



INTEGRAL FSU

Training Manual

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1. INTEGRAL Suite

1.1 Introduction

INTEGRAL Suite provides full functionality administration systems for Life, Group and General insurance companies. It offers a complete continuum of information flow in the financial services industry.

It enables the company to exercise full control over its day-to-day business activities from underwriting to claims, receipts and payments to debtor control as well as the financial postings into the general ledger.

The purpose of this document is to give an overall introduction to the Financial Service Umbrella (FSU) modules that are used among the 3 Administration systems within the Integral Suite.

This training manual been designed so individuals who are newly introduced to the system can refer to this document for background information. This document could also be an accompaniment either to the INTEGRAL LIFE, INTEGRAL GROUP or INTEGRAL GROUP Training Manual.

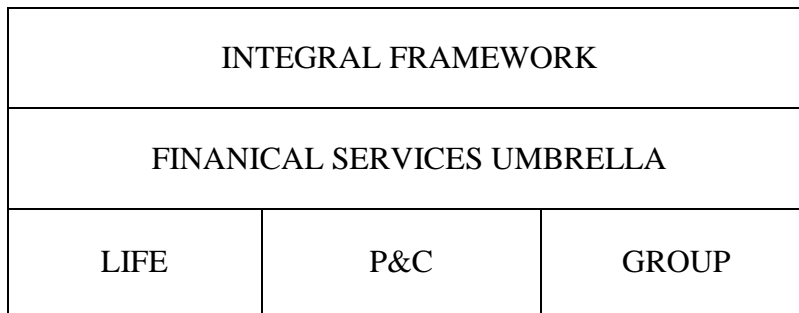
1.2 Financial Services Umbrella

One of the main features of INTEGRAL is that it is Client Driven rather than contract. This means that everyone that has any dealing with the Insurance Company is registered as a Client. This means that all the policyholders, beneficiaries, payees will all be registered as a Client in the Client Database. In addition to the normal policy dealings all suppliers of stationery, utilities and normal accounting style transactions will be also required to be clients of the system. The amount of information collected on these clients is of a basic nature, name, address, contact numbers, email, etc.

However, in the case of lives assured, extra information like the date of birth and gender will be required. Clients can be a Corporate or Individual. To distinguish between clients and their dealings with the company the system records Client Roles. These roles are such things as just a Client or could be an Agent, Beneficiary, Trustee, Payee, etc. The advantage of having a Client based system is that your marketing functions can be centralized, notices and direct debit bills can be collated, etc.

As mentioned above, FSU/ in addition to the Clients Database holds the General Ledger and Payment System. This enables a composite office to have two, or more if developed, applications using the same General Ledger and Payment System.

1.3 System Structure Diagram



1.4 Integral Framework

Integral Framework is a collection of methods, standards and tools that enable computer systems to be methodically developed in a short time scale. In addition to these development tools there are other aspects as follows:

- System Menu
- User Security
- Accounting Periods
- Audit Groups
- Batch Processing

1.5 System Menu / Navigation

1.5.1 System Menu / Sub-menu

The first screen displayed on entering INTEGRAL Admin is the System Master Menu. The Company and Branch default value is as defined for the user in the User Security.

On the left hand column is the Main Menu which will display the list of all options sanctioned to the user. The user can click on the option to display the list of functions available. On selecting a function from the Main menu, the User will be brought to the submenu. The Master Menu and Submenu options are set-up in the System Company tables T1690 and T1691 tables.

The screenshot shows the INTEGRAL Admin web application interface. At the top, there is a header bar with the CSC logo, the text 'INTEGRAL Admin', and a 'Welcome to INTEGRAL Admin' message. Below the header, there is a 'Main Menu' sidebar on the left containing a list of system administration options such as 'System Administration', 'Batch Processing', 'Clients', 'General Ledger', 'Receivables and Payables', 'Windowing Codes', 'Group Agent', 'Group Policy Admin.', 'Group Retail Type-1', 'Group Retail Type-2', 'Group Policy Admin Enq', 'Group Policy Admin Setup', 'Group Reinsurance', 'Group Claims', 'Group Claims 2', 'Group Pension', and 'Diary System'. A 'Messages' section at the bottom of the sidebar displays '(C) Copyright CSC Corporation Limited 1986 - 2013.' The main content area on the right shows a 'Welcome, Stephanie Tang' message and 'Your last login was 29/05/2013'. Below this, there is a section titled 'You are now logged in to' with two dropdown menus for 'Company' (set to 'CSC Group') and 'Branch' (set to 'Branch 10'), and an 'Apply' button. A 'Session Info | Help | Home | Logout' link is visible in the top right corner.

1.5.2 Data Entry

When navigating through the screens we can select data from Drop-down list or use the Search button to search for relevant data.

Search button

The screenshot shows the 'Client Maintenance Submenu' with a 'Main Menu' on the left. The 'Input' section has 'Client Number' and 'ID Number' fields. The 'Action' section has radio buttons for 'Add Personal Client', 'Inquire on Client Data', 'Inquire on Client Role', and 'Update Client Status'. A 'Client Scroll' window is overlaid, showing a table of client data. A search button is visible in the 'Client Scroll' window.

Client Number	Client Name	ID Number	Address	Alias	Addr	Status
50000198	3Com Corp		Switzerland			AC
50000366	AAA Insurance Compan		777 Shenton Way			AC
50000201	Abbott Laboratories		A-46, Sector-62			AC
50000204	Abercrombie & Fitch		Indore			AC
50000210	Ace Hardware Corpora		123 Main Street			AC
50000435	Acorn Industries		10F Anson Tower			AC
50000434	Acorn Pte. Ltd.		10F Anson Tower			AC
50000258	Acterna Corp		123 Main Street			AC
50000385	Adam, Harward		115 Allac Street			AC
50000214	Adelphia Communicati		Indore			AC

Drop-down list and date selection

The screenshot shows the 'Client Maintain - Personal' screen. It has a left sidebar with 'Extra Info' and 'Functions' links. The main area has fields for 'Client Number', 'Surname', 'Given Names', 'ID Number', 'Place of Birth', 'Inception Date', 'Gender', 'Salutation', 'Servicing Branch', 'Client Status', 'Date of Birth', and 'Date of Death'. A 'Salutation' drop-down list is open, showing options: DAME--Dame, DR--Dr, EARL--Earl, LADY--Lady, MISS--Miss, MR--Mr. A date selection calendar is also open, showing the month of May 2013.

Client Number	Surname	Given Names	ID Number	Place of Birth	Inception Date	Gender	Salutation	Servicing Branch	Client Status	Date of Birth	Date of Death
50000460					31/05/2013		DAME--Dame	Branch 10	AC		

In some screens additional information can be entered using the Extra Info links and Functions links.

Any mandatory fields without any data or fields with invalid data will be highlighted in red and the corresponding error messages will be displayed in the Message Box. Users cannot proceed until the field in question has the valid data entered.

On the bottom right of the page, the options available for Users are

- Exit. Select this option if you wish to terminate the current transaction. The transaction will be abandoned and rollback of records will happen.
- Previous. Select this option to return to previous page.
- Refresh. Select this option to have the current page values refreshed. Screen validations will take place to ensure valid data are entered.
- Continue. Select this option if you have completed the screen data entry or wishes to proceed to next screen.

1.6 User Security

In every computer system there is an obvious need for security and in INTEGRAL this facility can control access at various levels as follows:-

- Company (System Company)

Users of the system must be sanctioned to input and access data on a company by company basis, in each Administration system in which they are required to work. Although all information for all companies is kept on the same database, users are unable to access information relating to companies for which they are not sanctioned.

Companies can be used to separate and protect data. A good example of this is that Company 0 is reserved for the IT staff and central information such as the Client database and General Ledger that may need to be shared by several companies are held in the FSU normally Company 9.

- Branch (Not necessary a Branch or Sales Office)

Branches can be used to isolate areas of business such as P&C and Group business. Therefore, if a clerk is sanctioned to the LIFE business branch as a New Business input clerk he would not be able to enter Group new business

- Master Menu, Submenu and Transactions

To gain access to the on-line system the user has to be authorized to the appropriate Master Menu, Submenu and Transaction. These are three distinct levels and to get to the lowest level all three sanctions must be granted. So the Manager of the Department has complete flexibility and can sanction all his staff to the Main Menu and Submenu but limit the transactions so that say, the Manager and Supervisor are sanctioned to every transaction within the appropriate menus but lowest level of clerk can only use the enquiry transaction and is therefore, unable to complete any processing.

- FSU (Financial Services Umbrella)

To set limits to receipt sanctions and bank codes.

- Additional Sanctions

This holds the specific sanctions that are required for LIFE, P&C and GROUP administration system.

1. P&C Additional Sanctions

- 1.1. P&C Claim Approval Limit
- 1.2. P&C Non-Auto Rating
- 1.3. P&C Underwriting Limit

2. LIFE Additional Sanctions

- 2.1. LIFE Agent Sanctions
- 2.2. LIFE Authority Limits

3. GROUP Additional Sanctions

- 3.1. GROUP Claim Approval Limit
- 3.2. GROUP UW and Claim Rules

4. FSU Additional Sanctions

- 4.1. Cryptographic Control
- 4.2. Location Code Control

Please refer to 8.0 User Sanctions for more details.

1.7 Accounting Periods

All business events are entered into accounting periods. Within an accounting year, INTEGRAL provides support for up to thirteen periods. Typically, the first twelve periods are used to group each month's events, with period thirteen being used for year-end adjustments within the accounting year.

It is recognized that as accounting periods and financial years can be different between Insurance Companies and for these reasons Accounting Periods are held on table T1698.

1.8 Audit Group

The entry of all data into the system can be managed by 'Batching' it into Audit Groups. This management system is provided by INTEGRAL and is mandatory for all business events that involve the entry/creation of financial information.

These are the only types of events that are batched in the base delivered system. The Audit Group is defined as a set of business events for a:

- Company
- Branch
- System user
- Transaction type
- Accounting Period

1.9 Batch Processing

A batch job consists of a schedule and a collection of processes within that schedule. Each batch job must be defined as a process. Process dependencies and priorities within the schedule are defined.

Explanation of the Administration system Batch Jobs will be given in the INTEGRAL LIFE, P&C and GROUP Training Manual.

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2. Clients

The variety of products offered by Financial Institutions is being widened and one of the objectives is to provide a full range of financial services to a well defined "client." In the traditional situation various subsidiaries of an insurance company may have sold their products independently to the same individual. The client service administration system in essence places an umbrella over the operating entities. It provides the ability to easily view the total relationship between a company and its clients.

Client is part of the Financial Services Umbrella module and is used to identify the most important asset the Insurance Company possesses – the Client. It provides the Company with a full profile of that Client and the policies held. Any entry having a relationship with the Company is recorded on the Client database, qualified by the role or roles through which such involvement arises. As with most areas of the system, key numbers are automatically allocated through User-controlled tables.

Information stored in respect of both Personal and Corporate Clients can be accessed for rating purposes and mail shots. Full on-line enquiry is available to determine the client's relationship to the Company, whether as Policyholder, Claimant, Agent or even Reinsurer.

Access to the Client record is available by identity number, alpha search, progressive names scroll and by specific filter search keys within name. The system will always display and use the latest version of client data.

At the MASTER MENU select the Clients & Groups option and Client Maintenance option. This will bring you to the Client Maintenance submenu Screen.

The screenshot displays the 'Client Maintenance Submenu' interface. On the left is a 'Main Menu' sidebar with options like System Administration, Batch Processing, Clients, General Ledger, Receivables and Payables, Windowing Codes, Group Agent, Group Policy Admin., Group Retail Type-1, Group Retail Type-2, Group Policy Admin Enq, Group Policy Admin Setup, Group Reinsurance, Group Claims, Group Claims 2, Group Pension, and Diary System. The 'Clients' option is highlighted. The main area is titled 'Client Maintenance Submenu' and includes a 'Session Info | Help | Home | Logout' link. Below the title is an 'Input' section with two text boxes: 'Client Number' (with a search icon) and 'ID Number'. An 'Action' section below contains nine radio button options arranged in three columns: 'Add Personal Client', 'Add Corporate Client', 'Modify Client', 'Inquire on Client Details' (selected), 'Delete Client', 'Client Merge', 'Inquire on Client Roles', 'Link Clients', 'Unlink Clients', and 'Update Client Status'. At the bottom right are buttons for 'Exit', 'Previous', 'Refresh', and 'Continue' with a right arrow.

2.1 Client Tables

2.1.1 Client Screen Validations –TR393

This table is held in the FSU company. It holds the validation rules which are valid for use in client screen. The key to the table is FSU Company code.

Client Screen Validations and default Values

Company: 9 | Table: TR393 | Item: 9 FSU

Validation: CLSCVAL

Field	Mandatory	Default Value	Other
Given Names	Yes		
Salutation	Yes		S
Sex	Yes		
Married	Yes		
Bus/Res	Yes	-----Select-----	
Nationality	Yes	-----Select-----	
Name Format	No	-----Select-----	
Mailing	No		
Language	No	-----Select-----	
Government Tax Applicable	--Select--		
Date of Birth	No		
Client Maintenance-Corporate			
Corporate name Second Line	No		
First Address Line	Yes		
Language	Yes	-----Select-----	
Government Tax Applicable	--Select--		

Buttons: Exit, Previous, Refresh, Continue

2.1.2 T3716 Character set validation

This table is held in the FSU company. It holds the characters which are valid for use in client names and addresses. The key to the table is language and country code.

S3716

Company: 9 | Table: T3716 | Item: Default

Upper Case Characters	ABCDEFGHIJKLMNOPQRSTUVWXYZ
Lower Case Characters	abcdefghijklmnopqrstuvwxyz
Special Characters 1	~()\$&%
Special Characters 2	
Special Characters 3	
Special Characters 4	
Special Characters 5	

Buttons: Exit, Previous, Refresh, Continue

2.1.3 T3645 Country Codes

This table is held in the FSU company. It holds valid country codes and defines whether postcodes are required for the country and if so how they are validated. The key to the table is country code.

It also defines if the ID No in Personal client is mandatory and the validation routine.

The screenshot shows the 'Country Details' form in the CSC INTEGRAL Admin interface. The form is for table T3645 and includes the following fields:

Field	Value
Company	9
Table	T3645
Item	SGP Singapore
Option Indicator	O
EC Indicator	N
Postcode District Size	2
Postcode validation routine	
NI Code Mandatory	
NI Number Validation Routine	
Personal Client	C
Corporate Client	
Allow Duplicate Updates	<input type="checkbox"/>

At the bottom of the form, there are four buttons: Exit, Previous, Refresh, and Continue (with a right arrow icon).

2.2 Personal Client create

In the Client Maintenance sub-menu, select 'Add Personal Client' and click <Continue> which brings the user to the Client Maintain- Personal screen.

Personal Client Details

CSC INTEGRAL Admin Client Maintain - Personal Session Info | Help | Home | Logout

Extra Info

- Salary Hist
- S/S Retentions
- Bankrupt
- Additional
- AML Profiling

Functions

- Add Alternate Address
- Add Client Alias

Contact Details

Client Number: 50000461
Surname:
Given Names:
ID Number:
Place of Birth:
Inception Date: 31/05/2013
Gender:
Nationality:
Marital Status:
Salutation:
Servicing Branch: Branch 10
Client Status: AC
Date of Birth:
Date of Death:

Other Details

Street:
Line 1:
Line 2:
Line 3:
Mobile Number:
Residence:
Address Type:
Office Number:
Email Address:
Country: SGP
Occupation:
Name Format:
Company Doctor: N
VIP: ☐
Direct Mail: ☐
Category:
Document No:
Mailing: ☐
S/Tax: ☐
Language: E
SoE:

Exit Previous Refresh Continue ➔

Other Details Tab

Functions

- Add Alternate Address
- Add Client Alias

Contact Details

Other Details

Occupation:
Name Format:
Company Doctor: N
VIP: ☐
Direct Mail: ☐
Category:
Document No:
Mailing: ☐
S/Tax: ☐
Language: E
SoE:

Exit Previous Refresh Continue ➔

Notes and comments:

- ❑ The system will allocate the next available number that is unique to the client.
- ❑ To check what are the compulsory fields just refresh the screen by clicking on the <Refresh>. This will highlight all system mandatory fields.
- ❑ Salary details will not be recorded here but as part of the member details entry, if required
- ❑ If the client is a medical practitioner click on the <Additional> and on Client Additional Info screen enter the appropriate code in the special indicator field.

2.3 Corporate Client create

From the Client Maintenance submenu, select 'Add Corporate Client' and click Continue will bring the user to the Client Maintain - Corporate screen.

Corporate Client Details

Client Maintain - Corporate Session Info | Help | Home | Logout

Client Number 5000461 **Inception Date** 31/05/2013 **Servicing Branch** 10

Name of Corporation

F.A.O.

Client Status Active

Country of Origin **Date of Incorporation** **Licence Number**

Econ Activity **S/Tax Applicable**

Contact Details **Other Details**

Telephone1 **Telephone 2** **Telegram**

Facsimile **Telex** **Country** SGP

Address **Street ..** **Line 1 ..** **Line 2 ..** **Line 3 ..**

Postcode

Exit **Previous** **Refresh** **Continue**

Other Details Tab

Functions

Contact Details **Other Details**

Language E **Category**

Capital **Staff Number**

Check as applicable

☐ **VIP**

☐ **On Mailing List**

☐ **Direct Mail**

Exit **Previous** **Refresh** **Continue**

Notes and comments:

- ❑ The system will allocate the next available number that is unique to the client.
- ❑ To check what the compulsory fields are, just refresh the screen by clicking on <Refresh>. This will highlight all system mandatory fields.
- ❑ The client's internet address can be entered under the "Additional" check box;
- ❑ If the client is a medical practitioner or a provider organisation, click on the <Additional> and on Client Additional Info screen enter the appropriate code in the special indicator field.

2.4 Inquire on Client

Select <Inquire Client Details> to inquire on client. Click on the client no scroll icon to obtain a list of client names to select from or enter the client number.

2.5 Modify Client Details

From the Client Maintenance sub-menu select <Modify Client>.

All client information can be updated from here.

If there are additional information an icon will be shown beside the link and the details can be viewed or modified by clicking on the link.

Example: If an email address or special indicator (e.g. medical practitioner or provider individual) are set, there will be an icon sign in the additional checkbox. Details can be viewed or modified by clicking on the link which will bring the user to relevant screen.

2.5.1 Alias and Alternate addresses

When at the client record screen in Modify, Client Aliases and Alternate Addresses information may be created for the Client by clicking on the <Clt Alias> and <Alt Addr> link respectively.

When an alias/alternate address is defined to a client, an icon sign will be shown against the client on the client scroll.

Note that these records have separate Client numbers that are linked to the master client

2.6 Delete Client

From the Client Maintenance Sub-Menu select <Delete Client>.
Clients can only be deleted if they have no other role on the system.

2.7 Link Clients

At the Client Maintenance Sub-menu select Action 'H' to link clients and define relationship.

2.8 Change Client Status

To modify a client's status take <Update Client Status> client maintenance sub-menu. Screen Client Details screen will display all fields but will be protected from data entry except for status and date of death. Enter the required status and date of death where appropriate.

2.9 Client Bank Account Create

From the Clients & Group Menu select the Client Bank Accounts option. Retrieve the client number and do a <Create Bank Details> at the Client Bank Details sub-menu to create Client Bank Details. Bank Details screen is displayed:

The screenshot shows the 'Bank Details' form in the CSC INTEGRAL Admin interface. The form is titled 'Bank Details' and includes a sidebar with 'Extra Info' and 'Functions' sections. The main form area contains fields for Client (50000226), Bank/Branch Code, Account Number, Type, Security Code, Current From, Factoring House, Account Name, and Currency. The bottom of the form has buttons for Exit, Refresh, and Continue.

Enter the Factoring House or use the scroll button to display the list of Factoring Houses (T3684) to select.

Enter the Bank/Branch code and account number details provided by the client. A history of bank code changes will be maintained

On the successful completion of the above, the Client Bank Details will be submitted to the database with a pending authorisation status.

2.10 Client Bank Account Modify and Inquire

From the Client Bank Details sub-menu use <Modify Bank Details> or <Inquire on Bank Details> to modify/inquire Client Bank Account Details.

While a bank account is pending authorisation it will be possible to modify all fields. Once the bank account is authorised, it will only be possible to modify the “current to” field and this change will need authorising.

A history of client bank account changes will be maintained. However this will not be visible to the user without running a query.

2.11 Client Relationships

From the Clients & Group Menu select the <Client Relationships>. The “Establish Client Relationships” screen will be displayed:

The screenshot displays the 'Establish Client Relationships' interface. On the left, there is a sidebar with 'Extra Info' and 'Functions' sections. The main area features a 'Master Client' section with a text input field containing '50000226' and a label 'APPLE INCORPORATED NOT FACEBOOK NOT GOGGLE'. Below this is a table with three columns: 'Client', 'Relationship', and 'Client Name'. The table has 10 rows, each with input fields and search icons. At the bottom right, there are buttons for 'Exit', 'Refresh', and 'Continue'.

Use the client scroll to retrieve the client and select <Relationship Maintenance> from the Client Relationships Sub-menu that leads to the Relationship create screen

Master and related client can be linked by a relationship.

<Relationship Inquiry> from the Sub-menu allows inquires on the relationship for your master client.

2.12 Direct Credit bank account set-up

If we want to make payments to a client via direct credit we must assign a bank account to the client for direct credits.

A user will access a direct credit bank account by selecting <Client & Groups> and <Direct Credit Bank Acct>.

The screenshot shows the 'Direct Credit Bank Account Submenu' interface. On the left is a 'Main Menu' with various system administration options. The main area has a header with 'CSC INTEGRAL Admin' and 'Direct Credit Bank Account Submenu'. Below the header, there is an 'Input' section with a 'Client Number' field and a search icon. Below that is an 'Actions' section with three radio buttons: 'Assign Direct Credit Bank Account' (selected), 'Modify Direct Credit Bank Account', and 'Inquiry Direct Credit Bank Account'. At the bottom right, there are 'Exit' and 'Continue' buttons.

You can assign, modify or Inquire on the direct credit bank details.

The screenshot shows the 'Direct Credit Bank Account' form. On the left is a sidebar with 'Extra Info' and 'Functions' sections. The main area has a header with 'CSC INTEGRAL Admin' and 'Direct Credit Bank Account'. Below the header, there is a 'Client' field with the value '50000204' and 'Abercrombie & Fitch Co.'. Below that are three sections: 'POLISY/400', 'LIFE/400', and 'GROUP/400'. Each section has a 'Bank/Branch Code' field with the value 'CITIBANK' and a search icon, and an 'Account Number' field with the value '1112223334' and a search icon. At the bottom right, there are 'Exit', 'Previous', 'Refresh', and 'Continue' buttons.

Enter the bank sort code and account number for each Administration System. This account must already exist on the system.

2.13 Direct Credit Bank Account Modify and inquiry

From the Direct Credit Bank Account Submenu use action 'B'/'C' to modify/enquire the client bank account details.

2.14 Direct Debit Mandates Create

At the <Direct Debit Mandate Maintenance> Submenu, use the client scroll to select the relevant client number and click on <Create Mandate>. The mandate number is automatically generated by the system.

The screenshot shows the 'Direct Debit Mandate' form within the CSC INTEGRAL Admin interface. The form is divided into several sections for data entry:

- Payor Company:** A dropdown menu showing '9 CSC Group'.
- Mandate Number:** A text field containing '00001'.
- Mandate Type:** A text field.
- Currency:** A text field.
- Number of Usage:** A text field containing '999'.
- Bank Sort Code:** A text field with a search icon.
- Bank Account No:** A text field with a search icon.
- Payor Client No:** A dropdown menu showing '50000204 Abercrombie & Fitch Co.'.
- Status:** A dropdown menu with 'Select'.
- Effective Date:** A date field showing '31/05/2013'.
- Mandate Amount:** A text field.
- Factoring House:** A dropdown menu with 'Select'.
- Detail Debit Amount:** A text field.

At the bottom right of the form, there are four buttons: 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

When a mandate is created it will be set up with a status awaiting confirmation. Once confirmation is received, the status has to be updated as 'Live' using the <Bank/Direct Debit Approval/Reject Details> menu.

A mandate will not be used for collection unless the status is live.

2.15 Direct Debit Mandates Modify

From the <Direct Debit Mandate Maintenance> Submenu, use <Modify Mandate> to modify the mandate details of the client. If there is more than one mandate created for the same client, selection of the required mandate can be done from the mandate list screen.

The screenshot displays the 'Mandate List' interface. On the left, there are two sidebar panels: 'Extra Info' and 'Functions'. The main content area is titled 'Mandate List' and includes a 'Client Details' section with the client ID '50000204' and name 'Abercrombie & Fitch Co.'. Below this is a table with the following columns: 'Select', 'Ind', 'Mandate No.', 'Effective Date', 'Bank Key', and 'Account Number'. A single row is visible in the table with the values: a checkbox, '00001', '31/05/2013', 'CITIBANK', and '1142223334'. A 'More...' button is located to the right of the table. At the bottom right of the screen, there are three buttons: 'Exit', 'Refresh', and 'Continue' with a right-pointing arrow.

Select	Ind	Mandate No.	Effective Date	Bank Key	Account Number
<input type="checkbox"/>		00001	31/05/2013	CITIBANK	1142223334

When a mandate is no longer in use it should be set to inactive.

If on modifying the DD mandate you receive the following message “No DD Approve/Reject Dtl” set these details using <Bank/Direct Debit Approval/Reject Details>.

2.16 Direct Debit Mandates approval/Reject

From the <Direct Debit Mandate Maintenance> Submenu, use < Bank/Direct Debit Approval/Reject Details> to approve or reject mandate details. Bank Direct Approval / Reject Screen will be displayed. Press <Continue> to proceed and the approval details have been recorded.

The screenshot shows the 'Bank Direct Debit Approval / Reject Details' screen. The left sidebar contains 'Extra Info' and 'Functions' sections. The main area contains the following fields:

- Payer Company: [S]
- Payer Client No: 50000204 | Abercrombie & Fitch Co.
- Bank Sort Code: CITIBANK | Citibank | Head Office
- Bank Account No: 1112223334 | Abercrombie & Fitch Co.
- Mandate Number: 00001
- Status Code: 01 | Awaiting Confirmation
- Date of 1st DDA Submission: []
- Date of 2nd DDA Submission: []
- Date of 1st DDA Reject: []
- Date of 2nd DDA Reject: []
- First Reject Reason Code: []
- Second Reject Reason Code: []
- Date of Approval: []
- Grace Period: 3
- Next Deduction Date: []
- Date of Ext - 1st Reject: []

At the bottom right, there are buttons: Exit, Previous, Refresh, and Continue (with a right arrow).

2.17 Create Dishonour

From the <Client & Groups> Menu select <DDebit/CCard Dishonours>. You will be brought to submenu Dishonour Register Submenu.

The screenshot shows the 'Dishonour Register Submenu' screen. The left sidebar contains a 'Main Menu' section with the following items:

- System Administration
- Batch Processing
- Clients
- General Ledger
- Receivables and Payables
- Windowing Codes
- Group Agent
- Group Policy Admin.
- Group Retail Type-1
- Group Retail Type-2
- Group Policy Admin Enq
- Group Policy Admin Setup
- Group Reinsurance
- Group Claims
- Group Claims 2
- Group Pension
- Diary System

The main area contains the following sections:

- Input**
 - Client Number: []
 - Mandate Reference: []
 - BACS Billing Date: []
- Actions**
 - ☒ Create Dishonours
 - ☐ Modify Dishonours
 - ☐ Enquire on Dishonours

At the bottom right, there are buttons: Exit, Refresh, and Continue (with a right arrow).

Enter the Payor client number that the dishonour applies to; enter the mandate that has dishonoured and the BACS processing date for the dishonoured transaction. Screen Dishonours Transaction Screen will be displayed.

The screenshot shows the 'Dishonours Transaction Screen' within the 'CSC INTEGRAL Admin' interface. The screen is divided into a left sidebar and a main content area. The sidebar contains 'Extra Info' and 'Functions' (with a 'Calc' button). The main content area contains the following fields:

- Job Number:** 99999999
- Client Number:** [Masked field]
- Mandate Reference:** [Masked field]
- Debit Amount:** [Masked field]
- Bank Branch:** [Masked field]
- Bank Account:** [Masked field]
- Account Type:** [Masked field]
- Effective Date:** [Date picker]
- BACS Billing Date:** [Masked field]
- Effective Due Date:** [Masked field]
- Currency:** [Masked field]
- Mandate Status:** [Masked field]
- Lapse Period for Resubmission:** XX (Days)
- Deduction Response Text Code:** [Masked field]
- Deduction Response Code:** [Masked field]
- Date of Failed Deduct:** [Date picker]

At the bottom right, there are three buttons: 'Exit', 'Refresh', and 'Continue' with a right arrow.

Enter the effective date of the dishonour and the required mandate status. If representation is required enter the number of days to lapse before representing.

Press <Continue> to proceed and process.

The dishonour will be picked up and processed as part of the G3DISHnn job.

2.18 Dishonour Modify/Enquire

From the Dishonour Register Submenu use <Modify Dishonours> or <Enquire on Dishonours> to modify or enquire the dishonour transaction details.

3. Agent

Policy servicing agency numbers are usually system allocated, and are held within the Agent record. The user can also type in an Agent number, rather than have the system allocate one.

All Agent details are held within the Agent Record including the Agent type and Area. The Agent can be set up in a hierarchical chain and this information can be viewed on-line. Commission is paid to an Agent per contract and each type of commission is shown, Initial or New Business, Renewal and Service Commission, and whether it is split and a percentage paid to his or her superior in the Agent chain.

Processing premiums paid on a contract creates payment of commission due to an Agent but commission will be reversed if the contract is cancelled from inception, unearned commission may be recovered if a policy is terminated or is surrendered. The accounting entries for these transactions are also generated at the same time.

The payment to the Agent is by machine cheque, manual cheque or Direct Credit, and statements are produced giving the contractual breakdown, by coverage and rider if required, of commission paid. The records of commission due are held in the currency of the contract. If the Agent record indicates that the payments are to be made in a specific currency, the amounts are converted at the latest exchange rates designated within the system.

The commission set-up and commission payment varies in each INTEGRAL administration system and will be described in detail in the specific system manual.

The following sections describes the creation of the agent record in the system, please refer to the specific INTEGRAL admin manual for the full functionalities.

3.1 Create an Account

In the Main Menu of the INTEGRAL Admin system, chose the <Agents> or <Life Agents> or <Group Agents> menu option and select <Agent Maintenance>. In the sub-menu select Action <Create Account> or <Agent Appointment> to create an account at the Account Maintenance screen.

3.1.1 Account Maintenance / Agent Appointment screen

The Account Maintenance screen is used by INTEGRAL P&C and INTEGRAL GROUP while the Agent Appointment screen is used by INTEGRAL LIFE.

INTEGRAL Admin

Account Maintenance
[Session Info](#) | [Help](#) | [Home](#) | [Logout](#)

Extra Info

- O/R Agent
- N-S Comm
- Pol F
- Mgmt Exp
- PolAddInf
- GrpAddInf

Functions

Client

Servicing Branch
Branch 10

Date Appointed
03/06/2013

Account
20055

Account Type
-----Select-----

Termination Date

Reports To

GST Regn No.:

Language

Reconciliation
-----Select-----

Statement Type
-----Select-----

Settlement Basis
☐

Renewal List
☐

Territory
-----Select-----

Distribution Channel
-----Select-----

Days Credit

Credit Limit

Major Class
-----Select-----

Lines of Business
-----Select-----

Expiry Date

Statistical Code
-----Select-----

Licence Number

Bank Account
-----Select-----

Exit **Refresh** **Continue ➡**

INTEGRAL Admin

Agent Appointment Details
[Session Info](#) | [Help](#) | [Home](#) | [Logout](#)

Extra Info

- Client Details
- Bank Account Details
- Broker Contacts
- Tied Agent Details

Functions

Client

Agent number
60000044

Date Appointed

Date Terminated

Agent Type
-----Select-----

Branch
10 Head Office

Area code

Sales Unit

Reporting to

Override %

License No

License Expiry Date

Exclusive Agreement Indicator

Black List Status

Account Payee

Pay Method
-----Select-----

Pay Frequency
-----Select-----

Minimum Amount

Currency
-----Select-----

Basic Commission

Servicing Commission

Renewal Commission

Commission Class

Bonus Allocation

Exit **Previous** **Refresh** **Continue ➡**

Notes and comments:

- ❑ Client name and number can be retrieved from the client scroll.
- ❑ The Agent Type is validated against table T3692.
- ❑ Commission handling – please refer to the specific Administration Manual for details.

3.2 Enquiry on and Modify Account

Select <Modify Account> or <Inquire on Account> in the Account Maintenance sub-menu to enquire on or modify account details.

4. Receipts

In any organization there has to be Cash In and Payments Out procedures and these have to be controlled in order that the organization can operate efficiently. These procedures are part of FSU and this section will give an overview of the base system procedures

4.1 Receipts – Cash In

The Cash Receipt system is capable of recording different types of revenues that an organization is likely to receive.

A Cash Receipt transaction entry screen can be considered to consist of two distinct parts. In the upper half of the screen is the "header" and it is here where you record the details of the individual or company the revenue was received from.

In the second half of the screen is an entry line into which is entered the codes designating what the received revenue represents. This is done through a sub ledger code and type together with the account number in respect of a general receipt or a contract number.

Since one receipt can actually pay for a number of different items there is a dissection indicator that allows you to enter any number of dissections until the item has been processed. The system will check the validity of all input fields and further more the header and the dissection amounts must balance.

As well as dealing with recognizable categories occasionally the system has to deal with revenue whose destination is unknown at the time of the receipt. An example is when a cheque is received without any supporting documentation or accompanying remittance advice. Another example is the receipt of a deposit premium accompanying a proposal/application that cannot be allocated to the contract number, as it has not yet been entered into the system.

Under these circumstances the revenue must be recorded in an appropriate suspense account until its posting details are known, at which in time it can be transferred by journal.

4.2 Tables

4.2.1 T3674 - Received from codes

This table is held in the operational company. It is used to determine if a cash receipt is received from a client or agent. Depending on which value is entered on the screen the system will window to the correct details. See P2514 windowing under sub-routines section. The key to the table is the received from code.

This table has no extra data screen.

4.2.2 T3676 - Payment types

This table is held in the operational company. It defines valid payment types. The key to the table is payment type.

This table has an extra data screen to specify if printing of receipt is required.

4.2.3 T3688 - Bank codes

This table is held in the operational company. It holds details for the available bank codes. Each bank code corresponds to a bank account held by the insurance company. Information held includes the general ledger key mask and sign to be used for posting the bank portion of the various transactions to.

The key to the table is bank code.

The screenshot shows the 'Bank Account Code Details' screen in the CSC INTEGRAL Admin system. The interface includes a sidebar with 'Extra Info' and 'Functions' sections. The main content area contains the following fields and options:

- Company:** 3
- Table:** T3688
- Item:** 01 Sing Dollar A/c
- Bank:** DBS001
- Account:** 007123456
- Currency Code:** SGD
- Batch Control Total:** 1
- Channel:** Cash, ABD, BankFee, CrdtCard
- Sign:** +, -, 10L-BANK>>, 10S-BANKCC>>
- G/L Key Map:** 10L-BANK>>, 10S-BANKCC>>
- Receipt Nbr Group/Pfx:** L
- Requisition Nbr Grp/Pfx:** LF

At the bottom of the screen, there are navigation buttons: Exit, Previous, and Continue.

4.2.4 T3616 - Sub account codes

This table is held in the operational company. It holds the valid sub account codes on the system. The key to the table is sub-account code.

4.2.5 T3695 - Sub account types

This table is held in the operational company. It holds valid sub account types. The key to the table is sub-account type.

4.2.6 T3697 - Receipt and journal sub-routines.

This table is held in the FSU company. It holds for each possible cash receipt sub-account code the program to call for editing and updating the cash receipt. The key to the table is program number concatenated with sub-account code.

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Table: T3697 Receipt & Journal Subroutines Company: 9 CSC FSU Extra Data Screen: P3697

Starting: Scan: Receipt Search

Item	Short Description	Valid Flag	Long Description
P2610AC	RecptValAC	<input checked="" type="checkbox"/>	Receipt Validation for Code AC
P2610AS	RecptValAS	<input checked="" type="checkbox"/>	Receipt Validation for code AS
P2610BG	RecptValBG	<input checked="" type="checkbox"/>	Receipt Validation for code BG
P2610CH	RecptValCH	<input checked="" type="checkbox"/>	Receipt Validation for code CH
P2610CT	RecptValCT	<input checked="" type="checkbox"/>	Receipt Validation for code CT
P2610DN	RecptValDN	<input checked="" type="checkbox"/>	Receipt Validation for code DN
P2610FI	RecptValFI	<input checked="" type="checkbox"/>	Receipt Validation for code FI

Exit Refresh Continue

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Company: 9 CSC FSU Table: T3697 Item: P2610FL Receipt Validation for code FL

Validation Program: P2610EDGR Update Program: P2610UPGR

Allow Cancellation of Married Claim Recovery Receipt ☐

4.3 Create Receipts

From the Main Menu select <Receivable and Payables> or <Receipts and Payments> option, and select the <Receipts> option. You will be brought to the Cash Receipt submenu.

The screenshot shows the 'Cash Receipt Submenu' interface. On the left is a 'Main Menu' sidebar with options like System Administration, Batch Processing, Clients, General Ledger, Receivables and Payables, Windowing Codes, Group Agent, Group Policy Admin., Group Retail Type-1, Group Retail Type-2, Group Policy Admin Enq, Group Policy Admin Setup, Group Reinsurance, Group Claims, Group Claims 2, Group Pension, and Diary System. The main area has a top bar with 'CSC INTEGRAL Admin' and 'Session Info | Help | Home | Logout'. Below this is a 'Cash Receipt Submenu' header. The 'Input' section contains fields for 'Bank Code' (a dropdown menu), 'Policy Number' (a text field with a search icon), 'Receipt Number' (a text field with a search icon), and 'Cheque Number' (a text field). The 'Actions' section contains several radio buttons: 'Cash Not Banked' (selected), 'Banked Cash', 'Cash Enquiry', 'Balance Enquiry', 'Bulk Receipts (Banked)', 'Bulk Receipts (Not Banked)', 'Receipt Enquiry By Cheque Number', 'Receipt Cancellation', 'Partial Receipt Cancellation', 'Modify Receipt', and 'Hold/Unhold Receipt'. At the bottom right are buttons for 'Exit', 'Refresh', and 'Continue'.

The bank code is mandatory and the user can use the drop-down list to select bank code. When creating a new receipt, the receipt number will be automatically generated on receipt creation

On selection of <Cash Not Banked> or <Cash Banked> you will be brought to the Receipt Header screen. Click on <Add> button to enter the details.

The screenshot shows the 'Receipt Header' interface. On the left is a sidebar with 'Extra Info' and 'Functions' (Rfrsh, Remarks). The main area has a top bar with 'CSC INTEGRAL Admin' and 'Session Info | Help | Home | Logout'. Below this is a 'Receipt Header' header. The 'Receipt No' field contains 'L1000200'. The 'Receipt Date' field contains '03/06/2013'. The 'Bank Code' field contains '01 Sing Dollar A/c'. The 'Received From' field contains 'Received from Client' and '50000389 YOUNG ROGERS M'. Below this is a table with columns: 'Sel', 'Payment Type', 'Original' (Ccy, Amount), 'Exchange Rate', and 'Local Equivalent' (Ccy, Amount). The table is currently empty. At the bottom left are buttons for 'Add' and 'remove'. At the bottom right are buttons for 'Exit', 'Refresh', and 'Continue'.

Enter Detail Information

Payment Type: -----Select-----

Original Amount: SGD Exchange Rate: Local Equivalent Amount: SGD

Cheque No: Reference Number:

Cheque Date: Cheque Type: -----Select-----

Bank Details: -----Select-----

Confirm

Notes and comments:

- ❑ The receipt effective date will default as today. This can be overridden to an earlier date if required.
- ❑ The payor client number should be entered. Use the client scroll button (if number is not known) to search clients.
- ❑ Multiple payments can be receipted at the same time. For each payment enter:
 - the payment type: e.g. cash, cheque (click on scroll button for a complete list);
 - the original amount
 - if the payment type is “cheque” then the cheque details should be recorded - cheque number, cheque type, cheque date, bank account and account number.

After details are entered, click on <Confirm> button and click <Continue> to proceed to next screen. You will be brought to the Cash Dissection screen.

CSC INTEGRAL Admin

Cash Receipts Screen Session Info | Help | Home | Logout

Document Number: L1000200 Document Type: 1 Cash Payment
 Transaction Date: 03/06/2013 User: STANG20 Stephanie Tang

Select	Subaccount	Dissection Key	Original	Exchange Rate	L
	Code	Type	Currency		Currency
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	35000201		SGD
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			SGD
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			SGD
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>			SGD

Add Remove

Exit Refresh Continue

Notes and comments

- ❑ Enter the original amount to be allocated to each dissection. Click <Refresh> to update the Local Amount.
- ❑ The receipt should balance. <Header> option will check details as you enter and will not allow you to complete the transaction if the header amount and the total amount of the dissections do not match.
- ❑ If you need to return to the header to make amendments, click on <Header>

4.4 Cash receipt cancellation

If a receipt has been entered in error, or a cheque bounces, it can be cancelled using <Receipt Cancellation>.

Enter the receipt number that you wish to cancel. The Receipt header screen will be automatically populated with the original receipt details for a contra amount. All fields will be protected.

Click <Continue> to confirm and the Receipt Dissection screen will be displayed with the original receipt details for the contra amount. All fields will be protected.

Click <Continue> to confirm and you will be returned to the submenu, the receipt will have been reversed, and the correct reversal financial entries will have been made.

4.5 Post Dated Cheques Maintenance

A module is available in INTEGRAL FSU to administer post-dated cheques that have been received from policyholders. This Post-Dated Cheque module has functions to register, modify, cancel and enquire on the post-dated cheques.

The Modify and Cancellation screens will only display post-dated cheques with “Pending” (PN) status whilst the Enquiry screen will display all postdated cheques, irrespective of their statuses, with 2 filter options, by cheque date and cheque status.

The batch job, CHQPOSnn, will automatically post the cheques and generate the corresponding receipts when the cheque dates fall due.

4.6 AML Checking

INTEGRAL has a validation to the existing online Receipts module to detect Anti Money Laundering cases. The system provides a validation on the receipt amounts to make sure that they do not exceed a certain amount that can be defined in the new Money Laundering Limit Check table (TR24A). The rule can be defined by payment currency and payment type.

If a receipt amount exceeds or equal to the Money Laundering Limit for a particular payment type & currency then system will display a message box for user to confirm whether to proceed with the receipting or not. If the user chooses to continue then system will store the suspected AML cases into a file for printing purpose.

5. Payments

Every business has a wide range of expenses that must be paid, for example, Utilities, Rates, Rent, etc. For Insurance Company there is another category of expenses and these are payments made to clients in respect of Claims, Premium Refunds, Regular Withdrawals, Agents Commission, etc.

The main aim of any payment system, whether it is manual or automated, is to provide an easy method of creating payments whilst ensuring sufficient safeguards exist against misuse of the system.

The INTEGRAL FSU Payments Subsystem provides such a facility allowing you to create, maintain and enquire on Payments and control and monitors their progress through the Payments cycle from initial request until final payment.

In addition the details of any Payment processed are reflected in updated Policy, Agent and Claim records to ensure that accurate information is available at all times. Each payment request is automatically allocated a unique requisition number. The numbers used are controlled by the Automatic Numbering System. This number is used to identify the Payment Record at all stages of its progress through the payment cycle.

A Payment is made using a specified Payment Method. This method defines the type to be created, Cash, Automatic Cheque, Direct Credit or Manual Cheque. The Ledger to which the payment credit will be posted whether the postings generated should occur immediately and whether the payment is preauthorized is set-up in Payment Method Table, T3672. It is essential that these flags are set correctly.

To access the payments sub-system from the System Master Menu select the <Receivable and Payables> option, then select the <Payments> option. You will be brought to the Payment submenu.

The screenshot displays the 'INTEGRAL Admin' interface for the 'Payments Submenu'. On the left is a 'Main Menu' sidebar with options like System Administration, Batch Processing, Clients, General Ledger, Receivables and Payables, Windowing Codes, Group Agent, Group Policy Admin., Group Retail Type-1, Group Retail Type-2, Group Policy Admin Enq, Group Policy Admin Setup, Group Reinsurance, Group Claims, Group Claims 2, Group Pension, and Diary System. The main area is titled 'Payments Submenu' and includes a top navigation bar with 'Session Info | Help | Home | Logout'. Below the title bar, there are two main sections: 'Input' and 'Actions'. The 'Input' section contains fields for 'Payee' (with a search icon), 'Payment Number', 'Payment Method' (a dropdown menu), and 'Bank Code' (another dropdown menu). The 'Actions' section contains a grid of radio buttons for various operations: 'Create Payment' (selected), 'Approve Payment', 'Approve in Block', 'Print Express Cheque', 'Modify Payment', 'Authorise Payment', 'Block Authorisation', 'Payment Enquiry', 'Clone Payment', and 'Remove Payment Request'. At the bottom right, there are buttons for 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

5.1 Tables

5.1.1 T3688 - Bank codes

This table is held in the operational company. It holds details for the available bank codes. Each bank code corresponds to a bank account held by the insurance company. Information held includes the general ledger key mask and sign to be used for posting the bank portion of the various transactions to.

The key to the table is bank code.

The screenshot shows the 'Bank Account Code Details' form in the CSC INTEGRAL Admin system. The form is divided into several sections:

- Company:** 3
- Table:** T3688
- Item:** 01 Sing Dollar A/c
- Bank:** DBS001
- Account:** 007123456
- Currency Code:** SGD
- Batch Control Total:** 1

Below these fields, there are two columns for 'Channel', 'Sign', and 'G/L Key Map':

Channel	Sign	G/L Key Map
Cash	+	10L-BANK>>
ABD	+	10L-BANK>>
BankFee		
CrdtCard	+	10S-BANKCC>>

At the bottom, there are fields for 'Receipt Nbr Group/Pfx' (L) and 'Requisition Nbr Grp/Pfx' (LF).

5.1.2 T3593 - Payment process status

This table is held in the operational company. It holds the valid status codes for payment requisitions. The key to the table is status code.

This table has no extra data screen.

5.1.3 T3672 - Payment methods

This table is held in the operational company. It holds valid payment method codes. For each payment method, information such as whether the payment requires authorisation and whether the accounting movement records should be created immediately is held.

If the checkbox 'Pre-Approved, Pre-Authorised' is click, the payment is automatically approved and authorised by system when the payment is created.

The key to the table is payment method code.

INTEGRAL Admin | Session Info | Help | Home | Logout

Payment Method

Company: 9 | Table: T3672 | Item: 0 Cash

Payment Sub-Ledger Code: Company Bank Ac | Type: Losses Paid | Client Bank Account Details Required: ☐

Cheque Number Required: ☐ | Reversal: ☐ | Immediate Post: ☒

Pre-Approved only: ☐ | Pre-Approved, Pre-Authoured: ☒ | On Account: ☐

Other Details Required: ☐

Control Routine: | No of months to keep payment details: 99

[Exit](#) [Refresh](#) [Continue](#)

5.1.4 T3684 - Factoring houses

This table is held in the operational company. It holds factoring house details. The key to the table is factoring house code.

INTEGRAL Admin | Session Info | Help | Home | Logout

Factoring House Codes

Company: 9 CSC FSU | Table: T3684 | Item: 01 Direct Debits - BACS SGD

Bank Code: Sing Dollars Bank | Currency: Singapore Dollars | Account Type: B

PD User Number: 123456 | Bank Tape Sequence No: B | Mandate Type: 3

Initial Status of Mandate: Mandate live | Mandate for Single/Multiple Policy: M | Bank/Branch Code: Select

Assume Paid: -Select- | Account Number: 12345678909876543 | Name: Model Office Corp.

Minimum DD Amount: | Minimum DC Amount:

[Exit](#) [Previous](#) [Refresh](#) [Continue](#)

5.1.5 T3616 - Sub account codes

This table is held in the operational company. It holds the valid sub account codes on the system. It also holds the subaccount code edit and update routines. The key to the table is sub-account code.

5.1.6 T3695 - Sub account types

This table is held in the operational company. It holds valid sub account types. The key to the table is sub-account type.

5.1.7 T3699 - Yearly calendar

This table is held in both the operational and FSU companies. It defines which days in the year are weekends and holidays. The direct credits system uses this table to ascertain what submission date must be set on the direct credit tape to ensure that the credit arrives in the clients bank account not later than the due date. The calendars for the previous and next years should be set up as well as this year to ensure that all year end overlaps are covered.

The key to the table is year.

Company	Table	Item
9	T3699	2013 2013 Calendar

	1	2	3
January	H . . . WE . . . WE . . . WE . . . WE . . .	WE = Weekend	
February	. . WE . . . WE . . . WE . . . WE . . . X . . .		
March	. . WE . . . WE . . . WE . . . WE . . . W . . .	H = Holiday	
April	E . . . WE . . . HW . . . WE . . . WE . . . X . . .		
May	. . WE . . . WE . . . WE . . . WE . . . WE . . .	D = Half Day	
June	. . WE . . . WE . . . WE . . . WE . . . WE . . . X . . .		
July	E . . . WE . . . WE . . . WE . . . WE . . . WE . . .	X = Unavailable	
August	. . WE . . . WE . . . WE . . . WE . . . WE . . .		
September	WE . . . WE . . . WE . . . WE . . . WE . . . WE . . . X = Normal Working Day	
October	. . WE . . . WE . . . WE . . . WE . . . WE . . .		
November	. . WE . . . WE . . . WE . . . WE . . . WE . . . X . . .		
December	WE . . . WE . . . WE . . . WE . . . WE . . . WE . . .		

Exit Continue ➡

5.1.8 T3664 - Currency wording

This table is held in the operational company. It holds the wording to be used for each currency when printing on a cheque. The key to the table is currency code.

Company	Table	Item
3	T3664	ESP Spanish Pesetas

	Singular	Plural
Unit Place	PESETA	PESETAS
Decimal Place		

Exit Continue ➡

5.2 Create payment

To create a payment, select <Create Payment> and enter the value for the mandatory fields – the payee for the payment, the bank account to pay from and the Payment Method.

Click <Continue> to proceed to Payment Maintenance screen for payment creation.

The screenshot shows the 'Payment Maintenance' screen. On the left, there is a sidebar with 'Extra Info' and 'Functions' (Print, Remarks). The main area contains the following fields:

- Payment Number: LF100131
- Payment Method: Man Chq
- Date: 04/06/2013
- Drawing Bank: 01
- Payee/Account to: AON Brokers
- Cheque No.:
- Amount: at SGD
- GL Amount:

Below these fields is a table with the following columns: Sel, Code, Type, Dissection Key, Original Amount, and Original Current. The table is currently empty. At the bottom of the table are 'Add' and 'Remove' buttons. At the bottom right of the screen are 'Exit', 'Refresh', and 'Continue' buttons.

Notes and comments:

- ❑ If the payment type is direct credit, enter the client's bank sort code and bank account number. The bank account must have been authorised for the client.
- ❑ Enter the amount of the payment. Click <Refresh> to update the GL amount.
- ❑ The payment can be made against numerous subsidiary ledgers: client, contract, claim, and GL account for example. The subsidiary ledger has types and codes that are table driven. Each combination determines the dissection key validation. (i.e. the client number, policy number, GL account, claim number). Examples are:
 - FL S is used for policy-specific cash received from the owner: policy number is the dissection key;
 - FL SB is used for policy-specific cash received from a subsidiary: Policy Number and Subsidiary number are the dissection key
 - CT SG is used for cash received from a company and the policy is not known. It will go into company suspense and can be applied to the policy on set-up. Client number is the dissection key.
 - AG PC for agent commission payment.
 - GL A for payments direct from GL accounts to cover payments such as fees, ex-gratia payments
- ❑ Enter the amount for each dissection (click <Refresh> to update the GL amount);
- ❑ The payment must balance

Click <Continue> to proceed and return to the submenu. The payment has been created.

5.2 Modify payment

Prior to approval and authorisation, a payment can be modified using <Modify Payment>. If the payment number is not known, click <Continue> and a list of unapproved/authorised payments will be displayed for selection.

All payment details can be changed.

It should be noted that if the payment was originally created from another sub-system (e.g. claims or follow-ups) the original sub-system will not be updated with changes made here.

5.3 Approve payment

Depending on system parameter set-up, it may be necessary to approve a payment prior to authorization. This can be done one by one or in bulk.

5.3.1 Approve one-by-one

To approve a payment select <Approve Payment> option on the Payment submenu. If the payment number is not known, click <Continue> for a list of unapproved/unauthorized payment that will be displayed by system for selection.

The screenshot shows the CSC INTEGRAL Admin interface. On the left is a sidebar with 'Extra Info' and 'Functions' sections. The main content area has a header with 'Session Info | Help | Home | Logout'. Below the header is a 'Payee Name' search bar with a 'Search' button. A 'More...' button is located above the table. The table has the following data:

Payment Number	Payee Name	Currency	Payment Amount	Payment Method
LF100132	Agent AG Mr	SGD	500.00	1
LF100131	AON Brokers	SGD	888.00	1

At the bottom of the interface are buttons for 'Exit', 'Refresh', and 'Continue'.

You will be brought to Approve/Authorize screen where the payment details will be displayed for your review.

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Approve Payment

Payment No: LF100132 Pay. Type: 1 Machine Cheque Payment Date: 04/06/2013

Bankcode: 01 Sing Dollar A/c Payee: 50000205 AGENT AG

Amount: 500.00 SGD at 1.00000000 Local Equivalent: 500.00 SGD Cheque Number:

Status: Payment Created

Item	Code	Type	Tran Key
01	AG	A - General Ledger Account 20045	20045

Approve ☐ Password

Exit Continue

Notes and comments:

- ❑ To approve click on the <Approve> checkbox and enter your password in the <Password> field
- ❑ To not approve click <Exit>

5.3.2 Approve in bulk

To bulk approve payments, select <Approve in Block> on the Payments submenu. The bank account is mandatory.

This screen will be displayed:

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Approve in Bulk

Entered Period: to

Select	Payee Name	Payment Number	Payment Type
<input type="checkbox"/>	Agent AG Mr	LF100132	1
<input type="checkbox"/>	AON Brokers	LF100131	1

Select Auth/Appr

Exit Previous Refresh Continue

Notes and comments:

- ❑ To view payment details, click on checkbox against payment and <Select> option;
- ❑ To approve a payment, click on checkbox against payment and select <Auth/Appr> option. You will be prompted for a password;
- ❑ It is possible to filter for a payment date range.

5.4 Authorise payment

Depending on system parameter set-up it may be necessary to authorise a payment prior to processing. This can be done one-by-one or in bulk.

5.4.1 Authorise one-by-one

To authorise a payment take <Authorize Payment> on the Payments submenu. If the payment number is not known, click <Continue> and a list of un-authorised payments will be displayed for selection.

The screenshot shows the 'Authorise Payment' web application. The sidebar on the left contains 'Extra Info' and 'Functions' sections. The main content area has a form with the following fields:

- Payment No: 00404061
- Bankcode: 01 Sing Dollars Bank Account
- Amount: 300.00 SGD at 1.00000000
- Status: Reqn Approved
- Pay. Type: 2 Manual Cheque
- Payee: 50001713 ACCLAIM INSURANCE BROKERS
- Local Equivalent: 300.00 SGD
- Payment Date: 04/11/2011
- Cheque Number: 1234657

Below the form is a table with the following data:

Item	Code	Type	Tran Key
01	AG	PC - Paid Commission 20514	20514

At the bottom of the form, there is an 'Authorise' checkbox and a 'Password' field. The 'Exit' and 'Continue' buttons are located at the bottom right of the form.

Notes and comments:

- ❑ To authorise enter a Y in Y/N field and your Group password in the password field
- ❑ To not authorise click <Continue>.

5.4.2 Authorize in bulk

To bulk authorise payments. Select <Block Authorization> option on the Payments submenu. The bank account is mandatory.

The screenshot shows the CSC INTEGRAL Admin interface. The top navigation bar includes 'Session Info', 'Help', 'Home', and 'Logout'. The sidebar on the left has 'Extra Info' and 'Functions' sections. The main content area features an 'Entered Period' filter with date pickers. Below this is a table with columns: 'Select', 'Payee Name', 'Payment Number', and 'Payment Type'. A single row is visible with 'AON Brokers', 'LF100131', and '1'. Below the table are 'Select' and 'Auth/Appr' buttons. At the bottom right, there are 'Exit', 'Previous', 'Refresh', and 'Continue' buttons.

Select	Payee Name	Payment Number	Payment Type
<input type="checkbox"/>	AON Brokers	LF100131	1

Notes and comments:

- ❑ To view payment details, click on checkbox against payment and use <Select> option.
- ❑ To authorise a payment, click on checkbox against payment and use <Auth/Appr> option. You will be prompted for a password.
- ❑ It is possible to filter for a payment date range.

5.4.3 Payment Status

The payment requisition authorization process is a 2-step authorization level. After a payment requisition is created, it needs to be approved and then authorized before it can be processed by the system as a payment.

That valid status is as follows:

- RQ - Payment Requested
- AQ - Payment Request Approved
- AU - Payment Request Authorized
- RC - Payment Request Cancelled
- PR - Payment Request Processed

5.4.4 Payment Sanctioning

Bank Codes and the respective limits are set in the 'FSU Info' Extra Info for each user before they can perform any payment transactions.

5.5 Remove payment

Prior to processing, a payment can be removed from the system using <Remove Payment Request>.

It should be noted that if the payment was original created from another sub-system e.g. claims or follow ups this sub-systems will not be updated with changes.

5.6 Cancel payment

If a payment has been processed, it can be cancelled by creating a payment type of '3' Requisition reversal. This would be done to reverse a returned payment or a payment done in error.

The original payment number and bank account are entered. The system will automatically create a contra payment for the original details, and flag the original payment with a reversal link.

5.7 Journal Payments

Journal type payments can be done (type 7) the payment amount will be zero and there will be at least two dissection movements.

6. General Ledger

All financial transactions entered into INTEGRAL Administration system will eventually be posted to the General Ledger.

A General Ledger is integral to any financial system whether it is manual or computerized. In order to meet the many and varied demands of Financial Institutions, the FSU/Asia provides a highly Flexible, table driven, hierarchical, multi-currency General Ledger. The Insurance Company establishes accounts and these are linked together in a hierarchical structure to form a Chart of Accounts. In this way, many charts of accounts can be established and these charts may be totally independent or could be linked for group summary reporting

The bulk of General Ledger posting is automatically generated by other parts of the INTEGRAL administration system. These postings are automatically batched and posted to the General Ledger as often as required, daily, weekly, monthly, etc. The rules defining the postings required are also table driven, thus ensuring total flexibility to implement any type of accounting practices that a company may wish to adopt.

The following is a brief introduction and overview of the functionality of the General Ledger Subsystem:

6.1 Chart of Accounts

The foundation of any General Ledger system is the account. An account is identified by its company, account code and currency. These accounts are then linked together to form one or many charts of accounts. The account may be identified as an Asset, Liability, Income, Expense, Statistical or Trial Balance account by the Account Type. This will control how accounts may be later linked and also will indicate whether the balance of the account will be set to zeros in the New Year or have its balance carried forward.

Traditionally, a set of accounts is maintained using double entry bookkeeping. The balance of all these accounts must then be summarised to produce a trail balance. This ensures that the books balance and the information within them can be used for financial reporting. In order to produce financial reports, these accounts must again be summarised.

To cater for these requirements two different types of accounts can be created: POSTING and SUMMARY accounts. Posting accounts are the most elementary type to which the double entry accounts transactions are actually posted. Summary accounts are used to summarise the balance stored in the posting accounts. This enables a highly flexible hierarchy of accounts to be set up to cater for both on line enquiries and management reporting.

Within account maintenance there are facilities to create and maintain accounts; various flags are set on the account record, to identify itself to the system. These provide the controls necessary to ensure that postings are done to the correct type of accounts. There are also facilities to enquire on account balances, transactions and a view of the chart showing how the accounts are linked together.

Should an account have balances in a foreign currency, the General Ledger will maintain a pair of balance records for each account. The system will then maintain the account in both original currency and local accounting currency equivalent. The creation and maintenance of a multi currency chart of accounts forms part of the FSU General Ledger.

6.2 General Ledger Enquiry

An on line General Ledger Enquiry facility means that account balances can be viewed as and when required. Enquiries can be made on account balances and account postings. It also provides a facility to compare two sets of balances. These may be for the same or different accounts and / or be in different currencies. Variances between accounts in different currencies will be calculated at any required exchange rate.

The Budgets and Actual enquiry (sometimes referred as the account balances) provides facilities to compare corresponding figures. These figures may be for one account, actual verses budget, or one accounting year against another. These figures may be from two different accounts, in the same or difference currencies.

An account posting enquiry, lists all postings for the account requested.

6.3 General Ledger Year End

At the end of the financial year, each General Ledger Account must be 'rolled over' to the next financial year or set to zero @@GLROLL. In addition, the New Year records must be created for the GL Accounts.

The balances are rolled automatically by the system into the New Year's totals. Secondly, the system allows transactions to be posted for the New Year without the 'brought forward' balances being in place. This allows the business to continue functioning effectively into the New Year when the yearend processing is being done, whilst ensuring the integrity of the ledger is not lost.

6.4 General Ledger Update

General Ledger Update (batch schedule) posts all financial transactions. The schedule extracts and sorts the batches of financial transactions, and checks to ensure that the accounts to which postings are to be made are valid posting level accounts. The posting level accounts are updated, any linked summary level accounts are updated, and the year to date balances for the accounts are updated.

The batch will also report on any mismatches if there is no reconciliation. Report R3611 will report imbalances, and R3612 on accounts automatically created. For accounts not available for posting during the GL update, the system will automatically create the account with default values, which will need to be amended. The default values are:

Field	Value
Account Type	A
Post Flag	P
Balance Forward flag	F
Activity code	A
Reconciliation flag	N
Auto Posting flag	Y

Fund code	Spaces
Valid flag	1

6.5 General Ledger Audit

GL Audit schedule @@GLAUD provides the reporting facility which details the transactions extracted and the GL Accounts updated in a particular GL Update batch run. The user can define the type of report required and specify both the data to be extracted and the order in which the data will be sorted and displayed.

6.6 Tables

6.6.1 T3668 - General ledger account types

This table is held in the operational company. For each general ledger account type, it defines what flag values are valid. It also defines what account types accounts of this type may be linked under in the chart of accounts.

The key to the table is account type.

CSC INTEGRAL Admin Session Info | Help | Home | Logout

General Ledger Account Types

Company: 3 Table: T3668 Item: A Asset account

Tick to indicate which flag values are valid for this account type

1. Post Flag	Posting <input checked="" type="checkbox"/>	Summary <input checked="" type="checkbox"/>
2. B/Fwd Flag	Zeroise <input type="checkbox"/>	Carry Fwd <input checked="" type="checkbox"/>
3. Activity Code	Active <input checked="" type="checkbox"/>	Closed <input checked="" type="checkbox"/>
4. Reconciliation Flag	Normal <input checked="" type="checkbox"/>	Open Item <input type="checkbox"/>
5. Auto Post Flag	Normal <input checked="" type="checkbox"/>	Auto Posting <input checked="" type="checkbox"/>

6. Related Account Types

T ☐ L ☐ S ☐ I ☐ ☐ ☐

Exit Continue ➔

6.6.2 T3711 - Company level defaults

This table is held in the operational company. It holds the ledger currency for the company. The key to the table is the company code.

6.6.3 T3698 - General ledger dissection codes

This table is held in the operational company. It defines the general ledger key mask which will be used to obtain the account to post transaction amounts to. The key to the table is transaction type and sub-account code.

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Dissection Codes

Company: 3 CSC Group Table: T3698 Item: B202AG Group Agent Payment

Type	G/L Key Map	Sign	Contot	Letter Required
A	##@DBTCTL	+	2	<input type="checkbox"/>
C1	##@DBTCTL	+	2	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Exit Continue ➡

6.6.4 TR94A – Financial Transaction Rules

This table is held in the operational company. It defines the general ledger key mask which will be used to obtain the account to post transaction amounts to. The key to the table is transaction type and sub-account code.

CSC INTEGRAL Admin Session Info | Help | Home | Logout

Financial Transaction Account Rules

Company: 3 CSC Group Table: TR94A Item: BR9NF Member Posting

S No.	Subsidiary Code	General Type	General Ledger Account Map
1	GG	S	##@CTSUS%%***
2	GM	SM	##@MBSUS%%***
3	GR	EC	##@SDUTY%%***
4	GT	GI	##@GRINC%%***
5	GT	E1	##@GSTAX%%***

Previous Next

Exit Continue ➡

6.7 General Ledger Account Maintenance

A General Ledger is a set of financial accounts and this will include such areas as assets, liabilities, expenses and revenue. These accounts are used to record and control the finances of the company. Each transaction that involves finance of any kind must be reflected in the General Ledger.

6.7.1 Create a GL account

From the Main Menu, select <General Ledger>. From the General Ledger sub-menu select <Account Maintenance>. The currency and account code are mandatory fields to create an account using option <Create a New Account>. **For GL substitution codes to consider when creating accounts see Section 6.7.2 - GL Substitution Codes**

The screenshot shows the 'GL Account Maintenance Submenu' interface. On the left is a 'Main Menu' sidebar with options like System Administration, Batch Processing, Clients, General Ledger, Receivables and Payables, Windowing Codes, Group Agent, Group Policy Admin., Group Retail Type-1, Group Retail Type-2, Group Policy Admin Enq, Group Policy Admin Setup, Group Reinsurance, Group Claims, Group Claims 2, Group Pension, and Diary System. The main area has a header 'GL Account Maintenance Submenu' with links for Session Info, Help, Home, and Logout. Below the header is an 'Input' section with a 'Currency' dropdown menu (showing 'Select') and an 'Account Code' text field with a search icon. An 'Actions' section contains several radio buttons: 'Create a New Account', 'Modify an Account' (selected), 'Delete an Account', 'Inquire on Account Details', 'Inquire on Account Balances', 'Inquire on Posted Transactions', and 'Inquire on Not Posted Transactions'. At the bottom right are buttons for 'Exit', 'Previous', and 'Continue'.

You will be brought to the GL account create screen.

The screenshot shows the 'GL Account Create' interface. On the left is a sidebar with 'Extra Info' and 'Functions' sections. The main area has a header 'GL Account Create' with links for Session Info, Help, Home, and Logout. Below the header are several input fields: 'Company' (text box with '3'), 'Currency' (text box with 'SGD'), 'Account' (text box), 'Alternate Reference' (text box), 'Account Type' (dropdown menu with 'Select'), 'Activity Code' (text box with 'A'), 'Fund Code' (dropdown menu with 'Select'), 'Post Flag' (text box with 'P'), 'Reconciliation Flag' (checkbox), 'Balance Forward Flag' (text box with 'F'), and 'Auto Posting Flag' (checkbox). At the bottom right are buttons for 'Exit', 'Previous', and 'Continue'.

Define the account. The valid combinations allowed are set up in T3668.

- ❑ Account Type

- A - Asset
- L - Liability
- I - Income
- E - Expense
- T - Trial Balance
- S - Statistical
- X - Balance error
- Post Flag
 - P – Posting, a posting account cannot have subordinate accounts
 - S – Summary, transactions cannot be posted to summary accounts
- Balance Forward flag
 - F for balance sheet accounts that will carry forward on running year end
 - Z for Profit & Loss accounts that will be set to zero on running year end
- Activity code
 - A for active
 - C for closed
- Reconciliation flag
 - This is not currently used and will default to N
- Auto Posting flag
 - Y for accounts automatically posted to
 - N for any accounts that the user will journal manually using the GL A sub account code and Type
- Fund code
 - Use for Fund Accounting which is similar to Territory code. Click on scroll button to list the valid code from table T3595.
- Valid flag
 - This will default to 1

6.7.2 GL Substitution Codes

The table below outlines the valid substitutions carried out for GL accounts when posting a transaction.

Seq	Item	Valid values	Max length	Where referred	GL mask	GL mask set-up
GROUP						
1	Fund (Territory)	T3595	3	P9103 – Policy Header	@@@	T3698
2	Major class (Line of business)	T3597	3	T9797 – Product table	***	T3698
3	Source of business (account class)	T3596	3	P9103 – Policy Header	%%%	T3698
4	Branch	T1692	2	Sign-on Main Menu	##	T3698
5	Treaty proportional / Treaty non-proportional / Facultative	-	1	T9804 – Group/400 parameters	!	T3698
6	New business / Renewal	-	1	T9804 – Group/400 parameters	!	T3698
7	Provider group	TR9C8	3	SR9BC – Provider organisation maintenance]]]	T3698
FSU						
8	Company	T1693	1	Sign-on Main Menu	?	T3698
9	Currency	T3629	3	P9103 – Policy Header	&&&	T3698
10	Bank Code	T3688	2	S2067– Receipt sub-menu	>>	T3688

				S2201-Payment sub-menu SR9CE-Claim Payee details		
--	--	--	--	---	--	--

6.7.3 Modify a GL account

Option <Modify an Account> on the GL Account Maintenance Submenu will allow you to amend the GL account details. Any account automatically created during posting should be modified to reflect the correct details.

The screenshot shows the 'GL Account Modify' interface. On the left is a sidebar with 'Extra Info' and 'Functions' sections. The main form area contains the following fields:

- Company:** 3 CSC Group
- Currency:** SGD
- Alternate Reference:** (empty field)
- Account:** ASSETS
- Description:** Assets
- Account Type:** A
- Activity Code:** A
- Fund Code:** (empty field)
- Post Flag:** S
- Reconciliation Flag:** (checkbox)
- Valid Flag:** ☒
- Balance Forward Flag:** F
- Auto Posting Flag:** (checkbox)

At the bottom right, there are two buttons: 'Exit' and 'Continue' with a right-pointing arrow.

6.8 General Ledger Chart Maintenance

The accounts that make up a General Ledger do not perform in isolation from each other. They are related to one or more accounts for reporting or accounting. They must be consolidated in order for the Trial Balance, Profit and Loss Statement and the various other reports to be produced.

For this reason a method of linking the accounts is required and this subsystem provides the means for establishing and maintaining relationships between different accounts. The validity of a link is checked to ensure that only related account types are linked to each other.

6.8.1 Add or Remove Account to Chart

From the General Ledger master menu, access the Chart Maintenance sub-menu. From here link together your accounts with the same currency and company code to form a chart.

You will note that when adding or removing accounts from the Chart, the prime account name or number entered on the screen is the account below which the action is being undertaken.

Add account to Chart screen

CSC

INTEGRAL Admin

Extra Info

Functions

Add Account to Chart Structure

Session Info | Help | Home | Logout

Company

3 CSC Group

Currency

SGD

Master Account

TRIALBAL

Description

Trial Balance

Account to be added BELOW Master Account above

Exit

Continue ➡

50

To remove an account from a chart Remove Account from Chart screen is displayed.

The screenshot shows the 'Remove Account from Chart' screen. The interface includes a top header with the CSC logo, 'INTEGRAL Admin', and navigation links for 'Session Info', 'Help', 'Home', and 'Logout'. On the left, there is a sidebar with 'Extra Info' and 'Functions' sections. The main content area contains the following fields:

- Company:** A dropdown menu showing 'CSC Group'.
- Currency:** A dropdown menu showing 'SGD'.
- Master Account:** A dropdown menu showing 'TRIALBAL' and 'Trial Balance'.
- Account to be removed below Master:** A text input field with a search icon.

At the bottom right, there are four buttons: 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

To transfer an account within a chart 'Transfer Account Within Chart' screen is displayed.

The screenshot shows the 'Transfer Account Within Chart' screen. The interface is similar to the previous one, with the same top header and sidebar. The main content area contains the following fields:

- Company:** A dropdown menu showing 'CSC Group'.
- Currency:** A dropdown menu showing 'SGD'.
- Old Master Account:** A dropdown menu showing 'TRIALBAL' and 'Trial Balance'.
- Moving Account:** A text input field with a search icon.
- New Master Account:** A text input field with a search icon.

At the bottom right, there are four buttons: 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

When creating the Chart of accounts, care must be taken to avoid linking accounts of incompatible status (e.g. asset to expense). A field on each account type on T3668 indicates which account types are related, and thus eligible to be linked together.

6.8.2 General Ledger Chart Inquiry

Having established the chart of accounts it is useful to be able to see the chart and the accounts linked below it. It is possible to inquire on the GL chart online.

On the Chart of Accounts Maintenance Submenu screen, select Option <Inquire on Chart Structure>. The GL Chart Structure Inquiry screen will be displayed:

CSC INTEGRAL Admin

GL Chart Structure Inquiry Session Info | Help | Home | Logout

Company: CSC Group Currency: SGD

Sel	Company	Account Code	Description	Val Flg	Acc Typ	Pst Flg	Bfd Flg	Act Acc	Rcn Flg	Aut Pst
<input type="checkbox"/>	3	TRIALBAL	Trial Balance	1	T	S	F	A	N	N
<input type="checkbox"/>	3	BALANCE-ERROR	Posting Errors & Imbalances	1	A	P	F	A	N	Y
<input type="checkbox"/>	3	BALANCESHEET	Balance Sheet	1	A	S	F	A	N	N
<input type="checkbox"/>	3	P&L	Profit & Loss Account	1	I	S	Z	A	N	N

Up Down Bal

Exit Continue ➔

You can inquire on the chart structure by selecting a GL account code and drilling up and down, using option <Up> and <Down>.

6.9 General Ledger Explosion/Implosion Report

Having established the Chart of Accounts it is often useful to be able to produce a hard copy listing of part or all of the structure. On-Line enquiries are also available for examining the Chart of Accounts.

The subsystem provides the facilities necessary to produce either an implosion or explosion of a specified account. An explosion will list all accounts that are linked below the specified account, while an implosion will list all the accounts above the specified account. The account identifier is entered via an on-line parameter session and validation takes place to ensure that it is a valid account before the batch job may be submitted for processing.

The reports are generated through batch schedules that will produce reports GLIMPLR (Implosion report) and GLEXPLR (Explosion report).

6.10 General Ledger Unlinked Accounts

Keeping the General Ledger and Chart of Account structure in order is quite vital to every Accountant and Financial Controller. As the General Ledger can be considerably complex it is not easy to keep track of every account linked or not linked to it.

As a result the need arises for a report that will provide a listing of all the unlinked accounts so that an Accountant can, at a glance, detect that an account that should be linked to the Chart of Accounts has been.

INTEGRAL system has this facility by running the batch job GLUNLNK that produces a full listing all the posting accounts that are not linked to summary accounts, and all the summary accounts that are not linked to posting accounts.

6.11 General Ledger Base Batch Jobs

In INTEGRAL, there is a list of base batch jobs that can be run as often as required however, some have an impact on the on-line system and should only be run when the on-line system is inactive. The majority of jobs need to complete satisfactorily before than can be submitted again but in some situations this is not the case and this flexibility can be provided in the Batch Job definitions subsystem.

Below is a list of the GL batch jobs

Batch Job	Description	Applicable for		
		LIFE	P&C	GROUP
GLALOCL	General Ledger Automatic Allocation Rules Report. There is an option within the General Ledger Submenu to allow for automatic methods so that it is possible to transfer moneys between accounts. The report will list all Automatic Rules within the system. This report is a read only report and will not post any items to the General Ledger and therefore, can be run at anytime.	√	√	√
GLALOCR	This batch job extracts records from the "ALOC" file and uses them for the basis for automatic journal creation for the General Ledger. Each allocation record that is extracted contains the details of the allocation method, required figures and calculation basis. This is then used to calculate an amount that will actually be posted to the appropriate General Ledger account. This report again is a "read only" and as such it will not post any items to the relevant accounts. It is suggested that this batch job be run prior to the GLALOCU as part of the General Ledger controls.	√	√	√

Batch Job	Description	Applicable for		
		LIFE	P&C	GROUP
GLALOCU	This is the batch job that actually posts the automatic allocations as explained above and can be run daily, weekly or monthly. It is important that this job is run when the business day is over so that the job can run without data being added as may happen during the working day. It will actually post the extracted records to the appropriate account(s) and provide a report for audit purposes.	√	√	√
GLAUD	General Ledger Audit Report. This report extracts data created from the GLUPD, General Ledger Update or Posting Batch Job. The purpose of this report is to allow the user access to this information in a number of ways by completion of a parameter screen. Therefore, a number of Audit Reports can be processed against the same data file but extracting different combinations of data and displaying it in several different ways. This job can be run anytime but if it is important to have Audit style reports on the most up to date information then obviously these should be run the next business day after GLUPD.	√	√	√
GLBALST	General Ledger Balance Statement requires a parameter to be entered normally the Trail Balance or Profit & Loss Account. The report will list all entries for the entered account number and all those accounts linked below it in the Chart of Accounts. It will display this information showing current month to date and year to date actuals together with last year to date results. As this job does not process any information it can be run at any time.	√	√	√
GLCLONCO	This is the batch job to clone the General Ledger structure from one company to another within the system. This job can be run at any time if required.	√	√	√
GLCLONCU	General Ledger Account Clone for Currency. This job will clone a General Ledger structure from one currency to another. If required this job can be run at any time.	√	√	√
GLCLONST	This is the batch job to clone a new General Ledger structure from an existing one within the same company. If necessary this job can be run at any time.	√	√	√

Batch Job	Description	Applicable for		
		LIFE	P&C	GROUP
GLCMPST	General Ledger Comparison Statement enables you to obtain a hard copy of any account figures to compare to the corresponding budgets or last year's performance, etc. As this report is a read only and therefore, does not complete any processing it may be run at any time.	√	√	√
GLCMYST	General Ledger Multi Currency comparative statement. This report has been designed so that the effects of foreign exchange can be analyzed. The report provides details of currency conversions actually performed and compares these with conversions that would apply if the transactions were performed at current rates. This job can be run at any time.	√	√	√
GLEXPRL	General Ledger Explosion Report requires that a valid General Ledger account is entered at the parameter screen and all accounts below that account in the Chart of Accounts are listed showing the relationship. This batch job can be run at anytime.	√	√	√
GLEXPST	The General Ledger Expense Sub Ledger Report is run on accounts specified in table T3669. The report lists all the activities in accounts specified and all accounts linked below the account within the Chart of Accounts. This report is designed to report on Expense type entries. Again as this job does not complete any data processing and is just a report it may be run at anytime.	√	√	√
GLIMPLR	General Ledger Implosion Report requests that a valid General Ledger account be entered into the parameter screen and all accounts above that account are listed showing the relationship. This job can be run at anytime.	√	√	√
GLINIT	This batch job initializes accounts according to their account types. This job is normally completed during the Development and Customization process so that when the Model Office testing commences all accounts have been initialized and ready for receiving data.	√	√	√
GLMTHST	General Ledger Monthly Statement is similar to GLBALST with the difference being the showing of the Year to Date figures against budgeted figures. This batch job is a read only and therefore, can be run as when and when required either during on-line processing or in overnight run.	√	√	√

Batch Job	Description	Applicable for		
		LIFE	P&C	GROUP
GLUPDATE	<p>General Ledger Update.</p> <p>This job can be run daily, weekly or monthly and will extract batches to post to the General Ledger accounts in accordance with the item B3610 in table T1697. Once extracted these batches are “flagged” as having been processed so they are not selected again. The extract information is restructured into GTRN’s and then the amounts are posted to the General Ledger.</p> <p>In addition this job will create balancing transactions, should a one sided entry enter the system and create accounts should an account be used that is not set up in the Chart of Accounts. However, before the system can complete these actions certain information has to be entered into the appropriate tables and Chart of Accounts. Due to the sensitivity of this data this job should only be run when the on-line system is inactive.</p>	√		√
GLPOLISY	This job is the equivalent as GLUPDATE but is used by P&C Admin system only.		√	
GLROLL	<p>This job “Rolls Over” the accounts that have an appropriate balance forward flag to show the brought forward balance as the new opening amount. It also initializes those accounts with a Balance Brought Forward flag of Z. This job requires an Appropriation Account be entered in table T3698 item ****GL.</p> <p>This job is run at the end of the financial year and can be run any number of times. However, it is strongly suggested that this job be not run until the online system is inactive.</p>	√	√	√
GLUNLNK	This job extracts all the accounts that exist in the General Ledger, whether created manually or by batch run, that are not linked within the Chart of Accounts. The criteria are that posting accounts that are not linked to summary accounts are listed, as are summary accounts that do not have posting accounts linked below them. This job can be run at anytime.	√	√	√
GLYTDST	This is the General Ledger Year to Date Report. It lists transactions in the specified account, and any subsidiary accounts, for the current month and year. This job can be run as and when required.	√	√	√

6.12 Sun Accounting System Interface

Due to the increasing demand for FSU/Asia General Ledger to be able to interface with the Sun Accounting System, a facility was provided to extract General Ledger Account figures at the end of the month for downloading to the Sun Accounting System.

It should be noted that although specific reference is being made to the Sun Accounting System, this functionality is actually applicable for any third party accounting system.

No detailed transaction data is downloaded. Instead, only the summarized total of each Sun General Ledger Account is extracted. The General Ledger Journal transactions once posted to the General Ledger will also be extracted for downloading as long as they correspond to a Sun General Ledger Account Number.

*An Audit Trail Report listing the summarized value extracted and downloaded for each Sun Account Number is generated at the end of the batch job for the user's attention and verification. The file **SACCSAnnnnn** is only created for downloading if the FINAL TOTAL extracted for all accounts equals ZERO (i.e. Debits = Credits).*

The „Alternate Ref.“ Field in FSU/Asia General Ledger Account maintenance is used as a Cross Reference for the Sun General Ledger Account To avoid duplicate extraction of values, users should ensure that only Posting accounts have non-blank ‘Alternate Ref’ fields. All Summary Accounts and Posting Accounts (e.g. APPROPRIATION) which are not required to be downloaded to the Sun Accounting System should leave the ‘Alternate Ref’ field blank.

7. Batch Processing

7.1 To run a batch job

To run a batch job take the Batch Processing option from the System master menu, and select <Schedule submission>.

Schedule Submission Submenu will be displayed with a list of batch jobs that you are authorised to run. Enter the batch job you want to run at the Select field.

The effective date will default as today and the accounting period the current accounting period. Click <Continue> to proceed.

If the batch job requires parameters the appropriate parameter screen will be displayed.

Schedule	Description
DRYGLUPDTE	Diary General Ledger Update
F3DBTPOST	Debtors Post and Reconcile
F3DBTREPT	Debtors Month end Reports
F3DBTROLL	Debtors Rollover
F3DBTSTMT	Debtors monthend stmt
F9AUTOALOC	Automatic Number Allocation - Company 9
F9CLNTREG	Client Register
F9CRTENRL	Create ENRL for all Contracts
F9DEPSLIP	Deposit Slip Processing
F9DEPSLIP	Deposit Slip Processing

7.2 To inquire on maintain a batch job

To inquire on or maintain a batch job that has been submitted. Take the Batch Processing option from the system master menu and select <WW submitted schedules>.

The user name, schedule name, from effective date and schedule number can be used to filter out the jobs that will be displayed. The user name will default as your user name. The effective date will default as today.

Click <Continue> to proceed.

The Schedule Maintenance screen will be displayed with the batch jobs you have selected.

INTEGRAL Admin - Schedule Maintenance Processing

Session Info | Help | Home | Logout

Input

User Name	Schedule
From Effective Date 05/05/2012	Schedule Number

Exit Continue ➔

Chose the appropriate option listed at bottom of the screen to

- ☐ Work with spool files
- ☐ Restart the job
- ☐ View messages received on the job
- ☐ View the processes on the job and their status

INTEGRAL Admin - Work with Submitted Schedules

Session Info | Help | Home | Logout

Extra Info

Functions

Select	Status	Description	Schedule Name	Schedule No	Effective Date
<input type="radio"/>	90	Completed	G3MBRCASH	2	07/05/2012
<input type="radio"/>	90	Completed	G3GISSUE	182	07/05/2012
<input type="radio"/>	90	Completed	G3MBRCASH	1	07/05/2012
<input type="radio"/>	90	Completed	G3GISSUE	181	07/05/2012
<input type="radio"/>	90	Completed	G3GISSUE	180	04/05/2012
<input type="radio"/>	90	Completed	G3GISSUE	179	20/04/2012
<input type="radio"/>	90	Completed	G3CA SHISS	72	20/04/2012
<input type="radio"/>	90	Completed	G3GISSUE	178	20/04/2012
<input type="radio"/>	90	Completed	G3CA SHISS	71	20/04/2012

Change Hold End Detail Restart Messages SpoolFiles Processes Remove

Exit Refresh Continue ➔

7.3 To Preload Batch Parameters

In order to illustrate the pre-loading of batch parameters a sample job has been included here for reference.

FSU provides a facility to setup the runtime requirements for batch schedules prior to their execution. This functionality is accessed via <Batch Processing> and <Parameter Pre-Load>.

The **Schedule Name** field, windows to a list of batch schedules, which are sanctioned to the signed-on user. In our example the G3GEDOWN batch schedule should be selected.

Parm. Prompt windows to a list of parameter prompt screen applicable for the selected schedule. As G3GEDOWN only has one parameter prompt screen, this value is **not** required.

The **Effective Date** field relates to the date upon which the scheduled batch is being run. This facility allows you to create the runtime parameters for a schedule in advance.

Accounting Month/Year should be set as required.

Run Type and **Run Occurrence** are not required.

Select the appropriate Submenu action and press enter. The appropriate parameter prompt screen for the selected batch schedule is then displayed as shown below for our example SR9Q9

The screenshot displays the INTEGRAL Admin web application in a Windows Internet Explorer browser. The page title is "Generic Download". The left sidebar contains "Extra Info" and "Functions" sections. The main content area contains the following fields and options:

Schedule Name/Number	Accounting Month/Year	Effective Date
XXXXXXXXXX 999999.99	99 99.99	XXXXXXXXXX

Job Queue: XXXXXXXXXXXX

Company: X

Branch: XX

Movement Period (Transaction Date): XXXXXXXXXXXX to XXXXXXXXXXXX

Movement Types of Data to Include:

Policy	Member	Bill
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Units	Accounting	
<input type="checkbox"/>	<input type="checkbox"/> <Y/N>	

At the bottom right, there are "Exit" and "Continue" buttons.

The Parameter Pre-Load submenu also allows users to modify existing parameters or delete as required.

N.B. Please note that the refresh facility is not available on this screen but validation is performed when <Continue> is pressed.

8. User Sanctions

From the Main Menu, select <System Administration> and select <User Security> submenu option. User Security screen will be displayed. All users and users groups set up on the system will be displayed.

You can select to Create, Modify, Copy, Delete, Display user profile.

The screenshot shows the 'User Security' screen within the 'CSC INTEGRAL Admin' interface. On the left is a 'Main Menu' sidebar with options: System Administration, Batch Processing, Development Utilities, Software Management, and Scheduler. The main area displays a table with the following data:

Select	User	Description	Profile Type	
<input type="radio"/>	STANG20			
<input type="radio"/>	STANG20	Account for Stephanie Tang	Normal User	Norm

Below the table are buttons for 'Create', 'Modify', 'Copy', 'Delete', 'Display', and 'Change Passwd'. At the bottom right are 'Exit', 'Refresh', and 'Continue' buttons.

8.1 Create User

When creating a normal user on the system the user must first have an LDAP user profile defined. This should have been set up using the appropriate server administration commands to grant them access to the environment for which you are setting up authority.

The system allows the creation of group users. These are profiles that define the sanctioning for a group of people. Users can then be assigned to these groups so that individually sanctioning is not required.

When creating a user, group or individual, you will be presented with User Details Maintenance screen.

Enter the group name that applies if an individual user. For group profiles this will default to *Group.

- ❑ The system will generate a user number for the profile automatically.
- ❑ Enter the default language, E for English
- ❑ Enter the default company: 1 for P&C, 2 for Life, 3 for Group, 9 for FSU and 0 for the system administration company
- ❑ Enter the default branch, e.g. 10
- ❑ A start date and end date should be entered
- ❑ Restricted access only applies if entity sanctioning applies. For example, the user is an agent and should see only their own policies.
- ❑ Click on each of the options at the Extra Info box to enter company, branch, table group, authorised transactions, FSU and additional sanctioning details.

8.1.1 Company Details

Company sanctioning will bring you to User Companies screen where the companies available will be listed. Click the checkbox against the companies to sanction.

Select	Company	Description
<input checked="" type="checkbox"/>	0	CSC System Company
<input checked="" type="checkbox"/>	3	CSC Group
<input checked="" type="checkbox"/>	9	CSC FSU

8.1.2 Branch Details

Branch sanctioning will bring you to User Branches Within Company screen, where the branches available for the companies previously sanctioned will be listed. Put a “Y” against the branch/es to sanction.

INTEGRAL Admin

.. User Branches Within Company

Session Info | Help | Home | Logout

Extra Info

User

Start Company


Sel	Company	Branch	Description
<input checked="" type="checkbox"/>	0	**	All Branches
<input checked="" type="checkbox"/>	0	10	Branch 10
<input type="checkbox"/>	0	20	Branch 20
<input type="checkbox"/>	0	HO	Head Office
<input type="checkbox"/>	0	SG	Singapore Branch
<input checked="" type="checkbox"/>	3	**	All Branches

Valid Values for Select ' ', 'Y' or 'G'.

Exit
Continue ➡

8.1.3 Table Sanctioning

Table group sanctioning will bring you to User Table Groups screen. The valid table groups that apply should be entered here. The table grouping will have been set up and configured as part of table and codes. Note that restricting access to table groups will not restrict inquiry access. Tables with no grouping will be accessible to all who have access to the table and codes menu options.



INTEGRAL Admin

Extra Info

Functions

User Table Groups

Session Info | Help | Home | Logout

User

STANG20

Sanctioned Table Groups

0	1	2	3	4	5
6	7	8	9	A	B
C	D	E	F	G	H
I	J	K	L	M	N
O	P	Q	R	S	T
U	V	W	X	Y	Z

Exit

Continue ➡

8.1.4 Transaction Sanctioning

The authorised transactions option will bring you to Authorized Transaction screen. Transactions will need to be sanctioned within each company that has been authorised.

To sanction batch jobs you will need view transactions in company * (asterisk).

If transactions are authorised as part of the user group applied to the user they will be shown with a G. To sanction a transaction enter a Y.

Authorised Transactions

User: STANG20 Stephanie Tang

Company: Scan: Transaction Code:

Authorized	Company	Description	Tran
<input checked="" type="checkbox"/>	0	System Administration	M001
<input checked="" type="checkbox"/>	0	Tables and Codes	S001
<input checked="" type="checkbox"/>	0	Table Header Create	T001
<input checked="" type="checkbox"/>	0	Table Header Modify	T002
<input checked="" type="checkbox"/>	0	Table Header Enquiry	T003
<input checked="" type="checkbox"/>	0	Table Item Create	T004
<input checked="" type="checkbox"/>	0	Table Item Modify	T005
<input checked="" type="checkbox"/>	0	Table Item Enquiry	T006

Exit Refresh Continue ➡

8.1.5 FSU sanctioning

FSU sanctioning will first bring you to User FSU Information screen.

User FSU Information

User Name: GNG

Company	Receipt Sanction	Security Level	Underwriting Limit
1	<input checked="" type="checkbox"/>	9	999999999.00
2	<input checked="" type="checkbox"/>	9	999999999.00
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

Exit Continue ➡

The next screen displayed will be User FSU Bank Codes. For each bank account used by the company enter the authorisation limit for the group or individual user being defined.

Authorisation limit 1 is used for the authorisation transaction.
 Authorisation limit 2 is used for the approval transaction.
 If the group profile has an authorisation limit defined for a bank account, it will not be possible to enter a different limit at the individual level.

CSC INTEGRAL Admin User FSU Bank Codes Session Info | Help | Home | Logout

User Name: GNG

Company	Bank Code	Authorisation Limit 1	Authorisation Limit 2
1	01	999999999	999999999
1	02	999999999	999999999
2	01	1000000000	999999999999

Exit **Continue**

8.1.6 Secured data access – Entity sanctioning

Secured Data Access is the capability to authorize specific entities within the System. An entity could be a contract, an agent and so on depending on application. A user can only access the entity to which they are authorized. In INTEGRAL, modification has been made on Agent Enquiry and Contract Enquiry.

If Secured data access and entity sanction is required Secured Data Access Entity Sanction will need to be completed.

CSC INTEGRAL Admin Secured Data Access Entity Sanction Session Info | Help | Home | Logout

Restricted User ID: GNG

Select	Company	Prefix	Entity	Description
--------	---------	--------	--------	-------------

More...

Modify **Remove** **Display**

Exit **Refresh** **Continue**

8.1.7 Additional Sanctioning

Additional sanctioning will display Additional Sanction Menu where 4 options are available. Click on the checkbox against each option as required.

The screenshot shows the 'Additional Sanction Menu' interface. The sidebar on the left contains two sections: 'Extra Info' and 'Functions'. The main content area displays a table with the following data:

Select	Company	Description
<input type="checkbox"/>	1	P&C Claim Approval Limit
<input type="checkbox"/>	1	P&C Non Auto Rating
<input type="checkbox"/>	1	P&C Underwriting Limit
<input type="checkbox"/>	1	P&C Clnt/Vehicle Blacklisting
<input type="checkbox"/>	2	Life Agent Sanctions
<input type="checkbox"/>	2	Life Authority Limit
<input type="checkbox"/>	3	Group Claim Approval Limit
<input type="checkbox"/>	3	Group U/W and Claim Rules

At the bottom right of the interface, there are three buttons: 'Exit', 'Refresh', and 'Continue'.

8.1.7.1 P&C Claim Approval Limit

This screen is where the maximum claim approval for each risk type that a user is authorized to approve is being set.

The screenshot displays the 'Claim Approval Limit' configuration screen. At the top, the header includes the CSC logo, 'INTEGRAL Admin', and session navigation links. Below the header, the company is set to 'ABC Insurance Company' and the user to 'GNG Gek land'. The main area contains a table with the following columns: Risk Type, Description, Approval Limit, Claim Reserve Expense, and Comparison Basis. The table lists 10 rows, each with a search icon in the Risk Type column. A 'More...' button is located to the right of the table. At the bottom, there are navigation buttons: Exit, Previous, Refresh, and Continue.

Risk Type	Description	Approval Limit	Claim Reserve Expense	Comparison Basis
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

The following information is mandatory:

Risk Type – this is the risk to be sanctioned to the user. This may be selected by either typing the value manually or by using the search icon. If the user need to be sanctioned to all risk types, ‘***’ may be entered for this field. Description will automatically be populated by the system based on the risk type selected.

Approval Limit – this captures the limit to be sanctioned to the user for approving a claim registration. This amount is compared with claim incurred (paid + outstanding). This has to be entered manually.

Claim Reserve Expense – this captures the limit to be sanctioned to the user for approving a claim registration. This amount is compared with the total of all claim reserves identified as ‘Expense’ in Claim Expense Table T4681. This has to be entered manually.

Comparison Basis – this is used to compare against the Effective date of the Claim registration Approval Limit to determine the correct limit to use. This has to be entered manually.

Valid values are:

- L – Date of Loss
- R – Date Reported
- A – Date Approved

Date – this is the effective date of the Claim Approval Limit. This may be entering entered by either typing the date manually or by using the calendar icon.

8.1.7.2 P&C Non Auto Rating

This screen is where the rating flag for each transaction and risk type that a user is authorised to issue the risk is being set.

The screenshot displays the 'Non Auto Rating Control' screen within the CSC INTEGRAL Admin interface. The top navigation bar includes 'Session Info', 'Help', 'Home', and 'Logout'. The left sidebar contains 'Extra Info' and 'Functions' sections. The main content area features a table with three columns: 'Transaction Code', 'Risk Type', and 'Rating Flag'. Each row in the table has input fields for the first two columns, each with a search icon, and a dropdown menu for the 'Rating Flag' column. The table is currently empty, showing only the headers and the '--Select--' option for the rating flag. At the bottom of the screen, there are navigation buttons: 'Exit', 'Previous', 'Refresh', and 'Continue'.

Transaction Code	Risk Type	Rating Flag
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--
<input type="text"/>	<input type="text"/>	--Select--

The following information is mandatory:

Transaction Code – this captures transaction code in which the rating is applicable to. This may be entered manually or by using the search icon. If the user need to be sanctioned to all transaction codes, '****' may be entered for this field.

Risk Type – this captures the risk type in which the rating is applicable to. This may be entered manually or by using the search icon. If the user need to be sanctioned to all risk types, '***' may be entered for this field.

Rating Flag – this field indicates the type of rating flag that a user is allowed to use. Use dropdown list to select value.

Valid values are:

- Frozen
- Manual
- Both

8.1.7.3 P&C Underwriting Level

This screen is where the maximum sum insured amount for each policy type and risk type that a user is allowed to issue is being set.

The screenshot displays the 'Underwriting Limit' interface. On the left, there's a sidebar with 'Extra Info' and 'Functions' sections. The main area has a header with 'CSC INTEGRAL Admin' and 'Underwriting Limit'. Below the header, there are input fields for 'Company' (ABC Insurance Company) and 'User Name' (ONG). A table with the following columns is present: 'Select', 'Contract Type', 'Risk Type', 'Rate Flag', 'Underwriting Limit', and 'Overriding Flag'. The table is currently empty. At the bottom of the table area are 'Add' and 'Remove' buttons. At the very bottom of the screen are navigation buttons: 'Exit', 'Previous', 'Refresh', and 'Continue'.

The following information is mandatory:

Contract Type – this captures the contract type in which the underwriting limit is applicable to. This may be entered manually or by using the search icon. If the user need to be sanctioned to all contract types, ‘***’ may be entered for this field.

Risk Type – this captures the risk type in which the underwriting limit is applicable to. This may be entered manually or by using the search icon. If the user need to be sanctioned to all risk types, ‘***’ may be entered for this field.

Rate Flag – this field indicates whether the premium rating is to be obtained automatically by the system or to be entered manually by the user. This has to be entered manually.

Underwriting Limit – this specifies the maximum amount allowed for underwriting limit or sum insured of the specified contract and risk type. This has to be entered manually.

Overriding Flag – this indicates whether a user is allowed to do manual overriding of premium amounts. Checkbox needs to be checked to authorize the user to override premium amounts

8.1.7.4 P&C Client/Vehicle Blacklisting

This is the screen to allow sanctioning of user to Non-active clients and Vehicle Blacklisting.

The screenshot displays the 'Client/Vehicle Blacklisting' interface. On the left, there is a sidebar with 'Extra Info' and 'Functions' sections. The main area contains a 'Company' field with 'ABC Insurance Company' and a 'User Name' field with 'GNG'. Below these is a table with three columns: 'Contract Type', 'Non Active Client', and 'Vehicle Blacklisting'. Each row in the table has a search icon in the 'Contract Type' column and checkboxes in the other two columns. A 'More...' button is located above the table. At the bottom right, there are buttons for 'Exit', 'Previous', 'Refresh', and 'Continue'.

Contract Type	Non Active Client	Vehicle Blacklisting
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following information is mandatory:

Contract Type – this captures the contract type in which the client/vehicle blacklisting sanction is applicable to. This may be entered manually or by using the search icon. If the user need to be sanctioned to all contract types, ‘***’ may be entered for this field.

Non Active Client – this indicates whether the user is authorised to issue the policy transaction for blacklisted client (where status is not active). ‘Y’ must be typed in manually to sanction the user for this option.

Vehicle Blacklisting – this indicates whether the user is authorised to issue a blacklisted vehicle policy. ‘Y’ must be typed in manually to sanction the user for this option

8.1.7.5 Life Agent Sanctions

The screenshot shows a web application interface for 'CSC INTEGRAL Admin'. The main title is 'User Id via Agent Number'. In the top right corner, there are links for 'Session Info', 'Help', 'Home', and 'Logout'. On the left side, there is a sidebar with two sections: 'Extra Info' and 'Functions'. The main content area contains a 'User' field with the value 'MELANIE'. Below this, there are two columns: 'Agent Number' and 'Name'. Each column has three input fields, each with a magnifying glass icon to its right. At the bottom right of the main content area, there are four buttons: 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

This User Id Via Agent Number screen is for maintaining the Agent Number that a User ID can access in Agent Production Inquiry transaction.

If no Agent Number is set in this screen, the User ID can view the production details of any agent. Otherwise, only the agent number keyed into this screen can be accessed.

This screen is set up via R200'X' of T1661, where 'X' is the operating mode of the transaction.

8.1.7.6 Life Authority Limit

The screenshot shows a web application interface for 'CSC INTEGRAL Admin'. The main title is 'Authority Limit'. At the top right, there are links for 'Session Info', 'Help', 'Home', and 'Logout'. The form contains three input fields: 'Company' with the value '2', 'User Name' with the value 'MELANIE', and 'Underwriter Approval Level' with a dropdown menu showing 'Underwriter Level 6'. At the bottom right, there are four buttons: 'Exit', 'Previous', 'Refresh', and 'Continue' with a right-pointing arrow.

Underwriter Approval Level can be maintained here. Table TR594 (User Authority Limit) stores the following authority parameters:

- Plan Type – Single Premium, Regular Premium, Mortgage and etc.
- Standard TRSA Limit
- Substandard TRSA Limit

The limit amount is calculated based on the Total Relevant Sum Assured (TRSA), which is the sum assured of all In-Force policies, on the Life Assured, within X number of months from the Risk Commencement Date. This limit is also validated against the Life Assured being a Standard or Substandard life.

Underwriting Authority Limit checking is conducted at:

- U/W Approval
- Withdraw Proposal
- Decline Proposal
- Postpone Proposal
- Not Taken Up Proposal (including batch NTU)
- Reverse Decline/Withdraw/Postpone/NTU

8.1.7.7 Group Claim Approval Limit

The <Group claim approval limit> will bring you to Group Claim Approval Limits screen.

Product	Type	Comparison Basis	Limit Before	Limit This Date	Limit On & After
****	All Products	<input checked="" type="checkbox"/>	999999999999	01/01/2000	999999999999
CRIC	Group Critical Illne	<input type="checkbox"/>			
EXEC	The Executive Health	<input type="checkbox"/>			
GADD	Group Accident Death	<input type="checkbox"/>			
GCAI	Group Catastrophic M	<input type="checkbox"/>			
GDDI	Grp Dread Disease(Ac	<input type="checkbox"/>			
GDI	Grp Disability Incom	<input type="checkbox"/>			
GHC1	Group Health - Hospi	<input type="checkbox"/>			

Notes and comments:

- ❑ A list of products based on T9797 will be displayed. The limit can be entered for all products or at the individual product level.
- ❑ If 'Y' is entered in the **Validate payee**, the system will restrict claim payment to only valid payees as per T9817 rules when processing a claim.
- ❑ **Authorise Policies on Hold Cover:** if this is set to "Y", the user will be able to authorise claims on policies that are PN, PR, LA, CA, and DC at the time of claim.

8.1.7.8 Group UW and Claims Rules

The <Group U/W and claims rules> option (on the Additional Sanction Menu screen) will bring you to U/W and Claim Rules screen.

Premium methods allowed to use		
<input type="checkbox"/> 01	<input type="checkbox"/> 02	<input type="checkbox"/> 05
<input type="checkbox"/> 06	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 03	<input type="checkbox"/> 13	<input type="checkbox"/> 07
<input type="checkbox"/> 04		

Notes and comments:

- ❑ The maximum premium discount will be validated against premium discounts entered at product/plan definition on the policy
- ❑ The premium methods allowed will be validated against the premium method selected at product/plan definition on the policy
- ❑ Allow override of claims payable amounts will validate that the claims payable amount is within tolerance differences for the payees based on tolerances entered for override.
- ❑ Allowed to override GST will allow the default GST to be amended by the user.

8.1.7.9 *Cryptographic Control*

This is the parameter screen to determine whether user can view the encrypted data for Credit Card Number displayed online.

The screenshot shows the 'Cryptographic Control' screen within the 'INTEGRAL Admin' system. The interface includes a sidebar on the left with 'Extra Info' and 'Functions' sections. The main content area contains fields for 'Company' (9 CSC FSU) and 'User' (STAING20 Stephanie Tang). Below these is a 'Decryption Allowed' checkbox, which is currently unchecked. At the bottom right, there are 'Exit' and 'Continue' buttons.

INTEGRAL Admin	
Cryptographic Control	
Company	User
9 CSC FSU	STAING20 Stephanie Tang
Decryption Allowed	
<input type="checkbox"/>	
Exit Continue ➔	

8.1.7.10 *Location Code Control*

The <**Location Code Control**> option (on the Additional Sanction Menu screen) will bring you to Location Code Control screen.

The screenshot displays the 'Location Code Control' interface. At the top, the CSC logo and 'INTEGRAL Admin' are visible. The main header area shows 'Location Code Control' with links for 'Session Info', 'Help', 'Home', and 'Logout'. Below this, the 'Company' is set to '9 CSC FSU' and the 'User' is 'STANG20 Stephanie Tang'. The central part of the screen is a table titled 'All location codes sanctioned to (Maximum 54)'. The table has 54 columns, with the first three labeled 'LOC1', 'LOC2', and 'LOC3'. Each column contains a search icon. The table is organized into 10 rows. At the bottom right of the table area, there are 'Exit' and 'Continue' buttons.

Notes and comments:

- ❑ Location and sub-locations are defined here for each user
- ❑ Location data entry at Group Policy Header will be validated against value set here
- ❑ System does not allow a user to issue policy in a location he is not sanctioned to.