

# Oracle® Banking Payments

## Accessibility User Guide



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# 1

## Preface

- [Purpose](#)
- [Audience](#)  
This manual is intended for the following User/User Roles:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Related Resources](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols, Definitions and Abbreviations](#)  
The following are some of the Symbols you are likely to find in the manual:

## Purpose

This guide is designed to help acquaint you with the Oracle Banking Payments application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

## Audience

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

**Table 1-1 User Roles**

| Role                      | Function                                     |
|---------------------------|--|
| Implementation & IT Staff | Implementation & Maintenance of the Software |

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

## 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 make sure 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.

## Conventions

The following text conventions are used in this document:

| Convention      | Meaning  |
|-----------------|--|
| <b>boldface</b> | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.                         |
| <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. |

## Related Resources

For more information on any related features, refer to the following documents:

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

## Screenshot Disclaimer

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

## Acronyms and Abbreviations

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

**Table 1-2 Acronyms and Abbreviations**

| Abbreviation | Description                       |
|--------------|-----------------------------------|
| DDA          | Demand Deposit Accounts           |
| ECA          | External Credit Approval          |
| EOD          | End of Day                        |
| IBAN         | International Bank Account Number |

## Basic Actions

The basic actions performed in the screens are as follows:

**Table 1-3 Basic Actions**

| Actions          | Description  |
|------------------|--|
| <b>New</b>       | Click <b>New</b> to add a new record. The system displays a new record to specify the required data. The fields marked with asterisk are mandatory.<br>- This button is displayed only for the records that are already created.   |
| <b>Save</b>      | Click <b>Save</b> to save the details entered or selected in the screen.   |
| <b>Unlock</b>    | Click <b>Unlock</b> to update the details of an existing record. The system displays an existing record in editable mode.<br>- This button is displayed only for the records that are already created.   |
| <b>Authorize</b> | Click <b>Authorize</b> to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record.<br>- This button is displayed only for the already created records. For more information on the process, refer Authorization Process. |
| <b>Approve</b>   | Click <b>Approve</b> to approve the initiated record.<br>- This button is displayed once the user click <b>Authorize</b> .   |
| <b>Audit</b>     | Click <b>Audit</b> to view the maker details, checker details of the particular record.<br>- This button is displayed only for the records that are already created.   |
| <b>Close</b>     | Click <b>Close</b> to close a record. This action is available only when a record is created.  |
| <b>Confirm</b>   | Click <b>Confirm</b> to confirm the action performed.  |
| <b>Cancel</b>    | Click <b>Cancel</b> to cancel the action performed.  |
| <b>Compare</b>   | Click <b>Compare</b> to view the comparison through the field values of old record and the current record.<br>- This button is displayed in the widget once the user click <b>Authorize</b> .  |
| <b>View</b>      | Click <b>View</b> to view the details in a particular modification stage.<br>- This button is displayed in the widget once the user click <b>Authorize</b> .   |

**Table 1-3 (Cont.) Basic Actions**

| Actions                     | Description   |
|-----------------------------|---|
| <b>View Difference only</b> | Click <b>View Difference only</b> to view a comparison through the field element values of old record and the current record, which has undergone changes.<br>- This button is displayed once the user click <b>Compare</b> . |
| <b>Expand All</b>           | Click <b>Expand All</b> to expand and view all the details in the sections.<br>- This button is displayed once the user click <b>Compare</b> .  |
| <b>Collapse All</b>         | Click <b>Collapse All</b> to hide the details in the sections.<br>- This button is displayed once the user click <b>Compare</b> .   |
| <b>OK</b>                   | Click <b>OK</b> to confirm the details in the screen.   |

## Symbols, Definitions and Abbreviations

The following are some of the Symbols you are likely to find in the manual:

**Table 1-4 Symbols**

| Icons   | Function    |
|---|-------------|
|    | Exit        |
|   | Add row     |
|  | Delete row  |
|  | Option List |

**Table 1-5 Common Icons and its Definitions**

| Icon Names | Applicable Stages                       | Operation   |
|------------|---|---|
| Minimize   | Initiation, Approval and Hand-off Retry | Users can minimize the transaction input screen. When the screen is minimized, it appears as to a separate tab within the same web page.  |
| Maximize   | Initiation, Approval and Hand-off Retry | User can maximize the transaction input screen.   |
| Close      | Initiation, Approval and Hand-off Retry | Users can close the transaction input screen. The system displays a warning message to the user that any unsaved data would be lost. User can either choose to ignore the message and close the screen or choose to 'save and close' the transaction. |

# 2

## Oracle Banking Payments Accessibility

This chapter contains the following sections:

- [Keyboard Navigation](#)
- [Links to Detailed Information](#)
- [Keyboard Navigation](#)
- [Links to Detailed Information](#)

### Keyboard Navigation

In Oracle Banking Payments, the following keys are used for navigation.

| Key                       | Description  |
|---------------------------|--|
| Tab key                   | You can use the tab key to move to the next control, such as, navigation tree, menu or tab in a page. Tab traverses the page left to right, top to bottom. Use Shift +Tab to move to the previous control. |
| Up and Down Arrow keys    | You can use the up arrow and down arrow keys to move to the previous or next item in the navigation tree, menu or table.   |
| Left and Right Arrow keys | You can use the left arrow and right arrow keys to expand and collapse an item in the navigation tree.   |
| Spacebar                  | You can use the spacebar to activate a control.<br>For example, in a check box, spacebar toggles the state, checking or un-checking the box. On a link, spacebar navigates to the target of the link.      |
| Enter                     | You can use the enter key to activate a button in selection.   |

The common tasks and the keyboard navigation used in Oracle Banking Payments are discussed under the following headings.

For more information on the common operations in Oracle Banking Payments, refer to the 'Procedures' user manual.

This section contains the following topics:

- [Hot Keys for Detail Screen Operations](#)
- [Hot Keys to View/Enter More Information When a Field is in Focus](#)
- [Hot Keys for Summary Screen Operations](#)
- [Navigation Keys for Accessing Tabs in Landing Page](#)
- [Hot Keys to Access Dashboards](#)
- [Other Operations](#)
- [Grid Operations Navigation Keys](#)
- [Summary Screen or LOV Grid Navigation Keys](#)
- [Layout Table Navigation Keys](#)
- [Navigation Keys for Customer Landing Page](#)

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- [Layout Table Navigation Keys](#)
- [Navigation Keys for Customer Landing Page](#)

## Hot Keys for Detail Screen Operations

You can use the following navigation keys to perform the basic operations on the new or existing records in a details screen:

| Task          | Navigation Keys | Description                        |
|---------------|-----------------|------------------------------------|
| New           | Ctrl+N          | To create a new record.            |
| Save          | Ctrl+S          | To save a record.                  |
| Copy          | Ctrl+Shift+C    | To copy the selected record.       |
| Close         | Ctrl+Shift+Y    | To close a record.                 |
| Authorize     | Ctrl+Shift+Z    | To authorize the selected record.  |
| Delete        | Ctrl+D          | To delete the selected record.     |
| Unlock        | Ctrl+U          | To unlock the selected record.     |
| Reopen        | Ctrl+R          | To reopen the selected record.     |
| Reverse       | Ctrl+E          | To reverse the selected record.    |
| Rollover      | Ctrl+Shift+V    | To rollover the selected record.   |
| Liquidate     | Ctrl+Q          | To liquidate the selected record.  |
| Hold          | Ctrl+H          | To hold the selected record.       |
| Generate      | Ctrl+B          | To generate the selected record.   |
| Print         | Ctrl+P          | To print the selected record.      |
| View          | Ctrl+J          | To view the selected record.       |
| Enter Query   | F7              | To enter query in a detail screen. |
| Execute Query | F8              | To execute an entered query.       |

## Hot Keys to View/Enter More Information When a Field is in Focus

You can use following navigation keys to pop up separate windows that contain the respective details for a selected field on a detail screen:

| Task             | Navigation Keys | Description                          |
|------------------|-----------------|--------------------------------------|
| Field Level Help | F1              | To open the field level help window. |

| Task                          | Navigation Keys | Description   |
|-------------------------------|-----------------|---|
| Open LOV/Calender/ Popup-Edit | F4              | To open an list of values (LOV), Calender or popup edit window. |
| Customer Instructions         | F6              | To open a customer instructions window.                         |
| Customer Image                | F10             | To open a customer image window.                                |
| Customer Balance              | F11             | To open a customer balance window.                              |
| Customer Signature            | F12             | To open a customer signature window.                            |
| Display Till Content          | Ctrl+Shift+T    | To open a till content window.                                  |

## Hot Keys for Summary Screen Operations

You can use the following navigation keys to perform the basic operations on the selected records in a summary screen:

| Task           | Navigation Keys | Description  |
|----------------|-----------------|--|
| Export         | Ctrl+E          | To export the data in an excel format.             |
| Reset          | Ctrl+R          | To reset the fields to enter a new criteria.       |
| Advance Search | Ctrl+Q          | To open the advance search window.                 |
| Clear All      | Ctrl+L          | To clear all the data entered for search criteria. |
| Refresh        | Ctrl+H          | To refresh the record with the same criteria.      |
| Saved Queries  | F7              | To get the list of saved queries.                  |
| Execute Query  | F8              | To execute query.                                  |

## Navigation Keys for Accessing Tabs in Landing Page

The navigation keys are used in different browsers in combination with a specific browser modifier key/key combination. You can navigate between the tabs and links on the landing page using the respective navigation key along with the browser modifier key.

### Browser Modifier Keys

The following table lists out the modifier keys for different browsers. Depending on the browser, prefix the respective modifier key to the specific navigation keys:

| Browser           | Modifier Keys    | Description   |
|-------------------|------------------|---|
| Internet Explorer | Alt              | Prefix 'Alt' key to the navigation key to execute the required task.              |
| Mozilla Firefox   | Alt+Shift        | Prefix 'Alt+Shift' key to the navigation key to execute the required task.        |
| Opera             | Shift+Esc        | Prefix 'Shift+Esc' key to the navigation key to execute the required task.        |
| Google Chrome     | Alt or Alt+Shift | Prefix 'Alt or Alt+Shift' key to the navigation key to execute the required task. |
| Safari            | Alt or Alt+Shift | Prefix 'Alt or Alt+Shift' key to the navigation key to execute the required task. |

### Landing Page Tab Navigation Keys

Depending on your browser, you need to prefix the browser modifier key to the navigation key. The navigation keys are listed in the following table:

| Task                       | Navigation Key | Description                                      |
|----------------------------|----------------|--|
| Access Keys Information    | 0              | To view access keys information.                 |
| Refresh Landing Page       | 1              | To refresh landing page.                         |
| Minimize or Maximize Menu  | 2              | To minimize or maximize the menu.                |
| Drill down Main Navigation | 3              | To drill down the main navigation.               |
| Minimize                   | 6              | To minimize the selected window.                 |
| Close                      | 7              | To close the selected window.                    |
| Branch                     | B              | To change branch drop-down.                      |
| Customer                   | C              | To access the customer tab.                      |
| Field Level Help           | E              | To open a field level help.                      |
| Fast Path                  | F              | To access this field to provide the function id. |
| Sign Off                   | G              | To sign off from the application.                |
| Home                       | H              | To shift focus to the home page.                 |
| Interactions               | I              | To shift focus to the interactions tab.          |
| Window                     | N              | To access the window option.                     |
| Preferences                | P              | To shift focus to the preferences tab.           |
| Tasks                      | T              | To shift focus to the tasks tab.                 |
| Workflow                   | W              | To shift focus to the workflow tab.              |

**Note:**

Once the focus is on the home tab, you can navigate the tabs using right or left arrows keys.

## Hot Keys to Access Dashboards

The dashboards are arranged in specific order. You can shift the focus by using the respective navigation keys.

| Task       | Navigation Keys | Description                            |
|------------|-----------------|--|
| Dashboard1 | Ctrl+Shift+1    | To shift the focus on the dashboard-1. |
| Dashboard2 | Ctrl+Shift+2    | To shift the focus on the dashboard-2. |
| Dashboard3 | Ctrl+Shift+3    | To shift the focus on the dashboard-3. |
| Dashboard4 | Ctrl+Shift+4    | To shift the focus on the dashboard-4. |
| Dashboard5 | Ctrl+Shift+5    | To shift the focus on the dashboard-5. |
| Dashboard6 | Ctrl+Shift+6    | To shift the focus on the dashboard-6. |

## Calendar Navigation Keys

The fields denoting dates will have the adjoining calendar to select the date from. You can navigate in the calendar using the following respective keys:

| Task           | Navigation Keys | Description                                  |
|----------------|-----------------|--|
| Previous Year  | Home            | To go to the previous year in the calendar.  |
| Previous Month | Page Up         | To go to the previous month in the calendar. |
| Next Month     | Page Down       | To go to the next month in the calendar.     |
| Next Year      | End             | To go to the next year in the calendar.      |

## Hot Keys for Close Operations

The LOV, calendar, popup-edit, screens or sub-screens open a different window. You can close such window using the following navigation keys:

| Task                    | Navigation Keys | Description                                       |
|-------------------------|-----------------|---|
| LOV/Calendar/Popup-Edit | Esc             | To close the LOV, Calendar, or Popup-Edit window. |
| Screen/Sub Screen       | Ctrl+W          | To close the open screen or sub screen.           |

## Other Operations

You can perform some more screen level operations using the following navigation keys:

| Task                   | Navigation Keys | Description  |
|------------------------|-----------------|--|
| Switch between Windows | F2              | To switch between the open windows.                |
| OK                     | Ctrl+K          | To focus on 'Ok' button on a selected window.      |
| Cancel                 | Ctrl+L          | To focus on 'cancel' button on a selected window.  |
| Confirm                | Ctrl+M          | To focus on 'Confirm' button on a selected window. |
| Next Tab               | Ctrl+Page Down  | To go to the next tab.                             |
| Previous Tab           | Ctrl+Page Up    | To go to the previous tab.                         |

## Grid Operations Navigation Keys

A multiple entry table grid in Oracle Banking Payments refers to a set of fields in tabular format where you can add more rows or delete existing rows as required to capture the details. In a multiple entry table grid on a given screen, you can use the following hot-keys to navigate between rows and columns. These hot-keys can be used when the multiple entry table grid is in edit mode.

| Task                   | Navigation Keys | Description                 |
|------------------------|-----------------|-----------------------------|
| Navigate Between Rows  | Up & Down keys  | To navigate between rows.   |
| Navigate between cells | Tab & Shift+Tab | To navigate between cells.  |
| First Page             | Home            | To go to the first page.    |
| Previous Page          | Page Up         | To go to the previous page. |
| Next Page              | Page Down       | To go to the next page.     |
| Last Page              | End             | To go to the last page.     |

| Task                                  | Navigation Keys | Description   |
|---------------------------------------|-----------------|---|
| Add Row                               | Ctrl+Insert     | To add a row.   |
| Delete Row                            | Ctrl+Delete     | To delete a row.  |
| Single Record View                    | Ctrl+l          | To view a single record.  |
| Focus Shifted Outside the Table       | Ctrl+Tab        | To shift the focus outside the table.                                       |
| Navigate to the Frame above the Table | Ctrl+Shift+Tab  | To navigate to the frame on the screen above the multiple entry table grid. |

## Summary Screen or LOV Grid Navigation Keys

You can view the queried records in summary screen. You can navigate using the following navigation keys:

| Task          | Navigation Keys | Description                 |
|---------------|-----------------|-----------------------------|
| First Page    | Home            | To go to the first page.    |
| Previous Page | Page Up         | To go to the previous page. |
| Next Page     | Page Down       | To go to the next page.     |
| Last Page     | End             | To go to the last page.     |

## Layout Table Navigation Keys

You can navigate in the layout table using the following navigation keys to shift the focus between rows, cells or pages.

| Task                         | Navigation Keys | Description                    |
|------------------------------|-----------------|--------------------------------|
| Navigate Between Rows        | Up & Down keys  | To navigate between rows.      |
| Navigate between cells       | Tab & Shift+Tab | To navigate between cells.     |
| First Page                   | Home            | To go to the first page.       |
| Previous Page                | Page Up         | To go to the previous page.    |
| Next Page                    | Page Down       | To go to the next page.        |
| Last Page                    | End             | To go to the last page.        |
| Navigation to Cells on Left  | Left Arrow      | To navigate to cells on left.  |
| Navigation to Cells on Right | Right Arrow     | To navigate to cells on right. |

## Navigation Keys for Customer Landing Page

You can navigate within the customer landing page using the following navigation keys:

| Task   | Navigation Keys      | Description   |
|--|----------------------|---|
| Moving to next Account Tab or Customer Details Tab | Ctrl+Shift+Page-Down | To navigate to the next accounting tab within the customer landing page if account tabs are open. If last tab is reached, next navigation will be to the customer detail tab. |

| Task   | Navigation Keys   | Description   |
|--|-------------------|---|
| Moving to previous Account Tab or Customer Details Tab | Ctrl+Shift+PageUp | To navigate to the previous opened tab within the customer landing page if account tabs are open. If first tab is reached, next navigation will be to the last account tab. |

## Links to Detailed Information

The following sections provide you with the relevant links for detailed information on Oracle Banking Payments Accessibility.

This section contains the following topics:

- [Documentation Accessibility](#)
- [Access to Oracle Support](#)
- [Documentation Accessibility](#)
- [Access to Oracle Support](#)

## 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

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