_GET_RESOURCE	Get	Get the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_VALIDATE_RESOURCE	Validation	Validate the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_UPDATE_RESOURCE	Update	Edit the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_UNLOCK_RESOURCE	Unlock	Unlock and edit the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_SUMMARY_RESOURCE	Summary	Summary of the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_SUBMIT_RESOURCE	Submit	Submit the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_REOPEN_RESOURCE	Reopen	Reopen the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_REJECT_RESOURCE	Reject	Reject the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_GET_RESOURCE	Get	Get the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_GET_MESSAGE	Get	Get the Alert Template

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_GET_DELIVERY_ MODE	Get	Get the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_DELETE_RESOU RCE	Delete	Delete the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_CREATE_RESOU RCE	Create	Create the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_COPY	Copy	Copy the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_CLOSE_RESOUR CE	Close	Close the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_AUTHORIZE_RES OURCE	Authorize	Authorize the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_AGGREGATE_RE SOURCE	Aggregate	Aggregate the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DTL_ACTION_RESOUR CE	Action	Action of the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_DELETE_RESOURCE	Delete	Delete the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_CREATE_RESOURCE	Create	Create the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_COPY	Copy	Copy the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_CLOSE_RESOURCE	Close	Close the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_AUTHORIZE_RESOUR CE	Authorize	Authorize the Alert Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_AGGREGATE_RESOUR CE	Aggregate	Aggregate the Template
Alert Template	OBCM_SFS_FA_ALERT_TM PLT_ACTION_RESOURCE	Action	Action for the Alert Template
Alert Definition	OBCM_SFS_FA_ALERT_DE F_UPDATE_RESOURCE	Update	Update the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_SUMMARY	Summary	Summary for the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_SUBMIT_RESOURCE	Submit	Submit the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_RESOURCE_AGGREGAT E	Resource	Resource for the Alert Definition

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Definition	OBCM_SFS_FA_ALERT_DE F_REOPEN_RESOURCE	Reopen	Reopen a Alert Template
Alert Definition	OBCM_SFS_FA_ALERT_DE F_REJECT_RESOURCE	Reject	Reject the Alert Template
Alert Definition	OBCM_SFS_FA_ALERT_DE F_LOV_VALIDATION	Validation	Validating the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_GET_BY_RESOURCEID	Get	Get the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_DELETE_RESOURCE	Delete	Delete the Alert Template
Alert Definition	OBCM_SFS_FA_ALERT_DE F_CREATE_RESOURCE	Create	Create the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_CLOSE	Close	Close the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_AUTHORIZE_RESOURCE	Authorize	Authorize the Alert Template
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ALERT_EVENT	Alert	Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ALERT_COPY	Copy	Copy the Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ALERT_CATEGORY	Alert	Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ALERT_BATCH_ENDPOIN T	Alert	Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ALERTS_EMAIL_MESSA GE	Alert	Alert Definition
Alert Definition	OBCM_SFS_FA_ALERT_DE F_ACTION	Action	Alert Definition Action
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_VALIDATE_RES OURCE	Validation	Validate the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_UPDATE_RESO URCE	Update	Update the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_SUMMARY	Summary	Summary for Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_SUBMIT_RESO URCE	Submit	Submit the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_RESOURCE_A GGREGATE	Resource	Resource for the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DE CISIONING_REOPEN_RES OURCE	Reopen	Reopen the Alert Decisioning

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_REJECT_RESOURCE	Reject	Reject the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_GET_BY_RESOURCEID	Get	Get the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_DETAILS	Details	Alert Decisioning details
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_DELETE_RESOURCE	Delete	Delete the alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_CREATE_RESOURCE	Create	Create the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_COPY	Copy	Copy the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_CLOSE	Close	Close the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_AUTHORIZE_RESOURCE	Authorize	Authorize the Alert Decisioning
Alert Decisioning	OBCM_SFS_FA_ALERT_DECISIONING_ACTION	Action	Alert Decisioning
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_VALIDATE_RESOURCE	Validate	Validate the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_UPDATE_RESOURCE	Update	Update the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_SUMMARY	Summary	Summary for Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_SUBMIT_RESOURCE	Submit	Submit the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_RESOURCE_AGGREGATE	Resource	Resource for the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_REOPEN_RESOURCE	Reopen	Reopen the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_REJECT_RESOURCE	Reject	Reject the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_GET_BY_RESOURCEID	Get	Get the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCONTACTDETAILS_DELETE_RESOURCE	Delete	Delete the Alert Contact Details

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Contact Details	OBCM_SFS_FA_ALERTCON TACTDETAILS_CREATE_RE SOURCE	Create	Create the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCON TACTDETAILS_COPY	Copy	Copy the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCON TACTDETAILS_CLOSE	Close	Close the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCON TACTDETAILS_AUTHORIZE_ RESOURCE	Authorize	Authorize the Alert Contact Details
Alert Contact Details	OBCM_SFS_FA_ALERTCON TACTDETAILS_ACTION	Action	Action for the Alert Contact Details
Channel Transaction	OBCM_FA_EXTCHANNELR EQ_UPDATE_SERVICE SCF_FA_OBSCFCM_SERVI CE SCF_FA_OBCM_SERVICE CMC_FA_EXT_CUSTOMER_ VIEW CMC_FA_EXT_ACCOUNT_V IEW CMC_FA_EXTACCOUNT_GE TREALACCOUNTS CMC_FA_EXT_VIRTUAL_AC COUNT_VIEWALL CMS_FA_LOCATION_VIEW	Update	Menu is to update transactions created by external channel
Accounting Entries	CMS_FA_ACCNT_ENTRIES _CREATE_SERVICE	Create	Create Accounting Entries
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_SERVICE	View	View Accounting Entries
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_AUTHORIZE_SERVI CE	Authorize	Authorize the Accounting Entries record
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_CLOSE_SERVICE	Close	Close the Accounting Entries record
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Accounting Entries record
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_COPY_SERVICE	Copy	Copy and create a new Accounting Entries record
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_DELETE_SERVICE	Delete	Delete the Accounting Entries record
Accounting Entries	CMS_FA_ACCNT_ENTRIES _VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Accounting Entries record
Entry Codes	CMS_FA_ACCNT_ENTRYCO DE_CREATE_SERVICE	Create	Create Entry Codes
Entry Codes	CMS_FA_ACCNT_ENTRYCO DE_VIEW_SERVICE	View	View Entry Codes

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Entry Codes record
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Entry Codes record
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_CLOSE_SERVICE	Close	Close the Entry Codes record
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Entry Codes record
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_DELETE_SERVICE	Delete	Delete the Entry Codes record
Entry Codes	CMS_FA_ACCNT_ENTRYCODE_VIEW_COPY_SERVICE	Copy	Copy and create a new Entry Codes record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_CREATE_SERVICE	Create	Create Internal Account Mapping
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_SERVICE	View	View Internal Account Mapping
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Internal Account Mapping record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Internal Account Mapping record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_CLOSE_SERVICE	Close	Close the Internal Account Mapping record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Internal Account Mapping record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_DELETE_SERVICE	Delete	Delete the Internal Account Mapping record
Internal Account Mapping	OBCM_FA_INT_ACC_MAPP_VIEW_COPY_SERVICE	Copy	Copy and create a new Internal Account Mapping record
Arrangement Decisioning	OBCM_FA_ARRDEC_CREATE_SERVICE	Create	Create Arrangement Decisioning
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_SERVICE	View	View Arrangement Decisioning
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Arrangement Decisioning record
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_UPDATE_SERVICE	Update	Unlock and edit the Arrangement Decisioning record
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_CLOSE_SERVICE	Close	Close the Arrangement Decisioning record
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Arrangement Decisioning record

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_DELETE_SERVICE	Delete	Delete the Arrangement Decisioning record
Arrangement Decisioning	OBCM_FA_ARRDEC_VIEW_COPY_SERVICE	Copy	Copy and create a new Arrangement Decisioning record
Arrangement Definition	OBCM_FA_ARRDEF_CREATE_SERVICE	Create	Create Arrangement Definition
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_SERVICE	View	View Arrangement Definition
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Arrangement Definition record
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_UPDATE_SERVICE	Update	Unlock and edit the Arrangement Definition record
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_CLOSE_SERVICE	Close	Close the Arrangement Definition record
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Arrangement Definition record
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_DELETE_SERVICE	Delete	Delete the Arrangement Definition record
Arrangement Definition	OBCM_FA_ARRDEF_VIEW_COPY_SERVICE	Copy	Copy and create a new Arrangement Definition record
Cash Denomination	OBCM_FA_CASHDENOM_CREATE_SERVICE	Create	Create Cash Denomination
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_SERVICE	View	View Cash Denomination
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Cash Denomination record
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_UPDATE_SERVICE	Update	Unlock and edit the Cash Denomination record
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_CLOSE_SERVICE	Close	Close the Cash Denomination record
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Cash Denomination record
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_DELETE_SERVICE	Delete	Delete the Cash Denomination record
Cash Denomination	OBCM_FA_CASHDENOM_VIEW_COPY_SERVICE	Copy	Copy and create a new Cash Denomination record
Charge Code	OBCM_FA_CHGMASTER_CREATE_SERVICE	Create	Create Charge Code
Charge Code	OBCM_FA_CHGMASTER_VIEW_SERVICE	View	View Charge Code
Charge Code	OBCM_FA_CHGMASTER_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Code record
Charge Code	OBCM_FA_CHGMASTER_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Code record
Charge Code	OBCM_FA_CHGMASTER_VIEW_CLOSE_SERVICE	Close	Close the Charge Code record

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Charge Code	OBCM_FA_CHGMASTER_VI EW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Code record
Charge Code	OBCM_FA_CHGMASTER_VI EW_DELETE_SERVICE	Delete	Delete the Charge Code record
Charge Code	OBCM_FA_CHGMASTER_VI EW_COPY_SERVICE	Copy	Copy and create a new Charge Code record
Charge Decisioning	OBCM_FA_CHGDEC_CREA TE_SERVICE	Create	Create Charge Decisioning
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ SERVICE	View	View Charge Decisioning
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ AUTHORIZE_SERVICE	Authorize	Authorize the Charge Decisioning record
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ AMEND_SERVICE	Unlock	Unlock and edit the Charge Decisioning record
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ CLOSE_SERVICE	Close	Close the Charge Decisioning record
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ REOPEN_SERVICE	Reopen	Reopen a closed Charge Decisioning record
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ DELETE_SERVICE	Delete	Delete the Charge Decisioning record
Charge Decisioning	OBCM_FA_CHGDEC_VIEW_ COPY_SERVICE	Copy	Copy and create a new Charge Decisioning record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ CREATE_SERVICE	Create	Create Charge Preferential Pricing
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_SERVICE	View	View Charge Preferential Pricing
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_AUTHORIZE_SERVIC E	Authorize	Authorize the Charge Preferential Pricing record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Preferential Pricing record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_CLOSE_SERVICE	Close	Close the Charge Preferential Pricing record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Preferential Pricing record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_DELETE_SERVICE	Delete	Delete the Charge Preferential Pricing record
Charge Preferential Pricing	OBCM_FA_CHGPREFPRC_ VIEW_COPY_SERVICE	Copy	Copy and create a new Charge Preferential Pricing record
Charge Rule Maintenance	OBCM_FA_CHARGES_RUL E_CREATE_SERVICE	Create	Create Charge Rule Maintenance
Charge Rule Maintenance	OBCM_FA_CHARGES_RUL E_VIEW_SERVICE	View	View Charge Rule Maintenance
Charge Rule Maintenance	OBCM_FA_CHARGES_RUL E_VIEW_CLOSE_SERVICE	Close	Authorize the Charge Rule Maintenance record

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Charge Rule Maintenance	OBCM_FA_CHARGES_RULE_VIEW_REOPEN_SERVICE	Reopen	Unlock and edit the Charge Rule Maintenance record
Charge Rule Maintenance	OBCM_FA_CHARGES_RULE_VIEW_DELETE_SERVICE	Delete	Close the Charge Rule Maintenance record
Charge Rule Maintenance	OBCM_FA_CHARGES_RULE_VIEW_AUTHORIZE_SERVICE	Authorize	Reopen a closed Charge Rule Maintenance record
Charge Rule Maintenance	OBCM_FA_CHARGES_RULE_VIEW_MODIFY_SERVICE	Unlock	Delete the Charge Rule Maintenance record
Charge Rule Maintenance	OBCM_FA_CHARGES_RULE_VIEW_COPY_SERVICE	Copy	Copy and create a new Charge Rule Maintenance record
Corporate Enrichment	OBCM_FA_CORPENRICH_CREATE_SERVICE	Create	Create Corporate Enrichment
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_SERVICE	View	View Corporate Enrichment
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Corporate Enrichment record
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_UPDATE_SERVICE	Update	Unlock and edit the Corporate Enrichment record
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_CLOSE_SERVICE	Close	Close the Corporate Enrichment record
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Corporate Enrichment record
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_DELETE_SERVICE	Delete	Delete the Corporate Enrichment record
Corporate Enrichment	OBCM_FA_CORPENRICH_VIEW_COPY_SERVICE	Copy	Copy and create a new Corporate Enrichment record
Courier Setup	OBCM_FA_COURIER_SETUP_CREATE_SERVICE	Create	Create Courier Setup
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_SERVICE	View	View Courier Setup
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Courier Setup record
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_UPDATE_SERVICE	Update	Unlock and edit the Courier Setup record
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_CLOSE_SERVICE	Close	Close the Courier Setup record
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Courier Setup record
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_DELETE_SERVICE	Delete	Delete the Courier Setup record
Courier Setup	OBCM_FA_COURIER_SETUP_VIEW_COPY_SERVICE	Copy	Copy and create a new Courier Setup record
Location	OBCM_FA_LOCATION_CREATE_SERVICE	Create	Create Location

**Table A-1 (Cont.) List of Functional Activity Codes**

Screen Name/API Name	Functional Activity Code	Action	Description
Location	OBCM_FA_LOCATION_VIE W_SERVICE	View	View Location
Location	OBCM_FA_LOCATION_VIE W_AUTHORIZE_SERVICE	Authorize	Authorize the Location record
Location	OBCM_FA_LOCATION_VIE W_UPDATE_SERVICE	Update	Unlock and edit the Location record
Location	OBCM_FA_LOCATION_VIE W_CLOSE_SERVICE	Close	Close the Location record
Location	OBCM_FA_LOCATION_VIE W_REOPEN_SERVICE	Reopen	Reopen a closed Location record
Location	OBCM_FA_LOCATION_VIE W_DELETE_SERVICE	Delete	Delete the Location record
Location	OBCM_FA_LOCATION_VIE W_COPY_SERVICE	Copy	Copy and create a new Location record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_C REATE_SERVICE	Create	Create Location Cluster Maintenance
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_SERVICE	View	View Location Cluster Maintenance
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_AUTHORIZE_SERVICE	Authorize	Authorize the Location Cluster Maintenance record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_UPDATE_SERVICE	Update	Unlock and edit the Location Cluster Maintenance record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_CLOSE_SERVICE	Close	Close the Location Cluster Maintenance record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_REOPEN_SERVICE	Reopen	Reopen a closed Location Cluster Maintenance record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_DELETE_SERVICE	Delete	Delete the Location Cluster Maintenance record
Location Cluster Maintenance	OBCM_FA_LOCCLUSTER_V IEW_COPY_SERVICE	Copy	Copy and create a new Location Cluster Maintenance record

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