Oracle® Banking Supply Chain Finance Cloud Service Oracle Banking Getting Started User Guide



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ORACLE

Oracle Banking Supply Chain Finance Cloud Service Oracle Banking Getting Started User Guide, Release 14.8.0.0.0

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Contents

Preface

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

1 Access Application

| 1.1 | Sign In | 1-1 |
|-----|----------|-----|
| 1.2 | Sign Out | 1-2 |

2 Application Environment

| 2.1 | Scree | en Environment | 2-2 |
|-----|-------|--------------------|-----|
| | 2.1.1 | Dashboard | 2-2 |
| | 2.1.2 | Maintenance Screen | 2-3 |
| | 2.1.3 | Summary Screen | 2-4 |

3 How to's

| 3.1 Access the Records | 3-2 |
|---------------------------------------|-----|
| 3.2 View the Records | 3-2 |
| 3.2.1 Tile View | 3-2 |
| 3.2.2 Tile View with Context Menu | 3-3 |
| 3.2.3 List View | 3-4 |
| 3.3 Search the Records / Transactions | 3-4 |
| 3.3.1 Search the Records | 3-4 |
| 3.3.2 Search the Transactions | 3-5 |
| 3.4 Refresh the Records | 3-7 |
| 3.5 Create / Configure the Records | 3-7 |
| 3.6 Copy the Records | 3-8 |



| 3.7 Unlock the Records | 3-8 |
|-------------------------------------------|------|
| 3.8 Reopen the Records | 3-8 |
| 3.9 Delete the Records | 3-9 |
| 3.10 Print the Records | 3-9 |
| 3.11 Authorize the Records / Transactions | 3-9 |
| 3.11.1 Authorize the Records | 3-9 |
| 3.11.2 Authorize the Transactions | 3-12 |
| 3.12 Minimize and Maximize the Records | 3-13 |
| 3.13 Close the Records | 3-13 |
| 3.14 Audit the Records | 3-14 |

4 Screen / Dashboard

| 4.1 | Pagination | 4-1 |
|-----|-------------------------------|-----|
| 4.2 | Mandatory and Optional Fields | 4-1 |
| 4.3 | Remove Tile | 4-1 |
| 4.4 | Reorder Tile | 4-1 |
| 4.5 | Expand Tile | 4-2 |
| 4.6 | Add Tile | 4-2 |
| | | |

5 Common Fields

Index

Preface

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

Purpose

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

Audience

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

Documentation Accessibility

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

Access to Oracle Support

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

Diversity and Inclusion

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



Conventions

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

The following text conventions are used in this document:

Related Resources

For more information, refer to the following resources:

- Oracle® Banking Common Core User Guide
- Oracle® Banking Security Management System User Guide
- Tasks User Guide
- Supply Chain Finance User Guide
- Receivables and Payables 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.

1 Access Application

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

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

• Sign In

This topic provides systematic instructions to sign in to the application.

• Sign Out This topic provides systematic instructions to sign out from the application.

1.1 Sign In

This topic provides systematic instructions to sign in to the application.

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

1. Specify the URL in the browser address and press Enter.

The Sign In screen displays.

| 126_626 1 1771 77 |
|--------------------------|
| ORACLE |
| User Name |
| Password |
| Sign In |
| |

Figure 1-1 Sign In

2. Specify the required fields on Sign In screen.

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



Table 1-1 Sign In – Field Description

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

3. Click **Sign In** to login to the application.

The Home screen displays.

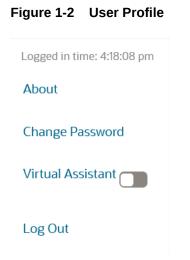
1.2 Sign Out

This topic provides systematic instructions to sign out from the application.

Make sure that all the fields are entered and saved.

- **1.** In the selected application, navigate to toolbar.
- 2. From toolbar, click user name logged into the application.

The User Profile fly-out screen displays.



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



2 Application Environment

This topic describes about the various fields available in the application environment.

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

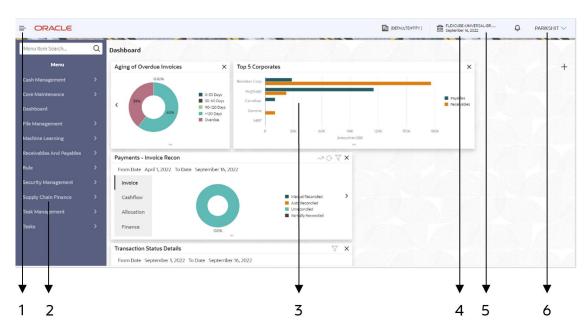


Figure 2-1 Application Environment

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

Table 2-1 Application Environment - Field Description

| Field | Description |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hamburger Menu | Click to expand/collapse the menu. |
| Menu | Click to navigate/open the screens associated with the application. |
| Sub-Menu | Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges. |
| Display Grid | Displays the screens/dashboards. |



| Field | Description |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank Name | Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user. Note: Depending on the logged in user and the branches associated, the user can switch |
| | between branches and view the records. |
| Application Date | Displays the last performed application date of branch's EOD. |
| User Profile | Displays the user profile related options and actions. |

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

Screen Environment

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

2.1 Screen Environment

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

There are three types of screens in the application.

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

2.1.1 Dashboard

This topic describes about the various components in the dashboard.

Depending on the access/permission provided to the logged-in user, the user can view the dashboards associated with the user. These dashboard helps the user to analyze the situation and take the necessary actions.

| ging of Overdue Invoices | × Transaction Status Detai | ls | ∀ × |
|-------------------------------------------------|------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------|
| | From Date September 1, 2 | | |
| 4.4% 3.7% 0.12% 1.8% | 1 | APIPRODUCT | |
| 1.8% 0.30 | | | |
| 90-12 | O Days Partial Settled | GP PO Product | |
| one Over | | | |
| | | Pre-post Invoice | |
| | | 5 | |
| Defaulters | | × | Top Borrowers |
| Nonth: O Previous | | | |
| | mount | | |
| | £1,423,029,067.41 | | |
| | £324,241.22 | | No data to display |
| | £318,091.81 | | |
| | £175,495.50 | | |
| | | | ar. |
| 5 Corporates | | × | Invoices Raised |
| | | ^ | 3.0M |
| arrefour | | | 2.5M |
| Danone | | Payables | 8 20M |
| LIANCE VIEW VIEW VIEW VIEW VIEW VIEW VIEW VIE | | Receivables | S 15M E Financed Amount |
| | | | ₩ 10M |
| 0 5M 10M 15M | и 20М 25М 30М | 35M | 9.0 |
| 4 | Amount in GBP | | APR-2022 MAY-2022 JUN-2022 JUL-2022 AUG-2022 SEP-2022 |
| ness Volume Trend | | × | Payments - Invoice Recon 🛷 🖓 🏹 |
| .om | | | From Date April 1, 2022 To Date September 16, 2022 |
| 3.5M 3.0M | | | Involce |
| 2.5M 2.0M | | Payables | |
| LSM | | Receivable | Cashflow Manual Reconciled |
| LOM 1.5M | | | Allocation Unreconciled |
| 0.0 | 22 JUL-2022 AUG-2022 SEP | -2022 | Finance |
| APH-2022 MAY-2022 JUN-20 | 12 JUL-2022 AUG-2022 SEP | -2022 | 100% |
| ity Wise Utilization Limit trend | | 7 × | |
| Date April 1, 2022 To Date Septembe | r 16, 2022 | | Facilities Expired From Date August 16, 2022 To Date September 15, 2022 |
| | | | Facilities Near Expiry From Date September 16, 2022 To Date |
| | | | October 16, 2022 |
| 0 | | · Finance | |
| | | | (Expired) Near Expiry |
| 10 0 | | | |
| APR MAY JUN | JUL AUG | SEP | |
| lity Utilization | | × | Customer wise utilization trend |
| (Nearing Breat | ch Breached | Under Utilized | From Date April 1, 2022 To Date September 16, 2022 |
| Cradit Course | | opplier | 3.0K |
| | | 2 , | 6 23K 9 20K • Finance |
| RECOURSE | | oduct | 2 15K • APlAutoNonCustome |
| Invoice | 2 | 2 | 10K + RELIANCE |
| ~ | | | 0.0 |
| | | | |
| nces Maturing | | | ₹©× |
| rom Date September 16, 2022 To Dat | e December 15, 2022 | | |
| From Date September 10, 2022 To Dat | c 0 | | |
| 1.6B | | | |
| 1.68 £1.48 | | | |
| 1.68 £1.48 | | | |
| 1.68 1.28 | | | Week |
| 1.6B | | | * Week |
| 1.68 £1.48 1.28 £1.48 0.88 0.48 | 1427V 100V 240V - 110V | = £161¥ - £1554 | |
| 1.68 £1.48 1.28 0.88 0.48 0.0 £210K £255K | <mark>≝ 437% ≝ 435% ≝ 455% ≝ 456%</mark> eek 4 Week 5 Week 7 Oct | | |

Figure 2-2 Dashboard

2.1.2 Maintenance Screen

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

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

Figure 2-3 Maintenance Screen

| Create Host Code | | | :: × |
|------------------|----------------------|---------------------|-------------|
| Host Code | Description | | |
| Required | Required | | |
| Country Code | Processing Time Zone | Default Branch Code | |
| Q | | Q | |
| Required | Required | Required | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | Cancel Save |

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

| Table 2-2 | Maintenance Screen | – Field Description |
|-----------|--------------------|---------------------|
|-----------|--------------------|---------------------|

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

2.1.3 Summary Screen

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

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



Figure 2-4 Summary Screen

| /iew Language Code | | | | | | | | | | | :: × |
|-----------------------------------------------------------------------------------------------|----|-----------------------------|--------------------------------------|----|---------------------------------------|--------|----------|-------------------------------|--------|------------|--------------|
| k + ↔ | | | | | | | | | | | i ≡ E |
| Language ISO Code: es | : | Language ISO Code | : | : | Language ISO Code: fr | | : | Language ISO Code: en | | : | |
| anguage Code ESP IC Copy guage Code CHT anguage Spanish E Unlock 3uage Traditional Chinese | | ese | Language Code FRC Language French | | Language Code ENG Language English | | | | | | |
| 🕻 Authorized 🔓 Open | | lose uthorized liew | 🔓 Open | @1 | C Authorized | 🔓 Open | 1 | C Authorized | 🔓 Open | 2 2 | |
| Language ISO Code: pt | : | Language ISO Code | 1 | : | Language ISO Code: ar | | ; | Language ISO Code: pt | | : | |
| Language Code PT Language Portuguese | | Language Code C Language | | se | Language Code A Language A | | | Language Code F Language F | | | |
| 🕻 Authorized 🛛 🔓 Open | 团1 | C Authorized | 🔓 Open | 図1 | C Authorized | 🔓 Open | 2 | C Authorized | 🔓 Open | 团1 | |

 Table 2-3
 Summary Screen – Field Description

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

3 How to's

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

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

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

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

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



3.1 Access the Records

This topic provides systematic instructions to access the records.

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

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

1. Navigate to the hamburger menu.

By default, the hamburger menu is expanded.

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

The screens associated with the sub-menu appears.

3. Click Create <name of the screen>.

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

4. Click View <name of the screen>.

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

3.2 View the Records

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

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

The various formats to view the records are as follows:

- Tile View
 This topic describes about viewing the records in tile view.
- Tile View with Context Menu This topic describes about viewing the records in tile view with context menu.
- List View

This topic describes about viewing the record in list view.

3.2.1 Tile View

This topic describes about viewing the records in tile view.

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



Figure 3-1 Tile View

| View Language Code | | | | | | | | ::: |
|--------------------------------------------------------------------------------------|------|-------------------------------------------------|------|-----------------------------------------------------|------------|--------------------------------------------------------|------------|-----|
| x + 0 | | | | | | | | IE |
| Language ISO Code: es | : | Language ISO Code: TW | : | Language ISO Code: fr | : | Language ISO Code: en | : | |
| Language Code ESP Language Code CHT Language Spanish Language Traditional Chinese | | Language Code FRC Language French | | Language Code ENG Language English | | | | |
| 🗅 Authorized 🔓 Open | [2]1 | 🗅 Authorized 🔓 Open | [2]1 | 🗈 Authorized 🔓 Open | [2]1 | 🔁 Authorized 🔓 Open | 2 2 | |
| Language ISO Code: pt | : | Language ISO Code: CN | : | Language ISO Code: ar | : | Language ISO Code: pt | : | |
| Language Code PT Language Portuguese | | Language Code CHS Language Simplified Chines | se | Language Code ARB Language Arebic | | Language Code POR Language Portuguese | | |
| 🗘 Authorized 🛛 🔓 Open | 团1 | 🗈 Authorized 🔓 Open | @1 | 🗅 Authorized 🔓 Open | 2 2 | 🗅 Authorized 🔓 Open | @1 | |

3.2.2 Tile View with Context Menu

This topic describes about viewing the records in tile view with context menu.

Tile view with context menu is similar to any tile view summary record. The context menu allows the user to perform any actions that are associated with the records.

| View Language Code | | | | | ::× |
|-------------------------------------------------------|------------|---------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------|-----|
| 2 + 0 | | | | | |
| Language ISO Code: es | : | Language ISO Code: TW | Language ISO Code: fr | Language ISO Code: en | |
| Language Code ESP Language Spanish | | Copy guage Code CHT Unlock guage Traditional Chinese | Language Code FRC Language French | Language Code ENG Language English | |
| C Authorized 🔓 Open | | Close uthorized 🔓 Open 🖾 1 View | DAuthorized Deen 21 | C Authorized | |
| Language ISO Code: pt | : | Language ISO Code: CN | Language ISO Code: ar | Language ISO Code: pt | |
| Language Code PT Language Portuguese | | Language Code CHS Language Simplified Chinese | Language Code ARB Language Arebic | Language Code POR Language Portuguese | |
| 🗅 Authorized 🔒 Open | 2 1 | 🕻 Authorized 🔓 Open 🖾 1 | 🕻 Authorized 🔓 Open 🖾 2 | D Authorized | |

Figure 3-2 Tile View with Context Menu

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

 Table 3-1
 Tile View with Context Menu - Field Description

| Field | Description |
|---------------------|-------------------------------------------------------------------------------------------|
| Context Menu | The context menu allows the user to perform actions that are associated with the record. |
| Context Menu Flyout | A list of all actions appears. The list of actions depend on the status of the record. |



3.2.3 List View

This topic describes about viewing the record in list view.

The list view displays the configured records in a list format.

- 1. Navigate to View screen.
- Click List View on the action toolbar to view the details. The List View displays with the details.

Figure 3-3 List View

| View Language Code | :: × |
|-------------------------------------------------------------------------------------------------------|-------|
| Q + Q | 1≡ 88 |
| Language ISO Code: es Language Code: ESP Language Name: Spanish | : |
| Language ISO Code: TW Language Code: CHT Language Name: Traditional Chinese | : |
| Language ISO Code: fr Language Code: FRC Language Name: French | : |
| Language ISO Code: en Language Code: ENG Language Name: English | : |
| Language ISO Code: pt Language Code: pT Language Name: Portuguese | : |

3.3 Search the Records / Transactions

This topic describes the instruction to search the records/transactions.

- Search the Records
 This topic provides systematic instructions to search the records.
- Search the Transactions
 This topic provides the systematic instructions to search the transactions.

3.3.1 Search the Records

This topic provides systematic instructions to search the records.

- 1. Navigate to Summary Maintenance screen.
- 2. Click Search button.

The fields associated with the screen displays.



| Figure 3-4 Search - Maintenand |
|--------------------------------|
|--------------------------------|

| Search Filter | × |
|----------------------|---|
| Language Code | |
| Language Name | |
| Authorization Status | |
| Record Status | |
| Search Reset | |

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

Table 3-2 Search - Field Description

| Field | Description |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <specific search<br="">Parameters></specific> | Specify the applicable search parameters for the respective summary screen. |
| Authorization Status | Select the authorization status to filter the records. The available options are: Authorized Unauthorized Rejected |
| Record Status | Select the record status to filter the records. The available options are: • Open • In Progress • Closed |

- **3.** Specify the required fields.
- 4. Click Search.

The requested record displays.

3.3.2 Search the Transactions

This topic provides the systematic instructions to search the transactions.

1. Navigate to Summary - Transaction screen.

2. Click Search button.

The fields associated with the screen displays.

| Search Filter | X |
|----------------------|---|
| Branch | |
| Reference | |
| Source Reference | |
| Authorization Status | |
| Transaction Status | |
| Search Reset | |

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

Table 3-3 Search - Field Description

| Field | Description |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <specific search<br="">Parameters></specific> | Specify the applicable search parameters for the respective summary screen. |
| Authorization Status | Select the authorization status to filter the transactions. The available options are: Authorized Unauthorized Rejected |
| Transaction Status | Select the transaction status to filter the transactions. The available options are: • Active • Reversed • Pending • Expired |

- **3.** Specify the required fields.
- 4. Click Search.

The requested transaction displays.

3.4 Refresh the Records

This topic provides systematic instructions to refresh the records.

- 1. Navigate to Summary screen.
- 2. Click Refresh button.

The records associated with the screen is updated with the latest details.

3.5 Create / Configure the Records

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

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

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

Figure 3-6 Create Host Code

| Create Host Code | | | :: × |
|------------------|----------------------|---------------------|-------------|
| Host Code | Description | | |
| Required | Required | | |
| Country Code | Processing Time Zone | Default Branch Code | |
| Q | | Q | |
| Required | Required | Required | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | Cancel Save |

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

The Save - Confirmation Message pop-up screen displays.

| Save | |
|---------------------------------|--------|
| Please provide remarks (if any) | |
| Remarks | |
| | |
| | |
| | Cancel |

Figure 3-7 Save - Confirmation Message

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

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

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

3.6 Copy the Records

This topic provides systematic instructions to copy the record.

- 1. Navigate to Summary screen.
- 2. Click on the record that needs to be copied.
- 3. Click Copy to copy the selected record details and do the required changes to the record.
- 4. Click Save.

The modified record is saved.

3.7 Unlock the Records

This topic provides systematic instructions to unlock the record.

- 1. Navigate to Summary screen.
- 2. Click the record that needs to be unlocked.
- Click Unlock to unlock the selected record details and do the required changes to the record.
- 4. Click Save.

The modified record is saved.

3.8 Reopen the Records

This topic provides systematic instructions to reopen the record.



- 1. Navigate to Summary screen.
- 2. Click the record that needs to be reopened.
- 3. Click Reopen.

The **Confirmation** screen displays.

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

3.9 Delete the Records

This topic provides systematic instructions to delete the record.

Note:

Make sure that the user have privileges and know the guidelines to delete the records.

- 1. Navigate to Summary screen.
- 2. Click the Record that needs to be deleted.
- 3. Click Delete.

The selected record is deleted.

3.10 Print the Records

This topic provides systematic instructions to print the record.

- 1. Navigate to Summary screen.
- 2. Click the record that needs to be printed.
- 3. Click **Print** to view the record in a print format.

The selected record is printed.

3.11 Authorize the Records / Transactions

This topic describes the instruction to authorize the records/transactions.

- Authorize the Records This topic provides systematic instructions to authorize the record.
- Authorize the Transactions
 This topic provides the systematic instructions to authorize the transaction.

3.11.1 Authorize the Records

This topic provides systematic instructions to authorize the record.

- 1. Navigate to Summary Maintenance screen.
- 2. Click Action icon on the unauthorized record which needs to be authorized.



3. Click Authorize.

The Authorization screen displays.

Figure 3-8 Authorization

| View Account | Entries | ;; × |
|---------------------------------------------|---------|-----------------------|
| QQ | | ≣ 88 |
| Mod Number3 | Compare | |
| Done ByADITINDone On28/4/2Record StatusOpen | | |
| Once Auth Yes | View | |
| | | Cancel Reject Approve |

4. Click View to view the record.

Note:

If the **Enforce View before Authorize** toggle is enabled in **External Bank Parameter Maintenance** screen, the user must view the record before approving or rejecting.

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

Note:

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

To approve the record:

7. Click **Approve** to approve the record.

The Approval Confirmation pop-up screen displays.

| Please confirm |
|----------------|
| Please confirm |
| |
| |
| |
| |
| |
| |
| Cancel Confirm |
| Cancel |

- 8. Specify the approval remarks in the **Remarks** field.
- 9. Click **Confirm** to approve the record.

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

10. Click **Cancel** to discard the approval.

To reject the record:

11. Click **Reject** to reject the record.

The Rejection Confirmation pop-up screen displays.

| Confirm | |
|------------------------------------------------------|--------------------|
| Are you sure you want to reject? Please provide rema | rks for rejection. |
| Remarks | |
| | |
| | |
| | |
| | Cancel Confirm |

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



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

14. Click Cancel to discard the rejection.

3.11.2 Authorize the Transactions

This topic provides the systematic instructions to authorize the transaction.

- 1. Navigate to Summary Transaction screen.
- 2. Click Action icon on the unauthorized transaction which needs to be authorized.
- 3. Click Authorize.

The Authorization screen displays.

| Internal Transfer | | | | | ;; × |
|---------------------------|-----------------|---------------------|---------------------|----------|---------|
| | | | | Reject A | Approve |
| Booking Reference Number | Booking Date | Value Date | Source Code | | |
| 000ZVIB1809700mP | April 7, 2018 | April 7, 2018 | OBVAM | | |
| Source Reference Number | Customer Number | Real Account Number | Real Account Branch | | |
| | 000462 | HEL0046200046 | 000 | | |
| Original Reference Number | | | | | |
| | | | | | |
| | | | | | |
| Transaction Details | | | | | |
| Virtual Account Number | Amount | Transaction Code | Debit/Credit | | |
| 1000381 | GBP 500.00 | CRE | Debit | Credit | |
| | | | | | |

To approve the transaction:

4. Click **Approve** to approve the transaction.

The Approval Confirmation pop-up screen displays.

| Confirm | | | |
|-----------------|------------------|-------------------|--|
| Are you sure yo | u want to approv | e? Please confirm | |
| Remarks | | | |
| | | | |
| | | | |
| | | | |

- 5. Specify the approval remarks in the **Remarks** field.
- 6. Click **Confirm** to approve the transaction.

The selected transaction is approved and the approval remarks can be viewed in **Audit** screen. Refer Audit the Records topic for the detailed explanation.

7. Click Cancel to discard the approval.



To reject the transaction:

8. Click **Reject** to reject the transaction.

The Rejection Confirmation pop-up screen displays.

| · · · · · · · · · · · · · · · · · · · | | | |
|---------------------------------------|-------------------------|--------------------|--------------|
| Confirm | | | |
| re you sure you wan | t to reject? Please pro | vide remarks for ı | rejection. |
| | | | |
| emarks | | | |
| | | | |
| | | | |
| | | | |
| | | | Cancel Confi |

9. Specify the rejection remarks in the Remarks field.



10. Click **Confirm** to reject the transaction.

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

11. Click **Cancel** to discard the rejection.

3.12 Minimize and Maximize the Records

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

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

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

3. Click Maximize button to maximize the screen.

The screen is maximized.

3.13 Close the Records

This topic provides systematic instructions to close the record.

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

The selected record is closed.



Note:

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

3.14 Audit the Records

This topic provides systematic instructions to audit the record.

- 1. Navigate to Summary screen.
- 2. Click Options icon and click Unlock or View button to modify/view the record.
- On Maintenance screen, click Audit to view the change history of the record. The Audit detail pop-up screen appears.

| Maker | Checker |
|-------------------------------------------------|----------------------|
| | |
| 2018-04-09 11:50:44 | 园 2018-05-09 1254:48 |
| AMOUNT INCREASED FROM 10000 USD TO 20000 USD | AMOUNT VERIFIED |
| Status | Modification No |
| ▲ Unauthorized | 3 |
| ⊘ Open | Show History |

Figure 3-9 Audit

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



This hyperlink appears only if the Modification Number is greater than 1.

The Modification History pop-up screen displays in the reverse chronological order.



Figure 3-10 Modification History

| Modification No: 3 Authorization Status: Unauthorized | Maker: ADMINUSER1 Maker Remarks: AMOUNT CHANGED | Checker: Checker Remarks: AMOUNT VERIFIED |
|----------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------|
| Record Status: Open | Maker Date Time: April 9, 2018 at 11:50:44 AM | Checker Date Time: |
| Modification No: 2 Authorization Status: Authorized | Maker: ADMINUSER1 Maker Remarks: close | Checker: ADMINUSER1 Checker Remarks: Auto Authorize |
| Record Status: Closed | Maker Date Time: April 9, 2018 at 6:30:03 PM | Checker Date Time: April 9, 2018 at 6:30:03 PM |
| Modification No: 1 | Maker: ADMINUSER1 | Checker: ADMINUSER1 |
| Authorization Status: Authorized Record Status: Open | Maker Remarks: - Maker Date Time: April 9, 2018 at 4:20:33 AM | Checker Remarks: - Checker Date Time: April 9, 2018 at 4:20:33 AM |

- 5. Click **Back** to navigate to the previous screen
- 6. Click anywhere in the screen to close the audit detail pop-up screen.



This topic describes about Screen / Dashboard.

This topic contains the following subtopics:

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

4.1 Pagination

This topic describes about the pagination details in the screen.

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

4.2 Mandatory and Optional Fields

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

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

4.3 Remove Tile

This topic describes the systematic instructions to remove the tile.

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

The removed widgets are available under the Add Tiles option.

4.4 Reorder Tile

This topic describes the systematic instructions to reorder the tile.



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

4.5 Expand Tile

This topic describes the systematic instructions to expand the tile.

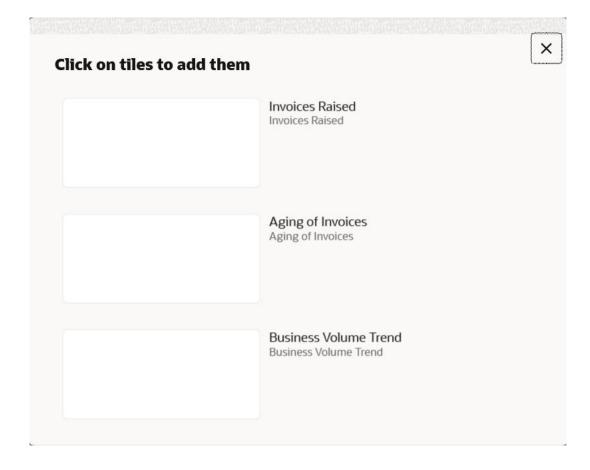
• Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

4.6 Add Tile

This topic describes the systematic instructions to add the tile.

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

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



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



5 Common Fields

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

The list of common fields are as follows.

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

Table 5-1 Common Fields

6 Common Buttons/Icons

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

| Button | Description |
|-----------|------------------------------------------------------------------------------------------------|
| New | Creates a new record for the selected screen. |
| Query | View all the configured records for the selected screen. |
| Unlock | Unlock the configured record for the selected screen. |
| Search | Search the configured record and select the required record for the selected screen. |
| Сору | Copy the configured record, modify the details, and save with a different name for the record. |
| Delete | Remove the configured record for the selected screen. |
| Reopen | Reopens a closed record for the selected screen. |
| Close | Closes the configured record for the selected screen. |
| Print | Prints the configured record for the selected screen. |
| Authorize | Authorizes the configured record for the selected screen. |
| Reject | Rejects the configured record for the selected screen. |
| Collapse | Minimises the opened screen to the bottom left corner of the screen. |
| Remove | Closes the opened screen. |
| Audit | Check the history of the configured records for the selected screen. |
| Save | Save the configured record for the selected scree |
| Cancel | Discard the configured record before saving it. |

Table 6-1 List of Buttons

Table 6-2 Symbols and Icons - Common

| Symbol/Icon | Function |
|-------------|----------------|
| J L | Minimize |
| ч г | |
| r 7 | Maximize |
| L J | |
| × | Close |
| Q | Perform Search |
| • | Open a list |



| Symbol/Icon | Function |
|----------------------------------------|----------------------------------------------------------|
| | Date Range |
| \leftrightarrow | |
| | |
| 1 | Add a new record |
| | |
| K | Navigate to the first record |
| | Novigate to the last record |
| > | Navigate to the last record |
| | Navigate to the previous record |
| • | |
| | Navigate to the next record |
| • | |
| 88 | Grid view |
| 00 | |
| 18三 | List view |
| 10000000000000000000000000000000000000 | Refresh |
| C. | Keiresii |
| | Click this icon to add a new row. |
| + | |
| | Click this icon to delete a row, which is already added. |
| | |
| ritta i | Calendar |
| | |
| \Box | Alerts |
| | Unlock Option |
| E | |
| | |
| | View Option |
| E | |
| Ð | |
| | Pagnan Ontion |
| ~ | Reopen Option |
| æ | |
| | |

| Table 6-2 | (Cont.) Symbols and Icons - Common |
|-----------|------------------------------------|
| Table 6-2 | (Cont.) Symbols and Icons - Common |



Table 6-3 Symbols and Icons – Audit Details

| Symbol/Icon | Function |
|--------------|-------------------------------|
| Do | A user |
| Ē | Date and time |
| | Unauthorized or Closed status |
| \checkmark | Authorized or Open status |
| \odot | Rejected status |

Table 6-4 Symbols and Icons - Widget

| Symbol/Icon | Function |
|-------------|---------------------|
| 6 | Open status |
| D | Unauthorized status |
| Ľ | Rejected status |
| £ | Closed status |
| D | Authorized status |
| | Modification Number |

Table 6-5Symbols and Icons - Dashboard

| Symbol/Icon | Function |
|-------------|-----------|
| 000 | Bar Chart |

| Symbol/Icon | Function |
|-------------|--------------|
| Ċ | Donut Chart |
| ▦ | Table View |
| ∇ | Filter |
| ::: | Move Widgets |
| U | Reset |

| Table 6-5 | (Cont.) Symbols and Icons - Dashboard |
|-----------|---------------------------------------|
| Table 6-5 | (Cont.) Symbols and Icons - Dashboard |

Index

А

Access Application, 1-1 Access the Records, 3-2 Add Tile, 4-2 Application Environment, 2-1 Audit the Records, 3-14 Authorize the Records, 3-9 Authorize the Records / Transactions, 3-9 Authorize the Transactions, 3-12

С

Close the Records, 3-13 Common Buttons/Icons, 6-1 Common Fields, 5-1 Copy the Records, 3-8 Create / Configure the Records, 3-7

D

Dashboard, 2-2 Delete the Records, 3-9

Ε

Expand Tile, 4-2

Н

How to's, 3-1

L

List View, 3-4

Μ

Maintenance Screen, 2-3

Mandatory and Optional Fields, 4-1 Minimize and Maximize the Records, 3-13

Ρ

Pagination, 4-1 Print the Records, 3-9

R

Refresh the Records, 3-7 Remove Tile, 4-1 Reopen the Records, 3-8 Reorder Tile, 4-1

S

Screen / Dashboard, 4-1 Screen Environment, 2-2 Search the Records, 3-4 Search the Records / Transactions, 3-4 Search the Transactions, 3-5 Sign In, 1-1 Sign Out, 1-2 Summary Screen, 2-4

Т

Tile View, 3-2 Tile View with Context Menu, 3-3

U

Unlock the Records, 3-8

V

View the Records, 3-2

