

Line Origination User Guide  
**Oracle Financial Services Lending and Leasing**  
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Line Origination User Guide  
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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.

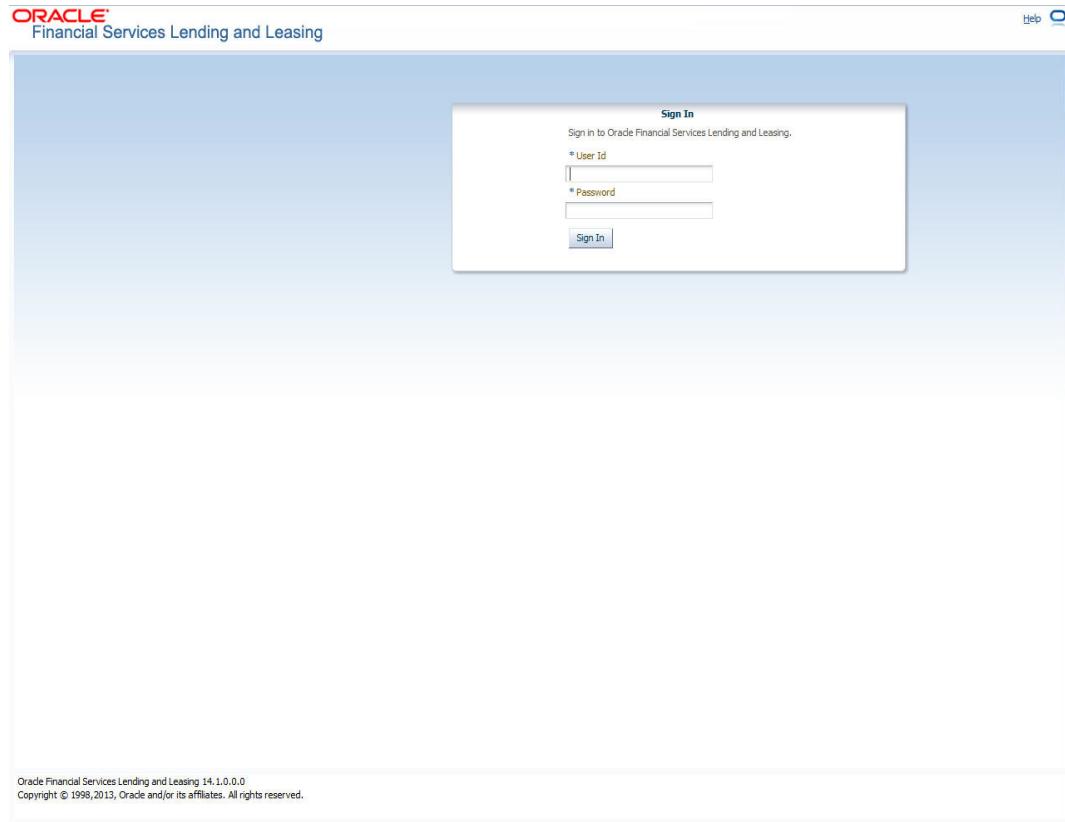
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## **Note**

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

---

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

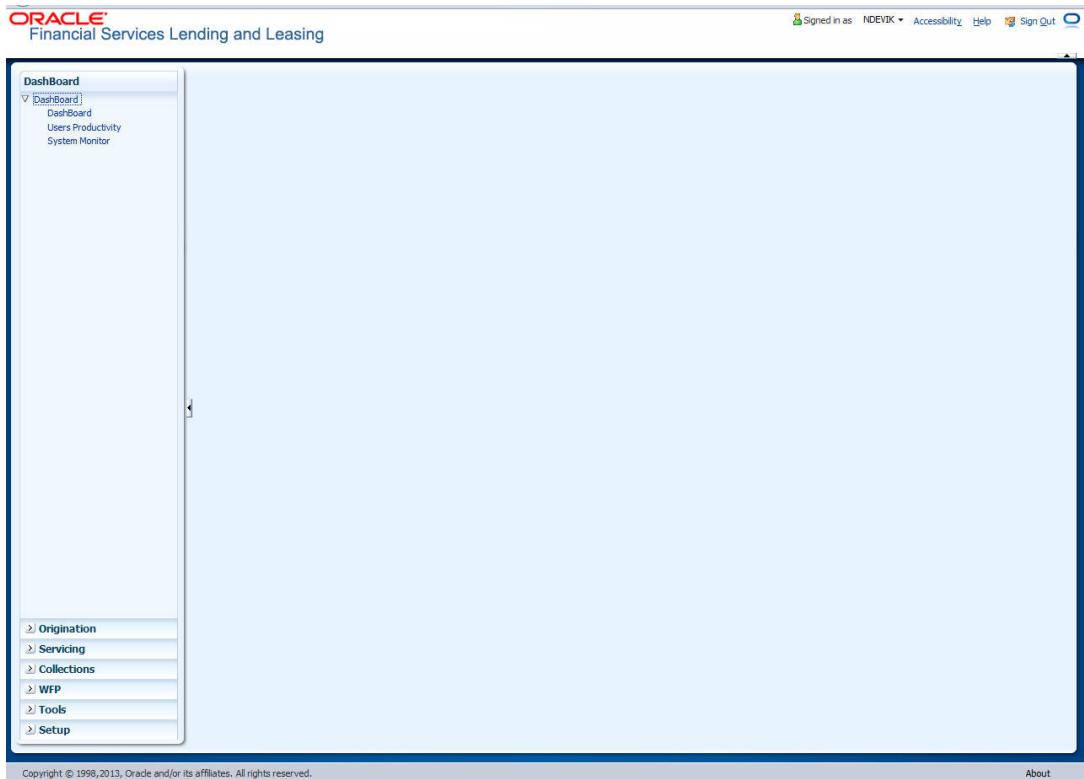
### **1.4.1 Home Page**

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

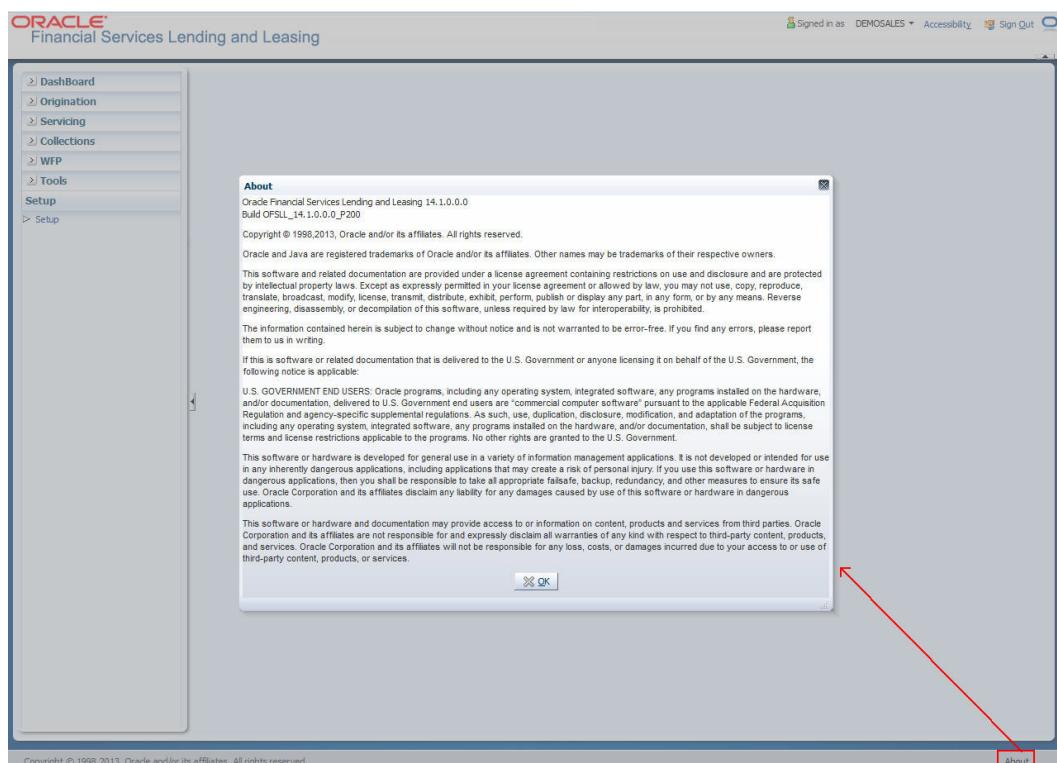
The Home page is split into three windows by vertical and horizontal splitters.

- 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

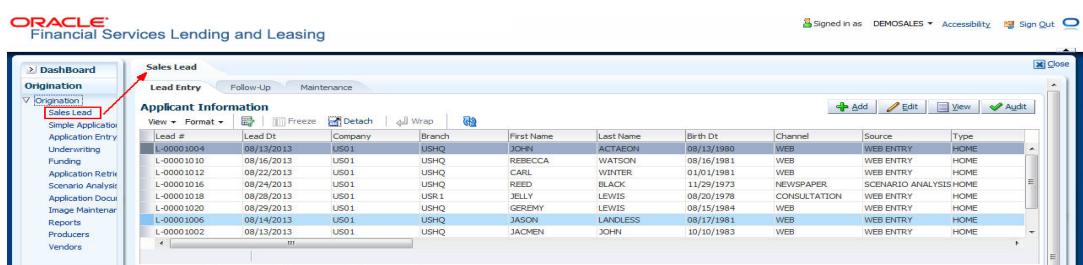
In the left pane, the system lists and provides drop-down links for the various modules available in the product. Click  to expand the Module Master Tabs and  to collapse them.



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:

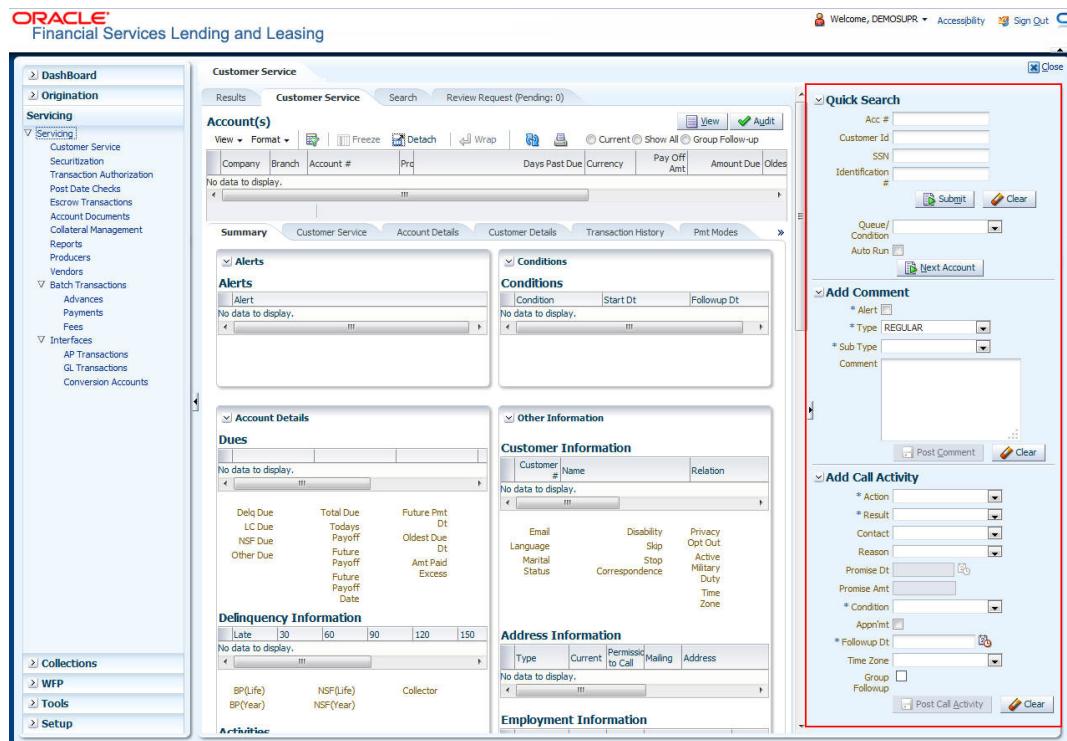
- Use **Quick Search** to search for an application based on application number, last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches found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

---

### 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

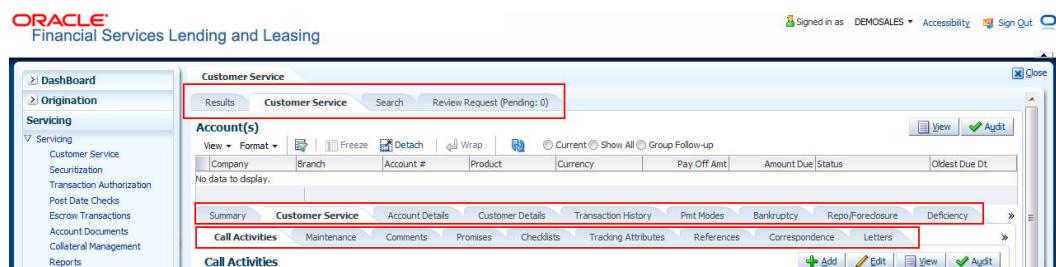
To get more clarity on the feature discussed above, consider Origination. If you have opened a screen any of the four screens listed above, say you have opened Application Entry, you cannot open any another screen. To open another screen, you need to close the Application Entry screen.

---

## 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.



---

### Note

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

---

## 1.5 Common Operations

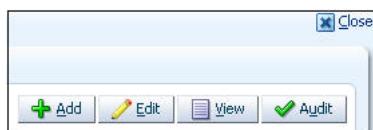
Some of the operations are common to most of the screens. These are grouped into three categories, based on their features.

- 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:

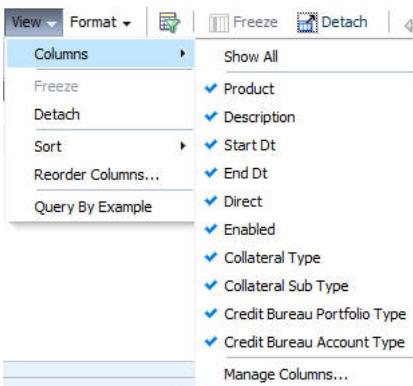
Basic Actions	Description
Save And Add	Click to save and add a new record. This button is displayed when you click 'Add' button.
Save And Return	Click to save and return to main screen. This button is displayed when you click 'Add' or 'Edit' buttons.
Return	Click to return to main screen without modifications.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

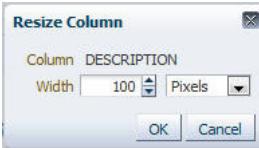
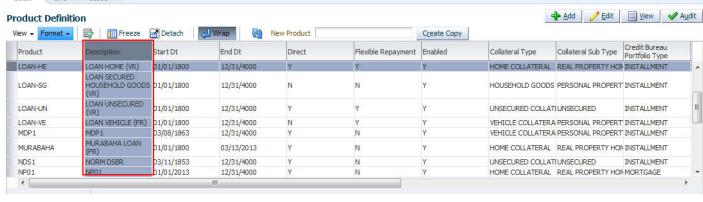
### 1.5.3 Personalization Options

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	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.
Freeze	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.
Detach	Click to detach the setup table from the screen. An example of the detached table is provided below.
Wrap	Select the column in which the data needs to be wrapped and click <b>Wrap</b> .
	
	Click to refresh the data in the table

Originator

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

Quick Search App # SSN Submit

Queue Next Application

New Application Open Application Unlock Application

Search View Format Freeze Detach Wrap View All

Detached Table

View Format Freeze Detach Wrap View All

Detached Table

### Note

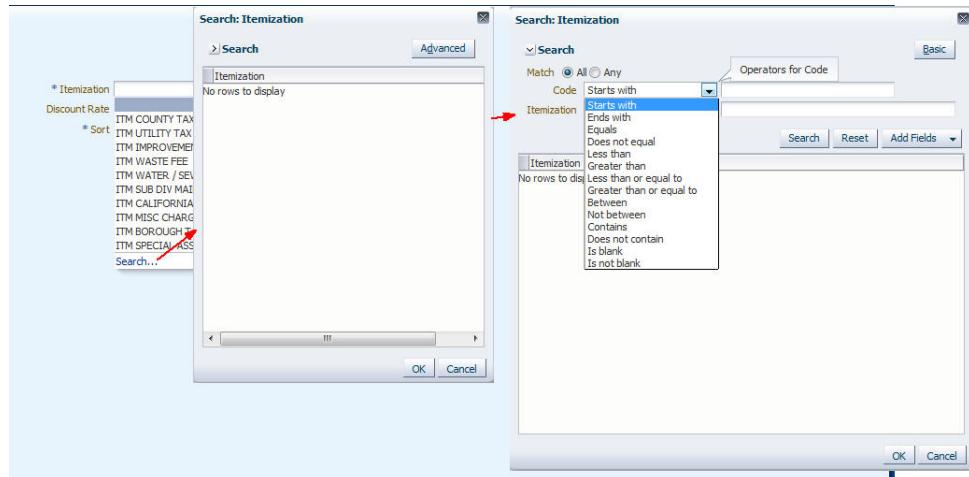
Click 'Add', 'Edit' or 'View' button to open a new page in expanded mode with details.

### 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
MT-00001 : TEST-001		ADJUNTAS 0
MT-00001 : TEST-001		ADJUNTAS 0
MN-00001 : TERMINATE		AGUADA 0
MT-00001 : SGFSADDF		RAMEY 23132132
NY-02 : PR		HOLTSVILLE 43125313212
Search...		

## 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:

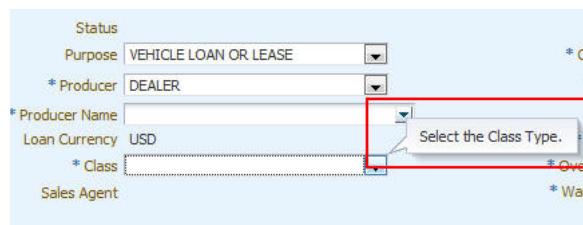
1. **Shift + Alt + mnemonic** to activate buttons on the screen. For example, to open 'Accessibility' window, press '**Shift + Alt + y**'.
2. **Tab** for forward navigation in the application. **Shift + Tab** for backward navigation in the application. When the required link/tab/button/field is highlighted, 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 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 week eye-sight or hearing.

Issues related to week 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.

Browser	Operating System	Key Combination	Action
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.

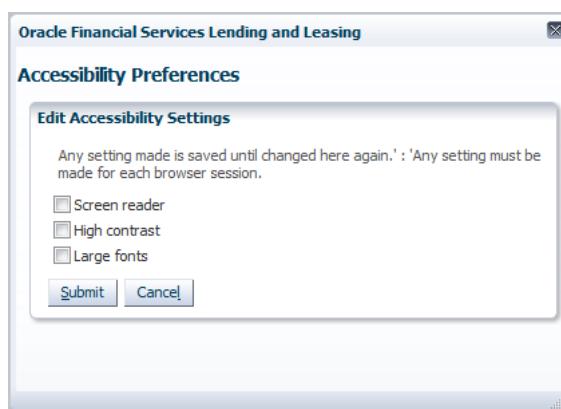
Shortcut	Action
Ctrl++	To increase zoom level.
Ctrl+-	To decrease zoom level.
Ctrl+0	To set zoom level to default level.

#### 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.

---

# 3. Dashboards

## 3.1 Introduction

This document is designed to help acquaint you with the features of Dashboard, on the landing page of Oracle Financial Services Lending and Leasing. Information from multiple products is integrated and displayed as Dashboard on the home page of the application.

This manual explains the functionality of Dashboard facility and the various Dashboards present in the system. Besides providing these details, the manual also provides a brief description of other features associated with Dashboard link. The Dashboard main Menu further provides links to the following screens:

- Dashboard
- Users Productivity
- System Monitor
- Producer Analysis

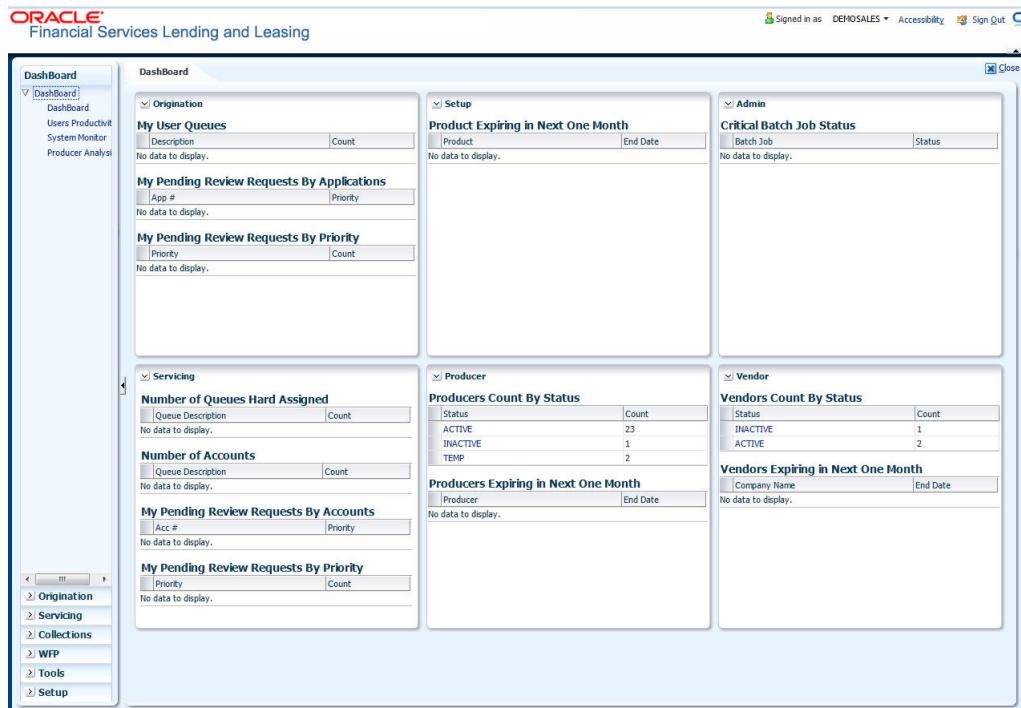
## 3.2 Dashboards

Dashboards are the tiny windows displayed on the landing page of the Application. Dashboard renders quick and crisp information of specific transactions or tasks mapped to the 'User Role', who logs on to the system.

The system facilitates integration of Information from different levels and displays it as Dashboard on the home page, also called the landing page of the application.

### Navigating to Dashboards

Click **Dashboard** → **Dashboard** → **Dashboard**.



## Features

The following are the features of Dashboard:

- The system organizes Dashboards to provide comprehensive and consolidate snapshot in tiny windows, to access information easily. Thus, helping to; analyze, monitor, and make better decisions which in turn help save time and cost.
- The page is designed to display six Dashboards, distributed in two rows with three Dashboards per row, without scroll bars.
- The height and width of all Dashboards are fixed; however, you can expand or collapse the Dashboards. Click the arrow heads at the top left corner of the Dashboard windows to expand or collapse the dashboard windows.
- Each section in Dashboard is hyperlinked to the home screen of the respective section. The main screen will present descriptive information of details shown in Dashboard only.

### Example

Above Dashboard displays the count of active Producers and Vendors. Click these links, the main screen of Producers or Vendors will display the list of all these Active records whose count is mentioned in the dashboard.

Similarly record displayed in Servicing section under 'My Review Requests' will open the specific account's main screen, when clicked.

## **3.3 User Productivity**

Oracle Financial Services Lending and Leasing User Productivity Setup window is a supervisor feature that allows you to monitor the daily performances of users completing line of credit origination. These tasks are categorized as (loan origination) customer service/ collection tasks (Line of credit origination).

---

### Note

The system updates this display only form every day.

---

Using the User Productivity Setup window, you can review the following daily tallies:

- Number of applications entered, by user
- Number of underwriting decisions (approved, rejected, conditioned, or withdrawn), by user
- Number of funding decisions (verified or funded), by user
- Number of applications entered, by queue

This chapter explains how to use the User Productivity Setup window to view this information.

### **Navigating to User Productivity Page**

1. On the Oracle Financial Services Lending and Leasing home page, click **Dashboard →Dashboard →User Productivity**.
2. The system displays the User Productivity screen. You can view the tasks related to:
  - Underwriting/Funding
  - Customer Service/Collection

### 3.3.1 Viewing the Underwriting/Funding tasks

Daily tallies from the lease origination module appear on the pages opened from the following tabs on the User Productivity Screen:

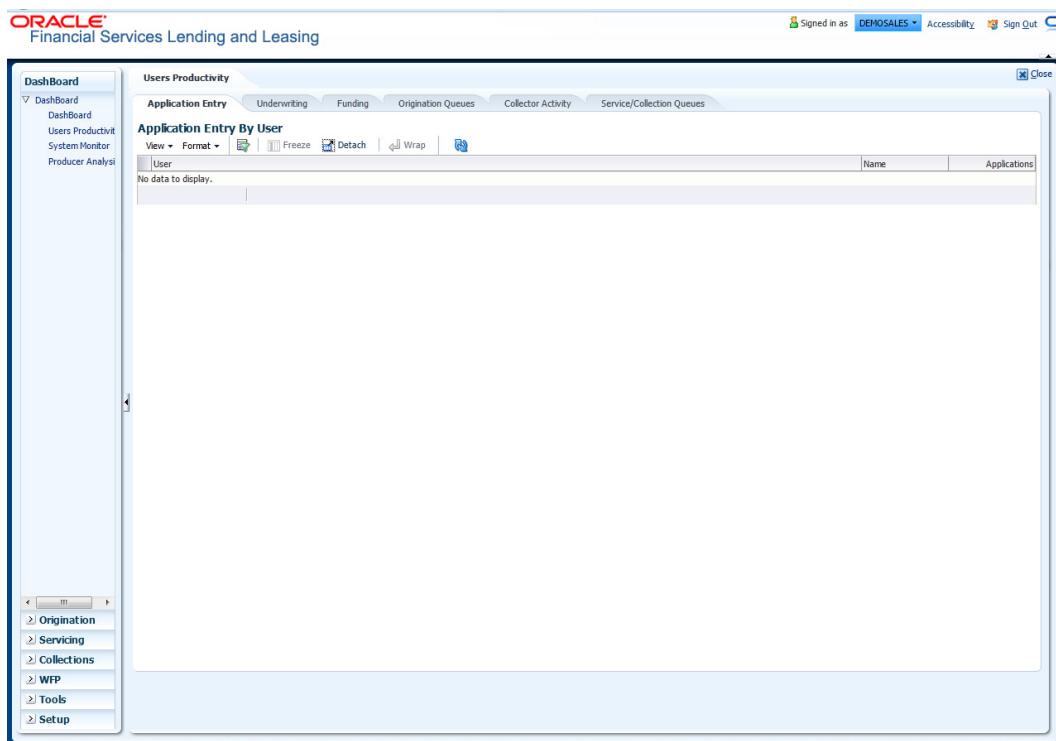
- Application Entry
- Underwriting
- Funding
- Queues Status

#### 3.3.1.1 Application Entry

The Application Entry page displays the number of applications each user entered that day.

##### To use the Application Entry

1. Click **Dashboard** → **Dashboard** → **User Productivity** → **Application Entry**.
2. In the **Application Entry by User** section, you can view the following information.



A brief description of the fields is given below:

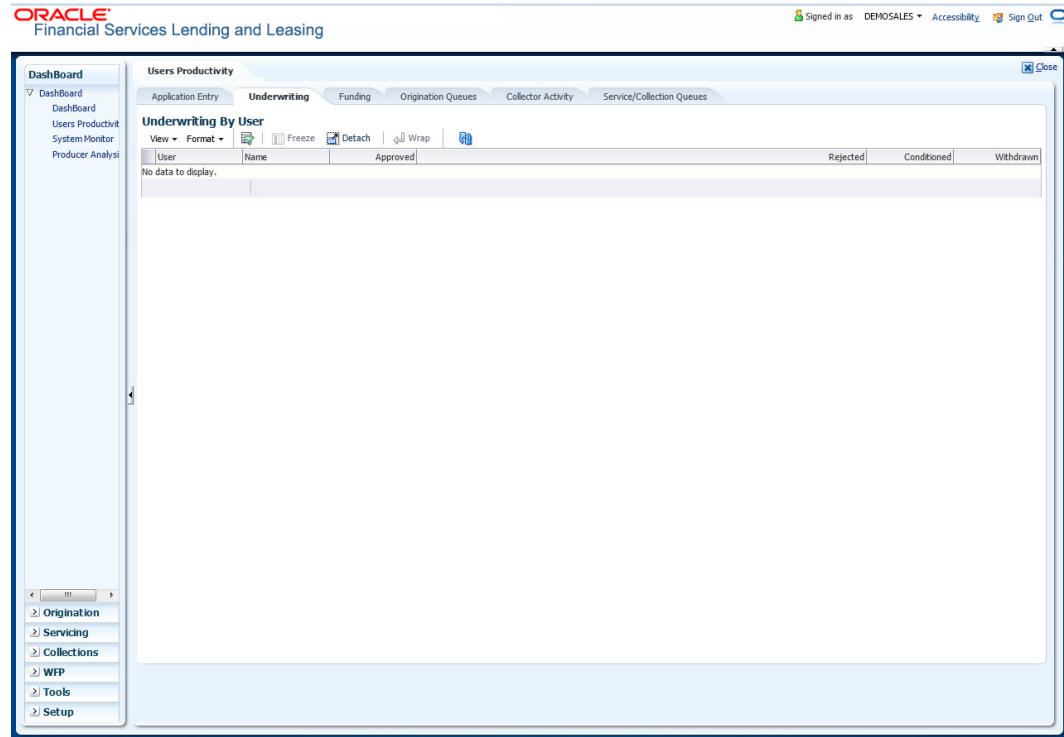
Field:	View this:
User	Displays the user code.
Name	Displays the user name.
Applications	Displays the number of applications entered.

#### 3.3.1.2 Underwriting

The Underwriting tab displays the number of applications that were approved, rejected, conditioned, or withdrawn by each user that day.

### To view the Underwriting

1. Click Dashboard → Dashboard → User Productivity → Underwriting.



2. In the Underwriting By User section, you can view the following information.

A brief description of the fields is given below:

Field:	View this:
User	Displays the user code.
Name	Displays the user name.
Approved	Displays the number of applications approved.
Rejected	Displays the number of applications rejected.
Conditioned	Displays the number of applications conditioned.
Withdrawn	Displays the number of applications withdrawn.

#### 3.3.1.3 Funding

The Funding page displays the number of applications that each user either verified or funded that day.

### To view the Funding

1. Click Dashboard → Dashboard → User Productivity → Funding.

2. In the **Funding By User** section, you can view the following information:

A brief description of the fields is given below:

Field:	View this:
User	Displays the user code.
Name	Displays the user name.
Verified	Displays the number of applications verified.
Funded	Displays the number of applications funded.

### 3.3.1.4 Origination Queues

The Origination Queues page displays the number of applications worked by queue that day, as well as the users who worked the queue.

#### To view the Queues Status page

1. Click **Dashboard** → **Dashboard** → **User Productivity** → **Origination Queues** tab. The details are grouped into two:
  - Origination Queues
  - Users

2. In the **Origination Queues** section, you can view the following information.

Queue Name	Applications
FUNDED APPLICATION	75
AGED_APP_QUEUE_S	1
APPROVED / CONDIT	10
DATA ENTRY APPLIC	46
REHASH APPLICATION	2

A brief description of the fields is given below:

Field:	View this:
Company	Displays the company.
Branch	Displays the branch.
Queue Name	Displays the queue name.
Applications	Displays the number of applications in the queue.

3. In the **Users** section, you can view the User related information. A brief description of the fields is given below:

Field:	View this:
User	Displays the user code.
Name	Displays the user name.

- Collector Activity

### 3.3.1.5 Collector Activity

The Collector Activity page displays the number of accounts worked and call activities by collector for the day. It also displays details regarding calls and total number of calls per queue.

#### To use the Collector Activity

1. Click **Dashboard** → **Dashboard** → **User Productivity** → **Collector Activity**. The details on this screen are grouped into two:

- Users
- Activity Details

2. In the Users section, you can view the following information.

A brief description of the fields is given below:

Field:	View this:
User	Displays the user code.
Name	Displays the user name.
Accounts	Displays the number of accounts worked.
Call Activities	Displays the number of call activities.

3. In the Activity Details section, you can view the information for the selected user. A brief description of the fields is given below:

Field:	View this:
Queue Name	Displays the queue name.
Left Messages	Displays the left message activity count.
Promise To Pay	Displays the promise to pay activity count.
No Answer	Displays the no answer activity count.
Other	Displays the other activity count.
Total	Displays the total activity count.

## **3.4 System Monitor**

The System Monitor page is the one stop place to check all the activities in and around the system. It maintains the progress of;

- Batch Jobs
- Jobs
- Services
- Database Server Log Files
- Parked Transactions
- Users

### **Navigating to System Monitor**

1. On the Oracle Financial Services Lending and Leasing home page, click **Dashboard** → **Dashboard** → **System Monitor**.

### **3.4.1 Monitoring Batch Jobs**

The system tracks the success of each batch process on the Batch Job. If either a set of batch jobs or specific batch job should fail, you can resubmit it on this page and review the results in the Request Details section.

The Monitor Batch Jobs page is only a display page that contains the following sections:

- Batch Job Sets
- Batch Jobs
- Batch Jobs Threads
- Request Details
- Request Results

### **To Monitor Batch Job**

1. Click **Dashboard** → **Dashboard** → **System Monitor** → **Batch Jobs**.

2. In the **Batch Job Sets** section, you can view the following information

A brief description of the fields is given below:

Field:	View this:
Set Code	Displays the code for batch job set.
Job Set Description	Displays the description for batch job set.
Status	Displays the job set status.
Frequency Code	Displays the frequency at which the job set is to be executed.
Frequency Value	Displays the value of the frequency code chosen for the job set.
Start Time	Displays the start time for the job set.
Enabled	Displays if the job set is enabled or not.
Critical	Displays if this job set is critical or not.
Last Run Dt	Displays the date of last run of the job set.
Next Run Dt	Displays the next run date for job set.
Parent	Displays the preceding job set.
Dependency	Displays the type of dependency on predecessor.

#### To resubmit a batch job set

Whenever a batch job set fails, it is best to resubmit it after correcting the errors that caused the failure. Resubmitting a set causes the system to re-perform the batch job set and dependent batch jobs.

- In the **Batch Job Sets** section, choose the batch job set to resubmit (only a batch job set with a status of FAILED can be resubmitted), then click **Resubmit Job Set** button.

The **Batch Jobs** section lists the batch jobs within a job set. The status, threads, commit count, dependencies, enabled indicator and the holiday and weekend runtime indicators are shown for each job.

A brief description of the fields is given below:

Field:	View this:
Seq	Displays the batch job sequence number.
Job Type	Displays the batch job request type.
Job Code	Displays the batch job request code.
Status	Displays the job status.
Job Description	Displays the batch job description.
Threads	Displays the number of threads used by the job.
Commit Count	Displays the number of rows after which auto-commit is triggered.
Errors Allowed	Displays the number of errors allowed.
Weekend	Displays if the batch job will execute job on weekend or not.
Holiday	Displays if the batch job will execute job on a holiday or not.
Enabled	Displays if the job is enabled or not.
Parent	Displays the preceding job.
Dependency	Displays the type of dependency on predecessor.
Command	Displays the command line for the job.
Rollback Segment	Displays the rollback segment for job.

### To resubmit a batch job

Whenever a batch job fails, it is best to resubmit it after correcting the errors that caused the failure. Resubmitting a set will cause the system to re-perform the batch job.

- In the **Batch Jobs** section, choose the batch job to resubmit (only a batch job with a status of FAILED can be resubmitted), then choose **Resubmit Job Set**.
- The **Batch Job Threads** section displays the status of the individual threads.

A brief description of the fields is given below:

Field:	View this:
Thread	Displays the name of thread.
Status	Displays the status of thread.

Field:	View this:
Errors	Displays the number of errors in the thread.
Records	Displays the number of records in the thread.
Trace Level	Displays the SQL trace level (0, 1, 4, 8, 12).
Enabled	Displays if the job thread is enabled or not.

The **Request Details** section displays the status and the runtimes for each time the selected job ran.

A brief description of the fields is given below:

Field:	View this:
Request Type	Displays the job request type.
Status	Displays the job request status.
Start Dt	Displays the job request is valid from this date and time.
End Dt	Displays the job request is valid till this date.
Run Start Dt	Displays the date and time on when the job run started.
Run End Dt	Displays the date and time at which the job run ended.
Process Dt	Displays the transaction is posted with this General Ledger effective date.
Description	Displays the job request description.

If a particular job requires that a result message be created, then that message appears in the Request Results section. A message is usually created in the event of an error.

A brief description of the fields is given below:

Field:	View this:
Request Results	Displays the result of the job request.
Description	Displays the result details.

### 3.4.2 Monitoring Jobs

The Monitor Jobs page provides another view of monitoring all system processes, including credit bureau requests and payment posting. This page displays the data in reverse chronological order of the Run Start Date/Time, where as the Monitor Batch Jobs page provides the historical data about each job and job set.

#### To Monitor Job Details

1. Click **Dashboard** → **Dashboard** → **System Monitor** → **Jobs**.
2. On the **Job** page, select the type of jobs you want to view in the Job Details section. You can select any of the following jobs:
  - Batch

- Back Ground
- Credit Request

The screenshot shows the Oracle Financial Services Lending and Leasing System's System Monitor interface. The 'Job Details' section is active, displaying a table of completed and failed jobs. The table includes columns for Request Type, Status, Job Set, Job, Thread, Errors, Records, Run Start Date/Time, Run End Date/Time, and Description. The 'Job Results' section shows a single error message: '20130800010044 Possible Looping Issue: The next Processing date is set incorrectly for (continued) account #20130800010044'. The left sidebar includes links for Dashboard, System Monitor, and Producer Analysis.

A brief description of the different jobs available is given below:

Select:	System Displays:
Batch	Batch jobs (used primarily for the nightly processes).
Back Ground	User submitted requests, such as reports and payment posting.
Credit Request	Credit bureau requests.

3. In the **Job Details** section, select the time frame of the contents of the **Job Details** section. You can select any of the following options:

Select:	System Displays:
1 Day	All the types of jobs selected in the Jobs Type section of the last one-day.
2 Days	All the types of jobs selected in the Jobs Type section of the last two days.
5 Days	All the types of jobs selected in the Jobs Type section of the last five days.
All Days	All the types of jobs selected in the Jobs Type section.

4. If you select **Failed** option in the **View** section, the system displays the failed jobs on the type and time frame you have selected.
5. In the **Job Details** section, you can view the following information about the jobs matching the contents of the Job Type, View Last, and Failed boxes:

A brief description of the fields is given below:

Field:	View this:
Request Type	Displays the job request type.
Status	Displays the job request status.
Job Set	Displays the job set code.
Job	Displays the job description.
Thread	Displays the job thread.
Errors	Displays the number of errors.
Records	Displays the number of records processed by the job.
Run Start Date/Time	Displays the job run start date time.
Run End Date/Time	Displays the job run end date time.
Description	Displays the job request description.
Process Dt	Displays the job process date.
<b>Valid Execution Period</b>	
Start Date/Time	Displays the job start date/time.
End Date/Time	Displays the job end date time.

6. In the **Job Results** section, you can view the following information about the Job selected in the Job Details section:

A brief description of the fields is given below:

Field:	View this:
Request Type	Displays the job request type.
Description	Displays the job request description.

### **3.4.3 Monitoring Services**

The Services page allows you to track and maintain the system's processing services, including credit bureaus, fax-in, and batch job scheduler. The system administrator can start or stop the service on this page using the action buttons respectively.

#### **To stop, start, or refresh a processing service**

1. Click **Dashboard** → **Dashboard** → **System Monitor** → **Services**.

2. In the **Services** section, you can view the following information about the system's processing services:

A brief description of the fields is given below:

Field:	View this:
Service	Display the service name.
Company	Display the service company.
Branch	Display the service branch.
Description	Display the service description.
Status	Display the service status.

3. In the **Action** section, select the processing service you want to work with and choose one of the following commands in the **Action** section.

Choose:	System:
Status	Refreshes (updates) the status of the service. The Service page does not update the status in real time. You must choose Status after choosing Start or Stop to perform that command.
Start	Starts the job service.
Stop	Stops the job service.

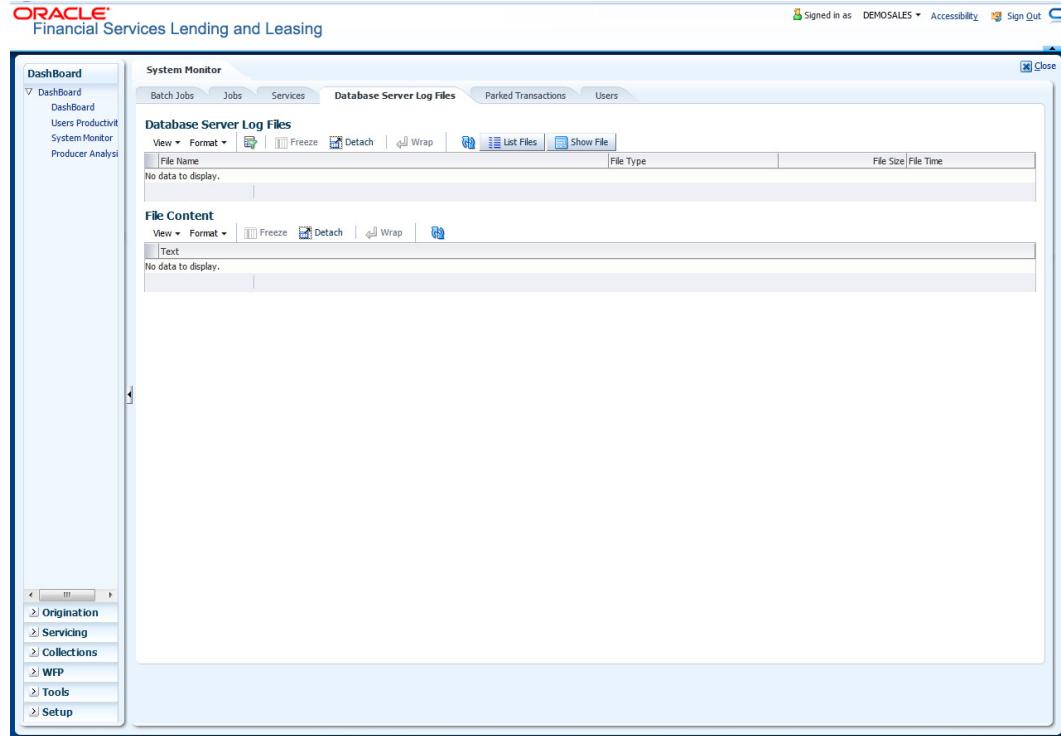
### 3.4.4 Data Server Log Files

Various processes in the system create reports in different log files with regards to what tasks they performed and what they encountered (for example, errors, failures, erroneous data, and

so on). The Database Server link lists and describes all such log files within the system on the database server.

#### To view a log file on the database server

1. Click **Dashboard** → **Dashboard** → **System Monitor** → **Database Server Log Files**.
2. In the **Database Server Log Files** section, click **List Files**.



3. Then in the **Database Server Log Files** section, you can view the following information. A brief description of the fields is given below

Field	View this:
File Name	Displays the name of the file.
File Type	Displays the type of the file.
File Size	Displays the size of the file.
File Time	Displays the time stamp of the file.

4. In the **File Content** section you can view the content of the file selected in the **Database Server Log Files**.
5. Click **Show File**. A File Download - Security Warning dialog box is displayed with the confirmation message “Do you want to save this file?”
6. Click **Save**.
7. In the **Save As** dialog box, select the location you want to save the file and click **Save**.

#### 3.4.5 Monitoring Users

The Users Logins section allows you to view all users who have logged on to the system, along with the log on time stamp and logout time stamp. The information appears in reverse chronological order of the log on time stamp.

### To monitor users who have logged on to the system

1. Click Dashboard → Dashboard → System Monitor → Users.
2. In the User Logins section, you can view the following information

User	User Name	Details	Login Date and Time	Logout Date and Time
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/25/2013 09:55:18	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 07:10:31	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 06:52:57	12/31/4000 12:00:00
PHACHODA	PHANINORA CHODA	10.184.132.155	10/24/2013 05:33:28	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 04:21:37	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 03:52:03	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 03:49:47	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 03:24:47	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 02:52:19	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 02:36:06	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 02:17:44	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 02:11:48	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 01:58:17	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 01:35:12	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 01:39:55	12/31/4000 12:00:00
PRIJEN	PRIYAM JENA	10.184.132.155	10/24/2013 01:14:19	12/31/4000 12:00:00
VSENTHIL	SENTHIL V	10.184.132.155	10/24/2013 12:45:51	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 12:29:07	12/31/4000 12:00:00
DEMO SALES	DEMO SALES AGENT	10.184.132.155	10/24/2013 12:15:03	12/31/4000 12:00:00

A brief description of the fields is given below:

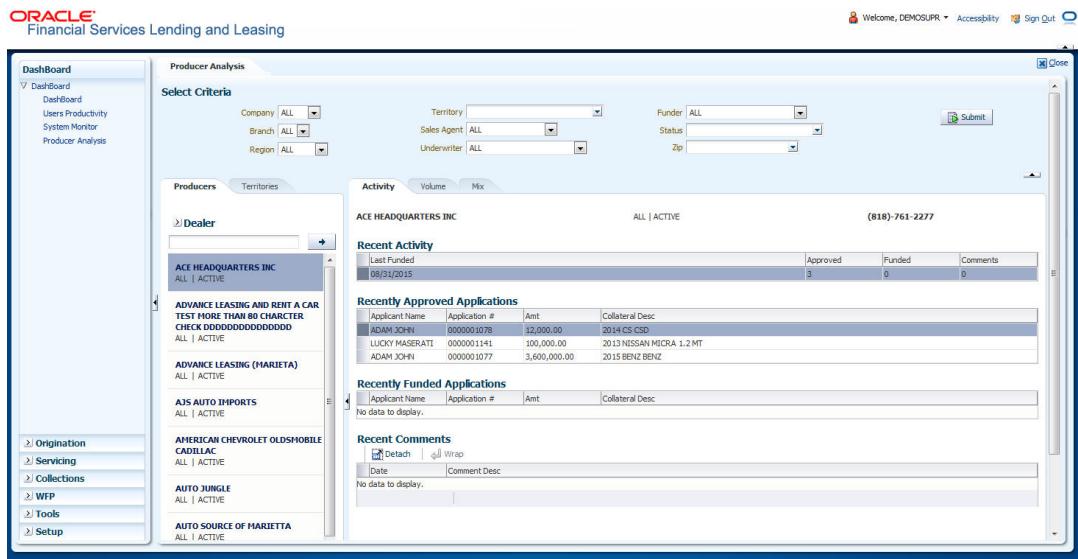
Field:	View this:
User	Displays the user ID.
User Name	Displays the user name.
Details	Displays the details.
Login Date and Time	Displays the login date time for the user.
Logout Date and Time	Displays the logout date time for the user.

## 3.5 Producer Analysis

The Producer analysis screen enables you to view and know the status of all applications sourced by different Producers.

## Navigating to Producer Analysis

Click Dashboard → Dashboard → Producer Analysis.



### 3.5.1 Select Criteria

You can filter the producer search details based on any or all of the following criteria:

- Company
- Branch
- Region
- Territory
- Sales Agent
- Underwriter
- Funder
- Status
- Zip

You can select the required values from the adjoining drop-down list and click **Submit**. System displays the Producer details satisfying the criteria, you selected.

The Producer Analysis screen is further categorized into two sections (left and right panels) to support various details depending on the selection criteria. The left Panel consists of two tabs, Producers and Territories.

### 3.5.2 Producers

In the Producers Tab, you can use search option to search for a producer by name. Enter the producer name and click  button. You can also search for all the producers maintained in the system by doing a blank search.

Based on criteria specified, all the matching records are listed in alphabetical order and the producers sales metrics for the first selected record (by default), is displayed in the right panel through following tabs. Also the current status of the producer and contact information is displayed on the top.

### **3.5.2.1 Activity Tab**

The activity tab displays all the applications processed by the producer as per the following categorization.

#### **Recent Activity**

This section displays the following information:

- Last Funded - Date on which the recent application was funded.
- Approved - Total number of applications approved, but not funded in last 30 days.
- Funded - Total number of applications funded in last 30 days.
- Comments - Total number of producer comments added in the last 30 days.

#### **Recently Approved Applications**

This section displays the first 10 credit applications which have been approved, but not funded in last 30 days along with their applicant name, application number, amount and collateral description details.

#### **Recently Funded Applications**

This section displays the first 10 credit applications which have been approved and funded in last 30 days along with their applicant name, application number, amount and collateral description details.

#### **Recent Comments**

This section displays the first 10 application comments of the total comments added in the last 6 months with their date and comment description.

### **3.5.2.2 Volume Tab**

The volume tab provides a graphical (bar chart) representation of volume metrics.

#### **Volume Metrics**

You can filter the metrics data to be displayed based on Credit Amount or Units Sold by selecting **Amt** or **Units** radio button respectively.

The table in volume metrics section displays the following details:

- Time Frame - This consists of the following two specific time frame of records.
  - MONTH TO DATE: Indicates the total applications processed in the current month till date.
  - CURRENT PACE: Indicates the speed at which the applications are being processed by calculating the total applications submitted against elapsed days of the month.
- Submitted - Indicates the ratio of total requested amount per units (applications) submitted for processing.
- Approved - Indicates the ratio of total financed amount per units (applications) approved but not funded.
- Funded - Indicates the ratio of total contract amount financed per units (applications) funded.

You can further sort the display of metrics data based on applications submitted or approved or funded against time, i.e. MTD (month to date) or 6M (6 months) or 6Y (6 years). By default, “Submitted” and “6M” options are selected.

### **3.5.2.3 Mix Tab**

The mix tab provides a graphical (bar chart) representation of mix of business metrics.

#### **Mix of Business**

You can filter the metrics data to be displayed based on Credit Request Percentage or Units Sold by selecting **Percentage** or **Units** radio button respectively.

The table in volume metrics section displays the following details:

- Time Frame - This consists of the following two specific time frame of records.
  - MONTH TO DATE: Indicates the total applications processed in the current month till date.
  - PREVIOUS MONTH: Indicates the total applications processed in the previous month.
- Tier 1 - Total of applications processed in first slab.
- Tier 2 - Total of applications processed in second slab.
- Tier 3 - Total of applications processed in third slab.

You can further sort the display of metrics data based MTD (month to date) or 6M (6 months) or 6Y (6 years) of which “6M” is selected by default.

### **3.5.3 Territories**

On selecting the Territories Tab, you can view the territory-wise producer sales metrics. Depending on the territory selected in ‘Select Criteria’ section, all the matching records are listed in alphabetical order with the total amount funded for the particular territory from beginning of the month till date. If you have selected multiple territories in the search criteria, then the cumulative total of amount funded for all the selected territories are listed under ‘ALL’ categorization.

The producer sales metrics for the first selected record (by default), is displayed in the right panel through following tabs.

#### **3.5.3.1 Portfolio**

The portfolio tab provides a graphical (bar chart) representation of territory-wise business metrics in term of volume i.e. total amount funded against date.

#### **Portfolio Information**

You can filter the metrics data to be displayed based on total number of **Actual** (only funded applications) or **Actual + In For Funding** (both submitted and funded applications) by selecting the appropriate radio buttons.

The table in Portfolio Information section displays the following details:

- Measurement - This consists of the following two specific records.
  - MONTH TO DATE: Indicates the total applications processed in the current month till date.

- TARGET: Indicates the total number of applications expected to be processed by the producer.
- Volume - Indicates the ratio of total amount funded to the total number of applications submitted.
- Percentage - Indicates the ratio of total amount funded against the target volume expected.

You can further sort the display of metrics data based on Volume or Percentage against time, i.e. MTD (month to date) or 6M (6 months) or 6Y (6 years). By default, “Volume” and “MTD” options are selected.

### 3.5.3.2 Volume

The volume tab provides a graphical (bar chart) representation of territory-wise volume metrics.

*For more information, refer to ‘Volume Tab’ explained in Producers section.*

### 3.5.3.3 Mix

The mix tab provides a graphical (bar chart) representation of territory-wise mix of business metrics.

*For more information, refer to ‘Mix Tab’ explained in Producers section.*

### 3.5.3.4 Ratios

The ratios tab provides a territory-wise graphical (bar chart) representation of different ratios of applications being processed by producers.

#### Ratios

The table in ratios metrics section displays the following details:

- Time Frame - This consists of the following two specific time frame of records.
  - MONTH TO DATE: Indicates the number of applications being processed in the current month till date.
  - PREVIOUS MONTH: Indicates the number of applications processed in the previous month.
- Look to Book - Indicates the ratio of funded applications against the total submitted for processing.
- Approval Ratio -Indicates the ratio of approved applications against the total submitted for processing.
- Cashout Ratio - Indicates the ratio of funded applications against the total approved.

You can further sort the display of metrics data based on the above ratios - LTB (Look to Book) or Approval or Cashout against time, i.e. MTD (month to date) or 6M (6 months) or 6Y (6 years). By default, “LTB” and “6M” options are selected.

### 3.5.3.5 Producers

The producers tab provides a territory-wise graphical (bar chart) representation of producer metrics.

## **Producer Metrics**

The table in producer metrics section displays the following details:

- Time Frame - This consists of the following two specific time frame of records.
  - MONTH TO DATE: Indicates the number of producers processing applications in the current month till date.
  - PREVIOUS MONTH: Indicates the number of producers who have processed applications in the previous month.
- Submitting - Indicates the number of producers with a minimum of one submitted application for processing.
- Approving - Indicates the number of producers with a minimum of one approved application.
- Funding - Indicates the number of producers with a minimum of one funded application.

You can further sort the display of metrics data based on producers who have submitted or approved or funded applications against time, i.e. MTD (month to date) or 6M (6 months) or 6Y (6 years). By default, “Submitted” and “6M” options are selected.





## 4. Sales Lead

The Sales Lead window enables you to record information gathered during a sales query or a call from a potential borrower. A sales representative can then use the Sales Lead window to follow-up with the borrower.

### Note

This is not a mandatory window. You can always begin the line origination process directly using the Application Entry window.

### Note

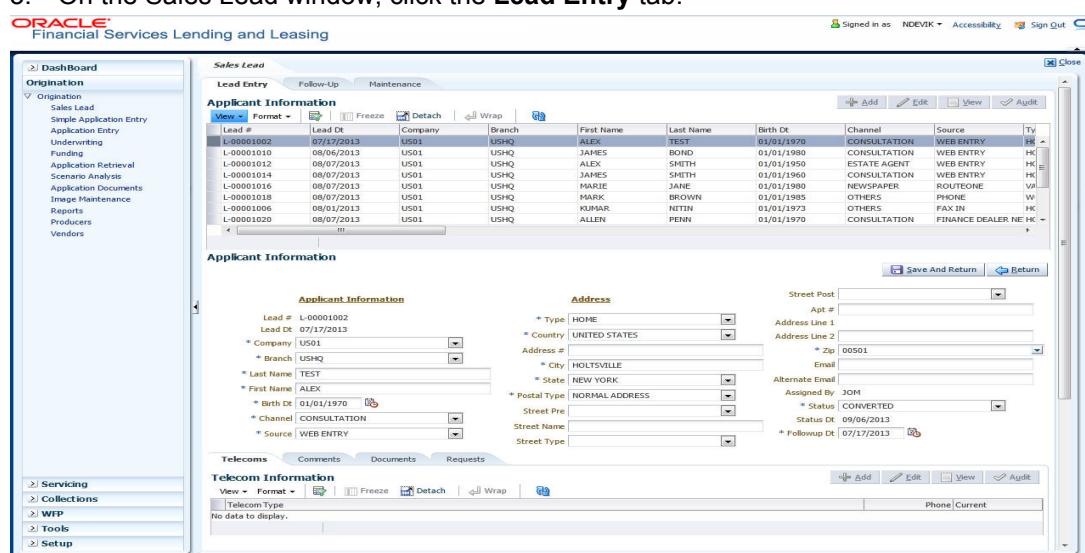
Information on the Sales Lead window can be attached to the Application Entry window as optional information. Attaching a lead to an application can help the sales department analyze the effectiveness of following-up with prospective borrowers. Once a lead is attached to an application from the Sales Lead window, Oracle FLEXCUBE Lending and Leasing changes its status to COMPLETED.

## 4.1 Lead Entry page

The Lead Entry page enables you to record information regarding prospective borrowers from a sales query or a call to be used in a follow-up call. The initial status for the lead can be set as NEW or FOLLOW-UP.

### To complete the Lead Entry page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Lead Entry** tab.



Field	Value
Lead #	L-00001002
Lead Dt	07/17/2013
Company	US01
Branch	USHQ
First Name	TEST
Last Name	BOND
Birth Dt	01/01/1980
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001010
Lead Dt	08/06/2013
Company	US01
Branch	USHQ
First Name	JAMES
Last Name	SIMITH
Birth Dt	01/01/1950
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001012
Lead Dt	08/07/2013
Company	US01
Branch	USHQ
First Name	JAMES
Last Name	SIMITH
Birth Dt	01/01/1950
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001014
Lead Dt	08/07/2013
Company	US01
Branch	USHQ
First Name	JANE
Last Name	MARIE
Birth Dt	01/01/1989
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001016
Lead Dt	08/07/2013
Company	US01
Branch	USHQ
First Name	JANE
Last Name	MARIE
Birth Dt	01/01/1989
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001018
Lead Dt	08/07/2013
Company	US01
Branch	USHQ
First Name	MARK
Last Name	BROWN
Birth Dt	01/01/1985
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001006
Lead Dt	08/01/2013
Company	US01
Branch	USHQ
First Name	KUMAR
Last Name	NITIN
Birth Dt	01/01/1973
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK
Lead #	L-00001020
Lead Dt	08/07/2013
Company	US01
Branch	USHQ
First Name	ALLEN
Last Name	PENN
Birth Dt	01/01/1970
Channel	CONSULTATION
Source	WEB ENTRY
TV	HK

4. If you are entering a new applicant, click **Add** in the **Applicant Information** section.

-or-

If you want to edit an existing applicant, select it in the **Applicant Information** section.

---

**Note**

If you click **Previous**, Oracle FLEXCUBE Lending and Leasing displays information for the previous applicant. If you click **Next**, Oracle FLEXCUBE Lending and Leasing displays information for the next applicant.

---

5. In the **Applicant Information** section, enter, view, or edit the following information:

In this field:	Do this:
Lead #	View the sales lead number (display only).
Lead Date	View the sales lead date. The default value is the current date (display only).
Company	Select the company name (required).
Branch	Select the branch name (required).
First Name	Enter the applicant's first name (required).
Last Name	Enter the applicant's last name (required).
Channel	Select the channel of the sales lead (required).
Source	Select the source of the sales lead (required).

6. In the **Address** section, enter, view, or edit the following information:

- If you are creating a new record, click **Add**.

In this field:	Do this:
Type	Select the address type (required).
Postal Type	Select the postal address type (required).
#	Enter the building number (required).
Pre	Select the street prefix (directional) (optional).
Street Name	Enter the street name (optional).
Street Type	Select the street type (optional).
Post	Select the street postfix (directional) (optional).
Apt #	Enter the apartment number (optional).
Address 1	Enter the first address line (optional).
Address 2	Enter the second address line (optional).
City	Enter the city (required).
St	Select the state (required).
Zip	Select the zip code (required). Note: For non US country, you have to enter zip code.

In this field:	Do this:
<b>Country</b>	Select the country code (required).
Email	Enter the e-mail address (optional).
Mobile Email	Enter the mobile e-mail address (optional).
<b>Status</b>	Select the status for the sale lead (required).
Assigned By	View the user code creating the sale lead (display only).
Status Dt	View the last sales lead status change date (display only).
<b>Follow-up Dt</b>	Enter the sales lead follow-up date (required).

- If you entered a new record in the **Address** section, click **Save**.

#### 4.1.1 Telecoms sub page

The Telecoms sub page records additional phone numbers for the sales lead.

##### To complete the Telecoms sub page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Lead Entry** tab, then click the **Telecoms** sub tab.

4. On the **Telecoms** sub page, enter, view or edit the following information:

- If you are creating a new record, click **Add**.

In this field:	Do this:
Telecoms section	
Select	If selected, indicates this is the current record.

In this field:	Do this:
<b>Telecom Type</b>	Select the type of telecommunications device (required)
<b>Phone</b>	Enter the phone number (required)
<b>Current</b>	Select the Current check box to indicate the phone number is in service.

- If you entered a new record in the **Telecoms** section, click **Save**.

#### 4.1.2 Comments sub page

The Comments sub page records any comments regarding the sales lead.

##### To complete the Comments sub page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Lead Entry** tab, then click the **Comments** sub tab.

The screenshot shows the Oracle FLEXCUBE Sales Lead Entry window. The top navigation bar includes links for Lead Entry, Follow-Up, and Maintenance. The main area is titled 'Applicant Information' and contains a 'Search Criteria' section with fields for Lead # (L-00001009), Lead Dt (8/7/2012), Company (US01), Branch (USHQ), First Name (ADAM), Last Name (CARDRELLI), Birth Dt (1/1/1975), Channel (CONSULTATION), and Source (WEB ENTRY). Below this is an 'Address' section with fields for Type (HOME), Country (UNITED STATES), Address # (22), City (HOLTSVILLE), State (NEW YORK), Postal Type (NORMAL ADDRESS), Street Pre (EAST), Street Name (22 E. ARCAD), Street Type (ARCADE), Street Post (NORTH), Apt # (12), Address Line 1 (22 E. ARCAD), Address Line 2 (N/A), Zip (00501), Email (N/A), and Mobile Email (PHACHODA). The status section shows Status (NEW), Status Dt (8/7/2012), and Followup Dt (8/10/2012). At the bottom, tabs for Telecoms, Comments, Documents, and Requests are visible, with the Comments tab selected. A comments search interface is shown below, with fields for Comment Type (Select), Sub Type (N/A), Comment (N/A), Comment Dt (N/A), and Comment By (N/A). The status bar at the bottom indicates 'No rows yet.'

4. On the **Comments** sub page, enter, view or edit the following information:
  - If you are creating a new record, click **Add**.

In this field:	Do this:
Comments section	
Select	If selected, indicates this is the current record.
<b>Type</b>	Select the comment type (required).
<b>Sub Type</b>	Select the comment sub type (required).
<b>Comment</b>	Enter the comment (required).
<b>Comment Dt</b>	View the date the comment was entered and saved (display only).

In this field:	Do this:
Comment By	View the user id of the person who entered and saved the comment (display only).

- If you entered a new record in the **Comments** section, click **Save**.

#### 4.1.3 Documents sub page

The Documents sub page needs to be completed if:

- The customer had requested any documents
- Any document has been sent to the customer during sales lead entry.

##### To complete the Documents sub page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Lead Entry** tab, then click the **Documents** sub tab.

The screenshot shows the Oracle FLEXCUBE Sales Lead Entry window. At the top, there are tabs for Lead Entry, Follow-Up, and Maintenance. The Lead Entry tab is selected. Below the tabs, there is a section for Applicant Information with fields for Lead #, Lead Dt, Company, Branch, First Name, Last Name, Birth Dt, Channel, and Source. There is also a section for Address with fields for Type, Country, Address #, City, State, Postal Type, Street Pre, Street Name, Street Type, Street Post, Apt #, Address Line 1, Address Line 2, Zip, Email, and Mobile Email. At the bottom of the window, there are tabs for Telecoms, Comments, Documents, and Requests. The Documents tab is selected, showing a table with columns for Document Type, Sub Type, Documents, Document Dt, and Document By. A message 'No rows yet.' is displayed in the table.

4. On the **Documents** sub page, enter, view or edit the following information:
  - If you are creating a new record, click **Add**.

In this field:	Do this:
Documents section	
Select	If selected, indicates this is the current record.
Type	Select the document type (required).
Sub Type	Select the document sub type (required).
Documents	Enter the document (required).
Document Dt	View the date the document was entered and saved (display only).

In this field:	Do this:
Document By	View the user id of the person who entered and saved the document (display only).

- If you entered a new record in the **Documents** section, click **Save**.

#### 4.1.4 Requests sub page

The Requests sub page records the product the customer is interested in and the requested amount for each product.

##### To complete the Requests sub page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Lead Entry** tab, then click the **Requests** sub tab.

The screenshot shows the Oracle FLEXCUBE Sales Lead Entry window. The top navigation bar includes links for Lead Entry, Follow-Up, and Maintenance, along with user information and system icons for Debug, Audit, and Close. The main content area is divided into sections: Applicant Information, Address, and Requests. The Requests section is currently selected. It contains a table with the following data:

Select	Product	Requested Amt	Status
<input checked="" type="radio"/>	LOAN VEHICLE (FR)	0	NEW

4. On the **Requests** sub page, enter, view or edit the following information:
  - If you are creating a new record, click **Add**.

In this field:	Do this:
Requests section	
Select	If selected, indicates this is the current record.
Product	Enter the requested product as line (required).
Requested Amount	Enter the requested amount (required).

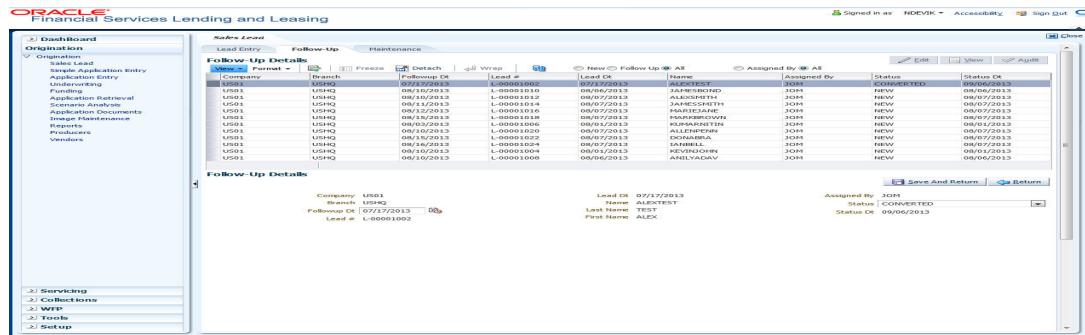
- If you entered a new record in the **Requests** section, click **Save**.

## 4.2 Follow-Up page

The Follow-Up page enables you to update customer information based on sales lead follow-ups with the customer.

### To use the Follow-Up page

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Follow-Up** tab.



4. In the **Status** section, click:
  - **New** to view all leads on the Follow-Up page with the status of NEW.
  - **Follow Up** to view all leads on the Follow-Up page with the status of FOLLOW UP.
  - **All** to view all leads on the Follow-Up page.
5. In the **Assigned** section, click:
  - **Assigned By** to view all leads on the Follow-Up page assigned to the current user.
  - **All** to view all leads on the Follow-Up page assigned to any user.
6. On the Follow-Up page, enter, view, or edit the following information:

In this field:	Do this:
Select	If selected, indicates this is the current record.
Company	View the company name of the sales lead (display only).
Branch	View the branch name of the sales lead (display only).
Followup Dt	Select the follow-up date of the sales lead (required).
Lead #	View the sales lead number (display only).
Lead Date	View the creation date of the sales lead (display only).
Name	View the applicant's name (display only).
Assigned by	View the user assigned to the sales lead (display only).
Status	Select the status of the sales lead (required).

<b>In this field:</b>	<b>Do this:</b>
Status Dt	View the last sales lead status change date (display only).

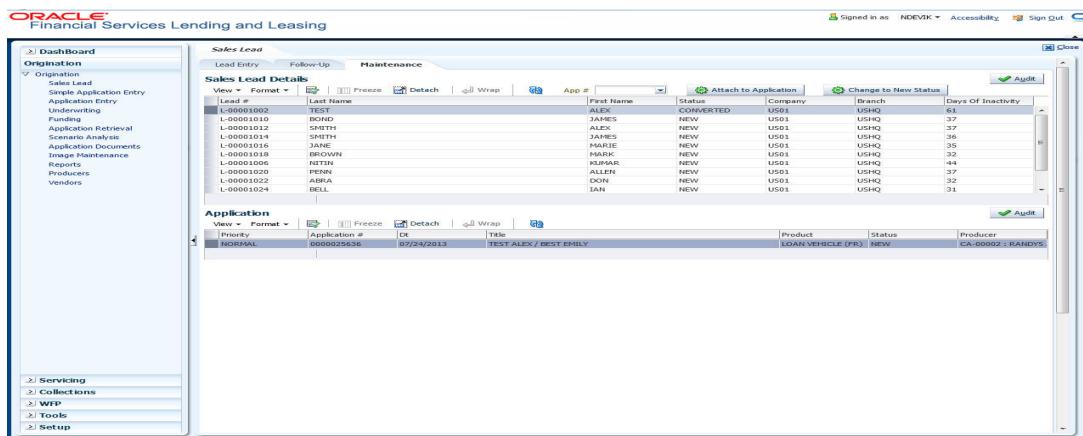
7. Click **Save** on the Follow-Up page.

## 4.3 Maintenance page

The Maintenance page enables you to attach a sales lead to a different or missed application or change a lead's status to NEW.

### To attach a sales lead to an application

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click the **Sales Lead** master tab.
2. Click the **Sales Lead** bar link.
3. On the Sales Lead window, click the **Maintenance** tab.



4. In the **Lead Details** section, view the following display only information:

<b>In this field:</b>	<b>Do this:</b>
Select	If selected, indicates this is the current record.
Lead #	View the sales lead number.
Last Name	View the last name of the sales lead.
First Name	View the first name of the sales lead.
Status	View the status of the sales lead.
Company	View the company of the sales lead.
Branch	View the branch of the sales lead.
Days of Inactivity	View the number of days of inactivity regarding the sales lead.

5. In the **Lead Details** section, select the sales lead you want to attach to the application.
6. In the **Action** section, click **Attach to an Application**.
7. In the **Action** section, select the application number to which you want to attach the sales lead in the unlabeled **App #** field.

8. In the **Action** section, click **Post**.
9. In the **Application** section, view the following display only information:

In this field:	View this:
Select	If selected, indicates this is the current record.
Priority	The priority of the sales lead.
Application #	The application number of the sales lead.
Date	The date of the application.
Title	The title of the application.
Product	The product of the application.
Status	The status of the application.
Producer	The producer of the application.

---

#### Note

If the wrong sales lead was attached to an application, detach it from the existing application by clicking **Change to New Status** in the **Action** section, then attach it to the correct application clicking **Attach to an Application**, completing the **App #** field, and clicking **Post**.

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## 5. Simple Application Entry

### 5.1 Introduction

The first step in the loan origination process is entering credit application data into Oracle Financial Services Lending and Leasing Application. The Simple Applications screen enables you to specify information from the credit application into the system and request a credit bureau report.

This chapter explains how to use the Applications screen to specify and validate a credit application.

### 5.2 Entering a Credit Application

There are four main steps in entering an application

1. Select the product type and producer at the top of the Application window in the Applications section. The product defines the type of credit application: loan as well as any collateral, such as vehicles or homes, associated with the loan. When you save the application, the system activates the links on the Applications screen that are associated with the product, streamlining the application process. The producer is the dealer supplying the application.
2. Enter information regarding the primary applicant, such as name, social security number, address, place of employment, and financial assets and liabilities. Enter this same information for any other applicants, such as co-signers or joint applicants, if they exist. System displays the error message as "The Application does not exist". if the provided details does not match with any application details.
3. Enter information about the requested credit for the loan such as loan amount and number of terms.
4. Enter information about the collateral.

Once the basic details are entered, the user has to check whether the application pre qualifies or not. Once the pre-qualified edits are satisfied, click Submit in the Application screen.

When finished, Oracle Financial Services Lending and Leasing checks the application for completeness using a predefined set of edits. These edits search for errors and warnings based on your system setup. Status change of the application can be determined by the credit bureau and scoring model of the application. The prescreening checks ensure that automatic credit bureau reports are pulled only for applications which meet set criteria, thus saving cost.

After an application clears the edits check, click Process Application in the Applications section. The system begins the processes of prescreening the application and pulling a credit bureau while you can begin entering the next application in your queue.

#### **To enter a new application**

1. Click **Origination** → **Origination** → **Simple Application Entry**.

2. The Simple Application Entry window appears, opened at the Search link's Results page.

### Note

The **Recreate Instance** button appears only when the BPEL parameter is YES.

3. In the Results tab's Quick Search section, click **New Application**. The Search link's Applications Entry screen opens at the Simple Application Entry tab.

For field description refer [Applications](#) of the Underwriting chapter.

## **Copying Lead details**

After selecting the sales lead number in the **Lead #** field and on clicking **Copy Lead Details**, the applicant details which were captured in the **Sales Lead** screen are populated in the Simple Application Entry screen.

---

### **Note**

The Copy Lead Details button will be enabled only when you select the lead number in the **Lead #** field.

---

### **5.2.1 Pre-qualifying an Application**

After entering the basic details of the applicant like identification and demographic details along with the address, employment, assets, liabilities and other income information, and requested details, the user has to check whether the application pre-qualifies or not by clicking **Pre-qualify Application** button. This is governed by a set of Pre-qualification edits.

If the pre-qualified edits are satisfied, the status is changed to **NEW-PREQUALIFY APPROVED** and the user can modify or update any further details in the Application Entry screen.

If the edits are not satisfied, the application will be pushed to the REJECTED APPLICATIONS queue with a status update to **REJECTED-PREQUALIFY REJECTED**. You can also view the rejected pre-qualification in the Underwriting window.

When specific services listed in Dashboard -> System Monitor -> Services tab are 'stopped', the application status would display 'NEW PRE-SCREEN APPROVED' and user would not be able to change the status manually to move it to Underwriting queue. In such cases, services should be started post which the application is processed automatically by the system and falls in the appropriate queue as per workflow.

## **5.3 Applicants Tab**

Using the information supplied on the application, complete the Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Financials
- Liabilities
- Other Incomes
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts.

The system uses the information on the Financial and Liabilities sub tabs to determine the applicant's net worth. The system uses information on the Employments tab and Other Incomes sub tab to calculate the applicant's debt-to-income ratio.

### Note

When completing Frequency fields, please note the following:

- *Biweekly* in the system means 'once every two weeks' and **not** 'twice a week'.
- *Bimonthly* in the system means 'once every two months' and **not** 'twice a month'.

For more information, refer appendix **Payment Amount Conversion**.

### To complete the Applicants Details page

1. On the Application Entry tab, click **Applicant** → **Applicant**.

The screenshot shows the Oracle Application Entry interface. The left sidebar has a tree view with 'Origination' expanded, showing 'Sales Lead', 'Simple Application', 'Application Entry', 'Underwriting', 'Funding', 'Application Retrik', 'Scenario Analysis', 'Application Docu', 'Image Maintenance', 'Reports', 'Producers', and 'Vendors'. The main area has a 'View' and 'Format' toolbar. The 'Application' tab is selected. Below it, the 'Applicant' tab is selected. The interface is divided into sections: 'Identity Information' (Relation Type, Nationality, National ID, etc.) and 'Other Details' (Gender, Education, Language, etc.). Buttons for 'Save And Add', 'Save And Return', and 'Return' are at the bottom.

2. For details on this screen refer [Applicant Tab of the Underwriting chapter](#).

## 5.4 Business Applicants link

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business page to assist in approving the loan application during underwriting. The Business Applicant page is available for loans and contains the following sub pages:

- Address
- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other details

### To complete the Business Applicant page

1. If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Applications** section and click **Save**.

The Business tab appears on the Application Entry screen.

2. On the Application Entry screen, click **Business**.

The screenshot shows the Oracle Financial Services Lending and Leasing Application Entry interface. The main title bar reads 'ORACLE® Financial Services Lending and Leasing'. The top navigation bar includes 'Signed in as DEMOSALES', 'Accessibility', and 'Sign Out' buttons. The left sidebar, titled 'Origination', contains links for Sales Lead, Simple Application, Application Entry, Underwriting, Funding, Application Retri, Scenario Analysis, Application Docu, Image Maintenai, Reports, Producers, and Vendors. The main content area is titled 'Origination' and shows a 'Simple Application Entry: 0000001361'. The 'Application' tab is selected, displaying fields for App # (0000001361), Dt (10/18/2013), Product (LOAN VEHICLE (FR)), Channel (WEB ENTRY), Priority (NORMAL), Company (US01), Branch (USHQ), Status (NEW - BLANK), Origination Stage Code (NEW), and Purpose (VEHICLE LOAN OR LE). Below the application table are tabs for Applicant, Business, Request, Collateral, Comments, Tracking, and Verification. The 'Business' tab is active, showing a table for Business Details with columns for Organization Type, Business Type, Business Name, Legal Name, Tax ID #, Start Dt, # of Employees(Cur), # of Employees, Contact Person, Business Checking Bank, and Bank Acc #. A message 'No data to display.' is shown. Below this is an 'Address Information' section with tabs for Address, Telecoms, Financials, Liabilities, Partners, Affiliates, and Other Details. The 'Address' tab is selected, showing a table with columns for Address Type, Country, Address #, City, State, Own/Lessee, Comment, Postal Type, Street Pre, and Street Name. A message 'No data to display.' is shown. The bottom left sidebar includes links for Servicing, Collections, WFP, Tools, and Setup.

For details on this screen, refer [Business Tab](#) of the Underwriting chapter.

## 5.5 Request Tab

Depending on the type of product you selected, the following screen will be available from the Requested link

To complete Request section:

1. On the Application Entry tab, click the **Request** tab.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Origination' and displays a 'Simple Application Entry' with ID '0000001005'. The 'Request' tab is selected. Below the tabs, there is a table for 'Itemization' with columns for 'Itemization', 'Significance', 'Requested Amt', and 'Comment'. The table contains several rows of financial items.

Itemization	Significance	Requested Amt	Comment
ITEM DOWN PAYMENT	=	0.00	
ITEM DOWN PAYMENT PAYOFF	+	0.00	
ITEM DOWN PAYMENT REBATE	-	0.00	
ITEM DOWN PAYMENT TRADEIN	-	0.00	
ITEM CREDIT INSURANCE LIFE	+	0.00	
ITEM CREDIT INSURANCE DISABILITY	+	0.00	
ITEM OTHER TAX	+	0.00	
ITEM ADMINISTRATION / ACQUISITION FEE	+	0.00	

For details on this screen refer [Request Tab](#) of the Underwriting chapter.

## 5.6 Collateral Tab

Depending on the type of product or producer you selected, the Collateral link opens one of the three following collateral page: a vehicle information page, a home information page, or an other information page. Complete the page that is available on your Applications window. After that, complete the **Valuation** and **Tracking** sub page, which the of the Collateral link's pages share.

---

### Note

If you are entering an unsecured loan, the Collateral link is present but inactive; in which case, skip this step.

---

## To enter vehicle information from the Collateral tab

1. On the Application Entry link bar, click **Collateral**.

## To enter home information from the Collateral link

1. On the Application Entry tab, click **Collateral sub tab**.

If the collateral is any other, the Collateral link displays information about that collateral.

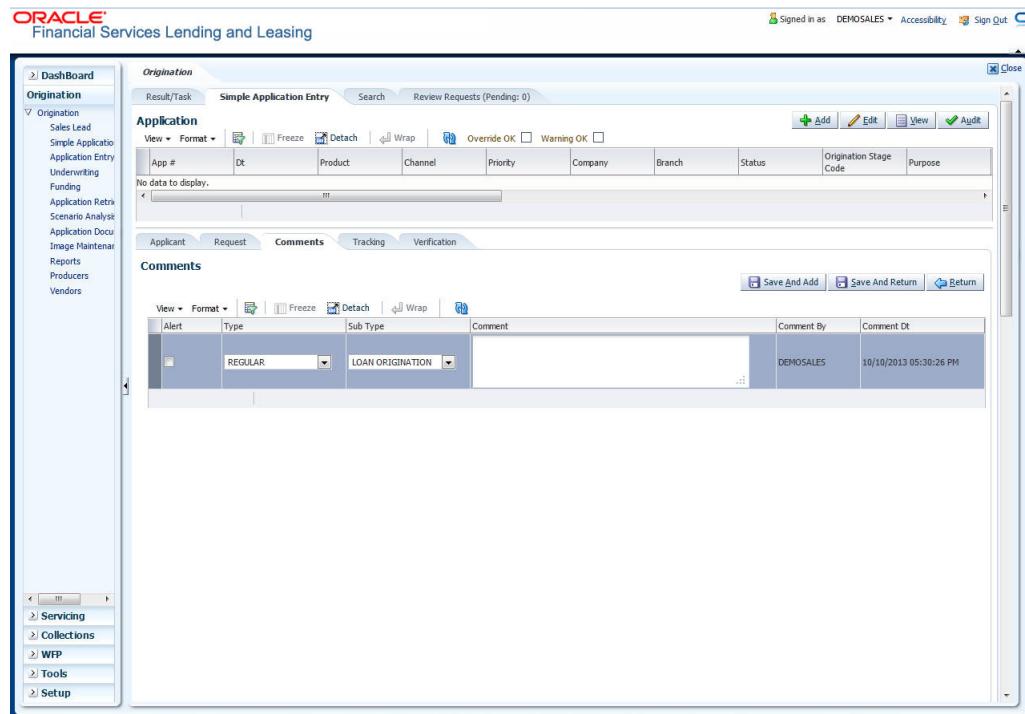
For details on this screen, refer [Collateral Tab](#) of the Underwriting chapter.

## 5.7 Comments Tab

When using the Simple Application Entry screen, you can add comments to an application at any time in the application entry process by clicking the Comments tab.

## To complete the Comments tab

1. On the Application Entry tab, click **comments**.



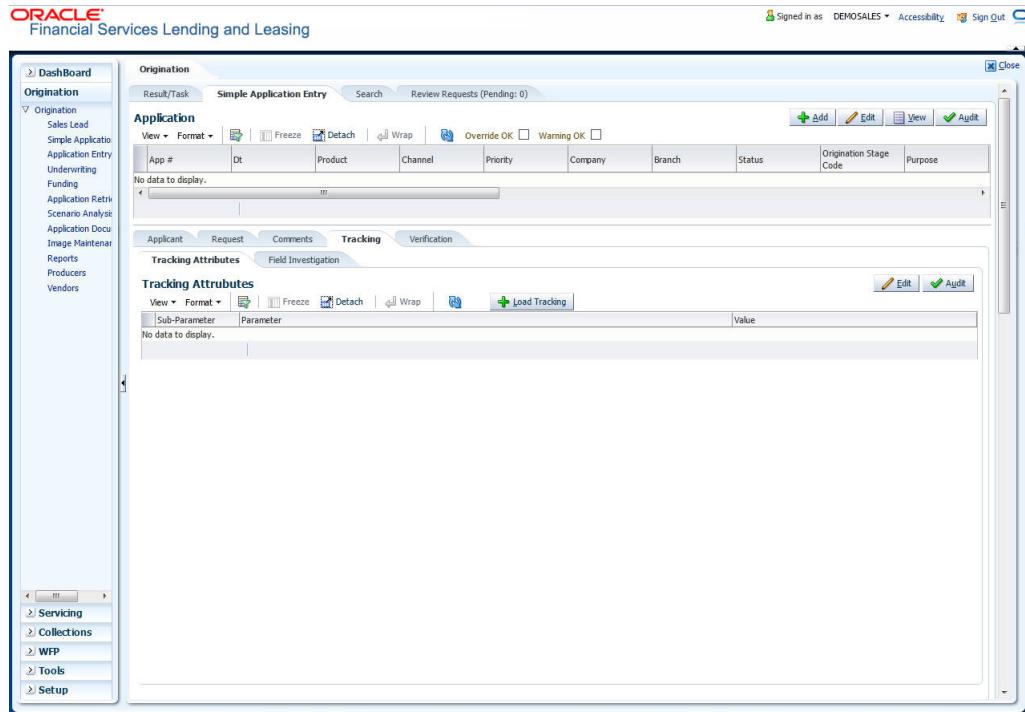
For details on this screen, refer [Comments Tab](#) of the Underwriting chapter.

## 5.8 Tracking Tab

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.

## To track attributes

1. On the application entry screen, click the **Tracking** tab.



For details on this screen, refer [Tracking Tab](#) of the Underwriting chapter

## 5.9 Verification Tab

Oracle Financial Services Lending and Leasing can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit page as an *Error*, a *Warning*, or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

### To validate a credit application

1. Enter all the information associated with the application on the Application Entry screen.

2. When you are finished entering data, on the Application Entry tab, click **Verification sub tab**, then click the **Edits** sub tab.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The top navigation bar includes "Signed in as DEMOSALES", "Accessibility", "Sign Out", and a "Close" button. The left sidebar is titled "Origination" and contains links for Sales Lead, Simple Application, Application Entry, Underwriting, Funding, Application Retri, Scenario Analysis, Application Docu, Image Maintenan, Reports, Producers, and Vendors. The "Servicing" section is also visible. The main content area is titled "Simple Application Entry" and shows three tabs: "Application", "Edits", and "Verification". The "Verification" tab is selected, and within it, the "Edits" sub-tab is active. There are three data grids: "Application" (with columns: App #, Dt, Product, Channel, Priority, Company, Branch, Status, Origination Stage Code, Purpose), "Edit Types" (with columns: Date, Edit Type), and "Edit Details" (with columns: Edit Name, Result, Expected Value, Actual Value, Override Responsibility). All grids show "No data to display." The bottom of the screen has a toolbar with various icons.

For details on this screen, refer [Verification Tab](#) of the Underwriting chapter

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## 6. Application Entry

### 6.1 Introduction

The first step in the loan origination process is entering credit application data into Oracle Financial Services Lending and Leasing Application. The Applications screen enables you to specify information from the credit application into the system and request a credit bureau report.

This chapter explains how to use the Applications screen to specify and validate a credit application.

### 6.2 Entering a Credit Application

There are four main steps in entering an application

1. Select the product type and producer at the top of the Application window in the Applications section. The product defines the type of credit application: loan as well as any collateral, such as vehicles or homes, associated with the loan. When you save the application, the system activates the links on the Applications screen that are associated with the product, streamlining the application process. The producer is the dealer supplying the application.
2. Enter information regarding the primary applicant, such as name, social security number, address, place of employment, and financial assets and liabilities. Enter this same information for any other applicants, such as co-signers or joint applicants, if they exist. System displays the error message as "The Application does not exist". if the provided details does not match with any application details.
3. Enter information about the requested credit for the loan such as loan amount and number of terms.
4. Enter information about the collateral.

Once the basic details are entered, the user has to check whether the application pre qualifies or not. Once the pre-qualified edits are satisfied, click Submit in the Application screen. Prequalification edits can be viewed from the 'Verification' sub tab.

When finished, Oracle Financial Services Lending and Leasing checks the application for completeness using a predefined set of edits. These edits search for errors and warnings based on your system setup. Status change of the application can be determined by the credit bureau and scoring model of the application. The prescreening checks ensure that automatic credit bureau reports are pulled only for applications which meet set criteria, thus saving cost.

After an application clears the edits check, click Process Application in the Applications section. The system begins the processes of prescreening the application and pulling a credit bureau while you can begin entering the next application in your queue.

#### **To enter a new application**

1. Click **Origination** → **Origination** → **Application Entry**.

2. The Application Entry window appears, opened at the Search link's Results page.

### Note

The **Recreate Instance** button appears only when the BPEL parameter is YES.

3. In the Results tab's **Quick Search** section, click **New Application**. The Search link's Applications Entry screen opens at the Application Entry tab.

For details on this screen refer [Applications](#) section in **Underwriting** chapter.

## 6.3 Applicants Tab

Using the information supplied on the application, complete the Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Financials
- Liabilities
- Other Incomes sub pages
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts.

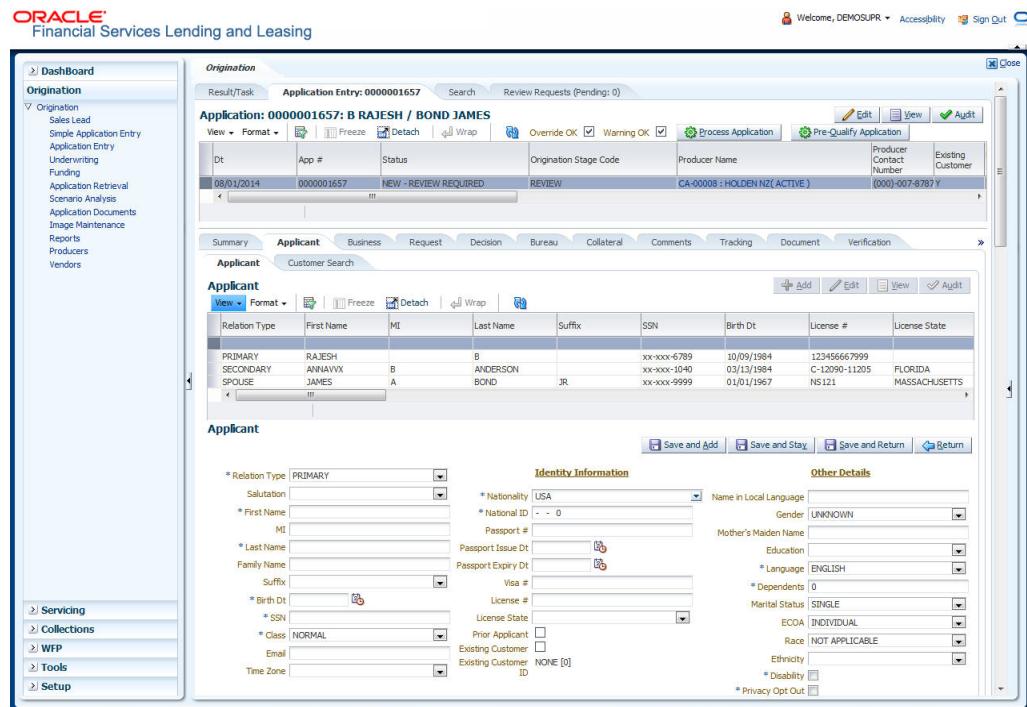
The system uses the information on the Financial and Liabilities sub tabs in determining the applicant's net worth. The system uses information on the Employments page and Other Incomes sub page to calculate the applicant's debt-to-income ratio.

---

### Note

#### To complete the Applicants Details page

1. On the Application Entry tab, click **Applicant** → **Applicant**.



The screenshot shows the Oracle Financial Services Lending and Leasing application. The main title bar reads "ORACLE Financial Services Lending and Leasing". The left sidebar has sections for "Dashboard", "Origination" (selected), "Servicing", "Collections", "WFP", "Tools", and "Setup". The main content area has a sub-header "Origination" and "Application Entry: 0000001657". Below this, there are two tabs: "Summary" (selected) and "Applicant". The "Applicant" tab is currently active, showing a table of applicants with columns: Relation Type, First Name, MI, Last Name, Suffix, SSN, Birth Dt, License #, and License State. One row is selected for "RAJESH" (PRIMARY). Below the table, there are three sub-forms: "Identity Information", "Other Details", and "Address". The "Identity Information" form includes fields for First Name, MI, Last Name, Suffix, Birth Dt, SSN, Class, Email, and Time Zone. The "Other Details" form includes fields for Nationality, National ID, Passport, Visa, License, Education, Language, Dependents, Marital Status, ECOA, Race, Ethnicity, Disability, and Privacy Opt Out. The "Address" form is partially visible at the bottom.

For details on this screen refer [Applicant Tab](#) section in **Underwriting** chapter.

## 6.4 Business Applicants link

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business page to assist in approving the loan application during underwriting. The Business Applicant page is available for loans and contains the following sub pages:

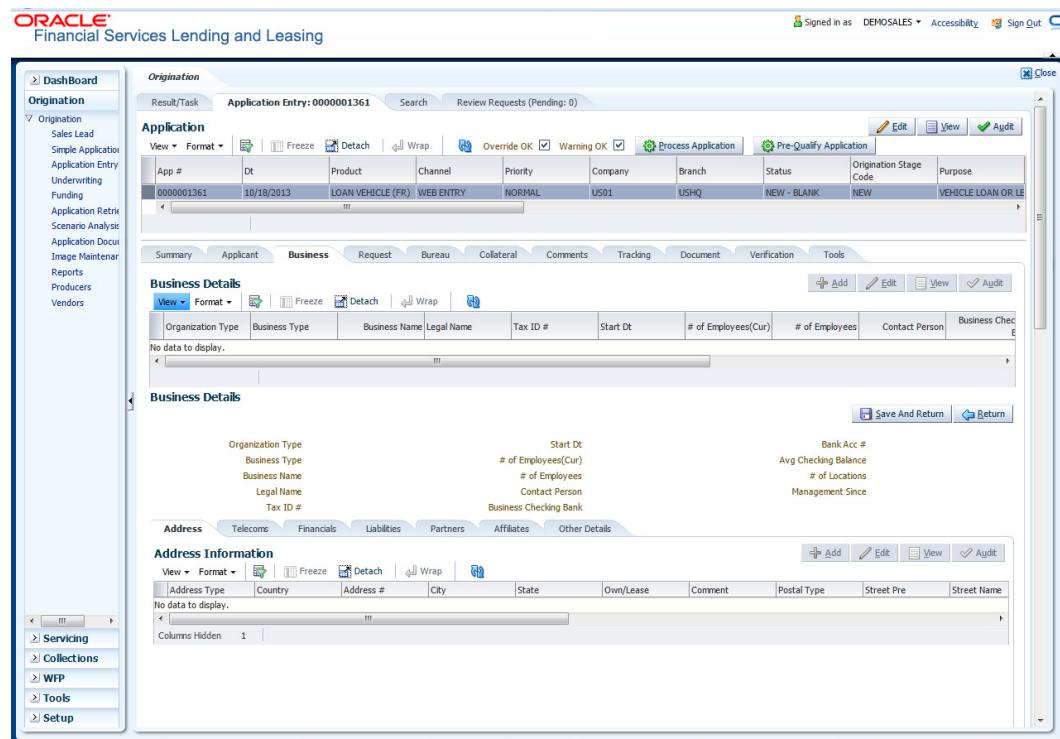
- Address
- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other details

### To complete the Business Applicant page

1. If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Applications** section and click **Save**.

The Business tab appears on the Application Entry screen.

2. On the Application Entry screen, click **Business**.



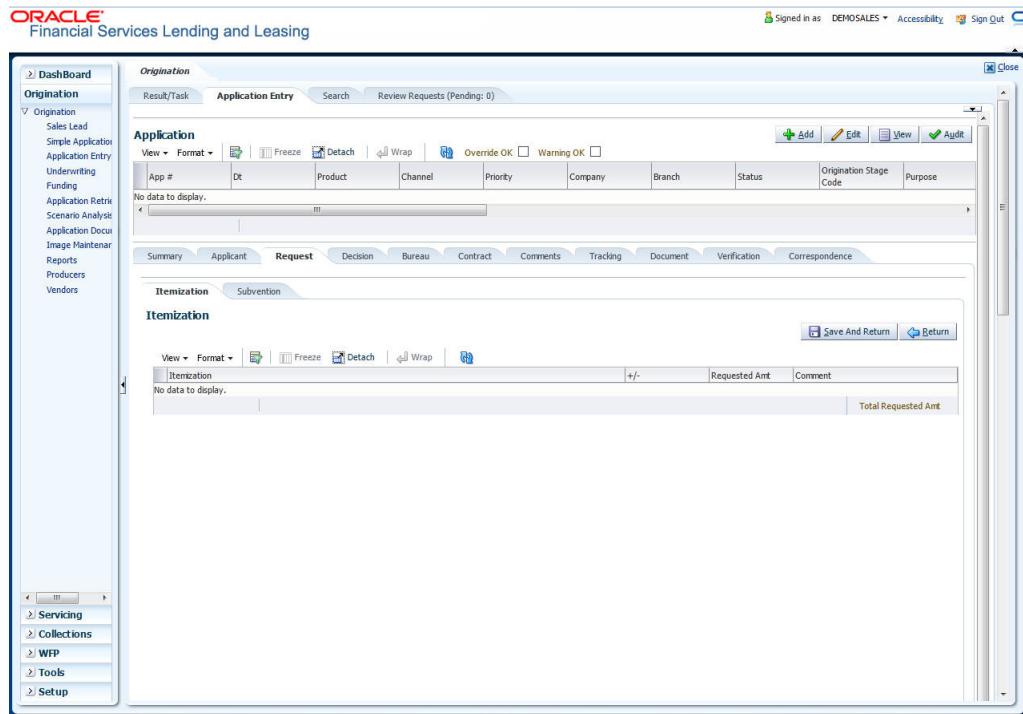
For details on this screen refer [Business Tab](#) section in [Underwriting](#) chapter.

## 6.5 Request Tab

Depending on the type of product you selected, the following screen will be available from the Requested link

### To complete the request tab:

1. On the Application Entry tab, click the **Request** tab.



For details on this screen refer [Request Tab](#) section in **Underwriting** chapter.

## 6.6 Bureau Tab

The Bureau tab displays the credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

### To verify the credit bureau data using the Bureau tab

1. Open the Application Entry screen and load the application you want to work with.

## 2. Click Bureau.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The top right corner shows a user is signed in as "DEMOALES" with links for "Accessibility", "Sign Out", and a "Close" button. The left sidebar has a tree view with "Origination" selected, and under "Origination", "Bureau" is expanded. The main content area is titled "Origination" and shows the "Application" tab selected. The application details table includes columns for App # (0000001361), Dt (10/18/2013), Product (LOAN VEHICLE (FR)), Channel (WEB ENTRY), Priority (NORMAL), Company (US01), Branch (USHQ), Status (NEW - BLANK), Origination Stage Code (NEW), and Purpose (VEHICLE LOAN OR LE). Below the application table are tabs for "Summary", "Applicant", "Business", "Request", "Bureau", "Collateral", "Comments", "Tracking", "Document", "Verification", and "Tools". The "Bureau" tab is active, showing a table with columns for Type (Bureau), #, Status, Dt, Report, Credit Bureau Reorder #, and App Ind. A note states "No data to display." Below the bureau table is a "Bureau Details" section with a "Return" button. Further down are sections for "Applicant/Customer Details" and "Report Header", each with their own tables and "No data to display." messages. The bottom of the screen shows a "Bureau Report" section with a "Print Report" button. The left sidebar also lists "Servicing", "Collections", "WFP", "Tools", and "Setup".

For details on this screen refer [Bureau Tab](#) section in [Underwriting chapter](#).

## 6.7 Collateral Tab

Depending on the type of product or producer you selected, the Collateral link opens one of the three following collateral page: a vehicle information page, a home information page, or an other information page. Complete the page that is available on your Applications window. After that, complete the **Valuation** and **Tracking** sub page, which the of the Collateral link's pages share.

### Note

If you are entering an unsecured loan, the Collateral link is present but inactive; in which case, skip this step.

## To enter vehicle information from the Collateral tab

1. On the Application Entry link bar, click **Collateral**. If the collateral is a vehicle, the Collateral link displays information about the vehicle

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The left sidebar has a "Dashboard" section and a "Origination" section with various sub-options like "Sales Lead", "Simple Application Entry", "Application Entry", etc. The main content area shows an "Application" entry for "0000001497: EINSTEIN ALBERT". The "Collateral" tab is selected, and the sub-tab "Vehicle" is selected. The "Vehicle" section contains a table with columns: Existing Asset, Asset Class, Primary, Description, Identification #, Asset Type, Sub Type, Existing Asset Id, Status, and Year. One row is visible: "NEW VEHICLE" with "2014 TOYOTA CAMR 74125896321456987". Below the table are sections for "Identification #", "Registration #", "Address", "Usage Details", "Type & Description", and "Valuation". Buttons for "Save and Add", "Save and Stay", "Save and Return", and "Return" are at the bottom.

If the collateral is a home, the Collateral link displays information about the home.

If the collateral is any other, the Collateral link displays information about that collateral.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The left sidebar has a "Dashboard" section and a "Origination" section with various sub-options like "Sales Lead", "Simple Application Entry", "Application Entry", etc. The main content area shows an "Application" entry for "0000001489: ASA LAKSHYA". The "Collateral" tab is selected, and the sub-tab "Home" is selected. The "Home" section contains a table with columns: Existing Asset, Existing Asset Id, Primary, Asset Class, Asset Type, Sub Type, Occupancy, Identification #, Country, and Address #. One row is visible: "NEW HOME" with "SINGLE FAMILY HOME NOT APPLICABLE". Below the table are sections for "Address", "Type & Description", and "Deed Details". Buttons for "Save and Add", "Save and Stay", "Save and Return", and "Return" are at the bottom.

For details on this screen refer [Collateral Tab](#) section in **Underwriting** chapter.

## 6.8 Comments Tab

When using the Application Entry screen, you can add comments to an application at any time in the application entry process by clicking the Tracking tab.

### To complete the Comments page

2. On the Application Entry tab, click **Comments..**

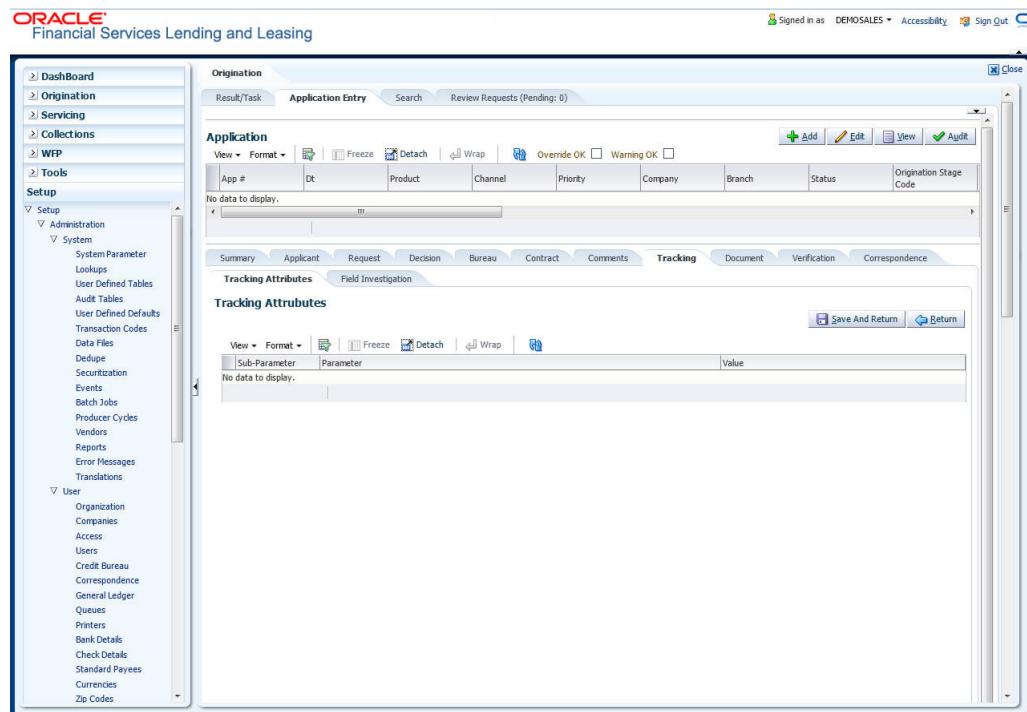
For details on this screen refer [Comments Tab](#) section in **Underwriting** chapter.

## 6.9 Tracking Tab

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.

### To track attributes

1. On the application entry screen, click the **Tracking** tab.

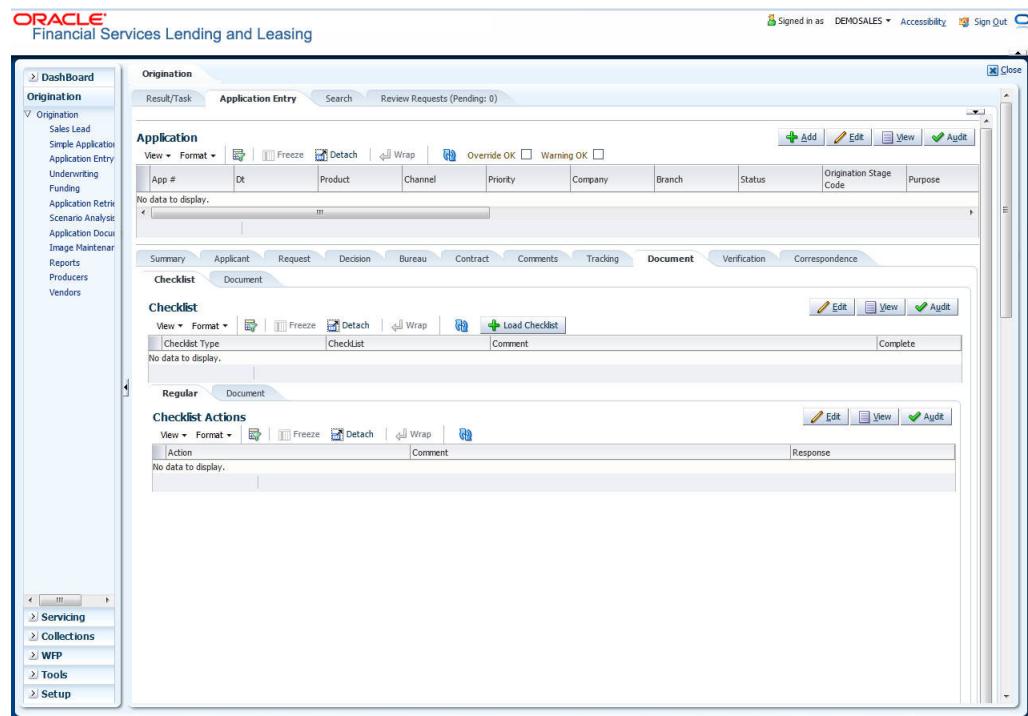


For details on this screen refer [Tracking Tab](#) section in [Underwriting chapter](#).

## 6.10 Document Tab

### 6.10.1 Document Sub Tab

Application Entry's Documents page enables you to view Application Documents and Application Documents Details.



For details on this screen refer [Document Tab](#) section in **Underwriting** chapter.

## 6.11 Verification Tab

Oracle Financial Services Lending and Leasing can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit page as an **Error**, a **Warning**, or an **Override**.

If it is an **Error**, the system will not allow you change the application's status and approve the loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

### To validate a credit application

1. Enter all the information associated with the application on the Application Entry screen.

2. When you are finished entering data, on the Application Entry tab, click **Verification sub tab**, then click the **Edits** sub tab.

For details on this screen refer [Verification Tab](#) section in [Underwriting chapter](#).

## 6.12 Tools tab

The Tools tab calculates the payment amount, term, interest rate, loan amount, amortization schedule and allows for the printing of a report. The functionality is the same as the Loan Calculator available as opened from the Tools master tab.

*For details on this screen refer [Tools Tab](#) section in **Underwriting** chapter.*

---

# 7. Underwriting

## 7.1 Introduction

Underwriting is the next step after application entry in the loan origination cycle. At the beginning of the underwriting process, the application has been entered into Oracle Financial Services Lending and Leasing, received an application number. The application, then passes through the initial prescreening checks, and receives a credit bureau report. (Credit bureau pulls are based upon zip code setup.) The system assigns it a custom credit score and based on this, the application automatically updates its status and sent to the appropriate queue. In doing so, one of three things happen to the application:

- The application passes all the prescreening requirements and is automatically approved based on the auto-decisioning process. The system, then, automatically notifies the producer with a decision fax. You can use the Underwriting screen to view the application and decision information and proceed to funding.
- The application fails the prescreening requirements and is automatically rejected based on the auto-decisioning process. Again, the system notifies the producer with a decision fax. You can use the Underwriting screen to view the application and decision information. Also, you can rehash the application.
- The application receives a status requiring a manual review and is sent to the underwriting queue. It is now up to the underwriter to verify the data and manually change the status of the application using the Underwriting screen.

This chapter explains how to use the Underwriting screen to complete the following tasks:

- Loading an application on the Underwriting screen
- Verifying the applicant information
- Verifying the credit bureau data
- Calculating and validate the debt-to-income ratios
- Requesting a credit bureau report manually
- Adding comments and tracking attributes
- Making a decision about an application
- Verifying the edits
- Rehashing an application
- Ageing an application.
- Review Requests

## 7.2 Underwriting Screen - an overview

The underwriting process follows these basic steps:

- Opening the Underwriting screen and loading the application you want to work with.
- Viewing and verifying information about the applicant supplied during application entry.
- Viewing information from the credit bureau report.
- Viewing and verifying information regarding the collateral, if present.
- Viewing and verifying information regarding the trade-ins, if present.
- Calculating and validating the debt-to-income ratios.
- Selecting the pricing for the application.

- Specifying information regarding stipulations, itemizations, checklists, and rate schedules (variable rate loans only), if required. (The checklist can be configured to display a list of tasks to follow when using the Underwriting screen.)
- Making a decision on the loan (APPROVE, REJECT, or CONDITION).
- Performing an edits check to verify the information on the Underwriting screen.
- Viewing errors and warnings from the edits check and make the required corrections to the data.
- Changing the status of the application.

## 7.3 Loading an Application on the Underwriting screen

The first step in the underwriting process is to load the application you want to work with.

*For details about using the Loading an application, refer [Searching for an Application](#) in the chapter Search Function.*

### 7.3.1 Applications

The Underwriting screen's Applications section appears at the top of the pages opened from the Underwriting master tab. The screen displays the application number and name on the header and contains information such as the application purpose, product, and producer.

In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter

A brief description of the fields is given below:

Field:	View this:
App #	The application number
Dt	The application date
Product	The loan product of the application.
Channel	How the application information was received.
Priority	The priority of the application.

Field:	View this:
Company	The company of the application.
Branch	The branch of the company.
Status	The status of the application.
Origination Stage Code	The origination stage code of the application.
Purpose	The purpose of the application.
Producer	The producer type and producer of the application.
Producer Name	The name of the producer of the application.
Producer Contact Number	The system displays the contact number of the producer.
Region	The region of the producer.
Territory	The territory of the producer.
Existing Customer	Indicates if the customer is an existing customer.
Duplicate Application	Indicates if the application is a duplicate application.
Loan Currency	The loan currency of the application.
Class	The class of the application.
Sales Agent	The sales agent of the application.
Joint	If selected, indicates this is a joint application.
Cosigned	If selected, indicates this is a co-signed application.
Contact	The contact of the application.
Lead #	The lead number will appear in the list only if a lead is already created using the Sales Lead link.
CRB Pull	Check this box to pull an initial credit bureau report, after the application passes the prescreen edits. Uncheck the box, if you want to enter an application without pulling a credit report. To use a previously pulled credit bureau report, uncheck this box and specify the Bureau and Bureau Reorder # fields on the Primary Applicant page.
Override Ok	Check this box to ignore the overrides.
Warning Ok	Check this box to ignore the warnings.

1. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.3.2 **Changing the Status of the Application**

You can use the Underwriting screen's Applications master page to change the status and sub status of the application.

#### To change the status of the application

1. On the Underwriting form's **Application** master page, change the status of the application to either APPROVED, CONDITIONED, or REJECTED in the **Status** field and click **Save**.

The system checks the information on the Underwriting form using guidelines established during implementation.

The system finds an error based on these guidelines, a Warning message appears stating "Validation Error exist, Unable to Change the status. Please check the Edits."

2. Click the Verification link and begin verifying edits on the Edits screen (For more information, see the **Verification link** section in this chapter.)

During status change:

- If there is an error in the edit, the system displays an error message as 'Errors exist. Cannot change status. Please Verify Edits.' and the status is changed back to the previous status.
- If there is an edit which requires override, the system displays an override message as 'Override Required. Do you want to continue?'
  - If you select 'Yes', the system will continue with the OVERRIDE\_REQUIRED processing by changing the status.
  - If you select 'No', the system will change the status back to the old status.

During status change, if there is a warning in the edit, the system displays an error message as 'Warning Exists. Do you want to continue?'.

- If you select 'Yes', the system will continue the processing by changing the status.
- If you select 'No', the system will change the status back to the old status.

#### **7.3.3 Rehashing an Application**

Once the application moves to status of APPROVED, REJECTED, or CONDITIONED status, you cannot amend the information. However, you can amend the application, by changing the sub status of the application to REHASHING.

##### **To Rehash the Application**

1. Open the Underwriting window and load the application you want to change with the APPROVED, REJECTED, or CONDITIONED status.
2. In the **Applications** master section, select REHASHING in the **Sub Status** field and click **Save**.

After you enter the information required to decision the application, you can change the status to APPROVED, REJECTED, CONDITIONED, or WITHDRAWN. (For more information, refer **Decision Tab** section in this chapter.)

---

##### **Note**

Once the status is changed to APPROVED, REJECTED, CONDITIONED, or WITHDRAWN no further changes to the information on the Decision tab are possible.

---

#### **7.3.4 Aging an Application**

The Underwriting screen can be configured so that applications will be moved to a separate queue after a certain amount of time. (This time frame is determined in setup). This applications receive a sub status of AGED APPLICATION. This housekeeping function allows you to keep your system free of stagnant application by moving them into an archive.

## 7.4 Summary Tab

The summary screen provides a unified view of the application details without navigating to the respective screens/ sub-tabs.

Using this screen, you can view the following details in their respective sections:

- Applicant
- Ratios
- Bureau
- Checklist
- Collateral
- Trade-In
- Requested
- Approved
- Decision Itemizations
- Decision History
- Comments
- Stipulations/Adverse Actions

### **To view the Summary**

1. Open the Underwriting screen and load the application you want to work with.
2. Click **Summary** tab. By default the system opens the summary tab.

The Super Summary tab provides a snapshot of all relevant details in a single screen and contains details of Applicant, Employment, Ratios, Bureau, Requested financials, Decision updates, Contract updates and Primary Collateral details. You need not have to navigate to each of these tabs for specific information on the application. Also clicking on the hyperlinks of Address, Employment, Ratios, and Trade-In helps you to directly navigate to respective tab(s),

During the Underwriting and Funding stages, 'verified' button is displayed just below the address and employment details for each of the applicants. This would be enabled only when the Verified by and Verified Dt in the respective tabs are blank. You can verify the details from the Super Summary tab. Clicking on **Verified** will do the following:

1. System will copy the stated values to Actual values.
2. System will stamp the "Verified By" as 'User Name' and 'Verified Date' as 'Current GL Date' for the respective applicant.
3. If 'Verified Details' are already updated in tab or if the details are stamped, this button will be disabled.
4. 'Verified' button will be available when 'Actual Amount' equal to ZERO or 'Verified By' or 'Verified Date' is NULL.

You need not navigate to Address and Employment tab for verifying applicant details.

Decision details will be displayed when application has Origination Stage as "Review, Decisioned, Contract or Funded". In case an application is Rehashed, only Decision information will be displayed and Contract information will not be displayed. Contract details will be displayed when application has Origination Stage as "Contract or Funded".

The system displays the collateral details maintained in the collateral tab on click of navigation button under the headings Primary Collateral and Secondary Collateral. Collateral details for Unsecured loan also will be displayed if they are maintained.

All the trade-in details, if any, maintained in the application would be displayed on click of Navigation button.

## 7.5 **Applicant Tab**

Having selected and loaded an application, you can view the information about the applicant in the Applicants tab. This is information that was recorded on the Application Entry screen or gathered during the credit pull. You can edit the data from the Application Entry screen at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.

Using the information supplied on the application, complete the Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Financials
- Liabilities
- Other Incomes
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts.
- Tracking Attributes

The system uses the information on the Financial and Liabilities sub tabs in determining the applicant's net worth. The system uses information on the Employments page and Other Incomes sub page to calculate the applicant's debt-to-income ratio.

### **To verify applicant information on the Underwriting screen**

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Applicants** tab.

3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter

A brief description of the fields is given below:

Field	Do this
Relation Type	Select the relationship type from the adjoining drop-down list. For example, primary, spouse, secondary, or cosigner.
Salutation	Select the salutation from the adjoining drop-down list.
First Name	Specify the applicant's first name.
MI	Specify the applicant's middle name.
Last Name	Specify the applicant's last name.
Family Name	Specify the applicant's family name.
Suffix	Select the name suffix/generation from the adjoining drop-down list.
Birth Dt	Specify the applicant's date of birth.
SSN	Specify the applicant's social security number. <b>Note:</b> This field is mandatory if the applicant chooses United States as Nationality. If the nationality other than US is selected, then specify '0' in this field.

Field	Do this
Class	Select the classification of the applicant from the adjoining drop-down list. For example, NORMAL or EMPLOYEE. The system uses this information to restrict access to the database by recognizing employees as 'secured applications'.  You can create a SME (Small Medium Enterprise) application by selecting SMALL BUSINESS. When you select SMALL BUSINESS and save your entry, the Business Applicants link on the Applicants link is available.(required).
Email	Specify the personal Email ID of the applicant.
Time Zone	Specify the time zone to which the applicant belongs. This information appears when you enter and save the zip code for the primary applicant's current home address on the Address sub page. You can also manually complete this field.
<b>Identity Information Section</b>	
Nationality	Select the applicant's nationality from the adjoining drop-down list.
National ID	Specify the national identification number.  <b>Note:</b> This field is mandatory if the applicant chooses Nationality as other than United States.
Passport #	Specify the passport number.
Passport Issue Dt	Select the date the passport was issued.
Passport Expiry Dt	Select the passport's expiration date.
Visa #	Specify the applicant's visa number.
License #	Specify the applicant's license number.
License State	Select the state where the license was issued, from the adjoining drop-down list.
Prior Applicant	Check this box to indicate that the customer is an existing customer.
Existing Customer	Check this box to indicate that this applicant has a previous account.
Existing Customer ID	Specify the customer ID if the applicant is an existing customer.
<b>Other Details section</b>	
Name in Local Language	Specify the applicant's name in local language.
Gender	Select the gender of the applicant from the adjoining drop-down list.
Mother's Maiden Name	Specify the mother's maiden name.

Field	Do this
Education	Select the education of the applicant from the adjoining drop-down list.
Language	Select the applicant's native language from the adjoining drop-down list.
Dependents	Specify the number of dependents.
Marital Status	Select the marital status of the applicant from the adjoining drop-down list.
ECOA	Select the ECOA (Equal Credit Opportunity Act) code, from the adjoining drop-down list. This defines the various possibilities on who is liable; individual, joint, cosigner, and so on.  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.
Race	Select the applicant's race from the adjoining drop-down list.  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.
Ethnicity	Select the applicant's ethnicity from the adjoining drop-down list. This is the information the Home Mortgage Disclosure Act requires to be reported.  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.
Disability	Check this box if the application has a disability.
Privacy Opt Out	Check this box to indicate that the applicant has elected to refrain from the non-public sharing of information.  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.
Prior Bankruptcy	Check this box if prior bankruptcy exists.  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.
Bankruptcy Discharge Dt	Enter the discharge date of prior bankruptcy (if one exists).  <b>Note:</b> This field will be displayed only if the applicant chooses United States as Nationality.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter
5. You can verify the personal information about the applicant. Two check boxes indicate if this is an existing customer or a prior applicant. The Existing Customer field enables you to select the existing customer.

### 7.5.1 Address Sub Tab

You can Specify more than one address for each applicant, such as a home address, second home address, and vacation home address. However, at least one must be marked as current. Also, only one address can be selected as the mailing address, and that address must be marked as current. Finally, while you can have more than one Home type address, only one can be marked as current.

### To complete the Address sub tab

1. Click **Address** sub tab.
2. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

---

#### Note

Based on the country chosen in the address tab, the fields for capturing the address will vary.

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A brief description of the fields is given below:

Field	Do this
Address Type	Select the type of address from the adjoining option list.
Current	Check this box if this is a current address. <b>Note:</b> The mailing address must be marked as current.
Confirmed	Check this box if the address is the confirmed one
Mailing	Check this box if this is the mailing address. Only one address entry can be marked as the mailing address.
Permission to Call	Check this box if the customer has given permission to contact the customer.
Country	Select the country of mailing address from the adjoining drop-down list.
<b>Address Details section</b>	
Postal Type	Select the postal address type from the adjoining drop-down list.
Address #	Specify the address number of the mailing address
Street Pre	Select the street prefix (directional) from the adjoining drop-down list.
Street Name	Specify street name.
Street Type	Select the street type from the adjoining drop-down list.
Street Post	Select the street postfix (directional) from the adjoining drop-down list.
Apt #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Address Line 3	Specify the third address line.
Zip	Select the zip code from the adjoining drop-down list. <b>Note:</b> For non US country, you have to enter zip code.

Field	Do this
Zip Extn	Specify the extension of the zip code.
City	Specify the city of the mailing address
State	Select the state of the mailing address, from the adjoining drop-down list.
Phone	Specify the phone number.
<b>Additional Information section</b>	
Own / Rent	Select the ownership type from the adjoining drop-down list.
Landlord	Specify the landlord's name.
Landlord Phone	Specify the landlord's phone number.
Contact	Specify the person contacted on behalf of landlord.
Contact Title	Specify title of the person contacted on behalf of landlord.
Contact Phone	Specify phone of the person contacted on behalf of landlord.
Extn	Specify the extension of the phone of the person contacted on behalf of landlord.
Census Tract/ BNA code	Specify census tract/BNA (block numbering area). These are defined by the US Census Bureau code.
MSA Code	Specify the metropolitan statistical area (MSA) code. These are similar in concept to a zip code, but used mostly on government reports.
Comment	Specify a comment.
<b>Address Rent Mortgage Stated section</b>	
Years	Specify the stated number of years at residence.
Months	Specify the stated number of months at residence.
Currency	Select the currency code of payment amount, from the adjoining drop-down list.
Pmt Amount	Specify the stated payment amount.
Frequency	Specify the stated payment frequency.
Rent/Mortgage	View the rent or mortgage amount.
<b>Address Rent Mortgage Actual section</b>	
Years	Specify the Actual number of years at residence.
Months	Specify the Actual number of months at residence.
Pmt Amount	Specify the Actual payment amount.
Frequency	Specify the Actual payment frequency.

Field	Do this
Rent/Mortgage	View the rent/mortgage amount.
<b>Verified Section</b>	
Verified By	The name of the verifier.
Verified Dt	The date of verification.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. If there are more than one addresses associated with the applicant, click **Save And Add** on the Address sub page and add address details.

### 7.5.2 **Employments Sub Tab**

Use the Employment sub page to record employment information about the applicant. You can have more than one entry.

#### To complete the Employments sub tab

1. Click **Employments** sub tab
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Current	Check this box if this is the current employment.
Permission to Call	Check this box if the customer has given permission to contact the customer.
Type	Select the address type from the adjoining drop-down list.
Employer	Specify the employer's name.
Occupation	Select the occupation from the adjoining drop-down list.
Title	Specify the title.
Department	Specify the department of the employer.
Employee ID	Specify the employee identification.
<b>Employment Address section</b>	
Country	Select the country from the adjoining drop-down list.
Address #	Specify the building number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code from the adjoining drop-down list. <b>Note:</b> For non US country, you have to enter zip code.

Field:	Do this:
Zip Extn	Specify the zip code extension.
City	Specify the city.
State	Select the state from the adjoining drop-down list.
<b>Additional Information section</b>	
Phone	Specify the work phone number.
Extn	Specify phone extension.
Contact	Specify the person contacted on behalf of the employer.
Contact Title	Specify title of the person contacted on behalf of the employer.
Contact Phone	Specify phone of the person contacted on behalf of the employer.
Contact Extn	Specify the extension of the phone of the person contacted on behalf of the employer.
Comment	Specify a comment.
<b>Employment Details Stated section</b>	
Years	Specify the stated number of years with the employer.
Months	Specify the stated number of months with the employer.
Frequency	Specify the stated income frequency from the adjoining drop-down list.
Currency	Select the currency code from the adjoining drop-down list
Income Amount	Specify the stated income.
Salary	View the stated salary amount.
<b>Employment Details Actual section</b>	
Years	Specify the Actual number of years with the employer.
Months	Specify the Actual number of months with the employer.
Frequency	Specify the Actual income frequency from the adjoining drop-down list.
Income Amt	Specify the Actual income.
Salary	View the actual salary amount.
<b>Verified Section</b>	
Verified By	The name of the verifier.
Verified Dt	The date of verification.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.5.3 Telecoms Sub Tab

The Telecoms sub page only needs to be completed if additional phone numbers exist. If not, this sub page can be left blank.

#### To complete the Telecoms sub tab

1. Click the **Telecoms** sub tab
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Type	Select the telecommunication type from the drop-down list.
Phone	Specify the phone number.
Extn	Specify the phone extension.
Current	Check this box if this Telecom number is current.
Time Zone	Select the applicant's time zone from the drop-down list.
Start Time	Specify the best time to start the call.
Period	Select the time period for the best time to call start time, AM or PM, from the drop-down list.
End Time	Specify the best time to end the call.
Period	Select the time period for the best time to call end time, AM or PM, from the drop-down list.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.5.4 Summary Sub Tab

The system calculates debt ratios in the Ratios section on the Summary sub page (Applicants link) using the data in the Incomes and Liabilities sections. Information in the Incomes section comes from the Employments sub page and the Other Incomes sub page during application entry. The information in the Liabilities section comes from the Address sub page, the Liabilities sub page during application entry, and the credit bureau pull.

#### To View Summary sub tab

1. Click the **Summary** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
What if Pmt Amt	Specify the payment amount you want to use in the ratios.
Score	View the credit score for the application
Grade	View the credit grade for the application
<b>Totals</b>	

Field	Do this
Monthly Income - Stated Amt	The stated monthly income.
Monthly Debt - Stated Amt	The stated monthly liability.
Monthly Income - Actual Amt	The actual monthly income.
Monthly Debt - Actual Amt	The actual monthly liability.
Assets Amt - Liabilities Amt	The net worth amount.
<b>Ratios</b>	
Debt - Stated Before (%)	The debt amount stated before.
Debt - Stated After (%)	The debt amount stated after.
Debt - Actual Before (%)	The actual debt amount before.
Debt - Actual After (%)	The actual debt amount after.
Disposable Inc - Stated Before (%)	The disposable income stated before.
Disposable Inc - Stated After (%)	The disposable income stated after.
Disposable Inc - Actual Before (%)	The actual disposable income before.
Disposable Inc - Actual After (%)	The actual disposable income after.
Revolving Debt - Stated Before (%)	The stated revolving debt before.
Revolving Debt - Stated After (%)	The stated revolving debt after.
Revolving Debt - Actual Before (%)	The actual revolving debt before.
Revolving Debt - Actual After (%)	The actual revolving debt after.
Pmt to Income - Stated Before (%)	The stated income payment before.
Pmt to Income - Stated After (%)	The stated income payment after.
Pmt to Income - Actual Before (%)	The actual income payment before.

Field	Do this
Pmt to Income - Actual After (%)	The actual income payment after.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

---

#### Note

Once the payment amount is approved in Decision page, it will be copied and displayed in the What if Payment field in the Summary sub page.

---

### Calculating Debt Ratios

The system offers powerful tools to the underwriter for analyzing an applicant's debt-to-income ratios (total of an applicant's debt obligation divided by that person's regular income). The system calculates debt ratios in the Ratios section on the Summary sub page (Applicants link) using the data in the Incomes and Liabilities sections. Information in the Incomes section comes from the Employments sub page and the Other Incomes sub page during application entry. The information in the Liabilities section comes from the Address sub page, the Liabilities sub page during application entry, and the credit bureau pull.

An underwriter may also add information to the Incomes and Liabilities sections on the Summary sub page during the underwriting process.

The debt-to-income ratios in the Ratios section can be recalculated by including or excluding information from the of the Incomes section, Liabilities section, and Financials sub page.

#### To calculate debt ratios

1. Open the Underwriting window and load the application you want to work with.
2. In the Underwriting link bar, click **Applicants**.
3. On the **Applicants Details** page, select the applicant you want to work with and click **Show** in the **Details** column.
4. Click the **Summary** sub tab.
5. On the **Summary** sub page, view the display only data in the **Totals** section.

Field:	View this:
Monthly Income (Stated)	The stated monthly income.
Monthly Income (Actual)	The actual monthly income.
Monthly Debt (Stated)	The stated monthly liability.
Monthly Debt (Actual)	The actual monthly liability.
Assets	The assets.
Liabilities	The liabilities.
Net-Worth	The net-worth.

6. In the **What if Pmt Amt** field, enter the payment amount you want to use in the ratios.

---

**Note**

Once the payment amount is approved in Decision page, it will be copied in the What if Payment field and the ratios are updated accordingly.

---

Whenever you modify the 'What If pmt Amt' field, system automatically calculates the below ratio's:

- Stated Before DTI - if liabilities, stated income or applicant financials are updated.
- Stated After DTI - if decision payment amount, liabilities, stated income or applicant financials are updated.
- Actual Before DTI - if liabilities, actual income or applicant financials are updated.
- Actual After DTI - if decision payment amount, liabilities, actual income or applicant financials are updated.
- Stated PTI - if decision payment amount, stated income or applicant financials are updated.
- Actual PTI - if decision payment amount, liabilities, actual income or applicant financials are updated.

#### **7.5.4.1 Financials Sub Tab**

The Financials sub screen only needs to be completed if financial assets exist on the application. If not, this sub screen can be left blank.

##### **To complete the Financials sub tab**

The Financials sub screen only needs to be completed if financial assets exist on the application. If not, this sub screen can be left blank.

1. Click **Financials** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
<b>Type</b>	Select financial type from the drop-down list. For example, liquid assets, retirement assets, and so on.
<b>Source</b>	Specify source; for example, stocks, 401K, rent received, and so on.
<b>Account #</b>	Specify the account number.
<b>Currency</b>	Select the currency code from the drop-down list.
<b>Line of credit</b> <b>Currency</b> <b>Amount</b>	View the Line of credit currency amount.
<b>Amount</b>	Specify amount.
<b>Include</b>	Check this box to indicate that the Asset is included.
<b>Comment</b>	Specify comment, if any.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### 7.5.4.2 Liabilities Sub Tab

All the liabilities of the applicant that are entered during application entry are displayed in this tab. For example: Rent. In addition, if you need to record additional liabilities for an applicant the same can be done in this tab. Also any liability information of the applicant received through credit pull will be displayed under 'Credit Bureau Data' in Liabilities sub tab.

##### To complete the Liabilities sub tab

1. Click **Liabilities** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
<b>Liability Type</b>	Select the liability type from the adjoining drop-down list.
<b>Currency</b>	Select the currency code from the adjoining drop-down list.
<b>Amount</b>	Specify the liability amount.
<b>Line of credit Currency Amount</b>	View the Line of credit currency amount.
<b>Frequency</b>	Select the frequency from the adjoining drop-down list.
<b>Account Type</b>	Specify the account type.
<b>Account Balance</b>	Specify the account balance.
<b>Line of credit</b>	View the Line of credit currency amount.
<b>Comment</b>	Specify a comment, if any.
<b>Include</b>	Check this box to indicate that the liability is included.
<b>Credit Bureau Data</b>	
<b>Bureau</b>	View the name of credit Bureau.
<b>Open Dt</b>	View the opening date of credit account.
<b>Pmt Manner</b>	View the mode of payment.
<b>Account #</b>	View the account number.
<b>Status</b>	View the current status of credit account.
<b>Account Type</b>	View the type of account maintained.
<b>Creditor's Name</b>	View the name of the Creditor.
<b>Subscriber #</b>	View the Subscriber number.
<b>ECOA</b>	View the ECOA (Equal Credit Opportunity Act) code. This field will be displayed only if the applicant is of United States Nationality.
<b>Term</b>	View the term of credit.

Field	Do this
<b>Credit Limit</b>	View the total credit limit amount.
<b>High Balance</b>	View the high balance amount if any.
<b>Past Due Amt</b>	View the total past due amount if any.
<b>30</b>	View the number of delinquency days.
<b>60</b>	View the number of delinquency days.
<b>90</b>	View the number of delinquency days.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. The Dedupe Liabilities button removes duplicate ("de-dupes") liabilities that may be present from subsequent (manual) credit bureau pulls for nonspousal joint applications

#### 7.5.4.3 Other Incomes Sub Tab

The Other Incomes sub tab only needs to be completed if other incomes exist on the application. If not, this sub screen can be left blank.

##### To complete the Other Incomes sub tab

1. Click the **Other Incomes** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
<b>Type</b>	Select the income type from the adjoining drop-down list.  <b>Note:</b> In case, the other income of the applicant is from Employment, then the details of <b>Actual Amount</b> specified in the Employments Sub Tab is auto populated. Also if the income is verified in the Employments Sub Tab, then <b>Verified By</b> and <b>Verified Dt</b> details are auto populated. You can also verify the details here using the current system date.
<b>Currency</b>	Select the currency from the adjoining drop-down list.
<b>Stated Amount</b>	Specify the monthly stated income.
<b>Frequency</b>	Select the income frequency from the adjoining drop-down list.
<b>Line of credit Currency Amount Stated</b>	View the Line of credit currency amount stated.
<b>Comment</b>	Specify a comment, if any.

Field	Do this
<b>Include</b>	By default the include check box is selected indicating that the other income details are included. You can deselect the same if not required.  When Include check box is selected system automatically adds the 'Loan Currency Amount Stated' and 'Loan Currency Amount Actual' details to Applicant > Summary Tab. Also system calculates the DTI and PTI ratio's based on 'Actual Amount' specified.
<b>Actual Amount</b>	Specify the actual monthly income amount.
<b>Line of credit Currency Amount Actual</b>	View the actual Line of credit currency amount.
<b>Verified By</b>	The Verified By field is auto populated with the logged in user name only after the record has been verified and saved.
<b>Verified Dt</b>	You can verify the record by selecting the current system date from the adjoining calendar icon.  <b>Note:</b> System displays an error message if any other dates is selected apart from current system date.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### **7.5.4.4 Rescoring a Credit Bureau Report Manually**

Any manually pulled credit bureau reports can be used to rescore an application.

##### **To manually rescore a credit bureau report**

1. Open Underwriting screen and load the underwriting application you want to work with.
2. Click **Applicants**.
3. On the **Applicants Details** screen, select the applicant you want to work with and click **View**.
4. Click the **Credit Scores** sub tab.
5. In the Rescore Applicant section, select in the Credit Report ID field, the bureau report you want to use to rescore the applicant.
6. Click **Rescore**.

The system displays the new information in the Credit Scores and Parameters sections. This new score automatically appears in the System Recommendation section on the Decision link.

#### **7.5.5 Credit Score Sub Tab**

You can view the credit score based on the system's internal scoring models in Credit Scores sub tab.

##### **To View Credit Scores sub tab**

1. Click the **Credit Scores** sub tab.

You can view the following details:

- Credit Score

- Model
- Bureau
- Credit Report ID
- Credit Grade
- Score
- Current
- Parameters
  - Parameters
  - Value
  - Score

---

**Note**

If you select No Bureau in the Credit Bureau Report ID field and click Rescore, the best match internal scoring is used for rescoreing the applicant without credit bureau report.

---

### **7.5.6 Duplicate Account Sub Tab**

Click **Duplicate Account** to display the existing customer details of the applicant. While reviewing the de-dupe results, If the current applicant's credentials are exactly matching with an existing customer record, you can attach the current application to the existing customer. The same can be done by just keying in the customer ID in the applicants tab and clicking save.

**To View Credit Scores sub tab**

1. Click the **Credit Scores** sub tab.
2. In this section you can view the applicant's credit score details.

A brief description of the fields is given below:

Field	Do this
Source Type	View the source type of the duplicate applicant
Applicant ID/ Cus ID	View the applicant ID if the source type is applicant and the customer ID if the source type is customer.
ID	View the applicant ID
First Name	View the first name of the duplicate applicant
Middle Name	View the middle name of the duplicate applicant
Last Name	View the last name of the duplicate applicant
Date of Birth	View the date of birth of the duplicate applicant
CIF	View the CIF no of the duplicate applicant
SSN #/National ID	View the national ID or SSN number of the duplicate applicant
Driving License	View the driving license of the duplicate applicant

Field	Do this
City	View the city of the duplicate applicant
State	View the state of the duplicate applicant
Zip	View the zip of the duplicate applicant

### 7.5.7 Existing Account Sub Tab

Using this page, you can view the existing account, if any.

---

#### Note

This section is populated if the applicant's existing customer ID is determined

---

View the following details:

Field:	View this:
Account #	The account number.
Title	The account title.
Relation	The customer relationship.
Product	The loan product.
Payoff Amount	The payoff amount.
Amount Due	The delinquent amount due.
Oldest Due Dt	The due date.
Status	The account status.
Company	The company.
Branch	The branch.
Total PayOff Amt	The payoff amount.
Total Amt Due	The total due amount.

### 7.5.8 Tracking Attributes Sub Tab

You can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attribute tab.

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.

#### To track attributes

1. Click the **Tracking Attributes** sub tab.
2. Select the item you want to track.

- Click **Edit** to edit the following information:

Field	Do this
Sub-Parameter	View the sub-parameter
Parameter	View the parameter.
Value	Specify the information about the corresponding Value field.

- Save changes you made to the account.

#### 7.5.8.1 Create Tracking

- Click **Create Tracking**, the system loads the tracking parameters.
  - If you want to reduce the list of parameters, select a sub-attribute in the Sub Attribute box.
  - If your system has been configured to use the Sub Code field, only attributes in a particular group appear in the Parameter display.
- Specify the requested parameter in the Value field and click Save.

#### 7.5.9 Customer Search Tab

While creating an application for an existing customer, you can retrieve and copy the customer details into the new application by using the **Customer Search** section of the Simple Application Entry screen.

You can modify only the address, employment, financial details and not the demographic and identification details.

##### To copy the Customer Details

- On the Underwriting screen, click **Applicants** tab.
- Click **Customer Search** tab.
- In the **Search Criteria** page, use the **Comparison Operator** and **Values** columns to create the search criteria you want to use to find a customer.
- Click the **Search** button.

The system locates and displays all the customer details that meet your search criteria in the **Search Results** section

---

##### Note

Select **Reset Criteria** at any time to clear the Comparison Operator and Values columns on the Criteria page.

- In the **Search Results** section, select a customer you want to load.
- Select the relation type and click **Copy Customer Details**.

#### 7.6 Business Tab

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business section to assist in approving the loan application during underwriting. The Business Applicant screen is available and contains the following sub pages:

- Address

- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other details

### Note

If there is no business information associated with the application, the Business Applicant tab is unavailable.

### To complete the Business tab

1. If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Applications** section and click **Save**.

The Business tab appears on the Underwriting screen.

2. Click **Business** Tab.

3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Organization Type	Select the organization type.
Business Type	Select the type of the business.
Business Name	Specify the name of the business.
Legal Name	Specify the legal name of the business.

Field:	Do this:
Tax ID	Specify the tax identification.
Start Date	Specify the business start date.
# of Employees (Cur)	Specify the current number of employees at the business.
# of Employees	Specify the number of employees at the business after financing.
Contact Person	Specify the contact person at the business.
Business Checking Bank	Specify the bank name of the business's checking account.
Bank Acc #	Specify the bank account number.
Avg Checking Balance	Specify the average checking balance.
# of Locations	Specify the number of locations of the business.
Management Since	Specify the year the current management was established.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter

### 7.6.1 **Address Sub Tab**

You can enter more than one address for the business.

#### To complete the Address Sub Tab

1. Click the **Address** Sub Tab
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Current	Check this box if the address is current address.
Mailing	Check this box if the address can be considered as mailing address.
Address Type	Select the address type.
Country	Select the country.
Own / Lease	Select the ownership type.
Comment	Specify a comment.
Postal Type	Select the address type.
Address #	Specify the building number.
Street Pre	Select the street prefix (directional).
Street Name	Specify street name
Street Type	Select the street type.

Field:	Do this:
Street Post	Select the street postfix (directional).
Apt #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
Phone	Specify the phone number.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter
4. If there are more than one addresses associated with business, click **Save And Add** and add the address details.

### **7.6.2 Telecoms Sub Tab**

The Business tab's Telecoms sub tab needs to be completed, if additional phone numbers for the business exist. If not, this sub tab can be ignored.

#### **To complete the Telecoms sub tab**

1. Click the **Telecoms** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Type	Select the telecommunication type.
Phone	Specify the phone number.
Extn	Specify the phone extension.
Current	If selected, indicates that this is a current telecom.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **7.6.3 Financials Sub Tab**

The Business tab's Financials sub page only needs to be completed if financial assets exist on the application for the business. If not, this sub page can be left blank.

#### **To complete the Financials sub tab**

1. Click the **Financials** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Type	Select financial type; for example, liquid assets, retirement assets, and so on.
Source	Specify source; for example, stocks, 401K, rent received, and so on.
Currency	Select the currency of the asset.
Amount	Specify amount.
Loan Currency Amount	The system displays the loan currency amount
Comment	Specify comment, if any.
Include	Check this box to include this record in calculations on the Other Details sub section.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### 7.6.4 Liabilities Sub Tab

The Business Applicant link's Liabilities sub page only needs to be completed if financial liabilities exist on the application for the business. If not, this sub page can be left blank.

##### To complete the Liabilities sub tab

1. Click the **Liabilities** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Type	Select the liability type.
Currency	Select the currency.
Loan Currency Amount	The system displays the loan currency amount
Amount	Specify the liability amount.
Frequency	Select the frequency.
Account Type	Specify the account type.
Loan Currency Account Balances	The system displays the available loan currency account balance.
Account Balance	Specify the account balance.
Comment	Specify comments, if any.
Include	Check this box to include this record in calculations on the Other Details sub page.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 7.6.5 Partners Sub Tab

You can enter more than one partner for the business.

### To complete the Partners sub tab

1. Click the **Partners** sub tab
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
First Name	Specify the partner's first name.
MI	Select the partner's middle name.
Last Name	Specify the partner's last name.
Suffix	Specify the partner's suffix.
SSN #	Specify the partner's social security number.
Birth Dt	Specify the partner's birth date.
Birth Place	Specify the partner's birth place.
Title	Select the partner's title.
Ownership (%)	Specify the percentage of ownership held by the customer.
Networth	Specify the partner's net worth.
Gross Income	Specify the partner's gross income.
Language	Specify the partner's language.
Nationality	Specify the partner's nationality.
Country	Select the partner's country code.
Address #	Specify the partner's address number.
Address Line 1	Specify the partner's first address.
Address Line 2	Specify the partner's second address line.
Zip	Select the partner's zip code. <b>Note:</b> For non-US country, you have to enter zip code.
Zip Extn	Specify the partner's zip extension.
City	Specify the partner's city.
State	Select the partner's state.
Phone	Specify the partner's phone number.
Extn	Specify the partner's phone extension.
Email	Specify the partner's email.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.6.6 **Affiliates Sub Tab**

You can enter more than one affiliate for the business.

#### **To complete the Affiliates sub tab**

1. Choose **Affiliates** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Organization Type	Select the affiliate's organization type
Legal Name	Specify the affiliate's legal name
Business Name	Specify the affiliate's business name
Tax ID	Specify the affiliate's tax identification
Ownership (%)	Specify the affiliate's percentage of ownership
# of Employees	Specify the affiliate's number of employees
NAICS CODE	Specify the affiliate's North American Industry Classification System code.
Country	Select the affiliate's country code.
Address #	Specify the affiliate's address number.
Address Line 1	Specify the affiliate's first address line.
Address Line 2	Specify the affiliate's second address line.
Zip	Select the affiliate's zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extension	Specify the affiliate's zip extension.
City	Specify the affiliate's city.
State	Select the affiliate's state.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.6.7 **Other Details Sub Tab**

The Other Details sub page records information regarding monetary amounts associated with the business such as profits, sales, and expenses.

#### **To complete the Other Details sub tab**

1. Click **Other Details** sub tab.
2. Click **Edit**.
3. Verify financial details as well as assets and liabilities linked to the business.

A brief description of the fields is given below:

Field:	Do this:
<b>Other Details section</b>	
Currency	Select the currency.
Analysis Frequency	Select the analysis frequency.
Loan Currency Gross Margin Factor	The system displays the loan currency business's gross margin factor
Gross Margin Factor	Specify the business's gross margin.
Loan Currency Income	The system displays the loan currency business income amount.
Income	Specify the business's income amount.
<b>Financial Details section</b>	
Collection Average	Specify the collection average.
Proj. Coll.Avg.Annual	Specify the annual projected collection average.
Book List	Specify the business booklist.
Turn Over	Specify the turnover amount.
Capital Amt	Specify the capital amount.
Earned Surplus	Specify the earned surplus amount.
Gross Profit	Specify the gross profit amount.
Net Profit	Specify the net profit amount.
Working Capital	Specify the working capital amount.
Annual Sales	Specify the annual sales amount.
Projected Sales	Specify the projected sales amount.
Equity	Specify the equity amount.
Open Delq	Specify the open delinquency amount.
Business Expenses	Specify the business expenses amount.
Personal Expenses	Specify the personal expenses amount.
Total Expenses	View the total expenses amount.
Annual Proj Sales Amt	View the annual projected collection amount.
Annual Proj Exp Amt	View the annual projected expenses amount.
<b>Liabilities section</b>	
Total Assets	View the total asset amount.

Field:	Do this:
Total Net worth	View the total net worth amount.
Total Liability	View the total liability amount.
Debt Net worth Ratio	View the debt to net worth ratio.
Current Assets/Liability ratio	View the current asset to liability ratio.
<b>Signatures section</b>	
Title	Specify the title.
Signature	Specify the signature.

## 7.7 Request Tab

You can calculate Payment, Interest Rate, Term and Loan Amount using Request tab's Calculate button.

### Note

By default, system calculates for monthly repayment term basis. The payment frequency can be changed only in the Underwriting tab during decisioning.

1. Click Request tab.

The screenshot shows the Oracle Financial Services Lending and Leasing software interface. The main window is titled 'Origination' and displays the 'Request' tab. The 'Requested' section shows the following data:

Requested Advance Amt	Pmt Amt	Term	Requested Rate	Down Pmt %	Down Pmt	Approx Prc	Promotion	Balloon Amt	Signing
15,000.00	476.77	36	8.9900	0.00	0.00	15,000.00	NONE	0.00	

The 'Itemization' section shows the following items:

Itemization	Requested Amt	Comment
ITM DOWN PAYMENT	0.00	
ITM DOWN PAYMENT PAYOFF	0.00	
ITM AMOUNT GIVEN TO ME DIRECTLY	15,000.00	
ITM AMOUNT PAID TO OTHERS ON MY BEHALF	0.00	
ITM DOWN PAYMENT TRADEIN	0.00	
ITM CREDIT INSURANCE LIFE	0.00	
ITM CREDIT INSURANCE DISABILITY	0.00	
ITM INSURANCE GAP	0.00	

Total Requested Amt: 30,000.00

2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Requested Advance Amt	Specify the requested advance amount
Pmt Amt	Specify the requested payment amount.
Term	Specify the requested term (number of payments).
Requested Rate	Specify the requested rate of interest.
Down Pmt%	Specify the down payment percentage
Down Pmt	Specify the down payment amount
Approx Prc	Specify the approximate cash price
Promotion	Select the promotion type from the drop-down list.
Balloon Amt	Specify the balloon amount.
Signing Dt	Specify the signing date
Probable Delivery Dt	Specify the probable delivery date.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter

If you want system to calculate

4. Select the record you want to work with and from the drop-down option, select the option you want system to calculate:
  - CALCULATE PAYMENT
  - CALCULATE INTEREST RATE
  - CALCULATE TERM
  - CALCULATE LOAM AMOUNT
5. Click **Calculate**.  
The system displays the requested calculation in the respective field.

### 7.7.1 Itemization Sub Tab

The Itemizations sub tab enables you to add or verify any itemized amounts associated with the application. The list of itemizations is determined by the product you selected in the master page during the application entry process. The Itemizations sub page displays an itemization record of the amount financed, such as the cash price, cash down payment, trade-in, unpaid cash price balance and so on. Information that was entered on the Itemization sub page during the application entry process will appear in the Requested Amt column. Information that you enter as an underwriter in the Approved Amt column will appear in the Itemizations sub tab on the Underwriting window.

An application request details need to be essentially entered in the itemization subtab for pre-screening to be successful. Else, the system displays error and application would not proceed to the next level in workflow. The details of down payment, trade-in, insurance, fees etc. and the total sale price are recorded under itemization.

#### To add or view itemizations

1. Open the Underwriting screen and load the underwriting application you want to work with.

2. Click **Request** → **Itemizations** sub tab.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemized amount is added or subtracted from the loan amount.
Requested Amt	Specify the requested amount.
Comment	Specify a comment.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 7.7.2 Trade-In Sub Tab

The Trade-In sub page enables you to add or verify any trade-ins associated with the application. If there is any information regarding an itemized trade-in, use the Trade-In sub page to enter the details in the system. (This sub page might already contain information supplied during the application entry process.)

### To complete the Trade-In sub page

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Request** → **Trade-In**.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Trade-In	
Asset Type	Select the asset type.
Asset Sub Type	Select the asset sub-type.
Year	Specify the year of the asset.
Make	Specify the make of the asset.
Model	Specify the model of the asset.
Identification #	Specify the identification number.
Body	Specify the body of the asset.
Description	View the asset description.
<b>Valuation</b>	
Wholesale Amt	Specify the wholesale value.
Base Retail Amt	Specify the retail value.

Field:	Do this:
Addons Amt (+)	Specify the addons value.
PayOff Amt (-)	Specify the payoff amount.
Total Amt =	View the total amount.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Valuation Supplement	Specify the valuation supplement.
Edition	Specify the valuation edition.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter

### 7.7.3 **Subvention Sub Tab**

With the Subvention sub tab, available only for loans, you can review the subvention information from the application entry and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

#### To complete the Subvention sub page

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Request →Subvention** sub tab.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b><u>Subvention Plan section:</u></b>	
Plan	Select the subvention plan.
Description	View the subvention plan description.
Sub Plan	Select the sub plan.
Sub Plan Description	View the subvention sub plan description.
Subvention Type	View the subvention type.
Include	Check this box to include this record in calculations on the Other Details sub section

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.8 **Decision Tab**

If the application was initially approved automatically, the system displays its recommendations on the Decision tab's Approved section.

If the application was initially rejected automatically, the system displays its reasons on the Decision link's Stipulation sub tab.

If you choose to approve or reject the loan manually, you must manually select the pricing (rule) set by the portfolio company for a specific product. The system validates this pricing against the information in the **System Recommendation** sections. The information in the Requested section comes from the application entry process and can be edited.

- If the data meets your approval, change the status of the application to either APPROVED or REJECTED and enter any stipulations.
- If you reject the application, change the status to REJECTED and enter the reasons for the adverse action on the Stipulations sub page.

**Note:**

- The Loan Calculator section can be helpful when completing this section. For more information on its use, refer the **Tools** chapter.
- On Clicking **Calculate**, you can calculate the loan amount, rate, term, and payment.

**To verify the application decision data**

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision** tab.

The screenshot shows the Oracle Financial Services Lending and Leasing application. The main window is titled 'Underwriting: 0000001740'. The 'Decision' tab is selected. The 'Decision Information' section shows a table with columns: Dt, App #, Status, Origination Stage Code, Producer Name, Producer Contact Number, Existing Customer, and Duplica. A row is selected with values: 09/11/2014, 0000001740, APPROVED - BLANK, DECISIONED, CA-00002 : RANDYS AUTO SALES( ACTIVE ), (603) 591-4116 N, N. The 'Pricing' section shows a table with columns: Pricing, Status, and Decision Dt. A row is selected with values: ORACLE VEHICLE LOAN PRICING, APPROVED, 12/23/2014. The 'Approved' section shows detailed financial data. The left sidebar shows navigation links for Origination, Servicing, Collections, WFP, Tools, and Setup.

3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

- A brief description of the fields is given below: :

Field:	Do this:
<b>Pricing section</b>	

Field:	Do this:
Current	Check this box to indicate that this is the current decision.
Pricing	View the pricing.
Decision Dt	View the decision date.
Underwriter	View the underwriter id.
Status	View the application status.
Sub Status	View the application sub-status.
<b>Approved section</b>	
Index	Specify the index type.
Approved Index Rate	Specify the approved index rate.
Approved Margin Rate	Specify the approved margin rate.
Approved Rate	Specify the approved rate.
Maturity Index	Select the approved maturity index.
Maturity Margin Rt	Specify the maturity margin rate.
Credit Limit	Specify the credit limit.
Promotion	Select the promotion.
Grade	Select the credit grade.
Score	Specify the credit score.
Draw Term	Specify the draw term.
Repm Term	Specify the repayment term.
Bureau 1	Specify the Bureau 1.
Bureau 2	Specify the Bureau 2.
Bureau 3	Specify the Bureau 3.
Comments	Specify comments, if any.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

5. Click **Select Pricing**.

The system determines the best pricing match of all enabled loan pricing strings in the Set-up menu and displays the results in the Pricing and Approved sections.

If you are underwriting a loan, record the following information on the Decision tab:

6. If you are approving the application, complete the **Approved** section with the values you want to approve as an underwriter. You can update the default values that appeared

when you selected the pricing string in step 3. (The system calculator may be of use when completing this section. For more information, refer the **Tools** chapter.)

7. Click **Calculate**. The system displays the decision calculation in the respective field.

### 7.8.1 System Recommendation

The System Recommendation sub screen displays the system generated Score, Decision and Grade. You will also be able to view the request details of the application under 'Requested' section itself.

A brief description of the fields in System Recommendation section are given below:

Field:	Do this:
Score	View the system recommended score.
Decision	View the system recommended decision.
Grade	View the system recommended grade.

A brief description of the fields in Requested section are given below:

Field	Do this
Requested Advance Amt	View the requested advance amount
Pmt Amt	View the requested payment amount.
Term	View the requested term (number of payments).
Requested Rate	View the requested rate of interest.
Down Pmt%	View the down payment percentage
Down Pmt	View the down payment amount
Approx Prc	View the approximate cash price
Promotion	View the promotion type from the drop-down list.
Balloon Amt	View the balloon amount.
Signing Dt	View the signing date
Probable Delivery Dt	View the probable delivery date.

### 7.8.2 Stipulations Sub Tab

The Stipulations sub screen allows to add any stipulations or reasons for adverse action you want to attach to the application. Stipulations are items that need to be addressed before the loan can be funded. If the application was automatically rejected during the application entry edits, the system displays the automatically generated adverse action codes in this sub screen.

#### To add or view stipulations or reasons for adverse action

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision** → **Stipulations** sub tab.

3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:
Type	Select the reason type.
Code	Select the reason.
Comment	Specify the comment.
Stips Satisfied	Use the <b>Yes/No/NA</b> buttons to indicate if you verified the stipulation(s) in the Type field
Verified By	The system updates the user ID of the person who verified the details
Verified Dt	The system updates the date when the details are verified.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

If your system is set up to manually load predefined stipulations, click the **Load Stipulations** button (For more information, refer the following section, [Loading Stipulations](#).)

#### **7.8.2.1 Add Multiple**

The system enables you to add multiple records to stipulations using the 'Add Multiple' option.

##### **To add multiple stipulations**

1. Click the drop down list adjacent to the 'Add Multiple' button.
2. Select the check box against to the required stipulations. You can also select 'All' to load all the available stipulations.
3. Click **Add Multiple**.
4. If required, you can perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### **7.8.2.2 Copying Stipulations**

The system enables you to automatically transfer stipulations from previous decisions on the Stipulations sub page with the Copy Stipulations button. This is particularly useful when you are rehashing an application and want to use the same stipulations as those in place for the previous decision.

#### **7.8.2.3 Loading Stipulations**

The system supports the automatic generation of default stipulations on the Underwriting window's Stipulations sub page. The default stipulations can be maintained by company, branch, product, state, application status and application sub-status. When the application status changes (either manually and automatically), the system populates the maintained stipulations with a Stips Satisfied indicator of 'No'. You can review and update the stipulations accordingly.

You have the option to manually load predefined stipulations by clicking the Load Stipulations button on the Stipulation page.

#### To load predefined stipulations

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision → Stipulations**.
3. Click **Load Stipulations**.  
The system loads the default stipulations on the Stipulations sub screen.
4. Use the **Yes/No/NA** buttons in the Stips Satisfied column to indicate if you verified the stipulation(s) in the Type field.
5. Click **Save** on the Stipulations sub screen.

#### **7.8.3 Itemization Sub Tab**

The Itemizations sub page enables you to add or verify any itemized amounts associated with the application. The list of itemizations is determined by the product you selected in the master page during the application entry process. The Itemizations sub page displays an itemization record of the amount financed, such as the cash price, cash down payment, trade-in, unpaid cash price balance and so on. Information that was entered on the Itemization sub page during the application entry process will appear in the Requested Amt column. Information that you enter as an underwriter in the Approved Amt column will appear in the Itemizations sub page on the Underwriting window.

#### To add or view itemizations

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision → Itemizations** sub tab.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemized amount is added or subtracted from the loan amount.
Requested Amt	Specify the requested amount.
Approved Amt	Specify the approved amount.
Discount Rate	Specify the discount rate.
Comment	Specify a comment.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### **7.8.4 Trade-In Sub Tab**

The Trade-In sub page enables you to add or verify any trade-ins associated with the application. If there is any information regarding an itemized trade-in, use the Trade-In sub page to enter the details in the system. (This sub page might already contain information supplied during the application entry process.)

#### To complete the Trade-In sub page

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision** → **Trade-In** sub tab.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Trade-In section</b>	
Asset Type	Select the asset type.
Asset Sub Type	Select the asset sub-type.
Make	Specify the make of the asset.
Model	Specify the model of the asset.
Year	Specify the year of the asset.
Body	Specify the body of the asset.
Identification #	Specify the identification number.
Description	View the asset description.
<b>Valuation section</b>	
Wholesale Amt	Specify the wholesale value.
Base Retail Amt	Specify the retail value.
Payoff Amt (-)	Specify the payoff amount.
Addons Amt (+)	Specify the addons amount.
Total Amt =	View the total amount.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Valuation Supple- ment	Specify the valuation supplement.
Edition	Specify the valuation edition.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### 7.8.5 Rate Schedule Sub Tab

The Rate Schedule sub page is only available for variable rate loans and displays the rate adjustment frequency information based on product setup.

#### To view the Rate Schedule sub page

1. Open the Underwriting screen and load the underwriting application you want to work with.

2. Click **Decision →Rate Schedule** sub tab. Click **View**.

A brief description of the fields is given below:

Field:	View this:
Seq	The rate adjustment sequence number.
Adjustment Frequency Type	The rate adjustment frequency type.
Period	The rate adjustment period for the frequency.
# of Adjustments	The number of rate adjustments for the frequency.

### 7.8.6 **Subvention Sub Tab**

With the Subvention sub tab, available only for loans, you can review the subvention information from the application entry and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

#### **To complete the Subvention sub tab**

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Decision →Subvention** sub tab.
3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Subvention Plan section</b>	
Plan	Select the subvention plan.
Description	View the subvention plan description.
Sub Plan	Select the sub plan.
Sub Plan Description	View the subvention sub plan description.
Subvention Type	View the subvention type.
Include	Check this box to include this record in calculations on the Other Details sub section

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. In **Subvention Detail** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

<b><u>Subvention Detail section:</u></b>	
Participant	View the participant.
Participant Type	View the participant type.

Collection Method	View the collection method.
Rate	View the subvention rate.
Rent Factor	View the rent factor.
Calculation Method	View the subvention calculation method.
Factor	View the factor.
Calculated Amount	View the calculated subvention amount.
Subvention Amt	Specify the subvention amount.
Include	View if the subvention is included in the application or not.
Total Subvention Rate	View the total subvention rate.
Total Subvention Amt	View the total subvention amount.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. Select the **Initialize** button to reset the subvention amount to zero.
8. Select the **Calculate** button to calculate the subvention amount.

### 7.8.7 Multiple Offers Sub Tab

When you click Select Pricing on the Decision tab's Pricing section, multiple offers appear on the new Multiple Offers sub page. Use the Multiple Offer sub page to select the offer you want to use.

---

#### Note

The Multiple Offers sub tab will be enabled only if the Multioffer company parameter is set to Yes.

---

#### To view multiple pricing offers

1. Open the Underwriting screen and load the application you want to work with.
2. Click **Decision**, then click the **Multiple Offers** sub tab.
3. If you are underwriting a Line of credit, view the following information on the Multiple Offers sub:

Field:	Do this:
<b>Offer Details section</b>	
Pricing	View the pricing.
Term	Specify the approved term.

Field:	Do this:
<b>Offer Details section</b>	
Rate	Specify the approved rate.
Pmt Amt	Specify the approved payment amount.
Index	View the approved index.
Index Rate	View the approved index rate.
Margin Rate	Specify the approved margin.
Maturity Index	Specify the approved maturity index.
Maturity Rate	Specify the approved maturity rate.
Accepted	If selected, indicates that the pricing is accepted. Only one of the current pricings can be accepted.
Current	If selected, indicates that the pricing is current. <b>Note:</b> All the available pricings are selected as current.

4. On the Multiple Offers sub tab, select the offer once the application is move to **Approved** status.

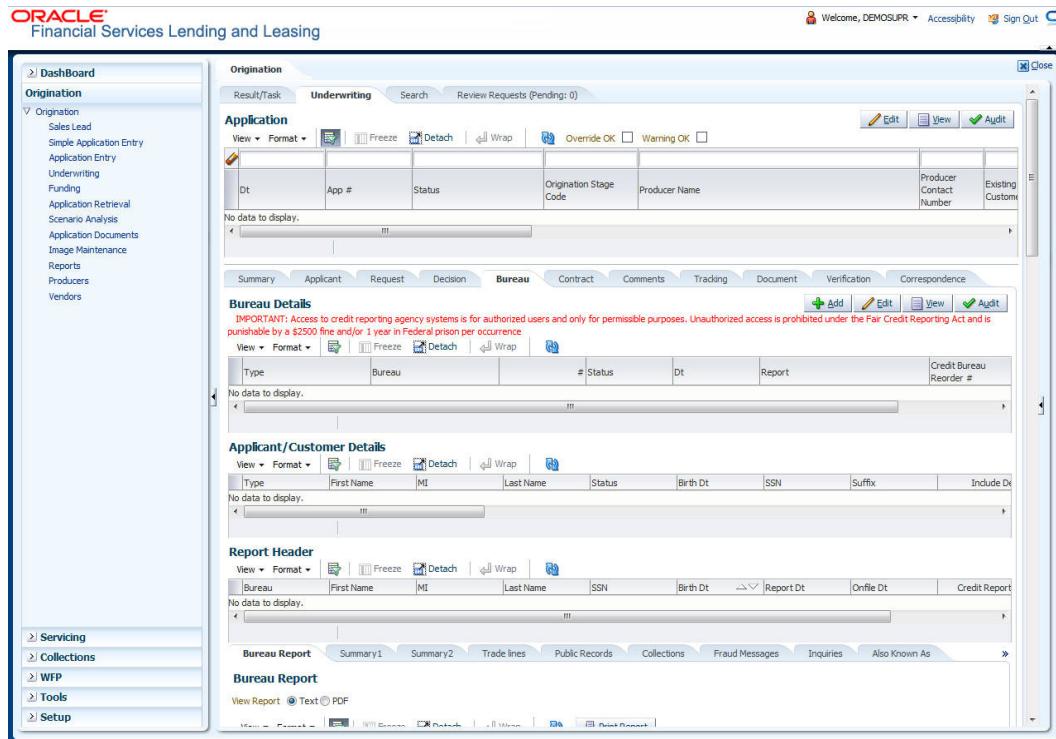
## 7.9 Bureau Tab

The Bureau tab displays the credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

### To verify the credit bureau data using the Bureau tab

1. Open the Underwriting screen and load the underwriting application you want to work with.

2. Click **Bureau**.



3. In the **Bureau Details** section, view the following information:

Field:	View:
Type	The credit bureau request type.
Bureau	The credit bureau.
#	The credit bureau request number.
Status	The status of credit bureau request.
Dt	The credit bureau request date.
Report	The credit bureau report type.
Credit Bureau Reorder#	The credit bureau reorder number, if the credit bureau that was pulled was Credco.
App Ind	If selected, indicates that a bureau was pulled for an application.

4. In the **Applicant/Customer Detail** section, view the following information:

Field:	Do this:
Type	View the relation type.
First Name	Specify the first name.
MI	Specify the middle name.
Last Name	Specify the last name.
Status	View the credit bureau request status.

Field:	Do this:
Birth Dt	Specify the date of birth.
SSN	Specify the social security number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234.
Suffix	Select the generation.
Include Debt	Select to include credit bureau information in the Liabilities section of the Summary sub page.
Populate Debt	Select to load debt information from the credit bureau in the Liabilities section of the Summary sub page.
Address Type	Select the address type.
Country	Select the country.
Address #	Specify the building number.
City	Specify the city.
State	Select the state code.
Street Pre	Select the street pre type.
Street Name	Specify the street name.
Street Type	Select the street type.
Street Post	Select the street post type.
Apt #	Specify the apartment number.
Address Line 2	Specify the address line 2.
Zip	Select the zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
Phone	Specify the phone number.

5. In the **Report Header** section, view the following information:

Field:	View:
Bureau	The bureau.
First Name	The first name.
MI	The middle initial.
Last Name	The last name.

Field:	View:
SSN	The social security number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234.
Birth Dt	The birth date.
<b>Note:</b> The SSN and Birth Dt fields in Report Header section are displayed in red if there is a mismatch in the respective data present in the above Applicant/Customer Details section.	
Report Dt	The report date.
Onfile Dt	The onfile date.
Credit Report Id	The credit report id.
Best Match	The best match.

6. Click **Bureau Report**

The system parcels out the details from the credit bureau report in the Bureau screen's sub tabs (**Summary 1**, **Summary 2**, **Tradelines**, **Public Records**, **Collections**, **Fraud Messages**, **Inquiries**, **Also Known As**, **Consumer Statements**, and **Credit Scores**).

7. Click the **Summary 1** sub tab.

8. You can view the following information:

Field:	View:
Trades	Records of extended installment payments, mortgage, and revolving credit, as detailed in the credit bureau report.
Bankruptcy	The total number of times the applicant has applied for Chapter 7, Chapter 11, and Chapter 13 bankruptcies, recently and throughout life.
Past Due	The total number of times the applicant has been past due on payments by 30, 60, or 90 days in the last year, two years, and throughout life.
Public Records	Number of legal actions, including liens, public records, and judgments over the course of the applicant's life, as well as any that are currently open.
Collection	Trades referred to an outside vendor for collection.
Scores	View the FICO and bankruptcy scores.
Statistical Trade Ages	Ages of the oldest and newest trades, as well as the average age of the open and total trades.
Derogatory Trades	Tradelines that an action other than being late was reported; this includes collections, repossessions, charge offs, and bankruptcies.

9. Click the **Summary 2** sub tab

10. You can view the following information:

In this section:	View:
Trades	Records of extended credit for auto, bank, credit card, retail, loan finance, and sales finance loans, as detailed in the credit bureau report.
Inquiries	Requests for a credit report regarding loans in the Trades section over the last six months, as well as total requests over 6, 12, and 24-month periods, as well as the newest and oldest request.
Balances	The total balance of retail and bank trades, as well as the high balance of each.
Open Derogatory	The following information for all of the customer's open tradelines: the shortest and longest period of time (in months) since the customer's most recent minor derogatory (30-60 days late), major derogatory (90-180 days late), and derogatory (bankruptcy, repossession, or charge off).
Derogatory	The following information for all of the customer's total tradelines (open and closed): the shortest and longest period of time (in months) since the customer's most recent minor derogatory (30-60 days late), major derogatory (90-180 days late), and derogatory (bankruptcy, repossession, or charge off).

11. Click the **Tradelines** sub tab to view information about tradelines, such as the creditor's name, trade's status, type and code, and balance information

12. View the following details:

Field:	View:
Creditors Name	The creditors name.
Status	The status of the tradeline.
Type	The type of tradeline, such as bank, first mortgage, travel card, and so on.
Type Code	The code for the type of tradeline.
Past Due Amt	The past due amount
Balance	The balance of the tradeline.
Balance Dt	The balance date.
Open Dt	The date the tradeline was opened.
History Dt	The tradeline's history date.
History Data	The tradeline's history data.
30	The number of times the tradeline was 30 days past due.
60	The number of times the tradeline was 60 days past due.

Field:	View:
90	The number of times the tradeline was 90 days past due.
Creditors Subscriber #	The creditor's subscriber number.
Mop	The method of payment.
Account #	The account number.
Credit Limit	The credit limit.
Term Pmt Amt	The term payment amount.
High Balance	The high balance of the tradeline.
Reported Dt	The reported date.
Duplicate	If selected, the tradeline is a duplicate.
Special Exclusion	If selected, the tradeline is a special exclusion.

13. Click the **Public Records** sub tab to view information about public records, including each one's type, status, and amount, as well as the date the record was filed and resolved

14. View the following details:

Field:	View:
Record Type	The record type.
Status	The status.
Amount	The amount.
Filed Dt	The filed date.
Satisfied Dt	The satisfied date.

15. Click the **Fraud Messages** sub page to view information about fraudulent attempts to use the applicant's credit.

16. Click the **Inquiries** sub page to view all the credit reports for the applicant in reverse chronological order

17. View the following details:

Field:	View:
Inquirer Name	The inquirer's name.
Inquirer Subscriber #	The inquirer's subscriber number.
Inquirer Industry Code	The inquirer's industry code.
Inquiry Dt	The inquiry date.
Rate Shopping	If selected, the inquiry concerned rate shopping.
Duplicate	If selected, if the inquiry was a duplicate.

18. Click the **Also Known As** sub page to view other names used by the applicant.
19. Click the **Consumer Statements** sub page to view statements that the applicant has issued to the credit bureau.
20. Click the **Credit Scores** sub page to view the score model, the score factor, and the score returned from the credit bureau report.

### **7.9.1 Printing the Credit Bureau Data as a Text/PDF Report**

#### **To print the credit bureau data as a text or PDF report**

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. In the Underwriting screen, click **Bureau**.
3. In the **Bureau Report** tab, the system displays the report in text format. You can also view the report in PDF format by selecting 'PDF' option as View Report.

---

#### **Note**

Chrome does not support search functionality in the PDF format of the report. Hence you have to enable the ad-hoc plug-in in chrome to use the search facility.

4. In the Print Report section, click **Print Report** to send the information to the default printer.

### **7.9.2 Requesting a Credit Bureau Report Manually**

The Credit Bureau Summary page enables you to manually request a credit pull. Information from a manual credit pull can be used to validate an application.

#### **To manually request a credit bureau report**

1. Open the Underwriting screen and load the underwriting application you want to work with.
2. Click **Bureau** tab.
3. In the **Bureau Details** section click **Add**.
4. Specify the following information:

<b>Field:</b>	<b>Do this:</b>
Applicant	Select the applicant.
Spouse	Select the applicant's spouse (if applicable).
Bureau	Select the credit bureau.
Report	Select the credit bureau report type.

5. Click **Create Request**.

The system displays this information in the Bureau Details section below the Bureau Details section.

6. Select **Include Debt** and **Populate Debt** in the **Applicant/Customer Detail** section to populate the **Liability** section on the Applicants link's Summary sub page with data from the credit bureau pull.
7. If you want to receive a copy of a previously pulled credit bureau report, enter the credit bureau reorder number in the **Credit Bureau Reorder #** field on the **Bureau Details**

section. This enables you to receive a previously pulled credit report from Credco (currently other bureaus do not provide a copy).

8. In the **New Request** section, click **Submit Request**.

The system displays the latest status of the currently requested bureau report in the Bureau Details section. When the report pull process is complete, the Status field in the Bureau Details section changes from PENDING to COMPLETED.

## 7.10 **Collateral Tab**

Having selected and loaded an application, you can view the information about the collateral of the loan.

The Collateral link opens screens with information regarding any collateral associated with an application. Depending on the type of loan, collateral can be a vehicle, home, or something else, such as major household appliances. The Collateral tab is unavailable if this is an unsecured loan.

### **To verify information about the collateral**

1. Open the **Underwriting** screen and load the application you want to verify.
2. Click the **Collateral** tab.

Depending on the type of collateral, information about the vehicle, home, or other type of collateral appears.

---

#### **Note**

If you are entering an unsecured loan, the Collateral link is present but inactive; in which case, skip this step.

3. In the **Collateral Details** section, (This is information that was recorded during the application entry process or gathered during the credit pull.)

## To enter collateral information

1. On the Underwriting screen, click **Collateral**. If the collateral is a vehicle, the Collateral link displays information about the vehicle.

2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Existing Asset	Check this box to indicate that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Check this box if this is the main asset on the application.
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Status	Select the asset status.
<b>Type and Description</b>	
Select Make and Model	Select the make and model of the vehicle from drop-down list.
Year	Specify the year of the vehicle.
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.

Field:	Do this:
Identification #	Specify the vehicle identification number.
Body	Specify the body of the vehicle.
Registration #	Specify the vehicle registration number.
Age	View the age of the vehicle
Description	View the vehicle description.
Condition	Select the vehicle condition.
<b>Address</b>	
Country	Select the country.
Address #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
Country	Specify the country.
<b>Usage Details</b>	
Start	Specify the start.
Base	Specify the base.
Extra	Specify the extra usage.
Total	View the total usage.
Charge Amt	Specify the charge amount.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### **Interface with VINTEK (If interface is installed)**

Using the Vintek interface, the system retrieves the year, make, model, and body of the vehicle when you choose Vehicle Details. This time saving feature reduces data entry errors. Using the VIN entered in the Identification Number field, the system populates the following fields in the Type & Description section:

- Year
- Make
- Model
- Body

If the Vintek interface is unable to retrieve information based on the VIN entered in the Identification Number field, the system displays an error message.

If the collateral is a home, the Collateral link displays information about the home.

The screenshot shows the Oracle Financial Services Lending and Leasing application. The main window is titled 'Collateral' and displays information for a home asset. The 'Collateral' tab is selected. The interface includes a navigation bar with links like 'Dashboard', 'Origination', 'Servicing', 'Collections', 'WFP', 'Tools', and 'Setup'. The 'Collateral' tab has sub-links for 'Seller' and 'Buyer'. The main content area shows a table for the 'Home' asset with columns for 'Existing Asset', 'Existing Asset Id', 'Primary', 'Asset Class', 'Asset Type', 'Sub Type', 'Occupancy', 'Identification #', 'Country', and 'Address #'. The table shows one row for a 'NEW HOME' asset. Below this table, there are sections for 'Address' (Country: UNITED STATES, Address #: SDSDSDSDS, Address Line 1: SDSDSDSD, Address Line 2: HAMPDEN) and 'Type & Description' (Condition: GOOD CONDITIONED, Description: 0, Year: 2014, Age: 2014, Make: , Model: , Width: , Length: , Area: ). To the right, there are sections for 'Legal Description' (Lot: , Sub Division: , Parcel ID: , Metes-Bounds: , Flood Zone: , 1098 Not Required: ), 'Deed Details' (Construction Permit Dt: , Deed Dt: , Deed Place Of Issue: , Properties Boundary from East: North, West: West, South: South), and 'Deed Details' (Construction Permit Dt: , Deed Dt: , Deed Place Of Issue: , Properties Boundary from East: North, West: West, South: South).

4. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Existing Asset	Indicates that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Select if this is the main asset on the application.
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Occupancy	Select owner occupancy type.
Identification #	Specify the vehicle identification number.
<b>Address section</b>	
Country	Select the country.
Address #	Specify the home number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.

Field:	Do this:
Country	Specify the country.
Zip	Select the zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
<b>Type and Description</b>	
Census Tract/BNA Code	Specify census tract/BNA (block numbering area) code.
MSA Code	Specify the metropolitan statistical area (MSA) code.
GEO Code	Specify the geographical code for the property.
Condition	Select the condition of the home.
Description	Specify a description of the home.
Select Make and Model	Select the make and model from the drop-down list
Year	Specify the year when the property was built.
Age	View the age of the home.
Make	Specify the make of the home.
Model	Specify the model of the home.
Width	Specify the asset width.
Length	Specify the asset length.
Area	Specify the area of the collateral
PO#	Specify the asset purchase order number.
Legal Description	Specify the legal description.
Lot	Specify the asset lot.
Sub Division	Specify the asset sub division.
Parcel ID	Specify the parcel id of the home.
Metes-Bounds	Check this box to indicate the home is considered Metes-Bounds.
Flood Zone	Check this box to indicate the home is in a flood zone.
1098 Not Required	Check this box to indicate that the home does not require 1098
<b>Deed Details</b>	

Field:	Do this:
Construction Permit Dt	Specify the date on when the construction is permitted.
Deed Dt	Specify the date on when the deed is issued
Deed Place Of Issue	Specify the place where the deed is issued.
Properties Boundary from East	Specify the boundary of the property from the east side.
North	Specify the boundary of the property from the north side.
West	Specify the boundary of the property from the west side.
South	Specify the boundary of the property from the south side.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

If the collateral is any other, the Collateral link displays information about that collateral.

6. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Existing Asset	Check this box to indicate that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Check this box if this is the main asset on the application.

Field:	Do this:
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Status	Select the asset status.
Select Make and Model	Select the make and model of the vehicle from drop-down list.
Year	Specify the year of the vehicle.
Age	View the age of the vehicle
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.
Body	Specify the body of the vehicle.
Registration #	Specify the vehicle registration number.
Identification #	Specify the vehicle identification number.
Description	View the vehicle description.
Condition	Select the vehicle condition.
<b>Address</b>	
Country	Select the country.
Address #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code. <b>Note:</b> For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
County	Select the county.
<b>Usage Details</b>	
Start	Specify the start.
Base	Specify the base.
Extra	Specify the extra usage.
Total	View the total usage.

Field:	Do this:
Charge Amt	Specify the charge.

7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 7.10.1 Valuations Sub Tab

The Valuation sub tab contains information about the value of the asset. The Values section enables you specify the value of the asset. The Addons section records information about any addons associated with the collateral.

#### To complete the Valuations sub tab

1. Click the **Valuations** sub tab.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Value section</b>	
Current	Select if this is the current valuation.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Currency	Select the currency based on which the valuation is to be done.
Edition	Specify the valuation edition.
Supplement	Specify the valuation supplement.
<b>Whole Sale</b>	
Wholesale Base Amt	Specify the wholesale value.
Loan Currency Wholesale Base Amt	View the loan currency wholsesale base amount.
Usage	Specify the usage value; that is, the monetary effect that the current mileage has on the value of the vehicle.
<b>Retail</b>	
Retail Base Amt	Specify the retail base amount.
Addons Amt (+)	View the add-ons value.
Usage Value Amt (+)	Specify the usage. This pertains to loans and usually is entered as the current mileage on the vehicle.
Total Value Amt (=)	View the total value.

Field:	Do this:
Line of Credit- Currency Retail Base Amt	View the Line of Credit currency retail value.
Line of Credit- Addons Amt(+)	View the Line of Credit addons.
Line of Credit Currency Usage Value Amt (+)	View the Line of Credit currency usage value.
Line of Credit Currency Total Value Amt (=)	View the Line of Credit total value.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Addons** Section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Description	Select the description for the attribute.
Value	Specify the value of the attribute.
Amt	Specify the add-on amount.
Loan Currency Amt	Specify the loan currency amount.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

---

#### Note

Complete the Addons/Attributes, Value, and Amt fields for each of the asset's add-ons and attributes on the application.

---

### 7.10.2 Tracking Sub Tab

The Tracking sub page enables you to record further information associated with the collateral. What items you choose to track are setup during implementation.

#### To track attributes for the collateral

1. Click the **Tracking** sub tab
2. On the Tracking sub page, click **Load Details**.
3. In the **Tracking Items** section, select the item you want to track.
4. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Tracking Item	View the tracking type
Disposition	Select the disposition.
Start Dt	Specify the tracking start date.
End Dt	Specify the tracking end date.
Followup Dt	Specify the next follow-up date.
Enabled	Select to track the information from the start date in the Start Dt field.
Comment	Specify any comments regarding the tracking item.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. Complete the **Tracking Item Details** section by entering information about a parameter in the corresponding the **Value** field.

### 7.10.3 Seller Tab

The Collateral link's Seller Details tab enables you to enter the seller details of the collateral of the loan.

#### To enter the Seller details

7. Click the Seller Details tab.
8. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this
<b>Seller Information section</b>	
Seller Type	Select the seller type.
Seller Name	Specify the seller name
Nationality	Select the seller's nationality.
National ID/ Reg #	Specify the national identification number or registration number.
Authorized Signatory	Specify the authorized signatory of the seller.
<b>Seller Address section</b>	
Mailing	Select if this is the mailing address. Only one address entry can be marked as the mailing address.
Current	Select if this is a current address. <b>Note:</b> The mailing address must be marked as current.
Country	Select the country code.
Address #	Specify the address number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code.  Note: For non US country, you have to enter zip code.
Zip Extn	Select the zip extension.
City	Specify the city.
State	Select the state.
Phone	Specify the telephone number.
Extn	Select the telephone extension.

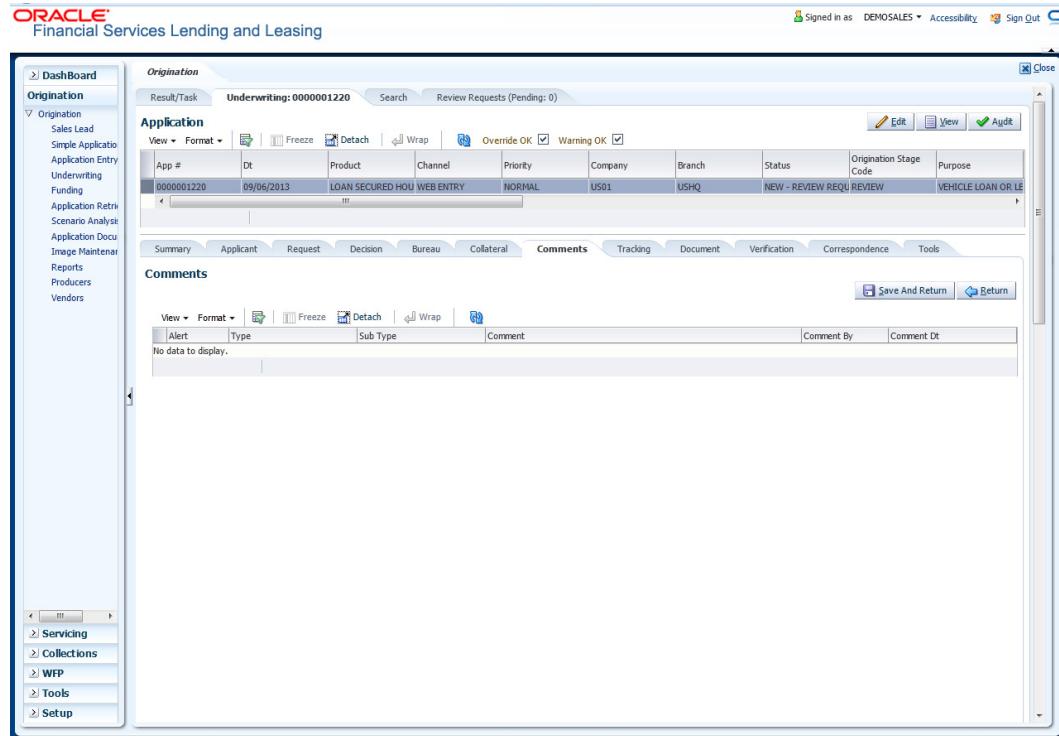
9. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 7.11 Comments Tab

When using the Underwriting screen, you can add comments to an application at any time in the underwriting process by using the Comments page.

## To add comments

1. Click **Comments tab**.



2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Alert	Check this box to make the comment appear on the Customer Service window Alert section
Type	Select the type of comment you are adding.
Sub Type	Select the sub type of comment you are adding.
Comment	Specify your comment.
Comment By	The system displays your user ID.
Comment Dt	The system displays commented date and time stamp.

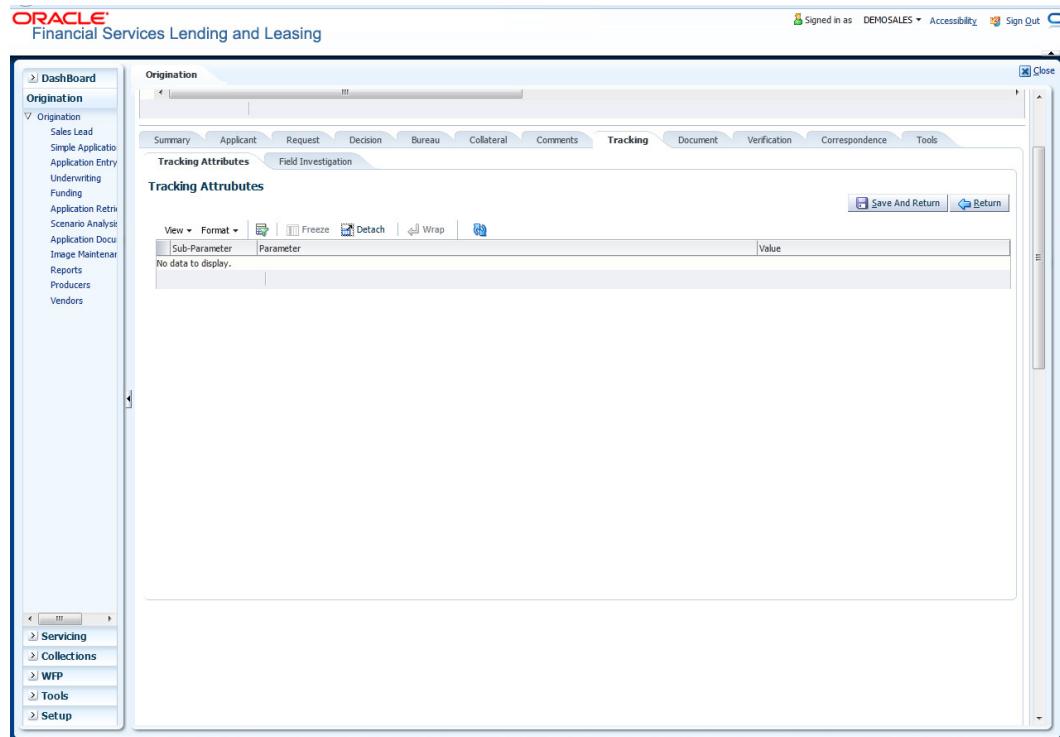
3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 7.12 Tracking Tab

When using the Underwriting screen, you can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attributes page.

## To enter the tracking attributes

1. Click **Tracking tab**.



2. On the **Tracking Attributes** screen, click **Load Tracking** to load the tracking attributes.
3. Select the item you want to track.
4. Click **Edit** to edit the following information:

Field	Do this
Sub-Parameter	View the sub-parameter
Parameter	View the parameter.
Value	Specify the information about the corresponding Value field.

5. Save changes you made to the account.

### 7.12.1 Field Investigation Sub Tab

The Field Investigation link enables lending institutions to perform field investigations and verify an applicant's contact points (address and employment information, for example) and credentials (such as asset details). Clients can choose the details to be verified (address, employment, asset, or any combination of the three), as well as the verifying agency.

With the Underwriting window's Field Investigation page, you can select which details from application entry are to be verified. The verifying agency performs a field investigation of the details and responds to the lending institution with either XML or a text file. The details are entered in the system for an underwriter to review when making a decision.

1. Click **Field Investigation** sub tab.
2. In **Field Investigation** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Applicant	Select the applicant from the adjoining drop-down list
Verification Type	Select the verification type from the adjoining drop-down list.
Verification Agency	Select the verification agency from the adjoining drop-down list.
Status	Select the status from the adjoining drop-down list.
Spoke to	Specify the name of the person applicant spoke to
Call Dt	Specify the call date
# of Attempts	Specify the number of attempts made.
Result	Select the result from the adjoining drop-down list

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In **Verification Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Verification Match	Check the box if the verification has matched.
Remarks	Specify remarks, if any

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 7.13 **Document Tab**

The Document tab allows you to view documents attached to the application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files and add comments regarding a selected.

---

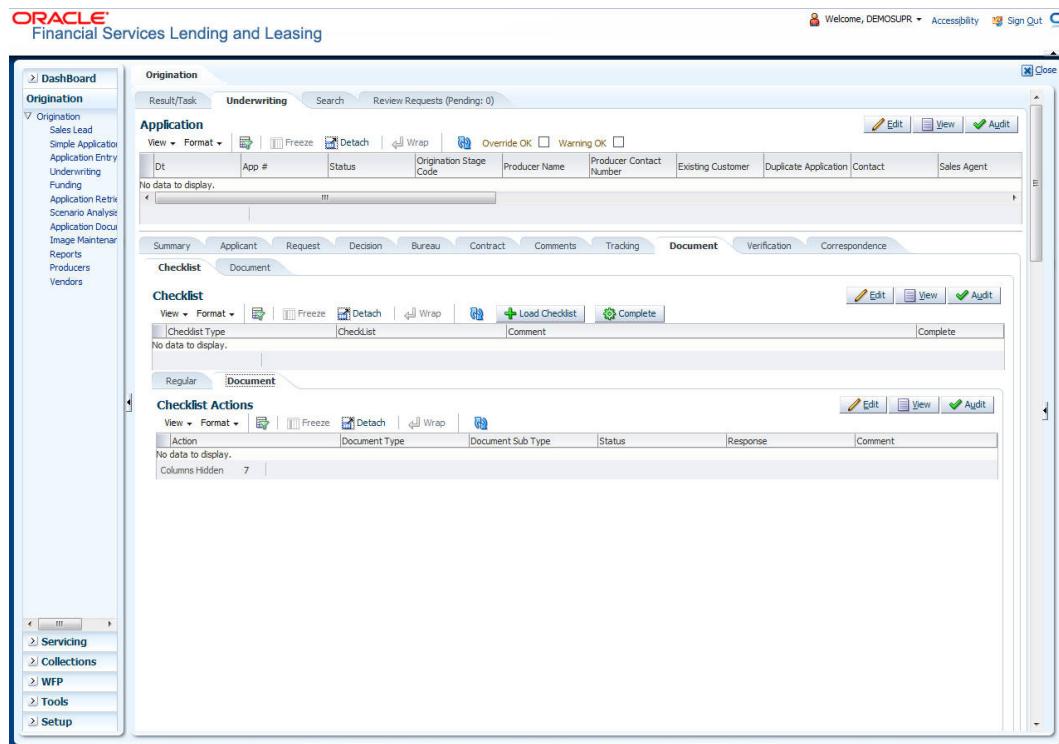
### Note

For more information, see the chapter **Document Management** in this User Guide.

---

## To view a document attached

1. Click **Document** tab.



2. In the **Application Document** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:
Document Type	View the document type.
Comment	Specify any comments regarding the document.

3. In the **Application Document Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	View this:
Document Sub Type	The document sub type.
Version	The version. (version numbers will be incremental by batch job, first version will start with 1.0)
Page #	The page number.
Document File Type	The document file type.
Tracker	The tracking number of the document.

Field:	View this:
Docket #	The docket number of the document.
Location	The location of the document.
Received Dt	The effective date of the document.
Effective Dt	The effective date of the document.
Expiry Dt	The expiration date of the document.
Comment	Any comments regarding the document.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

5. Click **View Document**.

The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your system).

### 7.13.1 Checklist Sub Tab

The Checklist sub tab enables you to view tasks performed during the underwriting process.

#### To view the underwriting Checklist page

1. Click the **Document** →**Checklist**.
2. If the Checklist section is empty, click **Load Checklist** in the Checklist section.
3. In the **Checklist Actions** section, click the **Regular** sub tab.
4. In **Checklist Actions** section, complete the tasks listed in the **Checklist Action** column.
5. Use the **Yes/No/NA** buttons in the **Yes No NA** column to indicate whether you completed the task or not.
6. Use the **Comment** field to add remarks regarding any of the tasks, if you choose.
7. When you are finished completing the tasks, choose **Complete** in the **Checklist** section.
8. Click **Save**.
9. In the **Checklist Actions** section, click the **Documents** sub tab
10. In the **Documents** section, select the record you want to work with and click **View** in the **Details** column.
11. In the **Documents** section, view the following information:

Field:	Do this:
Action	View the action to be performed.
Document Type	View the document type.
Document Sub Type	View the document sub type.
Status	Select the status of the action.
Response	Use the Yes/No/NA buttons to indicate whether or not you completed the task.

Field:	Do this:
Comment	Specify comment.

## 7.14 Verification Tab

The system can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit page as an *Error*, a *Warning*, or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

The system can be configured to verify different sets of information; for example, the system could check one set of data when checking application entries for completeness and another when approving auto loans. Each one of these 'edit types' has its own set of 'edit details'.

### **IMPORTANT:**

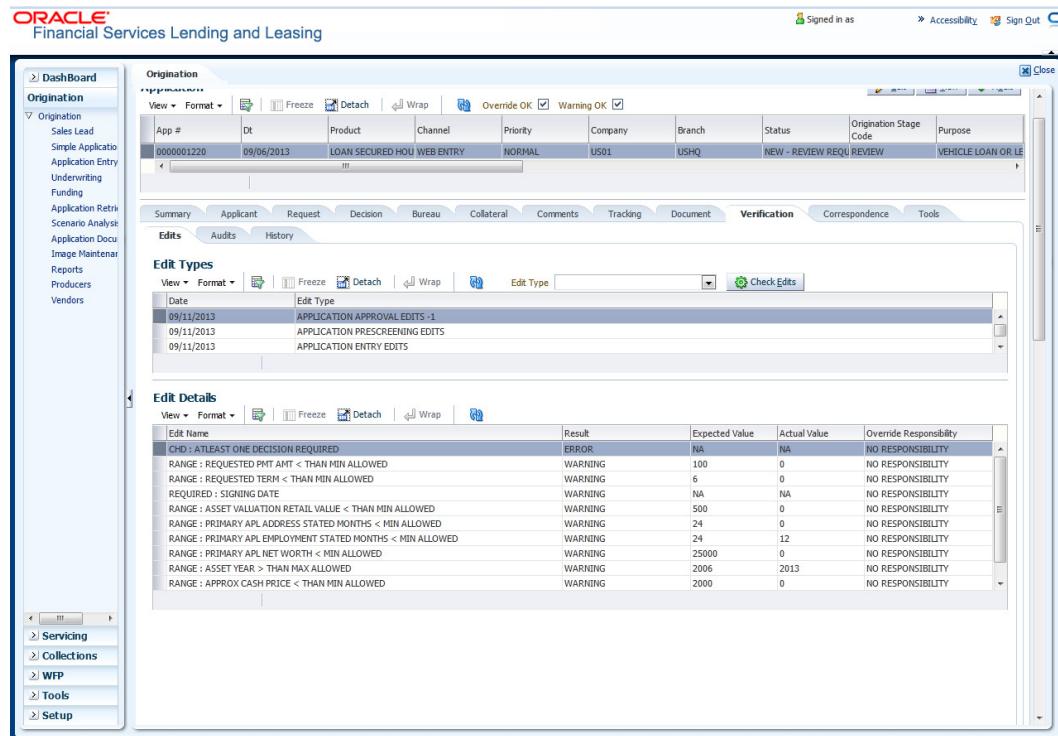
The Edit Details section's errors and warnings are created during the setup process.

### 7.14.1 Edit Sub Tab

#### **To complete the Edits section**

1. Open the Underwriting screen and load the application you want to work with.

2. Click **Verification** → **Edits**.



3. In the Edits page's **Edit Type** section, select the type of edit you want to verify.

**Note**

If the verification process you want to perform doesn't appear in the **Edit Type** section, select it in the **Edit Type** field.

4. Click **Check Edits**.

The system checks the data for the verification process selected in the Edit Type section and displays the results in the Edit Details section.

The Edit Details section contains the following display only information:

Field:	View this:
Edit Name	The edit.
Result	The result.
Expected Value	The expected value.
Actual Value	The actual value.
Override Responsibility	The override responsibility, if an override is required.

5. In the **Edit Details section**, view the verification results and begin making corrections on the Underwriting window. Remember, edits resulting in **ERROR** must be corrected. Edits resulting in **WARNING** can be bypassed.

The system begins processing the credit application.

### **7.14.2 Audits Sub Tab**

The Audits screen is a display only page that enables you track changes to the contents of predetermined fields (which fields are determined during set up). For example, the Audits screen can be configured to monitor when the contents of the Status and Sub Status is changed. The Audits screen lists the field that was changed, who made the change, when the change was made, and the old and new values in the field.

#### **To view the Audits**

1. Open the Underwriting screen and load the application you want to work with.
2. Click **Verification →Audits**.
3. In the **Audit Details** section, view the following display only information:

Field:	View:
Record Id	The record identifier for the record changed.
Field	The field which was changed.
Old Value	The old value of the column which was changed.
New Value	The new value of the column which was changed.
Changed By	The user code who made the change.
Changed Date	The date and time when the change was made.

### **7.14.3 History Sub Tab**

You can track the time it took a user to complete each stage of the application process with the History section. It displays:

- The date and time when an application changed status / sub status
- The user who changed the status / sub status
- The elapsed time of how long an application was in a particular status / sub status.

1. **To view the History** Open the Underwriting screen and load the application you want to work with.
2. Click **Verification →History** In the **Application Status History** section, view the following display only information:

Field:	View this:
Status	The application status.
Sub Status	The application sub status.
User	The user name.
Start Dt	The date and time when the application moved <i>to</i> that status.
End Dt	The date and time when the application moved <i>from</i> that status.
Elapsed Time	The elapsed time between the status change.

## 7.15 Correspondence Tab

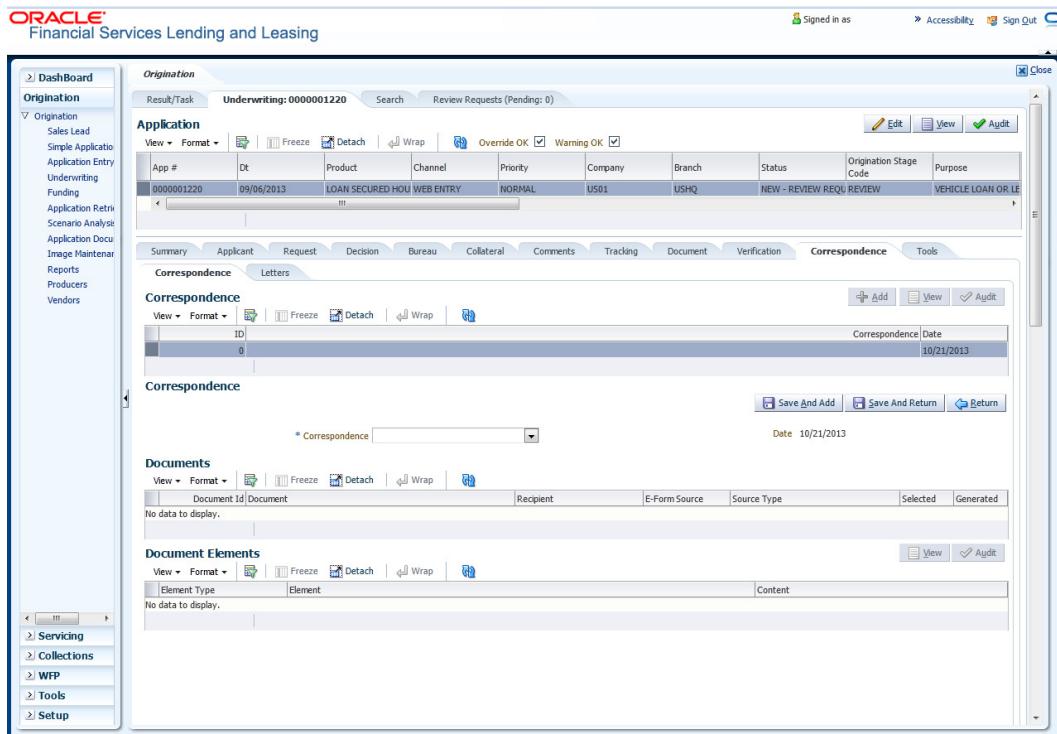
Ad-hoc correspondence enables you to include information from applications in document templates you create yourself without manually transferring the data. Ad-hoc documents can be generated as either Microsoft Word or PDF files.

Ad-hoc correspondence can be viewed on the Correspondence link's Correspondence page when you have opened an account. The page enables you to generate a new letter or view a previously generated letter.

### 7.15.1 Correspondence Sub Tab

#### To generate an ad hoc correspondence

1. Open the Underwriting screen and load the application you want to work with.
2. Click **Correspondence** → **Correspondence**.



3. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
ID	The correspondence ID.
Correspondence	The correspondence you want to generated.
Date	The correspondence generation date.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

The **Documents** section displays all the types of documents available for the type of correspondence you selected.

5. In the **Documents** section, view the following information for each document:

Field:	View this:
Document ID	The document ID.
Document	The document description.
Recipient	The recipient description.
E-Form Source	The e-form source.
Source Type	The source type.
Selected	If selected, indicates that this document is selected to be included in the correspondence.
Generated	If selected, indicates that the system generated the document.

6. In the **Documents** section, select the correspondence you want to view.

7. The **Document Elements** section displays the elements the system used to generate the correspondence. You view the following information:

Field:	Do this:
Element Type	View the element type.
Element	View the element description.
Content	Specify/view the value of the element.

- Click **All** to view all elements in the correspondence.  
- or -
- Click **User Defined**, to view user-defined elements in the correspondence.

8. In the **Document Elements** section, click **User Defined** and complete the **Content** fields for the **Document Element** fields you want to include in the correspondence.

9. In the **Document Elements** section, click **Save**.

10. In the **Correspondence** section, click **Generate**.

The system 'locks' the information included in the correspondence and prevents it from being changed.

11. In the **Documents** section, click **View**.

The system displays a PDF of the ad hoc correspondence.

### 7.15.2 Letters Sub Tab

The Letters link enables you to generate letters using predefined correspondence templates for loans.

On the Underwriting window, these predefined correspondences are as follows:

- Decision Letter
- Adverse Action Letter
- Adverse Conditional Letter

#### **To generate letters on the Underwriting screen**

1. Open the Underwriting screen and load the application you want to work with.
2. Click **Correspondence** → **Letters**.
3. In the **Letters** page, select the type of letter you want to generate, and click **View Letter**.

#### **UNDERWRITING:**

- If you select **Decision Fax**, and click **View Letter**, the system displays the decision letter.

The predefined Decision letter is automatically sent after an application receives a status of APPROVED, REJECTED, or CONDITIONED on the Underwriting window.

The Decision fax/e-mail is available for loans (fixed and variable rate).

- If you click **Adverse Action**, and click **View Letter**, the system displays the adverse action letter.

The predefined loan Adverse Action letter is automatically sent to the producer after a configurable number of days when an application receives a status of REJECTED on the Underwriting window.

The Adverse Action letter is available for loans (fixed and variable rate).

- If you click **Conditional Adverse Action**, and click **View Letter**, the system displays the adverse conditional letter.

The predefined Conditional Adverse Action letter is automatically sent to the producer a configurable number of days after an application receives a status of CONDITIONED on the Underwriting window.

The Conditional Adverse Action letter is available for loans (fixed and variable rate).

## **7.16 Tools Tab**

The Tools tab calculates the payment amount, term, interest rate, loan amount, amortization schedule and allows for the printing of a report. The functionality is the same as the Loan Calculator available as opened from the Tools master tab.

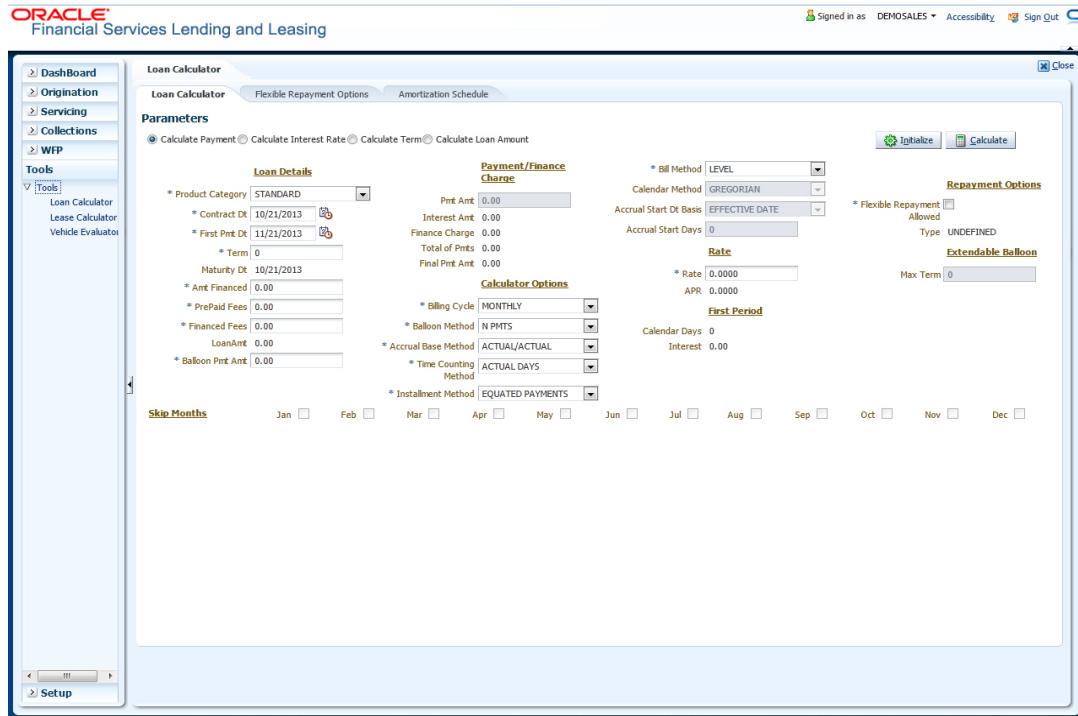
### **7.16.1 Loan Calculator Sub Tab**

The Loan Calculator link is only available for the loan product. During the underwriting process, the Loan Calculator screen can be used to complete the information on the Decision link.

#### **To open the Tools screen**

1. Open the Underwriting screen and load the application you want to work with.

## 2. Click Tools → Loan Calculator.



### 7.16.1.1 Importing the values

#### 1. Click Import Values.

- If you have opened the application from Underwriting page, then the system copies values from the **Request** tab as well as from the **Decision** tab's **Itemization** section of the **Underwriting** page. (Note: This information transfers only if the information is available on the **Decision** tab in the under writing page.)
- If you have opened the application from Funding page, then the system copies the values from the **Contract** tab as well as from the **Decision** tab's **Itemization** section of the **Underwriting** page.

For details about using the Loan Calculator, refer [Loan Calculator](#) in the chapter Tools.

### 7.16.1.2 Copying the Payment Calculation to the Decision link

#### 1. Calculate the loan payment. Refer the section **Calculating Loan Payments**.

#### 2. Click **Copy to Decision**.

The system uses these calculations to complete the Approved section on the Decision tab. The system will use this information during the underwriting process when you select a pricing.

### 7.16.1.3 Copying the Payment Calculation to the Contract tab

#### To copy the payment calculations to the Contract

1. Calculate the loan payment. (Refer the section **Calculating Loan Payments**.)
2. Click **Copy to Contract**.

The system uses these calculations to complete the Contract section on the Contract page of the Contract tab. The system will use this information during the funding process when you select an instrument.

## 7.16.2 Vehicle Evaluator

This section is only available if you are processing a vehicle loan.

- Calculating a vehicle value

You can use the Vehicle Evaluator section to calculate the value of either a vehicle you are entering as the new collateral or the vehicle currently listed as the application's collateral

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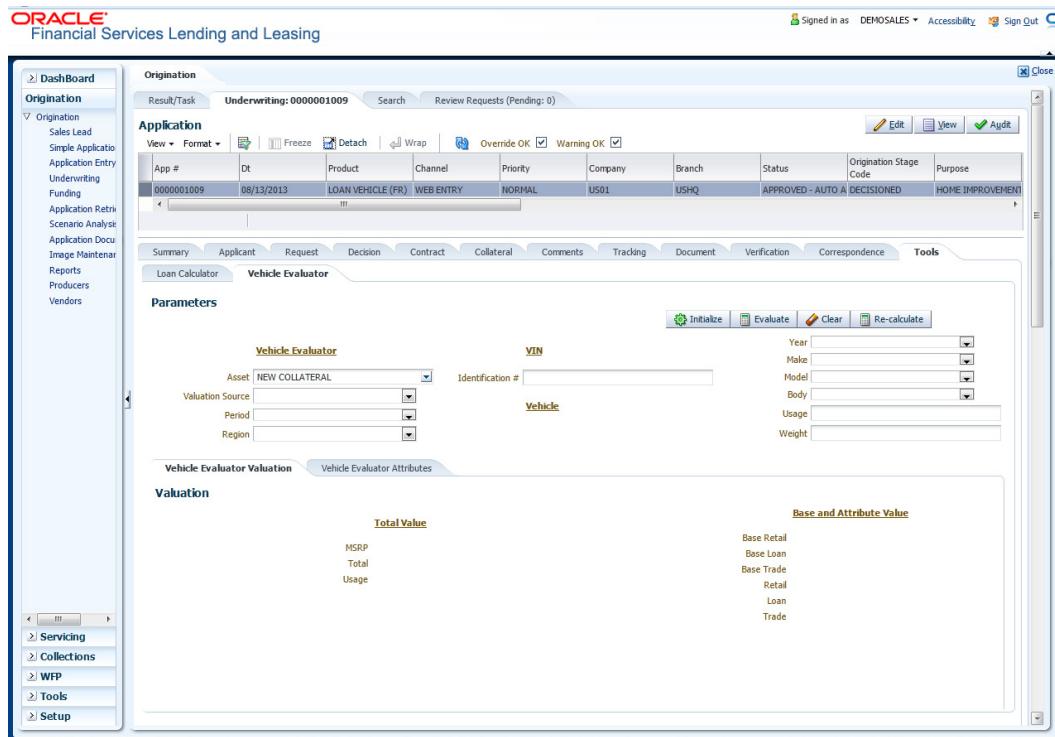
### Note

If you want to clear (or "refresh") the Vehicle Evaluator page at any time, click **Clear**.

---

### To calculate a vehicle value

1. Open the Underwriting screen and load the application you want to work with.
2. In the Underwriting screen, click **Tools** and then click **Vehicle Evaluator**.



For details about using the Loan Calculator, refer [Vehicle Evaluator](#) in the chapter Tools.

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## 8. Funding

### 8.1 Introduction

At this stage of the loan origination process, the application has been entered into Oracle Financial Services Lending and Leasing and approved manually by an underwriter or by the system. The next step is to view and complete the contract information and make a funding decision to finance or reject the application. This is accomplished by using the Funding screen.

This chapter explains how to:

- Load an application on the Funding screen
- Change the status of the application to begin the funding process
- Verify the applicant information
- View the credit pull and underwriting information
- Verify the collateral
- Add comments and tracking attributes
- Complete the Contract pages
- View an application's contract edits
- Audit changed fields and status history
- Change the status at the end of the funding process.

### 8.2 Funding (an overview)

In Oracle Financial Services Lending and Leasing, the funding process follows these basic steps:

1. Open the Funding screen and load the application you want to work with.
2. In the Funding screen's Applications master page, Change the status of the application to APPROVED - VERIFYING.
3. Using the Funding screen's Applicants link, view and verify information about the applicant (data recorded from the Application Entry window). This includes verifying the applicant's actual address and employment information.
4. Using the Funding screen's Decision link, view and verify information supplied during the credit bureau pull and underwriting process. This is display only information and cannot be edited.
5. Using the Funding screen's Collateral link, view and verify information regarding the collateral for the application.
6. Using the Funding screen's Contract link, complete the truth-in-lending information.
7. In the Funding screen's the Applications master page, change the status to FINAL DOCUMENT CHECK.
8. Using the Funding screen's Verification link, view any errors and warnings that prevent the status change.
9. Make changes to the application data that correct the errors until you can change the status.

When the system changes the status of the application to FINAL DOCUMENT CHECK, it sends the application to a supervisor or loan officer queue where it is viewed and verified.

After this, the application's status is changed to APPROVED - VERIFIED. If the supervisor/loan officer decides to fund the loan, he or she will change the status of the application to APPROVED - FUNDED.

### Loading an Application on the Funding Window

The first step in the funding process is to open the Applications form and manually or automatically load the application you want to work with. You can manually select an application using the Search tab's Criteria and Results pages. If your is configured to load applications based on work queues, use the Queue field in the Quick Search section.

Refer the chapter **Searching for Application** for more information on the following:

- Using Search Criteria page
- Using Quick Search section
- Using Result Page
- Loading an application

## **8.3 Funding Window's Master Screen**

The Funding window's master page displays information from the Application Entry and Underwriting windows, such as the application number, product, and producer. It also contains the Status and Sub Status field that allows you to change the status/sub status of the application and begin the funding process.

For details on this screen refer [Applications](#) section in **Underwriting** chapter.

After opening the Funding window and loading the application you want to work with, you must change its status to APPROVED - VERIFYING before you can begin the funding process. This allows you to begin working with the application.

#### **To change the status and begin work on the application on the Funding screen**

1. Open the Funding window and load application you want to verify.
2. In the Funding window's Applications master page, use the **Status** fields to select APPROVED - VERIFYING.
3. Click **Save** on the Funding window.

You can now begin making changes to the application.

#### **Funding an Application**

After you have verified the application, entered the contract information, and completed the contract edits, the application is ready to be funded. Applications can be approved automatically or manually. To manually fund an application, change the status to APPROVED - FUNDED.

After an application is funded, the loan origination cycle is over. the system moves the application to the loan servicing module (Customer Service form) where it receives an account number. The system also automatically creates a check requisition for the funded account.

#### **To fund an application**

1. Open the Funding screen and load the application you want to work with and perform all funding tasks.
2. To complete the verification process, choose APPROVED - VERIFIED in the **Status** field on the **Applications** master page at the top of the Funding form

---

#### **Note**

After you approve the application, the information on the Decision tab is unavailable. The application remains in this status of APPROVED - VERIFIED until a user (usually a supervisor) changes the status to APPROVED - FUNDED. When the status is changed to APPROVED - FUNDED, the account is created.

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## **8.4 Summary Tab**

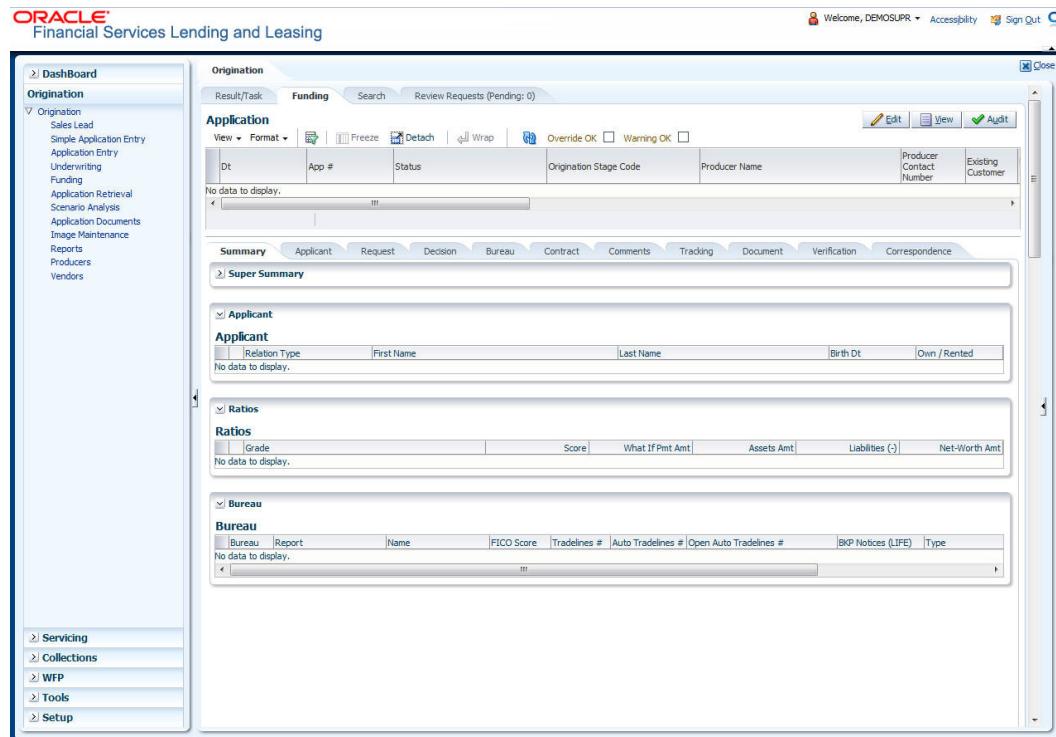
The summary page provides a unified view of the application details without navigating to the respective screens/ sub-tabs.

Using this window, the user can view the applicant details, asset details, ratios (only for Primary Applicant), trade-In, requested details, approved details, itemization, decision history, alerts, comments, and checklist details in the respective section.

#### **To view the Summary**

1. Open the Funding window and load the application you want to work with.

2. Click **Summary**.



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**Note**

For more information on fields, see the respective sections of this chapter.

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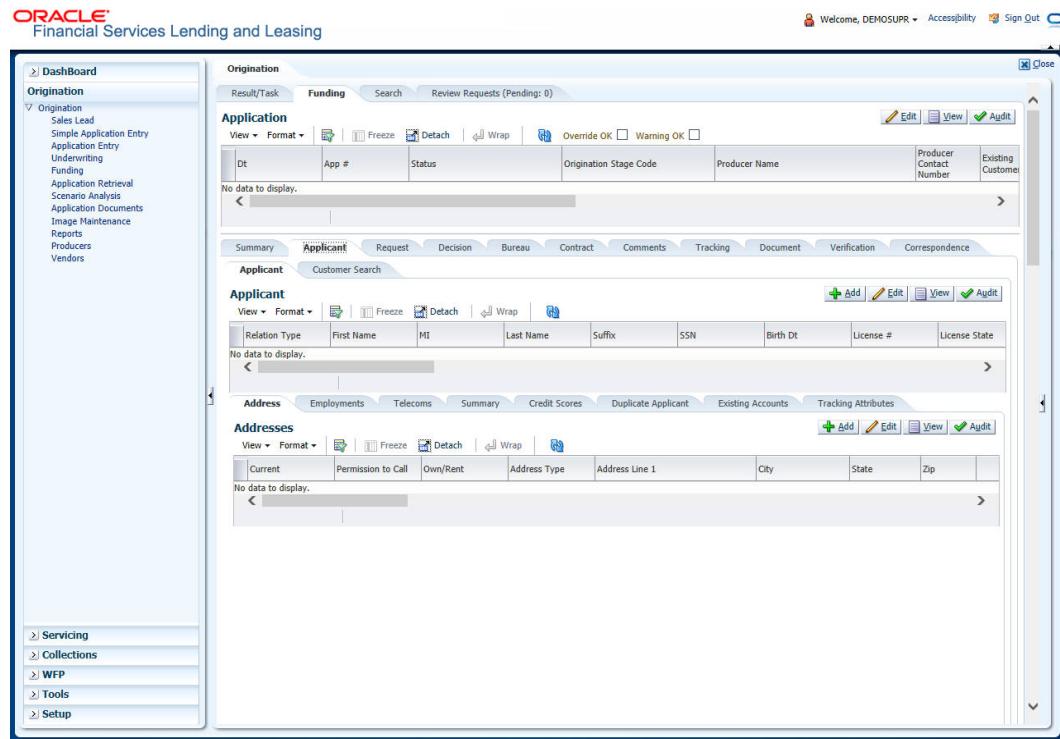
## **8.5 Applicants Tab**

Having selected and loaded an application, you can use the Applicants link to view information about the applicant (s). This is information that was recorded on the Application Entry window or gathered during the credit pull. You can edit the data from the Application Entry window at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.

**To verify information about an applicant**

1. Open the Funding screen and load the application you want to work with.
2. In the Funding tab, click **Applicants**.

3. In the Applicants Details section, select the applicant you want to verify and click **Edit**.



For details on this screen refer [Applicant Tab](#) section in **Underwriting** chapter.

## 8.6 **Business tab**

If this application is an SME loan (defined in the Applications section Class field as SMALL BUSINESS), the Business Applicant link appears on the Funding link bar. This link displays the small business information recorded on the application entry process. You can edit the on the Funding window at anytime in the following steps. Remember to save your work with each change.

---

### Note

If there is no business information associated with the application, the Business Applicant link is unavailable.

---

(For more information about the individual fields on the pages and sub pages in this section, see the **Application Entry** chapter.)

#### To verify business information from the Business Applicant link

1. Open the Funding screen and load the application you want to work with.

## 2. Click Business Applicant.

For details on this screen refer [Business Tab](#) section in [Underwriting chapter](#).

## 8.7 Request Tab

System displays the calculated Payment, Interest Rate, Term and Loan Amount in the Request tab.

For details on this screen refer [Request Tab](#) section in **Underwriting** chapter.

## 8.8 Decision Tab

With the Decision tab, the system displays information gathered during the underwriting process. Depending on the type application you are working with, the system will display loan information.

### Note:

- The fields on the Decision pages and sub pages are described in detail in the **Underwriting** chapter.
- On Clicking **Calculate**, the user can calculate the loan amount, rate, term, and payment.

If the application you opened is for a Islamic Loan product, the following Decision page appears.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The top navigation bar includes "Welcome, DEMOSUPR", "Accessibility", "Sign Out", and a "Close" button. The left sidebar menu is titled "Origination" and includes sub-options: Sales Lead, Simple Application Entry, Application Entry, Underwriting, Funding, Application Retrieval, Scenario Analysis, Application Documents, Image Maintenance, Reports, Producers, and Vendors. The main content area is titled "Origination" and shows the following details for application "0000000362":  
**Application:** 0000000362 : JONATHAN RYAN / JULIANNE  
**Status:** APPROVED - AUTO APPROVED  
**Decision:** DECISIONED  
**Producer Name:** FL-00005 : TEXAS AUTO MART INC (ACTIVE)  
**Producer Contact Number:** (467)-249-0045 N  
**Existing Customer:** Y  
**Duplicate Application:** N  
**Decision Information:**  

Current	Grade	Score	Max Advance Amt	LTV1	Max Financed Amt	LTV2	Decision Term	Decision Rate
C GRADE	585	15,000.00	150.00	15,000.00	150.00	36	4.9900	

  
**Pricing:**  
Pricing: VEHICLE LOAN PRICING-FR  
Current:   
Status: APPROVED  
Sub Status: AUTO APPROVED  
Decision Dt: 11/12/2014  
Underwriter: SETUP  
**Approved:**  
Decision Term: 36  
Pmt Amt: 476.77  
Index: FLAT RATE  
Index Rate: 0.0000  
Decision Margin Rate: 4.9900  
Decision Rate: 4.9900  
Buy Rate: 2.9900  
Down Pmt %: 0.0000  
Down Pmt Amt: 0.00  
Max Advance %: 0.0000  
Max Advance Amt: 15,000.00  
Max Financed %: 0.0000  
Max Financed Amt: 15,000.00  
Maturity Index: FLAT RATE  
Maturity Margin Rt: 4.9900  
Balloon Amt: 0.00  
Bureau 1: EFX  
Bureau 2: Bureau 3: Grade: C GRADE  
Score: 585  
Collateral Value: 10,000.00  
LTV1: 150.00  
LTV2: 150.00  
Comments:  
**System Recommendation:**  
Score: 858  
Decision: AUTO APPROVED  
Grade: A GRADE

For details on this screen refer [Decision Tab](#) section in **Underwriting** chapter.

## 8.9 Bureau Tab

The Bureau tab displays the credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

### To verify the credit bureau data using the Bureau tab

1. Open the Funding screen and load the underwriting application you want to work with.

## 2. Click Bureau

For details on this screen refer [Bureau Tab](#) section in [Underwriting chapter](#).

## 8.10 Contract Tab

The pages associated with the Contract link are the core of the funding process. They allow you to perform the important task of completing the truth-in-lending details. These pages include information mandated by Regulation Z; information about the financed amount, the payment schedule, the total of these payments, the finance charge, the resulting annual percentage rate (calculated according to Federal/Central bank guidelines; that is, within .125% of the Treasury OCC calculated APR) for the conventional loan, and internal rate of return for Islamic loan. Use the loan packet to supply the required information.

In completing the truth-in-lending details on the Contract link, you will enter Loan information. The truth-in-lending details must be completed before a loan can be funded.

The tabs opened from the Contract link share the following sub tabs:

- Contract (2)
- Repayment
- Itemizations
- Trade-In
- Subvention
- Insurances
- ESC
- Escrow
- Compensation
- Proceeds
- Disbursement

- Fees
- ACH
- Coupons
- PDC
- References
- Real Estate

**Note:**

- The Loan Calculator link can be helpful when completing this section. For more information on its use, see the **Tools** chapter.
- On Clicking **Calculate**, you can calculate the loan amount, rate, term, and payment.

**To enter the contract details**

1. Open the Funding screen and load the application you want to work with.
2. On the Funding screen, click the **Contract** tab.
- If the application you opened is for a Islamic Loan product, the following **Loan** page appears.
3. Using the information in the contract packet, complete the **Contract** section.

(The system calculator may be used when completing this section. For more information, see the **Tools** chapter.)

4. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Contract section</b>	
Contract Dt	Specify the contract date.
Credit Limit	Specify the credit limit.
Draw Term	Enter the draw term. This is the period of time during which you can receive advances.
Repm Term	Enter the repayment term. This is the period of time during which you must pay the outstanding balance of your account, with accrued interest, but may not request further advances. The repayment period begins at the end of the draw period.
Term	Enter the term.
Maturity Dt	Enter the maturity date.
Index	Select the index.
Index Rate	View the index rate.
Margin Rate	Specify the margin rate.
Rate	View the interest rate.
1st Pmt Dt	Specify the first payment date.
Due Day	Specify the due day.
Rcvd Dt	Enter the contract received date.
Verified Dt	Enter the contract verification date.
Verified By	View the user id who verified the contract.
PDC Ind	If selected, indicates that the customer has opted for PDC.
<b>Instrument Details</b> – An instrument is a contract with specific rules tied to it. An instrument associated with the application indicates OFSLL of the type of contract being used for the approved loan. Items defined in the contract are “locked in” when you select the instrument from drop down list and click on “Load Instrument Details”. These values cannot be changed on the funding screen.	
Any changes to the instrument in account will be handled by monetary/non-monetary transactions.	
The system loads all the rules established by the company that are required at the time of funding; for example, the accrual method, billing method, type of billing, tolerance, due dates, extensions and so on.	
Start Dt Basis	View the accrual start basis.
Accrual Method	View the accrual calculation method.
Base Method	View the accrual base method.
Start Days	View the accrual start days.

Field:	Do this:
Stop Accrual Days	View the accrual stop days.
PDC Security Ind	If selected, indicates that the customer has submitted the PDC as a security.
ACH Fee Ind	<p>Indicates that the ACH fee should be applied or not. Depending on the status of check box, the ACH fee is applied based following conditions</p> <p>→ When the check box is selected and the fee amount is ZERO, system will not apply the ACH fee.</p> <p>→ When the check box is selected and the fee amount is BLANK, system will apply the ACH fee from Contract setup.</p> <p>→ When the check box is selected and the fee amount is specified, system will apply the specified amount and overrides the ACH fee amount mentioned in Contract Setup.</p> <p>→ When the check box is not selected, system will apply the ACH fee amount mentioned in Contract Setup.</p>
<b>Promotion Details</b> – If applicable, enter information regarding any promotion associated with the application in the <b>Promotion</b> section	
Promotion	Select the promotion.
Type	View the promotion type.
Term	View the term.
Index	View the promotion index (displays only).
Index Rate	View the promotion index rate (displays only).
Margin Rate	View the promotion margin rate (displays only).
Rate	View the promotion rate.
<b>Rate Caps &amp; Adjustments section</b>	
Increase Per Year	View the maximum rate increase allowed in a year.
Increase Max Lifetime	View the maximum rate increase allowed in the life of the Line of credit.
Increase Ceiling	View the rate cap (maximum).
Decrease Per Year	View the maximum rate decrease allowed in a year.
Decrease Max Lifetime	View the maximum rate decrease allowed in the life of the Line of credit.
Decrease Floor	View the rate decrease allowed.
# of Adjs / Year	View the maximum number rate changes allowed in a year.

Field:	Do this:
# of Adjs / Life	View the maximum number of rate changes allowed in the life of the Line of credit.
Initial Advance Min Amt	View the minimum initial advance amount.
Initial Advance Max Amt	View the maximum initial advance amount.
Advance Min	View the minimum subsequent advance amount.
Advance Max	View the maximum subsequent advance amount.
<b>Billing section</b>	
Draw Pre Bill Days	This is the number of days before the first payment is due that accounts funded with this Loan instrument will be billed for the first payment. Thereafter, the accounts will be billed on the same day every month.  If an account has a first payment date of 10/25/2003 and Pre Bill Days is 21, then first payment due will be on 10/04/2003, and then 4th of every month.
Draw Period Payment %	View the percentage of draw period payment allowed.
Repmt Period Billing Method	View the repayment period billing method allowed.
Repmt Period Payment %	View the percentage of repayment period payment allowed.
Min Payment Amt	View the minimum payment amount.
Min Finance Charge	View the minimum finance charge.
Advance Tolerance	View the advance tolerance amount.
Advance Tolerance %	View the advance tolerance percentage.
Accrual Past Maturity	View the accrual past maturity.
Maturity Index	View the maturity index rate.
Margin Rate	View the margin rate.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 8.10.1 Contract (2) Sub Tab

The Contract sub page records the application's servicing branch and collector. It also displays additional information regarding the contract not covered on the Loan page, such as the tolerance, delinquencies, due dates, billings, and extensions.

**To complete the Contract sub tab**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** → **Contract** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Servicing Branch	Select the servicing branch for the contract.
Collector	Select the collector for the contract.
<b>Misc section</b>	
Link To Existing Customer	Select to link the application to the existing customer.
Anniversary Period	View the anniversary term.
Default Pmt Spread	View the spread.
<b>HMDA section</b>	
Lien Status	Select the lien status.
HOEPA	Select the home owner equity protection act (HOEPA) code.
Rate Spread	Specify the rate spread. You can calculate this spread from a tool on the Home Mortgage Disclosure Act (HMDA) website.
<b>Others section</b>	
1st Pmt Deduction	View the first payment deduction indicator. If selected, the first payment deduction is in use.
(1st Pmt Deduction) Days	View the first payment deduction days.
1st Pmt Refund	View the first payment refund indicator. If selected, the first payment refund is in use.
(1st Pmt Refund) Days	View the first payment refund days.
Pre-Pmt Penalty	View the prepayment penalty indicator. If selected, a prepayment penalty can be applied.
% of Term for Penalty	View the prepayment penalty percentage of term.
Recourse	View the recourse indicator. If selected, there is a recourse associated with the loan.
Max %	View maximum recourse percentage.
Pay Off Fee	View the payoff fee indicator. If selected, a payoff fee can be applied to the loan.

Field:	Do this:
<b>Rebate section</b>	
Rebate Method	View the rebate calculation method.
Rebate Term Method	View the rebate term method.
Rebate Min Fin Chg Method	View the rebate minimum finance charge calculation method.
Rebate Min Fin Chg Value	View the minimum finance charge value.
Acquisition Charge Amt	View the acquisition charge amount.
<b>Tolerance section</b>	
Refund Allowed	View the refund allowed indicator. If selected, the refund policies in this section are in use.
Refund Tolerance	View the refund tolerance amount.
Pmt Tolerance Amt	View the payment tolerance percentage.
Pmt Tolerance %	View the payment tolerance percentage.
Writeoff Tolerance	View the write-off tolerance amount.
<b>Delinquency section</b>	
Late Charge Grace Days	View the late charge grace days.
Delq Grace Days	View the delinquency grace days.
Delq Category Method	View the delinquency category method.
<b>Due Date section</b>	
Max Due Day Change Days	View the maximum due days.
Min Due Day	View the minimum due day.
Max Due Day	View the maximum due day.
Max Due Day Change Yr	View the maximum due day changes allowed (year).
Max Due Day Change Life	View the maximum due day changes allowed (life).
<b>Extension section</b>	
Max Extn Period / Year	View the maximum extension allowed (year).

Field:	Do this:
Max Extn Period / Life	View the maximum extension allowed (life).
Max # Extn / Year	View the maximum number of extensions allowed (year).
Max # Extn / Life	View the maximum number of extensions allowed (life).
Minimum # Payments	View the minimum number of payments.
Extension Gap in Months	View the extension gap in months.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 8.10.2 **Repayment Sub Tab**

The Repayment sub page records the application's advance information, repayment schedule, and skipped repayment months for variable rate loans.

#### To complete the Repayment sub tab

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** → **Repayment** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Repayment section:</b>	
Flexible Repayment Allowed	If this display only check box is selected, then the flexible repayment functionality is set up and allowed for this application's product type.
Type	Select the flexible repayment schedule you want to use from the following: SKIP PERIOD, USER DEFINED, UNDEFINED.  If you select the repayment schedule type of SKIP PERIOD, you then select the months for which borrower won't make any payments in the Skip Months section.  If you select the repayment schedule type of USER DEFINED, you then enter the repayment schedule requested by borrower in the Schedule section; for example, \$300.00 for first 12 months, \$350.00 for next 18 months, and so on.  <b>Note:</b> The borrower may not provide a complete repayment schedule with the contract. Provisions are available with the system to compute the repayment schedule for remaining periods at a later time, if borrower provides partial repayment schedule.
<b>Skip Months section</b>	
Jan	If selected, indicates that repayment is skipped for January.
Feb	If selected, indicates that repayment is skipped for February.

Field:	Do this:
Mar	If selected, indicates that repayment is skipped for March.
Apr	If selected, indicates that repayment is skipped for April.
May	If selected, indicates that repayment is skipped for May.
Jun	If selected, indicates that repayment is skipped for June.
Jul	If selected, indicates that repayment is skipped for July.
Aug	If selected, indicates that repayment is skipped for August.
Sep	If selected, indicates that repayment is skipped for September.
Oct	If selected, indicates that repayment is skipped for October.
Nov	If selected, indicates that repayment is skipped for November.
Dec	If selected, indicates that repayment is skipped for December.
<b>Extendable Balloon section</b>	
Max Term	Specify maximum number of payments.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. In the **Repayment Schedule** section, click **View**.
6. View the following information:

<b>Repayment Schedule section</b>	
<b>Note:</b> Complete the Schedule section only if you entered USER DEFINED in the Repayment section's Type field. Click <b>Add</b> to make new entries.	
Seq	Specify the sequence number of the repayment schedule.
# of Pmts	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
Pmt Amt	Specify the repayment amount borrower agreed to pay during the schedule.
Generated	If selected, indicates that the schedule is system generated.
Enabled	If selected, indicates that the schedule is enabled.

7. In the **Payment Change Schedule** section, click **View**.
8. View the following information:

<b>Payment Change Schedule section</b>	
Seq	Specify the payment sequence number.
Option Type	Select the option type.
Frequency	Specify the payment change frequency.
Period	Specify the period.

# of Adj	Specify the number of adjustments.
Value	Specify the adjustment value.

### 8.10.3 Itemizations Sub Tab

The system lists the distribution of the loan proceeds on the Itemizations sub page when you choose Select Instrument on the Contract link. It lists amounts paid to the borrower directly, amount paid to the borrower's account, and amount's given on the borrower' behalf to third parties. Itemizations are categorized according to advances, finance fees, prepaid fees, producers, or escrows. If you entered itemization amounts during on the during application entry or underwriting, you will see these values in the Amount or Approved Amt columns.

The Itemizations sub page offers the option of computing the values for itemization according to a itemization formula associated with the selected instrument based on system setup.

---

#### Note

If you require any new itemizations, you can add them using the Setup menu Products command. (For more information, see the **Products** chapter in the **Setup Guide**.)

---

#### To complete the Itemizations

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**Itemizations** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemization is added or subtracted.
Amount	View the amount.
Approved Amt	View the approved amount. This is information recorded on the Underwriting window.
Discount Rate	Specify the discount rate.
Tax	View whether the itemization is taxable (Sales) if box is selected.
Slr	View the seller payment.
Itemization Formula	View the itemization type.
Itemization Type	View the itemization type.
Prefunding Status	View the prefunding status.
Pmt Dt	View the payment date.

Field:	Do this:
Pmt Ref #	View the payment reference number.
Comment	Specify additional comments, if any.

4. Choose the option button for the type of itemization you want to use: **Advance, Financed Fees, Pre-Paid Fees, Producer, or Escrow.**
5. In the **Amount** column, enter the amount corresponding with what is listed in the **Itemization** column.
6. If the **Itemization Formula** field contains an entry other than **UNDEFINED**, you can choose **Compute** to auto-compute the value in the **Amount** field using a predefined itemization formula.

Itemization formulas are created on the Product Setup window's Origination Fees pages. (For more information, see the **Org. Fees tab** section of the **Products** chapter in the **Setup Guide**.)

To ensure you create the correct computed value, choose **Compute** after entering values for all base itemizations; that is, values of all such itemizations with an Itemization Formula of **UNDEFINED**.

You can also manually enter amounts for auto-computed itemizations.

---

#### Note

If you click **Initialize**, the system sets the values of auto-computed itemizations to 0 (zero).

7. If you choose, use the **Comment** field to add remarks.
8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### 8.10.4 Trade-In Sub Tab

If there is any information regarding an itemized trade-in, use the Trade-In sub page to enter the details in the system (This sub page might already contain information supplied during the underwriting process.)

##### To complete the Trade-In sub page

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract →Trade-In** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Trade In section</b>	
Asset Type	Select the asset type.
Asset Sub Type	Select the asset sub-type.
Year	Specify the year of the asset.
Make	Specify the make of the asset.

Field:	Do this:
Model	Specify the model of the asset.
Identification #	Specify the identification number.
Body	Specify the body of the asset.
Desc	View the asset description.
<b>Valuations section</b>	
Wholesale Amt	Specify the wholesale value.
Base Retail Amt	Specify the retail value.
Addons Amt (+)	Specify the addons value.
Payoff Amt (-)	Specify the payoff amount.
Total Value =	View the total value.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Valuation Supple- ment	Specify the valuation supplement.
Edition	Specify the valuation edition.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 8.10.5 **Subvention Sub Tab**

With the Subvention sub page, you can enter the subvention information and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

#### **To use the Subventions sub page**

1. Open the Funding window and load the application you want to work with.
2. Click the **Contract →Subventions** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.
4. A brief description of the fields is given below:

Field:	Do this:
<b>Subvention section:</b>	
Plan	Select the subvention plan code.
Description	View the subvention plan description
Sub Plan	Select the sub plan.
Sub Plan Description	Select the subvention sub plan.

Field:	Do this:
Subvention Type	View the subvention type
Include	If selected, indicates that the subvention is included.

5. Click View in the Subvention Details section.

View the following:

<b><u>Participants section:</u></b>	
Participant	View the participant.
Participant Type	View the participant type
Collection Method	View the collection method.
Rate	View the subvention rate.
Rent Factor	View the subvention rent factor.
Calculation Method	View the subvention calculation method.
Factor	View the factor.
Calculated Amount	View the calculated subvention amount.
Subvention Amount	Specify the subvention amount.
Total Subvention Rate	View the total subvention rate.
Total Subvention Amount	View the total subvention amount.
Include	If selected, indicates that the subvention is included.

6. Click **Initialize** to reset the subvention amount to zero.
7. Click **Calculate** to calculate the subvention amount.
8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **8.10.6 Insurances Sub Tab**

If there is any information regarding an itemized insurance amount, enter the details on the Insurance sub page. The Insurance sub page also enables you to calculate the commission if there is a commission rule defined during Contract setup.

#### **To complete the Insurances sub tab**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract → Insurances** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Policy Information section</b>	
Insurance Plan	Select the insurance plan associated with the financed insurance product.
Insurance Type	View the insurance type associated with the insurance plan.
Sub Type	Select the insurance sub type offered under the insurance plan.
Insurance Company	Specify the insurance company associated with the insurance plan. The system populates the default insurance plan defined during product setup.
Policy #	Specify the insurance policy number.
Effective Dt	Specify the insurance effective date.
Term	Specify the insurance term.
Expiry Dt	Specify the insurance expiry date.
Commission Rule	View the insurance premium amount.
Premium Amt	Specify the insurance premium amount.
Commission Amt	View the insurance commission amount.
Phone No	Specify the insurance company's primary phone number.
Extn	Specify the insurance company's primary phone extension.
Phone No	Specify the insurance company's alternate phone number.
Extn	Specify the insurance company's alternate phone extension.
<b>Beneficiary section</b>	
Primary	Specify the primary beneficiary of the insurance.
Secondary	Specify the secondary beneficiary of the insurance.
<b>Cancellation/Refund section</b>	
Allowed	If selected, a refund is allowed. A selected box indicates that the insurance premium can be rebated to the customer in case of early payoff.
Grace Days	View the number of grace days allowed for cancellation without charging a cancellation fee.
Calculation Method	View the insurance premium refund/rebate calculation method to be used when insurance is cancelled.
Grace Day's Cancellation Fee Allowed	If selected, indicates that cancellation fees during grace period is allowed.

Field:	Do this:
Cancellation Fee	View the amount of the cancellation fee to be charged when the insurance is cancelled.

4. If you click the **Calculate** button, the system computes the commission based on the commission method in the **Cancellation/Refund** section.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Policy Information section.

It also appears on the **Itemizations** sub page.

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#### Note

You can overwrite the suggested value if you choose.

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5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 8.10.7 **ESC Sub Tab**

If there is information regarding an itemized extended service contract or warranty amount, enter the details on the ESC sub page.

#### To complete the ESC (extended service contracts) sub tab

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**ESC** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.
4. A brief description of the fields is given below:

Field:	Do this:
<b>Warranty Information section</b>	
Service Contract	View the extended service contract type.
Policy #	Specify the ESC number.
Effective Date	Specify the ESC effective date.
Expiry Date	Specify the ESC expiry date.
Term	Specify the ESC term.
Premium Amt	View the ESC premium amount
Commission Amt	View the commission amount.
Commission Rule	View the commission rule.
Warranty Company	Specify the ESC company's name.
Comment	Specify comments, if any.

Field:	Do this:
Phone No	Specify the ESC company's primary phone number.
Extn	Specify the ESC company's primary phone extension.
Phone No	Specify the ESC company's alternate phone number.
Extn	Specify the ESC company's alternate phone extension.

5. In the **Cancellation/Refund** section, view the following information.
  - If the **Allowed** box is selected, a refund is allowed. A selected box indicates that the ESC premium can be rebated to the customer in case of early payoff.
  - The **Method** field displays the refund method.
6. If you click the **Calculate** button, the system computes the commission based on the commission method in the **Cancellation/Refund** section.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Warranty Information section.

It also appears on the **Itemizations** sub page

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#### Note

You can overwrite the suggested value if you choose.

---

7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 8.10.8 Escrow Sub Tab

If there is escrow information selected on the Itemization sub page, enter information about it on the Escrow sub page. The Escrow sub page records escrow details regarding disbursement, insurance, and property tax -- information that is parsed to the Customer Service screen on the Customer Service (2) master tab, where it is available for maintenance.

**Note:** This sub tab is available if escrow is allowed for the instrument selected on the Loan page.

The Escrow Analysis page enables you to view and perform the initial escrow analysis. You can perform multiple analyses; however, the system records only the most recent analysis.

#### To complete the Escrow sub page

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**Escrow** sub tab.
3. The **Escrow Information** section displays information regarding the escrow recorded on the Itemization sub page. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	View:
Escrow	The escrow itemization code and description.
Escrow Type	The escrow type.

Field:	View:
Escrow Sub Type	The escrow sub type.
Advance Amt	The amount that's been approved for the item in the itemization screen under the escrow.
Required Escrow	If selected, indicates that this is mandatory itemization and customer can not opt out of this escrow item.
Cushion Allowed	If selected, indicates that cushion is allowed.

4. Select the **Opt Out** box only if you want to ignore this particular escrow.

5. In the **Disbursement** section, enter the following information:

Field:	Do this:
Rule	Select disbursement rule.
Yearly Amt	Specify yearly disbursement amount.
Account #	Specify reference account number for vendor. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Vendor	Specify the vendor name.
Maturity Dt	Specify the maturity date, if one exists.

6. If this escrow involves an insurance, use the **Insurance** section to enter the following information:

Field:	Do this:
Coverage Type	Specify the coverage type.
Coverage Term	Specify the coverage term.
Policy Nbr	Specify the policy number.
Coverage Amt	Specify the coverage amount.
Effective Dt	Specify the effective date.
Expiration Dt	Specify the expiration date.

7. If this escrow involves a tax, use the **Tax** section to enter the following information:

Field:	Do this:
Property Tax Type	Specify property tax code.
Comment	Specify a comment.

8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **8.10.9 Proceeds Sub Tab**

The Proceeds sub page displays the payment amount due to the dealer, based on the Compensation and Itemization sub pages. It is a view only sub page, though you can record comments.

#### **To use the Proceeds**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**Proceeds** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the proceed itemization.
+/-	View whether the itemization is added to or subtracted from the total proceeds.
Amount	Specify the amount.
Currency	Specify the currency of the proceed.
Comment	Specify a comment.
Total Amount	View the total amount.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **8.10.10 Disbursement Sub Tab**

The Disbursement sub page records how the loan payment is disbursed and records payments to third parties, such as the Department of Motor Vehicles. This sub page needs to be completed if there is an itemized disbursement.

#### **To complete the Disbursement sub page**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**Disbursement** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Disbursement section</b>	
Validate Payee	View the validate payee indicator. If selected, indicates that the payee needs to be validated.

Field:	Do this:
Description	View the disbursement description.
Number	Specify the disbursement party's number.
Payment Mode	Select the payment mode.
Name	Specify the company name.
Account #	Specify the account number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Amount	View the payment amount.
Currency	Specify the currency.
ACH Account Type	Specify the account type.
Account #	Specify the account number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
ACH Bank	Specify the bank number.
ACH Routing #	Specify the routing number.
Comment	Specify a comment.
Country	Select the country.
Address Line 1	Specify the address line 1.
Address Line 2	Specify the address line 2.
Zip	Specify the zip code. <b>Note:</b> For non US country, you have to enter zip code.
City	Specify the city.
State	Select the state.
Phone 1	Specify the primary phone number.
Extn	Specify the primary phone extension.
Phone 2	Specify the alternate phone number.
Extn	Specify the alternate phone extension.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

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**Note**

Disbursement tab will display the records only if a third party itemization is maintained during contract setup.

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### **8.10.11 Fee Sub Tab**

The Fee sub page is a view-only table displaying what fees on the loan instrument are in use, based on the contract.

**To view the Fee**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** →**Fee** sub tab.
3. In the **Fee** sub page, view the following display only information:

Field:	Do this:
Fee	View the fee type.
Fee Calc Method	View the fee calculation method.
Txn Amt From	View the minimum transaction amount.
Percent	View the maximum percentage.
Min Amt	View the minimum fee amount.
Max Amt	View the maximum fee amount.
Enabled	If selected, the fee rule is enabled.

### **8.10.12 ACH Sub Tab**

The ACH sub page records details about automatic clearing house, if this is a direct deposit payment account; otherwise, it remains empty. This information is used to receive payments, primarily when working with the Payments window.

**To complete the ACH**

1. Open the Funding screen and load the application you want to work with.
2. On the Funding screen, click the **Contract** tab, then choose the **ACH** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Bank Name	Specify the bank name.
Routing #	Specify the routing number.
Status	Select the required ACH status from the drop down list. By default, the ACTIVE status is selected.

Field:	Do this:
Default	By default, this check box is selected indicating that the current ACH is the default one. If not, you need to uncheck the same.
Start Dt	Specify the ACH start date. By default the first payment date of the contract is auto populated and can be edited.
End Dt	Specify the ACH end date.
Account Type	Select the account type.
Account #	Specify the account number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Pmt Day	Specify the payment day. By default the payment due day specified for the contract is auto populated and can be edited.
Pmt Amt	Specify the payment amount. By default the payment amount decided for the contract is auto populated and can be edited. <b>Note:</b> If the payment amount is specified as ZERO, system will automatically consider the EMI amount.
Pmt Amt Excess	Specify the additional payment (if any). This is the additional amount over and above the regular EMI. Appropriation of this amount is based on the 'Spread' defined in the contract.
Pmt Freq	Select the payment frequency. By default the bill cycle frequency defined for the contract is auto populated and can be edited.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. If there are more than one ACH banks and an optional End Date, click **Add** and repeat steps 3 through 5.

### 8.10.13 **Coupon Sub Tab**

The Coupon sub page enables you to order (or re-order) new coupon books.

---

#### Note

This sub page is only available if the bill type for this application is a coupon payment, not a statement.

---

#### To complete the Coupon

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract →Coupon** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Order	Select to order coupon book.

Field:	Do this:
Ordered By	Select the user id of the user who ordered the coupon book.
# of Coupons	Specify the number of coupons.
Coupon Starting #	Specify the starting number of the coupon book.
Order Dt	Specify the coupon book order date.
First Pmt Dt	Specify the first payment date.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### **8.10.14 References Sub Tab**

The References link enables you to enter any number of people as a reference on the application.

##### **To complete the Reference page (Contract link)**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract** → **References** linkIn this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Relationship	Select the reference type.
Name	Specify the reference name.
Years	Specify the number of years.
Months	Specify the number of months.
Comment	Specify a comment.
Country	Select the country.
Address Line 1	Specify the address line 1.
Address Line 2	Specify the address line 2.
Zip	Select the zip code. Note: For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
Phone 1	Specify the reference's primary phone number.
Extn	Specify the reference's primary phone extension.

Field:	Do this:
Phone 2	Specify the reference's secondary phone number.
Extn	Specify the reference's secondary phone extension.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

---

#### Note

If you want to add another reference, click Add and repeat steps 3 and 4.

---

### **8.10.15 Real Estate Sub Tab**

The Real Estate Fields page records additional information regarding manufactured home loans.

#### **To complete the Real Estate Fields page**

1. Open the Funding screen and load the application you want to work with.
2. Click the **Contract → Real Estate**.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Note Transmittal #	Specify the note transmittal number.
Deed Transmittal #	Specify the deeding transmittal number.
Cancel/Cashout Transmittal #	Specify the deeding cancel/cashout transmittal number.
Deed Input Dt	Specify the deed input date.
Deed Recording Dt	Specify the deed recording date.
Deed Book #	Specify the deeding book number.
Con Deeding Page No	Specify the deeding page number.
Mortgage Recording Dt	Specify the mortgage recording date.
Mortgage Book #	Specify the mortgage book number.
Mortgage Page #	Specify the mortgage page number.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **8.10.16 PDC Sub Tab**

The PDC sub page displays any post dated checks associated with the contract.

#### **To complete the PDC**

1. Open the Funding window and load the application you want to work with.

2. Click the **Contract** →**PDC** sub tab.
3. In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
PDC Type	Select the post dated check type, SECURITY CHECKS or POST DATED CHECKS FOR PAYMENT.
Account #	Specify the account number, on which the cheque is drawn.
Routing #	Specify the routing number of the cheque. It is the number printed on the cheque, also called MICR number (Magnetic Ink Character Recognition).
Account Type	Specify the type of the account
Bank Name	Specify the bank name of the customers cheque
Branch Name	Specify the Branch name of the customers cheque
Docket #	Specify the docket number where post dated checks are supposed to be stored.
Check #	Specify the starting cheque number.
Check Dt	Select the check date. In case there are multiple checks being deposited that have sequential serial numbers, the date of the first cheque in the series would be entered in the date field. The remaining cheque dates would be anniversary dates based on the frequency set up.  For example, the cheque range could be from 111 to 180. If the date on the first cheque-111 is October 12, 2003 and the frequency is set to Monthly, the next cheque would be picked up for processing on November 12, 2003.
Check Amt	Specify the appropriate cheque amount.
No of Checks	Specify the total number of checks in the range.
Billing Cycle	Select the frequency at which the checks are to be sent for collection.
Comments	Specify any remarks for the details.

4. Click **Generate**.

5. In the **PDC** Table section, select the record you want to work with and enter, view, or edit the following information:

Field:	View this:
PDC Type	The type of post dated check in use.
Account #	The account number of the post dated check.
Bank Name	The bank name of the post dated check.
Check #	The check number of the post dated check.
Status	The status of the post dated check.
Account Type	The account type of the post dated check.
Routing #	The routing number of the post dated check.
Branch Name	The branch name of the post dated check.
Docket #	The docket number of the post dated check.
Check Dt	The check date of the post dated check.
Check Amt	The check amount of the post dated check.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

## 8.11 **Collateral** tab

Having selected and loaded an application, you can view the information about the collateral of the loan.

The Collateral link opens pages with information regarding any collateral associated with an account. Depending on the type of loan, collateral can be a vehicle, home, or something else, such as major household appliances. The Collateral link is unavailable if this is an unsecured loan.

---

### Note

A detailed explanation of the fields found on the **Collateral** link's pages and sub pages can be found in the **Application Entry** chapter.

---

#### To verify information about the collateral

1. Open the Funding screen and load the application you want to work with.
2. Click the **Collateral** link.

Depending on the type of collateral, information about the vehicle, home, or other type of collateral appears.

3. Verify the information regarding the collateral and its sub pages. (This is information that was recorded during the application entry process or gathered during the credit pull.)

If the collateral is a vehicle, the Collateral link displays information about the vehicle.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Origionation' and displays a 'Vehicle' record. The vehicle details are as follows:

- Identification #:** 2B4GP45G1XR378252
- Asset Type:** VEHICLE
- Sub Type:** CAR
- Year:** 2012
- Make:** BMW
- Model:** 318i
- Address:** UNITED STATES, Address # 124, Address Line 1: WATER ROAD
- Usage Details:** Start 0, Base 0, Extra 0, Total 0, Charge Amt 0.00

Below the vehicle details, there are tabs for 'Valuation' and 'Tracking'. The 'Valuation' tab shows the following data:

Current	Wholesale Base Amt	Retail Base Amt	Usage Value Amt	Valuation Dt	Source	Currency	Edition	Supplement	Wholesale
Y	10,000.00	10,000.00	0.00	03/10/2012	INVOICE	US DOLLAR			

The 'Addons' section shows 'No data to display.'

If the collateral is a home, the Collateral link displays information about the home.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Origionation' and displays an application record with ID 0000001740. The application details are as follows:

- Result/Task:** Underwriting: 0000001740
- Status:** APPROVED - BLANK
- Producer Name:** CA-00002: RANDYS AUTO SALES (ACTIVE)
- Producer Contact Number:** (909)-591-4116 N
- Existing Customer:** N
- Duplicate Application:** N

The 'Collateral' tab is selected, showing a 'Home' record. The home details are as follows:

- Identification #:** 2B4GP45G1XR378252
- Asset Type:** HOME
- Sub Type:** SINGLE FAMILY HOME
- Occupancy:** NOT APPLICABLE
- Address:** UNITED STATES, Address # 124, Address Line 1: WATER ROAD, County: HAMPTON
- Address Details:** Zip 01195, City: SPRINGFIELD, State: MASSACHUSETTS
- Type & Description:** Description: GOOD CONDITIONED, Year: 0, Age: 2014, Make: , Model: , Width: , Length: , Area: , PO #:
- Deed Details:** Construction Permit Dt, Deed Dt, Deed Place Of Issue, Properties Boundary from East: North, West: South, South:

If the collateral is anything other than a vehicle or home, the Collateral link displays information about the other type of collateral.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Underwriting: 0000002759'. The 'Collateral' tab is selected. The 'Other Collateral' section shows a table with one row: 'Existing Asset' (checkbox), 'Existing Asset Id' (dropdown), 'Primary' (checkbox checked), 'Asset Class' (dropdown), 'Asset Type' (dropdown), 'Sub Type' (dropdown), 'Status' (dropdown), 'Year' (text box), 'Age' (text box), 'Make' (text box), and 'Model' (text box). Below this is a detailed asset creation form with fields for 'Body', 'Identification #', 'Description', 'Condition', 'Address', 'Country', 'Address Line 1', 'Address Line 2', 'Zip', 'Usage Details' (with fields for 'Start', 'Base', 'Extra', 'Total', and 'Charge Amt'), and 'Valuation' (with fields for 'Year', 'Age', 'Make', and 'Model'). The left sidebar includes 'Dashboard', 'Origination' (with sub-options like Sales Lead, Simple Application Entry, Application Entry, Underwriting, Funding, Application Retrieval, Scenario Analysis, Application Documents, Image Maintenance, Reports, Producers, Vendors), 'Servicing', 'Collections', 'WFP', 'Tools', and 'Setup'.

For details on this screen refer [Collateral Tab](#) section in [Underwriting chapter](#).

## 8.12 Comments Tab

When using the Underwriting window, you can add comments to an application at any time in the underwriting process by using the Comments page.

### To add comments to an application

1. Open the Funding screen and load the application you want to work with.

## 2. Click Comments.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Funding' with the ID '0000001017'. The 'Comments' tab is selected. The application details table includes columns for App # (0000001017), Dt (08/13/2013), Product (LOAN VEHICLE (FR)), Channel (WEB ENTRY), Priority (NORMAL), Company (US01), Branch (USHQ), Status (APPROVED - BACK TO CONTRACT), Origination Stage Code (VEHICLE LOAN OR. LE.), and Purpose (VEHICLE LOAN OR. LE.). The comments table has columns for Alert, Type (SYSTEM GENERATED), Sub Type (SYSTEM GENERATED), Comment (DECISION LETTER GENERATED. (CORRESPONDENCE: CNLNC\_DEC\_FAX\_VR JOB REQUEST ID: 1013)), Comment By (SKANDA), and Comment Dt (08/13/2013 09:06:40 PM). The sidebar on the left shows navigation links like Dashboard, Origination, Sales Lead, Simple Application, Application Entry, Underwriting, Funding, Application Retrieval, Scenario Analysis, Application Document, Image Maintenance, Reports, Producers, and Vendors. The bottom left corner of the sidebar shows service links for Servicing, Collections, WFP, Tools, and Setup.

For details on this screen refer [Comments Tab](#) section in **Underwriting** chapter.

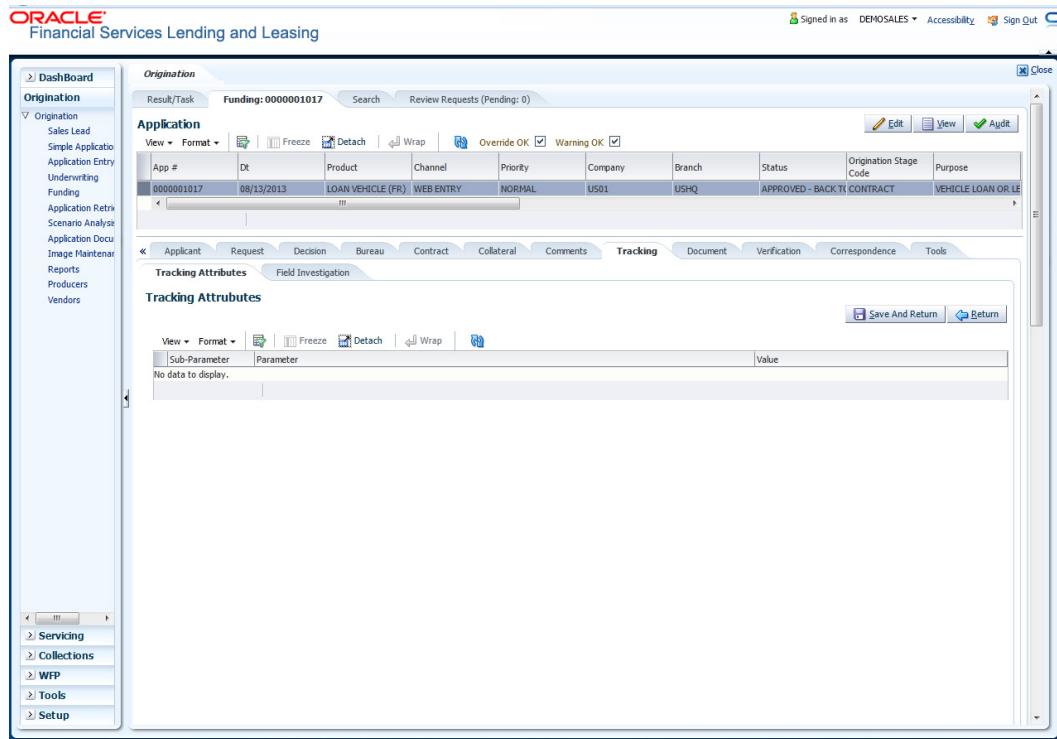
## 8.13 Tracking Tab

When using the Funding window, you can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attributes page.

### To enter the tracking attributes for an application

1. Open the Funding screen and load the application you want to work with.

2. Click the **Tracking** tab..



For details on this screen refer [Tracking Tab](#) section in **Underwriting** chapter.

## 8.14 Document tab

The Document Maintenance link allows you to view documents attached to the an application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files and add comments regarding a selected.

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### Note

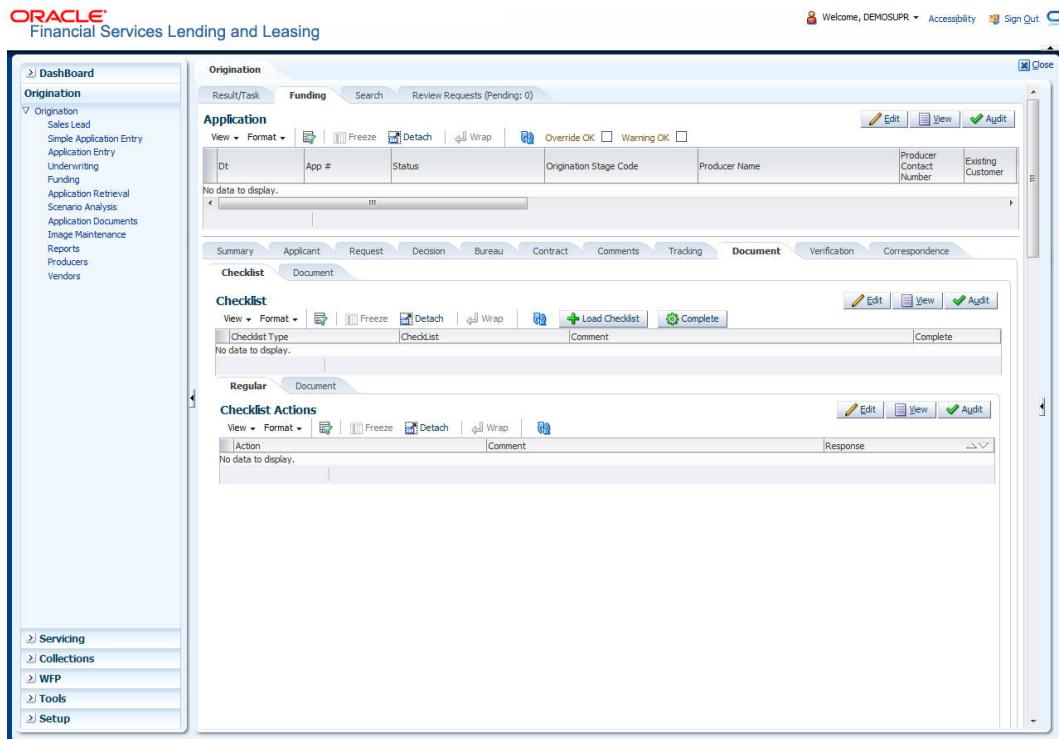
For more information, see the chapter **Document Management** in this User Guide.

---

#### To view a document attached with an application

1. Open the Funding screen and load the application you want to work with.

## 2. Click Document.



For details on this screen refer [Document Tab](#) section in **Underwriting** chapter.

## 8.15 Verification Tab

The system can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit page as an *Error*, a *Warning*, or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

The system can be configured to verify different sets of information; for example, the system could check one set of data when checking application entries for completeness and another when approving auto loans. Each one of these "edit types" has its own set of "edit details."

### **IMPORTANT:**

The Edit Details section's errors and warnings are created during the setup process.

#### **To complete the Verification tab**

1. Open the Funding screen and load the application you want to work with.

2. Specify all the information associated with the application on the Funding window.
3. When you are finished entering data, on the Funding link bar, click **Verification**.

The screenshot shows the Oracle Financial Services Lending and Leasing application. The main window is titled 'Origionation' and has a sub-tab 'Funding: 0000001024'. The 'Verification' tab is selected. The interface includes a toolbar with various buttons like 'View', 'Audit', 'Override OK', and 'Warning OK'. Below the toolbar is a table with columns: App #, Dt, Product, Channel, Priority, Company, Branch, Status, Origination Stage Code, and Purpose. The table shows one row for '0000001024' with values: '08/14/2013', 'LOAN VEHICLE (FR)', 'WEB ENTRY', 'NORMAL', 'US01', 'USHQ', 'APPROVED - FUNDED FUNDED', 'FUNDING', and 'VEHICLE LOAN OR LE'. Below the table are tabs for Summary, Applicant, Request, Decision, Contract, Collateral, Comments, Tracking, Document, Verification (selected), Correspondence, and Tools. The 'Verification' tab has its own sub-sections: 'Edit Types' and 'Edit Details'. The 'Edit Types' section shows a list of edits with dates and types: '09/12/2013 APPLICATION CONTRACT EDITS', '09/12/2013 APPLICATION APPROVAL EDITS -1', and '09/12/2013 APPLICATION AUTO APPROVAL EDITS'. The 'Edit Details' section shows a table of edit results with columns: Edit Name, Result, Expected Value, Actual Value, and Override Responsibility. The table includes rows for various validation rules like 'RANGE : PRIMARY APL ADDRESS ACTUAL MONTHS < MIN ALLOWED', 'VAL : INVALID IDENTIFICATION NO LENGTH', and 'RANGE : CONTRACT DAYS BETWEEN CONTRACT DT AND 1ST PMT DT > MAX ALLOWED'. The left sidebar has a 'Origination' section with various sub-options like Sales Lead, Simple Application, Application Entry, Underwriting, Funding, Application Retri, Scenario Analysis, Application Docu, Image Maintenan, Reports, Producers, and Vendors. The bottom left sidebar includes 'Servicing', 'Collections', 'WFP', 'Tools', and 'Setup'.

For details on this screen refer [Verification Tab](#) section in **Underwriting** chapter.

## 8.16 Correspondence Tab

Ad-hoc correspondence enables you to include information from applications in document templates you create yourself without manually transferring the data. Ad-hoc documents can be generated as either Microsoft Word or PDF files.

Ad-hoc correspondence can be viewed on the Correspondence link's Correspondence page when you have opened an account. The page enables you to generate a new letter or view a previously generated letter.

### To generate an ad hoc correspondence

1. Open the Funding screen and load the application you want to work with.

## 2. Click Correspondence.

For details on this screen refer [Correspondence Tab](#) section in **Underwriting** chapter.

## 8.17 Escrow Analysis Tab

If escrow is allowed for the selected instrument, the Escrow Analysis link is available on the Contract drop-down link. This page enables you to view and perform the initial escrow analysis. When you are satisfied with the analysis, complete the Approval Dt field in the Approval section and save your entry.

### Note

- The escrow payment for the loan account starts on the 1st date of the loan payment month.
- The disbursement happens on the 10th of the month (as per the disbursement rules).
- The escrow analysis lasts for a year (12 months) irrespective of the loan term.

You can perform multiple analysis; however, the Escrow Analysis page only records the last analysis performed. No record of any earlier analysis is currently available.

### To complete the Escrow Analysis page

1. Open the Funding screen and load the application you want to work with.

2. On the Funding screen, Click **Escrow Analysis** tab.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'Origination' and has a sub-tab 'Funding' with the identifier '0000001011'. The 'Escrow Analysis' tab is currently selected. The interface includes several data grids and tabs for managing escrow items, disbursement rules, and analysis details. A left sidebar contains a navigation menu with items like 'Dashboard', 'Origination', 'Sales Lead', 'Simple Application', 'Application Entry', 'Underwriting', 'Funding', 'Application Retire', 'Scenario Analysis', 'Application Docu', 'Image Maintenar', 'Reports', 'Producers', and 'Vendors'.

3. In the **Escrow Analysis** section, view or enter the following information:

Field:	View:
Escrow	The escrow item.
Disbursement Rule	The escrow disbursement rule.
Yearly Amt	The escrow disbursement yearly amt.

4. Click **Analyze**.

5. Information on the Analysis Details page is based on expected cash flow from contract and escrow disbursement setup. Payments received appear before escrow disbursement in any given month. Click **View** in **Escrow Analysis** section.
6. In the following section, enter, view, or edit the following information:

Field:	View:
<b>Parameters section</b>	
Date	The date.
From Dt	The FROM date for the escrow activity.
To Dt	The TO date for the escrow activity.
Opening Bal (Act)	The opening balance actual amount.
Opening Bal (Est)	The opening balance estimated amount. <b>Calculation:</b> cushion amount + low required balance
Cushion Type	The cushion type.

Field:	View:
Cushion Value	The cushion value.
Cushion Amt	The cushion amount. <b>Calculation:</b> as per the shortage /cushion Rule maintenance
<b>Results section</b>	
Std Pmt Amt	The standard payment amount.
Escrow Pmt Amt (+)	The escrow payment amount. <b>Calculation:</b> Yearly Amount/12.
Spread Pmt Amt (+)	The spread payment amount. <b>Calculation:</b> Surplus amount / 12
Other Pmt Amt (+)	The other payment amount.
New Pmt Amt =	The new payment amount. <b>Calculation:</b> standard payment amount + escrow payment amount + spread payment amount + other payment amount
<b>Surplus section</b>	
Surplus /<Shortage Amt>	The surplus shortage amount. <b>Calculation:</b> escrow account balance - opening balance
Refund Amt	The refund amount.

7. Click **View** in the **Analysis Details** section.

8. On the **Analysis Details** sub page, view the following information:

Field:	View:
Txn Dt	The transaction date.
Transaction	The escrow transaction.
Vendor	The vendor name.
Txn Amt	The amount of the transaction.
Balance Amt (Est)	The estimated amount of balance.
Balance Amt (Act)	The actual amount of balance.

---

#### Note

Information on the Analysis Details sub page is based on expected cash flow from contract and escrow disbursement setup. Payments received appear before escrow disbursement in any given month.

---

9. If you want to re-analyze the escrow analysis, change the escrow information on the Contract link's page and sub pages.

If you want to approve the escrow analysis, complete the following information fields on the **Approval** section:

Field:	View:
<b>Approval section</b>	
Approval Dt	The approval date.
Approved By	The person who approved the loan.

10. Click **Save** on the Funding window.

## 8.18 Tool Tab

The Tools tab calculates the payment amount, term, interest rate, loan amount, amortization schedule and allows for the printing of a report. The functionality is the same as the Loan Calculator available as opened from the Tools master tab.

### To open Tools screen

1. Open the Funding screen and load the application you want to work with.
  - Click **Tools**.

For details on this screen refer [Tools Tab](#) section in **Underwriting** chapter.

---

## 9. Tools

Depending on the type of product you are working with during origination, the **Tools** screens enable you to calculate the following:

- Payment
- Interest Rate
- Term
- Loan Amount

Provided or Imported information can then be transferred to complete fields on the **Request** tab of the **Underwriting** section and on the **Contract** section of the **Funding** section.

### 9.1 Loan Calculator

The Loan Calculator page calculates the payment amount, term, interest rate, loan amount, amortization schedule and allows for the printing of a report. You can use the **Loan Calculator** section to view the amortization schedule of the loan.

This screen is similar to the Loan Calculator screen opened from Underwriting or Funding screens; however, calculators opened from Tools master tab are standalone and do not link calculations or loan information to any specific application.

- Interest Rate
- Term
- Loan Amount

#### 9.1.1 Calculating Loan Payments

The **Calculate Payment** mode on the Loan Calculator window's Loan Calculator calculates the standard payment based on the information you provide, such as the amount financed, terms, and interest rate. The **Calculate Payment** mode calculates the standard payment based on the information you provide, such as the amount financed, terms, and interest rate.

---

##### Note

Click **Initialize** in **Loan Calculator** screen to clear (or 'refresh') the **Loan Calculator** screen at any time.

---

## To calculate a loan payment

1. Click Tools → Tools → Loan Calculator.

The screenshot shows the Oracle Financial Services Lending and Leasing software interface. The main window is titled 'Loan Calculator' and includes tabs for 'Flexible Repayment Options' and 'Amortization Schedule'. The 'Parameters' section contains several input fields and dropdown menus. The 'Loan Details' section includes fields for 'Product Category' (set to 'STANDARD'), 'Contract Dt' (10/21/2013), 'First Pmt Dt' (11/21/2013), 'Term' (0), and 'Amt Financed' (0.00). The 'Payment/Finance Charge' section shows 'Pmt Amt' (0.00), 'Interest Amt' (0.00), 'Finance Charge' (0.00), 'Total of Pmts' (0.00), and 'Final Pmt Amt' (0.00). The 'Bill Method' is set to 'LEVEL', 'Calendar Method' to 'GREGORIAN', and 'Accrual Start Dt Basis' to 'EFFECTIVE DATE'. The 'Rate' section shows 'Rate' (0.0000), 'APR' (0.0000), and 'First Period' (Calendar Days 0, Interest 0.00). The 'Calculator Options' section includes 'Billing Cycle' (MONTHLY), 'Balloon Method' (IN PMTS), 'Accrual Base Method' (ACTUAL/ACTUAL), 'Time Counting Method' (ACTUAL DAYS), and 'Installment Method' (EQUATED PAYMENTS). Below these are 'Skip Months' checkboxes for each month from Jan to Dec. The bottom of the window has a 'Setup' button.

2. In the **Parameters** section, select **Calculate Payment**.

3. Click **Initialize** and maintain the following fields.

Field:	Do this:
<b>Loan Details Section</b>	
Product Category	Select the category as Standard for the conventional loan product and Islamic for the Islamic loan product. This field will be enabled only if the product is selected as IJARAH Home loans.
Contract Dt	Specify the contract date. The system displays current date as the default value.
First Pmt Dt	Specify the first payment date. The system displays the date one month from today as the default value.
Term	Specify the number of payments.
Maturity Dt	View the maturity date. This is always the term in the billing cycle added to the first payment date.
Amt Financed	Specify the amount financed.
PrePaid Fees	Specify the prepaid fees, if any exist.
Financed Fees	Specify the financed fees, if any exist.
Loan Amt	View the estimated loan amount: the amount financed plus the prepaid fees.

Field:	Do this:
Balloon Pmt Amt	Specify the balloon payment amount, if any exist.
<b>Payment/Finance Charge</b>	
Pmt Amt	View the payment amount.
Interest Amt	View the profit amount.
Finance Charge	View the finance charged.
Total of Pmts	View the payment amount.
Final Pmt Amount	View the final payment amount.
<b>Calculator Options</b>	
Billing Cycle	Select the payment frequency.
Balloon Method	Select the balloon method.
Accrual Base Method	Select the accrual base.
Time Counting Method	Select the time counting method.
Installment Method	Select the installment method: EQUAL PAYMENTS or FINAL PAYMENT DIFFERS.  <b>Note:</b> For more information, see the Instalment method section in this chapter.
Bill Method	Select the billing method as either LEVEL, PERCENTAGE OF PRINCIPAL PLUS INTEREST, INTEREST ONLY, FIXED PRINCIPAL PLUS INTEREST, PERCENTAGE OF OUTSTANDING BALANCE.
Calendar Method	Select the calendar method as 'Hijri' or 'Gregorian' for this loan contract. This field will be enabled only if the product category is selected as Islamic.
Accrual Start Dt Basis	Select to define the start date from when the interest accrual is to be calculated for this loan instrument. This field will be enabled only if the product category is selected as Islamic.  <b>Note:</b> If you select the <b>Effective Date</b> , then the interest is calculated from the Contract date. If you select the <b>Payment Date</b> , then the interest is calculated based on (first payment date minus one billing cycle).
Accrual Start Days	Select the actual date from when to start interest accrual for loans is to be calculated. This field will be enabled only if the product category is selected as Islamic.
<b>Rate</b>	

Field:	Do this:
Rate	Specify the interest rate.
APR	View the system calculated the Annual Percentage Rate.
<b>First Period section</b>	
Calendar Days	View the number of calendar days between the contract date and the first payment date. The calendar days will differ based on the calendar method selected.
Interest	View the profit accrued for the calendar days.
<b>Repayment Options section – If this calculation involves a Flexible Repayment Schedule, complete this section</b>	
Flexible Repayment Allowed	If selected, indicates that this calculation involves flexible repayment.
Type	Select the flexible repayment schedule you want to use from the drop-down list. You can select one of the following: <ul style="list-style-type: none"> <li>• SKIP PERIOD</li> <li>• USER DEFINED</li> <li>• UNDEFINED</li> <li>• GRADUATED PAYMENT</li> <li>• EXTENDABLE BALLOON</li> </ul>
<b>Extendable Balloon</b>	
Max Term	Specify the maximum number of terms for the extendable balloon payment.

### **Instalment Methods**

- **Equal Payments:** If you select Equal Payment option, then the repayment amount will be equal for all installments including the final installment.
- **Final Payment Differs:** If you select Final Payment Differs option, then the final repayment amount may be slightly more or less than the outstanding loan amount due to precise rounding calculations. The final payment amount will be equal to the outstanding loan amount.
- If you select SKIP PERIOD, select the months where repayment needs to be skipped in the **Skip Months** section.

---

#### **Note**

When completing Frequency fields, please note the following:

- Biweekly in the system means 'once every two weeks' and not 'twice a week'.
- Bimonthly in the system means 'once every two months' and not 'twice a month'.

---

For more information, see the appendix Payment Amount Conversion.

## 9.1.2 Flexible Repayment Options Tab

1. Click Flexible Repayment Options tab.

2. If you selected USER DEFINED, complete the **Repayment Schedule** section in the **Flexible Repayment Option** tab.

Field:	Do this:
Seq	Specify the sequence number of the repayment schedule.
Pmt Amt	Specify the repayment amount borrower agreed to pay during the schedule.
# of Payments	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
Generated	View if the repayment schedule is generated.

3. If this calculation involves a Flexible Repayment Schedule, complete the **Repayment Options** section.
  - If you select GRADUATED PAYMENT, complete the **Payment Change Schedule** section.

Field:	Do this:
Seq	Specify the sequence number in which the repayment is calculated. <b>Note:</b> This prioritizes the calculation.
Option Type	Select the repayment option type: STEP UP, STEP DOWN, and BULLET.
Frequency	Select the frequency of payment. The default value is TERM.

Field:	Do this:
Period	Specify the loan period.
# of Adj.	Specify the number of times the STEP UP, STEP DOWN, or BULLET needs to happen.
Value	Specify the value. For STEP DOWN, value ranges from 1 to 99. For STEP UP, value ranges from 1 to 990. For BULLET, value ranges from 1 to 99999999.

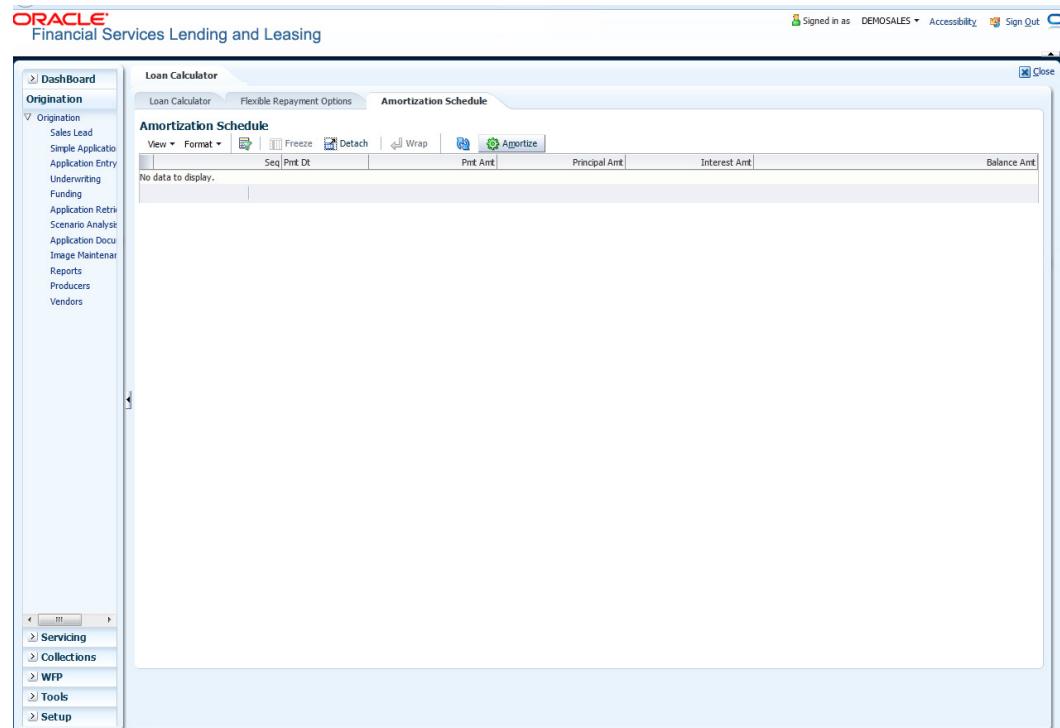
4. After you specify all the required information click **calculate**. The system computes the payment change schedule and populates the **Repayment Schedule** section.

When you fund the loan application, the system copies the repayment schedule information to the loan account on the Customer Service window where it appears in the Repayment Schedule section.

### 9.1.3 Amortized Schedule

#### To create an amortized schedule

1. Click **Amortize Schedule**.
2. Click **Amortize**.



3. The system uses the calculated payment data to complete the Amortization Schedule section and displays the following information:

Field:	View this:
Seq	Payment number.
Pmt Dt	Payment date.
Pmt Amt	Payment amount.

Field:	View this:
Principal Amt	Component of the payment amount allocated towards reduction of the principal balance.
Interest Amt	Component of the payment amount allocated towards reduction of the interest balance.
Balance Amt	Remaining principal balance.

#### 9.1.4 Calculating Interest Rates

The **Calculate Interest Rate** mode back-calculates the interest rate and the APR using the amount financed, standard payment, and terms. It also provides the amortization schedule of the loan.

##### **To calculate an Interest Rate**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Interest Rate**.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:

- Creating an amortized schedule of payments (Applications window)
- Copying the Interest Rate Calculations to the Decision tab (underwriting)
- Copying the Interest Calculations to the Contract tab (funding)

#### 9.1.5 Calculating Term

The Calculate Term mode back-calculates the term and the APR using the amount financed and standard payment. It also provides the amortization schedule of the loan.

##### **To calculate an Interest Rate**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Term**.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)

---

##### **Note**

Depending on the selected parameter, the system enables or disables the fields.

---

4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the term is calculated:

- Creating an amortized schedule of payments (Applications window)
- Copying the term calculations to the Decision link (underwriting)
- Copying the interest calculations to the Contract link (funding)

The system will use this information during the funding process when you select an instrument.

### **9.1.6 Calculating Loan Amount**

The **Calculate Loan Amount** calculates the loan affordability of a customer based on the term, payment amount, and the rate quoted.

**To calculate an Interest Rate,**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Loan Amount**.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)

---

#### **Note**

Depending on the selected parameter, the system enables or disables the fields.

---

4. After you specify all the required information click calculate.  
The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:

- Creating an amortized schedule of payments (Applications)
- Copying the loan amount calculations to the Decision link (underwriting)
- Copying the loan amount calculations to the Contract link (funding)

## **9.2 Vehicle Evaluator**

The Vehicle Evaluator screen allows you to calculate the value of a vehicle.

You can use the Vehicle Evaluator screen to calculate the value of either a vehicle you are entering as the new collateral or the vehicle currently listed as the application's collateral

---

#### **Note**

If you want to clear (or "refresh") the Vehicle Evaluator page at any time, click **Clear**.

---

## To calculate a vehicle value

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click **Tools** → **Tools** → **Vehicle Evaluator**

2. In the **Vehicle Evaluator** section, use the **Asset** field to select the vehicle you want to appraise. This can be either NEW COLLATERAL or a vehicle entered on the Collateral link.
3. In the **Vehicle Evaluator** section, click **Initialize**. The system completes the **Valuation Source**, **Period**, and **Region** fields.
4. If needed, you can change the default contents of the fields in the **Vehicle Evaluator**.
5. If you selected a vehicle from the Collateral link in step 3, information from the Vehicle section appears in the VIN and Vehicle sections on the Vehicle Evaluator page.
6. If you selected NEW COLLATERAL in step 3, complete the **Identification #** in the **VIN** block  
-or-  
Complete the fields in the **Vehicle** section.
7. In the **Vehicle Evaluator** section, click **Evaluate**.
  - If you completed the **VIN** section, the system searches for the value of that vehicle with that identification number, then completes the Vehicle Evaluator page with information about that exact match.
  - If you completed the **Vehicle** section, the system searches for the value of a vehicle matching that description.
  - In either case, the system displays the following information about the vehicle:
  - In the **Vehicle** section, view the returned information:

Field:	View this:
Year	The asset year.

Field:	View this:
Make	The asset make.
Model	The asset model.
Body	The asset body style.
Usage	The asset usage or current mileage.
Weight	The asset weight.

In the **Valuation (Total Value)** block, view the returned information:

Field:	View this:
MSRP	Manufacturer's suggested retail price value of the asset.
Total	Total value of the asset.
Usage	Adjusted usage value of the asset.

In the **Base and Attribute Value** section, view the returned information:

Field:	View this:
Base Retail	Total retail value of the asset.
Base Loan	Base loan value of the asset.
Base Trade	Base trade value of the asset.
Retail	Retail value of the asset attributes.
Loan	Loan value of the asset attributes.
Trade	Base trade value of the asset attributes.

In the **Attributes** section, view the following information:.

Field:	View this:
Attribute	Asset attribute.
Retail	Attribute retail value.
Loan	Attribute loan value.
Trade	Attribute trade value.
Standard	Standard indicator. If selected, indicates that the attribute is a standard.
Package Incl	If selected, indicates that the attribute is inclusive.
Selected	If selected, indicates that the attribute is selected.

---

**Note**

If you want to re-calculate the values in the **Total Value** and **Base and Attribute Value** section using other data, make changes to the desired fields in the **Valuation Source** field and **VIN** and **Vehicle** sections, then in the **Vehicle Evaluator** section, click **Recalculate**.

---

The system updates the values in the **Total Value** and **Base and Attribute Value** sections.

8. If you choose, use the **Attributes** section to select or clear the **Selected** box for attributes of the vehicle. This automatically updates the values in the Total Value and Base and Attribute Value sections. (**Note:** Attribute amounts within brackets reduce the amount in the Totals field in the Total Value section.)

**To copy the calculated value to the Collateral link**

1. Complete the following steps in the section **To calculate a vehicle value**.
2. In the **Vehicle Evaluator** page, click **Copy to Asset**.

The system uses the calculations on the Vehicle Evaluator page to complete the Valuation sub page on the Collateral link. Any pre-existing collateral is no longer the primary collateral.

---

## 10. Application Retrieval

### 10.1 Introduction

The Oracle Financial Services Lending and Leasing system includes archiving and retrieving feature that provides you with the capability to archive old data and store it in a different table.

### 10.2 Archiving / Purging

The system batch process runs the purge / archive feature based on the system parameter setup. The system archives the following items:

- Applications and related data
- General ledger data
- Securitization related data
- Producers
- Producer transactions
- Account statements
- Vendor assignments
- Vendor invoices.

The system purges the following items:

- Job request data
- User logins
- Output data dump related data.

In the system, archiving is a two-way process:

1. All the archived data is moved and stored in O tables.
2. The archived data in the O tables is then moved and stored into OO tables.

You may set the “default days” for the archive feature by setting the following system parameters on the Administration window. The parameters marked with \_O are the items moved from O to OO tables. The other parameters are the items moved to O tables.

Parameter	Default Days	Description
PAP_ARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 1: PUR_APP_STATUS_CD IS USED TO DECIDE APPLICATIONS WITH WHAT STATUS ARE PURGED
PAP_OARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 2
PGL_ARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 1: NO OF DAYS AFTER THE GL TXN WAS CREATED
PGL_OARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 2

Parameter	Default Days	Description
PJR_PURGE_DAYS	999	PURGE DAYS FOR JOB REQUEST LEVEL 1: NO OF DAYS AFTER JOB REQUEST COMPLETION DATE
POD_PURGE_DAYS	999	PURGE DAYS FOR OUTPUT DATA DUMP LEVEL 1: NO OF DAYS AFTER PROCESS RUN DATE
PPR_ARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCERS LEVEL 1: NO OF DAYS AFTER THE PRODUCER STATUS IS SET TO ACTIVE AND THERE EXISTS NO “NOT PURGED” ACCOUNT WITH THIS PRODUCER NAME.
PPR_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCERS LEVEL 2:
PPX_ARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 1: NO OF DAYS AFTER THE PRODUCER TXN WAS CREATED
PPX_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 2:
PUL_PURGE_DAYS	999	PURGE DAYS FOR USER LOGINS LEVEL 1: NO OF DAYS AFTER THE LOGIN END DATE
PVA_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGNMENTS LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGNMENT CODE IN COMPLETED, VOID, CLOSE
PVA_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGNMENTS LEVEL 2:
PVI_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGNMENT CODE IN VOID, CLOSE
PVI_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 2:

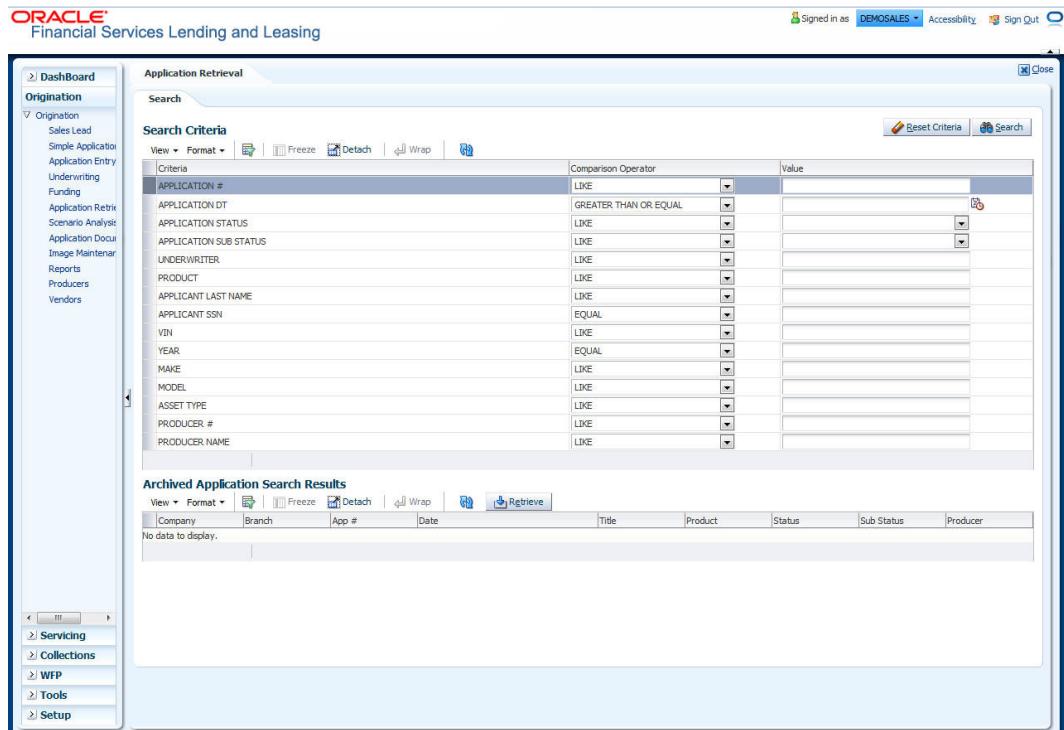
## 10.3 Retrieving an Archived Application

You can retrieve archived applications using the Application Retrieve screen. You can retrieve only archived applications.

### To retrieve an archived application

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** master tab.
2. Click **Application Retrieval** link.

The system opens Application retrieval Search page.



3. Use the **Comparison Operator** and **Values** fields to create the search criteria you want to use to find an application.

For more information about creating search criteria, see Searching for an Application chapter of this User Guide.

4. Click **Search**.

The system locates and displays all the applications that meet your search criteria on the Results page.

Applications are sorted by priority and application number.

Field:	View this:
Company	The company of the application.
Branch	The branch of the application.
App#	The application number.
Date	The date of the application.
Title	The title (applicant name) of the application.
Product	The product of the application.
Status	The status and sub status of the application.
Producer	The producer of the application.

5. Select the application you want to work with and click **Retrieve**.

The system loads the application in the Applications screen.

You are now ready to begin work on the application.

# 11. Scenario Analysis

## 11.1 Introduction

With the Scenario Analysis screen, you can simulate the customer's loan request (loan amount, rate, and create a mock proposal in line with your lending policies. This feature is similar in look and function to the Oracle Financial Services Lending and Leasing Loan Calculator page.

A version of the Scenario Analysis screen appears on the Scenario Analysis screen and Customer Service screen.

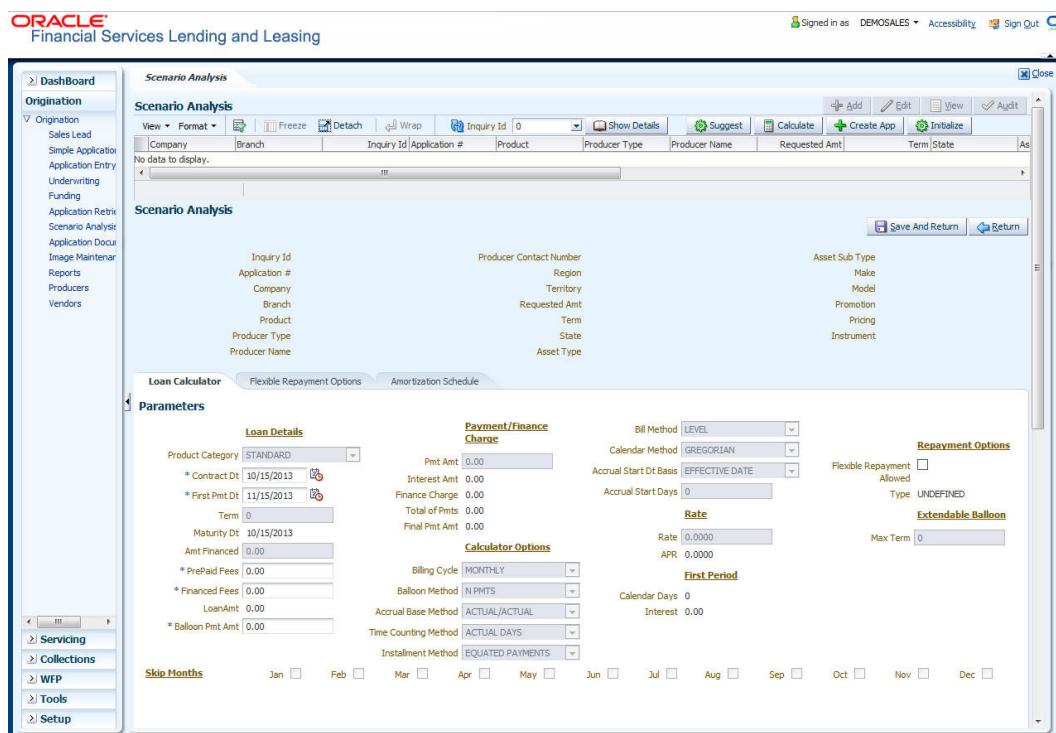
you can use scenario analysis screen to complete the following tasks:

- Generating scenario analysis
- Creating an amortized schedule for the scenario analysis
- Saving the scenario analysis
- Printing the scenario analysis
- Creating an application from the scenario analysis

## 11.2 Generating Scenario Analysis

### To generate a scenario analysis

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** main tab.
2. Click the **Scenario Analysis** link.



3. If you want to load a previously generated scenario analysis, type its inquiry identification code in the **Inquiry Id** field and click **Show Details**.

-OR-

To generate a new scenario analysis, click **Add** and complete the following Parameters:

Field	Do this:
Company	Select the company.
Branch	Select the branch.
Inquiry Id	View the inquiry identification code.
Product	Select the product as loan.
Producer Type	Select the producer type associated with the loan.
Producer Name	Select the producer associated with the product.
Requested Amt	Specify the requested advance amount. Specify the requested payment amount.
Term	Specify the requested term (number of payments).
State Code	Select the state code.
Asset Type	Select the asset type.
Asset Subtype	Select the asset sub type.
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.
Promotion	Select the requested promotion.
Pricing	Select the pricing.
Instrument	Select the instrument.
<b>Loan Details section</b>	
Product Category	View the category as STANDARD for the conventional loan product and ISLAMIC for the islamic loan product.
Contract Dt	Specify the contract date. Oracle Financial Services Lending and Leasing uses today's date as the default value.
First Payment Dt	Specify the first payment date. Oracle Financial Services Lending and Leasing uses the date one month from today as the default value.
Maturity Dt	View the maturity date. This is always the term in the billing cycle added to the first payment date.
Pre-Paid Fees	Specify the prepaid fees, if any exist.
Loan Amt	View the estimated loan amount: the amount financed + the pre-paid fees.
Financed Fees	Specify the financed fees, if any exist.
Balloon Pmt Amt	Specify the balloon payment amount, if any exist.

Field	Do this:
<b>Repayment Option</b>	
Flexible Repayment Allowed	If selected, indicates that this calculation involves flexible repayment.
Type	Select the flexible repayment schedule you want to use from the following: SKIP PERIOD, USER DEFINED, UNDEFINED, GRADUATED PAYMENT and EXTENDABLE BALLOON.  The Payment Change Schedule section is available when you select GRADUATED PAYMENT.  The Extendable Balloon section's Max Term field is available when you select EXTENDABLE BALLOON.
<b>Extendable Balloon</b>	
Max Term	Specify the maximum number of terms for the extendable balloon payment.
<b>Payment /Finance Charge section</b>	
Pmt Amt	Payment amount.
Interest Amt	Total estimated interest amount.
Finance Charge	Total estimated finance charge.
Total of Pmts	Estimated total of payments.
Final Pmt Amount	Final payment amount.
<b>Calculator Options</b>	
Billing Cycle	The payment frequency.
Balloon Mthd	The balloon method.
Accrual Base Mthd	The accrual base.
Time Counting Method	The time counting method.
Installment Method	The installment method: equal payments or final payment differs.
Bill Method	View the billing method as either Level, Percentage of Principal + Interest, interest only, Fixed Principal + Interest, Percentage of Outstanding balance.
Calendar Method	Select the calendar method as 'Hijri' or 'Gregorian' for this loan contract.  <b>Note:</b> This field will be enabled only if the product category is selected as Islamic.

Field	Do this:
Accrual Start Dt Basis	Select to define the start date from when the interest accrual is to be calculated for this loan instrument. This field will be enabled only if the product category is selected as Islamic.  <b>Note:</b> If you select the Effective Date, then the interest is calculated from the Contract date.  If you select the Payment Date, then the interest is calculated based on (first payment date minus one billing cycle).
Accrual Start Days	Select the actual date from when to start interest accrual for loans is to be calculated.  <b>Note:</b> This field will be enabled only if the product category is selected as Islamic.
<b>Rate section</b>	
Rate	View the interest rate.
APR	View the annual percentage rate.
Profit Rate	Specify the profit rate.  <b>Note:</b> This field will be displayed only if the product category is selected as Islamic.
IRR	View the internal rate of return for the loan product.  <b>Note:</b> This field will be displayed only if the product category is selected as Islamic.

4. If you have selected EXTENDABLE BALLOON in the Type field of the **Repayment Options** section, complete the **Extendable Balloon** section.(After you have entered other required information and click Calculate.

### 11.2.1 Flexible Repayment Options Tab

If you select GRADUATED PAYMENT in the **Type** field of the Repayment Options section, complete the **Payment Change Schedule** section under **Flexible Repayment Options** tab. Click **Add** in the Payment Change Schedule section to create a new entry.

Field	Do this:
Seq	Enter the sequence number in which the repayment is calculated.  <b>Note:</b> This prioritizes the calculation.
Option Type	Select the repayment option type: STEP UP, STEP DOWN, and BULLET.
Freq	Select the frequency of payment. The default value is TERM.
Period	Specify the period of the repayment.
# of Adj.	Enter the number of times the STEP UP, STEP DOWN, or BULLET needs to happen.

Field	Do this:
Value	Enter the value. For STEP DOWN, value ranges from 1 to 99. For STEP UP, value ranges from 1 to 990. For BULLET, value ranges from 1 to 99999999.

(After you have specified other required information, click Calculate. The system computes the repayment schedule considering the payment change schedule and populates the **Repayment Schedule** section.)

The system computes the repayment schedule considering extendable balloon and populates the **Repayment Schedule** section.)

Field	Do this:
Seq	Specify the sequence number of the repayment schedule.
Pmt Amt	Specify the repayment amount borrower agreed to pay during the schedule.
# of Payments	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
Generated	If selected, indicates that the repayment schedule is generated by the system.

If you have manually selected SKIP PERIOD in the **Type** field of the **Repayment Options** section's, select the months where repayment needs to be skipped in the **Skip Months** section.

(After you have specified other required information, click Calculate. The system computes the repayment schedule considering skip period and populates the **Repayment Schedule** section.)

If you have selected USER DEFINED in the **Type** field **Repayment Options** section, complete the **Repayment Schedule** section. (After you have specified other required information, click **Calculate**. The system computes the repayment schedule considering the user defined entries and completes the **Repayment Schedule** section.)

When you fund the loan application, the system copies the repayment schedule information to the loan account on the Customer Service screen where it appears on the Repayment Schedule sub page.

5. If the calculation includes a promotion, complete the **Rate Schedule** section.

Field	Do this:
Seq	Specify the sequence number of the rate schedule.
Rate	Specify the repayment amount borrower agreed to pay during the schedule.
Start Dt	Specify the repayment amount borrower agreed to pay during the schedule.

(After you have specified other required information, click Calculate. The system computes the repayment schedule considering promotional rate schedule and populates the **Repayment Schedule** section.)

6. In the **Scenario Analysis** section, click **Suggest**.  
The system defaults the Pricing, Rate and Calculator options.
7. Click **Calculate**
8. In the **Rate** section, view the following information:
9. In the **Residual Period** section, view the following information:

<b>Residual Period section</b>	
Residual Days	View the number of residual days between the contract date and the first payment date. <b>Note:</b> This field will be displayed only for the Islamic product.
Residual Income	View the residual income accrued for the residual days. <b>Note:</b> This field will be displayed only for the Islamic product.

### 11.2.2 **Creating an Amortized Schedule for the Scenario Analysis**

You can create the amortized schedule for the selected scenario analysis. The system computes the and displays the amortized schedule under **Amortization Schedule** tab

#### To create an amortized schedule for the scenario analysis

1. Specify the required information to generate scenario analysis. (Refer section Generating Scenario Analysis)
2. Click **Amortize Schedule** tab and then click **Amortize..**

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main window title is "Scenario Analysis". The left sidebar contains a navigation menu with items like Dashboard, Origination, Sales Lead, Simple Application, Application Entry, Underwriting, Funding, Application Retire, Scenario Analyst, Application Docu, Image Maintene, Reports, Producers, and Vendors. The main content area has two tabs: "Scenario Analysis" and "Amortization Schedule". The "Scenario Analysis" tab is active, showing fields for Inquiry Id, Application #, Company, Branch, Product, Producer Type, Producer Name, Producer Contact Number, Region, Territory, Requested Amt, Term, State, and Asset Type. The "Amortization Schedule" tab is also visible. At the bottom of the main window, there are tabs for "Loan Calculator", "Flexible Repayment Options", and "Amortization Schedule". The status bar at the bottom shows "Signed in as DEMOSALES Accessibility Sign Out".

The system uses the calculated payment data to complete the Amortization Schedule section and displays the following information:

Field	View this:
Seq	Payment number.

Field	View this:
Pmt Dt	Payment date.
Pmt Amt	Payment amount.
Principal Amt	Component of the payment amount allocated towards reduction of the principal balance.
Interest Amt	Component of the payment amount allocated towards reduction of the interest balance.
Balance Amt	Remaining principal balance.

## 11.3 Saving the Scenario Analysis

When you save a scenario analysis, the system assigns an inquiry id code to your calculations. You can specify this number in the Enter Inquiry Id field and click **Show Details** to load previously generated scenarios on the Scenario Analysis page.

### To save the scenario analysis

1. Specify the required information to generate scenario analysis. (Refer Section Generating Scenario Analysis.) Click **Save**.

The system assigns your calculations on the Scenario Analysis page an inquiry id code.

## 11.4 Printing the Scenario Analysis

### To print the scenario analysis

1. Specify the required information to generate scenario analysis. (Refer section **Generating Scenario Analysis**)
2. Click **Print**.

The system uses the information on the Scenario Analysis page to print a report using the default printer.

## 11.5 Creating an Application from the Scenario Analysis

### To create an application from the scenario analysis

1. Specify the required information to generate scenario analysis. (Refer section **Generating Scenario Analysis**)
2. Click **Create App**.

## 11.6 Viewing Information from Scenario Analysis

The system assigns the information on the Scenario Analysis screen an application number. You can open this application on the Application Entry screen and view information from the Scenario Analysis screen at the following locations:

- The Application page
- The Request tab
- The Collateral tab
- Underwriting

In the Underwriting screen, the Decision link's Pricing and Approved sections display the details from the Scenario Analysis window. You can modify the price chosen in the Scenario Analysis window and re-price the application.

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**Note**

If application has been repriced, the comments regarding the multiple offers on the Comment page should be manually updated before approving the application.

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## 12. Application Documents

### 12.1 Introduction

The Documents Maintenance screen Both allow for the paperless storage of documents within Oracle Financial Services Lending and Leasing system, the first with applications during the loan origination cycle and the later with accounts during customer service.

This chapter explains how to use the Application Document page to:

- View an image
- Search for an image
- Split an image of more than one page
- Change the status of an image
- Combine two images into a multiple page image
- Attach an image to an existing application
- Print an image
- Attach documents to applications and then view these documents in a browser.

It also explains how to use the Account Document Tracking page to attach documents to accounts and then view these documents in a browser.

#### **Application Document screen**

The Application Document page contains two sections: Document Maintenance and Document Details.

Credit applications are often sent or faxed to financial institutions from producers (or 'dealers') on behalf of the customer. These credit applications, if received as fax, can be stored in the system as images. Frequently, more than one application is received in a single fax or a single application is received across multiple faxes. In such cases, the Application Document Tracking page can help you organize and maintain your image collection.

The Application Document page's Document Maintenance screen allows you to upload documents to an application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files. The Document Maintenance screen's Document Details section allows you to view these documents.

### 12.2 Application Document screen

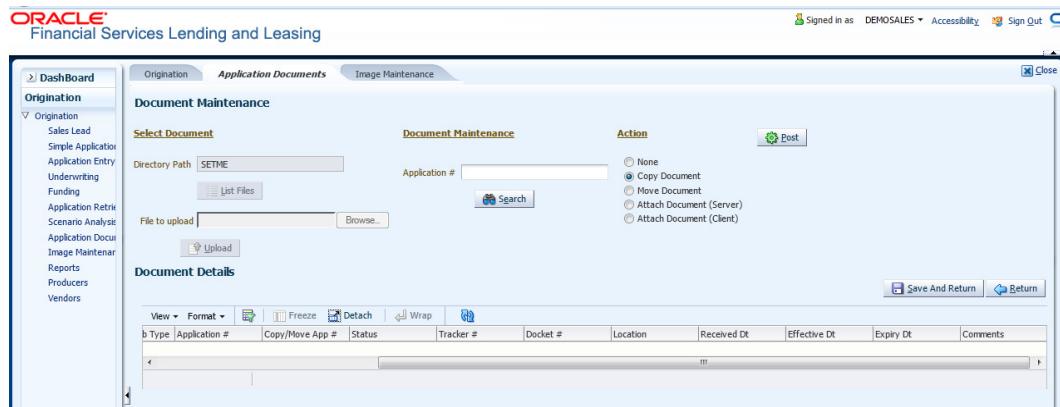
Oracle Financial Services Lending and Leasing supports the online attachment of document images to an application using the Application Documents screen's Document Maintenance section. You can attach the documents from either a client machine or server. A default image directory can be maintained in the system using the system parameter: `UIX_DEFAULT_IMAGE_PATH`.

When you choose List File in the **Select Document** sub section in the **Document Maintenance** section, the system displays all available files in the selected directory in the **Document Details** section. You can use the **Document Maintenance** sub-section and **Action** sub-section to attach selected documents to a particular account.

## 12.2.1 Attaching a Document to an Application from a server

### To attach a document to an Application from a server

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** → **Origination** → **Application Documents** link.



2. In the **Action** sub-section, click **Attach Document (Server)**.
3. In the **Select Document** sub-section, use the default image directory in the **Directory Path** field. (The default path is the value for the system parameter **UIX\_DEFAULT\_IMAGE\_PATH**). -or-
4. In the **Directory Path** field, specify the full path name to the document on the server that you want to attach to an account.

---

#### Note

You can click **Reset Path** at any time to return to the default image directory.

---

5. In the **Select Document** section, click **List File**.  
The system displays the files from the entry in the Select Document section Directory Path in the Document Maintenance record.
6. In the **Document Details** record, select the record you want to work with and click **Edit** in the **Details** column.
7. In the **Document Details** record, specify, view or edit the following information:

Field:	Do this:
File Name	View the file name for the document.
Document Type	Select the type for the document.
Document Sub Type	Select the sub type for the document.
Application #	Select the application number to attach/copy/move the document image.
Status	View the status of the document.
Tracking #	Specify the tracking number of the document.
Docket #	Specify the docket number of the document.
Location	Specify the location of the document.

Field:	Do this:
Received Dt	View the document image received date.
Effective Dt	Specify the effective date of the document.
Expiry Dt	Specify the expiration date of the document.
Comment	Specify any comments regarding the document.

8. Select the **Attach** check box to attach the file to the account.

9. Click **Save And Return**.

10. In the **Action** sub-section, click **Post**.

The system attaches the document to the application.

You can view the document in a browser by clicking **View Document** in the **Document Details** section.

## 12.2.2 Attaching a Document to an Application from a Client Machine

### To attach a document to an application from a client machine

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** master tab.
2. Click the **Application Documents** link.
3. In the **Action** sub-section, click **Attach Document (Client)**.
4. In the **Select Document** section, click **Browse in File to upload** field.  
The system opens a **Choose File to Upload** dialog box.
5. In the **Choose File to Upload** dialog box, locate the document you want to attach to the account.

---

#### Note

You can select multiple files by holding the CTRL or SHIFT key on your keyboard.

---

6. When you have located the document you want to attach to the account in the **Open** dialog box's **File name:** field, click **Open**.
7. The selected files appear in the **Select Document** sub-section's **File to Upload** field.
8. In the **Select Document** sub-section, click **Upload**.
9. In the **Document Details** record, select the file uploaded from your server and click **Edit**.
10. In the **Document Details** section, enter, view or edit the following information:

Field:	Do this:
File Name	View the file name for the document.
Document Type	Select the type for the document.
Document Sub Type	Select the sub type for the document.
Application #	Select the application number to attach/copy/move the document image.

Field:	Do this:
Status	View the status of the document.
Comment	Specify any comments regarding the document.
Tracking #	Specify the tracking number of the document.
Docket #	Specify the docket number of the document.
Location	Specify the location of the document.
Received Dt	Specify the received date of the document.
Effective Dt	Specify the effective date of the document.
Expiry Dt	Specify the expiration date of the document.
Comments	Specify any comments regarding the document.

11. Select the **Attach** check box to attach the file to the account.

12. Click **Save And Return**.

In the **Action** sub-section, click **Post**.

The system attaches the document to the application.

You can view the document in a browser by choosing **View Document** in the Action section.

### **12.2.3 Copying a Document**

The Action section's Copy Document command copies the document image from one application to another application. This command has no impact on the source application or the source application's document image.

#### **To copy a document to an application from another application**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **origination** master tab.
2. Click the **Application Documents** link.
3. In the **Action** sub-section, click **Copy Document**.
4. In the **Document Maintenance** sub-section, use the **Application #** field to specify the application with the image you want to copy.
5. In the **Document Maintenance** sub-section, click **Search**.  
The system displays the files attached to that application in the **Document Details** section.
6. In the **Document Details** section, select the document you want to copy and click **Edit**.
7. In the **Copy/Move App #** field, specify the application number of the application to which you want to copy the document.
8. Click **Save And Return**.
9. In the **Action** sub-section, click **Post**.

#### **12.2.4 Moving a Document**

The Action section's Move Document command moves an existing document image from one application to another application. This command detaches the document image from the source application and attach to second application.

##### **To move a document to an application from another application**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** master tab.
2. Click the **Application Documents** link.
3. In the **Action** sub-section, click **Move Document**.
4. In the **Document Maintenance** sub-section, use the **Application #** field to specify the application with the image you want to move.
5. In the **Document Maintenance** sub-section, click **Search**.  
The system displays the files attached to that application in the Document Details sections.
6. In the **Document Details** section, select the document you want to move and click **Edit**.
7. In the **Copy/Move App #** field, specify the application number of the application to which you want to move the document.
8. Click **Save And Return**.
9. In the **Action** sub-section, click **Post**.

You can view the documents attached to a particular account by loading the application on the Customer Service screen, then clicking the Customer Service tab and then clicking on the Document Tracking sub tab.

#### **12.2.5 Viewing a Document Attached to an Application**

##### **To view a document attached to an application**

1. Using above method, load the application with the document you want to view.
2. In the **Application Document** section, click **Edit**.
3. , View/edit the following display only information:

<b>Field:</b>	<b>Do this:</b>
Document Type	View the document type.
Comment	Specify any comments regarding the image.

4. In the **Application Document Details** section, select the record you want to work with and click **Edit**.
5. In the **Application Document Details** section, view the following display only information:

<b>Field:</b>	<b>View this:</b>
Document Sub Type	The document sub type.
Version	The version. (version numbers will be incremental by batch job, first version will start with 1.0)

Field:	View this:
Page #	The page number.
Document File Type	The document file type.
Status	The status.
Tracking #	The tracking number of the image.
Docket #	The docket number of the image.
Location	The location of the of the image.
Received Dt	The effective date of the image.
Effective Dt	The effective date of the image.
Expiry Dt	The expiration date of the image.
Comment	Any comments regarding the image.

6. Use the **Application Document** and **Application Document Details** sections to select the document you want to view.
  - In multiple paged documents, choose **1** in the **Page #** field on the **Application Document Details** section to view the all the pages in the document  
-or-
  - Choose a specific page number to view only that page.
7. Click **View Document**.  
The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your Oracle Financial Services Lending and Leasing system).
8. You can add comments to the **Comments** field in the **Application Document** and **Application Document Details** sections.
9. Click **Save And Return**.

## 12.3 Document Tracking section

You can view the documents attached to a particular application by loading the application on the Underwriting/Funding screen and then clicking on Document tab.

### 12.3.1 Locating an Application Document

#### To locate an account document

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Origination** master tab.
2. Click the **Underwriting/Funding** link.
3. Select and open the application you want to work with.
4. Click **Document** sub tab.

The Account Document page appears.

Information about the documents attached to the Application appears in the **Application Documents** and **Application Document Details** sections.

### **12.3.2 Viewing a Document Attached to an Application**

To view a document attached to an account

1. Using the above method, load the account with the document you want to view.
2. In the **Application Document** section, click **Edit**.
3. View/edit the following display only information:

<b>Field:</b>	<b>Do this:</b>
Document Type	View the document type.
Comment	Specify any comments regarding the image.

4. In the **Application Document Details** section, select the record you want to work with and click **Edit**.
5. In the **Application Document Details** section, view the following display only information:

<b>Field:</b>	<b>View this:</b>
Document Sub Type	The document sub type.
Version	The version. (version numbers will be incremental by batch job, first version will start with 1.0)
Page #	The page number.
Document File Type	The document file type.
Status	The status.
Tracking #	The tracking number of the image.
Docket #	The docket number of the image.
Location	The location of the of the image.
Received Dt	The effective date of the image.
Effective Dt	The effective date of the image.
Expiry Dt	The expiration date of the image.
Comment	Any comments regarding the image.

6. Use the **Application Document** and **Application Document Details** section to select the document you want to view.
  - In multiple paged documents, choose **1** in the **Page #** field on the **Application Document Details** section to view the all the pages in the document
  - or-
  - Choose a specific page number to view only that page.
7. Choose **View Document**.

The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your system).

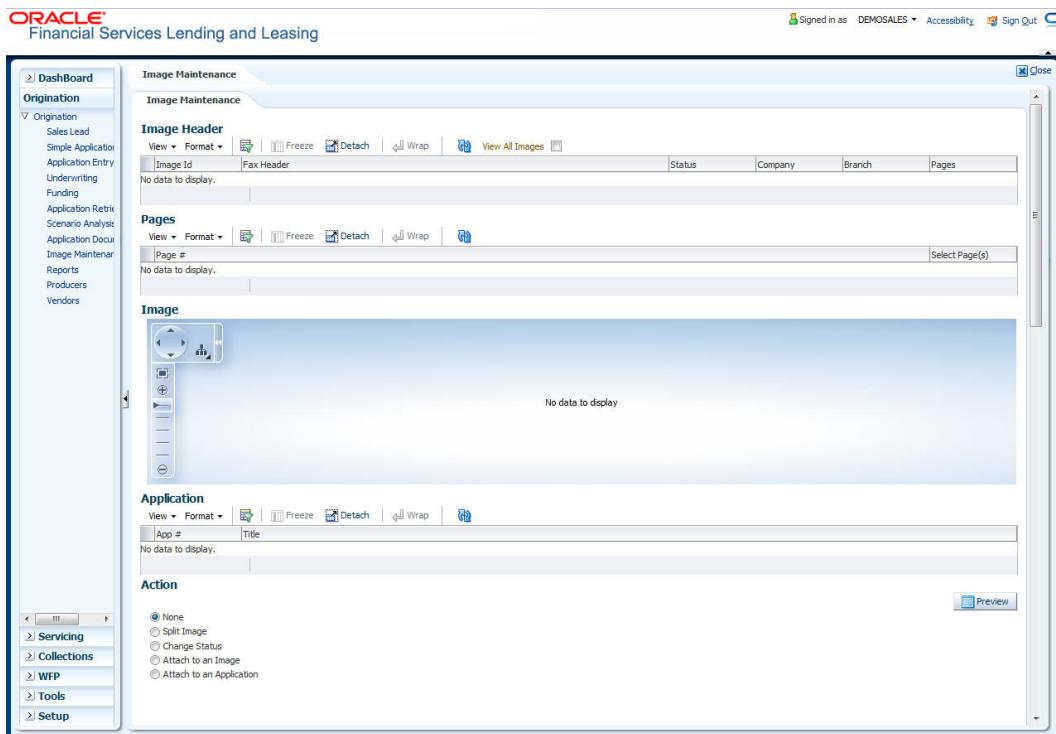
8. You can add comments to the **Comments** field in the **Application Document** and **Application Document Details** sections.
9. Click **Save And Return**.

# 13. Image Maintenance page

You can view any image in the Oracle FLEXCUBE Lending and Leasing system in the upper list box of the Image Maintenance link.

## To view an image

1. On the Oracle FLEXCUBE Lending and Leasing Suite home page, click **Origination** → **Origination** → **Image Maintenance**.



2. The Image Header section displays the images in the Oracle FLEXCUBE Lending and Leasing system.
3. In the **Image Header** section, select the image you want to work with.

The Image Header section displays the following information for each image:

Branch	Branch
Select	If selected, indicates that this is the current record.
Image Id	The image identification number.
Fax Header	The fax header.
Status	The image status.
Pages	The total number of pages of the image.
Pages	The company the image came from.
Branch	The branch the image came from.

4. If an image is more than one page long, select the page you want to view in the **Pages** section and click on the page number to preview the image.
5. Select the required **transpose type** to change the appearance of the image.

## Splitting an Image

If an image is more than one page long, you can split it into two separate images using the Split Image button in the Action section. This option button is only available when an image contains more than one page. Also, you cannot split images with a status of "PROCESSED" or "SKIP."

### To split an image

1. On the **Image Maintenance** section **Image Header** section, select the multiple page image you want to split.
2. In the **Action** section, select **Split Image**.

The Pages and New Image Id fields appear in the Action block.

3. In the **Pages** block, select the page where you want to split the image.

The selected pages appear in the Pages field on the Action section.

**Note:** You can select more than one page; however, you cannot select page # 1.

4. In the **Action** section, click **Post**.

Oracle FLEXCUBE Lending and Leasing removes the selected pages and completes the New Image Id field with the image id of the new image.

**Note:** The new image does not appear in the Image Header section after you click Post. However, if you refresh the Image Maintenance page by closing and opening the page, the new image id appears in the Image Header section and the change of page length in the original image is displayed.

## Changing the Status of an Image

The Action section on the Image Maintenance page allows you to change the status of the image.

The Image Maintenance page uses the following statuses:

Status:	What is does:
RUSH	Moves the image to the front of the queue of images to be processed.
NEW	Places an image in a queue in the order of which it was received and allows you to process it as an application.
SKIP	Makes the image unavailable for processing until the status is changed.
BAD	Notes that the image is illegible and should be deleted.
PROCESSED	Notes that the information on the image has been entered and is attached to an application or account.

---

### Note

Only images with a status of RUSH or NEW can be attached to an application or account.

---

### To change the status of an image

1. On the **Image Maintenance** page's **Image Header** section, select the image whose status you want to change.

2. In the **Action** section, select **Change Status**.

The Status field appears.

3. In the **Status** field, select the new status for the image.

4. In the **Action** section, click **Post**.

Oracle FLEXCUBE Lending and Leasing changes the status of the image.

### **Attaching an Image to an Existing Image**

You can combine two images to make one image. This is the reverse of splitting an image.

#### **To combine images**

1. On the **Image Maintenance** page's **Image Header** section, select the image to which you want to attach an existing image.

2. In the **Action** section, select **Attach to an Image**.

The Image Id field appears.

3. In the **Image Id** field, select the image id of the image to which you want to attach the selected image.

4. In the **Action** section, click **Post**.

Oracle FLEXCUBE Lending and Leasing joins the two images: the id of the image you selected in step 3 remains on the Image Header section. The image you selected in step 1 now appear as part of the remaining image.

### **Attaching an Image to an Existing Credit Application**

You can attach one or more images to an existing credit application.

---

#### **Note**

Attaching specific pages from a multiple page image to an application or account requires that you split the image to isolate the pages you want to attach, attach those pages, and, if necessary, link pages of the original image back together.

---

#### **To attach an image to an existing application image**

1. On the **Image Maintenance** page's **Image Header** section, select the image you want to attach to an existing application.

2. In the **Action** section, select **Attach to an Application**.

The App# field appears.

3. In the **App #** field, select the application number of the application to which you want to attach the image.

4. In the **Action** section, click **Post**.

Oracle FLEXCUBE Lending and Leasing attaches the image to the application. You can view the image in the Image (8) master tab on the Underwriting and Funding forms.

### **Printing an Image**

The Print Image button sends the selected image to a predefined printer.

#### **To print an image**

1. On the **Image Maintenance** page's **Image Header** section, select the image you want to print.

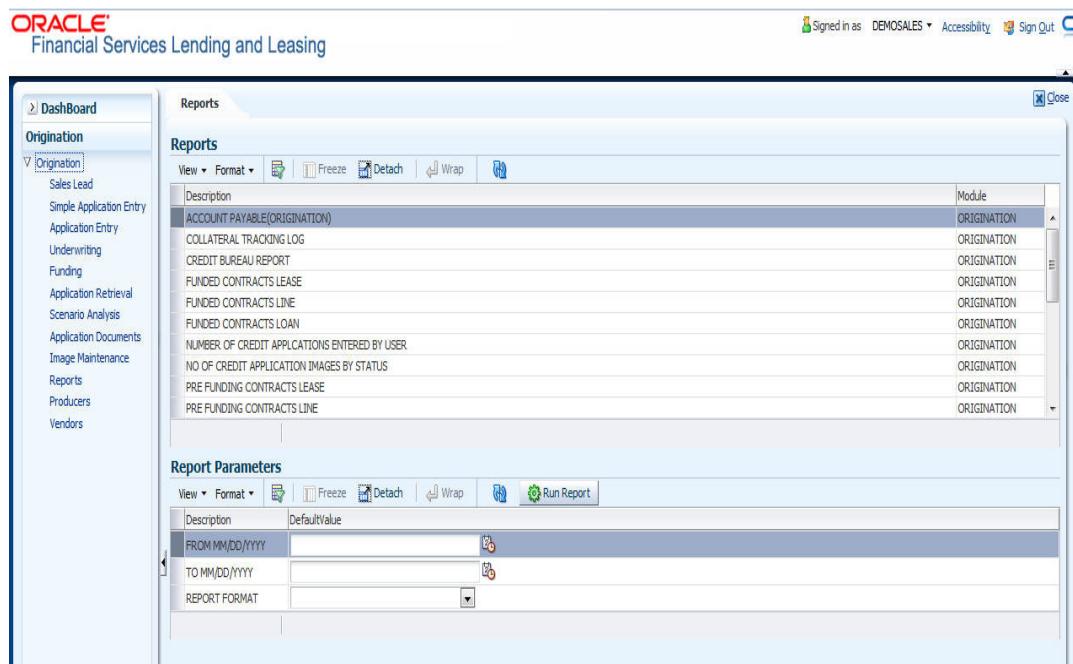
2. In the Action section, click Print Image.

# 14. Oracle Financial Services Lending and Leasing Suite Reports

During the day, or at the end of the day, you may want to retrieve information on any of the several operations that were performed during the day in your financial institution. You can generate this information in the form of reports in Oracle Financial Services Lending and Leasing. You can specify the values in the Report Parameters section and generate a report using that information.

## Navigation to Reports

On the Oracle Financial Services Lending and Leasing home page, click **Origination** → **Origination** → **Reports**.



The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar has a tree structure with 'Origination' expanded, showing 'Sales Lead', 'Simple Application Entry', 'Application Entry', 'Underwriting', 'Funding', 'Application Retrieval', 'Scenario Analysis', 'Application Documents', 'Image Maintenance', 'Reports', 'Producers', and 'Vendors'. The main area has a title 'Reports' and a sub-section 'Reports'. Below this is a table with columns 'Description' and 'Module'. The table contains several rows of report descriptions, all under the 'ORIGINATION' module. At the bottom of the main area is a 'Report Parameters' section with fields for 'FROM MM/DD/YYYY', 'TO MM/DD/YYYY', and 'REPORT FORMAT', each with a dropdown menu. The top right of the screen shows a sign-in status for 'DEMOSELLS', a 'Sign Out' link, and a 'Close' button.

Description	Module
ACCOUNT PAYABLE(ORIGINATION)	ORIGINATION
COLLATERAL TRACKING LOG	ORIGINATION
CREDIT BUREAU REPORT	ORIGINATION
FUNDED CONTRACTS LEASE	ORIGINATION
FUNDED CONTRACTS LINE	ORIGINATION
FUNDED CONTRACTS LOAN	ORIGINATION
NUMBER OF CREDIT APPLICATIONS ENTERED BY USER	ORIGINATION
NO OF CREDIT APPLICATION IMAGES BY STATUS	ORIGINATION
PRE FUNDING CONTRACTS LEASE	ORIGINATION
PRE FUNDING CONTRACTS LINE	ORIGINATION

## 14.1 Number of Credit Applications Entered by User

This application entry report lists the amount of credit applications entered by user.

### Parameters:

- Company/Branch
- User Name
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Number of Credit Applications Entered by User report

Report: Number of Credit Applications Entered  
Date: 10/14/2013 10:16 AM

**ORACLE®**  
Financial Services Lending and Leasing

Month / Year From: 01/01/1800 To: 01/01/2048

Company: NL02	Branch: NLR1	Entered By	Date Entered	# of Applications
		ARNATH	07/09/2013	2
			Total:	2
			Branch Total:	2
			Company Total:	2
Company: US01	Branch: USHQ	Entered By	Date Entered	# of Applications
		ARNATH	05/16/2013	1
		ARNATH	06/25/2013	2
		ARNATH	06/26/2013	1
		ARNATH	07/03/2013	2
			Total:	6
			Branch Total:	6
			Company Total:	6
			Grand Total:	8

## 14.2 Collateral Tracking Log

This servicing report lists collateral tracking details.

### Parameters:

- Company/Branch
- Tracking Type

### Example of the Collateral Tracking Log report

Report: Collateral Tracking Log  
Date: 10/25/2013 11:22 AM

**ORACLE®**  
Financial Services Lending and Leasing

Company Branch	US01 USHQ	Asset	Customer Comments	State	Account #	Follow Up Date	Start Dt	Disposition
Tracking Type								
ASSET HOME ATTRIBUTES	2010 MK MD BD	WELLS SOPHIA		UNDEFINED	20130800012595	04/05/2013	04/05/2013	NOT DEFINED
	2010 MK MD BD	NARAYAN SREERAM		UNDEFINED	20130900012635	04/05/2013	04/05/2013	NOT DEFINED
	2013 HONDA 2013 23547	RAMESHR JALLA		GARA	20130200011098	07/30/2013	07/30/2013	NOT DEFINED
	2 TOYOTA COROLA METAL	JAN JOHN		PR	20130700011283	07/31/2013	07/31/2013	NOT DEFINED
	2013 TOYOTA COROLA	PHC TEST		UNDEFINED	20130500011251	08/01/2013	08/01/2013	NOT DEFINED
Type Count :		5						
Branch Count:		5						
Company Count:		5						
Total Count:		5						

### 14.3 Credit Bureau Report

This report lists the credit bureau details.

#### Parameters:

- Credit Request ID
- Credit Request Detail
- Report Format

#### Example for Credit Bureau report

Report: Credit Bureau Report  
Date: 9/13/2013 16:37 PM

**ORACLE®**  
Financial Services Lending and Leasing

### 14.4 Account Payable (Origination)

This report lists the payable accounts.

#### Parameters:

- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example for Origination Account payable report

Report: Accounts Payable (Origination)  
Date: 10/28/2013 17:56 PM

**ORACLE®**  
Financial Services Lending and Leasing

Date From: 01/01/2000 To : 01/01/2048

Company: NL02  
Branch: NLHQ

All amount are in USD								
Payee	Date	Mode	Status	Payment	Amount	Customer	Txn	Amount
CCARNATION LISA / CCARNATION LISA	05/16/2006	CHECK	CLOSED		10,000.00	0000001365 BOND JAMES	ITM DOWN PAYMENT	-5,000.00
		CHECK	CLOSED		10,000.00	0000001365 BOND JAMES	ITM DOWN PAYMENT PAYOFF	0.00
		CHECK	CLOSED		10,000.00	0000001365 BOND JAMES	ITM DOWN PAYMENT TRADEIN	0.00
		CHECK	CLOSED		10,000.00	0000001365 BOND JAMES	ITM CREDIT INSURANCE LIFE	0.00
		CHECK	CLOSED		10,000.00	0000001365 BOND JAMES	ITM CREDIT INSURANCE DISABILITY	0.00
								Date Total : -5,000.00
								Payee Total : -5,000.00
								Branch Total : -5,000.00
								Company Total : -5,000.00

## 14.5 Number of Credit Application Images by Status

This report lists the number of credit application images by status.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

Report: Number of Credit Applications Images By Status

**ORACLE®**  
Financial Services Lending and Leasing

Month/Year From: 01/01/1800 To: 01/01/2048  
Date: 10/15/2013 12:04 PM

Company: US01  
Branch: USHQ

Image Status	Date Entered	# of Applications
BAD	07/23/2013	1
BAD	07/29/2013	1
BAD	08/23/2013	1
BAD	08/26/2013	1
NEW	07/23/2013	4
NEW	07/26/2013	1
NEW	08/19/2013	1
NEW	08/26/2013	3
NEW	09/24/2013	2
PROCESSED	09/24/2013	1
RUSH	08/26/2013	1
RUSH	09/24/2013	9
Total:		26
Branch Total:		26
Company Total:		26
Grand Total:		26

## 14.6 Underwriting Status by Month and Producer (Line)

This underwriting report lists application status by month and producer for lines of credit.

### Parameters:

- 
- Company/Branch
- Producer
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Underwriting Status by Month and Producer (line) report

Report: Underwriting status by month & producer (line)  
Date: 10/30/2013 12:50 PM

ORACLE®  
Financial Services Lending and Leasing

Month / Year From: 01/1800 To: 01/2048

Company: Branch:	US01 USHQ	Producer Type	Producer # & Name	Approved	%	Conditioned	%	Rejected	%	Total	Funded	% Tot Apps Funded
2013-08	DEALER	CO-00003 ED CARROLL MITSUBISHI	1 100.000%	1	100.000%	0	0.000%	0	0.000%	1	0	0.000%
			Monthly Total:	1	100.000%	0	0.000%	0	0.000%	1	0	0.000%
			Branch Total:	1	100.000%	0	0.000%	0	0.000%	1	0	0.000%
			Company Total:	1	100.000%	0	0.000%	0	0.000%	1	0	0.000%
			Grand Total:	1	100.000%	0	0.000%	0	0.000%	1	0	0.000%

## 14.7 Underwriting Status By Month and Underwriter (Line)

This underwriting report lists application status by month and underwriter for lines of credit.

### Parameters:

- 
- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Underwriting Status By Month and Underwriter (Line) report

Report: Underwriting Status by Month & Underwriter (line)  
Date: 10/15/2013 16:37 PM

ORACLE®  
Financial Services Lending and Leasing

Company: Branch:	US01 USHQ	ALL AMOUNT ARE IN USD	Underwriter Name	Approved	%	Conditioned	%	Rejected	%	Total	Funded	% Tot Apps Funded
Month			#	#	%	#	%	#	%			
2013-08	SENTHIL KUMAR		2 100.000%	2	2.000%	2	2.000%	2	2.000%	2	2	2.000%
			Monthly Total:	2	100.000%	2	100.000%	2	100.000%	2	2	100.000%
			Branch Total:	2	100.000%	2	100.000%	2	100.000%	2	2	100.000%
			Company Total:	2	100.000%	2	100.000%	2	100.000%	2	2	100.000%
			Grand Total:	2	100.000%	2	100.000%	2	100.000%	2	2	100.000%

## 14.8 Underwriting Status By Month (Line)

This underwriting report lists application status by the month for lines of credit.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Underwriting Status By Month (Line) report

Report: Underwriting Status by Month (line)  
Month / Year: From: 01/2000 To: 01/2048  
Date: 10/18/2013 9:27 AM

**ORACLE®**  
Financial Services Lending and Leasing

Company: Branch:	NL02 NLHQ	ALL AMOUNT ARE IN USD								
Month		# of Apps	Approvals	Conditioned	Rejected	Funded	Volume	Average Loan	Average Rate	
2006-07		1	1	7	3	3	8,000.00	800.00	5.000%	
2012-01		2	2	6	4	5	2.00	800.00	5.000%	
2012-02		2	2	3	5	1	1.00	900.00	1.000%	
Branch Total:		5	5	16	12	9	8,003.00	2,500.00	11.000%	
Company Total:		5	5	16	12	9	8,003.00	2,500.00	11.000%	
Grand Total:		5	5	16	12	9	8,003.00	2,500.00	11.000%	

## 14.9 Funded Contracts Line

This funding report lists applications funded for line.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Producer
- Report Format

## Example of the Funded Contracts Line report

**ORACLE®**  
Financial Services Lending and Leasing

Report: Funded Contracts (Line)  
Date: 10/29/2013 16:53 PM

Month / Year From: 01/2000 To: 01/2048

Company: US01

Branch: USHQ

ALL AMOUNT ARE IN USD

Producer	Name	Product	Collateral	Underwriter	Application #	Contract Dt	Amount	Rate	Term
MN-00001	PARTNER	LOC		MOHANA	0000001500	01/01/2013	100,000.00	12.990%	999
H&R BLOCK	FRANCHISE			RAJARAM					
MB-00001	PARTNER	LOC		MOHANA	0000001507	03/14/2013	100,000.00	5.250%	999
H&R BLOCK	FRANCHISE			RAJARAM					
			Count: 2			Total:	200,000.00		
						Branch Total:	200,000.00		
						Company Total:	200,000.00		
						Total Count:	200,000.00		
						Grand Total:	200,000.00		

## 14.10 Pre Funding Contracts Line

This funding report lists applications verified for line.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Producer
- Report Format

## Example of the Pre Funding Contracts Line report

**ORACLE®**  
Financial Services Lending and Leasing

Report: Pre-funding Contracts (Line)  
Date: 10/30/2013 14:53 PM

Month / Year From: 01/2000 To: 01/2048

Company: US01  
Branch: USHQ  
ALL AMOUNT ARE IN USD

Producer	Name	Product	Collateral	Underwriter	Application#	Contract Dt	Amount	Rate	Term
CA-00007	NARAYAN SREERAM	LINE- RAMAC PRODUCT	2013	SREERAM NARAYAN	0000001548	08/29/2013	0.00	6.500%	18
RB WHEELS							Total:	0.00	
			Count: 1			Branch Total:	0.00		
			Branch Count: 1			Company Total:	0.00		
			Company Count: 1			Grand Total:	0.00		
			Total Count: 1						

---

## 15. Producer

Oracle Financial Services Lending and Leasing can manage both direct and indirect lines of credit. While direct line of credits are paid directly to the customer, indirect lines of credit are paid through a third party. These third parties (dealerships, agents, and so on) are managed using the Producer Setup window.

Applications are sent to financial institutions indirectly through producers (or “dealers”) on behalf of the customer. The system associates a credit application with the producer who sent it, on the Application Entry, Underwriting, and Funding windows.

When the credit application is approved and funded, the system associates the account with the producer.

The system allows a variety of producers, such as dealers and agents. Producers can have three different statuses:

- Active (producers can fund an application)
- Inactive (producers cannot fund an application)
- Temporary (producers can only review but cannot fund an application)

The producers are paid for their participation, either:

- Up front during funding  
-or-
- Up front on a monthly basis  
-or-
- When the interest is earned  
-or-
- When the payment is received from the customer based on the set up compensation plans.

The Producer Setup window contains pages that enable you to maintain and administer producer compensation, compensation payments, charge back plans, and chargeback parameters.

While setting up the Producer Setup window, you will need to complete the Producer Cycles page under the Setup link, as well as the Producers Management page and Payment Details sub tabs on the Producer Details setup page.

While working with the Producer Setup page, you will primarily use the

1. Payment Details
2. Tracking Attributes
3. Contracts
4. Comments
5. Summary

sub tabs. The Producers page, completed during setup, can be used to view and maintain producer details.

## 15.1 Producer Detail

The Producer Management page allows you to record or edit basic information about the producer. You can set up dealers or producers for a company and branch. You can also set up a default underwriter and a default collector for a producer. The system uses this information in the origination workflow to select a queue.

The producer number, name, contact information, company and branch to which the producer applies, federal tax number, status, and other information can be stored in this page.

### Navigating to Producer

1. On the Oracle Financial Services Lending and Leasing home page, click **Origination** → **Origination** → **Producers**.
2. The system displays the Producers setup screen.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. On the left, there is a navigation sidebar with sections like 'Dashboard', 'Origination' (selected), 'Servicing', 'Collections', 'WFP', 'Tools', and 'Setup'. The main area is titled 'Producers' and contains two parts: a 'Producer Details' grid and a detailed 'Producer Details' form.

**Producer Details Grid:**

Producer #	Old Producer #	Name	Company	Branch	Start Dt	End Dt	Status	Enabled	Contact
UNDEFINED					11/17/2015	12/31/9999	ACTIVE	Y	0064267
AC-000001	TEST HBL		HL01	HL-CURRE12/21/1991	11/04/2020	12/31/9999	ACTIVE	Y	ANNA
AC-000002	BLACKWELL HOLDEN FINANCIAL SERVICES		HLB	AUK	0/4/28/2010	12/31/9999	ACTIVE	Y	WELL
AC-000003	BLACKWELL MAZDA		HLB	AUK	0/4/28/2010	12/31/9999	ACTIVE	Y	PHANI
AC-000004	WINGER ISUZU		HLB	AUK	0/4/28/2010	12/31/9999	ACTIVE	Y	
AE-000001	JAK WFP	RAK WFP	JP04	JPHQ	12/27/2000	12/31/2015	INACTIVE	Y	1254542
AE-000002	TIN TAN PRO		US01	USH	06/27/2014	12/31/9999	ACTIVE	Y	ARCHER
CA-000002	CA-00002	RANDYS AUTO SALES	US01	USR1	01/01/1800	12/31/4000	ACTIVE	Y	TOM
CA-000003	CA-00003	ACE HEADQUARTERS INC	US01	USH	01/01/1800	12/31/4000	INACTIVE	Y	JACK
CA-000004	CA-00004	VOOLSWAGEN OF WOODLAND HIL	US01	USH	01/01/1800	12/31/4000	ACTIVE	Y	JACK

**Producer Details Form:**

Producer #: UNDEFINED  
Old Producer #:   
\* Name:   
\* Company:   
\* Branch:   
\* Start Dt:  11/17/2015  
\* End Dt:  12/31/9999  
\* Contact:   
\* Group:   
Grade:   
\* Type:   
\* Status:   
\* Sales Agent:   
\* Underwriter:   
\* Funder:   
\* Collector:   
\* Fed Tax #:  UNDEFINED  
\* Country: UNITED STATES  
Address #:   
Address Line 1:   
Address Line 2:   
\* Zip:   
Zip Ext:   
\* City:   
\* State:   
\* Phone 1: (000)-000-0000  
Ext 1:   
Phone 2:   
Ext 2:   
\* Fax Prefix1:   
Fax 1: (000)-000-0000  
Fax Prefix2:   
Fax 2:   
Email:   
Max Float: 99,999  
Remaining Float:   
\* Enabled:   
Subvention Participation:  
\* Subvention Participant:   
\* Collection Type: STATEMENT  
\* Collection Frequency: MONTHLY  
\* Refund Disbursement: NONE  
\* Region:   
\* Territory:   
License Details:  
\* Valid From:   
\* Valid To:

### To set up the Producer

1. In the **Producer** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Producer #	Based on the system setup, either: Specify the producer number -or- The system generates producer number.
Old Producer #	Specify the old producer number.
Name	Specify the producer name.

Field:	Do this:
Company	Select the company from the drop-down list.
Branch	Select the branch from the drop-down list.
Start Dt	Select the producer start date. You can even select the date from the adjoining Calendar icon.
End Dt	Select the producer end date. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the product.
Contact	Specify the producer contact.
Group	Select the producer contact group from the drop-down list.
Type*	Select the producer type from the drop-down list. <b>Note:</b> The Group and Type fields help in setting up the pricing schemes on the Pricing page.
Status	Select the appropriate status from the drop-down list. <b>Note:</b> The contents of this field can be linked to edits in the loan origination cycle so that only producers with a status of the active can be funded
Sales Agent	Select the sales agent associated with this producer from the drop-down list.
Underwriter	Select the default underwriter assigned to this producer from the drop-down list. <b>Note:</b> Only users with a responsibility for an UNDERWRITER can be designated as underwriters for producers.
Funder	Select the users with responsibility as Funding Specialist, from the adjoining drop-down list.
Fed Tax #	Specify the federal tax identification number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Collector	Select the default collector or agent assigned to this producer from the drop-down list. (This will appear in the <b>Collector</b> field in the <b>Delinquency Information</b> section of the <b>Account Details</b> page on the <b>Customer Service window</b> ).
<b>Address section</b>	
Country	Select the country code from the drop-down list.
Address #	Specify the address.
Address Line 1	Specify address line 1
Address Line 2	Specify address line 2

Field:	Do this:
Zip	Select the zip code from the drop-down list.
Zip Extn	Specify the extension of the zip code.
City	Specify the city.
State	Select the state from the drop-down list.
Phone 1	Specify phone number 1.
Exnt 1	Specify phone number 1 extension.
Phone 2	Specify phone number 2.
Extn2	Specify phone number 2 extension.
Fax Prefix1	Select fax prefix number 1 from the drop-down list.
Fax1	Specify fax number 1.
Fax Prefix2	Select fax prefix number 2 from the drop-down list.
Fax2	Specify fax number 2.
E-Mail	Specify the producer mail address.
Loss Reserve Amount	Specify the loss reserve amount
<b>Subvention Participation Details</b>	
Subvention Participant	Check this box to maintain the producer as subvention participant
Collection Type	Select the collection type from the drop-down list.
Collection Frequency	Select the collection frequency from the drop-down list.
Refund Disbursement Method	Select the refund disbursement method from the drop-down list.
Region	Select the region of the producer from the drop-down list.
Territory	Select the territory of the producer from the drop-down list.
<b>License Details</b>	
Valid From	Specify the date from when the producer's license is valid.
Valid To	Specify the date till when the producer's license is valid.

2. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

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**Note**

Oracle Financial Services Software recommends that you double-check the fax numbers (especially the 10 digit number) and email addresses you enter on this page, since the system uses this information to send its system-generated underwriting decisions.

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**Note**

Producer will be activated on the next system date (current system date + 1) and not on the start date.

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### **15.1.1 Payment Details**

You can setup ACH as the payment mode for a dealer or producer on the Payment Details sub page. The Payment Details sub page stores the information regarding the producer's bank, such as the bank's name, routing number, account type and account number.

---

**Note**

Once you complete this sub page, the information goes into effect immediately.

---

#### **To complete the Payment Details**

1. Click **Origination** → **Origination** → **Producers** → **Payment Details**.
2. In the **Payment Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Pmt Mode	Select the payment mode from the drop-down list.
Bank	Specify the ACH bank name.
Start Dt	Select the ACH start date if payment mode is ACH. You can even select the date from the adjoining Calendar icon.
Routing #	Specify the ACH bank routing number.
Account Type	Select the ACH bank account type from the drop-down list.
Account #	Specify the ACH bank account number.
Disbursement Currency	Select the disbursement currency from the drop-down list.

Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **15.1.2 Tracking Attributes**

The Tracking Attributes sub page allows you to link information to a producer who is not tracked in the system, by default, however is part of company's business practices.

**To complete the Tracking Attributes**

1. Click **Origination** → **Origination** → **Producers** → **Tracking Attributes**.
2. In the Tracking section, you can edit the **parameter** and **Value** details.
3. **Origination** → **Origination** → →

**15.1.3 Contacts**

The Contacts sub page allows you to record information regarding contacts associated with a producer, such as employees at a dealership.

**To complete the Contacts**

1. Click **Origination** → **Origination** → **Producers** → **Contacts** sub tab.
2. On the **Contacts** sub page, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Contact Type	Select the producer contact type from the drop-down list.
Name	Specify the producer contact name.
Phone	Specify producer contact phone number.
Extn	Enter phone number extension.
Fax	Enter producer contact fax number.
Enabled	Check this box to indicate this is a current contact.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

**15.1.4 Comments**

The Comments sub page allows you to view and enter comments regarding the producer.

**To enter a comment on the Comments**

1. Click **Origination** → **Origination** → **Producers** → **Comments** sub tab.
2. In the **Comments** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Comment	Enter comment.
Comment By	Displays user id.
Comment Dt	Displays comment date.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 15.1.5 Summary

The display only Summary sub page allows you to view summary information regarding the producer.

#### To view summary on the Summary

1. Click **Origination** → **Origination** → **Producers** → **Summary** sub tab.
2. In the **Summary** section, view the following information.

A brief description of the fields is given below:

Field:	View this:
YearMonth	The year and month.
TotalApps	The application total status count.
Approved	The application approved status count.
Conditioned	The application conditioned status count.
Rejected	The application rejected status count.
Withdrawn	The application rejected status count.
Funded	The application withdrawn status count.
Amount	The application funded status total amount.

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## 16. Vendors

During the life of an account, a financial institution might require the use of specialized services of a vendor for various purposes; for example, repossessing a vehicle, retaining an attorney for bankruptcy court proceedings, or making field calls. With the system's Vendors window, you can:

- Maintain vendor information
- Maintain services offered by the vendor
- Assign tasks to the vendors and subsequently track and process those tasks
- Charge vendor expenses to customers
- Enter and update invoices raised by the vendors
- Post vendor transactions
- Process vendor payments.

Once an invoice has been presented for a service performed by a vendor, you can enter the information on the Vendor Management form and create a monetary transaction. You can then choose if the customer should pay any particular expense or not.

### 16.1 Vendor Detail Page

The Vendors page allows you to set up vendor information. If the vendor receives escrow disbursement at an address is different from the current business address, enter this information in the Payment Details sub page. Also, the Payment Details sub page allows you to enter the number of days prior to the due date by which the payment to the vendor must be processed.

---

#### Note

The contents of this section defaults to the vendor's current address, but can be modified.

---

#### Navigating to Vendor Detail Page

1. On the Oracle Financial Services Lending and Leasing home page, click **Origination** → **Origination** → **Vendors**.
2. The system displays the Vendor screen. The details are grouped under four tabs:
  - Vendors
  - Work Orders
  - Follow-up
  - Invoices

#### 16.1.1 Vendors tab

1. Click **Origination** → **Origination** → **Vendors** → **Vendors**. The details in the screen are grouped into three:
  - Vendor Details
  - Payment Details
  - Vendor Groups

2. In the **Origination** → **Origination** → **Vendors** → **Vendors** → **Vendor Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter:

A brief description of the fields is given below:

Field:	Do this:
Enabled	Check this box to enable the vendor.
Vendor #	Displays the vendor number. The system generates the vendor number by default.
Name	Specify the vendor name.
Status	Select the vendor status from the drop-down list.
Company	Select the vendor portfolio company from the drop-down list.
Branch	Select the vendor portfolio branch from the drop-down list.
Start Dt	Specify the vendor start date. You can select the data even from the adjacent Calendar icon.
End Dt	Specify the vendor end date. You can select the data even from the adjacent Calendar icon.
Contact Person	Specify the vendor contact name.
Fed Tax #	If available, enter the vendor federal tax identification number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.

Field:	Do this:
Credit Days	Specify the credit days for the vendor invoice. This number is used to check that the Invoice Due Date is not more than the credit days from the Invoice Date.
Phone 1	Specify phone number 1.
Extn 1	Specify the phone extension.
Phone 2	Specify phone number 2.
Extn 2	Specify the phone number 2.
Fax	Specify the fax number.
Fax 2	Specify the fax number 2.
Country	Select the country code from the drop-down list.
Address #	Specify the address.
Address Line 1	Specify address line 1.
Address Line 2	Specify address line 2.
Zip	Select the zip code from the drop-down list.
Zip Extn	Specify the extension of the Zip code.
City	Specify the city.
State	Select the state from the drop-down list.
Email	Specify the email address.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

Click **Origination** → **Origination** → **Vendors** → **Vendors** → **Vendor Details**. The Payment Details sub tab allows you to set up automatic clearing house information for vendors.

4. On the **Payment Details** sub tab, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Remittance section</b>	
Country	Select the country code from the drop-down list.
City	Specify city.
St	Select state from the drop-down list.
Address Line 1	Specify address line 1.
Address Line 2	Specify address line 2.
Zip	Specify zip code from the drop-down list.

Field:	Do this:
Zip Extn	Specify extension of the zip code.
Pre-Process Days	Specify the remittance preprocess days. This is the number of days prior to the due date by which the payment to the vendor must be processed.
<b>Payment Details section</b>	
Mode	Select the mode of payment from the drop-down list.
Bank	Specify the ACH bank.
Start Dt	View ACH start date.
Routing #	Specify the bank routing number.
Account Type	Select the account type from the drop-down list.
Account #	Specify the account number. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to 'Y', this appears as a masked number; for example, XXXXX1234.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. Click **Origination** → **Origination** → **Vendors** → **Vendors** → **Vendor Details**. The Vendors Groups allows you to set up vendor groups.
7. On the **Vendor Groups** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Sort	Specify sort sequence.
Group	Select the vendor type to which the vendor belongs from the drop-down list, based on the services provided by the vendor.
Enabled	Check this box to enable the vendor service.

8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 16.1.2 Work Orders Tab

The Work Orders link allows you to assign an account to a vendor for a service that the vendor provides.

1. Click **Origination** → **Origination** → **Vendors** → **Work Order**. The details are categorized into two:
  - Work Order
  - Services

2. In the **Origination** → **Origination** → **Vendors** → **Work Order** → **Work Order**, perform any of the Basic Operations mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application. The main title bar reads "ORACLE® Financial Services Lending and Leasing". The top navigation bar includes "Signed in as DEMOSALES", "Accessibility", "Sign Out", and a "Help" icon. The main content area is titled "Vendors" and "Work Orders". The "Work Orders" tab is selected. The "Work Order" section displays a table with columns: Work Order #, Account, Vendor, Company, Branch, Status, and Type. A row is selected for "WO-0003002" with the details: Account 20110800010583:MANIVANNAN PREETHI, Vendor PR-01001-VENDOR1, Company US01, Branch USHQ, Status NEW, and Type COLLECTION. The "Work Order Details" section contains fields for Dt (09/11/2013), Status Dt (09/11/2013), Currency (US DOLLAR), Estimated (0.00), Billed Amt (0.00), Paid (0.00), and Reference #. The "Vendor Information" section includes fields for Contact, Phone, Email, Fax, and Comment. The "Account Information" section includes fields for Collateral and Status Dt (09/11/2013). The "Services" section displays a table with columns: Service, Fee Type, Currency, Estimated, Billed Amt, Paid, Status, and Status Dt. A row is selected for "ATTORNEY FEE" with the details: Fee Type NO CHARGE, Currency EURO, Estimated 0.00, Billed Amt 0.00, Paid 0.00, Status NEW, and Status Dt 09/11/2013.

A brief description of the fields is given below:

Field:	Do this:
Work Order #	Displays the work order number.
Account	Select the account number for the work order from the drop-down list.
Vendor	Select the vendor who will service the work order from the drop-down list.
Company	Displays the vendor company.
Branch	Displays the vendor branch.
Status	Select the service status from the drop-down list.
Type	Select the work order type from the drop-down list.
<b>Work Order Details section</b>	
Dt	Displays the work order date.
Status Dt	Displays the last work order status change date.
Currency	Select the currency for the work order from the drop-down list.
Estimated	Displays the estimated amount for the work order.
Billed	Displays the amount billed by the vendor for the work order.

Field:	Do this:
Paid	Displays the amount paid to the vendor for the work order.
<b>Account Information section</b>	
Collateral	Select the asset associated with the work order from the drop-down list.
Reference #	Specify the vendor reference.
Assigned By	Specify the user who created the work order.
Followup Dt	Specify the next follow-up date. You can even select from the adjoining Calendar icon.
<b>Vendor Information section</b>	
Contact	Specify the vendor contact for the work order.
Phone	Specify the vendor contact phone for the work order.
Extn	Specify the vendor contact phone extension for the work order.
Fax	Specify the vendor contact fax for the work order.
Comment	Specify any comments regarding the work order.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Origination → Origination → Vendors → Work Order → Services**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Service	Select the service type from the drop-down list.
Fee Type	Select the vendor fee type from the drop-down list.
Currency	Select the currency from the drop-down list.
Estimated	Specify the estimated amount for the service.
Billed	Displays the amount billed by the vendor for the service.
Paid	Displays the amount paid to the vendor for the service.
Status	Select the status from the drop-down list.
Status Dt	Displays the last service status change date.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 16.1.3 **Follow-up Tab**

The Work Orders link lists the work orders that are not complete and hence require follow-up.

1. Click **Origination** → **Origination** → **Vendors** → **Follow-up** tab. The details are grouped into two:
  - Work Order Follow-up
  - Assigned Services
2. In the **Origination** → **Origination** → **Vendors** → **Follow-up** → **Work Order Follow-up**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

### Note

You cannot add a new record.

A brief description of the fields is given below:

Field:	Do this:
Company	Displays the vendor company.
Branch	Displays the vendor branch.
Followup Dt	Specify the next follow-up date. You can even select the date from adjoining Calendar icon.
Work Order #	Displays the work order number.
Dt	Displays the work order date.
Assignment Type	Displays the work order type.
Account	Displays the account associated with the work order.
Vendor	Displays the vendor associated with the work order.

Field:	Do this:
Status	Select the work order status from the drop-down list.
Status Dt	Displays the last work order status change date.
<b>Work Order section</b>	
Currency	Displays the currency for the work order.
Estimated	Displays the estimated amount for the work order.
Billed	Displays the amount billed by the vendor for the work order.
Paid	Displays the amount paid to the vendor for the work order.
<b>Vendor Information section</b>	
Contact	Displays the vendor contact name.
Phone	Displays the vendor contact phone number.
Comment	Specify a comment.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Origination** → **Origination** → **Vendors** → **Follow-up** → **Assigned Service**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

---

#### Note

You cannot add a new record:

---

A brief description of the fields is given below:

Field:	Do this:
Services	Displays the service provided by the vendor.
Currency	Select the currency for the vendor from the drop-down list.
Estimated	Specify the estimated amount for the service.
Billed	Specify the amount billed by the vendor for the service.
Paid	Specify the amount paid to the vendor for the service.
Status	Select the service status from the drop-down list.
Status Dt	Specify the last service status change date. You can even select the date from the adjoining Calendar icon.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

#### 16.1.4 Invoices Tab

1. Click **Origination** → **Origination** → **Vendors** → **Invoices** tab. The details are grouped into four:
  - Invoice Information

- Invoice Details
- Payment Schedules sub tab
- Related Invoice/Work Orders sub tab

2. In the **Origination → Origination → Vendors → Invoices → Invoice Information**, perform any of the Basic Operations mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The top navigation bar includes 'Vendors', 'Work Orders', 'Follow-up', and 'Invoices'. The 'Invoices' tab is selected, showing a table of invoices with columns: Vendor, Company, Branch, Invoice #, Invoice Dt, Due Dt, and Status. One row is selected: 'PR-01001-VENDOR1' with 'US01' and 'USHQ' respectively, and 'INV123' as the invoice number. Below this is the 'Invoice Information' section, which includes fields for Invoice Dt (10/14/2013), Due Dt (10/14/2013), Status (OPEN), and a 'Details' section showing Address, Currency, Invoice Amt, Agreed Amt, Paid Amt, Txn Post Dt, Status, Status Dt, and Collectible. The 'Invoice Details' section shows a table with columns: Work Order #, Invoice Amt, Agreed Amt, Paid Amt, Txn Post Dt, Status, Status Dt, and Collectible. The 'Payment Schedule' and 'Payment Schedules' sections are also visible at the bottom.

A brief description of the fields is given below:

Field:	Do this:
Vendor	Select the vendor name for whom the invoice is to be created.
Company	Displays the vendor portfolio company.
Branch	Displays the vendor portfolio branch.
Invoice #	Specify the invoice number.
Invoice Dt	Specify the invoice date. You can even select the date from the adjoining Calendar icon.
Due Date	Select the due date. You can even select the date from the adjoining Calendar icon.
Status	Select the invoice status from the drop-down list.
<b>Details section</b>	
Status Dt	Displays the last invoice status change date.
Address	Displays the vendor address.
Currency	Select the currency from the drop-down list.

Field:	Do this:
Invoice Amt	Displays the total invoice amount.
Agreed Amt	Displays the total agreed amount.
Paid Amt	Displays the total paid amount.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

---

#### Note

If the invoice number is not unique for the given vendor, system displays the warning message as "Invoice # already exists for the Vendor."

---

4. In the **Origination → Origination → Vendors → Invoices → Invoice Details**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Work Order	Select the work order from the drop-down list.
Currency	Select the currency from the drop-down list.
Invoice Amt	Specify the invoice amount.
Agreed Amt	Specify the agreed amount.
Paid Amt	Displays the paid amount.
Txn Post Dt	Specify transaction effective date. You can even select the date from the adjoining Calendar icon.
Status	Select the status from the drop-down list.
Status Dt	Displays the last status change date.
Collectible	Check this box to collect the agreed amount from the customer.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Origination → Origination → Vendors → Invoices → Payment Schedules**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Currency	Select the currency from the drop-down list.
Payment Amt	Specify the payment amount.
Status	Select the payment status from the drop-down list.
Payment Dt	Specify the payment date. You can even select the date from the adjoining Calendar icon.

Field:	Do this:
Payment Reference	Specify the payment reference.
Payable Id	Specify the payable requisition Id.
Disbursement Currency	Select the currency from the drop-down list.

7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
8. In the **Origination → Origination → Vendors → Invoices → Related Invoice/Work Order Details**, perform any of the [Basic Operations](#) mentioned in Navigation chapter:

A brief description of the fields is given below:

Field:	View this:
Invoice #	Displays the invoice number.
Invoice Status	Displays the invoice status.
Status Dt	Displays the invoice status date.
Currency	Displays the currency.
WO Estimated Amt	Displays the work order estimated amount.
WO Agreed Amt	Displays the work order agreed amount.
WO Paid Amt	Displays the work order paid amount.
WO Status	Displays the work order status.

9. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

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# Appendix A: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 of, or cutting off 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 > Administration master tab > System drop-down 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, Oracle Financial Services Lending and Leasing 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 only rounds 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 loans.

---

**Note**

Index rounding does not apply to fixed rate loans.

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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 .125:**

Select this method to round up to 1/8th (to keep the index rate in the multiple of .125).

**Examples:**

Current rate:	5.325
Rate rounded to:	5.375
Current rate:	5.312

Rate rounded to:	5.250
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## Appendix B: Payment Amount Conversions

The following table contains the calculations Oracle Financial Services Lending and Leasing uses to convert the different payment frequencies (weekly, biweekly, semimonthly, and so on) to standard monthly values for installment accounts.

Payment Frequency:	Scheduled Monthly Income Amount:
D = Deferred	Zero fill
P = Single payment loan	Zero fill
W = Weekly (due every week)	Multiple by 4.33
B = Biweekly (due every two weeks)	Multiple by 2.16
E = Semimonthly (due twice a month)	Multiple by 2
M = Monthly (due every month)	As given
L = Bimonthly (due every two months)	Divide by 2
Q = Quarterly (due every three months)	Divide by 3
T = Triannually (due every four months)	Divide by 4
S = Semiannually (due twice a year)	Divide by 6
Y = Annually (due every year)	Divide by 12