In this page, user will find more information about the Admin module and more specifically on :

- Automatic Amendment
- Automatic Reduction

# Set up automatic amendments

If the instrument has periodically scheduled amendments, click the Schedule Amendment folder on the Main Transaction in Issued status and then click on "Edit".



Enter the following information:

- **Channel of Communication** (This shall default from the parent transaction. If the scheduled amendment need not be communicated to the bank and is an internal activity, select the channel as paper/ fax)
- **Review/ Follow-Up Date** - the date on when an alarm notification is to be triggered for review and update of the scheduled amendment details
- Amendment Reason
- Increase/ Decrease Amount
- Extend Expiry (To extend the expiry date of the transaction)
- Frequency of the extension
- Start date of the Scheduled Amendment
- Maximum Number of Amendments allowed
- Create to Status - To which status the amendment should be created i.e. In process/ Pending completion/ Ready for Review, Applied or Issued
- STOP IF THERE IS ANY MANUAL AMENDMENT - Select the checkbox to stop creating the automatic amendment if there is a manual amendment available under the transaction
- STOP IF THERE IS ANY CLAIM - Select the checkbox to stop creating the automatic amendment if there is a claim available under the transaction
- STOP IF THERE IS ANY MANUAL REDUCTION - Select the checkbox to stop creating the automatic amendment if there is a manual reduction available under the transaction

Once parameters have been defined, click the "Generate Schedule" button for the system to automatically generate the periodically scheduled amendments under the Schedule Amendments grid
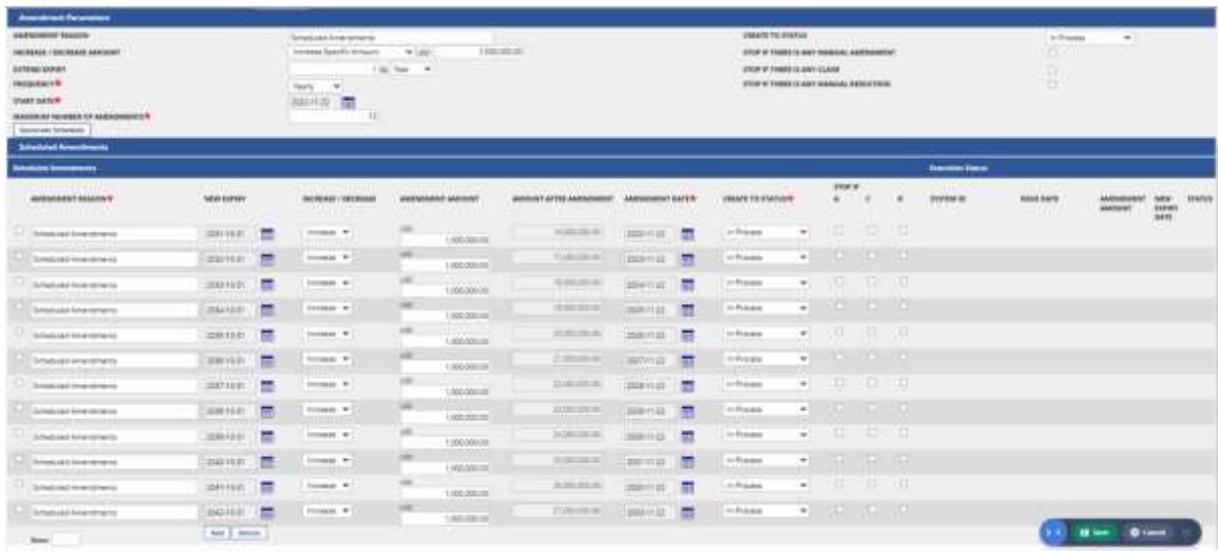


Note: This is an automated service, and the system shall automatically create an amendment in the Create to Status defined in the schedule.

After the successful triggering of system service, verify if the System has created the amendment transaction in the amendment list screen and verify if the amendment has been created as per the amendment schedule defined on the transaction level

After the successful completion of system services, the system shall automatically populate the amendment record details on the right side of the section: "Execution Status" with the below fields:

- *System ID*
- *Issue Date*
- *Amendment Amount*
- *New Expiry Date*
- *Status*

# Scheduled an automatic reductions

If the instrument has periodically scheduled reductions, click the Schedule Reduction folder on the Main Transaction in Issued status (YOU SEE IT DEPENDING ON THE ROLES). CLICK ON THE "EDIT" BUTTON.

You will then see the fields to be filled out, enter at minima the mandatory ones :

- Channel of Communication (This shall default from the parent transaction. If the scheduled amendment need not be communicated to the bank and is an internal activity, select the channel as paper/ fax)
- Review/ Follow-Up Date - the date on when an alarm notification is to be triggered for review and update of the scheduled amendment details
- Reduction Reason
- Reduction Amount – Based on Percentage, Specified Amount etc.,
- Frequency – Monthly, Quarterly, Half Yearly, Yearly
- Start Date
- Create to Status - To which status the amendment should be created i.e. In process/ Pending completion/ Ready for Review, Applied or Issued
- STOP IF THERE IS ANY MANUAL AMENDMENT - Select the checkbox to stop creating the automatic reduction if there is a manual amendment available under the transaction
- STOP IF THERE IS ANY CLAIM - Select the checkbox to stop creating the automatic reduction if there is a claim available under the transaction
- STOP IF THERE IS ANY MANUAL REDUCTION - Select the checkbox to stop creating the automatic reduction if there is a manual reduction available under the transaction



Once parameters have been defined, click the "Generate Schedule" button for the system to automatically generate the periodically scheduled reductions under the Scheduled Reductions grid

Verify the details of the Reduction Schedule and click the "Save" button



*Note: This is an automated service, and the system shall automatically create a reduction in the Create to Status defined in the schedule.*

*After the successful triggering of system service, verify if the System has created the reduction transaction in the Reduction list screen and verify if the reduction has been created as per the reduction schedule defined on the transaction level*

*After the successful completion of system services, the system shall automatically populate the reduction record details on the right side of the section: "Execution Status" with the below fields:*

- *Related System ID*
- *Reduction Amount*
- *Reduction Date*
- *Reduction Status*