Version

0.6.9

CITI CASH MANAGEMENT SYSTEM (CCMS)

Citi Bank, N.A

User Manual

CCMS

User Manual (System)

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Chapter 1

INTRODUCTION

Citi Cash Management System

CCMS stands for Citi Cash Management system. This software is designed to keep tracks of all collection information such as client deposit at different location, generate reminder, maintain billing, DD information and has an Interface between CCMS and their global software to facilitate automatic transactions. This system is based on windows authentication system and allows Maker Checker concept. A user who is a maker he/she can not authorize that data.

SYSTEM DETAILS

A user of a system is a person who interacts with the system, to enable its operation, or to utilize its function. There is one or more system user for a specific system.

The ***System*** menu contains the following options:

1. Department
2. Users
3. Functional Group
4. Assign Functional Group to User
5. System Report
6. EERS Feed Report

Department: User department name.

User: users who Access the System.

Functional Group: user specific access permission.

Assign Functional Group to user: assigning user to one or more Functional Group.

Report**:** system report and to show all user role.

EERS feed Report: generates files for EERS.

Each of the main items has the submenu items. Name of all menu items and their functionalities are briefly given below:

Menu Name	Functionality
System	Has Submenu
Department	Has Submenu
Detail	Calls User Department Detail Form
Summary	Calls User Department Summary Form
User	Has Submenu
Detail	Calls User Detail Form
Summary	Calls User Department Summary Form
Functional Group	Has Submenu
Detail	Calls User Functional Group Detail Form
Summary	Calls User Functional Group Summary Form
Assign FG to User	Has Submenu
Detail	Calls Assign FG to User Detail Form
Summary	Calls Assign FG to User Summary Form
Report	Has Submenu
System Log	Calls System Log Report
User Role	Calls User Role Report
EERS Feed Report	Calls EERS Feed Report

Chapter 2

SYSTEM FORM DETAILS

USER DEPARTMENT DETAILS

Title: Create User Department

Main scenario: It manipulates the user Department. Using this form user can authorize and create User Department. Also the user can update and delete the department under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

Steps:

Save

1. Press Unlock button.
2. Then press New button.
3. Enter all other required field as needed.
4. And press the Save button.

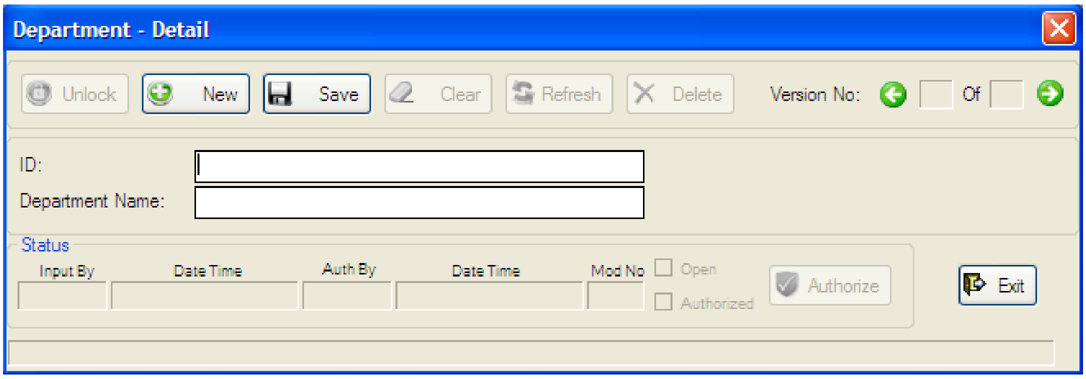


Figure 2.1: Department Details

USER DEPARTMENT SUMMARY

Title: User Department Summary

Main scenario: It manipulates the user Department. Using this form user can authorize single or multiple data at once. It also uses to update and delete the department under some precondition. Every operation must be authorized. Authorization can be done only authorized power users.

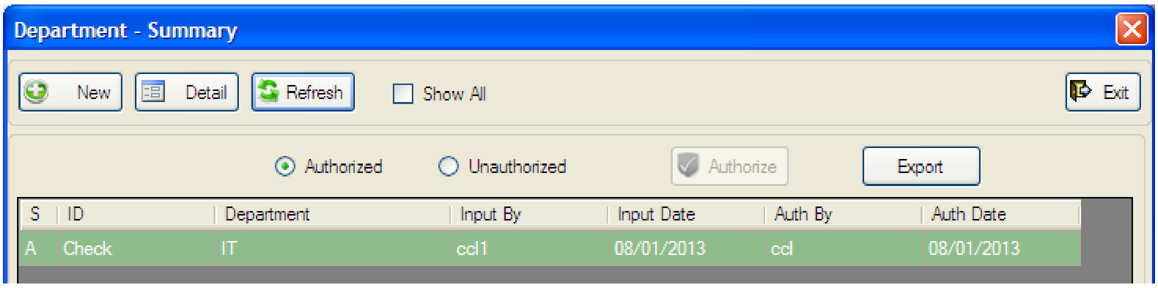


Figure 2.2: Department Summary

Steps:

Authorize (All)

1. First click the Unauthorized button.
2. Click all checkbox.
3. Then click Authorize button.

Authorize (Single)

1. First click the Unauthorized button
2. Double click the record on the grid to authorize
3. Screen 2.1 will appear.
4. Click Unlock button.
5. Then click Authorize button

Update

1. Double click the record on the grid to Update.
2. Screen 2.1 will appear.
3. Click Unlock button.
4. Make needed update.
5. Press Save Button.
6. Update Only Done after authorization.

Delete

1. Double click the record on the grid to Delete.
2. Screen 2.1 will appear.
3. Click Unlock button
4. Then press Delete button.
5. Delete only done after authorization.

Export

1. Click Export button to export all department to MS Excel Format.

USER DETAILS

Title: Create User

Main scenario: It manipulates the users. Using this form user can authorize and Create new Users. Also user can update and delete the Users under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

Steps:

Save

1. Press Unlock button.
2. Then press New button.
3. Select department & status
4. Enter all other required field as needed.
5. And press the Save button.

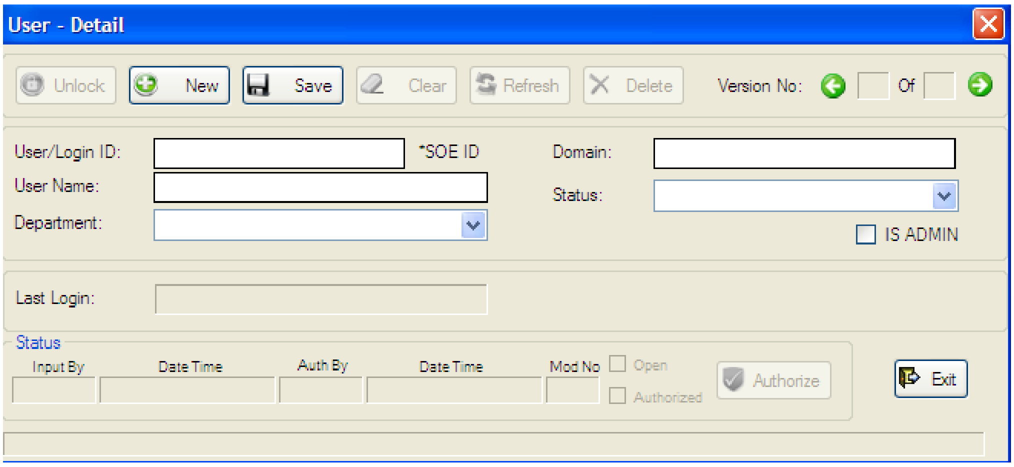


Figure 2.3: User Details

USERS SUMMARY

<u>Title:</u> <u>Users Summary</u>

Main scenario: It manipulates the users. Using this form user can authorize single or multiple data at once. Also user can update and delete the users under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

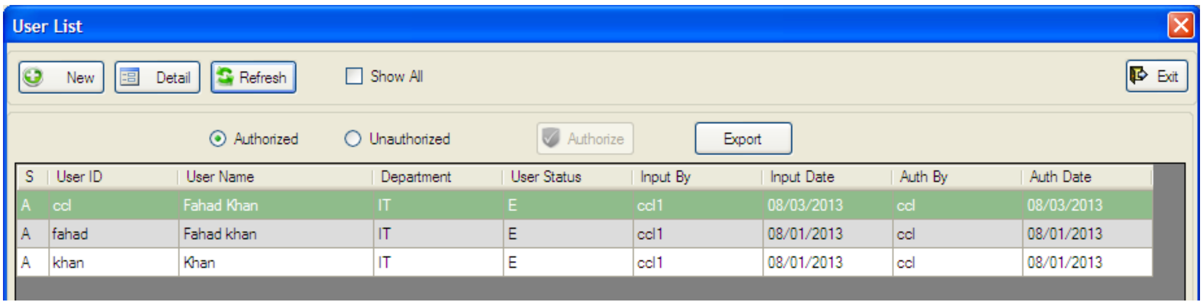


Figure 2.4: Users Summary

Steps:

Authorize (All)

1. First click the Unauthorized button.

2. Click all checkbox.
3. Then click Authorize button.

Authorize (Single)

1. First click the Unauthorized button.
2. Double click the desire record on the grid to Authorize
3. Screen 2.3 will appear.
4. Click Unlock button.
5. Then click Authorize button

Update

1. Double click the desire record on the grid to Update.
2. Screen 2.3 will appear.
3. Click Unlock button.
4. Make needed update.
5. Press Save button.
6. Update only done after authorization.

Delete

1. Double click the desire record on the grid to Delete.
2. Screen 2.3 will appear.
3. Click Unlock button
4. Then press Delete button.
5. Delete only done after authorization.

Export

1. Click Export button to export all Users to MS Excel format.

FUNCTIONAL GROUP DETAILS

Title: Create User Functional Group

Main scenario: It manipulates the user Functional Groups. Using this form user can create, authorize, update and delete the users Functional Group Permission under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

Steps:

Save

1. Press Unlock button.
2. Then press New button.
3. Enter Functional Group code & description.
4. Select department from Dropdown list.
5. Click Checkboxes to Form permission from Form Tab
6. Click Checkboxes to Menu permission From Menu Tab
7. And press the Save button.

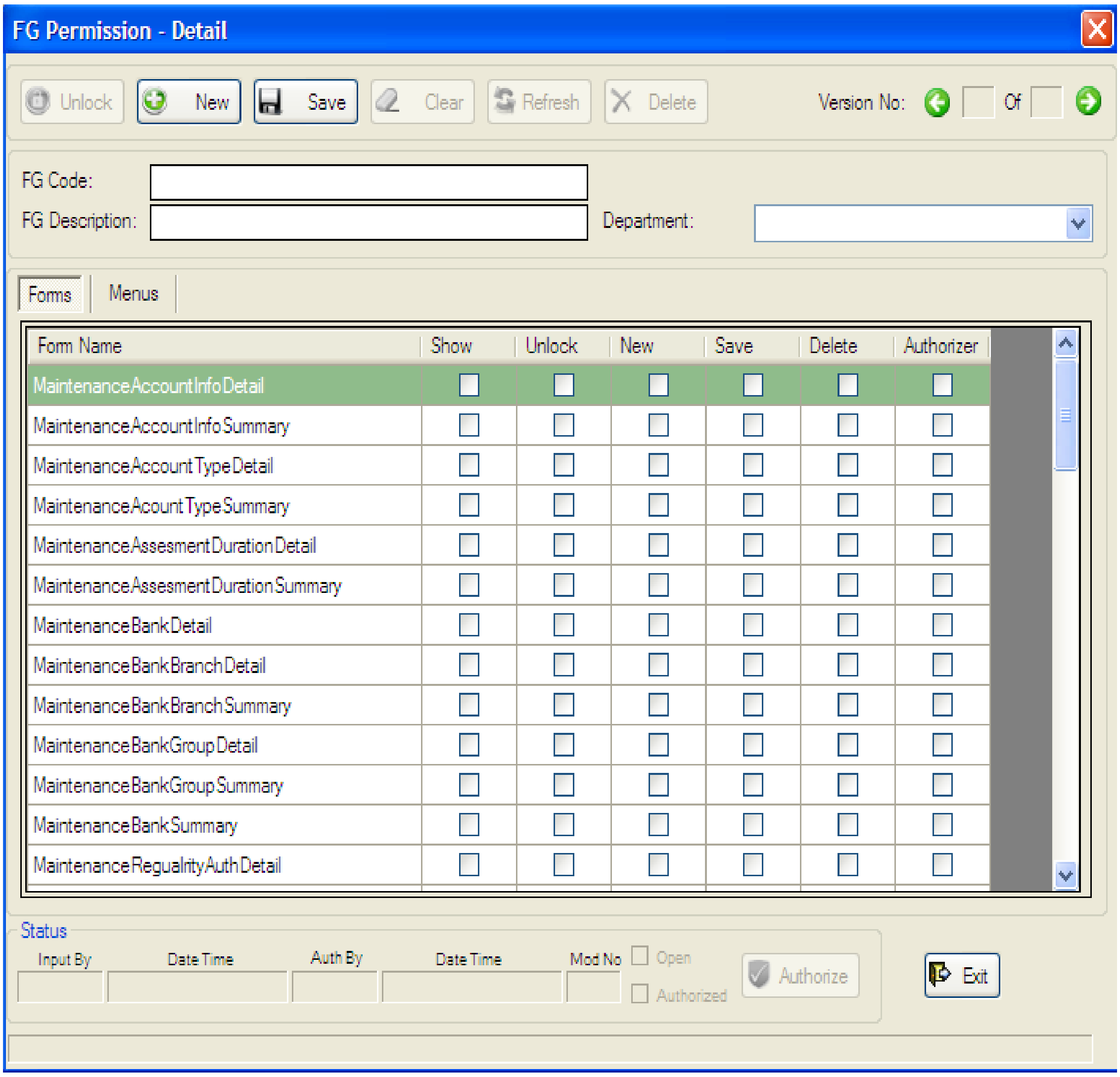


Figure 2.5: User Functional Group Details

FUNCTIONAL GROUP SUMMARY

Title: <u>User Functional Group Summary</u>

Main scenario: It manipulates the Functional Group. Using this form user can authorize single or multiple data at once. Also user can update and delete the Functional Group under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

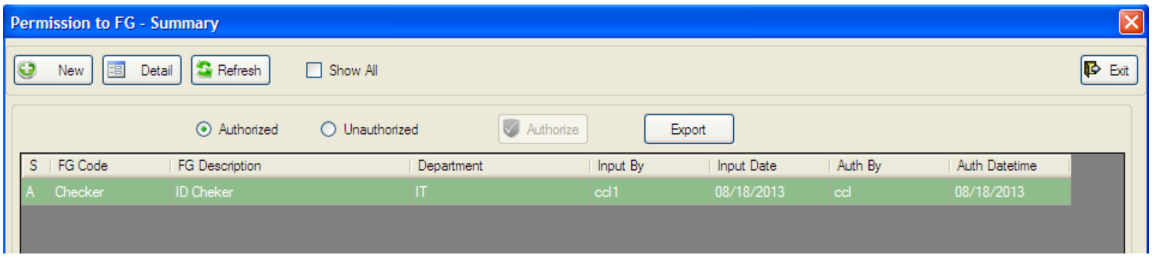


Figure 2.6: Functional Group Summary

Steps:

Authorize (All)

1. First click the Unauthorized button.
2. Click all checkbox.
3. Then click Authorize button.

Authorize (Single)

1. First click the Unauthorized button.
2. Double click the desire record on the grid to Authorize
3. Screen 2.5 will appear.
4. Click Unlock button.
5. Then click Authorize button

Update

1. Double click the desire record on the grid to Update.
2. Screen 2.5 will appear.
3. Click Unlock button.
4. Make needed Update.
5. Press Save button.
6. Update only done after authorization

Delete

1. Double click the desire record on the grid to Delete.
2. Screen 2.5 will appear.
3. Click Unlock button
4. Then press Delete button.
5. Delete only done after authorization.

Export

1. Click Export button to export all Users to MS Excel Format.

ASSIGN FUNCTIONAL GROUP TO USER DETAILS

Title: Assign Functional Group to Users

Main scenario: It manipulates the Functional Group to Assign User. Using this form user can Assign User Role To users. Also the user can authorize, update and delete the Assigning Role under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

Steps:

Save

1. Press Unlock button.
2. Then press New button.
3. Enter User ID. Form will be loaded with available Functional Group
4. Select require Functional Group by clicking Arrow.
5. And press Save button.

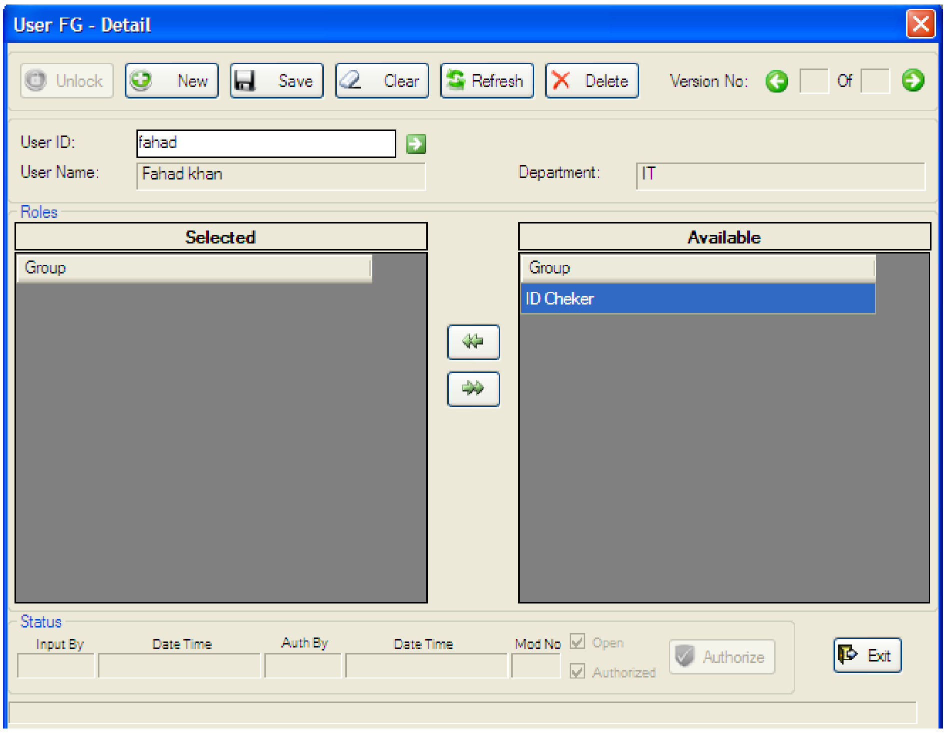


Figure 2.7: User Functional Group Details

ASSIGN FUNCTIONAL GROUP TO USER SUMMARY

Title: <u>User Functional Group Summary</u>

Main scenario: It manipulates the Functional Group Assigning to Users. Using this form user can authorize, update and delete the Assigning Functional Group to User under some precondition. Every operation must be authorized. Authorization can be done by only Checker users.

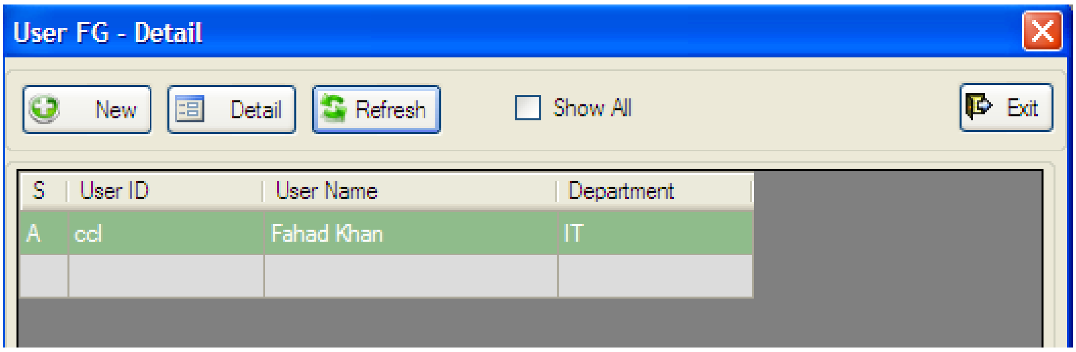


Figure 2.8: Assign Functional Group to users Summary

Steps:

Authorize (Single)

1. Double click the desire record on the grid to Authorize
2. Screen 2.7 will appear.
3. Click Unlock button.
4. Then click Authorized button

Update

1. Double click the desire record on the grid to Update.
2. Screen 2.7 will appear.
3. Click Unlock button.
4. Make needed Update.
5. Press Save button.
6. Update only done after authorization.

Delete

1. Double click the desire record on the grid to Delete.
2. Screen 2.7 will appear.
3. Click Unlock button
4. Then press Delete button.
5. Delete only done after authorization.

Chapter 3

REPORTS DETAILS

SYSTEM LOG REPORT

Report Title: Log Report

Main scenario: It shows System log report. Using this form user can show log Report by entering any input combination.

Steps:

Parameter

1. Enter date range to show report
2. Enter User ID to show report.
3. Enter query text to show report.
4. Or enter any combination to show report.
5. Press Generate Report to show report

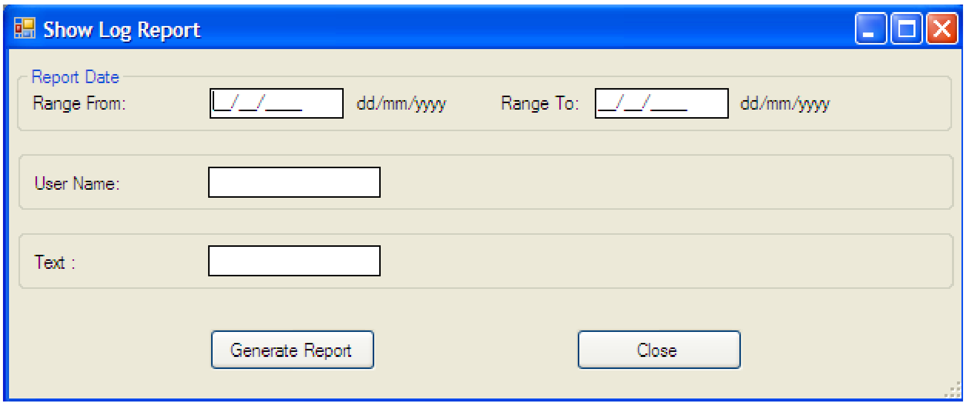
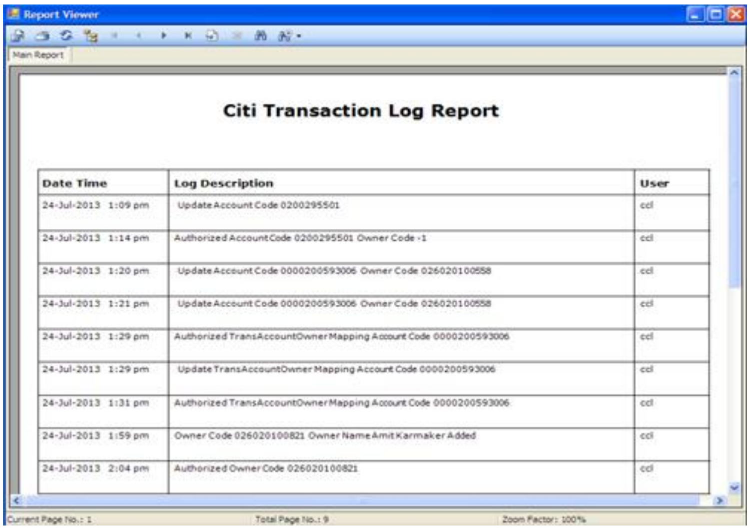


Figure 2.9: System log Report parameter form

Report Output:



Report Viewer

Main Report

Citi Transaction Log Report

Date Time	Log Description	User
24-Jul-2013 1:09 pm	Update Account Code 0200295501	ccl
24-Jul-2013 1:14 pm	Authorized Account Code 0200295501 Owner Code -1	ccl
24-Jul-2013 1:20 pm	Update Account Code 0000200593006 Owner Code 026020100558	ccl
24-Jul-2013 1:21 pm	Update Account Code 0000200593006 Owner Code 026020100558	ccl
24-Jul-2013 1:29 pm	Authorized TransAccountOwner Mapping Account Code 0000200593006	ccl
24-Jul-2013 1:29 pm	Update TransAccountOwner Mapping Account Code 0000200593006	ccl
24-Jul-2013 1:31 pm	Authorized TransAccountOwner Mapping Account Code 0000200593006	ccl
24-Jul-2013 1:59 pm	Owner Code 026020100821 Owner Name Amit Karmaker Added	ccl
24-Jul-2013 2:04 pm	Authorized Owner Code 026020100821	ccl

Current Page No.: 1 Total Page No.: 9 Zoom Factor: 100%

Figure 2.10: System log Report

USER ROLE

Report Title: User Role

Main scenario: It shows User Roles report. Using this report user can see all running user and their status.

Users Entitlement **Print Date:** 19/08/2013

Department: IT
Domain: APAC

Login ID/ User ID	Domain	User Name	Functional Group	Description	Status
ccl	APAC	Fahad Khan	Checker	ID Cheker	Enable
fahad	APAC	Fahad khan			Enable
khan	APAC	Khan			Enable

Figure 2.11: user status report

EERS FEED REPORT

Report Title: EERS Feed Report

Main scenario: It shows EERS Feed report. Using this report user can generate EERS Feed file.

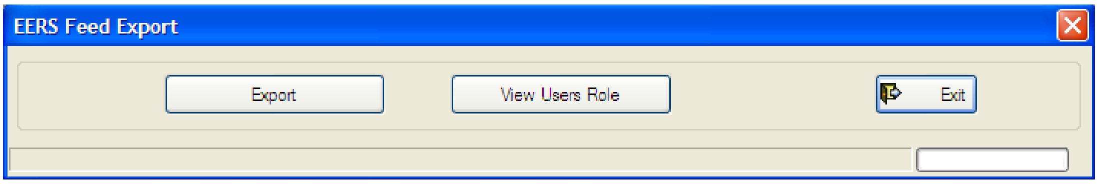


Figure 2.11: EERS Feed report

Chapter

4

CONCLUSION

For more details please contact service provider.

Date	Author	Comments
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