

Oracle® Banking Cash Management Collections User Guide



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Purpose

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

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.

Before You Begin

Kindly refer to the **Getting Started User Guide** for information on common functionalities like login, navigation, and general settings before proceeding with this guide.

Module Pre-requisite

Specify **User Id** and **Password**, and login to the **Home** screen.

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

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

Access to Oracle Support

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

Critical Patches

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

Diversity and Inclusion

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

Related Resources

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 |
|-----------------|--|
| boldface | 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 you supply particular values. |
| monospace | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

Screenshot Disclaimer

Personal information used in the interface or documents 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 |
|-------------|--|
| New | Click New to add a new record. The system displays a new record to specify the required data. The fields marked as Required are mandatory. <ul style="list-style-type: none">This button is displayed only for the records that are already created. |
| Save | Click Save to save the details entered or selected in the screen. |

Table 3 (Cont.) Basic Actions

| Actions | Description |
|-----------------------------|---|
| Unlock | Click Unlock to update the details of an existing record. The system displays an existing record in editable mode. <ul style="list-style-type: none"> This button is displayed only for the records that are already created. |
| Authorize | Click Authorize 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"> This button is displayed only for the already created records. For more information on the process, refer Authorization Process. |
| Approve | Click Approve to approve the initiated record. <ul style="list-style-type: none"> This button is displayed once you click Authorize. |
| Reject | Click Reject to reject the initiated record. <ul style="list-style-type: none"> This button is displayed once you click Authorize. |
| Audit | Click Audit to view the maker details, checker details of the particular record. <ul style="list-style-type: none"> This button is displayed only for the records that are already created. |
| Close | Click Close to close a record. This action is available only when a record is created. |
| Confirm | Click Confirm to confirm the action performed. |
| Cancel | Click Cancel to cancel the action performed. |
| Compare | Click Compare to view the comparison through the field values of old record and the current record. <ul style="list-style-type: none"> This button is displayed in the widget once you click Authorize. |
| View | Click View to view the details in a particular modification stage. <ul style="list-style-type: none"> This button is displayed in the widget once you click Authorize. |
| View Difference only | Click View Difference only 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"> This button is displayed once you click Compare. |
| Expand All | Click Expand All to expand and view all the details in the sections. <ul style="list-style-type: none"> This button is displayed once you click Compare. |
| Collapse All | Click Collapse All to hide the details in the sections. <ul style="list-style-type: none"> This button is displayed once you click Compare. |
| Menu Item Search | Specify the menu name to search and select the required screens from the list. <ul style="list-style-type: none"> This option is used to search and navigate the required screens. |
| OK | Click OK to confirm the details in the screen. |

Symbols and Icons

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

Table 4 Symbols and Icons - Common


| Symbol/Icon | Function |
|---|----------|
|  | Minimize |

Table 4 (Cont.) Symbols and Icons - Common


















| Symbol/Icon | Function |
|---|--|
|  | 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 |
|  | 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. |

Table 4 (Cont.) Symbols and Icons - Common









| Symbol/Icon | Function |
|---|----------|
|  | Calendar |
|  | Alerts |

Table 5 Symbols and Icons - Widget

| Symbol/Icon | Function |
|---|---------------------|
|  | Open status |
|  | Unauthorized status |
|  | Rejected status |
|  | Closed status |
|  | 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 services enable a financial institution to manage the account receivables and account payables of their corporate customers. Oracle® Banking Cash Management 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

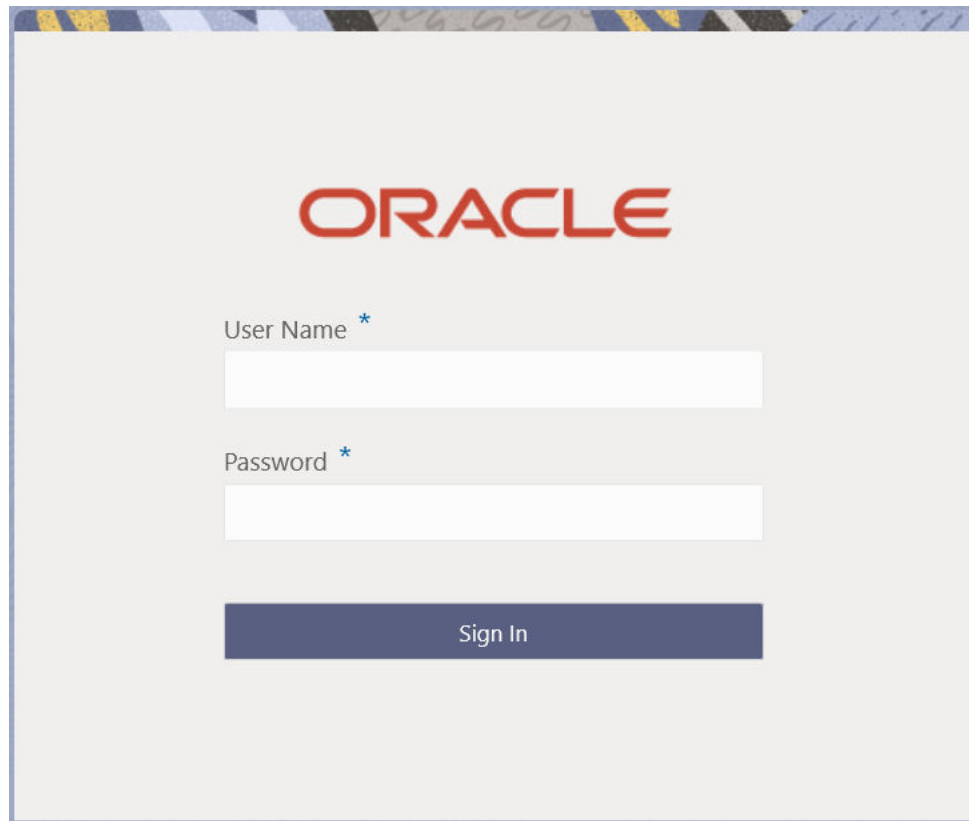
- Dashboard
- Collections
 - Paper Based Collections
 - Pricing

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 system, the **Login** screen displays.

Figure 1-1 Login



The login screen features the Oracle logo at the top center. Below it, there are two input fields: "User Name" and "Password", both marked with an asterisk to indicate they are required. A "Sign In" button is positioned at the bottom center of the form area.

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 Dashboard currently consists of the following mentioned portlets for Receivables management:

Table 1-1 Dashboard

| Portlets | Description |
|---|---|
| Aging of Invoices | 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'. |
| Top 5 Corporates | 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. |
| Unrealized Instrument Aging | 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. |
| Instrument Status | 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. |
| Cash Transaction Volume and Trend: | 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. |

Table 1-1 (Cont.) Dashboard

| Portlets | Description |
|---|---|
| Netting Transaction Status | <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"> • Awaiting Acceptance: Awaiting Acceptance displays transactions that require user acceptance before processing. By clicking Awaiting Acceptance the user navigates to the Netting Management screen, where the default action is set to Accept Netting Transaction. This screen lists all transactions awaiting acceptance. • Awaiting Settlement: 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. • Corporate to Sub Center: 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. • Corporate to Global Netting Center: 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. • Sub Center to Global Netting Center: 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. • Sub Center to Corporate: Sub Center to Corporate displays the total number and value of transactions where funds are to be transferred from a Sub Center to Corporate. • Global Netting Center to Sub Center: 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. • Global Netting Center to Corporate: 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. |
| Top 5 Corporate Cash Collection/Withdrawal: | <p>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.</p> |
| Product-wise Instrument Collection Flow – Value: | <p>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.</p> |

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.

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.

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.

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



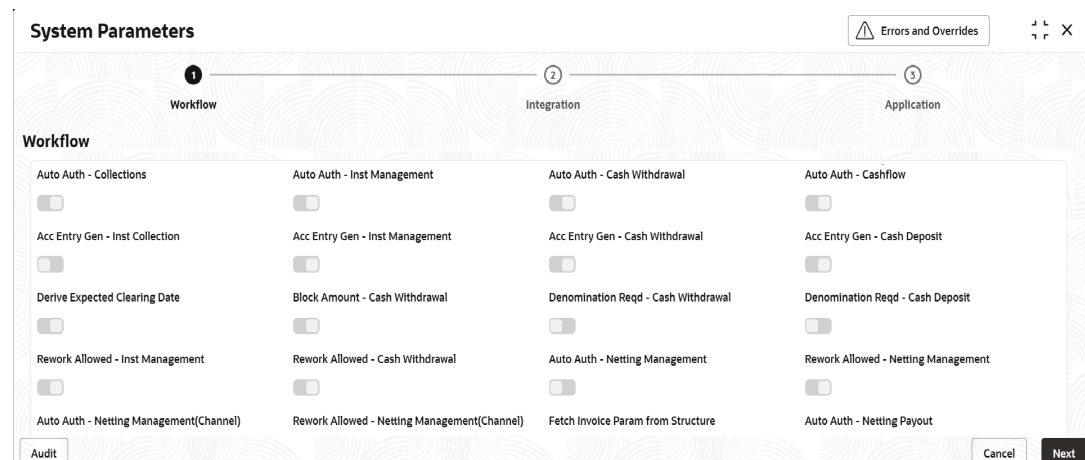
For more information on fields, refer to the field description table.

Table 2-1 Create Arrangement Decisioning - Field Description

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

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

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

7. Click **Next** button.

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

Figure 2-3 System Parameters - Integration Parameters

System Parameters

Errors and Overrides

1 Workflow 2 Integration 3 Application

Integration

Online Posting - Inst Collection ☐

Online Posting - Inst Management ☐

Online Posting - Cash Withdrawal ☐

Online Posting - Cash Deposit ☐

Allow Cashflow ML ☐

Online Posting - Netting Payout ☐

External Bank - Netting Payout ☐

Audit Cancel Back 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 |
|---|---|
| Online Posting - Inst Collection | Switch on the toggle to enable the online posting of the financial transactions related to the Instrument Collection/Instrument Management in accounting system. |
| Online Posting - Inst Management | Switch on the toggle to enable the online posting of the financial transactions related to the Instrument Management in accounting system when the Instrument Status is marked as Realized or Return . |
| Online Posting - Cash Withdrawal | Switch on the toggle to enable the online posting of the financial transactions related to the Cash Withdrawal in accounting system. |
| Online Posting - Cash Deposit | Switch on the toggle to enable the online posting of the financial transactions related to the Cash Deposits in accounting system. |
| Allow Cashflow ML | 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 |
|--------------------|--|
| Language | Select the language in which the specific application parameter value to be displayed. |
| Code | Specify the Code to list the value's for the specific application parameter. |
| Description | 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 |
|------------------------------------|--|
| Accounting Role Code | Specify a unique code for the accounting role being created. |
| Accounting Role Description | 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

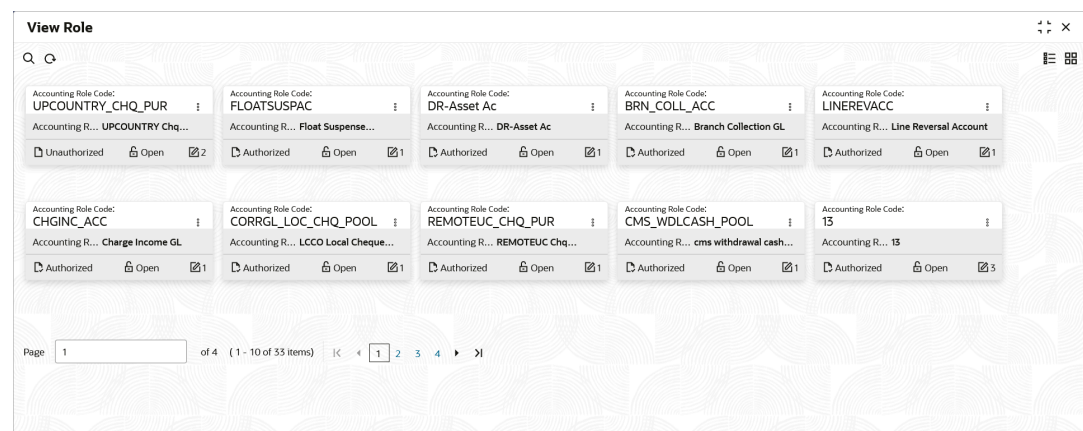
This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

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

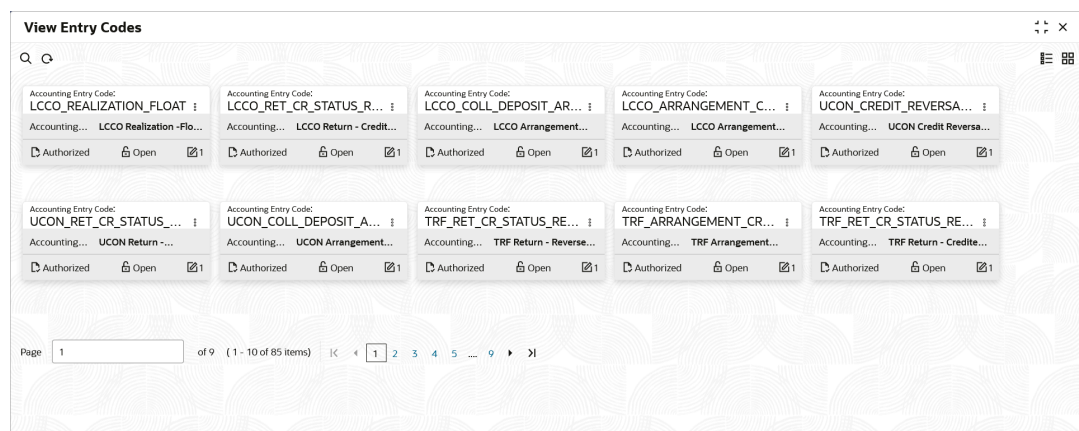
3.1.2.2 View Entry Codes

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 |
|-------------------------------------|---|
| Accounting Entry Code | Displays the unique identification code for the accounting entry. |
| Accounting Entry Description | 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 |
|-----------------------------|--|
| Branch | Select the Branch to add accounting entries for. Values in this field are listed based on your access rights. |
| Product | Select the product to add accounting entries for. |
| Event | Select the event to add accounting entries for. |
| Filter Criteria | 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. |
| Credit Status | Select the current status of a credit entry. This field is displayed only if Filter Criteria is selected as Credit Status . |
| Instrument Status | Select the current status of an instrument. This field is displayed only if Filter Criteria is selected as Instrument Status . |
| Credit Reversal From | Select the value to specify from where the credit reversal will take place. This field is displayed only if Filter Criteria is selected as Credit Reversal From . |

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

| Field | Description |
|-------------------------------------|--|
| Return Recovery From | Select the value to specify from where the return recovery will take place. This field is displayed only if Filter Criteria is selected as Return Recovery From . |
| Float | Click 'Yes' to enable the float arrangements, else click 'No'. This field is displayed only if Filter Criteria is selected as Float Arrangement . |
| Accounting Entry Code | Click the Search icon to select the required accounting entry code. |
| Accounting Entry Description | Displays the description of the selected entry code. |
| Sequence | 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, UCON
- Event:** REALIZATION, COLLECTION_DEPOSIT, ARRANGEMENT_CREDIT, CREDIT_REVERSAL, TRF, RETURN, RETURN, COLLECTION_DEPOSIT, RETURN, RETURN
- Filter Criteria:** FLOAT, DEFAULT, DEFAULT, CREDIT_REVERSAL_FRC, INSTRUMENT_STATUS, CREDIT_STATUS_RETUF, CREDIT_STATUS_RETUF, N/A, N/A, CREDITED
- Credit Status:** N/A, N/A, N/A, N/A, REALIZED, PARTIALLY_REVERSED, CREDITED, N/A, N/A, N/A
- Instrument Status:** N/A, 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 |
|--------------------------|---|
| Product | Displays the product for which the accounting entries have been created. |
| Event | Displays the event to which accounting entries were added. |
| Filter Criteria | Displays the filter criteria for which the accounting entries are added. |
| Credit Status | Displays the current status of a credit entry. This field is displayed only if Filter Criteria is selected as Credit Status . |
| Instrument Status | Displays the current status of an instrument. This field is displayed only if Filter Criteria is selected as Instrument Status . |

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 |
|--|---|
| Branch | Select the branch in which account is maintained. |
| Product | Select the product for which internal account mapping is to be maintained. The user can select ALL if the account is to be used for all the products. |
| Role | Click the search icon to select the accounting role to map the account to. |
| Account Type | Switch the toggle button to select either CASA or GL for the mapping. |
| Settlement Method | Displays the Cus A/C or Internal GL based on selection of Account type either CASA or GL . |
| Account in Transaction Currency | 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 |
|-----------------------------------|---|
| Filter Criteria | <p>Select any one of the following criteria: If Account type is selected as CASA, the available Options are:</p> <ul style="list-style-type: none"> • Party Location Division Based • Party Location Based • Party Division Based • Party Based <p>If Account type is selected as GL, the available Options are:</p> <ul style="list-style-type: none"> • Party Location Division Based • Party Location Based • Party Division Based • Party Based • Payin Netting entity based • Payout netting entity based • default <p>Based on the selected filter criteria, select the required values from the respective fields that appear.</p> |
| Party | <p>Click the search icon and select the party to whose account is to be mapped. This field is displayed only if Filter Criteria selected as Party.</p> |
| Location | <p>Click the search icon and select the location to whose account is to be mapped. This field is displayed only if Filter Criteria selected as Location.</p> |
| Division Code | <p>Click the search icon and select the division code. This field is displayed only if Filter Criteria selected as Division.</p> |
| Payin Netting Entity Based | <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"> • Global Netting Center • Sub Center • Corporate <p>This field is displayed only if Filter Criteria selected as Payin Netting Entity Based.</p> |
| Payout Netting EntityBased | <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"> • Global Netting Center • Sub Center • Corporate <p>This field is displayed only if Filter Criteria selected as Payout Netting Entity Based.</p> |
| Account Currency | Select the currency of the account to be mapped. |
| Account Number | Click the Search icon and select real/virtual account number. |
| Default Account | Switch on this toggle to specify if this account should be considered as the default one. |

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

3.1.4.2 View Internal Account Mapping

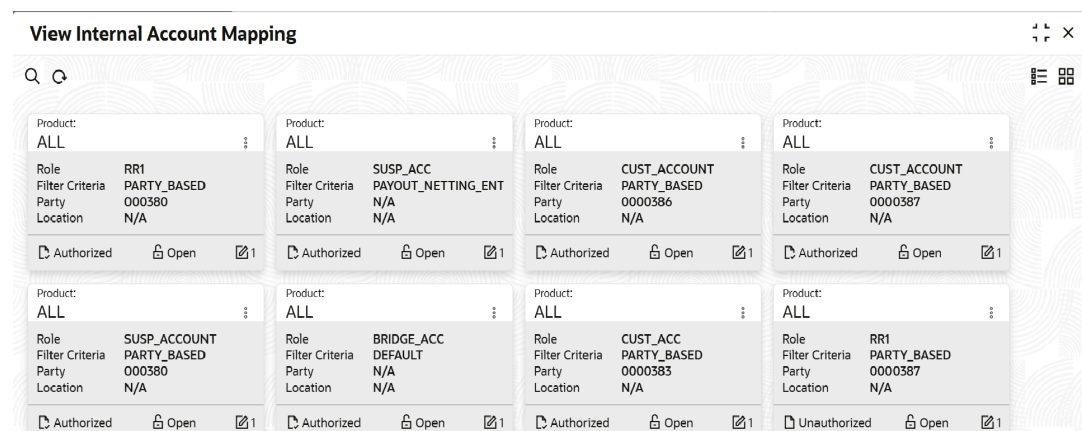
This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

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 |
|----------------|--|
| Product | Displays the product for which internal account mapping is to be maintained. |
| Role | Displays the accounting role mapped to the account. |

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

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

- 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 |
|------------------------------------|---|
| Arrangement Code | Specify a unique alphanumeric code for the arrangement. This code cannot be modified once authorized. |
| Arrangement Description | 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'. |
| Arrangement Reference Basis | Select whether the arrangement should be set with reference to the deposit date or the realization date. |
| Arrangement Days | 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. |
| Corporate Release Days | 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 |
|---|--|
| Extension Days - Instrument Lost | 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. |
| Extension Days - Certificate | 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. |
| Extension Days - Instrument Return | Specify the number of days to be given as an extension window for the corporate in case the cheque is returned. |
| Credit Reversal Days | Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account. |
| Credit Reversal From | Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown. |
| Partial Credit Reversal | 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. |
| Bank Float Arrangement | Switch on the toggle to utilize the processed instruments that are realized before arrangement credit to the corporate. |
| Return Recovery From | Select the value to specify from where the recovery can be done in case of returned instrument. |
| Partial Return Recovery | 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. |
| Forced Debit for Recovery | 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:

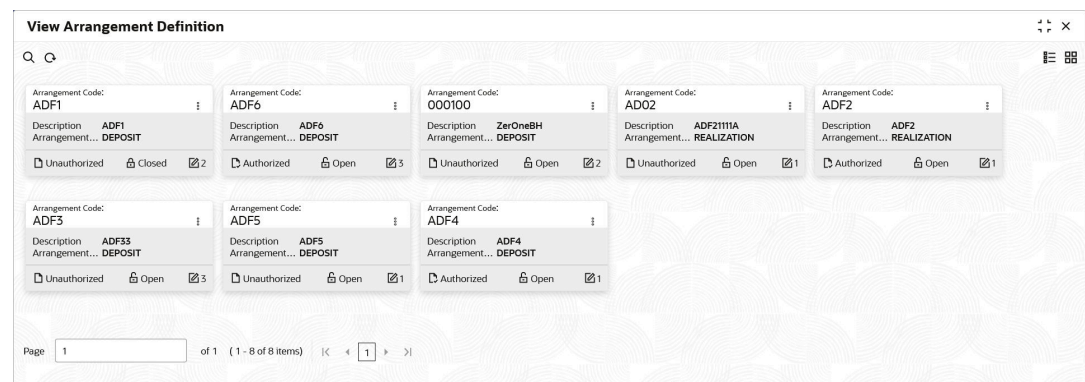
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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 | ⋮ |

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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 |
|-------------------------------|--|
| Apply for All Products | Switch the toggle ON to apply the arrangement decisioning to all products. |
| Product | Select the product to apply the arrangement decisioning to. |
| Arrangement Party | 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 |
|---------------------------------------|---|
| Filter Criteria | <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 Arrangement Party is selected as Corporate, then the available options are:</p> <ul style="list-style-type: none"> • Corporate • Corporate and Payable At Location • Corporate and Drawee Bank • Drawee Bank and Payable At Location • Corporate and Drawee Bank and Payable At Location • Default <p>If the Arrangement Party is selected as Correspondent Bank, then the available options are:</p> <ul style="list-style-type: none"> • Correspondent Bank • Correspondent Bank and Payable At Location • Correspondent Bank and Drawee Bank and Payable At Location • Default <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> |
| Payable at Location | <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 Filter Criteria is selected as Payable At Location.</p> |
| Drawee Bank | <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"> • Corporate and Drawee Bank • Corporate and Drawee Bank and Payable at Location • Drawee Bank and Payable at Location • Correspondent Bank and Drawee Bank and Payable at Location |
| Corporate / Correspondent Bank | <p>Click the Search icon to select name of the corporate or the correspondent bank. This field cannot be modified once authorized.</p> |
| Effective Date | <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> |
| Expiry Date | <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 Close.</p> |
| Agreement Reference Number | <p>Specify the alphanumeric agreement reference number. This number is stored as a placeholder only.</p> |
| Inclusion of Holidays | <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 |
|--|---|
| Centralized Forwarding Schedule | 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 Arrangement Party is selected as Correspondent Bank . |
| Amount Based Arrangement | 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. |
| Currency | Select the currency of the amount. This field is displayed only if the Amount Based Arrangement field is enabled. |
| From Amount | 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 Amount Based Arrangement toggle is enabled. |
| To Amount | 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 Amount Based Arrangement field is enabled. |
| Link Arrangement | 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. |
| Arrangement Code | Click the search icon to select the arrangement code. This field is displayed only if the Link Arrangement toggle is enabled. |
| Arrangement Reference Basis | This field cannot be modified if the Link Arrangement toggle is enabled. Otherwise, select the value to specify whether the arrangement is based on Liquidation or Deposit . |
| Arrangement Days | This field cannot be modified if the Link Arrangement 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. |
| Corporate Release Days | 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 Link Arrangement toggle is enabled. |

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

| Field | Description |
|---|---|
| Extension Days - Instrument Lost | 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 Link Arrangement toggle is enabled. |
| Extension Days - Instrument Return | 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 Link Arrangement toggle is enabled. |
| Extension Days - Certificate | 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. |
| Credit Reversal Days | Specify the number of days post which the pooling job should initiate reversal of credit from the corporate's account. |
| Credit Reversal From | Select the value to specify from where the recovery can be done in case the clearing fate of the instrument is unknown. |
| Partial Credit Reversal | 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. |
| Bank Float Arrangement | Switch the toggle ON to utilize the processed instruments that are realized before arrangement credit to the corporate. |
| Return Recovery From | Select the value to specify from where the recovery can be done in case of returned instrument. |
| Partial Return Recovery | 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. |
| Forced Debit for Recovery | 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. |
| Location Name | 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 |
|----------------------------|--|
| Product | Displays the product of the arrangement decisioning. |
| Corporate | Displays the a value which indicates the setup is done for the Corporates. |
| Correspondent Bank | Displays the name of the correspondent bank. |
| Payable at Location | Displays the location from where an amount can be paid. |

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

| Field | Description |
|--------------------|---|
| Drawee Bank | <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"> • Corporate and Drawee Bank • Corporate and Drawee Bank and Payable at Location • Drawee Bank and Payable at Location • Correspondent Bank and Drawee Bank and Payable at Location |

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:

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

Product Code: Status:

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

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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 |
|-------------------------------------|--|
| Corporate | 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. |
| Division Code Info Mandatory | Switch the toggle ON, if providing division code details should be mandatory in transactions. |
| Drawer Info Mandatory | Switch the toggle ON, if providing drawer details should be mandatory in transactions. |
| Courier Service | Select the Pickup option if pick up service is required by the corporate. If selected, the details in the Pick Up Point Creation screen are mandatory. Select the Delivery option if delivery service is required by the corporate. If selected, the details in the Delivery Point Creation screen are mandatory. |
| Product Code | Specify the product code or click the search icon to search and select the products that should be available for enrichment and transactions. |
| Description | Displays the description based on the selected product code. |
| Status | Select the product status. The status can be toggled from Active to Closed and vice-versa. Once selected as Closed , 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 |
|----------------------------|---|
| Level of Enrichment | Select the value to specify that the enrichment is at Deposit or Instrument level. |
| Product Code | Select the product for enrichment. This field is enabled only for Instrument level enrichment. |
| Product Category | Select the product for enrichment as Paper Based Instrument or Cash . This field is enabled only for Deposit level enrichment. |
| Enrichment Label | Specify the name of an attribute to configure. |
| Data Type | Select one of the following data types for the attribute: <ul style="list-style-type: none"> Alphabetical – For alphabets only. Alphanumeric – For alphabets and numbers. Date – For date format only. Numeric – For number format only. Time – For time format. Date and Time – For date as well as time format. |
| Field length | Specify the length of the field to be validated. This field is hidden for data types that include date and time. |
| Validations | Select any of the following values: <ul style="list-style-type: none"> Unique – If the attribute value should be unique. Mandatory – If selecting the value for attribute is mandatory. Exact Length – If an attribute should be of specified field length. Minimum Length – Specify the minimum length of an attribute in the textbox. |
| Date Format | The date format is defaulted to 'YYYY-MM-DD'. |

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

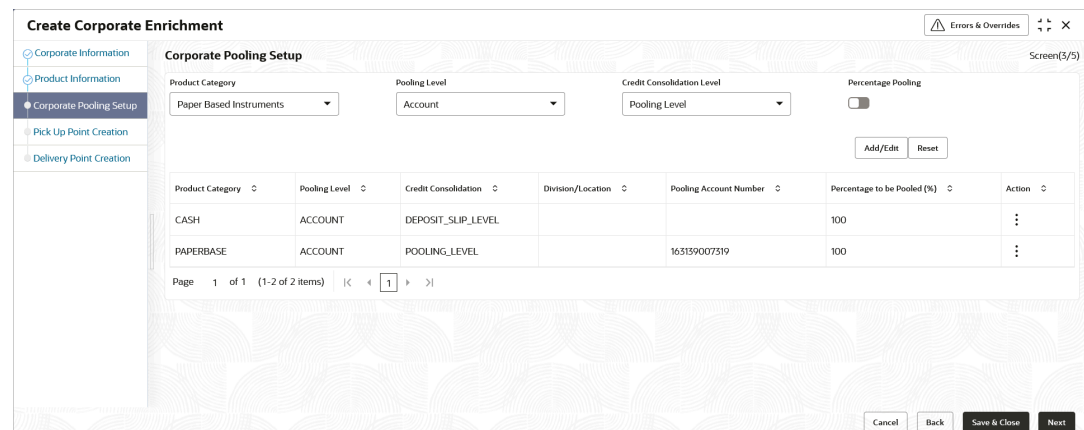
| Field | Description |
|-------------|---|
| Time | The time format is defaulted to 'HH-mm-SS'. |

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 |
|------------------------------------|---|
| Product Category | Select the product category to setup pooling parameters for. The available options are: <ul style="list-style-type: none"> • Paper Based Instruments • Cash |
| Pooling Level | Select the level at which pooling needs to be done. The options are: Account , Division , and Location . Default pooling level is Account . 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. Note: 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. |
| Credit Consolidation Level | Select the level at which the collection amount should be consolidated. The available options are: <ul style="list-style-type: none"> • Pooling level – The credit amount is consolidated as per the pooling level selected (Account/Division/Location). • Instrument level – The collection amount is consolidated at individual instrument level, and credited as per the pooling set up maintained. • Deposit Slip level – The collection amount is consolidated at deposit slip level, and credited as per the pooling set up maintained. • Product level – The collection amount is consolidated at product level, and credited as per the pooling set up maintained. |
| Percentage Pooling | 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 Internal Account Mapping setting for the pooling level for the corporate. |
| Division Code | Select the required division code to set the percentage allocation for. This field is applicable only for Division type of pooling level. |
| Location Code | Specify or search and select the required location code to set the percentage allocation for. This field is applicable only for Location type of pooling level. |
| Pooling Account Number | Click the Search icon and select the real/virtual account number maintained for the selected pooling level, to set the percentage allocation for. |
| Percentage to be Pooled (%) | Specify the percentage value to be allocated. This field is disabled if Division Code Info Mandatory toggle is enabled in the Corporate Information 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

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

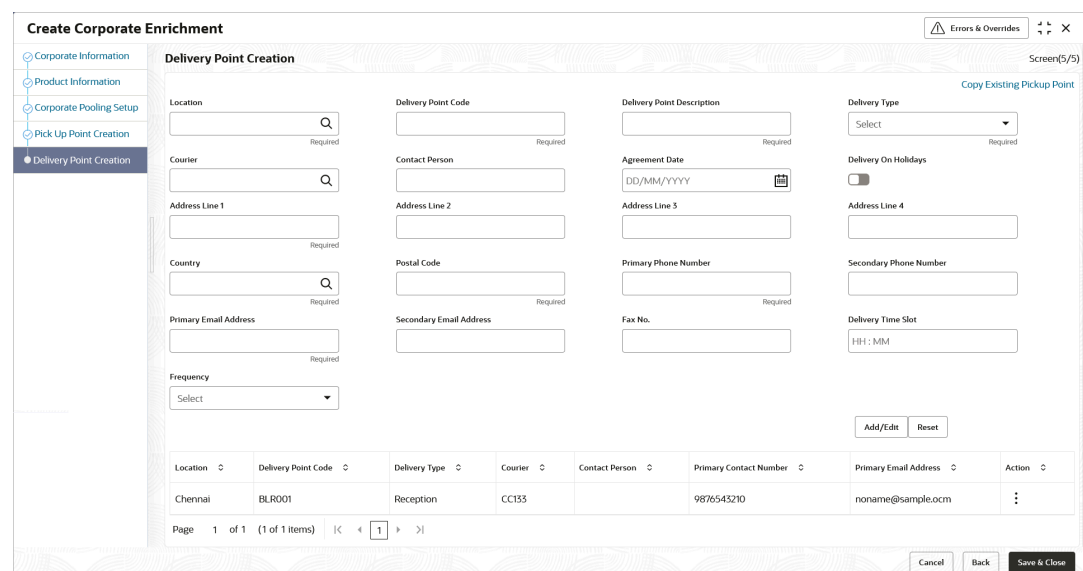
Delivery Point Creation

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 | CC133 | | 9876543210 | noname@sample.ocm |  |

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

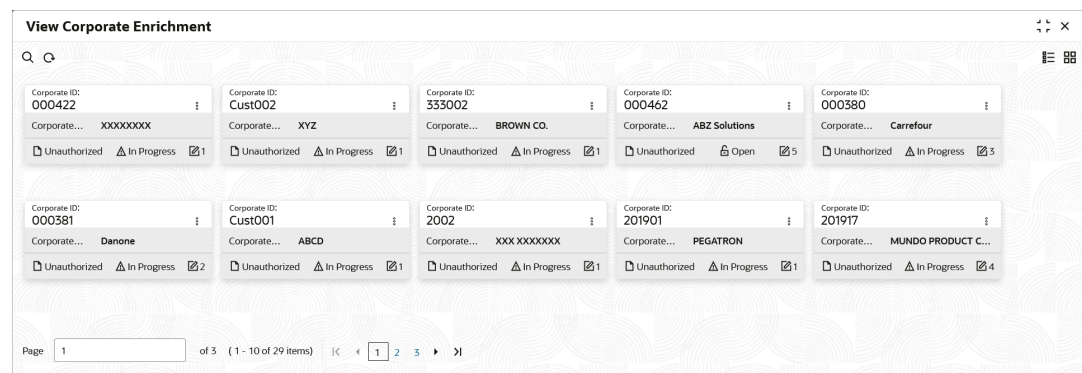
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.

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 |
|-----------------------|------------------------------|
| Corporate ID | Displays the corporate ID. |
| Corporate Name | 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' interface. It features a header with a title and an 'Errors & Overrides' button. Below the header, there are seven input fields arranged in two rows. The first row contains 'Charge Code', 'Charge Description', 'Charge Group', and 'Charge Category'. The second row contains 'Charge Type', 'Effective Date', and 'Expiry Date'. Each field has a 'Required' label below it. The 'Charge Group' and 'Charge Category' fields are dropdown menus. The 'Effective Date' field shows 'April 29, 2022' and the 'Expiry Date' field shows 'May 12, 2023'. At the bottom right, there are 'Cancel' and 'Save' buttons. The background of the form area has a subtle circular pattern.

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 |
|---------------------------|--|
| Charge Code | Specify the unique charge code to be created. |
| Charge Description | Specify the description of the charge. |
| Charge Group | 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"> • Rebates • Tax • Commission • Fee |
| Charge Category | Select the value to specify whether charge is of tax or standard category. |
| Charge Type | Specify if this charge code is of debit or credit type. |
| Effective Date | Click the calendar icon to select the start date of the charge code validity. |
| Expiry Date | 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.

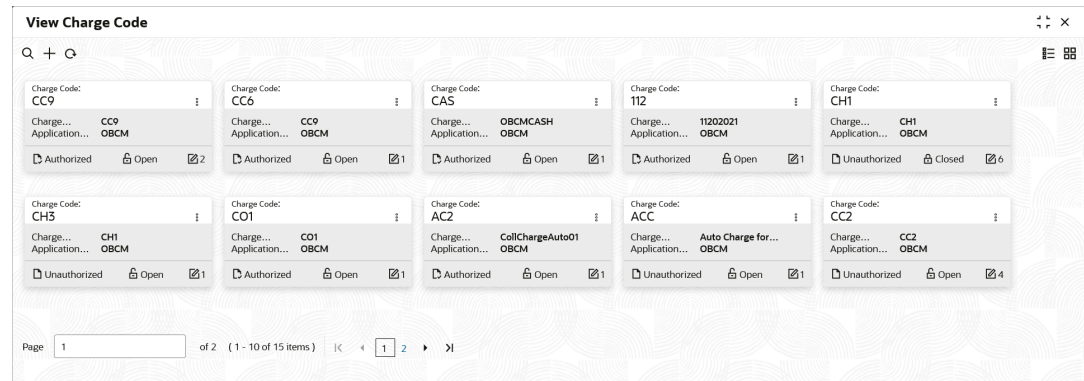
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- 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 |
|---------------------------|---|
| Charge Code | Displays the unique charge code. |
| Charge Description | Displays the description of the charge. |
| Application Code | 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, Pricing Currency: GBP, Min Charge Amount: £0.00, Charge In Tin Currency: ☐

Annum Basis: 365, Pricing Category: Tier Based Mixed, Pricing Method: Variable Mixed by Period, Min/Max Validation Criteria: Amount, Max Charge Amount: £1,000.00

From: 1,000, To: 1,000, Amount: 500, Percent: 10

From: 500, To: 1000, Amount: 1000, Percent: 1000

Page 1 of 1 (1-2 of 2 items)

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

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

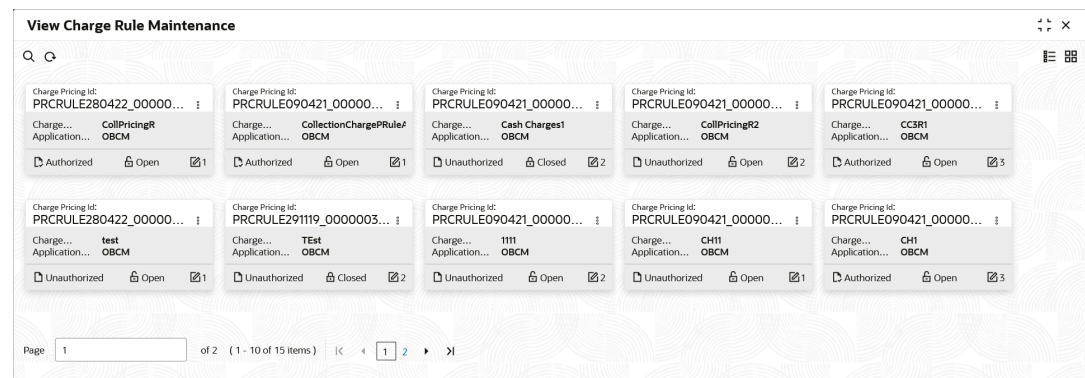
This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

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 |
|-----------------------------------|---|
| Charge Pricing Id | Displays the unique charge pricing Id. |
| Charge Pricing Description | Displays the pricing description of charge. |

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

| Field | Description |
|-------------------------|--------------------------------|
| Application Code | 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. | | | | | |

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Buttons: Add, Reset, 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 |
|----------------------------|---|
| Event | Select the event on the occurrence of which, the charge should be applied. |
| Filter Criteria | 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"> • Instrument Type Instrument Status based • Instrument Type Instrument Status Product-based • Instrument Type Credit/Debit Status based • Instrument Type Credit/Debit Status Product-based • Default |
| Instrument Type | 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"> • For Instrument Type Instrument Status based, the options displayed are: PDC Collection and CDC Collection. • For Instrument Type Instrument Status Product-based, the options displayed are: PDC Collection and CDC Collection. • For Instrument Type Credit/Debit Status based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. • For Instrument Type Credit/Debit Status Product-based, the option displayed is: CDC Collection. |
| Credit/Debit Status | 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"> • For CDC Collection: Credited, Reversed and Partially Reversed • For Cash Deposit: Credited • For Cash Withdrawal: Debited |
| Instrument Status | 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"> • Booked • Hold • Returned • Realized The available option for PDC Collection: <ul style="list-style-type: none"> • Booked |
| Product | Select the relevant product to map the charge to. This field appears if the selected filter criteria contains 'Product-based'. |
| Inherit Charges | 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 |
|--|--|
| Charge Code | 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. |
| Sharing Percentage Allocation | Click the link to specify the sharing percentage for each party. This link is displayed only if the Charge Sharing toggle is enabled. |
| Charge Pricing Rule | Click the search icon to select the charge pricing rule to be applied. |
| External Pricing | Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF. |
| Charge Criteria | Select the criteria to be considered based on which the charge should be calculated. The available options are: <ul style="list-style-type: none"> Instrument Type: PDC/CDC Collection <ul style="list-style-type: none"> Count of Instrument Count of Slip Instrument Amount Slip Amount Instrument Type: Cash Collection/Withdrawal <ul style="list-style-type: none"> Count of Slip Slip Amount <p>If the 'Default' option is selected in the Filter criteria, then the available options are:</p> <ul style="list-style-type: none"> Count of Instrument Count of Slip Instrument Amount Slip Amount |
| External Pricing System | Select the external pricing system from the dropdown list for which the external charges need to be configured. This field appears only if the External Pricing toggle is ON. |
| External Pricing Identifier | Specify the unique identifier for the external pricing system. This field appears only if the External Pricing toggle is ON. |
| External Pricing Identifier Description | Specify the brief description about the external pricing identifier. This field appears only if the External Pricing toggle is ON. |
| Reference Tenor Start Date | Specify which date should be considered to calculate the start of charge tenor duration. The options displayed depend on the selected Instrument Type . |
| Reference Tenor End Date | Specify which date should be considered to calculate the end of charge tenor duration. The options displayed depend on the selected Instrument Type . |
| Effective Date | Click the calendar icon to select the start date of the charge decisioning validity. |
| Expiry Date | Click the calendar icon to select the end date of the charge decisioning validity. |
| Auto Waive | 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 Instrument Type Status Based . |

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

| Field Name | Description |
|-----------------------------------|--|
| Allow Waive | Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled by default. |
| Allow Pricing Modification | Switch the toggle ON to allow pricing rule modification at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled, by default. |
| Allow Override | Switch the toggle ON to enable overriding of charge amount at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled, by default. |
| Collection Parameters | Displays the fields related to Collection Parameters under this section. |
| Collection Type | Specify how the charge should be collected. The available options are: <ul style="list-style-type: none"> • Batch • Online If the selected event is EOD, then only 'Batch' option is available for selection. |
| Frequency | Specify the frequency of charge collection. This field is displayed only if the Collection Type is selected as Batch . |
| Reference Period | 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 Collection Type is selected as Batch . |
| Units | 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 Collection Type is selected as Batch . |
| Calculation Parameters | Displays the fields related to Calculation Parameters under this section. |
| Calculation Type | Specify how the charge should be calculated. The available options are: <ul style="list-style-type: none"> • Batch • Online If the selected event is EOD, then only Batch option is available for selection. |
| Frequency | Specify the frequency of charge calculation. This field is displayed only if the Calculation Type is selected as Batch . |

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

| Field Name | Description |
|-----------------------------|--|
| Reference Period | 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 Calculation Type is selected as Batch . |
| Units | 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 Calculation Type is selected as Batch . |
| Add/Override Charges | Displays the details of new charges added in this grid. |
| Default Charges | Displays the default charges configured for the selected event in this grid, if the Inherit Charges is selected as Inherit Default Charges . These charges cannot be modified. |

5. 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 | ⋮ |

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- 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:

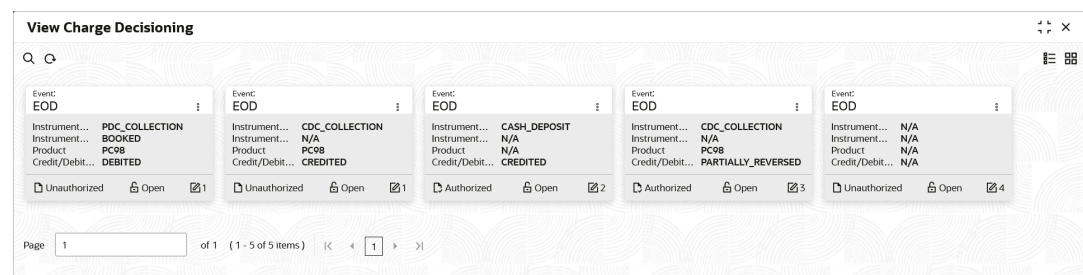
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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**.

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

Figure 3-26 Create Charge Preferential Pricing

4. 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 |
|------------------------|---|
| Filter Criteria | <p>Select the appropriate filter criteria for specific application of accounting entries. The available options are:</p> <ul style="list-style-type: none"> • Party Id Instrument Type Status Based • Party Id Instrument Type Status Product Based • Party Id Instrument Type Credit/Debit Status Based • Party Id Instrument Type Credit/Debit Status Product Based <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 |
|--------------------------------|--|
| Party | Click  to select the party to map the preferential pricing to. Note: Only Customers details can be fetched in the Party search. |
| Instrument Type | 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"> For Party Id Instrument Type Status Based, the options displayed are: PDC Collection and CDC Collection. For Party Id Instrument Type Status Product Based, the options displayed are: PDC Collection and CDC Collection. For Party Id Instrument Type Credit/Debit Status Based, the options displayed are: CDC Collection, Cash Deposit, and Cash Withdrawal. For Party Id Instrument Type Credit/Debit Status Product Based, the option displayed is: CDC Collection. Instrument statuses are available based on the selected instrument type. This field is displayed only if the Filter Criteria is selected as Instrument Type . |
| Instrument Status | Select the status of the instrument to map the preferential pricing to. This field is displayed only if the Filter Criteria is selected as Instrument Type . The available options for CDC Collection: <ul style="list-style-type: none"> Booked Hold Returned Realized The available option for PDC Collection: <ul style="list-style-type: none"> Booked |
| Credit/Debit Status | Select the credit or debit status of the instrument to map the preferential pricing to. This field is displayed only if the Filter Criteria is selected as Credit/Debit Status . The available options are: <ul style="list-style-type: none"> For CDC Collection: Credited, Reversed, Partially Reversed For Cash Deposit: Credited For Cash Withdrawal: Debited |
| Product | Select the product for which preferential pricing needs to be maintained. This field is displayed only if the Filter Criteria is selected as Product Based . |
| Charge Code | Click the search icon to select the charge code for pricing configuration. |
| Charge Criteria | Select the criteria to be considered based on which charge should be calculated. |
| Charge Pricing Rule | Click the search icon to select the charge pricing rule to be applied. |
| External Pricing | Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF . |
| External Pricing System | 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 External Pricing toggle is ON. |

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

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

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

| Field | Description |
|---------------------|--|
| Units | Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only if the Calculation Type is selected as Batch . |
| Charges Grid | 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.

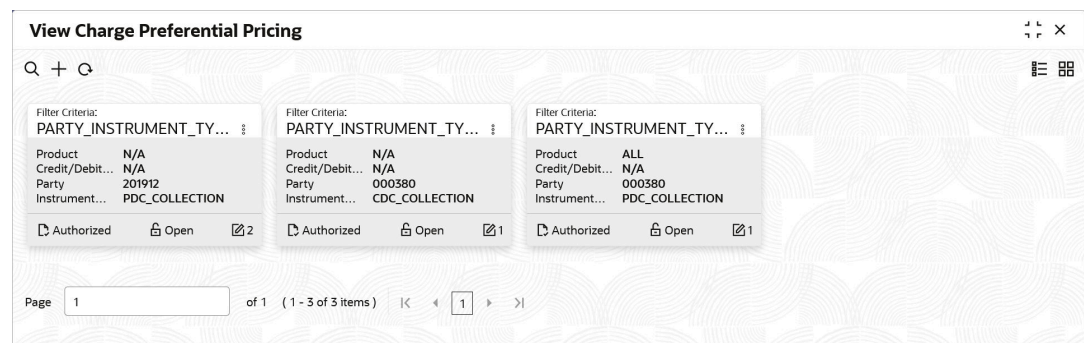
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- 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 |
|------------------|---|
| Branch | Select the branch to create the cash denominations for. Changing the branch requires access rights for the selected branch. |
| Currency | Select the currency code to maintain denominations for. |
| Main Unit | Specify the name of the main unit in which the currency denominations are measured. For example: Dollar, Rupee, Pound, and so on. |
| Sub Unit | 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

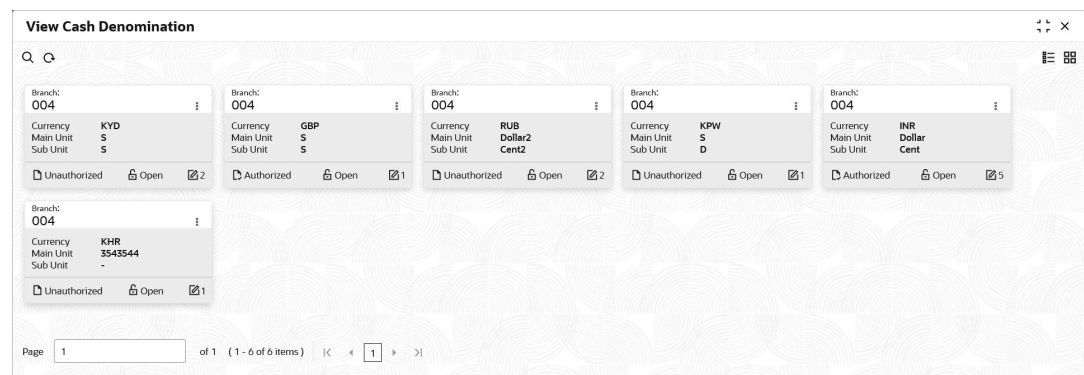
This topic describes the systematic instruction to view, modify, delete, or authorize cash denomination details.


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 |
|----------------------------|--|
| Courier Code | Specify a unique alphanumeric code to be created for a courier company. This field cannot be modified once authorized. |
| Courier Description | Specify the name and description of the courier company. |
| Contact Person | Specify the name of the contact person from the courier company. |
| Designation | Specify the designation of the contact person from the courier company. |
| Address Line 1 | Specify the first line of the courier company's address. |
| Address Line 2 | Specify the second line of the courier company's address. |
| Address Line 3 | Specify the third line of the courier company's address. |
| Address Line 4 | Specify the fourth line of the courier company's address. |
| Country | Click the search icon to select the country. |
| Zip Code | Specify the postal code of the address. |
| Land Line Number | Specify the land line contact number of the courier company. |
| Fax | Specify the fax contact number of the courier company. |
| Email Address | 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. |
| Mobile Number | 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. |
| Contract Start Date | 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 |
|--------------------------|--|
| Contract End Date | 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.

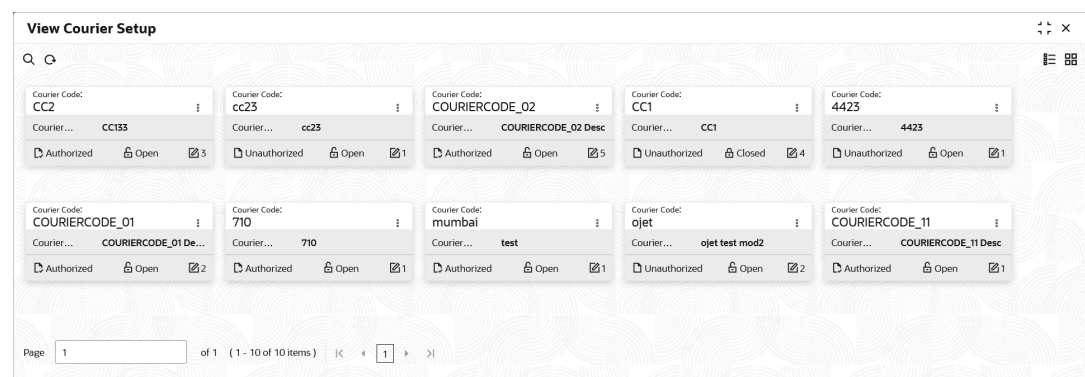
3.7.2 View Courier Setup


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

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

Create Location

Location Code (Required) Location Description (Required) State/Province Code Country Code (Search)

Location Cluster (Search) Clearing Network (Select) Location Network (Correspondent Banks)

Correspondent Banks

Bank (Search) Bank Priority (Dropdown) Branch (Search)

Buttons: Add/Edit, Reset, Cancel, Save

| Bank | Bank Priority | Branch | Action |
|-----------|---------------|------------------|--------|
| Axis Bank | 1 | Axis Bank Mumbai | ⋮ |

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- 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 |
|----------------------|---|
| Bank | Click the Search icon to view and select the correspondent bank code to map with the location. |
| Bank Priority | 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. |
| Branch | 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 |
|----------------------|---|
| Bank | Click the Search icon to view and select the bank code to map with the location. |
| Bank Priority | 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. |
| Branch | 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 |
|------------------------|--|
| Branch | Click the Search icon to view and select an own controlling branches for processing the cheques. |
| Branch Priority | 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. |
| Routing Number | 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

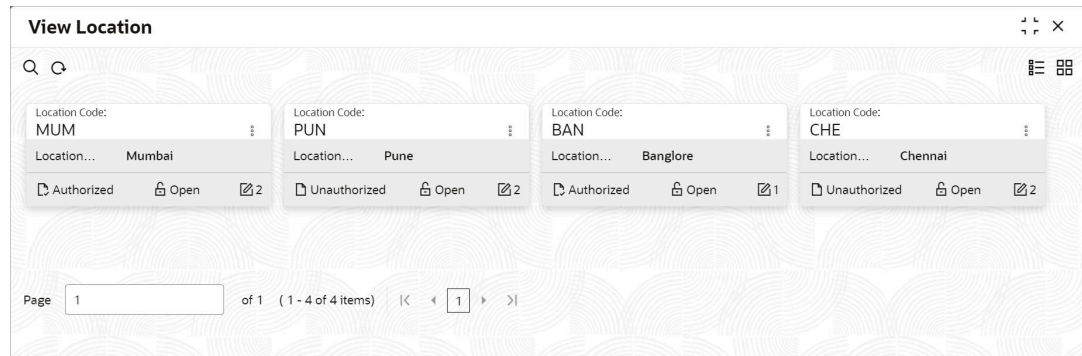
This topic describes the systematic instruction to view, modify, delete, or authorize location details.


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' interface. It features three input fields at the top: 'Location Cluster Code', 'Location Cluster Description', and 'Clearing Days'. Each field is marked as 'Required'. The background of the main content area is a light gray with a repeating circular pattern. At the bottom right, there are 'Cancel' and 'Save' buttons.

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 |
|-------------------------------------|---|
| Location Cluster Code | Specify a unique alphanumeric code for the cluster being created. <div> <i>Note</i> This field cannot be modified once authorized. </div> |
| Location Cluster Description | Specify a name and description for the cluster code. |
| Clearing Days | 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

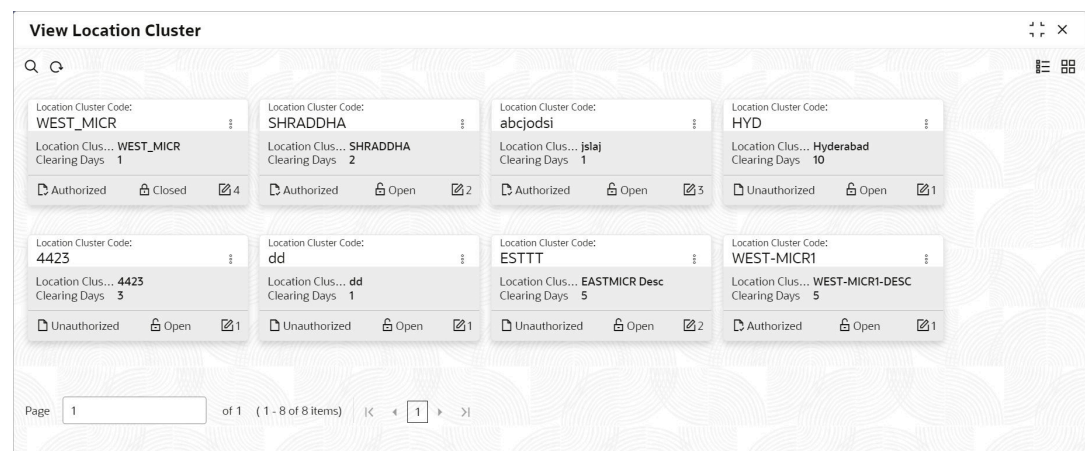
This topic describes the systematic instruction to view, modify, delete, or authorize location cluster code details.


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

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

| Field | Description |
|----------------------|--|
| SWIFT Address | Click the search icon to view and select the applicable SWIFT address from the list. |
| Default BIC | 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

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

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

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

| Branch Name | Branch Code | Record Status | Count |
|------------------|-------------|---------------|-------|
| Axis Bank Mumbai | B01 | Authorized | 1 |
| Saraswat Nashik | B03 | Authorized | 1 |
| SBI ONB Pune | B02 | Authorized | 1 |

Page 1 of 1 (1 - 3 of 3 items)

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

Create Vault Maintenance

Vault Box Number (Required)

Vault Box Description (Required)

Vault Branch (Dropdown: 004-FLEXCUBE-UNIVERSAL-B)

Vault Location (Text: address2)

Vault Activation Date (Date: April 29, 2022)

Vault Expiry Date (Date)

Number Of Instrument (Range)

Presentation Month (Dropdown: Select)

Presentation From Day (Range)

Presentation To Day (Range)

Cancel Save

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 |
|------------------------------|--|
| Vault Box Number | 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. |
| Vault Box Description | Specify a description for the vault box. |
| Vault Branch | Select the branch where the vault box is located. By default, the branch of the logged-in user is selected. |
| Vault Location | Displays the location of the vault box based on the selected branch. |
| Vault Activation Date | Click the calendar icon to select the date from which the vault will be operational. |
| Vault Expiry Date | 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. |
| Number Of Instrument | Specify the maximum number of instruments that can be stored in the vault. |
| Presentation Month | Select the month for which the post-dated instrument is due for presentation. |
| Presentation From Day | 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 Presentation From Day cannot be greater than the Presentation To Day . |
| Presentation To Day | 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 Presentation To Day cannot be less than the Presentation From Day . |

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

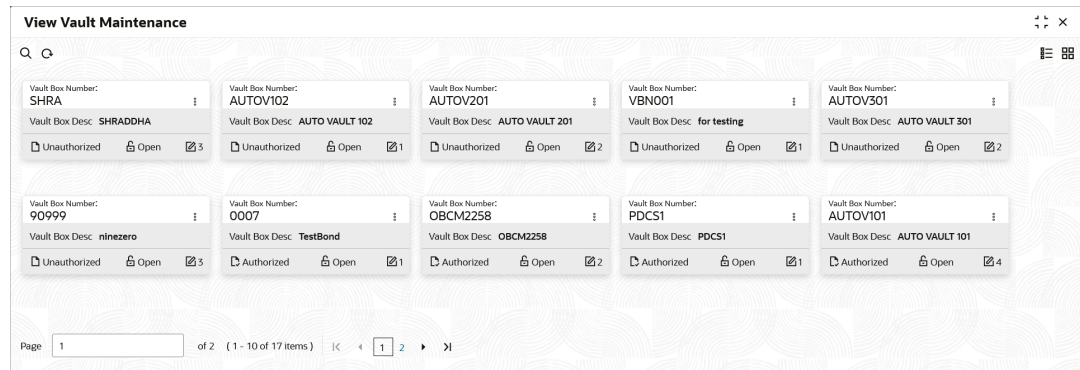
3.12.2 View Vault Maintenance


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

Product Description

Product Category

Paper Based Instruments

Product Type

Local Cheque Collection

Network Type

Inside Network

Clearing Days

Currency

GBP

Product Exposure Limit

Min Ten Amount

Max Ten Amount

Effective From

May 12, 2022

Expires On

Allowed Branches

| Branch Code | Branch Name | Action |
|-------------|----------------------|--------|
| 004 | FUBank Mumbai Branch | |

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

CancelSave

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

Product Description

Product Category

Paper Based Instruments

Product Type

Account Transfer

Network Type

Inside Network

Clearing Days

Currency

GBP

Product Exposure Limit

Min Ten Amount

Max Ten Amount

Effective From

May 12, 2022

Expires On

Restricted Branches

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

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

CancelSave

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

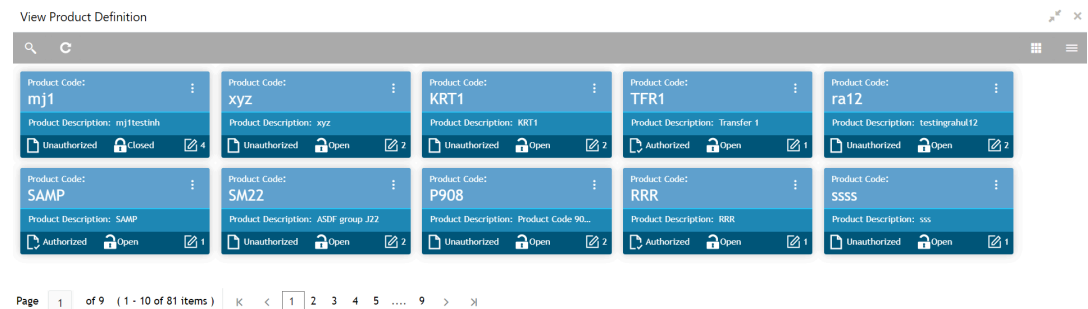
This topic describes the systematic instruction to view, modify, or authorize product details.

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 |
|----------------------------|--|
| Product Code | Displays the unique alphanumeric code for the product. |
| Product Description | 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 |
|-----------------------|--|
| External Party | Select External party to enable Party search field. |
| Bank Users | Select bank user for maintenance of contact number or email ID for bank users. Note: The Party field will be disabled, if bank users is selected. |
| Agents | Select agent for maintenance of contact number or email ID for agents. Note: The Party field will be disabled, if agent is selected. |
| Party | Click the search icon and select the corporate party to create alert contact details. Note: 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:

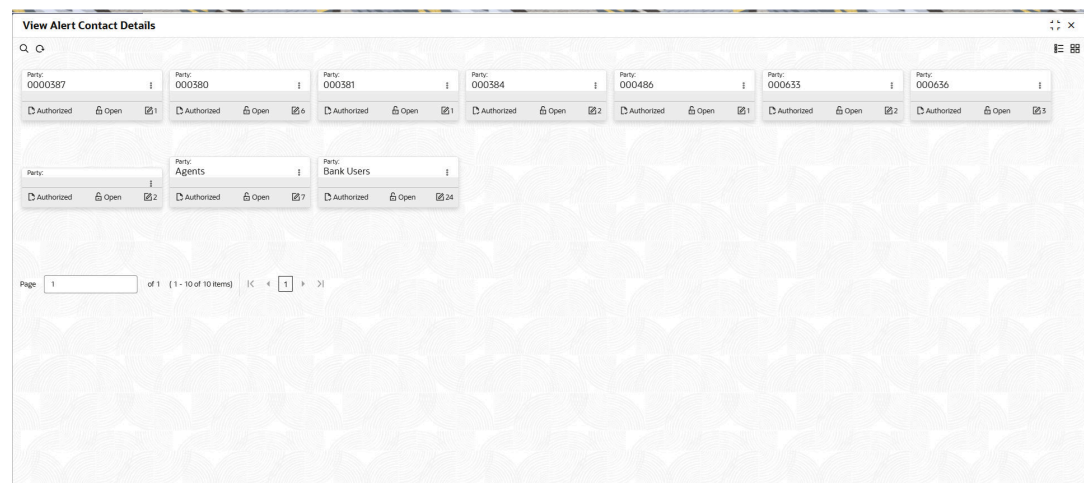
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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">File UploadCash WithdrawalCash CollectionNetting |

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

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

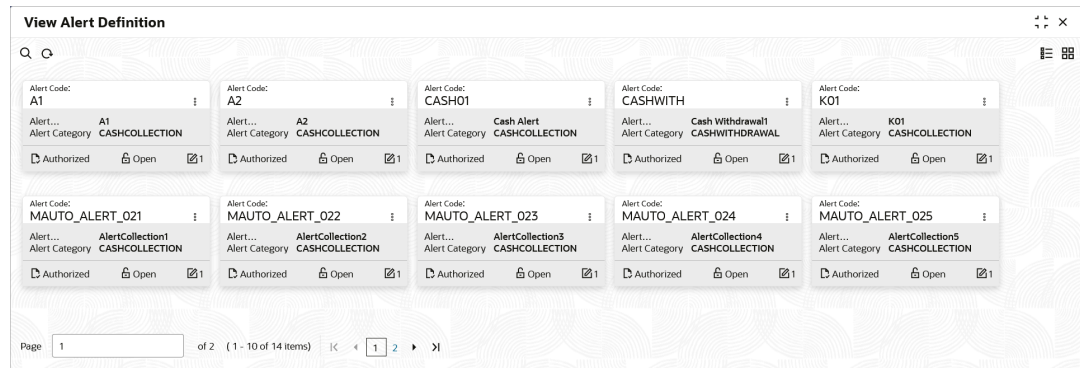
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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

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

| Field | Description |
|----------------------|--|
| Recipient | 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"> • Agent • Bank User • Customer |
| Frequency | 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. Note: This field is defaulted and disabled to online. |
| Delivery Mode | Select the Delivery Mode. The available option is: <ul style="list-style-type: none"> • Email |

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.

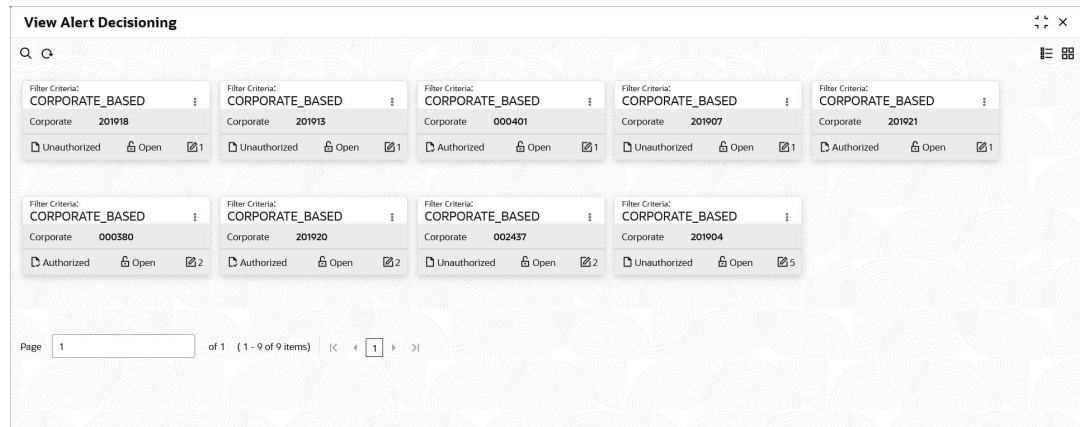
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:


- 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 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.

3.14.4 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 3-56 Create Alert Template Details

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 3-39 Create Alert Template Details - Field Description

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

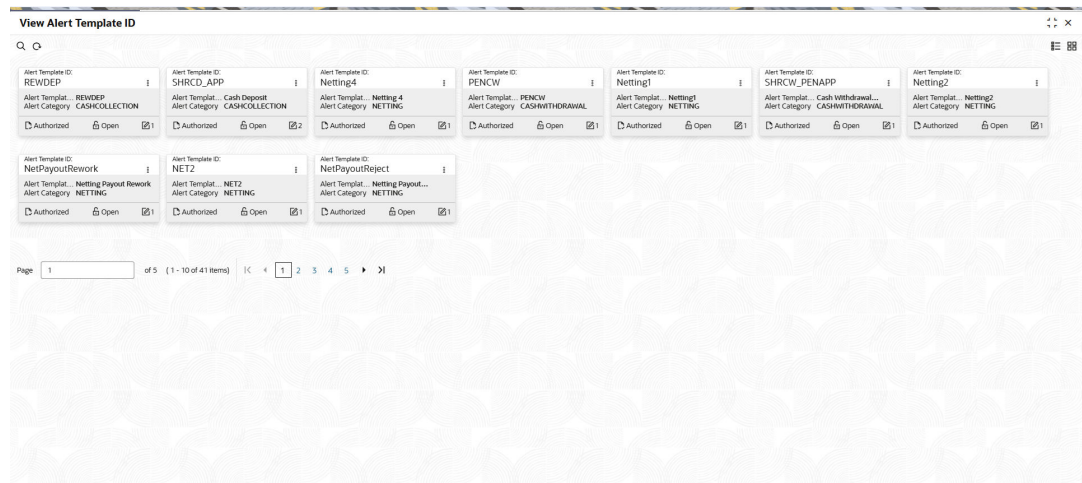
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:


- 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 3-57 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

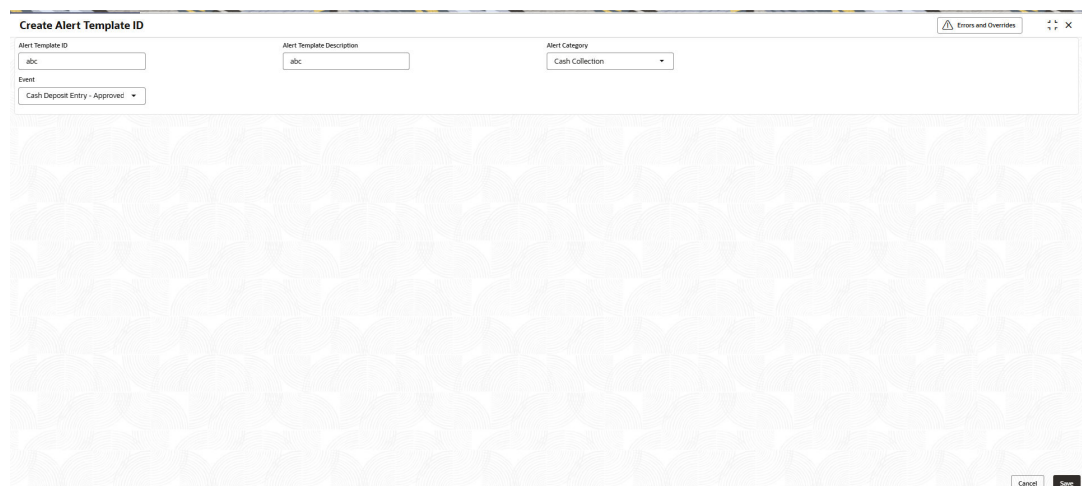
This topic describes the systematic instruction to create template ID for specific events.

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 3-58 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 3-40 Create Alert Template ID - Field Description

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

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:

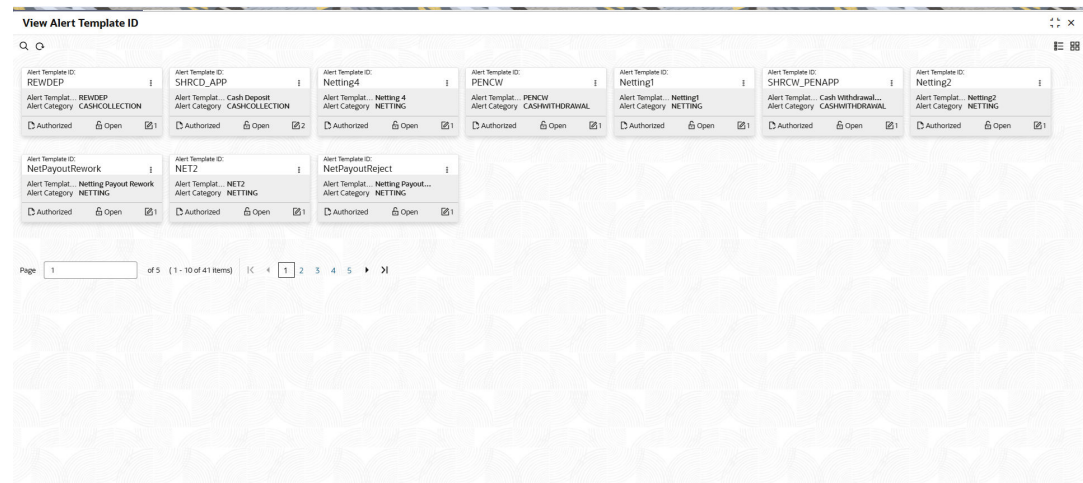
- The status, whether Authorized, Unauthorized, or Rejected.
- Open or Closed.
- The number of times the record has been submitted by the Maker added.


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 3-59 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

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

Cheque Number:

Amount Reference Basis:

Date Reference Basis:

Corporate: Q

External Reference Number:

Currency:

Date Range: ↔

Account Number: Q

Courier: Q

From Amount:

To Amount:

Slip Number:

Search

No data to display.

Page 1 of 0 (1 - 0 of 0 items) ⏪ ⏩ ⏴ ⏵

Table 4-2 Cash Withdrawal - Field Description

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

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

Process Decline Cancel

Table 4-3 Instrument Collection - Field Description

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

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

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 Create to auto-generate a reference number for a new instruments collection record, or click Draft to select an existing reference number. The Draft 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 Draft 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 Courier or Branch . 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 Processing Date 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 Deposit Channel is selected as Courier . |
| Consignment Number | Specify the consignment number allocated by the courier company. This field appears only if the Deposit Channel is selected as Courier . 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 Deposit Channel is selected as Courier . 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 |
|----------------------------------|--|
| External Reference Number | <p>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.</p> <p>OR</p> <p>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.</p> |

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

| Field | Description |
|--------------------------------|--|
| Deposit Slip Number | 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. |
| Corporate | Click the search icon to select the corporate for whom the instrument collection entry is being made. This field cannot be modified once authorized. |
| Credit Account No. | 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. |
| Deposit Slip Date | Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized. |
| Pickup Location | 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. |
| Pickup Point | 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. |
| Pickup Date | 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. |
| No. of Instruments | Enter the total number of instruments collected with the deposit slip. This field cannot be modified once authorized. |
| Deposit Slip Amount | Specify the total amount of all the instruments attached to the deposit slip. The currency value is auto-populated as selected in the Basic Info screen. |
| Division Code | Click the search icon to select the division code in case the Division Code is mandatory in the Corporate Enrichment 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. |
| Deposit Slip Count | Displays the total number of deposit slips added. |
| Total Deposit Value | Displays the sum amount of all the deposit slips. |
| Pooling Account Details | Click this link to view the pooling account details maintained for the corporate. |

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

| Field | Description |
|-----------------------------|---|
| User Defined Fields | Click Add 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> |
| Miscellaneous Fields | In the No. Of Miscellaneous Fields field, Specify the number to specify how many fields are required. In each miscellaneous field box, Specify the name of the field. |
| Instrument Details | Click Add 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 |
|-----------------------------|---|
| Cheque Date | Click Current or Post Dated to specify the date of the cheque. |
| Instrument Number | Specify the instrument reference number. For example: Cheque number. This field cannot be modified once authorized. |
| Instrument Date | Click the calendar icon to select the date mentioned on the instrument. This field cannot be modified once authorized. |
| Instrument Type | Select the type of instrument added in the deposit slip. This field cannot be modified once authorized. |
| Instrument Amount | Specify the amount mentioned on the instrument. Currency is defaulted to the one from the Basic Info screen. This field cannot be modified once authorized. |
| Routing Number | Click the search icon to select the routing number. Selecting this field auto-populates values for Drawee Bank and Drawee Branch . This field cannot be modified once authorized. |
| Drawn On Bank Name | Displays the name of the bank on which instrument is drawn. This field cannot be modified once authorized. |
| Drawn On Branch Name | Displays the branch name of the bank. This field cannot be modified once authorized. |
| Clearing Location | Displays the clearing location maintained in the system based on selected drawee bank. This field cannot be modified once authorized. |
| Location Cluster | Displays the location cluster associated with the clearing location. This field cannot be modified once authorized. |
| Drawer | Specify the drawer name or click the search icon to select the same. This field is mandatory if Drawer Mandatory at Txn is enabled in the Corporate Enrichment screen. This field cannot be modified once authorized. |
| Drawer A/C No. | Specify the bank account number of the drawer. This field cannot be modified once authorized. |
| Drawer A/C Name | Specify the drawer account's name. This field cannot be modified once authorized. |
| Clearing Network | Click the search icon to select the network to be considered for clearing the instrument. This field cannot be modified once authorized. |
| Product | 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 |
|------------------------------|---|
| Arrangement Days | Displays the number of days based on the selected product and corporate. |
| Vault Box Number | 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. |
| Vault Box Description | Displays the description of the selected vault box number. This field is displayed only for 'Post Dated' cheques. |
| Vault Branch | Displays the branch of the selected vault box number. This field is displayed only for 'Post Dated' cheques. |
| Presentation Date | 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. |
| Credit Account No. | 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. |
| Division Code | Click the search icon to select the division code in case the Division Code is mandatory in the Corporate Enrichment 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. |
| User Defined Fields | Click the Add icon to add user defined fields. |
| Miscellaneous Fields | In the No. Of Miscellaneous Fields 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 |
|--------------------------------|-----------------|------------------|----------------------|---------------------------|-----------------|-----------------|-----------|
| ▼ Deposit Slip No. 930 | | GBP 50.00 | | | | | |
| 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 |
| ▼ Deposit Slip No. 9302 | | GBP 50.00 | | | | | |
| 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

The screenshot displays the 'Deposit Entry - Basic Info' screen. The interface includes a sidebar on the left with options: 'Basic Info' (selected), 'Deposit Slip Details', and 'Deposit Summary'. The main area contains a form with the following fields and controls:

- Reference Number:** A text field with a search icon and buttons for 'Create' and 'Draft'.
- Branch:** A dropdown menu showing '004-FLEXCUBE-UNIVERSAL-B'.
- Deposit Channel:** A dropdown menu showing 'Branch'.
- Processing Date:** A date field showing 'April 29, 2022' with a calendar icon.
- Deposit Location:** A text field showing 'Bangalore'.
- Initiator Reference Number:** A text field.
- Deposit Slips:** A text field.
- ID Proof Type:** A dropdown menu showing 'Select'.
- ID Proof Detail:** A text field.
- Contact Number:** A text field.
- Financial Posting:** A checkbox.
- Bag Weight (In kg):** A text field with up/down arrows.
- Depositor Name:** A text field.

At the bottom right, there are buttons for 'Cancel', 'Save & Close', and 'Next'. The top right corner shows 'Errors & Overrides' and 'Screen(1/3)'.

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 |
|--------------------------------------|---|
| Reference Number | Click Create to auto-generate a reference number or click 'Draft' to select an existing reference number. |
| Reference Number | Click the search icon to select an existing reference number. This field is displayed only when the Existing option is selected. |
| Branch | 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. |
| Deposit Channel | 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. |
| Financial Posting | Switch the toggle ON if accounting entries need to be posted. |
| Processing Date | 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. |
| Deposit Location | Displays the location based on the selected branch. |
| 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. |
| Deposit Slips | Specify the total number of deposit slips to be processed. This field is displayed only when the Deposit Channel is selected as Branch . |
| Depositor Name | Specify the name of the person who is depositing the cash. This field is mandatory and appears only when the Deposit Channel is selected as Branch . |
| ID Proof Type | Select the type of ID proof displayed/submitted by the depositor. This field is mandatory and appears only when the Deposit Channel is selected as Branch . |
| ID Proof Detail | Specify the ID proof details of the depositor. This field is mandatory and appears only when the Deposit Channel is selected as Branch . |
| Contact Number | Specify the contact number of the depositor. This field is mandatory and appears only when the Deposit Channel is selected as Branch . |

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

| Field Name | Description |
|---------------------------|--|
| Courier | Click the search icon to select the courier company. This field is mandatory and appears only when the Deposit Channel is selected as Courier . |
| Consignment Number | Specify the consignment number allocated by the courier company. This field is mandatory and appears only when the Deposit Channel is selected as Courier . This field cannot be modified once authorized. |
| Consignment Date | Click the calendar icon to select the date on which the consignment is received. This field is mandatory and appears only when the Deposit Channel is selected as Courier . 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 |
|----------------------------------|--|
| External Reference Number | 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. |
| Deposit Slip Number | 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. |
| Corporate | Click the search icon to select the corporate for whom the cash collection entry is being made. This field cannot be modified once authorized. |
| Credit Account No. | 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. |
| Deposit Slip Date | Click the calendar icon to select the date mentioned on the deposit slip. This field cannot be modified once authorized. |
| Pickup Location | 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. |
| Pickup Point | 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. |
| Pickup Date | 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. |
| Total Denomination Count | Specify the total number of cash denominations. This field cannot be modified once authorized. |
| Deposit Slip Amount | 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. |
| Division Code | Click the search icon to select the division code in case Division Code is mandatory in the Corporate Enrichment 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. |
| Exchange Rate | 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 |
|--------------------------------|---|
| Amount (Account CCY) | 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. |
| Pooling Account Details | Click this link to view the pooling maintenance details along with the expected pooling credit details. |
| User Defined Fields | Click the Add icon to add user defined fields. |
| Miscellaneous Fields | In the No. Of Miscellaneous Fields , 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 |
|----------------------------|--|
| Denomination Type | Select the denomination type as Note or Coin . |
| Denomination Value | Specify the total value of the selected denomination. |
| Count | Specify the number of notes or coins of the specific denomination. |
| Denomination Amount | Displays the amount as the denomination value multiplied by the count. |
| Action | 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 |
|--|--------------------|--------------------|---------------------|
| ▼ Deposit Slip No. 989 Total Amount : GBP 1000.00 | | | |
| Note | 10 | 100 | GBP 1000.00 |

[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 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

The screenshot shows the 'Withdrawal Entry' screen with the following fields and values:

- Withdrawal Date:** December 31, 2022
- Lien Number:** -
- Lien Amount:** -
- Lien Date:** -
- External Channel:** OBDX
- External Reference Number:** 2810063511
- Branch Name:** 004-FUBank Mumbai Branch
- Corporate:** XXXXXXXXXXXX000462
- Debit Account Number:** XXXXXXXXXXXXHEL0046200024
- Cheque Date:** December 7, 2022
- Cheque Number:** 110063511
- Slip Number:** 110063511
- Corporate Reference Number:** -
- Total Denomination Count:** 1
- Withdrawal Amount:** GBP 500.00
- Exchange Rate:** 1.00
- Debit Amount:** GBP 500.00

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 |
|------------------------|---|
| Withdrawal Date | Displays the date of placing the withdrawal request. |
| Lien Number | Displays the reference number of the lien placed on the requested amount. |
| Lien Amount | Displays the amount that has been blocked, or the amount on which lien has been marked. |
| Lien Date | Displays the date of placement of the lien. |

Table 6-4 (Cont.) Withdrawal Entry - Field Description

| Field | Description |
|-----------------------------------|---|
| External Channel | Displays the channel through which the withdrawal request is received. |
| External Reference Number | 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. |
| Branch Name | 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. |
| Corporate | Click the search icon and select the corporate for whom the cash withdrawal is being requested. This field cannot be modified once authorized. |
| Debit Account Number | Click the search icon and select the corporate's account number from where the cash is withdrawn. |
| Cheque Date | 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. |
| Cheque Number | Specify the cheque number to be used for withdrawal. This field cannot be modified once authorized. |
| Slip Number | Specify the slip number by using which the cash withdrawal is requested. This field cannot be modified once authorized. |
| Corporate Reference Number | Specify the reference number provided by the corporate for the withdrawal. This field cannot be modified once authorized. |
| Withdrawal Amount | Select the cash currency and enter total amount being withdrawn. Click the information icon (i) to view all currencies maintained for the branch. |
| Exchange Rate | Displays the exchange rate between the withdrawal amount currency and the debit account currency. |
| Debit Amount | 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 |
|------------------------|---|
| Recipient Name | Specify the name of the corporate. |
| ID Proof Type | Select the identification proof displayed/submitted by the corporate. |
| ID Proof Detail | Specify the unique identification number from the ID proof. |
| Contact Number | 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 |
|---------------------------|---|
| Courier | Click the search icon and select the courier agency name. |
| Consignment Number | Specify the unique consignment number assigned to the cash delivery transaction. |
| Consignment Date | Click the calendar icon and select the date on which the consignment is assigned. |
| Delivery Point | 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 Type | Denomination Value | Count | Denomination Amount | Action |
|-------------------|--------------------|-------|---------------------|-----------------|
| Note | 10 | 11 | £110.00 | [Edit] [Delete] |

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

Total Count: 11 Total Denomination Amount: £110.00

9. 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 |
|----------------------------|--|
| Denomination Type | Select the denomination type as Note or Coin . |
| Denomination Value | Specify the total value of the selected denomination. |
| Count | Specify the count of the denomination. |
| Denomination Amount | Displays the denomination amount as auto-calculated as the denomination value multiplied by the count. |

10. In the **Action** column of the grid, click **Edit** icon to edit the denomination record, or click **Delete** icon to remove the denomination record.
11. In the **Miscellaneous Details** section, perform the following steps:
 - a. In the **No. of Miscellaneous Fields** box, specify the number of fields required.
 - b. In each **Miscellaneous Field** box, specify the name of the field.
12. 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 |
|--------------------------------|--|
| Arrangement Credit Date | Click the calendar icon and select the due date on which the instrument amount is supposed to be credited to the customer's account/ |
| Currency | Select the currency of the instrument. |
| Product Type | Select the product type to process the pooling credit details. |
| Product | Select the product code for which arrangement credit date needs to be preponed or postponed. |
| Corporate | Click the search icon and select the corporate for which the instrument needs to be searched. |
| Reference Number | Click the search icon and select the reference number to search the instrument by. |
| Deposit Slip Number | Click the search icon and select the deposit slip number with which the instrument has been deposited. |
| Instrument Number | Click the search icon and select the instrument number to search the same. |
| Deposit Date Range | Click the calendar icons and select the start and end dates of the range within which the instrument was deposited. |
| Instrument Date Range | Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument. |
| Deposit Branch | Select the branch in which the instrument has been deposited. |
| Deposit Location | Click the search icon and select the bank location where the instrument has been deposited. |
| Clearing Location | Click the search icon and select the bank where the instrument will be cleared. |
| Drawee Bank | 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 |
|---------------------------|--|
| Deposit Branch | Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected. |
| Currency | Select the currency of the instrument. |
| Destination Bank | Click the search icon and select the bank where the instrument will be cleared. |
| Destination Branch | 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 |
|----------------------------------|---|
| Receipt Branch | Select the branch of receipt. By default, the branch of the logged-in user is selected. |
| Deposit Branch | Click the search icon to select the branch from where the instrument is dispatched. |
| Schedule Reference Number | Click the search icon and select the schedule reference number to search the instrument by. |
| Courier | Click the search icon and select the courier used for delivering the instrument. |
| Dispatch Date Range | Click the Calendar icons and select the start and end dates of the range within which the instrument has been dispatched. |
| Currency | 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. | | | | | | | | | | | |

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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 |
|---|---|
| Schedule Origination Branch | Select the branch from where the schedule has been created. |
| Original Schedule Reference Number | Indicates an option to search on the basis of the schedule reference number. Click the search icon and select the required schedule reference number. |
| Destination Bank | Click the search icon and select the destination bank to search all the schedule reference numbers drawn on the selected destination bank. |
| Destination Branch | Click the search icon and select the destination branch to search all the schedule reference numbers drawn on the selected destination branch. |
| Schedule Receipt Date Range | Click the calendar icons and select the start and end dates of the schedule receipt date range. |
| Currency | 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

The screenshot shows the 'Filter Parameters' section of the 'Mark Return Receipt' interface. It contains several input fields and a search button. The fields are: 'Dispatch Branch' with a dropdown menu showing '004-FLEXCUBE-UNIVERSAL-B'; 'Courier' with a text input and a search icon; 'Returning Bank' with a text input and a search icon; 'Instrument Number' with a text input and a search icon; 'Returning Branch' with a text input and a search icon; 'Scheduled Dispatch Date Range' with a date range selector showing 'April 29, 2025'; 'Schedule Reference Number' with a text input and a search icon; and 'Currency' with a dropdown menu showing 'GBP'. At the bottom left, there are 'Search' and 'Reset' buttons.

- 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 |
|-------------------------------------|--|
| Dispatch Branch | Select the branch from where the instrument is dispatched. By default, the branch of the logged-in user is selected. |
| Returning Bank | Click the search icon and select the bank that returned the instrument. |
| Returning Branch | Click the search icon and select the bank's branch that returned the instrument. |
| Schedule Reference Number | Click the search icon and select the schedule reference number to search the instrument by. |
| Courier | Click the search icon and select the courier by which the instrument is returned. |
| Instrument Number | Click the search icon and select the instrument number to search for. |
| Schedule Dispatch Date Range | Click the Calendar icons and select start and end dates of the schedule dispatch date range. |
| Currency | 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 |
|----------------------------------|--|
| Deposit Branch | Select the branch where the instrument is deposited. By default, the branch of the logged-in user is selected. |
| Currency | Select the currency of the instrument. |
| Schedule Reference Number | Click the search icon and select the schedule reference number to search the instrument by. |
| Deposit Slip Number | Click the search icon and select the deposit slip number to search the instrument by. |
| Reference Number | Click the search icon and select the reference number of the instrument. |
| Txn Reference Number | Click the search icon and select the transaction reference number of the deposited instrument. |
| Instrument Number | Click the search icon and select the instrument number to search for. |

Table 7-6 (Cont.) Mark Instrument Status - Field Description

| Field | Description |
|---|--|
| Instrument Amount | Specify the amount mentioned on the instrument. |
| Deposit Date Range | Click the Calendar icons and select the start and end dates of the date range within which the instrument was deposited. |
| Instrument/Settlement Date Range | 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. |
| Deposit Location | Click the search icon and select the location where the instrument has been deposited. |
| Product | Click the search icon and select the product to search the instrument by. |
| Corporate | Click the search icon and select the corporate for/by whom the instrument has been deposited. |
| Credit Account Number | 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. |
| Instrument Status | Select the status of the instrument to be searched. |
| Clearing Location | Click the search icon and select the location where the instrument will be cleared. |
| Drawee Bank | Click the search icon and select the drawee bank of the instrument. |
| Drawee Account Number | Enter the account number of the drawee to search the instrument by. |
| Routing Code | Click the search icon and select the routing code used for the instrument. |
| Correspondent Bank | Click the search icon and select the correspondent bank involved in the transaction. |
| Division Code | 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 displays the 'Instrument Management' interface for 'Post Dated Cheques'. It features a top section with 'Branch' (004-FLEXCUBE-UNIVERSAL-B), 'Cheque Date' (Current/Post Dated), 'Action' (Mark Extension), and 'Processing Date' (April 29, 2022) with a 'Proceed' button. Below this is a 'Hide Search' section containing various filters: 'Deposit Branch' (004-FLEXCUBE-UNIVERSAL-B), 'Product' (Select), 'Currency' (GBP), 'Corporate' (Search), 'Deposit Slip Number' (Search), 'Instrument Number' (Search), 'Drawee Bank' (Search), 'Instrument Date Range' (Required), 'Deposit Date Range' (Required), and 'Vault Box Number' (Search). At the bottom left are 'Search' and 'Reset' buttons.

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 |
|-----------------------|--|
| Deposit Branch | 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 |
|------------------------------|---|
| Currency | Select the currency of the instrument. |
| Deposit Slip Number | Click the search icon and select the deposit slip number containing the instrument to be searched. |
| Instrument Number | Click the search icon and select the instrument number to search for. |
| Product | Select the product for which the instrument is deposited. |
| Corporate | Click the search icon and select the corporate for/by whom the instrument is deposited. |
| Drawee Bank | Click the search icon and select the drawee bank of the instrument. |
| Drawee Bank Branch | Click the search icon and select the branch of the drawee bank. |
| Instrument Date Range | Click the calendar icons and select the start and end dates of the range for the date mentioned on the instrument. |
| Deposit Date Range | Click the calendar icons and select the start and end dates of the date range within which the instrument was deposited. |
| Vault Box Number | 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 number 9256, amount 10000, corporate name Carrefour, and presentation date 2023-06-06. To the right of the table is a summary box titled 'Instrument Date Extension Summary' showing 'Total Instrument Amount (£)' as £10,000.00 and 'Total Instrument Count' as 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 | 2023-06-06 | | |
| 9257 | 20000 | Carrefour | 2023-06-06 | | |
| 9251 | 10000 | Carrefour | 2023-06-06 | | |
| 9254 | 20000 | Carrefour | 2023-06-06 | | |
| 9252 | 20000 | Carrefour | 2023-06-06 | | |
| 9253 | 10000 | Carrefour | 2023-06-06 | | |
| 9255 | 10000 | Carrefour | 2023-06-06 | | |

Instrument Date Extension Summary

Total Instrument Amount (£)
£10,000.00

Total Instrument Count
1

Total Selected: 1

New Presentation Date: [Calendar Icon]

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. It includes search filters for Product, Corporate, Drawee Bank, Drawee Bank Branch, Instrument Date Range, Deposit Date Range, and Vault Box Number. A table lists instruments with columns for Instrument Number, Instrument Amount, Corporate Name, Instrument Date, Hold Until Date, and Remarks. The instrument 9237 is selected. To the right, the 'Instrument Hold Summary' box shows 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, Remarks, and buttons for Apply and Submit.

| <input type="checkbox"/> | 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 | | |

4. Optional: In the **Instrument Number** column, click the number to view more details.
5. 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.
6. In the **Remarks** field, enter the remarks for keeping the instrument on hold.
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.

7.2.3 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.

1. On **Instrument Management - Post Dated Cheques** screen, select **Mark Unhold** 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 7-17 List Of Instruments

The screenshot shows the 'Instrument Management' window. It includes a search section with filters for Deposit Branch (004-FLEXCUBE-UNIVERSAL-B), Currency (Select), Deposit Slip Number (923), Instrument Number, Product (Select), Corporate (Search), Drawee Bank, Drawee Bank Branch, Instrument Date Range, and Deposit Date Range. 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 is a 'Total Selected' field showing '1' and an 'Apply' button.

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. A table lists instruments with columns for Instrument Number, Instrument Amount, Corporate Name, Instrument Date, Vault Box Number, and Remarks. The instrument 9231 is selected. To the right, the 'Instrument Misplaced Summary' box shows 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), Remarks, and buttons for Apply and Submit.

| <input type="checkbox"/> | 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

Page 1 of 1 (1-7 of 7 items) |< < 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: [] []

Search: [] Reset: []

Currency: Select

Corporate: Search []

Deposit Date Range: [] []

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

- Optional: In the **Instrument Number** column, click the number to view more details.
- In the **Remarks** field, enter the remarks for the recovery.
- 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.

7.2.6 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.

- On **Instrument Management - Post Dated Cheques** screen, select **Mark Replacement & Withdrawal** 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 7-20 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 | | |

Page 1 of 1 (1-7 of 7 items) |< 1 >|

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_valpofield2.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_valpofield1.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_valpofield1.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: CDC PDC

Deposit Branch: Select

Corporate: Search Q

Account Number: Search Q Required

Instrument Number:

Reference Number:

External Reference Number:

Deposit Slip No.:

Product: Select

Currency: Select

Instrument Amount From:

Instrument Amount To:

Schedule Reference Number:

Deposit Location: Q

Clearing Location: Q

Drawee Bank: Q

Correspondent Bank: Q

Date Reference Basis: Select

Date Range: ↔

Processing Status: Select

Instrument Status: Select

Transaction Status: Select

Search Reset

Figure 9-2 Instrument Inquiry - Post Dated Cheque

Instrument Inquiry

Hide Search ▲

Cheque Date: CDC PDC

Deposit Branch: Select

Corporate: Search Q

Account Number: Search Q Required

Instrument Number:

Reference Number:

External Reference Number:

Deposit Slip No.:

Product: Select

Currency: Select

Instrument Amount From:

Instrument Amount To:

Vault Box Number: Q

Deposit Location: Q

Clearing Location: Q

Drawee Bank: Q

Date Reference Basis: Select

Date Range: ↔

Processing Status: Select

Instrument Status: Select

Search Reset

- Specify the fields on **Instrument Inquiry** screen.

i 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 |
|--------------------------|---|
| Cheque Date | Select CDC for current dated cheque inquiry, and PDC for post-dated cheque inquiry. |
| Deposit Branch | Select the branch in which the instrument has been deposited. |
| Corporate | Click the search icon and select the corporate from whom the instrument is received. |
| Account Number | Click the search icon and select the real/virtual account number of the instrument. |
| Instrument Number | Specify the instrument number to be searched. |
| Reference Number | Specify the reference number of the instrument. |

Table 9-1 (Cont.) Instrument Inquiry - Field Description

| Field | Description |
|----------------------------------|--|
| External Reference Number | Specify the external reference number of the instrument. |
| Deposit Slip No. | Specify the deposit slip number used to deposit the instrument. |
| Product | Select the product used for the instrument. |
| Currency | Select the instrument currency. |
| Instrument Amount From | Specify the lower value of the amount range. |
| Instrument Amount To | Specify the upper value of the amount range. |
| Schedule Reference Number | Specify the scheduled reference number created for the instrument. This field is displayed only for current dated cheques. |
| Vault Box Number | Specify the vault box number in which the post-dated cheque is stored. This field is displayed only for post-dated cheques. |
| Deposit Location | Click the search icon and select the location from where the instrument has been deposited. |
| Clearing Location | Click the search icon and select the location where the instrument is cleared. |
| Processing Status | Select the current processing status of the instrument. Available statuses are: <ul style="list-style-type: none"> • Processing • Authorized • Completed • Request • Accounting Generation Exception • Posting Account Entries Exception • Rework |
| Drawee Bank | Click the search icon and select the drawee bank of the instrument. This field is displayed only for current dated cheques. |
| Correspondence Bank | Click the search icon and select the correspondence bank of the instrument. This field is displayed only for current dated cheques. |
| Date Reference Basis | Select the basis for a date range search. The available options are: For Current Dated Cheques : <ul style="list-style-type: none"> • Processing Date • Instrument Date • Deposit Slip Date • Arrangement Credit Date • Arrangement Credit Reversal Date • Schedule Generation Date • Actual Credit Date • Actual Credit Reversal Date • Return Recovery Date • Request Date For Post Dated Cheques : <ul style="list-style-type: none"> • Processing Date • Instrument Date • Deposit Slip Date • Presentation Date • Request Date |
| Date Range | Click the calendar icons and select the start and end dates of the date range for the selected Date Reference Basis . |

Table 9-1 (Cont.) Instrument Inquiry - Field Description

| Field | Description |
|---------------------------|--|
| Instrument Status | <p>Select the current status of the instrument. Available statuses are:</p> <p>For Current Dated Cheques:</p> <ul style="list-style-type: none"> • Hold • Realized • Booked • Return • Sent For Clearing • Awaiting Realization <p>For Post Dated Cheques:</p> <ul style="list-style-type: none"> • Booked • Hold • Misplaced • Withdrawn • Replaced |
| Transaction Status | <p>Select the current status of the transaction. Available statuses are:</p> <ul style="list-style-type: none"> • Schedule Generated • Centralized Schedule Generated • Physical Return Receipt • Instrument Not Received • Instrument Received <p>This field is displayed only for current dated cheques.</p> |
| Credit Status | <p>Select the credit status of the instrument. Available statuses are:</p> <ul style="list-style-type: none"> • Credited • Reversed • Partially Reversed <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

004-FLEXCUBE-UNIVERSAL-BRANCH

Deposit Channel

BRANCH

Courier Name

Courier Code

Consignment Number

Consignment Date

Processing Date

2022-04-29

Deposit Location

BAN

Acknowledgement Receipt Number

Bag Weight

Financial Posting

☐

Initiator Reference Number

Total Batch Amount

100.00

Total Deposit Slips

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

000380

Credit Account Number

-

Deposit Slip Date

2022-04-29

Pickup Date

2022-04-29

Pickup Location

-

Pickup Point

-

No. Of Instruments

1

Deposit Slip Amount

100.00

Division Code

-

User Defined Fields

Label1

-

Miscellaneous Fields

No. of Miscellaneous Fields

0

Pooling Account Details

Product Category

PAPERBASE

Pooling Level

ACCOUNT

Credit Consolidation Level

PRODUCT_LEVEL

Percentage Pooling

☐

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 > >|

8. 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.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
2. Under **Inquiry**, click **Accounting Inquiry**.

The **Accounting Inquiry** screen displays.

Figure 9-7 Accounting Inquiry

Accounting Inquiry

Hide Search

Branch: 004-FLEXCUBE-UNIVERSAL...

Party: Search

Date Reference Basis: Select

Reference Number:

Account Number: Search

Date Range:

Event: Select

Accounting Entry Type: Select

Product: Select

Entry Posting Status: Select

Search Reset

3. 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 |
|------------------------------|--|
| Branch | Select the required branch. |
| Reference Number | Specify the reference number. |
| Event | Select the event to search the accounting information for. |
| Product | Select the product to inquire the accounting for. |
| Party | Click the search icon to select the party. |
| Account Number | Click the search icon to select the account number. |
| Accounting Entry Type | Select the account entry type. |
| Entry Posting Status | Specify the status of the accounting entry to inquire for. |
| Date Reference Basis | Select the basis for a date range search. The available options are: <ul style="list-style-type: none"> Processing Date Value Date |
| Date Range | Click the calendar icon and select the start and end dates of the date range for the selected Date Reference Basis . |

- 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 |
| 004020523CACC640 | Deposit | Debit | 988623000 | GBP | 10.00 | Failure | 2022-04-29 |
| 004020523CACC640 | Deposit | Credit | 944901231 | USD | 12.70 | Failure | 2022-04-29 |
| 004050523CWACCB60 | Withdrawal | Debit | GBP1119999999 | GBP | 10.00 | Success | 2022-04-29 |
| 004050523CWACCB60 | Withdrawal | Credit | 988623702 | GBP | 10.00 | Success | 2022-04-29 |
| 004050523CWACCB60 | Withdrawal | Debit | 988623702 | GBP | 10.00 | Success | 2022-04-29 |
| 004050523CWACCB60 | Withdrawal | Credit | 988623000 | GBP | 10.00 | Success | 2022-04-29 |
| 004080523CACC660 | Deposit | Debit | 988623000 | GBP | 10.00 | Success | 2022-04-29 |
| 004080523CACC660 | Deposit | Credit | 944901231 | USD | 12.70 | Success | 2022-04-29 |
| 004240423CWACCB40 | Withdrawal | Debit | GBP1119999999 | GBP | 200.00 | Success | 2022-04-29 |
| 004240423CWACCB40 | Withdrawal | Credit | 988623702 | GBP | 200.00 | Success | 2022-04-29 |
| 004240423CWACCB40 | Withdrawal | Debit | 988623702 | GBP | 200.00 | Success | 2022-04-29 |
| 004240423CWACCB40 | Withdrawal | Credit | 988623000 | GBP | 200.00 | Success | 2022-04-29 |
| 004250423CWACCB41 | Withdrawal | Debit | HEL0046200024 | GBP | 500.00 | Processing | 2022-04-29 |
| 004250423CWACCB41 | Withdrawal | Credit | 988623702 | GBP | 500.00 | Processing | 2022-04-29 |
| 004260423CWACCB42 | Withdrawal | Debit | GBP1119999999 | GBP | 1,000.00 | Processing | 2022-04-29 |
| 004260423CWACCB42 | Withdrawal | Credit | 988623702 | GBP | 1,000.00 | Processing | 2022-04-29 |
| 004260423CWACCB43 | Withdrawal | Debit | GBP1119999999 | GBP | 2,000.00 | Success | 2022-04-29 |
| 004260423CWACCB43 | Withdrawal | Credit | 988623702 | GBP | 2,000.00 | Success | 2022-04-29 |
| 004260423CWACCB43 | Withdrawal | Debit | 988623702 | GBP | 2,000.00 | Success | 2022-04-29 |
| 004260423CWACCB43 | Withdrawal | Credit | 988623000 | GBP | 2,000.00 | Success | 2022-04-29 |

Page 1 of 2 (1 - 20 of 36 items) | < 1 2 > >|

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

| | | | |
|-----------------------|-------------------------|----------------------|---------------------|
| Reference Number | Branch | Event | Product |
| 004020523CACC640 | 004 | Deposit | CASH |
| Party | Accounting Entry Type | Entry Posting Status | Value Date |
| | Debit | Failure | 2022-04-29 |
| Account Number | Amount | Accounting Role Code | Accounting Party Id |
| 988623000 | 10.00 | BRANCHTELLER | |
| Accounting Entry Code | Transaction Branch Code | | |
| CASH_COLL_DEP | 004 | | |

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

Cash Deposit Inquiry

Hide Search

Deposit Branch

004-FUBank Mumbai Branch

Reference Number

Deposit Channel

Select

Required

Amount Reference Basis

Select

Date Reference Basis

Select

Corporate

Search

External Reference Number

Courier

Required

Currency

Select

Date Range

Account Number

Search

Deposit Location

Processing Status

Select

From Amount

Deposit Slip Number

585

Division Code

Credit Status

Select

To Amount

Search

Reset

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 9-3 Cash Deposit Inquiry - Field Description

| Field | Description |
|----------------------------------|--|
| Deposit Branch | Select the branch in which the cash has been deposited. |
| Corporate | Click the Search icon and select the corporate for/from whom the cash is deposited. |
| Account Number | Click the Search icon and select the real/virtual account number in which the cash has been deposited. |
| Deposit Slip Number | Specify the specific deposit slip number to search for. |
| Reference Number | Specify the reference number. |
| External Reference Number | Specify the external reference number. |
| Deposit Location | Click the Search icon and select the branch location where the cash is deposited. |
| Division Code | Click the Search icon and select the division code of the selected corporate. This field is enabled only after selecting the corporate. |
| Deposit Channel | Select the channel through which the cash is deposited. |
| Courier | Click the Search icon and select the courier service employed. |
| Processing Status | Select the workflow stage of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> • Accounting Generation Exception • Posting Accounting Entries Exception • Rework • Rejected • Processing • Authorization • Request • Completed |
| Credit Status | Select the credit status of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> • Credited • Failed • In Progress |
| Amount Reference Basis | Select the basis for an amount range. |
| Currency | Select the currency of the cash. |
| From Amount | Specify the minimum amount of the range selected in the Amount Reference Basis field. |
| To Amount | Specify the maximum amount of the range selected in the Amount Reference Basis field. |
| Date Reference Basis | Select the basis for a date range search. The available options are: <ul style="list-style-type: none"> • Request Date • Processing Date • Deposit Slip Date |
| Date Range | Click the Calendar icon and select the start and end dates of the date range for the option selected in the Date Reference Basis field. |

4. 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

| Cash Deposit Inquiry | | | | | | |
|---|---------------------|------------------|-----------|----------|---------------------|--------|
| Processing Date | Deposit Slip Number | Reference Number | Corporate | Currency | Deposit Slip Amount | Status |
| 2022-04-29 | 585 | 004270423COLL585 | Carrefour | GBP | £1,000.00 | |
| Page 1 of 1 (1 - 1 of 1 items) < < 1 > > | | | | | | |

- 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 | Deposit Channel | Deposit Location | Financial Posting |
| 004 | BRANCH | Banglore | <input type="checkbox"/> |
| Processing Date | Deposit Slip | Initiator Reference Number | Acknowledgement Receipt Number |
| 2022-04-29 | 1 | | |
| Depositor Name | ID Proof Type | ID Proof Detail | Contact Number |
| aaa | DRL | n | |

Deposit Slip Details

| | | | |
|-----------------|-----------------------|-------------------|--------------|
| Corporate ID | Credit Account Number | Deposit Slip Date | Deposit Date |
| 201917 | - | 2022-04-29 | 2022-04-29 |
| Pickup Location | | | |
| - | | | |

User Defined Fields

No Data to Display

Miscellaneous Fields

No. of Miscellaneous Fields
0

Denomination Details

| Denomination Type | Denomination Value | Denomination Count | Denomination Amount |
|-------------------|--------------------|--------------------|---------------------|
| Note | 10.00 | 1 | 10.00 |
| Total | | 1 | 10.00 |

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

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.

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Inquiry**.
- Under **Inquiry**, click **Cash Withdrawal Inquiry**.

The **Cash Withdrawal Inquiry** screen displays.

Figure 9-13 Cash Withdrawal Inquiry

- 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 9-4 Cash Withdrawal Inquiry - Field Description

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

Table 9-4 (Cont.) Cash Withdrawal Inquiry - Field Description

| Field | Description |
|--------------------------|--|
| Processing Status | Select the workflow stage of the transaction to filter the search results. The available options are: <ul style="list-style-type: none"> • Rework • Completed • Authorization • Posting Account Exception • Rejected • Request |
| Debit Status | Select the debit status of the transaction to filter the search results. The available statuses are: <ul style="list-style-type: none"> • Debit Success • Debit Failure |

4. 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 | | | | | |
|--|--------------------------------|---------------|----------|-------------------|------------|
| Show Search ▾ | | | | | |
| Processing Date | Reference Number | Corporate | Currency | Withdrawal Amount | Status |
| 2022-04-28 | 004181122CW665 | Carrefour | GBP | 100.00 | Debited |
| 2022-04-28 | 004161222CW720 | XXXXXXXXXX | GBP | 2,000.00 | Debited |
| 2022-04-28 | 004161222CW721 | XXXXXXXXXX | GBP | 1,000.00 | Debited |
| 2022-04-28 | 004191222CW741 | ABZ Solutions | GBP | 500.00 | |
| 2022-04-28 | 004211122CW680 | Carrefour | GBP | 1,000.00 | Debited |
| 2022-04-28 | 004090223CW860 | Carrefour | GBP | 1,000.00 | Processing |
| 2022-04-28 | 004150223CW880 | Carrefour | GBP | 1,000.00 | Processing |
| 2022-04-28 | 004170223CW886 | Carrefour | GBP | 1,000.00 | Debited |
| 2022-04-28 | 004120123CW800 | Carrefour | GBP | 1,000.00 | Debited |
| 2022-04-28 | 004170223CW884 | Carrefour | GBP | 1,000.00 | Debited |
| Page 1 of 1 (1 - 17 of 17 items) < 1 > | | | | | |

5. 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)

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

Charge Inquiry

Hide Search

Branch
004-FLEXCUBE-UNIVERSAL-B

Charge Code

Charge Account
Search

Product
Select

Instrument Status
Select

Event
EOD

Charge Group
Select

Date Reference Basis
Posting Date

Deposit Slip No

Credit/Debit Status
Select

Corporate
000380

Txn Ref No.

Date Range
April 15, 2022 April 29, 2022

Instrument Number

Reference Number

Charge Type
Credit

Collection Type
Online

Instrument Type
Select

Search Reset

- 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 9-5 Charge Inquiry - Field Description

| Field | Description |
|-----------------------------|---|
| Branch | Select the required branch to proceed further. By default, the branch of the logged-in user is selected. |
| Event | Select the event, on the occurrence of which, the charge(s) has been applied. |
| Corporate | Click the search icon and select the corporate party that has been charged. |
| Reference Number | Specify the reference number to fetch the calculated / collected charges for the same. |
| Charge Code | Click the search icon and select the code of the charge being searched. |
| Charge Group | Select the charge group of the charge being searched. The available options are: <ul style="list-style-type: none"> • Rebates • Tax • Commission • Fee |
| Txn Ref No. | Specify the reference number of the charge being searched. This field displays a list of relevant reference numbers once a corporate has been selected. |
| Charge Type | Select whether the charge is Debit or Credit type. |
| Charge Account | 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. |
| Date Reference Basis | Select whether the charges should be searched based on the 'Posting Date' or the 'Calculation Date'. |
| Date Range | Specify the 'from' and 'to' dates for the option selected from the 'Date Reference Basis' list. |
| Collection Type | Select whether the charge has been collected 'Online' or in a 'Batch'. |
| Product | Select the product against which the charge has been applied. |
| Deposit Slip No | Specify a deposit slip number to view all charge transactions that have been calculated and collected for that deposit slip number. |
| Instrument Number | Specify an instrument number to view all charge transactions that have been calculated and collected for that instrument number. |
| Instrument Type | Select the type of instrument against which the charge has been applied. The available options are: <ul style="list-style-type: none"> • PDC Collection • CDC Collection • Cash Deposit • Cash Withdrawal |

Table 9-5 (Cont.) Charge Inquiry - Field Description

| Field | Description |
|----------------------------|--|
| Instrument Status | Select the status of the instrument against which the charge has been applied. The available options are: <ul style="list-style-type: none"> • Booked • Hold • Returned • Realized |
| Credit/Debit Status | Select the required transaction status. The available options are: <ul style="list-style-type: none"> • Credited • Reversed • Partially Reversed |

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

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

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 |
|------------------|-----------------|-----------------|-------------------|-------------------|---------------------|---------------|
| 004040825COLL285 | | 285 | 285 | BOOKED | - | - |

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

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 Predicted Cashflows only .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 Eligibility | 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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