

WFP Setup Guide

# **Oracle Financial Services Lending and Leasing**

Release 14.1.0.0.0

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WFP Setup Guide  
March 2016  
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# 1. Navigation

This document provides an overview on the basic template, navigation, common operations that can be performed and keyboard short cuts available in Oracle Financial Services Lending and Leasing. The document is organised into below topics:

- Logging In
- Template and Navigation
- Common Operations
- Hot Keys

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**Note**

The application can be best viewed in 1280 x 1024 screen resolution.

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## 1.1 Audience

This document is intended to all the Prospect Users who would be working on the application.

## 1.2 Conventions Used

Term	Refers to
The system/application	Oracle Financial Services Lending and Leasing
Mnemonic	The underlined character of the tab or button

## 1.3 Logging In

The pre-requisites to log into the system are a valid user ID and a password, defined by the system administrator in Administration -> User Page.

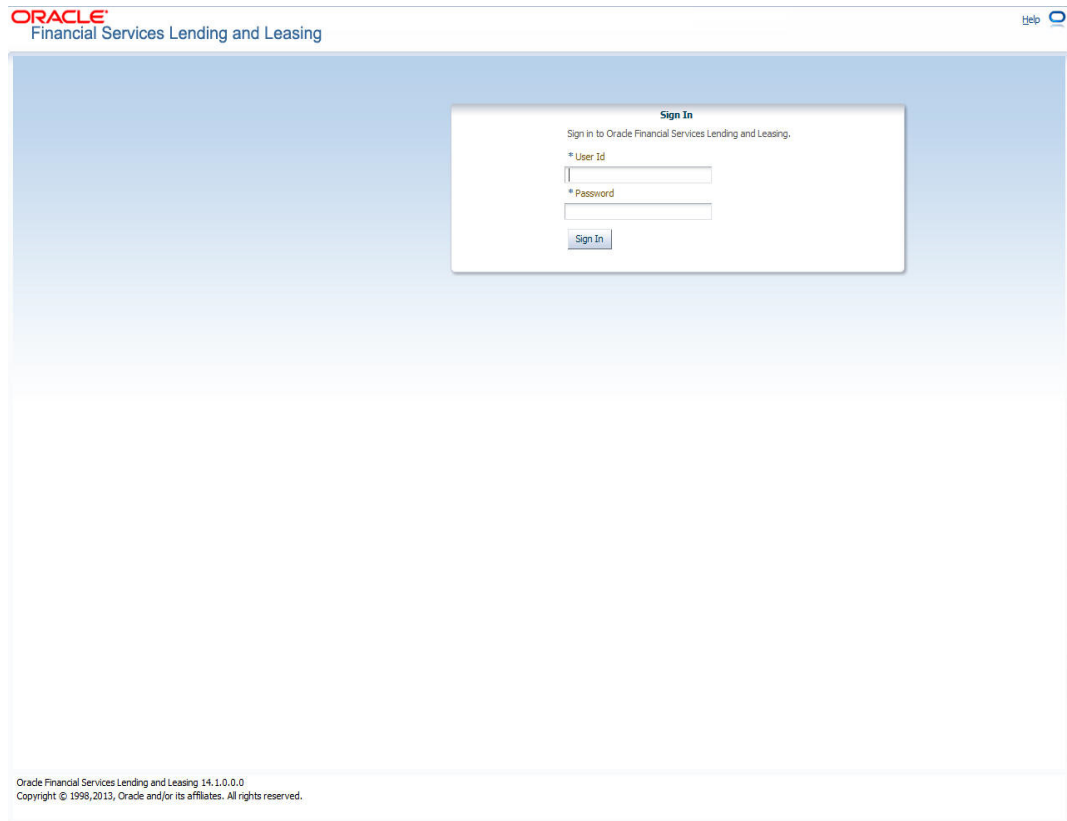
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**Note**

If an User ID is inactive for a specified number of days, then the User ID is disabled automatically.

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When you invoke the application, the System displays the **Sign In** page.



- **User ID** – Specify a valid User ID.
- **Password** – Specify a valid password for the specified User ID

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#### Note

Password field is case sensitive

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After specifying valid credentials, click **Sign In** to sign into the application.

## 1.4 Template and Navigation

This section provides a brief input on the template and navigation of the system. Details are grouped into two categories to enable easy understanding. These include:

- Home Page
- Screens

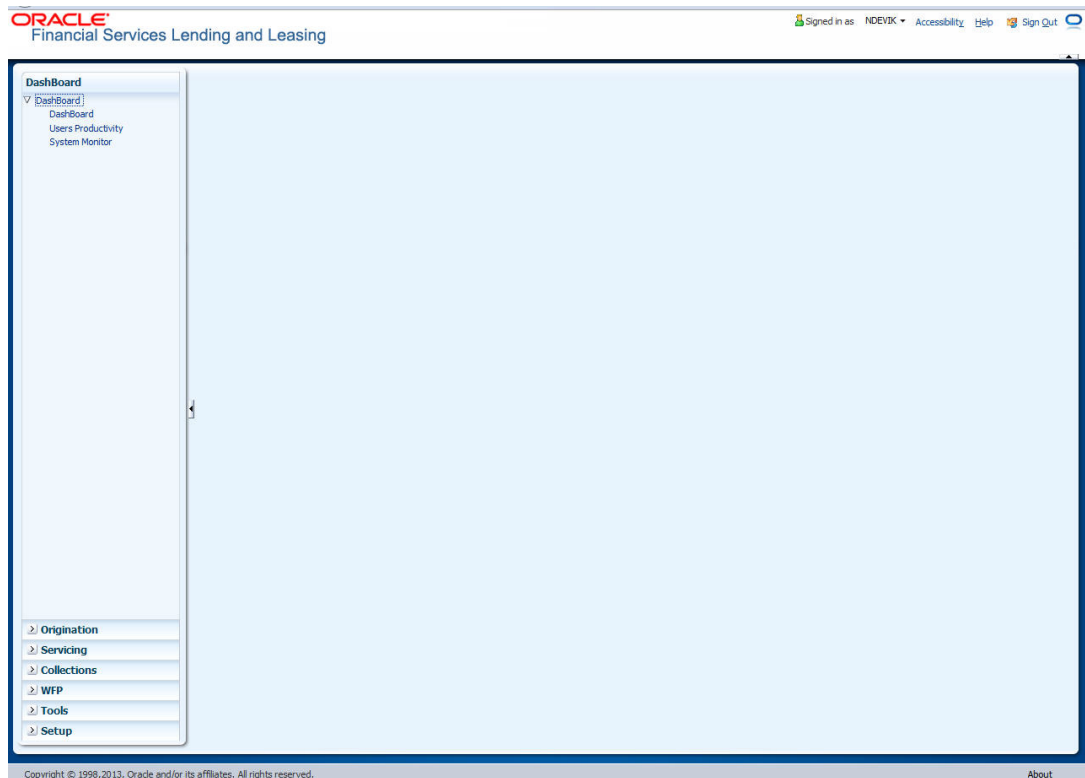
### 1.4.1 Home Page

After you login to the application with your valid credentials, the system recognizes your credentials and displays the Home Page.

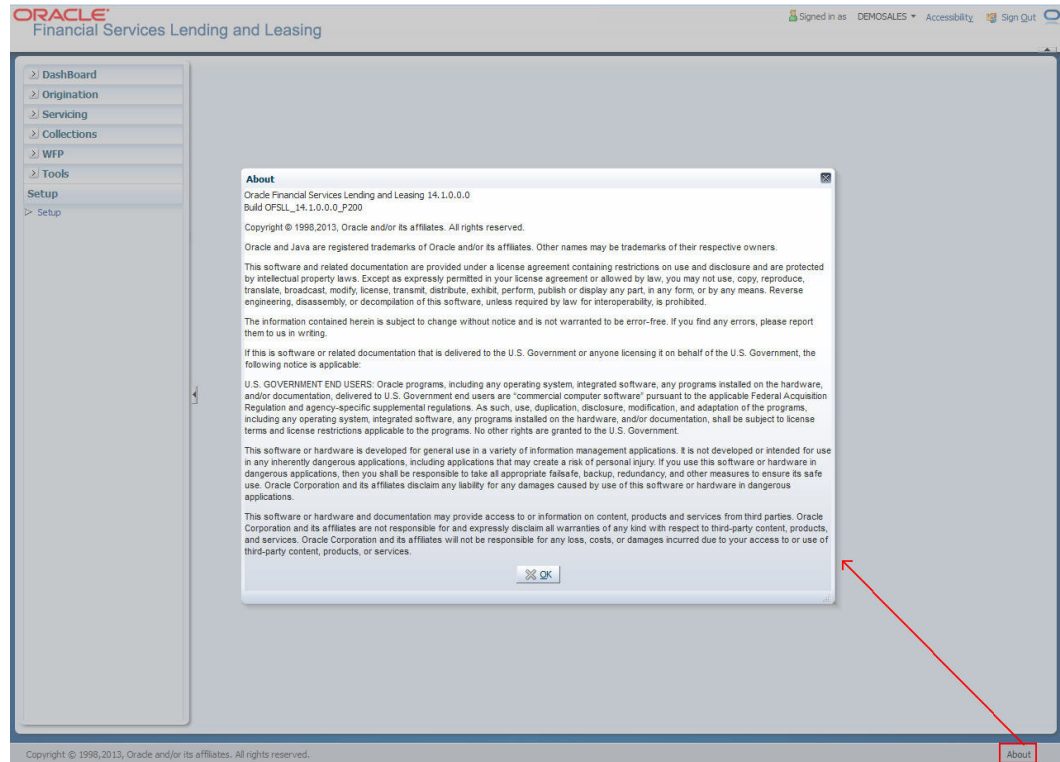
The Home page is split into three windows by vertical and horizontal splitters.

- Header
- Left Pane

- Right Pane/Work Area



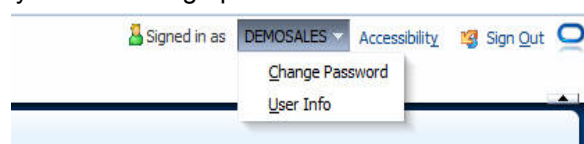
Click **About** link available in the right corner of the footer, to view the application details. For example, the version number of the application.



## Header

In the Header, the system displays;

- User ID you have logged in with – Click the adjoining drop-down arrow, the system displays the following options:



- Change Password – Click to change the current password.

Specify the current password in the **Current Password** field and a valid password, you wish to maintain as a new password, in the **New Password** field.

Confirm the password specified in the New Password field.

Click **Submit** to change the password and **Cancel** to revert changes.


- User Info – Click to view the current user info.

In this screen, apart from viewing the user info, you can set the Session Language and enable error log.

**Session Language** – Select the language you need to set for the session, from the drop-down list.

**Debug Enabled Ind** – Check this box to enable error logs.

Click **Submit** to save the changes, and **Close** to close the window without changes.

- Accessibility – Click the link to view accessibility features of the system  
*Refer accessibility document for further details.*
- Sign Out – Click the link to sign off from the application. You can also click on  icon to sign off from the application



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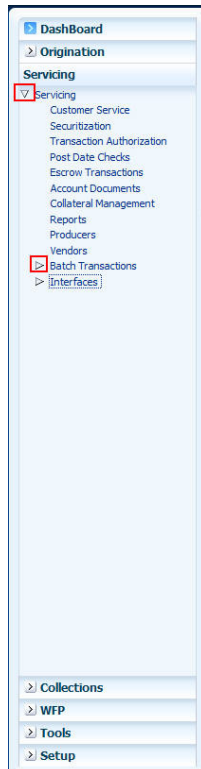
### Note

Sign off from the system, when you complete your work session.

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## Left Window

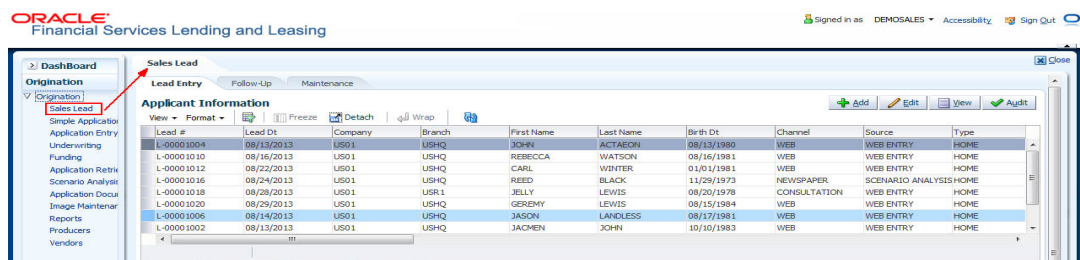
In the left pane, the system lists and provides drop-down links for the various modules available in the product. Click  to expand the Module Master Tabs and  to collapse them.



To open a screen, navigate to the Module Master Tab to which the screen belongs, expand the tabs and click the screen link you wish to open.

## Right Window

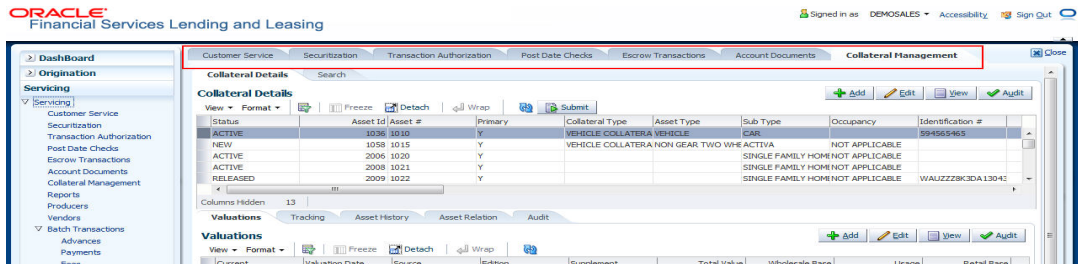
The Right Window can also be termed as work area. When you click the screen link on the left pane, the system displays the corresponding screen in the right pane.



You can open a maximum of 15 screens at a go. Once the maximum limit is reached, the system displays an error message as “You have too many tabs open. You will need to close some tabs before opening new ones”. Click ‘OK’ to continue.



In origination, only one among the three screens namely, Application Entry, Underwriting, Funding can be opened at a time. If ‘Application Entry’ screen is open and you click on Underwriting or Funding, the system retains the same screen.





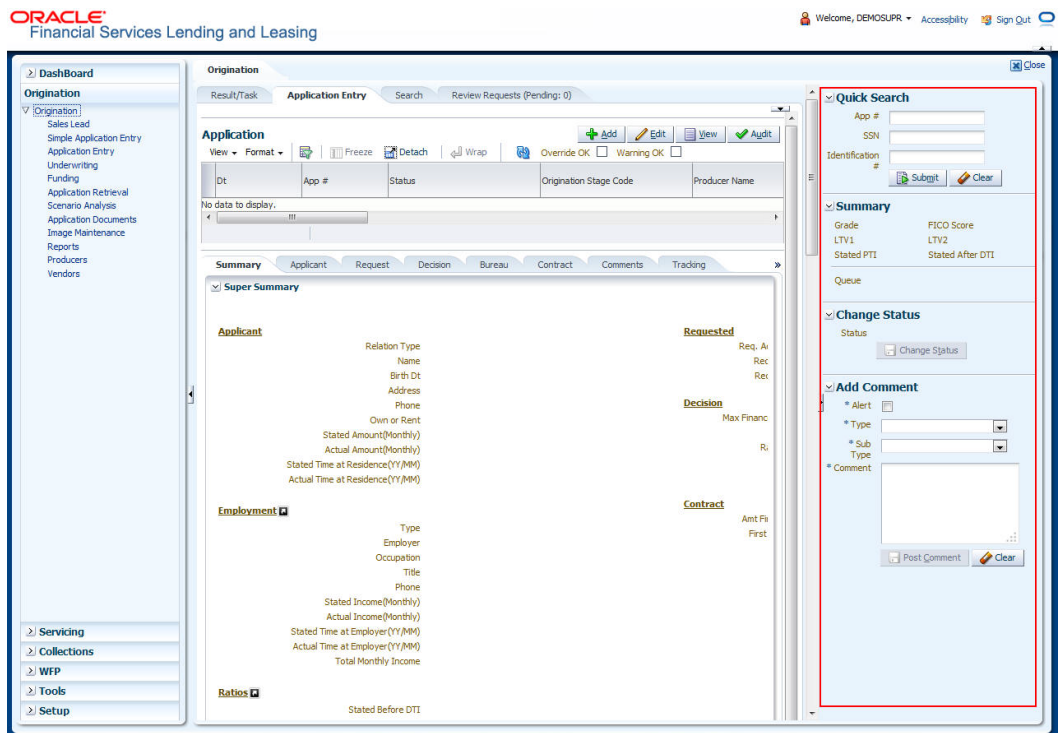
Each active screen is displayed as a tab at the top of right pane, across its width. To view a screen, click the screen tab. You can identify the active screen with its white background. Also, operation on any of the screen will not affect the data in the other screens.

### Right Splitter/Action Window

The Right Splitter/Action Window has quick access to search and other options to avoid switching between tabs or navigating into sub tabs periodically. You can access the Right Splitter/Action Window while working on an Application or Customer Service screens. You can click  and  to toggle the view of Right Splitter/Action Window.

### Origination Screens

In Origination → Application screens, you can use the Right Splitter/Action Window to do the following:



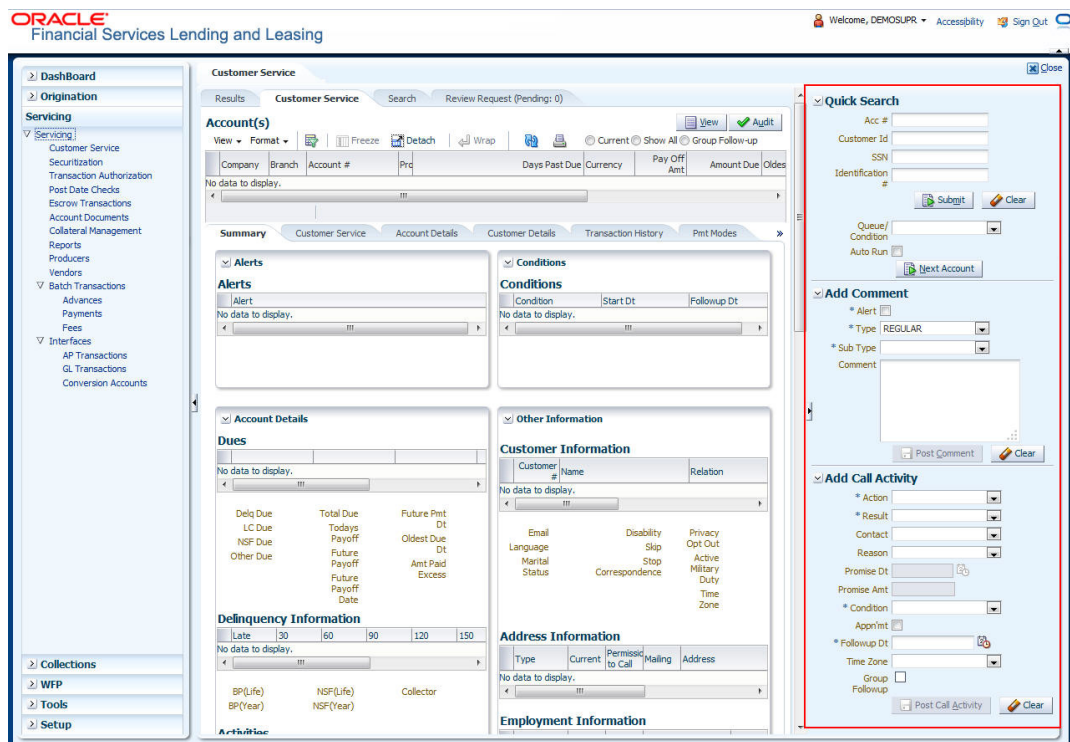
- Use **Quick Search** to search for an application based on application number, last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches found for the Identification #, Please use normal Search".

- **Summary** section displays critical information that has to be referred repeatedly during origination like – DTI, PTI, Book Value, Grade, FICO Score, Approved Advance, Rate and Term.
- Use **Change Status** section to change the application status to next level. If the application edit status is restricted, then the ‘Change Status’ will be read-only.
- Use **Add Comment** section to post an alert or comment during Underwriting and Funding stages.

For detailed information on the above options, refer to respective sections in the document.

## Servicing and Collection Screens





In Servicing and Collection → Customer Service screens, you can use the Right Splitter/ Action Window to do the following:



- Use **Quick Search** to search for an account based on account number, or customer Id, or last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during ‘Identification #’ search, the system displays an error message as “Multiple Matches found for the Identification #, Please use normal Search”. You can also select the Queue Condition and Auto Run options during search.
- Use **Add Comment** section to post an alert or comment based on Type and Sub Type.
- Use **Add Call Activity** section to post all types of call activities including promise to pay, account conditions and so on, irrespective of the screen you are working on. This is similar to the option available in ‘Call Activities sub tab’ under Customer Service tab.

For detailed information on the above options, refer to respective sections in the document.

The height of the Header and the width of the Left Pane do not change, with the resizing of application window.

The system facilitates toggling the Header and Left Pane of the home page to increase the visible area of the screens. Click  to toggle upper pane and  to toggle left pane. To un-toggle click  and  respectively.

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## Note

Few screens in Origination, Servicing and Collection are identical and are linked. Hence, you can open only one screen at a time from the group. A sample of the grouping structure is given below, based on the stages of the screens:

### Origination:

- Simple Application Entry
- Application Entry
- Underwriting
- Funding

### Collection:

- Collection
- Bankruptcy
- Repossession
- Deficiency

### WFP:

- Producers
- Credit Lines
- Units

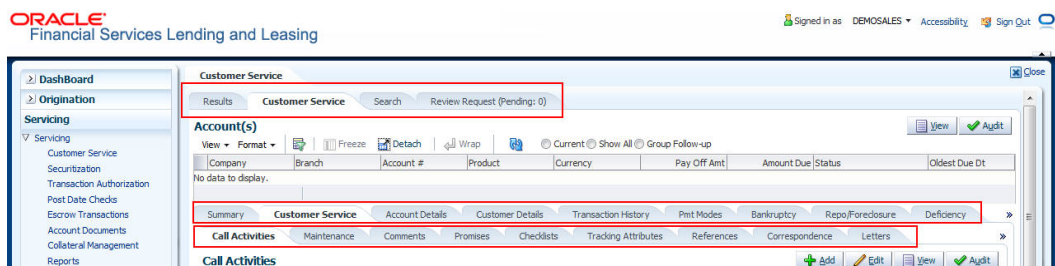
To get more clarity on the feature discussed above, consider Origination. If you have opened a screen any of the four screens listed above, say you have opened Application Entry, you cannot open any another screen. To open another screen, you need to close the Application Entry screen.

---

## 1.4.2 Screens


Details in few main screens are grouped into different sections. These sections are displayed as tabs, horizontally within the screen. In turn, details in few of these tabs are again grouped. Such details are displayed as sub-tabs horizontally, when you click the tab under which they are grouped. Similar to the main screen tabs, you can identify the active tab with its white background.

For example, Customer Service main screen has four main tabs. When you click on 'Customer Service' tab, the screen displays the corresponding tabs and so on.



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## Note

Click  to view the list of additional subtabs, if any.

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## 1.5 Common Operations

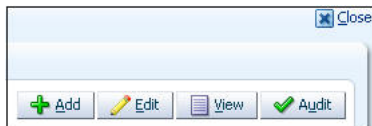
Some of the operations are common to most of the screens. These are grouped into three categories, based on their features.

- Basic Operations
- Basic Actions
- Personalization Options

### 1.5.1 Basic Operations

All the screens contain buttons to perform all or few of the basic operations. The four basic operations available are:

- Add
- Edit
- View
- Audit



When you click any of the operation tabs, the system displays the records in-line, below the respective setup tables.

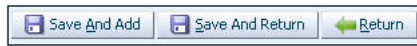
The table below gives a snapshot of them:

Basic Operation	Description
Add	Click to add a new record. When you click <b>Add</b> , the system displays a new record enabling you to specify the required data. It is mandatory to specify details for the fields with '*' symbol.
Edit	Click to edit an existing record. Select the record you want to edit and click 'Edit'. The system displays an existing record in editable mode. Edit the details you need to.
View	Click to view an existing record. Select the record you want to view and click 'View'. The system displays an existing record in display mode,
Audit	Click to view audit info. If an audit is set for a field, then the system tracks the changes for that field. Select the record for which you want to view the audit info and click 'Audit'. The system displays the details tracked for that field.
Close	Click to close a screen or a record. When you try to close an unsaved, modified record, then the system displays an error message as "You are in middle of transaction, would you like to close the page and loose all changes, if any?". Click 'Yes' to continue and 'No' to save the record.

### 1.5.2 Basic Actions

Most of the screens contain buttons to perform all or few of the basic actions.

All or few of these actions are enabled when you select any of the Basic Operations.



The table below gives a snapshot of them:

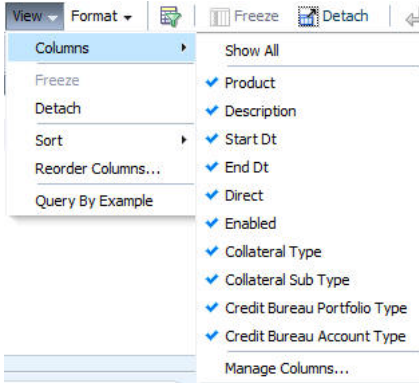
Basic Actions	Description
Save And Add	Click to save and add a new record. This button is displayed when you click 'Add' button.
Save And Return	Click to save and return to main screen. This button is displayed when you click 'Add' or 'Edit' buttons.
Return	Click to return to main screen without modifications. This button is displayed when you click 'Add', 'Edit' or 'View' buttons.

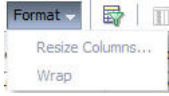
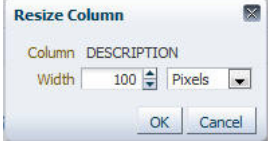
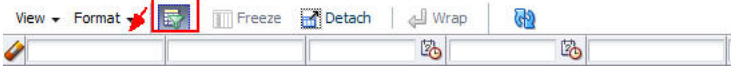
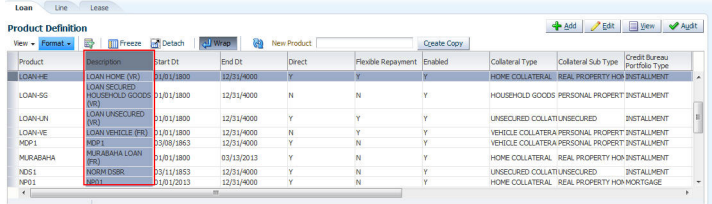

### 1.5.3 Personalization Options

You can personalize the data displayed in the setup tables. Once personalized, the system saves the settings for that User ID until next personalization.



The table below gives a snapshot of them:

Options	Description
View	<p>Click to personalize your view. The drop-down list provides the following options of customization:</p> <ul style="list-style-type: none"> <li>• Customize columns you wish to view</li> <li>• Sort the order of displayed data</li> <li>• Reorder columns</li> </ul> <p>Additionally, the drop-down list provides selection of options adjoining 'View'.</p> 

Options	Description
Format	<p>Click to resize columns or wrap a data in the table cells.</p>  <p>Select the column you need to resize and select <b>Resize Columns</b> option from the <b>Format</b> drop-down list.</p>  <p>Specify the <b>Width</b> and the unit for the selected column. Click <b>OK</b> to apply changes and <b>Cancel</b> to revert.</p>
Query by Example	<p>Click to query for the data by an example. When this option is selected, the system displays an empty row above column heads. You can specify all or any of the details of the record you wish to query.</p> 
Freeze	<p>Select the column at which you need to freeze the table and click <b>Freeze</b>. Function is similar to the freeze option in MS excel.</p>
Detach	<p>Click to detach the setup table from the screen. An example of the detached table is provided below.</p>
Wrap	<p>Select the column in which the data needs to be wrapped and click <b>Wrap</b>.</p> 
	<p>Click to refresh the data in the table</p>

Origination

Result/Task Application Entry Search Review Requests (Pending: 0)

Quick Search

App #  SSN  Submit

Queue  Next Application

Search

View Format Freeze Detach Wrap View All

Company	Branch	App #	Date	Title	Product	Status	Producer	Secured
US01	USHQ	0000001854	03/21/2013	1854 1854	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001858	03/20/2013	1852 1852	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001861	03/21/2013	1861 1861	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
US01	USHQ	0000001862	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADCF	
US01	USHQ	0000001863	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : TERMINATE	
US01	USHQ	0000001864	03/23/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADCF	

Detached Table

View Format Freeze Detach Wrap View All

Company	Branch	App #	Date	Title	Product	Status	Producer	Secured
US01	USHQ	0000001854	03/21/2013	1854 1854	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001858	03/20/2013	1852 1852	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001861	03/21/2013	1861 1861	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
US01	USHQ	0000001862	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADCF	
US01	USHQ	0000001863	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
US01	USHQ	0000001864	03/23/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADCF	
US01	USHQ	0000001865	03/24/2013	ME DETACH	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
CTE1	TBR1	0000001610	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	AK01 : PR4	
CTE1	TBR1	0000001611	03/12/2013	ALASKA ALASKA	LOAN VEHICLE (FR)	NEW - BLANK	AK01 : PR4	
CTE1	TBR1	0000001612	03/12/2013	3463 Q352	LOAN VEHICLE (FR)	NEW - BLANK	AK01 : PR4	
US01	USHQ	0000001615	01/09/2013	1615 1615	MDP1	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001623	03/12/2013	HH HPHG	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001625	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001627	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001628	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001629	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001633	03/12/2013	ASDASD ASDAS	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001638	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001639	03/12/2013	UNDEFINED	NORM DSR	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001647	03/12/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001653	03/13/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001655	03/13/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001659	03/13/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
CTE1	TBR1	0000001667	03/13/2013	MANIVANNAN PREETHI	LOAN VEHICLE (FR)	NEW - PRESCREEN AI	AK01 : PR4	
US01	USHQ	0000001676	03/13/2013	MANIVANNAN PREETHI	LOAN UNSECURED (V)	NEW - PRESCREEN AI	NY-02 : PR	
US01	USHQ	0000001680	03/13/2013	1680 1680	NORM DSR	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001681	03/13/2013	1681 1681	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
CTE1	TBR1	0000001682	03/13/2013	MANIVANNAN PREETHI	LOAN VEHICLE (FR)	NEW - PRESCREEN AI	AK01 : PR4	
US01	USHQ	0000001683	03/13/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001684	03/13/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001685	03/13/2013	ASD ASD	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001686	01/09/2013	1686 1686	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
CTE1	TBR1	0000001698	03/14/2013	MANIVANNAN PREETHI	LOAN UNSECURED (V)	NEW - PRESCREEN AI	AK01 : PR4	
US01	USHQ	0000001699	03/14/2013	DFDFGFG SAFSDF	LOAN HOME (VR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001712	03/14/2013	COLLATERAL TEST	LOAN HOME (VR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001722	03/14/2013	COLQU4 COLQU4	LOAN VEHICLE (FR)	NEW - PREQUALIFY	NY-02 : PR	
US01	USHQ	0000001734	03/14/2013	UNDEFINED	NORM DSR	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001735	03/14/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001739	03/15/2013	DSADSA XSAX	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001765	03/15/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
US01	USHQ	0000001766	03/15/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	

## Note

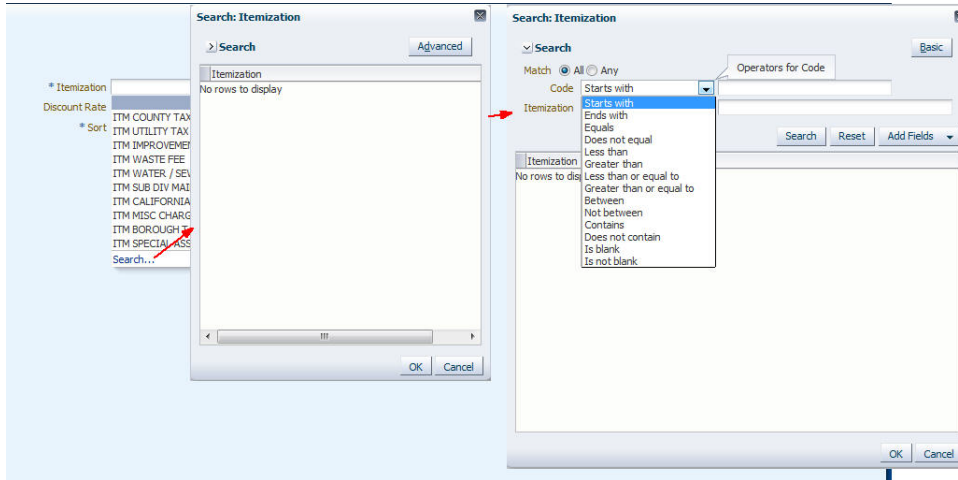
Click 'Add', 'Edit' or 'View' button to open a new page in expanded mode with details.

## Drop-down List

The system provides an option to select the required data from LOV, for few fields. You can either select the record from the list or enter the first alphabet of the value you want. When you provide the alphabet, the system limits the selection to the values starting with the specified alphabet. These lists are grouped into two types:

- Drop-down list – Provides only select option, search option unavailable

- Combo drop-down list – The LOV contains huge data and provides both select and search option. These drop-down arrows are smaller in size, when compared to normal drop-down arrows, thus enabling easy identification.



Click the arrow button available before 'Search' to toggle the search options.

Buttons/Menu	Do this
Basic	Click 'Basic' for normal search.
Advanced	Click 'Advanced' for advanced search. In this mode, you can select the search option from drop-down list adjoining the search criteria. Selected record will be highlighted (Hover to select).
<b>Note:</b> The system displays either of the 2 options.	
Match	Select 'All' to display results exactly matching the specified characters. Select 'Any' to display results matching any of the specified characters
Search	Click to search for the values based on the specified search criteria. The search results are displayed below with the details in respective columns.
Reset	Click to reset the search criteria
Add Fields	Click to add additional fields to search criteria.

The search criteria are provided below the 'Match' field. These criteria vary based on the Field for which the search is executed.

Also, the system remembers your recent search options and demarcates them from the actual ones.

* Channel	WEB ENTRY	* Producer Name
NY-02 : PR	HOLTSVILLE	43125313212
MT-00001 : SGFSADDF	RAMEY	23132132
<del>MT-00001 : TEST-001</del>	<del>ADJUNIAS</del>	<del>0</del>
MPF-00001 : TEST-001	ADJUNIAS	0
MN-00001 : TERMINATE	AGUADA	0
MT-00001 : SGFSADDF	RAMEY	23132132
NY-02 : PR	HOLTSVILLE	43125313212



## 1.6 Keyboard Compatibility

The system facilitates keyboard compatibility. You can perform most of your tasks using keyboard short cuts also termed as 'Hot Keys'. These hot keys are single keyboards or a combination of keyboards. The available options are listed below:

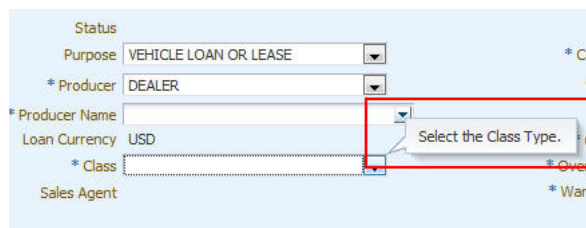
1. **Shift + Alt** + mnemonic to activate buttons on the screen. For example, to open 'Accessibility' window, press '**Shift + Alt + y**'.
2. **Tab** for forward navigation in the application. **Shift + Tab** for backward navigation in the application. When the required link/tab/button/field is highlighted, press enter on the keyboard to edit.
3. **Space bar** to check or uncheck 'Check Box'.
4. **Arrow Keys** to hover within the drop-down list.

*For further details on Keyboard Compatibility, refer 'Section 1.8.3.2 Keyboard Compatibility'.*

## 1.7 Tool Tips

The system is facilitated with tool tip option. When the cursor is moved to any of the field on the screen, a popup is displayed with a tip on the action to be performed.

## 1.8 Accessibility



### 1.8.1 Understanding Accessibility

Accessibility is making the application usable for multiple user groups, which includes users with physical challenges. One of the most important reason to make the application accessible is to provide them the opportunity to work. The four main categories of disabilities are visual, hearing, mobility, and cognitive.

A person with disability might encounter one or more barriers that can be eliminated or minimized by making the electronic information user-friendly and approachable.

### 1.8.2 Application Accessibility Preferences

Oracle Financial Services Lending and Leasing is facilitated with the feature of Accessibility to make the application more usable for the people who are differently abled You can set the accessibility preferences soon after login. On the landing page using the 'Accessibility' link on the right end of the header and can set the following preferences as required

#### Screen Reader

Screen reader provides assistance to the visually impaired users. It interprets the screen elements by reading the them aloud.

## **High Contrast**

High contrast feature increases the contrast level to make the screen more appealing for the reader with low vision.

## **Large Fonts**

Large fonts feature enlarges the font size to ensure the clear display and appropriate spacing. This benefits the reader with low vision.

### **1.8.2.1 For Visual Challenges**

The visual challenges varies widely, however it generally includes, blindness, low vision or colour blindness. To make the application more accessible, following features are provided.

#### **Blindness:**

In order to interpret the visual display information in the audible form, Screen reader compatibility is provided.

In places where Screen reader technology cannot obtain information from images, text equivalents for images are provided.

For Users with difficulty in using mouse, since it requires hand and eye coordination, Keyboard navigation is provided. Details of keyboard navigation is provided in '*Section 1.8.3.2 Keyboard Compatibility*'.

#### **Low vision:**

For Users who cannot view the content that has small font size and cannot be enlarged, Software magnifier to enlarge text and images beyond normal font enlargement is provided.

Also, there is no information presented using attributes such as depth, size, location, font etc.

For high contrast requirements Screen setting can be adjusted.

#### **Color blindness:**

Oracle Accessibility guidelines have been followed and hence accessibility issues relating to colour blindness are addressed.

Also, high contrast colours have been used to address difficulty in identifying shades of colours. For example, Black text in white background.

### **1.8.2.2 For Hearing Challenges**

People with hearing challenges or hard of hearing might encounter problems accessing the information presented using sounds. Some application features minimize their concerns.

Visual representations of audible information is provided so that Users with this challenge do not miss information presented using audio.

### **1.8.2.3 For Age-related Challenges**

Apart from the above, there can be aging issues like weak eye-sight or hearing.

Issues related to weak eyesight can be addressed through Application features for Visual Challenges provided in '*Section 1.8.2.1 For Visual Challenges*'.

Issues related to hearing can be addressed through Application features for hearing challenges provided in 'Section 1.8.2.2 For Hearing Challenges'.

For Users who are less familiar with computers, the simplified user interface with easy navigation options, uniform layout and design and commonly used terminology in the application is of great advantage.

To address issues relating to understanding complex information, User manuals are provided for online help and tool tips at all required places are provided. In addition, system messages like error, warning or information helps you through.

## **1.8.3 Other Accessibility Considerations**

### **1.8.3.1 Documentation Accessibility**

Apart from assigning the logical sequence and organizing the topics, the following techniques are used to enhance the accessibility of the documentation.

- Addition of text equivalent to all graphics
- Usage of standard fonts and avoiding shadow or reversed text
- Usage of strong foreground and background colour contrast
- Color usages as per Oracle Accessibility guidelines have been ensured
- Usage of styles and formatting elements
- Documentation in simple language to ensure easy understanding
- Including accurate and effective navigational features, such as cross-reference, tables of content, and bookmarks as appropriate

### **1.8.3.2 Keyboard Compatibility**

The application is made compatible with keyboard only-operations. However, there is a change in the key combination based on the browser on which the application is running.

<b>Browser</b>	<b>Operating System</b>	<b>Key Combination</b>	<b>Action</b>
Google Chrome	Linux	Alt + mnemonic	Click
Google Chrome	Mac OS X	Control + Option + mnemonic	Click
Google Chrome	Windows	Alt +mnemonic	Click
Mozilla Firefox	Linux	Alt + Shift + mnemonic	Click
Mozilla Firefox	Mac OS X	Control + mnemonic	Click
Mozilla Firefox	Windows	Alt + Shift + mnemonic	Click
Microsoft Internet Explorer 7	Windows	Alt + mnemonic	Set focus
Microsoft Internet Explorer 8	Windows	Alt + mnemonic	Click or set focus
Apple Safari	Windows	Alt + mnemonic	Click

Browser	Operating System	Key Combination	Action
Apple Safari	Mac OS X	Control + Option + mnemonic	Click

Also, one can use the following keyboard shortcuts in order to increase or decrease the zoom level.

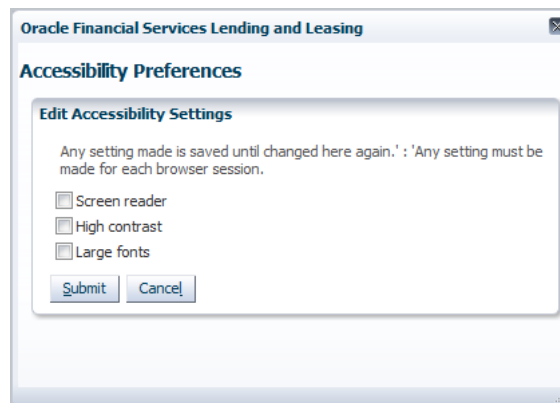
Shortcut	Action
Ctrl++	To increase zoom level.
Ctrl+-	To decrease zoom level.
Ctrl+0	To set zoom level to default level.

#### 1.8.4 Setting up Accessibility Preferences

A user has an option to setup or change the accessibility preferences.

##### To edit accessibility settings

1. Click Accessibility in the header part of the application. The system displays the following screen:.



2. Select any or all of the required options to edit or change the accessibility settings.
3. Click Submit.

---

##### Note

- Settings made is saved until changed.
  - Settings must be made for each browser session.
-

---

## 2. Wholesale Floor Planning Setup

This chapter explains how to use the Wholesale Floor Planning Setup window to set up the WFP module in Oracle Financial Services Lending and Leasing.

---

### Note

Although WFP is a separate module, it uses the Oracle Financial Services Lending and Leasing system's seed data, as well as lookup codes defined on the Setup menu's Administration form. The Wholesale Floor Planning Setup form only records setup data specific to the WFP module (just as the Setup menu's Product module records data specific to the Loan, Line of Credit, and Lease modules.)

---

Please do not set up the Wholesale Floor Planning module until after you have completed all other aspects of Oracle Financial Services Lending and Leasing setup.

### 2.1 Set up the WFP Lookups

---

### Note

For more information about lookups, see this section of the **Lookups link (Lookups Setup page)** in the **Administration System Setup** of this guide.

---

#### To set up the WFP lookups

1. On the Oracle Financial Services Lending and Leasing home page, click the **Setup** master tab.
2. Click the **Administration** bar link.
3. In the Administration window's link bar, click the **System** drop-down link, then click **Lookups**.
4. In the **Lookups Setup** page's **Lookup Types** section, the following lookup codes apply to the WFP module:

## 2.1.1 Set up the WFP Parameters

Lookup Type:	Description:
WFP_ACCR_BASE_DAYS_CD	BASE DAYS FOR COMPUTING ACCRUALS IN WFP
WFP_ADJUSTMENT_REASONS_CD	BATCH FILE ADJUSTMENT REASONS
WFP_ADJUSTMENT_TYPES_CD	BATCH UNITS FILE ADJUSTMENT TYPES
WFP_BATCH_STATUS_TYPES_CD	BATCH UNITS FILE STATUS TYPES
WFP_CL_ALTER_ACTIONS_CD	ALTERATION ACTION ON CREDIT LINES IN WFP
WFP_CL_ALTER_REASONS_CD	CREDIT LINE CHANGE REASONS
WFP_CONDITION_REASONS_CD	UNIT CONDITION REASONS
WFP_DELAY_DAY_BASIS_CD	DELAY DAY BASIS
WFP_FEE_CALC_METHODS_CD	FEE CALCULATION METHODS
WFP_GL_HEADER_SEGMENTS	GL HEADER SEGMENTS (SUB CODE USED FOR LABELS IN GLIS03)
WFP_LEVEL_IND_CD	SUB-TRANSACTION LEVEL INDICATORS
WFP_MONETARY_REASONS_CD	MONETARY TRANSACTION REASONS
WFP_PMT_MODES_CD	PAYMENT MODES OR METHODS
WFP_PMT_REASONS_CD	PAYMENT REASONS
WFP_PMT_STATUS_TYPES_CD	PAYMENT STATUS TYPES
WFP_PMT_TYPES_CD	PAYMENT TYPES
WFP_PRODUCER_STATUS_TYPES_CD	WHOLESALE PRODUCER STATUS
WFP_RATE_REASONS_CD	RATE CHANGE REASONS
WFP_RESCHED_REASONS_CD	UNIT RE-SCHEDULING REASONS
WFP_TXN_ACTION_TYPES_CD	TRANSACTION ACTION TYPES FOR FLOOR PLANNING
WFP_TXN_BALANCE_TYPE_CD	WHOLESALE FLOOR PLAN WFP WBT BALANCE CD CODES
WFP_TXN_SUB_TYPES_CD	TRANSACTION SUB TYPES (SUB CODE USED FOR INDICATING BALANCE)
WFP_TXN_TYPES_CD	FLOOR PLANNING TRANSACTION TYPES
WFP_UNIT_ASSET_TYPE_CD	WHOLESALE FLOOR PLAN ASSET TYPES
WFP_UNIT_COND_ACTION_CD	ACTION ASSOCIATED WITH THE WFP UNIT CONDITION

Lookup Type:	Description:
WFP_UNIT_COND_REASONS_CD	UNIT CONDITION REASONS
WFP_UNIT_COND_TYPES_CD	UNIT CONDITION TYPES
WFP_UNIT_STATUS_REASONS_CD	UNIT STATUS CHANGE REASON
WFP_UNIT_STATUS_TYPES_CD	UNIT STATUS TYPES
WFP_UNIT_TYPES_CD	FLOOR PLAN UNIT TYPES
WFP_WCP_CEIL_INDEX_CD	WHOLESALE FLOOR PLAN WFP WCP CEIL INDEX CD CODES
WFP_WCP_MARGIN_INDEX_CD	WHOLESALE FLOOR PLAN WFP WCP MARGIN INDEX CD CODES
WFP_WCP_UNIT_CD	WHOLESALE FLOOR PLAN WFP WCP UNIT CD CODES
WFP_WFR_FEE_CALC_METHOD_CD	WHOLESALE FLOOR PLAN WFP WFR FEE CALC METHOD CD CODES
WFP_WIB_LEVEL_IND_CD	WHOLESALE FLOOR PLAN WIB LEVEL INDICATOR CODES

The following parameters apply to the WFP module:

- WFP\_MAX\_CYCLES\_BACKDT
- WFP\_REVERSE\_TXN\_IND

Wholesale Floor Planning parameters are set up at the system level.

### System level parameters

In setting up system level parameters for wholesale floor planning, you will need to know the answer to the following two questions:

- The number of cycles back dated
- Which transactions use the reverse indicator?

---

#### Note

For more information about system level parameters, see this section of [Parameters link \(Parameters Setup page\)](#) in the **Administration System Setup** of this guide.

---

### To set up the WFP parameters at the system level

1. On the Oracle Financial Services Lending and Leasing home page, click the **Setup** master tab.
2. Click the **Administration** bar link.
3. In the Administration Setup link bar, click the **System** drop-down link, then click **Parameters**.
4. Click the **Parameters** drop-down link, then click **System**.
5. On the **System Parameters Setup** page's **System Parameters** section, search for and set up the following parameters:

**Parameter:**

WFP\_MAX\_CYCLES\_BACKDT

**Description:**

WFP TRANSACTION NO.OF CYCLES BACKED

**Parameter Value:**

Type the number of cycles backed.

**Parameter:**

WFP\_REVERSE\_TXN\_IND

**Description:**

WFP REVRESAL OF TXN INDICATOR

**Parameter Value:**

Type the number of cycles backed.



## 3. Index Rates

### 3.1 Introduction

The Index Rates maintains your organization's history of periodic changes in index rates as it applies to wholesale floor planning. It allows you to define the interest rate for the loans extended to the producers by type of credit line. The index rate provides the base rate for a credit line where:

$$\text{interest rate} = \text{index rate} + \text{margin rate}.$$

An index type can have different rates depending on the start date. For each index type, the Index Rates section records the interest rate and the start date after which the rate is applicable. If you do not want to use a variable index rate, you can use the flat rate index.

### 3.2 Index Rate Link

While you can add new rates for an existing index type, you cannot modify or delete existing index rates.

#### To use the Index Rates link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Index Rates**

1. In the **Index Types** section, select the record you want to work with. **Note:** PRIME RATE

The screenshot displays the Oracle Financial Services Lending and Leasing Index Rates interface. On the left is a navigation menu with options like Dashboard, Origination, Servicing, Collections, WFP, and Tools. The main area is titled 'Index Rates' and contains two sections. The top section, 'Index Types', shows a table with columns for Index Type, Short Description, Description, and Enabled. The table lists PRIME RATE, FLAT RATE, and FIXED RATE. Below this is a form for adding or editing a record, with fields for Index Type (a dropdown menu), Short Description, and Description, and an Enabled checkbox. The bottom section, 'Index Rates', shows a table with columns for Start Dt, Rate, and Enabled, and a message 'No data to display.'

Index Type	Short Description	Description	Enabled
PRIME RATE	PRIME RATE	PRIME RATE1	Y
FLAT RATE	FLAT RATE	FLAT RATE	Y
	FIXED RATE	FIX RATE	Y

and FLAT RATE are the default, system defined rate types.

#### Note

If you choose, use **Search Criteria** to limit the display of records.

- If you are entering a new record, click **Add**.
- If you are changing an existing record, click **Edit**.

2. In the **Index Types** section, enter, view, or edit the following information

In this field:	Do this:
<b>Select</b>	If selected, indicates that this is the current record.
<b>Index Type</b>	Select the index type (required).
<b>Short</b>	Enter the short description of the index rate type (required).
<b>Description</b>	Enter the longer description of the index rate type (required).
<b>Enabled</b>	Select to enable the index rate type.

3. In the **Index Rates** section, select the record you want to work with.

---

**Note**

If you choose, use **Search Criteria** to limit the display of index rates records.

If you are entering a new record, click **Add**.

---

4. In the **Index Rates** section, enter the following information

In this field:	Do this:
<b>Select</b>	If selected, indicates that this is the current record.
<b>Start Date</b>	Enter the start date of the index rate. <b>Note:</b> This cannot be less than current date (required).
<b>Rates</b>	Enter the rate. <b>Note:</b> For a particular index type, multiple rates cannot be entered in the Index Rates section with the same start date (required).
<b>Enabled</b>	Select to enable the index rate.

5. Click **Save** in the Index Types section.

For example,

Using the data in the sample graphic, let's assume the current date is February 5, 2009 (10/30/2008).

The entries in the Index Rates section for a PRIME RATE include:

Start Date	Rate
01/29/2009	3.0
10/16/2008	12.0
10/03/2008	8.0

In this scenario 8.0% will be the rate used by Oracle Financial Services Lending and Leasing to compute interest on October 10, 2008.

## 4.1 Introduction

The Fees link allows you to define the method of computing the various producer, credit line, and unit level fees. You can define different fee calculations for a state, producer, and credit line.

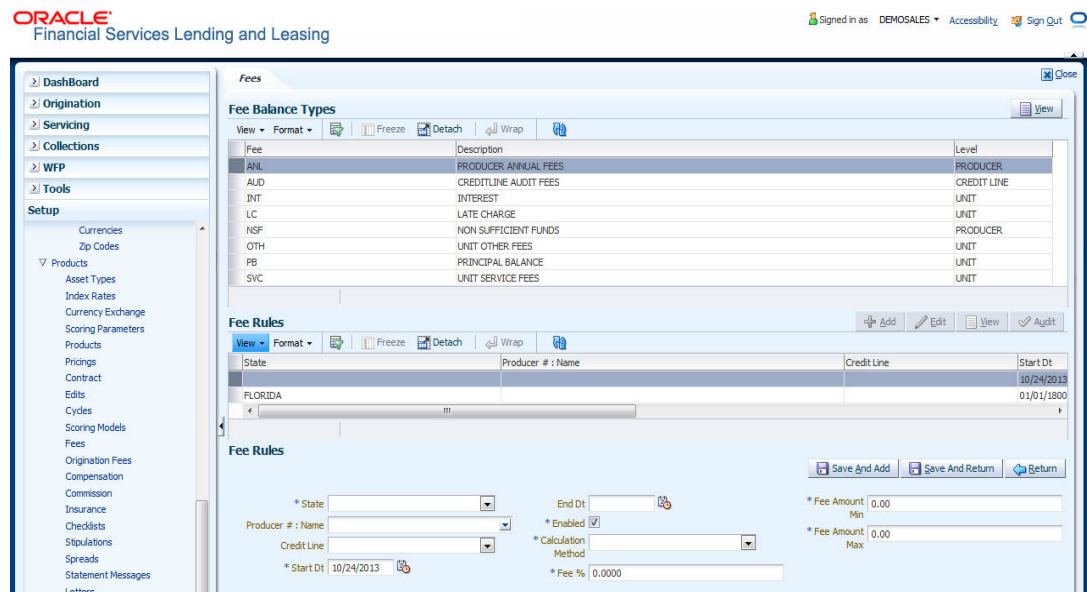
### Note

The Fee Rules section on the Fees link displays all the system defined balance types, even those disabled on the Balance Types page. This is necessary for Oracle Financial Services Lending and Leasing to retain the fee rules associated with the balance type in case any are already associated with any existing units.

## 4.2 Fees Link

### To use the Fees link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Fees**.



1. In the **Fee Balances Types** section, select the record you want to work with.

### Note

If you choose, use **Search Criteria** to limit the display of instrument records.

2. In the **Fee Balances Types** section, view the following information:

In this field:	View this:
<b>Select</b>	If selected, indicates that this is the current record.
<b>Fee</b>	The system defined fee types applicable for WFP (display only).

<b>In this field:</b>	<b>View this:</b>
<b>Description</b>	The balance description of the fee type (display only).
<b>Level</b>	View the balance type level at which a fee is applicable: PRODUCER, CREDITLINE, or UNIT (display only).

3. In the **Fee Rules** section, select the record you want to work and click **Show** in the **Details** column.

---

**Note**

If you choose, use **Search Criteria** to limit the display of the fee rule records.

- If you are entering a new record, click **Add**.
  - If you are changing an existing record, click **Edit**.
- 

4. In the **Fee Rules** section, enter, view, or edit the following information:

<b>In this field:</b>	<b>Do this:</b>
<b>Select</b>	If selected, indicates that this is the current record.
<b>State</b>	Select state initials (required).
<b>Producer #: Name</b>	Select the producer (optional).
<b>Credit Line</b>	Select the credit line (optional).
<b>Start Date</b>	Start the date from when the fee rule is applicable (required).
<b>End Date</b>	Start the date till which the fee rule is applicable. A blank field indicates no end date (optional).
<b>Enabled</b>	Select to enable this fee rule.
<b>Calculation Method</b>	Select the calculation method. If the calculation method is FLAT, then Fee% field should have the value 0.0 and the Fee Amount - Maximum field would have the same value as that in the Fee Amount - Minimum field. Oracle Financial Services Lending and Leasing uses the Fee Amount - Minimum field for fee calculation (required).
<b>Fee%</b>	Enter the fee percentage (required).
<b>Fee Amount Minimum</b>	Enter the minimum fee amount that would be charged to the producer (required).
<b>Fee Amount Maximum</b>	Enter the maximum fee amount that would be charged to the producer (required).

5. Click **Save** on the Fee Balance Types section.

FLEXCUBE WFP supports the following types of fees and calculation methods:

<b>Description</b>	<b>Level</b>	<b>Calculation Methods supported</b>
NON SUFFICIENT FEES	PRODUCER	FLAT
PRODUCER ANNUAL FEES	PRODUCER	FLAT
CREDIT LINE AUDIT FEES	CREDIT LINE	FLAT
LATE CHARGE	UNIT	FLAT PERCENTAGE OF PAYMENT DUE PERCENTAGE OF BALANCE PAYMENT UNIT CHARGE
UNIT SERVICE FEES	UNIT	FLAT
UNIT OTHER FEES	UNIT	FLAT

## 5. Pricings

### 5.1 Introduction

The Pricing link records the various pricing plans the financial institution offers to its producers. By default, sample pricing plans are available while setting up WFP. You can then modify and add plans to this page. At least one pricing plan should be enabled.

### 5.2 Pricing Link

Oracle Financial Services Lending and Leasing takes the index rate from the Index Rates page for the code in the Margin Index field and adds the value of the Margin Rate to calculate the credit line's interest rate.

You cannot define different pricing policies for different producers (since producer is not a part of Policies setup). However, it is possible to overcome this by having two different credit lines on the Pricing page, NEW-PRODUCER A and NEW-PRODUCER B, with the same unit type NEW.

#### To use the Pricing link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Pricings**

#### Note

In the **Pricing Details** section, select the record you want to work with and click **Show** in the **Details** column.

If you choose, use **Search Criteria** to limit the display of records.

- If you are entering a new record, click **Add**.
- If you are changing an existing record, click **Edit**.

1. In the **Pricing Details** section, enter, view, or edit the following information:

In this field:	Do this:
Select	If selected, indicates that this is the current record.
<b>Code</b>	Enter the pricing code (required).

<b>In this field:</b>	<b>Do this:</b>
<b>Credit Line</b>	Enter the credit line. Each entry in the list should be unique (required).
<b>Description</b>	Enter a description of the credit line (required).
<b>Unit</b>	Select the unit type. This describes the type of unit to which the pricing applies (required).
<b>Margin Index</b>	Select the margin index code. This indicates the index on which the interest rate would be based (required).
<b>Start Date</b>	Enter the start date. This is the date after which the pricing plan would be in use and available in maintenance. <b>Note:</b> The start date of a pricing plan cannot be less than the current date (required).
<b>End Date</b>	Enter the end date. This is the date after which the pricing plan would not be available. <b>Note:</b> The end date cannot be less than the current date or start date (optional).
<b>Enabled</b>	Select to enable the pricing policy.
<b>Initial Adv%</b>	Enter the initial advance percent. This indicates what percent of the value of the unit is given to the producer as an advance (loan). For example, if the value of a new vehicle is \$10,000 and the loan given to the producer is \$8,000 then the initial advance percent is 80 percent (optional).
<b>Term</b>	Enter the total term in months. This indicates the maximum term (in months) of the credit line (optional).
<b>Current Yr Curtailment</b>	Enter the percent of outstanding principal which need to be recovered from the producer each month in the current year.
<b>Prior Year</b>	Enter the prior year curtailment percent (optional).
<b>Margin Rate</b>	Enter the margin rate. The interest rate equals the index rate plus margin rate. Index rate is the applicable interest rate for the selected index type (optional).
<b>Ceiling Index</b>	Select the ceiling index code. This indicates the index on which the interest rate ceiling would be based (optional).
<b>Ceiling Rate</b>	Enter the ceiling margin rate. This defines the ceiling for interest. The ceiling rate equals the ceiling index rate plus the ceiling margin rate. For example, if the index rate is three percent, the margin rate is one and a half percent, and the ceiling rate is five percent, then the interest rate is four and a half percent. If the index rate increases to four percent, the interest rate will be five percent and not five and a half percent (optional).

2. Click **Save** in the Pricing Details section.

## 6. Contracts

### 6.1 Introduction

The Contract link allows you to define the terms and conditions of your contracts. Contracts can be defined according to company, branch, and type of unit. You can add new contracts and modify the existing ones.

### 6.2 Contracts Link

Oracle Financial Services Lending and Leasing selects which instrument to offer based on whether:

- The instrument company/ branch matches the producer company/ branch. **Note:** We recommend setting up an instrument where the company / branch is ALL/ ALL to ensure proper performance in Oracle Financial Services Lending and Leasing
- The contract date at unit level should be between the instrument start and end date
- The instrument is enabled.

#### To use the Contract link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Contracts**

The screenshot displays the Oracle Financial Services Lending and Leasing interface. On the left is a navigation menu with options like Dashboard, Origination, Servicing, Collections, WFP, and Tools. The main area is titled 'Contracts' and contains an 'Instrument' table and a detailed form. The table lists three instrument records with columns for Name, Description, Company, Branch, Start Dt, End Dt, Enabled, Unit, and Start Ba. The form below the table allows for editing an instrument, with fields for Name, Description, Company, Branch, Start Dt, End Dt, Enabled, and Unit, along with various financial parameters such as Payment, Tolerance, Accrual Base, and Rate Changes.

#### Note

In the **Instrument** section, select the record you want to work with and click **Show** in the **Details** column.

If you choose, use **Search Criteria** to limit the display of records.

- If you are entering a new record, click **Add**.
- If you are changing an existing record, click **Edit**.



1. In the **Instrument** section, enter, view, or edit the following information:

<b>In this field:</b>	<b>Do this:</b>
<b>Select</b>	If selected, indicates that this is the current record.
<b>Name</b>	Enter the unique name of the instrument (required).
<b>Description</b>	Enter the instrument description. This entry should briefly describe the instrument (required).
<b>Company</b>	Select the company for which the instrument is applicable (required).
<b>Branch</b>	Select the branch of the company for which the instrument is applicable (optional).
<b>Start Date</b>	Enter the start date. This is the date after which the instrument is in use and is available on the Wholesale Floor Planning Maintenance form (required).
<b>End Date</b>	Enter the end date after which the instrument is invalid and unavailable on the Wholesale Floor Planning Maintenance form. While this field can be empty, it cannot be less than the current date or start date (required).  A blank field indicates no end date (optional).
<b>Enabled</b>	Select to enable the contract instrument.
<b>Unit</b>	Select the unit type (required).  This field links the policies to contracts. There should be at least one enabled contract for every unique unit type (required).
<b>Start Basis</b>	Select the accrual start date basis. This indicates the date from which the interest rate would be calculated. For example, a start basis that equals the payment date implies that the interest rate calculation starts with the first payment date (required).
<b>Payment Tolerance Amount</b>	Enter the payment tolerance amount. This defines the acceptable shortfall in the monthly payment in dollars for which no penalty would be imposed (required).
<b>Writeoff Tolerance Amount</b>	Enter the writeoff tolerance amount. This is the tolerance acceptable while a unit gets paid off. The unit will be considered paid even if payment is falling short of actual due by this amount (required).
<b>Pmt Tolerance%</b>	Enter the payment tolerance percent. This defines the acceptable percent of the monthly payment due which no penalty would be imposed. For example, the tolerance can be set for 95 percent of payment due (required).
<b>Late Charge Grace days</b>	Enter the late charge grace days. This is the number of days after the payment due date during which no late fee would be charged (required).
<b># Rate Changes/ Year</b>	Enter the number of rate changes in a year. This is the maximum number of times the rate can be changed in a year for a unit. <b>Note:</b> The number of rate changes in a year cannot exceed the number of rate changes for the life of the contact (required).

In this field:	Do this:
<b>Max Rate Increase Year</b>	Enter the maximum rate increase in a year. This is the ceiling limit for rate increases in a year (required).
<b>Max Rate Decrease Year</b>	Enter the maximum rate decrease in a year. This is the floor limit for rate decreases in a year (required).
<b>Accrual Base Days</b>	Select the accrual base days. This is the number of days the instrument assumes in a year for interest computation: 360, 365, or 366. If the accrual base is selected as 365, the interest computation would be based on actual days (365) and the base would be 365. However, in this case, if the year happens to be a leap year and the actual day's computation includes the month of February, then the additional day of leap year is not considered (required).
<b>Accrual Start Days</b>	Enter the accrual start days. This is the number of days after which interest accrual starts once the instrument is in use (required).
<b>Refund Tolerance Amount</b>	Enter the refund tolerance amount. If the refund due to the producer is more than this, the tolerance amount is refunded. <b>Note:</b> You cannot complete this field if the Refund Allowed box is selected (required).
<b>DIQ Grace Days</b>	Enter the delinquency grace days. This is the number of days after the payment due date during which the account will not be considered delinquent (required).
<b># Rate Change Life</b>	Enter the number of rate changes in life. This is the maximum number of times the rate can be changed during the life of the contract (required).
<b>Max Rate Increase Life</b>	Enter the maximum rate increase in life of loan. This is the ceiling limit for rate increase during the entire life of the contract (required).
<b>Max Rate Decrease Life</b>	Enter the maximum rate decrease in life. This is the floor limit for rate decrease during the entire life of the contract (required).
<b>Refund Allowed</b>	If selected, this check box indicates this instrument allows a refund in case the producer pays in excess of what is due (required).

The Instrument Balance Types section allows you to define the balance type for the selected instrument at the producer, credit line, or unit level.

2. In the **Instrument Balance Types** section, select the record you want to work with.

---

#### Note

If you choose, use **Search Criteria** to limit the display of records.

- If you are entering a new record, click **Add**.
  - If you are changing an existing record, click **Edit**.
-

3. In the **Instrument Balance Types** section, enter, view, or edit the following information:

<b>In this field:</b>	<b>Do this:</b>
Select	If selected, indicates that this is the current record.
<b>Balance Type</b>	Select the balance type (required).
<b>Level</b>	View the level indicator. This entry is based on the selected Balance Type and is non-editable (required).
<b>Include Monthly Due ?</b>	Select to compute the minimum monthly payment.

4. Click **Save** in the Instrument section.

# 7. Balances

## 7.1 Introduction

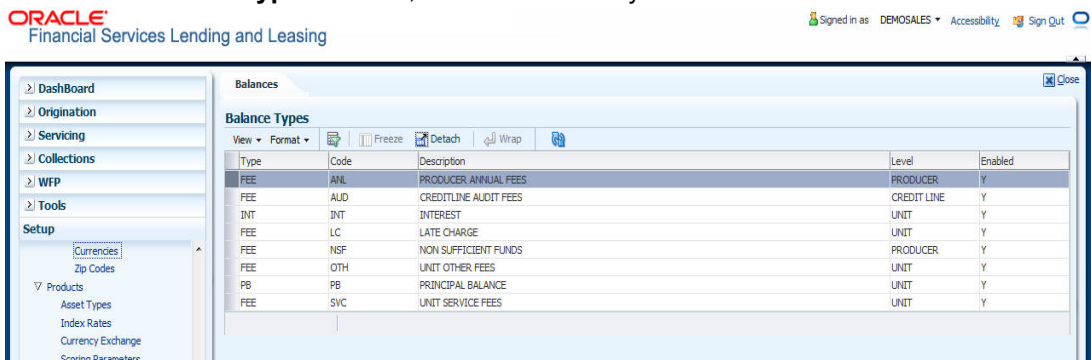
The Balance Types link displays the various types of balance types computed for each producer (or “dealer”) set up in the WFP module. The balances defined in the Balance Types section are fixed, system defined, and set up during WFP installation. You cannot add or modify any balance types. However, you can choose not to use a balance type by clearing its Enabled check box.

## 7.2 Balances Link

To view the Balance Types link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Balances**

1. In the **Balance Types** section, select the record you want to work with.



### Note

If you choose, use **Search Criteria** to limit the display of records.

2. In the **Balance Types** section, view the following display only information:

In this field:	View this:
<b>Select</b>	If selected, indicates that this is the current record.
<b>Type</b>	The transaction type.
<b>Code</b>	The balance code.
<b>Description</b>	The description.
<b>Level</b>	The balance level. This indicates whether the balance is computed at PRODUCER, CREDIT LINE, or UNIT level.
<b>Enabled</b>	Select to enable the balance types. When this check box is clear, Oracle Financial Services Lending and Leasing will not compute this balance from that date on for all new producers, credit lines, or units.

---

**Note**

The balance types PRINCIPAL BALANCE and INTEREST should be enabled at the UNIT level.

---

# 8. Transactions

## 8.1 Introduction

The Transactions records the system defined, consolidated list of transaction codes available in the WFP module.

The transaction codes defined on this page are fixed, system defined, and set up during WFP installation; you cannot modify them. However, you can choose not to use a transaction code by clearing its Enabled check box. You can also choose which transactions affect the general ledger by selecting the GL check box.

The transaction codes defined here are available on the Wholesale Floor Planning Maintenance form.

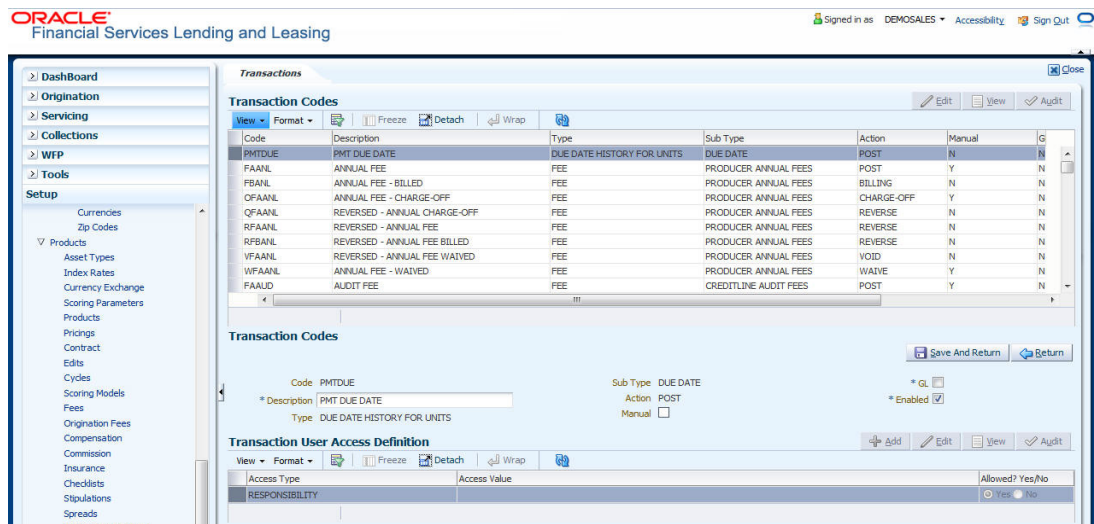
### Note

If any transaction code is disabled on the Transaction Codes page, it may have an impact on the spreads if the disabled transaction code was listed in the Spread Details section on the Spreads page. Oracle Financial Services Lending and Leasing would not be able to prevent allocation of payment to this code in spite of it being disabled.

## 8.2 Transaction Codes Link

To use the Transaction Codes link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Transactions**



1. In the **Transaction Codes** section, select the record you want to work with.

### Note

If you choose, use **Search Criteria** to limit the display of records.

- If you are entering a new record, click **Add**.
- If you are changing an existing record, click **Edit**.

2. In the **Transaction Codes** section, enter, view, or edit the following information

<b>In this field:</b>	<b>Do this:</b>
Select	If selected, indicates that this is the current record.
<b>Code</b>	Enter transaction type code. This is a system defined code for the transactions. The first letter of the code indicates the type of task the transaction performs: P – payment F – fee O – charge off Q – reverse charge off R – reverse W – waive V – reversal of waived transaction (required).
<b>Description</b>	Enter the description associated with the Transaction code. This is a system defined field that can be modified by users (required).
<b>Type</b>	Select the transaction type. This field maps the transaction code to into Transaction types (required).
<b>Sub Type</b>	Select the sub type (required).
<b>Action</b>	Select the action type. For more information about the Action field, see the following section,  <b>A Note about the Action Field. Note:</b> If a transaction code has an action of POST, WAIVE, or CHARGEOFF, then a REVERSE action should also be associated with this code (required).
<b>Manual</b>	Select to allow users to post these transactions on the Wholesale Floor Planning Maintenance form.
<b>GL</b>	Select to post the transaction to the general ledger when performed.
<b>Enabled</b>	Select to enable the transaction code.  <b>Note:</b> Transactions codes which are not selected are not available in the LOVs on the WFP maintenance pages.

---

**Note**

Transaction codes of transaction type INTEREST and PRINCIPAL cannot have a cleared Enabled check box.

---

3. Click **Save** in the Transaction Codes section.

**A Note about the Action Field**

The Action field indicates how the transaction code affects the account. The standard actions associated with the various transaction codes are as follows:

- POST
- BILLING

- CHARGE-OFF
- WAIVED
- REVERSE
- VOID

Most Type field and Sub Type field combinations have an action and a reverse action associated with them. Each Type field, Sub Type field, and Action field combination is identified using a unique transaction code.

For example,

The **Type** FEE and **Sub Type** PRODUCER ANNUAL FEES combination has the eight following actions associated with it, each having a unique transaction code:

Note that there are four actions and four reverse actions associated with the Annual Fee.

Code	Description	Type	Sub Type	Action
FAANL	Annual Fee	Fee	Producer Annual Fees	Post
RFAANL	Reversed - Annual Fee	Fee	Producer Annual Fees	Reverse
FBANL	Annual Fee - Billing	Fee	Producer Annual Fees	Billed
RFBANL	Reversed - Annual Fee Billing	Fee	Producer Annual Fees	Reverse
OFAANL	Annual Fee - Chargeoff	Fee	Producer Annual Fees	Chargeoff
QFAANL	Reversed - Annual Fee Chargeoff	Fee	Producer Annual Fees	Reverse
WFAANL	Annual Fee - Waived	Fee	Producer Annual Fees	Waived
VFAANL	Reversed - Annual Fee Waived	Fee	Producer Annual Fees	Reverse

Most of the Type and Sub Type combinations would have these eight transaction codes. However, there are some transactions such as Payment, Rate Change, Rescheduling Unit, Void, and Status Change which may not have all eight codes.

Details of the transaction codes would be listed in the seed data.



# 9. Spreads

## 9.1 Introduction

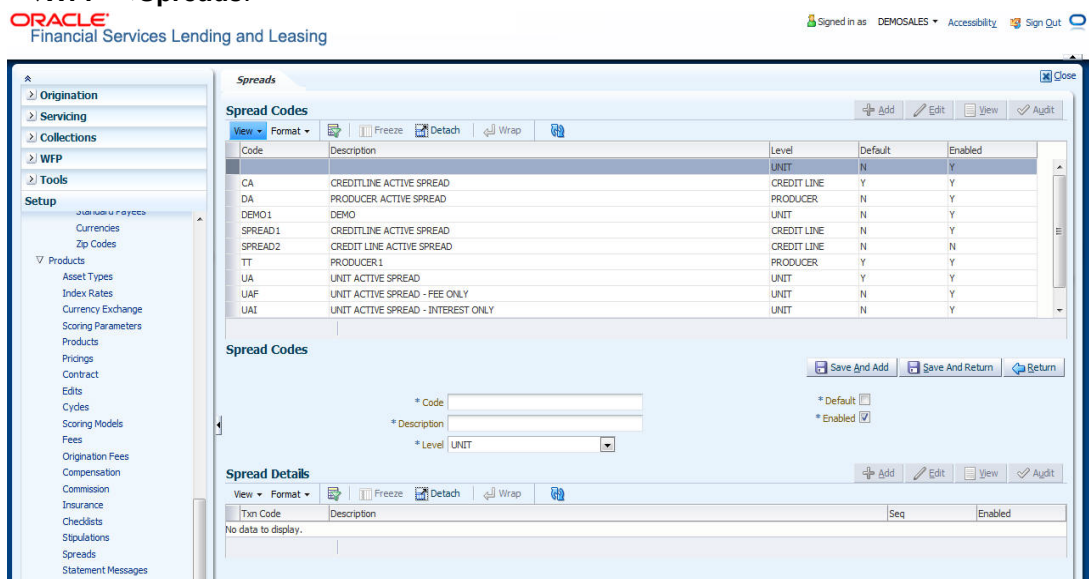
The Spreads link records the order in which Oracle Financial Services Lending and Leasing allocates a payment spread for a spread transaction code. You can add to or disable the seed data sample spreads on this page as you choose. However, you must verify that there is no residual dollar amount, as Oracle Financial Services Lending and Leasing refunds the producer any balance not used in the spread.

## 9.2 Spreads Link

Spread details uses the transaction codes listed in the transaction codes setup. In case any of the transaction codes are disabled from transaction codes setup, Oracle Financial Services Lending and Leasing would not remove that code from spread details. You must manually verify that such codes are removed from the spread details as well.

### To use the Spreads link

On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **WFP** → **Spreads**.



1. In the **Spread Codes** section, select the record you want to work with.

### Note

If you choose, use **Search Criteria** to limit the display of spread code records.

- If you are entering a new record, click **Add**.
- If you are changing an existing record, click **Edit**.

2. In the **Spread Codes** section, enter, view, or edit the following information:

In this field:	Do this:
<b>Select</b>	If selected, indicates that this is the current record.

In this field:	Do this:
<b>Code</b>	Enter an unique code for the spread (required).
<b>Description</b>	Enter a description for the spread code (required).
<b>Level</b>	Select the indicator to define the level at which the fee is applicable. <b>Note:</b> While making changes on the Spreads page, make sure that there is one and only one enabled spread code for each level (required).
<b>Default</b>	Select to indicate this a default spread code.
<b>Enabled</b>	Select to enable this spread code.

The **Spread Details** section records the details of the transaction codes to which Oracle Financial Services Lending and Leasing applies the spread, as well as the priority for applying the spread over multiple transactions. At least one enabled transaction code should be available for each spread.

- In the **Spread Details** section, select the record you want to work with.

---

**Note**

If you choose, use **Search Criteria** to limit the display of spread details records.

- If you are entering a new record, click **Add**.
  - If you are changing an existing record, click **Edit**.
- 

- In the **Spread Details** section, enter, view, or edit the following information:

In this field:	Do this:
<b>Select</b>	If selected, indicates that this is the current record.
<b>Txn Code</b>	Select the transaction code (required).
<b>Description</b>	View the transaction code description as set up on the Setup master tab's Transaction Code page (display only).
<b>Seq</b>	Enter the sequence in which the spread would be applied to various Txn codes (required).
<b>Enabled</b>	Select to enable the this spread detail.

- Click **Save** on the Spread Codes section.

---

# Appendix A: Late Fee Methods Definitions

## **FLAT AMOUNT**

FLAT AMOUNT charges a flat (fixed amount) fee when an account becomes overdue.

For example, if the FLAT AMOUNT late fee is set at \$25, and the account is \$900 overdue, then the late fee assessed will be \$25. For each month the account is overdue, regardless of the amount, the late fee assessed will be \$25.

## **PERCENTAGE OF PAYMENT DUE**

PERCENT OF PAYMENT DUE charges a late fee based on a percentage of the part of a payment due that remains to be paid.

For example, if the PERCENT OF PAYMENT DUE late fee is set as 10%, and if only \$90 of a \$200 standard payment is due, then the late fee will be \$9 (10% of 90).

If \$3000 on a loan with a standard payment of \$200 is due, the late fee will be \$20 (10% of 200). This is because the computed late fee is based only on the payment due for that month -- not the accumulated due amount.

If the stated monthly payment is \$300 and account is delinquent for 3 months (\$900), then every month the late fee is computed only on the amount due for that month (\$300 or part of \$300) -- not on \$900.

## **PERCENTAGE OF STANDARD PAYMENT**

PERCENTAGE OF STANDARD PAYMENT charges a late fee based on the standard monthly payment, regardless of the current amount due.

For example, if you set 10% as the PERCENTAGE OF STANDARD PAYMENT late fee, the standard payment amount was \$500, and the account was due for \$2000, then the late fee will be \$50 (10% of 500). In other words, every month the system computes the late fee using monthly standard payment amount (\$500), irrespective of the amount paid by the customer.

If the customer pays \$400 out of \$500, the system still computes the late fee using \$500, and not on \$100.

## **FLAT AMOUNT PYRAMID LAW**

FLAT AMOUNT PYRAMID LAW prevents the pyramiding of "flat" late fees. If an account is overdue, then the system assesses a flat (fixed amount) late fee. However, if the standard payment is made the following month, then a new late charge will not be created, even if the payment made does not fulfill the current amount due.

For example, if a customer is assessed a late fee of \$25 for 1/2005, and makes his \$200 standard payment in 2/2005, that person cannot be assessed a new \$25 late fee for 2/2005 (even though his payment only fulfilled the amount owed for 1/2005).

If a customer makes a payment of just \$199 in 1/2005 (an amount that does not fulfill the standard payment), then the customer could also be assessed a \$25 late fee for 2/2005.

If the customer makes a payment of \$199 in 2/2005 (an amount that does not fulfill the standard payment), then the customer could be assessed a late fee for 2/2005.

## **PERCENTAGE OF PAYMENT DUE PYRAMID LAW**

PERCENTAGE OF PAYMENT DUE PYRAMID LAW prevents the pyramiding of “percentage of payment due” late fees. If an account is overdue, then the system assesses a fee based on what part of a payment remains to be paid. However, if the standard payment is made the following month, then the system will not create a new late charge, even if the payment made does not fulfill the current amount due.

For example, if the PERCENTAGE OF PAYMENT DUE PYRAMID LAW late fee is set as 10%, and if only \$90 of a \$200 standard payment was due, then the late fee would be \$9.

If \$3000 on a loan with a standard payment of \$200 was due, the late fee would be \$20. However, if a customer was assessed a late fee of \$9 for 1/2005, and makes his \$200 standard payment in 2/2005, then that person cannot be assessed a new late fee for 2/2005 (even though his payment only fulfilled the amount owed for 1/2005).

If the customer makes a payment of \$199 in 2/2005 (an amount that does not fulfill the standard payment), then the individual could be assessed a late fee for 2/2005.

---

### **Note**

The system computes the late fee based on the payment due for only that month and not the accumulated due amounts.

---

If the stated monthly payment is \$300 and account is delinquent for 3 months (\$900), then the system computes the late fee every month with the amount due for that month (\$300 or part of \$300) and not on \$900.

## **PERCENTAGE OF STANDARD PAYMENT PYRAMID LAW**

PERCENTAGE OF STANDARD PAYMENT PYRAMID LAW late fee prevents the pyramiding of “percentage of standard payment” late fees. If an account becomes overdue, then the system assesses a fee based on the standard monthly payment, regardless of the current amount due. However, if the standard payment is made the following month, then the system will not create a new late charge, even if the payment made does not fulfill the current amount due.

For example, if the PERCENTAGE OF STANDARD PAYMENT PYRAMID LAW late fee is set as 10%, and the standard payment is \$200, then \$20 (10% of 200) is owed. If only \$90 of a \$200 standard payment was due, then the late fee would still be \$20.

If \$3000 on a loan with a standard payment of \$200 is due, the late fee will be \$20, since the fee is calculated based on the payment due -- not the total outstanding amount due.

However, if a customer is assessed a late fee of \$20 for 1/2005, and makes the \$200 standard payment in 2/2005, that person cannot be assessed a new late fee for 2/2005, even though the payment only fulfills the amount owed for 1/2005. If the customer makes a payment of \$199 in 2/2005 (an amount that does not fulfill the standard payment), then the system could assess a late fee for 2/2005.

---

# Appendix B: Rounding Amounts and Rate Attributes

## Rounding Amounts

Generally in the lending industry, computed amounts (interest, fees, costs, and so on) are rounded to the second decimal place. However, there are occasions where the rounding of the computed amounts has to be carried out using different methods. Oracle Financial Services Lending and Leasing supports the rounding, raising, or cutting off of calculated amounts.

**Rounding** will increase the resulting amount to the next number up to the second decimal, based on the value of third decimal.

**Raising** will always increase the resulting amount to the next number up to the second decimal.

**Cutting off** will always cut the number after the second decimal.

You can choose the rounding method you want to use by setting the parameter value for the system parameter CMN\_AMOUNT\_ROUND\_METHOD on the Administration form (Setup menu bar > Administration link > System link > System Parameters link > System tab).

You can choose the rounding factor you want to use by setting the parameter value for the system parameter CMN\_AMOUNT\_ROUND\_FACTOR on the Administration form. Currently, the system supports rounding up to two decimals only.

### Examples of how resulting amounts differ by RAISE, ROUND, and CUTOFF:

#### **Example 1: Amount: 234.136**

Method	Result
Round	234.14
Raise	234.14
Cutoff	234.13

#### **Example 2: Amount: 234.134**

Method	Result
Round	234.13
Raise	234.14
Cutoff	234.13

#### **Example 3: Amount: 234.1319999**

Method	Result
Round	234.13
Raise	234.14
Cutoff	234.13

---

**Note**

The system rounds only calculated amounts (calculated fees, calculated payment, and so on) and not user-entered amounts.

---

**Rate Attributes**

The system supports the rounding of the index rate to keep the rate calculation as simple as possible for the customers. The general practice is to round the rate to nearest eighth (1/8th) (to keep the index rate in the multiple of .125) or fourth (1/4th) (to keep the index rate in the multiple of .25). The system rounds only the index rate and not the margin or final rate. You can define the index rounding method on the Product tab's Product Definition page for variable rate line of credits.

---

**Note**

Index rounding does not apply to fixed rate .

---

The system currently supports the following rounding of methods.

1. NO ROUNDING TO INDEX RATE
2. INDEX RATE ROUNDED TO NEAREST .25
3. INDEX RATE ROUNDED TO NEAREST .125

NO ROUNDING TO INDEX RATE: Select this method for no rounding.

INDEX RATE ROUNDED TO NEAREST .25: Select this method to round up to 1/4th (to keep the index rate in the multiple of .25).

**Examples**

Current rate:	5.125
Round of rate:	5.25

Current rate:	5.124
Round of rate:	5.00

INDEX RATE ROUNDED TO NEAREST 0.125: Select this method to round up to 1/8th (to keep the index rate in the multiple of 0.125).

**Examples:**

Current rate:	5.325
Rate rounded to:	5.375

Current rate:	5.312
Rate rounded to:	5.250