# Oracle® Banking Virtual Account Management Cloud Service Oracle Banking Getting Started User Guide





Oracle Banking Virtual Account Management Cloud Service Oracle Banking Getting Started User Guide, Release 14.7.4.0.0

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# **Preface**

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

# 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 Back Office Data Entry Clerk, Back Office Managers/Officers, Product Managers, End of Day Operators, and Financial Controller users.

# **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.

# **Related Resources**

The related documents are as follows:

- Oracle Banking Security Management System User Guide
- Oracle Banking Common Core User Guide
- Overview User Guide
- Configuration User Guide
- Customer and Accounts User Guide
- Identifier User Guide
- Charges User Guide
- Transactions User Guide

#### Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
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.

# Screenshot Disclaimer

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

# **Acronyms and Abbreviations**

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

Table 1 Acronyms and Abbreviations

Abbreviation	Description
EOD	End of Day
URL	Uniform Resource Locator



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 the systematic instructions to sign in to the application.
- Sign Out
   This topic provides the systematic instructions to log out from the application.

# 1.1 Sign In

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

Make sure that the 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



#### devplg1devtestbank14

Oracle Cloud Account Sign In



Need help signing in? Click here

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 the systematic instructions to log out from the application.

Make sure that all the fields are entered and saved.

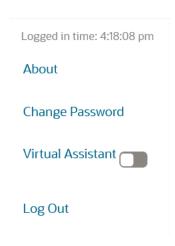
1. In the selected application, navigate to toolbar.



2. From toolbar, click on the 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.

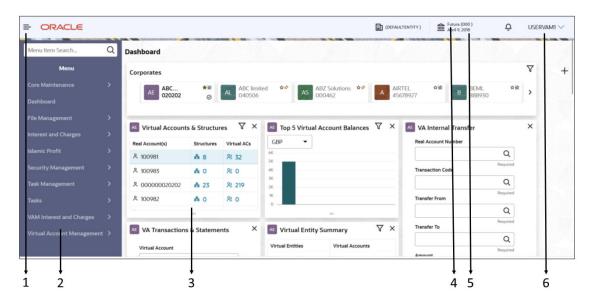


# **Application Environment**

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.

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

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.	

#### 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
- Maintenance Screen
- Summary Screen
- 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.

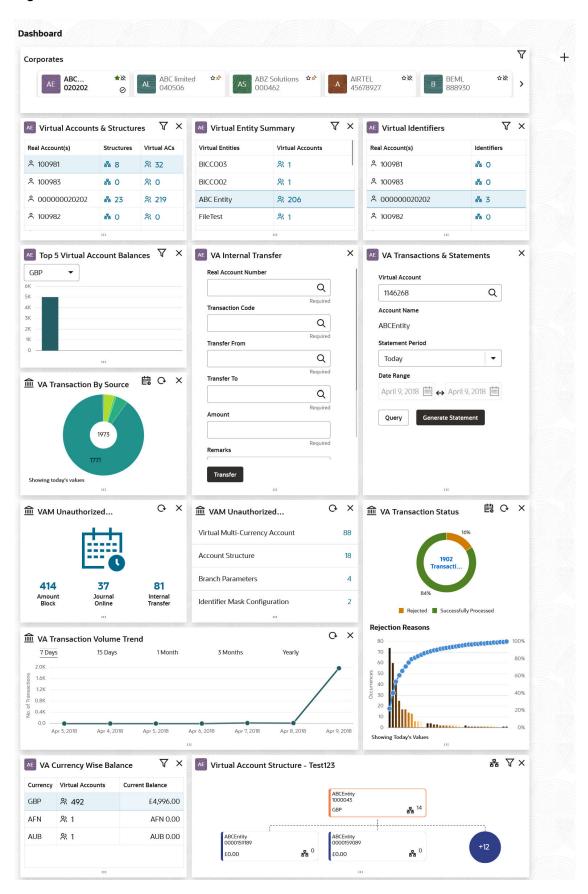
## 2.1.1 Dashboard

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 analyse the situation and take the necessary actions.



Figure 2-2 Dashboard

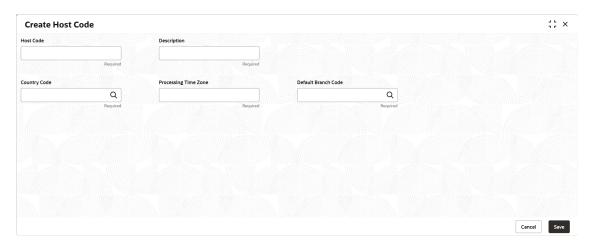


#### 2.1.2 Maintenance Screen

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 create screen. The create 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



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 <b>Minimizing Records</b> and <b>Closing Records</b> .
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 the information about the configured records, where the user can perform few common actions and view the records.



Figure 2-4 Summary Screen

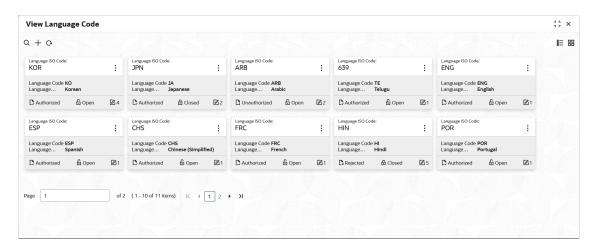


Table 2-3 Summary Screen - Field Description

Field	Description
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 <b>Minimizing Records</b> and <b>Closing Records</b> .
Records	Displays the configured records. The user can view the records in different format. For more information, refer to <b>Viewing Records</b> .
Tile view	Displays the configured records in the tile format.
List view	Displays the configured records in the list format.



## How to's

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

As a new user, the user 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 the 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 the systematic instructions to refresh the records.

#### Create / Configure the Records

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

#### Copy the Records

This topic provides the systematic instructions to copy the record.

#### Unlock the Records

This topic provides the systematic instructions to unlock the record.

#### Reopen the Records

This topic provides the systematic instructions to reopen the record.

#### Delete the Records

This topic provides the systematic instructions to delete the record.

#### Print the Records

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

#### Close the Records

This topic provides the systematic instructions to close the record.

#### Audit the Records

This topic provides the systematic instructions to audit the record.

## 3.1 Access the Records

This topic provides the 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 displays.

3. Click Create <name of the screen>.

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

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 records in list view.

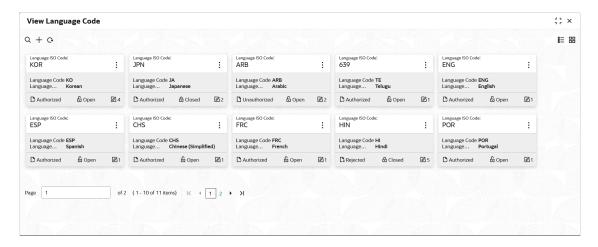
#### 3.2.1 Tile View

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

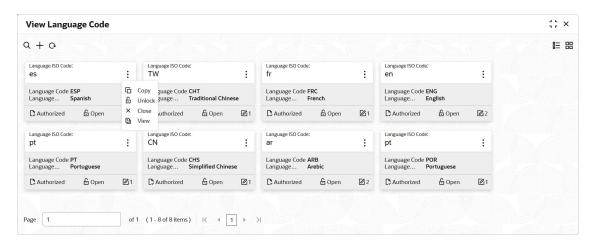
This topic describes about viewing the records in tile view with context menu.

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.

The content menu is available for:

- View Account Input
- View Account Closure
- View Account Product
- View Internal Credit Line
- View Line Account Linkage
- View Bank Parameters
- View Virtual Entity
- View Corporate Specific Account Number Range

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	This button appears only to a select the number of screens.  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

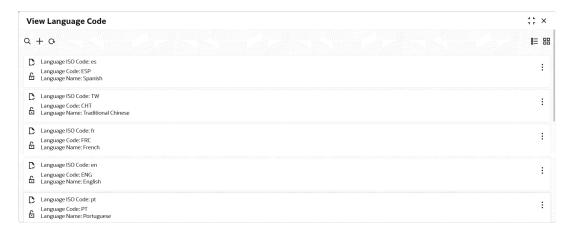
This topic describes about viewing the records in list view.

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** screen 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 the 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

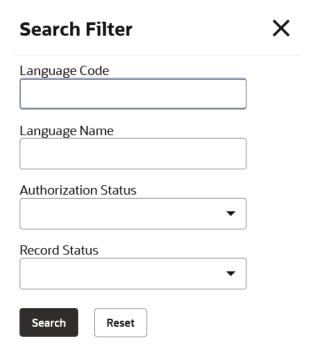
This topic provides the systematic instructions to search the records.

1. Navigate to **Summary - Maintenance** screen.

#### 2. Click **Search** button.

The fields associated with the screen displays.

Figure 3-4 Search - Maintenance



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

Table 3-2 Search - Field Description

Field	Description
<specific parameters="" search=""></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.

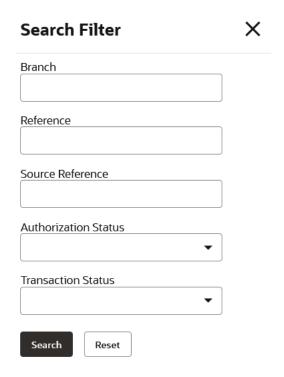
## 3.3.2 Search the Transactions

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.

Figure 3-5 Search - Transaction



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

**Table 3-3 Search - Field Description** 

Field	Description
<specific parameters="" search=""></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



Table 3-3 (Cont.) Search - Field Description

Field	Description
Transaction Status	Select the transaction status to filter the transactions. The available options are:

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

The requested transaction displays.

## 3.4 Refresh the Records

This topic provides the 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

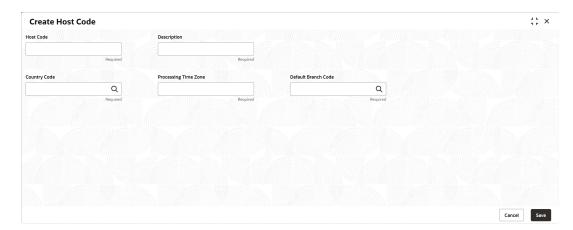
This topic provides the systematic instructions to create / configure the records.

The user can create / configure records in any of the two 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

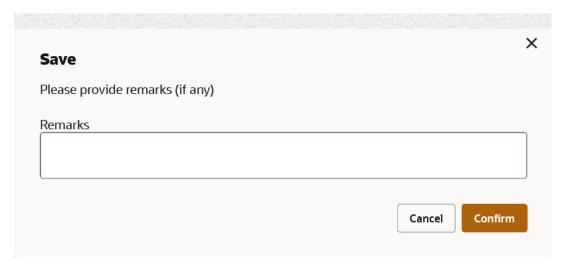


- 3. Specify the required details in the respective fields.
- 4. Click Save.

The Save - Confirmation Message popup screen displays.



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 the systematic instructions to copy the record.

- 1. Navigate to Summary screen.
- Click the record that need to copy.
- 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 the systematic instructions to unlock the record.

- 1. Navigate to **Summary** screen.
- 2. Click the record that need to unlock.
- Click Unlock to unlock the selected record details and do the required changes to the record.
- Click Save.

The modified record is saved.

# 3.8 Reopen the Records

This topic provides the systematic instructions to reopen the record.



- 1. Navigate to Summary screen.
- 2. Click on the record that need to reopen.
- Click Reopen.

The **Confirmation** screen displays.

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

## 3.9 Delete the Records

This topic provides the systematic instructions to delete the record.



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

- 1. Navigate to **Summary** screen.
- Click the record that needs to be deleted.
- 3. Click Delete.

The selected record is deleted.

## 3.10 Print the Records

This topic provides the 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 the 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 the systematic instructions to authorize the record.

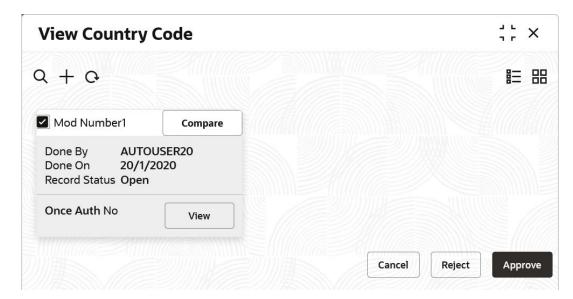
- 1. Navigate to Summary Maintenance screen.
- 2. Click icon on the unauthorized record which needs to be actioned.



#### Click Authorize.

The Authorization screen displays.

Figure 3-8 Authorization



4. Click **View** to view the record.



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:

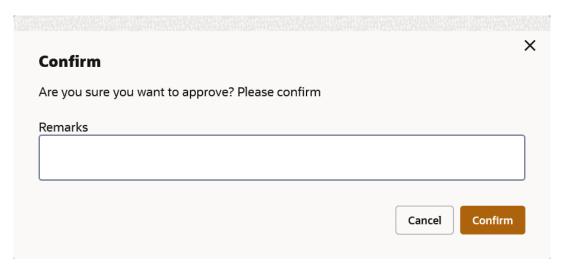
- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

#### To approve the record:

Click Approve to approve the record.

The **Approval Confirmation** popup screen displays.

Figure 3-9 Approval Confirmation



- 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.

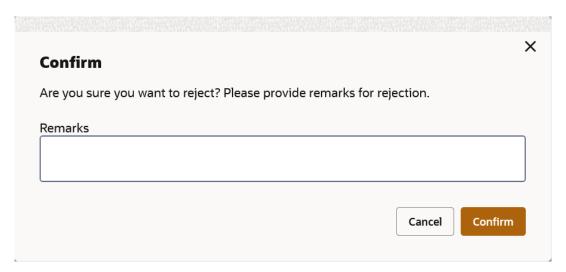
10. Click Cancel to discard the approval.

#### To reject the record:

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

The **Rejection Confirmation** popup screen displays.

Figure 3-10 Rejection Confirmation



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



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.

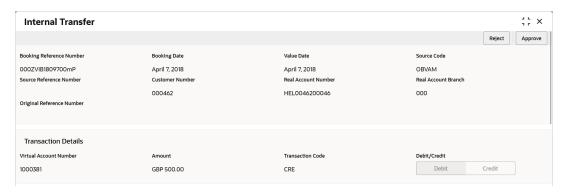
#### 3.11.2 Authorize the Transactions

This topic provides the systematic instructions to authorize the transaction.

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

The Authorization screen displays.

Figure 3-11 Authorization

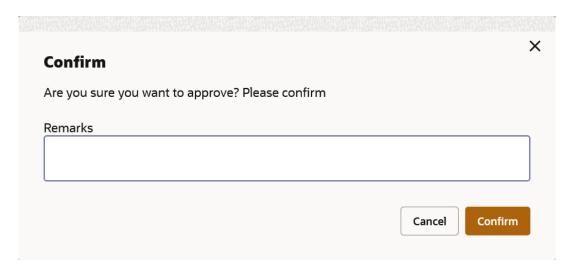


#### To approve the transaction:

Click Approve to approve the transaction.

The **Approval Confirmation** popup screen displays.

Figure 3-12 Approval Confirmation





- 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.

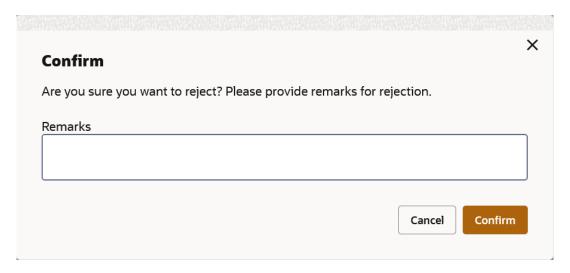
Click Cancel to discard the approval.

#### To reject the transaction:

8. Click Reject to reject the transaction.

The **Rejection Confirmation** popup screen displays.

Figure 3-13 Rejection Confirmation



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 the systematic instructions to minimize and maximize the records.

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

The minimized screen diplays 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 the systematic instructions to close the record.

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

The selected record is closed.



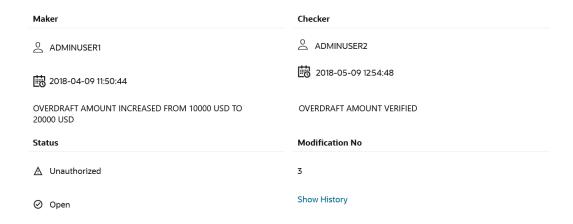
If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.

## 3.14 Audit the Records

This topic provides the systematic instructions to audit the record.

- Navigate to Summary screen.
- 2. Click  $\stackrel{\circ}{:}$  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 popup screen displays.

Figure 3-14 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 popup screen displays in the reverse chronological order.



Figure 3-15 Modification History

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

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



4

## Screen / Dashboard

This topic describes about the various components in Screen / Dashboard.

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 dashboard tile.

Reorder Tile

This topic describes the systematic instructions to reorder the dashboard tile.

Expand Tile

This topic describes the systematic instructions to expand the dashboard tile.

Add Tile

This topic describes the systematic instructions to add the dashboard 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 using the numbers 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 dashboard 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 dashboard 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 dashboard 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.

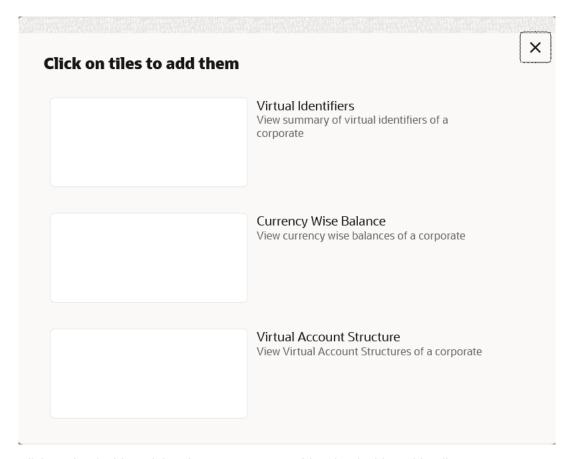
#### 4.6 Add Tile

This topic describes the systematic instructions to add the dashboard tile.

 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.

Figure 4-1 Click on tiles to add them



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.



# **Common Fields**

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

The list of common fields are described as follows.

**Table 5-1 Common Fields** 

Field	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.  • 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.

# 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 Common Buttons** 

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 6-2 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
7 F	
г ¬	Maximize
LJ	
×	Close
Q	Perform Search
•	Open a list

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

Symbol/Icon	Function
Зуппоппсоп	Date Range
$\leftrightarrow$	Date Kange
=	Add a new record
K	Navigate to the first record
X	Navigate to the last record
1	Navigate to the previous record
<b>&gt;</b>	Navigate to the next record
88	Grid view
=	List view
G	Refresh
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
<b>iii</b>	Calendar
Û	Alerts
6	Unlock Option
₽	View Option
<b>₩</b>	Reopen Option



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

Symbol/Icon	Function
	Table View

Table 6-3 Symbols and Icons – Audit Details

Symbol/Icon	Function
0	A user
Ė	Date and time
$\triangle$	Unauthorized or Closed status
<b>✓</b>	Authorized or Open status
0	Rejected status

Table 6-4 Symbols and Icons - Widget

Symbol/Icon	Function
<b>G</b>	Open status
	Unauthorized status
<b>□</b> *	Rejected status
<b>6</b>	Closed status
D	Authorized status
	Modification Number



Table 6-5 Symbols and Icons - Dashboard

Symbol/Icon	Function
000	Bar Chart
<b>&amp;</b>	Donut Chart
V	Filter
:::	Move Widgets
<u> </u>	Linked Accounts
&	Linked Structure
\$	Pin Corporates
*	Marked Corporates
*	Unpin Corporates
₹U)	Reset



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