Operational Manual
For
RPCD Application

Document Id: RBI_RPCD_Operational_Manual_Ver_0_1.doc
Version 0.1

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1 INTRODUCTION

1.1 PURPOSE

This document outlines the operational manual for the RBI-RPCD Application developed for RBI-RPCD (Mumbai) and its sub-offices. It will serve the following purpose.

- Reference manual for the authorized users of the application.
    - Bank Users
    - RPCD Users (CO/RO)
    - Admin Users

The Objective of the manual is as follows:

- Bank Return Process Management
- Master Data Maintenance

1.2 ASSUMPTIONS

- A valid user id & password will be provided to all Bank / RPCD users to access the RPCD Application through internet.

2 NAVIGATION

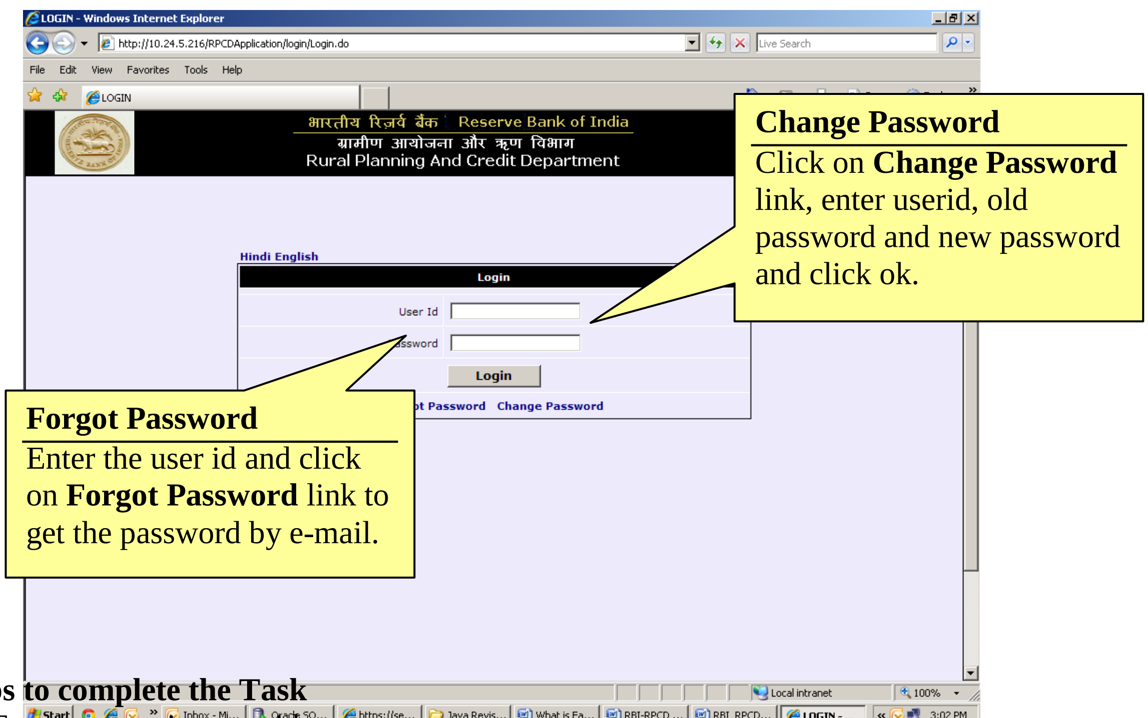
2.1 LOGIN

Bank or RPCD user can login to the application using the valid user id & password provided to them.

➢ Open Internet Explorer and type the application URL provided by the system administrator, for example:

https://secweb.rbi.org.in/rpcd/login/Login.do

Result: Login screen as shown in Fig. below appears on the screen.



Steps to complete the Task

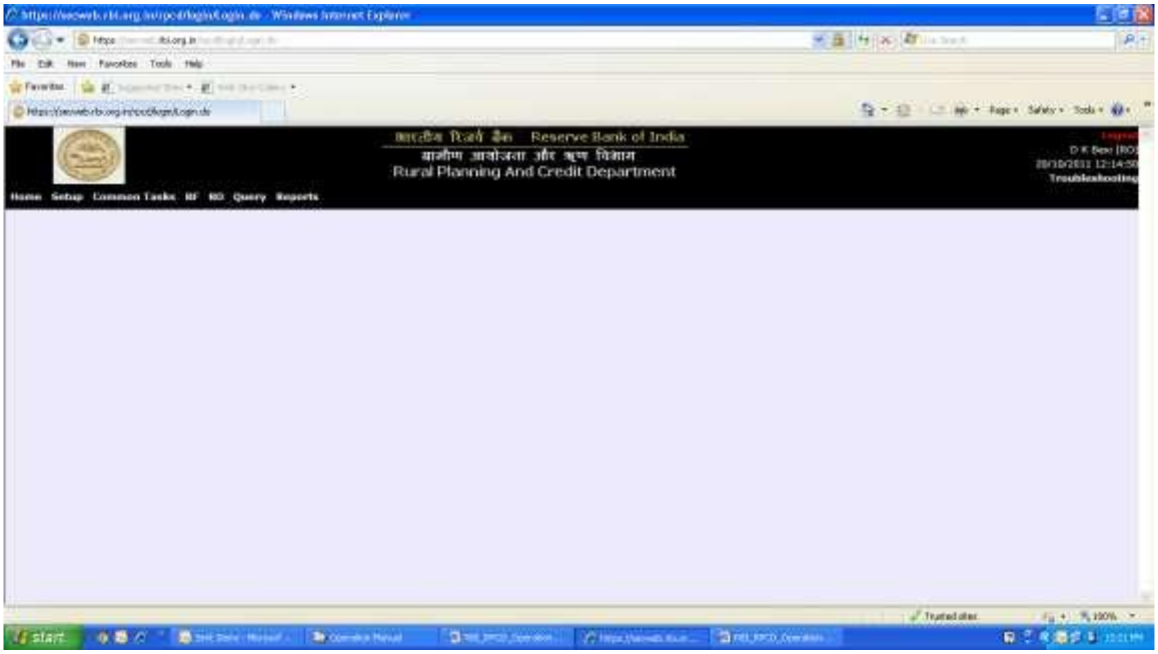
➢ Enter appropriate userid.

➢ Enter the password provided and click on „Login" button.

Result: After successful verification of user credentials, appropriate task screen appears on the screen.

2.2 MENU NAVIGATION

After successful login, user can navigate through the menu by using the mouse.



There are following main menu options available to the user.

For Bank User

- Home → Takes the user to return screen.

For RPCD User

- Home → Takes the user to home page.
- Setup → Show different sub-menus under Setup Menu.
- Common Tasks → Show different sub-menus under Tasks Menu.
- RF→ Shows menus under RF
- RO→ Show different sub-menus under RO
- Query→ Show different sub-menus under Query
- Reports→ Show different sub-menus under Reports

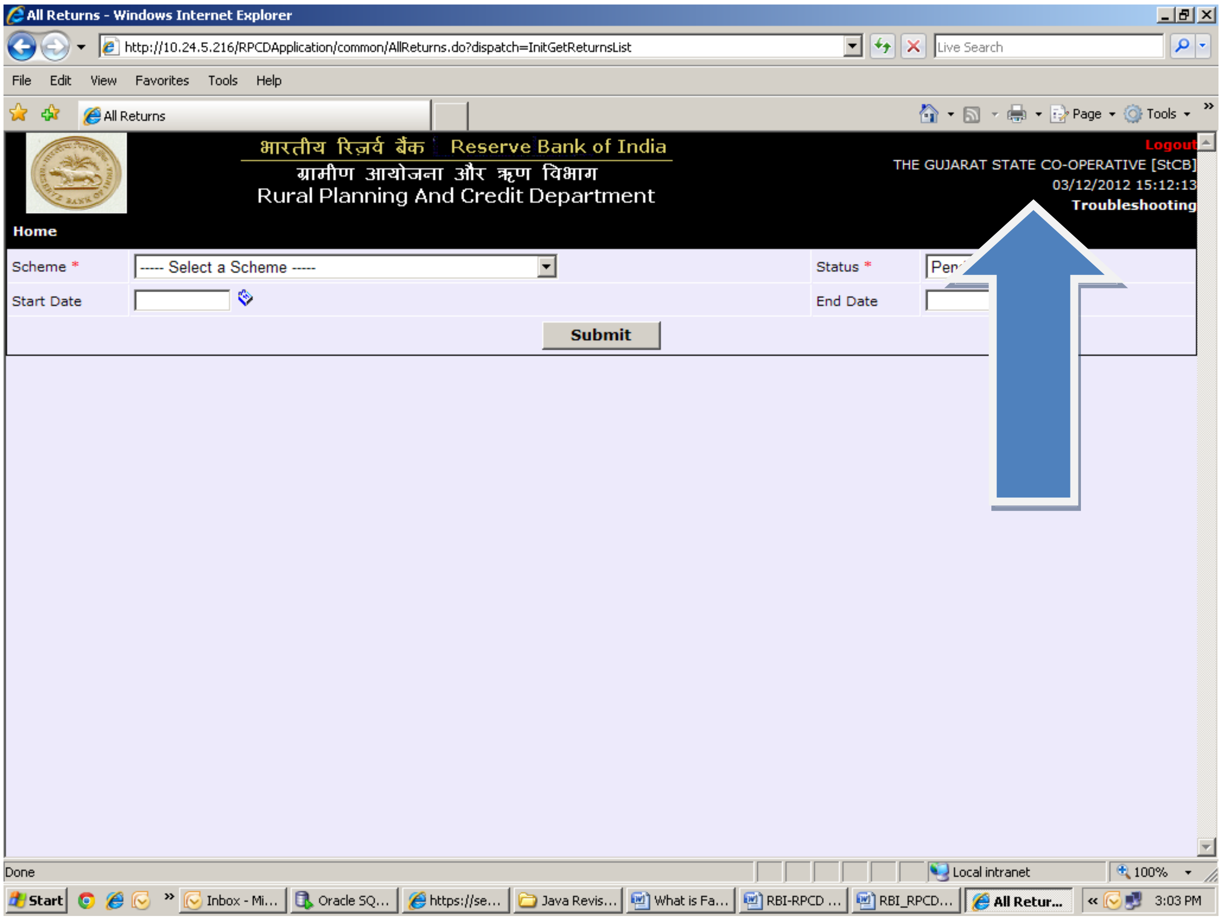
User needs to take the mouse on the above available menus, to navigate different child menu options. User needs to click on particular menu to view the transaction or screen for the same.

2.3 LOGOUT

To logout from the application, user needs to click on Logout link provided at the top right corner of the application.

2.4 USER INFORMATION

After successful login, user name & his/her department will be shown at the top right corner of the application.



BANK USER

3 BANK RETURN PROCESS MANAGEMENT

3.1 BANK USER

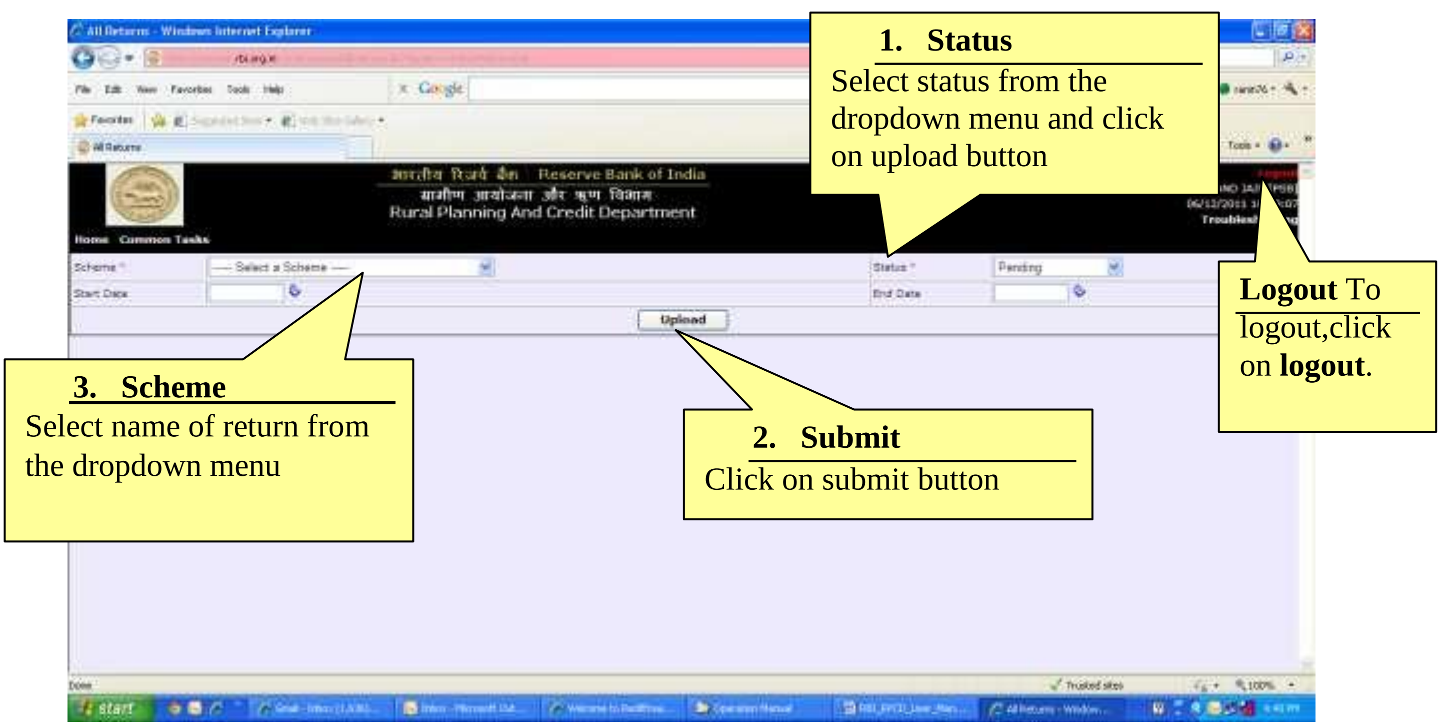
- Open Internet Explorer and type the application URL provided by the system administrator, for example:

  https://secweb.rbi.org.in/rpcd/login/Login.do

Bank user needs to login to RPCD Application using the user id & password provided to them.

3.1.1 Selecting a Return

After the successful login, following screen will be shown to the bank user.



After completing the steps mentioned above , following screen will be shown to the bank user.

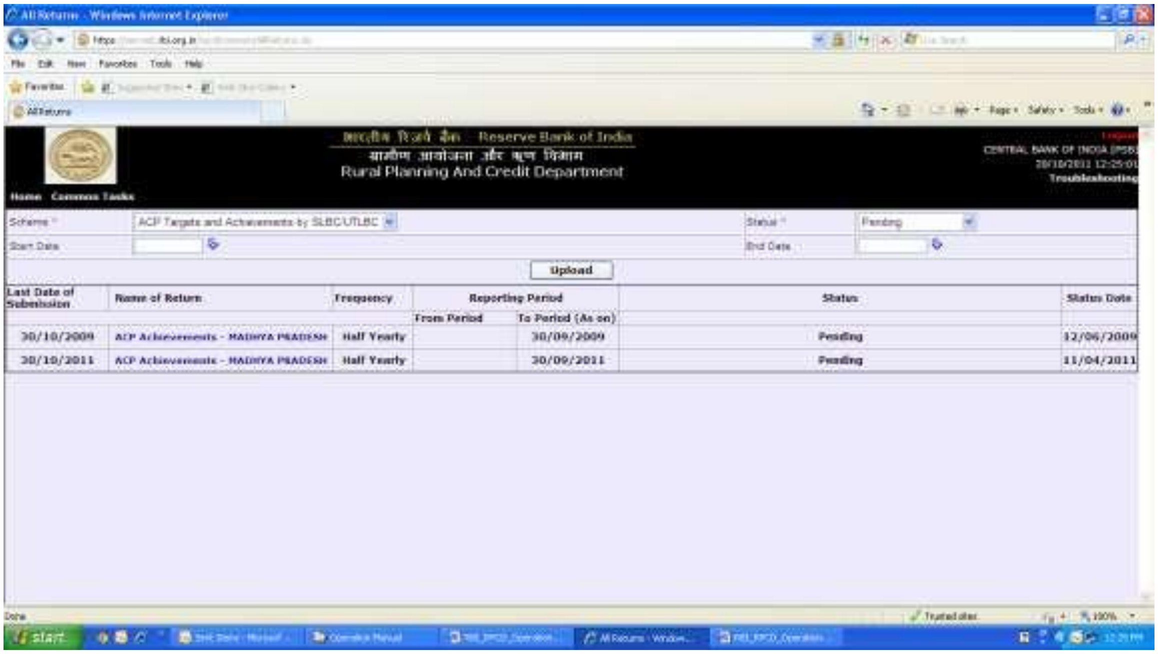


Fig 2.1

All the pending returns will be shown to bank user. Bank user must submit the return on or before the date mentioned in the "Last Date of Submission". Following additional information will be displayed with each return.

- Last Date of Submission
- Name of the Return
- Frequency of the Return
- Reporting Period for the Return
- Status of the return
- Status Date of the return

If the return is not listed in the table then bank user can use the filter options given in the same screen as follows:

- Select the Scheme Name from Scheme drop down box.
- Select the status of the return from Status drop down box.
  - Pending
  - Complete
  - Submitted to RPCD
  - Re-Submit
  - Verified
- Specify the Start Date & End Date
- Click on "Submit" button to get all the returns matching to the above specified criteria.

For e.g.: If "Ad-Hoc data on Priority Sector Advances" return, having Status "Pending", is not appearing in the table, Bank user needs to following

- Select "PSA Adhoc Return" in the drop down box of Schemes.
- Select "Pending" as the Status in the drop down box of Statuses.
- Click on "Submit".

User needs to click on appropriate return name in order to update/submit the return.

3.1.2 Updating or Submitting a Return

The selected return will appear in the new screen. For e.g. Credit Facilities to SC/ST will be displayed as follows:

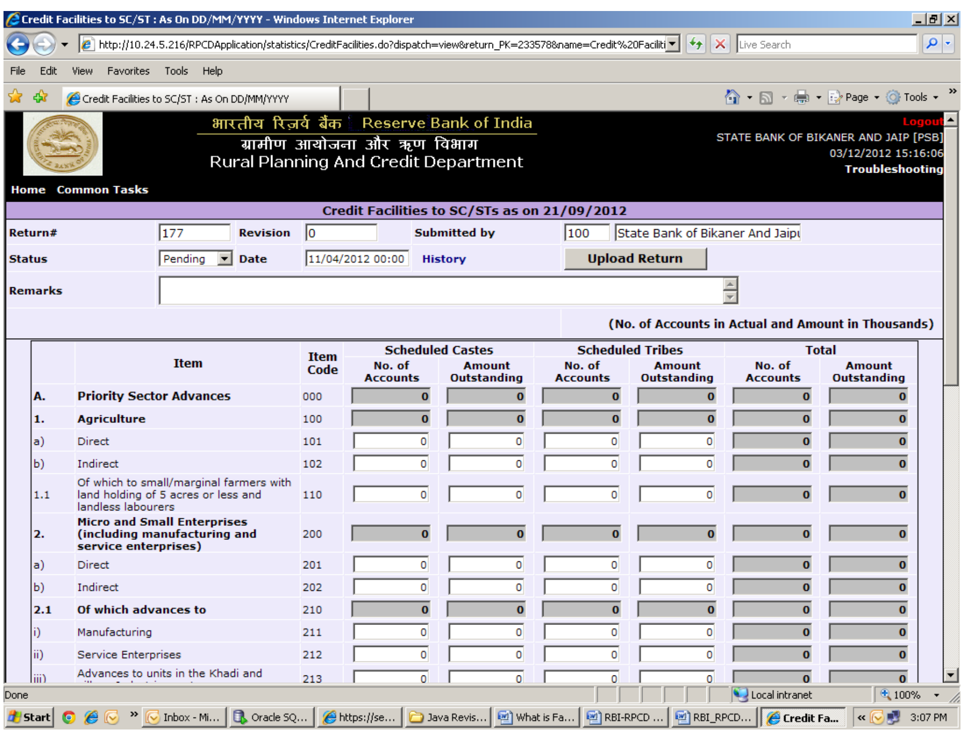


Fig 2.2

All the returns will have following header information:

1. Return # : The return number for reference.

2. Revision : The number of times the return is re-submitted.
3. Submitted By : The Bank Id & Name
4. Status : Current Status of the return
5. Date : Status Date
6. History : Link to see the history of the return statuses with remarks.
7. Remarks : Remarks

Step 1: For the first time the Bank Return will have a Status "Pending"(as per figure above). Bank user needs to do following to update any return:

- Furnish all the data related to return.
- Change the status from "Pending" to "Complete".
- Click on "Submit".

If there are no validation errors, a successful message like "**Your return has been submitted successfully.**" will be shown to user.

Step 2: Once the return is having status "Complete", Bank user can just change the Status from "Complete" to "Submitted to RPCD" and click "Submit" button. Once the status is changed to "Submitted to RPCD", bank user can not modify the return. („Submit" button would be disabled.)

3.1.3 Re-Submitting a Return

If the return data provided is not appropriate then RPCD user will change the status of the return as "Re-Submit" and add appropriate remarks & submit the return.

An e-mail will be sent to bank user indicating the bank return is not accepted due to wrong figure & needs to be re-submitted.

Bank user needs to login to RPCD application again to resubmit the return with proper data. After correcting the data, user needs to change the status of the return to "Submitted to RPCD".

3.1.4 State-wise Returns

To submit state wise return, bank needs to select a state-wise return from Fig 2.1.
For e.g. Kisan Credit Card, SACP Targets and Disbursement,

If user selects a return that is state wise, then following screen will appear to the user.

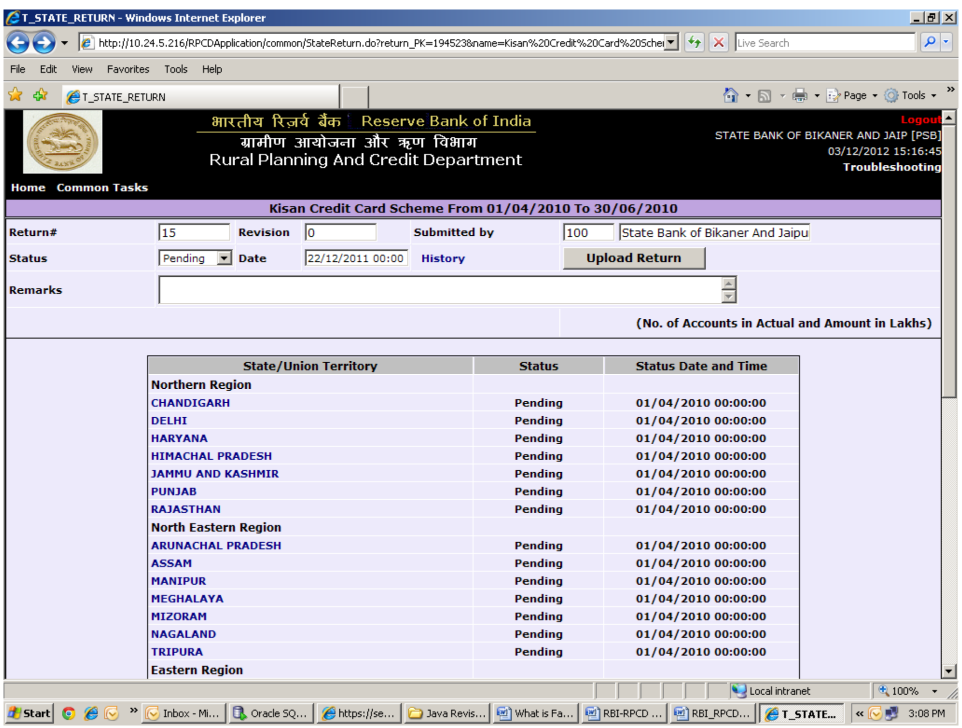
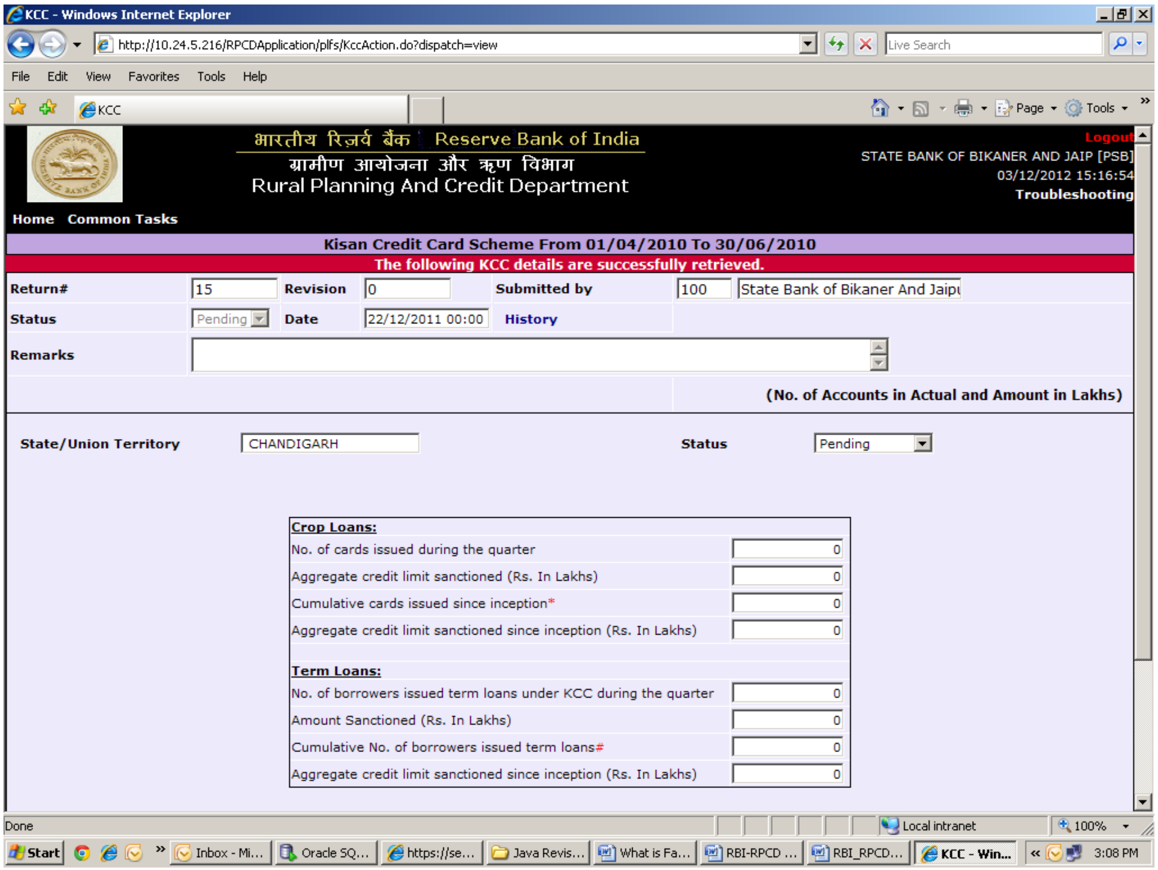


Fig 2.3

Bank user must provide data for each & every state listed in the above screen.

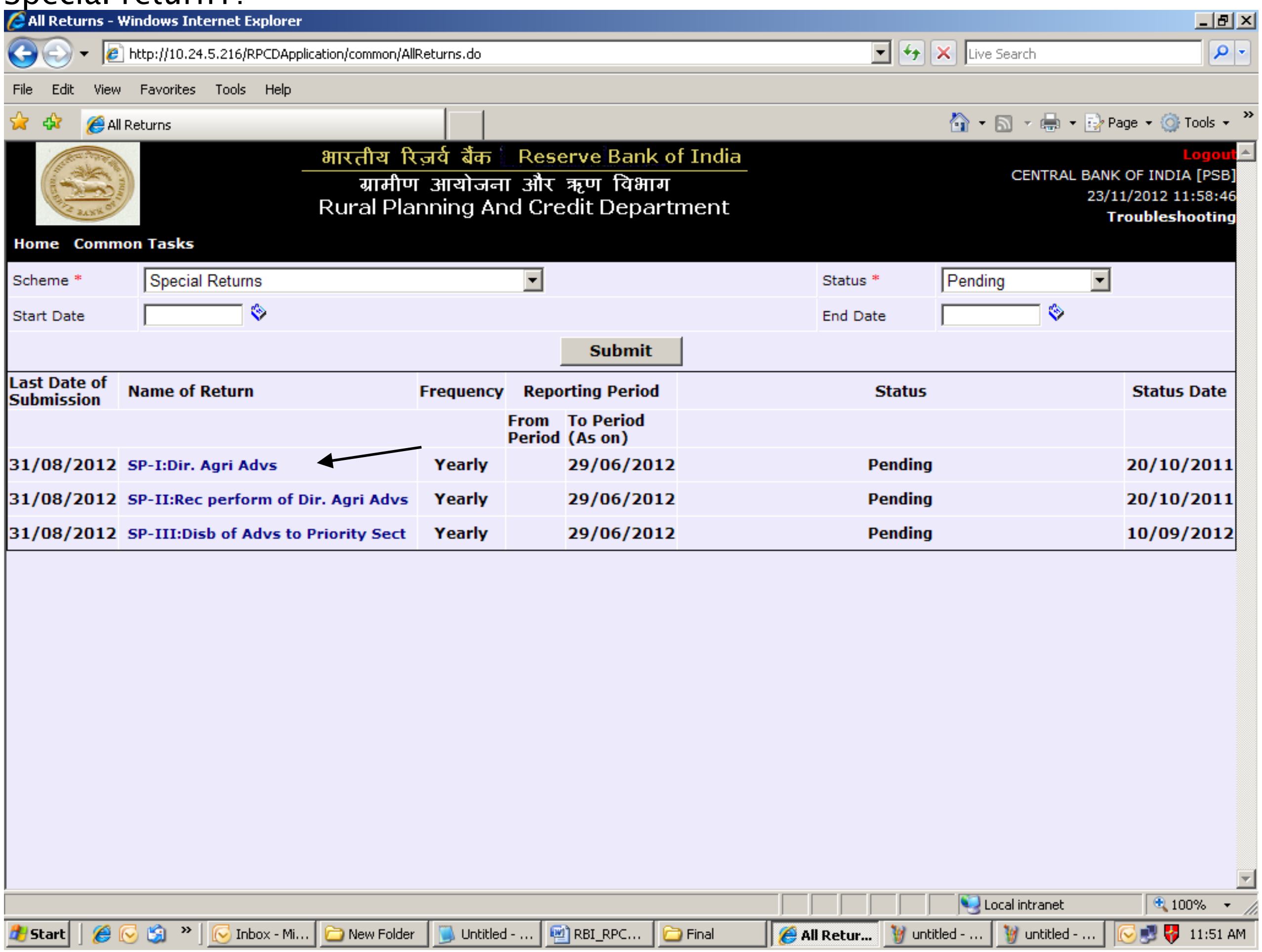
User needs to do the following steps in order to submit a state wise return.

- From the state wise screen, user will be required to select the state (from figure above) to create or modify the return.
- On selecting a return, corresponding Return will be shown to user. For e.g. KCC Return will be as shown below



- User needs to provide the data related to the state, change the state-wise status to “Complete” & Click on “Submit”.
- In the same manner, bank user needs to submit data for all states.
- The „Submit" button in Fig 2.3. will be enabled after all the States have achieved either the „Complete" or „Not Applicable" status
- User would be able to submit the final return by changing the Status in State- wise screen and clicking on the „Submit" button.

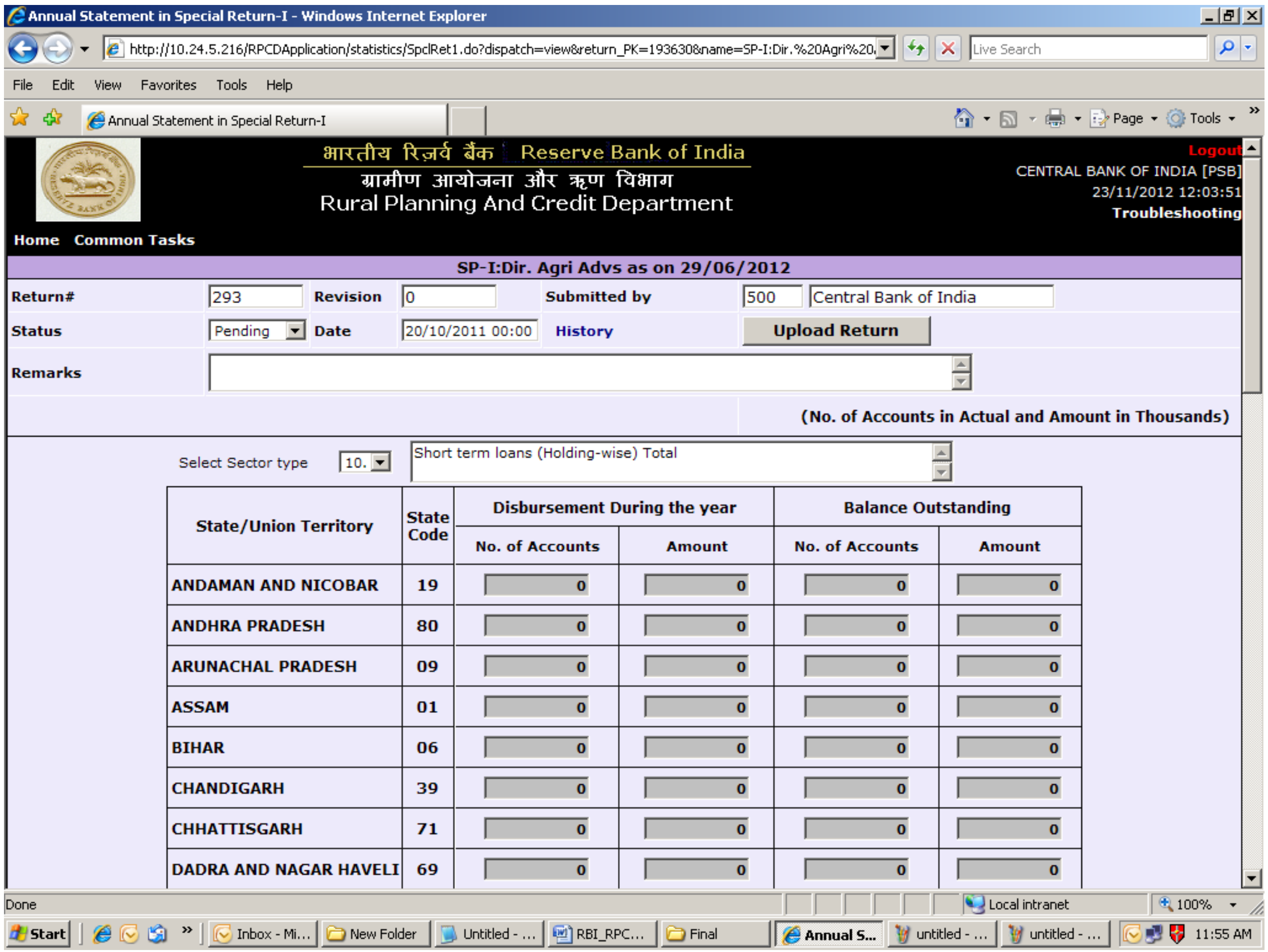
Special return1:



Description

The screen is used to capture various priority sector advances ad-hoc data related to Total Advances as well as Advances provided to SC/ST under Total Agriculture Credit, Small Scale Industries, Self Help Group etc.

Sl#	Particulars	Description
1.	Who can submit?	All Public Sector, Private Sector and Foreign Banks
2.	Who can verify?	Privileged User from Statistics Section
3.	Periodicity and Grace Period	Yearly and 30 days. The return is submitted every year on June end.



Special return3:

Description

The screen is used to capture various priority sector advances ad-hoc data related to Total Advances as well as Advances provided to SC/ST under Total Agriculture Credit, Small Scale Industries, Self Help Group etc.

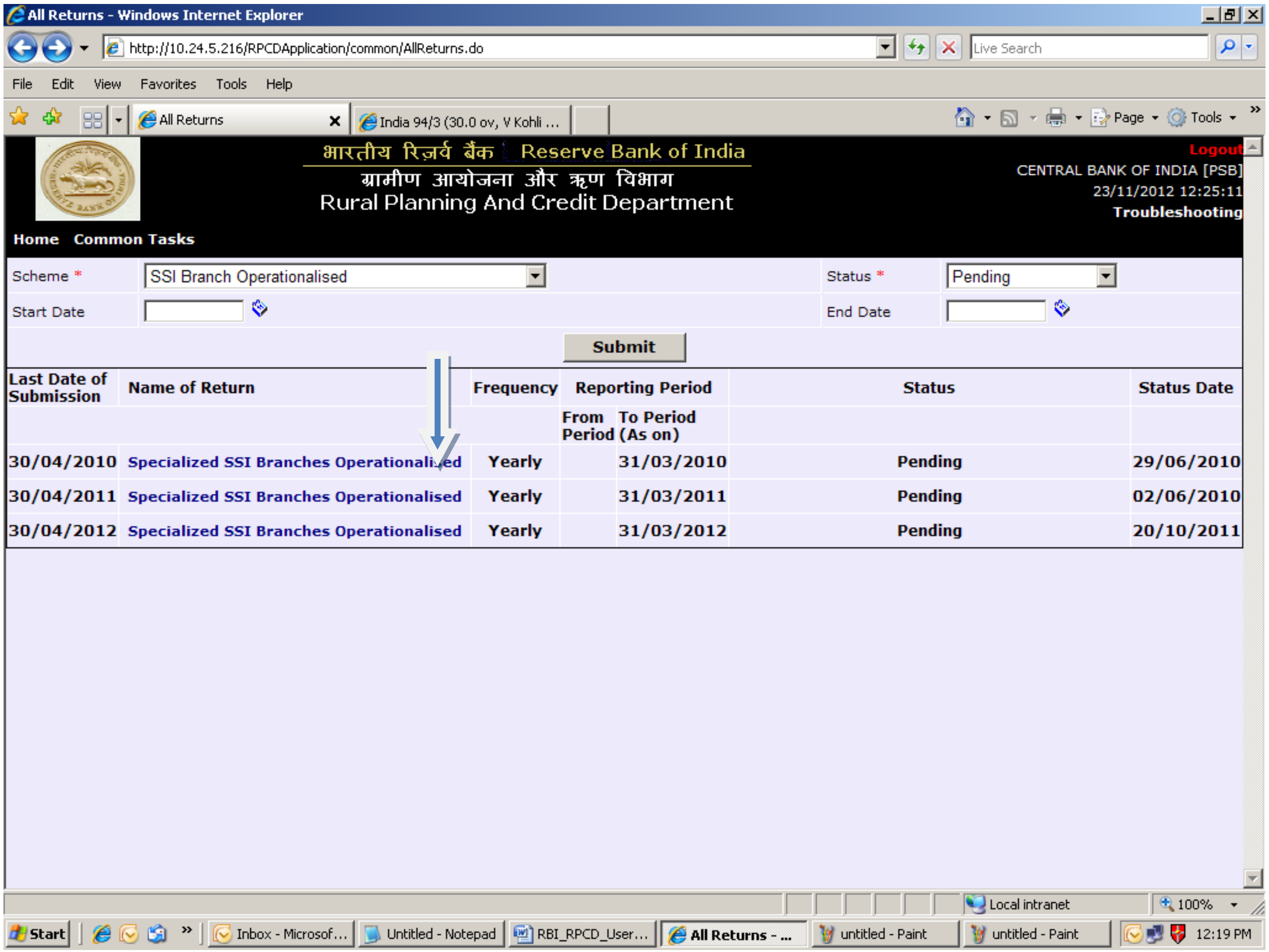
Periodicity of Return and User Access

Sl#	Particulars	Description
1.	Who can submit?	All Public Sector, Private Sector and Foreign Banks
2.	Who can verify?	Privileged User from Statistics Section
3.	Periodicity and Grace Period	Yearly and 30 days. The return is submitted every year on June end.

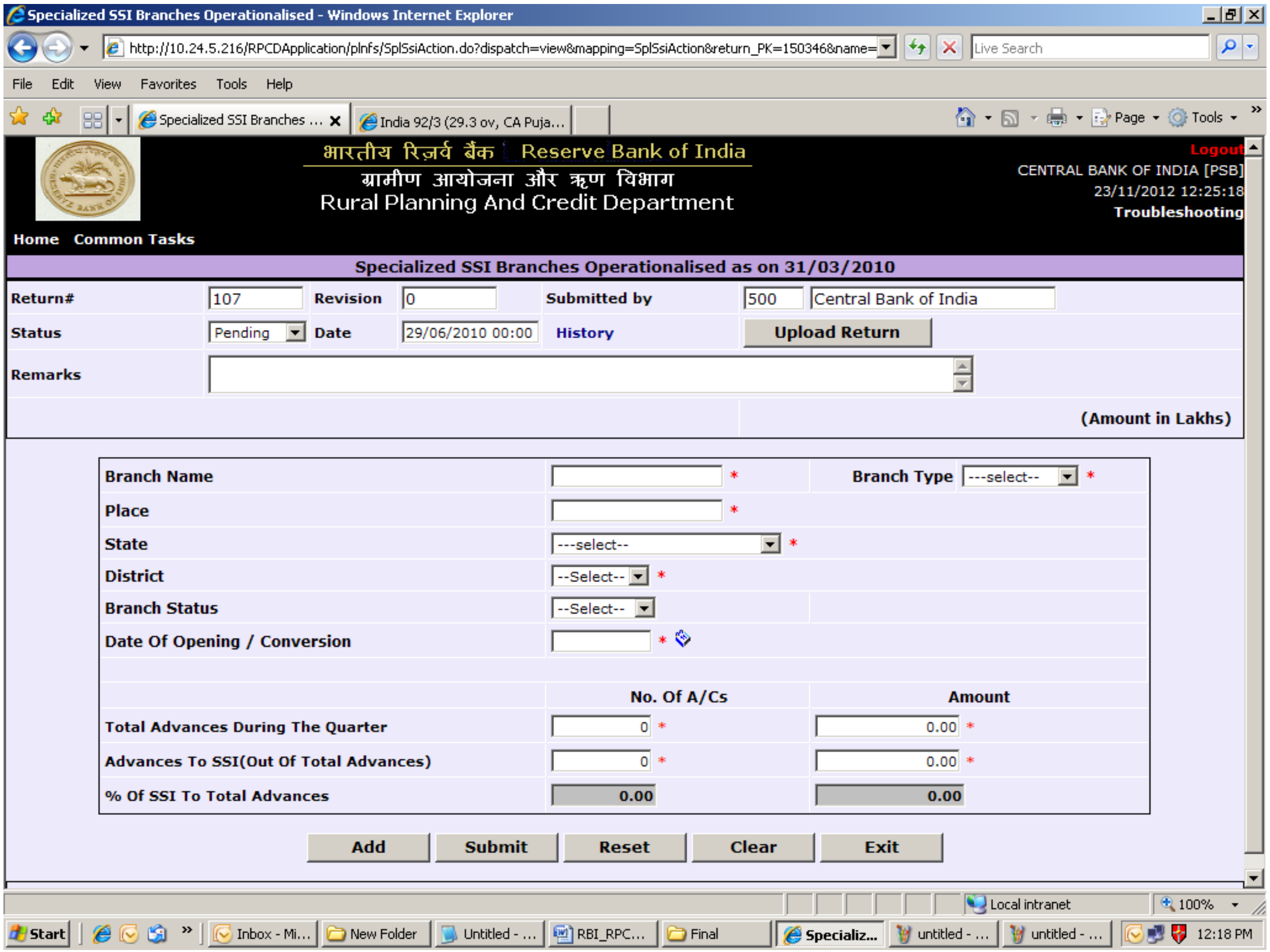
Usage Guidelines

This section should contain details about the following points:
1. Important business rules
2. Dependency if any
3. Enabling or disabling of fields based on certain conditions
4. Displaying fields (visible on or off) based on certain criteria
5. Other information which would enable the application to capture complete information for the corresponding return e.g., if the return contains multiple sector data then the details about how to enter multiple sector data should be written here.

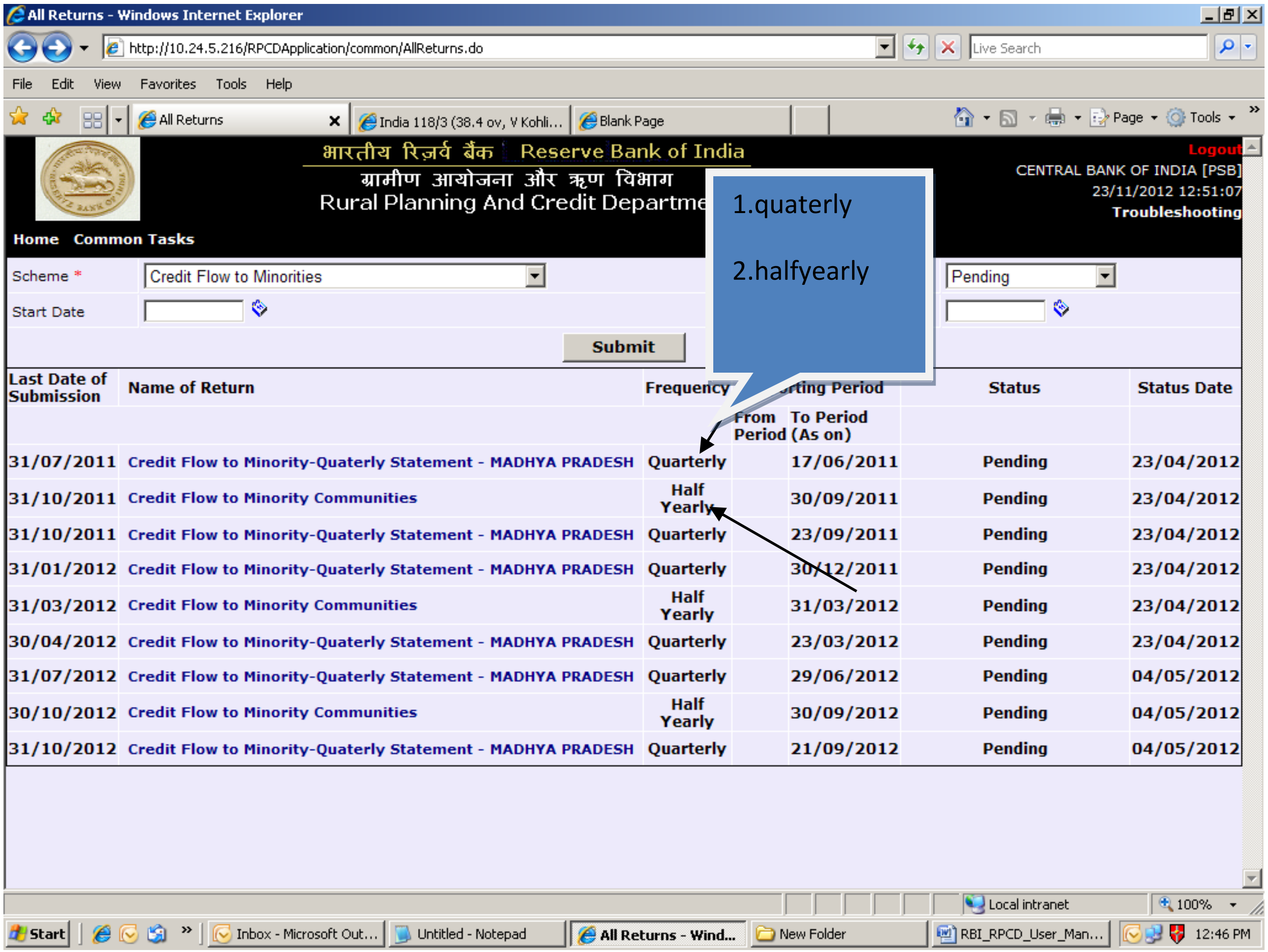
Specialized SSI Branches:



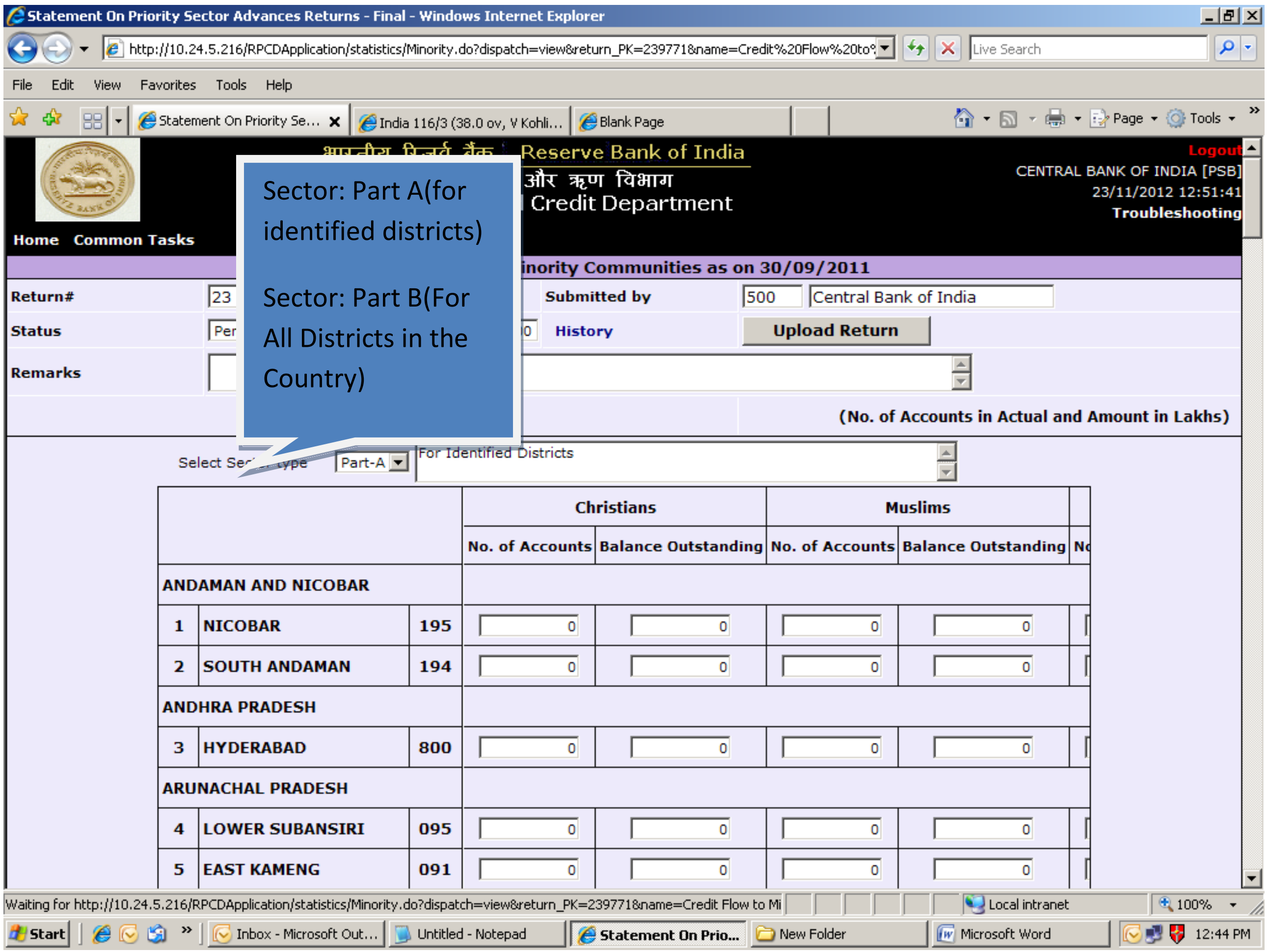
Specialized SSI Branches:



Credit Flow to Minority statement:



Credit Flow to Minority Communities halfyearly:



RO/CO USER

3.2 RO/CO USER

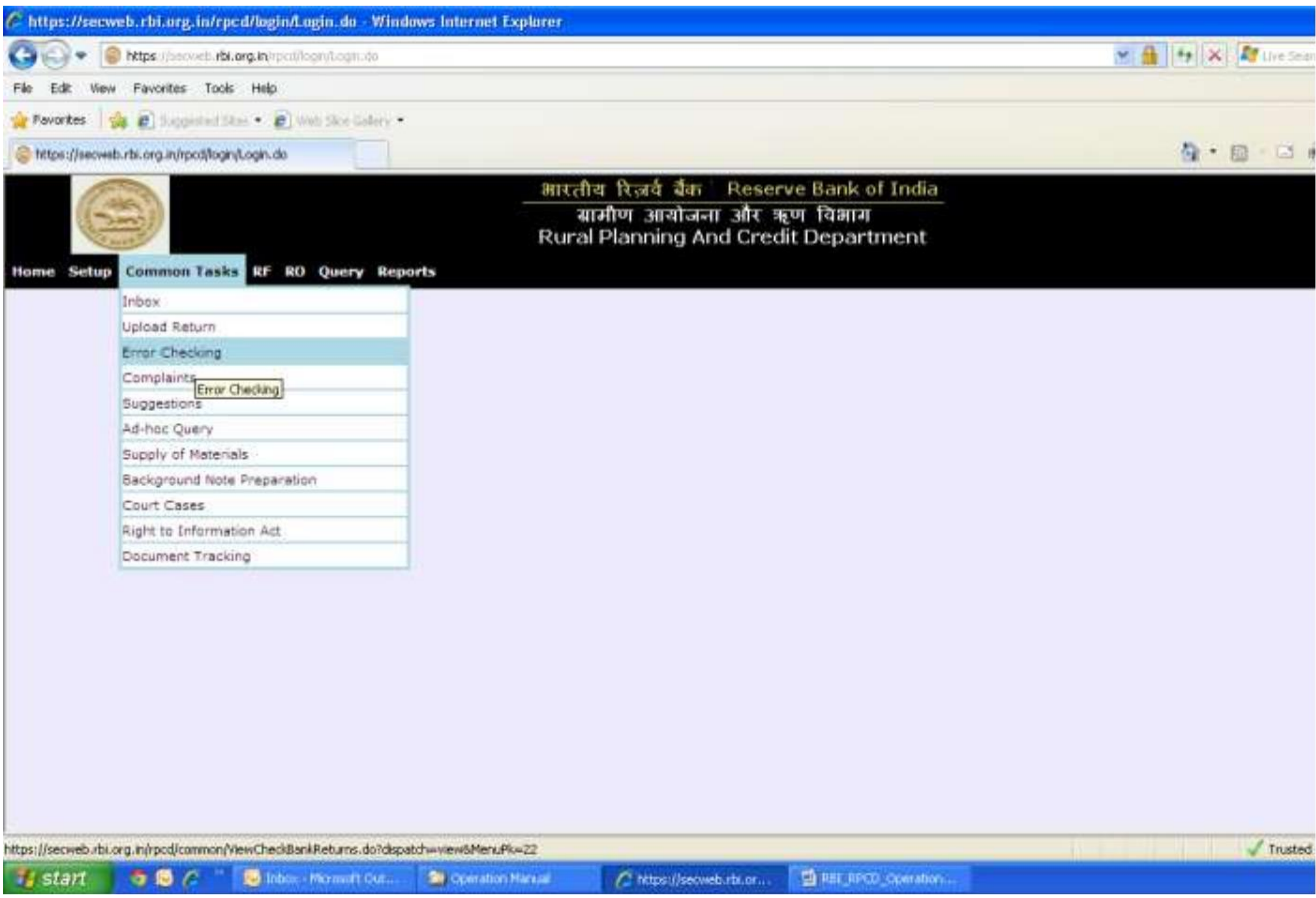
- Open Internet Explorer and type the application URL provided by the system administrator, for example:

  https://secweb.rbi.org.in/rpcd/login/Login.do

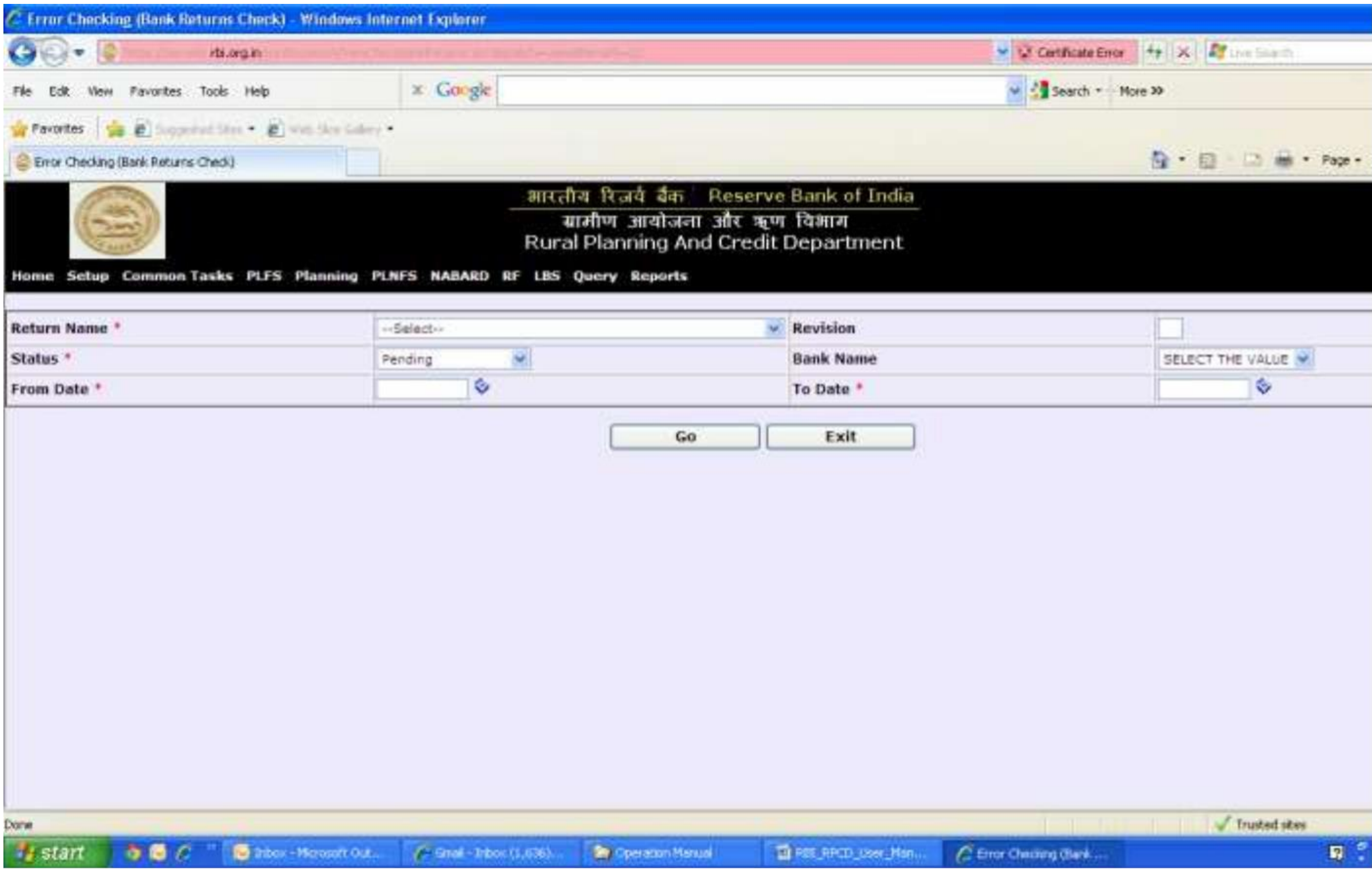
RPCD user needs to login to RPCD Application using the user id & password provided to them.

3.2.1 Error Checking

After the successful login, following screen will be shown to the RPCD user. User needs to select "Error Checking" option under "Common Tasks" Menu.



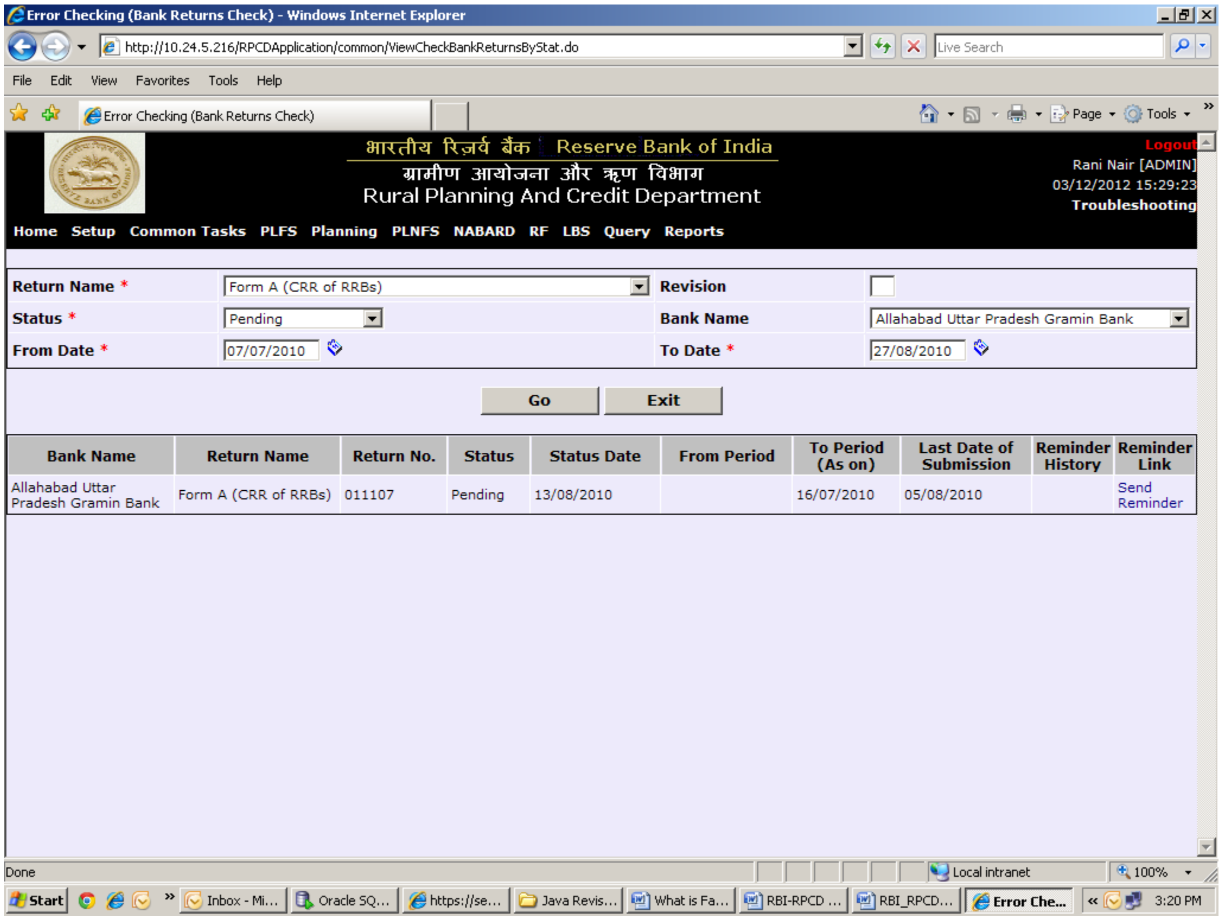
After selecting "Error Checking", following screen will be shown to the user:



The header part of the screen contains the input criteria to be provided by the use to view specific return/returns.

1. Return Name (The list would contain all the returns the logged in user privileged to verify)
2. Revision (No of times the return has been submitted)
3. Status (Status of the return)
4. Bank Name (All banks satisfying the Return Name and Status selected would appear in the list)
5. From Date
6. To Date

After providing all the required criteria, user may click on "GO" button to view all the returns in the detail part. (as per figure below)



The following additional information will be shown along with the return.

1. Bank Name
2. Return Name
3. Return No.
4. Status
5. Status Date
6. From Period
7. To Period
8. Last Date Of Submission
9. Reminder Link (To Send Reminder to Bank)

Note:

All the returns having status „Submitted to RPCD" and applicable to the logged in user would appear by default when user selects the „Error Checking„option from the menu.

If the return is not listed in the table then user can use the filter options given in the same screen as follows:

- Please select the Return Name from the Return drop down box followed by the Revision Number
- Then select the appropriate status from Status drop down box and wait till all the required banks populated in the Bank Name drop down box
    - Select the Bank Name from Bank drop down box.
- Specify the Start Date & End Date i.e., duration for which you would need to view the returns submitted by their due dates.
- Click on "Go" button to get all the returns matching to the above specified criteria.

For e.g.: If the return submitted by "IDBI Bank" return, having Status "Re-Submit", is not appearing in the table, user needs to do following

- Select "IDBI Bank" in the drop down box of Schemes.
- Select "Re-Submit" as the Status in the drop down box of Statuses.
- Click on "Submit".

User needs to click on appropriate return name in order to update the return.

3.2.1.1 Rejecting the Return

If the return data provided by bank is not appropriate then RPCD user needs to change the status of the return as “Re-Submit” and add appropriate remarks & submit the return. After the submission, value in the „Revision" would be incremented by 1 to the previous revision. An e-mail will be sent to bank user indicating the bank return is not accepted due to incorrect data & needs to be re-submitted.

Bank user needs to login to RPCD application again to resubmit the return with proper data.

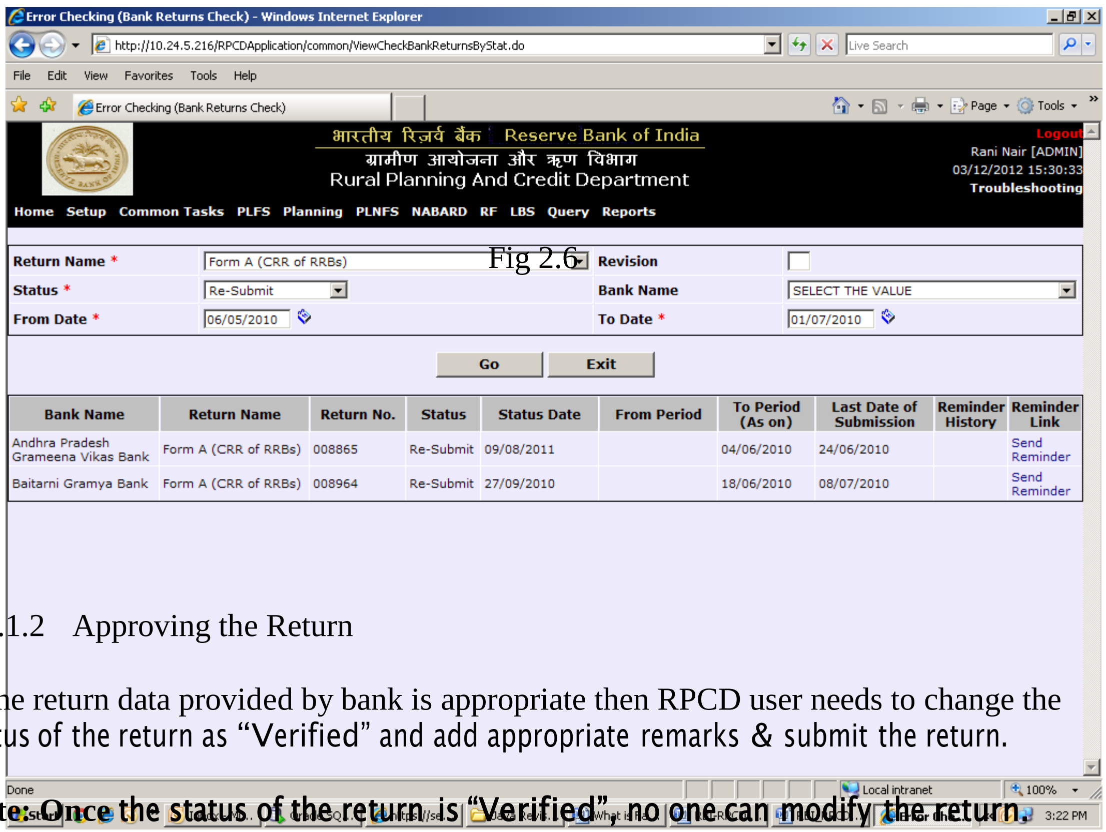


Fig 2.6

3.2.1.2 Approving the Return

If the return data provided by bank is appropriate then RPCD user needs to change the status of the return as “Verified” and add appropriate remarks & submit the return.

Note: Once the status of the return is “Verified”, no one can modify the return.

3.2.1.3 Sending Reminder

Fig 2.7

If user needs to send reminders to the Banks who have not submitted returns after the Last Submission date is expired, the following steps need to be carried out.

1. Please Select the Return Name from the "Return Name" drop down box followed by the Revision if any.
2. Select the Status as „Pending" or „Resubmit" as required from the Status drop down lists and wait till the Bank Name lists are populated.
3. If user needs to send reminder to a particular bank then the Bank Name should be selected from the Bank Name drop down lists. If user needs to send all the defaulted banks for the return selected then leave the Bank Name drop down box as it is.
4. Please select the From Date and To Date if required or leave it as blank.
5. Click on "Go" button to view all the defaulted banks who have not submitted the returns selected.
6. Click on the Reminder link to send a reminder to the bank. The reminder note would be emailed to the displayed Bank"s email ID

..

SYSTEM ADMINISTRATOR (CO USER)

4 MASTER DATA MAINTENANCE

All the master data maintenance can be done through RBI-RPCD Application. Based on the rights specified to the user group; Users would be able to perform the following tasks:

- Add
- Update
- Delete
- View (Query)

After successful login, to navigate to particular master screen user must select an appropriate option from the drop down menu “Setup”.

For e.g. Employees, Sections, Offices, Address Book, Bank Holidays, Fridays, Scheme/ Return Setup, Calendar Setup, State and Districts etc.

4.1 ADD / UPDATE / DELETE

After selecting an option form Setup Menu, appropriate master screen will be shown to the user.
For e.g. Employee Screen will be launched if user selects menu option “Employee” from the drop down menu of “Setup”.

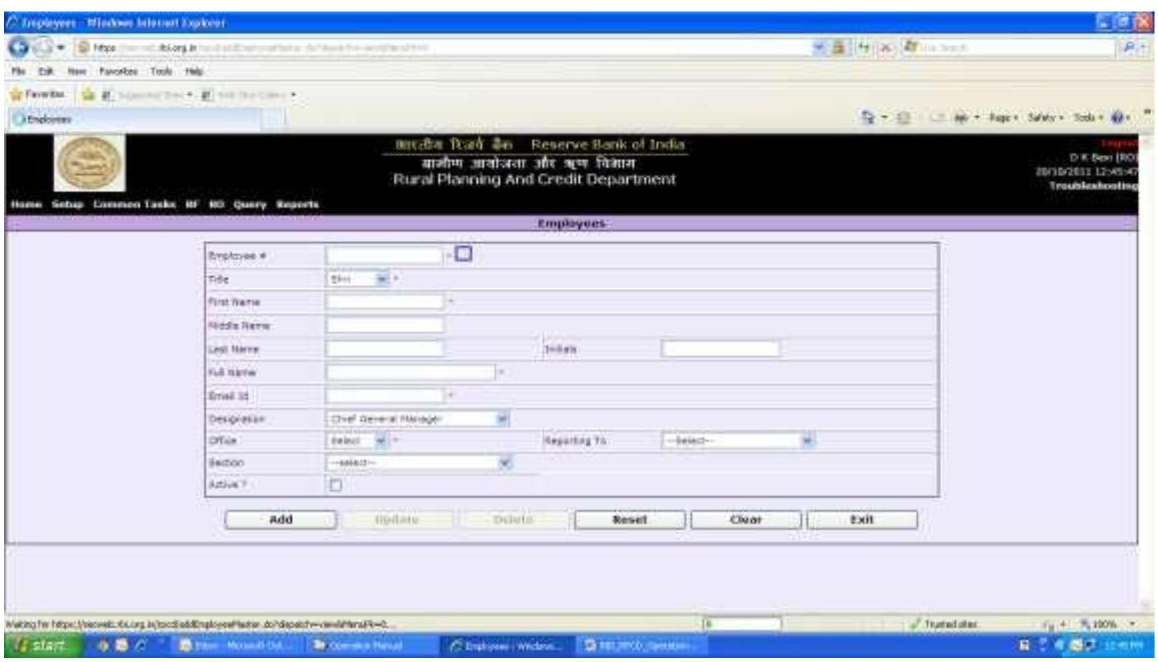


Fig 3.1

Based on the user role, control panel will display following button options:

- Add

- Update
- Delete
- Reset - To reset the modified values.
- Clear - To clear the screen completely.
- Exit - To exit from the screen.Add

User with "Add" rights will be able to add a record to Master.

4.1.1 Update

User with "Update" rights will be able to update any record in the Master.

4.1.2 Delete

User with "Delete" rights will be able to delete any record in the Master.

4.2 SEARCH

Search option ( ) is available on all master screen to search for particular record from the list as shown below.

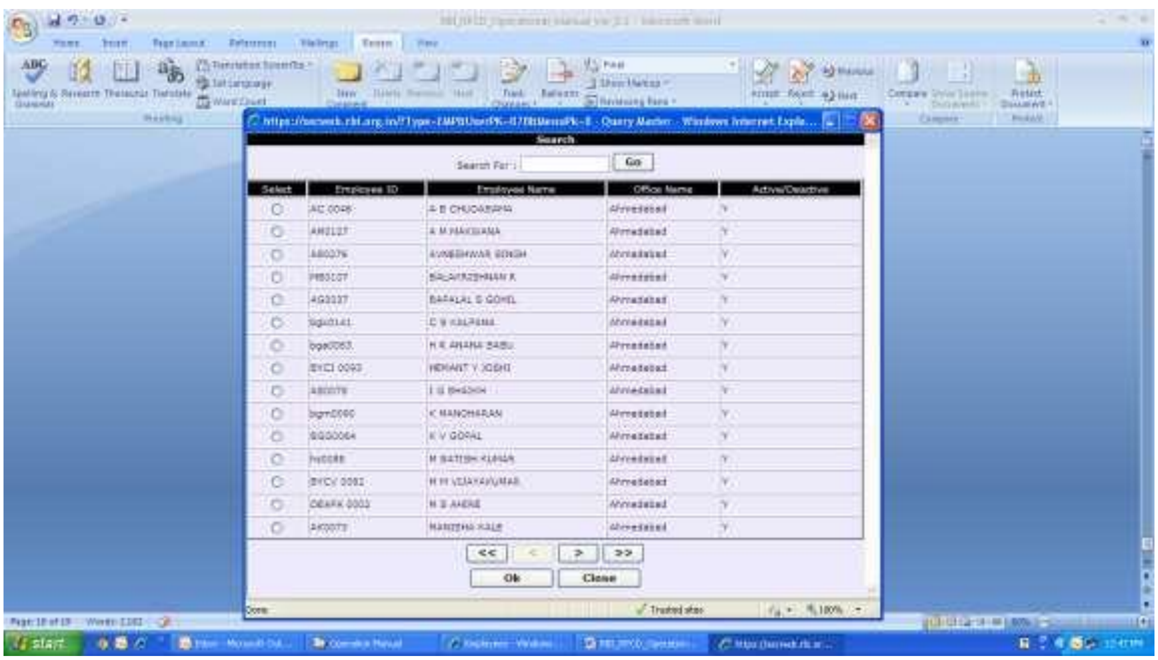
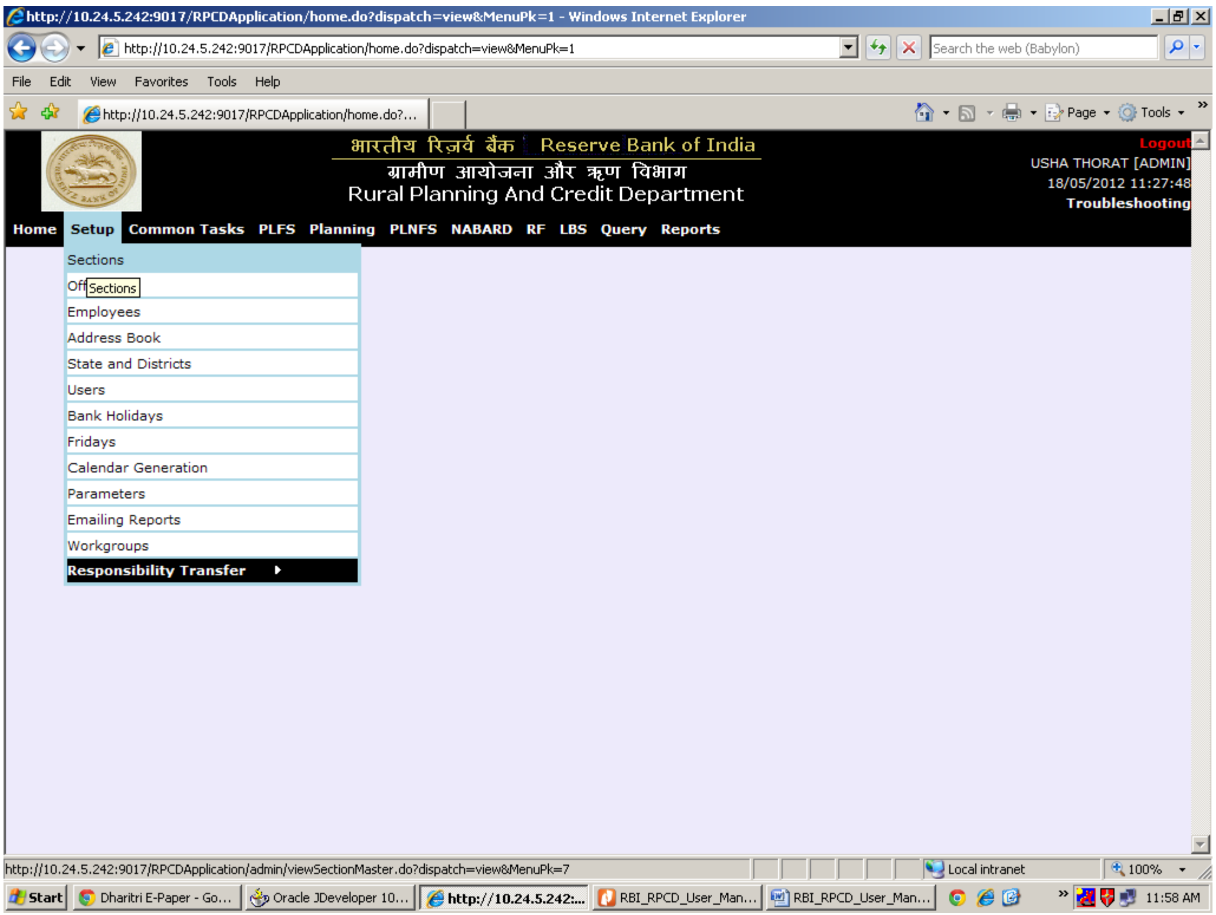


Fig 3.2

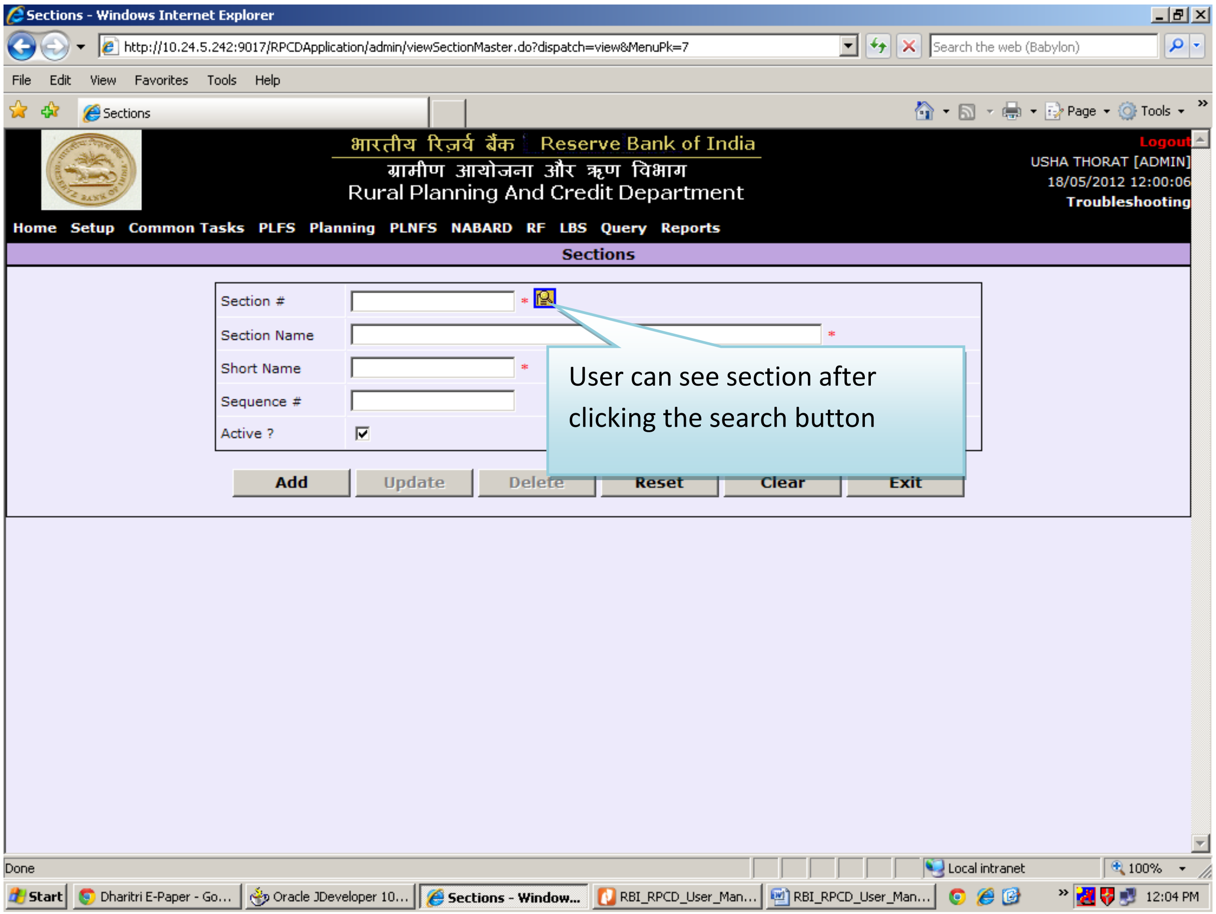
User needs to select a particular record & click on “Ok”. The corresponding master record will be populated in the master screen. User can then update or delete the record.

5. SECTION:

After selecting an option form Setup Menu, section screen will be shown to the user. Then click on section …



After click on section then section page will come .



5.1.0 *ADD* :

1. User enter section number (mandatory).
2. Enter section name (mandatory).
3. Enter short name (mandatory).
4. Enter sequence number.
5. Active box is for active the section name.

5.1.1 *Update:*

User with "Update" rights will be able to update any record in the Master.

5.1.2 *Delete*

User with “Delete” rights will be able to delete any record in the Master.

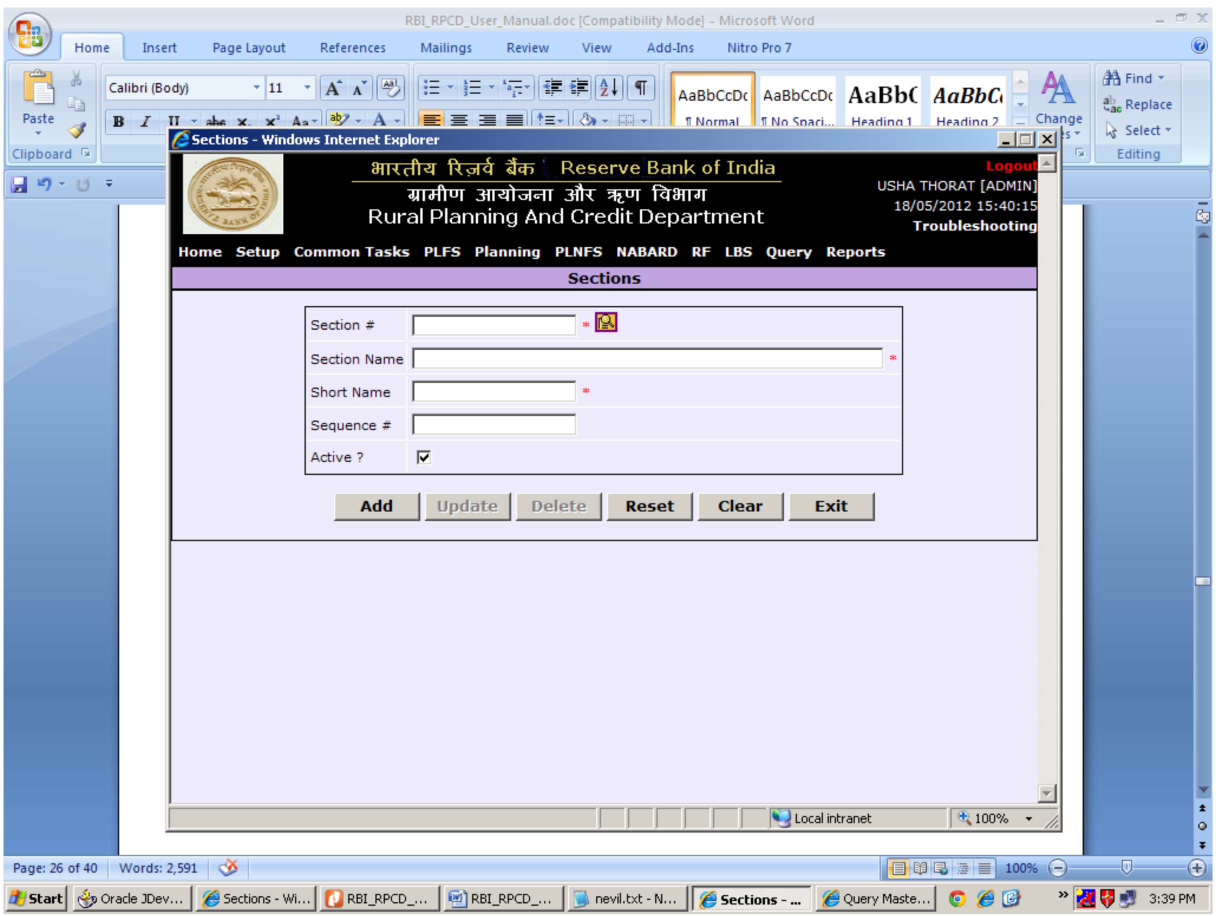
5.1.3 *Reset:* To reset the modified values.

5.1.4 *Clear:* To clear the screen completely.

5.15 *Exit* : To exit from the screen.

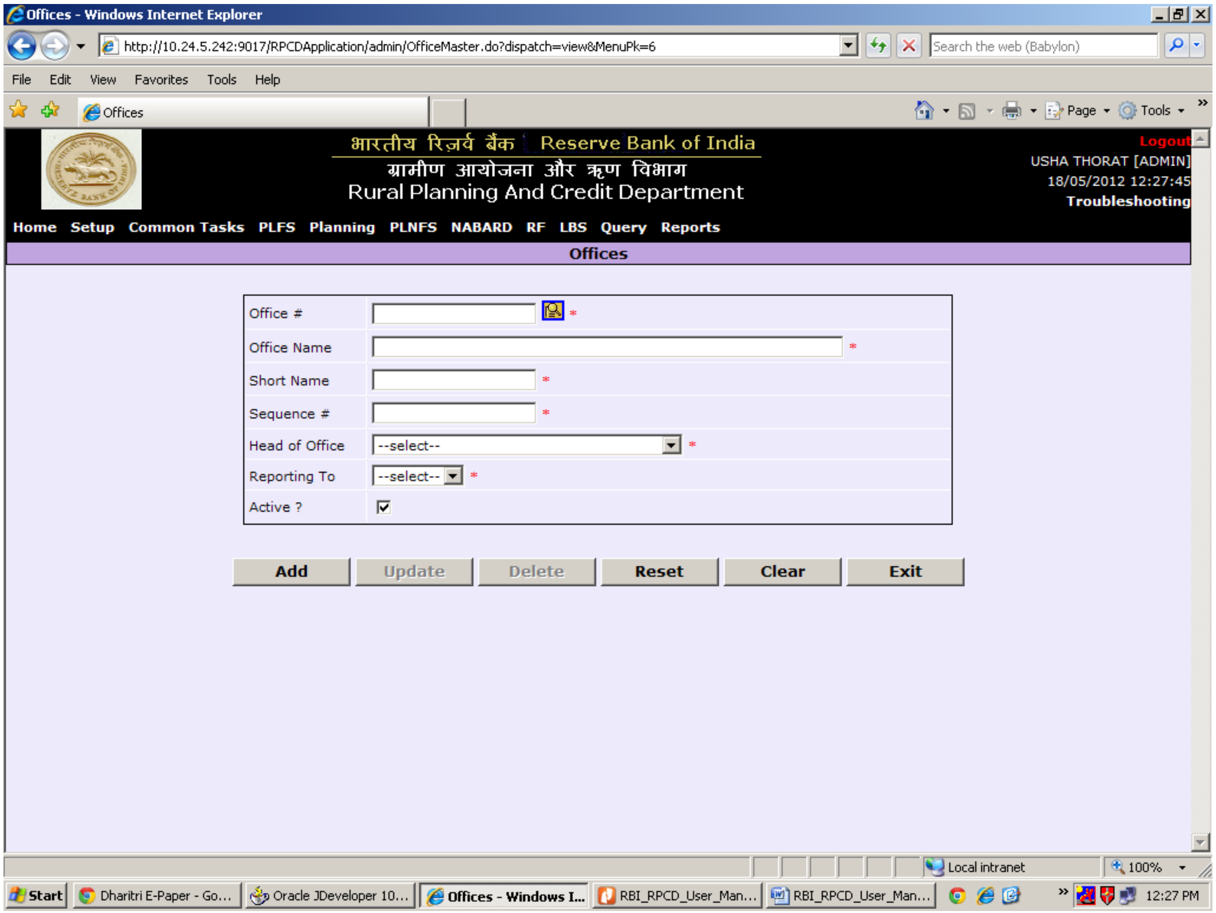
SEARCH

Search option ( ) is available on all master screen to search for particular record from the list as shown below.



➢ 6. OFFICE :

After selecting an option form Setup Menu, office screen will be shown to the user. Then click on office …



6.1.0 ***ADD* :**

1.User enter office number (mandatory).

2. Enter office name (mandatory).

3. Enter short name (mandatory).

4. Enter sequence number.

5. Select head of office combo.

6.select reporting combo.

6.1.1 *Update:*

User with "Update" rights will be able to update any record in the Master.

6.1.2 *Delete*

User with "Delete" rights will be able to delete any record in the Master.

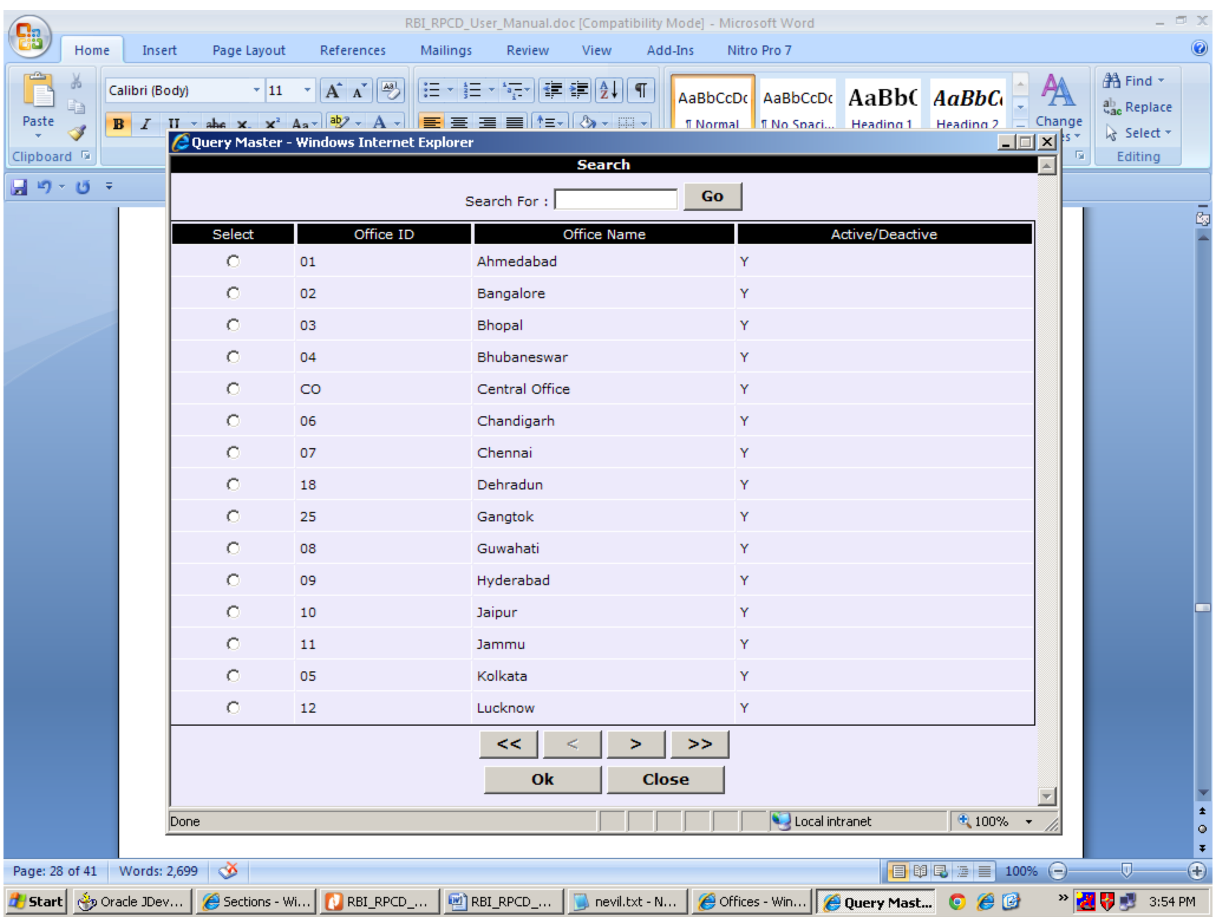
6.1.3 Reset: To reset the modified values.

6.1.4 Clear: To clear the screen completely.

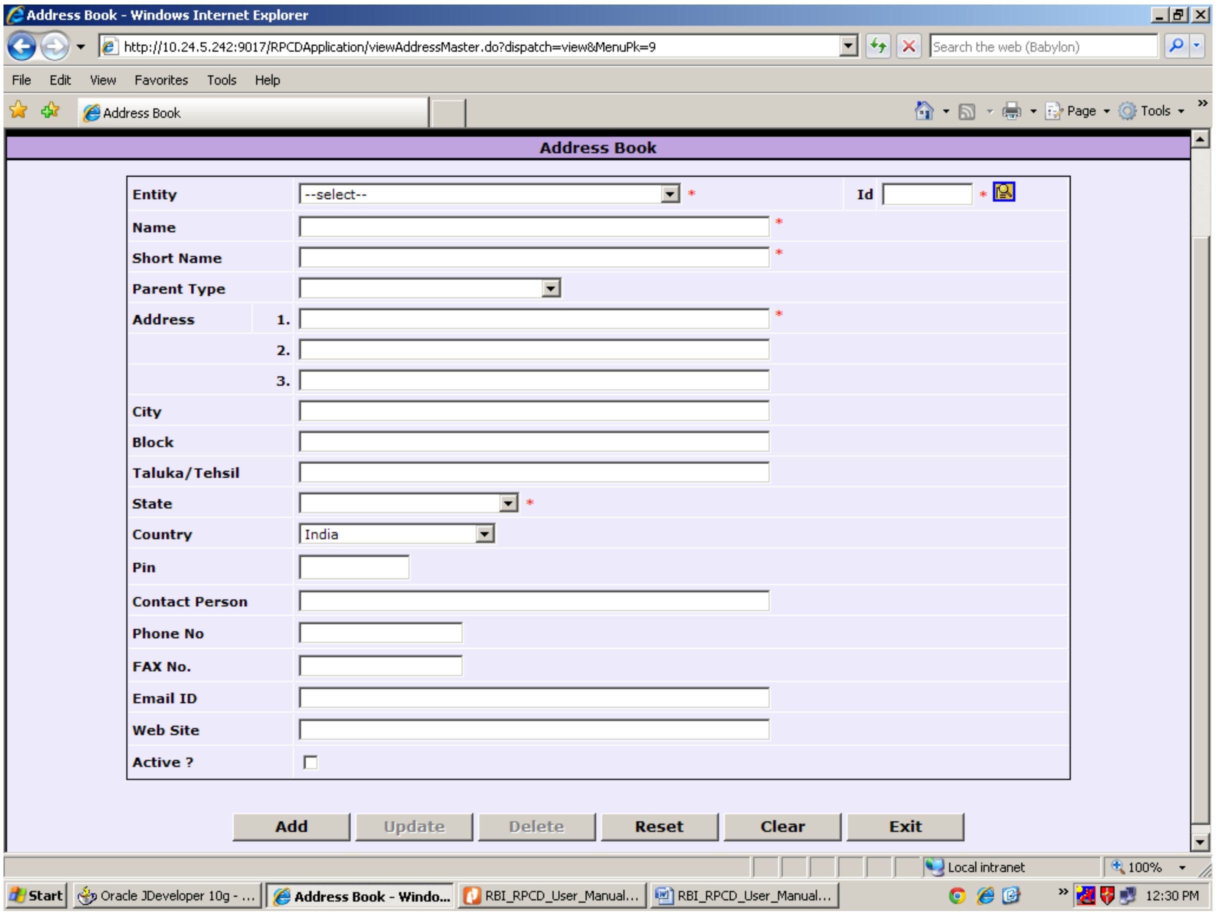
6.1.5 Exit : To exit from the screen.

SEARCH

Search option () is available on all master screen to search for particular record from the list as shown below.



➢ **7. ADDRESSBOOK :** After selecting an option form Setup Menu, AddressBook screen will be shown to the user. Then click on office …



7.1.0 : ADD

1. User Select combo and enter data in text field. (* is mandatory field)

7.1.1: Update

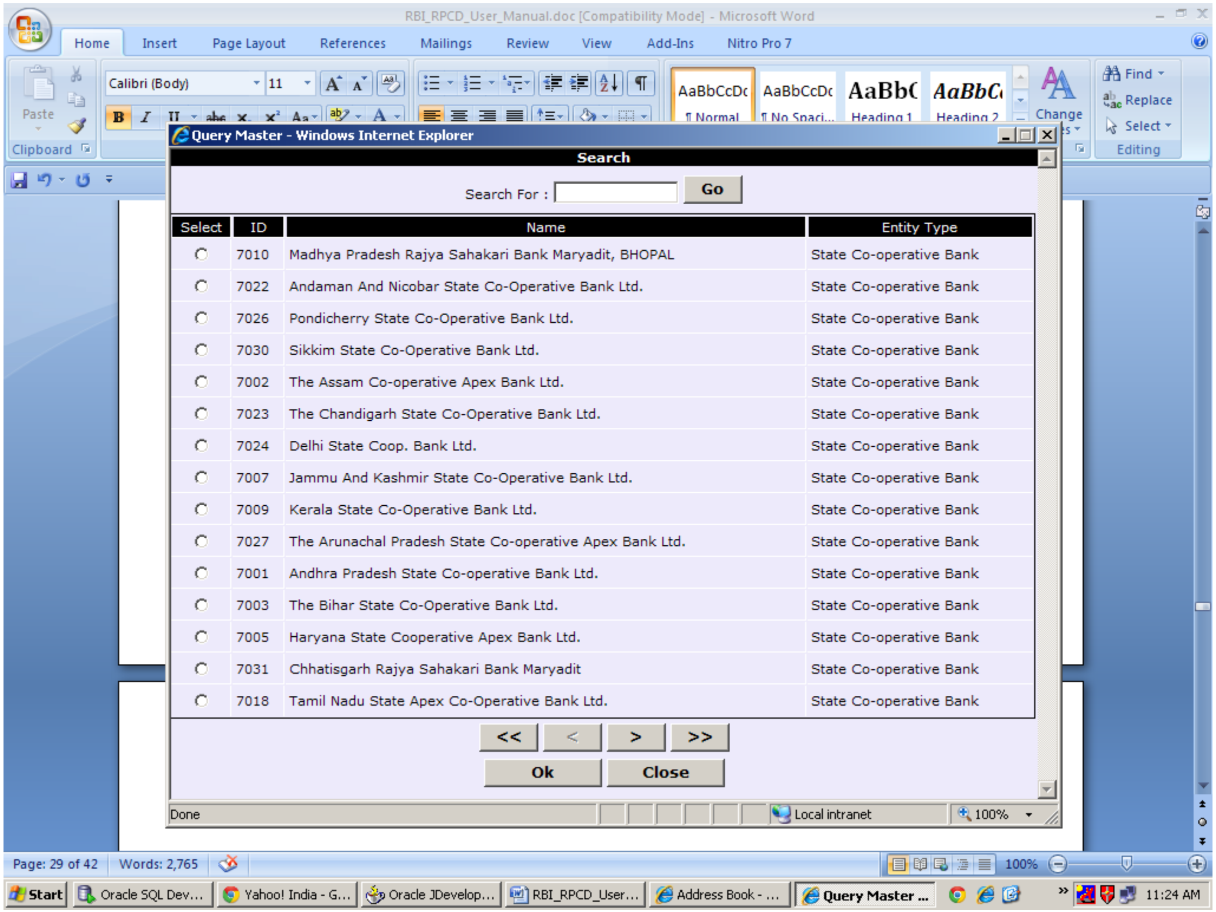
1. User click id() ,then data will populate .Then update data..

7.1.2:Delete

User with "Delete" rights will be able to delete any record in the Master.

ID SEARCH:

Search option () is available on all master screen to search for particular record from the list as shown below.

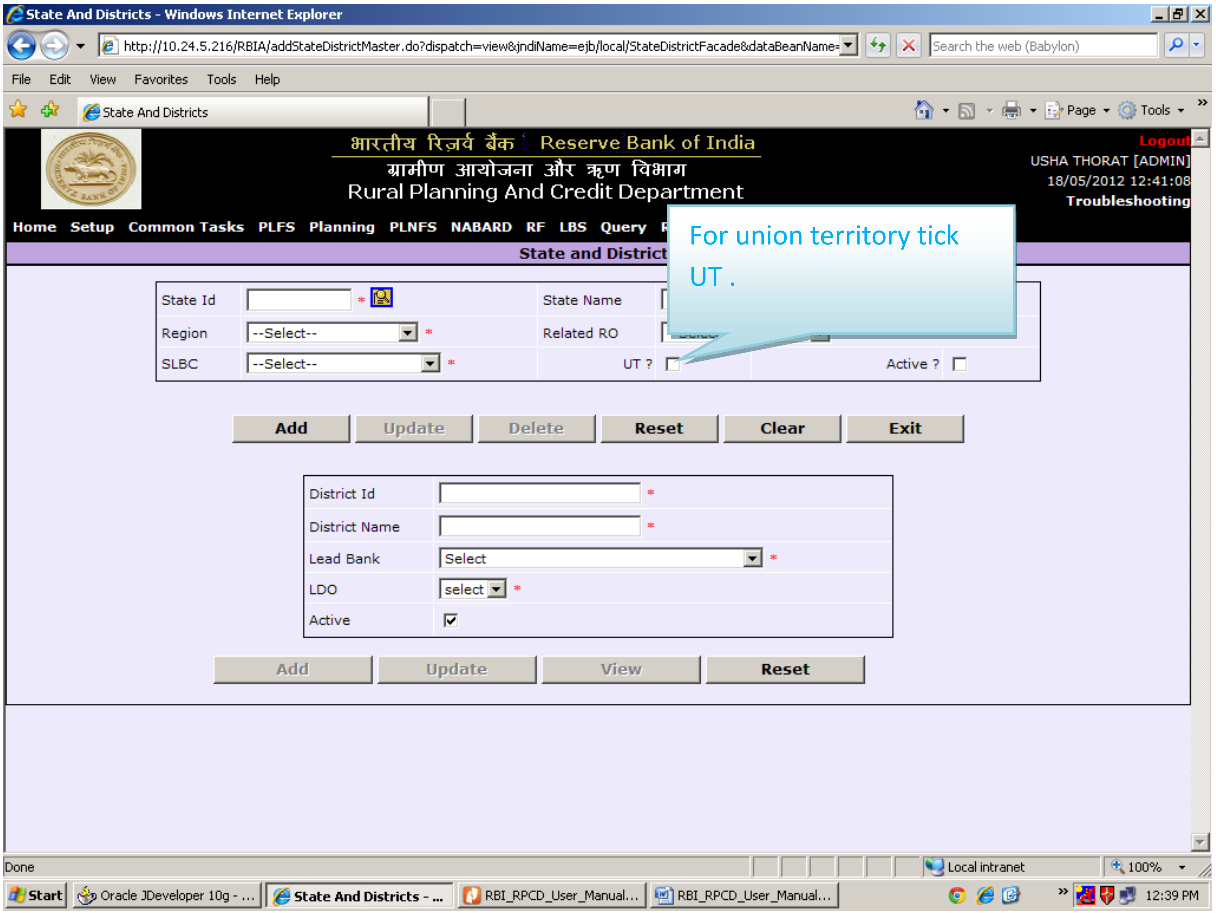


7.1.3 ***Reset:*** To reset the modified values.

7.1.4 ***Clear:*** To clear the screen completely.

7.1.5 ***Exit*** *:* To exit from the screen.

- **8. STATE AND DISTRICTS :** After selecting an option form Setup Menu, State and Districts screen will be shown to the user. Then click on State and Districts …



8.1.0: Add State/Union Territory/District:

1. If user want to enter state data ,then enter state data and hit add button , then data will save in master table for state.

2. If user want to enter Union territory data then enter data and select (tick UT radio button),hit add then union territory data will save into master table.

3. If user want to add new district under any state/ Union Territory, then click on search( ) so that district Add button will be enabled .then enter data in district field and hit add.

8.1.1: **Update**: User click id( ) ,then data will populate .Then update data..

8.1.2: **Delete** :

User with “Delete” rights will be able to delete any record in the Master.

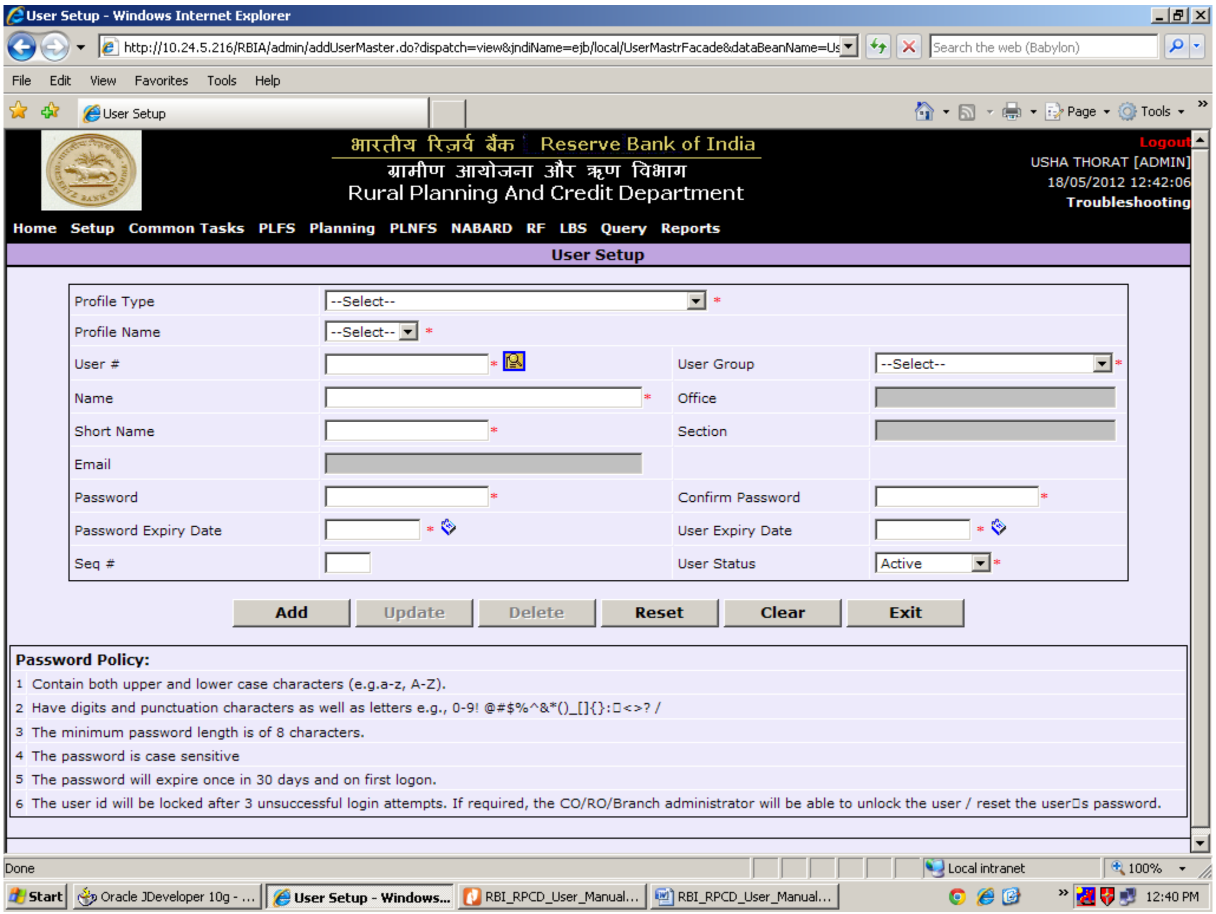
8.1.3:**Reset**: To reset the modified values.

8.1.4: **clear**: To clear the screen completely.

8.1.5: ***Exit*** *:* To exit from the screen.

- **9. USERS** : After selecting an option form Setup Menu, User screen will be shown to the user. Then click on User …

Note(only for rpcd user): Before creation of user ,User should be a rpcd employee first add employee in employee screen then create user.



Update: User click id( ) ,then data will populate .Then update data..

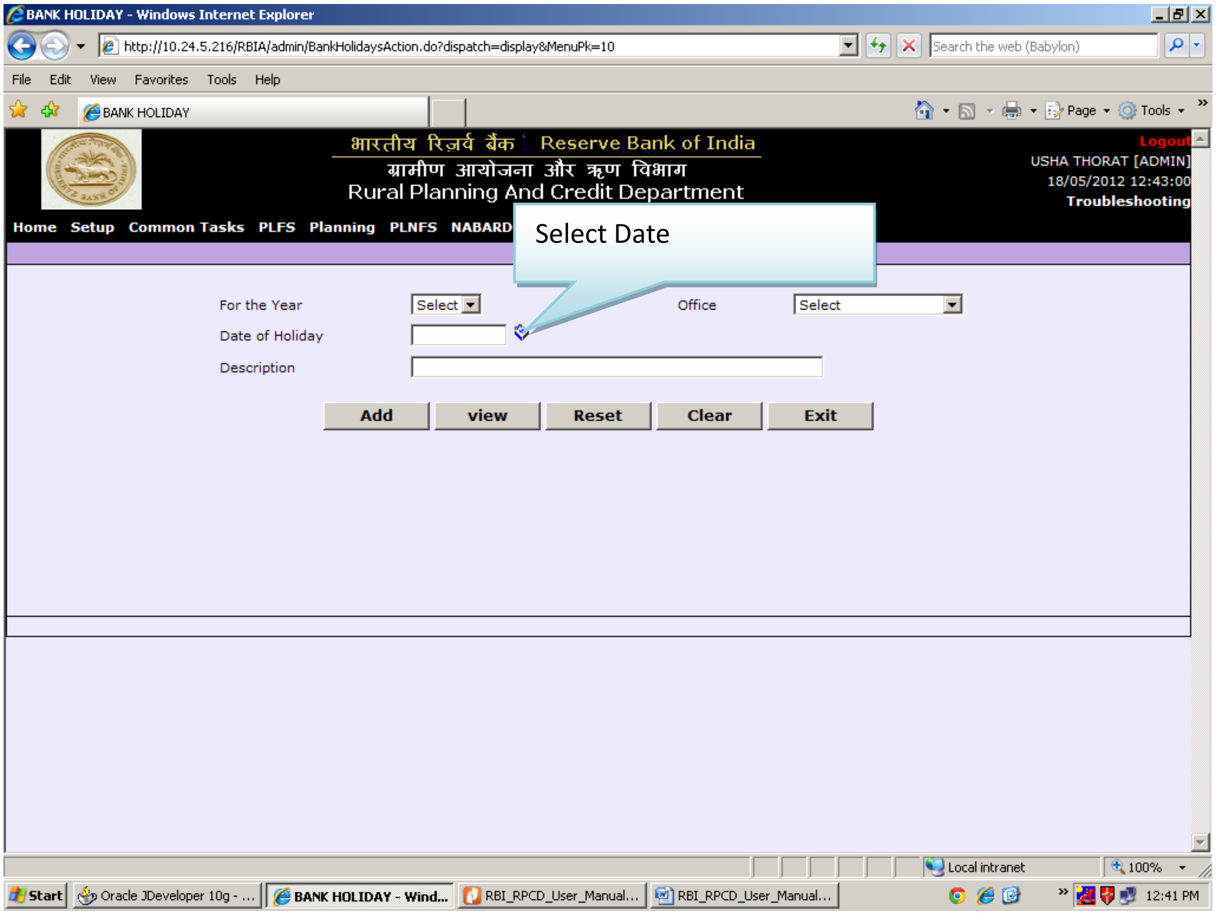
Delete:User with "Delete" rights will be able to delete any record in the Master.

Reset: To reset the modified values.

Clear: To clear the screen completely.

Exit: To exit from the screen.

➢ **10.BANK HOLIDAY :** After selecting an option form Setup Menu, Bank Holiday screen will be shown to the user. Then click on Bank Holiday …



10.1.0: Add :

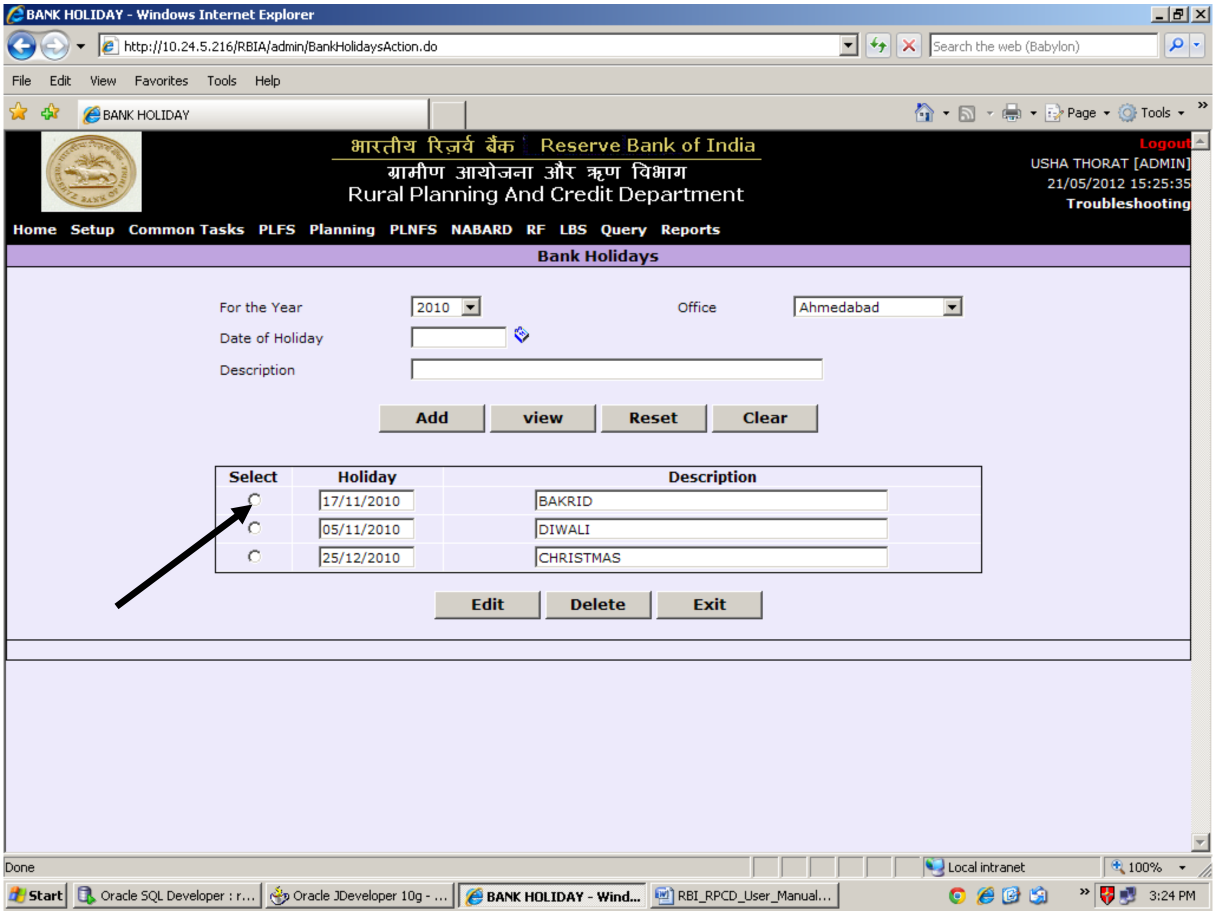
1. user select Year from year combo ,office from off. Combo ,select date from calendar and described holiday and then add .

Reset: To reset the modified values.

Clear: To clear the screen completely.

Exit: To exit from the screen.

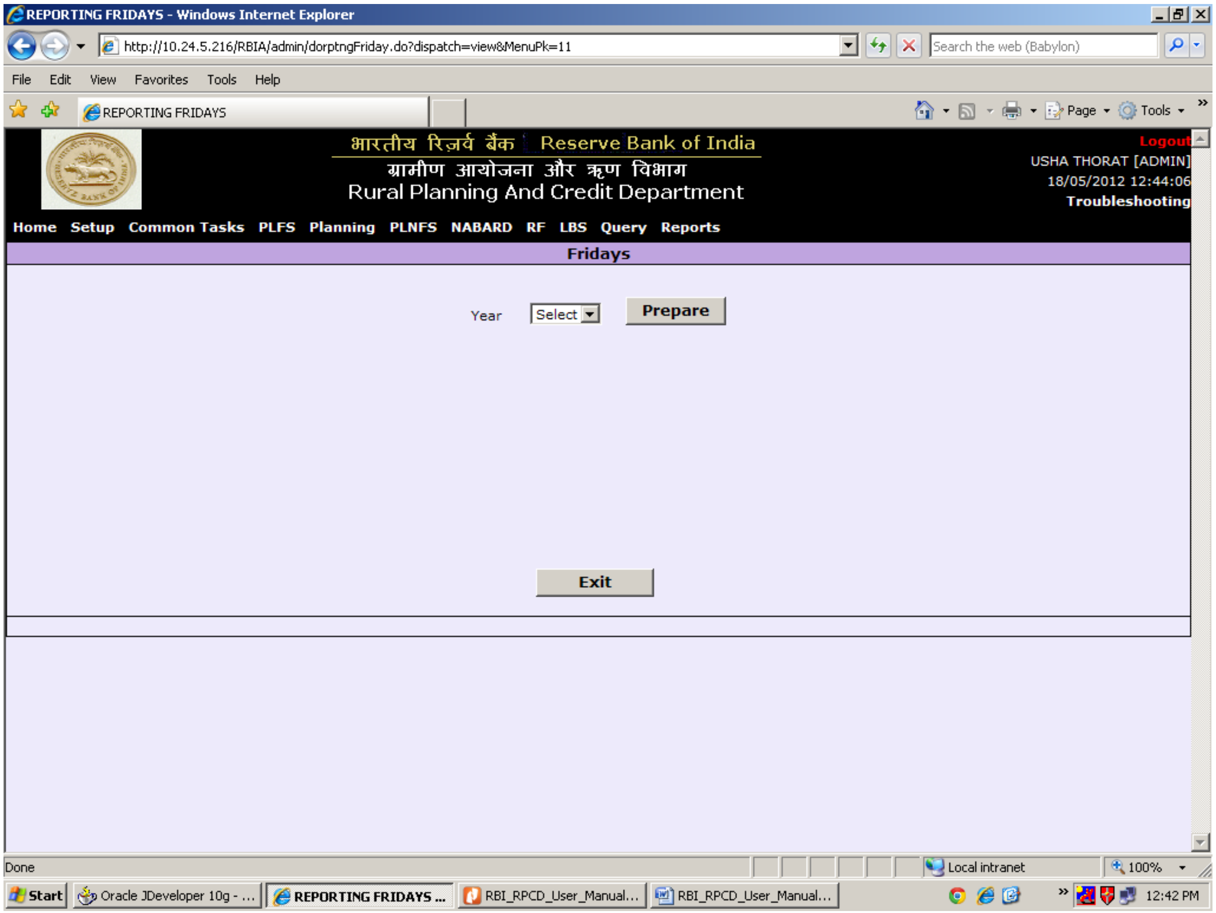
VIEW : User can view Holidays name and date.



Edit:

User select one holiday and modify.

11. **FRIDAYS :** After selecting an option form Setup Menu, Fridays screen will be shown to the user. Then click on Fridays …



Prepare:

1. Select year from year combo then prepare Fridays.

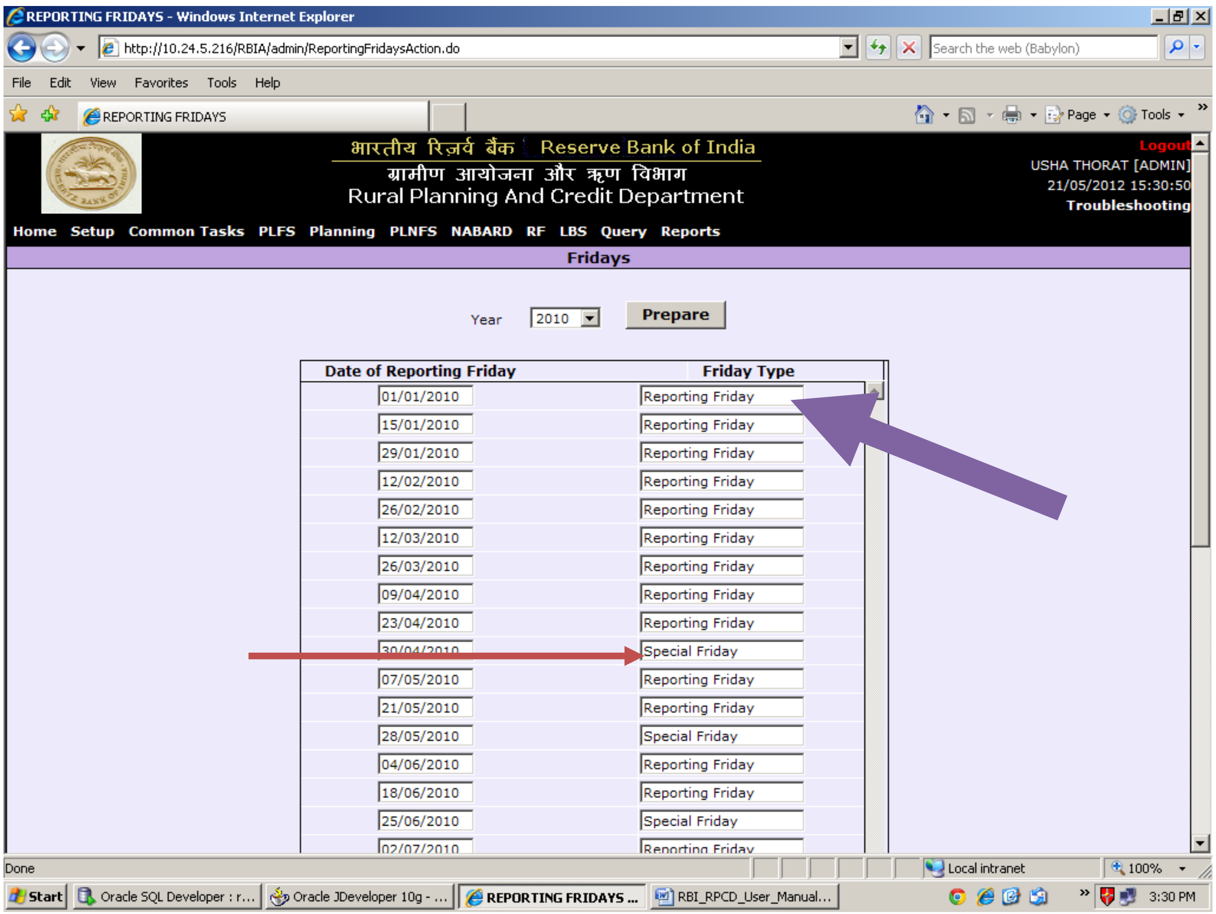
Exit*:* To exit from the screen.

Date of reporting Friday:

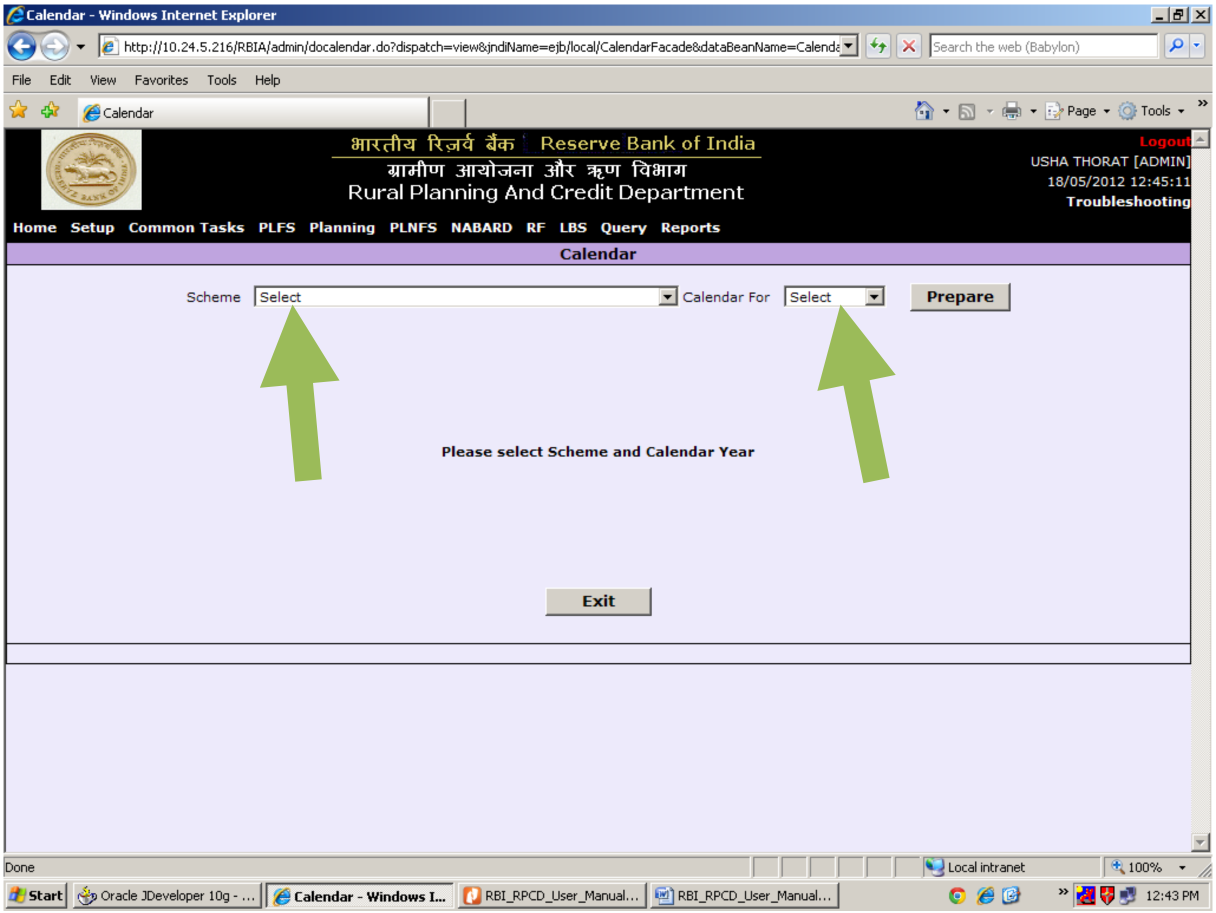
Friday:

1. Reporting Friday:

2. Special Friday:

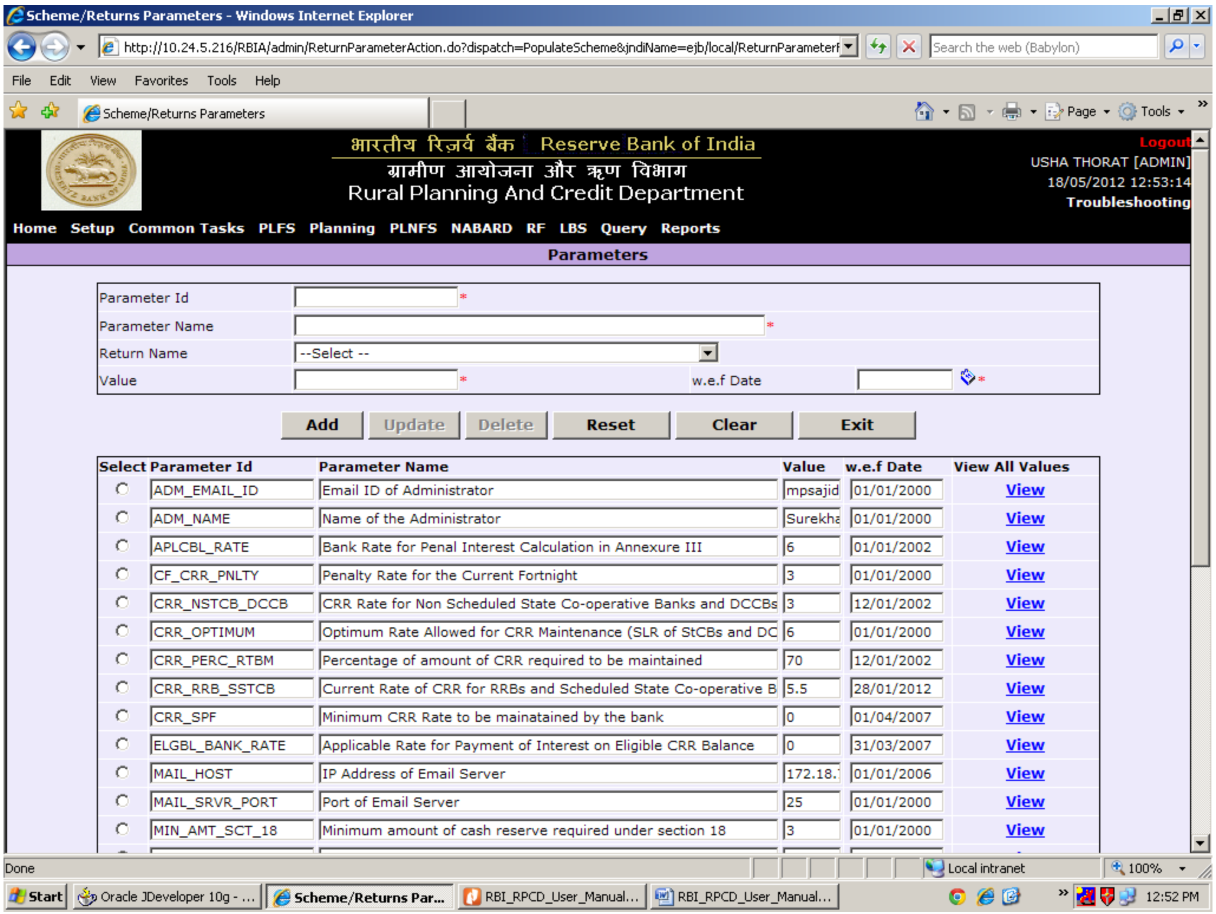


➢ **12. CALENDER GENERATION :** After selecting an option form Setup Menu, Calendar Generation screen will be shown to the user. Then click on Calendar Generation …



User select scheme and calendar then prepare calendar for selected return .

➢ **13. PARAMETERS :** After selecting an option form Setup Menu, Parameters screen will be shown to the user. Then click on Parameter …



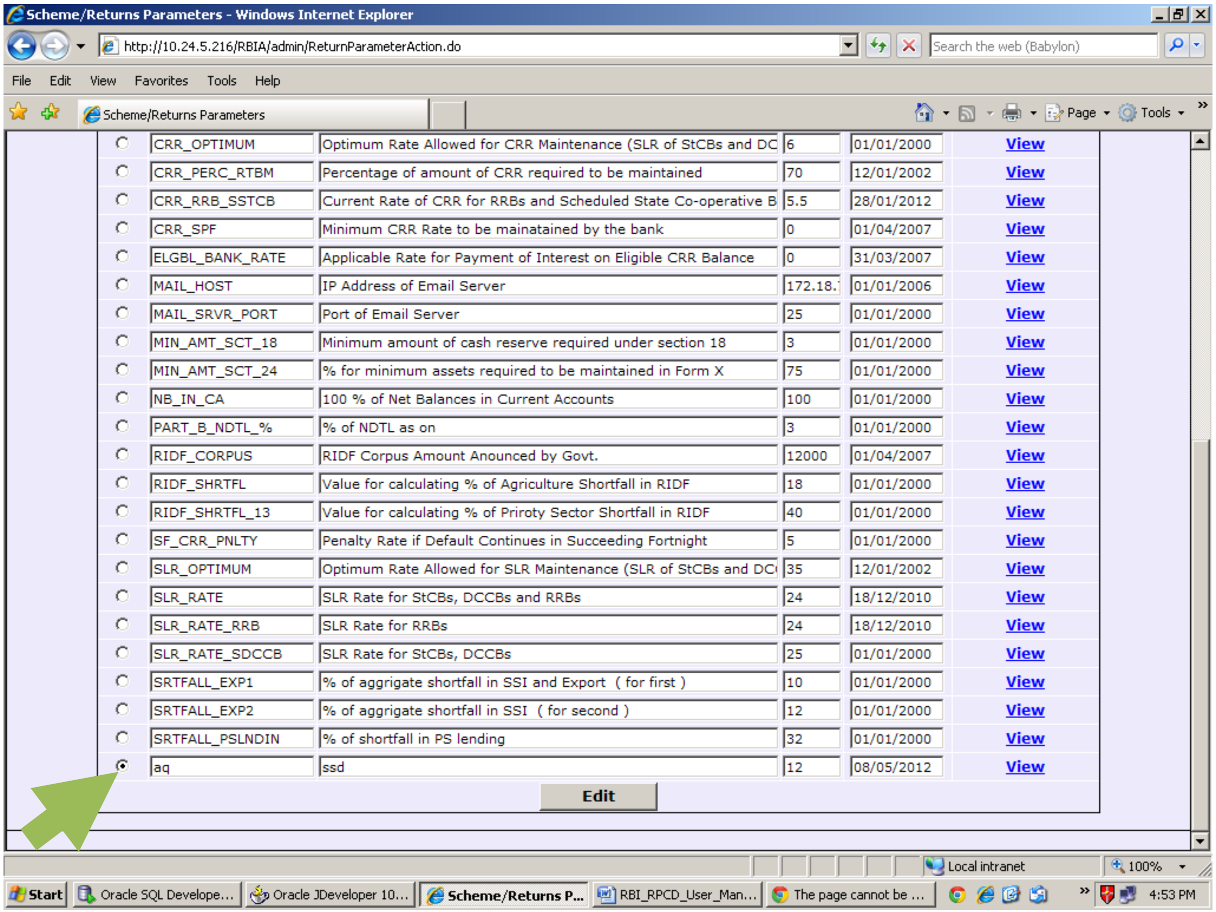
Add:

1. User enter parameter id and parameter name.

2. User select Return name .

3. Enter value and select date from calendar.

Edit: If user want to edit then hit edit button.



Delete:

User with "Delete" rights will be able to delete any record in the Master.

Reset: To reset the modified values.

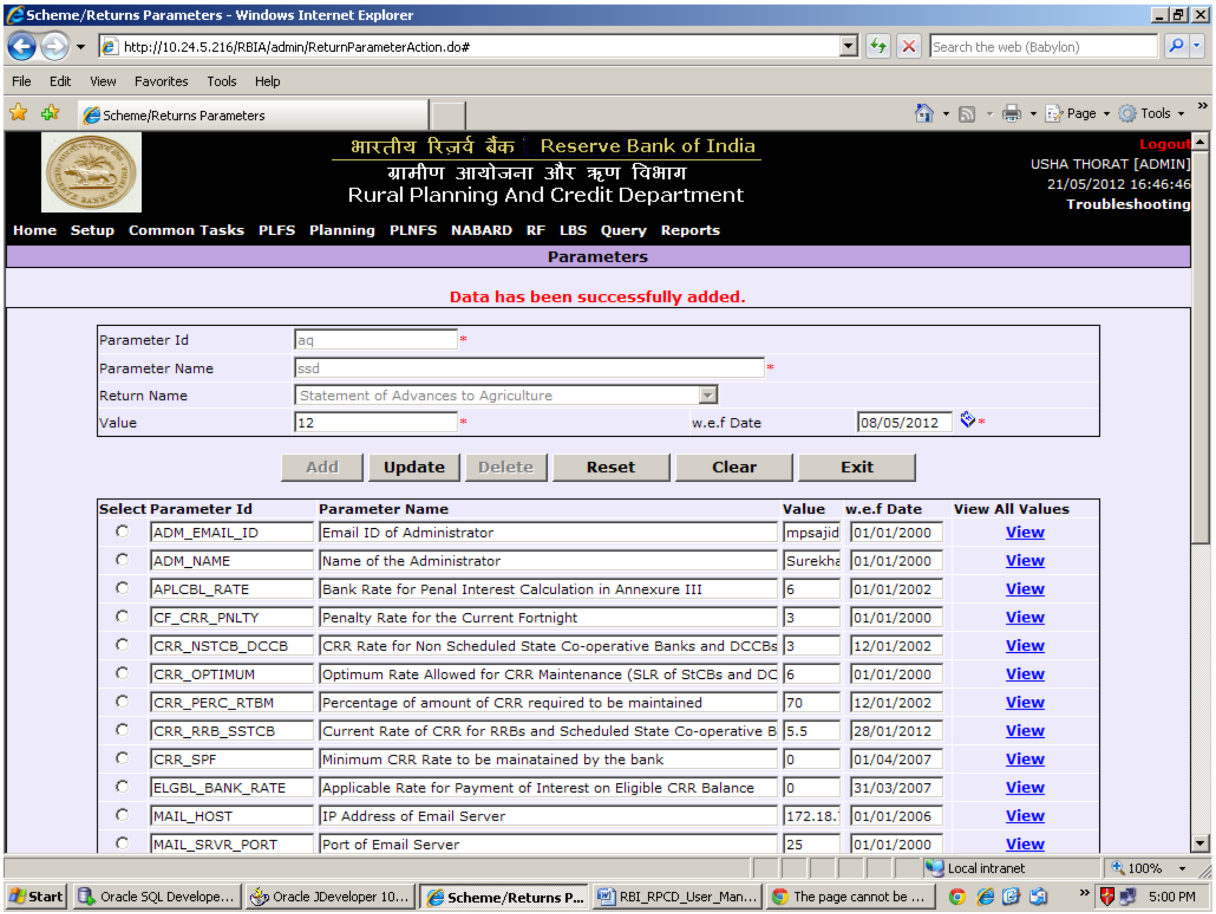
Clear: To clear the screen completely.

Exit: To exit from the screen.

Update :

Select one parameter and then hit edit then update button is enable update the parameter value.

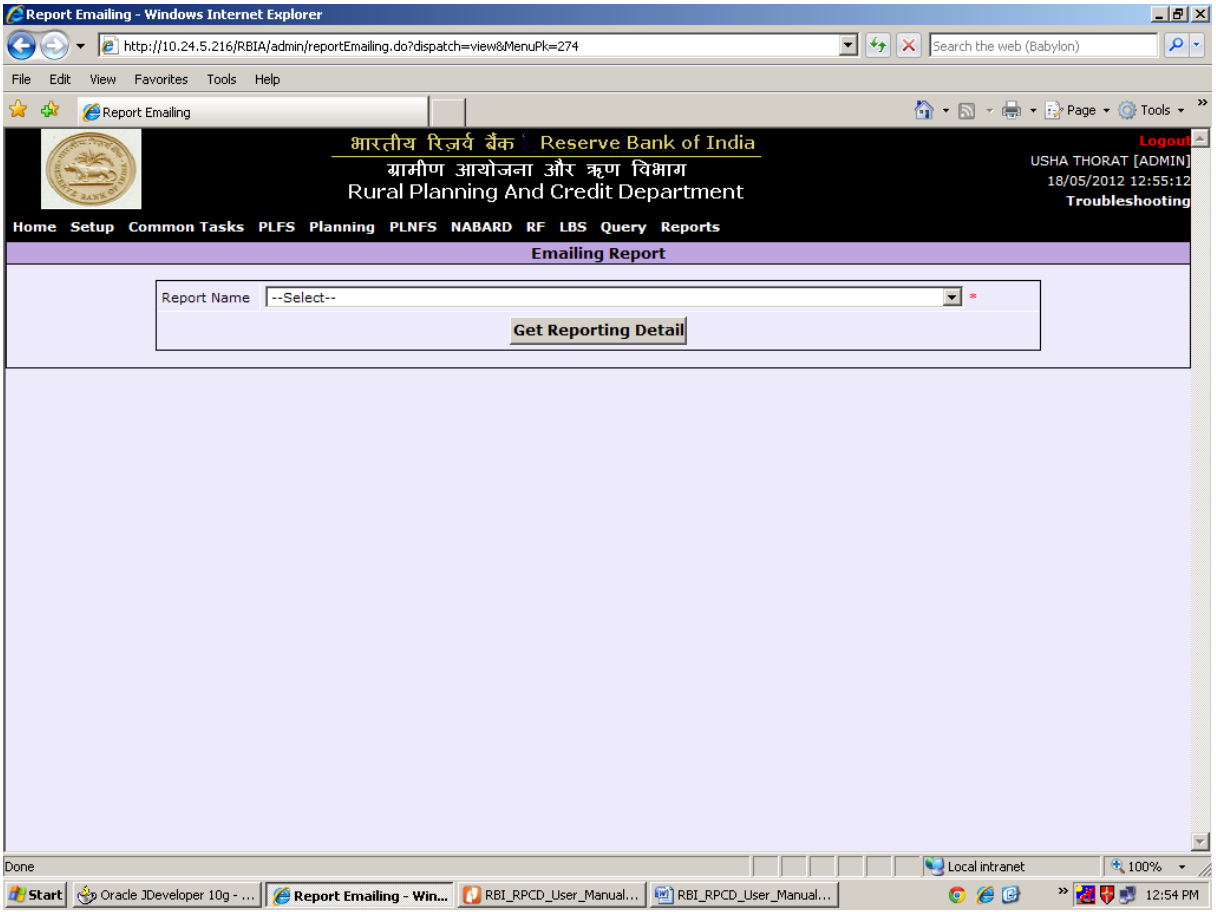
“Data has been successfully added”   Message will show on the top.



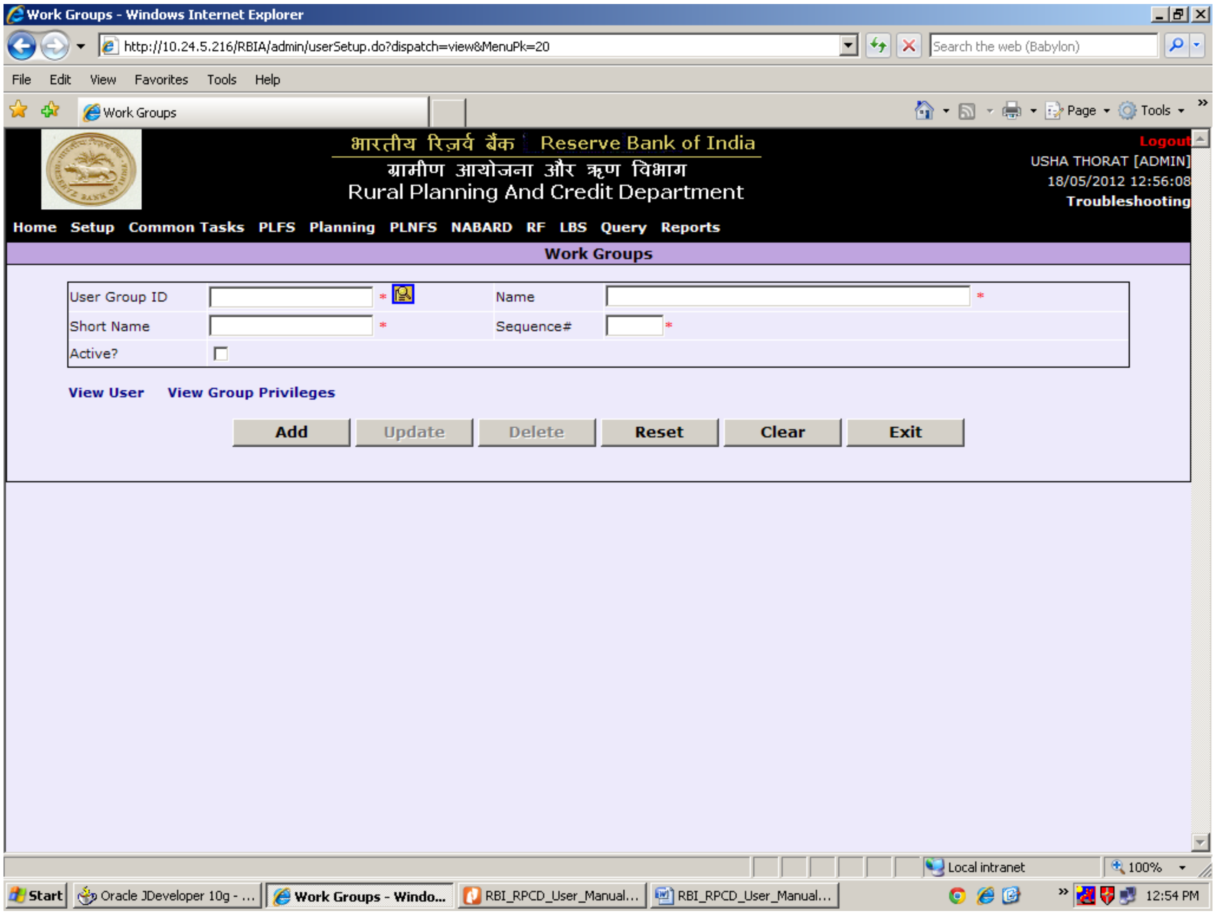
View :

If user wants to view all values then click on view link

➢ **14. EMAILING REPORT :** After selecting an option form Setup Menu, emailing report screen will be shown to the user. Then click on emailing report.



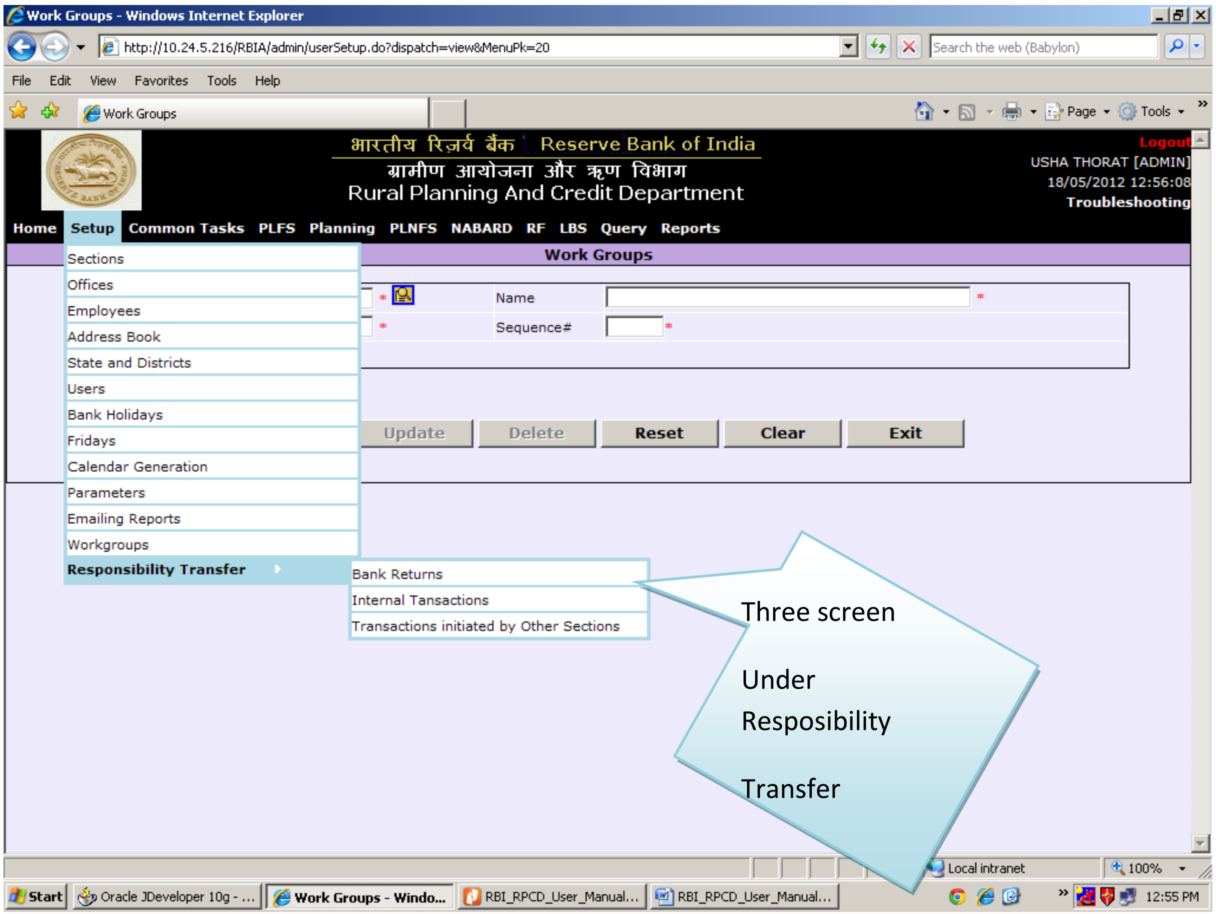
- **15. WORKGROUP :** After selecting an option form Setup Menu, workgroup screen will be shown to the user. Then click on workgroup …



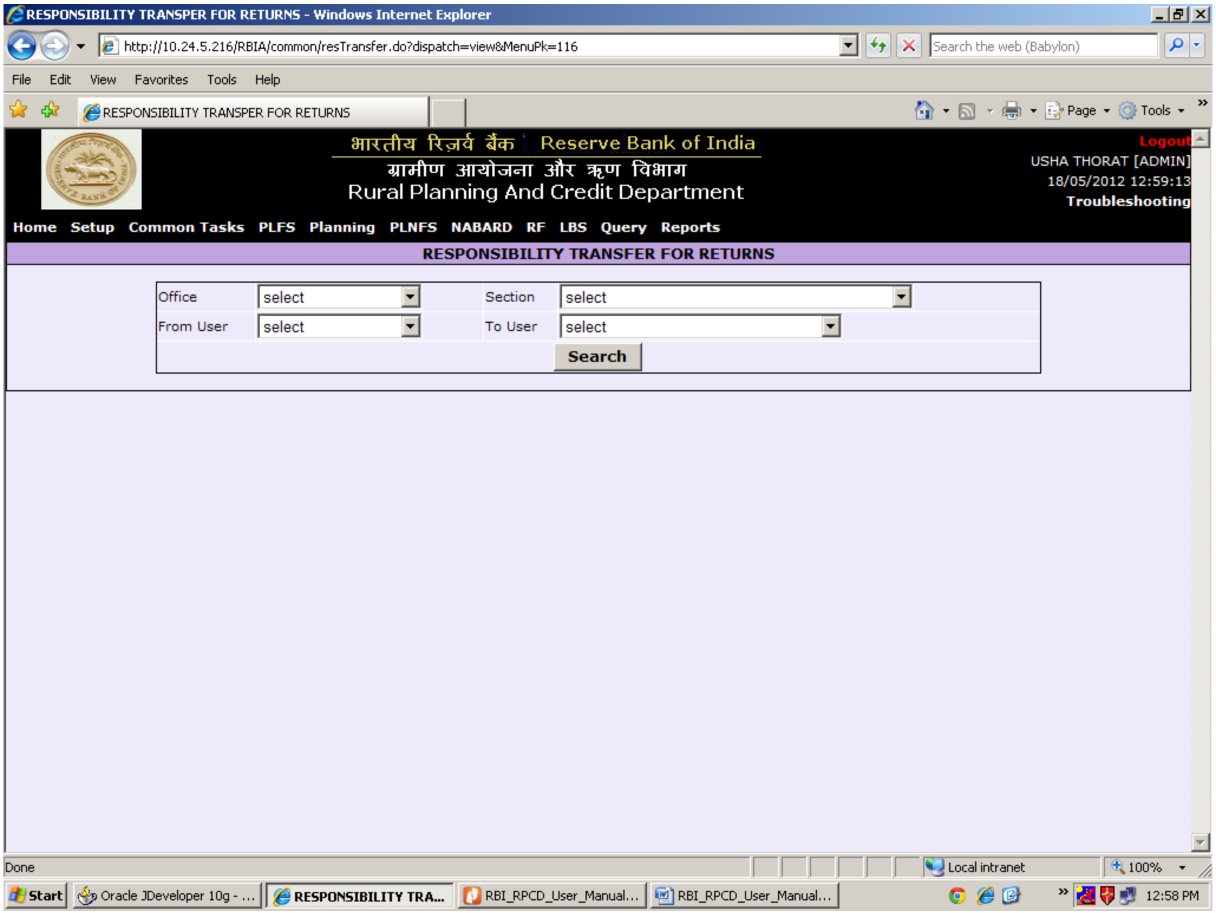
Add:

1. **User enter**

➢ **16. RESPONSIBILITY TRANSFER :** After selecting an option form Setup Menu, Responsibility Transfer screen will be shown to the user. Then click on Responsibility Transfer.



➢ **16.1 : BANK RETURNS :** After selecting an option form Responsibility Transfer Menu, Bank Returns screen will be shown to the user. Then click on Bank Returns.



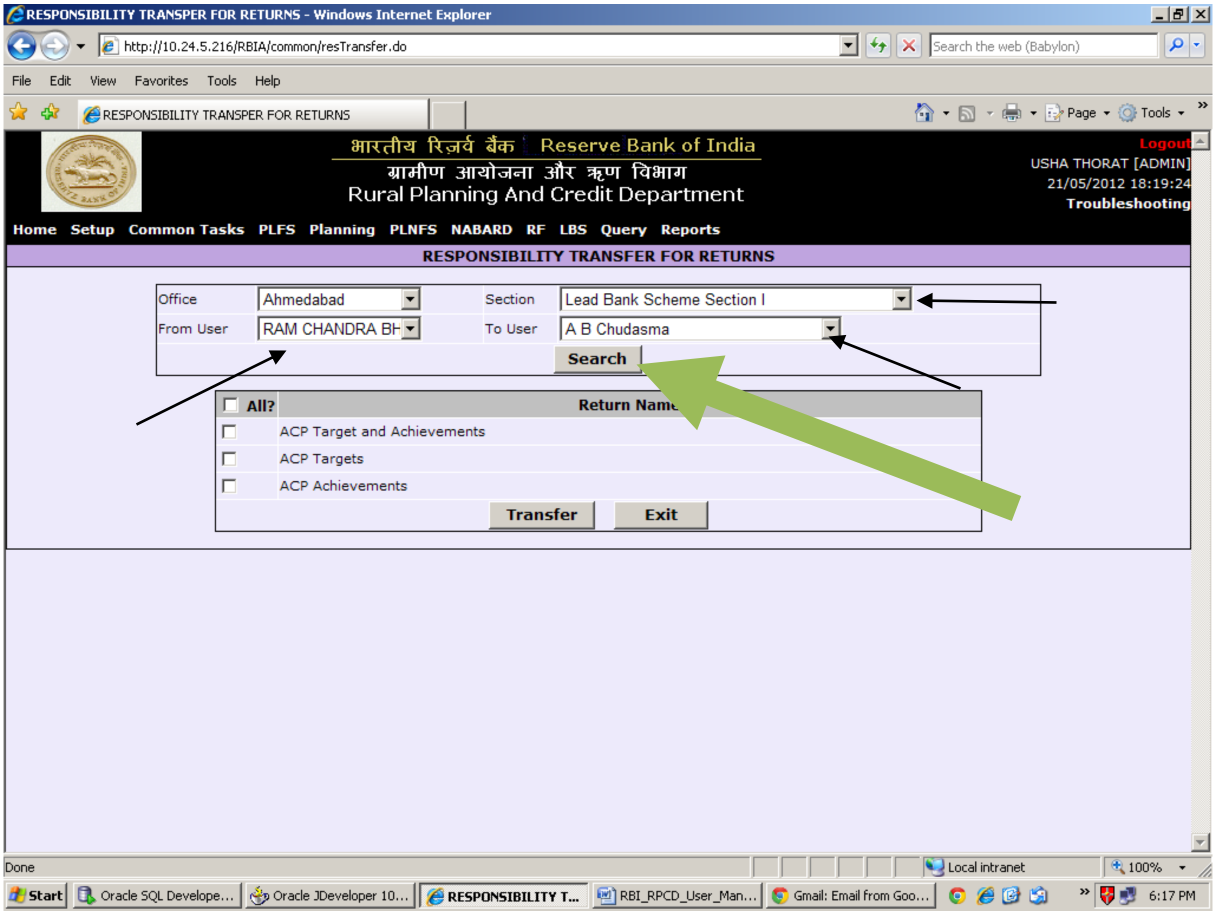
Office: In office combo user select one office.

Section: In Section combo user select one section for give responsibility.

From User: This combo showing users whose having some responsibility .

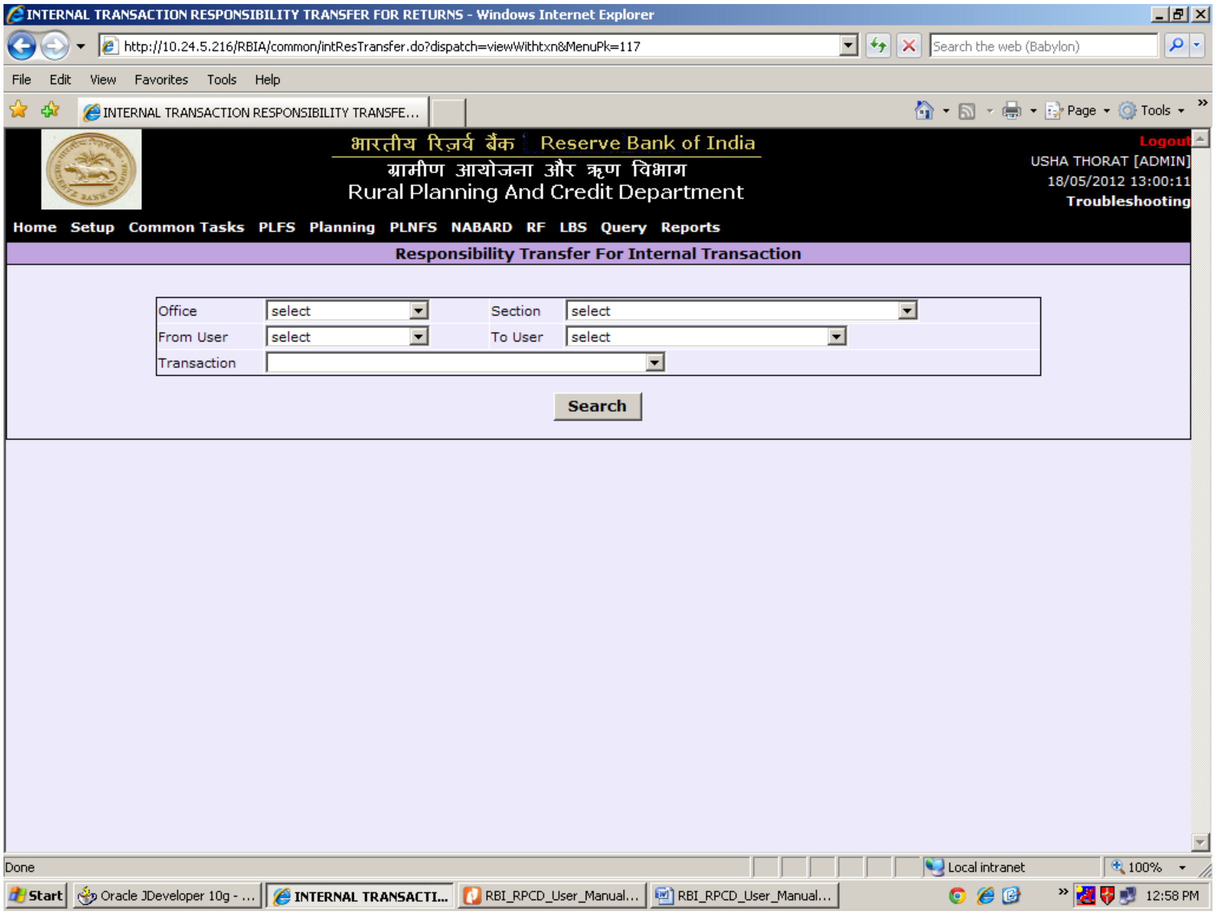
To User: If user wants to transfer responsibility from one user to another under same section,then just select the user and search.

Search: After hit on search button page navigate to this page.



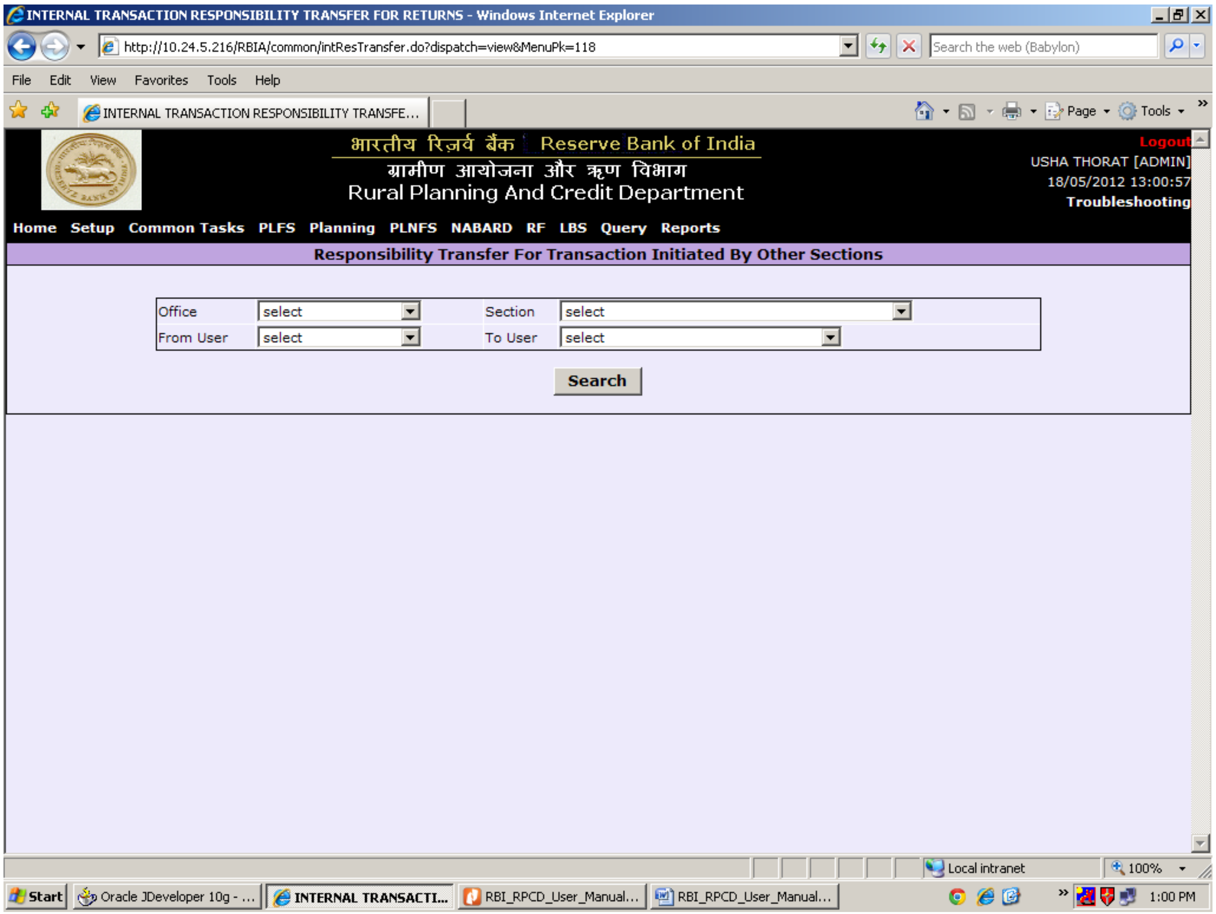
Transfer: User select Return name and hit transfer then responsibility will transfer from user to touser.

16.2 : INTERNAL TRANSACTION : After selecting an option form Responsibility Transfer Menu, Internal Transaction screen will be shown to the user. Then click on Internal Transaction.



Note : Same steps follow for this screen.

16.3: Transaction Initiated By Other Sections : After selecting an option form Responsibility Transfer Menu, **Transaction Initiated By Other Sections** screen will be shown to the user. Then click on **Transaction Initiated By Other Sections.**



Note : **Same steps follow for this screen.**