

Lease Servicing Setup Guide  
**Oracle Financial Services Lending and Leasing**  
Release 14.2.0.0.0

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Lease Servicing Setup Guide  
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Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India  
Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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# 1. Navigation

This document provides an overview of the basic template, navigation, common operations that can be performed, and keyboard short cuts available in Oracle Financial Services Lending and Leasing. Since this section details the general options available in the User Interface, some or all the parts of this section are applicable to you as per access provisions & licensing.

The document is organized 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 Prospective Users who would be working on the application.

## 1.2 Conventions Used

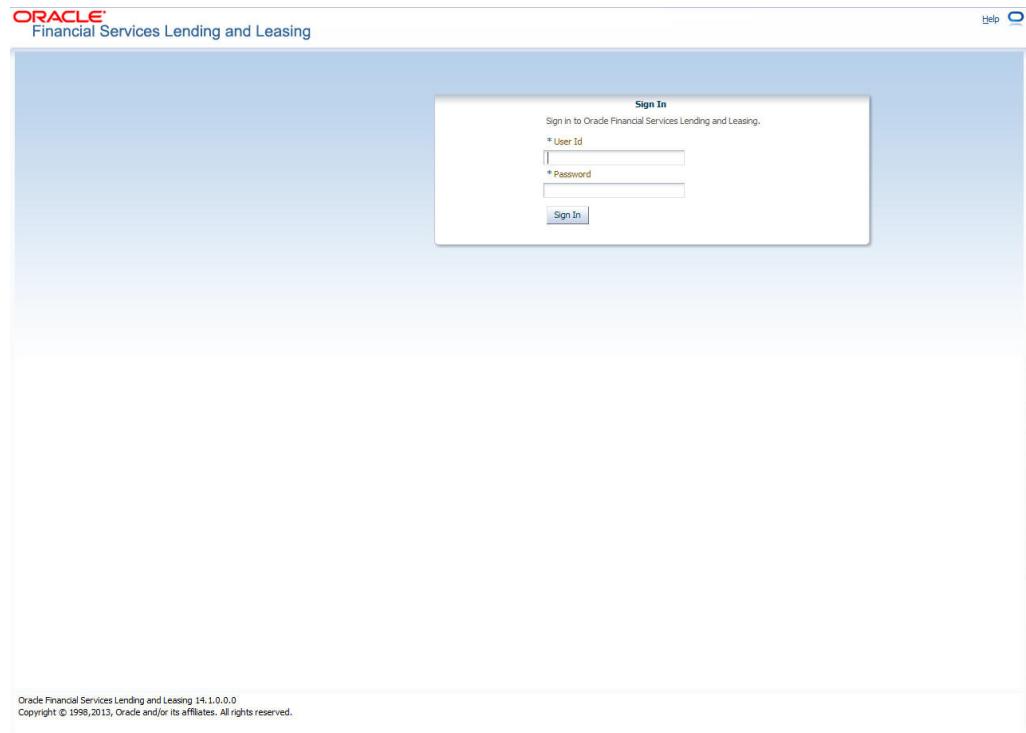
Term	Refers to
The system/application	Oracle Financial Services Lending and Leasing
Mnemonic	The underlined character of the tab or button

## 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 screen.

You can login to the system using a valid user ID and a password defined by the system administrator, in Administration > User screen. A User ID is disabled automatically by the system if it is inactive for a specified number of days.

When you invoke the application, the **Sign In** screen is displayed.



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

The system accepts the User ID and password in upper case only. 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 screen
- Screens

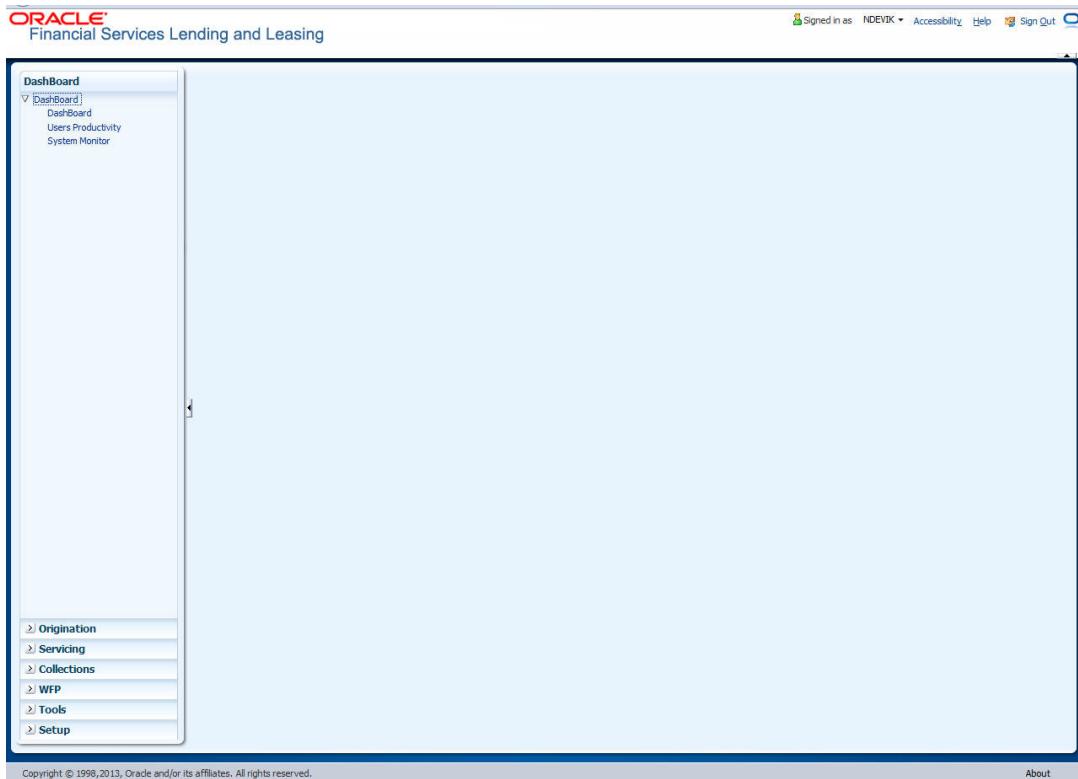
### 1.4.1 Home Screen

Once you login to the application with valid credentials, the system authenticates the details and displays the Home screen.

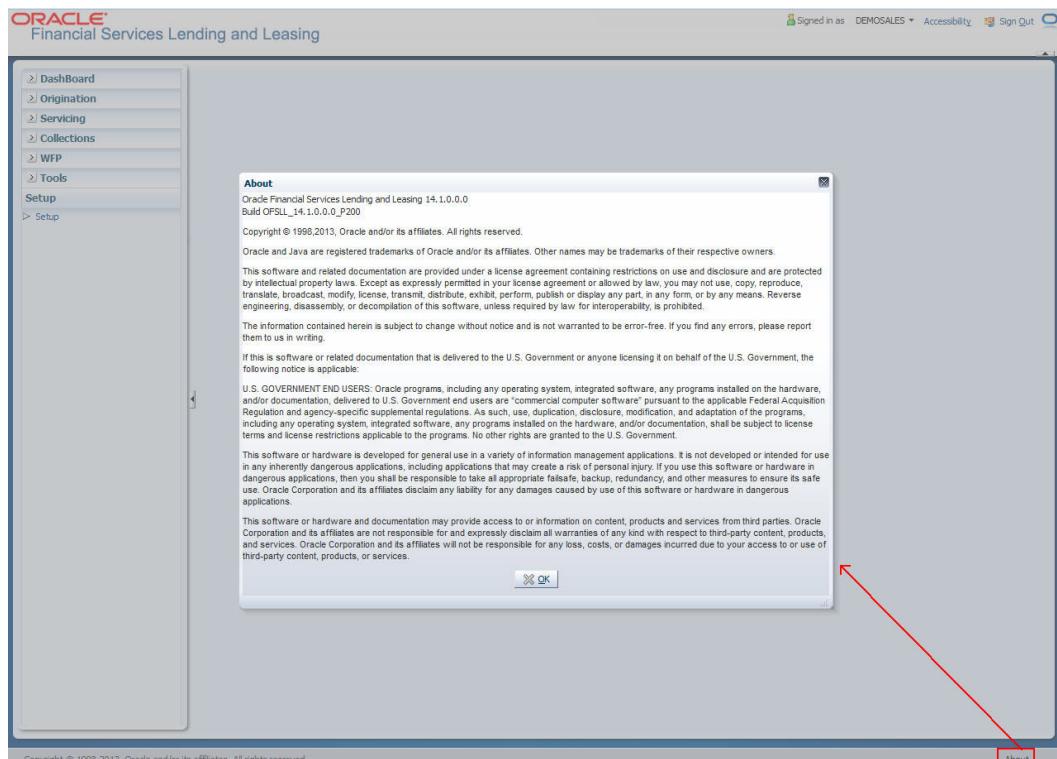
The Home screen consists of the following components:

- Header
- Left Pane

- Right Pane/Work Area



You can view the application version details and copyright information by clicking **About** link at the right corner of the screen.



## Header

In the Header, system displays the following:

- **User ID** that you have currently logged/Signed in. Click the adjoining drop-down arrow, the system displays the following options:

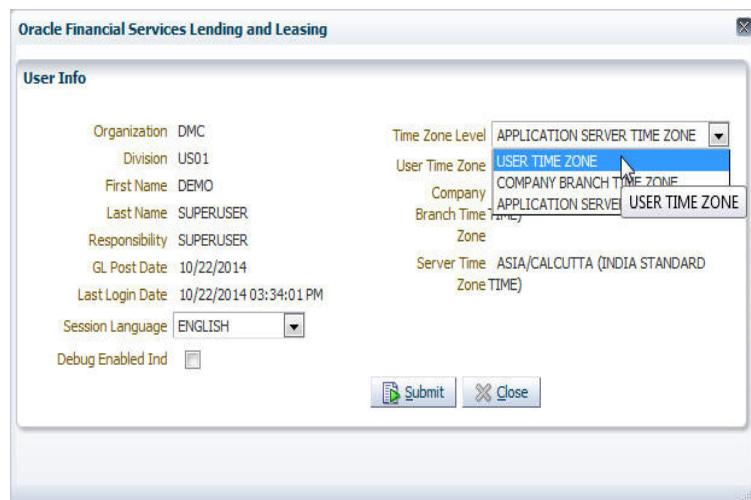


- Change Password – Click to change the current password.



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. Re-enter the password in **Confirm Password** field and click **Submit** to change the password.

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



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

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

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

**Time Zone Level** - Select the time zone preference as User/Company Branch/ Application Server Time Zone from the adjoining options list.

*For more details on time zone selection, refer to Time Zone Preference section of this user manual.*

Click **Submit** to save the changes or **Close** to close the screen without changes.

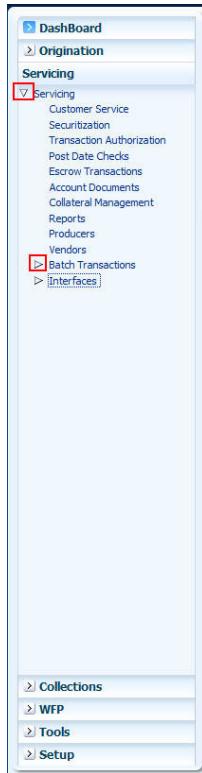
- **Accessibility** – Click the link to view accessibility features of the system.

*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.

## Left Window

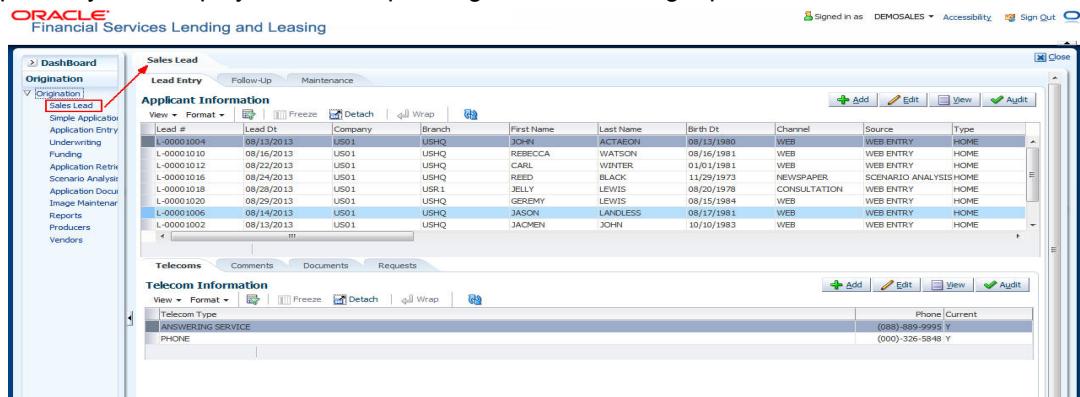
In the left pane, system lists and provides drop-down links for various modules available in the product. Click  to expand the Module Master Tabs and  to collapse them.



To open a screen, navigate to 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 left pane, 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.

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 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:

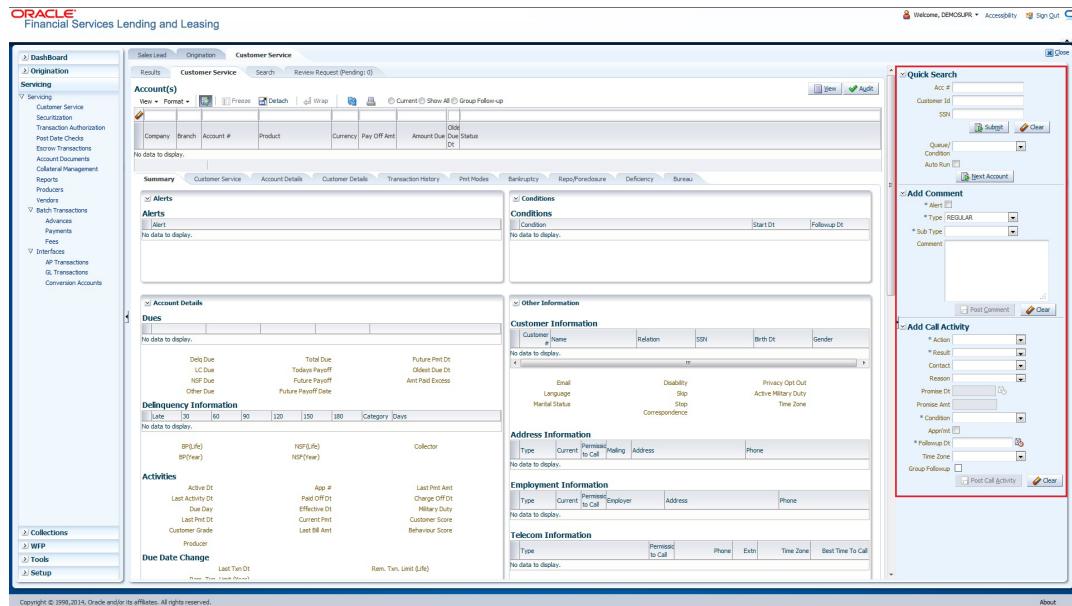
- Use **Quick Search** to search for an application based on application number, last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches found 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 Header and width of the Left and Right Panes do not change, with resizing of application screen.

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

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 stages of the screens:

### Origination:

- Simple Application Entry
- Application Entry
- Underwriting

- Funding

**Collection:**

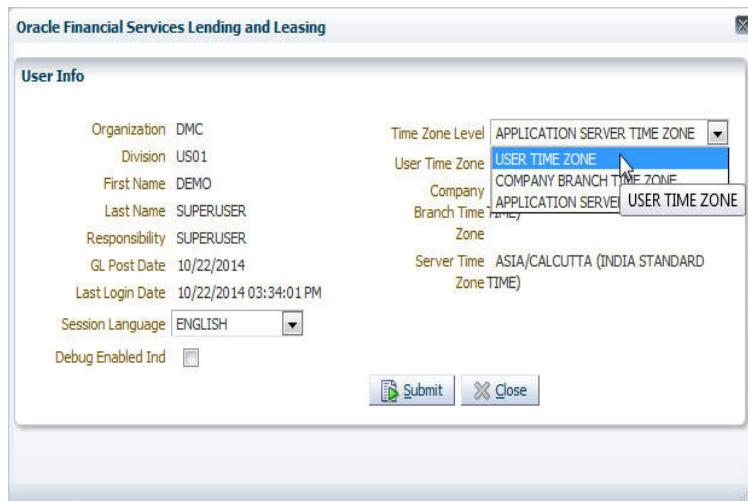
- Collection
- Bankruptcy
- Repossession
- Deficiency

**WFP:**

- Producers
- Credit Lines
- Units

As per the above listing, you will be able to open only one screen in the corresponding list i.e. if you have opened the 'Application Entry' screen in 'Origination', you are not allowed to open any of the other 3 screens until you exit the 'Application Entry' screen.

#### **1.4.1.1 Time Zone Preference**



You can select any of the following three time zones from the User Info screen:

- Application Server Time Zone
- Company Branch Time Zone
- User Time Zone

The time zones set up at each of these levels are displayed in the user info screen. However, data is always stored in the application server time zone and based on the user preference of time zone, the display time would be User or Company or Application Server time zone. Any time zone related changes done at UI does not impact the other time bound activities which are dependant on database time.

##### **Application Server Time Zone (Server Time Zone)**

The Application Server Time Zone by default is the Production Server Time Zone. Selecting this time zone will have all date and time fields defined as per the time stored in application server. There is no offset in time if both storage (database server) and display (application server) are in the same time zone.

### **Company Branch Time Zone (Organization - Division Time Zone)**

This is the Company time zone and is setup at the organization - division definition level. The various divisions defined under an organization can be set up with different time zones depending on geographical locations. This time can be modified as per requirement.

To modify the Company Branch Time Zone:

- Navigate to Setup > Administration > User > Organization and select the company or division listed under 'Division Definition'.
- In the Display Formats tab, select **Time Zone** and click 'Edit'.
- In the Format field, select the required time zone from the adjoining options list and click 'Save'.

If 'Company Branch Time Zone' is selected as the time zone in User Info screen, then on save, all the time and date fields are automatically updated with the time zone of the company branch.

### **User Time Zone**

User Time Zone or User Preference Time Zone can be set up at the User Level in the User Definition screen. Various Users under same divisions defined under an organization can be set up with different time zones depending on geographical locations.

To modify the User Time Zone:

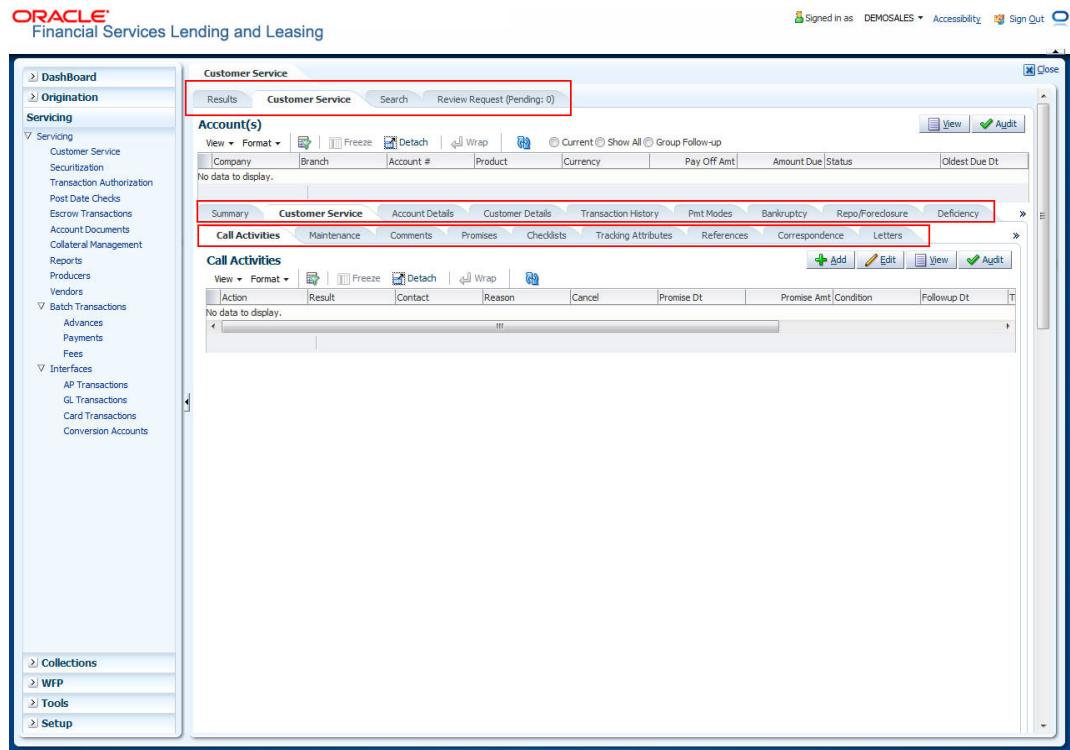
- Navigate to Setup > Administration > User > Users.
- Select the required User record listed in "User Definition" section and click **Edit**.
- In the Time Zone field, select the required time zone from the adjoining options list and click **Save**.

If 'User Time Zone' is selected as the time zone in User Info screen, then on save, all the time and date fields are automatically updated with the current updated time.

## **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 horizontally. The details are displayed when you click the tab under which they are grouped. As 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 corresponding tabs are displayed.



You can click to view the hidden tabs, if any.

## 1.5 Common Operations

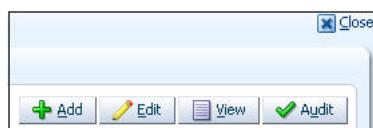
Some of the operations are common to most of the screens. These are grouped into three categories, based on their features.

- 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, system displays the corresponding records inline, 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 marked 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 required details.
View	Click to view an existing record. Select the record you want to view and click 'View'. The system displays the record details 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 alerts you with an error message. You can 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 Stay	Click to save and remain in the same page. This button is displayed when you click 'Add/Edit' 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.

The summary screens consist of the following navigations. The table below gives a snapshot of them:

Basic Actions	Description
	Click to navigate to the first record.

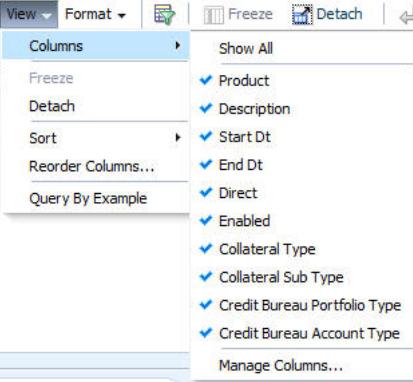
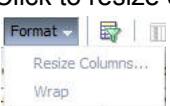
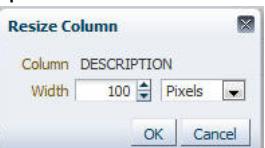
Basic Actions	Description
	Click to navigate to the previous record.
	Click to navigate to the next record.
	Click to navigate the last record.

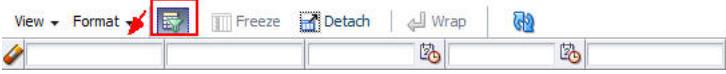
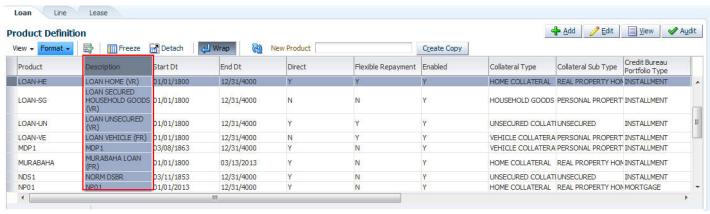
### 1.5.3 Personalization Options

You can personalize the data displayed in setup tables. Once personalized, 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> 
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 unit for the selected column. Click <b>OK</b> to apply changes and <b>Cancel</b> to revert.</p>

Options	Description
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.

#### Print option in Customer Service screen

The Print button  option in Customer Service/Collection screen facilitates you to print the contents on the screen as is without scroll bars. This button is available along with other options in the Action block. Clicking on this provides a browser print functionality and a new tab is opened where the print content is displayed.

## Detach

The screenshot shows the Oracle application interface with the 'Search' and 'Detached Table' sections. The 'Search' section has a table with columns: Company, Branch, App #, Date, Title, Product, Status, Producer, and Secured. The 'Detached Table' section shows a larger table with the same columns. Both sections have a 'Detach' button in the toolbar. A red arrow points to the 'Detach' button in the 'Search' section, which is highlighted with a blue box.

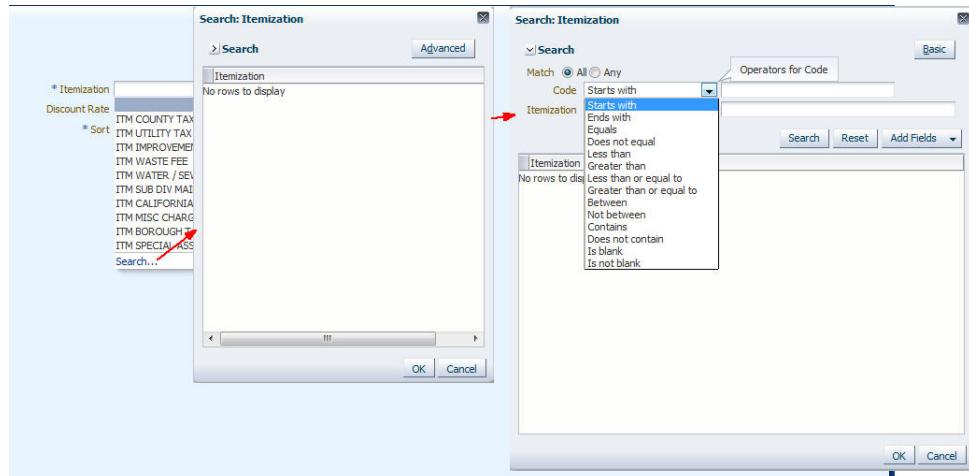
Click 'Add', 'Edit' or 'View' button to open a new screen in expanded mode with details.

### 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 list or enter first alphabet of the value you want. When you provide the alphabet, system limits the selection to the values starting with the specified alphabet. These lists are grouped into two types:

- Drop-down list – Provides the selection option. You can either select a record from the list or enter first alphabet of the required value.

- Combo drop-down list – The LOV contains huge data and provides both selection 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).
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 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
MM-00001 : TEST-001		ADJUNTAG 0
MM-00001 : TEST-001		ADJUNTAG 0
MN-00001 : TERMINATE		AGUADA 0
MT-00001 : SGFSADDF		RAMEY 23132132
NY-02 : PR		HOLTSVILLE 43125313212
Search...		

### Comments

In all the user input screens wherever comments are accepted, the system allows an input of 4000 characters of information in the comment(s) field.

## 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 in the screen. For example, to open 'Accessibility' screen, 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.

### 1.6.1 Keyboard Compatibility

The application is made compatible with keyboard only-operations. However, there is a change in 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
Apple Safari	Mac OS X	Control + Option + mnemonic	Click

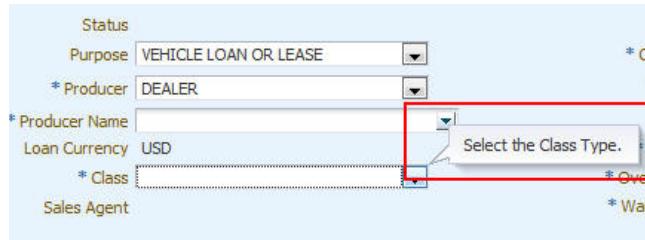
Also, one can use the following keyboard shortcuts in order to increase or decrease the zoom level.

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

## 1.7 Tool Tips

The system is facilitated with tool tip option. When the cursor is moved to any of the field in 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 reasons 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 after login. On the landing screen using 'Accessibility' link on the right end of the header 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 contrast level to make the screen more appealing for the reader with low vision.

#### Large Fonts

Large fonts feature increases font size to ensure 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 color 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 is provided to enlarge text and images beyond normal font enlargement.

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 color blindness are addressed.

Also, high contrast colors have been used to address difficulty in identifying shades of colors. 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 topics, the following techniques are used to enhance the accessibility of documentation.

- Addition of text equivalent to all graphics

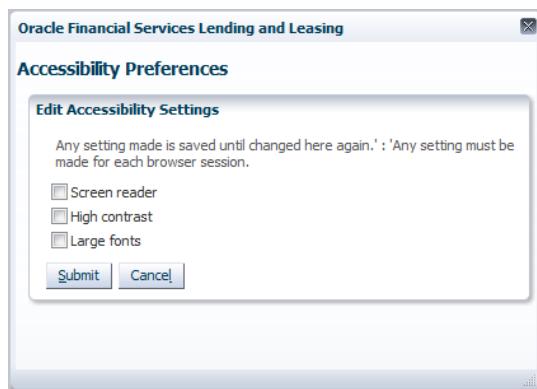
- Usage of standard fonts and avoiding shadow or reversed text
- Usage of strong foreground and background color contrast
- Color usages as per Oracle Accessibility guidelines have been ensured
- Usage of styles and formatting elements
- Documentation in simple language to ensure easy understanding
-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

#### 1.8.4 **Setting up Accessibility Preferences**

You can setup or change the accessibility preferences.

##### **To edit accessibility settings**

1. Click Accessibility in the header part of 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**

You need to define the required Settings for each browser session and defined settings are saved until next modification.

---

---

## 2. Administration System

In **Administration** → **System**, you can record setup data related to the application's overall functionality and performance. This data affects;

- The mechanics of the system
- The processes of the system
- The search for Location of files to complete the tasks.

### Navigating to Administration System

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **System**

The System drop-down link records the following data:

- System Parameters
- Lookups
- User Defined Tables
- Audit Tables
- User Defined Defaults
- Transaction Codes
- Data Files
- Events
- Batch Jobs
- Producer Cycles
- Vendors
- Collection Cycles
- Reports
- Error Messages
- Translations

Using these parameters, you can control the behavior of the system from a technical perspective. For example, determine parameter values, define what information is audited, and record default values. The product provides default values for all these screens.

### 2.1 System Parameters

System parameters define information or values used throughout the system. They act as switches that control the manner in which a function is implemented, or whether or not the system performs a particular task. Parameters are used throughout the system to control everything from user access to what information is stored on any given form. Parameters also define configuration data, such as the location of the system files, the URLs for the report and image servers, and other administration controlled data. Some of the system parameters are setup when the system is installed, but the values associated with the parameters need to be reviewed and maintained.

There are three types of parameters in the system, grouped by what part of the system they affect:

Parameter Type:	Parameter Range:
System parameters	These parameters apply to the entire system. Examples: batch processes, archiving, aging.
Organization parameters	These parameters apply to the organization, division, and user responsibility. Examples: User login control, password expiration.
Company parameters	These parameters apply to the company and branch. Examples: decision fax control, scoring model.

Hence, the System Parameters screen contains the following three tabs:

- System Parameters
- Organization Parameters
- Company Parameters

### **2.1.1 System Parameters Setup**

The System Parameters Setup screen displays and records each system wide parameter, along with its current value and whether or not it is enabled. These parameters relate to the overall processing of the system, such as application server file locations and data purging configuration.

#### **To set up the System Parameters**

1. Click **Setup** → **Setup** → **Administration** → **System** → **System Parameters** → **System**.  
The system displays the **System Parameter** screen

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

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User Defined Defaults  
Transaction Codes  
Data Files  
Dedupe  
Securitzation  
Events  
Batch Jobs  
Producer Cycles  
Vendors  
Reports  
Error Messages  
Translations

User  
Organization  
Companies  
Access  
Users  
Credit Bureau  
Correspondence  
General Ledger  
Queues  
Printers  
Bank Details

System Parameter

System Organization Company

System Parameters

Add Edit View Audit

Parameter Parameter Description Parameter Value

AAIPRC_B1_100_01_DEBUG_LEVEL	AAIPRC_B1_100_01_DEBUG_LEVEL	2
ACAPRC_B1_100_01_DEBUG_LEVEL	ACAPRC_B1_100_01_DEBUG_LEVEL	2
ACA_DQ_AMT_EXCLUDED	EXCLUDE DELINQUENCY AMOUNT FOR ACCOUNT ACH	N
ACA_PAYMENT_AUTO_LOAD	DO AUTO PAYMENT LOAD FROM ACCOUNT ACH	Y
ACA_PRENUTE_DAYS	NUMBER OF DAYS FOR PRENOTE TO OCCUR FOR ACCOUNT ACH	0.00
ACA_PRE_PROCESS_DAYS	NUMBER OF DAYS BEFORE DRAFT DAY FOR ACCOUNT ACH PROCESS	0.00
ACCAAI_B1_100_01_DEBUG_LEVEL	ACCAAI_B1_100_01_DEBUG_LEVEL	2
ACCDMP_B1_100_01_DEBUG_LEVEL	ACCDMP_B1_100_01_DEBUG_LEVEL	2
ACCVAL_B1_111_01_DEBUG_LEVEL	ACCVAL_B1_111_01_DEBUG_LEVEL	2
ACCVAL_B1_112_01_DEBUG_LEVEL	ACCVAL_B1_112_01_DEBUG_LEVEL	2
ACIPRC_B1_100_01_DEBUG_LEVEL	ACIPRC_B1_100_01_DEBUG_LEVEL	2
AOH_PAYNE_PRENOTE_DAYS	NUMBER OF DAYS FOR PRENOTE TO OCCUR FOR PRODUCER/VENDOR ACH	7
ACMIPRC_B1_112_01_DEBUG_LEVEL	ACMIPRC_B1_112_01_DEBUG_LEVEL	2
ACPPRC_B1_100_01_DEBUG_LEVEL	ACPPRC_B1_100_01_DEBUG_LEVEL	2
ACVPRC_B1_100_01_DEBUG_LEVEL	ACVPRC_B1_100_01_DEBUG_LEVEL	2
ADMIN_SERVER_URL	ADMIN SERVER URL	http://ofs220067
ADR_DIRECTORY	ORACLE DIRECTORY OBJECT NAME FOR ADR FILE LOCATION	SETME
ADR_PROCESSED_DIRECTORY	ORACLE DIRECTORY OBJECT NAME FOR ADR FILE LOCATION	SETME
AGAAPB_B1_100_01_DEBUG_LEVEL	AGAAPB_B1_100_01_DEBUG_LEVEL	2

System Parameters

Save and Add Save and Stay Save and Return Return

Parameter  
\* Parameter Description  
\* Parameter Value  
\* Enabled

A brief description of the fields is given below:

Field	Do this
Parameter	System parameter of the specified parameter description is displayed here.
Parameter Description	Select the description of system parameter from the drop-down list.
Parameter Value	Specify the value for the system parameter (required).
Enabled	Check this box to enable the parameter.

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

### 2.1.1.1 FCUBS Integration

Oracle Financial Services Lending and Leasing (OFSLL) is integrated with Oracle FLEXCUBE Universal Banking System (FCUBS) with the capability to integrate the centralized CIF (Customer Information Files), ELCM (Enterprise Limits and Collateral Management) and CASA (Current Account and Savings Account) modules.

To work with the integrated environment functionalities, you need to enable the following core banking indicator.

Parameter	Parameter Description
CMN_CORE_BANK	CORE BANKING INTERDACE INDICATOR

*For detailed information about integration changes, you can refer to 'FCUBS Integration Documents' section at OTN library ([http://docs.oracle.com/cd/E59770\\_01/homepage.htm](http://docs.oracle.com/cd/E59770_01/homepage.htm)).*

## **2.1.2 Organization Parameters**

The Organization parameters control the system functions related to user log in, such as passwords and expiration dates, responsibility levels and the ability to access the system features. Individual parameters can be created with different values for uniquely defined organizations, divisions, and responsibility combinations.

When determining which parameter to use, the system selects the best match based on a hierarchical sort by the Organization, Division, and Responsibility fields, with values of ALL being a lower order match than an exact match.

For example:

Assume the organization parameter UIX\_APP\_VIEW\_ALL\_APPS (VIEW ALL APPLICATIONS) is as follows:

- If a user belongs to an organization as 'DMC' with a responsibility of SUPERUSER and is using the Underwriting screen of Lending menu, the system will return with a value N, and the system will not allow the user to view all applications.
- If the user belongs to any organization with a responsibility of SUPERUSER, and is using the Underwriting screen of Lending menu, the system will return with a value Y, and the system will allow the user to view all applications.

---

### **Note**

Be aware that while the system allows for Organization parameters to be defined at all three hierarchical (organization, division, and responsibility) levels, not all will be applicable to each parameter. For example, while you can define the UIX\_SMTP\_SERVER (EMAIL SERVER FOR USER) for a responsibility, you would normally want only to define this parameter based on organization or division.

---

### **To set up the Organization Parameters**

1. Click **Setup** → **Setup** → **Administration** → **System** → **System Parameters** → **Organization** tab.

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

Parameter	Parameter Description	Parameter Value	Organization	Division	Responsibility	Enabled
UDX_APP_VIEW_A...	VIEW ALL APPLICATIONS	N	DMC	ALL	ALL	<input checked="" type="checkbox"/>
UDX_APP_VIEW_A...	VIEW ALL APPLICATIONS	Y	ALL	ALL	SUPERUSER	<input checked="" type="checkbox"/>

A brief description of the fields is given below:

Field	Do this:
Parameter	Parameter of the specified parameter description is displayed here.
Parameter Description	Select the description of system parameter from the drop-down list.
Parameter Value	Specify the value for the system parameter.
Organization	Select the organization for which the parameter will be valid from the drop-down list.
Division	Select the department for which the parameter will be valid from the drop-down list.
Responsibility	<p>Select the responsibility for which the parameter will be valid from the drop-down list.</p> <p><b>IMPORTANT:</b> In selecting which organization parameter to use, the system searches for a best match using the following attributes:</p> <ol style="list-style-type: none"> <li>1. Organization</li> <li>2. Division</li> <li>3. Responsibility</li> </ol> <p>Hence, Oracle Financial Services Software recommends creating a version of each organization parameter, where ALL is these fields.</p>
Enabled	Check this box to enable the parameter.

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

### 2.1.3 Company Parameters

The Company parameters control the system processes associated with functions that may vary for different companies or branches. These parameters address credit scoring, credit bureau interfaces, fax services, and fax generation. Individual parameters may be set up with different values for uniquely defined company and branch combinations.

When these parameters values are requested by the system, the system responds with the "best" match based on a hierarchical sort ordered on company and branch fields, with values of ALL being a lower order match than an exact match. For example, assume the company parameter `UIX_RUN_AAI_ACT` (ONLINE ACCOUNT CREATION AND ACTIVATION) has been defined as:

The system uses these two parameters to determine whether to create and activate an account online.

- When processing items for the company US01, the system will return a value N and not create and activate an account online.
- When processing items for the company other than US01 and within the value ALL, the system will return with a value Y and create and activate an account online.

## To set up the Company Parameters

1. Click **Setup** → **Setup** → **Administration** → **System** → **System Parameters** → **Company** tab.
2. On the **Company Parameters** screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

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System Parameter

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**User**

Organization

Companies

Access

Users

Credit Bureau

Correspondence

General Ledger

Queues

Printers

Bank Details

Check Details

Standard Payees

Currencies

Zip Codes

**System Parameter**

**Company**

**Company Parameters**

**View** **Format** **Freeze** **Detach** **Wrap** **Help**

Parameter	Parameter Description	Parameter Value	Company	Branch	Enabled
AUD_ADV_REASON_MODEL	AUTO DECISION ADVERSE ACTION REASON MODEL	FICO	ALL	ALL	N
AUD_SCORING_METHOD	APPLICATION SCORING METHOD	PRIM	ALL	ALL	Y
AUD_SCORING_METHOD_IN_B	APPLICATION SCORING METHOD WITHIN ALL BUREAU	MAX_SCORE	ALL	ALL	Y
CBU_DATA_SET_SIZE	METRO 2 FILE DATA SELECTION CRITERIA	MONTHLY	ALL	ALL	Y
CMV_ASE_VALIDATE_MAKE_MODEL	VALIDATE ASSET MAKE MODEL DURING DATA ENTRY	N	ALL	ALL	Y
CMV_CMB_DEFAULT_PRINTER	DEFAULT PRINTER NAME	UNDEFINED	ALL	ALL	Y
CMV_WEEKLY_NONBUSINESS	WEEKLY NON-BUSINESS DAYS	UNDEFINED	ALL	ALL	Y
COR_STORAGE_DIRECTORY	ORACLE DIRECTORY OBJECT NAME FOR CORRESPONDENCE DOC STORAGE	COR_DIR_QA141SUP_ALL_ALL	ALL	ALL	Y
DBR_JNT_INC_DEBT_WITH_C	COMBINE INCOME AND DEBT WITH SPOUSE AND 2NDRY	N	ALL	ALL	Y
DBR_JNT_INC_DEBT_WITH_S	COMBINE INCOME AND DEBT WITH SPOUSE	Y	ALL	ALL	Y
DPB_CRB_EXPIRATION_DAYS	DEDUPING CREDIT BUREAU EXPIRATION DAYS	999999	ALL	ALL	Y
DPB_DEDUP_DEBT_WITH_C_2ND	DEDUP CREDIT BUREAU LIABILITIES WITH SPOUSE AND SECONDARY	N	ALL	ALL	Y
DPB_DEDUP_DEBT_WITH_S_2ND	DEDUP CREDIT BUREAU LIABILITIES WITH SPOUSE	N	ALL	ALL	Y
DOT_STORAGE_DIRECTORY	ORACLE DIRECTORY OBJECT NAME FOR ACCOUNT DOCUMENT LOADING	DOT_DIR_QA141SUP_ALL_ALL	ALL	ALL	Y
ECD_EDIT_FAIL_ANY_APL	CREDIT BUREAU EDIT WILL FAIL IF ANY BUREAU FOR ANY APL WILL NOT PKN	ALL	ALL	ALL	Y
ECU_USE_APL_CURRENT_SCOR_RUN	CREDIT BUREAU EDITS ONLY ON CURRENT SCORED APPLICANT BUREAU	Y	ALL	ALL	Y
FIN_IMAGE_STATUS_CD	DEFAULT IMAGE STATUS CODE FOR FAX IN SERVICE	0	US01	ALL	Y
FIN_POP_PASSWORD	POP PASSWORD FOR FAX IN SERVICE	SETME	US01	ALL	Y
FIN_POP_SERVER	POP SERVER FOR FAX IN SERVICE	SETME	US01	ALL	Y

**Company Parameters**

Parameter:

Parameter Description:

\* Parameter Value:

**Save and Add** **Save and Stay** **Save and Return** **Return**

\* Company: ALL

\* Branch: ALL

\* Enabled:

A brief description of the fields is given below:

Field	Do this:
Parameter	The system displays the parameter, when you select parameter description.
Parameter Description	Select the description of system parameter from the drop-down list.
Parameter Value	Specify the value for the system parameter.
Company	Select the portfolio company for which the parameter will be valid from drop-down list.
Branch	Select the portfolio branch for which the parameter will be valid from the drop-down list (required). <b>IMPORTANT:</b> In selecting which company parameter to use, the system searches for a best match using the following attributes: 1. Company 2. Branch For this reason, the Software recommends creating a version of each company parameter where ALL is the value in these fields.
Enabled	Check this box to enable the parameter.

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

## 2.2 Lookups Setup screen

The Lookups screen defines the contents in many drop-down fields used throughout the system. Fields that make use of drop-down field will accept only entries that are stored on this screen.

The Lookups screen contains two sections: **Lookup Types** and **Lookup Codes**. Lookup types and codes can be system-defined or user-defined. The lookup types describe the function of the related lookup codes.

For system-defined lookup types, only the Description field may be changed.

A *system-defined lookup type* (**Lookup Types** block, **System Defined** is selected) is one that is critical to the system and cannot be changed. However, you can still modify the lookup type description and Record indicator (Enabled/Disabled).

A *user-defined lookup type* (**Lookup Types** block, **System Defined** is not selected) is one that can be modified, depending on a user's business needs. You can modify the description, system indicator and record indicator. If a lookup type is user-defined, the lookup code belonging to that lookup type can either be system-defined or user-defined.

A *system-defined lookup code* (**Lookups** screen, **System Defined** is selected) is one on which the system processing is dependent. Without this lookup code, the process produces incorrect results or fails.

A *user-defined lookup code* (**Lookups** screen, **System Defined** is not selected) is one that can be defined or altered by a user.

**WARNING:** System-defined lookup types are those that are required by the system. Their related lookup codes will also be system defined. If you update and save a user-defined lookup type as a system-defined-lookup type (that is, change the System Defined button from **No** to **Yes** in the Lookup Type sub screen), the system will not allow you to change the lookup type back to user-defined in the future.

#### Note

Lookup codes cannot be deleted, as they may have been used in the past, and the display and processing of that data is still dependent on the existing setup.

Typically, the system Administrator would modify the descriptions of lookup codes and add new lookup codes to the existing lookup types as needed.

#### To set up the Lookups

1. Click **Setup** → **Setup** → **Administration** → **System** → **Lookups**. The system displays the **Lookups** screen. The details are grouped into two:
  - **Lookup Types**
  - **Lookup Codes**
2. In the **Lookup Types** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Lookup Type	Description	System Defined Yes/No	Enabled
1098_POINTS_DISCOUNTS_ITM_CD	1098 ITEMIZATION TYPES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACCESS_GRID_TYPE_CD	ACCESS GRID TYPE CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACCRUAL_BASE_METHOD_CD	ACCRUAL BASE METHOD CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACCRUAL_CALC_METHOD_CD	ACCRUAL CALCULATION METHOD CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACCRUAL_START_DT_BASIS_CD	ACCRUAL START DT BASIS CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACCRUED_TIN_TYPE_CD	ACCRUED TIN BALANCE TYPE CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACC_CONDITION_CD	ACCOUNT CONDITIONS / ACCOUNT QUEUE TYPES (SUB CODE USED FOR DEFAULT QUEUE)	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACC_STATUS_CD	ACCOUNT STATUS CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y
ACH_ACCOUNT_TYPE_CD	ACH ACCOUNT TYPE CODES	<input type="radio"/> Yes <input checked="" type="radio"/> No	Y

Lookup Code	Description	Sort Sub Code	System Defined Yes/No	Enabled
No data to display.				

A brief description of the fields is given below:

Field	Do this:
Lookup Type	Specify the lookup type.
Description	Specify the description for the lookup type .

Field	Do this:
System Defined Yes/No	Select 'Yes', if you wish to maintain the lookup type as system defined and 'No', if you wish to maintain lookup type as User defined.
Enabled	Check this box to enable the lookup type.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Lookup Codes** section, you can setup individual codes that a field or process using the related lookup type can have. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Lookup Code	Specify the lookup code. These are solely dependent on the function of the Lookup Type.
Description	Specify the lookup code description. This may be changed as per your business requirement.
Sort	Specify the sort order for the lookup code. This determines the order these lookup codes are displayed or processed.
Sub Code	Specify the sub code for the lookup code.
System Defined Yes/No	Select 'Yes', if you wish to maintain the lookup code as system defined and 'No', if you do not want to maintain it as system defined. System defined lookup codes cannot be modified, except for changing the Description or Sorting fields. If the lookup type is not system defined, then the code can be modified.
Enabled	Check this box to enable the lookup code.

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

## 2.3 User Defined Tables

In User Defined Tables you can maintain user-defined tables, such as the data attributes the system uses on its Search screens.

In the following example, the list of attributes in the Criteria column are computed from the User Defined Tables screen.

**To set up a user-defined table, you must:**

1. Define the fields on the table.
2. Join the related tables.
3. Assign the table a lookup type.

You can create tables for different products, funding, and collateral types.

After creating the user-defined tables, the system sorts the attributes to make the system usage more efficient. These details are used with different functions of the system, including:

- Searching applications and accounts

- Tracking follow-up items
- Creating details in bankruptcy, foreclosure/repossession, and deficiency

### Note

Many of these tables, (ASSET TRACKING ATTRIBUTES for example) may be configured during the initial setup of the application to provide for your specific business needs. Others, such as APPLICATION SEARCH, may be changed whenever your business needs change. Still others should not be changed without consulting Oracle Financial Services Software, as changing them would require changes to existing code for the expected results to be implemented. As a thumb rule, it is better to add or disable information on the User Defined Tables screen than to edit existing entries.

### To set up the User Defined Tables

1. Click **Setup** → **Setup** → **Administration** → **System** → **User Defined Tables**. The system displays the User Defined Tables screen. The details are grouped into two:
  - User Defined Tables
  - User Defined Table Attributes
2. In the **User Defined Tables** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application's User Defined Tables screen. The interface is a standard Oracle ADF-based application with a left-hand navigation menu and three main content areas.

- Left Sidebar (Navigation):**
  - Dashboard
  - Origination
  - Servicing
  - Collections
  - WFP
  - Tools
  - Setup** (selected)
  - Administration
  - System
  - System Parameter
  - Lookups
  - User Defined Tables
  - Audit Tables
  - User Defined Defaults
  - Transaction Codes
  - Data Files
  - Dedupe
  - Securitization
  - Events
  - Batch Jobs
  - Producer Cycles
  - Vendors
  - Reports
  - Error Messages
  - Translations
  - User**
  - Organization
  - Companies
  - Access
  - Users
  - Credit Bureau
  - Correspondence
  - General Ledger
  - Queues
  - Printers
  - Bank Details
  - Check Details
  - Standard Payees
  - Currencies
  - Zip Codes
- Main Content Area (Top):** The 'User Defined Tables' list screen. It shows a table with columns: Table, User Table Type, Description, System Defined Yes/No, Enabled, Product Type, Funding Type, Collate Type, View Name, and SC. The table lists various system tables like SEARCH\_UTA\_TXN, SEARCH\_UPD\_ACCOUNTS, etc., with their respective details.
- Main Content Area (Middle):** A form for adding a new User Defined Table. It includes fields for Table (input), Enabled (checkbox), Product Type (dropdown), Funding Type (dropdown), SQL Statement (text area), View Name (text input), Description (input), and Collateral Type (dropdown). It also includes checkboxes for System (checked) and Defined Yes/No.
- Main Content Area (Bottom):** The 'User Defined Table Attributes' list screen. It shows a table with columns: Attribute, Description, Data Type, Length, Sort Operator, Sys De En Sub Attribute, LOV Type, and LOV Va. The message 'No data to display.' is shown.

A brief description of the fields is given below:

Field	Do this:
Table	Specify the user-defined table name.
User Table Type	Select the user-defined table type from the drop-down list. This determines where and how the related data is being used.

Field	Do this:
Description	Specify the description for user-defined table.
System Defined Yes/NO	Select 'Yes', if you wish to maintain the User table type as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If the entry is not system defined, then it can be modified.
Enabled	Check this box to enable the user-defined table (optional).
Product Type	Select the product type from the drop-down list.
Funding Type	Select the funding type associated with the user-defined table from the drop-down list.
Collateral Type	Select the collateral type associated with the user-defined table from the drop-down list.
View Name	Specify the view name.
SQL Statement	<p>Specify the SQL version of the statement.</p> <p>For Example: For SEARCH_ACC_ACCOUNTS table, the SQL is as follows:</p> <pre>SELECT /*+ FIRST_ROWS */ ACC_AAD_ID FROM ACCOUNTS WHERE</pre> <p><b>Note:</b> For the above SQL, the where criteria is part of the User Defined Table Attributes</p>
Sort	Specify the sort order for the user-defined table relative to other tables of the same type.

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

4. In the **User Defined Table Attributes** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation tree with sections like Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, Administration, System, User, and various sub-options. The main area is divided into two panes. The top pane, titled 'User Defined Tables', lists various search and batch entry account types with their attributes. The bottom pane, titled 'User Defined Table Attributes', shows a grid of attributes with columns for Attribute, Description, Data Type, Length, Sort, Operator, System Defined Yes/No, Enabled, Sub Attribute, LOV Type, and LOV Validation. A modal dialog box is open in the bottom right, titled 'User Defined Table Attributes', with fields for Attribute, Description, Data Type, Length, Sort, Operator, System Defined Yes/No, Enabled, Sub Attribute, LOV Type, LOV Validation, and Default Value.

A brief description of the fields is given below:

Field	Do this:
Attribute	Specify the user-defined table attribute.
Description	Specify the description for the user-defined table attribute.
Data Type	Select the data type for the attribute (CHARACTER, NUMBER, or DATE) from drop-down list.
Length	Specify the maximum length of the user-defined table attribute.
Sort	Specify the sort order of the user-defined table attribute. If the sort order is changed it will only affect new instances of the User Defined Table, and will not affect existing data.
Operator	Select the operator for the user-defined table attribute from the drop-down list.
System Defined Yes/No	Select 'Yes', if you wish to maintain the User table attribute as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If the entry is not system defined, then it can be modified.
Enabled	Check this box to enable the user-defined table attribute so that the attribute will be considered when creating new instances of the User Defined Table.
Sub Attribute	Specify the sub-attribute for the attribute (sub attributes are used to associate related attributes).

Field	Do this:
LOV Type	Select the list of value (LOV) type for the user-defined table attribute from the drop-down list.
LOV Validation Ind	Check this box to enable LOV validation of the user-defined table attribute. This indicates whether the data must come from the LOV.
Lookup Types	Specify the lookup type of the LOV associated with the user-defined table attribute.
Default Value	Specify the default value for the user-defined table attribute.

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

## 2.4 Audit Tables

The system allows you to track changes in the database during loan origination. This includes the tracking of:

- Account status history
- Audit history of specified fields

The Audit Tables Setup screen records the tables and columns requiring an audit. the system stores the following details for the fields you want to audit for changes:

- Current value in field
- New value field
- User who changed the field's content
- Date and time when the value was changed

**IMPORTANT:** The system recommends that only a database administrator perform the following steps.

### To set up the Audit Tables

1. Click **Setup** → **Setup** → **Administration** → **System** → **Audit Tables**. The system displays the Audit Tables screen. The details are grouped into two:
  - Audit Tables
  - Audit Columns

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

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with sections like Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, Administration, System, User, and others. The main area is titled 'Audit Tables' and contains two tabs: 'Audit Tables' and 'Audit Columns'. The 'Audit Tables' tab is active, showing a list of tables with their audit settings. The 'Audit Columns' tab shows the configuration for the 'CREDIT\_REPORT\_FORMATS' table, including fields like Description, Display Description, Display Column, Enabled, Primary Key 1, and Primary Key 2. The 'Audit Columns' table is currently empty.

A brief description of the fields is given below:

Field	Do this:
Table	The table name on which audit trigger needs to be created is displayed here (the system table being audited).
Description	Specify the table description.
Display Description	Specify the column description to be displayed on audit screen.
Display Column	Select the table column to be displayed on audit screen from the drop-down list.
Enabled	Check this box to enable the audit table so that it will be considered while generating the database triggers.
Reset Row ID	Check this box to allow resetting the row identifier.
Primary Key 1 (unlabeled)	The table primary key column 1 is displayed here. (These columns define how to access the data in the table.)
Primary Key 2 (unlabeled)	The table primary key column 2 is displayed here.
Primary Key 3 (unlabeled)	The table primary key column 3 is displayed here.
Primary Key 4 (unlabeled)	The table primary key column 4 is displayed here.
Primary Key 5 (unlabeled)	Table primary key column 5 is displayed here .

Field	Do this:
Primary Key 6 (unlabeled)	Table primary key column 6 is displayed here.
Primary Key 7 (unlabeled)	The table primary key column 7 is displayed here.
Primary Key 8 (unlabeled)	The table primary key column 8 is displayed here.
Primary Key 9 (unlabeled)	The table primary key column 9 is displayed here.
Primary Key 10 (unlabeled)	The table primary key column 10 is displayed here.
Primary Key 11 (unlabeled)	The table primary key column 11 is displayed here.
Primary Key 12 (unlabeled)	The table primary key column 12 is displayed here.
Primary Key 13 (unlabeled)	The table primary key column 13 is displayed here.
Primary Key 14 (unlabeled)	The table primary key column 14 is displayed here.
Primary Key 15 (unlabeled)	The table primary key column 15 is displayed here.

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

A brief description of the fields is given below:

Field	Do this:
Column	Specify the column name on which the audit needs to be created from drop-down list (column in the table that is being audited)
Description	Specify the column description (description of the data contained in the column).
Data Type	The data type for the attribute is displayed here.
Enabled	Check this box to enable the audit column.

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

## 2.5 Transaction Codes

The system uses transaction codes to define the actions and tasks it can perform; for example, activating an account, changing a due date, applying a late fee, and charging off an account.

The Transaction Codes Setup screen catalogs and defines these core system actions.

The system organizes transaction codes in 'Super Groups'. All transaction codes within a particular super group are processed in a similar manner. The transaction super groups in the system are as follows:

Super Group Type:	Description:
ACCOUNT CONDITION TXN	These transaction codes control a user's ability to open and close account conditions.

<b>Super Group Type:</b>	<b>Description:</b>
ACCOUNT MONETARY TXN	These transaction codes affect the monetary value of accounts in the system; for example, activating accrual of interest, the assessment of fees, and closing the account.
ACCOUNT NON MONETARY TXN	These transaction codes do not have a direct affect on the monetary value of the account, but are used in maintaining account information. This includes changing a customer's driving license, or adding information for automated clearing house (ACH).
AMORTIZATION TXN	These transaction codes affect the amortized balances of the accounts in the system.
CORRESPONDENCES	These transaction codes relate to the system correspondences.
ESCROW ANALYSIS AND DISBURSEMENTS	These transaction codes allow for reviewing and approving escrow analysis, stopping an escrow override, and posting escrow disbursement.
ESCROW MONETARY TRANSACTIONS	These transaction codes affect the monetary value of escrow accounts in the system; for example, disbursing escrow to a customer and insurance, and receiving payment.
ESCROW NON MONETARY TRANSACTIONS	These transaction codes do not have a direct affect on the monetary value of an escrow account, but are used in maintaining account information, such as changing insurance maturity date and adding new escrow tax details.
FEE ASSESSMENTS	These transaction codes determine if fees such as nonsufficient funds fees or membership fees are to be applied.
FUNDING TXN	These transaction codes affect the funding of applications and accounts within the system.
ITEMIZATION TXN	These transaction codes affect the itemization of applications and accounts within the system.
MENU TXN	These transaction codes affect the menus within the system.
PRODUCER MONETARY TXN	These transaction codes relate to the monetary transactions that apply to the the system producers (or "dealers").
REPORTS	These transaction codes are related to generating the system reports.
SECURITIZATION TXN	These transaction codes affect the pools of securitized loans or accounts within a pool of securitized loans.

Super Group Type:	Description:
SETUP LOCK/UNLOCK	These transaction codes limit a user's ability to change the existing setup data, even if they are allowed access to the form, by restricting access to the Lock/Unlock Record icon on the the system tool bar.

Three sub screens, Transaction Parameters, Access Grid, and Transaction Product Definition, record any additional information required to perform a transaction, the user types that can perform the transaction, and the product type to which the transaction codes apply.

#### Note

The Software recommends that you restrict the access to the seed data once you are in production.

#### To set up the Transaction Codes

1. Click **Setup** → **Setup** → **Administration** → **System** → **Transaction Codes**. The system displays the Transaction Codes screen.
2. In **Transaction Super Group** section, you can view the following information

The screenshot shows the Oracle Financial Services Lending and Leasing Transaction Codes screen. The left sidebar shows the navigation menu with 'Setup' selected. The main area has three tabs: 'Transaction Super Group', 'Transaction Codes', and 'Transaction Parameters'. The 'Transaction Super Group' tab shows a list of categories. The 'Transaction Codes' tab shows a grid of transaction codes with columns for Txn Code, Description, Group, Action, and Mo. The 'Transaction Parameters' tab shows a grid of parameters with columns for Parameter code, Default, Sort, Displayed? Yes/No, and Required? Yes/No.

A brief description of the fields is given below:

Field	Do this:
Super Group	Select the Super Group you want to work with in the Transaction Codes screen.

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

4. In the **Transaction Codes** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter

A brief description of the fields is given below:

Field	Do this:
Txn Code	Specify the transaction code (required).
Description	Specify the description for the transaction.
Group	Select the transaction group (the group within the Transaction Super Group that the transaction code belongs to) from the drop-down list.
Action	Select the action type code for the transaction (what action will take place when the transaction occurs) from the drop-down list.
Monetary	Check this box to maintain the transaction as a monetary transaction. If unchecked, then the transaction is nonmonetary.
System Defined Yes/No	Select 'Yes', if you wish to maintain the transaction code as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If entry is not system defined, then it can be modified.
Enabled	Check this box to enable the transaction.
Txn/Bal Type	Select the transaction / balance type affected by the Transaction from the drop-down list.
Statement Txn Type	Select the statement transaction type (how the transaction should appear on the customer statement) from the drop-down list.
Batch	Check this box to perform the transaction in a batch process.

Field	Do this:
Manual	Check this box, if the transaction is a manual transaction. If you define a transaction as manual, the system recommends that the transaction that reverses it also be defined as manual.
Stmt Print	Check this box to print the transaction on customer statements.
GL	Check this box, if the transaction is a general ledger transaction.

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

## 2.5.1 **Transaction Codes sub screens**

The Transaction Codes screen contains three sub screens:

- Parameters
- Access Grid
- Products

**IMPORTANT:** Please contact your Implementation Manager before making any changes in these sub screens.

### 2.5.1.1 **Parameters**

Here, you can define the parameter information for the associated transaction.

**CAUTION:** Treat the Transaction Parameters sub screen as containing view-only information. This is very sensitive data and you should not change it without consulting Oracle Financial Services Software.

#### **To set up the Parameters**

1. Click **Setup** → **Setup** → **Administration** → **System** → **Transaction Codes** → **Parameters**.
2. In the **Transaction Parameters** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Parameter Code	Select the parameter code associated with the transaction code, from the drop-down list.
Default	Specify the default value for the transaction parameter (value to initially populate, or used if no value is supplied).
Sort	Specify the sort order for the transaction parameter.
Displayed? Yes/No	Select 'Yes' to display the parameter and 'No' if you do not want to display in current use.
Required? Yes/No	Select 'Yes' if the parameter is required and 'No' if you do not require the parameter. (You must select Required as empty values are not allowed.)

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

### 2.5.1.2 Access Grid

The Access Grid sub screen allows you to control access to each transaction according to user responsibility, account status, and account condition. It allows the administrator to control when these transactions may be conducted. Normally, you would create or modify the access based on either the user responsibility or account condition. Account status access is left unchanged.

#### To set up the Access Grid sub screen

1. Click **Setup** → **Setup** → **Administration** → **System** → **Transaction Codes** → **Access Grid**.
2. In the **Transaction User Access Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Access Type	Select the access grid function type (ACCOUNT CONDITION, ACCOUNT STATUS, CHECKER RESPONSIBILITY, and RESPONSIBILITY) that is being used to control the creation of the associated transaction, from the drop-down list.
Access Value	Select the access function grid value from the drop-down list (based on a lookup associated with the Access Type. Multiple entries for each access type may be created as long as each has a different access value).
Allowed? Yes/No	Select 'Yes' if the access is allowed and 'No' if the access is not allowed (indicates whether the current Access Type / Access Value may create the associated transaction).
System Defined Yes/ No	Select 'Yes', if you wish to maintain access type as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If entry is not system defined, then it can be modified.

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

### 2.5.1.3 Products

The Products sub screen allows you to define the products to which the transaction codes apply. It allows the administrator to control if the associated transaction code will be available for use for specific product types and or funding types.

Normally, an Access Value of ALL is defined for one or more Access Types with a given Allowed value. Additional Access Values are then defined for the same Access Types with the opposite Allowed value. This controls access to the associated transaction.

#### To set up the Products sub screen

1. Click **Setup** → **Setup** → **Administration** → **System** → **Transaction Codes** → **Products**.
2. In the **Transaction Product Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Product Type	Select the product type associated with the transaction code from the drop-down list.
Funding Type	Select the funding type associated with the transaction code from the drop-down list.
Allowed? Yes/No	Select 'Yes' if the transaction is allowed and 'No' if the transaction is not allowed (indicates whether the current Access Type / Access Value may create the associated transaction).

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

## 2.6 Data Files

The Data Files Setup screen organizes information pertaining to the various output data files that the system can generate. The system uses the Data Files Setup screen to outline the file layouts of each data file produced within the system, including the length and data type of each column name.

These files are typically produced during the nightly process.

One major advantage for the system-defined data files is the format mask of each column name within each data file. A format mask is like a stencil that forces data input to be of the same format before accepting the data.

You can change the order in which the fields are displayed in the file.

---

### Note

Any addition or removal of a field or change in the data type length requires the Software involvement.

---

### To set up the Data Files

1. Click **Setup** → **Setup** → **Administration** → **System** → **Data Files**. The system displays the Data Files screen. The details are grouped into three:
  - Data File Definitions
  - Record Definitions
  - Column Definitions

The Data File Definitions section defines specific data files. Each is associated with a specific Output Data Definition (ODD) batch job that gathers the data the file will contain. While new data file definitions may be created they will have no use unless a batch job is also created to populate the data.

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

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains navigation links for Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, Administration, System, Lookups, User Defined Tables, Audit Tables, User Defined Defaults, Transaction Codes, Data Files, Dedupe, Securitization, Events, Batch Jobs, Producer Cycles, Vendors, Reports, Error Messages, and Translations. The main area is titled 'Data Files' and shows a table of 'Data File Definitions' with the following data:

Name	Description	File Name	Directory Path	System
ADVERSE_ACTION	ADVERSE ACTION LETTER	adverse_action	UNDEFINED	<input checked="" type="radio"/> Yes
ADVERSE_ACTION_CONDITIONAL	ADVERSE ACTION CONDITIONAL LETTER	adverse_action_conditional	UNDEFINED	<input type="radio"/> Yes
AUTO_DIALER_EXTRACT	OUTBOUND DIALER EXTRACTION TO DIALER SYSTEM	auto_dialer_extract	UNDEFINED	<input type="radio"/> Yes
CBU_UTL4_DOWNLOAD	MONTHLY HANDSOFF FILE FOR SIMAH	cbu_utl4_download.csv	UNDEFINED	<input type="radio"/> Yes
COL LETTER_1	COLLECTION LETTER 1	col_letter_1	UNDEFINED	<input type="radio"/> Yes
COL LETTER_2	COLLECTION LETTER 2	col_letter_2	UNDEFINED	<input type="radio"/> Yes
COL LETTER_3	COLLECTION LETTER 3	col_letter_3	UNDEFINED	<input type="radio"/> Yes
COUPON_BOOK	COUPON BOOK ORDER	coupon_book	UNDEFINED	<input type="radio"/> Yes
CUSTOMER_ACH	CUSTOMER ACH	customer_ach	UNDEFINED	<input type="radio"/> Yes

Below the table are three tabs: 'Data File Definitions', 'Record Definitions', and 'Column Definitions'. The 'Data File Definitions' tab is active, showing fields for Name, Description, File Name, Directory Path (set to UNDEFINED), System Defined (radio buttons for Yes/No), and Enabled (checkbox). The 'Record Definitions' and 'Column Definitions' tabs show empty tables with their respective headers and buttons.

A brief description of the fields is given below:

Field	Do this:
Name	Specify data file type (name of data file definition).
Description	Specify data file description.
File Name	Specify data file name. Prefix used for files generated for this Data File. This is the only field on the Data File Definitions screen that can or should be modified by your Administrator. The generated file name will be in the form of <FILE NAME>_<COMPANY ID>_<BRANCH ID>_<MMDDYYYY>_<PROCESS ID>.DAT. The inclusion of _<COMPANY ID> and _<BRANCH ID> depends entirely on the associated batch process.
Directory Path	Specify the directory path.
System Defined Yes/No	Select 'Yes', if you wish to maintain the data file definition as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If the entry is not system defined, then it can be modified.
Enabled	Check this box to enable the data file definition.

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

Each data file definition is made up of one or more record definitions. These define organization of the data. The associated batch file determines how these records are used. The order in which the data is populated determines the order in which those records will

appear in the output file. This is generally related to the order the records appear in the Data File Definition section.

4. In the **Record Definitions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Record Type	Specify the type of record being defined.
Description	Specify record description.
Record Format	Select the format of output data (FIXED, VARIABLE) from the drop-down list.
Delimiter	Specify the delimiter (column separator used with VARIABLE format).
Terminator	Select the record terminator code (how the end of each record is indicated within the file -- CARRIAGE RETURN, LINE FEED, or CARRIAGE RETURN AND LINE FEED) from the drop-down list.

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

Each record definition is made up of one or more column definitions. These define the output of the data. Much of this data is informational; it indicates what data is being provided by the associated batch job. Unless otherwise noted, the data should not be changed without changing the associated batch job.

6. In the **Column Definitions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Seq	Specify the order in which the output data dump will process the column information.
Column Name	Specify name/description of the column (informational only).
Data Type	Specify the data type. This describes the type of data the column is expected to contain (CHARACTER, DATE, or NUMBER). This effects how the ODD process handles the data, and should not be changed.
Format Mask	Select the format mask for the column from the drop-down list. For DATE or NUMBER columns, this field defines the output format of the data. For example; Date fields may be entered using the MM/DD/YYYY format, Number fields may be entered as decimal numbers with varying degrees of precision. Other formats for each data type are available.

Field	Do this:
Length	Specify the column length (the maximum number of characters of the output data to be included in the output file). Each output data details column may contain up to 240 characters of data. If the output data details column contains more data than the length value the data will be truncated. For VARIABLE records the length should be set to "-1" or a Delimited file will be created with FIXED LENGTH columns.
Data Column	Specify the data column sequence. This is the column that will be used to select the data that is being output. This should not be changed.
Output Column	Specify the output column sequence. This is the column that will appear in Output File. The Output Data Dump process allows for the output of 250 columns of data per record. No output column should be repeated in the setup for a record.

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

## 2.7 Events

During account processing, when an account moves from one status/sub status to another, or changes condition, the system can trigger an event and perform the associated event actions. This can occur either online or in batch mode.

---

### Note

Only predefined events and actions can be set up on the Events Setup screen. You cannot create new event types or action types.

---

As processing events and associated actions require additional processing at the server level, the performance of the transactions, for which the events are setup, may be adversely affected dependent upon your specific configuration.

### 2.7.1 Events

In the Events screen you can setup “trigger events” with associated actions which the system performs during account processing. The fields on this form are both system and user defined. There are four sub screens on the Events screen to set up and maintain these events:

- Events Types
- Event Action Types
- Online
- Batch

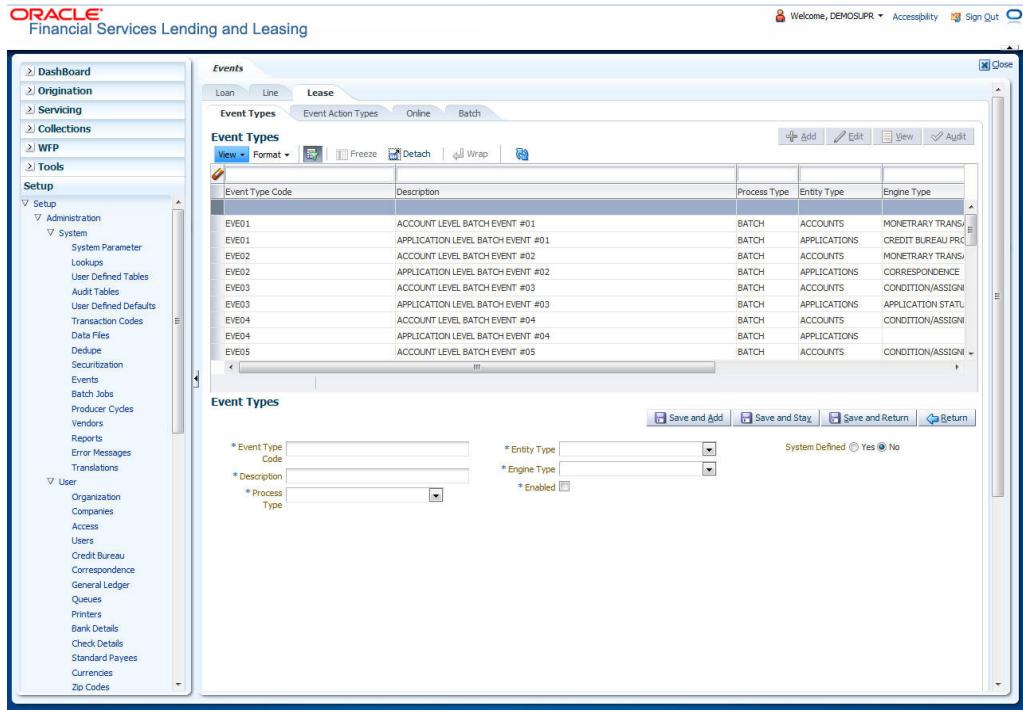
Event Types and Action Types sections of this screen provide a master table for setting up the online and batch events. This setup triggers the event, which in turn triggers the actions associated with the events, during account processing.

#### **Navigating to Events**

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

### 2.7.1.1 Event Types

1. Click **Setup** → **Setup** → **Administration** → **System** → **Events** → **Lease** → **Events Types**.
2. In the **Events Type** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

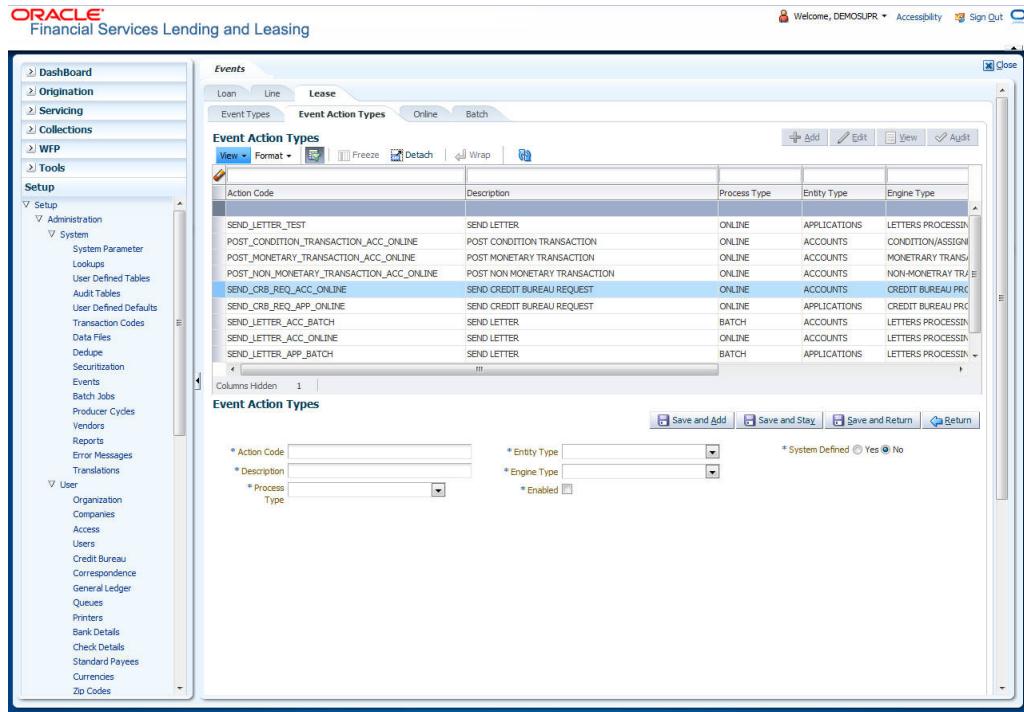
Field:	Do this:
Event Type Code	Specify the event type code.
Description	Specify the event description.
Process Type	Specify the process type (BATCH or ONLINE) from the drop-down list.
Entity Type	Specify the entity type (ACCOUNTS or APPLICATIONS) from the drop-down list.
Engine Type	Specify the engine type (MONETARY TRANSACTIONS PROCESSING, NON-MONETARY TRANSACTION PROCESSING, CONDITION/ASSIGNMENT PROCESSING, APPLICATION STATUS CHANGE, CREDIT BUREAU PROCESSING, LETTERS PROCESSING or CORRESPONDENCE) from the drop-down list.
Enabled	Check this box to activate the event type.
System Defined	Select 'Yes' to indicate that the event type is system define. Select 'No' to indicate that the event type is user defined.

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

### 2.7.1.2 Event Action Type

The **Event Action Types** section is system defined and lists the action codes supported in the system.

1. Click **Setup** → **Setup** → **Administration** → **System** → **Events** → **Lease** → **Event Action Types**.
2. In the **Events Action Types** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Action Code	Specify the action code.
Description	Specify the action description.
Process Type	Select the process type (BATCH or ONLINE) from the drop-down list.
Entity Type	Select the entity type from the drop-down list.
Engine Type	Select the engine type from the drop-down list.
Enabled	Check this box to activate the action.
System Defined	Select 'Yes' to indicate that the event type is system defined. Select 'No' to indicate that the event type is user defined.

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

### 2.7.1.3 Online

The Online screen allows you to set up the online events by defining all online events and the event criteria actions. The system supports the following online events:

1. A change in account's status. the system processes the event's actions when:
  - Account status of ACTIVE is reversed
  - Account status is changed to PAID
  - Account status change to PAID is reversed
  - Account status is changed to CHARGE OFF
  - Account status change to CHARGE OFF is reversed.
2. The opening or closing of an accounts conditions. The system processes the event's actions when the:
  - Account condition DELINQUENT is opened
  - Account condition DELINQUENT is closed
  - CHG OFF Reversal
  - Paid Off Reversal
  - BKRP is closed
  - BKRP Is Opened
  - When Queue is Closed
  - When status/ Sub status changed to 'Approved- Rehashed'
  - Account condition SCHG is closed
  - Account condition SCHG is Opened
3. The posting of a non-monetary transaction to the account.

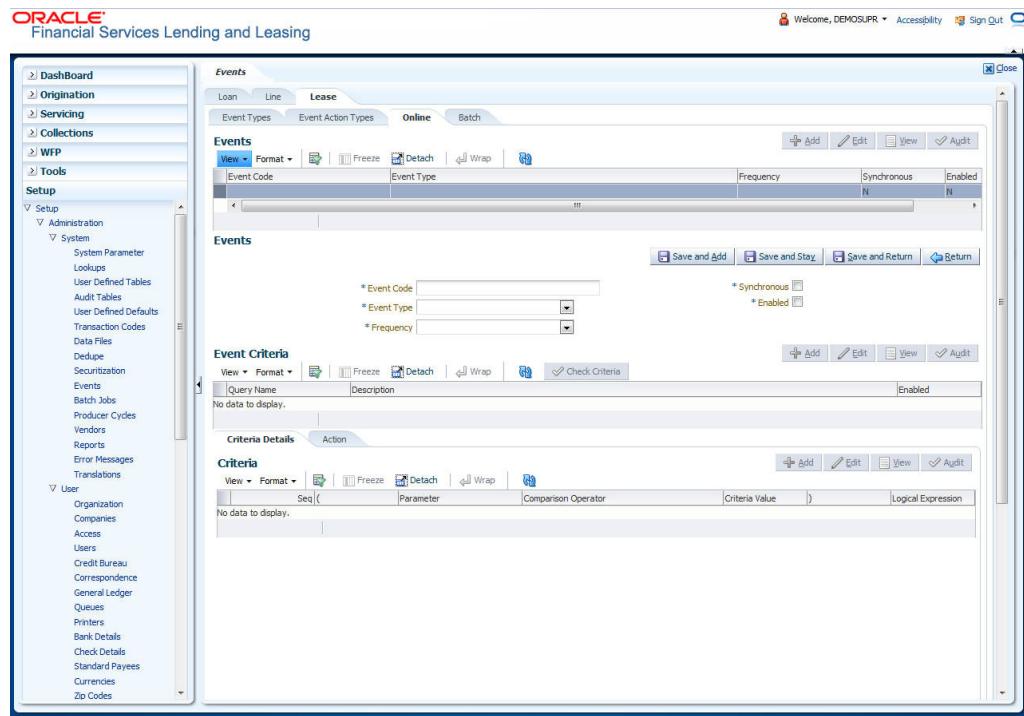
The events that can be performed online after each of the events listed above are as follows:

- Send correspondence for an account
- Generate correspondence for an account
- Send a credit bureau request for an account
- Post a monetary transaction for an account
- Post a condition transaction for an account

#### To setup Online Event

1. Click **Setup** → **Setup** → **Administration** → **System** → **Events** → **Lease** → **Online**.

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



A brief description of the fields is given below:

Field:	Do this:
Event Code	Specify the event code.
Event Type	Specify the event type from the drop-down list.
Frequency	Specify the event frequency from the drop-down list.
Synchronous	Check this box to set the event as synchronous (any failure in triggering the event will fail to trigger the entire transaction). If unchecked, then the event is asynchronous (any failure in the event will not affect the transaction, which will be successfully completed).
Enabled	Check this box to activate the event type.

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

The **Event Criteria** section allows you to name and describe the query for an event, as well as enable or disable the query.

4. In the **Event Criteria** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Query Name	Specify the query name.
Description	Specify the query description.

Field:	Do this:
Enabled	Check this box to activate the event criteria.

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

#### Criteria Details

The Criteria Details sub screen allows you to define the selection criteria for the event. The event engine uses these criteria to determine which account to include in the event action.

6. In the **Setup → Setup → Administration → System → Events → Lease → Online → Criteria** section, you can define the event selection criteria. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify sequence numbers.
(	Specify left bracket.
Parameter	Select the parameter from the drop-down list.
Comparison Operator	Select comparison operator from the drop-down list.
Criteria Value	Specify criteria value.
)	Specify right bracket.
Logical Expression	Specify logical operator from the drop-down list.

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

#### Actions

The Actions section records the actions the system performs after the event is triggered.

8. In the **Setup → Setup → Administration → System → Events → Lease → Online → Action** section, define the action you want the system to perform for the event by entering the following information. (You can set up more than one event action for a particular event, then use the Seq field to define the order in which the events will occur)

A brief description of the fields is given below:

Field:	Do this:
Description	Select the event action description from the drop-down list.
Seq	Specify sequence number.
Enabled	Check this box to activate the event action.

9. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
10. For each event action, use the **Action Parameters** section to set up the required action parameters and values. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Description	Specify the parameter description from the drop-down list.
Value	Specify parameter value.

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

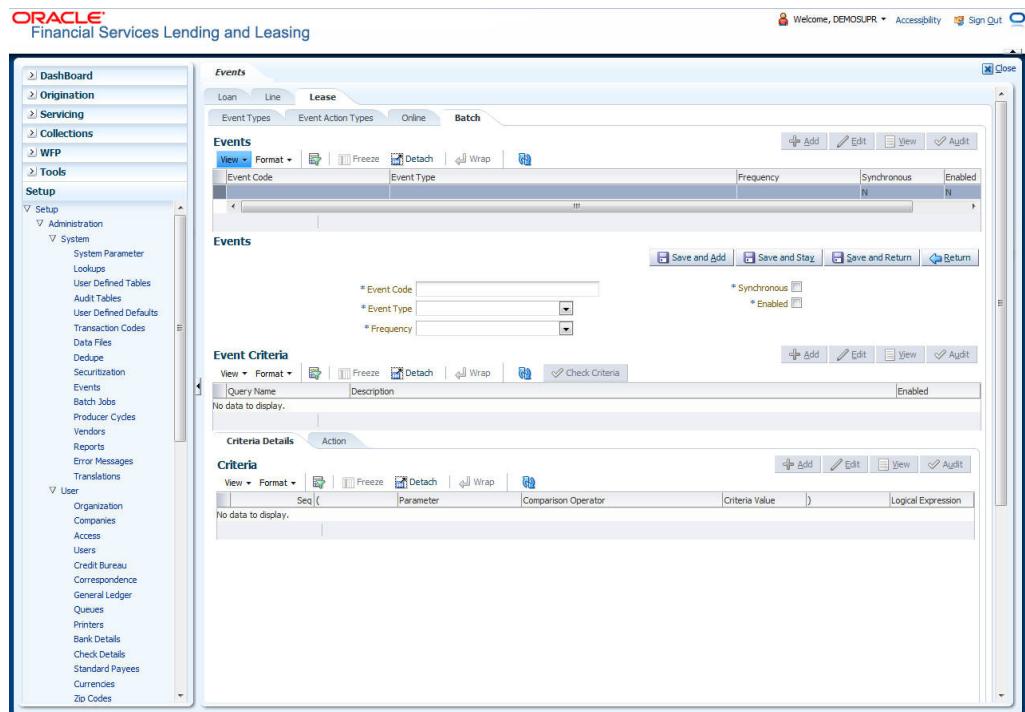
#### 2.7.1.4 Batch

The Batch screen allows you to set up the events performed as a batch transaction by the system. The system supports the following predefined batch events for account processing. (These batch events are listed in the Events Types section on the Setup screen):

- ACCOUNT LEVEL BATCH EVENT #01
- ACCOUNT LEVEL BATCH EVENT #02
- ACCOUNT LEVEL BATCH EVENT #03
- ACCOUNT LEVEL BATCH EVENT #04
- ACCOUNT LEVEL BATCH EVENT #05
- ACCOUNT LEVEL BATCH EVENT #06
- ACCOUNT LEVEL BATCH EVENT #07
- ACCOUNT LEVEL BATCH EVENT #08
- ACCOUNT LEVEL BATCH EVENT #09
- ACCOUNT LEVEL BATCH EVENT #10

##### To setup the Batch Event

1. Click **Setup** → **Setup** → **Administration** → **System** → **Events** → **Lease** → **Batch**.
2. In the **Events** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Event Code	Specify the event code.
Event Type	Specify the event type from the drop-down list.
Frequency	Specify the event frequency from the drop-down list.
Synchronous	Check this box to set the event as synchronous (any failure in triggering the event will fail to trigger the entire transaction). If unchecked, then the event is asynchronous (any failure in the event will not affect the transaction, which will be successfully completed).
Enabled	Check this box to activate the event type.

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

The **Events Criteria** section allows you to name and describe the query for an event, as well as enable or disable the query.

4. In the **Events Criteria** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Query Name	Specify the query name.
Description	Specify the query description.
Enabled	Check this box to activate the event criteria.

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

#### Criteria Details

The Criteria Details sub screen allows you to define the selection criteria for the event. The event engine uses these criteria to determine which account to include in the event action.

6. In the click

**Setup** → **Setup** → **Administration** → **System** → **Events** → **Lease** → **Batch** → **Criteria** section, you can define the event selection criteria. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify sequence numbers.
(	Specify left bracket.
Parameter	Select the parameter from the drop-down list.
Comparison Operator	Select comparison operator from the drop-down list.
Criteria Value	Specify criteria value.

Field:	Do this:
)	Specify right bracket.
Logical Expression	Specify logical operator from the drop-down list.

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

#### Action

The Action sub screen allows you to define the actions performed in the batch event. The system supports the following batch event actions:

- Send letter for an account
- Generate correspondence for an account

8. Click **Setup → Setup → Administration → System → Events → Lease → Batch → Action**.

9. In the **Actions** section, define the action you want the system to perform for the event by entering the following information. (You can set up more than one event action for a particular event, then use the Seq field to define the order in which the events will occur.) 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 event action from the drop-down list.
Seq	Specify sequence numbers (required).
Enabled	Check this box to activate the event action.

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

11. For each event action, use the **Action Parameters** section to set up the required action parameters and values. 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 event action from the drop-down list.
Value	Specify sequence numbers (required).

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

#### 2.7.1.5 Monitoring Events

You can verify the status of events and event actions on the Monitor Jobs screen of the Utilities form.

##### To monitor events

1. On the Oracle Financial Services Lending and Leasing home screen, click **Dashboard → Dashboard → System Monitor → Jobs → Back Ground**.

The system displays the status for all asynchronous events that have been completed or failed for an account.

*For further details, on monitoring events refer Dashboard Chapter of this Guide.*

## **2.8 Batch Jobs**

“Batch jobs” refer to the back-end processes that automatically run at a certain time. There are two types of batch jobs:

- Business processes (such as billing and delinquency processing)
- Housekeeping tasks (such as application aging and application purging)

### **2.8.1 Batch Jobs**

The Batch Job screen allows you to set up, monitor, and maintain batch jobs in the system.

Batch jobs can be set up to be performed on a daily, weekly, monthly, and ad-hoc basis. Batch jobs can also be configured to trigger an e-mail or phone message if a batch job fails.

Critical batch jobs control job flow and system date rollover to allow recovery during errors. Errors are instances where a process did not successfully complete. Failures indicate that a particular job encountered errors that require remedial action. The number of errors allowed before failure is defined for each job. Some errors automatically result in a failure.

#### **Navigating to Batch Jobs:**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **System** → **Batch Jobs**. The Batch Jobs details are further grouped into two tabs:
  - Batch Jobs tab
  - Job Holidays tab

#### **2.8.1.1 Batch Jobs**

In the Batch Job Setup screen, you can track and maintain all batch processes within the system. Using this form, the system administrator can configure the frequency and start time of each batch process, as well as set the number of threads to improve performance.

“Threading” allows a specific job to be separated into smaller units that are processed at the same time. This allows Oracle Financial Services Lending and Leasing to complete the job in less time.

You can set up multiple batch jobs within a batch set. In the Batch Job Sets section, each process is listed with the last run date (Last Run Dt field) and the next scheduled process date (Next Run Dt field). In the Freq Code and Freq Value fields, you can determine the frequency of each batch set, such as daily, weekly and monthly. You can also set up batch sets to incorporate a dependency on another batch set. This way, if the initial batch fails, the dependent set will not be processed.

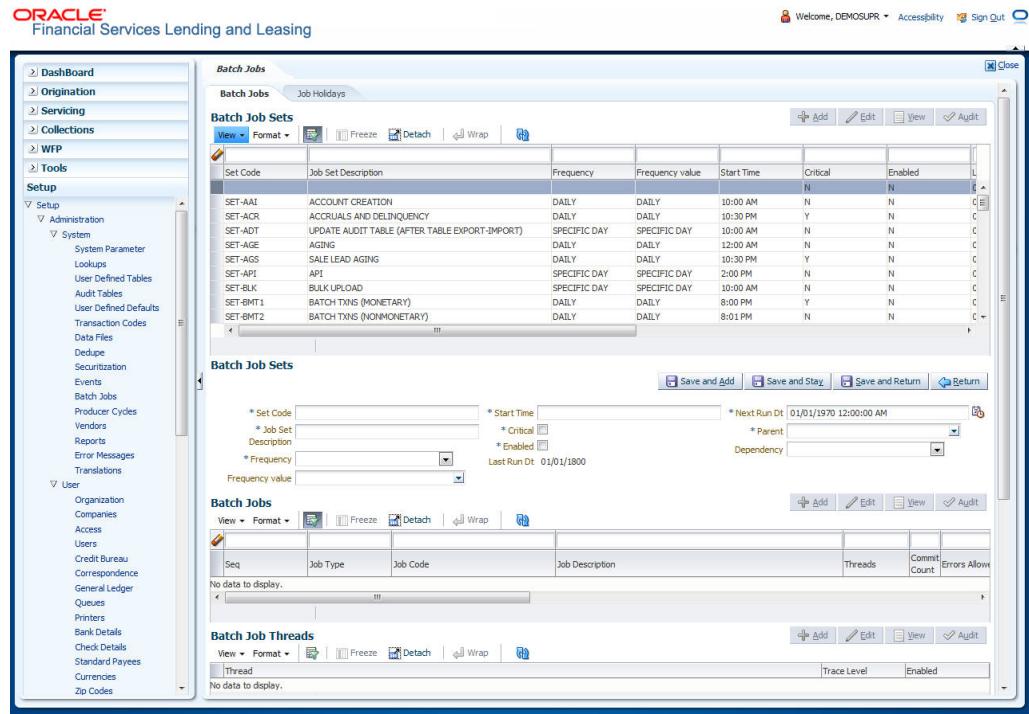
In the Batch Jobs section, you can configure the process to run on weekends and holidays using the respective option boxes.

**CAUTION:** As the batch job setup widely affects the Oracle Financial Services Lending and Leasing system, Oracle Financial Services Software suggests that the system administrator has a clear understanding of the various functionalities within Oracle Financial Services Lending and Leasing before creating and updating the batch processes.

For the standard job set please review the Visio document,  
**dbk\_std\_detail\_design\_job\_sets.vsd**

## To setup a Batch job

1. Click **Setup** → **Setup** → **Administration** → **System** → **Batch Jobs**.
2. In the **Batch Job Sets** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Set Code	Specify the code for the batch job set.
Job Set Description	Specify the description for the batch job set.
Frequency	Select the frequency at which the job set is to be executed from the drop-down list.
Frequency Value	Select the frequency value from the drop-down list. The frequency value will be displayed based on the frequency code selected.
Start Time	Specify the start time for the job set.
Critical	Check this box to set job as critical. A “critical” job is one that prevents the General Ledger (GL) post date from rolling forward, should the job fail.
Enabled	Check this box to enable the job set.
Last Run Dt	The system displays the last run date of the job set.
Next Run Dt	Specify the next run date for job set. You can select the data from adjoining calendar icon.
Parent	Select the parent job set from drop-down list.

Field:	Do this:
Dependency	Select the type of dependency on the parent from drop-down list.

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

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify the batch job sequence number. <b>Note:</b> Within a job set, jobs are executed sequentially based on the sequence number assigned.
Job Type	Select the batch job request type from the drop-down list.
Job Code	Specify the batch job request code.
Job Description	Specify the batch job description.
Threads	The system displays the number of threads used by the job.
Commit Count	Specify the number of rows after which auto-commit is triggered.
Errors Allowed	Specify the number of errors allowed.
Weekend	Check this box to perform batch jobs on weekend.
Holiday	Check this box to perform batch jobs on a holiday. (Holidays are defined on the Job Holidays screen.)
Enabled	Check this box to enable the batch job.
Parent	Select the parent batch job from the drop-down list.
Dependency	Select the dependency clause of the batch job from the drop-down list.
Command	Specify the command line for the job (required).
RollbackSegment	If you choose, use this field to specify the rollback segment for job.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Batch Job Thread** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Thread	Specify the name of thread.
Trace	Specify the SQL trace level (0, 1, 4, 8, 12). The higher the number, the more activities the system can trace.

Field:	Do this:
Enabled	Check this box to enable the thread.

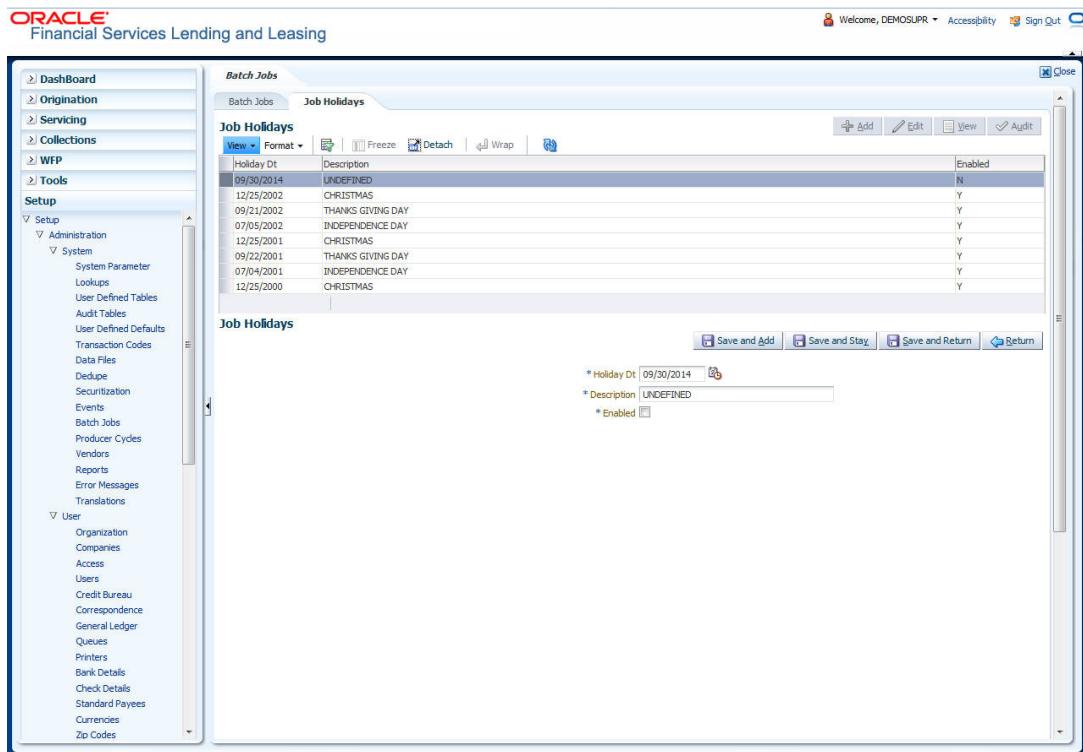
7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 2.8.1.2 Job Holidays

The system allows you to define holidays within the company on Job Holidays screen. You can then use the Batch jobs screen to set up whether you want the system to perform batch jobs on these days or not, using the Holiday box of Batch Jobs section .

#### To define job holidays

1. Click **Setup** → **Setup** → **Administration** → **System** → **Batch Jobs** → **Job Holidays**.
2. In the **Job Holidays** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Holiday Dt	Specify the date of the job holiday. You can select the date from the adjoining calendar icon.
Description	Specify the job holiday description (required).
Enabled	Check this box to enable the holiday.

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

## 2.8.2 Batch Jobs Available

The below table provides a list of Batch Jobs maintained in the system and a brief description to each:

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
AAE	Application Account Interface	aaiprc_b-j_100_01	APPLICATION TO ACCOUNT INTERFACE	No	Yes	No	Common	This process periodically picks up applications in 'Approved-Verified' status and creates accounts.
ACH	ACH Accounts	acaprc_b-j_100_01	ACCOUNT ACH PROCESSING	No	Yes	No	Common	This process produces the ACH file for the eligible customer payments.
ACH	ACH Producers	acpprc_b-j_100_01	PRODUCER ACH PROCESSING	Yes	Yes	No	Common	This process produces the ACH file for the eligible producer payments.
ACH	ACH Vendors	acvprc_b-j_100_01	VENDOR ACH PROCESSING	No	Yes	No	Common	This process produces the ACH file for the eligible vendor payments.
ACH	ACH Producer/Vendors/ Customer/ Third Party	acx-prc_b-j_100_01	ACH Producer/Vendors/ Customer/ Third Party	Yes	Yes	No	Common	This process produces the ACH file for the eligible Producer/Vendors/ Customer/Third Party
AGE	Aging Applications	agaapp_b-j_100_01	APPLICATION AGING PROCESS	Yes	No	No	Common	This process puts applications into 'Aged-Application' substatus.
AGE	Aging Contracts	agccon_b-j_100_01	CONTRACT AGING PROCESS	Yes	No	No	Common	This process puts contracts into 'Aged-Contract' substatus.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
ALT-PFS	ALLOT-MENT EXTRACT FILE DUMP	PFSEFT-PRC_B-J_111_01	BACKUP EFT	No	Yes	No	Common	This process creates the Backup EFT file
ALT-PFS	ALLOT-MENT EXTRACT FILE DUMP	PFSL-BAPRC_BJ_100_01	POSTING ALLOT-MENT PAYMENTS	No	Yes	No	Common	This process posts the payments from the allotment file received from the bank
ALT-PFS	ALLOT-MENT EXTRACT FILE DUMP	PFSOD-DALT_B-J_100_01	ALLOT-MENT EXTRACT FILE DUMP	No	Yes	No	Common	This process sends the allotment draft notice to the bank
ALT-PFS	ALLOT-MENT EXTRACT FILE DUMP	PFSNS-FPRC_BJ_100_01	NSF BATCH	No	Yes	No	Common	This process posts the NSF file received from the bank
API	API Accounts	accaa-i_b-j_100_01	API AAI	No	Yes	No	Common	This process creates accounts from validated conversion applications/ contracts
API	API Accounts	accd-mp_b-j_100_01	MOVE API_XX TO ITABS	No	Yes	No	Common	This process copies data from conversion API tables to conversion applications table
API	API Accounts	accval_bj_111_01	VALIDATE ITABS (LOAN)	No	Yes	No	Loan	This process validate all conversion applications loan accounts by running the edits

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
API	API Accounts	accval_bj_112_01	VALIDATE ITABS (LINE)	No	Yes	No	Line	This process validate all conversion applications line of credit accounts by running the edits
API	API Accounts	acm-prc_b-j_100_01	LOAD API_COMMENTS	No	Yes	No	Comment	This process creates account comments from conversion applications/contracts
COL	Appointment Cancellation	cap-prc_b-j_100_01	APPOINTMENT CANCEL PROCESSING	No	Yes	Yes	Comment	This process cancels all the expired appointments.
COL	Payment Promise Processing	cppprc_bj_100_01	BROKEN PROMISE PROCESSING	No	Yes	No	Comment	This process updates any broken promises as of the run time.
CRB	Credit Bureau Reporting	cbuutl_b-j_100_01	CREATE METRO2 FILE	No	Yes	No	Comment	This process creates the METRO2 file for Credit Bureau reporting for the specified date.
DOT	Document Tracking Load	dolprc_b-j_000_01	ACCOUNT DOCUMENT LOAD	No	Yes	Yes	Comment	This process reads acct_doc_load directory. Attach the documents to specified accounts and move documents to appropriate directory
GLP	GL Interface	gliprc_b-j_100_01	GL SUMMARIZATION	No	Yes	No	Comment	This process summarizes GL transactions for the day.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
GOV	Debt Reporting IRS 1099A / 1099C	gdraap_bj_100_01	IRS 1099-A PROCESS-ING	No	Yes	No	Common	This process generates the 1099-A flat file for government reporting.
GOV	Debt Reporting IRS 1099A / 1099C	gdrcad_bj_100_01	IRS 1099-C PROCESS-ING	No	Yes	No	Common	This process generates the 1099-C flat file for government reporting.
GOV	HMDA Reporting	ghr-prc_bj_100_01	IRS HMDA PROCESS-ING	Yes	No	No	Common	This process generates the HMDA flat file for government reporting.
GOV	Interest Reporting IRS 1098	girprc_bj_100_01	IRS 1098 PROCESS-ING	No	Yes	No	Common	This process generates the 1098 flat file for government reporting.
JOB	Scheduler	jsctst_bj_000_01	Scheduler	Yes	Yes	Yes	Common	This process tests the job scheduler
LBP	Lockbox	lbxprc_bj_100_01	LOAD LOCKBOX PROCESS-ING	No	Yes	No	Common	This process loads any lockbox files available. This process can be set to run periodically throughout the day.
LTR	Collections Letter	lcolt1_bj_100_01	GENERATE FIRST COLLECTION LETTER	No	No	Yes	Common	This process generates the first collection letter for eligible accounts.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
LTR	Collections Letter	lcolt2_b-j_100_01	GENERATE SECOND COLLECTION LETTER	No	No	Yes	Common	This process generates the second collection letter for eligible accounts.
LTR	Collections Letter	lcolt3_b-j_100_01	GENERATE THIRD COLLECTION LETTER	No	No	Yes	Common	This process generates the third collection letter for eligible accounts.
LTR	Customer Service Letter	lcspdf_b-j_111_01	PAID IN FULL LETTER	No	Yes	No	Loan	This process generates the paid-in-full letter for the relevant accounts.
LTR	Customer Service Letter	lcspo-q_b-j_111_01	PAYOFF QUOTE LETTER	No	Yes	No	Common	This process generates the payoff quote letter for the requested accounts.
LTR	Customer Service Letter	lcsst-m_b-j_100_01	CUSTOMER STATEMENT LETTER	No	Yes	No	Common	This process generates the customer statement letter for requested accounts.
LTR	Customer Service Letter	lcswel_b-j_111_01	WELCOME LETTER	No	Yes	No	Loan	This process generates the welcome letter for the newly funded accounts.
LTR	Origination Letter	loraco_b-j_111_01	Origination Adverse Action Letter(Conditional) (Loan)	Yes	No	No	Loan	This process generates the adverse action letter for relevant applications.
LTR	Origination Letter	loradv_b-j_111_01	Origination Adverse Action Letter (Loan)	Yes	No	No	Loan	This process generates the adverse action letter for relevant applications.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
ODD	Coupon Book Dump File	ocn-prc_b-j_100_01	CUS-TOMER COUPON BOOK GENERATION	No	Yes	No	Common	This process generates coupon books, if appropriate.
ODD	Output Data Dump File	odd-prc_b-j_000_01	CREATE OUTPUT DATA DUMP FILES	Yes	Yes	Yes	Common	This process creates any defined output data dump files set in the system.
ODD	Collections Letter	olclt1_b-j_100_01	COLLECTION LETTER 1 FILE CREATION	No	No	Yes	Common	This process generates the first collection letter for eligible accounts.
ODD	Collections Letter	olclt2_b-j_100_01	COLLECTION LETTER 2 FILE CREATION	No	No	Yes	Common	This process generates the second collection letter for eligible accounts.
ODD	Collections Letter	olclt3_b-j_100_01	COLLECTION LETTER 3 FILE CREATION	No	No	Yes	Common	This process generates the third collection letter for eligible accounts.
ODD	Origination Letter	olo-aco_b-j_100_01	ADVERSE ACTION CONDITIONAL LETTER FILE CREATION	Yes	No	No	Common	This process generates the adverse action letter for relevant applications.
ODD	Origination Letter	oload-v_b-j_100_01	ADVERSE ACTION LETTER FILE CREATION	Yes	No	No	Common	This process generates the adverse action letter for relevant applications.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
ODD	Customer Service Letter	olspdf_b-j_100_01	PAID IN FULL FILE CREATION	No	Yes	No	Common	This process generates the paid-in-full letter for the relevant accounts.
ODD	Customer Service Letter	olspo-q_b-j_100_01	PAY OFF QUOTE FILE CREATION	No	Yes	No	Common	This process generates the payoff quote letter for the requested accounts.
ODD	Customer Service Letter	ols-wel_b-j_100_01	WELCOME LETTER FILE CREATION	No	Yes	No	Common	This process generates the welcome letter for the newly funded accounts.
ODD	Producer Statement Dump File	opsprc_b-j_100_01	DEALER STATEMENTS GENERATION	No	Yes	No	Common	This process generates the dealer/producer statements at the specified frequency.
ODD	Customer Statement Dump File	ostprc_b-j_100_01	CUSTOMER STATEMENTS GENERATION	No	Yes	No	Common	This process generates the customer statement for eligible accounts.
PRQ	Payable Requisition Customer	pcu-prc_b-j_100_01	CUSTOMER REFUND PAYMENT REQUISITIONS	No	Yes	No	Common	This process creates requisitions for customer over-payment refunds.
PRQ	Payable Requisition Producer	ppores_b-j_100_01	MONTH END DEALER RESERVE PAYMENT REQUISITIONS	No	Yes	No	Common	This process creates requisitions for dealer compensation payments on month-end.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PRQ	Payable Requisition Vendor	pvn-prc_b-j_100_01	VENDOR INVOICE PAYMENT REQUISITIONS	No	Yes	No	Common	This process creates requisitions for vendor invoice payments
PUR	Archive Accounts	pacarc_b-j_100_01	ARCHIVE ACCOUNT DATA TO OTABLES	No	Yes	Yes	Common	This process archives account data from ACCOUNTS table to OACCOUNTS table.
PUR	Archive Accounts	pacarc_b-j_100_02	ARCHIVE ACCOUNT DATA TO OOTABLES	No	Yes	Yes	Common	This process archives account data from OACCOUNTS table to OOACCOUNTS table.
PUR	Archive Applications	paparc_b-j_100_01	ARCHIVE APPLICATION DATA TO OTABLES	Yes	No	No	Common	This process archives application-related data from APPLICATIONS to OAPPLICATIONS table.
PUR	Archive Applications	paparc_b-j_100_02	ARCHIVE APPLICATION DATA TO OOTABLES	Yes	No	No	Common	This process archives application-related data from OAPPLICATIONS to OOAPPLICATIONS table.
PUR	Archive GL	pglarc_b-j_100_01	ARCHIVE GL DATA TO OTABLES	No	Yes	Yes	Common	This process archives General Ledger data from GL tables to OGL tables.
PUR	Archive GL	pglarc_b-j_100_02	ARCHIVE GL DATA TO OOTABLES	No	Yes	Yes	Common	This process archives General Ledger data from OGL tables to OOGL tables.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PUR	Purge Job Requests	pjrq_b_j_100_01	Purge Job Requests	Y e s	Y e s	Y e s	C o m m o n	This process purges job requests from the system.
PUR	Purge Output Data Dump	pododh_bj_100_01	PURGE OUTPUT DATA HEADERS	N o	Y e s	Y e s	C o m m o n	This process purges Output Data Headers from the system.
PUR	Archive Securitization	ppaarc_bj_100_01	ARCHIVE POOL DATA TO OTABLES	N o	Y e s	N o	C o m m o n	This process archives securitization data from TABLE to corresponding OTABLE.
PUR	Archive Securitization	ppaarc_bj_100_02	ARCHIVE POOL DATA TO OOTABLES	N o	Y e s	N o	C o m m o n	This process archives securitization data from OTABLE to corresponding OOTABLE.
PUR	Archive Producers	pprarc_bj_100_01	ARCHIVE PRODUCER DATA TO OTABLES	Y e s	Y e s	Y e s	C o m m o n	This process archives producer data from PRODUCERS table to OPRODUCERS table.
PUR	Archive Producers	pprarc_bj_100_02	ARCHIVE PRODUCER DATA TO OOTABLES	Y e s	Y e s	Y e s	C o m m o n	This process archives producer data from OPRODUCERS table to OOPRODUCERS table.
PUR	Archive Producers Txns	ppx-arc_bj_100_01	ARCHIVE PRODUCER TXNS DATA TO OTABLES	N o	Y e s	N o	C o m m o n	This process archives producer transaction data from PRODUCERS table to OPRODUCERS table.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PUR	Archive Producers Txns	ppx-arc_b-j_100_02	ARCHIVE PRODUCER TXNS DATA TO OOTABLES	No	Yes	No	Common	This process archives producer transaction data from OPRODUCERS table to OOPRODUCERS table.
PUR	Archive Statements	pstarc_b-j_100_01	ARCHIVE ACCOUNT STATEMENT AND TXNS DATA TO OTABLES	No	Yes	No	Common	This process archives account statement and transaction data from TABLE to corresponding OTABLE.
PUR	Archive Statements	pstarc_b-j_100_02	ARCHIVE ACCOUNT STATEMENT AND TXNS DATA TO OOTABLES	No	Yes	No	Common	This process archives account statement and transaction data from OTABLE to OOTABLE.
PUR	Terminate User	ptuus_r_b-j_100_01	Terminate User	Yes	Yes	Yes	Common	This process terminates user satisfying the selection criteria.
PUR	Archive Txns (To O tables)	ptxarc_b-j_100_01	ARCHIVE TXNS DATA TO OTABLES	No	Yes	No	Common	This process archives data from TXNS table to OTXNS table.
PUR	Archive Txns (To OO tables)	ptxarc_b-j_100_02	ARCHIVE TXNS DATA TO OOTABLES	No	Yes	No	Common	This process archives data from OTXNS table to OOTXNS table.
PUR	Purge User Logins	pululg_b-j_100_01	Purge User Logins	Yes	Yes	Yes	Common	This process purges user login data from the system.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PUR	Archive Vendor Assignments	pvaarc_b_j_100_01	ARCHIVE VENDOR ASSIGNMENTS DATA TO OTABLES	No	Yes	Yes	Common	This process archives vendor assignment data from TABLE to OTABLE.
PUR	Archive Vendor Assignments	pvaarc_b_j_100_02	ARCHIVE VENDOR ASSIGNMENTS DATA TO OOTABLES	No	Yes	Yes	Common	This process archives vendor assignment data from OTABLE to OOTABLE.
PUR	Archive Vendor Invoices	pviarc_b_j_100_01	ARCHIVE VENDOR INVOICES DATA TO OTABLES	No	Yes	Yes	Common	This process archives vendor invoice data from TABLEs to OTABLEs.
PUR	Archive Vendor Invoices	pviarc_b_j_100_02	ARCHIVE VENDOR INVOICES DATA TO OOTABLES	No	Yes	Yes	Common	This process archives vendor invoice data from OTABLEs to OOTABLEs.
QUE	Queue Customer Service	qcsrc_b_j_100_01	CUSTOMER SERVICE QUEUE PROCESSING	No	Yes	Yes	Common	This process creates the customer service/collections queues
RDB 1	RDB1 Accounts	radc-mp_b_j_100_01	Data Dump Accounts	No	Yes	Yes	Common	This process transfers the account data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Applications	rapd-mp_b_j_100_01	LOAD APPLICATION RELATED DATA INTO T TABLES	Yes	No	No	Common	This process transfers the application data from (OLTP) Regular tables to Temporary T tables

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RDB 1	RDB1 Asset Tracking	ratd-mp_b-j_100_01	LOAD ASSET RELATED DATA INTO T TABLES	No	Yes	No	Common	This process transfers the account asset data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Bankruptcy	rbkd-mp_b-j_100_01	LOAD BANK-BRUPTCY DATA TO T TABLES	No	No	Yes	Common	This process transfers the account bankruptcy data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Call Activities	rcad-mp_b-j_100_01	LOAD CALL ACTIVITIES DATA INTO T TABLES	No	No	Yes	Common	This process transfers the account call activity data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Deficiency	rchd-mp_b-j_100_01	LOAD DEFICIENCY DATA INTO T TABLES	No	No	Yes	Common	This process transfers the account deficiency data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Contracts	rcod-mp_b-j_100_01	LOAD CONTRACT DATA INTO T TABLES	Yes	Yes	No	Common	This process transfers the account contracts data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Repossessions	rfod-mp_b-j_100_01	LOAD REPO FORECLOSURE DATA INTO T TABLES	No	No	Yes	Common	This process transfers the account bankruptcy data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Producers	rprd-mp_b-j_100_01	LOAD PRODUCER AND ITS TXNS DATA INTO T TABLES	No	Yes	No	Common	This process transfers the producer and producer transactions data from (OLTP) Regular tables to Temporary T tables

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RDB 1	RDB1 Setup	rstd-mp_b-j_100_01	LOAD SETUP RELATED DATA INTO T TABLES	Y e s	Y e s	Y e s	C o m m o n	This process transfers the setup data from (OLTP) Regular tables to Temporary T tables
RDB 1	RDB1 Txns	rtxd-mp_b-j_100_01	LOAD TXN DATA INTO T TABLES	N o	Y e s	N o	C o m m o n	This process transfers the account transactions data from (OLTP) Regular tables to Temporary T tables
RDB 2	RDB2 Accounts	racac-c_b-j_100_01	Load Reporting Tables Accounts	N o	Y e s	Y e s	C o m m o n	This process transfers the account data from T tables to RDB tables
RDB 2	RDB2 Accounts (Derived Fields)	rac-drv_b-j_100_01	Update Reporting Tables Accounts	N o	Y e s	Y e s	C o m m o n	This process updates the codes with description for account RDB tables
RDB 2	RDB2 Applications	rapap-p_b-j_100_01	Load Reporting Tables Applications	Y e s	N o	N o	C o m m o n	This process transfers the application data from T tables to RDB tables
RDB 2	RDB2 Applications (Derived Fields)	rap-drv_b-j_100_01	Update Reporting Tables Applications (Derived Fields)	Y e s	N o	N o	C o m m o n	This process updates the codes with description for application RDB tables
RDB 2	RDB2 Asset Tracking	ratase_bj_100_01	Load Reporting Tables Asset Tracking	N o	Y e s	N o	C o m m o n	This process transfers the account asset tracking data from T tables to RDB tables

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RDB 2	RDB2 Asset Tracking (Derived Fields)	ratdrv_b-j_100_01	Update Reporting Tables Asset Tracking (Derived Fields)	No	Yes	No	Common	This process updates the codes with description for account asset tracking RDB tables
RDB 2	RDB2 Bankruptcy	rbkab-d_b-j_100_01	Load Reporting Tables Bankruptcy	No	No	Yes	Common	This process transfers the account bankruptcy data from T tables to RDB tables
RDB 2	RDB2 Call Activities	rca-cac_b-j_100_01	Load Reporting Tables Call Activities	No	No	Yes	Common	This process transfers the account call activities data from T tables to RDB tables
RDB 2	RDB2 Deficiency	rchaof_bj_100_01	Load Reporting Tables Deficiency	No	No	Yes	Common	This process transfers the account deficiency data from T tables to RDB tables
RDB 2	RDB2 Contracts	rco-con_b-j_100_01	Load Reporting Tables Contracts	Yes	Yes	No	Common	This process transfers the account contract data from T tables to RDB tables
RDB 2	RDB2 Contracts (Derived Fields)	rcodrv_bj_100_01	Update Reporting Tables Contracts (Derived Fields)	Yes	Yes	No	Common	This process updates the codes with description for account contract RDB tables
RDB 2	RDB2 Repossessions	rfoafr_b-j_100_01	Load Reporting Tables Repossessions	No	No	Yes	Common	This process transfers the account repossession data from T tables to RDB tables

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RDB 2	RDB2 Producers (Derived Fields)	rprdrv_b-j_100_01	Update Reporting Tables Producers (Derived Fields)	No	Yes	No	Common	This process updates the codes with description for producer and producer transactions RDB tables
RDB 2	RDB2 Producers	rprpro_b-j_100_01	Load Reporting Tables Producers	No	Yes	No	Common	This process transfers the producer and producer transactions data from T tables to RDB tables
RDB 2	RDB2 Setup	rststp_b-j_100_01	Load Reporting Tables Setup	Yes	Yes	Yes	Common	This process transfers the setup data from T tables to RDB tables
RDB 2	RDB2 Txns	rtxdrv_b-j_100_01	Load Reporting Tables Txns	No	Yes	Yes	Common	This process transfers the account transaction data from T tables to RDB tables
RDB 2	RDB2 Txns (Derived Fields)	rtxtxn_b-j_100_01	Update Reporting Tables Txns (Derived Fields)	No	Yes	Yes	Common	This process updates the codes with description for account transactions RDB tables
SEC	Pool Summary	ssm-prc_b-j_100_01	POOL SUMMARY TABLE POPULATION	No	Yes	No	Common	This process populates summary tables for all pools
SET-OVR	OVERPAYMENT REALLOCATIONS	PFSTX-NOVR_BJ_100_01	OVERPAYMENT REALLOCATIONS	No	Yes	No	Common	This process handles the overpayments/overages existing on an account

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Earning/Amortization	tam-prc_b-j_100_01	AMORTIZATION TRANSACTIONS PROCESS-ING	No	Yes	No	Common	This process creates the month-end interest accrual transactions on month-end.
TPE	Earning/Amortization	tam-prc_b-j_111_01	MONTH END AMORTIZATION TRANSACTIONS	No	Yes	No	Loan	This process creates the month-end interest accrual transactions on month-end.
TPE	Escrow Non Monetary Transactions	tenbmt_b_j_100_01	Escrow Non Monetary Batch Transactions	No	Yes	Yes	Common	This process posts escrow non monetary transactions in the background at the specified time interval.
TPE	Escrow Analysis & Disbursements	tesanl_b-j_100_01	Escrow Analysis Posting	No	Yes	No	Common	This process posts all approved escrow analysis to the account
TPE	Escrow Analysis & Disbursements	tesanl_b-j_100_02	Create batches for Customer Refund Requests	No	Yes	No	Common	This process creates company branch wise batches for customer refund requests.
TPE	Escrow Analysis & Disbursements	tesanl_b-j_100_03	Create Transaction of Customer Refund Requests	No	Yes	No	Common	This process populate customer refund request in respective batch created above
TPE	Escrow Analysis & Disbursements	tesanl_b-j_100_04	Compute control totals for customer refund request batches	No	Yes	No	Common	This process populates control totals for the batches created for customer refund requests.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Escrow Analysis & Disbursements	tesanl_b-j_100_05	Escrow compliance checking	No	Yes	No	Common	This process checks escrowable account for compliance
TPE	Escrow Analysis & Disbursements	tesds-b_b-j_100_05	Escrow disbursement posting & requisition creation	No	Yes	No	Common	This process posts processed escrow disbursement and creates requisitions.
TPE	Non Monetary Transactions	tnmb-mt_b-j_100_01	NON MONETARY TRANSACTIONS POSTING	No	Yes	Yes	Common	This process posts non monetary transactions in the background at the specified time interval.
TPE	Compensation	tpr-com_b-j_111_01	Compensation	No	Yes	No	Loan	This process creates transaction for month-end producer compensation
TPE	Statement	tprps-g_b-j_111_01	Producer Statement	No	Yes	No	Loan	This process creates the month-end interest accrual transactions on month-end.
TPE	Monetary Transactions	txnacr_b-j_100_01	INTEREST ACCRUAL AND DELINQUENCY PROCESSING	No	Yes	No	Common	This process posts any payment batches open in the system. This process can be set to run periodically.
TPE	Monetary Transactions	txnact_b-j_100_01	ACCOUNT ACTIVATION	No	Yes	No	Common	This job activates new accounts i.e. changes status from PENDING to ACTIVE.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Monetary Transactions	txnad-v_b-j_112_01	Advance Posting	No	Yes	No	Line	This process posts any advance batches open in the system. This process can be set to run periodically.
TPE	Monetary Transactions	txnan-n_b-j_100_01	ANNIVERSARY PROCESSING	No	Yes	No	Commmon	This process carries out the anniversary processing for eligible accounts
TPE	Monetary Transactions	txnbmt_b_j_100_01	MONETARY TRANSACTIONS POSTING	No	Yes	No	Commmon	This process posts monetary transactions in the background at the specified time interval.
TPE	Monetary Transactions	txnchg_b-j_100_01	Chargeoff Processing	No	Yes	No	Commmon	This process charges off eligible or scheduled for chargeoff accounts .
TPE	Monetary Transactions	txncls_b-j_100_01	VOID/PAID ACCOUNT CLOSE PROCESSING	No	Yes	No	Commmon	This process closes void and paid off accounts.
TPE	Monetary Transactions	txnddt_b-j_100_01	BILLING/DUE DATES PROCESSING	No	Yes	No	Commmon	This process creates/updates the due dates for the accounts in the system.
TPE	Monetary Transactions	txnfpd_b-j_100_01	FIRST PMT DEDUCTION PROCESSING	No	Yes	No	Commmon	This process posts the first payment deduction payment to the eligible accounts.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Monetary Transactions	txnfpr_b-j_111_01	FIRST PMT REFUND PROCESS-ING	No	Yes	No	Loan	This process posts the first payment deduction payment to the eligible accounts.
TPE	Monetary Transactions	txnltc_b-j_100_01	LATE CHARGE PROCESS-ING	No	Yes	No	Common	This process assesses late charge depending on the rules, for all accounts in the system.
TPE	Monetary Transactions	txnmt-d_b-j_100_01	MONTH END PROCESSING	No	Yes	No	Common	This process populates the month end balances and carries over the balances to next month.
TPE	Monetary Transactions	txnpmt_b-j_100_01	Payment Posting	No	Yes	No	Common	This process does the daily accrual and delinquency processing.
TPE	Monetary Transactions	txn-prm_b-j_100_01	PROMOTION END PROCESS-ING	No	Yes	No	Common	This process 'ends' the promotion on the account.
TPE	Monetary Transactions	txn-prm_b-j_100_03	TLP PROMOTION CANCEL PROCESS-ING	No	Yes	No	Common	This process 'cancels' the promotion on the account.
TPE	Monetary Transactions	txnrat_b-j_100_01	RATE CHANGE PROCESS-ING	No	Yes	No	Common	This process changes the prevalent rate on an account.

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Monetary Transactions	txnsch_b_j_100_01	SCHEDULE FOR CHARGED OFF PROCESSING	No	Yes	No	Common	This process puts the 'Schedule for Charge Off' condition on eligible accounts.
TPE	Monetary Transactions	txntip_b_j_100_01	TERMINATION PROCESSING	No	Yes	No	Common	This process puts the "Paid" status on eligible accounts
TPE	Monetary Transactions	txnytd_b_j_100_01	YEAR END PROCESSING	No	Yes	No	Common	This process populates the year end balances and carries over the balances to next year.
LTR	CONDITIONAL ADVERSE ACTION LETTER	LORAC_O_B_J_100_01	CONDITIONAL ADVERSE ACTION LETTER GENERATION	Yes	No	No	Loan	This process generates the adverse action letter for relevant applications.
LTR	ADVERSE ACTION LETTER	LORAD_V_B_J_100_01	ADVERSE ACTION LETTER GENERATION	Yes	No	No	Loan	This process generates the adverse action letter for relevant applications.
RPT	ACCOUNT LIST	ROPAC_C_EM_100_01	ACCOUNT LIST	No	Yes	No	Common	
RPT	ADVANCE POSTING LIST	ROPAD_V_EM_100_01	ADVANCE POSTING LIST	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	ASSET TRACKING DETAILS	ROPAT-K_EM_100_01	ASSET TRACKING DETAILS	No	Yes	No	Common	
RPT	BANK-RUPTCY ACCOUNT LIST	ROPBN_K_EM_100_01	BANK-RUPTCY ACCOUNT LIST	No	Yes	No	Common	
RPT	COLLECTOR ACTIVITY DETAILS	ROP-COL_EM_100_01	COLLECTOR ACTIVITY DETAILS	No	Yes	No	Common	
RPT	DEFICIENCY ACCOUNT LIST	ROP-DEF_EM_100_01	DEFICIENCY ACCOUNT LIST	No	Yes	No	Common	
RPT	DELIN-QUENT ACCOUNT LIST	ROP-DLQ_EM_100_01	DELIN-QUENT ACCOUNT LIST	No	Yes	No	Common	
RPT	FUNDING CONTRACT LIST	ROP-FUN_EM_100_01	FUNDING CONTRACT LIST	No	Yes	No	Common	
RPT	GL TXN DETAILS LIST	ROP-GLI_EM_100_01	GL TXN DETAILS LIST	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	APPLICATIONS LIST	ROPOR_G_EM_100_01	APPLICATIONS LIST	No	Yes	No	Common	
RPT	PAYMENT ALLOCATION POSTING DETAILS	ROP-PAL_EM_100_01	PAYMENT ALLOCATION POSTING DETAILS	No	Yes	No	Common	
RPT	PAYMENT POSTING LIST	ROP-PMT_EM_100_01	PAYMENT POSTING LIST	No	Yes	No	Common	
RPT	PAYABLE REQUISITION LIST	ROP-PRQ_EM_100_01	PAYABLE REQUISITION LIST	No	Yes	No	Common	
RPT	REPOSSESSION/FORECLOSURE ACCOUNT LIST	ROPREP_EM_100_01	REPOSSESSION/FORECLOSURE ACCOUNT LIST	No	Yes	No	Common	
RPT	SCHEDULE TO CHAR-GEOFF LIST	ROP-SCH_EM_100_01	SCHEDULE TO CHAR-GEOFF LIST	No	Yes	No	Common	
RPT	TERMINATION IN PROGRESS LIST	ROP-TIP_EM_100_01	TERMINATION IN PROGRESS LIST	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	NON MON-TETARY TXN POST-ING LIST	ROPTN-M_EM_100_01	NON MON-TETARY TXN POST-ING LIST	No	Yes	No	Common	
RPT	MON-TETARY TXN POST-ING LIST	ROPTX-N_EM_100_01	MON-TETARY TXN POST-ING LIST	No	Yes	No	Common	
RPT	BATCH JOB SETUP	CMN-BJB_EM_100_01	BATCH JOB SETUP	No	Yes	No	Common	
RPT	BATCH JOB LOG	CMN-BJB_EM_100_02	BATCH JOB LOG	No	Yes	No	Common	
RPT	NUMBER OF CREDIT APPLICATIONS ENTERED BY USER	OUN-ADE_EM_100_01	NUMBER OF CREDIT APPLICATIONS ENTERED BY USER	No	Yes	No	Common	
RPT	CREDIT APPLICATIONS IMAGES BY STATUS	OUN-ADE_EM_100_02	CREDIT APPLICATIONS IMAGES BY STATUS	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LOAN)	OUNUN_D_EM_111_11	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LOAN)	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LOAN)	OUNUN D_EM_1 11_12	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LOAN)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH (LOAN)	OUNUN D_EM_1 11_13	UNDER-WRITING STATUS BY MONTH (LOAN)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY UNDER-WRITER (LOAN)	OUNUN D_EM_1 11_14	UNDER-WRITING STATUS BY UNDER-WRITER (LOAN)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LINE)	OUNUN D_EM_1 12_11	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LINE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LINE)	OUNUN D_EM_1 12_12	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LINE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH (LINE)	OUNUN D_EM_1 12_13	UNDER-WRITING STATUS BY MONTH (LINE)	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	UNDER-WRITING STATUS BY UNDER-WRITER (LINE)	OUNUN_D_EM_12_14	UNDER-WRITING STATUS BY UNDER-WRITER (LINE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LEASE)	OUNUN_D_EM_121_11	UNDER-WRITING STATUS BY MONTH AND PRODUCER (LEASE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LEASE)	OUNUN_D_EM_121_12	UNDER-WRITING STATUS BY MONTH AND UNDER-WRITER (LEASE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY MONTH (LEASE)	OUNUN_D_EM_121_13	UNDER-WRITING STATUS BY MONTH (LEASE)	No	Yes	No	Common	
RPT	UNDER-WRITING STATUS BY UNDER-WRITER (LOAN)	OUNUN_D_EM_121_14	UNDER-WRITING STATUS BY UNDER-WRITER (LOAN)	Yes	No	No	Lease	
RPT	ACCOUNT PAYABLE (ORIGINATION)	OFNA-PY_EM_100_01	ACCOUNT PAYABLE (ORIGINATION)	Yes	No	No	Common	
RPT	ACCOUNT PAYABLE (SERVICING)	OFNA-PY_EM_100_02	ACCOUNT PAYABLE (SERVICING)	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	PRE-FUND-ING CON-TRACTS (LOAN)	OFNF-ND_EM_111_01	PRE-FUND-ING CON-TRACTS (LOAN)	Y es	N o	N o	L oan	
RPT	FUNDED CON-TRACTS (LOAN)	OFNF-ND_EM_111_02	FUNDED CON-TRACTS (LOAN)	Y es	N o	N o	I oan	
RPT	PRE-FUND-ING CON-TRACTS (LINE)	OFNF-ND_EM_112_01	PRE-FUND-ING CON-TRACTS (LINE)	Y es	N o	N o	L oan	
RPT	FUNDED CON-TRACTS (LINE)	OFNF-ND_EM_112_02	FUNDED CON-TRACTS (LINE)	Y es	N o	N o	C omm o n	
RPT	PRE-FUND-ING CON-TRACTS (LEASE)	OFNF-ND_EM_121_01	PRE-FUND-ING CON-TRACTS (LEASE)	Y es	N o	N o	C omm o n	
RPT	FUNDED CON-TRACTS (LEASE)	OFNF-ND_EM_121_02	FUNDED CON-TRACTS (LEASE)	Y es	N o	N o	L oan	
RPT	ACCOUNT PAYABLE LOG BY PRODUCER	OCSAP-P_EM_100_01	ACCOUNT PAYABLE LOG BY PRODUCER	Y es	N o	N o	L oan	
RPT	ACCOUNT PAYABLE LOG BY VENDOR	OCSAPV_EM_100_01	ACCOUNT PAYABLE LOG BY VENDOR	Y es	N o	N o	L oan	
RPT	COLLAT-ERAL TRACKING LOG	OCSAS-T_EM_100_01	COLLAT-ERAL TRACKING LOG	Y es	N o	N o	C omm o n	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	GL POST-ING LOG	OCS-GLI_EM_100_01	GL POST-ING LOG	Yes	No	No	Common	
RPT	PAYMENT POSTING (DAILY CASH) LOG	OCSP-MT_EM_100_01	PAYMENT POSTING (DAILY CASH) LOG	Yes	No	No	Common	
RPT	PAYMENT POSTING ERROR LOG	OCSP-MT_EM_100_02	PAYMENT POSTING ERROR LOG	Yes	No	No	Common	
RPT	ACCOUNT LISTING (LOAN)	OCSAC-C_EM_11_01	ACCOUNT LISTING (LOAN)	Yes	No	No	Loan	
RPT	EXCESS PAYMENT (REFUND) LOG (LOAN)	OCSP-MT_EM_111_03	EXCESS PAYMENT (REFUND) LOG (LOAN)	Yes	No	No	Loan	
RPT	PAYMENT HISTORY (LOAN)	OCSP-MT_EM_111_04	PAYMENT HISTORY (LOAN)	Yes	No	No	Loan	
RPT	PAYMENT ALLOCATIONS LOG (LOAN)	OCSP-MT_EM_111_05	PAYMENT ALLOCATIONS LOG (LOAN)	Yes	No	No	Loan	
RPT	PAYMENT ALLOCATIONS LOG BY GL POST DT (LOAN)	OCSP-MT_EM_111_06	PAYMENT ALLOCATIONS LOG BY GL POST DT (LOAN)	Yes	No	No	Loan	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	PRO-DUCER STATE-MENT (LOAN)	OCSPS-M_EM_111_01	PRO-DUCER STATE-MENT (LOAN)	Yes	No	No	Loan	
RPT	PRO-DUCER MONETARY TXNS LOG BY GL POST DT (LOAN)	OCSPTX_EM_111_01	PRO-DUCER MONE-TARY TXNS LOG BY GL POST DT (LOAN)	Yes	No	No	Loan	
RPT	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LOAN)	OCSS-CH_EM_111_01	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LOAN)	Yes	No	No	Loan	
RPT	AMORTIZED TXNS LOG BY GL POST DT (LOAN)	OCSTA_M_EM_111_01	AMORTIZED TXNS LOG BY GL POST DT (LOAN)	Yes	No	No	Loan	
RPT	SCHED-ULED FOR TERMINA-TION ACCOUNTS LOG (LOAN)	OCSTER_EM_111_01	SCHED-ULED FOR TERMINA-TION ACCOUNTS LOG (LOAN)	Yes	No	No	Loan	
RPT	MONETARY TXNS LOG BY GL POST DT (LOAN)	OCSTX-N_EM_111_01	MONETARY TXNS LOG BY GL POST DT (LOAN)	Yes	No	No	Loan	
RPT	ACCOUNT LISTING (LINE)	OCSAC-C_EM_112_01	ACCOUNT LISTING (LINE)	Yes	No	No	Loan	
RPT	ADVANCE POSTING LOG (LINE)	OCSAD-V_EM_112_01	ADVANCE POSTING LOG (LINE)	Yes	No	No	Loan	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	ADVANCE POSTING ERROR LOG (LINE)	OCSAD-V_EM_12_02	ADVANCE POSTING ERROR LOG (LINE)	Yes	No	No	Loan	
RPT	PAYMENT HISTORY (LINE)	OCSP-MT_EM_112_04	PAYMENT HISTORY (LINE)	Yes	No	No	Loan	
RPT	PAYMENT ALLOCATIONS LOG (LINE)	OCSP-MT_EM_112_05	PAYMENT ALLOCATIONS LOG (LINE)	Yes	No	No	Common	
RPT	PAYMENT ALLOCATIONS LOG BY GL POST DT (LINE)	OCSP-MT_EM_112_06	PAYMENT ALLOCATIONS LOG BY GL POST DT (LINE)	Yes	No	No	Common	
RPT	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LINE)	OCSS-CH_EM_112_01	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LINE)	Yes	No	No	Common	
RPT	AMORTIZED TXNS LOG BY GL POST DT (LINE)	OCSTA_M_EM_12_01	AMORTIZED TXNS LOG BY GL POST DT (LINE)	Yes	No	No	Common	
RPT	SCHED-ULED FOR TERMINATION ACCOUNTS LOG (LINE)	OCSTER_EM_112_01	SCHED-ULED FOR TERMINATION ACCOUNTS LOG (LINE)	Yes	No	No	Common	
RPT	MONETARY TXNS LOG BY GL POST DT (LINE)	OCSTX-N_EM_12_01	MONETARY TXNS LOG BY GL POST DT (LINE)	Yes	No	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	ACCOUNT LISTING (LEASE)	OCSAC-C_EM_121_01	ACCOUNT LISTING (LEASE)	Yes	No	No	Common	
RPT	PAYMENT HISTORY (LEASE)	OCSP-MT_EM_121_04	PAYMENT HISTORY (LEASE)	Yes	No	No	Common	
RPT	PAYMENT ALLOCATIONS LOG (LEASE)	OCSP-MT_EM_121_05	PAYMENT ALLOCATIONS LOG (LEASE)	Yes	No	No	Common	
RPT	PAYMENT ALLOCATIONS LOG BY GL POST DT (LEASE)	OCSP-MT_EM_121_06	PAYMENT ALLOCATIONS LOG BY GL POST DT (LEASE)	Yes	No	No	Common	
RPT	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LEASE)	OCSS-CH_EM_121_01	SCHED-ULED FOR CHAR-GEOFF ACCOUNTS LOG (LEASE)	Yes	No	No	Common	
RPT	AMORTIZED TXNS LOG BY GL POST DT (LEASE)	OCSTA_M_EM_121_01	AMORTIZED TXNS LOG BY GL POST DT (LEASE)	Yes	No	No	Common	
RPT	SCHED-ULED FOR TERMINATION ACCOUNTS LOG (LEASE)	OCSTER_EM_121_01	SCHED-ULED FOR TERMINATION ACCOUNTS LOG (LEASE)	Yes	No	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	MONETARY TXNS LOG BY GL POST DT (LEASE)	OCSTX-N_EM_121_01	MONE-TARY TXNS LOG BY GL POST DT (LEASE)	Y e s	N o	N o	C o m m o n	
RPT	BANK-RUPTCY LOG	OCOBNK_EM_100_01	BANK-RUPTCY LOG	Y e s	N o	N o	C o m m o n	
RPT	COLLECTOR ACTIVITY (DETAILED) LOG	OCO-COL_EM_100_01	COLLECTOR ACTIVITY (DETAILED) LOG	N o	N o	Y e s	C o m m o n	
RPT	COLLECTOR PRODUCTIVITY BY QUEUE	OCO-COL_EM_100_02	COLLECTOR PRODUCTIVITY BY QUEUE	N o	N o	Y e s	C o m m o n	
RPT	DELIN-QUENCY ANALYSIS BY PRODUCER	OCO-COL_EM_100_03	DELIN-QUENCY ANALYSIS BY PRODUCER	N o	N o	Y e s	C o m m o n	
RPT	DELIN-QUENCY ANALYSIS BY CREDIT GRADE	OCO-COL_EM_100_04	DELIN-QUENCY ANALYSIS BY CREDIT GRADE	N o	N o	Y e s	C o m m o n	
RPT	DELIN-QUENCY ANALYSIS BY STATE	OCO-COL_EM_100_05	DELIN-QUENCY ANALYSIS BY STATE	N o	N o	Y e s	C o m m o n	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	PAYMENT PROMISE LOG	OCO-COL_EM_100_06	PAYMENT PROMISE LOG	No	No	Yes	Common	
RPT	COLLECTOR ACTIVITY LOG	OCO-COL_EM_100_07	COLLECTOR ACTIVITY LOG	No	No	Yes	Common	
RPT	DEFICIENCY LOG	OCODE-F_EM_100_01	DEFICIENCY LOG	No	No	Yes	Common	
RPT	DELINQUENCY LOG	OCODL_Q_EM_100_01	DELINQUENCY LOG	No	No	Yes	Common	
RPT	REPOSSESSION/FORECLOSURE LOG	OCORE_P_EM_100_01	REPOSSESSION/FORECLOSURE LOG	No	No	Yes	Common	
RPT	NON MONETARY TXNS LOG	OCOTN-M_EM_100_01	NON MONETARY TXNS LOG	No	No	Yes	Common	
RPT	VENDOR INVOICE LOG	OCOVIN_EM_100_01	VENDOR INVOICE LOG	No	No	Yes	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	VENDOR WORK ORDER LOG	OCOVN A_EM_100_01	VENDOR WORK ORDER LOG	No	No	Yes	Common	
RPT	POOL DELIN- QUENCY SUMMARY (LOAN)	OCS-SEC_EM_111_01	POOL DELIN- QUENCY SUMMARY (LOAN)	No	Yes	No	Common	
RPT	POOL DEFAULTS (NON LIQUIDATED) (LOAN)	OCS-SEC_EM_111_02	POOL DEFAULTS (NON LIQUIDATED) (LOAN)	No	Yes	No	Common	
RPT	POOL PAY-OFFS (LOAN)	OCS-SEC_EM_111_03	POOL PAY-OFFS (LOAN)	No	Yes	No	Common	
RPT	POOL RECOVERY (LOAN)	OCS-SEC_EM_111_04	POOL RECOVERY (LOAN)	No	Yes	No	Common	
RPT	POOL DELIN- QUENCY (LOAN)	OCS-SEC_EM_111_05	POOL DELIN- QUENCY (LOAN)	No	Yes	No	Common	
RPT	POOL REPUR-CHASED ACCOUNTS (LOAN)	OCS-SEC_EM_111_06	POOL REPUR-CHASED ACCOUNTS (LOAN)	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
RPT	POOL MONTHLY ACTIVITY (LOAN)	OCS- SEC_EM _111_07	POOL MONTHLY ACTIVITY (LOAN)	No	Yes	No	Common	
RPT	POOL LIQ- UIDATED CON- TRACTS (LOAN)	OCS- SEC_EM _111_08	POOL LIQ- UIDATED CON- TRACTS (LOAN)	No	Yes	No	Common	
RPT	POOL TXNS LOG BY GL POST DT (LOAN)	OCS- SEC_EM _111_09	POOL TXNS LOG BY GL POST DT (LOAN)	No	Yes	No	Common	
SET-QRT	Real time Queues pro- cessing	QCSPR C_B- J_100_0 2	Real time Queues pro- cessing	No	Yes	Yes	Common	This batch job pro- cesses queues marked as real time based on refresh frequency setup in the job set.
TAM	MONTH END COM- PENSATION DISBURSE- MENT PRO- CESSING	TPR- COM_B- J_100_0 1	MONTH END COM- PENSA- TION DISBURSE- MENT PRO- CESSING	No	Yes	No	Common	
TAM	PRO- DUCER STATE- MENTS	TPRPS- G_B- J_100_0 1	PRO- DUCER STATE- MENTS	No	Yes	No	Common	
TAM	PRO- DUCER STATUS CHANGE	TPRSTA _BJ_100 _01	PRO- DUCER STATUS CHANGE	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
TPE	Escrow Analysis & Disbursements	TXNCH-G_B-J_100_02	CHAR-GEOFF PROCESSING FOR ACTIVE ACCOUNTS	No	Yes	No	Common	This package contains procedures related to Batch Job for chargeoff processing
ESC	ESCROW ANALYSIS POSTING	TESAN-L_B-J_100_01	ESCROW ANALYSIS POSTING	No	Yes	No	Common	This package contains procedures related to Batch Job for escrow analysis processing
ESC	CREATE BATCHES FOR CUS-TOMER REFUND REQUESTS	TESAN-L_B-J_100_02	CREATE BATCHES FOR CUS-TOMER REFUND REQUESTS	No	Yes	No	Common	This package contains procedures related to Batch Job for escrow analysis processing
ESC	COMPUTE CONTROLS FOR CUS-TOMER REFUND REQUEST BATCHES	TESAN-L_B-J_100_04	COMPUTE CONTROLS FOR CUS-TOMER REFUND REQUEST BATCHES	No	Yes	No	Common	
ESC	ESCROW COMPLI-ANCE CHECKING	TESAN-L_B-J_100_05	ESCROW COMPLI-ANCE CHECKING	No	Yes	No	Common	
ESC	CREATE PAYABLE REQUISI-TIONS FROM APPROVED DISBURSE-MENT REQUESTS	TESDS-B_B-J_100_01	CREATE PAYABLE REQUISI-TIONS FROM APPROVED DISBURSE-MENT REQUESTS	No	Yes	No	Common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PUR	ARCHIVE ACCOUNT DATA TO OTABLES	PACARC_BJ_100_01	ARCHIVE ACCOUNT DATA TO OTABLES	No	Yes	No	Common	
EVE	BATCH EVENTS FOR ACCOUNTS	EVBAC-C_B-J_100_01	BATCH EVENTS FOR ACCOUNTS		Yes			
EVE	BATCH EVENTS FOR APPLICATIONS	EVBAP-P_B-J_100_01	BATCH EVENTS FOR APPLICATIONS	Yes				
EVE	MAIN BATCH JOB FOR BATCH EVENTS PROCESSING	EVB-PRC_B-J_100_01	MAIN BATCH JOB FOR BATCH EVENTS PROCESSING		Yes			
ODD 2	BATCH JOB TO GENERATE METRO 2 DATA	CBUUT-L_B-J_100_02	BATCH JOB TO GENERATE METRO 2 DATA	Yes				
ODD 2	BATCH JOB FOR CREATING METRO 2 DATA FILE	CBUUT-L_B-J_100_03	BATCH JOB FOR CREATING METRO 2 DATA FILE	Yes				
ODD 2	THIRD PARTY ACH PROCESSING	ACT-PRC_B-J_100_01	THIRD PARTY ACH PROCESSING		Yes			
ESC	JOB TO GENERATE ESCROW DISCLOSURE STATEMENT	OED-PRC_B-J_100_01	JOB TO GENERATE ESCROW DISCLOSURE STATEMENT		Yes			
EDF	ADR FILE	EDFADR_BJ_100_01	ADR FILE		Yes			

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
EDF	IVR FILE	EDFIVR_BJ_100_01	IVR FILE		Yes			
TPE	CONTRACTUAL PROMOTION CANCEL PROCESSING	TXN-PRM_B-J_100_04	CONTRACTUAL PROMOTION CANCEL PROCESSING		Yes			
TPE	RATE CHANGE PROCESSING FOR BACK-DATED INDEXES	TXN-RAT_B-J_100_02	RATE CHANGE PROCESSING FOR BACK-DATED INDEXES		Yes			
RDB 1	LOAD ACCOUNT RELATED DATA INTO T TABLES	RACD-MP_B-J_100_01	LOAD ACCOUNT RELATED DATA INTO T TABLES		Yes			
TPE	EXPIRED INSURANCE PROCESSING	TXNINS_BJ_100_01	EXPIRED INSURANCE PROCESSING		Yes			
ADT	UPDATE ROWID IN AUDIT TABLE (RUN THIS JOB AFTER EXPORT-IMPORT OF TABLES)	ADT-PRC_B-J_100_01	UPDATE ROWID IN AUDIT TABLE (RUN THIS JOB AFTER EXPORT-IMPORT OF TABLES)		Yes			
RDB 1	LOAD INSURANCE DATA TO T-TABLES	RIND-MP_B-J_100_01	LOAD INSURANCE DATA TO T-TABLES		Yes			
AGS	SALE LEAD AGING	AGS-SAL_B-J_100_01	SALE LEAD AGING	Yes				

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
BOD	PROCESS PARKED TRANSACTIONS	JOB-BOD_B-J_000_02	PROCESS PARKED TRANSACTIONS		Yes			
BOD	MARK SYSTEM FOR BEGINING OF DAY	JOB-BOD_B-J_000_01	MARK SYSTEM FOR BEGINING OF DAY		Yes			
EOD	SET SYSTEM MODE TO END-OF-DAY	JOBEOD_BJ_000_01	SET SYSTEM MODE TO END-OF-DAY		Yes			
ACR	DAILY TRIAL BALANCE DATA	TABAC-C_B-J_100_01	DAILY TRIAL BALANCE DATA GENERATION		Yes			
LTR2	RATE CHANGE PRE-INTIMATION LETTER	LCS-RAT_B-J_100_01	RATE CHANGE PRE-INTIMATION LETTER		Yes			
BLK	BULK UPLOAD FOR PRICING SETUP	BLK-PRP_B-J_100_01	BULK UPLOAD FOR PRICING SETUP	Yes				
BLK	BULK UPLOAD FOR GL ATTRIBUTES	BLK-GLS_B-J_100_01	BULK UPLOAD FOR GL ATTRIBUTES				common	
BLK	BULK UPLOAD FOR GL TRANSLATION	BLK-GLS_B-J_100_02	BULK UPLOAD FOR GL TRANSLATION DEFINITION				common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
BLK	BULK UPLOAD FOR GL TRANSACTION TYPES	BLK-GLS_B-J_100_03	BULK UPLOAD FOR GL TRANSACTION TYPES DETAILS				common	
BLK	BULK UPLOAD FOR GL TRANSACTION LINKS	BLK-GLS_B-J_100_04	BULK UPLOAD FOR GL TRANSACTION LINKS				common	
ODD 2	RATE CHANGE LETTER FILE	OLSRAT_BJ_100_01	RATE CHANGE LETTER FILE CREATION	Yes				
TPE	EXPIRED DRAW PERIOD PROCESSING (STAGE FUNDED LOANS)	TXN-DRW_B-J_111_01	EXPIRED DRAW PERIOD PROCESSING (STAGE FUNDED LOANS)	Yes				
ODD 2	DEALER SUBVENTION STATEMENTS	OPSSB-V_B-J_100_01	DEALER SUBVENTION STATEMENTS GENERATION				common	
TAM	SUBVENTION RECEIVABLE PROCESSING (PAY AS GO)	TPRSB-V_B-J_100_01	SUBVENTION RECEIVABLE PROCESSING (PAY AS GO)				common	
ODD 2	PRO-DUCER CHECK PRINT	OPCPR_C_B-J_100_01	PRO-DUCER CHECK PRINT GENERATION				common	

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
BSR	BEHAV- IORAL SCORING	BSR- PRC_B- J_100_0 1	BEHAV- IORAL SCORING		yes			
AGE	TRANSA- TION IN WAITING FOR APPROVAL AGING	TXNAGE _BJ_100 _01	TRANSA- TION IN WAITING FOR APPROVAL AGING PROCESS		yes			
ACR	PREPARE BATCH DATA FOR INTEREST ACCRUAL AND DELIN- QUENCY	TXNA- CR_B- J_100_0 2	PREPARE BATCH DATA FOR INTEREST ACCRUAL AND DELIN- QUENCY PROCESS- ING		yes			
PDC	POST DATED CHECKS	PDCPR C_B- J_100_0 1	POST DATED CHECKS		yes			
PDC	PENDING PDC	PDCPN D_B- J_100_0 1	PENDING PDC PRO- CESSING		yes			
LTR2	PDC RENEWAL LETTER	LCSPD- C_B- J_100_0 1	PDC RENEWAL LETTER GENERA- TION		yes			
DOT	APPLICA- TION DOCU- MENT LOAD	DOL- PRC_B- J_000_0 2	APPLICA- TION DOC- UMENT LOAD	Y es				
ODD 2	ONE TIME ACH POST DATED PAY- MENT LET- TER	OLSPD- P_B- J_100_0 1	ONE TIME ACH POST DATED PAYMENT LETTER PROCESS- ING		Y es			

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
WFP	BILLING	WTX-BIL_B-J_132_01	BILLING PROCESS-ING	Y e s				
WFP	DELIN-QUENCY	WTX-DLQ_B-J_132_01	DELIN-QUENCY PROCESS-ING	Y e s				
WFP	LATE CHARGE	WTX-LTC_B-J_132_01	LATE CHARGE ASSESS-MENT	Y e s				
WFP	STATEMENT	WTXPS-G_B-J_132_01	STATE-MENT GEN-ERATION	Y e s				
WFP	RATE CHANGE	WTX-RAT_B-J_132_01	RATE CHANGE PROCESS-ING	Y e s				
WFP	TERMINA-TION	WTX-TIP_B-J_132_01	TERMINA-TION PRO-CESSING	Y e s				
TPE	PERIODIC MAIN-TAINENCE FEE	TXNPM-F_B-J_100_01	PERIODIC MAIN-TAINENCE FEE PRO-CESSING					
WFP	UNIT UPLOAD	WUP-PRC_B-J_132_01	UNIT UPLOAD				c o m m o n	
ODD 2	BATCH JOB FOR MONTHLY HANDSOFF FILE FOR SIMAH	CBUUT-L_B-J_100_04	BATCH JOB FOR MONTHLY HAND-SOFF FILE FOR SIMAH					

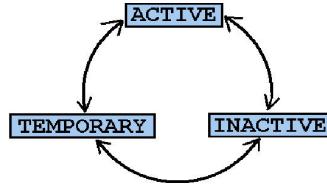
Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
PUR	PURGE ALL PTT TABLES	PTTPRC_BJ_100_01	PURGE ALL PTT TABLES				common	
TPE	BATCH JOB FOR SETTING MATURED ACCOUNT CONDITION	TXN-MAC_B-J_100_01	BATCH JOB FOR SETTING MATURED ACCOUNT CONDITION		yes			
TPE	NON REFUND GL	TXNRF-D_B-J_100_01	NON REFUND GL PROCESSING				common	
TPE	PAYMENT ARRANGEMENT	TXNPA-P_B-J_100_01	PAYMENT ARRANGEMENT PROCESSING		yes			
TPE	DELAY FEE	TXND-LY_B-J_100_01	DELAY FEE PROCESSING		yes			
TPE	STATE-MENT PAST MATURITY	TXNST-M_B-J_100_01	STATE-MENT PAST MATURITY PROCESSING		yes			
TPE	BLACK BOOK INTERFACE	VEVBB-K_B-J_100_01	BLACK BOOK INTERFACE				common	
LBT	BULK NSF PAYMENT REVERSALS	TXNNS-F_B-J_100_01	BULK NSF PAYMENT REVERSALS					

Engine Type	Description	Batch Job	Description	Origination	Servicing	Collection	Product	Comment
ACR	STOP INTEREST ACCRUAL	TXNA-CR_B-J_100_03	STOP INTEREST ACCRUAL PROCESSING		yes			
QRT	CUSTOMER SERVICE REAL TIME QUEUE	QCSPRC_B-J_100_02	CUSTOMER SERVICE REAL TIME QUEUE PROCESSING		yes			
ODD 2	OUT-BOUND CUSTOMER EXTRACTS TO PAYMENT AGENCIES	OCP-PRC_B-J_100_01	OUT-BOUND CUS-TOMER EXTRACTS TO PAYMENT AGENCIES		yes			
IFP	OFFLINE CALL ACTIVITY POSTING	ICAPRC_BJ_100_01	OFFLINE CALL ACTIVITY POSTING		yes			
ACR	RE-START INTEREST ACCRUAL	TXNA-CR_B-J_100_04	RE-START INTEREST ACCRUAL		yes			
IFP	UPLOAD TRANSACTIONS	ITUPRC_BJ_100_01	UPLOAD TRANSACTIONS		yes			
IFP	POST UPLOADED TRANSACTIONS	ITUPRC_BJ_100_02	POST UPLOADED TRANSACTIONS		yes			

## 2.9 Producer Cycles

The Producer setup screen enables you to define the dealer or producer status cycle. This tells the system which status a producer can cycle through. (This information is recorded in the Status field on the Producers section of the Producer setup screen.

For example,



The Producer Setup screen also defines the user responsibilities capable of changing the producer status.

#### Note

The system enables only producers/dealers with a status of ACTIVE to fund contracts.

### To set up Producer Cycles

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **System** → **Producer Cycles**.
2. The system displays the Producer Cycles screen. The producer cycle screen contains three sections:
  - Cycle Definition
  - Current/Next Status
  - Status Change Responsibilities

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Producer Cycles

Cycle Definition

Cycle	Type
PRO	PRODUCER CYCLE

Current/ Next Status

Current Code	Next Code
ACTIVE	ACTIVE
ACTIVE	INACTIVE
ACTIVE	TEMPORARY
INACTIVE	ACTIVE
INACTIVE	INACTIVE
INACTIVE	TEMPORARY
TEMPORARY	ACTIVE
TEMPORARY	INACTIVE
TEMPORARY	TEMPORARY

Current/ Next Status

Status Change Responsibilities

3. In the **Cycle Definitions** section, you can view the following information.

Field:	View This:
Cycle	Displays the cycle name.
Type	Displays the cycle type.

- In the **Cycle/Next Status** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Current Code	Select the current code from which you need to perform transition, from the drop-down list.
Next Code	Select the code to which you need to perform transition, from the drop-down list.

- Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
- In the **Status Change Responsibilities** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Responsibility Code	Select the responsibility that will be capable of executing this transition, from the drop-down list.
Allowed Indicator	Check this box to enable the responsibility to execute the transition.

## 2.10 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 screen, 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.

### 2.10.1 Vendor Services

The Vendor Service screen enables you to establish the links between the service type, vendor group, and the work order type. It records which vendor groups can provide which type of services and which service type belongs to which work order types.

For each service type (Service Type field), there can be multiple vendor groups. Each vendor (Group field) can belong to one or multiple vendor group(s). The list of values for the vendor

group is managed in the lookup. Each work order type (Work Order Type field) can be linked to one or multiple work order type(s).

#### **Navigating to Vendor services**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **System** → **Vendors**.
2. The system displays the Vendor screen. The details are grouped under two tabs:
  - Cycles
  - Vendor Services

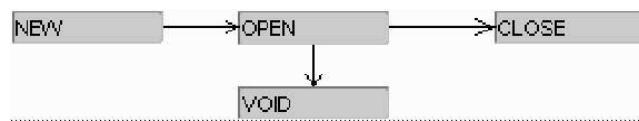
##### **2.10.1.1 Cycles Tab**

The Cycle link allows you to define the various vendor cycles and the responsibilities that can gain access to the various transactions in each cycle. The different categories are:

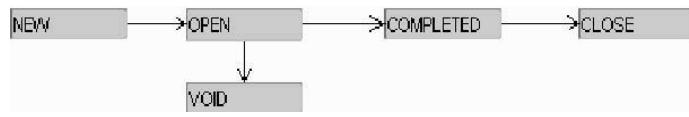
- You can define vendor status cycle and restrict the status change based on responsibility.



- You can define vendor invoice status cycle and restrict the status change based on responsibility.



- You can define vendor assignment status cycle and restrict the status change based on responsibility.



- You can define vendor invoice payment status cycle and restrict the status change based on responsibility.



#### **To set up the vendor cycles**

1. Click **Setup** → **Setup** → **Administration** → **System** → **Vendors** → **Cycles**. The screen contains three sections:
  - Status Cycle
  - Current/Next Status
  - Status Change Responsibilities

2. In the **Status Cycle** section, you can view the following information:

A brief description of the fields is given below:

Field:	View this:
Cycle	Display the status cycle for the vendor
Type	Displays the type of the cycle

3. In the **Current/Next Status** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Current Status	Select the current code from which need to transition, from the drop-down list
Next Status	Select the current code to which you need to transition, from the drop-down list

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

5. In the **Status Change Responsibilities** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter:

A brief description of the fields is given below:

Field:	Do this:
Allowed	Select 'Yes' to enable the responsibility to execute the transition and 'No' to disable

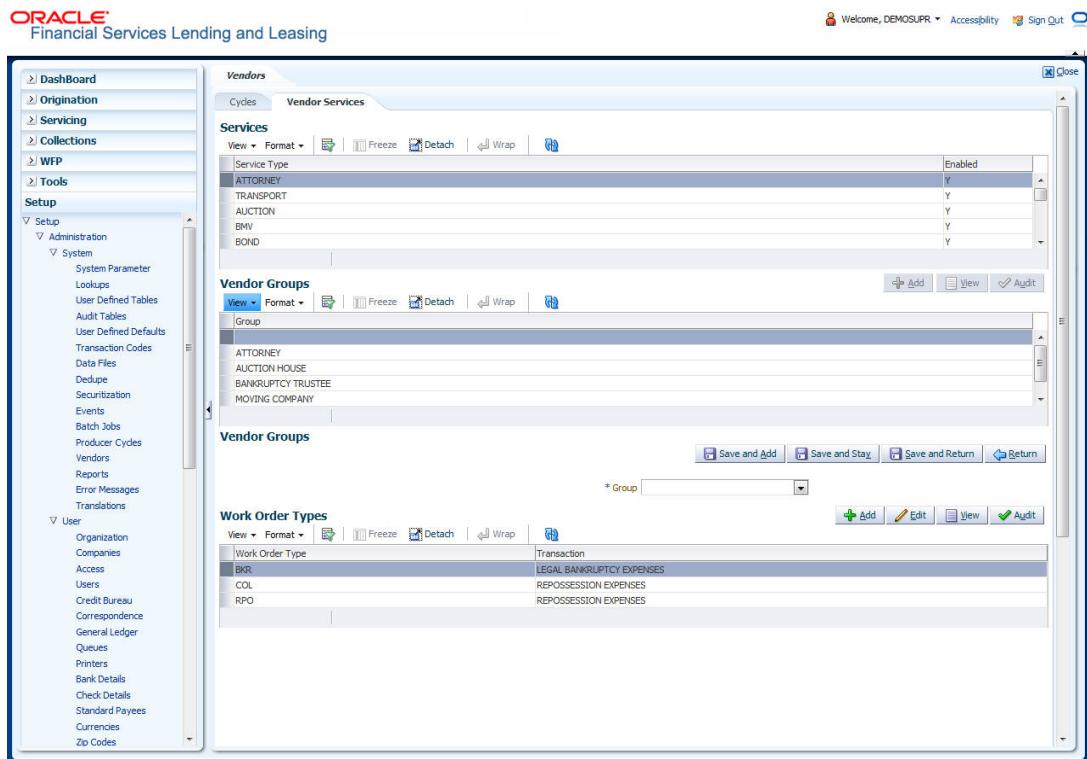
Field:	Do this:
Responsibility	Select the responsibility that will be capable of executing this transition (from current code to the next code), from the drop-down list.

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

### 2.10.1.2 Vendor Services Tab

1. Click **Setup** → **Setup** → **Administration** → **System** → **Vendors** → **Vendor Services**.  
The screen contains three sections:

- Services
- Vendor Groups
- Work Order Types



2. In the **Services** section, you can view the following information:

Field:	View this:
Service Type	Displays the service type.
Enabled	Displays if the service is enabled or not.

3. In 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:
Group	Select the vendor group from the drop-down list.

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

5. In the **Work Order Types** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter:

A brief description of the fields is given below:

Field:	Do this:
Work Order Type	Select the work order type from the drop-down list.
Transaction	Select the associated transaction for the service type from the drop-down list.

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

## 2.11 Reports

The Reports screen allows you to setup reports in the system.

### To set up the Reports

1. Click **Setup** → **Setup** → **Administration** → **System** → **Reports** link. The system displays the Report screen. The details are grouped into two:
  - Reports
  - Report Parameters
2. In the **Reports** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Code	Description	Package	Module	System Defined	Enabled
ACCOUNT_WISE_PDC	ACCOUNT WISE PDC LIST	UNDEFINED	SERVICING	<input checked="" type="radio"/> Yes <input type="radio"/> No	Y
ACC_LIST_LEASE	ACCOUNTS AND LISTING - LEASE	OCSACC_EM_121_01	COLLECTIONS	<input checked="" type="radio"/> Yes <input type="radio"/> No	Y
ACC_LIST_LINE	ACCOUNTS AND LISTING - LINE	OCSACC_EM_112_01	COLLECTIONS	<input checked="" type="radio"/> Yes <input type="radio"/> No	Y
ACC_LIST_LOAN	ACCOUNTS AND LISTING - LOAN	OCSACC_EM_111_01	COLLECTIONS	<input checked="" type="radio"/> Yes <input type="radio"/> No	Y

A brief description of the fields is given below:

Field	Do this:
Code	Specify the code of the report.

Field	Do this:
Description	Specify the description of the report.
Package	Specify the package .
Module	Select the code of the report from the drop-down list.
System Defined Yes/ No	Select 'Yes', if you wish to maintain the Report as system defined and 'No', if you do not want to maintain it as system defined. System defined entries cannot be modified. If the entry is not system defined, then it can be modified.
Enabled	Check this box to enable the report definition.

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

A brief description of the fields is given below:

Field	Do this:
Parameter	Specify the parameter code of the report.
Description	Specify the description of the parameter.
Parameter Type	Select the parameter type of the report from the drop-down list.
Parameter Sub Type	Select the parameter sub type of the report from the drop-down list.
Default	Specify the default value for the report parameter (value to initially populate, or used if no value is supplied) (optional).
Sort	Specify the sort order for the lookup code. This determines the order these report parameters are displayed or processed.
Enabled	Check this box to enable the report definition.

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

## 2.12 Error Messages

In the Error Messages Setup screen, you can translate or modify the text of error messages. the system displays all messages as they appear to the system users in the Error Message section's Message field.

New messages created with the Error Messages screen can then be translated with the **Setup → Setup → Administration → System → Translation → Message Translation** screen.

### To set up the Error Messages Setup screen

1. Click **Setup → Setup → Administration → System → Error Messages**. The system displays the Error Message screen.

2. On the **Error Messages Setup** screen's **Error Type** section, use the **Error Type** field to select the error type. These are the categories of error messages available for creating or editing.
3. The error messages associated with the error type you selected appear in the Error Message section.
4. In the **Error Messages** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains navigation links for Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, and Administration. Under Administration, there are links for System Parameter Lookups, User Defined Tables, Audit Tables, User Defined Defaults, Transaction Codes, Data Files, Dedupe, Security, Events, Batch Jobs, Producer Cycles, Vendors, Reports, Error Messages, and Translations. The main content area is titled 'Error Messages' and shows a table with the following data:

Region	Country	Customer #	Engine	Error Code	Error Message
SYS	SYS	SYS	TXM	000001	Transaction Locked, Transaction Posting Failed
SYS	SYS	SYS	TXM	000002	***** Transaction Posting Successful *****
SYS	SYS	SYS	TXM	000003	Transaction Posting will occur on Txn Dt
SYS	SYS	SYS	TXM	000004	Invalid Account Number - ~ACC_NBR~, Transaction Posting Failed
SYS	SYS	SYS	TNM	000005	Transaction Posting Failed
SYS	SYS	SYS	TNM	000006	Transaction Locked, Transaction Posting Failed
SYS	SYS	SYS	TNM	000007	***** Transaction Posting Successful *****
SYS	SYS	SYS	TNM	000008	Transaction Posting will occur on Txn Dt
SYS	SYS	SYS	TNM	000009	Invalid Account Number - ~ACC_NBR~, Transaction Posting Failed

At the bottom of the screen, there is a form for creating a new error message:

* Region: <input type="text" value="UNDEFINED"/>	* Engine: <input type="text" value="UNDEFINED"/>	* Enabled: <input type="checkbox"/>
* Country: <input type="text" value="UNDEFINED"/>	* Error Code: <input type="text" value="UNDEFINED"/>	* System: <input type="radio"/> Yes <input type="radio"/> No
* Customer #: <input type="text" value="UNDEFINED"/>	Defined	
* Error Message: <input type="text"/>		

Buttons at the bottom of the form include: Save and Add, Save and Stay, Save and Return, and Return.

A brief description of the fields is given below:

Field	Do this:
Region	Specify the region code.
Country	Specify the country code.
Customer	Specify the customer code.
Engine	Specify the engine code.
Error Code	Specify the error code.
System Defined	Displays whether the record is system defined or not.
Enabled	Check this box to enable the data error message.
Error Message	Specify the error message.

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

## 2.13 Translation

You can setup translation properties.

## Navigating to Translation

1. Click **Setup** → **Setup** → **Administration** → **System** → **Translation**. The system displays the Translation screen. On this screen you can,
  - Setup Translation
  - Translate Error Messages

### 2.13.1 Setup Translation

In the Setup Translation tab, you can translate the contents of a predefined list of setup description fields into a different language.

After you translate an entry in the Translation Data section, the system adds the new data to the setup form.

#### To set up the Translation Setup

1. Click **Setup** → **Setup** → **Administration** → **System** → **Translation** → **Setup Translation**.
2. In the **Language** section, you can select the language for which you need to setup the translation.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with categories like DashBoard, Origination, Servicing, Collections, WFP, Tools, Setup, Administration, System, User, and Products. The main content area is titled 'Translations' and shows a list of source types: DEFAULT, FRENCH. Below this is a 'Source Type' section with a list of items: AUDIT TABLE COLUMNS, CALL ACTION TYPES, COMPANY BRANCH DEPARTMENTS, CHECKLIST TYPES, and COMPANY BRANCHES. The main focus is a large table titled 'Translation Data' with columns for Key 1, Key 2, Key 3, Key 4, Key 5, Key 6, System Defined, and Enabled. The table contains numerous rows of data, many of which are currently undefined. At the bottom, there is a 'Translation Data' section with a table showing a row for '30-DAY DELQ' with fields for Key 1, Key 2, Key 3, Key 4, Key 5, and Key 6, along with checkboxes for System, Enabled, and Translation.

---

**Note**

For more information, refer **Language setup** at the end of this chapter.

---

3. In the **Source Type** section, you can select the source (or location in the system) of the item you want to translate.
4. Click **Populate All** in the **Source Type** section and the system loads the setup data descriptions in the Translation section screen for the selected source type.

If you have new entries and are unsure as to which setup items have been updated since the last translation, click **Populate All**, the system loads the additional data for all items with no impact to the previously translated data for any of the entries.

5. In the **Translation Data** section, Select:
  - **All** – to view all the records (both translated and un-translated) in the Translation Data section.
  - **Translated** – to view all the translated records in the Translation Data section.
  - **Un Translated** – to view all the un-translated records in the Translation Data section.
6. In the **Translation Data** section, 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:
Key 1	Displays the first reference key value.
Key 2	Displays the second reference key value.
Key 3	Displays the third reference key value.
Key 4	Displays the fourth reference key value.
Key 5	Displays the fifth reference key value.
Key 6	Displays the sixth reference key value.
System Defined	Select 'Yes', if you wish to maintain the data as system defined and 'No', if you do not want to maintain it as system defined.
Enabled	Check this box to indicate that the record is active.
Desc 1 Translation 1	Specify the first translated description.
Desc 2 Translation 2	Specify the second translated description.
Desc 3 Translation 3	Specify the third translated description.
Desc 4 Translation 4	Specify the fourth translated description.

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

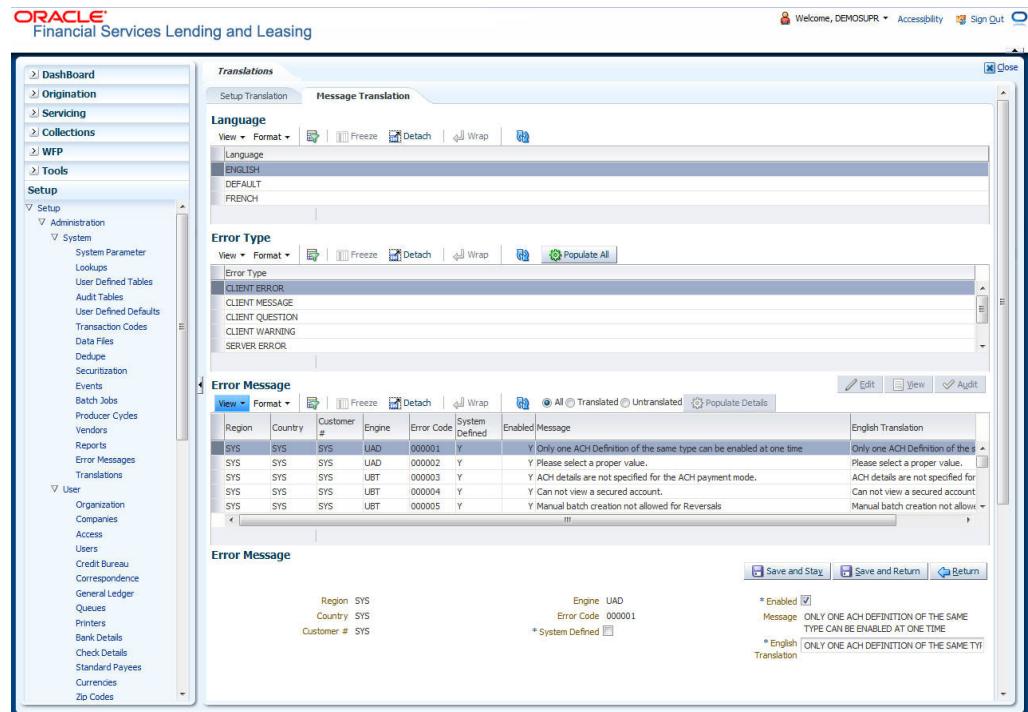
## 2.13.2 Message Translation Setup

In the Message Translation tab, you can translate the contents of a predefined list of error messages into a different language.

After you translate an entry in the Error Message section, the system adds the new data to the error message.

### To set up the Message Translation Setup

1. Click **Setup** → **Setup** → **Administration** → **System** → **Translation** → **Message Translation**.
2. In the **Language** section, you can select the language for which the translation needs to be done.



### Note

For more information, refer **Language setup** at the end of this chapter.

3. In the **Error Type**, you can select the type of error message you want to translate.
4. Click **Populate All** in the **Error Type** section and the system loads the error messages in the Error Message section for the selected error type.

If you have new entries and are unsure as to which error messages have been updated since the last translation, click **Populate All**, the system loads the additional data for all items with no impact to the previously translated data for any of the entries.

5. In the **Error Message** section, select:
  - **All** – to view all the records (both translated and un-translated) in the Error Message section.
  - **Translated** – to view all the translated records in the Error Message section.
  - **Untranslated** – to view all the un-translated records in the Error Message section.

6. In the **Error Message** section, 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:
Region	Displays the region code.
Country	Displays the country code.
Customer	Displays the customer code.
Engine	Displays the engine name.
Error Code	Displays the error code.
System Defined	Check this box to indicate that the record is system defined.
Enabled	Check this box to indicate that the record is active.
Message	Specify the error message.
English Translation	Specify the English translated description.

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

**Language setup**

On the Lookup master tab's Lookup Types screen, you can add other languages to the TRD\_LANGUAGE\_CD lookup type and perform translations for those languages.

However, translated data only appears in one language, which is defined by the User Language parameter. This parameter can be defined in the system configuration file, typically named DBKWEB.CFG, which defines the parameter as:

Parameter: otherparams=ORA\_USER=<schema\_name> USR\_LANG=<native language>

---

**Note**

<native language> should match lookup codes in the TRD\_LANGUAGE\_CD lookup type on the Administration form's Lookups screen.

---

The system supports the following pre-defined list of setup items for translation:

1. Asset Sub Types
2. Asset Types
3. Assignments
4. Audit Table Columns
5. Audit Tables
6. Call Action Result Types

7. Call Action Types
8. Checklist Action Types
9. Checklist Types
10. Commission Plans
11. Companies
12. Company Branch Departments
13. Company Branches
14. Compensation Plans
15. Credit Bureau Score Reasons
16. Credit Models
17. Credit Scoring Parameters
18. Edits
19. Escrow Disburse Rules
20. Escrow Sub Types
21. Flex Table Attributes
22. Flex Tables
23. GL Transaction Types
24. GL Translators
25. Job Sets
26. Jobs
27. Lookup Codes
28. Lookup Types
29. Portfolio Companies
30. Portfolio Company Branches
31. Producers
32. Product Instruments
33. Product Insurances
34. Product Pricings
35. Products
36. Promotions
37. Spreads
38. Standard Correspondences
39. Standard Document Definitions
40. Standard Element Definitions
41. Standard Function Definitions
42. Transaction Codes
43. Error Messages
44. Org. Fees

---

## 3. Administration User

In the **Administration** → **User**, you can record setup data that define your organization structure and its users. Information in this link is more “data” related, whereas the information stored on the System drop-down link functions more like switches that control system behavior.

### Navigating to Administration System

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User**.

The User drop-down link records the following data:

- Organization
- Companies
- Access
- Users
- Credit Bureau
- Correspondence
- General Ledger
- Queues
- Printers
- Bank Details
- Check Details
- Standard Payees
- Currencies
- ZipCodes

### 3.1 Organization

The Organization screen records the operational hierarchy of your business in terms of people. It groups the human resources of your business in three categories: organization, division, and department. The system uses this data to control access of users to applications and accounts. (The Companies screen allows you to setup the location of these applications and accounts.)

---

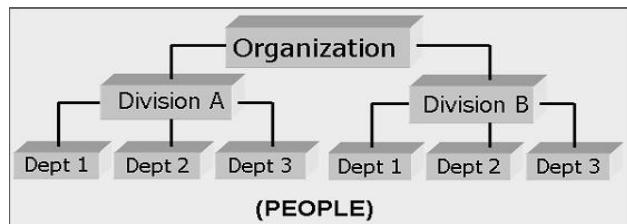
#### Note

You can have only one active organization, so use the Organization field to define your organization at its highest level.

---

Divisions are groups within your organization that will have access to the same applications and accounts. Larger organizations often define their divisions by region. Smaller organizations may define division as branch offices or even departments, and might only have one division defined.

Departments are smaller units within a division. They expand on who is in the corresponding Division field. The system uses this sub screen, for example, when setting up the Services screen on the Utility form. At least one department must be defined for each division.



As an example of an organization setup, Oracle Corp. might be defined as:

**Organization:** O-0001Oracle Corp.ORA

**Division:** OD-001Central RegionC01

**Department:** ODD-01OriginationORG

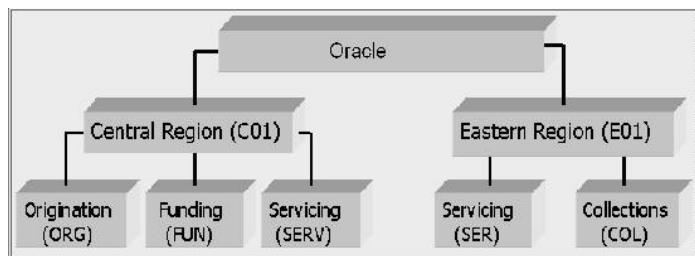
**Department:** ODD-02FundingFUN

**Department:** ODD-03ServicingSER

**Division:** OD-002Eastern RegionE01

**Department:** ODD-11ServicingSER

**Department:** ODD-12CollectionCOL




---

#### Note

The Short Name field on the Organization screen allows you to create the ID that Oracle Financial Services Lending and Leasing will use when referring to the organization, division, and department throughout the system.

---

#### To setup the Organization screen

1. Click **Setup** → **Setup** → **Administration** → **User** → **Organization**.

2. In the **Organization Definition** section, there can be only one active entry, so use this screen to define your organization at its highest level. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Organization	Specify the organization ID (the ID is the unique identifier used internally by Oracle Financial Services Lending and Leasing to represent your organization). <b>Note:</b> Do not edit this field.
Organization Name	Specify the organization name.
Short Name	Specify the short name for the organization. <b>Note:</b> This ID represents this organization throughout the system.
Enabled	Check this box to enable the organization. <b>Note:</b> Only one enabled organization is currently allowed by Oracle Financial Services Lending and Leasing.
Country	Select the country where the organization is located from the drop-down list.
City	Specify the city where the organization is located.
State	Select the state where the organization is located from the drop-down list.
Address Line 1	Specify the address line 1 for the organization.
Address Line 2	Specify the address line 2 for the organization.

Field:	Do this:
Zip	Select the zip code of the location where the organization is located from the drop-down list.
Extn	Specify the extension of the selected zip code.
Phone 1	Specify the primary phone number for the organization.
Extn 1	Specify the phone extension for the primary phone number.
Phone 2	Specify the alternate phone number for the organization .
Extn 2	Specify the phone extension for the alternate phone number, if specified.
Fax 1	Specify the primary fax number for the organization.
Fax 2	Specify the alternate fax number for the organization.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Division Definition** section, you can setup the information for the groups within your organization that will have access to the same applications and accounts. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Division	Specify the division ID. The ID is the unique identifier used internally by the system to represent the division within the organization.  <b>Note:</b> Once specified, do not edit this field.
Division Name	Specify the division name.
Short Name	Specify the short name for the division.  <b>Note:</b> This ID represents this division throughout the system (required).
Enabled	Check this box to enable the division.
Country	Select the country where the division is located from the drop-down list.
City	Specify the city where the division is located.
State	Select the state where the division is located from the drop-down list.
Address Line 1	Specify the address line 1 for the division.
Address Line 2 (unlabeled)	Specify the address line 2 for the division.
Zip	Select the zip code of the location where the division is located from the drop-down list.

Field:	Do this:
Extn	Specify the extension of the selected zip code.
Phone 1	Specify the primary phone number for the division.
Extn 1	Specify the extension for the primary phone number.
Phone 2	Specify the alternate phone number for the division.
Extn 2	Specify the extension for the alternate phone number .
Fax 1	Specify the primary fax number for the division.
Fax 2	Specify the alternate fax number for the division.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. Click **Setup** → **Setup** → **Administration** → **User** → **Organization** → **Department Definition**.
7. On the **Department Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Department	Specify the department ID. <b>Note:</b> The ID is the unique identifier used internally by the system to represent the department within the division.
Department Name	Specify the department name.
Short Name	Specify the short name for the department. <b>Note:</b> This is the ID that appears throughout the system to represent this department.
Enabled	Check this box to enable the department.
Country	Select the country where the department is located from the drop-down list.
City	Specify the city where the department is located.
State	Select the state where the department is located from the drop-down list.
Address Line 1	Specify the address line 1 for the department.
Address Line 2	Specify the address line 2 for the department.
Zip	Select the zip code where the department is located from the drop-down list.
Extn	Specify the zip extension where the department is located.
Phone 1	Specify the primary phone number for the department.
Extn 1	Specify the phone extension for the primary phone number.

Field:	Do this:
Phone 2	Specify the alternate phone number for the department.
Extn 2	Specify the phone extension for the alternate phone number.
Fax 1	Specify the primary fax number for the department.
Fax 2	Specify the alternate fax number for the department.

8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
9. Click **Setup** → **Setup** → **Administration** → **User** → **Organization** → **Display Format**.
10. On the **Display Format** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Format Type	Select the type of format from the drop-down list.
Format Sub Type	Select the sub type of the format from the drop-down list. The format sub type will be displayed based on the format type selected.
Format	Specify or select the format based on the format type and format sub type selected. For Date and Time Zone format, select the required option from the drop-down list.
Format Mask	Specify the format mask.
Format Filler	Specify the format filler.
Special Data	Specify the special data, if any.
Enabled	Check this box to enable the display format.

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

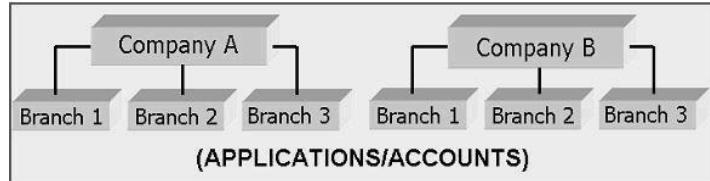
## 3.2 Companies

The Companies screen records the hierarchical structure of your portfolio companies and their branches. Just as Oracle Financial Services Lending and Leasing uses the Organization screen to determine the location of people, it uses the information on the Companies screen to determine the location of applications and accounts. In completing the Companies screen, there can be more than one company, and each company can have more than one branch.

Accounting is performed at the company level. Accounts and applications can be sorted down to the branch level. For this reason, branches are set up to reflect different business practices. You would set up different branches if, for example:

- The General Ledger (GL) differs between branches
- The branches work with different accounts

- There is a difference between branches in terms of the tasks they perform (loan origination, servicing, collections, and so on)



As an example of the companies setup, Oracle Corp. might have the following companies and branches defined as:

**Company:** C-0001TrustOne Financial CorpTOFC

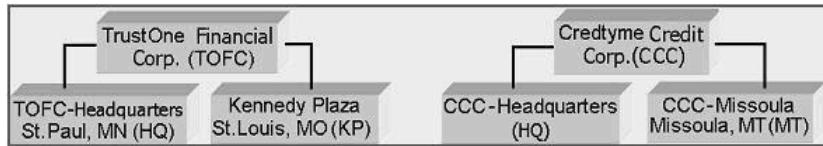
**Branch:** CB-01TOFC - HeadquartersHQ

**Branch:** CB-02Kennedy Plaza KP

**Company:** C-0002Credtyme Credit CorpCCC

**Branch:** CB-11CCC - HeadquartersHQ

**Branch:** CB-12CCC - MissoulaMT




---

#### Note

The system does not limit the number of companies or associated branches with the company you can enter.

The Short Name field on the Companies screen allows you to create the ID that the system will use while referring to the company and branch.

---

**KEY CONCEPT:** Note the difference between the Company screen and the Organization screen:

- On the **Organization** screen, *Oracle Financial Services Lending and Leasing* users belong to an organization and division.
- On the **Companies** screen, *creditapplications* and *accounts* belong to a company and branch.

As you can see in the following Access screen section, the information on the Organization and Companies screens define the operational hierarchy of your companies in terms of which Oracle Financial Services Lending and Leasing users will have access to which *applications* and *accounts*.

#### To setup the Companies

1. Click **Setup** → **Setup** → **Administration** → **User** → **Companies**. The **Companies** screen defines entities within your organization that originate and/or service Loans.

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

The screenshot shows the Oracle Financial Services Lending and Leasing application's Company Definition screen. The left sidebar contains a navigation menu with sections like Dashboard, Origination, Servicing, Collections, WFP, Tools, and Setup. The Setup section is expanded, showing Administration and System sub-sections with various sub-options. The main area displays a table of companies with columns for Company, Name, Short Name, Currency, Enabled, Country, City, State, Address Line 1, and Address Line 2. Below the table is a detailed form for defining a company, including fields for Name, Short Name, Currency, Enabled, Country, City, State, Address Line 1, Address Line 2, and various contact and address details. The form includes tabs for Company Definition and Branch Definition.

A brief description of the fields is given below:

Field:	Do this:
Company	Specify the portfolio company ID. (This ID is the unique identifier used internally by the system to represent the company).
Name	Specify the name of the portfolio company (required).
Short Name	Specify the short name for the portfolio company (ID displayed to represent the company).
Currency	Select the currency of the portfolio company from the drop-down list. The system displays the default value as 'US DOLLAR'.
Enabled	Check this box to enable the portfolio company.
Country	Select the country where the portfolio company is located from the drop-down list. The system displays the default value as 'UNITED STATES'.
City	Specify the city where the portfolio company is located .
State	Select the state where the portfolio company is located from the drop-down list.
Address Line 1	Specify the address line 1 for the portfolio company.
Address Line 2	Specify the address line 2 for the portfolio company.
Zip	Select the zip code of the location where the portfolio company is located from the drop-down list.

Field:	Do this:
Extn	Specify the extension of the zip code where the portfolio company is located.
Phone 1	Specify the primary phone number for the portfolio company.
Extn 1	Specify the phone extension for the primary phone number.
Phone 2	Specify the alternate phone number for the portfolio company.
Extn 2	Specify the phone extension for the alternate phone number.
Fax 1	Specify the primary fax number for the portfolio company.
Fax 2	Specify the alternate fax number for the portfolio company.
Tax ID #	Specify the tax identification number for the portfolio company.
TCC	Specify the transmitter control code for the portfolio company (1098 Electronic Filing).
Contact	Specify the contact information about the portfolio company.
Coupon Order Code	If you are using coupons, Specify the coupon order code to be used by a third party printing the coupons for billing statements.
HMDA	Select the HMDA agency (Home Mortgage Disclosure Act reporting agency for the company).
<b>Remittance Address section</b>	
Country	Select the remittance address country from the drop-down list. The system displays the default value as 'UNITED STATES'.
City	Specify the remittance address city.
State	Select the remittance address state from the drop-down list.
Remittance Address 1	Specify the remittance address line 1, if it is different from the company address. This address is included as the remittance address on statements.
Remittance Address 2	Specify the remittance address line 2.
Zip	Select the zip code of the remittance address line 1 from the drop-down list.
Extn	Specify the extension of the remittance address zip code.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. On the **Branch Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Branch	Specify the portfolio branch ID. (This ID is the unique identifier used internally by the system to represent the branch within your company).
Name	Specify the name of the portfolio branch (required).
Short Name	Specify the short name for the portfolio branch (ID displayed to represent the branch) (required).
Enabled	Check this box to enable the portfolio branch.
Country	Select the country from the drop-down list. The system displays the default value as 'UNITED STATES'.
City	Specify the city where the portfolio branch is located.
State	Select the state from the drop-down list.
Address Line 1	Specify the address line 1 for the portfolio branch.
Address Line 2	Specify the address line 2 for the portfolio branch.
Zip	Select the zip code of the location where the portfolio branch is located.
Zip Extn	Specify the extension of the zip code, where the portfolio branch is located.
Phone 1	Specify the primary phone number for the portfolio branch.
Extn 1	Specify the phone extension for the primary phone number.
Phone 2	Specify the alternate phone number for the portfolio branch.
Extn 2	Specify the phone extension for the alternate phone number.
Fax 1	Specify the primary fax number for the portfolio branch.
Fax 2	Specify the alternate fax number for the portfolio branch.

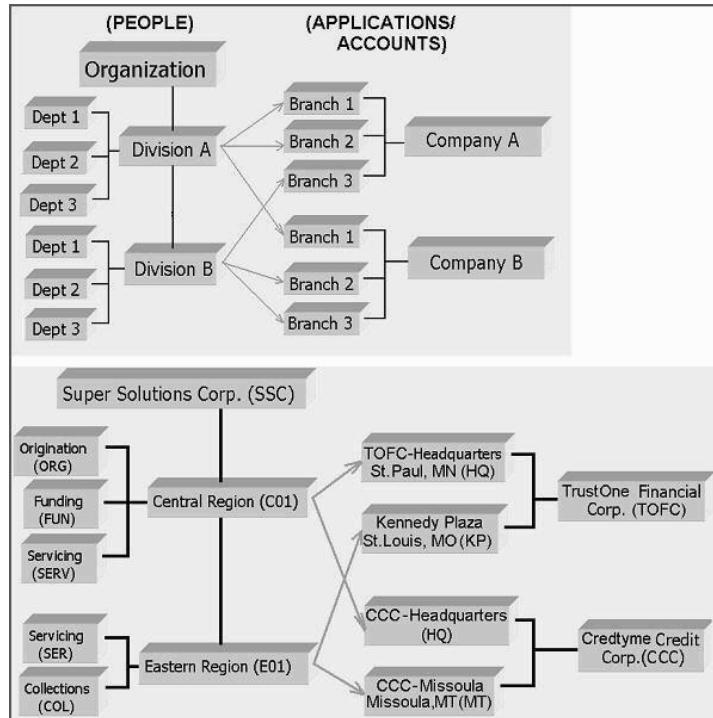
5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### 3.3 Access

Using the organizations, divisions, companies, and branches created on the Organization and Companies screens, you can control the access privileges of applications and accounts. On the Access screen, you define which organization/division (users) can gain access to which company/branch (applications and accounts) locations.

Normally, for each division within an organization, you would define a record with Company value of ALL and a Branch value of ALL, then select the Allowed box. You then define other

records for the same Organization and Division for other Company and Branch combinations with the Allowed box cleared to restrict access.



#### To setup the Access

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access**. The system displays the Access screen. In this screen, you can control the access privileges of the user for the following categories:
  - Data
  - Screen
  - Reports
  - Correspondence
  - Transaction

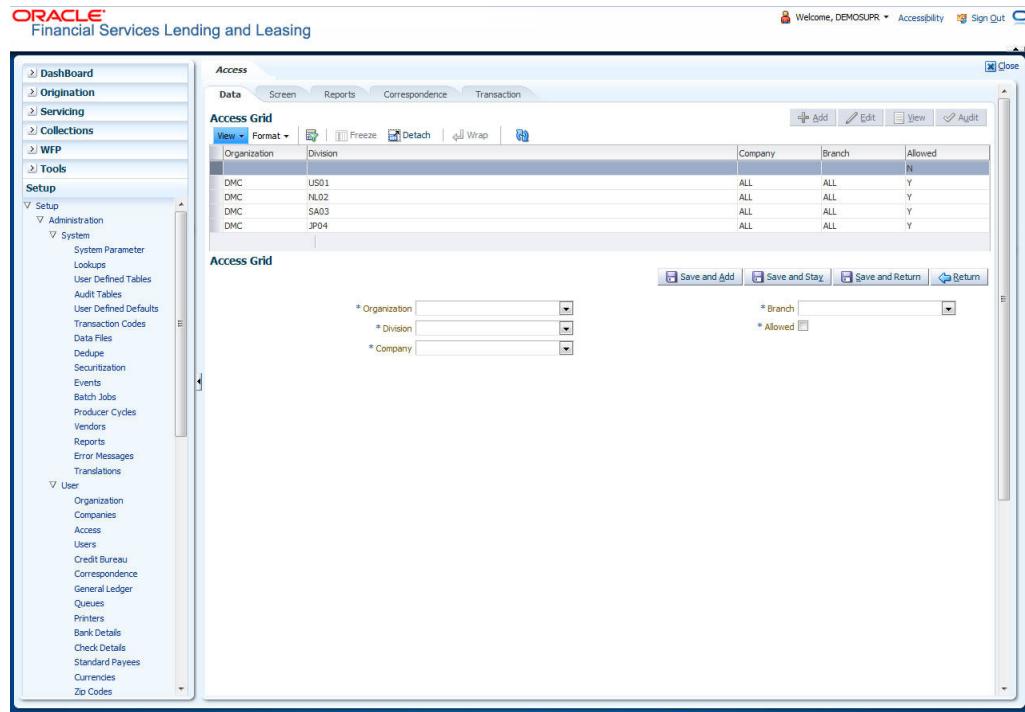
#### 3.3.1 Data

The Data screen allows you to restrict access to different data.

##### To setup the Data

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access** → **Data**.

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



A brief description of the fields is given below:

Field:	Do this:
Organization	Select the organization for which you are defining access privileges from the drop-down list.
Division	Select the division within the organization for which you are defining Access privileges from the drop-down list.
Company	Select the portfolio company to which you are defining access privileges for the organization and division specified from the drop-down list.
Branch	Select the portfolio branch of the company to which you are defining access privileges for the organization and division specified from the drop-down list.
Allowed	Check this box to provide access to the data pertaining to the company and branch, for the organization and division specified.

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

### 3.3.2 Screen

In the screen, you can control the access to the following:

1. Menu – Control access at the application menu level. For example, for **Setup** menu you can provide access only to an Administrator.
2. Screens – Control access to the screens available in the application
3. Buttons – Control access based on the stage.

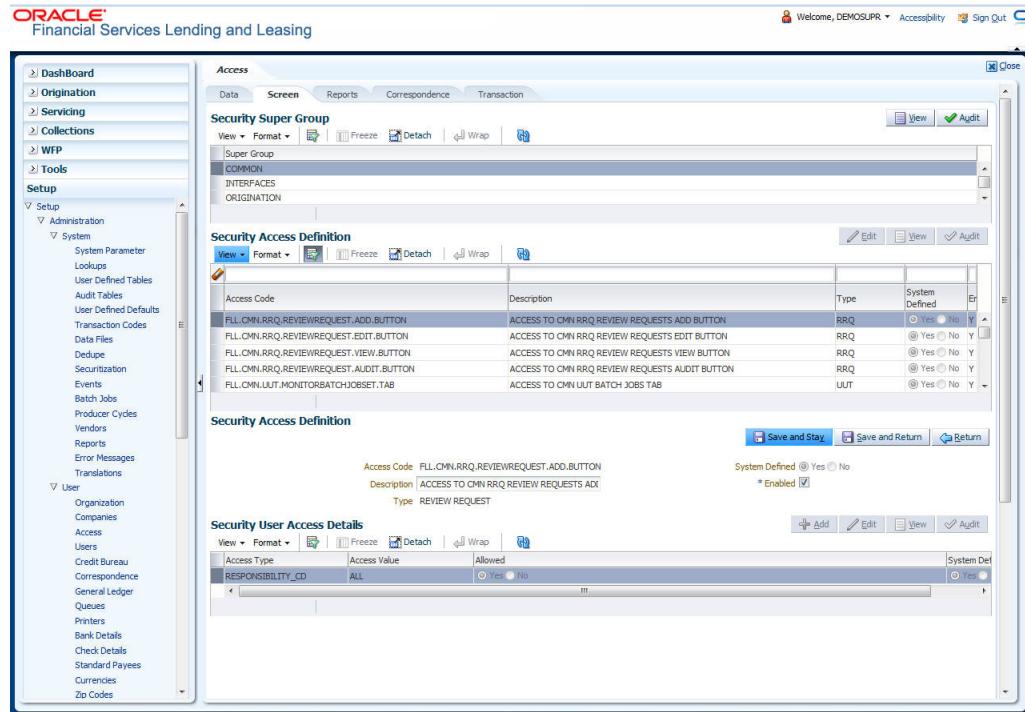
For example, Add and Edit buttons can be disabled once an application is funded.

If you want to restrict updating the Applicant details, then edit button has to be disabled for the stage.

The screen allows you to restrict access to different screens.

### To set the Screen Security

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access** → **Screen**.
2. In the **Security Super Group** section, you can view the details of the super group you want to work with.



3. In the **Security Access Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

---

#### Note

You can not add a new record

---

A brief description of the fields is given below:

Field:	Do this:
Access Code	The system displays the selected access code.
Description	Modify the description of the access code.
Type	The system displays the type of security access definition.
System Defined	If 'Yes' is selected, the security access definition entry is system defined. If 'No' is selected, the security access definition entry is manually defined.

Field:	Do this:
Enabled	Check this box to enable the security access definition entry is enabled.

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

A brief description of the fields is given below:

Field:	Do this:
Access Type	Select the access type of the user who will have access to this screen from the drop-down list.
Active Value	Select the active value of the user who will have access to this screen from the drop-down list.
Allowed	Select 'Yes' to allow access to this screen or 'No' to deny access to this screen.
System Defined	Select 'Yes', if the screen user access definition entry is system defined. Select 'No', if the screen user access definition entry is manually defined.

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

### 3.3.3 Reports

In the Reports screen you can control access to generate certain reports.

#### To set up Reports

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access** → **Reports**.

2. In the **Reports** section, you can view the following information:

A brief description of the fields is given below:

Field	View this:
Code	Displays the code of the report.
Module	Displays the code of the report from the drop-down list.
Description	Displays the description of the report.
Enabled	Displays whether the report definition is enabled or not.

3. In the **Reports User Access Definition** section, you can set the access rights for the report selected in the Reports section. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Access Type	Select the access grid function type from the drop-down list.
Access Value	Select the access function grid value from the drop-down list.
Allowed	Select 'Yes' to allow access or 'No' to restrict access to the entry based on the access type and value.
System Defined Yes/No	Select 'Yes', if the report user access definition entry is system defined. Select 'No', If the report user access definition entry is manually defined.

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

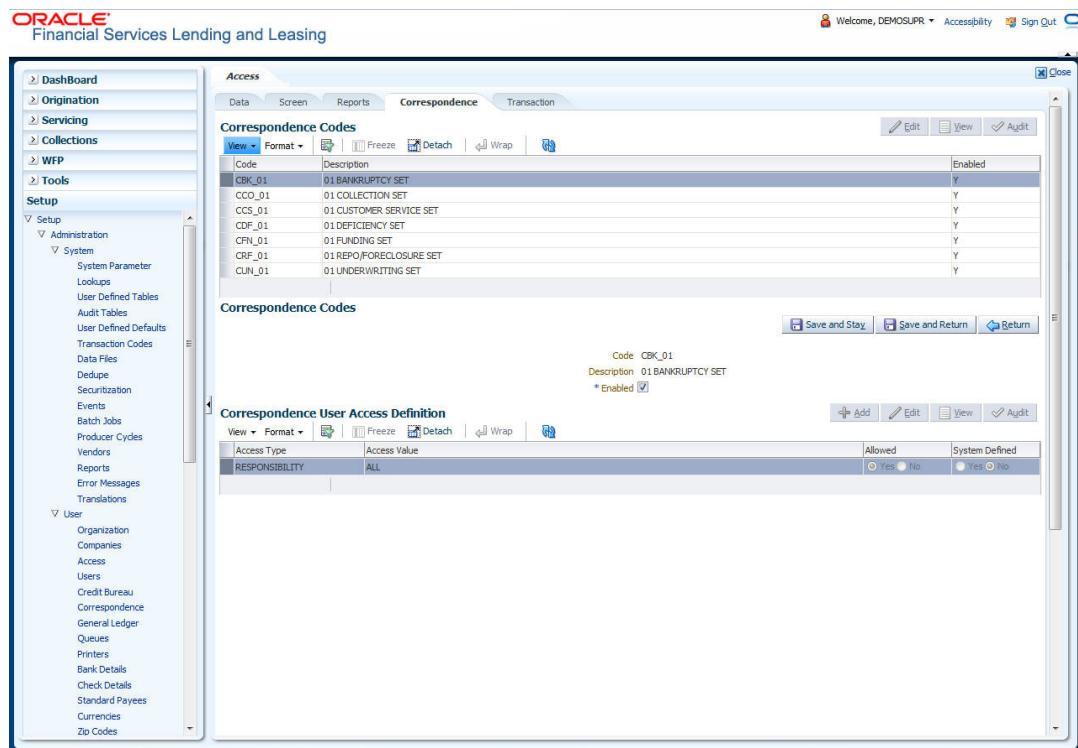
### 3.3.4 Correspondence

The Correspondence screen allows you to restrict access to different correspondence commands on the Letters menu, thus restricting your ability to generate certain correspondence.

If you do not have the responsibility to create a type of correspondence, the corresponding command on the Letters menu is unavailable (dimmed).

#### To setup the Correspondence

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access** → **Correspondence**.
2. In the **Correspondence Codes** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Code	The system displays the correspondence code name you want to work with.
Description	The system displays the description for the correspondence code (display only).
Enabled	Check this box to enable the selected correspondence code entry.

3. In the **Correspondence User Access Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Access Type	Select the access grid function type from the drop-down list.
Access Value	Select the access function grid value from the drop-down list.
Allowed	Select 'Yes' to allow access or 'No' to restrict access to the entry based on the access type and value.
System Defined Yes/No	Select 'Yes', if the correspondence user access definition entry is system defined. Select 'No', If the correspondence user access definition entry is manually defined.

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

### **3.3.5 Transaction**

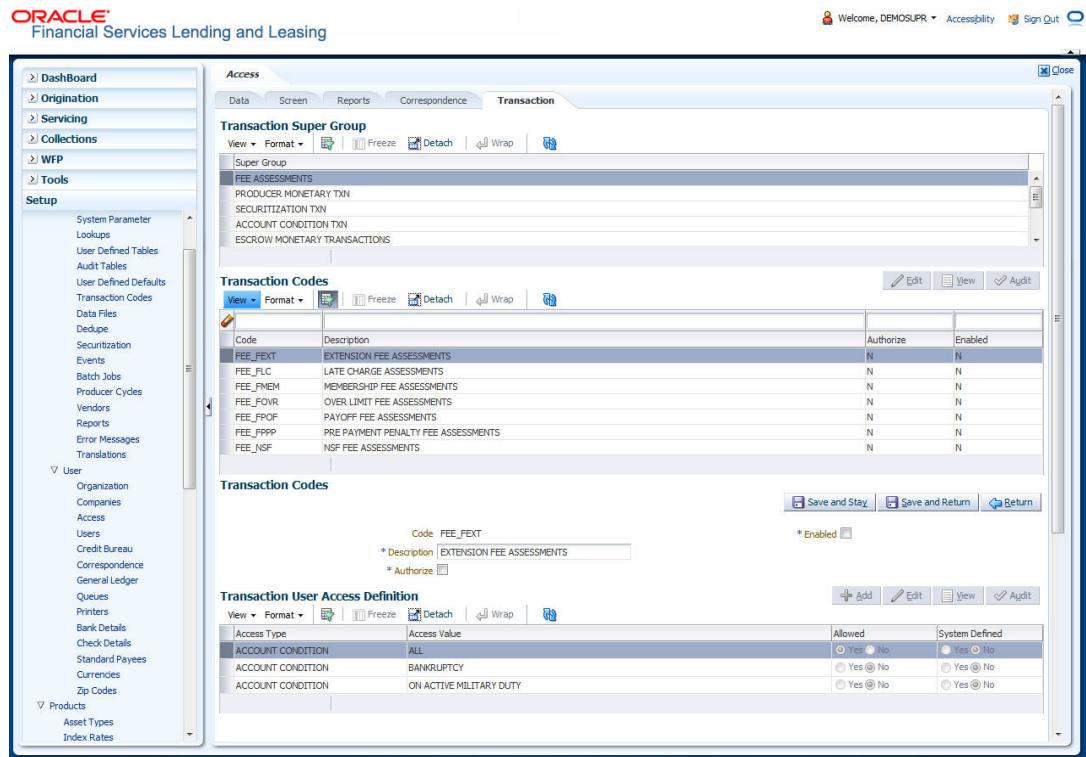
The Transaction screen allows you to restrict access to the following types of monetary and nonmonetary transactions:

- ACCOUNT MONETARY TXN
- ACCOUNT NON MONETARY TXN
- PRODUCER MONETARY TXN
- ACCOUNT CONDITION TXN
- SECURITIZATION TXN
- ESCROW MONETARY TRANSACTIONS
- ESCROW NON MONETARY TRANSACTIONS
- FEE ASSESSMENTS
- ESCROW ANALYSIS AND DISBURSEMENTS

#### **To set up the Transaction**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Access** → **Transaction**.

2. In the **Transaction Super Group** section, select the super group you want to work with.



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

A brief description of the fields is given below:

Field:	Do this:
Code	The system displays the transaction code you want to work with.
Description	Specify the description for the transaction.
Authorize	<p>Check this box to verify the transaction by another user on the Authorization screen of Transaction Authorization form.</p> <p>In the Transaction User Access Definition section, use the Access Type to define the user type the authorization restriction applies to, when entering the transaction.</p> <p><b>Note:</b> If the Authorization check box is cleared, the existing transaction posting process on the Maintenance link on the Customer Service screen will apply; the transaction will be posted and the authorization process is by-passed.</p> <p>For more information, please refer the <b>Transaction Authorization (Maker-Checker)</b> chapter in the <b>Oracle Financial Services Lending and Leasing User Guide</b>.</p>
Enabled	Select this box to enable the transaction codes entry.

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

A brief description of the fields is given below:

Field:	Do this:
Access Type	Select the access grid function type from the drop-down list.
Access Value	Select the access function grid value from the drop-down list.
Allowed	Select 'Yes' to allow access or 'No' to restrict access to the entry in the Transaction Codes section, based on the access type and value.
System Defined	Select 'Yes', if the transaction user access definition entry is system defined. Select 'No', if the transaction user access definition entry is manually defined.

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

## 3.4 Users

The Users screen allows you to create and set up an user. In the User Definition section, you can assign a user an identification name and password to log on to the system. You can also assign the organization, division, and department where each user is located. Additional fields allow you to record information for contacting the user. You can also define the time frame within which a user has access to the system to ensure compliance to the company's schedule. This is a very useful feature to prevent logins during scheduled maintenance.

The Responsibility field records the job function of the user and defines the level of access that user has within the system; in particular:

- What menu items does the user have access to?
- What transactions can the user perform on the Maintenance screen on the Customer Service screen?
- What edits can the user perform on the Verification link during origination?

---

### Note

The system's SUPERUSER responsibility grants access to the entire system. Give careful consideration to the number and type of users who receive this responsibility.

---

#### To set up the Users screen

1. Click **Setup** → **Setup** → **Administration** → **User** → **Users**. The system displays the Users screen.

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

A brief description of the fields is given below:

Field:	Do this:
User	Specify the user ID. <b>Note:</b> This field is a unique indicator and cannot be updated, edited, or deleted once saved.
Organization	Select the organization to which the user belongs, from the drop-down list.
Division	Select the division to which the user belongs, from the drop-down list.
Department	Select the department to which the user belongs, from the drop-down list.
Start Dt	Specify the start date for the user. You can also select from the adjoining calendar icon.
End Dt	Specify the end date for the user. You can also select from the adjoining calendar icon.
System Defined	Select 'Yes', if the entry is system defined. System defined entries cannot be modified. Select 'No', if the entry is not system defined and it can be modified.
Enabled	Check this box to enable the user.
First Name	Specify the first name of the user.

Field:	Do this:
MI	Specify the middle initial of the user.
Last Name	Specify the last name of the user.
Responsibility	Select the responsibility for the user from the drop-down list. <b>Note:</b> The users mapped to the role 'Responsibility' can only view the screens.
Phone 1	Specify the user's primary phone number.
Extn 1	Specify the phone extension for the primary phone number.
Phone 2	Specify the user's alternate phone number.
Extn 2	Specify the phone extension for the alternate phone number.
Fax 1	Specify the user's primary fax number.
Fax 2	Specify the user's alternate fax number.
Replacement User	Select the user ID of the replacement user from the drop-down list.
Dt	Specify the date from when the replacement is effective. You can also select from the adjoining calendar icon. <b>Note:</b> These two fields allow you to create a replacement user for the current user. This is particularly useful when a new employee assumes the duties of a former. By completing the Replacement User and Replacement Dt field, the system recognizes the replacement user as the current user on the effective date. For more information, refer to the section, 'Replacement Users'.
Type	Select the user type from the drop-down list.
Reference #	Specify the reference number for the user from the drop-down list.
Email	Specify user's email address.
Default language	Select the default language from the drop-down list.
Time Zone	Select the required Time Zone from the drop-down list. The specified time zone would be applicable at company level.
Time Zone Level	Select the time zone level (Organization, Company or User) that would apply by default, when specific time zone is not specified at Company and User level.

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

### 3.4.1 **Replacement users**

By completing the **Replacement User** and **Dt** fields on the Users screen, you can replace an existing user with a new user. The system assigns all responsibilities of the original user to the new user as of the date of the replacement.

The **Replacement User** and **Dt** fields allow you to designate a replacement for the current user in the User ID field. When you complete the **Replacement User** and **Dt** fields, save your

entry, and then enable the record, the system replaces the original user. The system changes the **End Dt** field to the date when the original user was replaced (the same date in the Dt field).

The system assigns the queues of the original user to only those replacement users who have the same user responsibilities (or Super User responsibility) as set in the system.

The system updates the following when replacing users:

1. Assigns all applications in the replaced user's underwriting queue with the status NEW to the replacement user's queue.
2. Assigns all applications in the replaced user's funding queue with a status other than FUNDED to the replacement user's queue. The system currently stores the collector name in the back end tables, which are updated with the replacement users ID in the case of the replacement of any user.
3. Also updates the Producer Management screen with the replacement user in the **Underwriter** and **Collector** fields. The system assigns all applications routed to the original user to the replacement user. This also includes any future applications for the replaced user.
4. The system automatically updates the **Collector ID** field in all accounts to the replacement user and routes all accounts assigned to the original user to the replacement user.

---

#### **Note**

The system will not update the replacement user ID for accounts that are closed.

---

5. On the queue setup of Customer Service screen's Responsibilities sub screen, the record for the original user will be disabled and a new record will be created for the replacement user. If the replacement user already exists in the setup, The system will not create a new record. It updates the user ID and routes all accounts that were assigned to the original user, based on the account condition, to the replacement user.

### **3.4.2 Application and Oracle Identity Manager Synchronization**

Oracle Identity Manager is for user administration. Oracle Financial Services Lending and Leasing has been developed in such a way that it can be implemented with or without Oracle Identity Manager. In case OID has been employed, the user definition is done in OID and then synchronized to the Oracle Financial Services Lending and Leasing Users table using a utility JAR called OID Synchronization JAR. In OID, users are defined across various groups belonging to a realm which is nothing but the directory structure in OID. A user can be configured to belong to multiple groups in a realm. Every time the user tries to login to Oracle Financial Services Lending and Leasing or OBIEE, the system validates the login ID and the password with OID and provides access to those applications.

### **3.5 Credit Bureau**

In the system, an important part of the origination process is pulling a credit report from a credit bureau and scoring that information against a user-defined risk model. These credit reports can be pulled both automatically and manually.

After you enter an application, the system compares its contents against pre-screen criteria. If the application passes a pre-screen edits check, the system advances the status of the application and automatically pulls a credit report.

You can manually request a credit report for an applicant or any other party included on the application, such as co-signers and spouses by selecting the bureau from which you want to pull the report. If more than one report type is defined for the selected bureau, then you can indicate the type of report you want to pull.

The following are few additional Credit Bureau Setup details:

- The credit bureau from which the report is pulled is determined by the applicant's zip code. The credit bureau interface searches the information in the Credit Bureau Zip Matrix tab and matches the applicant's zip code to determine the bureau(s) from which to request a report.
- The number of credit reports automatically pulled per applicant is controlled through the credit request parameter CRB\_MAX\_BUREAU\_PULL. If this parameter is set to 1, a credit bureau request will be made for the Bureau1 credit bureau from the zip code matrix. Likewise, if this parameter is set to 2, a credit bureau request will be made for the Bureau1 and the Bureau2 credit bureaus from the zip code matrix.
- The system automatically pulls credit reports for only the primary applicant and the primary applicant's spouse (for joint applications) unless the CRB\_ALL\_APL\_BUREAU\_PULL credit request parameter is set to Y. However, if the parameter is set to Y, the system pulls credit reports for all of the applicants on the Lease, regardless of their relationship to the primary borrower.
- Passwords, default report formats, and other required information from the credit bureaus are set up in the Report Formats screen.

Member codes and passwords when switching credit bureau access methods (moving from dial-up to Net Connect). The member codes and passwords are not dependent on the connection method used to access the bureau.

Frame relay access is from the database server to the Experian host through a TCP/IP socket connection. The connection is outbound only and it is to a specific port (699 or 700) on the Experian host.

The credit bureau service will be accessing Experian Net Connect service through HTTP to the ECALS URL supplied by Experian as well as by the HTTPS to the URL returned as a response to the ECALS URL inquiry (the credit request URL). This access is from the database server access.

### **3.5.1 Credit Bureau**

The setup for Credit Bureau spans across the following links:

- Report Formats
- Connections
- Zip Matrix
- Parameters
- Score Reasons
- Reporting

#### **Navigating to Credit Bureau**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau**.

### **3.5.1.1 Report Formats**

The Reports Formats screen captures and tracks the attributes related to the multiple types of reports offered by the credit bureau agencies. When a company enlists the service of a

credit bureau, the credit bureau provides a membership code and password. This information needs to be entered on the Reports Formats screen before you can request a credit report. You must define at least one report for each credit bureau from which you want to pull reports.

The information on the Report Formats screen is location-specific. If the business requires different membership codes for each location, be it a company or branch, then individual records must be set up.

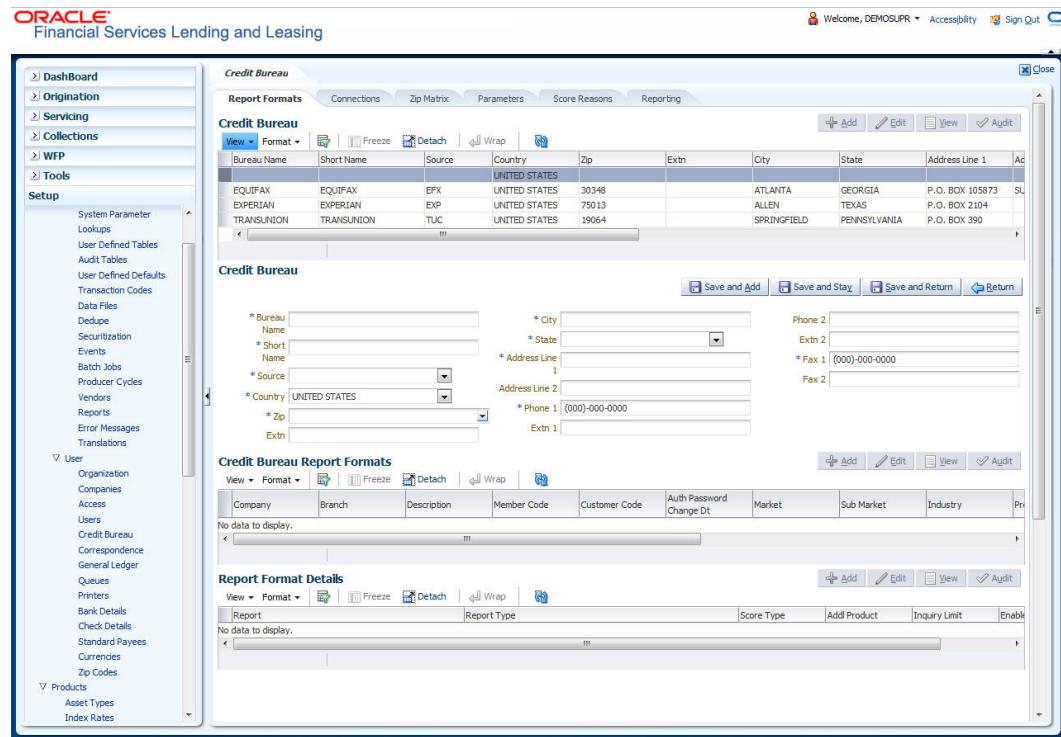
The Score Type, Additional Product, and Inquiry Limit fields on the Credit Report Setup section are optional. They may not apply to all credit bureau types and even if they do apply, you may want to leave them blank and rely on a default value set up at the credit bureau.

### Note

For more information, refer to the the application Installation Guides.

### To setup Report Formats

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Report Formats**
2. In the **Credit Bureau** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.:.



A brief description of the fields is given below:

Field:	Do this:
Bureau Name	Specify the name of the credit bureau company.
Short Name	Specify the abbreviated or short name for the bureau.
Source	Select the credit bureau source from the drop-down list.

Field:	Do this:
Country	Select the country of the credit bureau address from the drop-down list.
City	Specify the city for the credit bureau address.
State	Select the state of the credit bureau address from the drop-down list.
Address Line 1	Specify the address line 1 for the credit bureau.
Address Line 2	Specify the address line 2 for the credit bureau.
Zip	Select the zip code for the credit bureau address from the drop-down list.
Extn	Specify the extension of the zip code for the credit bureau address.
Phone 1	Specify the primary phone number for the credit bureau.
Extn 1	Specify the extension for the primary phone number.
Phone 2	Specify the secondary phone number for the credit bureau.
Extn 2	Specify the extension for the secondary phone number.
Fax 1	Specify the primary fax number for the credit bureau.
Fax 2	Specify the alternative fax number for the credit bureau.

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

A brief description of the fields is given below:

Field	Do this:
Company	Select the portfolio company that will be using the above credit bureau from the drop-down list.
Branch	Select the portfolio branch from the company that will be using the above credit bureau from the drop-down list.
Description	Specify the credit report format description.
Member Code	Specify the credit bureau member code (assigned by bureau).
Password	Specify the credit bureau password.
Customer Code	Specify the customer code.

Field	Do this:
Auth Password Change Dt	<p>Display the last authorization password change date. The Experian Net Connect product requires that the Auth Password (or SSP Password in Experian jargon) be changed every 90 days (or sooner). Equifax may have similar requirements, but they were not known at the time of this writing. Use the date displayed in this field to identify when the password needs to be changed.</p> <p><b>Note:</b> The password needs to be changed both in the system and at the credit bureau. Changing the password does not initiate or perform a change at the bureau. Changing the password at the bureau must be done outside the system. Contact the credit bureau for the procedure for changing the password (display only).</p>
Auth User ID	Displays the authorization user ID (display only).
Auth Password	<p>Displays the authorization password (display only).</p> <p><b>Note:</b> This field is not displayed to the user and is also encrypted before being stored in the database (display only).</p>
<b>Change Authorization User Id/Password section</b>	
New Auth User Id	Specify the authorization user ID.
New Auth User Password	Specify the authorization user password.
<b>TransUnion Details section</b>	
(Note: This is only applicable for TransUnion.)	
Market	Specify the TransUnion market id.
Sub Market	Specify the TransUnion Sub Market id.
Industry	Specify the TransUnion Industry code.
<b>Experian Details section</b>	
(Note: This is only applicable for Experian.)	
Preamble	Specify the Experian preamble code.
Host Code	Specify the Experian host ID.
UIC	Specify the Experian UIC.
<b>Equifax Details section</b>	
(Note: This is only applicable for Equifax.)	
Service Name	Specify the equifax service name. The service name will be provided to you by Equifax when your company's Internet System to System account is created. Possible values for pulling credit reports are acrotest (for access to the test system) and acro (for access to the production system).

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

6. In the **Report Format Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Report	Specify the report name to be accessed from the credit bureau.
Report Type	Select the report type of the credit bureau report from the drop-down list.
Score Type	Select the credit score type from the drop-down list.
Addl Product	Select the product code from the drop-down list.
Inquiry Limit	Select the inquiry limit for the credit report from the drop-down list.
Enabled	Check this box to enable the report as default.

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

### 3.5.1.2 Connections

The Connections screen records and supports various connections to the credit bureau to receive reports from the agencies. The system supports connections to the bureaus through one or more modems attached to the database server, network accessed modem server, or direct network connection (usually frame relay).

For modem-based connections, multiple credit bureaus can be accessed over the same modem. If there are multiple requests in the queue, the order in which the bureaus are listed determines the order in which the requests are processed.

For example,

If the credit bureau service checks the submitted credit requests and finds three Experian, one Equifax, and two TransUnion credit requests and the connections setup is Bureau1=TUC, Bureau2=EFX, and Bureau3=EXP, the two TransUnion requests will be processed first, the Equifax request next, and then the three Experian requests.

---

#### Note

For this above example, adding two more modems and assigning a specific bureau to each one would help to avoid the delay caused by queuing all requests through a single modem.

---

**IMPORTANT:** Direct network connections must be set up for only one bureau.

Like the Credit Bureau section on the Report Formats screen, the data fields used on the Connections screen are generic and not all fields are used for all access methods. The following table summarizes the data needed for each access method:

Method	Name	Bureau 1	Bureau 2	Bureau 3	Device	Device Speed
Dial-up	Required	Required (can be EXP, TUC, or EFX)	Optional (can be EXP, TUC, or EFX)	Optional (can be EXP, TUC, or EFX)	Required (can be either a local serial port device or an IP address and port number of a network modem)	Required for locally attached modems
Experian Frame-relay	Required	Must be EXP	Leave blank	Leave blank	Must be the IP address and port number of Experian host	Not applicable
Equifax Frame-relay	Required	Must be EFX	Leave blank	Leave blank	Must be the IP address and port number of Equifax host	Not applicable
TransUnion Frame-relay	Required	Must be TUC	Leave blank	Leave blank	Must be the IP address and port number of TransUnion host	Not applicable
Experian Net Connect	Required	Must be EXP	Leave blank	Leave blank	Must be the ECALS URL provided by Experian	Not applicable
Equifax Internet System to System	Required	Must be EFX	Leave blank	Leave blank	Must be the URL provided by Equifax for connecting to the Internet System to System service	Not applicable
CSC Internet	Required	Must be CSC	Leave blank	Leave blank	Must be the URL provided by CSC	Not applicable
CredcoConnect	Required	Must be CRD	Leave blank	Leave blank	Must be the URL provided by Credco	Not applicable

For frame relay access, specify the IP address provided by the bureau followed by a space and then the port number (for example, 192.168.36.2.700).

### Experian Net Connect

At the time of this writing, the Experian product ECALS URL is:

```
http://www.experian.com/lookupServlet1?lookupService
Name=AccessPoint&lookupServiceVersion=1.0&serviceName=Net
Connect&serviceVersion=2.0&responseType=text/plain
```

---

#### **Note**

The URL given above is one continuous string. This can be verified by entering the URL with a browser. The displayed value will be an HTTPS URL.

---

Enter the entire ECALS URL provided by Experian into the Device field. Notice that this URL does not start with `https`. The ECALS URL is a URL used by the credit bureau service to request the HTTPS URL. The HTTPS URL is not displayed on any setup screen and is only known to the credit bureau interface at runtime.

### Equifax Internet System to System

At the time of this writing, the Equifax Internet System to System URL is:

```
https://transport5.ec.equifax.com/servlet/stspost
```

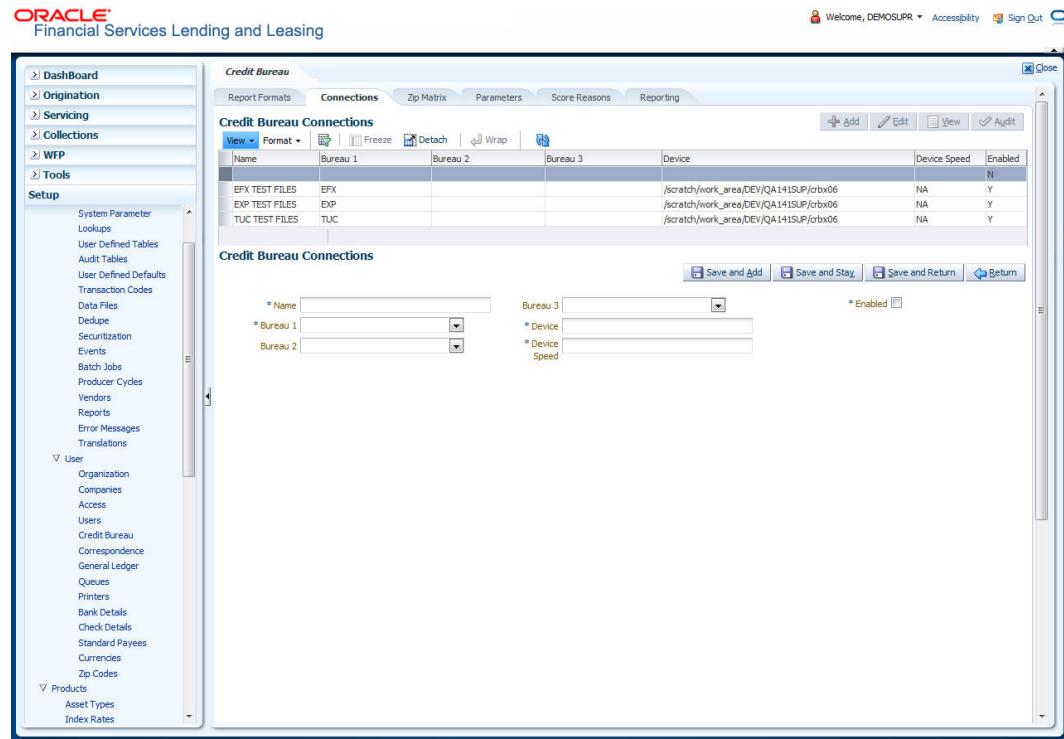
## CSC Tri-Merge

At the time of this writing, the CSC URL is:

<https://www.emortgage.Equifax.com/cgi-bin/emspop.exe>

### To setup the Connections

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Connections**.
2. In the **Credit Bureau Connections** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Name	Specify connection name.
Bureau 1	Select first credit bureau from the drop-down list.
Bureau 2	Select 2nd credit bureau from the drop-down list.
Bureau 3	Select 3rd credit bureau from the drop-down list. <b>Note:</b> The Bureau1, Bureau2, and Bureau3 fields in the Credit Bureau Connections section specify which bureau types can be accessed over the connection.
Device	Specify the connection device name. The Device field lists the physical device name for a modem, or the IP address for a network accessed connection.
Device Speed	Select the connection device speed. The Device Speed field is only applicable to server-attached modems. It is used to specify the communications speed between the server and the modem.

Field:	Do this:
Enabled	Check this box to enable the connection.

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

### 3.5.1.3 Zip Matrix

The system uses the zip code of the applicant's current home address to determine which credit bureau to use when automatically pulling a report. The Zip Matrix screen allows you to record the credit bureau from which a report is pulled based on a range of zip codes, as well as the company, branch and country of the account.

When searching for a zip code match, the system:

1. Reads the first credit bureau defined in the matrix
2. Reads the credit report format to get the appropriate membership code and password for the user's location
3. Requests a credit report.

If the system cannot pull a report from the first bureau, it pulls one from the second. If the zip code you entered does not fall in the matrix setup, then the system uses a default zip matrix (0000000000 to 0000000000) to select the required bureau.

#### To set up the Zip Matrix

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Zip Matrix**
2. In the **Credit Bureau Zip Code Matrix** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with sections like Dashboard, Origination, Servicing, Collections, WFP, Tools, and Setup. Under Setup, there are sub-options for System Parameter Lookups, User Defined Tables, Audit Tables, User Defined Defaults, Transaction Codes, Data Files, Dedupe, Securitization, Events, Batch Jobs, Producer Cycles, Vendors, Reports, Error Messages, and Translations. The main window is titled 'Credit Bureau' and shows the 'Zip Matrix' tab selected. The 'Credit Bureau Zip Code Matrix' grid lists zip codes from 96000 to 0000025999, categorized by Company (ALL), Branch (ALL), and Country (UNITED STATES). The grid includes columns for From Zip, To Zip, Bureau 1, Bureau 2, and Bureau 3, with values like TUC, EFX, and EXP. Below the grid is a form with fields for Company, Branch, Country, and zip codes, along with buttons for Save and Add, Save and Stay, Save and Return, and Return.

A brief description of the fields is given below:

Field:	Do this:
Company	Select the portfolio company from the drop-down list.
Branch	Select the portfolio branch from the drop-down list. The branch will be displayed based on the company selected.
Country	Select the country from the drop-down list.
From Zip	Specify the starting zip code (From).
To Zip	Specify the ending zip code (To).
Bureau 1	Select the preferred bureau #1 (first bureau pulled), from the drop-down list. You must enter at least one credit bureau in the Bureau 1 field for each zip code range. The bureau entered in the Bureau 1 field for each range is the primary bureau. For any given range, do not list the same credit bureau in more than one field.
Bureau 2	Select the preferred bureau #2 (second bureau pulled) from the drop-down list.
Bureau 3	Select the preferred bureau 3 (third bureau pulled) from the drop-down list.

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

#### **3.5.1.4 Parameters**

The Parameters screen records parameters specifically dealing with credit bureau information. These parameters are divided into three groups:

- Parsing parameters
- Request parameters
- Configuration parameters

Parameters can be defined at the company or branch level. The following credit bureau parameters are configured during the installation:

PARSING PARAMETERS FOR CREDIT BUREAU SERVICE

CONFIGURATION PARAMETERS FOR CREDIT BUREAU SERVICE

Request Parameters for Credit bureau Service

#### **To setup the Parameters**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Parameters**.

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

The screenshot shows the Oracle Financial Services Lending and Leasing application. The main window is titled 'Credit Bureau' and contains a table of 'Credit Bureau Parameter' records. The table has columns for Company, Branch, Parameter Group, Parameter, and Value. The 'Value' column contains various configuration settings. Below the table is a 'Credit Bureau Parameter' form with fields for Company (set to ALL), Branch (set to ALL), Parameter (dropdown menu), and Enabled (checkbox). The left sidebar shows a navigation tree with categories like 'Setup', 'User', and 'Products'.

A brief description of the fields is given below:

Field:	Do this:
Company	Select the portfolio company from the drop-down list.
Branch	Select the portfolio branch from the drop-down list. The branch will be displayed based on the company selected.
Parameter Group	Select the credit bureau parameter group from the drop-down list.
Parameter	Select the credit bureau parameter from the drop-down list
Parameter Value	Specify the credit bureau parameter value.
Enabled	Check this box to enable the credit bureau parameter.

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

### 3.5.1.5 Score Reasons

The Score Reasons screen allows you to define or modify the scoring reason codes and descriptions for the predefined scoring models used by the credit bureau agencies.

#### Note

This information is not associated with the user-defined scores determined by the internal Oracle Financial Services Lending and Leasing model during product setup.

#### To setup the Score Reasons

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Score Reasons**.

2. In the **Score Models** section, you can view the following information.

A brief description of the fields is given below:

Field:	Do this:
Score Model	Displays the credit bureau score model (display only).
Enabled	Displays if the credit bureau score model is enabled or not.

3. On the **Score Reasons** sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this:
Reason Code	Specify the reason code.
Description	Specify the description.

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

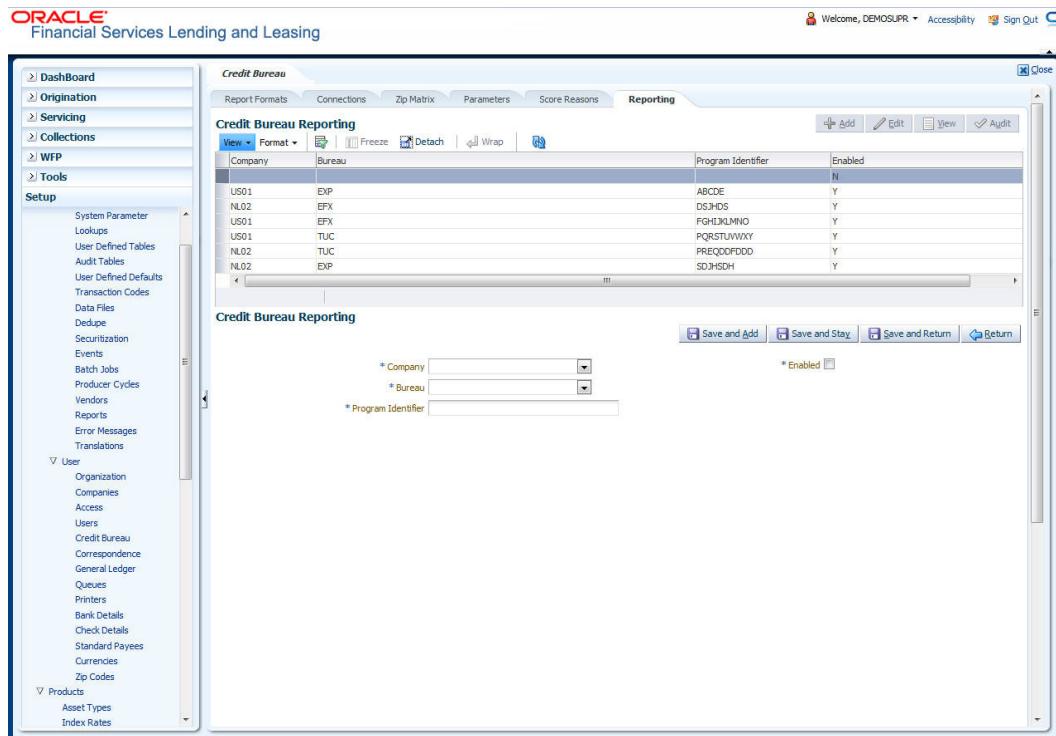
### 3.5.1.6 Reporting

The system reports to the credit bureau agencies in the Metro 2 format with the payment and account status information of each account holder. The Credit Bureau Reporting screen contains the program identifier to be reported to the bureaus.

#### To setup the Reporting

1. Click **Setup** → **Setup** → **Administration** → **User** → **Credit Bureau** → **Reporting**.

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



A brief description of the fields is given below:

Field	Do this:
Company	Select the portfolio company from the drop-down list.
Bureau	Select the bureau from the drop-down list.
Program Identifier	Specify the program identifier. The customer receives this from the bureau and uses it to identify itself to that bureau. You will need to update this information.
Enabled	Check this box to enable the program.

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

### 3.5.2 **Special Metro II Code reporting**

The system allows you to report the following special Metro II segments to the credit bureau output file:

- Consumer Information Indicator Code (CIIC)
- Compliance Condition Code (CCCD)
- Special Comment Code (SPCC).

The system users will need to use call Action/Results and Reason fields on the Call Activities sub screen of the Customer Service form (Lending > Customer Service > Customer Service (2) master tab > Account Details tab > Call Activities sub tab) to place specific account conditions where these Metro II segments are to be reported. The specific segment reported for a given condition will be based on the account condition and call activity reason codes.

---

**Note**

It is the responsibility of the Administrator or individual user to setup Special Metro II Code reporting functionality.

---

When users open one of the following conditions:

CIIC	CONSUMER INFORMATION INDICATOR CODE (METRO2 - FCRA)
CCCD	COMPLIANCE CONDITION CODE (METRO2)
SPCC	SPECIAL COMMENT CODE (METRO2)

The system recognizes the condition, processes the selected Metro II reporting call activity reason code, and generates the Metro II reporting segment in the Metro II reporting output file.

---

**Note**

You are responsible for selecting the correct Metro II reporting segment reason code to be reported. If you do not select a Metro II reporting segment reason code, the system will not generate information to Metro II output file. If you select an incorrect Metro II reporting segment reason code, the system will report the selected Metro II reporting segment. the system does not validate the contents of the Reason field with the contents of the Condition field.

To end the reported Special Metro II Special Code, close the open Special Metro II Condition (no reason code needed). The system recognizes the closing of the open Special Metro II Condition and will not create a Metro II reporting segment in the output file.

---

**IMPORTANT:** The CBU\_FILE\_FREQUENCY (METRO 2 FILE FREQUENCY) Company system parameter determines if output file is generated and created daily or output file is written with daily data and output monthly.

**To setup Metro II Code reporting**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Call Action Results** to open and close the following system defined condition codes:

Action Code	Description
CIIC	CONSUMER INFORMATION INDICATOR CODE (METRO2 - FCRA)
CCCD	COMPLIANCE CONDITION CODE (METRO2)
SPCC	SPECIAL COMMENT CODE (METRO2)

When setup is completed, you can open and close Special Metro II code conditions.

---

**Note**

Opening and closing Special Metro II Code reporting is a manual process.

---

The CBU\_FILE\_FREQUENCY (METRO 2 FILE FREQUENCY) Company system parameter determines, if output file is generated and created daily or output file is written with daily data and output monthly.

### 3.5.3 Oracle Wallet Manager setup

The Experian Net Connect, Equifax Internet System to System, and CSC interfaces within the system credit bureau service use functionality provided by the Oracle Wallet feature. Use the Oracle Wallet Manager on the database server to create and export a wallet for use by the credit bureau service.

---

#### Note

All of the above mentioned interfaces use the same Oracle wallet. If a wallet already exists and is in use by one of the credit bureau interfaces, there is no need to create another wallet. Due to differing certificate requirements, there may be a need to import additional trusted certificates into the wallet, but there will not be a need to create a new one. The credit bureau parameter ORA\_WALLET\_PATH contains the location of the Oracle Wallet used by the credit bureau service.

---

#### To create and export a wallet suitable for use by the credit bureau

Refer to the Oracle documentation for more detailed instructions on how to use the Oracle Wallet Manager to create and manage a wallet:

1. If a wallet does not already exist, create one somewhere on the database server. The location must be readable and writable by the Oracle user. Make a note of the full path where the wallet is stored (for example, /etc/ORACLE/WALLETS/oracle or C:\oracle\WALLETS).
- For Transunion credit bureau, a separate wallet file is needed under transunion folder inside the main wallet path (for example: /etc/ORACLE/WALLETS/oracle/transunion or C:\oracle\WALLETS\transunion).
2. The wallet needs to contain the public key for the certificate authority that issued the server certificate for each HTTPS web site that will be connected to by the credit bureau interface. At the time of this document, those sites are:

https://ss1.experian.com	<b>Experian</b>
https://transport5.ec.equifax.com	Equifax
https://www.emortgage.Equifax.com	CSC

This list may change. Use the URL provided to you by the credit bureau when they set up your service. To get the proper Experian HTTPS URL, enter the ECALS URL that was provided by Experian into a web browser. The response returned to the browser is the HTTPS URL that will be used to communicate with Experian.

1. Import the necessary certificate authority's certificate files into the Oracle wallet that was created in Step 1. See the appendix of this chapter for detailed instructions of how to download and install a trusted certificate.
2. Test the wallet by connecting to each web site with a simple command issued from SQLPlus.

```
SQL> select utl_http.request('https://ss1.experian.com', NULL,
  'file:/etc/ORACLE/WALLETS/oracle', 'password') from dual;
```

Replace the URL in the above command with each HTTPS URL given to you for use by the credit bureaus. Also replace the wallet path with the path to your wallet and your wallet password. The output from the command is not important, what is important is that it runs without displaying an Oracle error. If there is an Oracle error, then something is wrong with the contents of the wallet, the path to the wallet, and/or the wallet password.

3. When the wallet contains all of the required trusted certificates, export the wallet to a text file. On the **Operations** menu of the Oracle Wallet Manager, choose **Export All Trusted Certificates**. The text file MUST be located in the same directory as the wallet and the filename MUST be default.txt. Anytime a change is made to the trusted certificates in the wallet, the wallet must be re-exported to the same text file.
4. In the **Setup** → **Setup** → **Credit Bureau** → **Parameters** set the `ORA_WALLET_PATH` and `ORA_WALLET_PASSWORD` parameters.

### **3.5.4 Oracle JVM Security setup**

The Experian Net Connect interface within the credit bureau service requires the use of the Oracle Java Virtual Machine (JVM) that is resident in the Oracle database. Furthermore, specific permissions must be granted to the Java classes used by the credit bureau service. These permissions have been added to the `set_java_perms.sql` script that is part of the distribution. This script (as well as many other useful SQL scripts) is available from the Oracle Financial Services Software technical support Oracle Financial Services Lending and Leasing patches web site.

The `set_java_perms.sql` script needs to run as the `SYS` user (or a user with `SYS` privileges). The script will prompt for `SYS` user id and password. Be prepared to provide it when prompted. Also, the script will select the value of the `ORA_WALLET_PATH` parameter from the credit bureau parameters table. Make sure that it has been updated with the proper wallet path before running the `set_java_perms.sql` script (although the script can be safely run again if necessary).

### **Credit Bureau Service operation**

The basic operation of the credit bureau service has not changed. Once setup, there is no operational difference between accessing the credit bureaus via dial-up, frame relay, or the Internet.

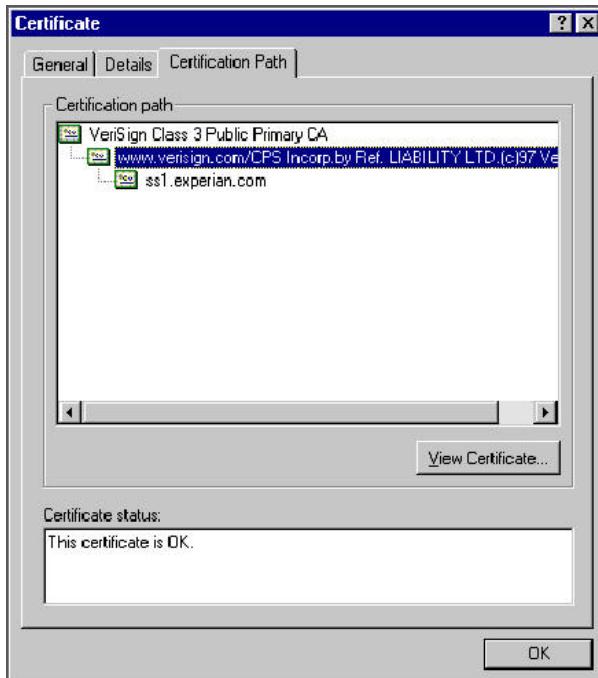
### **3.5.5 Importing a trusted certificate into an Oracle Wallet**

The HTTPS servers used by Experian, Equifax, and CSC for their Internet based credit report services (as well as all HTTPS servers) contain a site certificate signed by a trusted Certificate Authority (CA). The CA is an entity that guarantees the identity of the HTTPS server. If the client trusts the CA, and the CA says that the HTTPS server is who they say they are, then the client inherently trusts the HTTPS server. Normally, a client tool such as Microsoft Internet Explorer has a large store of trusted CA certificates which makes secure communication between a client and a trusted HTTPS server relatively seamless and uneventful. Unfortunately, the store of CA certificates in the default Oracle wallet is rather small and it is likely that it will not contain the certificate of the CA that is certifying one or more of the credit bureau web sites. This means that the CA certificate must be imported into the wallet. To do this, the certificates must first be exported from a browser and then imported into the Oracle wallet using the Oracle Wallet Manager.

#### **Using Microsoft Internet Explorer to Export a Certificate**

1. Use Microsoft Internet Explorer and connect to one of the HTTPS URLs referenced in the Oracle Wallet Manager Setup section of this document.  
If the web site asks for a user id and password, cancel the dialog box and remain on the top-level HTTPS screen.
2. Once connected, from the browser's **File** menu, choose **Properties**.
3. Click the **Certificates** button.
4. Click the **Certification Path** tab. The bottom-most certificate is the one generated by the host itself. The one or more certificates above the bottom-most one are of greater

importance to this task. The screen shot below displays a web site with two CAs (an intermediate, and a primary). Whether it is an intermediate CA or a primary one, the steps are the same for saving the certificate as a text file.

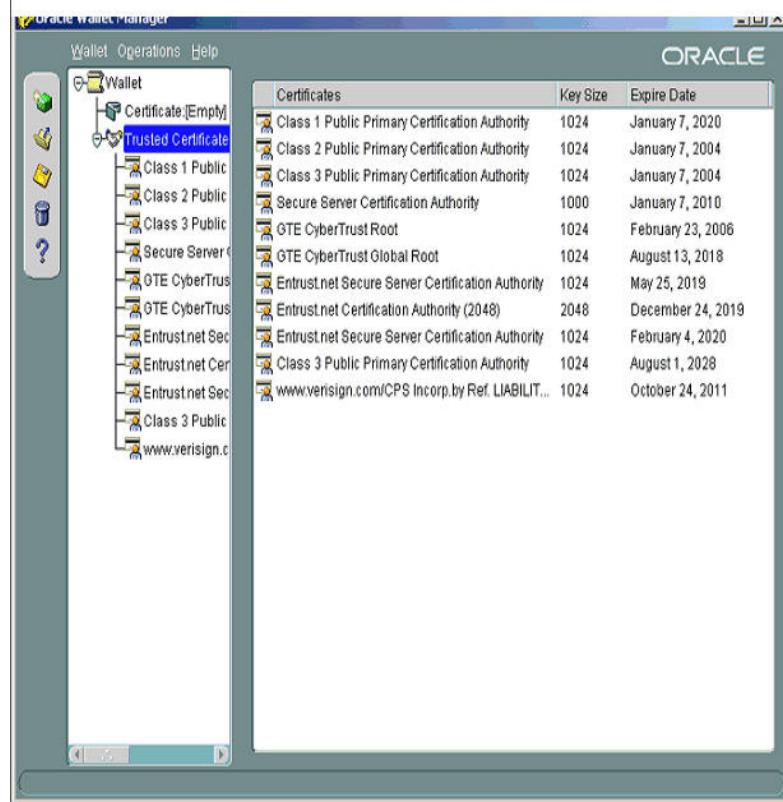


5. Click the first certificate above the bottom-most certificate (it may be the only certificate above the bottom-most certificate).
6. Click the **View Certificate** button.
7. Click the **Details** tab.
8. Click the **Copy to File** button.
9. Click the **Next** button.
10. Choose the **Base 64** encoded format.
11. Click the **Next** button.
12. Enter a filename and location for the file.
13. Click the **Next** button.
14. Click the **Finish** button.
15. Repeat steps 5 through 14 for the next certificate in the certification path, if any.

### **3.5.6 Importing the Certificates into an Oracle Wallet**

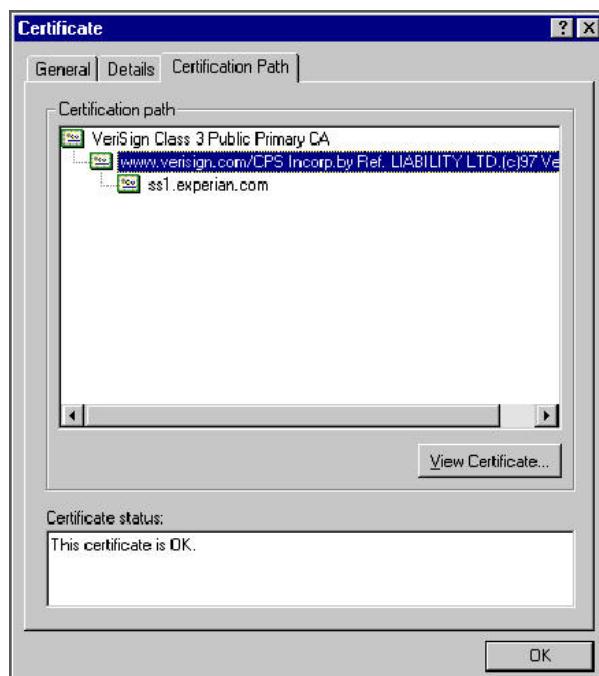
1. Copy the certificates exported and saved during the process described above onto the database server (not the iAS server).
2. As the Oracle user (or Administrator on Windows), start the Oracle Wallet Manager.
3. Open the wallet that will be used by the credit bureau service. Create a new wallet if one does not already exist.
4. View the list of Trusted Certificates in the wallet.
5. Check the list of certificates against the list of certificates that are in use on the HTTPS servers used by the credit bureaus (and that were exported and saved during the export process described above).

6. Click the **Trusted Certificates** heading in the left list box of the Oracle Wallet Manager.



7. Use Microsoft Internet Explorer to view the certificate details for the HTTPS web sites (**File** → **Properties** → **Certificates** → **Certification Path** → **View Certificate** → **General**) that will be contacted by the credit bureau service. Look through the list of certificates shown in the right panel of the Oracle Wallet Manager and look for a match between the **Issued To** and **Valid To** dates shown in the Internet Explorer View Certificate screen.

The screen shot below shows a certificate that is already in the wallet's list of trusted certificates (see the last entry for the [www.verisign.com/CPS](http://www.verisign.com/CPS) certificate).



8. On the **Operations** menu, choose **Import Trusted Certificate** and follow the prompts for locating and loading the files that were copied onto the database server in step 1 for any certificate not already stored in the wallet.
9. On the **Wallet** menu, choose **Save** when finished loading certificates.

### 3.5.7 De-duping Credit Bureau data

Oracle Financial Services Lending and Leasing allows you to remove duplicate (“de-dupe”) liabilities data from the credit bureau information.

#### De-duping logic

The de-duping logic is based on a number of parameters that the system compares among **tradelines (only)** to determine if they are duplicates. The following fields are used to determine if two tradelines are duplicates:

Field:	Description:
Account #	The account number of the consumer with the lender for the particular account.
Open Date	The date the account was opened.
Member Code	The subscriber code of the lender with the respective credit bureau.  <b>Note:</b> Since member codes for the same lender differ across bureaus, this field is used only for tradelines reported by the same bureau. Since reports obtained from CSC can have tradelines from different bureaus, this field is only for reports pulled from the credit bureaus.

All available bureau reports pulled later than **DEDUP\_CRB\_EXPIRATION\_DAYS** days old will be used.

The following system parameters will be set up to provide switches to allow the functionality to be turned on and off:

Parameter	Description	Valid Values	Setup Value
<b>JOINTDEDUP_SPOUSE_LIABILITIES</b>	De-dup the tradelines with spouse	Y, N	Y
<b>JOINTDEDUP_ALLAPL_LIABILITIES</b>	De-dup the tradelines with spouse and secondary applicants(s).	Y, N	Y
<b>DEDUP_CRB_EXPIRATION_DAYS</b>	Credit report expiration days	Number	90

Whenever two (or more) items are identified as duplicates, Oracle Financial Services Lending and Leasing uses the following hierarchy to pick one of the items as the “correct” one:

1. **Last Reported Date:** The row that has been reported most recently is used.
2. **Owner:** In case of a tie on the last reported date, one of the tradelines is picked in the descending order of priority depending on who the tradeline belongs to: Primary, Spouse, then Secondary.

#### Debt Ratio combination

Oracle Financial Services Lending and Leasing uses the system parameter **DBR\_JOINT\_INC\_DEBT\_WITH\_SPOUSE** to decide whether to combine debt ratios of the spouse with the primary applicant. The **DBR\_JOINT\_INC\_DEBT\_WITH\_COAPP** parameter decides whether to do the same on a non-spousal joint application.

When this indicator is checked, all liabilities in the Liability section on the Summary sub screen of the Applicant (2) master tab with the Include box selected will be used in the debt ratio calculation.

The following system parameter will be set up to provide switches to allow the functionality to be turned on and off:

### **De-duping process**

The de-duping logic will be integrated into the system decision-making process in the following manner:

#### **Initial credit pulls on new applications**

- If the JOINT\_DEDUP\_SPOUSE\_LIABILITIES/ JOINT\_DEDUP\_ALLAPL\_LIABILITIES system parameters are set to **Y**, uses the de-duping logic described above to uncheck the duplicate liabilities in the spouse's/co-applicant's liabilities.
- If the DBR\_JOINT\_INC\_DEBT\_WITH\_SPOUSE/ DBR\_JOINT\_INC\_DEBT\_WITH\_ALLAPL parameters are set to **Y**, the system includes the liabilities of the spouse/ co-applicant while calculating the debt ratio of the primary applicant.
- The system will use all available credit reports at the time.

#### **Subsequent credit pulls (manual)**

- To remove duplicate liabilities from the calculation, choose the **Dedup Liabilities** button on the **Underwriting** form (**Applicants** master tab > **Summary** sub screen > **Liability** section). (Potential record locking situations force the action to remain manual versus the system automatically doing it).
- If the **Populate Debt** and **Include Debt** boxes are selected in the **Applicant/Customer Detail** section on the **Bureau** master tab on the **Underwriting** form for the credit request and the JOINT\_DEDUP\_SPOUSE\_LIABILITIES/ JOINT\_DEDUP\_ALLAPL\_LIABILITIES system parameters are set to **Y**, the system will use the de-duping logic described above to uncheck the duplicate liabilities in the spouse's/co-applicant's liabilities.
- If the DBR\_JOINT\_INC\_DEBT\_WITH\_SPOUSE/ DBR\_JOINT\_INC\_DEBT\_WITH\_COAPL parameters are set to **Y**, the system will include the liabilities of the spouse/ co-applicant while calculating the debt ratio of the primary applicant.
- The system will use all available credit reports at the time of the request that have been requested within the number of days specified in the DEDUP\_CRB\_EXPIRATION\_DAYS parameter.

### **Restrictions**

The de-duping logic will be limited based upon the discussion above. If the system cannot identify two tradelines as duplicates based upon the logic mentioned above, the individual tradelines will be retained. In such circumstances, both tradelines will be used in the debt ratio calculation and it will be the user's responsibility to disregard one of them by clearing the Include check box.

## **3.6 Correspondence**

The Correspondence screen enables you to setup the system's correspondence.

The system provides two types of correspondence: predefined and ad hoc. The following chart provides a quick summary of both:

TYPE OF CORRESPONDENCE	AD HOC	PREDEFINED
Created automatically		X
Created manually	X	X
Generated for accounts	X	X
Generated for applications	X	X
Set up with the Correspondence link	X	
Set up with the Letters link on the Product link		X

This chapter explains how to setup ad hoc correspondence with the Correspondence form.

The Correspondence screens provide a cost-effective and easy to use method to build custom documents that draw information from the system's database without additional programming. You can choose what to include in a letter, create a template, and then use this template to produce a letter.

The core of the Correspondence module is the document element -- the information stored in the database merged into the correspondence. The system has document elements defined for commonly used data elements in correspondence, such as account numbers, account balances, customer addresses, telephone numbers, and due dates.

Correspondence consists of a document file with text of your choice and the document elements from the system's database.

You can create a correspondence set that consists of one or more documents. If a correspondence set consists of more than one document, such as the account details letter and a payment overdue letter, it prints both documents every time the system generates correspondence for a customer.

The Correspondence module creates the following standard ad hoc correspondence:

- Microsoft Word (RTF)
- Adobe Acrobat (PDF/XFDF)

---

#### Note

In this document and in the system, the term BANKERS SYSTEM is synonymous with Adobe Acrobat.

---

### **3.6.1 Correspondence**

The Correspondence screen contains the following sub screens:

- System Functions
- Elements
- E-Form Elements
- Documents
- Correspondence

#### **Navigating to Correspondence**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Correspondence**.

### 3.6.1.1 System Functions

The System Functions screen enables you to view the predefined functions for the appropriate Lease product in the system. These are attributes from the database.

Functions define how the system retrieves data to include in correspondence. The data is retrieved as elements which are either specific database columns or calculated values. Elements are recorded on the Elements screen.

#### To view the predefined system functions

1. Click **Setup** → **Setup** → **Correspondence** → **Lease** → **System Functions**.
2. In the **Function Definition** section, you can view the following information.

Function Name	Description	Function Type	Source Program
GET_ACC_121_DLTS	Get Account Details (Lease CE)	COR_ELM_PROC	CGNACO_B_121_01
GET_ACC_CON_121_DLTS	Get Account Contract Details (Lease CE)	COR_ELM_PROC	CGNCON_B_121_01
GET_APP_121_DLTS	Get Application Details (Lease CE)	COR_ELM_PROC	CGNAPP_B_121_01
GET_APP_ADC_121_DLTS	Get Application Decisions (Lease Close Ended)	COR_ELM_PROC	CGNADC_B_121_01
GET_APP_CON_121_DLTS	Get Application Contract Details (Lease CE)	COR_ELM_PROC	CGNACO_B_121_01

Position	Parameter	Description
1	iv_10_ACC_id	Account ID
2	iv_name_ar	Parameter Name
3	iv_value_ar	Parameter value

A brief description of the fields is given below:

Field:	View this:
Function Name	Displays the function name.
Description	Displays the function description.
Function Type	Displays the function type.
Source Program	Displays the source program.

3. In the **Functions Parameters** section, you can view the following information.

A brief description of the fields is given below::

Field:	View this:
Position	Displays the parameter position.
Parameter	Displays the function parameter.

Field:	View this:
Description	Displays the function parameter description.

### 3.6.1.2 Elements

The Elements screen displays the predefined document elements retrieved from the database when the correspondence is generated.

In the Element Definitions section, you can update or edit only the Description field.

#### To view the Elements

1. Click **Setup** → **Setup** → **Administration** → **User** → **Correspondence** → **Lease** → **Elements**
2. On the **Element Definitions** screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter. You cannot add a new record.

Level0 Type	Element Name	Element Type	Description	Data Type	Source Function	Enabled	Default Value
ACC	ACC_ADS_LIFE_121	S	ACCOUNT ADS LIFE	NUMBER	GET_ACC_121_DTLS	Y	
ACC	ACC_DEPRECIATION_METHOD_CD_125	S	ACCOUNT DEPRECIATION METHOD CODE	VARCHAR2	GET_ACC_121_DTLS	Y	
ACC	ACC_DEPRECIATION_START_DT_125	S	ACCOUNT DEPRECIATION START DATE	DATE	GET_ACC_121_DTLS	Y	
ACC	ACC_DEPRECIATION_VALUE_121	S	ACCOUNT DEPRECIATION VALUE	NUMBER	GET_ACC_121_DTLS	Y	
ACC	ACC_EOT_VALUE_121	S	ACCOUNT EOT VALUE	NUMBER	GET_ACC_121_DTLS	Y	
ACC	ACC_FIRST_LAST_YEAR_CONV_CD_S	S	ACCOUNT FIRST LAST YEAR CONV CODE	VARCHAR2	GET_ACC_121_DTLS	Y	
ACC	ACC_LEASE_TAX_BOOK_TYPE_CD_15	S	ACCOUNT LEASE TAX BOOK TYPE CODE	VARCHAR2	GET_ACC_121_DTLS	Y	
ACC	ACC_LEASE_TERMINATION_TYPE_CD_S	S	ACCOUNT LEASE TERMINATION TYPE CODE	VARCHAR	GET_ACC_121_DTLS	Y	
ACC	ACC_TAX_LIFE_121	S	ACCOUNT TAX LIFE	NUMBER	GET_ACC_121_DTLS	Y	
ACC	ACC_TAX_SALVAGE_VALUE_121	S	ACCOUNT TAX SALVAGE VALUE	NUMBER	GET_ACC_121_DTLS	Y	
ACC	ACC_TERM_PD_121	S	ACCOUNT TERM PD	NUMBER	GET_ACC_121_DTLS	Y	
APP	ADC_CAP_COST_121	S	APPLICATION DECISION CAP COST	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_DOWN_PMT_AMT_121	S	APPLICATION DECISION DOWN PMT AMT	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_DOWN_PMT_PER_121	S	APPLICATION DECISION DOWN PMT PER	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_PMT_AMT_121	S	APPLICATION DECISION PMT AMT	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_RENT_FACTOR_121	S	APPLICATION DECISION RENT FACTOR	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_RESIDUAL_PER_121	S	APPLICATION DECISION RESIDUAL PER	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	ADC_TERM_121	S	APPLICATION DECISION TERM	NUMBER	GET_APP_ADC_121_DTLS	Y	
APP	APP_ADS_LIFE_121	S	APPLICATION ADS LIFE	NUMBER	GET_APP_121_DTLS	Y	
APP	APP_APPROX_CASH_PRC_121	S	APPLICATION APPROX CASH PRC	NUMBER	GET_APP_121_DTLS	Y	

A brief description of the fields is given below:

Field:	Do this:
Level0 Type	Displays the element Level0 type.
Element Name	Displays the element name.
Element Type	Displays the element type.
Description	Specify the element description.
Data Type	Displays the element data type.
Source Function	Displays the element function.

Field:	Do this:
Enabled	Displays if the element is enabled or not.
Default Value	Displays the default value.

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

### 3.6.1.3 **E-Form Elements**

The E-forms Elements screen defines elements included when the system generates online correspondence with a browser. The E-forms screen is set up only for PDF elements using the XFDF format. These definitions translate the external element required by the vendor to a systems correspondence element.

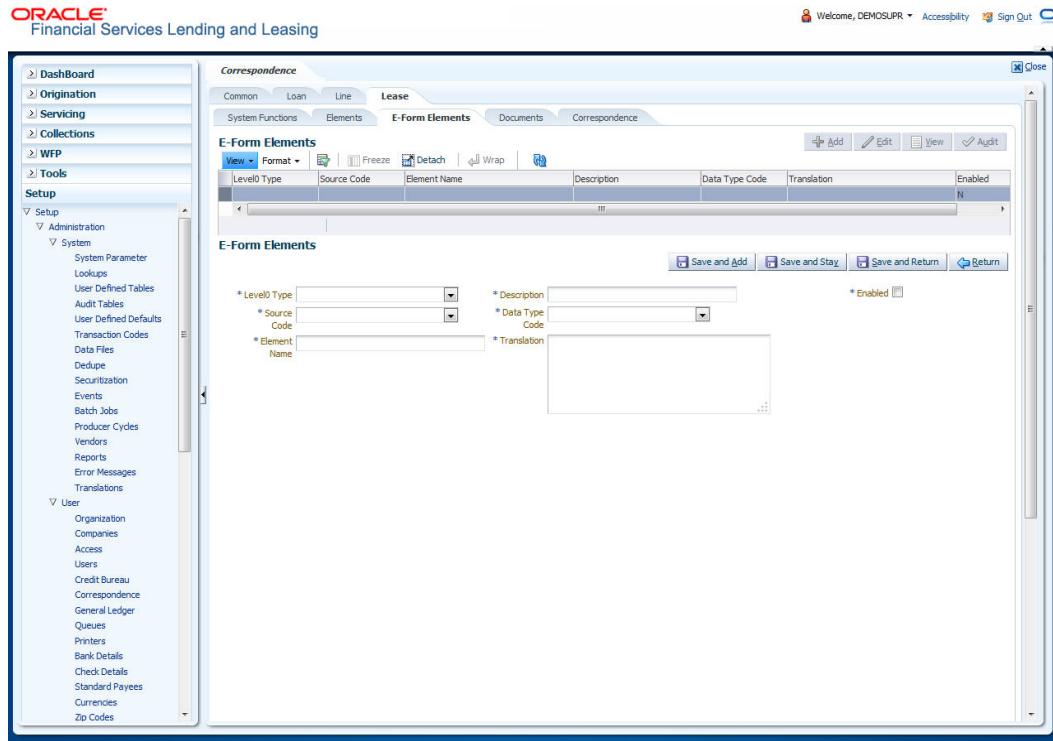
For example,

Vendor Element	AllBorrowers.FullNameStreetCityStateZip (Contains names of all borrowers with address of primary customer)
The system's Elements	PRIM_APL_NAME SPOUSE_APL_NAME PRIM_APA_ADDRESS1 PRIM_APA_ADDRESS2 PRIM_APA_ADDRESS3
Translation:	PRIM_APL_NAME    ','    SPOUSE_APL_NAME    ','    PRIM_APA_ADDRESS1    ';'    PRIM_APA_ADDRESS2    ';'    PRIM_APA_ADDRESS3

#### To setup the E-forms Elements

1. Click **Setup** → **Setup** → **Administration** → **User** → **Correspondence** → **Lease** → **E-Form Elements**

2. In the **E-form Elements Definitions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Level0 Type	Select the element Level0 type from the drop-down list.
Source Code	Select the element e-form source code from the drop-down list.
Element Name	Specify the element name (the name used in the external form).
Description	Specify the element description.
Data Type Code	Select the element data type code from the drop-down list.
Translation	Select the translation for the e-form element (SQL statement fragment defining the element data), from the drop-down list.
Enabled	Check this box to enable the e-form element.

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

### 3.6.1.4 Documents

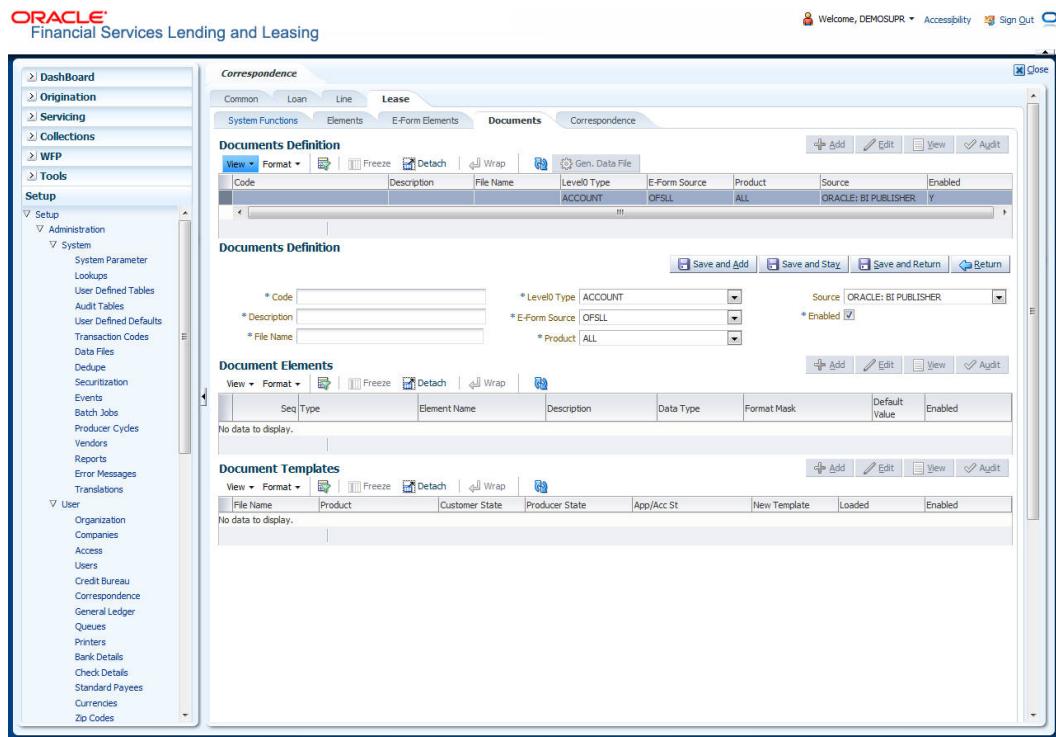
The Documents screen enables you to set up the various documents and the data fields that the system compiles together when creating a correspondence. The system provides two different document formats: Word or XFDF: XML-based form.

## Note

Oracle Financial Services Software assumes that the user is familiar with Word and the Merge Document command. If the user is creating e-form documents with XFDF, then Oracle Financial Services Software assumes that person is familiar with Adobe forms.

## To setup documents to be compiled in correspondence

1. Click **Setup** → **Setup** → **Administration** → **User** → **Correspondence** → **Lease** → **Documents**.
2. In the **Document Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Code	Specify the document code to define the name for the new document.
Description	Specify the document description for the new document. This entry appears in the <b>Correspondence</b> section on the Request screen, when you generate an ad hoc correspondence.
File Name	Specify the document file name for the resulting file (Word or XFDF document).
Level0 Type	Select the level0 type from the drop-down list.
E-form Source	Select the element e-form source from the drop-down list.
Product	Select the document product from the drop-down list.
Source	Select the document source type from the drop-down list.

Field:	Do this:
Enabled	Check this box to enable the document definition.

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

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify the sequence number to order the document elements.
Type	<p>Select element type from the following from the drop-down list. This list provides the following options:</p> <p><i>System-defined</i> – If you select, the value is supplied by the system and cannot be changed in the Correspondence Request screen.</p> <p><i>Constant</i>.</p> <p><i>User Defined Element</i> – If you select, you can choose the value and change it in the Correspondence Request screen.</p> <p><i>User Defined Constant</i> – If you choose, you can choose the value, but you cannot change it in the Correspondence Request screen.</p> <p><i>Translated Element</i> – If a document contains an e-form element and you do not select this option, then the value will not be translated.</p>
Element Name	Select the element name from the drop-down list.
Description	<p>Specify element description.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. Check that the element name does not have blank spaces or special characters, such as the forward slash “/” or backward slash “\”.</li> <li>2. If the element is system-defined, then the system will automatically complete this field.</li> </ol>
Data Type	Select the element data type from the drop-down list.
Format Mask	Select the element format mask from the drop-down list.
Default Value	Specify the element default value.
Enabled	Check this box to include the element in the document.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Document Template** section, you can set the information about the template which is attached to the correspondence documents. The template thus saved is similar to the template functionality available in MS word. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
File Name	Specify the file name to define the name for the new template.
Product	Select the product for which the template is valid, from the drop-down list.
Customer State	Select the customer state for which the product is valid, from the drop-down list.
Producer State	Select the Producer state for which the product is valid, from the drop-down list.
App/Acc St	Select the Applicant/Account state for which the product is valid, from the drop-down list.
New Template	Check this box to load the template as a new template.
Loaded	Check this box to indicate that the template is loaded.
Enabled	Check this box to enable the template.

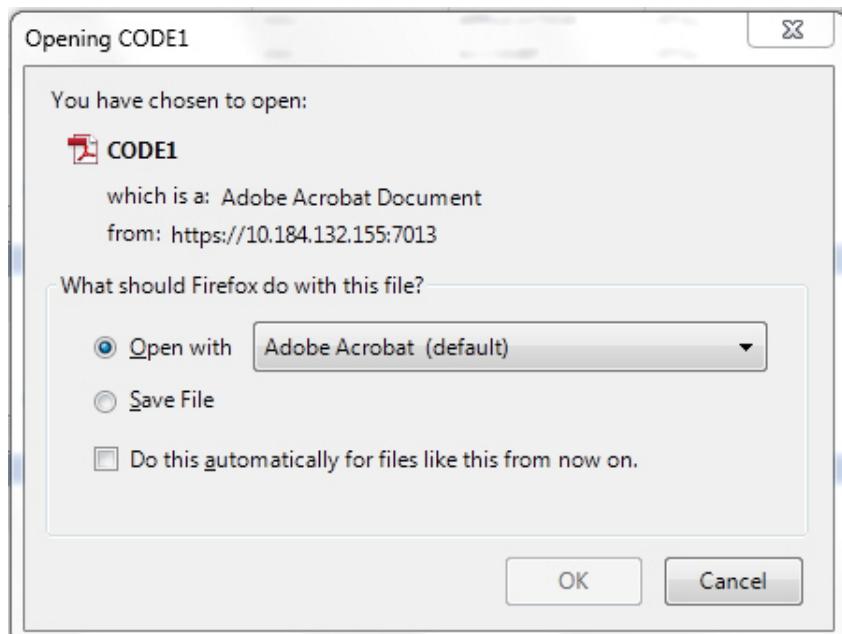
7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

The Document Elements sub screen records the system's application or account information that appears in the ad hoc correspondence

#### To generate a data file for a document

1. In the **Document Definition** section of **Setup** → **Setup** → **Administration** → **User** → **Correspondence** → **Lease** → **Documents**, select the record for which you want to generate a data file.
2. Click **Gen. Data File** button.

The system displays a new screen with the following options:



- Open with – Select to view the data file in the format you want. The adjacent drop-down list provides a list of formats compatible with the system. The system downloads the file and displays it.
- Save File – Select to save the data file on your system.

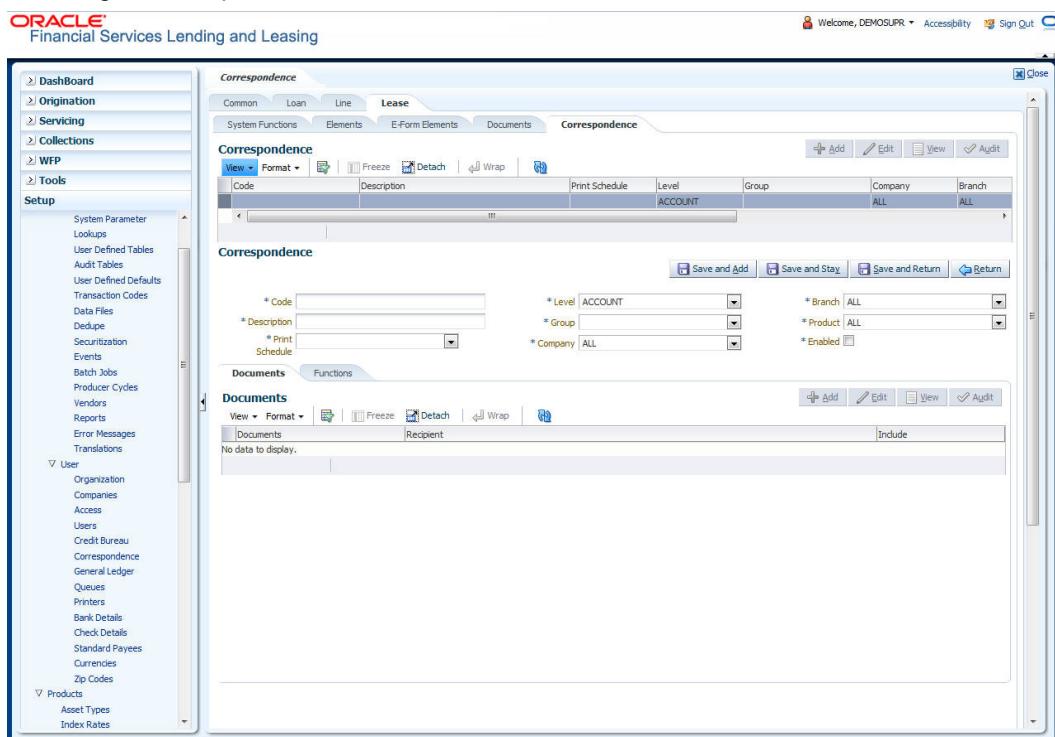
3. Check the box **Do this automatically for files like this from now on** to apply selected properties for the files which are similar to the current one.

### 3.6.1.5 Correspondence

The Correspondence screen enables you to define who will receive the documents you created on the Document Definition screen by creating correspondence sets. Each document must belong to a set, and a set can have more than one document.

#### To set up a correspondence set

1. Click **Setup** → **Setup** → **Administration** → **User** → **Correspondence** → **Lease** → **Correspondence**. The correspondence setup is classified into two:
  - Documents
  - Functions
2. In the **Correspondence** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Code	Specify the correspondence code.
Description	Specify the correspondence description (required).
Print Schedule	Select the correspondence output schedule type from the drop-down list.

Field:	Do this:
Level	Select the correspondence level type from the drop-down list.
Group	Select correspondence group from the drop-down list.
Company	Select the correspondence company from the drop-down list.
Branch	Select the correspondence branch from the drop-down list.
Product	Select the correspondence product from the drop-down list.
Enabled	Check this box to enable the correspondence.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. Click **Setup** → **Setup**  
→ **Administration** → **User** → **Correspondence** → **Lease** → **Correspondence** → **Documents**.
5. In the **Documents** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Document	Select the correspondence document from the drop-down list.
Recipients	Select the recipients for the document from the drop-down list.
Enabled	Check this box to enable the recipient selected.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. Click **Setup** → **Setup** → **Correspondence** → **Lease** → **Correspondence** → **Functions**.
8. In the **Functions** sub screen, you can define the functions that should be executed before or after correspondence is generated. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

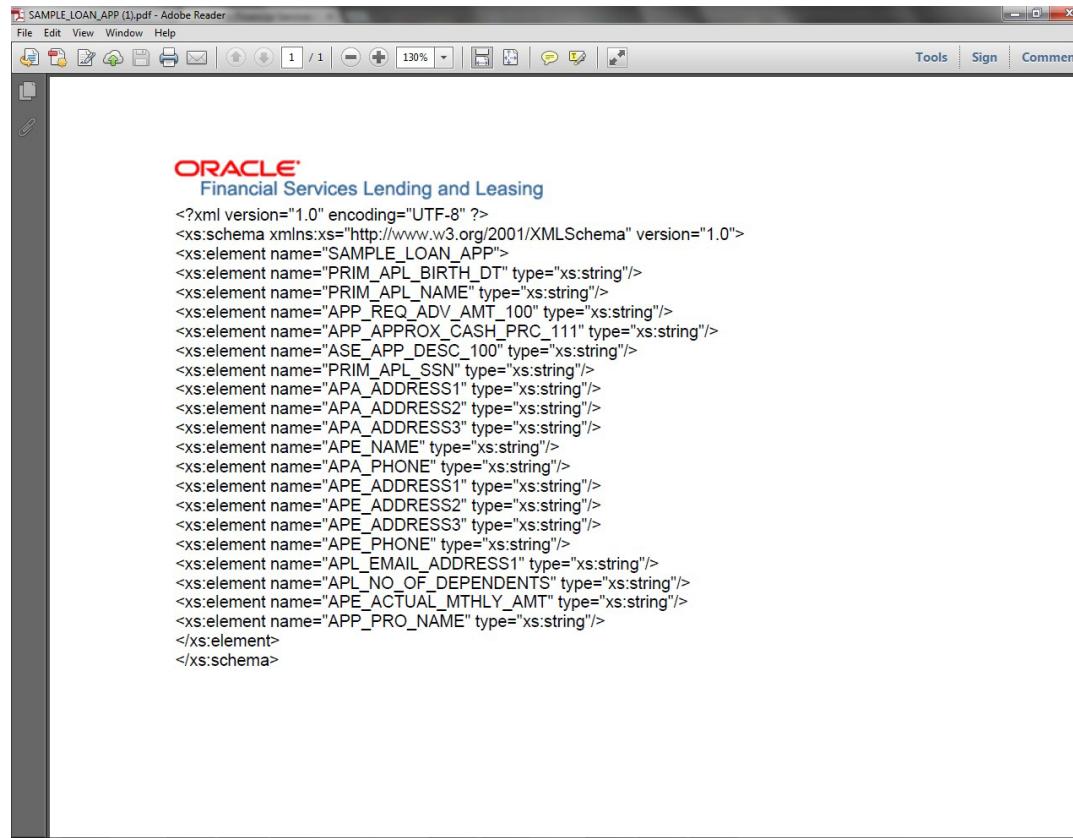
Field:	Do this:
Function	Select the correspondence functions from the drop-down list.
Execute When?	Select when to execute the correspondence function from the drop-down list.

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

### 3.6.2 Creating Correspondence

1. To create a correspondence add a record in the document definition block. *For example:* SAMPLE\_LOAN\_APP
2. In the **Document Elements** section, add the elements required in the correspondence.

3. Click on Gen.Data File to generate PDF file of the report.



```
<?xml version="1.0" encoding="UTF-8" ?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema" version="1.0">
<xs:element name="SAMPLE_LOAN_APP">
<xs:element name="PRIM_APL_BIRTH_DT" type="xs:string"/>
<xs:element name="PRIM_APL_NAME" type="xs:string"/>
<xs:element name="APP_REQ_ADV_AMT_100" type="xs:string"/>
<xs:element name="APP_APPROX_CASH_PRC_111" type="xs:string"/>
<xs:element name="ASE_APP_DESC_100" type="xs:string"/>
<xs:element name="PRIM_APL_SSN" type="xs:string"/>
<xs:element name="APA_ADDRESS1" type="xs:string"/>
<xs:element name="APA_ADDRESS2" type="xs:string"/>
<xs:element name="APA_ADDRESS3" type="xs:string"/>
<xs:element name="APE_NAME" type="xs:string"/>
<xs:element name="APE_PHONE" type="xs:string"/>
<xs:element name="APE_ADDRESS1" type="xs:string"/>
<xs:element name="APE_ADDRESS2" type="xs:string"/>
<xs:element name="APE_ADDRESS3" type="xs:string"/>
<xs:element name="APE_PHONE" type="xs:string"/>
<xs:element name="APL_EMAIL_ADDRESS1" type="xs:string"/>
<xs:element name="APL_NO_OF_DEPENDENTS" type="xs:string"/>
<xs:element name="APE_ACTUAL_MTHLY_AMT" type="xs:string"/>
<xs:element name="APP_PRO_NAME" type="xs:string"/>
</xs:element>
</xs:schema>
```

4. Copy and save the content in the pdf file as an xml file. The saved xml file should have the same name as entered in the Code column of Document Definition section. *For Example:* SAMPLE\_LOAN\_APP.xml.

5. Open MS Word.

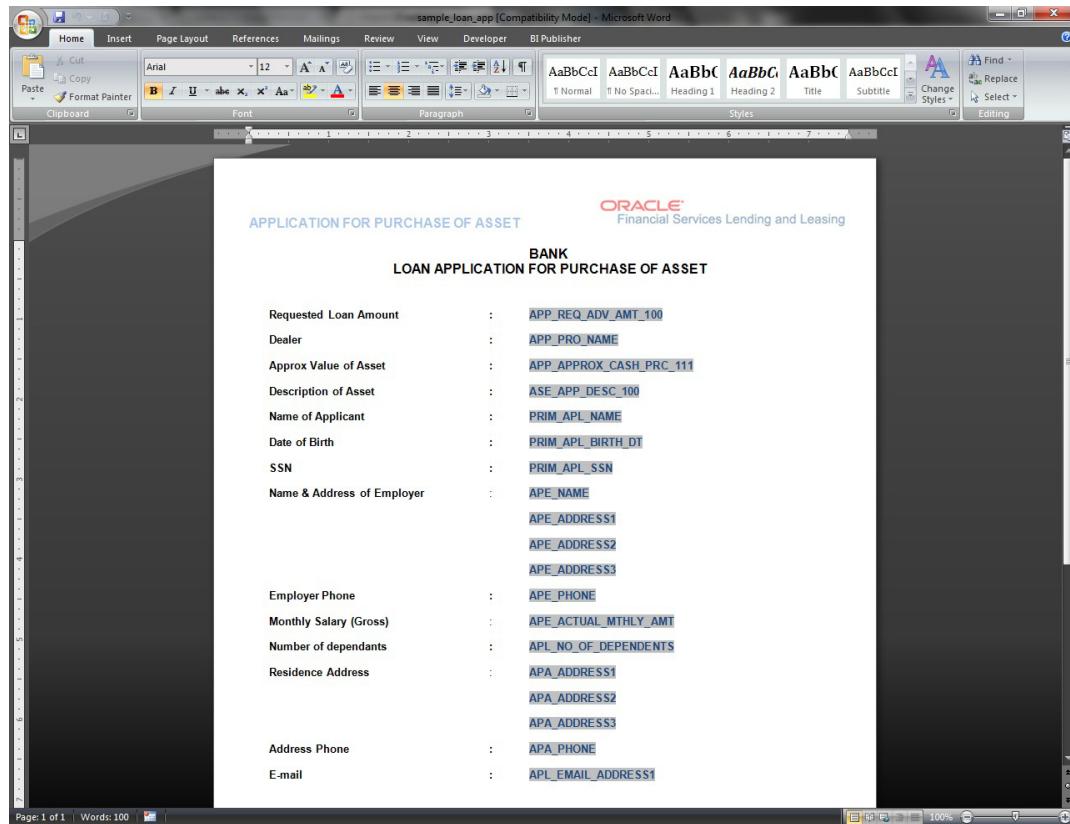
---

#### Note

Oracle Financial Services Software assumes that BIP Desktop Tool is installed and the user is familiar with the BIP Report Tool.

6. In BI Publisher Tab in MS Word, click on Sample XML and import the saved xml file. *For Example:* SAMPLE\_LOAN\_APP.xml.

7. Create the template by inserting required elements tag.



8. The template created in MS Word should be saved with **.rtf** extension. *For Example: SAMPLE\_LOAN\_APP.rtf*

---

#### Note

The **.xml** and **.rtf** file should be saved with the same name as entered in the 'Code' column of Document Definition section.

---

9. Upload the rtf template in the BIP and create the data model with SQL query as "select CDO\_XML\_DOCUMENT from correspondence\_docs where cdo\_id = :docId".
10. After the data model creation, launch the correspondence screen and click Correspondence tab.
11. You can setup a correspondence with the created doc.

### 3.6.3 Generating Correspondence

1. To generate a correspondence open the application for which the correspondence should be generated.
2. Click **Correspondence** tab. In the **Correspondence** section, click on **Add**.

3. Select the created **Correspondence**. Click **Save and Add** to save and add a new record. Click to **Save and Return** save and return to main screen. Click **Return** to return to main screen without modifications.

4. Click **Generate** to generate the selected correspondence and **View Correspondence** to view the Correspondence in PDF format.

APPLICATION FOR PURCHASE OF ASSET

BANK  
LOAN APPLICATION FOR PURCHASE OF ASSET

Requested Loan Amount : 20000.00

Dealer :

Approx Value of Asset : .00

Description of Asset : 2005 TOYOTA CAMRY

Name of Applicant : ANDREW WATT

Date of Birth : 07/15/1975

SSN : XXXXX2147

Name & Address of Employer : 58, EAST 19TH STREET, HOLTSVILLE NY 00544

Employer Phone : 0

Monthly Salary (Gross) : 552230.00

Number of dependants : 0

Residence Address : 34, WEST 69TH ST N BCH N, NEW YORK MA 01730 US

Address Phone : 0

E-mail : ANDREW.WATT@XYZ.COM

I declare that the information given in the application is true to the best of my knowledge and belief

Signature of the Applicant \_\_\_\_\_

## 3.7 General Ledger

The application's General Ledger Setup screen can generate and transfer transactions to the accounting software your company uses. It is the interface that transfers all financial transactions to the accounting system. It provides your accounting software with an ASCII data file containing the GL (general ledger) entries for the process date.

This chapter explains the General Ledger form - the system interface that enables you to:

- Map system transactions to your GL transactions.
- Define the requirements for header and derived segments

The system supports the bulk uploading of general ledger setup data. This enables you to upload multiple setup data, avoid reentering setup data, and more importantly, reduce data entry mistakes. The system currently supports uploading using a fixed-length format only, where each data is at a pre-fixed position only. You can run batch jobs with the Set Code SET-BLK to upload pricing and GL data.

### **Accounting Company Definition**

The "accounting company" is the entity for which the financial statements are prepared for legal reporting. You must define your accounting company when implementing Oracle Financial Services Lending and Leasing GL Interface. The accounting company is based upon the portfolio company set up in the system. For example, if there are two companies set up within one organization, the two portfolio companies will be used as accounting companies. Each of these companies will have its own GL set up.

### 3.7.1 General Ledger

In **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger**, you can setup data that needs to be setup in the system to export transactions to the user's general ledger application.

The system uses segments to create the complete GL account to which the amount is to be posted. The defined segments are linked together to create the GL account. One of the segments is bound to be the natural account. The other segments could be direct values (like the natural account) or derived values. The segment is grouped into four categories:

1. Translation Definition
2. Attribute Definitions
3. Transaction Definition
4. Transaction Links

#### **Navigating to General Ledger**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger**.
2. In the **Company** section of the **General Ledger** screen, select the portfolio company you want to work with.

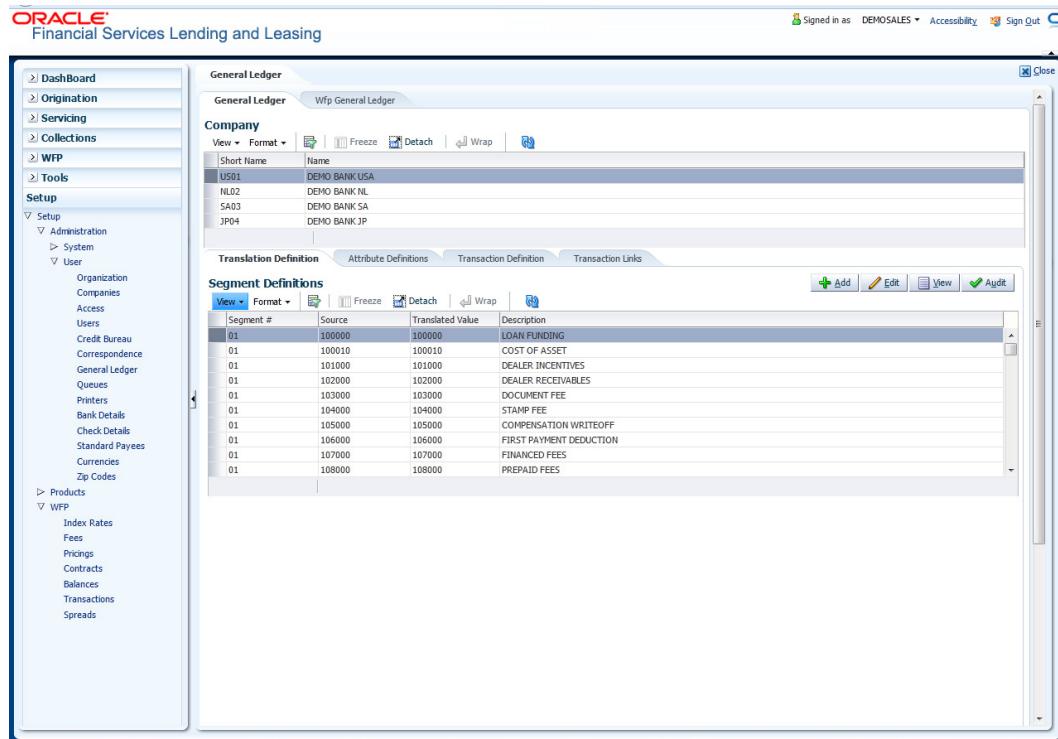
#### 3.7.1.1 Translation Definition

GL segment values are defined on the Translation Definition.

##### **To setup the Translation Definition**

1. Click **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger** → **Translation Definition**.

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



A brief description of the fields is given below:

Field:	Do this:
Segment #	Select the segment number. the system can support up to 10 segments, from the drop-down list. Valid values range from 01 to 10.
Source	<p>Specify the Source to record a “direct value” or “translated value”.</p> <p><b>Direct Value:</b> In case the segment value is not a derived value (more on derived segments later), the Source field contains the same value as the “Translated Value” field. This would contain a list of all the valid values for each segment (for example, GL account number).</p> <p><b>Translated Value:</b> In case the segment value is a derived value, the Source field is used to store the value of the condition string that will be applicable for the particular segment. For example, if the value 02 value in the <b>Segment #</b> field is derived using the branch of the customer as a source criteria, then the entry would read as:</p> <p>Segment #: 02</p> <p>Source: CB-001</p> <p>Translated Value: HQ</p> <p>Description: HEADQUARTERS</p> <p>Therefore, for all accounts in branch CB-001 for segment 02, the translated value of HQ will be used in the GL account number (required).</p>

Field:	Do this:
Translated Value	Specify the actual segment value. All valid segment values for all segments are defined here.
Description	Specify the description of the segment.

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

### 3.7.1.2 Attribute Definitions

The General Ledger interface uses two types of segments:

- Header segment types
- Detail segment types

Both are recorded on the Attribute Definitions screen in the Segment Type field.

#### Header segment types

The header segment types are the account attributes used as selection criteria to map a transaction to GL segments. The system supports 10 header segments. Four of these are predefined. The four predefined segments are:

#	Segment	Description
01	PRODUCT TYPE	Product Type
02	BACKDATED TXN	Backdated Transaction
03	PRODUCT	Product Code
04	STATUS	Account Status

This means that the system will allow the attributes listed above to be used as criteria for categorizing the transactions. Segment selections depend on the values in the header segment fields.

You can define six additional header segments. The Attributes Definitions screen records the header segments. A header segment must be an account attribute.

#### Detail segment types

Detail segment types allow you to set up components of the GL account number. A GL account number can be composed of multiple segments that are combined to create the composite GL account number. Default detail segments used in the system are:

#	Segment	Description
01	Account #	The natural account number in the GL for the transaction
02	Branch	Customer Branch

Eight additional detail segments can be defined. One of the segments is bound to be the “natural account.” (A natural account is an account from the client’s master listing of all general ledger accounts, or “chart of accounts.”)

The detail segments could be direct values (like the natural account) or derived values.

---

#### Note

Simply adding a header or detail segment will not be enough. Additional programming is required before any new header or detail segment can be used. Please consult Oracle Financial Services Software, Inc. before adding any segments.

---

#### To setup the Attribute Definitions

1. Click **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger** → **Attribute Definitions**.
2. In the **Attribute Definitions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Segment Type	Select the segment type from the drop-down list.
Segment #	Select the segment number from the drop-down list.
Description	Specify the segment description (required).

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

#### 3.7.1.3 Transaction Definition

The Transaction Definition screen enables you to define GL transactions and to associate the Debit and Credit segments for each GL Transaction.

In GL Transactions sub screen, the Transaction Code column contains GL transactions defined by the client team. The Segments section contains a Debt and Credit section. These are both detail segments.

#### To setup Transaction Definition

1. Click **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger** → **Transaction Definition**.
2. In the **GL Transactions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Transaction Code	Specify unique GL transaction code.
Description	Specify description for the GL transaction.
Product Type	Specify the product type.
Backdated Txn	Specify the back dated transactions.
Product	Specify the product.
Status	Specify the status.

Field:	Do this:
Enabled	Check this box to enable the transaction.
Attribute 5	Specify the header attribute 5.
Attribute 6	Specify the header attribute 6.
Attribute 7	Specify the header attribute 7.
Attribute 8	Specify the header attribute 8.
Attribute 9	Specify the header attribute 9.
Attribute 10	Specify the header attribute 10.

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

A brief description of the fields is given below:

Field:	Do this:
Sort Seq	Specify the sort sequence (optional).
Enabled	Check this box to enable the segment.
<b>Debit section</b>	
Debit ACC #	Select the segment value from the drop-down list.
Branch	Select the segment value from the drop-down list.
Segment #3	Select the segment value from the drop-down list.
Segment #4	Select the segment value from the drop-down list.
Segment #5	Select the segment value from the drop-down list.
Segment #6	Select the segment value from the drop-down list.
Segment #7	Select the segment value from the drop-down list.
Segment #8	Select the segment value from the drop-down list.
Segment #9	Select the segment value from the drop-down list.
Segment #10	Select the segment value from the drop-down list.
<b>Credit section</b>	
Credit ACC #	Select the segment value from the drop-down list.
Branch	Select the segment value from the drop-down list.
Segment #3	Select the segment value from the drop-down list.
Segment #4	Select the segment value from the drop-down list.

Field:	Do this:
Segment #5	Select the segment value from the drop-down list.
Segment #6	Select the segment value from the drop-down list.
Segment #7	Select the segment value from the drop-down list.
Segment #8	Select the segment value from the drop-down list.
Segment #9	Select the segment value from the drop-down list.
Segment #10	Select the segment value from the drop-down list.

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

As mentioned in the **Attributes Definitions screen** section, the system can support up to 10 header segments.

Each transaction can be mapped to one or more GL accounts using the segment mapping section. A segment number can be a natural account or can be a derived segment. In case of a natural account, you need to select the segment value (from the list of predefined segments).

Entering DERIVED in the Segment Number field instructs the system to look for the derived value from the segments defined in the Segments Definition section on the Translation Definition screen.

Let's take an example:

Company: ABC BANK

Transaction Code: ADV

Description: ADVANCE

Product Type: FUNDING TRANSACTION

Branch: CB-001

Segment #1: 200000

Segment #2: DERIVED

Let's assume segment #2 is derived from the branch where the account belongs. While calculating the account number, the system interprets segment #2 as follows:

The system will look for a segment value for segment #2 for the account in question using the branch of the account (CB-001). It will use the segment value it finds, say HQ. This will be segment value for segment #2.

**IMPORTANT:** The derived segment logic can be used for all segments except for the one designated as the natural account segment.

**CAUTION:** Please note that the logic for calculation of the derived segments is customized for each client. You will need to contact Oracle Financial Services Software Inc. in case you want to change the logic or add new derived segments.

## **“Best Match Feature” for General Ledger (GL) Transactions**

The system provides the functionality wherein for each monetary transaction, you can generate entries in the General Ledger (GL) based on the setup. For a single transaction (for example, a late charge), the system allows GL entries to be generated based on different criteria regarding the loan account (for example, product type, product, status, and so on). A late charge entry for one product type can differ from a late charge entry for a different product type.

For example,

Assume you have set up the following four late charge fee GL transactions based on product and status.

GL Transactions section

Transaction Code	Description	PRODUCT	STATUS
FLC_A	LATE CHARGE	LOAN AUTO	
FLC_AA	LATE CHARGE	LOAN AUTO	ACTIVE
FLC_B	LATE CHARGE	LOAN ATV	
FLC_BB	LATE CHARGE	LOAN ATV	ACTIVE

For a late fee for an ACTIVE account for a LOAN AUTO, Oracle Financial Services Lending and Leasing will process the GL Transaction FLC\_AA. However, if the late fee is for a CHARGED OFF account for a LOAN ATV, Oracle Financial Services Lending and Leasing will process the GL Transaction FLC\_B.

### **3.7.1.4 Transaction Links**

The system enables you to map the various transactions to your General Ledger transaction types with the Transaction Links screen. The list of transactions available in the Transaction Code will be derived from the transactions setup on the Transaction Definition screen.

#### **To setup the Transaction Links**

1. Click **Setup** → **Setup** → **Administration** → **User** → **General Ledger** → **General Ledger** → **Transaction Links**.
2. In the **Transaction Links** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below::

Field:	Do this:
Transaction Code	Specify the transaction code.
Description	Select the transaction description from the drop-down list.
GL Transaction Code	Specify the corresponding GL transaction code.
Description	Select the GL transaction description from the drop-down list.

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

You can have more than one transaction mapped to a user-defined GL transaction. In that case, the system summarizes all the transactions to the GL transaction. For example, the system uses separate transaction codes for fees, such as LATE\_FEE and SERVICING\_FEE. If a client site would rather have all fees go into one debt and one credit account, they would define a GL transaction and link all transactions to that defined transaction.

You could also have one transaction linked to more than one GL transaction. The system will use the setup on the header segments to identify the correct GL transaction setup to use.

For example, if the FLC (Late Charge) transaction is mapped to the CHG\_LC and CHGR\_LC transactions, then the system will look at the header segment definitions to identify the correct GL transaction. Let's say the header segment used is Account status and that CHG\_LC is used for "active" accounts and CHGR\_LC is used for "charged off" accounts. In this case, the system will identify the correct GL transaction depending on the account status.

## **3.8 Queues**

When processing an account, various users might work on the accounts to complete different tasks.

The account processing workflow facilitates the movement of the account from one person to another with queues. Queues create a work section of accounts waiting for a particular and common task to be performed. The system's powerful queuing module automates this otherwise manual process.

In the Queues setup screen, you can setup and manage workflow and work assignments on a daily basis to ensure that the appropriate queues are available for users at all times.

Any time an account's status is changed, the system checks whether the account is in the right queue.

The system will sort queues based on an account's status and condition. A condition is the state of an account at a particular time, such as a delinquent, which determines the action a user needs to take.

Queues in the system are distinguished to two types of queues:

1. Origination Queues
2. Customer Service Queues.

### **Customer service queues**

In the Customer Service screen, queues create a work list of accounts waiting for a particular and common task to be performed, such as collecting on a delinquency. The system's powerful queuing module automates this otherwise manual process. The Queue Setup form allows you to manage workflow and work assignments and ensure that all accounts are in the queues of the appropriate users at all times.

Customer Service queues distribute and route accounts that require some particular action to be performed to specific users or departments. The system sorts customer service queues based on an account's status and condition.

Accounts become available for queue assignment when an account receives a condition. Conditions can be applied automatically by the system or manually by users. For example, during nightly processing, the system recognizes an account as delinquent and automatically assigns it a condition of DELQ ("Delinquent"). The users can manually change an account's

condition using combination of Action and Result field entries on the **Servicing** → **Servicing** → **Customer Service** → **Customer Service** → **Customer Service** → **Call Activities**.

These Action and Result field entry combinations are set up on **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Call Actions Results**.

The system associates an account with one or more queues based on multiple parameters, including user-defined criteria and the follow-up date. For example, customer service queues might be configured so accounts are parsed to users according to:

- Due date changes
- Deferment requests
- Title and insurance follow-up dates

Collections queues are included in the Customer Service queue. These queues focus on:

- General collections
- Bankruptcy
- Foreclosure
- Repossession
- Deficiency

Customer Service queues can be built online or in a nightly batch job. Within each queue, the order of the accounts can be sorted based on user-defined criteria.

---

#### Note

Although, the system allows you to define your own selection criteria in creating queues, the system's performance depends on how the selection criterion is defined. The application highly recommends that you get approval from your database administrator before using any queue selection criteria. Also, avoid using user-defined tables and columns in the selection criteria.

You can use these same methods for creating and closing queues in the case of repossession, foreclosure and deficiency.

---

The Call Actions Results screen allows you to define the contents of the Action and Result fields on the Customer Service screen's Add Call Activities section. The system uses this information to allow users to manually change the condition of an account, and thus assign or remove the account to a queue.

Depending on how you set up call action result codes on the Call Actions screen, conditions and queues are created or closed. You can also restrict the use of certain call activities based on responsibility.

The lookup type ACC\_CONDITION\_CD defines which account conditions can be created. The application's queuing engine determines, if queues need to be created based on the information in the Lookups sub screen for this lookup type.

The following table displays the possible combinations of condition and queue.

QUEUE	CONDITION		
	Open	Close	NA
Open	YES	NO	NO
Close	NC	YES	YES
NA	YES	NO	NO

1. Condition: **Open**, Queue: **Open**

- In this state, both the account condition and queue are created or opened at the same time.
- The system's transaction-processing engine automatically creates DELQ, TIP, SCHGOFF conditions and queues; therefore, you need not setup any call action result with these conditions.
- CHGOFF is an account status, so no queues are created. To follow-up on charged-off accounts, create DEFICIENCY condition with this option.
- BKRP (Bankruptcy), REPO (Repossession), FORC (Foreclosure) account conditions and queues can be opened with this option. Also, account level indicators (for reporting purpose) are set.

---

#### **Note**

An account is moved to the condition, when a Call activity is posted; however, the Queue is moved only when you click Update queue manually or in the EOD batch.

Accounts are automatically moved based on the system parameter set up.

---

#### 2. Condition: **Open**, Queue: **NA**

- In this state, only the account condition is created or opened.
- This option should be used only if queuing is not necessary on this account condition.

#### 3. Condition: **NA**, Queue: **Close**

- In this state, the queue associated to the account condition is closed.
- This option should only be used if an existing queue on this account condition should be closed. For example, for accounts with bankruptcy condition, delinquency follow-up is not necessary. In such case, DELQ queue can be closed while the condition is still open.
- DELQ, TIP, SCHGOFF queues can be closed by using this option.

#### 4. Condition: **Close**, Queue: **Close**

- In this state, both the account condition and queue are closed.
- The system's transaction-processing engine automatically closes DELQ, TIP, SCHGOFF conditions and queues; therefore, don't setup any call action result with these conditions.
- BKRP (Bankruptcy), REPO (Repossession), FORC (Foreclosure) account conditions and queues can be closed with this option. Also, account level indicators (for reporting purposes) are set.

---

#### **Note**

Condition will be removed from the Summary conditions section.

---

#### **Navigating to Queues screen**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Queues**.
2. The system displays the Queue Setup screen. You can setup queues related to:
  - Customer Service
  - Call Action Results

#### **3.8.1 Customer Service**

The Customer Service section allows you to set up the customer service queues. The screen includes a Hard Assigned box. When selected, the system assigns an equal amount of

accounts to each individual user working on a that queue. Also, an account that is hard assigned will remain assigned to the individual who opens that account until that person is no longer working that queue

### **Customer Service command buttons**

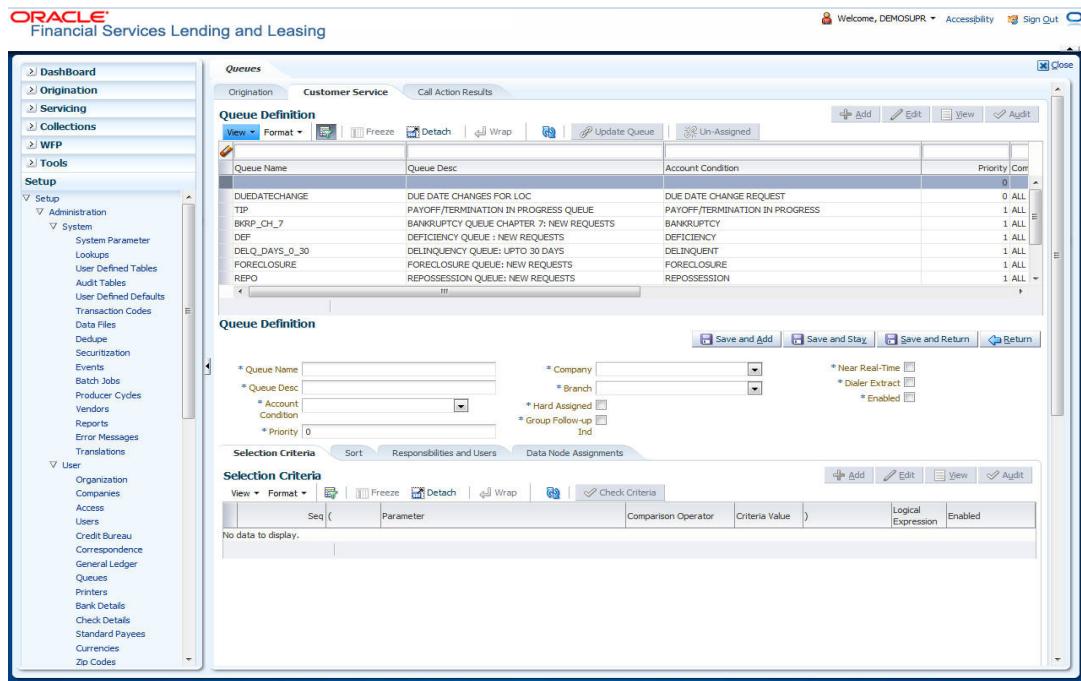
The Customer Service screen contains following three command buttons:

<b>Command button:</b>	<b>Function:</b>
Update Queue	Queues can be updated whenever selection criteria has been updated. They may also be updated manually, if the nightly batch fails.
Un-Assigned	Depends on location of the cursor when you choose this button. <b>Customer Service</b> - “Un-assigns” all accounts in this queue. <b>Responsibilities and Users</b> → <b>Responsibilities</b> - “Un-assigns” all accounts in this queue. <b>Responsibilities and Users</b> → <b>User</b> - “Un-assigns” all accounts assigned to the specific user. Unassigned accounts may now be selected by updating the queue and re-assigned.
Check Criteria	Reviews the selection criteria for errors. The system will not allow you to enable a queue with invalid selection criteria.

### **To set up the Customer Service queues**

1. On the Queue Setup screen, click **Setup** →**Setup** →**Administration** →**User** →**Queues** →**Customer Service**. Queues are further filtered based on the following criteria:
  - Selection Criteria
  - Sort
  - Responsibilities and Users
  - Data node assignments

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



A brief description of the fields is given below:

Field:	Do this:
Queue Name	Specify queue name.
Queue Desc	Specify queue description.
Account Condition	Select account condition from the drop-down list.
Priority	Specify the priority.
Company	Select the company from the drop-down list.
Branch	Select the branch from the drop-down list.
Hard Assigned	Check this box to assign an equal amount of accounts to each individual user working on a that queue. Also, an account that is hard assigned remains assigned to the individual who opens that account until that person is longer working that queue.
Group Follow-up Ind	Check this box to enable the bank to indicate whether the accounts belonging to the same customer have to be followed-up in groups.
Near Real-Time	Check this box to select the queues for the near real time refresh. You can specify the time interval and frequency to run this queue. When a batch is run, it picks only customer service queues marked as "Real Time" queues for re-assignment.

Field:	Do this:
Dialer Extract	Check this box to indicate if the accounts satisfying the selection criteria should be extracted from the batch process or not. If the user is hard-assigned, then user gets identified by the dialer system as 'Permission to call' user. The extract will also have data pertaining to customer time zone and privacy opt out indicator.
Enabled	Check this box to activate the queue.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. Click the **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service** → **Selection Criteria**.
5. In the **Selection Criteria** section, you can define the account selection criteria with the following fields. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify sequence numbers.
(	Specify left bracket.
Parameter	Select the parameter from the drop-down list.
Comparison Operator	Select comparison operator from the drop-down list.
Criteria Value	Specify criteria value.
)	Specify right bracket.
Logical Expression	Specify logical operator from the drop-down list.
Enabled	Check this box to enable the selection criteria.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. Click the **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service** → **Sort**.
8. In the **Sort** section, you can define the account selection criteria with the following fields. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify sequence number.
AssAgpCode	Select sort field from the drop-down list.
Order	Select sort order from the drop-down list.

9. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
10. Click **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service** → **Responsibilities and Users**.

11. In the **Responsibilities** section, you can define the responsibilities that are authorized to work on the queue. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Responsibility	Select the responsibility from the drop-down list.
Enabled	Check this box to enable the responsibility.

12. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
13. In the **Users** section, you can define the users who are authorized to work on the queue. Also, you can hard assign the queues to the user. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

---

#### Note

The system allows the work queue list to be sorted by user-defined criteria.

---

A brief description of the fields is given below:

Field:	Do this:
Name	Select user name from the drop-down list.
# Assigned	Specify number of accounts assigned.
Hard Assigned	Check this box to hard assign. (For more information, see the following section in this chapter, <b>Using the Hard Assigned Feature</b> ).
Enabled	Check this box to enable.

14. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
15. Click **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service** → **Node Assignments**. You can enable the administrator to configure the User interface nodes that should be made available for the applications that are being processed in that particular origination queue.
16. In the **Node Assignments** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below::

Field:	Do this:
Node	Specify the node.
Enabled	Check this box to enable the record.

17. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
18. Click **Load Queue Nodes** on the Node Assignments sub screen to display the respective UI nodes in the origination module.

## **Group Follow-up**

The system enables lending institution to conduct “one time only” follow-up activity on the Customer Service screen, if the customer has multiple accounts in various conditions or in various queues. This avoids unnecessary confusions that arise when more than one user is performing collection tasks on multiple accounts belonging to the same customer.

You can follow-up on multiple accounts in the same condition at the same time using the group follow-up functionality. The system locks the accounts in the low priority queues and displays the same in the high priority queues. You can perform the follow-up activity on all the accounts when the account in the high priority queue becomes due for follow-up.

For example,

Suppose a customer holds three accounts, one that's 30 days delinquent and in the 0\_30\_DAYS\_DEL queue, one that's 60 days delinquent and in the 30\_60\_DAYS\_DEL queue and one that's 90 days delinquent and in the 90+\_DAYS\_DEL.

- a) If each of the queues Group Followup Ind is unchecked on the Customer Service screen, then no group follow-up will be performed.
- b) If each of the queues Group Followup Ind is checked on the Customer Service screen, while updating the follow-up date for the low priority days queue, then the system will use the 90 days follow-up date
- c) If the Group Followup Ind is checked on Customer Service screen for the 0\_30\_DAYS\_DEL and 30\_60\_DAYS\_DEL queues and note the 90+\_DAYS\_DEL queue, and the customer has accounts in each of the queue, then the system will use the follow-up date of 60 days for the low priority account.

## **Using the Hard Assigned feature**

The system's “Hard Assigned” queues feature allows companies to evenly distribute accounts between users. The following example explains how it works:

Let's say there are 40 unassigned accounts in a queue. Three users are assigned to the queue, Hard Assigned is checked for two.

When you select Update Queue on the Customer Service screen (or Oracle Financial Services Lending and Leasing processes the CUSTOMER SERVICE QUEUE PROCESSING nightly batch) each of the two Hard Assigned users receives 20 accounts, while the one that isn't marked as Hard Assigned receives zero.

If users already have accounts assigned to them, the system attempts to balance the workload when assigning new accounts. For example, let's say there are three users in a queue. The first has 15 accounts, the second has ten and the third has five. If there are ten new accounts, the system would give the third user the first 5 accounts, thus bringing that user's total to ten. The system splits the next five between the second and third, bringing their totals to 13 and 12, respectively.

---

### **Note**

The system randomly assigns these accounts.

---

### **To set up a user as Hard Assigned feature**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service** → **Responsibilities and Users**.

2. In the **Responsibilities** section, select the level responsibility of the users you want to hard assign in the queue.
3. In the **Users** section, check the **Hard Assigned** check box for each user you want to hard assign.
4. On **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Customer Service**, click **Update Queue** to distribute the applications in the queue to the hard assigned users. The system displays an Information section with the message as “Queue creation submitted in background”.
5. Choose **OK** beneath the **Error Message** section box containing the words NO ERROR. The system distributes and hard assigns the accounts in the queue to the selected users in the Users section.
6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

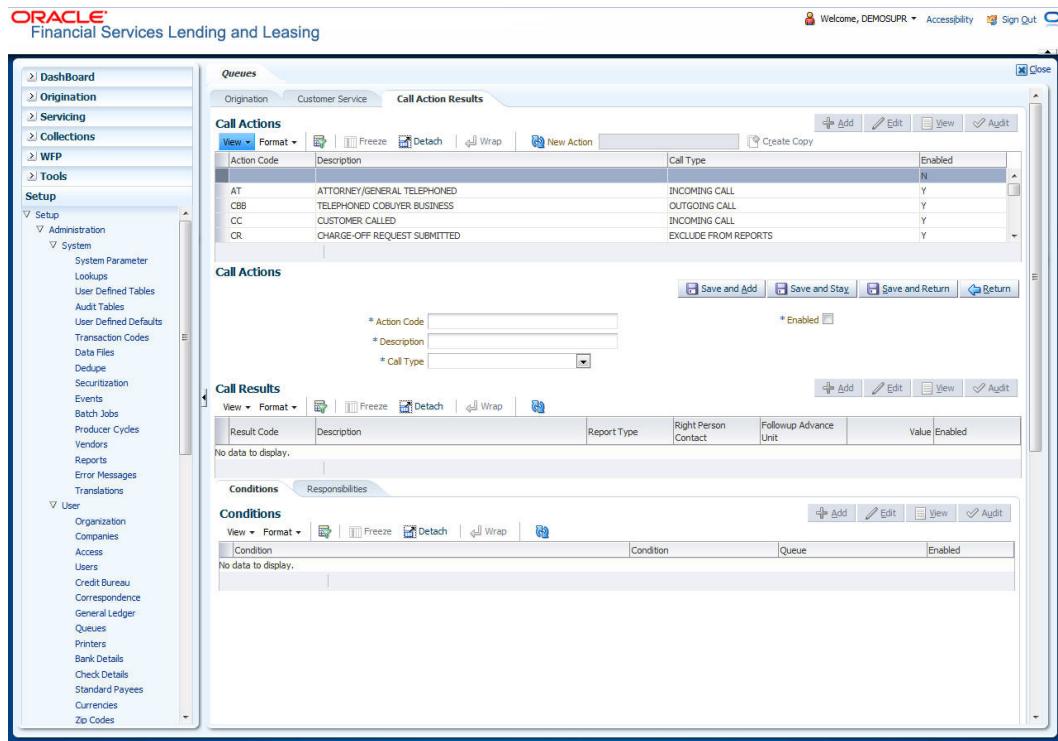
#### **To remove a user**

1. In the **Responsibilities** section, select the responsibility of the user you want to remove.
2. In the **Users** section, select the user you want to work with.
  - If you don't want that user to be hard assigned any longer, uncheck the **Hard Assigned** check box.
  - If you don't want that user to be assigned to that queue any longer, uncheck the **Enabled** check box.
3. The system updates the number of accounts assigned to a user only after:
  - Running the nightly batch job
  - Clicking the **Update Queue** button.
4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.

### **3.8.2 Call Action Results tab**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Queues** → **Call Action Results**. The screen contains two sections:
  - Call Actions
  - Call Results
2. In the **Call Actions** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

You can either define new Call Action details or specify a new action code in the **New Action** field and click **Create Copy** to create a copy of selected call action with details.



A brief description of the fields is given below:

Field:	Do this:
Action Code	Specify the action type code.
Description	Specify the description for the call action type.
Call Type	Select the call type from the drop-down list.
Enabled	Check this box to enable the call action.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Call Results** section, you can define call action result codes and corresponding descriptions. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.
5. A brief description of the fields is given below:

A brief description of the fields is given below:

Field:	Do this:
Result Code	Specify the result type code for the specified call action type.
Description	Specify the description for the result type.
Report Type	Select the report type for the result type, from the drop-down list.
Right Person Contact	Check this box to indicate that result type is a right person contact.

Field:	Do this:
Follow-up Advance Unit	Select the unit for advancing the follow-up date/time from the drop-down list.
Value	Specify the value for the follow-up advance unit.
Enabled	Check this box to enable the result.

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

Queues are further filtered based on the following criteria:

- Conditions
- Responsibilities

The Conditions section determines whether the selected action/result will cause the listed conditions to be opened or closed. It also determines whether the queue will be opened or closed.

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

A brief description of the fields is given below:

Field:	Do this:
Condition	Select the account condition to be open/close for the action from the drop-down list.
Condition	Select 'Open' to open the listed condition, 'Close' to open the listed condition, or 'NA', if the condition is not applicable.
Queue	Select 'Open' to open the listed Queue, 'Close' to open the Queue, or 'NA', if the Queue is not applicable.
Enabled	Check this box to enable the account condition.

8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
9. In the **Responsibilities** section, define the responsibilities that are authorized to use the call action result combination. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Responsibility	Select the responsibility that can perform the action result from the drop-down list.
Allowed	Select 'Yes' if access is allowed.
Enabled	Check this box to enable the responsibility.

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

## 3.9 Printers

The Printers screen allows you to set up an unlimited number of network printers and fax devices to be used with the system server. The system uses the information on this screen while selecting a printer, when the printing process involves a batch job or uses a job scheduler. Examples include printing reports and correspondence.

The printers and fax devices can be set up at each organization, division, or department to promote efficient printing of documents, and reports. The system uses this information during product setup and on the Letters screen in the **Batch Printer** field.

### Special printer names

The following printer names are predefined and have specific functions within the system:

UNDEFINED	Indicates that the document to be printed is to be previewed in your browser instead of actually printing the document.
ARCHIVE	Instead of sending an item to the printer, the system generates a PDF document and saves it in the archive directory on your server.
EMAIL	For Loan origination correspondences that can be faxed, the system e-mails the document as a PDF attachment to the consumer for direct Loans or to the producer in the case of in-direct Loans.
FAX	For Loans origination correspondences that can be faxed, the system generates a PDF document and will send to the fax server defined in System Parameters.

Additionally, you may set up composite entries in the Printer Name field to perform two or more functions at the same time. This can be done by defining a printer name with the following format:

PRINTER NAME = <PRINTER\_NAME1> + <PRINTER\_NAME2>

For example, if a printer named JET4050 was previously defined, as were the special printer names listed above, then the following additional printers could be defined:

JET4050+ARCHIVE	Prints the document with the jet4050 printer and archives the document.
FAX+ARCHIVE	Faxes and archives the document.
EMAIL+ARCHIVE+JET4050	E-mails, archives, and prints the document with the jet4050 printer.

### To set up the Printers

1. Click **Setup** → **Setup** → **Administration** → **User** → **Printers**. The system displays the Printers screen

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

Printer Name	Description	Organization	Division	Department	Default	Enabled
UNDEFINED	UNDEFINED	DMC	ALL	ALL	N	N
archive		ARCHIVE	DMC	ALL	Y	Y
email		EMAIL	DMC	ALL	N	Y
fax		FAX	DMC	ALL	N	Y

A brief description of the fields is given below:

Field:	Do this:
Printer Name	Specify the printer name. The name of the printer as defined by the server. For a UNIX server, the name might be JET4050, while to access the same printer from a Windows server the name would be: \\servername\jet4050.
Description	Specify the description for the printer.
Organization	Select the organization to which the printer belongs, from the drop-down list.
Division	Select the division to which the printer belongs, from the drop-down list. The division will be displayed based on the organization selected.

Field:	Do this:
Department	<p>Select the department to which the printer belongs, from the drop-down list. The department will be displayed based on the division selected.</p> <p>IMPORTANT: When you select a printer to use, the system searches for a best match using the following attributes:</p> <ol style="list-style-type: none"> <li>1 Organization</li> <li>2 Division</li> <li>3 Department</li> </ol> <p>Hence, Oracle recommends creating a version of each edit, where ALL is the value in these fields.</p> <p>It is also recommended that, you define a default printer for an Organization, Division and Department.</p>
Default	Check this box to set the printer as a default printer.
Enabled	<p>Check this box to enable the printer and that the printer is active.</p> <p><b>Note:</b> Never disable the UNDEFINED printer.</p>

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

## 3.10 Bank Details

The Banks screen defines the banks, a company/branch uses for processing Automatic Clearing House (ACH) and lock box payments.

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### Note

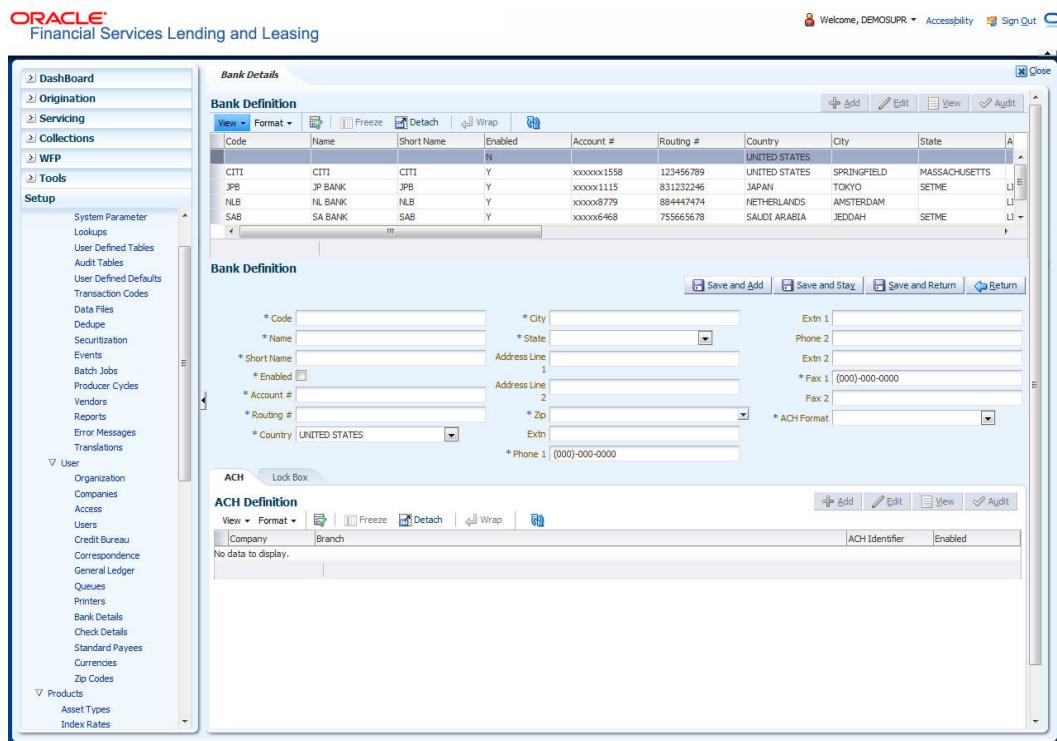
This is “behind the scenes” information that the system uses for payments and does not appear on any other forms.

---

#### To set up the Banks

1. Click **Setup** → **Setup** → **Administration** → **User** → **Bank Details** link. The system displays the Bank Details screen.

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



A brief description of the fields is given below:

Field:	Do this:
Code	Specify the bank code (ID used internally by Oracle Financial Services Lending and Leasing to represent the bank).
Name	Specify the name for the bank.
Short Name	Specify the short name for the bank (ID displayed to represent the bank. This may be included in any output files).
Enabled	Check this box to enable and indicate this as an active bank
Account #	Specify the account number used for banking transactions with the bank. <b>Note:</b> If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Routing #	Specify the routing number of the bank
Country	Select the country where the bank is located, from the drop-down list.
City	Specify the city where the bank is located.
State	Select the state where the bank is located, from the drop-down list.
Address Line 1	Specify the address line 1 for the bank.
Address Line 2	Specify the address line 2 for the bank.

Field:	Do this:
Zip	Specify the zip code where the bank is located, from the drop-down list.
Extn	Specify the extension of the zip code where the bank is located.
Phone 1	Specify the primary phone number of the bank.
Extn 1	Specify the phone extension for the primary phone number.
Phone 2	Specify the alternate phone number for the bank.
Extn 2	Specify the phone extension for the alternate phone number.
Fax 1	Specify the primary fax number for the bank.
Fax 2	Specify the alternate fax number for the bank.
ACH Format	Select the ACH format accepted by this bank from the drop-down list.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. Click **Setup** → **Setup** → **Administration** → **User** → **Bank Details** → **ACH**.
5. On the **ACH Definition** sub screen, you can create ACH files for the bank listed in the Banks section. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Company	Select the portfolio company from the drop-down list.
Branch	Select the portfolio branch from the drop-down list.
ACH Identifier	Specify the lock box ID provided by the bank. This field is used in the ACH files to identify the bank.
Enabled	Check this box to enable the ACH and indicate this as an active ACH identifier.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. Click **Setup** → **Setup** → **Administration** → **User** → **Bank Details** → **Lock Box**.
8. On the **Lock Box** sub screen, you can create lock box files for the bank listed in the Banks screen. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Lock Box Identifier	Specify the lock box ID provided by bank. This field is used in the lock box files to identify the bank.
Company	Select the portfolio company from the drop-down list.
Branch	Select the portfolio branch from the drop-down list.
Enabled	Check this box to enable the lock box.

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

## 3.11 Standard Payees

The Standard Payees screen defines the third parties that are frequent payees for checks issued within your organization. These payees are then available on the Consumer Lending screen's Advance Entry screen. When you select the Payee # in the Advance Allocation section, the system completes the remaining fields in this screen with information from the Standard Payees screen.

### Note

The Payee # field on the Advance Payment forms is a non-validated field. This allows you to select an entry or enter one of your own.

### To set up the Standard Payees

1. Click **Setup** → **Setup** → **Administration** → **User** → **Standard Payee**. The system displays the Standard Payees screen.
2. In the **Payee Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Payee #	Name	Pmt Mode	Enabled	Country	City	State	Address Line 1	Address Line 2	Zip
1001	ACH	ACH	Y	UNITED STATES	LEXINGTON	ILLINOIS	LINE1	LINE2	85587
1002	ACH	ACH	Y	UNITED STATES	NEW JERSEY	NEW JERSEY	LINE1	LINE2	59668

A brief description of the fields is given below:

Field:	Do this:
Payee #	Specify the payee number (Identifier for the payee).
Name	Specify the payee name.
Pmt Mode	Select the payment method for the payee from the drop-down list.
Enabled	Check this box to enable the payee.

Field:	Do this:
Country	Select the country where the payee is located from the drop-down list.
City	Specify the city where the payee is located.
State	Select the state where the payee is located from the drop-down list.
Address Line 1	Specify the address line 1 for the payee (optional).
Address Line 2	Specify the address line 2 for the payee (optional).
Zip	Select the zip code where the payee is located from the drop-down list.
Extn	Specify the extension of the zip code where the payee is located.
Phone 1	Specify the primary phone number for the payee.
Phone 2	Specify the alternate phone number for the payee.
Bank Name	Specify the payee ACH bank name used by the standard payee.
Routing #	Specify the payee ACH bank routing number of bank used by the standard payee.
Account Type	Select the payee type of ACH bank account maintained by the Standard Payee from the drop-down list.
ACH Account #	Specify the payee ACH bank account number.
Start Dt	Specify the payment mode start date, the date the current payment method was implemented (defaults on Pmt Mode change). you can also select from the adjoining calendar icon.
Comment	Specify a comment for this advance allocations. This is the default comment to include with payments to this Payee.

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

## 3.12 Check Details

The Check Details screen allows you to set up check details.

### To setup the Check Details

1. Click **Setup** → **Setup** → **Administration** → **User** → **Check Details**. The system displays the Check Details screen.

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

A brief description of the fields is given below:

Field:	Do this:
Company	Select the company from the drop-down list.
Branch	Select the branch from the drop-down list.
Payee Type	Select the payee type from the drop-down list.
Check #	Specify the check number (required).
Printer Name	Specify the printer name (required).
Enabled	Check this box to enable the check details entry.

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

## 3.13 Currencies

The Currencies link allows you to set up currency details.

### Navigating to currencies

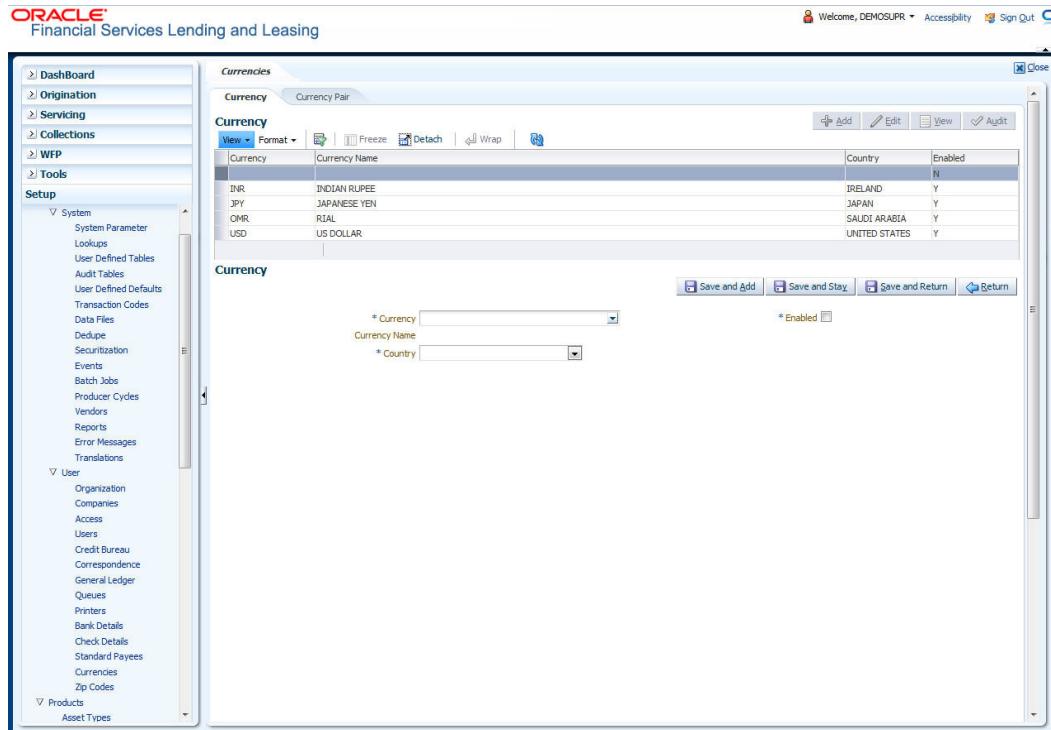
1. Click **Setup** → **Setup** → **Administration** → **User** → **Currencies**. The system displays the Currencies screen. In this screen, you can set up:
  - Currency Definition
  - Currency Pair Definition

### 3.13.1 Currency Definition

The Currency Definition screen allows you to set up currency details.

To set up the currency definition information

1. Click **Setup** → **Setup** → **Administration** → **User** → **Currencies** → **Currency**. The system opens the Currency Definition tab by default.
2. In the **Currency** section, 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 you want to define, from the drop-down list.
Currency Name	The system displays the currency name based on the currency selected.
Country	Select the country for which the currency is defined, from the drop-down list.
Enabled	Check this box to enable the currency entry.

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

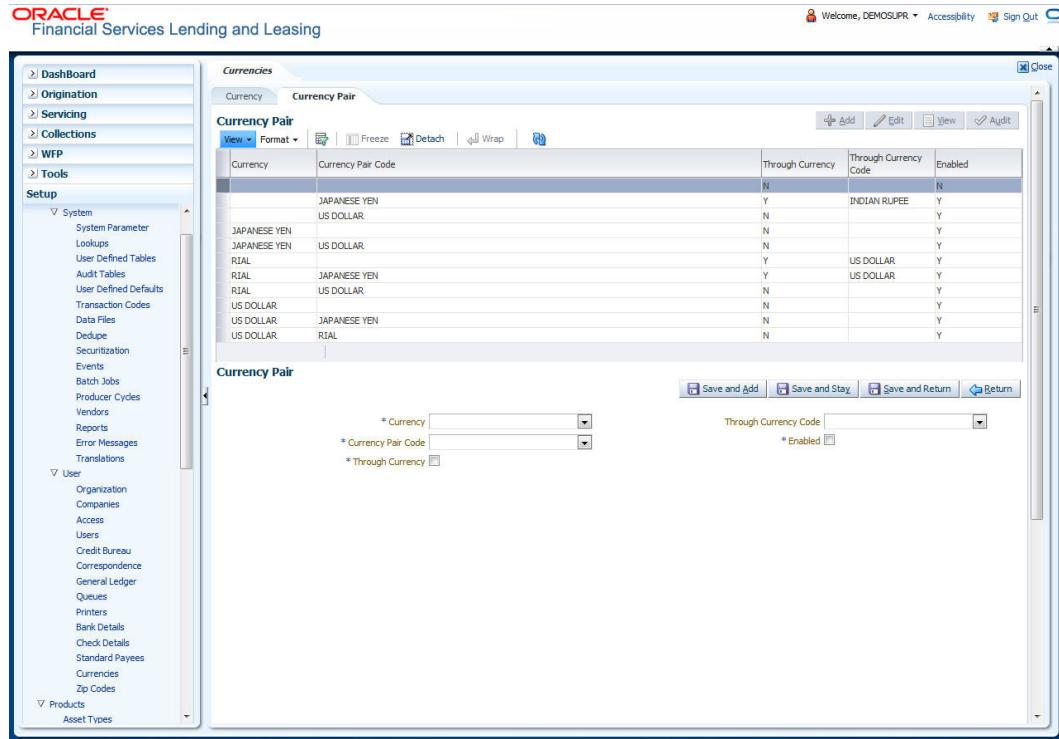
### 3.13.2 Currency Pair link

The Currency Pair Definition link allows you to set up currency pair details.

To set up the currency pair definition information:

1. Click **Setup** → **Setup** → **Administration** → **User** → **Currencies** → **Currency Pair**. The system displays the Currency Pair Definition screen

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



A brief description of the fields is given below:

Field:	View this:
Currency Code	Select the currency code from the drop-down list.
Currency Pair Code	Select the currency pair code from the drop-down list.
Through Currency	Check this box to set the selected currency as a through currency.
Through Currency Code	Select the through currency code from the drop-down list.
Enabled	Check this box to enable the currency pair entry.

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

## 3.14 Zip Codes

The Zip Codes screen allows you to set up zip code details.

### To set up the zip codes information

1. Click **Setup** → **Setup** → **Administration** → **User** → **ZipCodes**. The system displays the Zip Codes screen

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

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Welcome, DEMOSUPR Accessibility Sign Out

Dashboard Origination Servicing Collections WFP Tools Setup System Parameter Lookups User Defined Tables Audit Tables User Defined Defaults Transaction Codes Data Files Dedupe Securitization Events Batch Jobs Producer Cycles Vendors Reports Error Messages Translations

User Organization Companies Access Users Credit Bureau Correspondence General Ledger Queues Printers Bank Details Check Details Standard Payees Currencies Zip Codes Products Asset Types

Zip Codes

Zip Codes

View Format Freeze Detach Wrap

Add Edit View Audit

Country	State	Zip	City	County
UNITED STATES	MASSACHUSETTS	01151	INDIAN ORCHARD	HAMPOEN
UNITED STATES	MASSACHUSETTS	01151	SPRINGFIELD	HAMPOEN
UNITED STATES	MASSACHUSETTS	01152	SPRINGFIELD	HAMPOEN
UNITED STATES	MASSACHUSETTS	01195	SPRINGFIELD	HAMPOEN
UNITED STATES	MASSACHUSETTS	01199	SPRINGFIELD	HAMPOEN
UNITED STATES	MASSACHUSETTS	01201	PITTSFIELD	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01202	PITTSFIELD	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01203	PITTSFIELD	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01220	ADAMS	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01222	ASHLEY FALLS	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01223	BECKET	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01223	WASHINGTON	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01224	BERKSHIRE	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01224	LARENSBORO	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01225	CHESTER	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01226	DALTON	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01227	DALTON	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01229	GLENDALE	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01230	EGREMONT	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01230	GREAT BARRINGTON	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01230	GT BARRINGTON	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01230	NEW MARLBOROUGH	BERKSHIRE
UNITED STATES	MASSACHUSETTS	01235	HINSDALE	BERKSHIRE

Zip Codes

\* Country: UNITED STATES

\* State:

\* Zip:

Save and Add Save and Stay Save and Return Return

\* City:

County:

A brief description of the fields is given below::

Field:	View this:
Country	Select the country from the drop-down list.
State	Select the state from the drop-down list.
Zip Code	Specify the zip code (required).
City	Specify the city.
County	Specify the county.

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

---

## 4. Product

Under the Setup master tab's drop-down link bar, the product Setup link opens screens that enable you to configure the basic business guidelines necessary to support one or more products in the system. This includes defining the types of collateral your company supports, creating lending instruments, and determining what is included in credit bureau reporting. Setting up the Products screens requires a thorough understanding of the current rules of your business and must be completed before you can use Oracle Financial Services Lending and Leasing. The Products drop-down link opens screens to record data of all the products supported by the system and contains the following links:

### Navigating to Products

In the **Setup** → **Setup** → **Products** link enables you to setup the options related to following closed ended products your company offers:

- Asset Types
- Index Rates
- Currency Exchange
- Scoring Parameters
- Products
- Pricing
- Contract
- Edits
- Cycles
- Scoring Models
- Fees
- Origination Fees
- Compensation
- 
- Checklists
- Stipulations
- Spreads
- Statement Messages
- Letters
- Subvention

This chapter explains how to setup the screens associated with each one.

### 4.1 Asset Types

In Assets types you can setup the asset types that can serve as an application or account's collateral.

The information on the Assets screen is used by the system to automatically display the appropriate collateral screen (Vehicle, Home, or Other) on the Application Entry screen.

The system recognizes the following four types of collateral:

Collateral Type	Description
Home collateral	Homes, manufactured housing, or any real estate collateral.
Vehicle collateral	All vehicle types, such as cars, trucks, and motorcycles.
Household goods and other collateral	All other collateral types not defined as home, vehicle, or unsecured; for example, household items such as water heaters, televisions, and vacuums.
Unsecured collateral	All unsecured lending instruments. (This collateral type makes the collateral tabs on the system forms unavailable.)

The Asset Sub Type section allows you to further categorize an asset; for example, the asset type VEHICLE might be categorized as CAR, TRUCK, or VAN.

The Attributes/Addons and Makes and Models sub screens continue to further detail the asset both in description and value. For example, a VEHICLE asset might include addons such as LEATHER SEATS and CRUISE CONTROL.

---

#### Note

Neither asset types nor asset sub types can be deleted. As they may have been used in the past, the display and processing of that data is still dependent on the existing setup.

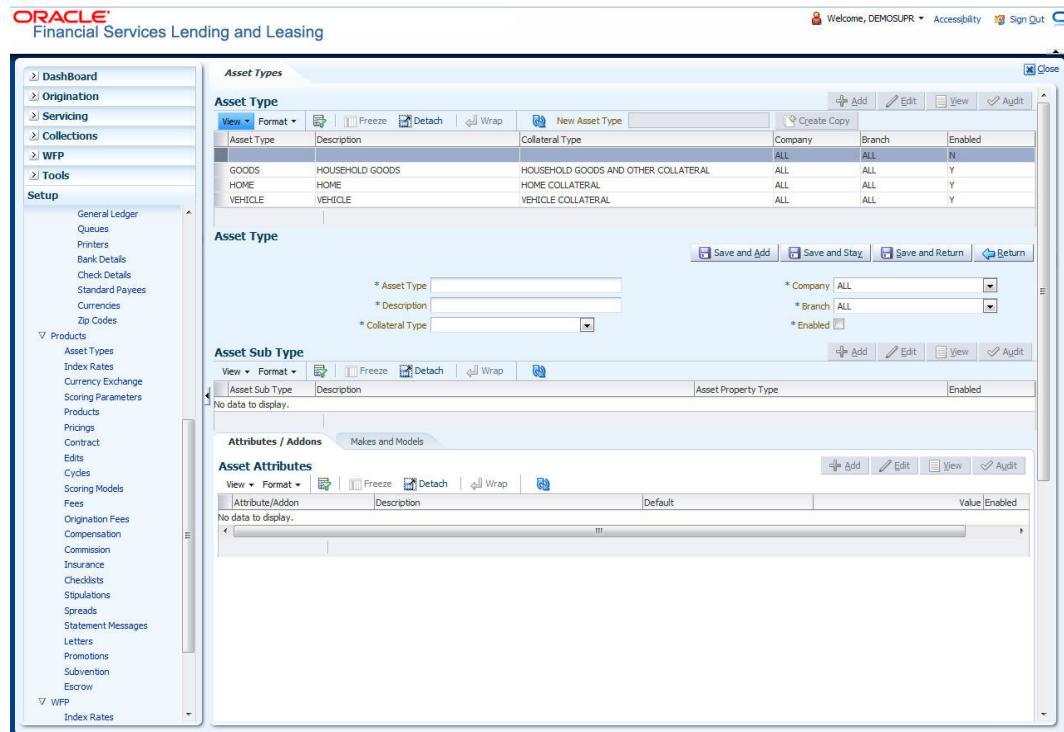
---

#### To set up the Asset Types

You can either define new Asset Type or specify a new name in the **New Asset Type** field and click **Create Copy** to create a copy of selected asset with details.

1. Click **Setup** → **Setup** → **Products** → **Asset Types**.

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



A brief description of the fields is given below:

Field:	Do this:
Asset Type	Specify the asset type.
Description	Specify the description for the asset. (This is the asset type which will appear throughout the system).
Collateral Type	Select the collateral type (the general category that the asset type falls within) from the drop-down list. <b>Note:</b> There is no need to define an asset for UNSECURED COLLATERAL, as by definition there is no asset on such account.
Company	Select the portfolio company to which the asset type belongs, from the drop-down list. These are the companies within your organization that can make <b>Leases</b> using this asset type. This may be ALL or a specific company.

Field:	Do this:
Branch	<p>Select the portfolio branch to which the asset type belongs, from the drop-down list. This is the branch within the selected company that can make <b>Leases</b> using this asset type. This may be ALL or a specific branch. This must be ALL if in the Company field you selected ALL.</p> <p><b>IMPORTANT:</b> By selecting which asset type to use, the system searches for a best match using the following attributes:</p> <ol style="list-style-type: none"> <li>1 Company</li> <li>2 Branch</li> </ol> <p>Hence, the system recommends creating one version of each asset type where ALL is the value in these fields.</p>
Enabled	Check this box to enable the asset type and indicate that the asset type is currently in use.

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

A brief description of the fields is given below:

Field:	Do this:
Asset Sub Type	Specify the asset sub type.
Description	Specify the description for the asset subtype
Asset Property Type	Select the type of property from the drop-down list.
Enabled	Check this box to enable the asset sub type.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. Click **Setup** → **Setup** → **Products** → **Assets** → **Attributes/Addons**.
7. In the **Attributes/Addons** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Attribute/Addon	Displays the asset attribute or addon name for the selected asset).
Description	Select the description for the asset attribute/addon from the drop-down list.
Default	Specify the default text to be copied or displayed when the asset attributes and addons fields are completed on an application for this asset.
Value	Specify the default monetary value to be copied or displayed when the asset attributes and addons fields are completed on an application for this asset.

Field:	Do this:
Enabled	Check this box to enable the asset attribute/Addon and indicate that it is available for this type of asset.

8. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
9. Click the **Setup** → **Setup** → **Products** → **Assets** → **Makes and Models**.
10. In the **Makes and Models** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Make	Specify asset make.
Model	Specify asset model.
Style	Specify asset style type.
Model Year	Specify asset model year.
Enabled	Check this box to enable the asset make and model and indicate that it is included on fields for this asset type.

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

## 4.2 Index Rates

The Index Rates screen maintains your organization's history of periodic changes in index rates. It allows you to define index rates to support variable rate lines of credit. The index rate provides the base rate for a credit line where:

interest rate = index rate + margin rate.

The Index section displays the currently defined indexes on the Lookups screen. You may create additional user-defined lookup codes for this lookup type as needed.

---

### Note

You cannot tie an index rate to a product rate.

---

You can also record any index rate change on the Index Rates screen. During nightly batch processing, all the accounts with that index type are included when posting the RATE CHANGE transaction. After the system processes the batch, the interest rate of the account is changed. The system will use this new interest rate when computing all future interest calculations.

### To set up Index Rates

1. Click **Setup** → **Setup** → **Products** → **Index Rates**.

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

3. A brief description of the fields is given below:

Field:	Do this:
Index Type	Select the type of index from the drop-down list.
Short Description	Specify a short description of the index.
Description	Specify the index description.
Enabled	Check this box to activate the index type.

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

The Index Details section allows you to define multiple index values using the Start Dt and Rate fields.

---

#### Note

The history appears in descending order, with the most current record at the top.

---

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

A brief description of the fields is given below:

Field:	Do this:
Start Dt	Specify the effective start date for the index rate. You can even select the date from the adjoining Calendar icon.

Field:	Do this:
Rate	<p>Specify the new index rate effective from above mentioned date as a percentage.</p> <p><b>Note:</b> For the FLAT RATE index there should be only one entry with a Start Dt. = 01/01/1900 and a RATE = 0.0000.</p>
Enabled	Check this box to activate the index rate effective from start date mentioned above.

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

#### Note

Variable rate functionality is not extended to pre-compute accounts.

## 4.3 Currency Exchange

The Currency Exchange screen maintains currency exchange rates.

### To set up the Currency Exchange

1. Click **Setup** → **Setup** → **Products** → **Currency Exchange**.
2. In the **Currency Exchange Rates** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.:.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with categories like Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, and Products. Under Setup, there are sub-options for Error Messages, Translations, User, Organization, Companies, Access, Users, Credit Bureau, Correspondence, General Ledger, Queues, Printers, Bank Details, Check Details, Standard Payees, Currencies, Zip Codes, and Products. The main content area is titled 'Currency Exchange' and shows two sections: 'Currency Exchange Rates' and 'Currency Exchange Rates'. The top section displays a table of currency exchange rates with the following data:

Currency	Currency Pair	Effective Dt and Time	Rate	Enabled
EUR	JPY	08/01/2014 03:50:47 PM	0.0000	N
EUR	USD	08/14/2012 04:42:42 PM	98.3324	Y
JPY	EUR	08/14/2012 04:42:42 PM	1.2360	Y
JPY	USD	08/14/2012 04:42:42 PM	0.0102	Y
OMR	EUR	08/14/2012 04:42:42 PM	0.0128	Y
OMR	JPY	08/14/2012 04:42:42 PM	2.1014	Y
OMR	USD	08/14/2012 04:42:42 PM	203.7920	Y
USD	EUR	08/14/2012 04:42:42 PM	2.5973	Y
USD	JPY	08/14/2012 04:42:42 PM	0.8091	Y
USD	OMR	08/14/2012 04:42:42 PM	78.8900	Y
USD	USD	08/14/2012 04:42:42 PM	55.7165	Y

The bottom section is a form for adding new rates, with fields for Currency, Currency Pair, Rate, and Enabled, and a note indicating the effective date and time as 10/01/2014 03:50:47 PM.

A brief description of the fields is given below:

Field:	Do this:
Currency	Select the currency being exchanged from the drop-down list.

Field:	Do this:
Currency Pair	Select the currency to be paired with from the drop-down list.
Effective Date and Time	Specify date and time of the exchange rate. You can even select the date from the adjoining Calendar icon.
Rate	Specify the exchange rate (required).
Enabled	Check this box to activate the currency exchange rate.

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

## 4.4 Scoring Parameters

With the Scoring Parameters, you can define the scoring parameters of a company's credit scorecard and behavioral scoring.

While the system's pricing scores apply to applications and are based on information recorded during origination, behavioral scoring applies to accounts and is based on account history attributes and performed on a monthly basis.

### **Behavioral scoring**

Behavioral scoring examines the repayment trends during the life of the account and provides a current analysis of the customer. This logical and systematic method identifies which accounts are more likely to perform favorably versus accounts where poorer performance is probable. This is useful when determining which other Lines of credit/loan products a customer may qualify for. Behavioral scoring applies to all the three products: loans, lines of credit and leases.

This information appears on the Customer Service form in the Account Details screen's Activities section.

### **Credit Scoring**

Parameters define the factors that can be used when scoring an application during underwriting and generating an initial decision on whether you wish to fund an amount. The combination of the flexible definition of these parameters, along with the scoring set up on the Scoring Models screen, allows you to automate much of the initial decision process in underwriting accounts.

The Formula Definition section on the Scoring Parameters screen allows you to build a mathematical expression to express the scoring parameter, test its validity, and locate specific information with the resulting scoring parameters. The system calculates scoring parameters using application data, credit bureau information, and applicant details.

### **To set up the Scoring Parameters**

You can either define new **Scoring Parameters** or specify a new name in the **New Parameter** field and click **Create Copy** to create a copy of selected parameter with details.

1. Click **Setup** → **Setup** → **Products** → **Scoring Parameters**.

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

A brief description of the fields is given below:

Field:	Do this:
Parameter	Specify the name of the scoring parameter. The system recommends entering a name that in some way reflects how the parameter is used; for example, use FICO_SCORE instead of PARAMETER_1.
Description	Specify a description of the parameter. Again, Specify a name that reflects how the parameter is used; for example, use FICO SCORE and WEIGHTED FICO SCORE instead of FICO SCORE NUMBER 1 and FICO SCORE NUMBER 2.
Data Type	Select the data type of the scoring parameter being defined from the drop-down list. This determines how the system handles the values. (While DATE and CHARACTER are available data types, generally only NUMBER should be used when defining a scoring parameter.)
Scoring Type	Select the scoring type from the drop-down list: CREDIT SCORING or BEHAVIORAL SCORING.
Enabled	Check this box to enable and indicate that the scoring parameter is available.

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

The **Formula Definition** section allows you to define a mathematical expression of the scoring parameter you want to define. The expression may consist of one or more sequenced entries. All arithmetic rules apply to the formula definition. If errors exist in the formula definition, the system displays an error message in this section when you choose Show Expression.

4. In the **Formula Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify the sequence number (the order in which the formula definition variable will be assembled and evaluated).
(	Specify a left bracket, if you need to group part of your formula definition.
Variable	Select the variable from a validated field based on the user-defined table SCR_CRED_SUMMARY: SCORING PARAMETERS, from the drop-down list.
Constant Value	Specify the constant value (optional).
Mathematical Operator	Select the math operator to be used on the adjacent formula definition rows, from the drop-down list.
)	Specify a right bracket, if you are grouping part of your formula definition.
Enabled	Check this box to enable the formula and indicate that it is included when building a definition for the scoring parameter.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Parameters** section, click **Show Expression**.

The mathematical expression appears in the Formula Expression section (in sequential order) in the Expression field.

## 4.5 Products

The Product screen defines the closed ended products your organization offers. This screen is enhanced to support Islamic along with the conventional.

A product is based on the following attributes:

- The collateral type and sub type
- The billing cycle
- Whether the amount is paid directly or indirectly to the customer

The Product Definition section records details about the product, such as the description, collateral type and sub type, credit bureau reporting attributes, and billing cycle.

The Product Itemization section is used to define itemized entries for a product. This information is used on the Itemization sub screens of the Application Entry and Application screens.

### To set up the Product

You can either define new Product details or specify a new product code in the **New Product** field and click **Create Copy** to create a copy of selected product with details.

1. On the Oracle Financial Services Lending and Leasing home screen, **Setup** → **Setup** → **Administration** → **User** → **Products** → **Products** → **Lease**.

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

A brief description of the fields is given below:

Field:	Do this:
Product	Specify the product code as defined by your organization (in other words, how you want to differentiate the products). For example, products can be differentiated according to asset. The product code, or name, is unique.
Description	Specify the description of the product. (This is the product description as it appears throughout the system).
Start Dt	Specify the start date for the product. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for the product. You can even select the date from the adjoining Calendar icon.
Direct	Check this box, if you need the product to be originated directly to customer. (In this case, the compliance state is the state listed in the customer's current mailing address.) If unchecked, the product is an indirect lending product; that is, payment is made to the producer. (In this case, the compliance state is the state listed in the producer's address.)
Enabled	Check this box to activate the product. <b>Note:</b> You can check this box only when Rate adjustment schedule is maintained, i.e., All the products should be variable rate products
Collateral Type	Select the collateral type for the product, from the drop-down list. This field identifies what type of collateral is associated with the and assists the system in identifying the correct screen(s) to display.

Field:	Do this:
Collateral Sub Type	Select the collateral sub type for the product, from the drop-down list.
Credit Bureau Portfolio Type*	Select the credit bureau portfolio type for the product, from the drop-down list.
Credit Bureau Account Type*	Select the account type for the product, from the drop-down list. <b>Note:</b> The Credit Bureau Portfolio Type and Credit Bureau Account Type fields determine how the portfolio is reported back to the credit bureaus.
Billing Cycle	Select the billing cycle for the product, from the drop-down list.
Category	Select the category as Standard for the conventional product and Islamic for the Islamic product, from the drop-down list. This serves to group products for reporting purposes.

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

#### 4.5.1 Product Itemizations

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Products** → **Lease** → **Product Itemizations**.
2. In the Product Itemization sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	Select the itemization type for the product selected in product definition section, from the drop-down list.
Discount Rate	Specify the discount rate.
Sort	Specify the sort order.
Sign	Select +ve for a positive number and -ve for a negative number. <b>Note:</b> The +ve and -ve buttons determine whether the values will increase or decrease the itemization total for the product based on the selected product. Together the contents of the Product Itemization sub screen, positive and negative, add up to the amount.
Enabled	Check this box to indicate that this product itemization is currently available.

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

#### 4.6 Pricing

The Pricing screen records pricing information related to your products. the system uses the information in the Pricing Definition section to identify the correct pricing for an application,

depending upon the product and the specific application parameters. the system will always search for a unique match.

When you choose the **Select Pricing** while making a decision on the **Underwriting** window, the system displays the best match and completes the Pricing and Approved sections under Summary subtab. The information in the Approved section cite the minimum amounts for the loan, though the user can edit these figures.

The system determines the best match by looking at all enabled pricing strings on the Pricing screen that meet the following criteria:

- Exactly match the application values for the Promotion and Billing Cycle fields.
- Are less than or equal to the application values for the Term, Amount, Age, and Start Date fields.
- Match either the application value or ALL for all other criteria.

Exact matches for each field are given a higher weight than matches of ALL. The returned rows are then ranked based on the weighted values and the hierarchical position of the field (see above). They are then ranked by start date. The system recognizes the first row returned as the best match.

---

#### Note

You should set up a default pricing for each billing cycle and pricing that the system can select to ensure error-free performance. Oracle Financial Services Software recommends creating a single version of each edit type, where ALL is the value in the selection criteria fields listed above. If the system cannot find a pricing match, it will display an error message.

The system supports the bulk uploading of product pricing setup data. This allows you to upload multiple setup data, avoid re-entering setup data, and more importantly, reduce data entry mistakes. The system currently supports uploading using a fixed-length format only, where each data is at a pre-fixed position. You can run batch jobs with the Set Code SET-BLK to upload pricing and GL data.

---

#### To set up the Pricing

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Pricings** → **Lease**.

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

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with categories like Dashboard, Origination, Servicing, Collections, WFP, Tools, and Setup. Under Setup, there are sub-categories for Administration, Products, and WFP. The main window is titled 'Lease Pricing Definition' and shows a table with one row: 'CN\_LS\_CE\_01' with a description of 'DEFAULT PRICING-LE' and a start date of '08/26/1992'. Below the table is a detailed configuration form with sections for 'Pricing', 'Result', and 'Selection Criteria'. The 'Pricing' section includes fields for 'Pricing', 'Description', 'Start Dt', 'End Dt', and 'Enabled'. The 'Result' section includes fields for 'Residual % From', 'Residual % To', 'Rate From', 'Rate To', 'Buy Rate', 'Rent Factor From', 'Rent Factor To', and 'Buy Rent Factor'. The 'Selection Criteria' section contains numerous dropdowns and checkboxes for filtering assets based on various criteria like Company, Branch, Product, Billing Cycle, and more.

A brief description of the fields is given below:

Field:	Do this:
Pricing*	Specify the code for the pricing.
Description*	Specify the description for the pricing.
* Together these two fields define the name of the pricing.	
Start Dt	Specify the start date for this pricing. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for this pricing. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the pricing.
<b>Result section</b>	
Residual % From	Specify the minimum residual percentage valid with this pricing.
Residual % To	Specify the maximum residual percentage applicable with this pricing.
Rate From	Specify the minimum applicable rate.
Rate To	Specify the maximum applicable rate.
Buy Rate	Specify the buying rate.
Rent Factor From	Specify the minimum money factor valid with this pricing.

Field:	Do this:
Rent Factor To	Specify the maximum money factor valid with this pricing.
Buy Rent Factor	Specify the ratio of buy rent factor.
Maximum Capital Cost	Specify the maximum capital cost valid for this pricing.
Maximum Term	Specify the maximum term financed for this pricing.
<b>Selection Criteria</b>	
Company	Select the portfolio company for this pricing, from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch for this pricing. This may be ALL or a specific branch. (This must be ALL if in the Company field you selected ALL), from the drop-down list.
Billing Cycle	Select the billing cycle for this pricing, from the drop-down list.
Product	Select the product for this pricing, from the drop-down list. This may be ALL or a specific product. The available values come from a validated field based on the selected billing cycle and the product setup.
State	Select the state for this pricing, from the drop-down list. This may be ALL or a specific state.
Pro Group	Select the producer group for this pricing, from the drop-down list. This may be ALL or a specific producer group.
Pro Type	Select the producer type for this pricing, , from the drop-down list. This may be ALL or a specific producer type.
Producer Region	Select the region of the producer.
Producer Territory	Select the territory of the producer.
Producer	Select the producer from the drop-down list. This may be ALL or a specific producer. The available values come from a validated field based on the product group and product type.
Grade	Select the credit grade for this pricing, from the drop-down list. This may be ALL or a specific grade.
Capital Cost	Specify the minimum capital cost which is valid for this pricing.
Lease Term	Specify the minimum lease term for which this pricing is valid.
Asset Class	Select the asset class from the drop-down list. This may be ALL or a specific asset class. The available values come from a validated field based on the collateral type. You may create additional user-defined lookup codes for these lookup types as needed.
Asset Type	Select the asset type from the drop-down list. This may be ALL or a specific asset type. The available values come from a validated field based your assets setup.

Field:	Do this:
SubType	Select the asset sub type from the drop-down list. This may be ALL or a specific asset sub type. The available values come from a validated field based your assets setup, and is linked to the selected asset type.
Asset Make	Select the asset make from the drop-down list. The available values come from a validated field based your assets setup and is restricted based on the selected Asset Type and Asset Sub Type. For example, If ALL was selected for either Asset Type or Asset Sub Type, then ALL will be the only available selection for the asset make.
Asset Model	Select the asset model from the drop-down list. The available values come from a validated field based your assets setup, and is restricted based on the selected Asset Type and Asset Sub Type. If ALL was selected for either Asset Type or Asset Sub Type, then ALL will be the only available selection for the asset model.
Age	Specify the asset age (the minimum age for the selected pricing). <b>Note:</b> If your entry in this field is based on the number of years of age of the asset and not the actual year of make, you must update this entry annually to ensure that the proper pricing is available.
Trade-In	Specify if there is a trade in of an asset by selecting Yes/No.
Mileage	If there is a Trade-In of an existing asset, then specify its mileage in km.
Currency	Select the currency for this pricing, from the drop-down list.
Subvention	Select the subvention plan from the drop-down list, if pricing is specific for any subvention plan.
Down Pmt	Specify the down payment for the pricing.
Asset Value	Specify the asset value.
LTV	Specify the loan to value ratio.
<b>Selection Criteria : Business</b> - allows you to indicate the age of business by evaluating the total number of years elapsed.	
Years In Business	Specify the total number of years in business.

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

## 4.7 Contract

The Contract screen allows you to define the instruments used within your system. A instrument is a contract used by a financial organization with specific rules tied to it. When processing an application, an instrument associated with the application informs the system of the type of contract being used for the approved loan. This ensures that all parameters tied to the instrument are setup for the account as it is booked - without requiring you to do it.

Instruments can be setup at different levels:

- Company
- Branch
- Product
- Application state
- Currency

The following groups of parameters are setup at the instrument level (Each has its own section on the Contract screen):

- Accrual
- Rebate
- Scheduled dues
- Billing
- Delinquency
- Extension
- Advance details
- Rate cap and adjustments
- Payment caps
- Other

Items defined in the contract are “locked in” when you choose Select Instrument on the Funding form’s Contract link.

The Contract screen’s Instrument and Description fields allow you to enter the financial instrument’s name and description, for example; INS-LOAN: VEHICLE.

### To set up the Contract

You can either define new Contract Definition details or specify a new name in the **New Instrument** field and click **Create Copy** to create a copy of selected contract with details.

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **Products** → **Contract** → **Lease**

2. On the Contract Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Contract Definition section</b>	
Instrument	Specify the code identifying the instrument.
Description	Specify the description of the instrument being defined.
Start Dt	Specify the start date for the instrument. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for the instrument. You can even select the date from the adjoining Calendar icon
Enabled	If you check this box, the system will consider this contract definition when selecting a instrument for an application.  <b>Note:</b> Once the field is enabled load balances button in balances sub tab will be disabled
<b>Selection Criteria section</b>	
Company	Select the company for the instrument from the drop-down list. This may be ALL or a specific company.
Branch	Select the branch within the company for the instrument from the drop-down list. This may be ALL or a specific branch. This must be ALL, if you have selected 'ALL' in the Company field.
Billing Cycle	Select the billing cycle selected from the drop-down list.

Field:	Do this:
Product	Select the product for the instrument from the drop-down list. This may be ALL or a specific product.
State	Select the state in which the instrument is used from the drop-down list. This may be ALL or a specific state.
Currency	Select the currency for the instrument from the drop-down list. <b>IMPORTANT:</b> By selecting which type to use, the system searches for a best match using the following attributes: 1. Billing Cycle 2. Start Date 3. Company 4. Branch 5. Product 6. State Hence, Oracle Financial Services Software recommends creating one version of each type, where ALL is the value in these fields.
Pricing	Select the pricing in which the instrument is used from the drop-down list. This may be ALL or a specific pricing.
<b>Lease Contract section</b>	
Lease Type	Select the lease type from the drop-down list.
Rent Accrual Method	Select the accrual calculation method for rent from the drop-down list.
<b>Scheduled Dues section</b>	
Max Due Day Change Days	Specify the maximum number of days a due date can be moved.
Due Day Min	Specify the minimum value allowed for the due day for this instrument.
Due Day Max	Specify the maximum value allowed for the due day for this instrument. <b>Note:</b> If billing cycle is selected as weekly, then Due Day Max field value cannot be greater than 7.
Max Due Day Change / Year	Specify the maximum number of due day changes allowed within a given year for this instrument.
Max Due Day Change / Life	Specify the maximum number of due day changes allowed over the life of a product funded with this instrument.
<b>Billing section</b>	
Billing Type	Select the billing type for accounts funded using this instrument from the drop-down list.

Field:	Do this:
Billing Method	Select the billing method for accounts funded using this instrument from the drop-down list.
Prebill Days	Specify the prebill days. This is the number of days, before the first payment due, that accounts funded with this 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 the account will bill on 10/04/2003, and then bill on the 4th of every month.
Default Pmt Spread	Select the default payment spread from the drop-down list.
<b>Delinquency section</b>	
Late Charge Grace Days	Specify the number of grace days allowed for the payment of a due date before a late charge is assessed on the account.
Stop Accrual Days	Specify the number of days a contract can be in delinquent state, after which the interest accrual must stop for an account.  A Batch Job is run daily to select accounts in delinquent status for a pre-defined number of days and post 'No Accrual transaction' for such accounts on current date. When the account recovers from Delinquency, the system will then post a 'Start Accrual Transaction' on the date the account is recovered from delinquency.
Delq Grace Days	Specify the number of grace days allowed for the payment of a due date before an account is considered delinquent. This affects DELQ Queues, the system reporting, and the generation of collection letters.
Delq Category Method	Select the delinquency category method to determine how the system populates delinquency counters on the Customer Service form.  <b>Note:</b> This value does not affect credit bureau reporting.
<b>Tax section</b>	
<b>Sales Tax Mode</b>	Select the sales tax mode from the drop-down list.
<b>Sales Tax Method</b>	Select the sales tax method from the drop-down list.
<b>Other section</b>	
Lease Type	Select lease type from the drop-down list.
Refund Allowed	Check this box to indicate that refunding of customer over payments are allowed.
Refund Tolerance Amt	Specify the refund tolerance amount. If the amount owed to the customer is greater than the refund tolerance, the over payment amount will be refunded if Refund Allowed box is selected.

Field:	Do this:
Pmt Tolerance Amt	Specify the payment tolerance amount.
Pmt Tolerance %	Specify the payment tolerance percentage.
WriteOff Tolerance Amt	Specify the write off tolerance amount. If the remaining outstanding receivables for accounts funded using this instrument is less or equal to the write off tolerance amount, the remaining balance on the account will be waived.
Int Amortization Freq	Select interest amortization frequency from the drop-down list.
Repmt Currency	Select the designated repayment currency for this contract from the drop-down list.
PDC Security Check	Check this box to indicate that post dated checks are the method of repayment for this contract.
ACH Fee	Check this box to indicate that direct debit fee is included. <b>Note:</b> The ACH Fee/Direct Debit Fee balance will be displayed in <b>Balances</b> sub tab only when this checkbox is selected.

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

### **Extension of Terms**

The system facilitates extension of terms, provided the following conditions are satisfied:

- Specified number or more payments made in the account
- Gap between the previous and current extension provided in the account must be a specific number of months that could be specified

If the above conditions are not satisfied, then the system displays an appropriate error message.

A new transaction Force Extension will be available. This transaction will be posted when you want the system to bypass the extension validations defined at the contract level.

When a backdated transaction with TXN Date exists before the transaction date of extension, all the transactions are reversed and posted again. If extension transaction is posted again, then the validation rules are not validated again.

### **Staged Funding**

Staged funding for closed-end loans allows you to disburse funds to customers through multiple advances or draws up to the approved amount within a specified “draw period.”

#### **To create a multiple disbursement contract for a transaction**

1. In the Contract Definition section, click **Add** and complete the fields following the instructions above, making sure to complete the following steps:
  - In the Advance Details section, select the Multiple Disbursement Permitted check box. When you select a contract instrument that permits staged funding (multiple disbursements) on the Funding screen, the system copies the information for that instrument from the Setup Module screen's Contract screen to the Funding screen's Contract screen.

---

**Note**

You cannot clear the Multi Disbursement Allowed box in the Advance section on the Contract screen.

---

- Complete the fields in the Advance Details section to define the limits for initial and subsequent advances for staged funding.

---

**Note**

This information appears in the Advance section of the Funding screen's Contract link.

---

2. If you choose, set the following APPLICATION CONTRACT EDITS as an ERROR or WARNING on the Setup Module screen's Edits screen.

---

**Note**

For more information, see the Edits link (Edits screen) section in this chapter.

---

1. REQUIRED: ADV DRAW END DATE
2. XVL: ADV DRAW END DT MUST BE AFTER CONTRACT DT
3. XVL: ADV DRAW END DT MUST BE LESS THAN FIRST PMT DT - PREBILL DAYS

These edits appear on the Funding screen's Verification screen.

### **Repayment scheduling for staged funding**

When funding a loan, the system computes repayment schedules from the contract date, irrespective of whether funds have been disbursed or not. The system uses the approved amount (amount financed) for computing repayment schedules on the contract date.

As the might have been disbursed through multiple draws, or the draws have been less than the approved amount, or the amount may have been repaid in some amount before the draw end date, you may need to change the payment amount. In such cases, you can manually change the payment in the system by posting the monetary transaction CHANGE PAYMENT AMOUNT on the Customer Service screen's Maintenance link.

### **Disbursements for staged funding**

The approved amount for staged funding can be disbursed with the Funding screen or at a later time using the Advances screen. If the first disbursement is requested during funding, you may enter it on the Itemization sub screen of the Funding screen's Contract screen.

If the entire approved amount is not disbursed during initial funding, it can be disbursed using the Advances screen's Advance Entry screen.

If the initial amount on the Advance Entry screen is not within the minimum or maximum limits (as entered in the Advance Details section on the Setup Module screen's Contract screen), the system displays any of the following error or warning messages in the Advances section's Error Reason field:

- ADVANCE AMOUNT IS LESS THAN THE INITIAL ADVANCE AMOUNT MINIMUM  
-or-
- ADVANCE AMOUNT IS MORE THAN THE INITIAL ADVANCE AMOUNT MAXIMUM

The Advance Entry screen also allows you to enter subsequent funding / disbursements. If subsequent advances are not within the predetermined minimum or maximum amounts, the system displays any of the following warning or error messages in the Advances section's Error Reason field:

- ADVANCE AMOUNT IS LESS THAN THE ALLOWED SUBSEQUENT ADVANCE AMOUNT
  - or-
- ADVANCE AMOUNT IS MORE THAN THE ALLOWED SUBSEQUENT ADVANCE AMOUNT

### **Additional messages in the Error Field regarding Staged Funding**

If you attempt to post an advance after the draw end date, then the system displays the message in the Advances section's Error Reason field as, "ADVANCE DT IS AFTER DRAW PERIOD END DATE".

If you attempt to post an advance above the approved amounts, including tolerance, the system displays the message in the Advances section's Error Reason field as "ADVANCE AMOUNT IS MORE THAN THE TOTAL APPROVED AMOUNT INCLUDING TOLERANCE".

Since this is not a revolving loan, if any repayment is made against the approved amount principal balance, the system will not adjust the disbursed amount allowing for subsequent additional staged funding or advances.

---

#### **Note**

There is no change to the payoff quote functionality in the system. The system uses the actual amount of the advance(s) and any interest accrued since the date of the last payment or credit in the PAYOFF QUOTE VALID UPTO DATE value when the payoff quote is requested before the draw end date.

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## **4.7.1 Balances**

The Balances sub screen lists the balances that will be established when an account is booked and funded.

**CAUTION:** Please contact your Implementation Manager for changes to this section.

#### **To set up the Balances**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Contract** → **Lease** → **Balances**.
2. On the Balances sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

<b>Field:</b>	<b>Do this:</b>
Balance Type	Displays the balance type.
Chargeoff Method	Select the charge off method to determine how the outstanding amount of this balance type will be handled from the drop-down list, if the account becomes uncollectable and the product is charged off.

Field:	Do this:
Writeoff Method	Select the write off method to determine how the outstanding amount of this balance type will be handled from the drop-down list, if the account is within the write off tolerance of being PAID.
Reschedule Method	Select the reschedule method to determine how the outstanding amount of this balance type will be handled from the drop-down list, if the account is rescheduled.
Sort	Specify the sort order of how account balances will appear on the Customer Service form's Balance screen.
Billed	Check this box to indicate that outstanding amounts for this balance type are considered a part of the billed amount. This also determines whether payments applied to this balance type are considered when satisfying outstanding amounts due.
Accrued	Check this box to indicate that outstanding amounts for this balance type will be included when interest is accrued against the account.
Non Performing Rollover	Check this box to indicate that "non-performing" is used as an intermediary status on your general ledger prior to charge off and want to create balances for non-performing accounts for this balance type.  <b>Note:</b> (The Non-Performing Rollover box applies only to Balance Types of ADVANCE/PRINCIPAL and INTEREST. For all other Balance Types, this box would be cleared).
Non Performing Balance Type	Select the balance type you want to rollover from drop-down list, if you select the Non-Performing Rollover box (Advance/Principal).
Enabled	Check this box to indicate that this balance type will be created when the account is booked and funded

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

The system loads the currently defined balances for accounts.

If your organization maintains additional balances, contact your Implementation Manager for information regarding those balances.

#### 4.7.2 Amortized Balances

With the Amortize Balances sub screen, you can select one or more balances to be amortized over the life of the loan. You can also define the amortization method.

##### To set up the Amortization Balances

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Contract** → **Lease** → **Amortized Balances**.
2. In the Amortization Balances section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Amortize Balance Type	Select the amortize transaction type from the drop-down list.
Amortization Method	Select the amortization method used to calculate the net amortization amount from the drop-down list.
Cost/Fee method	Select the amortization cost/fee method.
Sort	Specify the sort sequence to define the order of the amortize balances.
Enabled	Check this box to enable the amortize balance to be created when the account is booked and funded.

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

#### 4.7.3 Itemizations

On the Itemizations sub screen, you can define the itemized components for each type of contract, indicate if it is required, and determine whether it has a positive or negative bearing on the contract itemization math. You can establish the following groups of itemization transactions:

Advance	Total amount of the product that is not a part of financed fees; in other words, the total amount the customer requested to be advanced.
Financed Fees	Fees rolled into the principal balance of the product. Financed fees are also considered to be a part of the finance charge.
Pre-Paid Fees	Fees that are paid by the consumer prior to the funding of the loan. These fees are not rolled into the balance of the product but are considered as part of the finance charge and are included in the calculation of the APR.
Producer	Fees that are paid to or by the producer of the loan; for example, a fee that is being charged to the producer. These transactions will affect proceeds.
Escrow	Allows you to connect the actual escrow itemization with the escrow type and the funding transaction.

#### To set up the Itemizations

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Contract** → **Lease** → **Itemizations**.
2. On the Itemization sub screen select the option button to indicate the type of itemization you are working with: Advance, Financed Fees, Pre-Paid Fees, Producer, or Escrow.
3. On the Itemization sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	Select the itemization from the drop-down list.
Disbursement Type	Select the disbursement type from the drop-down list.
Transaction	Select the funding transaction type from the drop-down list.
Itemization Type	Select the itemization type from the drop-down list.  Notes: 1. On selecting the "Prefunding Txns" as itemization type, it indicates that this particular itemization expects a payment from the customer prior to funding. 2. The itemization type "Prefunding Txns" is available only for loans.
Sort	Specify the sort order to define the order of the itemization transactions.
Sign	If the itemized transaction increases the group balance, click +ve. -or- If the itemized transaction decreases the group balance, click -ve.
Enabled	Check this box to enable the itemization and indicate that this itemization transaction will be created when the account is booked and funded.
Amortize Balance	Select the amortize balance affected by this itemization transaction from the drop-down list. <b>Note:</b> Advance itemizations do not affect amortize balances.
Refund Calculation Method	Select the refund calculation method from the drop-down list
Taxable	Check this box, if the itemization type is taxable.
Seller Pmt	Check this box to enable seller payment
Escrow	Select the escrow from the drop-down list.
Itemization Formula	Select the itemization formula description from the drop-down list.
Refund Calculation Method	Check this box to enable Refund calculation Method.
Escrow Required	If this is an escrow account, check this box to indicate that an escrow is required during the application process (though at that time the user can choose Opt Out to decline.)
Discount. Rate	Specify the discount rate for the itemization.

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

#### 4.7.4 Fees

Any fees that are defined in the contract are set up on the Fees sub screen. The system currently supports the following contract fees:

- Late charges
- Non sufficient funds
- Extensions
- Prepayment penalties
- Delay Fee
- ACH Fee

The Fees sub screen allows you to define those fees whose value and method of calculation are set at the time of the loan. As these amounts cannot be changed after the product is booked and funded, you should only set up fees here that will not change over the life of the loan. Individual contract fee types may be defined multiple times in order to create graduated fees.

---

##### **Note**

Certain fees, like late fees, can be set up at contract, as well as state level. In such cases, the contract fee, if present, is used first.

---

##### **To set up the Fees**

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Contract** → **Lease** → **Fees**.
2. In the Fees section, 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 fee type from the drop-down list.
Txn Amt From	Specify the lowest transaction amount or balance amount against which this contract fee definition may be applied.
Method	Select the method of calculating the fee to be assessed from the drop-down list.
Frequency	Select the frequency of calculating the fee to be assessed from the drop-down list.
Min Amt	Specify the minimum fee amount to be assessed.
Max Amt	Specify the maximum fee amount to be assessed. If you selected FLAT in the Method field, then this field is not used and is normally populated as \$0.00.
Percent	Specify the fee percentage of the outstanding transaction amount to be assessed as a fee. This amount will be adjusted to fall within the Min Amount and the Max Amount.
Enabled	Check this box to create the selected contract fee when the account is booked and funded.

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

## 4.8 Edits

Edits ensure your organization's guidelines are properly followed and that all exceptions are sent to the appropriate personnel to review.

You can configure your system so that during the origination process, at each change to an application's status, the system will perform a set of edits on the Verification link's Edits screen (found on the Application Entry, Underwriting, and Funding windows).

Edits ensure your organization's guidelines are properly followed and that all exceptions are sent to the appropriate personnel to review. If the edits check fails, then the system will not allow the change of status, and the application will remain in its current status. This screen allows you to define the validations the system must perform on the Verification master tab, as the status of application changes.

Origination edits are used to validate applications entered through the standard Application Entry and Applications windows. The Edits screen contains two sections, the Edit Type Definition section and the Edit Sub Type Definition section.

### To set up the Edits

You can either define new Edit Type Definition details or specify a new name in the **New Edit Type** field and click **Create Copy** to create a copy of selected edit type definition with details.

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Edits** → **Lease**.
2. On the Edits screen, choose Origination or Open Interface.
3. In the Edit Type Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Edit	Description	Edit Type	System Defined	Enabled	Company	Branch	Channel	Product	State
CNLSE_APP_EDIT_C_APPLICATION APPROVAL EDITS	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_APP_EDIT_C_APPLICATION DECLINE EDITS	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_APP_EDIT_C_APPLICATION AUTO_APP AUTOMATIC APP	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_APP_EDIT_C_APPLICATION ENTRY APP ENTRY EDITS	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_APP_EDIT_C_APPLICATION PRESCREENING	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_APP_EDIT_C_APPLICATION PREQ_APP PREQUALIFICAT	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL
CNLSE_CON_EDIT_C_APPLICATION CONTE_APP CONTRACT EDIT	Y	Y	Y	Y	ALL	ALL	ALL	ALL	ALL

A brief description of the fields is given below:

Field:	Do this:
Edit	Specify the edit name.
Description	Specify the description for the edit.
Edit Type	Select the edit type code from the drop-down list.
System Defined	Select 'Yes', if the entry is system defined. System defined entries cannot be modified. Select 'No', if the entry is not system defined and it can be modified.
Enabled	Check this box to enable the edit.
Company	Select the portfolio company associated with this edit, from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch within the company associated with this edit, from the drop-down list. This may be ALL or a specific branch. This must be ALL if you selected ALL in the <b>Company</b> field.
Channel	Select the channel from the drop-down list. This can be ALL or a specific channel.
Product	Select the product associated with this edit, from the drop-down list. This may be ALL or a specific product.
State	Select the state with this edit from the drop-down list. This may be ALL or a specific product.
Currency	Select the currency associated with this edit, from the drop-down list. This may be ALL or a specific branch.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. In the Edit Sub Type Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Edit Sub Type	Select the edit sub type for the edit, from the drop-down list.
Edit	Select the description for the edit, from the drop-down list.
Result	Select the result type for the edit, from the drop-down list.
Enabled	Check this box to enable the edit.
Value	Specify the expected value for the first edit. The Value field records the threshold value for the edit. The actual function of the entered value is dependent on the edit category.

Field:	Do this:
Override Responsibility	Select the responsibility that can override the edit, from the drop-down list, if the edit result is an override. Designates the user responsibility level required to continue processing applications that fail the edit based on the Value field. You may define the same edit multiple times with a Result = OVERRIDE and different Value and Override Responsibility combinations to encompass various results.
System Defined	Select 'Yes', if the entry is system defined. System defined entries cannot be modified. Select 'No', if the entry is not system defined and it can be modified.

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

Using the **Edit Type** field of the **Edit Type Definition** section, you can define when you want the edits check to occur by selecting from the following list of edit types:

Edit type:	Description:
APP ENTRY EDITS	Edits that normally run on Application Entry form.
APP PRESCREENING EDITS	Edits that run between application entry and the pulling of a credit bureau. These edits determine whether the application should be reviewed further, and whether a credit bureau should be pulled.
PRE Qualify Edits	Edits that run to check whether the minimum details which are required to prequalify the application are satisfied or not.
APP AUTOMATIC APPROVAL EDITS	Edits that run after a credit bureau has been pulled and scored. These edits determine whether an application should be automatically approved or declined.
APP APPROVAL EDITS	Edits that run whenever an application is manually changed to a status/sub status that indicates the application (in its current state) should be approved.
APP DECLINE EDITS	Edits that run whenever an application is manually changed to a status/sub status that indicates the application (in its current state) should be declined.
APP CONTRACT EDITS	Edits that run whenever an APPROVED or CONDITIONED-APPROVED application is about to be funded. These edits ensure the validity of the contract data.

Each entry in the Edit Sub Type field is grouped into the following categories:

Origination edit sub types:	Description
ORIGINATION APPLICANT EDITS	Edits that pertain to data entered for an applicant on an application.

<b>Origination edit sub types:</b>	<b>Description</b>
ORIGINATION APPLICATION EDITS	Edits that pertain to data entered for the requested loan.
ORIGINATION ASSET EDITS	Edits that pertain to data entered for asset entered on the application.
ORIGINATION CONTRACT EDITS	Edits that pertain to data entered for the contract on the application.
ORIGINATION CREDIT BUREAU EDITS	Edits that pertain to data gathered from the credit bureau reports for the applicants on the application.
ORIGINATION DECISION EDITS	Edits that pertain to data required to make a decision on the application.

Each entry in the Edit Sub Type field can be set up with more than one entry in the Description field. The purpose of specific edits fall into the following types:

Description starts with:	(Edit Category) Description of Edit Category:
CHD:	(RECORD POPULATION EDITS) Check for the existence of an entire data record.
DUPLICATE:	(DUPLICATION EDITS) Check for duplication of existing data.
RANGE:	(VALUE RANGE/TOLERANCE EDITS) Check to determine whether data entered for a specific data field is within the specific tolerance.
REQUIRED:	(REQUIRED FIELD EDITS) Check to determine whether a specific data field has been populated within a data record.
FLK:	(LOOKUP VALUE EDIT) Check API entered data against the existence of that value in the related lookup types lookup codes.
XVL:	(CROSS VALIDATION EDIT) Check to determine whether specific field, or set of fields, value corresponds to a value obtained by calculating them from another field or set of fields (for example, Total Payments = Terms * Standard payment amount).

An Edits check can produce one of three results: an **ERROR**, a **WARNING**, or an **OVERRIDE**.

<b>Edit type:</b>	<b>Results:</b>
ERROR	The system will prevent you from proceeding when an edits check fails. The only option is to change the source data. The application will revert to its previous status/sub status. The user will be directed to correct the specific error. Until the edits that return an <b>ERROR</b> value are addressed, the user cannot continue processing the application.
Warning	When an edits check fails in these cases, the system allows the process to continue. Warnings serve as informational messages and can be ignored. The user will be notified that an edit failed, but the failure need not stop the current processing of the application. The user can either ignore the error, or have the application revert to its previous status/sub status and address the error before processing the application further.
Override	The edit check has failed; however, the system allows users with the responsibility specified in the Override Responsibility field to continue. Multiple override levels can be setup depending upon the resulting value of the edit. If the user has override responsibility, the application will process as if the edit had not failed. If the user does not have override responsibility, the application will revert to its previous status/sub status and the sub status changes to <b>OVERRIDE REQUIRED</b> . The system will then direct the application to a user with the authority to process the application. (See the Queues chapter for more information).

---

#### **Note**

Do not set the Result field to **Override** for credit application edits.

---

#### **4.8.1 Interfacing Oracle Financial Services Lending and Leasing with Oracle Rule Author**

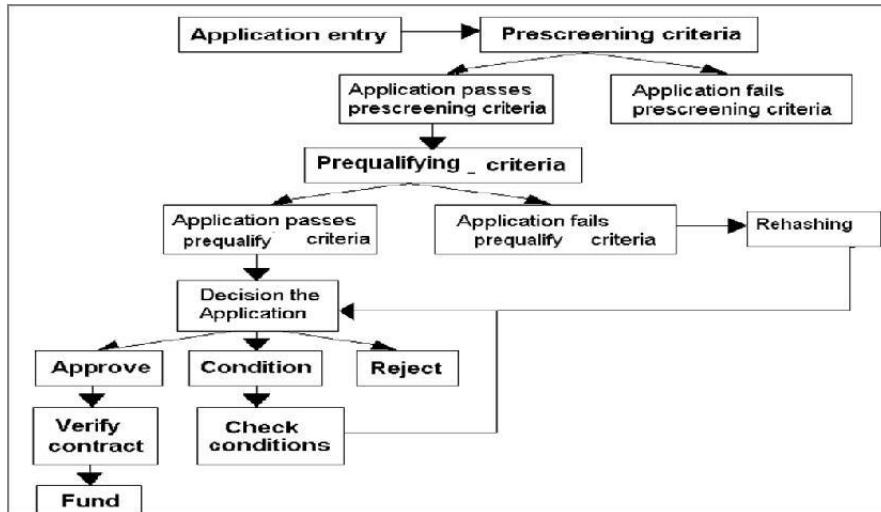
Oracle Business Rules is a component of Oracle Application Server that enables applications to rapidly adapt to regulatory and competitive pressures. This increased agility is possible due to the adoption of Oracle Rule author wherein a lending Institution can create or change a business rule without having to indulge in coding and also without stopping the business process. Also, externalizing business rules allows to manage business rules directly, without involving programmers. It provides best of breed solutions that would help in configuring the rules very quickly by a business analyst or user with some insight on the database.

### **4.9 Cycles**

The Cycles screen allows you to define the origination workflow process of your organization. As you delineate the steps in the origination process, you will also define:

- The user responsibilities that have access to perform the steps
- Any edits you want the system to perform between changes in status/sub status.

The following diagram displays the general concept of workflow:



Cycle code definitions drive the application cycle. The following pairs of status/sub status define status/sub statuses that have system defined meanings and should be included in your origination workflow, if they are not already included.

After entering the basic details of the applicant, you can check whether the application pre-qualifies or not. If the pre-qualified edits are satisfied, the status is changed to **NEW-PREQUALIFY APPROVED** and you 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**, then you can also view the rejected pre-qualification in the Underwriting window.

#### Note

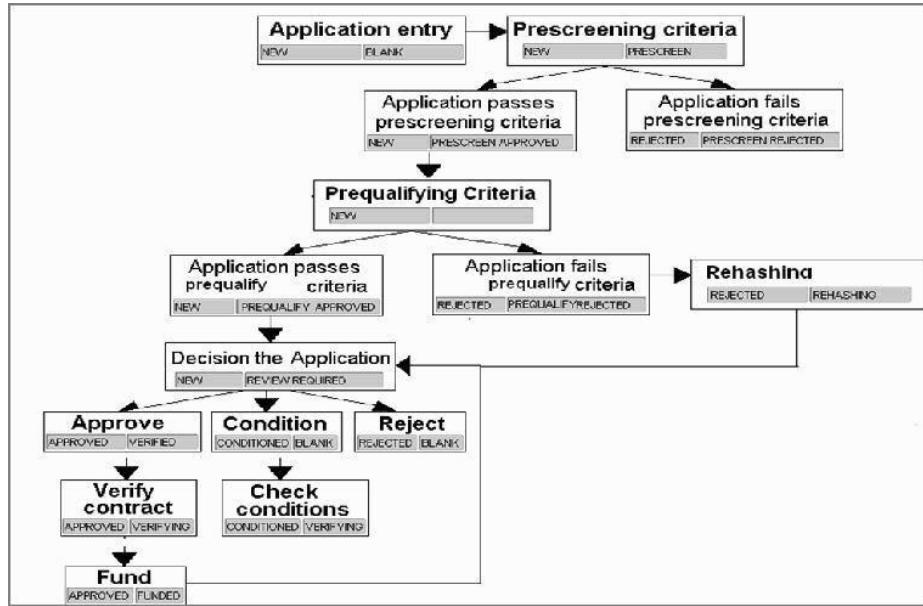
The system status and sub status lists are predefined and cannot be changed by the administrator. If you require additional sub status codes, please contact Oracle Financial Services Software to determine whether they can be added.

Status/Sub status:	Description:
NEW-BLANK	This is the status/sub status of applications during data entry. Applications remain NEW-BLANK until you choose the <b>Next Application</b> on the Application Entry form and the system successfully performs the application edits check.
NEW-PRESCREEN	The system processes the prescreen edits to determine whether a credit report should be pulled for this application or not.
NEW-PRESCREEN APPROVED	Applications in this status/sub status have passed the prescreen edits. The system will now request a credit bureau pull.
NEW-PREQUALIFICATION	The system checks the applicant details whether it is qualified or not.
NEW-PREQUALIFY APPROVED	If the pre-qualified edits are satisfied, the status is changed to <b>NEW-PREQUALIFY APPROVED</b> and you can modify or update any further details in the Application Entry screen.

<b>Status/Sub status:</b>	<b>Description:</b>
REJECTED-PREQUALFY REJECTED	If the edits are not satisfied, the application will be pushed to the REJECTED APPLICATIONS queue with a status update to REJECTED-PREQUALIFY REJECTED.
REJECTED-PRESCREEN REJECTED	Applications in this status/sub status failed the prescreen edits. These applications will receive no further processing. The producer will be sent a decision fax and the consumer will receive an adverse action letter.
NEW- REVIEW REQUIRED	Either based on the scoring of the application's credit bureau(s) pull, or the fact that a credit bureau report was not successfully obtained, the application needs to be reviewed by an underwriter.
NEW- RECOMMEND APPROVAL	Based on the scoring of the application's credit bureau(s) pull, the application should be reviewed by an underwriter. However, based on the current setup, the system recommends approving this application.
NEW- RECOMMEND REJECTION	Based on the scoring of the application's credit bureau(s) pull, the application should be reviewed by an underwriter. However, based on the current setup, the system recommends rejecting this application.
APPROVED-AUTO APPROVED	Based on the scoring of the application's credit bureau(s) pull, the system automatically approves the application. The producer will be sent a decision fax, and the application will be passed to funding.
REJECTED-AUTO REJECTED	Based on the scoring of the application's credit bureau(s) pull, the system automatically rejects the application. The producer will be sent a decision fax and the consumer will receive an adverse action letter.
APPROVED-BLANK	Application has been manually approved. Normally this occurs when an application is in the NEW- RECOMMEND APPROVAL, NEW- RECOMMEND APPROVAL status/sub status, or less often in the NEW- RECOMMEND REJECTION status/sub status. Any cycle code definition with next values of APPROVED-BLANK should have a lookup value of APP APPROVAL EDITS to ensure that all of the required data has been gathered in making the decision to approve the application (unless the application is currently in a status/sub status that assures the APP APPROVAL EDITS have been run).
NEW-OVERRIDE REQUIRED	A user without sufficient override authority attempted to approve an application, which, based on setup, required a higher over-ride authority to approve.
APPROVED-VERIFYING	Contract has been received from the producer.

<b>Status/Sub status:</b>	<b>Description:</b>
APPROVED-FINAL DOCUMENT CHECK	The contract has been reviewed and the data is correct. Normally this occurs when an application is in APPROVED-FINAL DOCUMENT CHECK OR CONDITIONED-FINAL DOCUMENT CHECK status/sub status. Any cycle code definition with next values of APPROVED-FINAL DOCUMENT CHECK or CONDITIONED-FINAL DOCUMENT CHECK should have a value of APP CONTRACT EDITS to ensure that all of the required data has been gathered in making the decision to approve the application, unless the application is currently in a status/sub status that assures the APP CONTRACT EDITS have run.
APPROVED-VERIFIED	The application has been processed and is awaiting funding.
APPROVED-FUNDED	The application has been funded, and a check requisition has been created. If Customer Service form is being used, then an account is also created at this time.
REJECTED-BLANK	The application for whatever reason is being manually rejected regardless of its current status/sub status. Any cycle code definition with Next values of REJECTED-BLANK should have a lookup value of APP DECLINE EDITS to ensure that all of the required data has been gathered in making the decision to approve the application (unless the application is currently in a status/sub status that assures the APP DECLINE EDITS have run).
WITHDRAWN-BLANK	The applicants have indicated that they are no longer pursuing this loan.
CONDITIONED-<ANY>	These status/sub status pairs are analogous to the corresponding APPROVED-<ANY> pair and indicate that the application has had additional conditions placed on its approval.
<ANY>-<ANY OVERRIDE>	Requires OVERRIDE approval. The meaning of the sub status is analogous to the corresponding OVERRIDE sub status, and may require that specific EDITS run before proceeding.
<ANY>-AGED APPLICATION	These applications have been decisioned but no contract has been received after a period of time determined by setup. If not acted on, these applications will become VOID.
<ANY>-AGED CONTRACT	Contracts have been received after a period of time determined by setup. If not acted on these applications will become VOID.
<ANY>-VOID	Indicate application previously had a sub status of AGED CONTRACT or AGED APPLICATION. These applications have not been completed and were made VOID after another period of time had passed.

Using these status and sub status, let us re-examine the early workflow diagram in this section.



#### Note

It is extremely important that the APP CONTRACT EDITS run prior to an application being funded. All cycle code definitions should be reviewed to ensure that there are no paths through the origination cycle that bypass this EDIT type.

#### To set up the Cycles

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Cycles** → **Lease**

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

A brief description of the fields is given below:

Field:	Do this:
Cycle	Specify the cycle code.
Type	Displays the cycle type.
Product	Select the product from the drop-down list.

3. In the **Cycle Code Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Current Code	Select the current code to transition FROM, from the drop-down list.
Current Sub Code	Select the current sub code to transition FROM, from the drop-down list.
Next Code	Select the current code to transition TO from the drop-down list.
Next Sub Code	Select the next sub code to transition TO, from the drop-down list.
Origination Stage Code	Select the origination stage code of the application from the adjoining drop-down list.
Edit Type	Select the edit type to associate to the cycles, from the drop-down list.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. In the **Cycle Code Responsibility Definition** section, you can define the responsibilities that are authorized to change the code. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Responsibility	Select the responsibility that will be capable of executing this transition, from the drop-down list.
Allowed	Select 'Yes' to allow change to the status responsibility and 'No' to disallow.

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

## 4.10 Scoring Models

The Scoring screen allows you to setup individual and multiple scoring models. You can define different scoring models by company, branch, currency and product. Scoring models are used to automate the decisioning process during underwriting and grade applications.

When you complete the Application Entry process, the system determines which scoring model to use by finding a best match. The system searches the Company, Branch, Currency and Product fields of all enabled scoring models that contain either the exact value on the application or ALL. (Exact matches for each field are given a higher weight than matches to ALL.) The system then ranks the returned matches in descending order, based on the weighted values and the hierarchical position of the field and then by Start Date. The system recognizes the first row returned as the best match. This scoring model information is then used to determine the next status and sub status of the application.

If you use a standard bureau score as a scoring model, you can set up the system to use the adverse action reasons provided by the standard bureau score on the Stipulations sub screen.

### To set up the Scoring

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Scoring Models** → **Lease**. You can set the following categories of scoring models:
  - Credit Score Models
  - Behavioural Score Models

### 4.10.1 Credit Score Models

You can either define new Credit Score Model or specify a new name in the **New Credit Model** field and click **Create Copy** to create a copy of selected score model with details.

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Scoring Models** → **Lease** → **Credit Score Models**.

- In the Score Models section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

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**Scoring Models**

Loan Line Lease

Credit Score Models Behavioral Score Models

**Score Models**

Add Edit View Audit

New Credit Model Create Copy

Model	Description	Start Dt	End Dt	Enabled	Max Score	Company	Branch	Product	Currency	Auto Decision	Bureau Score Reasons
LEASE	LEASE SCORING MODEL (FICO SC 08/26/1992	10/01/2014	12/31/4000	N	0	ALL	ALL	ALL	ALL	N	N
					1000	ALL	ALL	ALL	ALL	Y	Y

**Score Models**

Save and Add Save and Stay Save and Return Return

\* Model  \* Description  \* Start Dt  10/01/2014 \* End Dt  12/31/4000 \* Enabled

\* Max  0 \* Selection Criteria  \* Company  ALL \* Branch  ALL \* Product  ALL

\* Currency  ALL \* Bureau Score Reasons  \* Auto Decision

**Parameters**

View Format Freeze Detach Wrap

Parameter  Max Value  Adverse Action Reason  Weighted Value

No data to display.

**Range Definition**

View Format Freeze Detach Wrap

Value From  Value From  Percent / Value  Enabled

No data to display.

A brief description of the fields is given below:

Field:	Do this:
Model	Specify the code for the scoring model.
Description	Specify a description of the scoring model.
Start Dt	Specify the start date for the scoring model. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for the scoring model. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the scoring model.
<b>Results section</b>	
Max Score	Specify the maximum score allowed. (This is normally the sum of the Max Value fields within the scoring parameters.).
<b>Selection Criteria section</b>	
Company	Select the company for the scoring model, from the drop-down list. This may be ALL or a specific company.
Branch	Select branch within the company for the scoring model, from the drop-down list. (This may be ALL or a specific branch. However, if you have selected 'ALL' in Company field, then you must select 'ALL' for this field).
Product	Select the product for the scoring model, from the drop-down list. This may be ALL or a specific product.
Currency	Select the currency for the scoring model, from the drop-down list. This may be ALL or a specific currency.
Bureau Score Reasons	Check this box to use the score reasons supplied by the credit bureau. If unchecked, then automatically rejected applications scored using this scoring model display the Adverse Action Reasons from the Parameters sub screen.
Auto Decision	Check this box to assign an application, a status/sub status based on the grade associated with the score returned for this scoring model. If not selected, the system assigns applications scored using this scoring model a status/sub status of NEW-REVIEW REQUIRED.

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

### **Parameters**

The Parameters records the parameters used to determine the score calculated by the scoring model. You can define multiple parameters and adverse action reason associated with each parameter in a scoring model. Each scoring parameter can have maximum values set. The score range is based upon the information in the Range Definition section on the Parameters sub tab.

The system calculates a final score by adding the score for each parameter in the scoring model. A parameter weighted value is used to find the four adverse action reasons, if bureau reasons are not used.

---

#### Note

- A character parameter range definition should contain the exact value of the parameter.
- Each scoring parameter should have range definitions defined that encompass all of the values that might result.

---

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Scoring Models** → **Lease** → **Credit Score Models** → **Parameters**.
2. In the Parameters section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Parameter	Select the parameter from the field, from the drop-down list.
Max Value	Specify the maximum value allowed for the selected parameter.
Adverse Action Reason	Select the adverse action reason, from the drop-down list. (If, on the Scoring Models screen, the Bureau Screen check box is checked for the scoring model, you cannot update this field).
Weighted Value	Specify the adverse action weighted value. This indicates the priority of this parameter when determining which adverse action reasons to use on the application. The top ten adverse action reasons based on the weighted value of the parameter will be populated.
Enabled	Check this box to enable the parameter.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. The Range Definition section allows you to translate the calculated value for a scoring parameter into the value to be used, depending on the returned value of the parameter
5. In the Range Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Value From	Specify the lowest calculated value to apply the specific translation. The ceiling of the range definition is based on the range definition with the next highest Value From or the Max Value of the scoring parameter (whichever is less).

Field:	Do this:
Value From	<p>Select the following options to determine how values for a scoring parameters are translated:</p> <p>% Max Value – If selected, then the calculated values within the range definition receives a value based on a percentage of the Max Value of the scoring parameter.</p> <p>% Param – If selected, then the calculated values within the range definition receives a value based on a percentage of the calculated value of the scoring parameter.</p> <p>Value – If selected, then the calculated values within the range definition receives a specific value.</p>
Percent / Value	Specify the percent or value to be used in the translation of the calculated value of the scoring parameter.
Enabled	Check this box to consider this range definition while translating values for this scoring parameter.

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

## **Grades**

The Grades sub screen allows you to define how the system translates the scoring model scores into your organization's grade. The system uses these grades in the auto-decisioning process. Each grade has a specific status/sub status that informs the system what to do with the application of a particular grade as it continues through the origination cycle.

---

### **Note**

Each scoring model should have grade definitions defined that encompass all of the values that might result.

---

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Scoring Models** → **Lease** → **Credit Score Models** → **Grades**.
2. In the Grade Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Score	Specify the score the application receives.
Credit Grade	Select the grade to assign to an application, from the drop-down list.
Application Status	Select the status to assign to applications with a score starting with the value of this grade definition, from the drop-down list.

Field:	Do this:
Sub Status	<p>Select the sub status to assign to applications with a score starting with the value of this grade definition, from the drop-down list.</p> <p>Credit scoring allows you to select the following status/sub status pairs:</p> <ul style="list-style-type: none"> <li>APPROVED - AUTO APPROVED</li> <li>REJECTED - AUTO REJECTED</li> <li>NEW - REVIEW REQUIRED</li> <li>NEW - RECOMMEND APPROVAL</li> <li>NEW - RECOMMEND REJECTION.</li> </ul>
Enabled	<p>Check this box to indicate that this grade definition will be considered when grading an application using this scoring model.</p>

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

## 4.10.2 Behavioral Score Models

You can either define new Behavioral Score Model details or specify a new name in the **New Behavioral Model** field and click **Create Copy** to create a copy of selected score model with details.

1. Click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Scoring Models** → **Lease** → **Behavioral Score Models**.
2. In the Score Models section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Model	Description	Start Dt	End Dt	Enabled	Max Score	Company	Branch
LEASE_BS	LEASE SCORING MODEL (BEHAVIORAL SCORE)	08/26/1992	12/31/4000	Y	0	ALL	ALL

A brief description of the fields is given below:

Field:	Do this:
Model	Specify the code for the scoring model.
Description	Specify a description of the scoring model.
Start Dt	Specify the start date for the scoring model. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for the scoring model. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the scoring model.
<b>Result section</b>	
Max Score	Specify the maximum score allowed. (This is normally the sum of the Max Value fields within the scoring parameters.).
<b>Selection Criteria section</b>	
Company	Select the company for the scoring model, from the drop-down list. This may be ALL or a specific company.
Branch	Select branch within the company for the scoring model, from the drop-down list. (This may be ALL or a specific branch. However, if you have selected 'ALL' in Company field, then you must select 'ALL' for this field).
Product	Select the product for the scoring model, from the drop-down list. This may be ALL or a specific product.
Currency	Select the currency for the scoring model, from the drop-down list. This may be ALL or a specific currency.
Bureau Score Reasons	Check this box if bureau score reason is applicable.
Auto Decision	Check this box if auto decision is applicable.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. Click 'Create Copy' button on the Score Models screen to create copy of the selected record with details.

The Parameters section records the parameters used to determine the score calculated by the scoring model. You can define multiple parameters and adverse action reason associated with each parameter in a scoring model. Each scoring parameter can have maximum values set. The score range is based upon the information in the Range Definition section on the Parameters sub tab.

The system calculates a final score by adding the score for each parameter in the scoring model. A parameter weighted value is used to find the four adverse action reasons, if bureau reasons are not used.

---

**Note**

- A character parameter range definition should contain the exact value of the parameter.
- Each scoring parameter should have range definitions defined that encompass all of the values that might result.

---

5. In the Parameters section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Parameter	Select the parameter from the field, from the drop-down list.
Max Value	Specify the maximum value allowed for the selected parameter.
Adverse Action Reason	Select the adverse action reason.
Weighted Value	Specify the weighted value.
Enabled	Check this box to enable the parameter.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. The Range Definition section allows you to translate the calculated value for a scoring parameter into the value to be used, depending on the returned value of the parameter.
8. In the Range Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Value From	Specify the lowest calculated value to apply the specific translation. The ceiling of the range definition is based on the range definition with the next highest Value From or the Max Value of the scoring parameter (whichever is less).
Value From	Select the following options to determine how values for a scoring parameters are translated:  % Max Value – If selected, then the calculated values within the range definition receives a value based on a percentage of the Max Value of the scoring parameter.  % Param – If selected, then the calculated values within the range definition receives a value based on a percentage of the calculated value of the scoring parameter.  Value – If selected, then the calculated values within the range definition receives a specific value.
Percent / Value	Specify the percent or value to be used in the translation of the calculated value of the scoring parameter.

Field:	Do this:
Enabled	Check this box to consider this range definition while translating values for this scoring parameter.

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

## 4.11 Fees

The Fee screen allows you to define fees that may be automatically assessed by the system. The Fee Definition section records fees not defined within the Contract screen's Fees sub screen.

The following fee types are currently supported for automatic assessment:

- Late charge
- NSF
- Extension
- Advance
- Over Credit Limit
- Membership
- Prepayment penalty
- Phone Pay
- Payoff Quote
- Periodic Maintenance
- Rental Fee
- ACH Fee
- Delay Fee
- Other Fee and Tax

Fees can be calculated as either a flat amount or a percentage of payment due based on fee type.

You can specify minimums and maximums for fee amounts in the Min Amt and Max Amt fields. Different fee rules can be setup at the company/branch level.

When Fees are assessed, the system determines the best match using all enabled fee definitions that meet the following criteria:

- Exactly match the fee type being assessed.
- Have an effective date that is greater than or equal to the start date.
- Have a Txn Amt From that is greater than or equal to the outstanding amount related to the fee assessment.
- Match either the value or ALL for all other criteria (Exact matches for each field are given a higher weight than matches to ALL.)

The returned rows are then given a descending rank based on the weighted values and the hierarchical position of the following criteria:

1. Company
2. Branch
3. Product

4. Application state
5. Transaction amount
6. Start date
7. End date
8. Currency

On the ranked rows, the first row is returned as the best match.

### Note

Certain fees, like late fees, can be set up at contract, as well as state level. In such cases, the contract fee, if present, is used first. Only if the contract fee is not present in the state fee used.

### To set up the Fee

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Fees** → **Lease**.
2. In the Fee Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

Fee Rule	Fee Type	Start Dt	End Dt	Enabled	Calc Method	Min Amt	Max Amt	Percent
NSF1LS	FEE NSF	03/12/2015	31/12/4000	N	FLAT AMOUNT	0.00	0.00	0.0000 ALL
NSF	FEE OTHER.3	07/05/1993	31/12/4000	Y	FLAT AMOUNT	10.00	80.00	8.0000 ALL
		26/05/2015	31/12/4000	Y	FLAT AMOUNT	0.00	0.00	0.0000 ALL

A brief description of the fields is given below:

Field:	Do this:
Fee Rule	Specify the fee rule used to identify the particular fee definition.
Fee Type	Select the fee type from the drop-down list. The system computes these drop-down values from the TXN_TYPE_CD Lookup, with FEE as the sub type.

Field:	Do this:
Start Dt	Specify the start date. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the fee.
Calc Method	Select one of the following method of calculating the fee, from the drop-down list.  If 'Flat Amount' is selected, then minimum fee will be charged.  If 'Percentage' is selected, then the amount charged will be based on percentage defined subject to minimum and maximum amount (i.e. 'Txn Amt From').
Min Amt	Specify the minimum amount for the fee.
Max Amt	Specify the maximum amount for the fee. If you selected FLAT AMOUNT in the Calc Method field, then this field is not used and is normally populated as \$0.00.
Percent	Specify the percentage value of the outstanding transaction amount to be assessed as a fee. This amount will be adjusted to fall within the Min Amount and the Max Amount.
Company	Select the portfolio company from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch from the drop-down list. This may be ALL or a specific branch. (This must be ALL, if you have selected 'ALL' in the Company field).
Channel	Select the channel from the drop-down list. This can be ALL or a specific channel.
Product	Select the product from the drop-down list. This may be ALL or a specific product. The available values come from a validated field based on the selected Billing Cycle setup and the Product setup.
State	Select the state for this fee, from the drop-down list. This may be ALL or a specific state.
Currency	Select the currency for this fee, from the drop-down list. This may be ALL or a specific currency.

Field:	Do this:
Txn Amt From	<p>Specify the transaction or balance amount. The fee is calculated using the specifications of this record only if the transaction amount is greater than the value specified in this field (and less than this field in another record for the same fee).</p> <p><b>IMPORTANT:</b></p> <p>When you select the fee to use, the system searches for a best match using the following attributes:</p> <ul style="list-style-type: none"> <li>1 Company</li> <li>2 Branch</li> <li>3 Product</li> <li>4 State</li> <li>5 Amount (Txn Amt From)</li> <li>6 Effective/start date (Start Dt)</li> </ul> <p>Hence, Oracle Financial Services Software recommends creating a version of each fee, where ALL is the value in the these fields.</p> <p>It is also recommended that you define a default printer for an Organization, Division and Department.</p>

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

## 4.12 Origination Fees

The system supports the auto computation of origination itemized fees. System administrators can define and maintain the itemization formula on the Origination Fees screen.

An itemization formula can be set up as a computation of other itemizations (such as adding or subtracting one itemization from another) and can consist of multiple itemizations. An itemization formula will have a minimum and maximum value. You can set up a formula value range to be used as the final value.

Itemizations are linked to a product with the Products screen's Product Itemizations subtab.

One itemization can be based on one formula, while the same formula can be attached to multiple itemizations. If a formula is attached to a contract itemization and that formula requires an itemization not present in Formula Definitions screen, then the system displays an error message.

The system will search for any "circular dependency" at the time the contract is enabled. An example of a circular dependency is when Itemization1 has Formula1 attached requiring Itemization2 for computation and Itemization2 has Formula2 attached requiring Itemization1 for computation.

### To set up the Origination Fees

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Origination Fees** → **Lease**.

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

3. A brief description of the fields is given below:

Field:	Do this:
Formula	Specify the formula code to define computation.
Description	Specify the description for the formula.
Min Amt	Specify the minimum value that should be considered to compute the final value of formula.
Max Amt	Specify the maximum value that should be considered to compute the final value of formula.
Enabled	Check this box to allow the origination fees.

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

5. In the Formula Details section of **Setup** → **Setup** → **Administration** → **User** → **Products** → **Origination Fees** → **Lease** → **Detail**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	Select the itemization based on which the itemization formula will derive its computed value, from the drop-down list.
Percentage	Specify the percentage value that should be considered while computing value for itemization formula.

Field:	Do this:
Sort	Specify the sort sequence for the itemization to be considered while computing the value of the itemization formula.
Sign	Select the +ve or -ve sign that needs to be considered between two itemizations for computing the value of the itemization formula.
Enabled	Check this box to allow the itemization details to be used by the system.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. In the Range Details section of **Setup** → **Setup** → **Administration** → **User** → **Products** → **Origination Fees** → **Lease**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Amt From	Specify the value up to which the percentage of final value of the itemization formula to be considered for the final value of itemization formula.
Percent	Specify the percentage value that should be considered while computing the value for the final value of the itemization formula.
Enabled	Check this box to allow the range details to be used by the system.

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

## 4.13 Compensation

With the Compensation screen, you can define compensation plans for producers who supply the financial institution with applications for loans. These compensation plans can be set up at various levels depending upon your organization's needs.

This information is used on the Compensation sub screen on the Contract link of the Applications window. The Compensation Plan field lists the plans available based on the contract in use for the application. When you click **Load** on the Compensation sub screen, the system adds the information setup on the Compensation screen.

Compensation can be paid to a producer in a number of ways:

Payment calculation method:	Description:
AS EARNED	The compensation amount is paid out in pieces over the life of the product based upon the interest earned.
PAY AS U GO	The compensation amount is paid out in pieces over the life of the product based upon the interest received by virtue of the payment.
UPFRONT	The entire compensation amount is paid at the time of booking the loan.

Payment calculation method:	Description:
UPFRONT MONTH END	The entire compensation amount is paid at the month-end of booking the loan.
UPFRONT MONTH END (amortize spread formula)	<p>The amount financed will be amortized at a rate equal to the difference between the contract rate and buy rate. The finance charge thus derived would be considered the base compensation amount. The system then allows this base compensation to be split into two components:</p> <ol style="list-style-type: none"> <li>1) Upfront compensation amount</li> <li>2) Remaining compensation amount.</li> </ol> <p>The disbursement method will apply to the remaining compensation portion (total compensation minus the upfront amount).</p>

Compensations can be charged back from a producer, if a product is prematurely paid or charged off. The charge back amount can be calculated using the following methods:

- Earned
- Percentage

You can specify whether the unearned portion or a certain percentage of the total compensation is to be charged back in case of early payoff or charge off.

The period for which the charge back plan can remain active can be set up according to:

- Number of days
- Term (number of months)

#### To set up the Compensation

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Compensation** → **Lease**.

2. In the Compensation Plan Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Code	Specify the compensation code.
Description	Specify a description of the compensation plan being defined.
Start Dt	Specify the start date for the compensation plan. You can even select the date from the adjoining Calendar icon.
End Dt	Specify the end date for the compensation plan. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the compensation plan.
<b>Result section</b>	
Disbursement Method	Select the method for calculating the compensation disbursement to be paid, from the drop-down list.
Formula Method	Select the type of formula to be used to calculate the compensation to be paid, from the drop-down list. The system uses following formula methods:  FLAT AMOUNT - Flat amount is paid. SPREAD BASE FORMULA - A formula based on the spread between the buy rate and the interest rate offered to the consumer is used.

Field:	Do this:
Formula	Select the spread formula to be used to calculate Compensation, from the drop-down list.
Factor	Specify the compensation factor; that is, the percentage applied to the compensation to be paid. If this value is not 100.00, it will reduce the compensation amount.
Addl Factor	Specify the additional compensation factor. If this value is not 100.00, it will further reduce the compensation amount.
Max Spread	Specify the maximum compensation spread. This limits the spread on which compensation will be paid. Spreads exceeding this value will be treated as if the spread was the specified value.
Max Markup	Enter the maximum compensation markup.
Flat Amount	Enter the flat compensation amount.
<b>Selection Criteria section</b>	
Company	Select the portfolio company, from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch within the company for the selected compensation plan, from the drop-down list. This may be ALL or a specific branch. This must be ALL if in the Company field you selected ALL.
Billing Cycle	Select the billing cycle for the compensation plan, from the drop-down list.
Product	Select the product for the selected compensation plan, from the drop-down list. This may be ALL or a specific product. The available values come from a validated field based on the selected Billing Cycle setup and the Product setup.
State	Select the state for the selected compensation plan, from the drop-down list. This may be ALL or a specific state.
Currency	Select the currency for the selected compensation plan, from the drop-down list. This may be ALL or a specific currency.
Pro Group	Select the producer group for the compensation plan, from the drop-down list. This may be ALL or a specific producer group.
Pro Type	Select the producer type for the compensation plan, from the drop-down list. This may be ALL or a specific producer type.
Producer	Select the producer for the compensation plan, from the drop-down list. This may be ALL or a specific producer. The available values come from a validated field based on the Pro Group and Pro Type.
Grade	Select the credit grade for this compensation plan, from the drop-down list. This may be ALL or a specific grade.
Amt	Specify the minimum amount financed for the compensation plan.
Term	Specify the minimum term for the compensation plan.

Field:	Do this:
Asset Class	Select the asset class for the compensation plan, from the drop-down list. This may be ALL or a specific asset class. The available values come from a validated field based on the Collateral Type.
Asset Type	Select asset type for the compensation plan, from the drop-down list. This may be ALL or a specific asset type. The available values come from a validated field based on your assets setup.
SubType	Select the asset sub type for this compensation plan, from the drop-down list. This may be ALL or a specific asset sub type. The available values come from a validated field based on your assets setup.
Asset Make	Specify the asset make from the drop-down list. If ALL was selected for either Asset Type or Asset Sub Type, then ALL will be the only available selection for the asset make.
Asset Model	View the asset model from the drop-down list. If ALL was selected for either Asset Type or Asset Sub Type, then ALL will be the only available selection for the asset model (display only).
Age	Specify the asset age.

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

## 4.14 Checklists

A checklist is an optional set of steps to follow when completing a task in the system, such as the underwriting and funding processes.

Checklists can be used as guidelines to help ensure that the system users follow your business's standard operating procedures and enter all required data. Some checklists are optional, but others such as those related to application decisions or contract verification, may be required depending on the edit sets defined in your system. The Checklists screen allows you to specify the contents of the checklist.

You can define additional checklists for your organization. You can set up multiple checklists for a single type of checklist. These checklists can be differentiated by:

- Company
- Branch
- Product
- Account state

### To set up the Checklists

You can either define new Checklist Type Definition details or specify a new code in the **New Checklist** field and click **Create Copy** to create a copy of selected checklist type definition with details.

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Checklists** → **Lease**.

2. In the Checklist Type Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

3. A brief description of the fields is given below:

Field:	Do this:
Checklist Code	Specify the checklist code that identifies checklist being defined.
Description	Specify the description for the checklist.
Checklist Type	Select the checklist type from the drop-down list, to define where the specific checklist will be available in the system.
Company	Select the portfolio company associated with the checklist from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch associated with the checklist from the drop-down list. This may be ALL or a specific branch. This must be ALL if in the Company field you selected ALL).
Channel	Select the channel from the drop-down list, This can be ALL or a specific channel.
Product	Select the product associated with the checklist from the drop-down list. This may be ALL or a specific product. The available values come from a validated list based on the selected Billing Cycle setup and the Product setup.

Field:	Do this:
State	<p>Select the state associated with the checklist type from the drop-down list. This may be ALL or a specific state.</p> <p><b>IMPORTANT:</b> By selecting which edits type to use, the system searches for a best match using the following attributes:</p> <ol style="list-style-type: none"> <li>1 Company</li> <li>2 Branch</li> <li>3 Product</li> <li>4 State</li> </ol> <p>Hence, Oracle Financial Services Software recommends creating one version of each checklist type where ALL is the value in these fields.</p>
Currency	Select the currency associated with the checklist from the drop-down list. This may be ALL or a specific currency.
Enabled	Check this box to enable the checklist.

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

Checklist actions are steps (a set of one or more tasks) related to the checklist you are creating. They are loaded on the Checklist Action Definition section.

5. In the Checklist Action Definition - **Regular** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter

A brief description of the fields is given below:

Field:	Do this:
Action Code	Specify the action code for the checklist.
Description	Specify the description for the action type.
Sort	Specify the sort order to define the placement of the action type on the Checklist sub screen.
Enabled	Check this box to include this action in the checklist.

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

7. In the Checklist Action Definition - **Document** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Action Code	Specify the action code for the checklist.
Description	Specify the description for the action type.
Document Type	Select the document type from the drop-down list.

Field:	Do this:
Document Sub Type	Select the document sub type from the drop-down list.
Document Mandatory	Check this box to indicate that the document is mandatory.
Sort	Specify the sort order to define the placement of the action type on the Checklist sub screen.
Enabled	Check this box to include this action in the checklist.

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

## 4.15 Stipulations

The system supports the automatic generation of default stipulations for loans during origination on the Underwriting window's **Stipulation** sub screen (Decision link). The default stipulations can be maintained by company, branch, product, state, application status and application sub-status on the Stipulations screen.

### To set up the Stipulations

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Stipulations** → **Lease**.
2. In the Stipulation Setup section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar contains a navigation menu with categories like Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup, Administration, Products, Asset Types, Index Rates, Currency Exchange, Scoring Parameters, Products, Pricings, Contract, Edits, Cycles, Scoring Models, Fees, Origination Fees, Compensation, Commission, Insurance, Checklists, Stipulations, Spreads, Statement Messages, Letters, Promotions, Subvention, Escrow, WFP, Index Rates, Fees, Pricings, Contracts, Balances, Transactions, and Spreads. The main content area has three tabs: Stipulations, Loan, and Line. The Stipulations tab is active and shows the 'Stipulation Setup' section. This section includes a table with columns for Company, Branch, Product, State, Currency, Application Status, Application Sub-Status, and Enabled. Below this is a 'Stipulation Details' section with a table and a note 'No data to display.' The top right of the screen shows a welcome message 'Welcome, DEMOSUPR' and links for Accessibility and Sign Out.

A brief description of the fields is given below:

Field:	Do this:
Company	Select the portfolio company associated with the default stipulations, from the drop-down list.
Branch	Select the portfolio branch associated with the default stipulations, from the drop-down list.
Product	Select the product associated with the default stipulations, from the drop-down list.
State	Select the state associated with the default stipulations, from the drop-down list.
Currency	Select the currency associated with the default stipulations, from the drop-down list.
Application Status	Select the application status associated with the default stipulations, from the drop-down list.
Application Sub-Status	Select the application sub status associated with the default stipulations, from the drop-down list.
Enabled	Check this box to allow the default stipulations to be used.

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

A brief description of the fields is given below:

Field:	Do this:
Stipulations	Select the stipulation from the drop-down list.
Sort	Specify the sort sequence for the stipulation.
Enabled	Check this box to allow the stipulations details to be used by the system.

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

## 4.16 Spreads

The Spreads screens allows you to define the payment allocation strategy used by your business while applying payments to accounts. Spreads are selected on the Payment Entry (Payment Maintenance) screens.

The Spread Definition section is used to define individual spreads. Many common spreads have already been defined. With each spread, you can define the due date advancement method to use, BRING CURRENT, FUTURE, or NONE.

The Spreads screen records the order in which balances are satisfied when a payment is applied to an account. (Unless someone indicates otherwise, payments will be applied against each balance type, in sort order, until either there is no remaining balance, or the payment has been completely allocated.)

## To set up the Spreads

You can either define new Spread Definition details or specify a new name in the **New Spread** field and click **Create Copy** to create a copy of selected spread definition with details.

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Spreads** → **Lease**.

In the Spread Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The left sidebar navigation includes sections for Dashboard, Origination, Servicing, Collections, WFP, Tools, Setup (Administration, Products, Scoring Parameters, Pricing, Contract, Edits, Cycles, Scoring Models, Fees, Origination Fees, Compensation, Commission, Insurance, Checklists, Stipulations, Spreads, Statement Messages, Letters, Promotions, Subvention, Escrow), and WFP (Index Rates, Fees, Pricing, Contracts, Balances, Transactions, Spreads). The main window is titled 'Spreads' and is set to the 'Lease' product. It displays a table of 'Spread Definition' with the following data:

Spread	Description	Due Dt Adv	Enabled
AC-LEASE	ACTIVE SPREAD-LEASE	BRING CURRENT	Y
ACEXP-LEASE	ACTIVE EXPENSE SPREAD-LEASE	NONE	Y
ACFEE-LEASE	ACTIVE FEE SPREAD-LEASE	NONE	Y
CO-LEASE	CHGOFF SPREAD-LEASE	BRING CURRENT	Y
SOA-LEASE	SALE OF ASSET-LEASE	BRING CURRENT	Y
TRM-BUY-LEASE	TERMINATION BUY ASSET-LEASE	BRING CURRENT	Y
TRM-NOBUY-LEASE	TERMINATION NO BUY ASSET-LEASE	BRING CURRENT	Y

A 'Create Copy' button is visible in the toolbar. Below the table, a 'Spread Definition' dialog is open, showing fields for Spread, Description, Due Dt Adv, and Enabled. At the bottom, a 'Spread Transaction Definition' dialog is also open, showing a table with columns for Balance Type, Cycle, Sort, and Enabled, with a note 'No data to display.'

A brief description of the fields is given below:

Field:	Do this:
Spread	Specify the code identifying the spread.
Description	Specify the description for the spread. (This usually reflects when this spread is used.).

Field:	Do this:
Due Dt Adv	<p>Select the due date advancement code that determines how payments applied using this spread will affect due amounts, from the drop-down list. The system uses the following predefined Due Dt Adv Codes:</p> <p>NONE – Payments applied using this spread will not affect the due amounts of the account in any way</p> <p>BRING CURRENT – The payment allocations for transactions against an account's outstanding balances that make up the billed balances. This will be applied against billed due amounts</p> <p>FUTURE – The payment allocations for transactions against an accounts outstanding balances that make up the billed balances. This will be applied against billed due amounts. Any remaining amount allocated against billed balances will be accumulated and applied against future due amounts.</p> <p>FUTURE WITH PRINCIPAL, INTEREST THEN ESCROW</p> <p>FUTURE WITH ESCROW, THEN PRINCIPAL AND INTEREST</p>
Enabled	Check this box to enable the spread.

2. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
3. In the Spread Transaction Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Balance Type	<p>Select the balance type to allocate a portion of the received payment, from the drop-down list.</p> <p><b>Note:</b> Oracle Financial Services Software recommends that you always setup an ADVANCE/PRINCIPAL balance type for each spread.</p>
Cycle	Specify the balance cycle during which to apply payments. This collects payment on bad (unpaid) cycles. You can go back by only five cycles. Cycle will have a value of 0 for loans.
Sort	Specify the sort order in which the balance type has payments allocated against it.
Enabled	Check this box for the system to consider this spread transaction when allocating payments.

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

#### To Load Details.

1. Create a record in Spread Definition section, with Enabled check box unchecked.
2. Click **Load Details** button, the system will load the spread transaction definition details.

## 4.17 Statement Messages

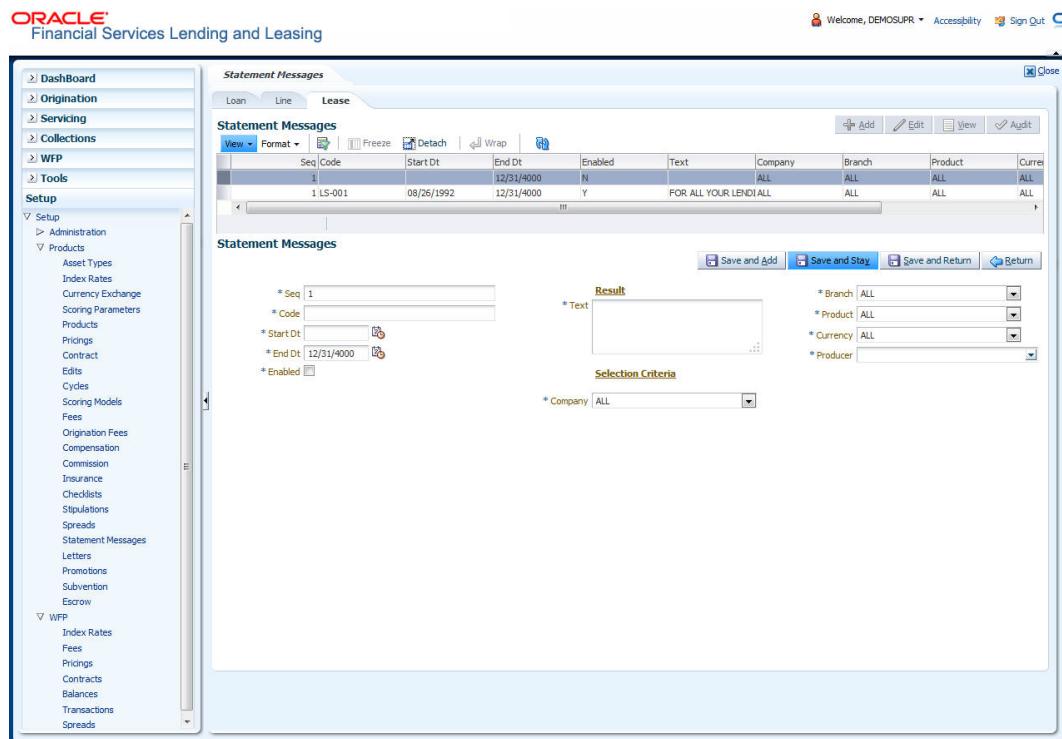
The Messages screen allows you to set up messages that appear on account statements sent to customers. You can set up statement messages for different products. When the system generates a statement for an account, all statement messages matching the selection criteria are included in the statement file for that account.

The system inserts the message in the Text field into the statement file produced during the nightly batch job for the appropriate consumers.

A record of an account's statement history, including the messages included in the statement, appears on the Statement's screen on the Customer Service screen.

### To set up the Messages

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Statement Messages** → **Lease**.
2. In the Statement Messages section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.



Seq	Code	Start Dt	End Dt	Enabled	Text	Company	Branch	Product	Currency
1	LS-001	08/26/1992	12/31/4000	N	FOR ALL YOUR LEND ALL	ALL	ALL	ALL	ALL

A brief description of the fields is given below:

Field:	Do this:
Seq	Specify the sort sequence of how the statement message should be printed.
Code	Specify the message code identifying the statement message.
Start Dt	Specify the first date the statement message is available. You can even select the date from the adjoining Calendar icon.

Field:	Do this:
End Dt	Specify the last date the statement message is available. You can even select the date from the adjoining Calendar icon.
Enabled	Check this box to enable the message.
<b>Result section</b>	
Text	Specify the text of the statement message.
<b>Selection Criteria section</b>	
Company	Select the company for the statement message from the drop-down list. This may be ALL or a specific company.
Branch	Select the branch within the company for the statement message from the drop-down list. This may be ALL or a specific branch. This must be ALL if in the Company field you selected ALL.
Product	Select the product for which this statement message will be used from the drop-down list. This may be ALL or a specific product.
Currency	Select the currency for the statement message from the drop-down list. This may be ALL or a specific currency.
Producer	<p>Select the producer for the statement message from the drop-down list. This may be ALL or a specific producer. The available values come from a validated field based on the Pro Group and Pro Type.</p> <p><b>IMPORTANT:</b> By selecting which message to use, the system searches for a best match using the following attributes:</p> <ol style="list-style-type: none"> <li>1. Company</li> <li>2. Branch</li> <li>3. Product</li> <li>4. Producer</li> <li>5. Currency</li> </ol> <p>Hence, Oracle Financial Services Software recommends creating one version of each edit type where ALL is the value in these fields.</p>

## 4.18 Letters

The Letters screen allows you to define letters that the system automatically generates when the application or the account for a products meets certain conditions, or “trigger events.” Each letter has its own trigger event. For example, you can configure the system to automatically send a welcome letter when an application becomes an account or send a collection letters when an account becomes delinquent.

The system supports the following types of letters:

Type of letter:	Definition:
ACCOUNT STATEMENT	Generated when account is to receive a billing statement (this time is defined in contract setup). Letter is sent to customer.

Type of letter:	Definition:
ADVERSE Action letter	Generated in nightly batch jobs for applications that were declined. This letter is sent to the consumer to indicate the reasons why the application was declined.
CONDITIONAL ADVERSE	Generated in nightly batch jobs for applications that were
ACTION LETTER	declined. This letter is sent to the consumer to indicate the reasons why the application was declined. This letter also indicates steps that the consumer may take to gain approval of the application.
COLLECTION LETTER 1	Generated when an account becomes delinquent. This is the first dunning letter sent to the customer.
COLLECTION LETTER 2	Generated when an account remains in delinquency for an extended period. This is the second dunning letter sent to the customer.
COLLECTION LETTER 3	Generated when an account remains in delinquency for an extended period, even after having received previous notices. This is the final dunning letter sent to the customer.
CONTRACT FUNDING fax/ email	Generated when an application is APPROVED: FUNDED or CONDITIONED: FUNDED. This letter is sent to the producer.
DECISION FAX/ EMAIL	Generated when an application is APPROVED, CONDITIONED, or REJECTED. This letter is sent to the consumer or producer, depending on whether the product is a direct or in-direct loan.
PAID IN FULL LETTER	Generated in nightly batch jobs when the account pays off. This letter is sent to the customer.
PAYOUT QUOTE LETTER	Generated when a payoff quote is created for an account. This letter is sent to the customer.
WELCOME LETTER	Generated when an application is APPROVED: FUNDED. This letter is sent to the consumer. STATEMENT PAST MATURITY Generated when an accounts are matured but unpaid. This letter is sent to the account holders as a reminder to make their payments.

When the system generates letters, it searches the Letters screen for letter definitions that meet the following criteria:

- Definition is enabled.
- Definition is an exact match of the letter code being generated.
- Definition is a match of either the application/account value or ALL for all other criteria.

Exact matches for each field are given a higher weight than matches to ALL.

The returned rows are then given a descending rank based on the weighted values and the hierarchical position of these fields:

1. Company

2. Branch
3. Product
4. State
5. Currency

On the ranked rows, the first row is returned as the best match.

### To set up the Letters

1. On the Oracle Financial Services Lending and Leasing home screen, click **Setup** → **Setup** → **Administration** → **User** → **Products** → **Letters** → **Lease**.
2. In the Letter Definition section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Letter Code	Specify the code for the letter.
File Name	Specify the file name of the Oracle report used to generate the letter. The file should be named <File Name>.rep on your server.
Letter Type	Select the type of letter you want to generate from the drop-down list.
Channel	Select the application source (channel) for the letter from the drop-down list. This may be ALL or a specific channel.
Enabled	Check this box to enable this letter definition.
<b>Result section</b>	

Field:	Do this:
Batch Printer	Select the batch printer being used to generate the letter from the drop-down list.
Batch User	Select the user who will submit this letter from the drop-down list. This will normally be set to BATCH.
<b>Selection Criteria section</b>	
Company	Select the portfolio company for which this letter will be used from the drop-down list. This may be ALL or a specific company.
Branch	Select the portfolio branch for which this letter will be used from the drop-down list. This may be ALL or a specific branch. This must be ALL if in the Company field you selected ALL).
Product	Select the product for which this letter will be used from the drop-down list. This may be ALL or a specific product.
State	Select the state for which this letter will be used from the drop-down list. This may be ALL or a specific state.
Currency	Select the currency for which this letter will be used from the drop-down list. This may be ALL or a specific currency.

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

## 4.19 Subvention

The Subvention Setup screen's leases Subvention tab allows you to set up lease subvention plans for producers (groups or individuals). Multiple producers may contribute to one subvention plan or a plan can be set for a specific producer.

### Subvention Types

Subvention can be offered in many forms for vehicle leases leases Rent factor subvention involves sharing the finance charge (interest) by the participant (most frequently with the manufacturer). The finance company sets its buy rate (the minimum cost to the company to extend the Lease to a customer). If the customer rate is less than this buy rate, then the amount is equivalent to the interest amount for the difference (the buy rate minus the customer rate) is paid by the participant as the subvention amount.

Currently Oracle Financial Services Lending and Leasing supports the following subvention types:

Lease subvention types:

- Rent factor
- Residual
- Deposit waiver
- Cash bonus
- Buy down

Subvention plans can be defined for one participant (for example, a manufacturer or a particular dealer) or group of participants (such as a dealer association). One subvention plan could have multiple sub plans and multiple participants could participate to each sub plan.

## Example

Subvention plan:

- “Summer Special Event”

Subvention sub-plans for above plan:

- 1.9% for 36 months
  - or -
- 2.99% for 48 months
  - or -
- 3.99% for 60 months
  - or -
- \$1500.00 cash bonus

Multiple participants may participate in each sub plan. For example, for the 1.9% rate, 1% might be shared by the manufacturer and 0.9% might be shared by the dealer. Similarly, for the \$1,500 cash bonus, \$1,000 might be shared by the manufacturer and \$500 by the dealer. Or, the complete \$1,500 might be covered by the manufacturer.

Collection of subvention amounts can be set for each participant in the subvention plan with the Collection Method.

Oracle Financial Services Lending and Leasing supports following collection methods:

UPFRONT	The entire subvention amount is collected at the booking of the Lease from the producer proceed.
UPFRONT STATEMENT	The entire subvention amount is collected at the time of the subvention statement.
PAY AS U GO	The subvention amount is billed to the producer when the customer pays the Lease payment. The producer is due for the amount at each statement.

## Subvention Refund

There are times when a Lease is either paid-off early or gets charged off and the finance company refunds the unearned subvention amount back to the producer. The refund is available only when the subvention amount is collected from the producer proceeds (UPFRONT) or the whole amount is billed in the first statement (UPFRONT STATEMENT).

You can set up the system to allow refunds only for a certain period and not beyond that. The period can be set differently for charge offs and paid offs and can be based on two methods:

1. Days
2. Term

The system provides the following methods for refund amount calculation:

1. Earned
2. Percentage

The earned method is used to refund the unearned portion of the collected subvention amount. The percentage method is used to refund a certain percentage of the subvention amount collected.

## 4.19.1 Lease Subvention Plans

The Lease Subvention Plans screen allows you to set up subventions for Leases.

**To set up the Lease Subvention Plans screen.**

1. On the Oracle Financial Services Lending and Leasing home screen, Click **Setup** → **Setup** → **Products** → **Subvention** → **Lease**.
2. The system displays the **Lease** Subvention screen. The details are grouped into three.
  - Plan Definition
  - Sub Plan Definition
  - Plan Details.
3. In the **Plan Definition** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Code	Specify the subvention plan code.
Description	Specify the subvention plan description.
Company	Select the company name from the drop-down list.
Branch	Select the branch name from the drop-down list.
State	Select the state from the drop-down list.
Start Date	Specify the start date for the subvention plan (required). You can select the date even from the adjoining Calendar icon.

Field:	Do this:
End Date	Specify the end date for the subvention plan. You can select the date even from the adjoining Calendar icon.
Enabled	Check this box to activate the record.
<b>Selection Criteria</b>	
Billing Cycle	Select billing cycle from the drop-down list.
Product	Select the product from the drop-down list.
Asset Class	Select the asset class from the drop-down list.
Asset Type	Select the asset type from the drop-down list.
Asset Sub Type	Select asset sub type from the drop-down list.
Asset Make	Select asset make from the drop-down list.
Asset Model	Select the asset model from the drop-down list.
Asset Age	Specify the asset age.

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

A brief description of the fields is given below:

Field:	Do this:
Code	Specify the subvention sub plan code.
Description	Specify the subvention sub plan description (required).
State	Select the state from the drop-down list.
Pro Group	Select the producer group from the drop-down list.
Pro Type	Select the producer type from the drop-down list.
Producer	Select the producer from the drop-down list.
Enabled	Check this box to activate the record.
AmtFrom	Specify the amount.
Subvention Type	Select the subvention type from the drop-down list.
Grade	Select the grade from the drop-down list.
Term	Specify the term.
Asset Class	Select the asset class from the drop-down list.
Asset Type	Select the asset type from the drop-down list.

Field:	Do this:
Sub Type	Select asset sub type from the drop-down list
Asset Make	Select asset make from the drop-down list.
Asset Model	Select the asset model from the drop-down list
Age	Specify asset age.

6. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
7. In the **Plan Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Participant	Select the participant from the drop-down list.
Collection Method	Select the collection method for the subvention plan from the drop-down list.
Transaction	Select the transaction code from the drop-down list.
Rate	Specify the subvention rate.
Enabled	Check this box to activate the record.
<b><u>Calculation section:</u></b>	
Method	Select the subvention calculation method from the drop-down list.
Override	Check this box to allow overriding the rate at the time of underwriting / funding.
Max Amt	Specify the maximum subvention amount.
Flat Amt	Specify the flat amount.
Factor	Specify the subvention factor.
Spread Max	Specify the maximum subvention spread value.
<b><u>Refund section:</u></b>	
Paid Off Method	Select the method from the drop-down list, if the account is paid-off early.
Paid Off Basis	Select the basis from the drop-down list, if the account is paid-off early.
Paid Off Period	Specify the number of terms in which the subvention can be refunded to the producer, if the account is paid-off early.
Paid Off Percent	Specify the refund percentage, if the account is paid-off.

Field:	Do this:
Charge Off Calc Method	Select the calculation method from the drop-down list, if the account is charged-off.
Charge Off Basis	Select the charge off basis from the drop-down list.
Charge Off Period	Select the charge off period from the drop-down list.
Charge Off Percent	Select the charge off percent from the drop-down list.
<b><u>Amortization section:</u></b>	
Balance Type	Select the amortize balance type from the drop-down list.
Method	Select the amortize method from the drop-down list.
Frequency	Select the amortize frequency from the drop-down list.
Cost / Fee	Select the cost / fee from the drop-down list.

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

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# Appendix A: Summary of the Application Scoring Parameters

## A.1 Glossary

Term	Description
DEROG / DEROGATORY	Account has had chargeoffs, collections, bankruptcy, or repossession.
MINOR DELINQUENCY	Less than or equal to 60 days delinquent.
MAJOR DELINQUENCY	Greater than 60 days delinquent.
DEBT RATIO	Debt / Available credit.
DEBT TO INCOME RATIO	Debt / Income.
“APPLICANT STATED”	Parameter is pulling information stated or in any other way provided by the applicant on the application on the Application Entry form in the system.
“APPLICANT CREDIT BUREAU”	Parameter is pulling information from the credit bureau, as opposed to another source, such as the Application Entry form.
LOAN FINANCE	Refers to companies that provide the loan but are not selling the actual object financed, if any. <b>Example:</b> An independent auto finance company.
SALES FINANCE	Refers to companies that provide the object being financed in addition to the financing. <b>Example:</b> Marshall Fields card.

## A.2 Scoring Parameters by Category

### A.2.1 Applicant Details / Debt Ratios

#### A.2.1.1 Applicant Credit Bureau Auto Debt Ratio

This is the sum of all automobile type loan balances and the sum of all automobile type credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only.

#### A.2.1.2 Applicant Credit Bureau Bank Debt Ratio

This is the sum of all bank type loan balances and the sum of all bank type credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only.

#### A.2.1.3 Applicant Credit Bureau Card Debt Ratio

This is the sum of all travel card type loan balances and the sum of all travel card type credit limits. This applies to open tradelines only.

#### **A.2.1.4 Applicant Credit Bureau Debt Ratio**

This parameter provides a value for all debt divided by all available credit as shown on the bureau.

#### **A.2.1.5 Applicant Credit Bureau FICO Score**

This is the FICO score provided for the applicant in the bureau pull. There are usually several different types of FICO scores available at the bureau. The different score models are set up to give certain attributes different, weighting based on if the person is buying a car, or a house, and so on. The type of FICO score pulled is based on credit bureau setup.

#### **A.2.1.6 Applicant Credit Bureau Inst Debt Ratio**

This is the sum of all installment loan balances and the sum of all installment loan credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only.

#### **A.2.1.7 Applicant Credit Bureau Loan Fin Debt Ratio**

This is the sum of all loan finance type lease balances and the sum of all loan finance type credit limits. For installment loan lease, the credit limit is normally equal to the original loan amount. This applies to open tradelines only.

#### **A.2.1.8 Applicant Credit Bureau Mortgage Debt Ratio**

This is the sum of all mortgage type loan balances and the sum of all mortgage type credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only.

#### **A.2.1.9 Applicant Credit Bureau Open Public Records**

This parameter indicates if there are any open public records in the credit bureau associated with the applicant. This is a numeric counter covering the full period of time available in the bureau.

#### **A.2.1.10 Applicant Credit Bureau Public Records**

This parameter indicates, if there are any public records, open or closed, in the credit bureau associated with the applicant. This is a numeric counter covering the full period of time available in the bureau.

#### **A.2.1.11 Applicant Credit Bureau Retail Debt Ratio**

This is the sum of all retail type loan balances divided by the sum of all retail type credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.12 Applicant Credit Bureau Rev Debt Ratio**

This is the sum of all revolving type loan balances and the sum of all revolving type credit limits. This applies to open tradelines only. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.13 Applicant Credit Bureau Sales Fin Debt Ratio**

This is the sum of all sales finance type loan balances and the sum of all sales finance type credit limits. For installment loan, the credit limit is normally equal to the original loan amount. This applies to open tradelines only. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.14 Applicant Debt Ratio Stated After Requested Loan Amount**

This is the debt divided by available credit based on the values stated by the applicant after factoring in the requested loan amount- this information is not taken from the bureau. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.15 Applicant Debt Ratio Stated Before Requested Loan Amount**

This is the debt divided by available credit based on the values stated by the applicant before factoring in the requested loan amount- this information is not taken from the bureau. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.16 Applicant Debt To Income Ratio Stated After Requested Loan Amount**

This is the debt divided by income based on the values stated by the applicant after factoring in the requested loan amount- this information is not taken from the bureau. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.17 Applicant Debt To Income Ratio Stated Before Requested Loan Amount**

This is the debt divided by income based on the values stated by the applicant before factoring in the requested loan amount- this information is not taken from the bureau. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.18 Applicant Payment To Income Ratio Stated**

This is the total amount of all monthly payments divided by monthly income. These values are stated by the applicant and not taken from the bureau. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.19 Applicant Prior Customer**

This parameter indicates whether the applicant is a prior customer. It is populated when the application is passed to Underwriting for a decision. If the SSN given by the applicant already exists then the applicant is marked as a prior customer and the parameter value is Y (Yes).

#### **A.2.1.20 Applicant Revolving Debt Ratio Stated**

This is the sum of all revolving type loan amount balances / sum of all revolving type credit limits. This applies to open tradelines only. This is expressed as a percent: 50% shows as 50.

#### **A.2.1.21 Applicant Stated Employment Period (In Months)**

This parameter looks at the number of months of stated employment for the most recently entered current employment.

For example, the applicant states that she has been working at her current place of employment for 3 years and 5 months. This parameter would be populated with (3years \* 12 months/year) + 5 months which calculates to 41 stated months. If the applicant enters another current employment and enters 1 year and 2 months then this parameter will be populated with 14 months, even though the other employment is still current.

#### **A.2.1.22 Applicant Stated Monthly Income**

This is the monthly income stated by the applicant on the application. It combines the income for all employment marked as "current" in the system. If the income is stated as anything other than monthly, the income will be converted to monthly for this parameter.

For example, the applicant states that he is paid \$50,000 with a frequency of ANNUALLY. This parameter is populated with \$50,000/12, which calculates to \$4166.67 stated monthly income.

#### **A.2.1.23 Applicant Stated Monthly Liability**

This is the stated monthly liability as provided by the applicant on the Application Entry screen.

#### **A.2.1.24 Applicant Stated Residence Period (In Months)**

This parameter looks at the stated residence period for the most recent current address.

### **A.2.2 Loan Details**

#### **A.2.2.1 Approximate Cash Price**

This is the Approximate Cash price taken from the “Approx Price” field on the Application Entry form’s Loan screen in the system.

#### **A.2.2.2 Requested Advance Amount**

This is the Requested Advance Amount value taken from the Application Entry form’s Loan screen in the system.

### **A.2.3 Auto Trades / Inquiries**

#### **A.2.3.1 Applicant Credit Bureau 6month Auto Trades**

This is the number of auto trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.3.2 Applicant Credit Bureau 12month Auto Trades**

This is the number of auto trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.3.3 Applicant Credit Bureau 24month Auto Trades**

This is the number of auto trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.3.4 Applicant Credit Bureau Auto Inquiries**

This is the number of automobile-related credit inquiries the have been made to the bureau.

#### **A.2.3.5 Applicant Credit Bureau Auto Trades**

This is the number of auto trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.3.6 Applicant Credit Bureau Current Auto Trades**

Total number of auto trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.3.7 Applicant Credit Bureau Open Auto Trades**

This is the number of open auto trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.3.8 Applicant Credit Bureau Satisfactory Auto**

Total number of auto trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.3.9 Applicant Credit Bureau Worst Auto Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

### **A.2.4 Bank Trades / Inquiries**

#### **A.2.4.1 Applicant Credit Bureau 12month Bank Trades**

This is the number of bank trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.4.2 Applicant Credit Bureau 24month Bank Trades**

This is the number of bank trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.4.3 Applicant Credit Bureau 6month Bank Trades**

This is the number of bank trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.4.4 Applicant Credit Bureau Bank Inquiries**

This is the number of bank inquiries against the bureau in the applicant's recorded bureau history.

#### **A.2.4.5 Applicant Credit Bureau Bank Trades**

This is the number of open bank trades on the account. Note that bank trades can be considered a sub type to installment, mortgage, and / or revolving loan.

#### **A.2.4.6 Applicant Credit Bureau Bank Trades**

Total number of bank trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.4.7 Applicant Credit Bureau Bank Trades**

This is the number of bank trades that are open right now. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.4.8 Applicant Credit Bureau Bank Trades**

This parameter shows the “current” revolving bank balance. If the revolving credit is owned by a bank, then it will show up here.

#### **A.2.4.9 Applicant Credit Bureau Bank Trades**

This parameter shows the highest cumulative balance among all revolving bank credit over the bureau history.

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#### **NOTE**

If the applicant had \$5,000 on one account 2 years ago and \$10,000 on another account 4 years ago, this parameter would return \$15,000. The parameter is of questionable utility in many situations.

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#### **A.2.4.10 Applicant Credit Bureau Bank Trades**

Total number of bank trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.4.11 Applicant Credit Bureau Bank Trades**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

## **A.2.5 Card Trades / Inquiries**

### **A.2.5.1 Applicant Credit Bureau Bank Trades**

This is the number of card trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.5.2 Applicant Credit Bureau Bank Trades**

This is the number of card trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.5.3 Applicant Credit Bureau Bank Trades**

This is the number of card trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.5.4 Applicant Credit Bureau Bank Trades**

This is the number of card inquiries that have been made against the bureau for the applicant in the bureau's recorded history.

### **A.2.5.5 Applicant Credit Bureau Card Trades**

This is the number of card trades, both open and closed, in the bureau history. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

### **A.2.5.6 Applicant Credit Bureau Current Card Trades**

Total number of card trades that are paid on time right now. These trades may or may not have been delinquent in the past.

### **A.2.5.7 Applicant Credit Bureau Open Card Trades**

This is the number of open card trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

### **A.2.5.8 Applicant Credit Bureau Satisfactory Card**

Total number of card trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

### **A.2.5.9 Applicant Credit Bureau Worst Card Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

## **A.2.6 Installment Trades / Inquiries**

### **A.2.6.1 Applicant Credit Bureau 12month Inst Trades**

This is the number of installment trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.6.2 Applicant Credit Bureau 24month Inst Trades**

This is the number of installment trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.6.3 Applicant Credit Bureau 6month Inst Trades**

This is the number of installment trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.6.4 Applicant Credit Bureau Current Inst Trades**

Total number of installment trades that are paid on time right now. These trades may or may not have been delinquent in the past.

### **A.2.6.5 Applicant Credit Bureau Inst Trades**

This is the number of installment trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

### **A.2.6.6 Applicant Credit Bureau Open Inst Trades**

This is the number of open installment trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

### **A.2.6.7 Applicant Credit Bureau Satisfactory Inst Trades**

Total number of installment trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

### **A.2.6.8 Applicant Credit Bureau Worst Inst Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

## **A.2.7 Loan Finance Trades / Inquiries**

### **A.2.7.1 Applicant Credit Bureau 12month Loan Fin Trades**

This is the number of loan finance trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.7.2 Applicant Credit Bureau 24month Loan Fin Trades**

This is the number of loan finance trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.7.3 Applicant Credit Bureau 6month Loan Fin Trades**

This is the number of loan finance trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

### **A.2.7.4 Applicant Credit Bureau Current Loan Fin Trades**

Total number of loan finance trades that are paid on time right now. These trades may or may not have been delinquent in the past.

### **A.2.7.5 Applicant Credit Bureau Loan Fin Trades**

This is the number of loan finance trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

### **A.2.7.6 Applicant Credit Bureau Loan Finance Inquiries**

This is the number of loan finance inquires listed on the credit report. The bureaus have their own limits as to how long they keep an inquiry on the credit report, but this parameter will show whatever total is shown for that bureau.

### **A.2.7.7 Applicant Credit Bureau Open Loan Finance Trades**

This is the number of open loan finance trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.7.8 Applicant Credit Bureau Satisfactory Loan Fin**

Total number of loan finance trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.7.9 Applicant Credit Bureau Worst Loan Fin Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

### **A.2.8 Mortgage Trades / Inquiries**

#### **A.2.8.1 Applicant Credit Bureau 12month Mortgage Trades**

This is the number of mortgage trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.8.2 Applicant Credit Bureau 24month Mortgage Trades**

This is the number of mortgage trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.8.3 Applicant Credit Bureau 6month Mortgage Trades**

This is the number of mortgage trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.8.4 Applicant Credit Bureau Current Mortgage Trades**

Total number of mortgage trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.8.5 Applicant Credit Bureau Mortgage Trades**

This is the total number of mortgage trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.8.6 Applicant Credit Bureau Open Mortgage Trades**

This is the number of open mortgage trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.8.7 Applicant Credit Bureau Satisfactory Mortgage**

Total number of mortgage trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.8.8 Applicant Credit Bureau Worst Mortgage Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

### **A.2.9 Retail Trades / Inquiries**

#### **A.2.9.1 Applicant Credit Bureau 12month Retail Trades**

This is the number of retail trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.9.2 Applicant Credit Bureau 24month Retail Trades**

This is the number of retail trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.9.3 Applicant Credit Bureau 6month Retail Trades**

This is the number of retail trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.9.4 Applicant Credit Bureau Current Retail Trades**

Total number of retail trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.9.5 Applicant Credit Bureau Open Retail Trades**

This is the number of open retail trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.9.6 Applicant Credit Bureau Retail Inquiries**

This is the number of retail inquires listed on the credit report. The bureaus have their own limits as to how long they keep an inquiry on the credit report, but this parameter will show whatever total is shown for that bureau.

#### **A.2.9.7 Applicant Credit Bureau Retail Trades**

This is the number of retail trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.9.8 Applicant Credit Bureau Satisfactory Retail**

Total number of retail trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.9.9 Applicant Credit Bureau Worst Retail Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

### **A.2.10 Revolving Trades**

#### **A.2.10.1 Applicant Credit Bureau 12month Rev Trades**

This is the number of revolving trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.10.2 Applicant Credit Bureau 24month Rev Trades**

This is the number of revolving trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.10.3 Applicant Credit Bureau 6month Rev Trades**

This is the number of revolving trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.10.4 Applicant Credit Bureau Current Rev Trades**

Total number of revolving trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.10.5 Applicant Credit Bureau Open Rev Trades**

This is the number of open revolving trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.10.6 Applicant Credit Bureau Rev Balance**

This is the total revolving credit balance shown on the applicant's credit bureau. This applies to all open revolving trades.

#### **A.2.10.7 Applicant Credit Bureau Rev High Balance**

This parameter shows the highest cumulative balance among all revolving credit over the bureau history.

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##### **NOTE**

If the applicant had \$5,000 on one account 2 years ago and \$10,000 on another account 4 years ago, this parameter would return \$15,000. The parameter is of questionable utility in many situations.

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#### **A.2.10.8 Applicant Credit Bureau Rev Retail Balance**

This is the current revolving retail trade balance shown on the applicant's credit bureau. This applies to all open retail trades. It shows current, not historical, information.

#### **A.2.10.9 Applicant Credit Bureau Rev Retail High Balance**

This parameter shows the highest cumulative balance among all revolving retail credit over the bureau history.

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##### **Note**

If the applicant had \$5,000 on one account 2 years ago and \$10,000 on another account 4 years ago, this parameter would return \$15,000. The parameter is of questionable utility in many situations.

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#### **A.2.10.10 Applicant Credit Bureau Rev Trades**

This is the number of revolving trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.10.11 Applicant Credit Bureau Satisfactory Rev Trades**

Total number of revolving trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.10.12 Applicant Credit Bureau Worst Rev Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

- 1 = current
- 2 = 30-59 days late
- 3 = 60-89 days late
- 4 = 90-119 days late
- 5 = 120-149 days late
- 6 = 150- days late
- 7 = involved in a bankruptcy
- 8 = repossession, foreclosure
- 9 = charge-off

### **A.2.11 Sales Finance Trades / Inquiries**

#### **A.2.11.1 Applicant Credit Bureau 12month Sales Fin Trades**

This is the number of sales finance trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.11.2 Applicant Credit Bureau 24month Sales Fin Trades**

This is the number of sales finance trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.11.3 Applicant Credit Bureau 6month Sales Fin Trades**

This is the number of sales finance trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.11.4 Applicant Credit Bureau Current Sales Fin Trades**

Total number of sales finance trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.11.5 Applicant Credit Bureau Open Sales Finance Trades**

This is the number of open sales finance trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.11.6 Applicant Credit Bureau Sales Fin Trades**

This is the number of sales finance trades, both open and closed. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.11.7 Applicant Credit Bureau Sales Finance Inquiries**

This is a count of the number of sales finance inquiries that have been made against the Applicant's bureau information in the bureau history.

#### **A.2.11.8 Applicant Credit Bureau Satisfactory Sales Fin**

Total number of sales finance trades paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.11.9 Applicant Credit Bureau Worst Sales Fin Trade**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

1 = current

2 = 30-59 days late

3 = 60-89 days late

4 = 90-119 days late

5 = 120-149 days late

6 = 150- days late

7 = involved in a bankruptcy

8 = repossession, foreclosure

9 = charge-off

### **A.2.12 Other Trades**

#### **A.2.12.1 Applicant Credit Bureau 12month Trades**

This is the number of all trades that have been opened in the last 12 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.12.2 Applicant Credit Bureau 24month Trades**

This is the number of all trades that have been opened in the last 24 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.12.3 Applicant Credit Bureau 6month Trades**

This is the number of all trades that have been opened in the last 6 months. Note that these trades may now be open or closed, paid as agreed, delinquent, or derogatory, and so on.

#### **A.2.12.4 Applicant Credit Bureau Avg Open Trade Age**

This is the average trade age in months as calculated using all open trades in the bureau. This is based on taking all of the open tradelines, then dividing by the age.

#### **A.2.12.5 Applicant Credit Bureau Avg Trade Age**

This is the average trade age in months as calculated using all trades, open and closed, in the bureau.

#### **A.2.12.6 Applicant Credit Bureau Chargeoff Trades**

This parameter is a count of the total number of charged off trades for that applicant in the bureau.

#### **A.2.12.7 Applicant Credit Bureau Collections**

This is the total number of trades in collections for that applicant in the credit bureau. This refers to accounts assigned to collections agencies.

#### **A.2.12.8 Applicant Credit Bureau Current Trades**

This is the total number of trades that are paid on time right now. These trades may or may not have been delinquent in the past.

#### **A.2.12.9 Applicant Credit Bureau Inquiries**

This is the number of inquiries listed on the credit report. The bureaus have their own limits as to how long they keep an inquiry on the credit report, but this parameter will show whatever total is shown for that bureau.

#### **A.2.12.10 Applicant Credit Bureau Inquiries 12m**

This is the total number of inquiries that have been made against the credit bureau for that applicant in the last 12 months

#### **A.2.12.11 Applicant Credit Bureau Inquiries 24m**

This is the total number of inquiries that have been made against the credit bureau for that applicant in the last 24 months

#### **A.2.12.12 Applicant Credit Bureau Inquiries 6m**

This is the total number of inquiries that have been made against the credit bureau for that applicant in the last 6 months

#### **A.2.12.13 Applicant Credit Bureau Judgments**

This is a count of the number of judgments against the applicant in the credit bureau.

#### **A.2.12.14 Applicant Credit Bureau Liens**

This is the total number of liens shown for the applicant in the credit bureau for that applicant.

#### **A.2.12.15 Applicant Credit Bureau Newest Inquiry**

This is the number of months since the most recent inquiry in the credit bureau for that applicant. This of course excludes the pull from the immediate past used to do the scoring in this particular situation in the system.

#### **A.2.12.16 Applicant Credit Bureau Newest Trade**

This is the number of months between now and the newest trade in the bureau for that applicant.

#### **A.2.12.17 Applicant Credit Bureau Oldest Inquiry**

This is the number of months between now and the oldest inquiry in the bureau for that applicant.

#### **A.2.12.18 Applicant Credit Bureau Oldest Trade**

This is the number of months between now and the oldest trade in the bureau for that applicant. Oldest is determined by looking at the oldest date on any tradeline, and then showing that.

#### **A.2.12.19 Applicant Credit Bureau Open Collection Trades**

This is the number of open trades in collections shown in the bureau for that applicant. This refers to any accounts assigned to in-house collections departments (as compared to 5.12.7).

#### **A.2.12.20 Applicant Credit Bureau Open Collections**

This is the number of open collections in the bureau for that applicant.

#### **A.2.12.21 Applicant Credit Bureau Open Judgments**

This is the total number of open (unsatisfied) judgments against the applicant as indicated in the bureau for that applicant.

#### **A.2.12.22 Applicant Credit Bureau Open Liens**

This is the total number of open liens against the applicant as indicated in the bureau for that applicant.

#### **A.2.12.23 Applicant Credit Bureau Open Trades**

This is the number of all open auto trades on the account. Note that these trades may be paid as agreed, delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.12.24 Applicant Credit Bureau Past Due 30**

This is the number of trades that have been 30 or more days past due at some point in the recorded history of the bureau. Note that these trades may be delinquent, derogatory, and so on. The parameter makes no distinction.

#### **A.2.12.25 Applicant Credit Bureau Past Due 30 12m**

This is the number of trades that have been more than 30 days past due in the last 12 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.26 Applicant Credit Bureau Past Due 30 24m**

This is the number of times the applicant has been more than 30 days past due in the last 24 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.27 Applicant Credit Bureau Past Due 60**

This is the number of times the applicant has been more than 60 days past due in the recorded history of the bureau. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.28 Applicant Credit Bureau Past Due 60 12m**

This is the number of times the applicant has been more than 60 days past due in the last 12 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.29 Applicant Credit Bureau Past Due 60 24m**

This is the number of times the applicant has been more than 60 days past due in the last 24 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.30 Applicant Credit Bureau Past Due 90**

This is the number of trades that are 90 or more days past due in the recorded history of the bureau. Note that these trades may be delinquent, derogatory, and so on. The parameter makes no distinction that one trade has been late 3 times; this parameter would show 1 if there are no other trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.31 Applicant Credit Bureau Past Due 90 12m**

This is the number of times the applicant has been more than 90 days past due in the last 12 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.32 Applicant Credit Bureau Past Due 90 24m**

This is the number of times the applicant has been more than 90 days past due in the last 24 months. The past dues could be for the same or different trades. If one trade has been late 3 times, this parameter would show 1 if there are no other trades.

#### **A.2.12.33 Applicant Credit Bureau Past Due Now**

This is the number of trades on which the applicant is currently past due, according to the bureau.

#### **A.2.12.34 Applicant Credit Bureau Repossessions**

This is the number of repossession shown on the bureau for the applicant in the history of the bureau.

#### **A.2.12.35 Applicant Credit Bureau Satisfactory Trades**

This is the total number of trades of all types, paid as agreed (no delinquencies) for the entire life of the trade. This could be a few months or several years- the parameter makes no distinction.

#### **A.2.12.36 Applicant Credit Bureau Too New Trades**

This shows the number of trades that have been reported where a lender is reporting a brand new account, but has not even billed the applicant yet.

#### **A.2.12.37 Applicant Credit Bureau Trade Collections**

This is the number of trades in collections assigned to collections agencies shown on the bureau for the applicant in the history of the bureau.

#### **A.2.12.38 Applicant Credit Bureau Trades**

This is the number of trades in the history of the credit bureau for that applicant. Note that different bureaus store information for varying amounts of time.

#### **A.2.12.39 Applicant Credit Bureau Worst Trades**

The rating code used for this parameter is the same rating code system displayed for the tradelines. The different bureaus use different systems so Oracle Financial Services Lending and Leasing changes them to a common format that is used in the scoring:

- 1 = current
- 2 = 30-59 days late
- 3 = 60-89 days late
- 4 = 90-119 days late
- 5 = 120-149 days late
- 6 = 150- days late
- 7 = involved in a bankruptcy
- 8 = repossession, foreclosure
- 9 = charge-off

### **A.2.13 Bankruptcy information**

#### **A.2.13.1 Applicant Credit Bureau 11 Bankruptcies**

This parameter provides a count of the number of Chapter 11 Bankruptcies the applicant has filed in the stored history of the bureau.

#### **A.2.13.2 Applicant Credit Bureau 13 Bankruptcies**

This parameter provides a count of the number of Chapter 13 Bankruptcies the applicant has filed in the stored history of the bureau.

#### **A.2.13.3 Applicant Credit Bureau 7 Bankruptcies**

This parameter provides a count of the number of Chapter 7 Bankruptcies the applicant has filed in the stored history of the bureau.

#### **A.2.13.4 Applicant Credit Bureau Bankruptcies**

This parameter provides a count of the number of bankruptcies of any type the applicant has filed in the stored history of the bureau.

#### **A.2.13.5 Applicant Credit Bureau Bkrp Score**

The bureaus offer two basic types of scores, a FICO type, and a bankruptcy type. The term FICO score is sometimes used as a generic term for a credit score, but it is supposed to mean that the score is based on an algorithm purchased or licensed from Fair Isaac Corp. In the system, if a score is listed as a FICO score, it is based on a Fair Isaac model. A bankruptcy score is a score that is used to predict the likelihood of a consumer to file bankruptcy. It is provided much like a FICO score.

#### **A.2.13.6 Applicant Credit Bureau Open 11 Bankruptcies**

This parameter provides a count of the number of open Chapter 11 Bankruptcies associated with the applicant in the bureau.

#### **A.2.13.7 Applicant Credit Bureau Open 13 Bankruptcies**

This parameter provides a count of the number of open Chapter 13 Bankruptcies associated with the applicant in the bureau.

#### **A.2.13.8 Applicant Credit Bureau Open 7 Bankruptcies**

This parameter provides a count of the number of open Chapter 7 Bankruptcies associated with the applicant in the bureau.

#### **A.2.13.9 Applicant Credit Bureau Open Bankruptcies**

This parameter provides a count of the number of bankruptcies of any type the applicant X has open currently.

#### **A.2.13.10 Applicant Credit Bureau Recent 11 Bankruptcy**

For this parameter, “Recent” refers to the number of months since the subject's most recent bankruptcy filing. One would use this parameter to determine if the subject has filed for Chapter 11 bankruptcy in the last X months.

#### **A.2.13.11 Applicant Credit Bureau Recent 13 Bankruptcy**

For this parameter, “Recent” refers to the number of months since the subject's most recent bankruptcy filing. One would use this parameter to determine if the subject has filed for Chapter 13 bankruptcy in the last X months.

#### **A.2.13.12 Applicant Credit Bureau Recent 7 Bankruptcy**

For this parameter, “Recent” refers to the number of months since the subject's most recent bankruptcy filing. One would use this parameter to determine if the subject has filed for Chapter 7 bankruptcy in the last X months.

#### **A.2.13.13 Applicant Credit Bureau Recent Bankruptcy**

For this parameter, “Recent” refers to the number of months since the subject's most recent bankruptcy filing. One would use this parameter to determine if the subject has filed for any kind of bankruptcy in the last X months.

#### **A.2.13.14 Applicant Has A Prior Bankruptcy**

This parameter tracks whether the applicant has indicated a prior bankruptcy based on the checkbox in the the system's Origination module. The prior bankruptcy is set to Y if the checkbox is checked otherwise it has a value of N.

### **A.2.14 Delinquency Information**

#### **A.2.14.1 Applicant Credit Bureau Longest Since Major**

This parameter reflects the longest period (in months) a tradeline has been open since the last derog.

#### **A.2.14.2 Applicant Credit Bureau Longest Since Minor**

This parameter reflects the longest period (in months) a tradeline has been open since the last minor delinquency.

#### **A.2.14.3 Applicant Credit Bureau Open Longest Since Major**

This parameter considers the greatest amount of time (in months) between now and the corresponding major delinquency for all of the open parameters with major delinquencies, and reflects the greatest value returned.

#### **A.2.14.4 Applicant Credit Bureau Open Longest Since Minor**

This parameter considers the greatest amount of time (in months) between now and the corresponding minor delinquency for all of the open parameters with minor delinquencies, and reflects the greatest value returned.

#### **A.2.14.5 Applicant Credit Bureau Open Shortest Since Major**

This parameter considers the least amount of time (in months) between now and the corresponding major delinquency for all of the open parameters with major delinquencies, and reflects the least value returned.

#### **A.2.14.6 Applicant Credit Bureau Open Shortest Since Minor**

This parameter considers the least amount of time (in months) between now and the corresponding minor delinquency for all of the open parameters with minor delinquencies, and reflects the least value returned.

#### **A.2.14.7 Applicant Credit Bureau Shortest Since Major**

This parameter considers the least amount of time (in months) between now and the corresponding major delinquency for all of the parameters (open and closed) with major delinquencies, and reflects the least value returned.

#### **A.2.14.8 Applicant Credit Bureau Shortest Since Minor**

This parameter considers the least amount of time (in months) between now and the corresponding minor delinquency for all of the parameters (open and closed) with minor delinquencies, and reflects the least value returned.

### **A.2.15 Derogatory Trade Information**

#### **A.2.15.1 Applicant Credit Bureau Derog 12m Trades**

Provides the number of trades that were derogatory in the last 12 months. This includes open and closed trades. These trades may or may not be derogatory now.

#### **A.2.15.2 Applicant Credit Bureau Derog 24m Trades**

Provides the number of trades that were derogatory in the last 24 months. This includes open and closed trades. These trades may or may not be derogatory now.

#### **A.2.15.3 Applicant Credit Bureau Derog Now Trades**

Provides the number of trades that are derogatory right now. Does this include closed trades?

#### **A.2.15.4 Applicant Credit Bureau Derog Trades**

This parameter addresses the number of derogatory trades associated with the applicant. This includes open and closed trades.

#### **A.2.15.5 Applicant Credit Bureau Longest Since Derog**

This parameter covers the longest period (in months) since last derog.

#### **A.2.15.6 Applicant Credit Bureau Open Longest Since Derog**

This parameter covers the longest period (in months) a tradeline has been open since the last derog.

#### **A.2.15.7 Applicant Credit Bureau Open Shortest Since Derog**

This parameter considers the least amount of time (in months) between now and the corresponding derog for all of the open parameters with derogs, and reflects the least value returned.

#### **A.2.15.8 Applicant Credit Bureau Shortest Since Derog**

This parameter considers the least amount of time (in months) between now and the corresponding derog for all of the parameters (open and closed) with derogs, and reflects the least value returned.

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## Appendix B: Late Fee Methods Definitions

### **FLAT AMOUNT**

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

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

### **PERCENTAGE OF PAYMENT DUE**

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

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

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

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

### **PERCENTAGE OF STANDARD PAYMENT**

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

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

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

### **FLAT AMOUNT PYRAMID LAW**

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

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

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

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

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

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

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

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

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

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### **Note**

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

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

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

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

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

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

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

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## Appendix C: Rounding Amounts and Rate Attributes

### Rounding Amounts

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

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

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

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

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

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

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

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

Method	Result
Round	234.14
Raise	234.14
Cutoff	234.13

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

Method	Result
Round	234.13
Raise	234.14
Cutoff	234.13

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

Method	Result
Round	234.13
Raise	234.14
Cutoff	234.13

---

**Note**

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

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**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 screen for variable rate line of credits.

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**Note**

Index rounding does not apply to fixed rate leases.

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

**Examples:**

Current rate:	5.325
Rate rounded to:	5.375
Current rate:	5.312
Rate rounded to:	5.250