Oracle FLEXCUBE Direct Banking Release 12.0.0 Corporate Customer Services User Manual

ORACLE

FINANCIAL SERVICES

Part No. E52305-01



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1. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
*	Standard Host Interface Available. Integration to be done separately
~	Pre integrated Host interface available
×	Pre integrated Host interface not available
SR	Service Request

Transaction Name	FLEXCUBE UBS	Third Party Host System
Login(First time login)	NH	NH
Logout	NH	NH
Ad-hoc Account Statement Request	*	*
Change Password	NH	NH
Stop Or Unblock Cheque Request	\checkmark	*
Cheque Book Request	√	*
Cheque Status Inquiry	✓	*



Transaction Name	FLEXCUBE UBS	Third Party Host System
Register reports	NH	NH
Manage External Accounts	NH	NH
External Accounts Statement	✓	*
Alerts- User Alerts	×	NH
Alerts-Account Alerts	×	NH
Alerts- Customer Alerts	×	NH
E Statements Subscription/	×	*
E Statements Un- subscription	×	*
Preferences	NH	NH
Session Summary	NH	NH
Mailbox	NH	NH
Electronic Form initiate	NH	*
Interest Rates Inquiry	×	*
Exchange Rate Inquiry	\checkmark	*
Reissue Transaction Password	NH	SR/NH
Account Closure	NH	SR
Force change password	NH	NH
Lock Transaction Password	NH	NH
Open Additional Account	×	SR/NH



2. Login

This option allows the user to log in to the ORACLE FCDB application. By default, the security keyboard option is checked. This enables the user to access the interface through a virtual keyboard appearing on the screen by either clicking or hovering on the keys. Alternatively, the user can clear the security keyboard option and can use the keyboard.

To log in to ORACLE FCDB

- 1. Enter the appropriate URL of the application provided in the address bar
- 2. The system displays the main page of the **Oracle FLEXCUBE Direct Banking** application



Login

Oracle FLEXCUBE Direct Banking

19 2	1	1		
ORACLE				Section 1997
	Login	Have ID:	Salast	
	Use virtual keyboard	Password:	Sign-in	
	Click here to enter by hovering	Language: English 💌		
	t r v n	g l k j ol	e 2 0 3 9 5 7	
	m d z	x h o w		
	Upper Delete	Clear All Not Mi	xed	
	Oracle Fin This product is protected by	Oracle FLEXCUBE Direct Banking Copyright © 2008 – 2010 ancial Services Software Limited. All righ Indian and International copyright laws as	its reserved. s described in the About box.	

Field Description

Field Name	Description
User ID	[Mandatory, Alphanumeric, 20] Type the unique user ID.
Password	[Mandatory, Alphanumeric, 20] Type the password.
Theme selection	[Optional, Dropdown] Select the theme from the dropdown displayed inline to the user id field. By default the theme will be set as per the set preferences.
Language	[Optional, Dropdown] Select the language for the application.
Use Virtual Keyboard	[Optional, Check Box] Select the Use Virtual Keyboard check box to use the virtual keyboard. By default, this check box is checked.



Field Name	Description
Click here to enter by hovering	[Optional, Check Box] Select the Click here to enter by hovering check box to enter the password by moving the mouse over the keyboard without clicking the keys.

Virtual Keyboard Functions

- 3. Click on the Upper button to arrange the key board using Upper case characters. The Caption of the button will change to Lower. Click on it to arrange the key board using Lower case characters
- 4. Click on the Delete button to delete previously entered characters
- 5. Click on Clear All to clear the password field.
- 6. Click on the Not Mixed to arrange the keyboard as per standard key board layout. Caption of the button changes to Mixed. Click on the Mixed to change the keyboard layout after every character click.

ORACLE FLEXCUBE DIRECT BANKING

1	(The second	1			
ORACLE					
	Login				_
	ATM-Branch Locator	User ID:	CORP1	Contemporary 👻	
	Use virtual keyboard	Password:	•••••	Sign-in	
	Click here to enter by hovering	Language:	English 💟		
		-00			
	t r v n g		j o e	2 0 3	
	f s u a	P q y		967	
	mdz	x h e		لالفال	
	Upper Delete	Clear All	Not Mixed		
	C Oracle Financi This product is protected by Indii)racle FLEXCUBE Dir Copyright © 2008 ial Services Software I an and International c	rect Banking – 2010 Limited. All rights reserved. zopyright laws as described ir	the About box.	

- 7. Enter the Use ID and Password.
- 8. Click the **Sign In** button to log in to the application. The system displays the home page **View Initiated Transactions** screen.



View Initiated Transactions

ORACLE'				Change Pas	sword Own Account Transfer Session Sun	nmary Sitemap Logout
• WELCOME, SMI	TH CORP					Red
Currency Wise Position 💠 🗗 🗕	Total Position			¢@	Notifications	¢ @ _ ^
Currency Assets Liabilities	Assets				Alerts	~
GBP 73,145.36 4,000.00		Account Type		Current Balance	Subject	Date
Total Assets: 73,145.36 GBF		Saving and Current	Account	73,145.36 GBP	Change Login Password	23-Apr-2012
Total Liabilities: 4,000.00 GBF		Total Ass	ets	73,145.36 GBP	Change Transaction pin	23-Apr-2012
					User Created	23-Apr-2012
					New User Login Password	23-Apr-2012
					New User transaction pin	23-Apr-2012
	Saving and Current Account (100%	i)			User Created	23-Apr-2012 💌
	Lab Balance				Request Status	¢ @ -
	Liabinues	Account Type		Outstanding Balance	No Service Requests available to be displayed.	
		Loans		19.860.50 GBP		
Pending for Authorization $\phi t =$		Total Liabili	lies	19.860.50 GBP		
Inward Remittance Inquiry ϕ –						
 No records found, to search again please amend 						
your inputs	Loans (100%)					
A						
Account Balance	Mini Statement			-	Last 10 Used Cheques	φ –
00400164101-004-004001641	00400164101-004-004001641 👽 오				 No Records Found. 	
Current Balance						
26,305.34 GBP	Scheduled Transactions			φ -	Quick Task	φ –
Amount on Hold	 No records found, to search again please 	e amend your inputs			Pay Bills Now	^
0.00 GBP					Download Statement Now	
Uncleared Funds	Credit Line Utilisations			¢ @ =	Request for a Cheque Book	Ξ
0.00 GBP	* 004001641-CL_OLL_1				Foreign Exchange Rate	
Overdraft Limit	Line Reference/ID	Limit Amount	Utilization	Outstanding	Transfer Funds Now	
0.00 GBP	UNDEFINED	GBP 0.00	GBP 167.00	GBP 0.00	Order Demand Draft	
Available Balance	UNDEFINED	GBP 0.00	GBP 1,615.00 GBP 2,000.00	GBP 0.00 GBP 0.00	Outward Remittance Inquiry	N
26,305.34 GBP	Last Updated On 23:45 PM	00, 0.00	00.2,000.00	GDF 0.00	Tools	φ -
Minimum Balance					Select	GO
0.00 GBP						
Last Updated On 23:46 PM						



3. First time login

For the first time login user needs to change the password, change account nick names, and modify the limits. Once the process is completed user lands to the first screen or the Landing page.

To log in to the Oracle FLEXCUBE Direct Banking

- 1. Enter the appropriate URL of the application provided in the address bar
- 2. The system displays the main page of the Oracle FLEXCUBE Direct Banking application
- 3. Logon to the Internet Banking application through new User id and password. The system displays the First Time Login screen.



Step 1- Terms and Conditions

- 4. Read the Terms and conditions and accept or decline the terms and conditions.
- 5. Click the **Accept** button to accept the terms and conditions. The system proceeds to the next step.

OR

Click the **Decline** button to reject the terms and conditions.



Step 2- Force change Password



First time login

Step 1: 💿 Terms and Conditions	Step 2: Force Change Password	Step 3: Step 4: Step 5: Set Account Nicknames Set Payment Limits Complete
It is also a mandatory ste online access to banking s Ø001334 : Thank	p and you need to change the passwo ervices. you for accepting Terms and Condition	rd provided by the bank. This is a security measure and is required to enhance the security of your
🗹 Change Login Passv	vord	Use virtual keyboard
User Id: Existing Password:	CUSER17	Virtual Keyboard :
New Pasword:	Normal	
Confirm New Password:	•••••	Delete Clear All Not Alixed D Click here to enter by hovering
Change Transaction	Password	
User Id: Existing Password:	CUSER17	
New Pasword:	Normal	
Confirm New Password:	•••••	
		Clear Change
Rules for Login Pass	word	Rules for Transaction Password
Password should be mir	nimum 6 characters	Password should be minimum 6 characters
Password should be ma	ximum 20 characters	Password should be maximum 20 characters
Password can contain lo	owercase alphabets	Password can contain lowercase alphabets
Password can contain u	ppercase alphabets	Password can contain uppercase alphabets
Password can contain s	pecial characters	Password can contain numeric characters
Password can contain n	umeric characters	Password must contain one of the following as first char
Password must contain	one of the following as first char	Lowercase alphabets



First time login

tep 1: C Step 2: Force Ch Password	nge Step 3: Step 4: Step 5: Set Account Nicknames Set Payment Limits Complete	
is also a mandatory step and you need to line access to banking services. Thank you for accepting Terms and	change the password provided by the bank. This is a security measure and is required to enhance the security of yo 	ur
Change Login Password	Use virtual keyboard	
User Id: CUSER11 Enter Old Password:	Virtual Keyboard :	
New Pasword:		
Confirm New Password:	Upper Delete Clean All Not Mixed 5	
Change Transaction Password	Click here to enter by hovering	
User Id: CUSER11		
Enter Old Password:		
New Pasword:		
Confirm New Password:		
	Clear Change	
Rules for Login Password	Rules for Transaction Password	
Password should be minimum 6 character	Password should be minimum 6 characters	
Password should be maximum 20 charact	rs Password should be maximum 20 characters Password can contain lowercase alphabets	
Password can contain uppercase alphabet	Password can contain owercase aphabets	
Password can contain special characters	Password can contain numeric characters	
Password can contain numeric characters	Password must contain one of the following as first char	
Password must contain one of the followin	g as first char Lowercase alphabets	
Lowercase alphabets	Uppercase alphabets	

Field Description

Field Name

Description

Change Login Password

User ID	[Display] This field displays the user ID.
Existing	[Mandatory, Alphanumeric, 18]
Password	Type the old password.
New Password	[Mandatory, Alphanumeric, 18] Type the new password. The strength of the password will be displayed as the user types the new password.
Confirm New	[Mandatory, Alphanumeric, 18]
Password	Type the new password to confirm.

Change Transaction Password



Field Name	Description
User ID	[Display] This field displays the user ID.
Existing Password	[Mandatory, Alphanumeric, 18] Type the old password.
New Password	[Mandatory, Alphanumeric, 18] Type the new password. The strength of the password will be displayed as the user types the new password.
Confirm New Password	[Mandatory, Alphanumeric, 18] Type the new password to confirm.
Use Virtual Keyboard	[Optional, Check Box] Select the Use Virtual Keyboard check box to use the virtual keyboard. By default, this check box is checked.
Click here to enter by hovering	[Optional, Check Box] Select the Click here to enter by hovering check box to enter the password by moving the mouse over the keyboard without clicking the keys. By default this checkbox is checked.
6. Enter the appro	priate details in the relevant field.

7. Click the Change button. The system displays the next step. OR

Click the Clear button to clear the data in the fields



Disable Account Nickname:			
Term Deposits Current and Savings	Loan		
Account No	Account Nickname	Set As Favourite	
PKM003341			
PKMJSHG080650001 PKM INR			
PKMJSHG080650004 PKM INR			
PKMMLFI073370002 PKM INR			
PKMMLFI073370004 PKM INR			
PKMMLFI080150005 PKM INR			
PKMMLFI080150006 PKM INR			
PKMMLFI080150007 PKM INR			
PKMMLFI080150008 PKM INR			
PKMMLFJ073370001 PKM INR			
PKMMLFK082800002 PKM INR			
PKMMLFK082800003 PKM INR			
RT1LRT3073380007 RT1 GBP			
RT1LRT3080460008 RT1 GBP			
RT1LRT3080460009 RT1 GBP			
RT1LRT4073380003 RT1 GBP			
RT1LRT4073380004 RT1 GBP			
PT11 PT4073380006 PT1 CBP			

Step 3- Set Account Nicknames

Field Description

Field Name	Description
Account Type	Select the account type from the available account types tabs.
The following fields	s are displayed on selecting the Account type
Disable Account	[Optional, Checkbox]
Nicknames	Select the checkbox for the Disable account Nicknames to disable the Account nick names for the selected accounts.
Account Number	[Display]
	This column displays the Account number.



Field Name	Description
Account Nick name	[Optional, Alphanumeric, 20] Type the Account nick name.
Set as favorite	[Optional, Checkbox] Select the checkbox for the account for which you want to select the nickname.

- 8. Select The Checkbox
- 9. Click the **Save** button. The system saves the settings and displays the next step.
- 10. Click the **Skip** button to skip the step for the time being. The system displays the next step

Step 4- Set Payments limit

rms and Conditions Forc	e Change Pa	ssword Se	t Account Nicknames	Set Payment I	Limits C	omplete
User Preferences saved suc	cessfully.					
	Own	Account Transfe	r			
Own Account Transfer		Limit Type	Initiation	n Limit	Authoriza	ation Limit
Direct Collection			Min. Amount	Max. Amount	Total Amount	No. of Transactions
xport Collection	Bank	allocated limits	1.00 USD	1,000,000.00 USD	1,000,000.00 USD	45
EPA Credit Transfer	Curre	nt Limits	1.00 USD	1,000,000.00 USD	1,000,000.00 USE	45
Demand Draft-Pay Order Request	New	imits				
Internal Remittance						
International Account Transfer						
SEPA Card Payment						
<u>etch Deals</u>						
nterestional Draft						
SERA Direct Debit						
SERA DIRECT DEDIL						
IK Payments						
<u>UK Payments</u> Outward Guarantee Amendment						

- 11. Select the transactions from the list of My Transactions available to you.
- 12. Enter the new limits for initiation limit and daily authorization limit in the box provided for limits modification. You can modify the limits for all the transactions available to you.
- Click the Change button. The system displays the next step.
 OR
 Click the Skin button to continue to the next screen.

Click the $\ensuremath{\text{Skip}}$ button to continue to the next screen.



Step 5- Complete

	Conditions Step 2: Force Change Passw	ord Step 3:	Step 4: Step 5: Complete
Thank you f	or setting up your Internet Banking Preference	is.	
Enjoy the N	et Banking		
Step	Step Name	Completion Status	Completion Message
1	Terms and Conditions	Complete	Thank you for accepting Terms and Conditions.
2	Force Change Password	Complete	Password changed successfully.
3	Set Account Nicknames	Complete	User Preferences saved successfully.
4	Set Payment Limits	Skipped	Step skipped.
			Continue
			Continue

14. Click the **Continue** button. The system displays the landing page.



4. Logout

This option allows the user to log out of the ORACLE FCDB application.

To log out of the Oracle FLEXCUBE Direct Banking

- 1. Log in to the Oracle FLEXCUBE Direct Banking application
- 2. Navigate through **Default Transaction > Logout.**

Oracle FLEXCUBE Direct Banking

ORACLE FLEXCUBE DIRECT BANKING

Velcome, ISLAMIC USER

Session Summary | Change Password | Sitemap | Logout



FLEXCUBE Internet Banking - Log off

ORACLE	
	Log off
	You have been successfully logged out.
	Close

3. Click the **Close** button to close the window.



5. Ad-hoc Account Statement Request

Regular statements are sent to the customers as per their desired periodicity. This option allows the user to request for an ad-hoc account statement for any of the CASA accounts.

To request an ad-hoc account statement

1. Navigate through the menus to **Customer Services > Self Services > Adhoc Account Statement Request**. The system displays the Adhoc Statement Request screen.

Adhoc Statement Request

Adhoc Statement Request	13-08-2010 03:00:14 GMT -0600
Account Type: Current and Savings 💌	
	Submit

Field Description

Field Name	Description		
Account Type	[Mandatory, Drop-Down]		
	Select the account type from the drop-down list for which the ad- hoc account statement is to be generated.		
	The options are		
	Current and Savings		
	Term Deposits		



- 2. Select the Account Type
- 3. Click the Submit button. The system displays Adhoc Statement Request screen

Adhoc Statement Request

Adhoc Statement Requ	iest	13-08-2010 02:57:36 GM	T -0600
Account Type:	Current and Savings		
Account Number:	Select		
From Date:		To Date:	
		Another Account Type 5	Submit

Field Description

Field Name	Description
Account Type	[Display]
	This field displays the account type selected for which the ad-hoc account statement is to be generated.
Account Number	[Mandatory, Drop-Down]
	Select the account number from the drop-down list.
	It displays the customer IDs and account numbers of the selected account type under them.
From Date	[Mandatory, Pick List]
	Select the start date from the pick list.
	It is the date from which the account statement is required.
To Date	[Mandatory, Pick List]
	Select the end date from the pick list. It is the date up to which the account statement is required.
4. Click the Subm screen	it button, the system displays the Adhoc Statement Request - Verify

OR

Click the Another Accout Type button to go to the previous screen.

Adhoc Statement Request - Verify

Adhoc Statement Request-Verify			13-08-2010 02:59:04 GMT -0600
Account Type: Current and Savings	Account Number:	33300002804	
From Date: 03-01-2010	To Date:	08-08-2010	
Hom Date: 03-01-2010	To Date.	00-00-2010	Change Co

Click the Confirm button. The system displays the Adhoc Statement Request - Confirm screen with the status message.
 OR

Click the Change button to change the transaction



Adhoc Statement Request - Confirm

Transaction submitted for	• Adhoc Account Statemen	nt Request having reference 617407119160348 has been Ir	nitiated 13-08-2010 02:57:31 GMT -0600
Transaction Reference Number:	617407119160348		
Account Type: From Date:	Current and Savings 03-01-2010	Account Number: To Date:	33300002804 08-08-2010
			Another Request

6. Click the **Another Request** button. The system displays the Adhoc Statement Request screen.



6. Stop Or Unblock Cheque Request

This option allows you to block/unblock a cheque. It also allows you to block/unblock set or batch of a cheque by entering the cheque range.

To stop or unblock a cheque.

1. Navigate through **Customer Services > Cheques > Stop or Unblock Cheque Request**. The system displays the Stop or Unblock Cheque Request screen.

Stop or Unblock Cheque Request

top Or Unblock Chequ	e Request	01-06-2011 13:00:00 GMT +0530
Select Action *:	Select	
Select Account *:	Select	
Reason *:		
Cheque Number: 💿		
Cheque Range: 🔘	-	
		Submit

Field Description

Field Name Description



Field Name	Description	
Select Action	[Mandatory, Drop-Down]	
	Select the action to be performed on the cheque. The options are:	
	Stop Cheque Request	
	Unblock Cheque Request	
Select Account	[Mandatory, Drop-Down]	
	Select the account number from the drop-down list.	
Reason	[Mandatory, Alphanumeric, 40]	
	Type the reason to stop a cheque.	
	Note: This field is disable if the action is selected as unblock.	
Cheque Number	[Optional, Radio Button, Numeric,20]	
	Click the Cheque Number radio button to enter the cheque number in the adjacent field.	
	The adjacent field gets enabled only if the Cheque Number radio button is selected.	
Cheque Range	[Optional, Radio Button, Numeric,20]	
	These fields get enabled only if the Cheque Range radio button is selected.	
	Type the cheque range in this field. Type first and last cheque number of the desired range in the two fields.	
	For Example: If the user enters the cheque range as 1-5, then all the cheques from 1-5 are blocked/ unblocked.	

2. Click the Submit button. The system displays the Stop Cheque Request Verify screen.

Stop Cheque Request Verify

Stop Cheque Request Verify	13-08-2010 03:01:32 GMT -0600
Account Number: 33300002811	
Reason: Stop Payment	
Cheque Number:	
	Change Confirm

3. Click the Confirm button. The system displays the Unblock Cheque Request Confirmed screen with the status message.

Unblock Cheque Request Confirmed



4. Click the OK button. The system displays the Stop Or Unblock Cheque Request screen.



7. Cheque Book Request

The Cheque Book Request option allows you to request for a cheque book.

To request for a cheque book

1. Navigate through **Customer Services > Cheques > Cheque Book Request**. The system displays the Cheque Book Request screen.



Cheque Book Request

Cheque Book Request		15-04-2011 13:00:00 GMT +0530
Your request for Cheque Book will	be processed and the Cheque Book shall b	be mailed to the address registered with us.
Select Account*:	Select	✓
No of Cheque Books*:	Select 💌	
Cheque Book Type*:	Select 💌	
Cheque Book Option*:	Select 🗸	
Delivery Details		
Mode of Delivery *:	Isranch O Courier	
	Select City 🛛 🗸 Select Branch 🔽	
Name*:		
Address**:		
City:		
States		
State		
Country:		
Zip/Postal Code:		
Phone:		
		Submit

Field Description

Field Name	Description		
Select Account	[Mandatory, Drop-Down] Select the account number from the accounts displayed in the drop-down list.		
No of Cheque Books	[Mandatory, Drop-Down] Select the no of cheque books from the drop down list.		
Cheque Book Type	[Mandatory, Drop-Down] Select the type of cheque books from the drop down list.		
Cheque Book Option	 [Mandatory, Drop-Down] Select the number of cheque leaves needed from the drop-down list. The options are: Cheque Book With 10 Leaves Cheque Book With 25 Leaves 		
Delivery details	Cheque book with 50 Leaves		



Field Name	Description
Mode of delivery	[Mandatory, Radio button] Select the Radio button from the available radio buttons The options available are
	Branch
	Courier
	Note: On selecting the Branch radio button the fields mention below shall be display fields.
City	[Conditional, Dropdown]
	Select the City to which the branch belongs from the drop down list.
Branch	[Conditional, Dropdown]
	Select the branch from where the cheque book will be collected from the drop down list.
Name	[Optional, Alphanumeric, 35]
	Type the Name to which the delivery shall be done.
Address	[Optional, Alphanumeric, 34*3]
	Type the address for delivery of cheque book(s).
City	[Optional, Alphanumeric, 35]
	Type the city to which the address belongs.
State	[Optional, Alphanumeric, 35]
	Type the state to which the city belongs.
Country	[Optional, Alphanumeric, 35]
	Type the country of the address.
Postal code	[Optional, Alphanumeric, 35]
	Type the postal code.
Phone	[Optional, Alphanumeric, 35]
	Type the phone number.

2. Click the Submit button. The system displays the Cheque Book Request - Verify screen.



Cheque Book Request - Verify

heque Book Request	- Verify	15-04-2011 13:00:00 GMT +0530
Account Number:	QT100177401	
No of Cheque Books:	1	
Cheque Book Type:	CASCHQINR	
Cheque Book Option:	Cheque Book With 10 Leaves	
Delivery Details		
Mode of Delivery	Branch	
City:	USA	
Branch Name:	Bank Futura	
Name:	Oxy Trading Inc Changed	
Address:	Unit 1, Block A, California	
	USA	
	USA	
City:	USA	
State:		
Country:	UNITED KINGDOM	
Zip/Postal Code:		
Phone:		
		Change Confirm

 Click the Confirm button. The system displays the Cheque Book Request – Confirm screen with the status message. OR

Click the Change button to change the cheque book details.

Cheque Book Request - Confirm

e Book Request	- Confirm	15-04-2011 13:00:00 GM
Account Number:	QT100177401	
No of Cheque Books:	1	
Cheque Book Type:	CASACHQINR	
Cheque Book Option:	Cheque Book With 10 Leaves	
ry Details		
Mode of Delivery	Branch	
City:	USA	
Branch Name:	Bank Futura	
Name:	Oxy Trading Inc Changed	
Address:	Unit 1, Block A, California	
	USA	
	USA	
City:	USA	
State:		
Country:	UNITED KINGDOM	
Zip/Postal Code:		
Phone:		

6. Click the OK button. The system displays the Cheque Book Request screen.



8. Cheque Status Inquiry

This allows you to view the status of cheques for an account. Specific reports can be generated for paid cheques, stopped cheques, paid cheques for a given period and for a given cheque range. Alternatively, a generic report can also be generated. Report can be generated for a single cheque also. A generic report without entering a cheque number can also be found out.

Note: The Cheque Status shall be displayed if the Cheque is a valid cheque for selected account

To inquire cheque status.

1. Navigate through the menus to **Customer Services > Cheques > Cheque Status Inquiry**. The system displays the Cheque Status Inquiry screen.

Cheque Status Inquiry

Cheque Status Inquiry			13-08-2010 03:05:43 GMT -0600
The Cheque Status shall be displayed if the bank.	ne Cheque is a valid cheque. Additional infor	mation for the Cheque sha	Il be available if the Cheque has been presented to
Select Account:*	Select	~	
Status: *	Select 🖌		
From Date:			To Date:
Search By Cheque Number			
Cheque Number: 📀			
Cheque Range: 🔘	-		
			Submit



Field Description

Field Name	Description
Select Account	[Mandatory, Dropdown]
	Select the account for which the stop payment report is to be generated from the dropdown list.
Status	[Mandatory, Dropdown]
	Select the status of cheque for which report is generated from the dropdown list.
From Date	[Mandatory, Pick List]
	Select the date from which the report is to generated .
To Date	[Mandatory, Pick List]
	Select the date from which the report is to be generated.
Search by Cheque	[Optional, cheque box]
Number	Select the check box if the search criterion is to be defined by cheque number.
Cheque Number	[Conditional, Numeric, 20]
	Enter the particular cheque number whose status is to be inquired
	This field will be displayed only if "Search by cheque number" is ticked.
Cheque Range	[Conditional, Numeric, 20]
	Enter the cheque range whose status is to be required
	This field will be displayed only if "Search by cheque number" is ticked.

- 2. Select the account number from the drop-down menu.
- 3. Select the cheque status and date range.

Cheque Status Inquiry

Cheque Status Inquiry	13-08-2010 03:12:19 GMT -0600
The Cheque Status shall be displate the bank.	ayed if the Cheque is a valid cheque. Additional information for the Cheque shall be available if the Cheque has been presented to
Select Account:*	Select
Status: *	All
Search By Cheque Number	
	Submit

4. Click the Submit button. The system displays the status of the cheque and cheque amount.



Cheque Status Inquiry

Cheque Status Inquiry	/			13-08-2010 03:10:53 GMT -0600
The Cheque Status shall be disp the bank.	layed if the Cheque is a valid che	que. Additional information for the Cheque	shall be available if the Cł	neque has been presented to
Select Account:*	333000028 33300003807 ACC I	TD USD 4,990,493.91		
Status: *				
Search By Cheque Number				
Search by cheque namber				
				Submit
Account	Cheque Number	Cheque Status	Reason	Amount
33300003807	47	NOT USED		0.00 USD
33300003807	48	REJECTED		0.00 USD
33300003807	49	NOT USED		0.00 USD
33300003807	50	NOT USED		0.00 USD
33300003807	51	NOT USED		0.00 USD
33300003807	52	NOT USED		0.00 USD
33300003807	53	NOT USED		0.00 USD
33300003807	54	NOT USED		0.00 USD
33300003807	55	NOT USED		0.00 USD
33300003807	56	NOT USED		0.00 USD
33300003807	57	NOT USED		0.00 USD
33300003807	58	NOT USED		0.00 USD
33300003807	59	NOT USED		0.00 USD
33300003807	60	NOT USED		0.00 USD
33300003807	61	NOT USED		0.00 USD
33300003807	62	NOT USED		0.00 USD
33300003807	63	NOT USED		0.00 USD
33300003807	64	NOT USED		0.00 USD
33300003807	65	NOT USED		0.00 USD
33300003807	66	NOT USED		0.00 USD

Field Description

Field Name	Description
Account	[Display] This column displays the Account Number specified
Cheque Number	[Display] This column displays the Cheque number whose report is generated.
Cheque Status	[Display] This column displays the Status of cheque for which report is generated.
Reason	[Display] This column displays the Reason for stopping the payment of the cheque.



9. Register Report

This option allows the user to download, view and register a report.

To download a report

1. Navigate through the menus to **Customer Services > Self Services > Register Report**. The system displays the Register Report screen.

Register Report

Register Report	13-08-2010 03:13:35 GMT -0600
Report Type CUSTOMER PROFILE DETAIL (CRTC01)	60

Field Description

Field Name	Description
Select Report	[Mandatory, Drop-Down]
Type	Select the report type from the drop-down list.

2. Click the Go button. The system displays the Register Report screen.



Register Report

Register l	Report			1	3-08-2010 03:13:43 GMT -0600
Report Type	CUSTOMER PROFIL	LE DETAIL (CRTC01)		~	GO
	Frequency:* Activation Date:	Daily V	Report Output Format: Deactivation Date:	PDF 🔽	
	Hour:		Minute:	00 💌	
Report Para	ameters				
(Customer Id: 3330	00028-ACC LTD (FLEXCUBE DIRECT BANKING	-B001)		
				Run Report	Register View Reports

Field Description

Field Name	Description
Frequency	[Mandatory, Drop-Down] Select the report frequency from the drop-down list. The options are • Daily • Weekly • Monthly • Once
Report Output Format	[Mandatory, Drop-Down] Select the report output format from the drop-down list. The options are • PDF • HTML • Excel
Activation Date	[Conditional, Pick List] Select the report activation date from the pick list. This field is displayed depending upon the selection in the frequency field.
Deactivation Date	[Conditional, Pick List] Select the report deactivation date from the pick list. This field is displayed depending upon the selection in the frequency field.



Field Name	Description
Hour	[Conditional, Drop-Down]
	Select the time in hours from the drop-down list.
	This field is displayed depending upon the selection in the frequency field.
Minute	[Conditional, Drop-Down]
	Select the time in minutes from the drop-down list.
	This field is displayed depending upon the selection in the frequency field.

- 3. Select the report frequency and report download format.
- 4. Enter the date range.
- 5. Click the Run Report button. The system displays the File Download Security Warning screen.

File Download - Security Warning

File Dov	vnload - Security Warning 🛛 🛛 🚺	
Do you	ı want to open or save this file?	
	Name: internet Type: HTML Document, 897 bytes From: 10.180.81.240 <u>Open Save Cancel</u>	
Ì	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. <u>What's the risk?</u>	

Click the Save button to save the file.
 OR

 $\ensuremath{\textbf{Click}}$ the Cancel button to close the window.

To Register a report

7. Click the Register button on the Register Report screen. The system displays the Report Registration - Verification screen.

Report Registeration - Verification
Report Registrat	ion - Verification			13-08-2010 03:17:00 GMT -060
Schedule Type	Report ID	Activation Date	Deactivation Date	Schedule Time
Daily	CRTC01	14-08-2010	19-08-2010	15:45
Report Parameters				
Custo	mer Id: 333000028-ACC LTD (BANKING-B001)	FLEXCUBE DIRECT		
				Back Confirm

8. Click the Confirm button. The system displays the Register Reports screen. OR

Click the Back button to navigate to the previous screen.

Report Registration Confirmation

Report Registration - Confirmation 13-08-2010 03:17:00 GMT -060				
Schedule Type	Report ID	Activation Date	Deactivation Date	Schedule Time
Daily	CRTC01	14-08-2010	19-08-2010	15 :45
Report Parameters				
Custo	mer Id: 333000028-ACC LTD BANKING-B001)	(FLEXCUBE DIRECT		

To View a report

- 9. Log on to the Internet Banking application.
- 10. Navigate through **Customer Services > Self Services > View Registered Reports**. The system displays the Register Report screen.
- 11. Click the GO button. The system displays the Register Report screen.
- 12. Select the report frequency and report download format.
- 13. Enter the date range.
- 14. Click the View Reports button. The system displays the Report screen.



10. Manage External Accounts

The user may have accounts in multiple banks. This option enables statement access for the external accounts.

The Add External Accounts option allows the user to add external accounts. .

To add external accounts.

1. Navigate through the menus to Manage **External Accounts** > **Add External Accounts**. The system displays the Manage External Accounts screen.

Manage External Accounts

ige External Acco	unts	 	13-08-2010 03:20:42 GMT -
Account Number*:			
Account Name:			
SWIFT Code*:	•		
Bank Name:	0		
Address:			
Currency:	EUR 🗸		
Effective Date*:		Closing Date:	

Field Description

Field Name

Description



Field Name	Description
Account Number	[Mandatory, Alphanumeric, 20] Type the account number in this field.
Account Name	[Optional, Alphanumeric, 50] Type the account name in this field.
SWIFT Code	[Mandatory, Radio Button] Click SWIFT Code to search bank details based on SWIFT code. Type the search characters in the adjacent field to perform search based on the typed characters, if required.
Bank Name	[Mandatory, Radio Button] Click Bank Name to search bank details based on bank name. Type the search characters in the adjacent field to perform search based on the typed characters, if required.
Address	[Display] This field displays the address of the bank. This field will be activated on selecting the Bank name radio button.
Currency	[Mandatory, Dropdown] Select the currency from the dropdown list.
Effective date	[Mandatory, Pick list] Select the effective date for the external account.
Closing date	[Mandatory, Pick list] Select the closing date for the external account.

- 2. Click SWIFT Code or Bank Name radio button to select SWIFT Code or bank name as base criteria for searching bank details. Type the corresponding search characters, if required.
- 3. Click the Find button. The system displays the Bank Details pop-up screen with the search results.

Bank Details



	SWIFT Code*: 💿			Bank Name:		
	SWIFT Code	Bank Name	Addres	s	City	Country
С	BCITITM1	BANCA INTESA SPA	116, VI	A TERRASANTA PALERMO	PALERMO	ITALY
0	BCITITM1	BANCA INTESA SPA	242, VI SANT '	ALE MARCONI QUARTU ELENA	QUARTU SANT ' ELENA	ITALY
С	BCITITM1	BANCA INTESA SPA	VIA VA	VERDE IGLESIAS	IGLESIAS	ITALY
С	BCITITM1	BANCA INTESA SPA	10, VIA	SALARIS CAGLIARI	CAGLIARI	ITALY
С	BCITITM1	BANCA INTESA SPA	VIA TUV PALEST	/ERI: PIAZZA RINA CAGLIARI	CAGLIARI	ITALY
0	BCITITM1	BANCA INTESA SPA	N. 84 / BOLOGI	G, VIALE CARLO PEPOLI NA	BOLOGNA	ITALY
С	BCITITM1	BANCA INTESA SPA	132, CC	ORSO ITALIA CATANIA	CATANIA	ITALY
С	BCITITM1	BANCA INTESA SPA	231, VI CATANI	A VITTORIO EMANUELE II	CATANIA	ITALY

 Select the required bank details and click the OK button. The system displays the Manage External Accounts screen with the bank details. OR

Re-enter the search criteria to filter the bank details again.

Manage External Accounts

nage External Acco	ınts	13-08-2010 03:20:42 GMT -0600
Account Number*:	0000005910	
Account Name:	acc1	
SWIFT Code*:	BCITITM1	
Bank Name:	O BANCA INTESA SPA	
Address:	116, VIA TERRASANTA PALERMO	
	PALERMO	
	ITALY	
Currency:	EUR 💌	
Effective Date*:	14-08-2010	Closing Date: 30-08-2010
		Clear Subm

Field Name	Description
Address	[Display] This field displays the bank address.
Currency	[Mandatory, Drop-Down] Select the currency for the external account from the drop-down list.



Field Name	Description
Effective Date	[Mandatory, Pick List] Select the effective date for the external account from the pick list.
Closing Date	[Optional, Pick List] Select the closing date for the external account from the pick list.

5. Click the Submit button. The system displays the Manage External Account - Verify screen.

Manage External Account - Verify

nage External Account - Verify	13-08-2010 03:23:48 GMT -0	
Account Number: 0000005910	Account Name: RITE account	
SWIFT Code: BCITITM1	Bank Name: BANCA INTESA SPA	
Address: 116, VIA TERRASANTA PALERMO		
Currency: EUR		
Effective Date: 14-08-2010	Closing Date: 30-08-2010	

6. Click the Confirm button. The system displays the Manage External Account – Confirm screen with the status message.

Manage External Account - Confirm

External Account Details Added Successfully	
Manage External Account - Confirm	13-08-2010 03:23:48 GMT -0600
Account Number: 0000005910	Account Name: RITE account
SWIFT Code: BCITITM1	Bank Name: BANCA INTESA SPA
Address: 116, VIA TERRASANTA PALERMO	
Currency: EUR	
Effective Date: 14-08-2010	Closing Date: 30-08-2010
	OK

7. Click the OK button. The system displays the Manage External Accounts screen.



11. External Account Statement

Using External Account statement you can see the Account statements for external accounts registered. Account statement will be displayed only if any MT940 statement is received from the other Bank.

To view external account statement

1. Navigate through the menus to Manage External Accounts > External Account Statement. The system displays the External Account Statement screen.

External Account Statement

xte	ernal Account Staten	nent			26-08-2010 03:10:18 GMT -1
	I Predefined Period: L	.ast 7 Days 💌			
	O Effective Date:			Closing Date:	
	Account Number	Currency	Description	Effective Date	Closing Date
	Account Number BANCA INTESA SPA	Currency	Description	Effective Date	Closing Date



Field Name	Description
Select any one of t	he radio button given below
Predefined Period	[Optional, Radio Button, Dropdown]
	Click the Predefined Period radio button to select the predefined Date ranges configured in the application.
	Select the predefined from the dropdown list
	The options are
	Last 7 days
	Last 15 days
	Last 30 days.
Effective date	[Optional, Radio Button, Pick list]
	Click on the Effective date radio button to select the date range for the statement.
	Select the Effective date from the pick list.
	This field is enabled if Choose Date Range radio button is selected
Closing Date	[Conditional, Pick list]
	Select the closing date from the pick list.
	This field is enabled if Choose Date Range radio button is selected.
Column Name	Description
Account Number	[Display]
	This column displays external account numbers mapped to the user.
	Click the radio button adjacent to the Account Number column to view the account statement.
Currency	[Display]
	This column displays the account currency.
Description	[Display]
	This column displays the account description.
Effective Date	[Display]
	This column displays the effective date of the account statement registration.
Closing Date	[Display]
	This column displays the closing date of the account statement registration.



- 2. Click the View Statement button. The system displays the External Account Statement Details screen.
 - OR

Click the Delete button to de-link the external account from statement view. The system displays the Verify and Confirm screen for Delete External Account statement.

External Account Statement Details

xternal Accoun	t Statement De	tails			26-08-2010 03:09:44 GMT -1
	Bank: BANCA INTE	SA SPA			
Account Statemer	nt Period: 19-Aug-2010	to 26-Aug-2010			
Account	Number: 123456				
	Currency: INR				
	Effective Date	Closing Date	Pages Available	Opening Balance	Closing Balance Receiving Date
Statement Number	Effective Date	_			

Field Description

Column Name	Description
Statement Number	[Display] This column displays the statement number of the selected account. Click the link to view the account statement related to the selected account number.
Effective Date	[Display] This column displays the effective date of the account statement.
Closing Date	[Display] This column displays the closing date of the account statement.
Pages Available	[Display] This column displays the number of pages for a particular statement number.
Opening Balance	[Display] This column displays the opening balance of the account as on statement date.
Closing Balance	[Display] This column displays the closing balance of the account.
Receiving Date	[Display] This column displays the statement receipt date.

3. Click the link below the Statement Number column. The system displays the External Account Transaction Details screen.



Bank:			Kalika Bank					
Account Number:			200001					
Currency:			GBP					
Statement Number:			4					
Receiving Date:			13-08-2008					
Opening Balance:			517.85					
Closing Balance:			776.65	776.65				
Transaction Period:			05-07-2000 to 05-07-2000					
Page Number:			1 💟					
Transaction Date	Effective Date		Description	Customer Reference	Credit Amount	Debit Amoun		
05-07-2000	05-07-2000	ifle×		NONREF	258.80			
	05-07-2000	iflex		NONREF	258.80			
05-07-2000								

External Account Transaction Details

Column Name	Description
Transaction Date	[Display] This column displays the date of transaction
Effective Date	Display] This column displays the effective date of the transaction
Description	[Display] This column displays the transaction description.
Customer Reference	[Display] This column displays the customer reference number.
Credit Amount	[Display] This column displays the credit amount.
Debit Amount	[Display] This column displays the debit amount.
4. Select the page	e number from the drop-down list. The system displays the details on the

- selected page.
- 5. Click the Back button to navigate to the previous screen.



Alerts

12. Alerts



12.1. Alerts- User Alerts

These alerts are sent when there is user level change like change in password; change in email, account is locked etc.

To Register user alerts

1. Navigate through the menus to **Customer Services > Self Services > Alerts**. The system displays the Alerts screen.

Alerts

Alerts		23-04-2012 23:4	9:00 GMT +0530
User Alerts Customer Alerts	Customer No:	Select M	
Account Alerts	Account Number:	Select	Get Alerts

Field Name	Description
User Alerts/	[Optional, Radio button]
Customer Alerts/ Account Alerts	Click the User Alerts radio button to select any one of the alerts.
Customer Number	[Conditional, Drop-Down]
	Select the customer number from the drop down list.
	This field is enabled if the Customer Alerts radio button is selected.
Account Number	[Conditional, Drop-Down]
	Select the account number from the drop down list.
	This field is enabled if the Account Alerts radio button is selected.

- 2. Select the User Alerts radio button.
- 3. C lick the Get Alerts button. The system displays the Alerts screen with the description.



Alerts

Alerts							23-04-2012 23:49:00 GMT	+0530
 User Alerts 								
Customer Alerts	Customer No:	Select 🗸						
O Account Alerts	Account Number:	Select		2				
							Get A	lerts
Alert Description		Fmail		SMS		Parameters		
Limit Threshold Alert		abc@d.com		98353893		Threshold(%)>		
Limit Utilized Alert		abo@d.com		09252902]			
Login Alert		aboligit.com]	30333033				
Login Alert		abc@d.com		98353893				
Login Failed Alert		abc@d.com		98353893				
							Register/De-Regist	er

Field Description

Field Name	Description
Alert Description	[Display] This column displays the alert description. Select the checkbox of the alert to register for the Alert.
	Note: Alerts shown in screen are for sample purpose. Actual alerts configured in application might be different.
Email	[Display] This column displays the email id at which the alert will be sent.
SMS	[Display] This column displays the Mobile SMS at which the alert will be sent.
Parameters	[Conditional, Numeric, 100] Type the threshold percentage for Alerts Registration. This field is enabled if the Limit threshold Alert checkbox is selected as the alert description

- 4. Select the Alert Description.
- 5. Click the Register button. The system displays the **Alert** verification screen.

Alerts

Alerts			23-04-2012 23:51:24 GMT +0530
User Alerts:			
Alert Description	Email	SMS	Parameters
Limit Threshold Alert	abc@d.com	9835389311	
Limit Utilized Alert	abc@d.com	9835389312	Not Applicable
			Back Confirm



 Click the **Confirm** button. The system displays the Alert screen with confirmation message. OR

Click the **Back** button to return to the previous screen.

Alert - Confirm

Alerts updated successfully			
Alerts			23-04-2012 23:51:24 GMT +0530
User Alerts:			
Alert Description	Email	SMS	Parameters
Limit Threshold Alert	abc@d.com	9835389311	
Limit Utilized Alert	abc@d.com	9835389312	Not Applicable
			Register/De register Another

7. Click the **Register/De Register Another** button to register another alert.



12.2. Alerts- Customer Alerts

These alerts are sent when any transactions are done in the customer number selected.

To Register Customer alerts

1. Navigate through the menus to **Customer Services > Self Services > Alerts**. The system displays the Alerts screen.

Alerts

Alerts		23-04-2012 23	:53:27 GMT +0530
User Alerts			
Oustomer Alerts	Customer No:	Select 🗸	
Account Alerts	Account Number:	Select	
			Get Alerts

Field Description

Field Name	Description
User Alerts/	[Optional, Radio button]
Customer Alerts/ Account Alerts	Click the User Alerts radio button to select any one of the alerts.
Customer Number	[Conditional, Drop-Down]
	Select the customer number from the drop down list.
	This field is enabled if the Customer Alerts radio button is selected.
Account Number	[Conditional, Drop-Down]
	Select the account number from the drop down list.
	This field is enabled if the Account Alerts radio button is selected.

2. Click the Customer Alerts radio button. Select the Customer No. Click the Get Alerts button. The system displays the **Alerts** detail screen.

Alerts

Alerts					23-04-2012 23:58:07 GMT +0530
User Alerts					
 Customer Alerts 	Customer No: 004	4001641 💌			
Account Alerts	Account Number: Sel	lect	1	~	
					Get Alerts
Alert Description	E	mail	SMS	Parameters	
Beneficiary Alert					
Bill Pay Alert					
TD Open Alert					
TD Status Alert					
					Register/De-Register



Field Description

Field Name	Description	
Alert Description	[Optional, Check Box]	
	Select the Alert Description check box to set an alert.	
	It displays the brief description of an alert.	
	Note: Alerts shown in screen are for sample purpose. Actual alerts configured in application might be different.	

Note: In Case Customer Alerts, alert will be delivered to the e-mail and mobile number specified at customer profile.

- 3. Select the alert description.
- 4. Click the **Register/De-Register** button. The system displays the **Alert** verification screen.

Alerts - Verify

Alerts				24-04-2012 00:07:38 GMT +0530
Customer Alerts:	Customer No: 004001641			
Alert Description		Email	SMS	Parameters
TD Status Alert		Not Applicable	Not Applicable	Not Applicable
				Back Confirm

5. Click the **Confirm** button. The system displays the **Alert** screen with the confirmation message.

OR

Click the **Back** button to return to the previous screen.

Alert - Confirm

Alerts updated successfully				
Alerts				24-04-2012 00:07:38 GMT +0530
Customer Alerte:	Customer No: 004001641			
Glatoffici Alurta.				
Alert Description		Email	SMS	Parameters
TD Status Alert		Not Applicable	Not Applicable	Not Applicable
				Register/De register Another

6. Click the Register Another button to register another alert.



12.3. Alerts-Account Alerts

These alerts are sent when any transactions are done in the account selected.

To send account alerts

1. Navigate through the menus to **Customer Services > Self Services > Alerts**. The system displays the Alerts screen.

Alerts

Alerts	24-04-2012 00:08:42 GMT +0530
User Alerts Customer Alerts Account Alerts Account Alerts	stomer No: Select V ccount Number: 004001641 00400164101 Bank Futura,Neethle Street, London V Get Alerts

2. Click the **Get Alerts** button The Alerts detail screen is displayed.

Alerts

Alerts						24-04-2012 00:11:00 GMT +0530
O User Alerts						
Customer Alerts	Customer No:	Select 🗸				
Account Alerts	Account Number:	004001641 00400164101 Bank F	utura,Neethle Str	eet, London 🛛 👻		
						Cat Alarta
						Get Alerts
Alert Description		Email		SMS	Parameters	
Account Balance Alert		abc@d.com]	9835389311		
Account Status Alert		abc@d.com]	9835389311		
Cheque Stop Alert		abc@d.com		9835389311		
Clearing Cheque Returned Alert		abc@d.com		9835389311		
Funds Transfer Alert		abc@d.com		9835389311		
Transaction Status Alert		abc@d.com		9835389311		
					·	
						Register/De-Register
						riogiston De-riogister

Field Name	Description
Alert Description	[Display] This column displays the alert description. Select the checkbox of the alert description to register for the Alert.
	Note: Alerts shown in screen are for sample purpose. Actual alerts configured in application might be different.



Field Name	Description
Email	[Display] This column displays the Mail id at which the alert will be sent. This field will get displayed
SMS	[Display] This column displays the Mobile SMS at which the alert will be sent.
Parameters	[Conditional, Numeric, 100] Type the threshold percentage for Alerts Registration. This field will get activated on selecting the Limit threshold Alert checkbox.

- 3. Select the Alert Description.
- 4. Click the **Register/De-Register** button. The system displays the **Alert** verification screen.

Alerts - Verify

Alerts				24-04-2012 00:12:26 GMT +0530
Account Alerts:	Account Number: 00400164101			
Alert Description		Email	SMS	Parameters
Account Balance Alert		abc@d.com	9835389311	Not Applicable
Account Status Alert		abc@d.com	9835389311	Not Applicable
				Back Confirm

5. Click the **Confirm** button. The system displays the **Alert** screen with confirmation message.

OR

Click the **Back** button to return to the previous screen.

Alert - Confirm

Alerts updated successfully				
Alerts				24-04-2012 00:24:46 GMT +0530
Account Alerts:	Account Number: 00400164101			
Alert Description		Email	SMS	Parameters
Account Balance Alert		abc@d.com	9835389311	Not Applicable
Account Status Alert		abc@d.com	9835389311	Not Applicable
				Register/De register Another

6. Click the Register/De-Register Another button to register another alert.



13. E-statement Subscription / unsubscription

This allows you to subscribe/unsubscribe for e statement .

To subscribe/unsubscribe for E statement

 Navigate through the menus to Customer Services > Self Services > E statement Subscription / Un subscription. The system displays the E-statement Subscribe/Unsubscribe screen.

E statement Subscription / Un subscription

E Statement Subscription/Unsubscription	13-08-2010 04:15:09 GMT -0600
Account Type*: Select	
Account No*: Select V	
	Submit
* Indicates mandatory fields.** Indicates mandatory if particular option is enabled.	

Field Description

Field Name	Description
Account Type	[Mandatory, Dropdown] Select the account type from the dropdown list.
Account No/ Credit Card No	[Mandatory, Dropdown] Select the account No/ Credit Card No from the dropdown list.

2. Click the **Submit** button. The system displays the E statement subscription/ un subscription screen with detailed.

E statement Subscription / Unsubscription



Account Type*:	CASA 🗸		
Account No*:	333000028 33300002807 ACC LTD JPY 549,8	08 💌	
Primary Email Id*:		Secondary Email Id:	
Francis 2		Marth **:	
Frequency*:	Select	Month**:	Select ¥
Day Of the Week**:	Select 🗸	Day Of the Month**:	Select 💌
ma and Conditions			
ms and Conditions			
			Subscribe Un

Field Name	Description		
Primary Email id	[Mandatory, Alphanumeric]		
	I ype the primary email id to which the E-statement is to be sent.		
Secondary Email	[Optional, Alphanumeric]		
Id	Type the secondary email id to which the E-statement is to be sent.		
Frequency	[Mandatory, Dropdown]		
	Select the frequency at which the e-statement is required.		
	The options are		
	Annual		
	• Daily		
	Fortnightly		
	Monthly		
	Quarterly		
	Semi Annual		
	• Weekly		
Month	[Conditional, Dropdown]		
	Select the Month on which the e statement is required.		
	This field will be enabled on selecting Annual, quarterly, Semi annually in the frequency field		
Day of the week	[Conditional, Dropdown]		
	Select the day of the week on which the e statement is required.		
	This field will be enabled on selecting fortnightly, weekly in the frequency field.		



Field Name	Description
Day of the Month	[Conditional, Dropdown]
	Select the day of the month on which the e statement is required.
	This field will be enabled on selecting Monthly in the frequency field
Terms and Conditions	[Mandatory, Checkbox] Select the checkbox of terms and conditions.

- 3. Click the **Terms and Conditions** link to view the terms and conditions.
- Click the Subscribe button to subscribe for the E statement, the system displays the E statement Subscription / Unsubscription verify screen.
 OR

Click the **Unsubscribe** button to unsubscribe for the statement.

E statement Subscription / Unsubscription- Verify

E Statement Subscription/Unsubscription-Verify	13-08-2010 04:16:56 GMT -0600
Account Type: CASA	
Account No*: 333000028 33300002807 ACC LTD JPY 54	9,808
Primary Email Id: abc@yahoo.com	Secondary Email Id: abcd@yahoo.com
Frequency: Annual	Month: August
	Change Confirm

 Click the Change button to return to the previous screen to modify the input data. OR

Click the **Confirm** button. The system displays the **E statement Subscription / Unsubscription - confirm** screen

E statement Subscription / Unsubscription- Confirm

V Transaction submitted for E Statement having reference 126570435160919 has been Initiated		
E Statement Subscription/Unsubscription-Confirm	13-08-2010 04:16:56 GMT -0600	
Account Type: CASA		
Account No*: 333000028 33300002807 ACC LTD JPY 549,808		
Primary Email Id: abc@yahoo.com	Secondary Email Id: abcd@yahoo.com	
Frequency: Annual	Month: August	
	No.	

6. Click the **OK** button to return to the E-statement Subscribe / unsubscribe screen.



14. Deactivate User Channel

This transaction allows you to deactivate/disable the access to the existing user through other channels. These additional channels can be any channels like browser based or J2ME mobile banking channel. Using this transactions you can deactivate your mobile banking channel users.

To deactivate user channel

1. Navigate through the menu to **Customer Services > Self Services > Channel Deactrivation**. The system displays the **Channel Deactivation** screen.

Channel Deactivation

Chan	nel Deactivation			11-10-2010 11:25:52 GMT +0530
Chan	nel Deactivation			
	Channel	User Id	From Date	To Date
>	J2ME based mobile banking	MICORP	12-10-2010	14-10-2010
	Browser based mobile banking	MICORP		
				Deactivate

Column Name	Description
Channel	[Display] This column displays the channel description. Select the checkbox of the channel for which you want to
	deactivate the user.



Column Name	Description
User Id	[Display] This column displays the user id with respect to the channel.
From Date	[Mandatory, Picklist] Select the start date for deactivation from the pick list.
To Date	[Mandatory, Picklist]
	Select the end date for deactivation from the pick list.

2. Click the **Deactivate** button. The system displays **Channel Deactivation Verify** screen.

Channel Deactivation Verify

Channel Deactivation Verify		11-10-2010 11:26:31 GMT +0530	
Channel	User Id	From Date	To Date
J2ME based mobile banking	MICORP	12-10-2010	14-10-2010
			Change Deactivate

3. Click the **Change** button to navigate to the previous screen of Channel Deactivation. OR

Click the **Deactivate** button for confirmation. The system displays **Channel Deactivation Conform** screen.

Channel Deactivation Confirm

Mobile User Deactivated Successfully. Transaction submitted for Channel Deactivation having reference 168717678199335 has been Auto Authorized .				
Channel Deactivation C	onfirm		11-10-2010 11:	26:31 GMT +0530
Channel	User Id	From Date	To Date	
J2ME based mobile banking	MICORP	12-10-2010	14-10-2010	
				ок

4. Click the **OK** button. The system displays initial **Channel Deactivation** screen.



15. Subscribe /unsubscribe additional Channels

This transaction allows you to subscribe or unsubscribe for additional channels. These additional channels can be any channels like SMS, mobile or any other channel.

You can directly subscribe/Unsubscribe from these channels



15.1. Unsubscribe from other channels

To Unsubscribe for other channels

 Navigate through the menu to Customer Services > Self Services > Subscribe / Unsubscribe additional Channels. The system displays the Subscribe / Unsubscribe additional Channels screen.

Subscribe/ Unsubscribe additional channels

Subscribe/Unsubscribe Banking Channel	13-08-2010 04:19:20 GMT -0600
Subscribe Channel	
SMS Banking	
User ID*	
Password* Confirm Password*	
Unsubscribe Channel	
JAVA Based Mobile Banking	
User ID CUSER1	
Browser Based Mobile Banking	
User ID cuiscon	
CUSEKI	
	Update
* Indicates mandatory fields.** Indicates mandatory if particular option is enabled.	

2. The above screen shows channel that have already been subscribed by the user

In order to unsubscribe from the channels

- Select the check box to unsubscribe for sms Banking. OR/AND Select the check box to unsubscribe forJAVA Based Mobile Banking. OR/AND Select the check box to unsubscribe for Browser Based Mobile Banking.
- 4. Click the update button. The system displays the Subscribe / unsubscribe Banking channels verify screen.

Subscribe/ Unsubscribe additional channel-Verify

Subscribe/Unsubscribe Banking Channel Verify	13-08-2010 04:20:01 GMT -0600
Unsubscribe Channel	
JAVA Based Mobile Banking	
User ID: CUSER1	
	Change Confirm

5. Click the **Back** button to return to the previous screen to make the changes. OR



Click the **Confirm** button to unsubscribe the selected channels. The system displays the Subscribe / unsubscribe Banking channels Confirm screen.

Subscribe/ Unsubscribe additional channel-Confirm



6. Click the Ok button to Return to the Subscribe/ Subscribe Banking Channels.



15.2. Subscribe for Other Channels

To Subscribe for other channels

1. Navigate through the menu to Subscribe / Unsubscribe additional Channels. The system displays the Subscribe / Unsubscribe additional Channels screen.

Subscribe/ Unsubscribe additional channels

Subscribe/Unsubscribe Banking Channel	13-08-2010 04:19:20 GMT -0600
Subscribe Channel	
SMS Banking	
User ID* Confirm Password*	3
Unsubscribe Channel	
JAVA Based Mobile Banking	
User ID CUSER1	
Browser Based Mobile Banking	
User ID CUSER1	
	Update
* Indicates mandatory fields.** Indicates mandatory if particular option is enabled.	

Field Name	Description
Subscribe Channel	
Check Box	[Optional Checkbox] Select the check box for the channel stated with the check box.
User Id	[Mandatory, Alphanumeric] Type the user id of the initiator of the transaction.
Password	[Mandatory, Alphanumeric] Type the New Password that you want to set for the user.
Confirm Password	[Mandatory, Alphanumeric] Type the Password to confirm the password that you want to set for the user.
Transaction Password	[Mandatory, Alphanumeric] Type the New Transaction Password that you want to set for the user.
Confirm	[Mandatory, Alphanumeric]

transaction Type the Transaction Password that you want to set for the user.



- 2. Click the **check availability** button to check the availability of the user.
- 3. Click the **view user id policy** button to check the availability for the password.
- 4. Click the **view user id policy** button to check the password policy.
- 5. Select the required checkbox, Input the required data.
- 6. Click the Update button. The system displays the Subscribe / Unsubscribe additional Channels- Verify screen.

Subscribe / Unsubscribe additional Channels- Verify

Subscribe/Unsubscribe Banking Channel Verify	13-08-2010 04:20:01 GMT -0600
Unsubscribe Channel	
JAVA Based Mobile Banking	
User ID: CUSER1	
	Change Confirm

7. Click the **Back** button to return to the previous screen to make the changes. OR

Click the **Confirm** button to unsubscribe the selected channels. The system displays the Subscribe / unsubscribe Banking channels Confirm screen.

Subscribe/ Unsubscribe additional channel-Confirm

Transaction submitted for Subscribe/Unsubscribe Banking Channel having reference 177130520160933 has been Initiated			
Subscribe/Unsubscribe Banking Channel Confirm	13-08-2010 04:20:01 GMT -0600		
Unsubscribe Channel			
JAVA Based Mobile Banking			
User ID: CUSER1			
	OK		

8. Click the **Ok** button to Return to the Subscribe/ Subscribe Banking Channels.



16. Preferences

The Preferences option allows you to change the user ID, set the preferred language, preferred color, home page, favorite transactions, and favorite accounts and nick names. The user can access favorite transactions and accounts directly instead of accessing it through the main menu.

To set user preferences.

1. Navigate through the menus **Customer Services > Self Services > Preferences**. The system displays the Preferences screen.



Preferences

Εl	Jser ID			
	Existing User ID : CUSER1			
	Specify New User ID :	 View User ID Policy		
	Catilana	Cat Calaura		C-1
	Preference	Preference		Timezone Preference
	Languages : Default 💙	Colours : Dark Blue 🗸		TimeZone : Denver
1	anding Page Transaction List** : Select			
	Select	Y		
1	ls Favourite	P1. 1.2		
	Account Activity	Account Consolidated View	~	Account Details
	Account Overview	Account Statement		Account Summary
	Add External Accounts	Adhoc Account Statement Request		Alerts
	Amend Term Deposit	Assignment Enquiry		Attach Documents
	Beneticiary Maintenance	Bulk File Upload		Bulk File View
	Change Users Limits	Channel Deactivation		Cheque Book Request
	Cheque Status Inquiry	Contract Term Deposit View		Create Group Linkage
	Credit Limit Enquiry	Customer Acceptance		Delete Group Linkage
	Demand Draft-Pay Order Request	Direct Collection		Domestic Collection Inquiry
	Domestic Funds Transfer	Draw Down Details		Electronic Form-Initiate
	E Statement	Exchange Rate Inquiry		Export Bill Under LC
	Export Collection	External Account Statement		FCY Collection Inquiry
	Financing Account Activity	Financing Details		Financing Inquiry
	Financing Profit Percentage	Financing Repayment Inquiry		Financing Schedule
	Financing Settlement	Fixed Domestic Funds Transfer		Foreign Exchange Rate Inquiry
	Forex Deal Booking	Initiate BG		Initiate LC
	Interest Rate Inquiry	Internal Account Transfer		Internal Remittance
	International Account Transfer	International Draft		Investors Account Inquiry
	Investors Account Opening Inquiry	Invoice Enquiry		Inward Remittance Inquiry
	LC Amendment Initiate	Line Limit Details		Loan Account Activity
	Loan Calculator	Loan Details		Loan Interest Rates
	Loan Repayment Inquiry	Loan Schedule		Loan Settlement
	Lock Transaction Password	Lookup Maintenance		Mailbox
	Modify Account Structure	Mortgage Rate Calculator		MT101 TRANSFER
	Multiple Internal Transfer	New Service Request		Open Contract TD
	Open Term Deposit	Outward Guarantee Amendment		Outward Remittance Inquiry
	Own Account Transfer	Pay Bill		Payment Notification Inquiry
	Pending Transfer	Preferences		Purchase Order Details
	Redeem Term Deposit	Register Biller		Register Report
	Repayment Enguiry	Request Processing		SEPA Card Payment
	SEPA Credit Transfer	SEPA Direct Debit		Set Account Preferences
	Setup Account Structure	Standing Instruction Cancellation		Stock Agent Transaction Inquiry
	Stop Or Unblock Cheque Request	Structured Deposit Subscription		Structure TD Status
	Subscribe/Unsubscribe Banking Channel	Term Denosit Activity		
	Transactions	IK Payments		Liser Manuals
	View Account Structure	View Deal Details		View Draft Details
	View Export Bill	View Expert I C		View Import Rill
		View Export LC		View Outward Currents
	View Import LC	view Limits Utilization	_	View Outward Guarantee
	View Registered Reports	View Standing Instruction		Virtual Account and Inquiry



Field Name	Description
Set User ID	
Existing User ID	[Display] This field displays the existing user ID.
Specify New User ID	[Optional, Alphanumeric, 15] Type the new user ID in this field.
Set Language Prefere	ence
Languages	[Optional, Drop-Down] Select the preferred language from the drop-down list.
Set Color Preference	
Colors	[Optional, Drop-Down] Select the preferred colour from the drop-down list.
Set Landing Page	
Transaction List	[Optional, Drop-Down] Select the transaction list from the drop-down list. The selected transaction will be set as the landing page.
Set As Favorite	
Set As Favorite	[Optional, Check Box] Select the check box against the transactions that you want to set as favorite transactions. The user can access the favorite transactions directly instead of accessing it through the main menu.
Set Favorite Account	s and Nick Names
Customer Id	[Display] This column displays the customer ID.
Account Number	[Display] This column displays the customer's account number.
Account Nickname	[Optional, Alphanumeric, 16] Type the account nick name in this field.



Field Name	Description
Set as favorite	[Optional, Check Box]
	Select the check box against the accounts that you want to set as favorite accounts.
	The user can access favorite accounts directly instead of accessing it through the main menu.

2. Click the **set favorite account and Nicknames link**. The system displays the set account preference screen.

Set Account Preference

Disable Account Nickname:		
Term Deposits Current and Saving	JS	
Account No	Account Nickname	Set As Favourite
333000028		
0000005878 333 INR	A	
0000005882 333 INR		
0000005883 333 INR		
0000005962 333 INR		
0000005972 333 INR		
0000005973 333 INR		
0000005986 333 INR		
0000005987 333 INR		
0000005994 333 USD		
0000005997 333 USD		
0000005998 333 INR		
0000005999 333 INR		
0000006109 333 INR		
0000006116 333 INR		
0000006122 333 INR		
0000006133 333 USD		
0000006134 333 USD		
0000006141 333 INR		
0000006153 333 USD		
0000006210 333 USD		
0000006211 333 USD		
0000000211 333 035		
0000006216 333 050		
0000006230 333 GBP		
0000006232 333 USD		
0000006240 333 USD		
0000006243 333 USD		

Field Description

Field Name

Description



Field Name	Description
Account No.	[Display] This column displays the Account number.
Account Nick name	[Conditional, Alphanumeric] Type the nick name for the account number. This field is activated for the account number for which the check box is selected.
Set as favorite	[Conditional, Checkbox] Select the check box to make the account as a favorite account

- 3. Click the **Save** button. The system saves the settings and displays the preferences screen.
- 4. Click the Set Preference button. The system displays the Preferences Verify screen.

Preferences - Verify

Preferences - Verify	13-08-2010 04:41:33 GMT -0600	
Existing User ID : CUS	ER1	
Colours : Darl	k Blue	
TimeZone : Ame	erica/Denver	
Landing Transaction : ACC	COUNT CONSOLIDATED VIEW	
Favourite Transactions		
ACCOUNT ACTIVITY	ACCOUNT DETAILS	ACCOUNT OVERVIEW
ADD EXTERNAL ACCOUNT	TERM DEPOSIT PAYOUT INSTRUCTIONS	
		Back Confirm

5. Click the Confirm button. The system displays the Preferences - Confirm screen with the status message.

OR

Click the Back button to change the user preferences.

Preferences - Confirm

Transaction submitted for Preferences having reference 684104534161036 has been Initiated			
Preferences - Confirm		13-08-2010 04:41:38 GMT -0600	
Existing User ID : CUS	ER1		
Colours : Dark			
TimeZone : Ame			
Landing Transaction : ACC	COUNT CONSOLIDATED VIEW		
Favourite Transactions			
ACCOUNT ACTIVITY	ACCOUNT DETAILS	ACCOUNT OVERVIEW	
ADD EXTERNAL ACCOUNT	TERM DEPOSIT PAYOUT INSTRUCTIONS		
		Ok	

5. Click the OK button. The system displays the Preferences screen.



17. Session Summary

This option allows the user to track activity details of last five logins. The user can view the entire session summary of the previous five log sessions, and transactions carried out in each session along with the transactions' status and time.

To view user session

1. Navigate through the menus to Session Summary. The system displays **View User Session** screen.

View User Session

Gession Summary 13-08-2010 04:43:28 GMT -060			
Channel	Session Start	Session	
Internet Banking	13-08-2010 03:55:32 GMT -0600	View Session Info	
Internet Banking	13-08-2010 03:45:16 GMT -0600	View Session Info	
Internet Banking	13-08-2010 03:37:32 GMT -0600	View Session Info	
Internet Banking	13-08-2010 02:56:29 GMT -0600	View Session Info	
Internet Banking	13-08-2010 02:45:43 GMT -0600	View Session Info	
	Channel Channel Channet Banking Channet Banking Channet Banking Channet Banking Channet Banking Channel Banking Channel Banking	Channel Session Start Internet Banking I3-08-2010 03:55:32 GMT -0600 Internet Banking I3-08-2010 03:45:16 GMT -0600 Internet Banking I3-08-2010 03:37:32 GMT -0600 Internet Banking I3-08-2010 02:56:29 GMT -0600 Internet Banking I3-08-2010 02:45:43 GMT -0600 Internet Banking I3-08-2010 02:45:43 GMT -0600 	



Field Description

Column Name	Description
Channel User Id	[Display] This field displays the channel user IDs accessed during the session.
Channel	[Display] This field displays the channel accessed during the session.
Session Start	[Display] This field displays the date and time of access.

- 2. This screen allows the user to view the list of last five sessions accessed by the user.
- 3. Click the View Session Info button to view the list of transactions done for the session specified. The system displays the View User Session screen.

View User Session

Session Summary			13-08-2	2010 04:43:36 GMT -0600
Channel User Id	CUSER1	Session Start	13-08-2010 03:55:32 GMT -0600	
				Back
Transaction Name	Ctatur		Transaction Data	
Login (LGN)	Success		13-08-2010 03:55:32 GMT -0600	
Transactions (VAT)	Success		13-08-2010 03:55:50 GMT -0600	
Transactions (VAT)	Success		13-08-2010 03:55:51 GMT -0600	
Loan Interest Rates (LIR)	Success		13-08-2010 03:55:53 GMT -0600	
Mailbox (IMS)	Success		13-08-2010 03:55:56 GMT -0600	
Transactions (VAT)	Success		13-08-2010 03:55:51 GMT -0600	
Transaction Blackout (TBO)	Success		13-08-2010 03:56:00 GMT -0600	
Alerts (ALR)	Success		13-08-2010 04:09:12 GMT -0600	
Alerts (ALR)	Success		13-08-2010 04:11:12 GMT -0600	
Alerts (ALR)	Success		13-08-2010 04:13:19 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:25:00 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:27:58 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:28:49 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:29:18 GMT -0600	
Set Account Preferences (ACN)	Success		13-08-2010 04:37:23 GMT -0600	
Set Account Preferences (ACN)	Success		13-08-2010 04:38:55 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:39:25 GMT -0600	
Set Account Preferences (ACN)	Success		13-08-2010 04:39:49 GMT -0600	
Set Account Preferences (ACN)	Success		13-08-2010 04:39:55 GMT -0600	
Set Account Preferences (ACN)	Success		13-08-2010 04:40:14 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:40:30 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:41:18 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:41:33 GMT -0600	
Preferences (UPS)	Success		13-08-2010 04:41:38 GMT -0600	

Field Description

Field Name

Description

Field Name	Description
Channel User Id	[Display] This field displays the channel user ID accessed during the session.
Session Start	[Display] This field displays the date and time of access.
Transaction Name	[Display] This field displays the name of the transaction performed.
Status	[Display] This field displays the status of the transaction.
Transaction Date	[Display] This field displays the date and time of the transaction.

- 4. This screen allows the user to view the list of transactions processed for a specified session along with the login and logoff details with date and time.
- 5. Click the Back button to navigate go to the previous screen.



18. Mailbox

The Mailbox option is an integrated communication system within the internet banking system for you to communicate with the bank and vice versa. It allows you to view all the notifications, alert messages and general messages sent by the bank; allows you to send messages to the bank and view the sent messages.

Like popular e-mail clients that you may have used, the Mailbox offers an Inbox - where you can view messages and notifications sent to you, a Send Message facility using which you can send messages to the bank and a Sent folder, which allows you to view all the sent items.

Mail Box functionality is subdivided into the following sub-sections:

- Viewing received messages (Inbox)
- Viewing sent messages (Sent Messages)
- Sending messages(Compose)


18.1. Viewing Received Message

The Inbox folder stores all the bulletin messages sent to you. You can view the individual messages by clicking on the sender's name. The following procedure explains the steps to access Inbox and view a message stored within it.

To view received messages

1. Navigate through the menus to **Customer Service > Mailbox**. The system displays the Messages screen.

Mailbox

Mailbox	23-04-2012 22:00:42 GMT +0530
Compose Message	Inbox > Interactions
📄 Inbox	No Interactions found
Sent Messages	
	C 2

2. Click the Inbox tab. The system displays following screen.

Mailbox Inbox

Mailbox 23-04-2012 22:34:09 GMT +0530								
Compose Message	Inbox > Interaction	S						^
Inbox					Re	cords 1 to 1 of 1	Page 1 of 1 😕 渊	
Alerts	Message Id	Subject	Sender	Customer Id	Received	Expires	Is Read	
Bulletins	177673105382211	Demand Draft and Cheques	Accounts Department	004004500	23-04-2012 22:32:48	23-08-2012 05:30:00	N	
Tasks								
Sent Messages								

Field Description

Field Name	Description
Message Id	[Display] This field displays the conversation id. This will be displayed only in the Interactions / Messages folder.
Subject	[Display] This field displays the descriptive synopsis of the message. It also acts as a link to access the message.



Field Name	Description
Sender	[Display] This field displays the name of the sender of the message. If the message has been sent by the bank, then the Department Name will be displayed as the Sender. The names for the departments ids are already maintained in the system. If the message has been sent by another user, then the customer
	id for which the mail is being sent will be displayed as the sender.
Customer Id	[Display] This field displays the date on which the message was received.
Received	[Display] This field displays the date on which the message was received.
Expires	[Display] This field displays the expiry date for the transaction.
Is Read	[Display] This field displays the Is Read flag as Y/N.

3. Click on Subject link to view the message. The system displays following screen.

box						23-04	-2012 22:34:09 GMT +
Compose Message	Inbox > Interaction	ns					
Inbox Interactions					Rec	cords 1 to 1 of 1	Page 1 of 1 🍛 🔉
Alerts	Message Id	Subject	Sender	Customer Id	Received	Expires	Is Read
Bulletins	177673105382211	Demand Draft and Cheques	Accounts Department	004004500	23-04-2012 22:32:48	23-08-2012 05:30:00	N
Tasks							
Sent Messages							
	<						
	Reply						
		Sent by: Accounts Department	nt		Date: 23-04-2	2012 17:02:48	
		To: ABCD CORP			Expires: 23-08-2	2012 00:00:00	
		Customer: 004004500			Channel: FCDB		
		Subject: Demand Draft and C	heques				
	Demand Draft Req	uest accepted.					
	Response To						
		Sent by: ABCD CORP			Date: 23-04-2	2012 17:01:54	
		To: Accounts Department	nt		Expires: 23-09-2	2012 00:00:00	
		Customer: 004004500			Channel: FCDB		
		Subject: Demand Draft and C	heques				
	Demand Draft Reg	quest					



18.2. Sending Messages

To communicate with the bank authorities, the Mailbox offers a message sending option. You can write about any problems that you may have faced, errors in the system, transactions that may have not completed and any other issues and address them to the bank. It is a very effective method of communicating with the bank.

To send messages

1. Navigate through the menus to Mailbox. The system displays the Messages screen.

Mailbox

Mailbox	23-04-2012 22:00:42 GMT +0530
Compose Message	Compose Message
i inbox ▶ Sent Messages	Submit a question using our secured messaging form below. You can expect a response in 2 business days. Your personal financial information is held in strictest confidence. Select the subject of this [Select from here message: Enter your message below (Messages are limited to approximately 2000 characters or 200 words of text.)
	Send.

- 2. Select an appropriate category for this message from the drop-down list adjacent to Step 1: Select what this message is about.
- 3. Select a subject for the message from the drop-down list adjacent to Step 2: Select the subject of this message.
- 4. Type the message in the message box.



Message Mailbox Compose

Mailbox	23-04-2012 22:00:42 GMT +0530
Compose Message	Compose Message
Sent Messages	Submit a question using our secured messaging form below. You can expect a response in 2 business days. Your personal financial information is held in strictest confidence. Select the subject of this Demand Draft and Cheques message below (Messages are limited to approximately 2000 characters or 200 words of text.) Demand Draft Request.
	Send

5. To send the message, click the **Send** button. The system displays the following confirmation message.

Mailbox Message Compose Confirmation





19. Reminders

The Reminder functionality enables business users to register for reminders. Once a reminder is registered the user can view the reminder under the Reminder schedule. The reminder schedule will display all registered reminders i.e. reminders that are due on the current date and also reminders that are due in the future. Once the reminder is due, it appears under the, 'Reminders for Today' screen section of the Reminder schedule. The system will enable the user to take action on the reminder.



19.1. Registration

Here, business user can register reminders.

To register reminder

1. Navigate through the menus to **Customer Services > Self Services > Reminder.** The system displays **Reminder Schedule** screen for reminder.

Reminder Schedule

Reminder Schedule	•		24-04-2012 17:36:40 GMT +0530
Reminders for Today	Reminders due during this week	Reminders due during this month	
24-04-2012			
Draft Reminder		Daily - End Date: 25-04-2012	
Demand Draft		<u>Dismiss</u> > <u>Delete</u> > <u>Modify</u>	
			Register New Reminder

- 2. Initially it shows Reminders for today tab showing today's reminders.
- 3. Click the Dismiss/Delete/Modify links in order to dismiss, delete of modify the reminder respectively.

Reminder Schedule

Reminder Schedule				24-04-2012 17:36:40 G	GMT +0530
Reminders for Today	Reminders due during this week	Reminders due during this month			
24-04-2012					
Draft Reminder		Daily - End Date: 25-04-2	112		
Demand Draft		<u>Dismiss</u> <u>Delete</u> <u>I</u>	lodify		
				Register New Rem	ninder

4. Click on the **Reminder Due during this week** tab. The system displays reminders due for current week.

Reminder Schedule

Reminder Schedule		23-04-2012	23:23:46 GMT +0530
Reminders for Today Reminder	rs due during this week Reminders due during this month		
> 24-04-2012			
> 25-04-2012			
> 26-04-2012			
> 27-04-2012			
> 28-04-2012			
		Register	r New Reminder

5. Click on the date link to view the reminder set for that particular day. The system displays screen as below.



Reminder Schedule

Reminder Schedule		23-04-2012 23:23:46 GMT +0530
Reminders for Today Reminders due during this week	Reminders due during this month	
▲ 24-04-2012		
Draft Reminder	Daily - End Date: 25-04-2012	
Demand Draft	Delete Modify	
> 25-04-2012		
> 26-04-2012		
> 27-04-2012		
> 28-04-2012		
		Register New Reminder

- 6. Clcik the Delete/Modify link on order to delete or modify that respective reminder.
- 7. Click the **Reminders Due during this months** tab in order to view reminders due for current month.

Reminder Schedule

Reminder Schedule	23-04-2012 23:28:41 GMT +0530
Reminders for Today Reminders due during this week Reminders due during this month	<u>Next Month ≻</u>
> 24-04-2012	
> 25-04-2012	
> 26-04-2012	
> 27-04-2012	
> 28-04-2012	
> 29-04-2012	
> 30-04-2012	
	Register New Reminder

8. Click on the date link to view the reminder set for that particular day. The system displays screen as below.

Reminder Schedule

Reminder Schedule 23-04-2012 23:28:41 (
Reminders for Today Reminders due during this week Reminders due during	g this month Next Month >
▲ 24-04-2012	
Draft Reminder	Daily - End Date: 25-04-2012
Demand Draft	→ <u>Delete</u> → <u>Modify</u>
> 25-04-2012	
> 26-04-2012	
> 27-04-2012	
> 28-04-2012	
> 29-04-2012	
> 30-04-2012	
	Register New Reminder

- 9. Clcik the Delete/Modify link on order to delete or modify that respective reminder
- 10. Click the **Register New Reminder** button. The system displays below **Registration** screen.



Registration

Registration			23-04-2012 22:56:53 GMT +0530
		1	
Subj	ect.		
Frequer	icy: Select 🔽		
Start D	ate:		
End D	ate:		
Descript	ion:		
			Cancel Register

Field Description

Field Name	Description
Subject	[Mandatory, Alphanumeric,50] Type the subject for which the reminder is to be set.
Frequency	[Mandatory, Dropdown] Select the frequency from the dropdown.
Start Date	[DatePicker] Select the start date for the reminders.
End Date	[DatePicker] Select the end date for the reminders.
Description	[Mandatory, Alphanumeric,100] Type the description for the reminder to be set.
11. Click the Re screen.	gister button. The system displays Remindres Registration Confirm

OR

Click the **Cancel** button to go back to the previous screen.

Remindres Registration Confirm

Reminder set successfully.	
Reminders Registration Confirm	23-04-2012 23:06:29 GMT +0530
Subject: Mailbox Reminder	
Frequency: Daily	
Start Date: 25-04-2012	
End Date: 24-05-2012	
Description: Remindres for Mailbox.	
	OK

12. Click the **OK** button. The system displays initial **Remindre Schedule** screen.



20. Electronic Form Initiate

The Electronic form initiate section enables you to initiate electronic form to inquire or request updates/changes on the transactions:

You should be able to write a query to the bank for a particular transaction.

To Initiate Electronic form

1. Navigate through **Customer Service > Electronic Form-Initiate**. The system displays Electronic Form Initiate screen.

Electronic Form initiate

Electronic Form - Initiat	e	13-08-2010 00:56:42 GMT -1000
Transaction Date*:		
Transaction Type*:	Bulk Files Upload	
Query Type*:	other 💌	
Message*:		
		Reset Submit for Authorization



Field Description

Field Name	Description
Transaction Date	[Mandatory, Pick list] Select the date of the transaction from the drop down list.
Transaction Type	[Mandatory, Pick list] Select the type of the transaction from the drop down list.
Query Type	[Mandatory, Pick list] Select the type of the query from the drop down list.
Message	[Mandatory, Alphanumeric,] Type the message for the electronic form initiation.

2. Click the **Submit for Authorization** button to verify and confirm the transaction OR

Click the Reset button to reset the electronic form initiate

Electronic Form - Verify

Electronic Form - Verify	13-08-2010 05:02:03 GMT -0600
Country: FLEXCUBE DIRECT BANKING	
Primary Customer Id: 333000028	Primary Customer Name: ACC LTD
Date 13-8-2010	
Transaction Type Internal Transfer	
Query Type Cancel Transaction	
Message Cancel for reason.	
	Cancel Confirm

3. **Click** the **Cancel** button to cancel the Transactions OR

Click the **Confirm** button. The system displays the Electronic form Confirm screen.

Electronic Form - Confirm



4. Click the **OK** button to return to the Electronic form initiate screen.



21. Foreign Exchange Rate Inquiry

The exchange rate (also known as the foreign-exchange rate, forex rate or FX rate) between two currencies specifies how much one currency is worth in terms of the other. For example an exchange rate of 102 Japanese yen (JPY, ¥) to the United States dollar (USD, \$) means that JPY 102 is worth the same as USD 1.

The Exchange Rate Inquiry option allows the user to view the latest exchange rates for various currencies offered for buying and selling by the bank. The exchange rates will be displayed against the base currency of FCDB. The option provides the buying and selling rates for cash as well as the buying and selling rates applicable for telegraphic transfers. If you wish to buy or sell foreign exchange, refer to this option to find the latest rates offered by the bank before doing so.

To inquire for the current Exchange Rates

1. Navigate through the menus to **Exchange Rate Inquiry**. The system displays the Exchange Rate Inquiry screen.

xchange Rate Inquiry 13-08-2010 05:04:21 GMT -06			0 05:04:21 GMT -060	
FX Rate Unit USD				
These are indicative rates only. For actual rates please	e contact your branch.			
To Currency	Cash Buy	Cash Sell	TT Buy	TT Sell
AUS DOLLAR (AUD)	1.11	1.11	0.00	0.0
US DOLLAR (USD)	1.00	1.00	0.00	0.0
INDIAN RUPEE (INR)	48.00	52.00	0.00	0.0
GBP (GBP)	1.47	1.47	0.00	0.0
TAIWAN DOLLAR (TWD)	33.07	33.07	0.00	0.0
EURO (EUR)	1.33	1.31	0.00	0.0

Exchange Rate Inquiry



Column Description

Column Name	Description
To Currency	[Display] This column displays the name of currency that bank offers for buying or selling against foreign currency
Cash Buy	[Display] This column displays the exchange rate at which the bank will buy the foreign currency if the transaction is in cash.
Cash Sell	[Display] This column displays the exchange rate at which the bank will sell the foreign currency if the transaction is in cash.
TT Buy	[Display] This column displays the exchange rate at which the bank will buy the foreign currency if the transaction is through a telegraphic transfer.
TT Sell	[Display] This column displays the exchange rate at which the bank will sell the foreign currency if the transaction is through a telegraphic transfer.



22. New Service Request

Using this option you can initiate a service request for any transaction given in the list.

To initiate service request:

1. Navigate through **Customer Services > New Service Request**. The system displays the New Service Request screen.

Service Request

Service Request	13-08-2010 05:21:11 GMT -0600
Select Transaction : Select Service Request	
	Submit

Field Description

Field Name	Description
Select Transaction	[Mandatory, Drop-Down]
	Select the transaction from the drop-down list.

2. Select the transaction for which the request needs to be given and click the Submit **button**.



22.1. Reissue Transaction Password

Using this Service Request option you can raise a request to reissue transaction password.

To register a Service Request to Reissue Transaction Password

 Navigate through the menus to New Service Request > Reissue transaction password. The system displays the Reissue transaction password screen.

Reissue Transaction Password

Reissue Transaction Pa	issword 25-08-2010 20:08:18
Channel*:	Internet 💌
Delivery Details	
Mode of Delivery *:	Branch Courier Post Mumbai V Bank Futura-Capital Market Branch1 V
Name*:	Mr Amey Corp
Address**:	79 Strand
	Charing Cross, London
	Mumbai
City:	Mumbai
State:	
Country:	UNITED KINGDOM
Zip/Postal Code:	
Phone:	
User Reference :	
	Another Service Request Submit

Field Description

Field Name	Description	
Channel	[Mandatory, Drop-Down]	
	Select the channel for which the transaction password is to be reissued from the dropdown list.	
Mode of delivery	[Mandatory, Radio button]	
	Select the Radio button from the available radio buttons	
	The options available are	
	Branch	
	Courier	
	Post	
	Note: On selecting the Branch radio button the fields mention below shall be display fields.	



Field Name	Description		
City	[Conditional, Dropdown]		
	Select the City to which the branch belongs from the drop down list.		
Branch	[Conditional, Dropdown]		
	Select the branch from where the cheque book will be collected from the drop down list.		
Name	[Optional, Alphanumeric, 35]		
	Type the Name to which the delivery shall be done.		
Address	[Optional, Alphanumeric, 34*3]		
	Type the address for delivery of cheque book(s).		
City	[Optional, Alphanumeric, 35]		
	Type the city to which the address belongs.		
State	[Optional, Alphanumeric, 35]		
	Type the state to which the city belongs.		
Country	[Optional, Alphanumeric, 35]		
	Type the country of the address.		
Postal code	[Optional, Alphanumeric, 35]		
	Type the postal code.		
Phone	[Optional, Alphanumeric, 35]		
	Type the phone number.		
3. Click the Sub	mit button and the Reissue transaction password - Verify page is displayed		

OR Click the **Another Service Request** button to return to the service request screen.



Reissue transaction Password - Verify

Reissue Transaction Pa	issword - Verify 25-08-2010 20:08:42
Chanada	
Channel:	Internet
Delivery Details	
Mode of Delivery	Branch
City:	Mumbai
Branch Name:	Bank Futura-Capital Market Branch1
Name:	Mr Amey Corp
Address:	79 Strand
	Charing Cross, London
	Mumbai
City:	Mumbai
State:	
Country:	UNITED KINGDOM
Zip/Postal Code:	
Phone:	
User Reference :	
	Back Confirm
disclaimer Note.	

 Click the Confirm button. The system displays the Reissue transaction Password -Confirm screen OR

Click the **Change** the button to change the details.

Transaction submitted for I	Reissue Transaction Password having reference 122167389184959 has been Auto Authorized .	
Reissue Transaction Pa	assword - Confirm	25-08-2010 20:08:42
Channel*:	Internet	
Delivery Details		
Mode of Delivery	Branch	
City:	Mumbai	
Branch Name:	Bank Futura-Capital Market Branch1	
Name:	Mr Amey Corp	
Address:	79 Strand	
	Charing Cross, London	
	Mumbai	
City:	Mumbai	
State:		
Country:	UNITED KINGDOM	
Zip/Postal Code:		
Phone:		
User Reference :		
	Another S	ervice Request OK



 Click the Ok button. The system displays Reissue Transaction Password Service Request screen. OR

Click the Another Service Request. The system displays the New Service Request screen.



22.2. Account Closure

Using this Service Request option you can raise a request for Account Closure.

To Register a Service Request for Account Closure

1. Navigate through the menus to **Customer Services >** New Service Request > **Account Closure.** The system displays the **Account Closure** screen.

Account Closure

Account Closure		13-08-2010 01:45:06 GMT -1000
Account:	Select	
Reason:	Select	
		Another Service Request Submit

Field Description

Field Name	Description
Account	[Mandatory, Dropdown] Select the Credit Card Number from the dropdown list.
Reason	[Mandatory, Dropdown] Select the Reason from the dropdown list.

2. Click the Submit button and the **Account Closure - Verify** page is displayed OR

Click the Another Service Request button to return to the service request screen.

Account Closure - Verify

Account Closure - Verify 13-08-2010 01:45:31 GMT-10/		
Account: 11111112	Balance: 100,000.00 GBP	
Reason: Migrating to another country	Back Confirm	

 Click the Confirm button. The system displays the Account Closure - Confirm screen OR

Click the **Back** to navigate to the previous screen.



Account Closure - Confirm

V Transaction submitted for Account Closure having reference 551050953161452 has been Auto Authorized .		
Account Closure - Confirm	13-08-2010 01:46:08 GMT -1000	
Account: 11111112	Balance: 100,000.00 GBP	
Reason: Migrating to another country		
	Another Service Request OK	

4. Click the Another Account Closure button. The system displays Another Account Closure Service Request screen.

OR

Click the **Another Service Request** button. The system displays the **New Service Request** screen.



23. Change Password

This option allows you to change the login or transaction password

To change the password

- 1. Logon to the Internet Banking application.
- 2. Navigate through **Default Transaction > Change Password**. The system displays the **Change Password** screen.



Change Password

Change Password	1		04-03-2011 15:21:09 GMT +0530
User Id :	CUSER11	Use virtual keyboard	
Change Option :	Login Password 😽		2 4
Existing Password :	•••••		1 7
New Pasword :	•••••	etukix rcflpym9	6 8
	Medium	Upper Delete Clear All Not Mixed	0
Confirm New Password :	•••••	Click here to enter by hovering	
			Clear Change
Policy to be followed			
Password should be minir	num 6 characters.		
Password should be maxi	mum 20 characters.		
Password can contain low	ercase alphabets.		
Password can contain upp	percase alphabets.		
Password can contain spe	cial characters.		
Password can contain nur	neric characters.		
Password must contain or	ne of the following as first char :		
Lowercase alphabets			
Uppercase alphabets			
Numeric characters			
Password must contain or	ne of the following as last char :		
Lowercase alphabets	-		
Uppercase alphabets			
Numeric characters			
Allowed Special character	s.		
Password can contain 5 s	uccessive characters.		
Password can contain 5 re	epetitions.		
Following personal details	should not be included in your password:		
First Name			
Last Name			
Birth Date			
User Id			
Customer Id			

Field Description

Field Name	Description	
User Id	[Display] This field displays your user id	
Change Option	[Mandatory, Dropdown] Select the login or transaction password which is to be changed.	
Note: You can enter details in the below fields using virtual keyboard by checking the check-box Use Virtual Keyboard or can manually enter details.		
Existing Password	[Mandatory,Numeric,] Type the old password.	



Field Name	Description	
New Password	[Mandatory, Numeric]	
	Type your New Password. The password strength is displayed on entering the new password.	
	Note: This new password should be as per Password Policy (displayed below the text fields in the above screen) set by the bank.	
Confirm New Password	[Mandatory, Numeric] Type the new password.	

 Click the Change button. The system displays Change Password – Verify screen. OR
 Click the Clear button to clear the fields

Click the **Clear** button to clear the fields.

Change Password – Verify

Change Password - Verify	12-08-2010 01:46:45 GMT -1000
Do you want to change your login password?	
	Edit Confirm

 Click the Confirm button. The system displays Change Password – Confirm screen with the status message. OR

Click the **Edit** button to edit the entered details.

Change Password – Confirm

Password Changed Successfully	
Change Password - Confirm	12-08-2010 01:46:45 GMT-1000
Your login password has been changed successfully	
	ОК

5. Click the **OK** button. The system displays initial **Change Password** screen.

24. Force Change Password

During login, a first time user should be forced to change the initial login password and transaction password (if configured) provided by the bank. Force Change Password will also be applicable when the password of the user has been reset by the Bank Administrator.

To change password

1. Logon to the Internet Banking application through new User id and password. The system displays the Force change password screen.



Force Change Password

		28-02-2011 11:20:41 GMT +0530
🗹 Change Login Passw	ord	Use virtual keyboard
User Id:	CUSER11	Virtual Keyboard :
Existing Password:	•••••	
New Pasword:		
	Normal	Upper Delete Clear All Not Mixed 0
Confirm New Password:	•••••	
Characteria	Deserved	
Change Transaction	Password	
User Id:	CUSER11	
Existing Password:	•••••	
New Pasword:	•••••	
	Normal	
Confirm New Password:	••••••	
Rules for Login Passy		
	vord	Rules for Transaction Password
Password should be min	rord imum 6 characters	Rules for Transaction Password Password should be minimum 6 characters
Password should be min Password should be ma:	rord imum 6 characters kimum 20 characters	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters
Password should be min Password should be ma: Password can contain lo	rord imum 6 characters cimum 20 characters wercase alphabets	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets
Password should be min Password should be ma: Password can contain lo Password can contain up	rord imum 6 characters kimum 20 characters wercase alphabets ipercase alphabets	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain sp	vord imum 6 characters ximum 20 characters wercase alphabets upercase alphabets ecial characters	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters
Password should be min Password should be may Password can contain lo Password can contain up Password can contain sp Password can contain nu	vord imum 6 characters kimum 20 characters wercase alphabets opercase alphabets wecial characters imeric characters	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char
Password should be min Password should be mai Password can contain lo Password can contain up Password can contain sp Password can contain no Password must contain no	vord imum 6 characters kimum 20 characters wercase alphabets upercase alphabets ecial characters imeric characters one of the following as first char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain no Password can contain no Password must contain Lowercase alphabets	vord imum 6 characters dimum 20 characters wercase alphabets uppercase alphabets ecial characters umeric characters one of the following as first char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password must contain Lowercase alphabets Uppercase alphabets	vord imum 6 characters imum 20 characters wercase alphabets percase alphabets ecial characters imeric characters one of the following as first char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets Uppercase alphabets Numeric characters
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password must contain Lowercase alphabets Uppercase alphabets Numeric characters	vord imum 6 characters imum 20 characters wercase alphabets opercase alphabets ecial characters imeric characters one of the following as first char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets Uppercase alphabets Numeric characters Password must contain one of the following as last char
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password must contain Lowercase alphabets Uppercase alphabets Numeric characters Password must contain of	vord imum 6 characters imum 20 characters wercase alphabets percase alphabets ecial characters imeric characters one of the following as first char one of the following as last char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets Vuppercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Numeric characters
Password should be min Password should be mai Password can contain lo Password can contain up Password can contain nu Password can contain nu Password must contain Lowercase alphabets Numeric characters Password must contain Lowercase alphabets	vord imum 6 characters imum 20 characters wercase alphabets percase alphabets ecial characters imeric characters one of the following as first char one of the following as last char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password can contain numeric characters Password must contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Uppercase alphabets Lowercase alphabets Lowercase alphabets Uppercase alphabets
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password can contain m Password must contain Lowercase alphabets Numeric characters Password must contain Lowercase alphabets Uppercase alphabets Uppercase alphabets	vord imum 6 characters imum 20 characters wercase alphabets percase alphabets secial characters imeric characters one of the following as first char one of the following as last char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Password must contain one of the following as last char Uppercase alphabets Password must contain one of the following as last char Lowercase alphabets Lowercase alphabets Uppercase alphabets Lowercase alphabets Lowercase alphabets Uppercase alphabets Lowercase alphabets Uwercase alphabets Lowercase alphabets Uwercase alphabets Numeric characters
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password can contain m Password must contain - Lowercase alphabets - Numeric characters Password must contain - Lowercase alphabets - Uppercase alphabets - Numeric characters	vord imum 6 characters imum 20 characters wercase alphabets percase alphabets meric characters one of the following as first char one of the following as last char	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password must contain numeric characters Password must contain one of the following as first char Lowercase alphabets Numeric characters Password must contain one of the following as last char Uppercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Uppercase alphabets Uppercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Uppercase alphabets Numeric characters Allowed Special characters
Password should be min Password should be mai Password can contain lo Password can contain up Password can contain m Password can contain m Password must contain m - Lowercase alphabets Numeric characters Password must contain Lowercase alphabets Uppercase alphabets Numeric characters Allowed Special charact	vord imum 6 characters imum 20 characters wercase alphabets upercase alphabets uecial characters umeric characters one of the following as first char one of the following as last char	Rules for Transaction Password Password should be minimum 6 characters Password can contain lowercase alphabets Password can contain uppercase alphabets Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Password must contain one of the following as last char Uppercase alphabets Password must contain one of the following as last char Lowercase alphabets Lowercase alphabets Lowercase alphabets Uppercase alphabets Lowercase alphabets Lowercase alphabets Lowercase alphabets Uppercase alphabets Uppercase alphabets Lowercase alphabets Uwercase alphabets Uwercase alphabets Numeric characters Allowed Special characters Password can contain 5 successive characters
Password should be min Password should be ma: Password can contain lo Password can contain up Password can contain m Password can contain m Password must contain Lowercase alphabets Numeric characters Password must contain Lowercase alphabets Uppercase alphabets Numeric characters Allowed Special charact Password can contain 5	vord imum 6 characters imum 20 characters wercase alphabets upercase alphabets uecial characters umeric characters one of the following as first char one of the following as last char ars successive characters	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Password must contain one of the following as last char Uppercase alphabets Password must contain one of the following as last char Lowercase alphabets Lowercase alphabets Lowercase alphabets Lowercase alphabets Uppercase alphabets Lowercase alphabets Lowercase alphabets Uwercase alphabets Uppercase alphabets Uwercase alphabets Uwercase alphabets Numeric characters Allowed Special characters Password can contain 5 successive characters Password can contain 5 repetitions
Password should be min Password should be man Password can contain lo Password can contain up Password can contain nu Password can contain nu Password must contain nu Password must contain nu Lowercase alphabets Numeric characters Password must contain s Lowercase alphabets Lowercase alphabets Lowercase alphabets Numeric characters Allowed Special character Password can contain s	vord imum 6 characters imum 20 characters wercase alphabets uppercase alphabets uneric characters one of the following as first char one of the following as last char ars successive characters repetitions	Rules for Transaction Password Password should be minimum 6 characters Password should be maximum 20 characters Password can contain lowercase alphabets Password can contain numeric characters Password can contain numeric characters Password must contain one of the following as first char Lowercase alphabets Uppercase alphabets Uppercase alphabets Vuppercase alphabets Vuppercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Numeric characters Password must contain one of the following as last char Lowercase alphabets Uppercase alphabets Uppercase alphabets Uppercase alphabets Numeric characters Allowed Special characters Password can contain 5 successive characters Password can contain 5 repetitions Following personal details should not be included in your password:

Field Description

Field Name Description

Change Login Password

User ID	[Display] This field displays the user ID.
Existing Password	[Mandatory, Alphanumeric, 18] Type the old password.
New Password	[Mandatory, Alphanumeric, 18] Type the new password. The password strength is displayed on entering the new password.



Field Name	Description		
Confirm New Password	[Mandatory, Alphanumeric, 18] Type the new password to confirm.		
Change Transaction Password			
User ID	[Display] This field displays the user ID.		
Existing Password	[Mandatory, Alphanumeric, 18] Type the old password.		
New Password	[Mandatory, Alphanumeric, 18] Type the new password. The password strength is displayed on entering the new password.		
Confirm New Password	[Mandatory, Alphanumeric, 18] Type the new password to confirm.		
Use Virtual Keyboard	[Optional, Check Box] Select the Use Virtual Keyboard check box to use the virtual keyboard. By default, this check box is checked.		
Click here to enter by hovering	[Optional, Check Box] Select the Click here to enter by hovering check box to enter the password by moving the mouse over the keyboard without clicking the keys. By default this checkbox is checked.		
2. Enter the appropriate	priate details in the relevant field.		

3. Click the **Change** button. The system displays the home page / landing page. OR

Click the **Clear** button to clear the data in the fields.



25. Lock Transaction Password

Using the Lock Transaction Password option you can lock the transaction Password. In order to unlock the password the password needs to reset which unlocks the transaction password.

To Lock a Transaction password

 Navigate through the menus to Customer Services > Self Services > Lock Transaction Password. The system displays the Lock Transaction Password screen.

Lock Transaction Password

Lock	Transaction Pass	24-08-2010 00:54:54 GMT -1000
	channel	
	Channel	User Id
	Internet	CUSER13
		Lock

Field Description

Field Name	Description
Channel	[Display] This field displays the channel to which the user belongs.
User Id	[Display] This field displays the User id for which transaction password needs to be locked.



- 2. Select the checkbox of the channel for which the transaction password needs to be locked.
- 3. Click the Lock button. The system displays the Lock Transaction PIN Verify screen.

Lock Transaction PIN Verify

Lock Transaction Pin - Verify		24-08-2010 00:56:02 GMT -1000
Channel	User Id	
Internet	CUSER13	
		Back Confirm

 Click the Edit button to modify the entered password OR

Click the Confirm button. The system displays the **Lock Transaction PIN** – Confirm screen with the status message.

Lock Transaction PIN – Confirm

Transaction submitted for Lock Transaction Password having reference 596075418180429 has been Auto Authorized .			
Lock	Lock Transaction Pin - Confirm 24-08-2010 00:56:32 GMT -100		
Chan	nel User Id		
		OK	

5. Click the OK button. The system displays the Lock Transaction PIN screen.



26. Open Additional Account

This transaction allows you to open a new account directly through internet banking.

Note: This transaction is available only for conventional CASA product.

To Open Additional account

1. Navigate through the menus to Customer Services > Open New Account. The system displays the Open new Account screen

Open Additional account

Open New Account 25-08-2010 20:50:48 GMT +0		25-08-2010 20:50:48 GMT +0530
Select Product :	Select	~
Branch:	Select	
Currency:	Select 💙	

Field Description

Field Name	Description
Select Product	[Optional, Dropdown] Select the Product for which a New account is to be cxreated from the dropdown list.
Branch	[Optional, Dropdown] Select the branch in which a New account is to be created from the dropdown list



Field Name	Description	
Currency	[Optional, Dropdown] Select the currency in which a New account is to be created from the dropdown list.	
On selecting the above fields the following fields are displayed.		
Product details		
Cheque book facility	[Display] This field displays if the cheque book facility is allowed.	
Overdraft allowed	[Display] This field displays if the overdraft is allowed.	
Minimum Balance required	[Display] This field displays the minimum balance require for the product.	
2. Enter the appropriate details in the relevant field.		

3. Click the Submit button. The system displays the Open New account verify screen

Open New account - Verify

Open New Account	25-08-2010 20:51:14 GMT +0530
Account Details	
Product : SAVINGS ACCOUNT - PREMIER	
Product Type : Saving Account	
Branch : BANK FUTURA - ILM 4	
Currency : GBP	
Product Details	
Cheque Book Facility: Yes	
Overdraft Allowed : Yes	
Minimum Balance Required : 0.00	
	Back Confirm

4. Click the Back button to return to the previous screen. OR

Click the Submit button. The system displays the Open New Account Confirm screen

Open New Account - Confirm

Transaction submitted for Open New Account having reference 102123860185222 has	been Auto Authorized .
Open New Account	25-08-2010 20:51:27 GMT +0530
Account Details	
Product : SAVINGS ACCOUNT - PREMIER	
Product Type : Saving Account	
Branch : BANK FUTURA - ILM 4	
Currency : GBP	
Product Details	
Cheque Book Facility: Yes	
Overdraft Allowed : Yes	
Minimum Balance Required : 0.00	
	ОК

5. Click the **OK** button. The system displays the open new account initiate screen.



27. ATM/Branch Locator

This transaction allows you view the address and location of the ATM and the Branch.

To Open Additional account

1. Navigate through the menus to **Tools** > **ATM & Branch Locator**. The system displays the ATM Branch locator screen.

Open Additional account

ATM Branch Locato	ır	
Enter location*:	Search	
Fields marked as * are man	datory.	

Field Description

Field Name	Description
Enter Location	[Mandatory, alphanumeric]
	Select the Product for which a New account is to be cxreated from the dropdown list.

2. Type the location and click the **search** button, the system displays the ATM and branches in the location mentioned.



ATM Branch Locator



Field Description

Field Name	Description	
ATM/ Branch List	[Display]	
	This column displays the ATM / Branch list to select to view the ATM/Branch address.	
Brach Details		
Name	[Display] This field displays the name of the branch of the bank.	
Branch Code	[Display] This field displays the branch code of the bank.	
Address	[Display] This field displays the address of the branch of the bank.	
3. Click the Map/satellite to view the map view / satellite view of the ATM/Branch		

resopectively.



Open New Account - Confirm





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