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Document Control

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# Executive Summary

Citibank, N.A. is providing receivable solutions to its clients through its correspondent banks. Upon receipt of the fund from the respective correspondent banks and the deposit information from the deposit schedule and the slips couriered to us by the coordinator we credit the fund to the clients account as per the arrangement. We have different types of products for clients with guaranteed arrangement too. At present we are processing transactions on the basis of deposit slip deposited at various locations throughout the country. We are using CCMS application to process these transactions.

CCMS is developed for Citibank N.A. of Bangladesh. It was developed into an Application from EUC in the year 2014.The application is designed to keep tracks of all collection information such as client deposit at different location, generate reminder, maintain billing, DD information.

Payment Process Module (PPM) is the critical part of Citi’s receivables infrastructure to consolidate all receivables related information in a single regional platform. For Bangladesh, currently PPM is being used to process incoming EFT transactions. For outstation collection (collection through Partner Banks), BD collections unit is using CCMS.

We want to bring a handshake between PPM and CCMS in order to make the outstation collection data available in PPM. Considering the user convenience, data input and accounting entries will remain in CCMS. The handshake will enable to rollout full features of ReceivablesVision in Citi Bangladesh and enable the generation and transmission of reports to clients in a secure and automated manner

Also, CCMS currently lacks the capability of posting customized information in Instrument No and Additional Text field of Flexcube. We want to enhance that to meet different customer requirements.

# OVERVIEW

**(Topic Heading – no input required here)**

## The Business Problem/Need

Data Bridge needs to be created between CCMS and PPM through file uploads. For that CCMS need to generate PPM Up loadable file formats and place them in desired path.

## The Business Goals and Benefits

The objectives of CCMS enhancements are to:

* Data integration with regional platform PPM
* Make outstation collection data available in ReceivablesVision

Enhancement of CCMS Application I customized information flow to customer account will be an added advantage in terms of different customer requirements regarding how they want to view information in their Account Statement.

## Critical Success Factors

CCMS should be able to generate PPM up-loadable file and send those to desired file path.

Users should be able to maintain customized account positing.

## Assumptions and Restrictions

# Current Processes

**(Topic Heading – no input required here)**

## Current Processes

N/A

## Current Limitations

N/A

# Description of Requirements

**(Topic Heading – no input required here)**

## Required Business Processes

## Business Scope

**(Topic Heading – no input required here)**

### Business Groups

In scope – Cash Mangement Operations ( Collections).

### Business Product / Business Transaction Types

In scope – Receivable products of Citibank Bangladesh.

### Primary Business Users

Cash Mangement Operations ( Collections). – 7 Users of the unit.

### External impacts / Other Business groups affected

NO.

## Specific Business Requirements

|  |  |
| --- | --- |
| **Key Business Requirement** | |
| 1 | All Deposit information will flow from CCMS to PPM for both Clearing and Collection deposits. |
| **Detailed Description** | |
| 1 | All Deposit information will flow from CCMS to PPM for both Clearing and collection deposits. CCMS will be able to do the following –   1. CCMS will generate files in a predefined PPM supported format which will contain all collection and clearing deposit information. 2. CCMS will generate these files and keep them in a pre-specified path. 3. CCMS will generate these files in a scheduled interval. 4. CCMS will generate ‘Payment file’for deposit information and ‘Return file’ for return information.   File details and format attached below – |
|  | |
| **Critical Success Factors** | |
| Data will successfully flow from CCMS to PPM for all collection and clearing deposits. | |

|  |  |
| --- | --- |
| **Key Business Requirement** | |
| 2 | Change in CitiCash detail, CitiSpeed detail and Clearing Check detail module |
| **Detailed Description** | |
| 2.1  2.2  2.3 | Addition of Invoice No. sub form in CitiCash detail, CitiSpeed detail and Clearing Check detail module.  Remove ‘Cash Ref’ field from ‘Citicash Detail’ Module. Activate ‘Check ref’ field in ‘Clearing Check’ Detail’ module.  Put ‘Customer Reference’ field in Slip level for ‘Citispeed Detail’ module.  Screenshots are attached below – |
|  | |
| **Critical Success Factors** | |
|  | |

|  |  |
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| **Key Business Requirement** | |
| 3 | Enhance process of showing information in ‘INSTRUMENT\_NO’ and ‘ADDL\_TEXT’ field of Flexcube Upload-able file for Citicas, Citispeed (Collection) and Citiclear (Clearing) products. |
| **Detailed Description** | |
| 3 | Detailed requirement description with two Options are attached below – |
|  | |
| **Critical Success Factors** | |
| Information will flow to ‘INSTRUMENT\_NO’ and ‘ADDL\_TEXT’ fields in Flexcube. | |

## Performance Requirements

**(Topic Heading – no input required here)**

### Volumes

Data volume is 200 daily in average.

### Potential Growth

### Performance

### Exception Handling

### Usability

### System Availability

### Contingency and Disaster Recovery

### Help and Training

## Information Security Requirements

### General Information Security

### Authorization and Access Control

### Audit Logging and Alerts

### Security Administration

## Regulatory, Audit and Data Retention Requirements

### Regulatory / Audit Requirements

### Data Retention Requirements

# Delivery and Transition Strategies

**(Topic Heading – no input required here)**

## User Acceptance Testing Groups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Business Group** | **Region** | **Requirements to test** | **Testing New or changed Functionality** | **Re-testing Current Functionality** |
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## Implementation Considerations

## Project Timing Considerations

# Glossary of terms

# Appendices