

# Oracle® Banking Supply Chain Finance

## Oracle Banking Getting Started User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

ORACLE®

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# Preface

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

## Diversity and Inclusion

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

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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 or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	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, 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

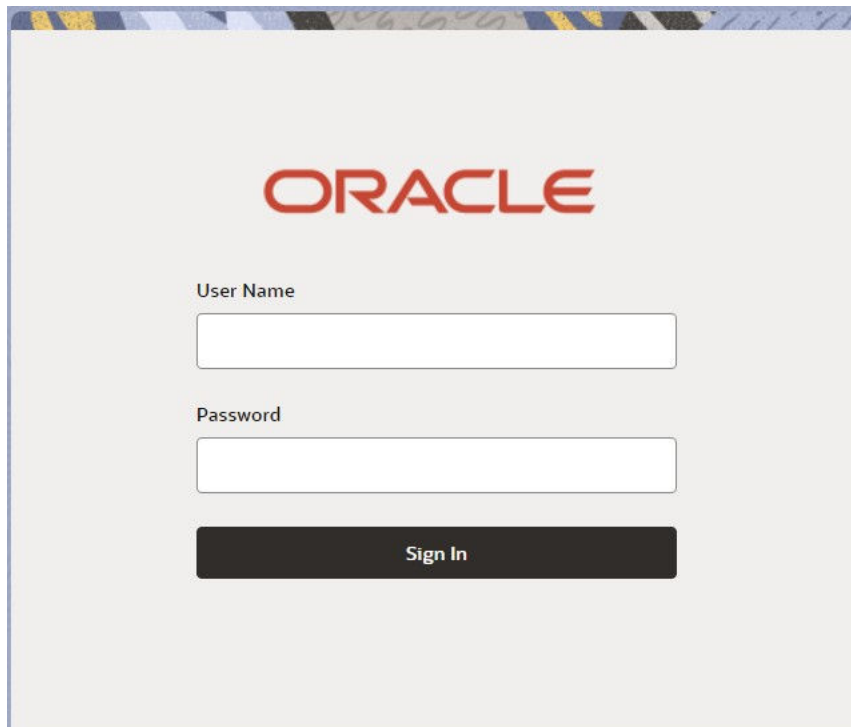
This topic provides systematic instructions to sign in to the application.

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.

**Figure 1-1 Sign In**



The screenshot shows a web-based sign-in interface. At the top, the word "ORACLE" is displayed in a large, red, sans-serif font. Below the logo, the text "User Name" is positioned above a white rectangular input field. Further down, the text "Password" is positioned above another white rectangular input field. At the bottom of the form, there is a black rectangular button with the text "Sign In" in white, centered on it.

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.

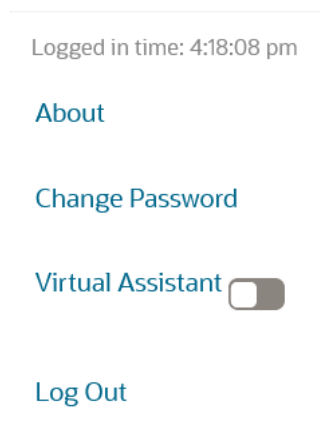
## 1.2 Sign Out

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.

**Figure 1-2 User Profile**



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



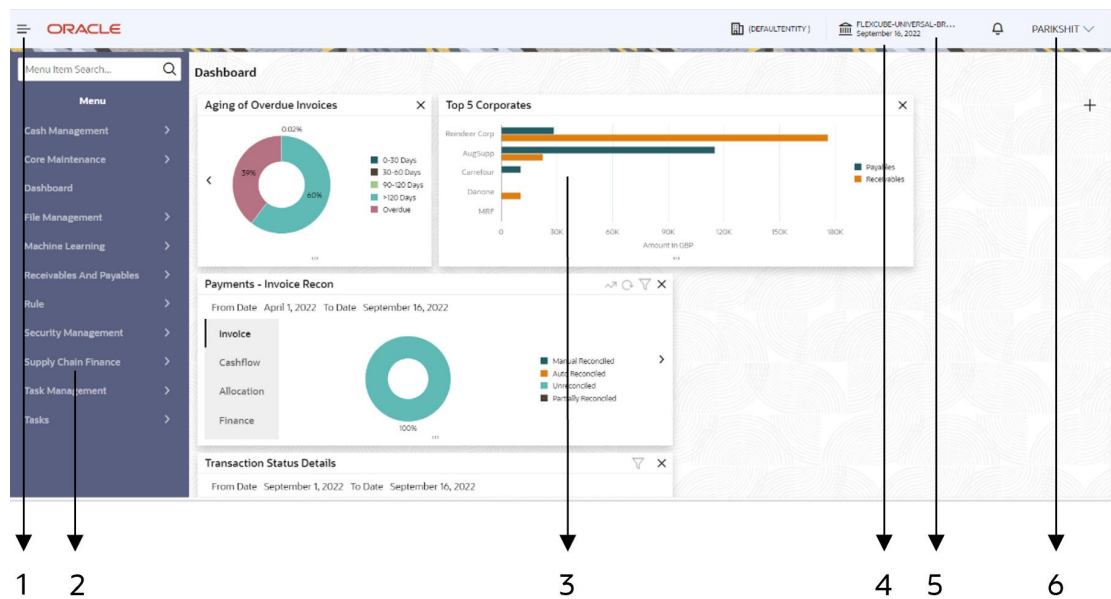
# 2

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

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

Field	Description
<b>Bank Name</b>	<p>Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user.</p> <div style="border-left: 2px solid #0070C0; border-right: 2px solid #0070C0; border-bottom: 2px solid #0070C0; padding: 10px; margin: 10px 0;"> <p> <b>Note:</b></p> <p>Depending on the logged in user and the branches associated, the user can switch between branches and view the records.</p> </div>
<b>Application Date</b>	Displays the last performed application date of branch's EOD.
<b>User Profile</b>	Displays the user profile related options and actions.

- [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.

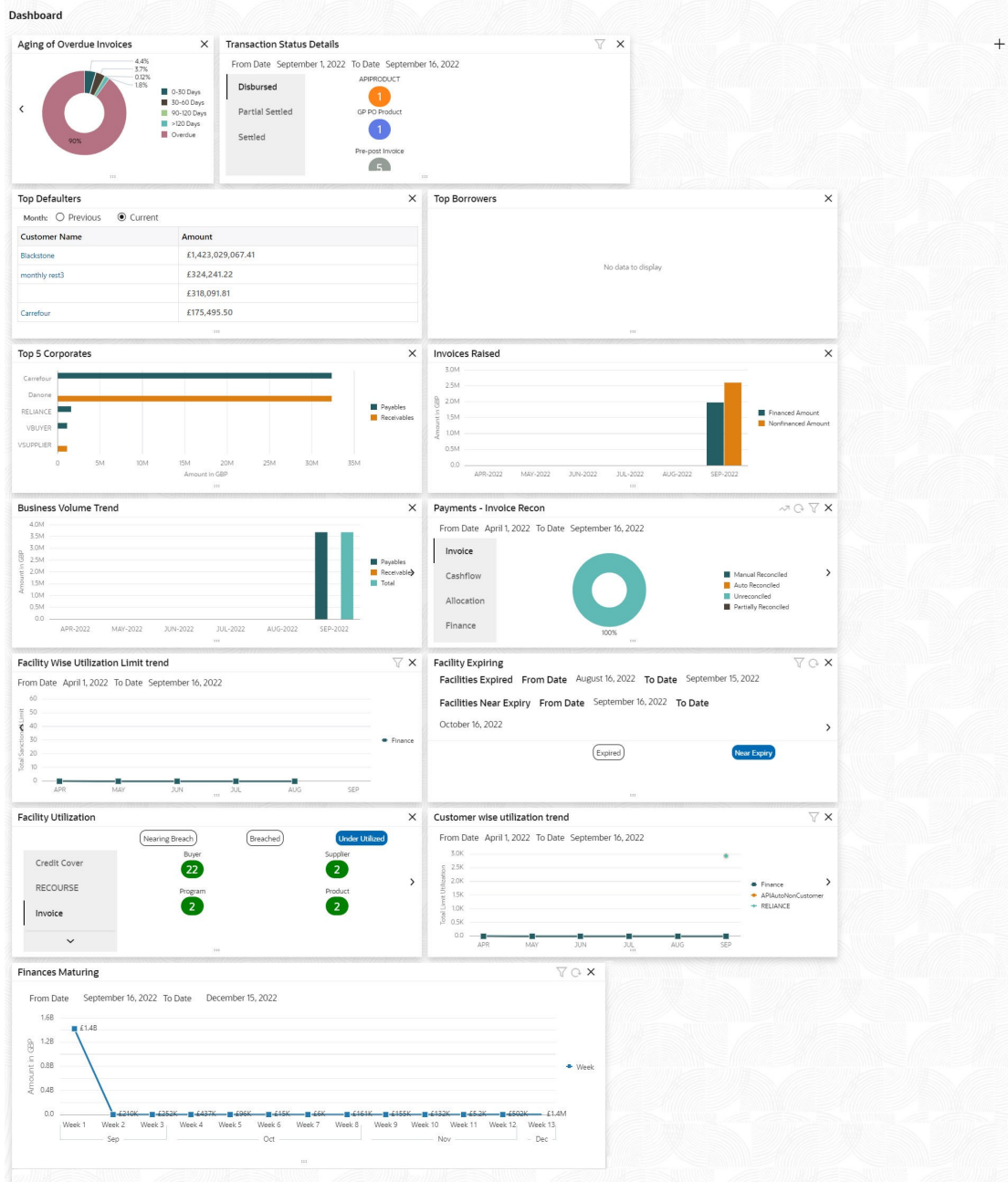
- [Dashboard](#)  
This topic describes about the various components in the dashboard.
- [Maintenance Screen](#)  
This topic describes about the various components in the Maintenance screen.
- [Summary Screen](#)  
This topic describes about the various components on the summary screen.

### 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.

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**

The screenshot shows a web-based form titled "Create Host Code". The form is set against a background with a repeating circular pattern. It contains the following fields:

- Host Code**: A text input field with a search icon and the word "Required" below it.
- Description**: A text input field with a search icon and the word "Required" below it.
- Country Code**: A text input field with a search icon and the word "Required" below it.
- Processing Time Zone**: A text input field with a search icon and the word "Required" below it.
- Default Branch Code**: A text input field with a search icon and the word "Required" below it.

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

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

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

Field	Description
<b>Fields</b>	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 <a href="#">Mandatory and Optional Fields</a> .
<b>Tile bar</b>	Displays the name of the screen, minimize, and remove actions. For more information, refer to <a href="#">Minimizing Records</a> and <a href="#">Close the Records</a> .
<b>Save</b>	Click to save the entered details.
<b>Cancel</b>	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

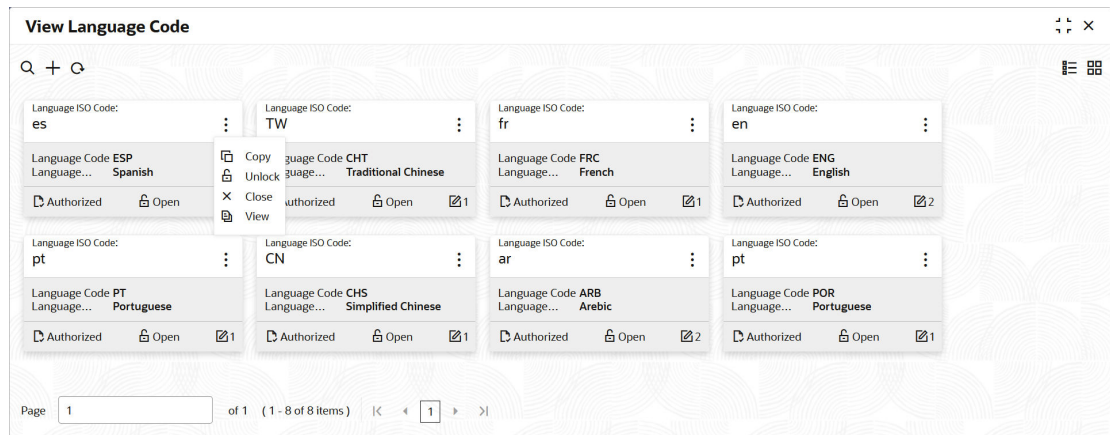


Table 2-3 Summary Screen – Field Description

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

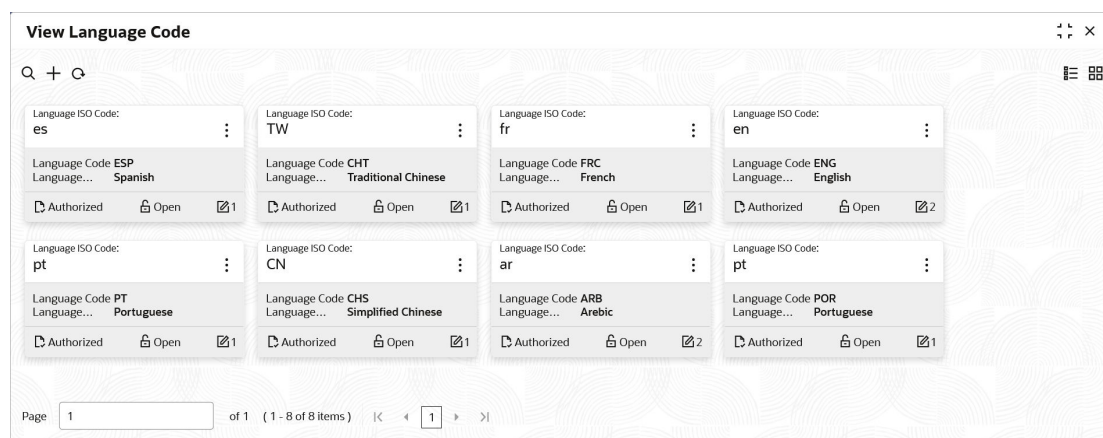
- [Tile View](#)  
This topic describes about viewing the records in tile view.
- [Tile View with Context Menu](#)  
This topic describes about viewing the records in tile view with context menu.
- [List View](#)  
This topic describes about viewing the record in list view.

### 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**

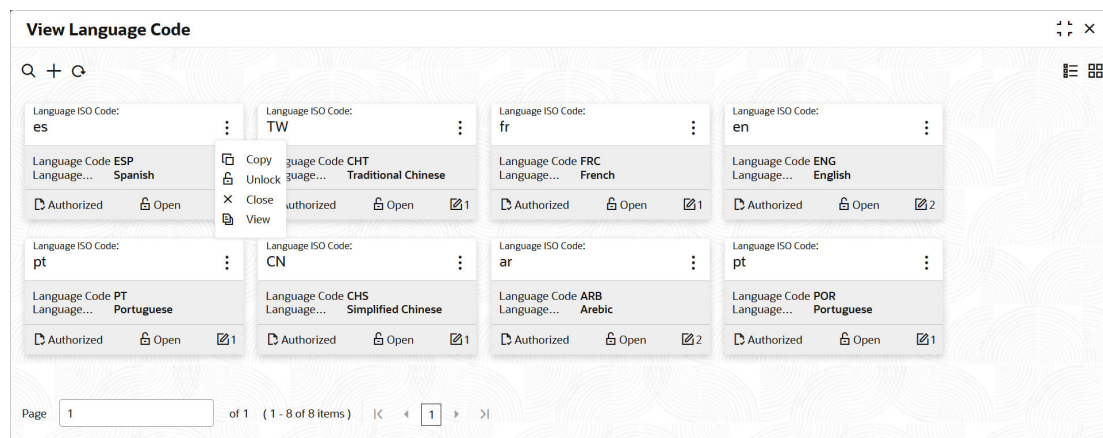


### 3.2.2 Tile View with Context Menu

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.

**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
<b>Context Menu</b>	The context menu allows the user to perform actions that are associated with the record.
<b>Context Menu Flyout</b>	A list of all actions appears. The list of actions depend on the status of the record.



### 3.2.3 List View

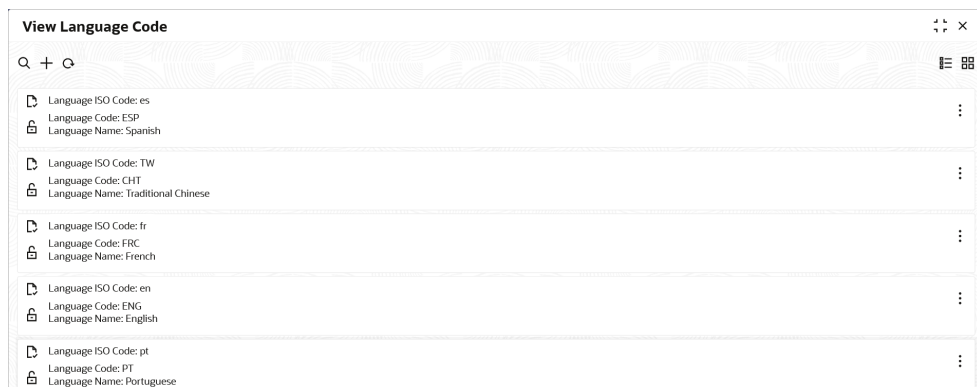
This topic describes about viewing the record in list view.

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

1. Navigate to **View** screen.
2. Click **List View** on the action toolbar to view the details.

The **List View** displays with the details.

**Figure 3-3 List View**



## 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 - Maintenance

## Search Filter ✕

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Language Code

Language Name

Authorization Status

Record Status

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

Table 3-2 Search - Field Description

Field	Description
<b>&lt;Specific Search Parameters&gt;</b>	Specify the applicable search parameters for the respective summary screen.
<b>Authorization Status</b>	Select the authorization status to filter the records. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> <li>• <b>Rejected</b></li> </ul>
<b>Record Status</b>	Select the record status to filter the records. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>In Progress</b></li> <li>• <b>Closed</b></li> </ul>

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.

**Figure 3-5 Search - Transaction**

### Search Filter

✕

---

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
<b>&lt;Specific Search Parameters&gt;</b>	Specify the applicable search parameters for the respective summary screen.
<b>Authorization Status</b>	Select the authorization status to filter the transactions. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> <li>• <b>Rejected</b></li> </ul>
<b>Transaction Status</b>	Select the transaction status to filter the transactions. The available options are: <ul style="list-style-type: none"> <li>• <b>Active</b></li> <li>• <b>Reversed</b></li> <li>• <b>Pending</b></li> <li>• <b>Expired</b></li> </ul>

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.
2. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.  
The **Create Host Code** screen shown for reference.

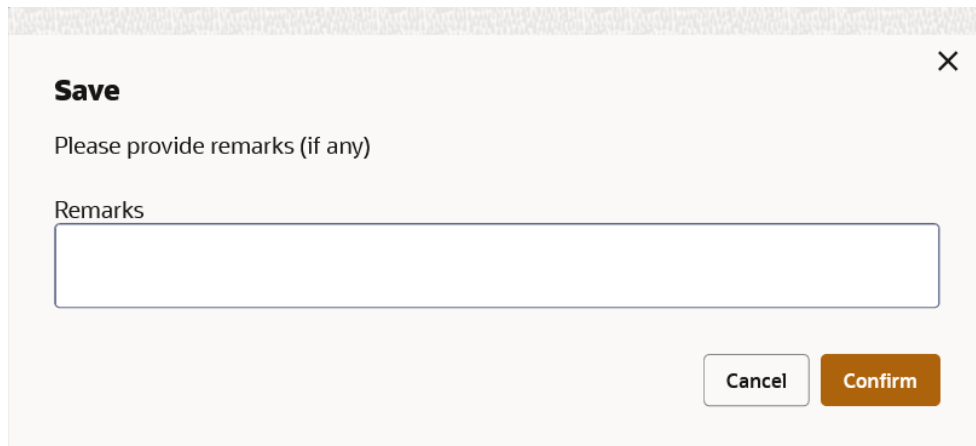
**Figure 3-6 Create Host Code**

The screenshot shows a web form titled "Create Host Code". The form is set against a background with a repeating pattern of overlapping circles. It contains five input fields, each with a search icon and the word "Required" below it:

- Host Code
- Description
- Country Code
- Processing Time Zone
- Default Branch Code

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

3. Specify the required details in the respective fields.
4. Click **Save**.  
The **Save - Confirmation Message** pop-up screen displays.

**Figure 3-7 Save - Confirmation Message**

**Save** ×

Please provide remarks (if any)

Remarks

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.
3. 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

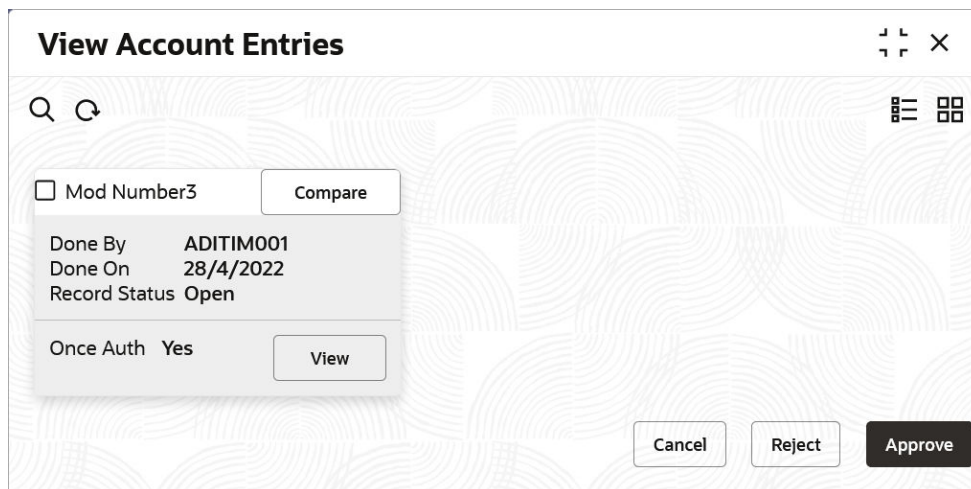
This topic provides systematic instructions to authorize the record.

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**



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.

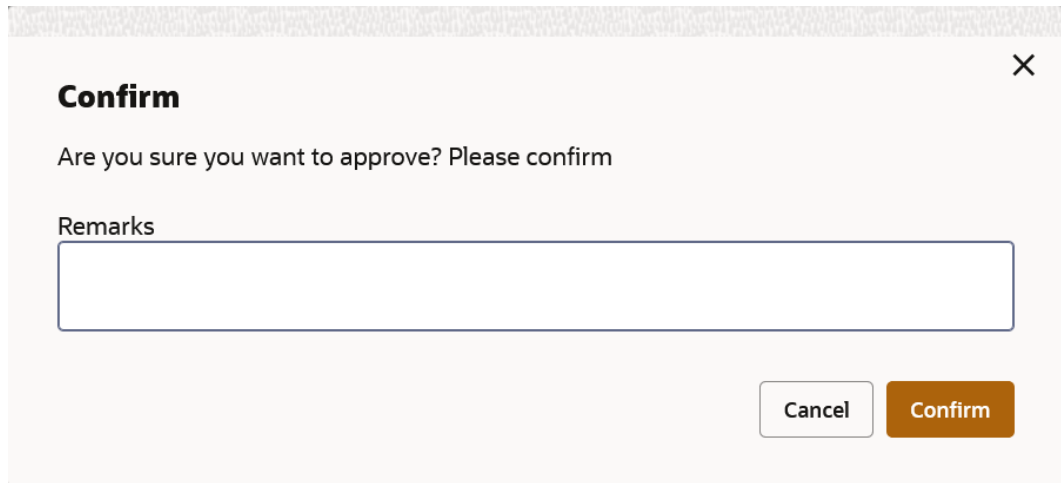
 **Note:**

- 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.



A dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to approve? Please confirm". Below this is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

8. Specify the approval remarks in the **Remarks** field.

9. Click **Confirm** to approve the record.

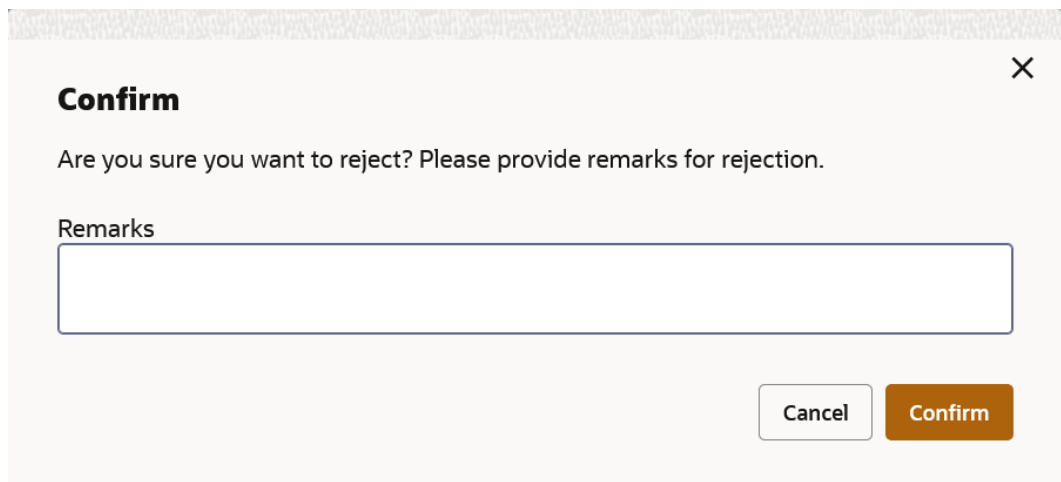
The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer [Audit the Records](#) topic for the detailed explanation.

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.



A dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads: "Are you sure you want to reject? Please provide remarks for rejection.". Below this is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

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

 **Note:**

The **Remarks** is mandatory while rejecting the record.

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



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

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			
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 you want to approve? Please confirm

Remarks

Cancel Confirm

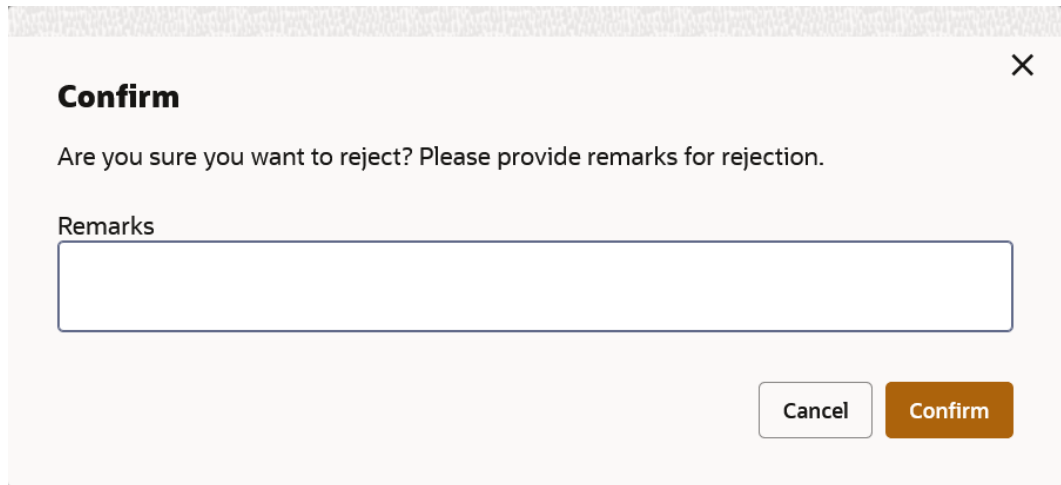
5. Specify the approval remarks in the **Remarks** field.
6. Click **Confirm** to approve the transaction.

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.



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

 **Note:**

The **Remarks** is mandatory while rejecting the transaction.

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.
3. On **Maintenance** screen, click **Audit** to view the change history of the record.  
The **Audit** detail pop-up screen appears.

**Figure 3-9 Audit**

Maker	Checker
 ADMINUSER1	 ADMINUSER2
 2018-04-09 11:50:44	 2018-05-09 12:54:48
AMOUNT INCREASED FROM 10000 USD TO 20000 USD	AMOUNT VERIFIED
Status	Modification No
 Unauthorized	3
 Open	<a href="#">Show History</a>

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

 **Note:**

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**

[Back](#)

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

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

# 4

## Screen / Dashboard

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

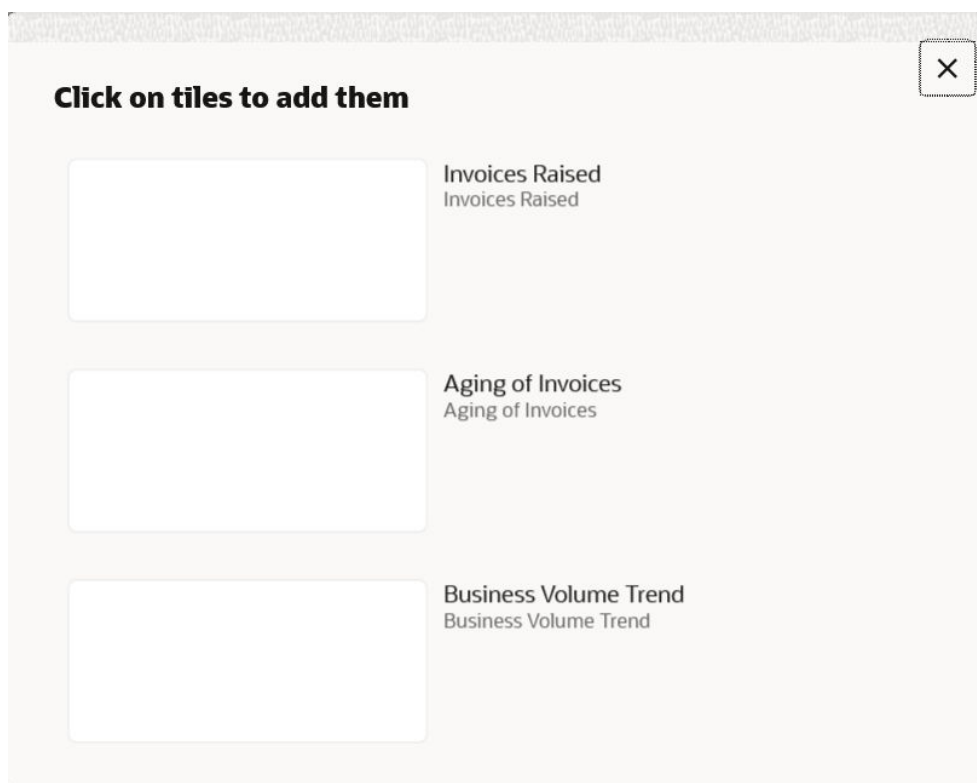
This topic describes the systematic instructions to expand the tile.

- 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.



2. 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.

**Table 5-1 Common Fields**

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 <b>Create External Customer</b> screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the <b>Create External Customer Account</b> screen.
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the <b>Create Upload Source</b> screen.
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the <b>Create Host Code</b> screen.
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the <b>Create Currency Definition</b> screen.
Status	Displays the status of the record: <ul style="list-style-type: none"><li>• <b>Authorized:</b> The record is verified and authorized.</li><li>• <b>Unauthorized:</b> The record is not verified.</li><li>• <b>Rejected:</b> The record is rejected.</li><li>• <b>Open:</b> The record is open and waiting for verification.</li><li>• <b>Locked:</b> The record is locked.</li><li>• <b>Closed:</b> The record is closed.</li></ul>



# 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.

**Table 6-1 List of Buttons**

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

**Table 6-2 Symbols and Icons - Common**






Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list

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

















Symbol/Icon	Function
	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
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 6-3 Symbols and Icons – Audit Details






Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status
	Rejected status

Table 6-4 Symbols and Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

Table 6-5 Symbols and Icons - Dashboard







Symbol/Icon	Function
	Bar Chart

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

Symbol/Icon	Function
	Donut Chart
	Table View
	Filter
	Move Widgets
	Reset

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