

Loan Servicing User Guide

# **Oracle Financial Services Lending and Leasing**

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Loans Servicing User Guide  
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# Table of Contents

<b>1. Navigation</b>	<b>1-1</b>
1.1 Audience	1-1
1.2 Conventions Used	1-1
1.3 Logging In	1-1
1.4 Template and Navigation	1-2
1.4.1 Home Screen	1-2
1.4.2 Screens	1-9
1.5 Common Operations	1-10
1.5.1 Basic Operations	1-10
1.5.2 Basic Actions	1-11
1.5.3 Personalization Options	1-12
1.6 Keyboard Compatibility	1-16
1.6.1 Keyboard Compatibility	1-16
1.7 Tool Tips	1-17
1.8 Accessibility	1-17
1.8.1 Understanding Accessibility	1-17
1.8.2 Application Accessibility Preferences	1-17
1.8.3 Other Accessibility Considerations	1-18
1.8.4 Setting up Accessibility Preferences	1-19
<b>2. Search Function</b>	<b>2-1</b>
2.1 Search Criteria	2-1
2.2 Searching for an Application	2-4
2.2.1 Search tab	2-5
2.2.2 Quick Search section	2-6
2.3 Searching for an Account and Customer	2-10
2.3.1 Quick Search section	2-12
2.3.2 Search Using Customer Details	2-13
2.3.3 Search Using Account Details	2-15
<b>3. Dashboards</b>	<b>3-1</b>
3.1 Introduction	3-1
3.2 Dashboards	3-1
3.3 User Productivity	3-2
3.3.1 Viewing the Customer Service/Collection tasks	3-2
3.4 System Monitor	3-4
3.4.1 Monitoring Batch Jobs	3-4
3.4.2 Monitoring Jobs	3-7
3.4.3 Monitoring Services	3-9
3.4.4 Data Server Log Files	3-10
3.4.5 Parked Transactions	3-11
3.4.6 Monitoring Users	3-13
3.5 Producer Analysis	3-14
3.5.1 Select Criteria	3-14
3.5.2 Producers	3-15
3.5.3 Territories	3-16
<b>4. Customer Service</b>	<b>4-1</b>
4.1 Introduction	4-1

4.1.1	Quick Search section.....	4-1
4.2	Customer Service screen .....	4-2
4.3	Customer Service screen's Summary tab .....	4-4
4.4	Customer Service screen's Customer Service tab .....	4-10
4.4.1	Call Activities sub tab .....	4-10
4.4.2	Maintenance sub tab .....	4-14
4.4.3	Comments sub tab .....	4-17
4.4.4	Promises sub tab.....	4-18
4.4.5	Checklists sub tab .....	4-20
4.4.6	Tracking Attributes sub tab.....	4-21
4.4.7	References sub tab .....	4-22
4.4.8	Correspondence sub tab .....	4-23
4.4.9	Letters sub tab.....	4-25
4.4.10	Document Tracking sub tab.....	4-31
4.4.11	Scenario Analysis sub tab .....	4-33
4.5	Customer Service screen's Account Details tab.....	4-34
4.5.1	Account Details sub tab.....	4-34
4.5.2	Statements sub tab.....	4-37
4.5.3	Rate Schedule sub tab .....	4-38
4.5.4	Insurances sub tab .....	4-39
4.5.5	Contract Information sub tab .....	4-42
4.5.6	Escrow sub tab .....	4-43
4.6	Customer Service screen's Customer Details tab .....	4-45
4.6.1	Customer sub tab .....	4-48
4.6.2	Business sub tab .....	4-51
4.7	Customer Service screen's Transaction History tab.....	4-55
4.7.1	Balances sub tab .....	4-55
4.7.2	Transactions sub tab .....	4-57
4.7.3	Payment Rating sub tab .....	4-60
4.7.4	Due Date History sub tab .....	4-61
4.7.5	Repayment Schedule sub tab .....	4-62
4.7.6	Work Order sub tab .....	4-63
4.8	Customer Service screen's Pmt Modes tab .....	4-64
4.8.1	ACH sub tab .....	4-64
4.8.2	Coupon sub tab .....	4-67
4.8.3	Post Dated Checks sub tab .....	4-67
4.8.4	Payment Arrangement sub tab.....	4-68
4.9	Customer Service screen's Bankruptcy tab.....	4-70
4.9.1	Call Activities sub tab .....	4-72
4.9.2	Comments sub tab .....	4-72
4.9.3	Due Date History sub tab .....	4-72
4.10	Customer Service screen's Repo/Foreclosure tab .....	4-72
4.10.1	Repossession sub tab .....	4-72
4.10.2	Foreclosure sub tab.....	4-74
4.10.3	Analysis sub tab .....	4-75
4.10.4	Call Activities sub tab .....	4-78
4.10.5	Comments sub tab .....	4-78
4.10.6	Due Date History sub tab .....	4-78
4.11	Customer Service screen's Deficiency tab .....	4-78
4.11.1	Call Activities sub tab .....	4-80

4.11.2	Comments sub tab .....	4-80
4.11.3	Due Date History sub tab .....	4-80
4.12	Customer Service screen's Collateral tab .....	4-80
4.12.1	Valuation sub tab .....	4-82
4.12.2	Tracking sub tab .....	4-83
4.12.3	Seller sub tab .....	4-84
4.13	Customer Service screen's Bureau tab .....	4-85
4.14	Customer Service screen's Cross/Up Sell Activities tab .....	4-86
4.14.1	Edit Cross/Up Sell Activity .....	4-86
4.14.2	Create Simple Application .....	4-87
4.14.3	Close Opportunity .....	4-87
4.15	Review Request .....	4-88
4.15.1	Review Requests Tab .....	4-88
<b>5.</b>	<b>Securitization .....</b>	<b>5-1</b>
5.1	Pool Inquiry .....	5-1
5.1.1	Pool Inquiry .....	5-2
5.1.2	Pool Creation .....	5-8
<b>6.</b>	<b>Transaction Authorization .....</b>	<b>6-1</b>
6.1	Transaction Authorization screen .....	6-1
6.2	Authorization History tab .....	6-3
6.3	Review Request Tab .....	6-5
6.4	Review Request .....	6-6
6.4.1	Review Requests Tab .....	6-6
<b>7.</b>	<b>Post Dated Cheques (PDC) Management .....</b>	<b>7-1</b>
7.1	PDC Entry Tab .....	7-1
7.2	PDC Maintenance Tab .....	7-3
7.3	Search Tab .....	7-5
<b>8.</b>	<b>Escrow Transactions .....</b>	<b>8-1</b>
8.1	Escrow Transaction .....	8-1
8.1.1	Reprocessing an Analysis Batch with Error Status .....	8-3
8.2	Analysis Group Tab .....	8-3
8.2.1	Viewing Analysis Group tab .....	8-4
8.2.2	Approving the Analysis .....	8-5
8.2.3	Cancelling the Analysis .....	8-5
8.2.4	Reanalysing the Escrow Analysis .....	8-5
8.2.5	Deleting the Analysis .....	8-7
8.3	Accounts Tab .....	8-8
8.4	Escrow Disbursement Entry Tab .....	8-10
8.4.1	Viewing Open batches .....	8-11
8.4.2	Viewing All Batches .....	8-11
8.4.3	Locating a batch with an Error .....	8-12
8.4.4	Validating and Posting Batches .....	8-12
8.4.5	Holding an Escrow Disbursement Batch .....	8-14
8.4.6	Opening/Removing Hold on an Escrow Disbursement batch .....	8-14
8.4.7	Cancelling an escrow disbursement batch .....	8-15
8.5	Escrow Disbursement Maintenance Tab .....	8-15
8.5.1	Cancelling the Disbursement Maintenance .....	8-16
8.5.2	Viewing Cancelled Escrow Disbursement on the AP Requisition screen .....	8-17
8.6	Search Tab .....	8-17

<b>9.</b>	<b>Account Documents .....</b>	<b>9-1</b>
9.1	Introduction.....	9-1
9.2	Account Document screen .....	9-1
	9.2.1 <i>Attaching a Document to an Account from a server</i> .....	9-2
	9.2.2 <i>Attaching a Document to an Account from a Client Machine</i> .....	9-3
	9.2.3 <i>Copying a Document</i> .....	9-4
	9.2.4 <i>Moving a Document</i> .....	9-4
	9.2.5 <i>Viewing a Document Attached to an Account</i> .....	9-5
9.3	Document Tracking section .....	9-6
	9.3.1 <i>Locating an Account Document</i> .....	9-6
	9.3.2 <i>Viewing a Document Attached to an Account</i> .....	9-6
<b>10.</b>	<b>Collateral Management .....</b>	<b>10-1</b>
10.1	Collateral Tab .....	10-1
	10.1.1 <i>Valuations Sub Tab</i> .....	10-3
	10.1.2 <i>Tracking Sub Tab</i> .....	10-4
	10.1.3 <i>Asset Status History Sub Tab</i> .....	10-5
	10.1.4 <i>Asset Relation Sub Tab</i> .....	10-5
	10.1.5 <i>Audit Sub Tab</i> .....	10-6
10.2	Search Tab .....	10-6
<b>11.</b>	<b>Tools .....</b>	<b>11-1</b>
11.1	Loan Calculator .....	11-1
	11.1.1 <i>Parameters</i> .....	11-1
	11.1.2 <i>Repayment Options</i> .....	11-6
	11.1.3 <i>Amortization Schedule</i> .....	11-8
	11.1.4 <i>Printing a Quote</i> .....	11-8
	11.1.5 <i>Copy Calculation to Contract or Decision tab</i> .....	11-9
11.2	Vehicle Evaluator.....	11-9
	11.2.1 <i>Attributes Tab</i> .....	11-11
<b>12.</b>	<b>Oracle Financial Services Lending and Leasing Reports .....</b>	<b>12-1</b>
12.1	Accounts Payable Log By Customer .....	12-1
12.2	Accounts Payable Log By Producer .....	12-2
12.3	Accounts Payable Log By Third Party .....	12-3
12.4	Accounts Payable Log By Vendor .....	12-3
12.5	GL Posting Log.....	12-4
12.6	Pool Txns Log By GL Post Dt.....	12-4
12.7	Producer Monetary Txns Log By GL Post DT .....	12-5
12.8	Producer Statement.....	12-5
12.9	Account Wise PDC List .....	12-6
12.10	Payment Posting (Daily Cash) Log.....	12-7
12.11	PDC Payslip .....	12-7
12.12	Pending PDC List .....	12-8
12.13	Pool Defaults .....	12-8
12.14	Pool Delinquency.....	12-8
12.15	Pool Liquidated Contracts .....	12-9
12.16	Pool Monthly Activity .....	12-9
12.17	Pool Payoffs .....	12-10
12.18	Pool Recovery .....	12-10
12.19	Pool Repurchased Accounts .....	12-11
12.20	Vendor - Invoice Log .....	12-11

12.21	Vendor - Work Order Log .....	12-12
12.22	Payment Receipt .....	12-12
12.23	Account Wise Payment Receipt .....	12-13
12.24	Account Payable (Servicing) .....	12-13
12.25	Amortized Txns Log By GL Post Dt - Loan.....	12-14
12.26	Monetary Txns Log By GL Post Dt - Loan.....	12-14
12.27	Payment Allocations Log By GL Post Dt - Loan.....	12-15
12.28	Advance Posting Error Log Desc Loan .....	12-16
12.29	Advance Posting Log Loan.....	12-16
12.30	Excess Payments (Refund) Log Loan .....	12-16
12.31	Payment Allocations Log Loan .....	12-17
12.32	Payment History Loan .....	12-17
12.33	Scheduled For Chargeoff Accounts Log Loan.....	12-18
12.34	Scheduled Termination Accounts Log Loan.....	12-18
12.35	Trial Balance Loan.....	12-19
<b>13.</b>	<b>Producer .....</b>	<b>13-1</b>
13.1	Producer Details.....	13-2
13.1.1	<i>Payment Details</i> .....	13-5
13.1.2	<i>Compensation Plan</i> .....	13-6
13.1.3	<i>Subvention</i> .....	13-6
13.1.4	<i>Transactions</i> .....	13-7
13.1.5	<i>Holdback/Loss Reserve</i> .....	13-7
13.1.6	<i>Tracking Attributes</i> .....	13-7
13.1.7	<i>Contacts</i> .....	13-8
13.1.8	<i>Comments</i> .....	13-8
13.1.9	<i>Summary</i> .....	13-9
13.1.10	<i>Title Status Summary</i> .....	13-9
<b>14.</b>	<b>Vendors .....</b>	<b>14-1</b>
14.1	Vendor Detail Screen .....	14-1
14.1.1	<i>Vendors tab</i> .....	14-1
14.1.2	<i>Work Orders Tab</i> .....	14-4
14.1.3	<i>Follow-up Tab</i> .....	14-6
14.1.4	<i>Invoices Tab</i> .....	14-8
<b>15.</b>	<b>Batch Transactions .....</b>	<b>15-1</b>
15.1	Introduction.....	15-1
15.2	Advances.....	15-1
15.2.1	<i>Advance Entry Tab</i> .....	15-1
15.2.2	<i>Advance Maintenance Tab</i> .....	15-6
15.2.3	<i>Search Tab</i> .....	15-8
15.3	Payments.....	15-9
15.3.1	<i>Lockbox Payments</i> .....	15-10
15.3.2	<i>ACH Payments</i> .....	15-10
15.3.3	<i>Manual Entry</i> .....	15-11
15.3.4	<i>Payments Entry Tab</i> .....	15-11
15.3.5	<i>Payment Maintenance Tab</i> .....	15-17
15.3.6	<i>Outbound Customer Extracts To Payment Agencies Batch</i> .....	15-21
15.3.7	<i>Search Tab</i> .....	15-22
15.4	Fees.....	15-23
15.4.1	<i>Fees Tab</i> .....	15-23

15.5	Search screen .....	15-27
<b>16.</b>	<b>Interface .....</b>	<b>16-1</b>
16.1	Introduction.....	16-1
16.2	AP Transactions .....	16-1
16.3	GL Transactions .....	16-5
	16.3.1 <i>Amortized Transactions Tab</i> .....	16-7
16.4	Account Conversion .....	16-7
	16.4.1 <i>Conversion of Account screen</i> .....	16-8
	16.4.2 <i>Applicants Sub Tab</i> .....	16-9
	16.4.3 <i>Decision Tab</i> .....	16-10
	16.4.4 <i>Contract Tab</i> .....	16-10
	16.4.5 <i>Collateral Tab</i> .....	16-10
	16.4.6 <i>Account Details Tab</i> .....	16-10
	16.4.7 <i>Account Details' Sub Tabs</i> .....	16-13
	16.4.8 <i>Comment Tab</i> .....	16-17
	16.4.9 <i>Verification Tab</i> .....	16-18
	16.4.10 <i>Calculator Tab</i> .....	16-18
	16.4.11 <i>Search Tab</i> .....	16-18
	<b>Appendix A: Transaction Parameters .....</b>	<b>A-1</b>
	<b>Appendix B: Payment Amount Conversions .....</b>	<b>B-1</b>



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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

---

## 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

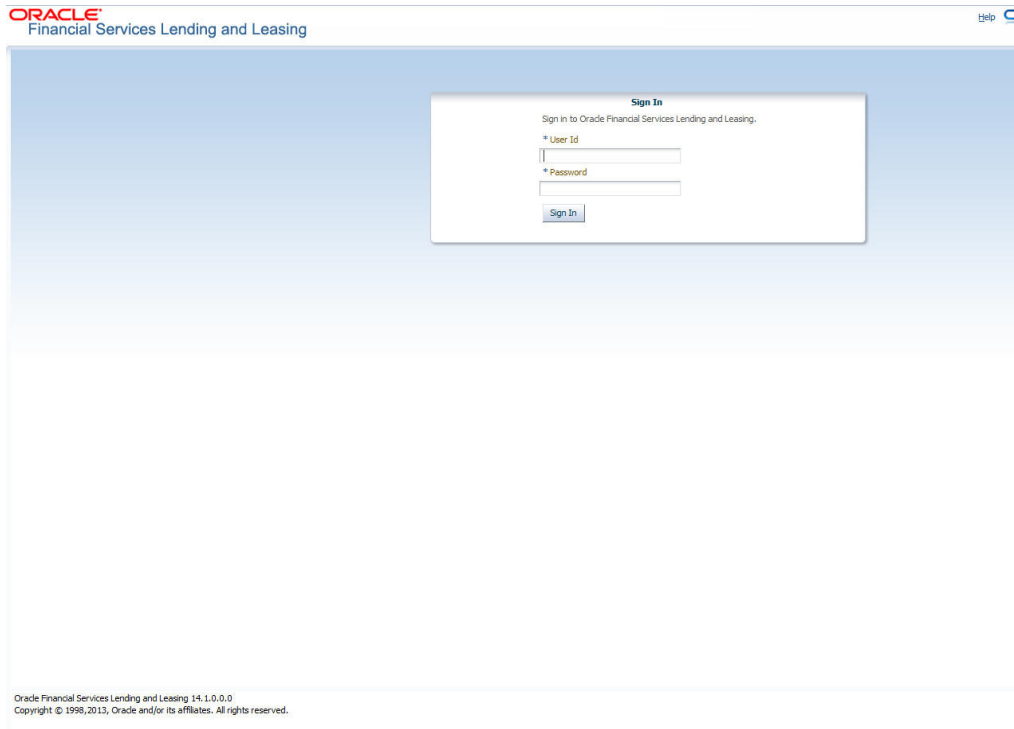
Term	Refers to
The system/application	Oracle Financial Services Lending and Leasing
Mnemonic	The underlined character of the tab or button

## 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

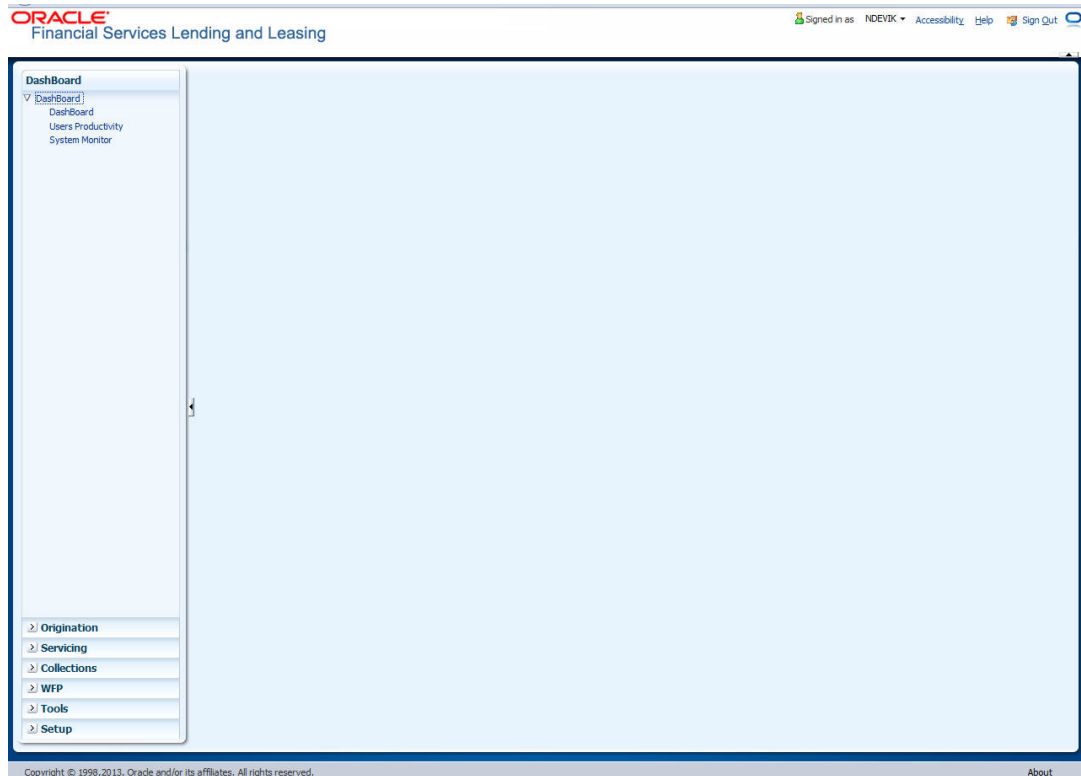
### 1.4.1 Home Screen

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

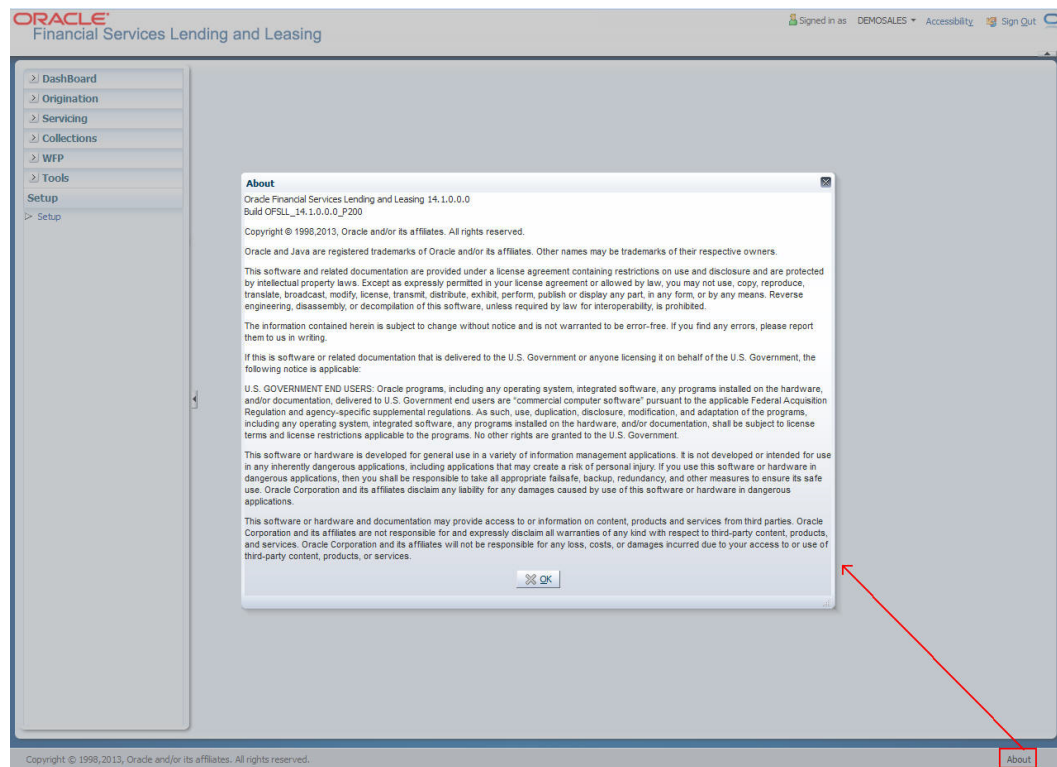
The Home screen consists of the following components:

- Header
- Left Pane

- Right Pane/Work Area



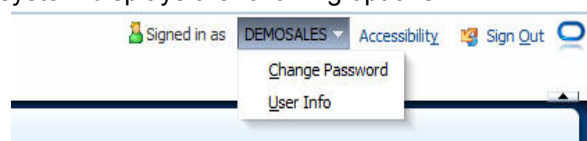
You can view the application version details and copyright information by clicking **About** link at the right corner of the screen.



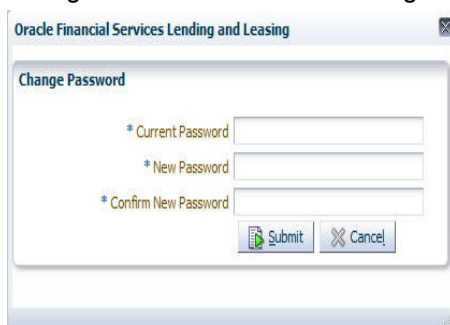
## Header

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:

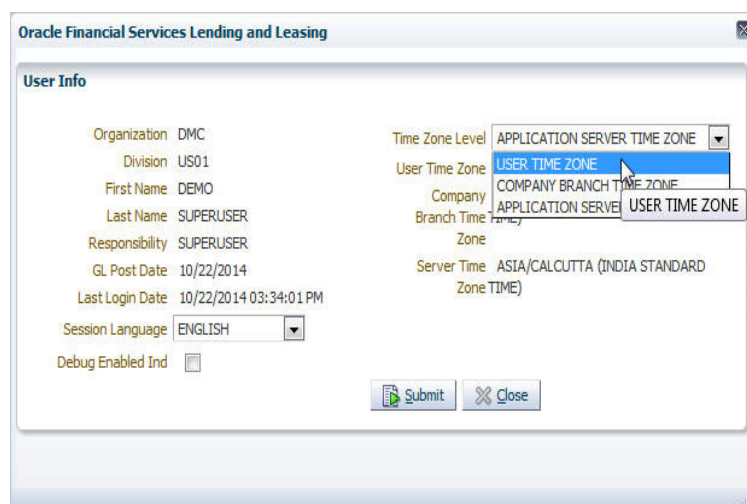


- **Change Password** – Click to change the current password.



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

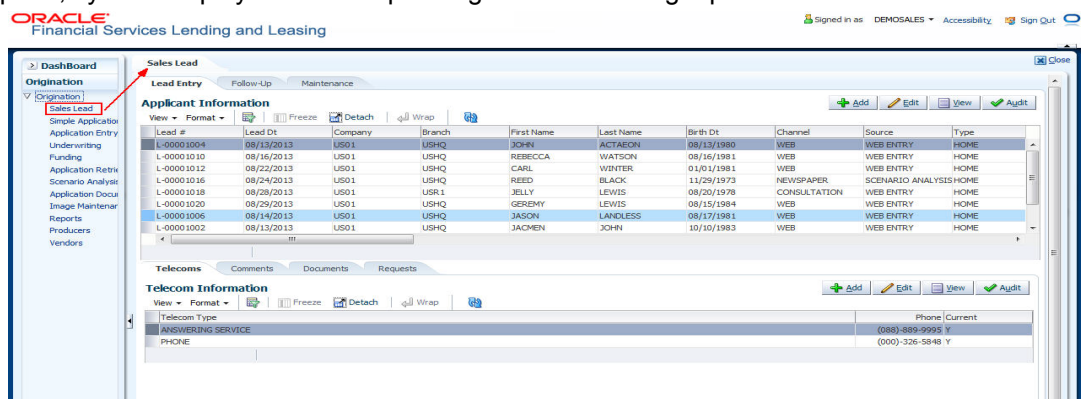
In the left pane, system lists and provides drop-down links for various modules available in the product. Click  to expand the Module Master Tabs and  to collapse them.



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.

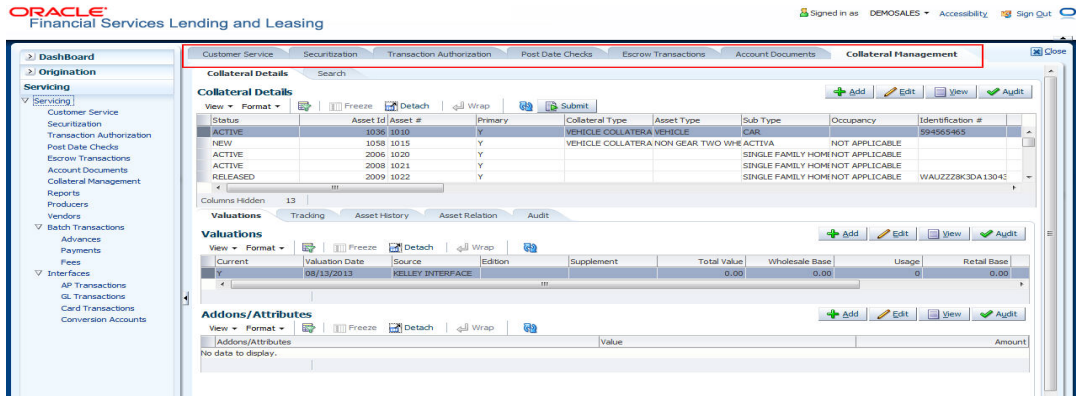
## Right Window

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.



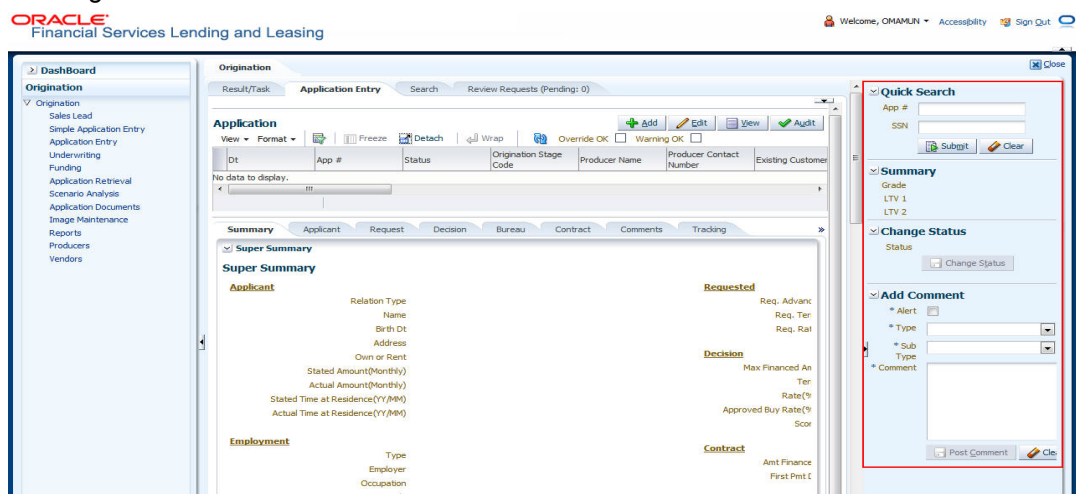
Each active screen is displayed as a tab at the top of right pane, across its width. To view a screen, click the screen tab. You can identify the active screen with its white background. Also, operation on any of the screen will not affect the data in other screens.

### 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:



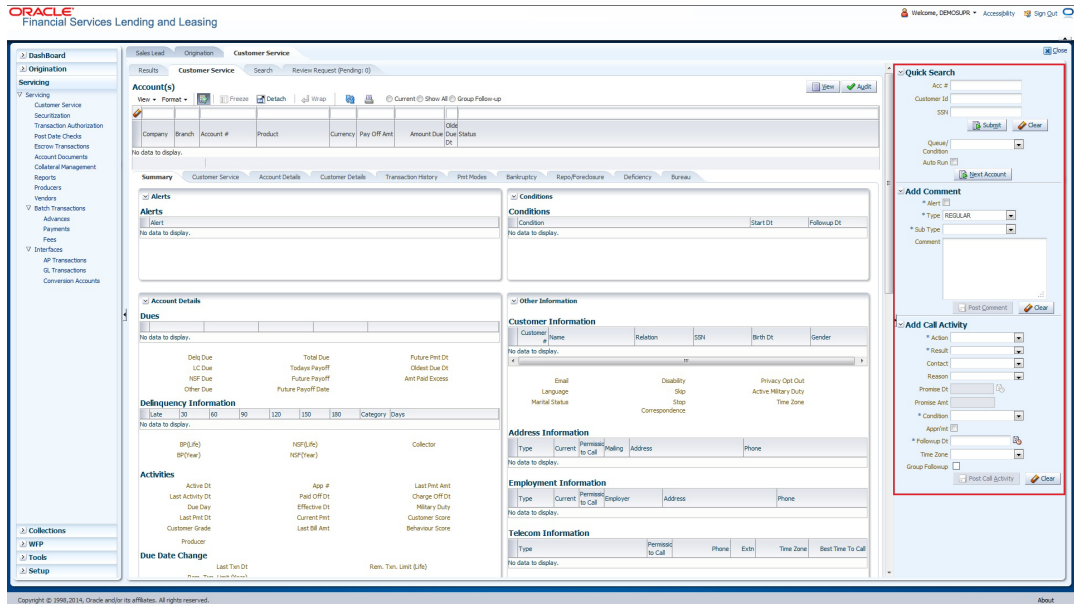
- 
- Use **Quick Search** to search for an application based on application number, last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches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

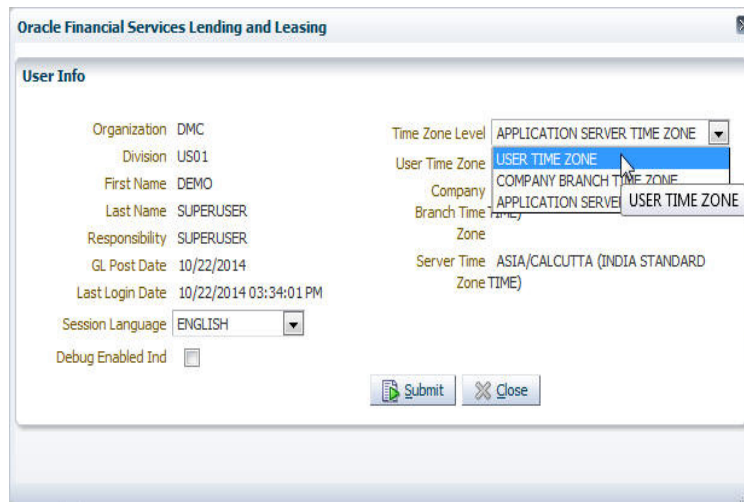
- Collection
- Bankruptcy
- Repossession
- Deficiency

**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:

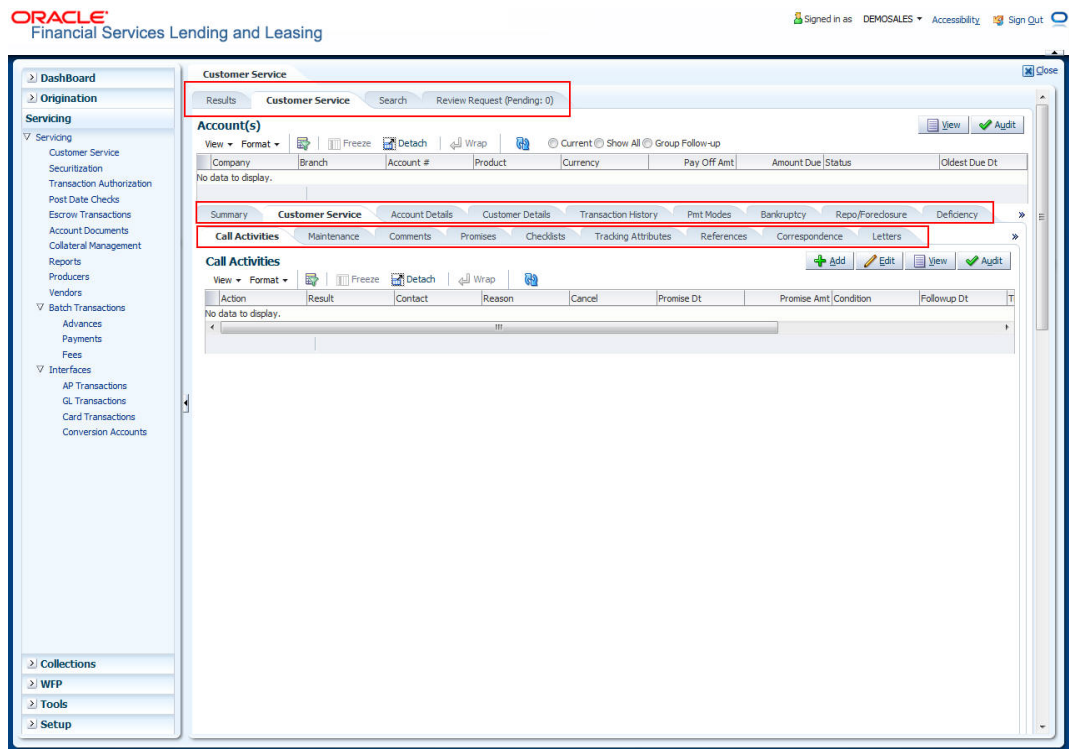
- Navigate to Setup > Administration > User > Users.
- Select the required User record listed in "User Definition" section and click **Edit**.
- In the Time Zone field, select the required time zone from the adjoining options list and click **Save**.


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

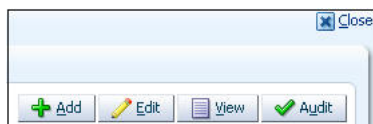
Some of the operations are common to most of the screens. These are grouped into three categories, based on their features.

- 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.

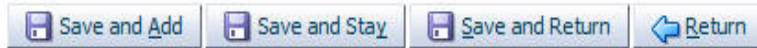
The table below gives a snapshot of them:

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.

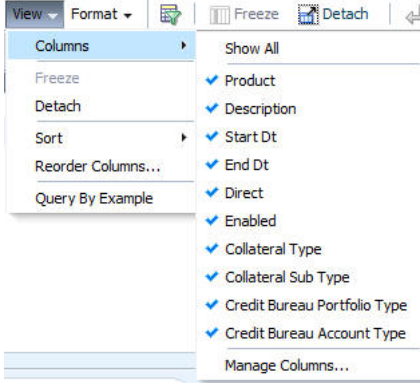
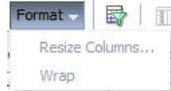
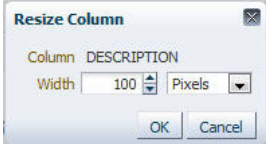
Basic Actions	Description
	Click to navigate to the previous record.
	Click to navigate to the next record.
	Click to navigate the last record.

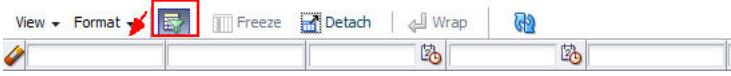
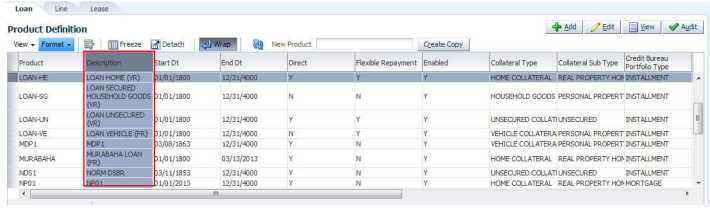

### 1.5.3 Personalization Options

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 displays the Oracle application interface. At the top, there is a 'Result/Task' section with 'Application Entry', 'Search', and 'Review Requests (Pending: 0)'. Below this is a 'Quick Search' section with input fields for 'App #' and 'SSN', and a 'Submit' button. A 'Queue' section is also visible. The main area is a 'Search' section containing a table of application records. The table has columns: Company, Branch, App #, Date, Title, Product, Status, and Producer. A red box highlights the 'Detach' button in the table's toolbar, and a red arrow points from it to the first row of the table. Below the search section is a 'Detached Table' section, which is a larger table showing the same data as the search results, but with more rows visible. The 'Detach' button is also highlighted in the toolbar of the 'Detached Table'.

Company	Branch	App #	Date	Title	Product	Status	Producer	Secured
USD1	USHQ	0000001854	03/21/2013	1854 1854	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
USD1	USHQ	0000001858	03/20/2013	1852 1852	LOAN VEHICLE (FR)	NEW - BLANK	NY-02 : PR	
USD1	USHQ	0000001861	03/21/2013	1861 1861	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
USD1	USHQ	0000001862	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADDF	
USD1	USHQ	0000001863	03/22/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	
USD1	USHQ	0000001864	03/23/2013	UNDEFINED	LOAN VEHICLE (FR)	NEW - BLANK	MT-00001 : SGFSADDF	
USD1	USHQ	0000001865	03/24/2013	ME DETACH	LOAN VEHICLE (FR)	NEW - BLANK	MN-00001 : TERMINATE	

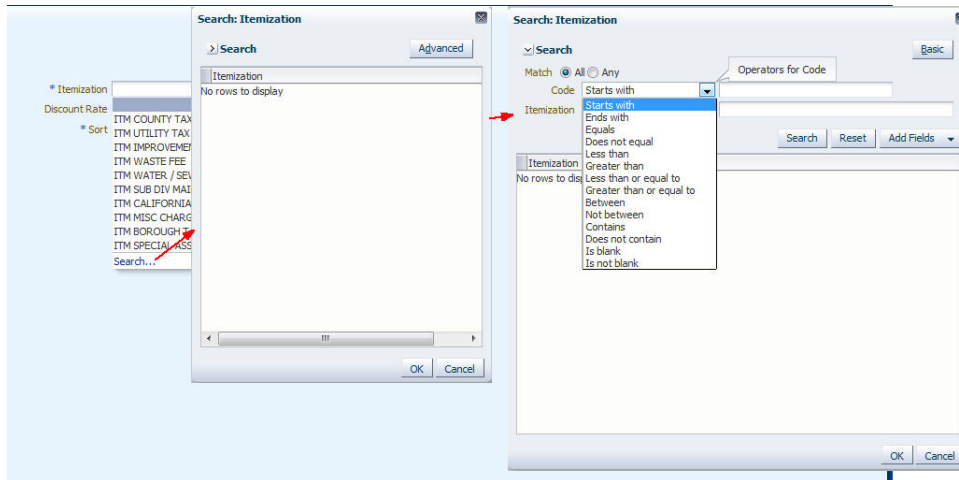
Click 'Add', 'Edit' or 'View' button to open a new screen in expanded mode with details.

## 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.

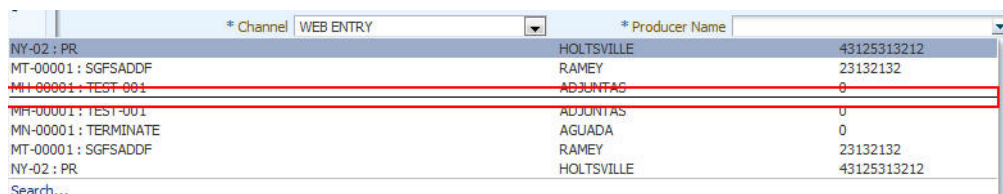


Click the arrow button available before 'Search' to toggle the search options.

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.



### 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.

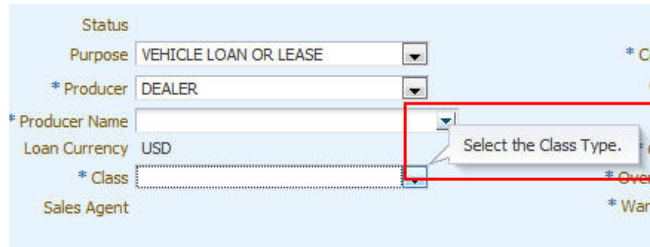
Shortcut	Action
Ctrl++	To increase zoom level.
Ctrl+-	To decrease zoom level.
Ctrl+0	To set zoom level to default level.



## 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 weak eye-sight or hearing.

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

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

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

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

## **1.8.3 Other Accessibility Considerations**

### **1.8.3.1 Documentation Accessibility**

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

- Addition of text equivalent to all graphics

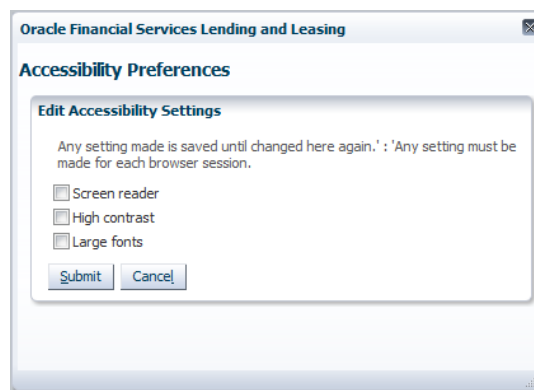
- Usage of standard fonts and avoiding shadow or reversed text
- Usage of strong foreground and background color contrast
- Color usages as per Oracle Accessibility guidelines have been ensured
- Usage of styles and formatting elements
- Documentation in simple language to ensure easy understanding
- 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.

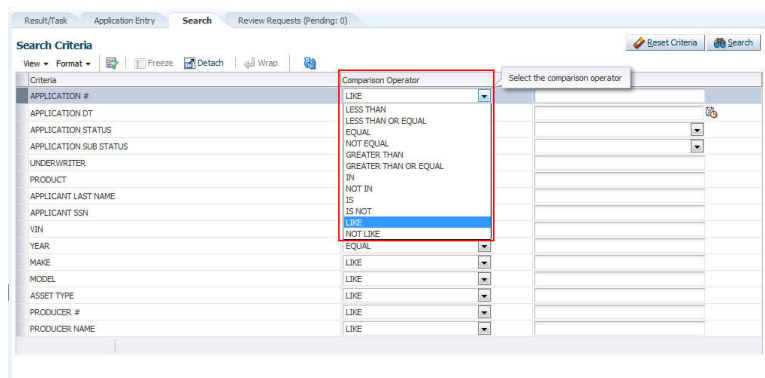
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## 2. Search Function

Oracle Financial Services Lending and Leasing allows you to search for an account, customer or application using specific search criteria. Since this section details the general search options available in the User Interface, some or all the parts of this section are applicable to you as per access provisions & licensing. The following sections explain the Search options in detail.

### 2.1 Search Criteria

Search criteria has a list of parameters which enables to query the application / account from the database by providing one or more parameter values. There are 15 parameters whose values can be specified in combination with comparison operators which are described in the table below. The Reset button enables to clear the comparison values for a fresh search. Apart from this, Search can also be performed using wild card characters.



Description	Example Expression
<b>LESS THAN</b>	APPLICATION DATE < 01/22/2002 <b>Result:</b> The system searches for all applications created before Jan. 22, 2002.
<b>LESS THAN OR EQUAL TO</b>	APPLICATION DATE <= 01/22/2002 <b>Result:</b> The system searches for all applications created on or before Jan. 22, 2002.
<b>EQUAL</b>	APPLICANT SSN = 111-22-3333 <b>Result:</b> The system searches for all applications with applicant social security number 111-22-3333.
<b>NOT EQUAL</b>	APPLICANT SSN <> 111-22-3333 <b>Result:</b> The system searches for all applications except those with an applicant whose social security number is 111-22-3333.
<b>GREATER THAN</b>	APPLICATION DATE > 01/22/2002 <b>Result:</b> The system searches for all applications created after Jan. 22, 2002.
<b>GREATER THAN OR EQUAL</b>	APPLICATION DATE >= 01/22/2002 <b>Result:</b> The system searches for all applications created on or after Jan. 22, 2002

Description	Example Expression
<b>IN</b>	ACCOUNT NUMBER IN ('20001000012512', '20010100012645', '20010300012817')  IN is used with values that are within parenthesis.  <b>Result:</b> The system searches for the applications with the account numbers of '20001000012512', '20010100012645', and '20010300012817'.)
<b>NOT IN</b>	ACCOUNT NUMBER NOT IN ('20001000012512', '20010100012645', '20010300012817')  NOT IN is used with values that are within parenthesis.  <b>Result:</b> The system searches for all applications except those with the account numbers of '20001000012512', '20010100012645', and '20010300012817'.)
<b>IS</b>	VIN IS NULL  IS is only used with a value of "NULL". It enables you to search for criteria that has no value; that is, fields where no information is present.  <b>Result:</b> The system searches for all applications without a vehicle identification number.
<b>IS NOT</b>	VIN IS NOT NULL  IS NOT is only used with a value of "NULL". It enables you to search for criteria that has any value; that is, fields where information is present.  <b>Result:</b> The system searches for all accounts with a VIN, vehicle identification number.
<b>LIKE</b>	ASSET TYPE LIKE VEH%  LIKE enables you to search for close matches using wildcard characters.  <b>Result:</b> The system searches for all applications with asset type beginning with the characters "veh" such as "vehicle car" or "vehicle van."
<b>NOT LIKE</b>	ASSET TYPE NOT LIKE VEH%  NOT LIKE enables you to search for close matches using wildcard characters.  <b>Result:</b> The system searches for all applications with asset type other than those starting with the characters "veh."

### Using Wildcard Characters

- Wildcard characters can only be used with the operator LIKE and NOT LIKE.
- % (percent) represents any number of characters, including no characters.
- \_ (underline) represents any single character.

### Using Criteria Value

Search criteria values of **1234%** will locate character strings of any length that begin with "1234" for example,

- **1234ACB**
- **12345678**

- 1234
- **12348**
- **12340980988234ABIL230498098**

Search criteria values of **1234\_** will locate character strings of five characters that begin with “**1234**” for example,

- **12345**
- **1234A**
- **12340**

Search criteria values of **%1234** will locate character strings of any length that end with “**1234**” for example,

- 1234
- **01234**
- 098908LKJLKLKJ00098807**1234**

Search criteria values of **\_1234** will locate five character strings that end in “**1234**” for example,

- **A1234**
- **11234**

Search criteria values of **%1234%** will locate character strings of any length that contain “**1234**” for example,

- 1234
- **01234**
- **12340**
- AKJLKJ**1234**128424

Search criteria values of **\_1234\_** will locate character strings of 6 characters that *contain* “**1234**” for example,

- **A1234B**
- **012341**
- **A12341**

### Using Search Criteria examples

**Result:** The system searches for all applications with application date May 1, 2001.

Criteria	Comparison Operator	Value
APPLICATION DATE	EQUAL	05/01/2001

Criteria	Comparison Operator	Value
APPLICATION DATE	EQUAL	05/01/2001
APPLICATION NUMBER	GREATER THAN OR EQUAL	0000000278

**Result:** The system searches for all applications with application date May 1, 2001 and an application number greater than or equal to 0000000278.

Criteria	Comparison Operator	Value
FIRST NAME	EQUAL	JAN

**Result:** The system searches for all applications with applicant whose first name is "JAN"

- JAN ARBOR
- JAN FISHER

Criteria	Comparison Operator	Value
FIRST NAME	LIKE	JAN%

**Result:** The system searches for all applications with applicant's first name starting with "JAN"

- JAN ARBOR
- JAN FISHER
- JANE MEYERS
- JANETTE NORDSTROM

## 2.2 Searching for an Application

Oracle Financial Services Lending and Leasing allows you to search and retrieve a particular application.

During application entry, queues can be created based on your user id and your user responsibility. You can view the assigned queues in the Origination screen of Dashboard.

In each stage of application, the queue name to which the selected application is assigned, appears in Queue name field in Result screen.

You can begin processing the applications in the order in which they are listed. Select the record and click **Submit**.

## 2.2.1 Search tab

### To view the Search screen during Loan origination

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.

Depending on the task to be performed and the link clicked, the respective screen opens in the Results screen.

Lod Allo Company	Branch	App #	Date	Title	Product	Status	Sub Status
DEMO COMPAN FIN1		0000001017	02/18/2014	JASON PAUL	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001013	02/18/2014	JASON PAUL	AUTO LEASE	NEW	REVIEW REQUIRE
DEMO COMPAN FIN1		0000001014	02/18/2014	JASON PAUL	AUTO LEASE	NEW	REVIEW REQUIRE
DEMO COMPAN FIN1		0000001015	02/18/2014	JASON PAUL	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001053	03/05/2015	UNDEFINED	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001127	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001128	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001129	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001130	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001131	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001132	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001133	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE
TBANK	T-BANK	0000001134	02/19/2015	DICKENSON ROGER	AUTO LEASE	NEW	REVIEW REQUIRE

2. Click the **Search** tab.

Criteria	Comparison Operator	Value	Enter/Select the Value
APPLICATION #	LIKE		
APPLICATION DT	GREATER THAN OR EQUAL		
APPLICATION STATUS	LIKE		
APPLICATION SUB STATUS	LIKE		
UNDERWRITER	LIKE		
PRODUCT	LIKE		
APPLICANT LAST NAME	LIKE		
APPLICANT SSN	EQUAL		
VIN	LIKE		
YEAR	EQUAL		
MAKE	LIKE		
MODEL	LIKE		
ASSET TYPE	LIKE		
PRODUCER #	LIKE		
PRODUCER NAME	LIKE		

The search tab enables you to locate an application using a broad range of search criteria.

- During Loan origination, the results are sorted according to the priority of application and application identification number. However you can sort the records using any criteria.

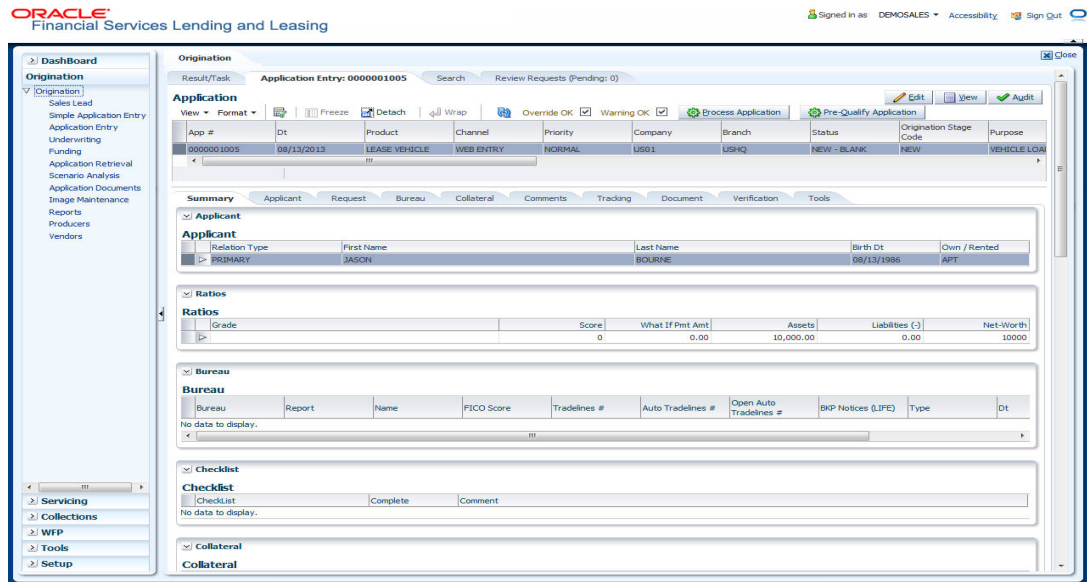


- If you try to open an application which is already opened by another user, system displays an alert message indicating “Application is locked by <User Name> Phone <phone number>”.

The Results screen.

3. On the **Results** screen, select the application you want to load and click **Open Application**.

The system loads the application on the respective screen.



You are now ready to begin work on the application.

## 2.2.2 Quick Search section

Quick Search enables to search for an account using any one of the following values - Account Number, Customer ID, SSN, Identification Number or Queue.

**To load an account using the Quick Search section:**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** master tab.
2. In the Quick Search section's Acc # field, specify the account number you want to load and click **Submit**.

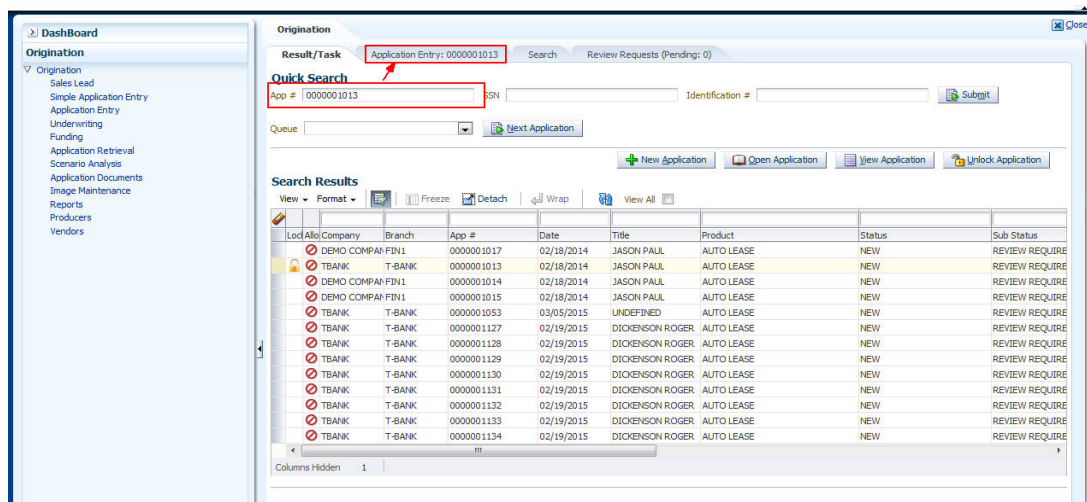
You can also load the account by specifying the last 4 digits of the SSN Number. System retrieves only those accounts where the searched SSN is of the Primary Applicant. If multiple matches are found, system displays an error message as 'Multiple Matches found for the SSN, Please use normal Search'.

---

### Note

Search cannot be performed using wild card characters in the Quick Search section.

---



The system loads the selected application.

### To load an account from a queue during application entry

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** master tab.
2. In the Quick Search section's **Queue** field, select the queue you want to work with and click **Next Account**.

#### 2.2.2.1 Other Features on the Results screen

The Results screen on the Applications screen has below listed common features (these features are not present on the Result screen on Customer Service screen):

What is it?	What does it do?
<b>View All</b>	If you select <b>View All</b> check box, all applications in the system accessible with your user id appear in the Results screen under search section.
<b>Queue Name field</b>	This display only field indicates the queue in which the selected application is currently in. (This is normally related to one or more of the following, based on setup: producer, state, or status.)
<b>Secured box</b>	Indicates that the selected application is secured (that is, that the applicant is an employee of the organization) and may only be loaded by authorized users.
<b>Copy Application button</b>	Creates a copy of the selected application. This feature is usually used when an applicant has submitted a previous application or when an applicant submits a second application and you don't want to retype the information.
<b>New Application</b>	Opens a screen where a user can create a new application by providing required details.
<b>Open Application</b>	Displays the application details for the selected application.

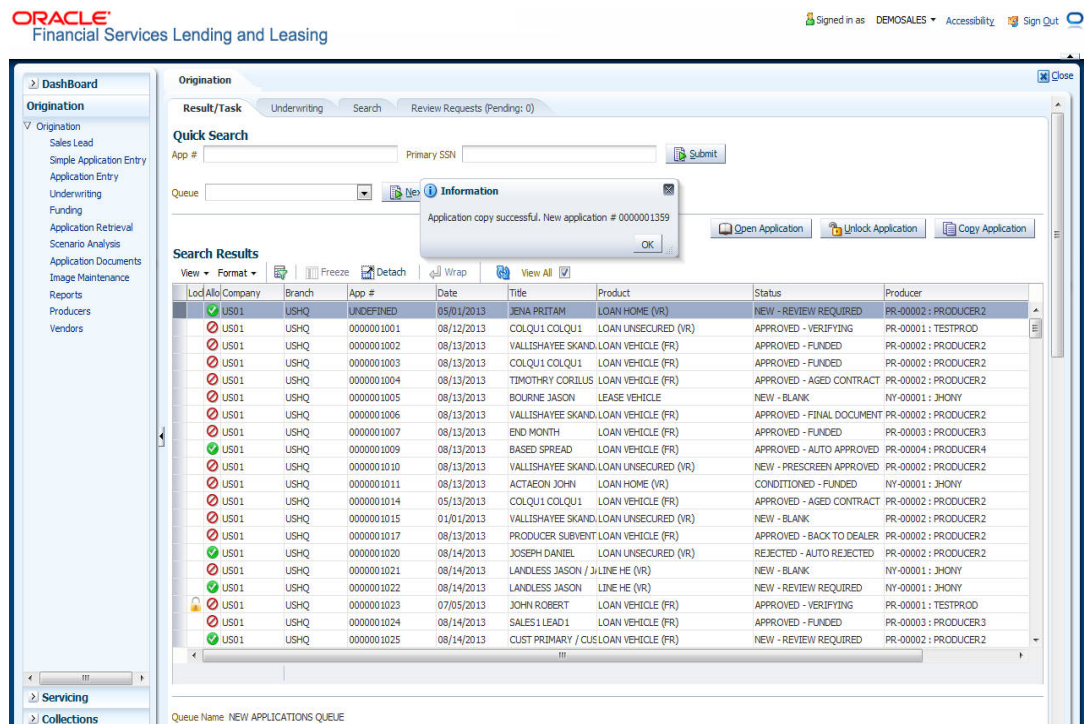
<b>What is it?</b>	<b>What does it do?</b>
<b>Unlock Application</b>	Unlocks the selected application locked by another user.

### 2.2.2.2 Copying an Application

Once the application clears the pre-qualification edits successfully, it moves to the underwriting queue. In the Underwriting/Funding screen, you can copy the information of an existing application into a new application. using Results screen. The new application will contain duplicated data of application information, the requested Loan information, credit bureau data, and collateral information. The new application will have status/sub status as NEW - REVIEW REQUIRED.

#### To copy an application

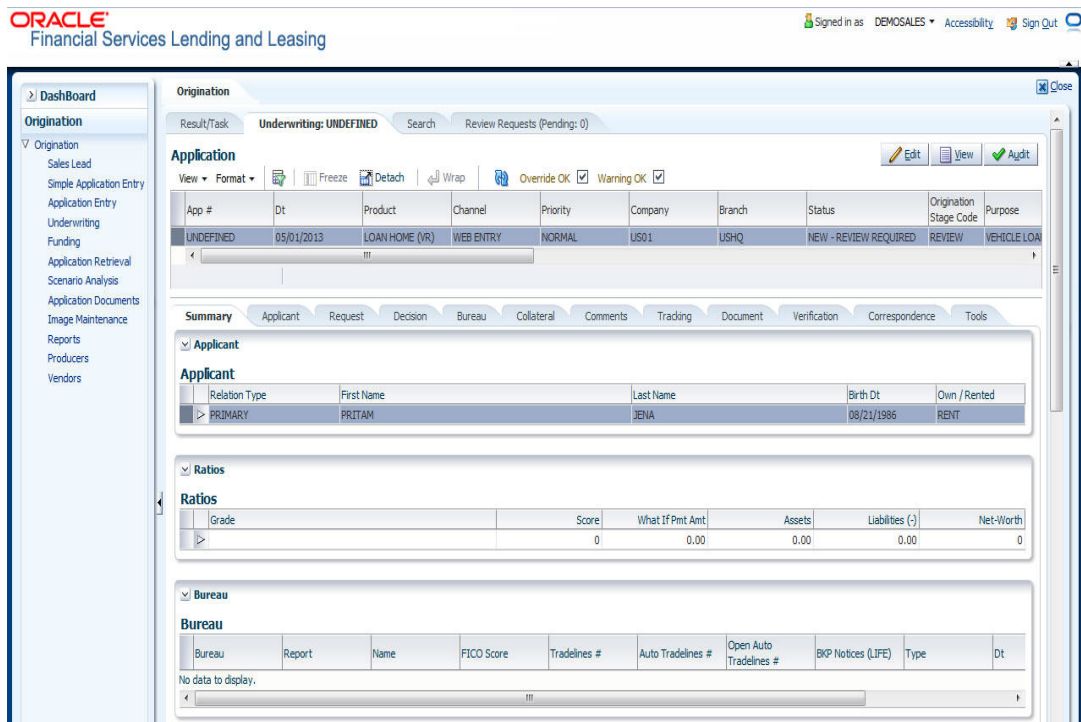
1. Open the **Underwriting/Funding** screen and use **Search** screen to locate the application you want to copy.
2. Select the application you want to copy on the **Results** screen.
3. Click **Copy Application**.



An Information message is displayed as “Application copy successful. New application # (new application number).”

System creates a new application with details of the copied application with status NEW - REVIEW REQUIRED. The new application can be accessed from the underwriting screen

irrespective of whether it is copied in Underwriting/Funding screen. The system also notes that this is a copied application with a system generated comment.



### 2.2.2.3 Unlocking an Application

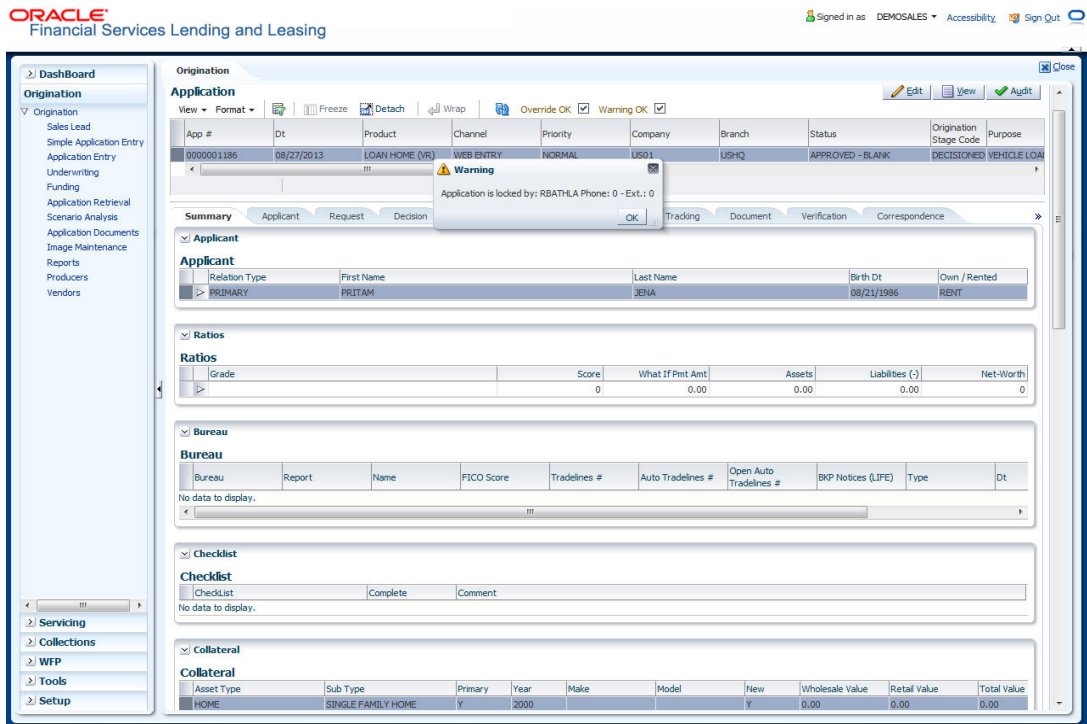
When an application is opened by a user, the same would be locked for other users. Using Results screen in the Applications screen user can unlock the application.

#### To unlock an application

1. Open **Applications Entry** screen and use **Search** screen to locate the application you want to work with.
2. On **Results** screen, select the application you want to load and click **Submit**.

An Information message appears with the message: “An application is locked by another

user.”



3. Click **Unlock Application**.
4. Click Open Application. The system loads application on the Underwriting screen.

#### 2.2.2.4 View Application

The **View Application** button is available in all origination screens (Application Entry, Underwriting and Funding). You can view a selected application in the search results by clicking on the **View Application** button even when the application is locked by another User.

The application will be opened in 'View Mode' only and no edits are allowed. However in Tools sub tab, the 'Initialize' and 'Calculate' buttons will be enabled allowing you to use the calculator options.

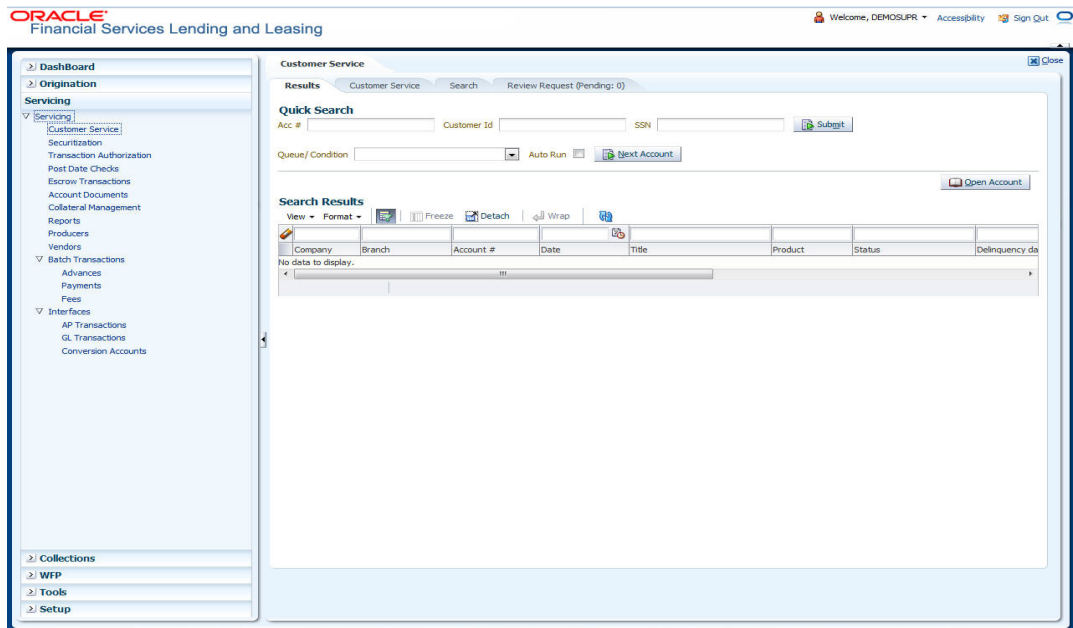
### 2.3 Searching for an Account and Customer

You can search or retrieve a particular account or customer through Customer Service screen. The search tab available in the screen enables you to locate an account or customer using a broad range of search criteria.

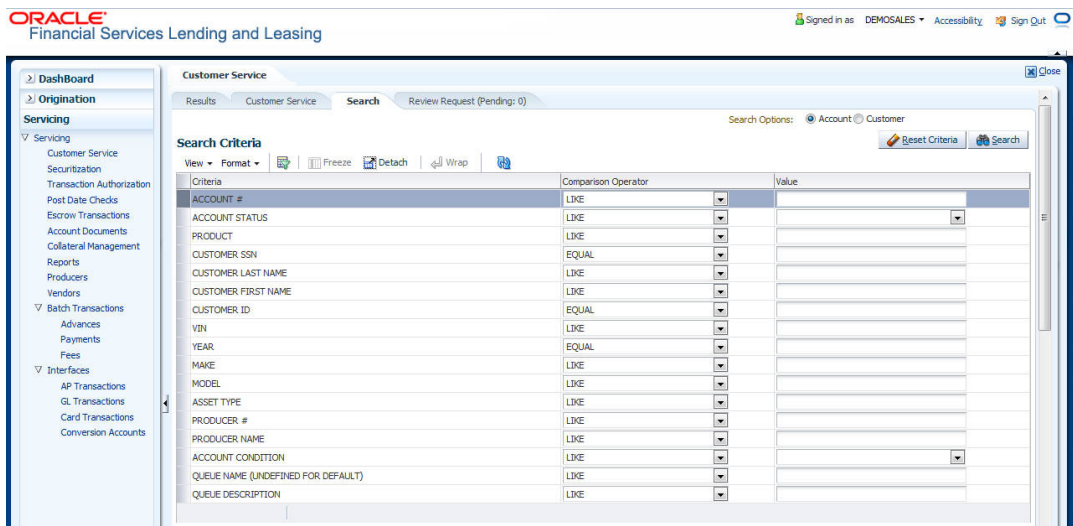
#### To view the Search screen during Loan servicing

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** master tab.
2. If you want to perform a **customer service** task on the application, click **Customer Service** link.

Depending on the link clicked, Customer Service screen appears, opening at Results screen.



3. Click the **Search** tab.



### Using the Search tab

1. Create a search criteria by specifying the required details in **Comparison Operator** and **Value** columns.
2. Click **Search**. System displays all accounts that meet the search criteria in the Results tab.
3. On the **Results** screen, select the account you want to load and click **Open Account**.

The system loads account on Customer Service screen.

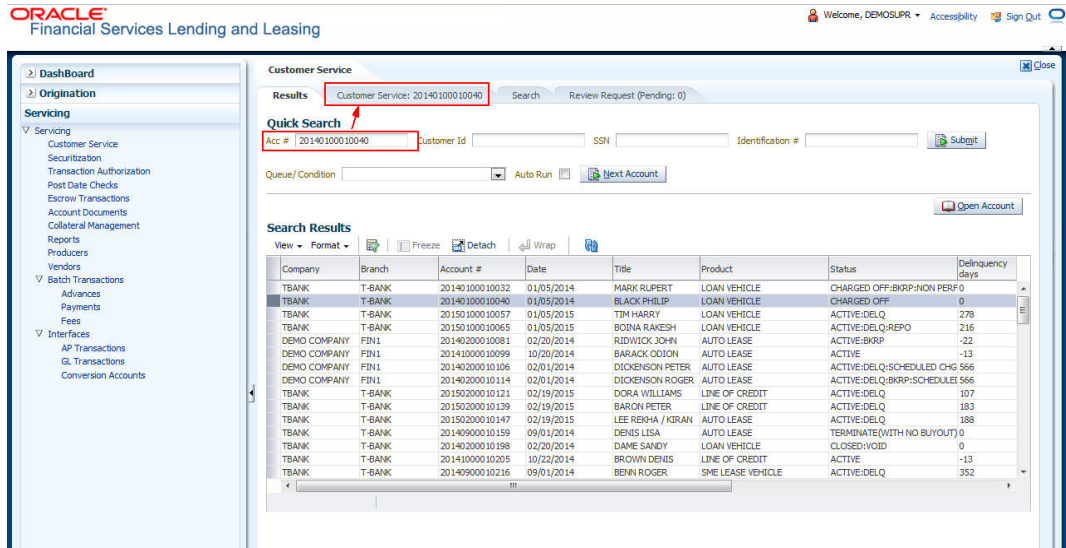
### 2.3.1 Quick Search section

The Customer Service screen has a Quick Search section under Results tab. The Quick Search section enables you to load accounts using any one of the fields Account Number, Customer Id, SSN, Identification Number or Queue/Condition.

#### To load an account using the Quick Search section

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** master tab.
2. If you want to perform **customer service** task on the application, click **Customer Service**.

- In the Quick Search section's **Acc#/Customer Id/SSN** fields, specify the corresponding Account number, or Customer Id, or last four digits of SSN or complete SSN in the respective fields and click **Submit**.



- When the request to access an application comes from an external system, user needs to check 'Auto Run' and click 'Next' button. System displays the customer service screen for the respective Account.

#### To load an account from a queue

In the Quick Search section's **Queue** field, select the queue you want to work with and click **Next Account**.

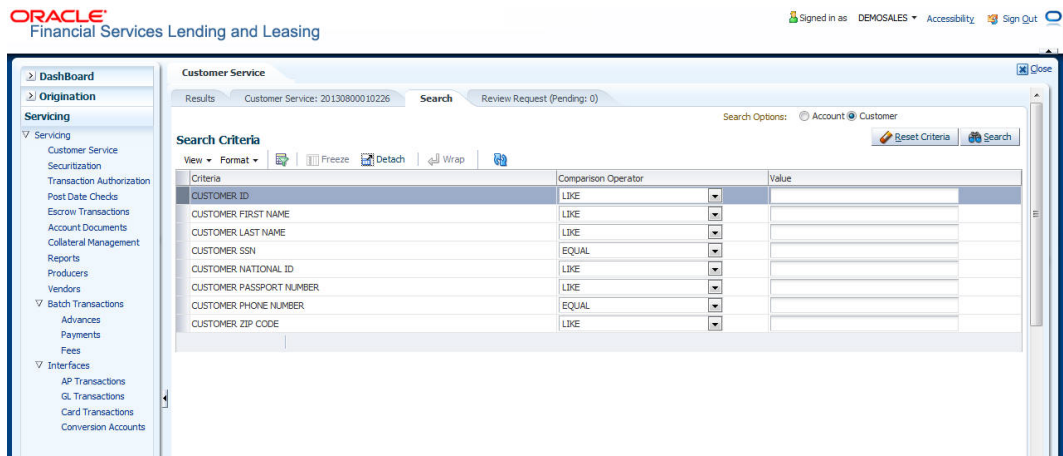
### 2.3.2 Search Using Customer Details

There are different ways to search a customer account using the customer details.

#### To search for and load the customer details with the Search screen

On the Oracle Financial Services Lending and Leasing home screen, click **Servicing** → **Servicing** → **Customer Service** → **Search**

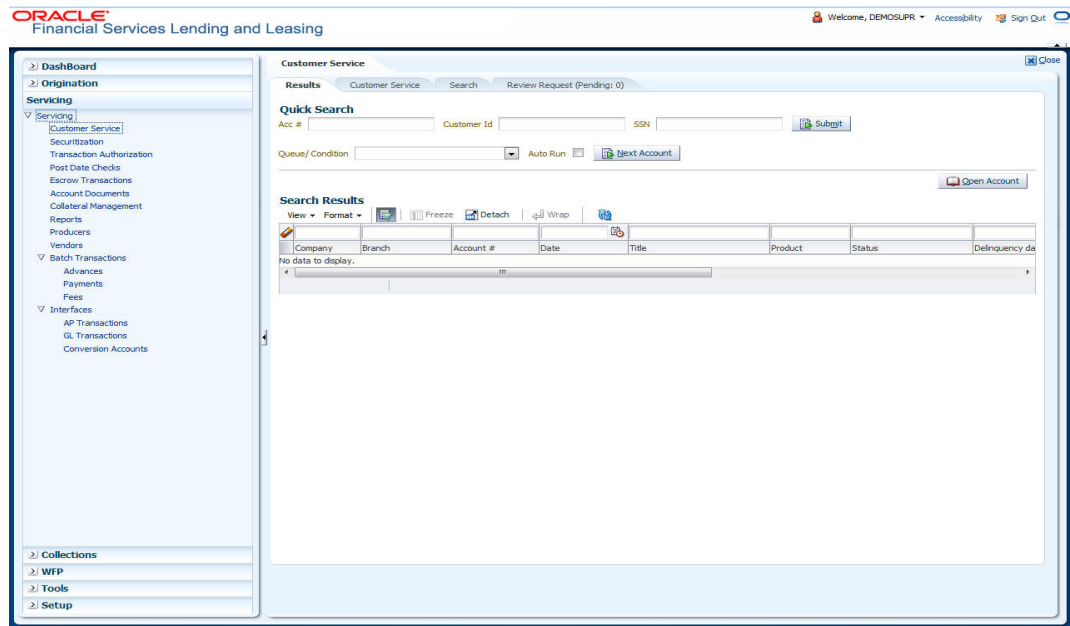
Select **Customer** as a search option. .



- On **Search Criteria** screen, use **Comparison Operator** and **Value** columns to create a search criteria to find the account using customer details. You can click **Reset Criteria** at any time to clear the **Comparison Operator** and **Value** columns.
- Click **Search**.



The system locates and displays all the accounts that meet your search criteria on **Results** screen.



3. On the Results screen, view the following information:

Field	View this:
<b>Customers section</b>	
<b>Customer Id</b>	The customer identification number.
<b>National Id</b>	The national identification number (for non US members).
<b>First Name</b>	The customer's first name.
<b>Last Name</b>	The customer's last name.
<b>SSN</b>	The customer SSN number (for US members only).
<b>Passport #</b>	The customer's passport number.
<b>Zip</b>	The zip code of the customer.
<b>Accounts section</b>	
<b>The account section will display the list of accounts for the customer selected.</b>	
<b>Company</b>	The company of the account.
<b>Branch</b>	The branch of the account
<b>Account #</b>	The account number.
<b>Product</b>	The product for the account.
<b>Status</b>	The account's status.
<b>Currency</b>	The currency for the account.

Field	View this:
<b>Payoff Amt</b>	The current payoff amount for the account.
<b>Amount Due</b>	The current delinquent amount due for the account.
<b>Oldest Due Dt</b>	The oldest due date.
<b>Type</b>	The account type.

- On the **Results** screen, select the customer you want to retrieve. The system displays all the accounts pertaining to that customer Id. Select an account and click **Open Account**.

The system displays the account details on **Customer Service** tab.

### 2.3.3 Search Using Account Details

To search for and load an account using the **Search** screen

On the Oracle Financial Services Lending and Leasing home screen, click **Servicing** → **Servicing** → **Customer Service** → **Search**

- Select **Account** as a search option.

The screenshot shows the Oracle Financial Services Lending and Leasing Search Criteria screen. The interface includes a navigation menu on the left, a search criteria table, and a search button. The search criteria table has the following columns: Criteria, Comparison Operator, and Value. The table lists various fields such as ACCOUNT #, ACCOUNT STATUS, PRODUCT, CUSTOMER SSN, CUSTOMER LAST NAME, CUSTOMER FIRST NAME, CUSTOMER ID, VIN, YEAR, MAKE, MODEL, ASSET TYPE, PRODUCER #, PRODUCER NAME, ACCOUNT CONDITION, QUEUE NAME (UNDEFINED FOR DEFAULT), and QUEUE DESCRIPTION. The 'ACCOUNT #' field is selected, and the 'Comparison Operator' is set to 'LIKE'. The 'Value' column is empty. There are buttons for 'Reset Criteria' and 'Search'.

- On the **Criteria** screen, use the **Comparison Operator** and **Value** columns to create a search criteria to find an account. You can click **Reset Criteria** at any time to clear the **Comparison Operator** and **Value** columns.
- Click **Search**.

The system locates and displays all the accounts that meet your search criteria on Results screen.

**Search Results**

Company	Branch	Account #	Date	Title	Product	Status	Delinquency days	Amount Due	Outstanding Balance	Producer	Secured
US01	NRH	2012020011239	02/10/2012	WUTAKA OZAKA / AKANE	LEASE VEHICLE	ACT/DE/DELQ-SCHEDULED CH 860	0	5,273.51	11,106.81	NC-00001 : AS: AUTO IMPORTS	
NL02	NLHQ	20120500011244	05/10/2012	KHAN ABOLU / FARZANA	LOAN UNSECURED	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120500011252	05/10/2012	SHAFEEQ ABOLU / RIJAZ	LOAN UNSECURED	CHARGED OFF	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120500011260	05/10/2012	WELLS MARK / SOPHIA	LOAN HOME (VR)	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120400011279	04/10/2012	SHAH KIRAN / DEEPA	LOAN VEHICLE (FR)	CHARGED OFF	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120200011289	02/10/2012	JONES STEVEN / JENNIFER	LOAN HOME (VR)	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120700011292	07/10/2012	CCINQUEFOIL EVE / DALE	LOAN HOME (VR)	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120600011300	06/10/2012	COTTONHEASTER MARIE / HANK	LOAN HOME (VR)	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120100011313	01/10/2012	ANDERSON MEO / ARNA	LOAN UNSECURED	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120300011320	03/10/2012	DICKENS GEORGE / BETH	LOAN UNSECURED	CHARGED OFF	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120300011337	03/10/2012	HOE IVAN / DEBORAH	LINE UNSECURED (I)	CHARGED OFF	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
NL02	NLHQ	20120500011343	05/10/2012	CARTER JOEL / ELI	LINE UNSECURED (I)	PENDING	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	
US01	USHQ	20120300011353	03/10/2012	JONATHAN RYAN / JULIANNE	LOAN VEHICLE (FR)	CHARGED OFF	0	0.00	0.00	FL-00005 : TEXAS AUTO MART INC	
US01	USHQ	20120200011362	02/10/2012	TOLMAN GREG / EVA	LOAN VEHICLE (FR)	CHARGED OFF	0	0.00	0.00	GA-00004 : ADVANCE LEASING AND RENT	
NL02	NLHQ	20120900011373	09/10/2012	RAWLINGS HENRY / DAISY	LINE HE (VR)	CHARGED OFF	0	0.00	0.00	MN-00001 : IN HOUSE (DIRECT DEAL)	

4. On the Results screen, view the following information for each account:

In this field:	View this:
<b>Company</b>	The company of the account.
<b>Branch</b>	The branch of the account
<b>Account #</b>	The account number
<b>Date</b>	The date the account was created.
<b>Title</b>	The primary and other applicant(s) attached to the account.
<b>Product</b>	The Loan product of the account.
<b>Status</b>	The status of the account.
<b>Delinquency days</b>	The number of days the account has been delinquent.
<b>Amount Due</b>	The total amount due for the account.
<b>Outstanding Balance</b>	The total outstanding balance for the account.
<b>Producer</b>	The producer of the account.
<b>Secured</b>	If selected, indicates the account is secured and may only be loaded by authorized users.

5. On the **Results** screen, select the application you want to retrieve and click **Open Account**.

The system loads the account under the Customer Service tab

The screenshot displays the Oracle Financial Services Lending and Leasing Customer Service interface. The main window shows account details for 'JENA PRITAM' with account number 20130800011076. The account is active and has a total due amount of 475,000.00 USD. The interface is divided into several sections:

- Account Details:** Shows due amounts (Delq Due, NSF Due, LC Due, Other Due, Total Due, Future Pmt Dt) and delinquency information (Late, Delinquent, etc.).
- Customer Information:** Includes customer name (PRITAM JENA), relation (PRIMARY), SSN (xxxxx3254), birth date (08/21/1988), email, language (ENGLISH), marital status (SINGLE), and address information.
- Activities:** Lists recent activities such as active date, last activity date, due day, last pmt date, and customer grade (A).
- Alerts and Conditions:** Sections for alerts and conditions, both currently showing 'No data to display.'

The left sidebar contains navigation options like Dashboard, Origination, Servicing, and Collections. The top navigation bar includes 'Customer Service' and 'Review Request (Pending: 0)'.

You are now ready to begin work on the account.

You can view the accounts pending for your review by selecting **Receiver** in the Review Request tab.

# 3. Dashboards

## 3.1 Introduction

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

This manual explains the functionality of Dashboard facility and various Dashboards present in the system. Since this section details the general dashboard options available in the User Interface, some or all the parts of this section are applicable to you as per access provisions & licensing. Besides providing these details, the manual also provides a brief description of other features associated with Dashboard link. The Dashboard main Menu further provides links to the following screens:

- Dashboard
- Users Productivity
- System Monitor
- Producer Analysis

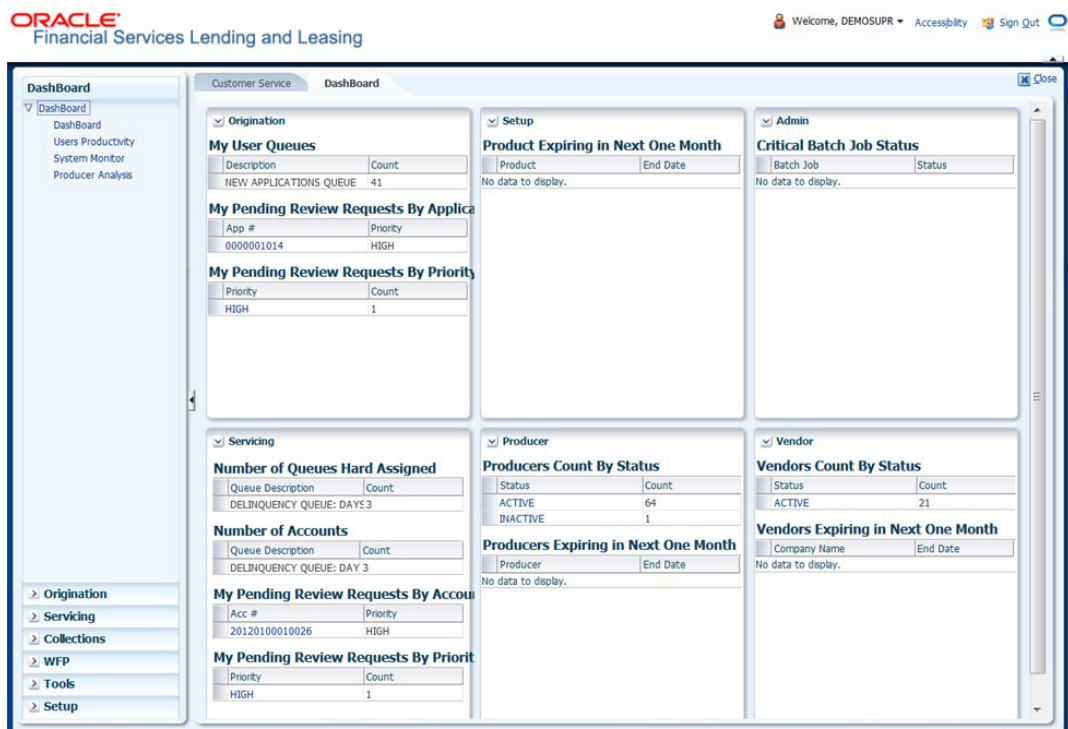
## 3.2 Dashboards

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

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

### Navigating to Dashboards

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



## Features

Following are the features of Dashboard:

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

## 3.3 User Productivity

Oracle Financial Services Lending and Leasing User Productivity Setup screen is a supervisor feature that allows you to monitor the daily performances of users completing Loan origination and servicing tasks.

These tasks are categorized as customer service/collection tasks. The system updates these details on daily basis.

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

- Number of funding decisions (verified or funded), by user
- Number of accounts worked and call activities, by user
- Number of accounts worked and call activities, by queue.

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

### **Navigating to User Productivity Screen**

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

### 3.3.1 Viewing the Customer Service/Collection tasks

Daily tallies from the Customer Service module appear on screens opened from the following tabs on User Productivity Screen:

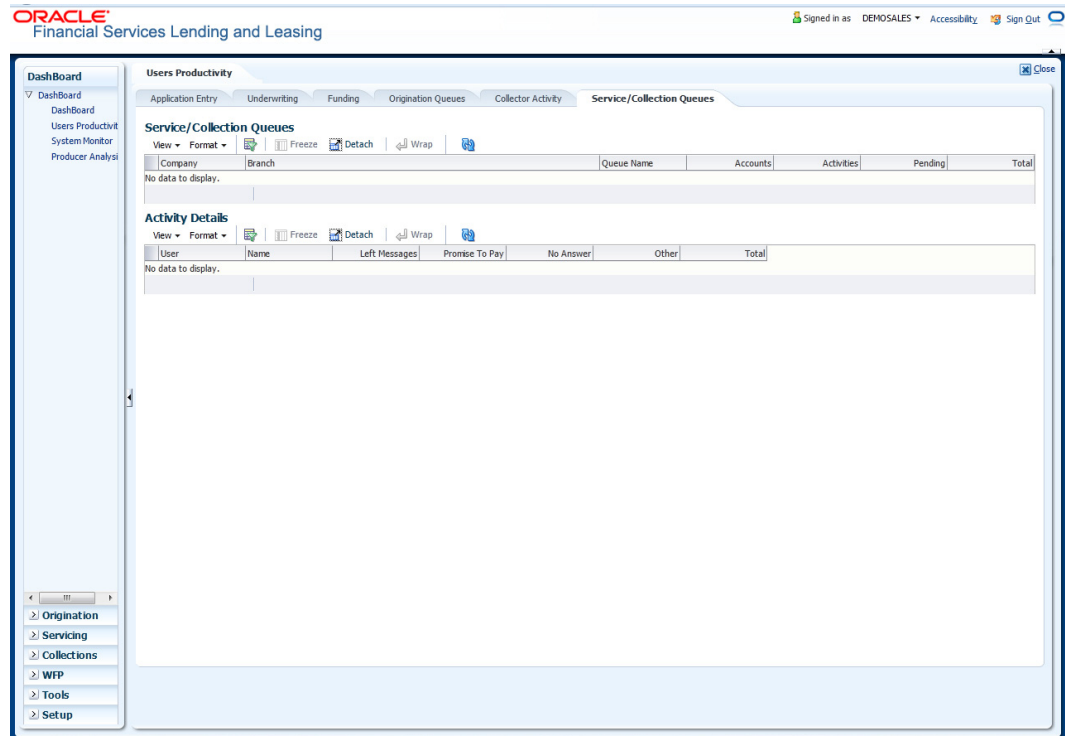
- Queues Status

#### 3.3.1.1 Service/Collection Queues

The Service/Collection Queues Status tab displays daily information regarding queues, such as the number of accounts worked, number of call activities, number of accounts pending, and totals number of accounts in the queue. It also displays information about the users who worked on these queues and details of the call activities.

## To use the Queues Status tab

1. Click **Dashboard** → **Dashboard** → **User Productivity** → **Service/Collection Queues** tab. The details are grouped into two:
  - Service/Collection Queues
  - Activity details
2. In the Service/Collection **Queues** section, you can view the following information.



A brief description of the fields is given below:

Field:	View this:
Company	Displays the company name.
Branch	Displays the branch.
Queue Name	Displays the queue name.
Accounts	Displays the number of accounts worked.
Activities	Displays the number of call activities.
Pending	Displays the number of accounts pending.
Total	Displays the number of total accounts.

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

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

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

## 3.4 System Monitor

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

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

### **Navigating to System Monitor**

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

### 3.4.1 Monitoring Batch Jobs

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

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

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

### **To Monitor Batch Job**

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



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

A brief description of the fields is given below:

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

**To resubmit a batch job set**

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

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

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

A brief description of the fields is given below:

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

### To resubmit a batch job

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

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

A brief description of the fields is given below:

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

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

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

A brief description of the fields is given below:

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

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

A brief description of the fields is given below:

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

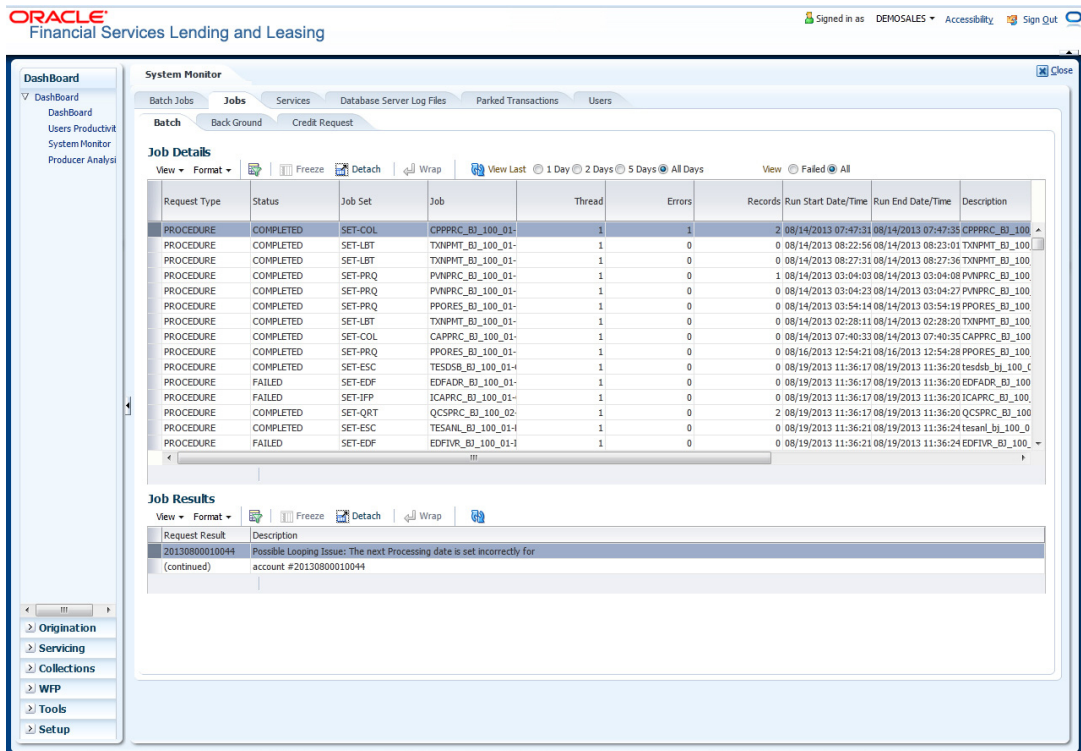
### 3.4.2 Monitoring Jobs

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

#### To Monitor Job Details

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

- Back Ground
- Credit Request



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

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

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

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

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

A brief description of the fields is given below:

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

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

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
Request Type	Displays the job request type.
Description	Displays the job request description.

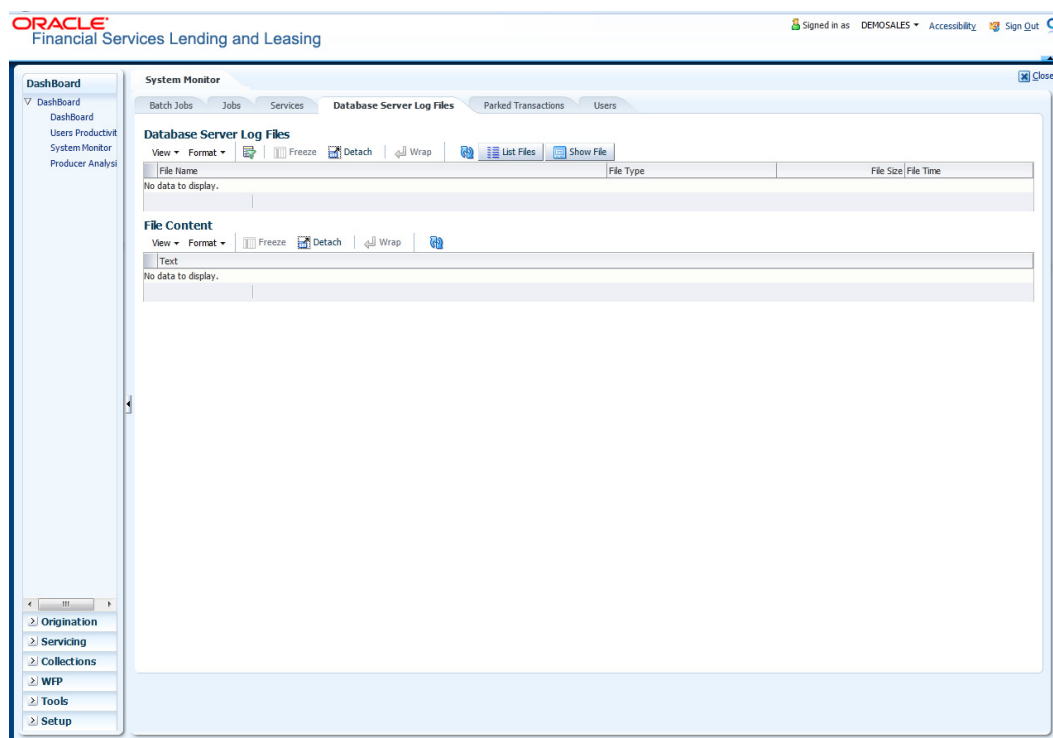
### **3.4.3 Monitoring Services**

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

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

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

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



A brief description of the fields is given below:

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

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

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

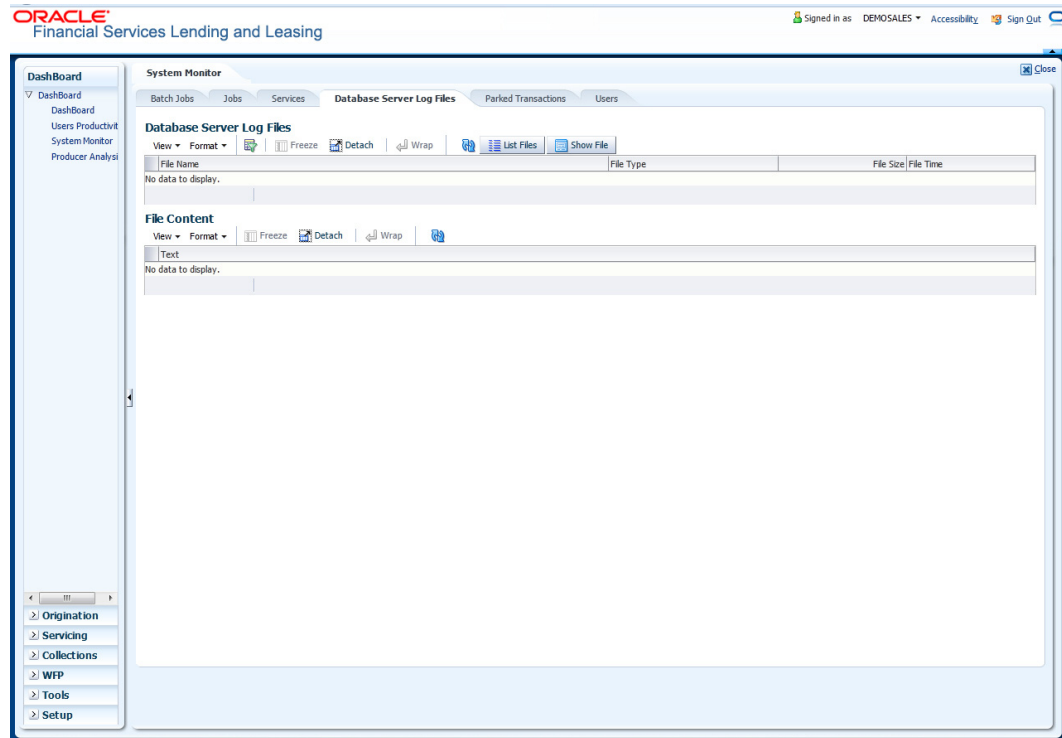
### 3.4.4 Data Server Log Files

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

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

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

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



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

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

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

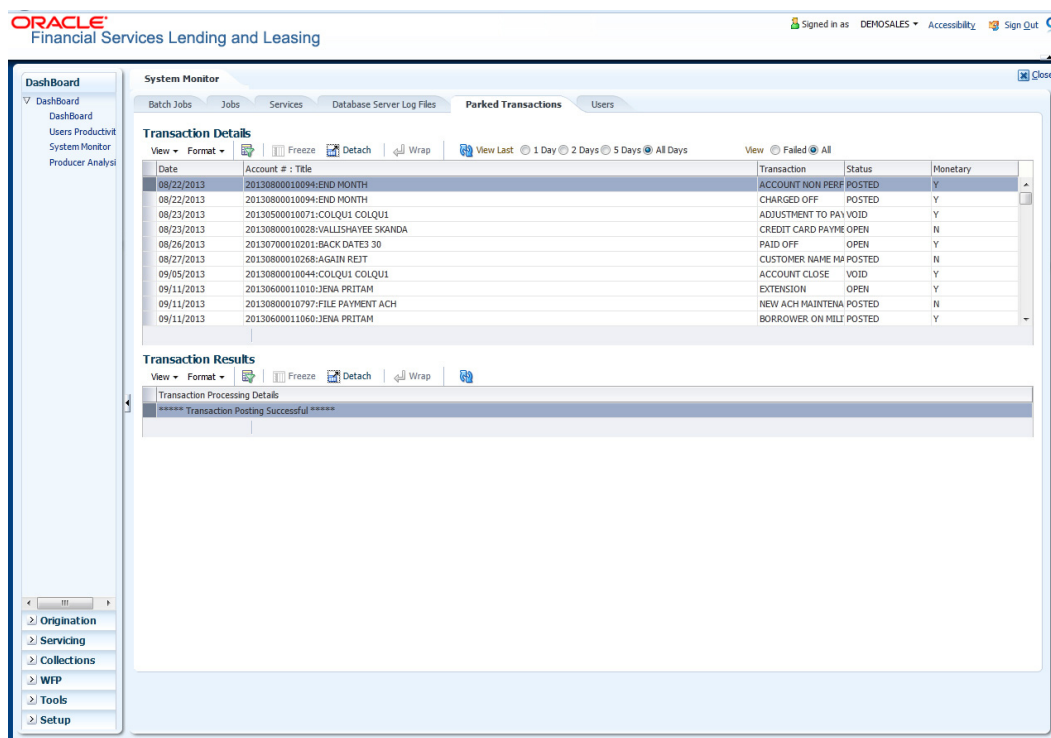
**3.4.5 Parked Transactions**

Transactions which are posted when the end of day (EOD) batch job process is running, receive a temporary status of HOLD. Once the EOD batch process is complete, the system posts the transactions on hold. These transactions can be thought of as “parked” transactions.

They are waiting to be processed after the EOD batch process. The status of such transactions can be viewed in the Parked Transaction screen.

### To Monitor parked transactions

1. Click **Dashboard** → **Dashboard** → **System Monitor** → **Parked Transactions**
2. In the screen's **View Last** section, select time frame of the contents of the **Transaction Details** section.



A brief description of the fields is given below:

Select:	System Displays:
1 Day	All parked transaction from the last one-day.
2 Days	All parked transaction from the last two days.
5 Days	All parked transaction from the five days.
All Days	All parked transactions.

3. If you select **Failed** in the **View** section, system displays the failed transactions of the time frame you have selected.
4. In the **Transaction Details** section, you can view the following information about the parked transactions meeting the criteria of the View Last and Failed sections.

A brief description of the fields is given below:

Field:	View this:
Date	Displays the transaction date.
Account #: Title	Displays the account number and title.



Field:	View this:
Transaction	Displays the transaction
Status	Displays the status of transaction
Monetary	Displays if the transaction is a monetary transaction or not.

5. In the **Transaction Results** section, view the results of transaction in Transaction Processing Details field.

### 3.4.6 Monitoring Users

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

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

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

The screenshot shows the Oracle Financial Services Lending and Leasing System Monitor interface. The 'User Logins' section is active, displaying a table with the following columns: User, User Name, Details, Login Date and Time, and Logout Date and Time. The table contains 20 rows of data, with the most recent login at the top. The 'User' column contains 'DEMO SALES' and 'PRIJENA', and the 'User Name' column contains 'DEMO SALES AGENT' and 'PRITAM JENA'. The 'Login Date and Time' column shows dates from 10/25/2013 to 10/24/2013. The 'Logout Date and Time' column shows dates from 12/31/4000 to 12/31/4000.

A brief description of the fields is given below:

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

<b>Field:</b>	<b>View this:</b>
Logout Date and Time	Displays the logout date time for the user.

## 3.5 Producer Analysis

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

### Navigating to Producer Analysis

Click **Dashboard** → **Dashboard** → **Producer Analysis**.

### 3.5.1 Select Criteria


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

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

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

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

## 3.5.2 **Producers**

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

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

### 3.5.2.1 **Activity Tab**

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

#### **Recent Activity**

This section displays the following information:

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

#### **Recently Approved Applications**

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

#### **Recently Funded Applications**

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

#### **Recent Comments**

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

### 3.5.2.2 **Volume Tab**

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

#### **Volume Metrics**

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

The table in volume metrics section displays the following details:

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

- CURRENT PACE: Indicates the speed at which the applications are being processed by calculating the total applications submitted against elapsed days of the month.
- Submitted - Indicates the ratio of total requested amount per units (applications) submitted for processing.
- Approved - Indicates the ratio of total financed amount per units (applications) approved but not funded.
- Funded - Indicates the ratio of total contract amount financed per units (applications) funded.

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

### 3.5.2.3 **Mix Tab**

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

#### **Mix of Business**

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

The table in volume metrics section displays the following details:

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

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

### 3.5.3 **Territories**

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

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

#### 3.5.3.1 **Portfolio**

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

## **Portfolio Information**

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

The table in Portfolio Information section displays the following details:

- Measurement - This consists of the following two specific records.
  - MONTH TO DATE: Indicates the total applications processed in the current month till date.
  - TARGET: Indicates the total number of applications expected to be processed by the producer.
- Volume - Indicates the ratio of total amount funded to the total number of applications submitted.
- Percentage - Indicates the ratio of total amount funded against the target volume expected.

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

### **3.5.3.2 Volume**

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

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

### **3.5.3.3 Mix**

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

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

### **3.5.3.4 Ratios**

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

#### **Ratios**

The table in ratios metrics section displays the following details:

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

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

### **3.5.3.5 Producers**

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

#### **Producer Metrics**

The table in producer metrics section displays the following details:

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

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

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## 4. Customer Service

### 4.1 Introduction

After an application has cycled through the Loan origination process, it becomes an account. Account maintenance and collections tasks can be performed with Oracle Financial Services Lending and Leasing's Customer Service screen.

The Customer Service screen enables you to view and manage all customer information in a centralized location to ensure data integrity and provide better service. Oracle Financial Services Lending and Leasing provides online real-time information about the applicant(s), contract, account balances, dues, transactions, call activities, and comments. Oracle Financial Services Lending and Leasing also supports back-dating of financial transactions till the account's opening date.

#### Activating an Account

An account is automatically activated when you fund the contract using Funding main tab or convert from a legacy system. You cannot activate an account using the Customer Service screen.

#### Posting and Reversing Payments

A payment can be posted and reversed on the Payments screen. You cannot post and reverse the payment in Customer Service screen. (For more information, see the **Payment Processing** chapter.)

#### Account Mask

After an application completes the Loan origination cycle and is funded or is ported into the system, it becomes an account and receives an account number. The system assigns account numbers using the following logic:

YYYYMMNNNNNNNX

where:

**YYYYMM** = contract date

**NNNNNN** = serial number

**X** = check digit

The system sorts accounts using the **NNNNNN** portion only. That portion is referred to as the account ID.

#### 4.1.1 Quick Search section

##### Conditions and Queues

During the Loan application process, applications had a status and sub status Accounts do not have sub statuses; instead, accounts use *conditions*. Conditions further define the status of an account; for example: delinquent, bankruptcy, scheduled for charge off, Do Not Charge Off. Conditions can be applied automatically by the system based on set up, and manually by the system users using Customer Service screen.

The system can assign accounts to specific users by way of *queues*. Queues are a work flow management tool that allow the users to work on accounts sequentially from a prioritized list, rather than having to manually search for and load them. Queues are created and sorted during nightly processing. Examples of customer service queues include due date change requests, delinquent accounts, deferment requests, and title and insurance follow-up.

Account conditions serve as default queues; that is, an account's condition determines which queue the account is in.

In the following example, account has a condition of DELINQUENT, noted in the Conditions section and Status field. The account was loaded from delinquent queue, DELQ (D).

A queue can be associated with only one condition. In the following example, the Delinquent queue is associated with the Delinquent condition. However, an account can have more than one condition, so an account can be in more than one queue. Multiple queues can be created for a single condition. Account attributes (such as number of days delinquent and product code) can be used for assigning accounts to a queue and sorting accounts within a queue.

You can quickly load an account from a queue using **Next Account** button in the **Quick Search** section.

## 4.2 Customer Service screen

Most of the screens on Customer Service screen contain Account(s) and Customer(s) sections as a header. The Account(s) section provides a quick overview of an account by displaying its company, branch, account number, product, payoff amount and amount due, status, and oldest due date. The information on Customer Service screen always refers to the account selected in this section.

The Customer(s) section displays information about customer(s) attached to the account. The information on Customer Service screen always refers to the customer selected in this section.

To view account details in Account(s) and Customer(s) sections, open **Customer Service** screen and load the account you want to work with.

On **Customer Service** screen's **Account(s)** section, view the following information: The system filters and displays information based on your selection:

Command Button:	Action Performed:
<b>Current</b>	Displays the current search account only. It does not matter how that account was searched like using account search screen or selected a queue from drop-down and pressed 'Next' button or account number was directly pasted in Acc# text box and pressed Submit button. This is the default option.
<b>Show All</b>	Displays the related accounts based on current selected customer's customer Id. To view the details of account number(s) other than current account, select the account in Account(s) section and click Submit.



<b>Command Button:</b>	<b>Action Performed:</b>
<b>Group Follow-up</b>	Displays the set of accounts that share same account condition as the selected account and bear same Customer Id. Other than having same account condition and Customer Id, the queue currently selected should have the Group Follow-up Indicator enabled in queue setup and follow-up date should fall in range of organization level system parameter UCS_GROUP_FOLLOWUP_DAYS.

In **Account(s)** section, click **View** to view the following information:

<b>In this field:</b>	<b>View this:</b>
<b>Company</b>	The company of the account.
<b>Branch</b>	The branch of the account.
<b>Account #</b>	The account number.
<b>Product</b>	The product for the account.
<b>Currency</b>	The currency for the account.
<b>Pay Off Amt</b>	The current payoff amount for the account.
<b>Amount Due</b>	The current delinquent amount due for the account.
<b>Status</b>	The account's status.
<b>Oldest Due Dt</b>	The oldest due date.

The system allows quick search of an account through **Quick Search** section in the right hand side of screen irrespective of the customer service screen on which you are working on. This is available in addition to the **Quick Search** section available in Results tab.

*For more details on Quick Search refer 'Search Functions' chapter.*

Comments can be added using **Add Comment** section in the right hand side of screen irrespective of screen you are working on. This is available in addition to the **Comments sub tab** available under Customer Service tab. This facilitates quick and easy reference.

For details on Comments refer **Comments sub tab** section in this chapter.

Call Activity functionality can be performed using **Add Call Activity** section in the right hand side of screen irrespective of the screen you are working on. This is available in addition to the **Call Activities** sub tab available under Customer Service tab. This facilitates quick and easy reference.

For details on Call Activity refer **Call Activities sub tab** section in this chapter.

The screenshot shows the Oracle Customer Service Summary tab for account 2014100017954, PATEL SHALINI. The interface includes a navigation menu on the left, a main content area with several tabs (Summary, Account Details, Customer Details, Transaction History, Print Modes, Bankruptcy, Reposs/Foreclosure, Deficiency, Collateral, Bureau), and a right-hand sidebar with 'Quick Search', 'Add Comment', and 'Add Call Activity' sections.

**Summary Tab Data:**

Company	Branch	Account #	Product	Days Past Due	Currency	Pay Off Amt	Amount Due	Oldest Due Dt	Status
US91	US92	2014100017954	LOAN HOME (R)	208	USD	50,779.05	50,629.05	11/16/2014	ACTIVE/DELQ

**Alerts:** No data to display.

**Conditions:**

Condition	Start Dt	Followup Dt
DELINQNT	11/24/2014	02/10/2015

**Account Details:**

Due	01/16/2015	02/16/2015	03/16/2015	10/16/2014	11/16/2014
10,125.81	10,125.81	10,125.81	10,125.81	10,125.81	

**Delinquency Information:**

Late	30	60	90	120	150	180	Category	Days
0	0	1	1	1	1	1	180	208

**Customer Information:**

Customer #	Name	Relation	SSN	Birth Dt	Gender
22298	SHALINI PATEL JR	PRIMARY	xx-xxx-4738	09/09/1990	FEMALE

**Address Information:**

Type	Current	Permitted to Call	Address	Phone
HOME	Y	Y	ADR1 LN STR1 BOCHN ADR2 ADR3 INDIAN ORCHARD MA 01151	(781) 937-7459

## 4.3 Customer Service screen's Summary tab

Open **Customer Service** screen and load the account you want to work with. By default the Customer Service screen opens the **Summary** tab.

This screenshot is identical to the one above, showing the Oracle Customer Service Summary tab for account 2014100017954, PATEL SHALINI. It displays the same data tables and interface elements, including the navigation menu, main content area with tabs, and the right-hand sidebar.

### Alerts section

Any comment posted as an alert, are displayed in the alert section of Summary tab.

### Conditions section

You can view any conditions like Bankruptcy, Repossession, Foreclosure etc posted on an account. The condition is posted in the account with a start date which is the effective date and follow up date which indicates the next follow-up date for further process.

### Dues section

Unpaid dues and the dates are displayed in a tabular form. Details of payment amount due, fee due, payoff are also displayed.

<b>In this field:</b>	<b>View this:</b>
<b>Delq Due</b>	The total delinquent amount that is due so far in the account.
<b>LC Due</b>	The total amount of non-sufficient fee due in the account.
<b>NSF Due</b>	The non sufficient funds fee due.
<b>Other Due</b>	The total of any other dues pending in the account.
<b>Total Due</b>	The total of all dues including payment amount and all applicable fees.
<b>Today's Pay-off</b>	If the account is to be paid off as per the current date and the amount payable by the borrower.
<b>Future payoff</b>	The total Amount due on a future date. The borrower can know the total pay off amount for a future date, say 10 days from today.
<b>Future Payoff Date</b>	The date on which the future payoff is due.
<b>Future Pmt Dt</b>	The date till which the future payoff quote is valid.
<b>Oldest Due Dt</b>	The due date.
<b>Amt Paid Excess</b>	The excess amount paid.

### Delinquency Information Section

View the following information in the **Delinquency Information** section:

<b>In this field:</b>	<b>View this:</b>
<b>Late</b>	Total number of times the account was delinquent for less than 30 days since start date.
<b>30</b>	Total number of times the account was delinquent for over 30 days since start date.
<b>60</b>	Total number of times the account was delinquent for over 60 days since start date.

<b>In this field:</b>	<b>View this:</b>
<b>90</b>	Total number of times the account was delinquent for over 90 days since start date.
<b>120</b>	Total number of times the account was delinquent for over 120 days since start date.
<b>150</b>	Total number of times the account was delinquent for over 150 days since start date.
<b>180</b>	Total number of times the account was delinquent for over 180 days since start date.
<b>Category</b>	The delinquency category.
<b>Days</b>	The number of days delinquent. A negative number in this fields denotes the number of days until a payment is due.
<b>BP (Life)</b>	Total number of broken promises since the account start date.
<b>BP (Year)</b>	Total number of broken promises since this year.
<b>NSF (Life)</b>	Total number of non sufficient funds since the account start date.
<b>NSF (Year)</b>	Total number of non sufficient funds since this year.
<b>Collector</b>	The default collector working on the account.

### **Activities Section**

View the following information in the **Activities** section:

<b>In this field:</b>	<b>View this:</b>
<b>Active Dt</b>	The date account was made active.
<b>Last Activity Dt</b>	The date on which most recent activity was performed in the account.
<b>Due Day</b>	The due day for payment.
<b>Last Pmt Amt</b>	The last payment amount.
<b>Customer Grade</b>	The customer grade.
<b>App#</b>	The application number from which this account was created.
<b>Paid Off Dt</b>	The date on which account was paid off. <b>Note:</b> Filed has value only if account has Paid-off condition.
<b>Effective Dt</b>	The date account became effective.
<b>Current Pmt</b>	The current payment amount.
<b>Last Bill Amt</b>	The last bill amount.
<b>Last Pmt Amt</b>	The last payment amount.

<b>In this field:</b>	<b>View this:</b>
<b>Chargeoff Dt</b>	The Date on which account was charged off. <b>Note:</b> This is applicable only if account has Charged-off condition. Else, no value displayed.
<b>Military Duty</b>	If selected, indicates that at the time of billing, the customer was in active military duty and qualifies for rates in accordance with Service members Civil Relief Act (SCRA) of 2003.
<b>Customer Score</b>	The customer score.
<b>Behaviour Score</b>	The behavior score.
<b>Producer</b>	The producer through which the account was sourced.

### **Due Date Change section**

The Due Date Change section displays the remaining number of transactions available for the account in the Summary tab. You can view the following information under **Due Date Change** section.

<b>In this Field:</b>	<b>Do This:</b>
<b>Last Txn Dt</b>	The last date on which the due date was changed.
<b>Rem. Txn. Limit (Life)</b>	Remaining number of due date changes allowed till account closure.
<b>Rem. Txn. Limit (Year)</b>	Remaining number of due date changes in the account for current calendar year.

### **Extensions section**

The Extensions section displays the remaining number of transactions available for the account in the Summary tab. You can view following extension details as per the conditions maintained in the contract.

<b>In this Field:</b>	<b>Do This:</b>
<b>Rem. Txn. Limit (Year)</b>	Remaining number of extensions in the account for current calendar year.
<b>Rem. Txn. Limit (Life)</b>	Remaining number of extensions in the account till closure.
<b>Last Txn Dt</b>	The date when last extension was made.
<b>Exten. Gap Rem. (Months)</b>	The number of months remaining before you can post Extensions for an account.

### **Collateral Information section**

You can view the Collateral Information in this section:

<b>In this field:</b>	<b>View this:</b>

<b>Description</b>	A brief description on the collateral. This is a hyper-link which when clicked opens Collateral Management screen with relevant collateral details.
<b>Identification #</b>	The identification number of the collateral. This is a hyper-link which when clicked takes you to the collateral management screen with the relevant asset details.
<b>Year</b>	The year of manufacture of the collateral.
<b>Asset Class</b>	The asset class of the collateral.
<b>Asset Type</b>	The type of collateral.
<b>Sub Type</b>	The sub type of the collateral.

### **Customer Information section**

On Customer Service screen's **Customer Information** section, select the record you want to work with and view the following information:

<b>In this field:</b>	<b>View this:</b>
<b>Customer #</b>	Customer identification number (unique customer identifier).
<b>Name</b>	Customer's full name.
<b>Relation</b>	Customer's relationship to the account.
<b>SSN</b>	Customer's social security number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXX-XX-1234.
<b>Birth Dt</b>	Customer's date of birth.
<b>Gender</b>	Customer's gender.

### Customer Details section

<b>In this field:</b>	<b>View this:</b>
<b>Email</b>	Customer's e-mail address.
<b>Language</b>	Language spoken by the customer.
<b>Marital Status</b>	Customer's marital status.
<b>Disability</b>	Customer's disability indicator. If selected, this indicates that the customer is disabled.
<b>Skip</b>	Customer's skip indicator. If selected, this indicates that the customer is a skip debtor. This is selected using the Maintenance screen.
<b>Stop Correspondence</b>	Stop correspondence indicator. If selected, Oracle Financial Services Lending and Leasing will not send correspondence to customer. This is selected using the Maintenance screen.
<b>Privacy Opt-Out</b>	Privacy opt-out indicator. If selected, indicates that customer does not want the FI to share his /her information with any other body, other than regulatory requirements. (optional).
<b>Active Military Duty</b>	Customer's Active Military Duty indicator. If selected, this indicates that the customer is serving Military Duty. This is selected using the Maintenance screen.
<b>Time Zone</b>	Customer's time zone.

### Address Information section

<b>In this field:</b>	<b>View this:</b>
<b>Type</b>	Address type.
<b>Current</b>	If selected, indicates that this is the current address.
<b>Permission to Call</b>	If selected, indicates that you can contact the customer.
<b>Mailing</b>	If selected, indicates that this is the mailing address.
<b>Address</b>	Address details.
<b>Phone</b>	Phone number.

### Employment Information section

<b>In this field:</b>	<b>View this:</b>
<b>Type</b>	Address type.
<b>Current</b>	If selected, indicates that this is the current address.
<b>Permission to Call</b>	If selected, indicates that you can contact the customer.

<b>Employer</b>	Employer Details
<b>Address</b>	Address details.
<b>Phone</b>	Phone number.

### **Telecom Information Section**

<b>In this field:</b>	<b>View this:</b>
<b>Type</b>	The type of phone contact such as Home / Office / Car / Mobile phone.
<b>Permission to Call</b>	Permission as either Yes 'Y' or No 'N' to contact the customer over phone.
<b>Phone</b>	The customer's phone number.
<b>Extn</b>	The customer's phone extension.
<b>Time Zone</b>	The customer's time zone.
<b>Best Time To Call</b>	Preferred time to contact the customer, if specified.

## **4.4 Customer Service screen's Customer Service tab**

Open the **Customer Service** screen and load the account you want to work with. Click the **Customer Service** tab to view the sections under it.

### **4.4.1 Call Activities sub tab**

Call activity section includes calls from customer, calls you make regarding the account or changes to the condition of the account. Entries in the **Call Activities** section are listed in reverse chronological order of follow-up date.

Each action and result has a code and description. The code for the call action and call result is what appears on the Call Activity sub screen. The Call activity action codes (Action field) and call activity results codes (Results field) are user-defined.

The Call Activities sub tab displays all the call activities defined by users in both "Customer Service > Call Activities tab" and in "Right Hand Splitter > Add Call Activity section",

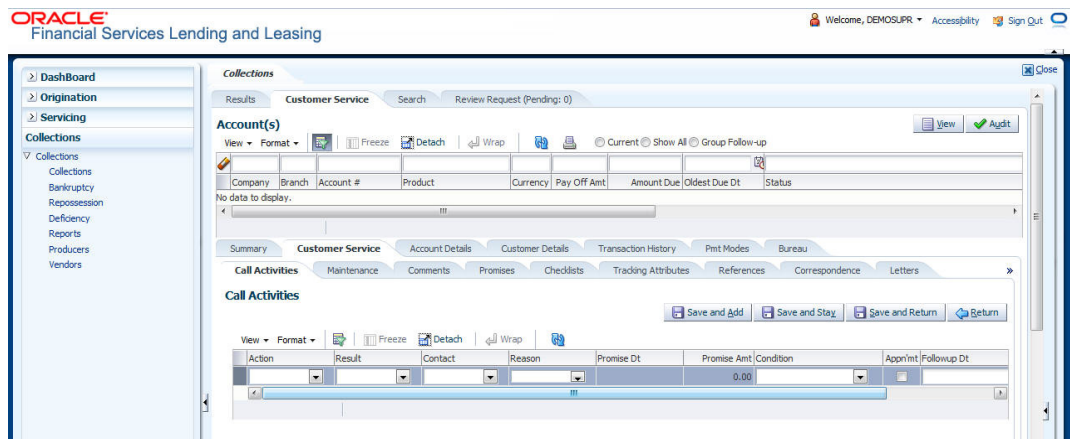
#### **4.4.1.1 Recording a Call Activity**

##### **To record a call activity**

1. Open the **Customer Service** screen and load the account you want to work with.



- Click **Customer Service** sub tab and then click **Call Activities** tab under it. Click **Add**. The system displays the following screen.



- You can complete the following optional fields:
- Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

In this field:	Do this:
<b>Action</b>	Select the action performed.
<b>Result</b>	Select the result of the action
<b>Contact</b>	Select who you contacted.
<b>Reason</b>	Select the reason for the communication.
<b>Promise Date</b>	Select the promise date.
<b>Promise Amt</b>	Specify the promise amount.
<b>Condition</b>	Select the condition or queue type.  LOV that is used in the Condition field is the intersection of list of condition set ups for what is entered into Action and Result fields and open conditions on the account.
<b>Appointment</b>	Check this box to take an appointment.  If <b>Appointment</b> is checked, then system allows you to select date and appointment time as per customer request. If appointment flag is not checked, then you can only enter the date with date picker.
<b>Followup Dt</b>	Specify the next follow-up date.  The date when FLS will place the account in queue next time. (The system defaults this date automatically based on setup.)
<b>Time Zone</b>	Select the time zone for the customer.
<b>Group Followup</b>	Check this box to enable group followup.

- Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
- Click to **Save and Add** to add a new record. Click to **Save and Return** to return to the main screen.

The system creates two entries on Customer Service screen for the call activity.

The codes for Action and Result appear as a record on the Account Detail screen, under Call Activities tab. The description for Action and Result appear as a system generated comment on the Account Detail screen, under Comments tab.

#### **4.4.1.2 Making an Appointment**

The Appointment box on **Call Activities** section enables you to schedule an account to appear in a particular queue at a future date and time. When you make an appointment, account will appear in the front of queue listed in the Conditions field at the time listed in the Follow Up Dt field.

In order to view the account, you must be working in that queue at follow up time. Refer the 'Recording a Call Activity section'.

##### **To make an appointment**

1. Open **Customer Service** screen and load the account you want to work with.
2. Click **Customer Service** sub tab and then click **Call Activities** tab under it.
3. Click **Add** and specify the field details on **Call Activities** section (Refer, **Recording a call activity** section).
4. In **Condition** field, select the condition for queue you want the account to appear in.
5. In **Follow Up Dt** field, select the date and time you want account to appear using the calendar. This can be either current day or a day in future.
6. Select the **Appn'mt** box.
7. Click **Save And Add / Save And Return**.

If account is not worked within the queue on day of the appointment, nightly jobs will cancel the appointment. If the account's queue condition changes during nightly batch jobs, the outstanding appointments are cancelled.

#### **4.4.1.3 Cancelling an Appointment**

Using the **Call Activities** screen, you can cancel an appointment for an account. The account will still appear in the queue on follow up date, but no longer receive a priority.

##### **To cancel an appointment**

1. Open **Customer Service** screen and load the account you want to work with.
2. Click **Customer Service** sub tab and then click **Call Activities** tab under it.

Click **Add**. The system displays **Call Activities** screen. If you need to change time for the appointment, create a new entry on account's **Call Activities** section with the same condition, but enter a new follow up date. If you need to cancel the appointment, create a new entry on account's **Call Activities** section with same condition, but don't check the **Appointment** check box.

(To create a new entry, refer **Recording a Call Activity** section.)

3. Click **Save**.

#### **4.4.1.4 Recording a Promise to Pay**

If you record an action on **Call Activities** screen as a 'promise to pay', it appears as a record on the **Account Details** screen's **Promises** section. The Promises section enables you to quickly view these actions without searching for them individually.

##### **To record a promise to pay**

1. Open **Customer Service** screen and load the account you want to work with.

2. Click **Customer Service** sub tab and then click **Call Activities** tab under it.
3. Click **Add**. The system displays the **Call Activities** screen. In **Action** field, select the action which is already performed, such as DC - DEALER CALLED
4. In the **Result** field, select a result involving a promise to pay, such as PP - PROMISE TO PAY.
5. You can complete the following optional fields:

In this field:	Do this:
<b>Contact</b>	Select the contact type. (Who was the person you communicated with?).
<b>Reason</b>	Select the reason, as stated by the contacted person. (What is the reason for this contact?).

6. In the **Promise Dt** field, record date when the person you spoke with promises to make payment.
7. In the **Promise Amt** field, record amount of payment the person you spoke with promises to pay.
8. In the **Condition** field, select the condition or queue type.
9. In the **Follow up Dt** field, enter next follow-up date for the promise-to-pay or accept the default date.
10. Click **Save**.

The system automatically notes this information as an entry on the Promises and Comments sub screens.

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#### Note

If payment amount is within the tolerance limit, promise is considered to be kept. If the payment amount is not within tolerance limit, promise is considered to be broken. During this validation, only percentage tolerance is considered and not the contract tolerance amount.

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#### 4.4.1.5 Canceling a Promise to Pay

Oracle Financial Services Lending and Leasing enables you to cancel promises to pay using the **Account Detail's** screen **Call Activities** section. You might do this when a customer informs you prior to the promise date that he or she cannot make the payment.

##### To cancel the existing promise to pay

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Customer Service** sub tab and then click **Call Activities** tab under it.
3. Click **Add**. The system displays the **Call Activities** screen.
4. Select the call activity entry for the promise to pay you want to cancel.

Click the **Cancel** box. The promise is marked as cancelled and will not be considered when processing promises; in other words, it will not be counted as either satisfied or broken.

#### 4.4.1.6 Posting Offline Call Activities

The system facilitates posting of offline call activities against an account.

#### **To Post Offline Call Activities:**

1. The source file is provided in CSV format (pre-determined for fields & size). Each field in the file is separated by a comma (,) and each line is separated by return (New Line).
2. A batch job Offline call activity posting, loads the provided flat file in the specified format and system will process it line by line.
3. For each line, the system posts Call Action Code and the corresponding Call Result Code, for a given account number with SYSDATE.
4. The system will perform respective call activities and sets the follow-up date as SYSDATE + Follow up Days (As provided in the feed file)
5. During offline call activity, you can specify comments, if any, in the comments field. The system defaults comments received from offline call activity in the comments section sub tab under Customer Service screen.

#### **4.4.2 Maintenance sub tab**

The Customer Service screen's Maintenance screen acts as a single command stations that enables you to post a wide array of monetary and non monetary transactions for any given account. Transaction available is based on the account's Loan produce and the user's responsibility. This section explains how to complete the following tasks:

##### **Monetary tasks**

##### **Loan:**

- Apply, adjust, or waive servicing expenses
- Adjust or waive late charges
- Adjust or waive non-sufficient funds
- Apply, adjust, or waive repossession expenses
- Apply, adjust, or waive bankruptcy expenses
- Apply or adjust phone pay fees
- Change an index/margin rate
- Apply, adjust, or cancel financed insurance
- Payoff an account
- Charge-off an account/Do Not Charge-Off an account.
- Close an account
- Adjust, charge-off, or waive the advance/principal balance
- Adjust the interest balance
- Stop interest accrual
- Indicate a borrower as on or off active military duty
- Change a due date
- Apply, adjust, or waive an extension fee
- Change payment amount
- Adjust or waive a prepayment penalty
- Reschedule an escrow payment
- Adjust or waive an escrow payment
- Adjust or waive a payoff quote fee
- Place an account in a nonperforming condition
- Reverse a nonperforming condition

- Reschedule precompute loan to interest bearing loan

### **Non-Monetary tasks**

#### **Loan:**

- Update a customer's name
- Maintain customer details
- Mark a customer as a skipped debtor
- Change a customer's Privacy Opt-Out indicator
- Stop correspondence
- Modify financed insurance information
- Start or stop an ACH
- Reprint a statement (batch only)
- Add or stop servicing of accounts with post dated checks as a repayment method
- Re-order coupon books
- Cancel or adjust an ESC
- Apply a refund payment to an ESC
- Cancel insurance (or reverse the insurance cancellation)
- Add new escrow insurance details
- Add new escrow tax details
- Change insurance annual disbursement
- Change insurance disbursement plan
- Change escrow indicators of insurance
- Change insurance expiration date
- Change insurance maturity date
- Change tax annual disbursement
- Change tax disbursement plan
- Change escrow indicators of tax
- Resume escrow analysis
- Resume escrow disbursements
- Stop escrow analysis
- Stop escrow disbursements
- Refund or adjust insurance

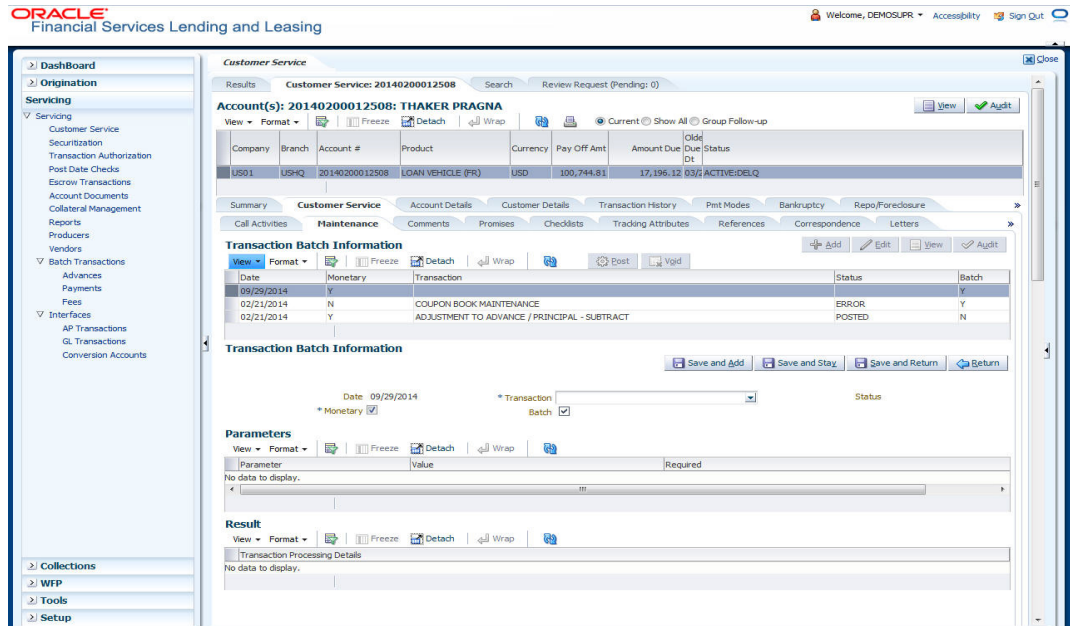
The system enables you to post a monetary transaction immediately or submit it for nightly processing. The transaction is identified as either a 'real-time' or nightly batch transaction in Oracle Financial Services Lending and Leasing's transaction setup codes. The system also enables you to cancel the future dated transactions or transactions those have been submitted for nightly processing. All activities in the account, including who performed it, date and time stamp, are captured in the audit trail.

#### **4.4.2.1 Creating Monetary and Non monetary Transactions**

All monetary and non monetary tasks listed in the appendix **Transaction Parameters** are available for use on Maintenance screen. Each task requires a Transaction value and a Parameter value.

## To use the Maintenance screen to complete monetary transaction

1. Open **Customer Service** screen and load the account you want to work with.
2. Click **Customer Service** sub tab and then click **Maintenance** tab under it.



3. On the Maintenance screen's **Action** section, click **Add** in the **Transaction Batch Information Section**:
  - Select the **Monetary** box to complete a monetary transaction.
  - or-
  - Clear the **Monetary** box to complete a non monetary transaction.
4. In the **Transaction** field, select transaction for the task you want to complete. Transaction availability depends on the type of Loan account, whether the transaction is monetary or non monetary, and user responsibility.
 

Note that, during set up, all transactions are configured to be processed either in real time or as a batch transaction. Accordingly, the 'Batch' check box is selected only if the selected transaction is to be performed through batch execution.
5. Click **Load Parameters**.
6. Specify all the required parameter values and click **Post**.  
The system displays result (success or failure) in the Results section.

You can cancel a transaction by selecting the record and clicking **Void**. The parameter 'TPE\_TXN\_POST\_DEFAULT\_GLDATE' is used to default the transaction date to GL date. If the 'Default Transaction Date to GL Date' is Yes, then GL date will be defaulted as transaction date. If the value is 'No', then the transaction date will not be defaulted and you can specify the transaction date manually.

When transaction date is not equal to or less than the system date, transaction is considered to be back dated. System Date is 'OFSLL System Date' which is the GL Date. When user posts the back dated transaction, system displays warning message as "Confirm to post the back dated transaction" with YES/NO. If user selects 'Yes', then transaction proceeds. If user selects 'No', then the transaction gets cancelled.

System displays back dated posting warning message only if the parameter 'TPE\_SHOW\_BACKDATE\_WARNING' is set to 'Y'

When an 'ON MILITARY DUTY TRANSACTION' is posted in an account:

- The system restricts users from bankruptcy /repossession/foreclosure conditions.
- System posts DO NOT CHARGE OFF condition on that account to exclude the account from Auto Charge Off process.
- The DO NOT CHARGE OFF condition is removed when 'OFF Military Duty' transaction is posted.

### 4.4.3 Comments sub tab

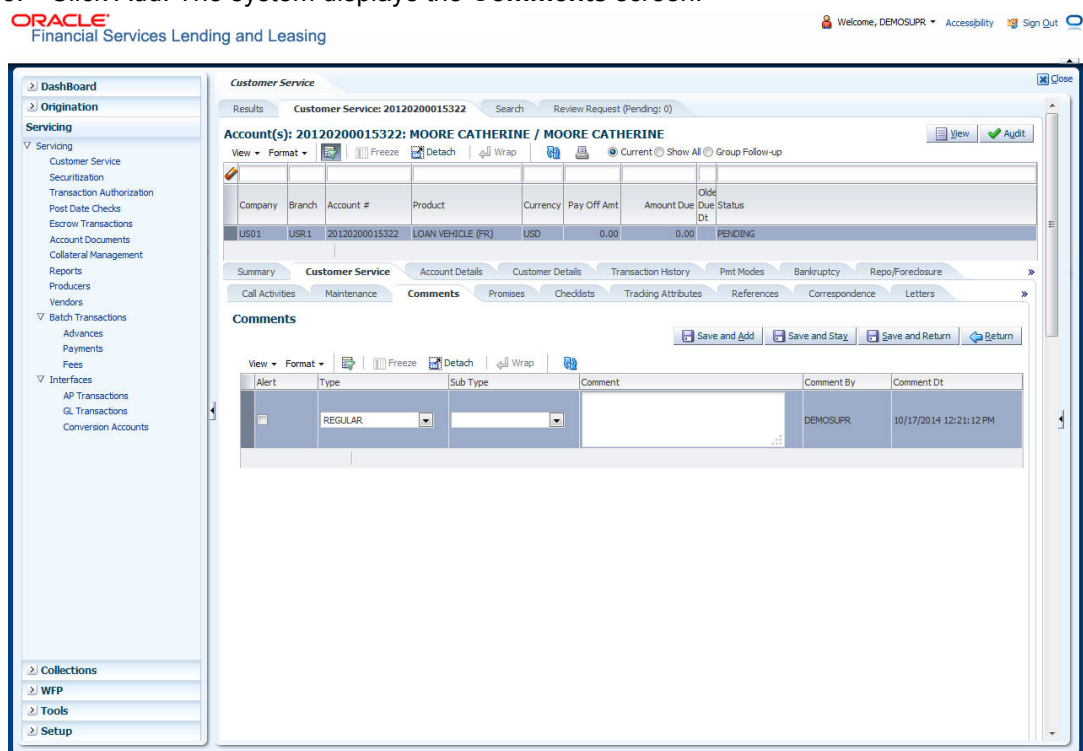
Oracle Financial Services Lending and Leasing enables you to record comments on the Customer Service screen using **Comments** tab. These comments also appear under the **Comments** sub tab.

All the user added Comments in either Customer Service > Comments tab or in Right Hand Splitter > Add Comment section, are displayed in the Comments sub tab including system generated comments.

#### 4.4.3.1 Recording an Additional Comment

**To record an additional comment**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Customer Service** sub tab and then click **Comments** tab under it.
3. Click Add. The system displays the **Comments** screen.



4. If you want to tag this comment as important, select the **Alert** box. If selected, the comment appears on Customer Service screen's Alerts section, after clicking **Save**.
5. In the **Type** field, select what type of comment you are adding.
6. In the **Sub Type** field, select what sub type of comment you are adding.
7. In the **Comment** field, specify your comment.

- Click **Save and Add** to add a new record. Click **Save and Return** to return to the main screen.

Comments can be viewed under the Comments tab View the following:

In this field:	View this:
<b>Alert</b>	If selected, Oracle Financial Services Lending and Leasing to recognizes this comment as an alert and displays in Customer Service > Summary Tab, in Alerts section.
<b>Type</b>	The type of comment.
<b>SubType</b>	The sub type of comment.
<b>Comment</b>	The text message entered in the Add Comments section.
<b>Comment By</b>	The user ID of person who entered comment in the Add Comments section.
<b>Comment Dt</b>	The date on which comment was entered in the Add Comments section.

#### 4.4.4 Promises sub tab

The system automatically updates promise to pay request information as an entry under the Promises sub tab based on value defined in parameter at setup level.

In this field:	View this:
<b>Promise Amt</b>	The amount promised.
<b>Promise Dt</b>	The date by which customer promises to pay the said amount.
<b>Taken By</b>	The user who took promise.
<b>Taken Dt</b>	The date promise was taken.
<b>Collected Amt</b>	The amount collected against the promise.
<b>Broken ind</b>	If selected, indicates that this is a broken promise.
<b>Cancelled</b>	If selected, indicates that this is a cancelled promise

If a call was recorded as a PROMISE TO PAY on the **Call Activities** section, it will appear under the **Promises** sub tab. The **Promises** sub tab enables you to quickly view details about the call and subsequent actions and displays 25 most recent promises to pay.

If system does not receive promised amount before the promised time, it notes broken promise on the Delinquency Information section of the Account Details screen. View the following information in the **Promises** sub tab.

#### **Create Multiple Promises**

In the Promises sub tab, you can capture more than one Promise at a go and track all promises, instead of adding multiple call activities to capture multiple promises.



To record multiple promises related to call activity, Click **Create Multiple Promises**. The system displays the 'Promises' section with the following fields:

<b>In this field:</b>	<b>View this:</b>
<b>Action</b>	Select the type of action from the drop-down list.
<b>Result</b>	Select the required result of action from the drop-down list. The Result field drop-down list displays only "Promise to Pay" related results based on the action selected.
<b>Contact</b>	Select the type of person you contacted from the drop-down list.
<b>Reason</b>	Based on the account condition and the reason stated by the contact, select the appropriate reason from the drop-down list.
<b>Promise St Dt</b>	Select the date from which the first promise is made from the adjoining calendar icon.
<b>Frequency</b>	Select the frequency of payment from the drop-down list.
<b>Promise Amt</b>	Specify the amount promised by the contact. Ensure that you do not enter zero or a decimal value.
<b>No. of Promises</b>	Specify the total number of promises made by the contact. A minimum of one promise need to exist.
<b>Appointment</b>	Select the check box if a prior appointment is to be taken for future follow-up.
<b>Comment</b>	Specify additional details of the promise, if any.

Click **Create** to record the promise details. Based on the number of promises, equivalent records are created in the section below with the following information:

<b>In this field:</b>	<b>View this:</b>
<b>Promise Dt</b>	The first record indicates the promise start date and subsequent records will have dates incremented based on frequency and number of promises.
<b>Promise Amt</b>	View the amount promised.
<b>Reason</b>	Indicates the reason stated by the contact.
<b>Contact</b>	Indicates the contact selected.
<b>FollowUp Dt</b>	Indicates the followup date which is auto calculated by the system by adding 2-3 additional days from the promise date.
<b>Appointment</b>	Indicates if a prior appointment is required for future follow-up.
<b>Comment</b>	Specify additional details of the promise, if any.

If required, You can further modify the details of each record.

Click **Save and Return**. The recorded promises are populated in Call Activities tab for tracking.

*For more information on Call Activities, refer Customer Service > Call Activities sub tab section.*

#### **4.4.5 Checklists sub tab**

<b>In this field:</b>	<b>View this:</b>
<b>Promise Amt</b>	The amount promised.
<b>Promise Dt</b>	The date by which customer promises to pay the said amount.
<b>Taken By</b>	The user who took promise.
<b>Taken Dt</b>	The date promise was taken.
<b>Collected Amt</b>	The amount collected against the promise.
<b>Broken</b>	If selected, indicates that this is a broken promise.
<b>Cancelled</b>	If selected, indicates that this is a cancelled promise

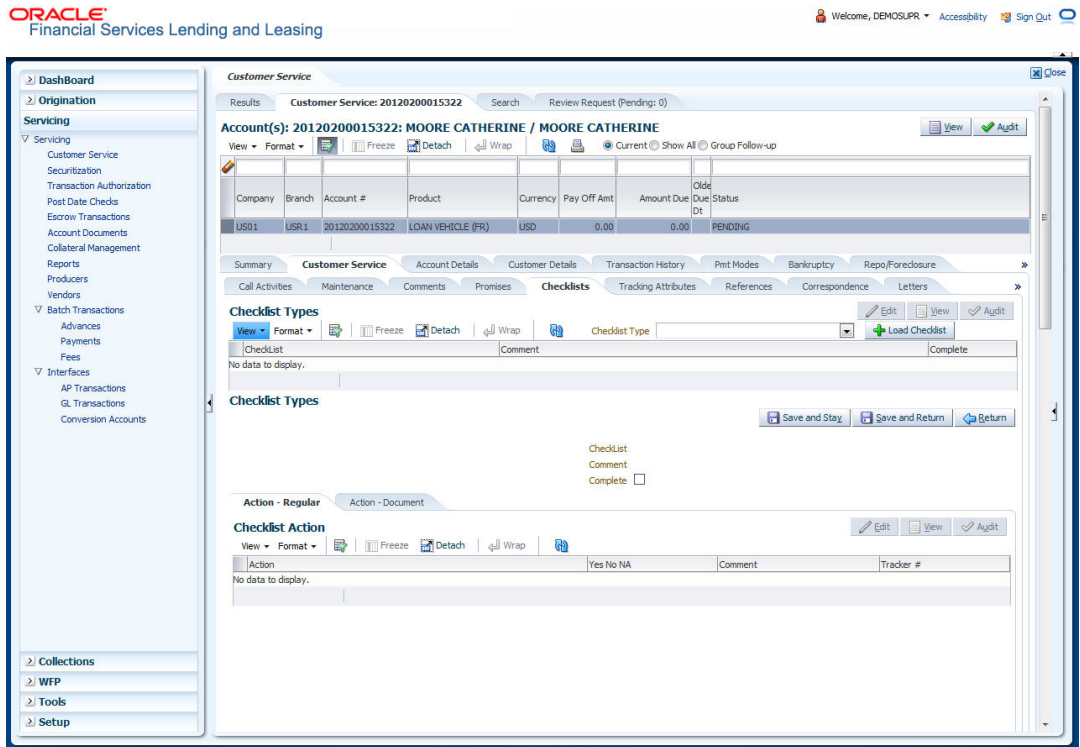
Oracle Financial Services Lending and Leasing enables you to use checklist to ensure that procedures are followed to complete various tasks. This instructional information appears under the **Checklist** sub tab.

##### **4.4.5.1 Completing a Checklist for an Account**

###### **To complete a checklist for an account**

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click **Customer Service** tab, Click **Checklist** sub tab.



3. In the **Check List Type** field, select the type of checklist you want to complete and then click **Load Checklist**.

The system loads checklist in the **Checklist** and **Checklist Action** sections.

4. Under **Action - Regular** tab, Click **Edit**. In the Action field, select an action you want to complete.
5. Under **Action - Document** tab, Click **Edit**. In Document tab, you can track documents pertaining to the checklist type and update the status.
6. Note your work with the **Yes/No/NA** option buttons. You can also add comments to each action on the checklist in the Comment column.
7. Click **Save and Add** to add a new record. Click **Save and Return** to return to the main screen.

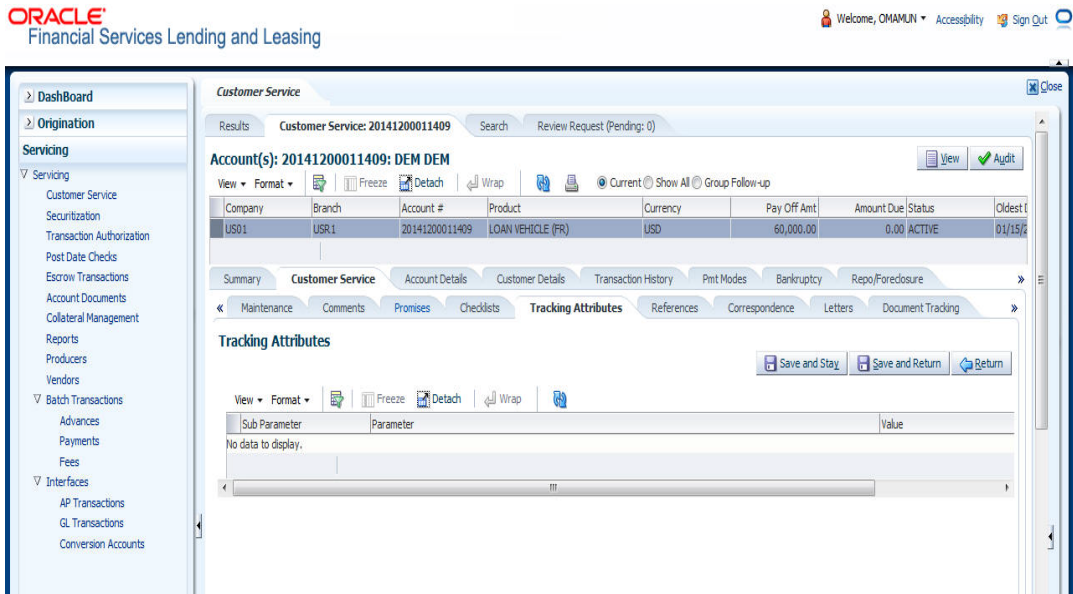
#### 4.4.6 Tracking Attributes sub tab

The Tracking Attributes screen enables you to link information to an account that is not tracked by default in the system, but is part of your company's business practices; for example, the location of important documents, how customers receive pay checks, or the hint questions for remembering a PIN. Such attributes are defined during system setup.

**To use the Customer Service screen's Tracking Attributes screen**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Tracking Attributes** sub tab.

3. Click **Load Tracking**. The system loads the tracking parameters.



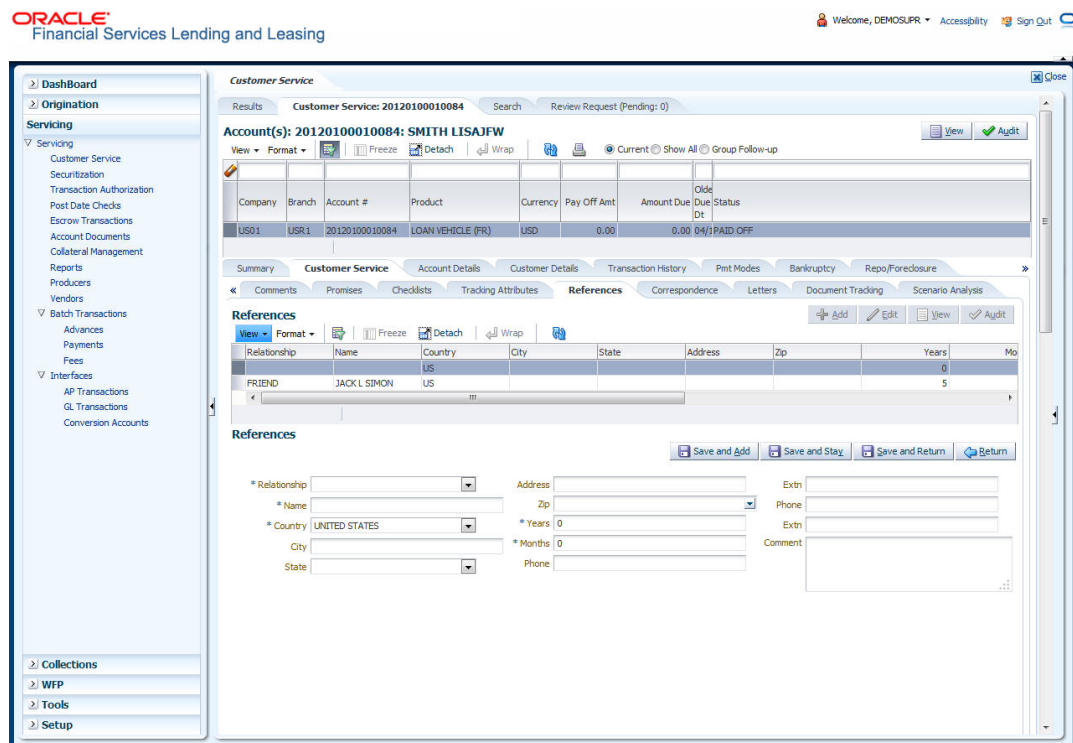
4. Complete **Tracking** section by entering the requested parameter in the **Value** field.
5. Save any changes you made to the account.

#### 4.4.7 References sub tab

The **References** sub tab enables you to view/add/edit references attached to the account during Loan origination cycle.

#### To use the Customer Service screen's References screen

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **References** sub tab.
3. Click **Add**.



Specify the following:

In this field:	Specify this:
<b>Relationship</b>	Referee's relationship with borrower.
<b>Name</b>	Referee's name and details in the following fields.
<b>Country</b>	The country.
<b>Address</b>	The address line.
<b>Zip</b>	The zip code.
<b>City</b>	The city.
<b>State</b>	The state.
<b>Years</b>	Number of years or months that the reference is known by the borrower.
<b>Months</b>	The number of months.
<b>Phone</b>	The reference's primary phone number.
<b>Extn</b>	The reference's primary phone extension.
<b>Phone</b>	The reference's secondary phone number.
<b>Extn</b>	The reference's secondary phone extension.
<b>Comment</b>	The comments regarding the reference.

4. Click **Save and Add** to add a new record. Click **Save and Return** to return to the main screen.

#### 4.4.8 Correspondence sub tab

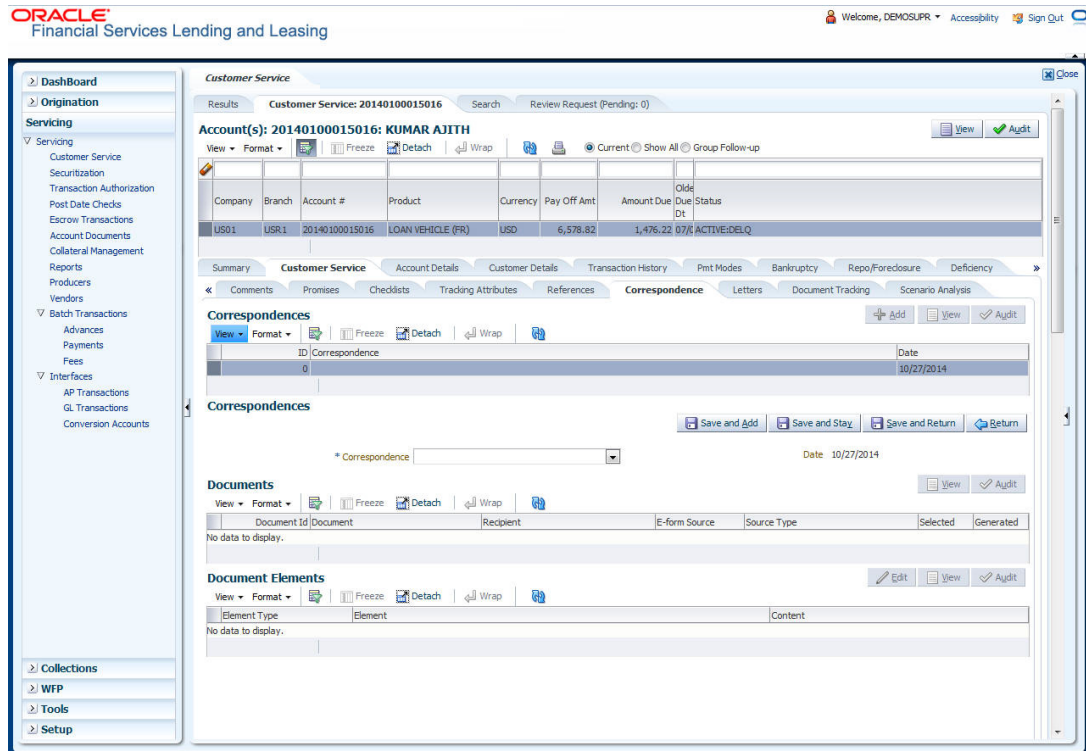
Ad-hoc correspondence enables you to include information from accounts in document templates you create yourself without manually transferring the data. Ad-hoc documents can be generated as either Microsoft Word or PDF files.

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

##### **To generate an ad hoc correspondence**

1. Open the **Customer Service** screen and load the account you want to work with.

- Click the **Customer Service** tab, then click **Correspondence** sub tab.



- In the **Correspondence** section, click **Add**. In the **Correspondence** section, use **Correspondence** field to select type of correspondence you want to generate.

The system displays following information in the Correspondence screen for selected type of correspondence:

In this field:	View this:
<b>Id</b>	The correspondence id.
<b>Correspondence</b>	The correspondence which is to be generated.
<b>Date</b>	The correspondence generation date.

- In the **Correspondence** section, click **Save**.

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

- In the **Documents** section, click **View**. View the following information for each document:

In this field:	View this:
<b>Document Id</b>	The document Id.
<b>Document</b>	The document description.
<b>Recipient</b>	The recipient description.
<b>E-Form Source</b>	The e-form source.
<b>Source Type</b>	The source type.

In this field:	View this:
<b>Generated</b>	'Y' indicates that Oracle Financial Services Lending and Leasing generated the document.
<b>Selected</b>	'Y' indicates that this document is selected to be included in the correspondence.

6. In the **Documents** section, select the correspondence you want to view.
7. The **Document Elements** section displays elements of the system used to generate correspondence.  
Click **All** to view all elements in the correspondence.  
- or -
8. Click **User Defined**, to view user-defined elements in the correspondence. In the **Document Elements** section, view the following information:

In this field:	Do this:
<b>Element Type</b>	View the document element type.
<b>Element</b>	View the element description.
<b>Content</b>	Enter/view value of the element.

9. In the **Document Elements** section, click **User Defined** and complete **Content** fields for **Element** fields you want to include in the correspondence.
10. In the **Document Elements** section, click **Save**.
11. In the **Documents** section, click **View**.

The system displays a PDF of the ad hoc correspondence.

#### 4.4.9 Letters sub tab

The Oracle Financial Services Lending and Leasing Customer Service screen's correspondence address matters regarding customer service and collections for accounts. They also enable financial organizations to manage bulk mailings. The Letters screen enables you to create and view the following types of correspondence:

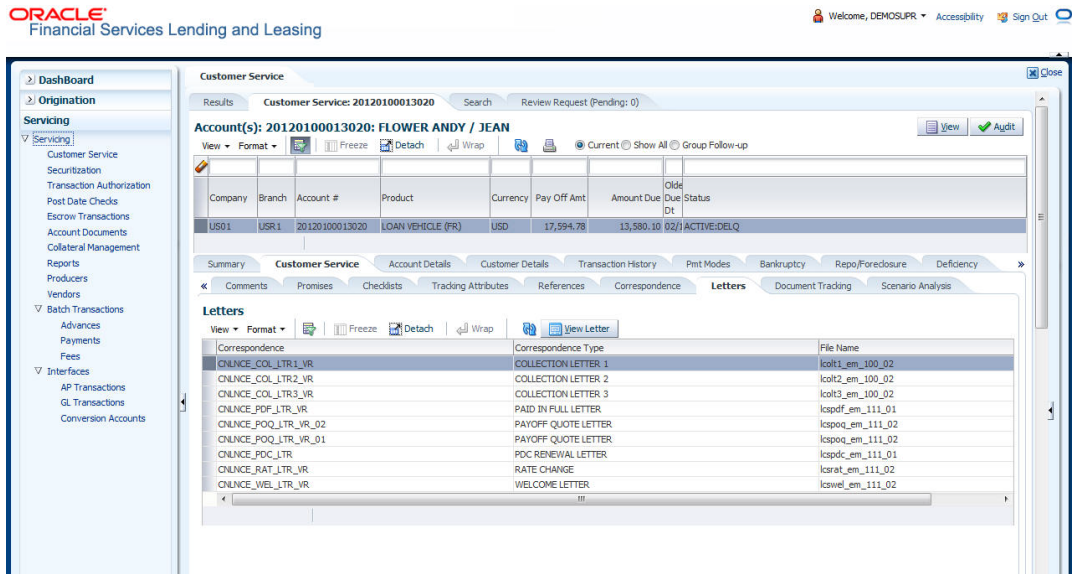
- Welcome letter
- Paid in Full letter
- PayOff quote letter
- Rate change intimation letter
- PDC renewal letter
- Servicing:
  - Pay Off quote letter
  - PDC renewal letter

You can view format of all the above letter types by clicking 'View Letter' button. In case, the correspondence to a particular customer has been stopped using the Maintenance, 'View Letter' button will not be displayed and only Letters screen will be available.

#### **To use the Letters screen**

1. Open the Customer Service screen and load the account you want to work with.

2. Click the **Customer Service** tab, then click **Letters** sub tab.



### **Recipient Details**

In the **Recipient Details** section, you can maintain the recipient details to whom the letter should be sent. You can specify the following recipient details:

<b>Field:</b>	<b>Do this:</b>
Recipient	Select the recipient of the letter.
Customer Type	Select the type of customer. The system displays all available customer types if the Recipient is selected as 'Customer'.
Mode	The system displays the mode of communication as Email or Fax.
Type	Select the type.
E-mail	The system displays the email ID based on Recipient and Type values.
Comments	Specify comments, if any. The specified comments will be sent to the selected recipient.

If Producer or Customer is selected as Recipient and the Type is selected as Email, then the system defaults the customer or producer email ID in the E-mail field. If the type is selected as Adhoc Email, then you can enter the email ID manually in E-mail field.

On **Save** the system displays the recipient data in tabular form.

Click **Send** to email the correspondence details to the specified recipients. If the letter generation is dependent on any batch, then the system displays an error message as 'Letter not generated. Please try sending later'.

#### **4.4.9.1 Servicing: Welcome letter**

The predefined loan Welcome letter is automatically sent a configurable number of days after an account is activated after the loan origination process.



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

**To generate the Welcome letter**

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Welcome Letter**.
4. Click **View Letter** to generate Welcome Letter - 3.

The screenshot shows a letter titled "Confirm Information Letter" from Oracle Financial Services Lending and Leasing. The letter includes contact information (Phone, Fax), a date (10/10/2013), and a salutation "Dear ,". The main body of the letter thanks the recipient for selecting the lender and offers to confirm contract information. It lists four items to be confirmed: Account number, First payment date, Monthly payment amount, and Number of payments. A paragraph follows, stating that if payment information is not received before the first payment is due, the recipient should use a coupon and contact the lender. The letter concludes with "Once again, thank you for selecting as your lender." and "Sincerely,". Below the signature is a table with four columns: Account Name, Payment#, Account#, Due Date, and Amount Due. The first row of the table shows "1" under the Payment# column. At the bottom of the letter, it says "Mail payment to:".

**Confirm Information Letter** **ORACLE**  
Financial Services Lending and Leasing

**Phone:**  
**Fax:**  
**Date:** 10/10/2013

Dear ,

Thank you for selecting as your lending source. To provide you with the best possible service, we would like to confirm some of the information on your contract.

Account number:  
First payment date:  
Monthly payment amount:  
Number of payments:

In the event that you do not receive your payment information prior to your first payment being due, please use the coupon provided below. Should you have any questions regarding your account, please contact us at .

Once again, thank you for selecting as your lender.

Sincerely,

Account Name	Account#	Due Date	Amount Due
	1		

Mail payment to:

**4.4.9.2 Servicing: Paid in Full letter**

The predefined Paid in Full letter is automatically sent a configurable number of days after an account is fully paid off on the Customer Service screen.

The Paid in Full letter is available for loans.

**To generate the Paid in Full letter**

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Paid in Full Letter**.

4. Click **View Letter** to generate Paid in Full Letter.

### Payoff Letter



**Phone:**

**Fax:**

**Date:** 10/10/2013

**Name:**

**Account number:**

**Collateral:**

This letter is to inform you that a payoff was received on the above mentioned account. This loan now shows a zero balance. Please file this letter as evidence that the loan obligation that it references has been satisfied.

We want to take this opportunity to thank you for your business. If we can ever be of service in the future, please do not hesitate to contact us at .

Sincerely,

#### 4.4.9.3 Servicing: Payoff Quote

The predefined Payoff Quote is sent if a payoff quote is requested for an account. Payoff quotes can be manually generated using Maintenance screen on the Customer Service screen with the monetary Payoff Quote transaction.

##### To generate a payoff quote letter

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Payoff Quote Letter**.
4. Click **View Letter** to generate Payoff Quote Letter.

### Payoff Amount Letter



**Phone:**

**Fax:**

**Date:** 10/10/2013

**Name:**

**Account number:**

**Collateral:**

This letter is in regards to the payoff request. The payoff amount is . This payoff amount is good through .

If you have additional questions, please feel free to contact us at .

Sincerely,

#### 4.4.9.4 **Collections: Collection letter 1**

The predefined Collection letter 1 is automatically sent a configurable number of days after an account becomes delinquent (receives a condition of active: DELQ on the Customer Service screen).

The Collection letter 1 is available for Loan fixed and variable rate).

##### **To generate the Collection letter 1**

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Collection Letter - 1**.
4. Click **View Letter** to generate Collection Letter - 1.

Collection Letter

ORACLE®  
Financial Services Lending and Leasing

Phone:  
Fax:

Account number :  
Amount past due:

Dear ,

Our records indicate that you are past due on your loan in the amount of . This amount includes monthly payments together with all applicable fees due pursuant to your contract. In order to attain a current account status, it is important that we receive your payment immediately. If there is a problem meeting the above request, please contact our office at .

If you already mailed your payment, please contact our office so we may update your account.

Sincerely,

#### 4.4.9.5 **Collections: Collection letter 2**

The predefined Collection letter 2 is automatically sent after a configurable number of days for a delinquent account (one with a condition of active: DELQ on the Customer Service screen).

The Collection letter 2 is available for Loan (fixed and variable rate).

##### **To generate the Collections letter 3**

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Collection Letter - 3**.

4. Click **View Letter** to generate Collection Letter - 3.

**Collection Letter**  
**ORACLE**  
Financial Services Lending and Leasing

**Phone:**  
**Fax:**

**Date:** 10/10/2013

**Account Number:**  
**Amount Past Due:**

Dear ,

This is to inform you that your account with is currently in default. We hereby demand that payment for be brought current immediately. This amount includes monthly payments together with all applicable fees due pursuant to your contract.

If you are unable to send such a payment, it is imperative that you contact our office at to discuss this matter. Your immediate response to this demand is necessary if you wish to avoid further consequences.

Thank You in advance for your anticipated cooperation.

Sincerely,

#### **4.4.9.6 Servicing: Rate Change Intimation Letter**

For line of credits with interest rates based on index- it is standard practice to inform the borrower about upcoming interest rate changes due to a change in the rate index. Oracle Financial Services Lending and Leasing can print pre-rate change intimation letters both automatically and manually. The Rate Change Intimation letter informs borrowers that their rate index has changed. All borrowers with the changed index may receive a rate revision on the extn rate change, which is due after X days (X is a company parameter that can be set with pre-process days).

The Rate Change Intimation letter is available only for variable rate line of credits.

##### **To generate the Rate Change Intimation letter**

1. Open the Customer Service screen and load the account you want to work with.
2. Click the **Customer Service** tab, then click **Letters** sub tab.
3. On the **Letters** section, select **Rate Change Intimation Letter**.

4. Click **View Letter** to generate Rate Change Intimation Letter .

**Interest Rate Change Letter**  
**ORACLE**  
Financial Services Lending and Leasing

Phone:

Fax:

Date: 10/10/2013

Ref : Rate Change on Account number:

This letter is in regards to change of interest rate on your account, which is due on . Due to change in index (), your interest rate may change to %.

If you have additional questions, please feel free to contact us at

Sincerely,

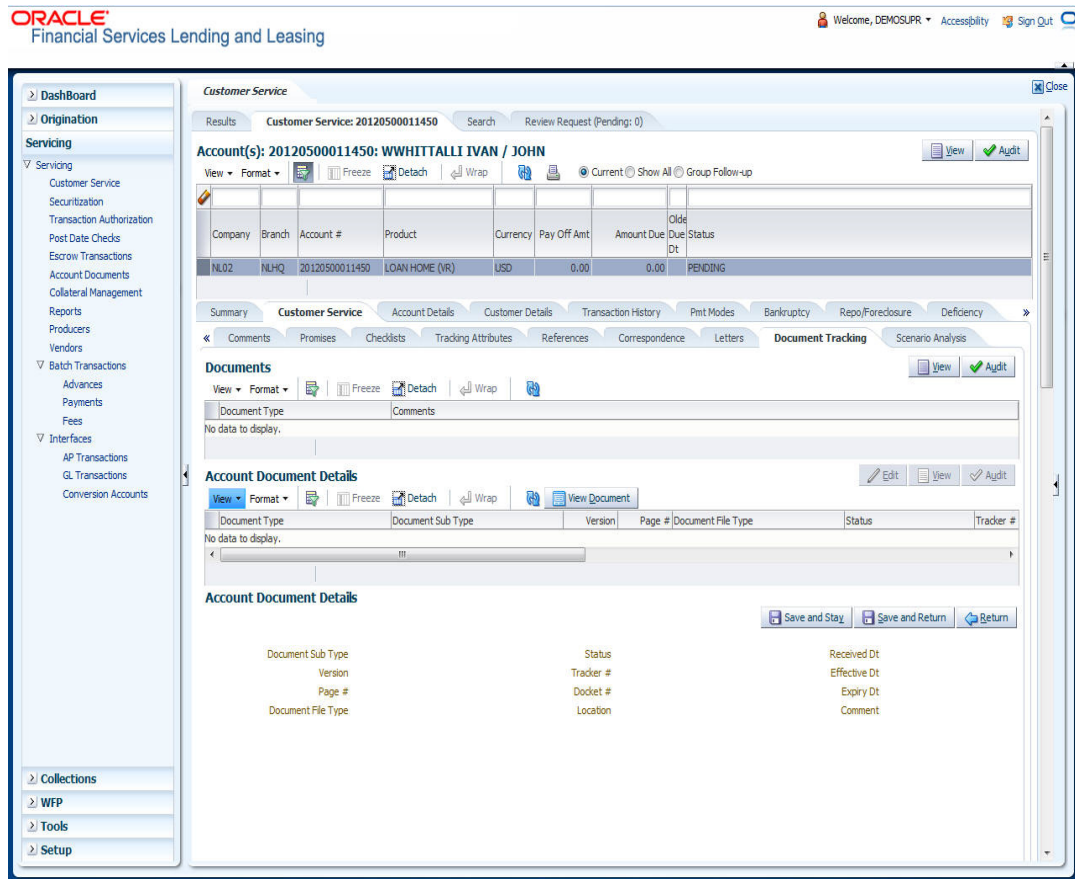
#### **4.4.10 Document Tracking sub tab**

You can view the documents attached to a particular account by loading the account on **Customer Service** screen, then clicking the **Document Tracking** sub tab. You can also open the Document Tracking screen and select from a list of all accounts with documents attached on the Document Tracking screen.

##### **To use the Document Tracking screen**

1. Open the **Customer Service** screen and load the account you want to work with.

- Click the **Customer Service** tab, then click **Document Tracking** sub tab.



- In the **Documents** section, select the document you want to view and view the following information:

In this field:	Do this:
<b>Document Type</b>	View the document type.
<b>Comment</b>	Specify comment.

- In the **Account Document Details** section, select the document you want to view and click **Show** in the **Details** column.
- In the **Account Document Details** section, click **View to** view the following information:

In this field:	Do this:
<b>Document Type</b>	View the document type.
<b>Document Sub Type</b>	View the document sub type.
<b>Version</b>	View the version. Version numbers will be incremental by batch job, first version will start with 1.0.
<b>Page #</b>	View the page number. In multiple paged documents, choose <b>1</b> in the <b>Page #</b> field on <b>Account Document Details</b> section to view all the pages in the document.  Choose a specific page number to view only that page.

In this field:	Do this:
<b>Document File Type</b>	View the document file type.
<b>Status</b>	View the status of the document.
<b>Tracker #</b>	View the tracking number of the document.
<b>Docket #</b>	View the docket number of the document.
<b>Location</b>	View the location of the document.
<b>Received Dt</b>	View the received date of the document.
<b>Effective Dt</b>	View the effective date of the document.
<b>Expiry Dt</b>	View the expiration date of the document.
<b>Comment</b>	Specify comment.

6. Click **View Document**.  
The system opens a **File Download** dialog box.
  - Click **Open** to view the document in the browser screen
  - or–
  - Click **Save** to download the document to a location of your choice.
7. If you want, add comments to the **Comments** field in the **Documents** and **Account Document Details** sections.
8. Save your entry.

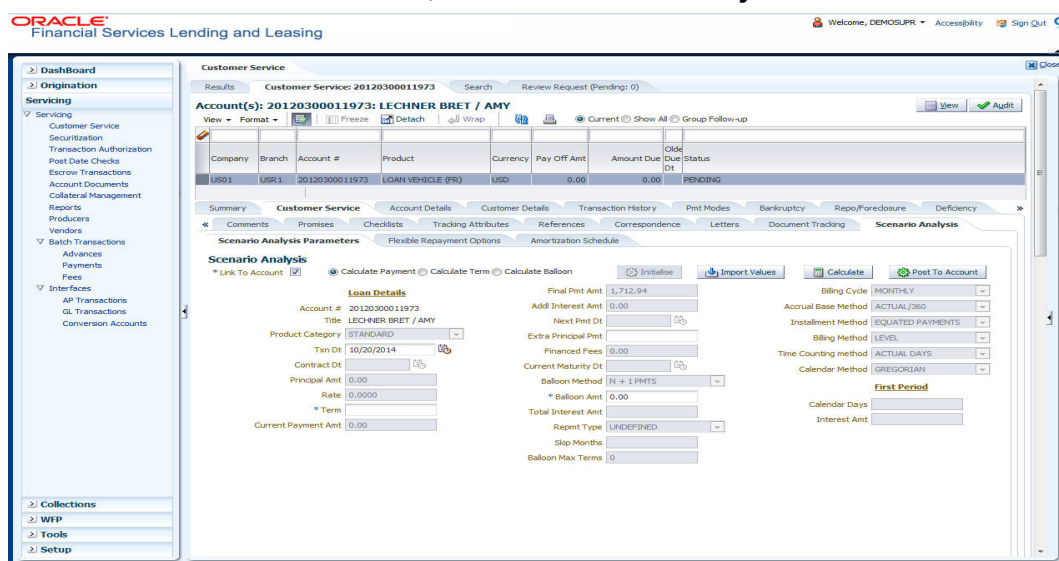
#### 4.4.11 **Scenario Analysis sub tab**

Oracle Financial Services Lending and Leasing enables you to reschedule customer payments with the Customer Service screen's Scenario Analysis screen. This feature is available only for the loan product.

##### **To use the Scenario Analysis screen**

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click the **Customer Service** tab, then click **Scenario Analysis** sub tab.



You can use the Scenario Analysis screen to calculate a change in the account's

- Principal payment amount
- Term
- Balloon payment amount

For more information about calculations, Flexible Repayment Options, and Amortization Schedule, refer **Scenario Analysis** chapter of this User Guide.

You can determine the new payment schedule based on the customer's request using the Customer Service screen's Scenario Analysis screen. When you click Post to Account in Action section, you can replace existing schedule and update the account with new calculated amounts and figures.

The posted transaction can be reversed in the Transactions screen (Customer Service dropdown link > Transactions link).

## 4.5 Customer Service screen's Account Details tab

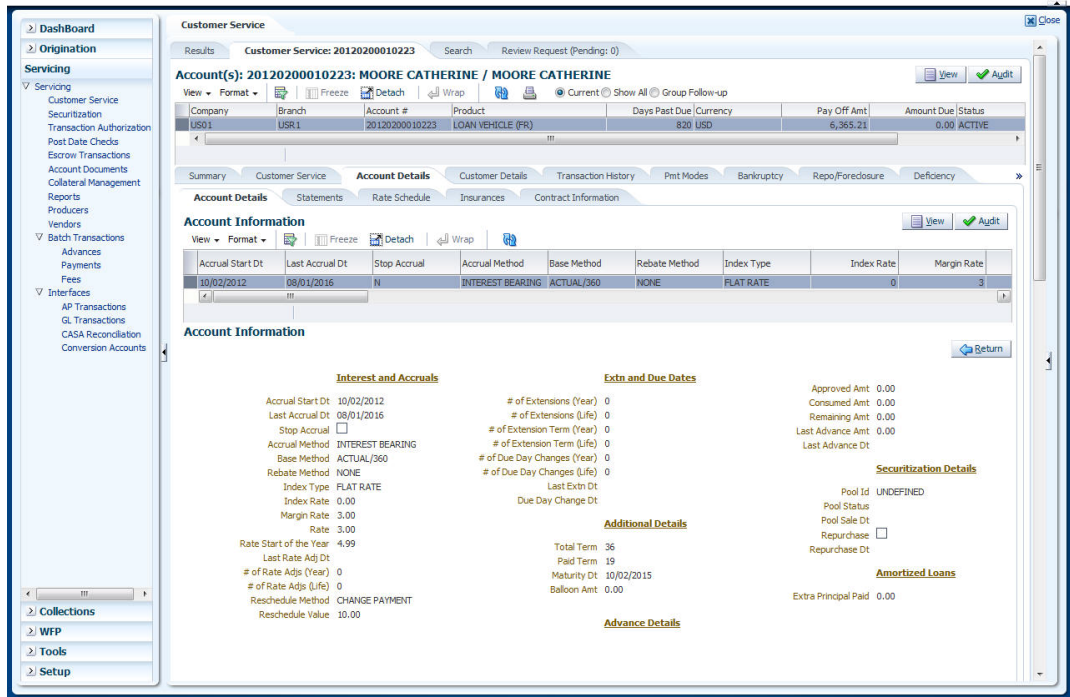
Open the **Customer Service** screen and load the account you want to work with. Click the **Account Details** tab to view the sections under it.

### 4.5.1 Account Details sub tab

Oracle Financial Services Lending and Leasing enables you to view account details using Account Details sub tab.



In the **Account Information** section click **View**.



View the following information for Loan servicing product.

In this field:	View this:
<b>Interest and Accruals section</b>	
<b>Accrual Start Dt</b>	The accrual start date.
<b>Last Accrual Dt</b>	The last accrual date
<b>Stop Accrual</b>	If selected, indicates that the accrual has been stopped for the account.
<b>Accrual Method</b>	The accrual method.
<b>Base Method</b>	The base method.
<b>Rebate Method</b>	The rebate method.
<b>Index Type</b>	The index type.
<b>Index Rate</b>	The current index rate.
<b>Margin Rate</b>	The current margin rate.
<b>Rate</b>	The current rate.
<b>Rate Start of the Year</b>	The start rate of the year.
<b>Last Rate Adj Dt</b>	The last rate adjust date.
<b># of Rate Adjs (Year)</b>	The number of due date changes (year).
<b># of Rate Adjs (Life)</b>	The number of due date changes (life).

<b>In this field:</b>	<b>View this:</b>
<b>Reschedule Method</b>	The reschedule method.
<b>Reschedule Value</b>	The reschedule value.
<b>Extn and Due Dates section</b>	
<b># of Extensions (Year)</b>	The number of times extensions granted (year).
<b># of Extensions (Life)</b>	The number of times extensions granted (life).
<b># of Extension Term (Year)</b>	The number of terms extensions granted (year).
<b># of Extension Term (Life)</b>	The number of terms extensions granted (life).
<b># of Due Day Changes (Year)</b>	The number of due day changes allowed in a year.
<b># of Due Day Changes (Life)</b>	The number of due day changes allowed in a life of an account.
<b>Last Extn Dt</b>	The last extn date.
<b>Due Day Change Dt</b>	The due day change date.
<b>Additional Details section</b>	
<b>Total Term</b>	The total term.
<b>Paid Term</b>	The paid term.
<b>Maturity Dt</b>	The maturity date.
<b>Balloon Amt</b>	The balloon amount.
<b>Advance Details section</b>	
<b>Approved Amount</b>	The approved amount.
<b>Consumed Amt</b>	The consumed.
<b>Remaining Amt</b>	The remaining amount.
<b>Last Advance Amt</b>	The last advance amount
<b>Last Advance Dt</b>	The last advance date
<b>Securitization Details</b>	
<b>Pool Id</b>	The pool ID.
<b>Pool Status</b>	The pool status.
<b>Pool Sale Dt</b>	Pool Sale date.
<b>Repurchase</b>	If selected, indicates that it has been repurchased.
<b>Repurchase Dt</b>	The repurchase date.

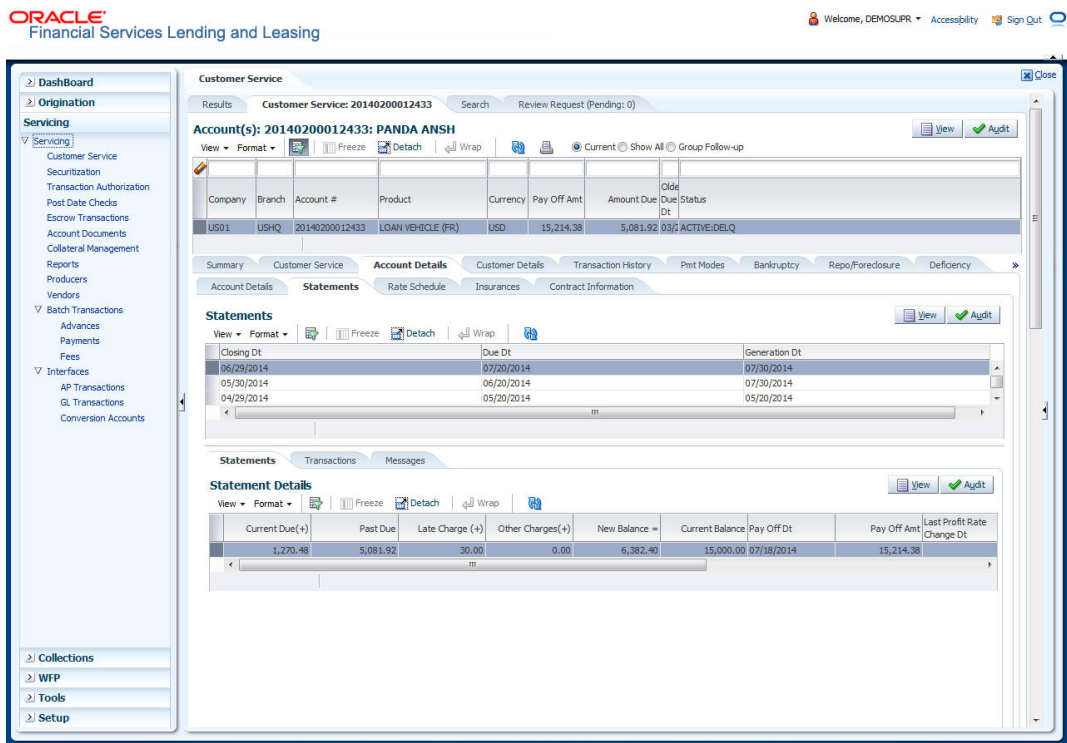
<b>In this field:</b>	<b>View this:</b>
<b>Extra Principal Paid</b>	The extra principal paid.

#### 4.5.2 Statements sub tab

The Statements screen contains three display only sections. The **Statements** section displays a list of all statements generated during life of the account. The **Transaction** section displays monetary transactions applied to the account from closing date of the previous statement through closing date of the current statement. The **Messages** section displays user-defined message that appears in the statement.

#### To view the Statements screen

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click the **Account Details** tab, then click **Statements sub tab**.



3. In the **Statements** section, click **View**.
4. View the following information:

<b>In this field:</b>	<b>View:</b>
<b>Closing Dt</b>	The statement closing date.
<b>Due Dt</b>	The statement due date.
<b>Generation Dt</b>	The statement generation date.

In the **Statements Details** section, select the statement you to view and click **View**.

5. View the following:

<b>In this field:</b>	<b>View:</b>
<b>Current Due (+)</b>	The current due.
<b>Past Due (+)</b>	The past due amount.
<b>Late Charge (+)</b>	The late charge due.
<b>Other Charges (+)</b>	The other charges due.
<b>New Balance =</b>	The new balance.
<b>Current Balance</b>	The current balance.
<b>Pay Off Dt</b>	The payoff date.
<b>Pay Off Amt</b>	The payoff amount.
<b>Last Profit Rate Changed Date</b>	The latest date on which the profit rate was changed.
<b>Current Profit Rate</b>	The current profit rate.
<b>Current Balance</b>	The current escrow balance.
<b>Current Due</b>	The current escrow due.
<b>Past Due</b>	The past due escrow amount.

6. Click **Transactions** sub tab and click **View**

7. View the following information:

<b>In this field:</b>	<b>View:</b>
<b>Txn Dt</b>	The transaction effective date.
<b>Transaction Type</b>	The type of transaction.
<b>Amount</b>	The transaction amount.

Click **Messages** sub tab and click **View**.

8. View the following information:

<b>In this field:</b>	<b>View:</b>
<b>Sequence</b>	The sequence number.
<b>Message</b>	The message.

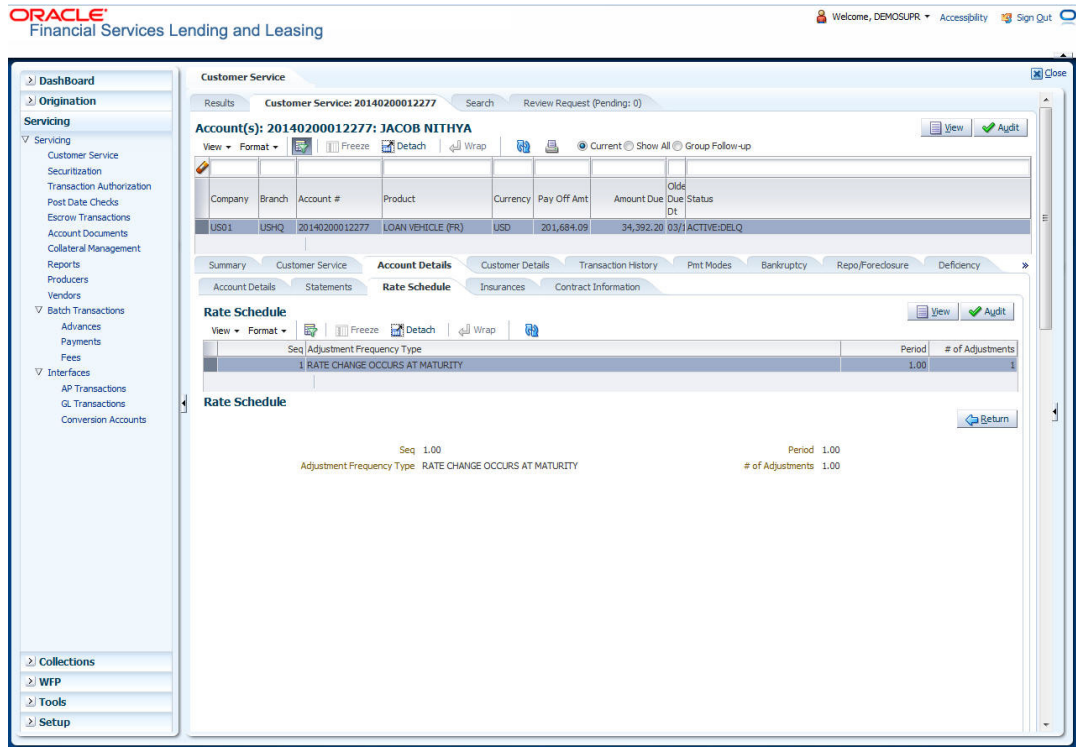
### 4.5.3 Rate Schedule sub tab

The **Rate Schedule** section contains information about rate adjustments, such as the sequence and number of adjustments.

**To view the Rate Schedule screen**

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click the **Account Details** tab, then click **Rate Schedule** sub tab.



The **Rate Schedule** section only applies to variable rate loans.

3. In **Rate Schedule** section, click View.
4. View the following information:

In this field:	View this:
<b>Seq</b>	The sequence number for rate adjustment.
<b>Adjustment Frequency Type</b>	The rate adjustment frequency type.
<b>Period</b>	The rate adjustment period for the frequency.
<b># of Adjustments</b>	The number of rate adjustments for the frequency.

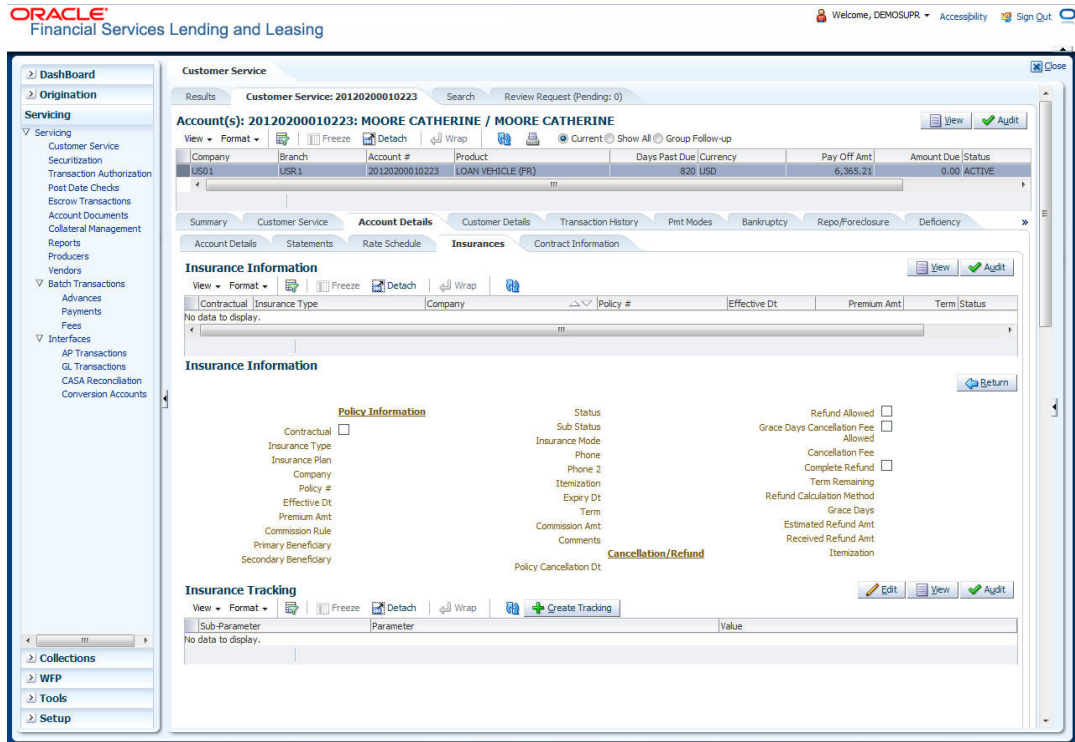
#### 4.5.4 Insurances sub tab

If insurance information was entered on Funding screen during Loan origination, you can view financed insurance information on the **Customer Service screen's Insurances** screen. The Insurances screen displays the details of all financed insurances, including cancellation and refund information whenever applicable. It also displays the insurances that were financed after funding of Loan using the **Customer Service screen's Maintenance** screen.

##### To view the Insurances screen

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click the **Account Details** tab, then click **Insurances** sub tab.



3. On the **Insurances** screen, view the following information in **Insurance Information** section:

In this field:	View:
<b>Contractual</b>	If selected, indicates that the insurance policy is required by contract.
<b>Insurance Type</b>	The insurance type.
<b>Company</b>	The insurance company.
<b>Policy#</b>	The insurance policy number.
<b>Effective Dt</b>	The insurance effective date.
<b>Premium Amt</b>	The insurance premium amount.
<b>Term</b>	The insurance term.
<b>Status</b>	The insurance status.

Click **View** and view the following information:

In this field:	View:
<b>Policy Information section:</b>	
<b>Contractual</b>	If selected, indicates that the insurance policy is required by contract.
<b>Insurance Type</b>	The insurance type.

<b>In this field:</b>	<b>View:</b>
<b>Insurance Plan</b>	The insurance plan.
<b>Company</b>	The insurance company.
<b>Policy#</b>	The insurance policy number.
<b>Effective Dt</b>	The insurance effective date.
<b>Premium Amt</b>	The insurance premium amount.
<b>Commission Rule</b>	The rule of commission.
<b>Primary Beneficiary</b>	The primary beneficiary of the insurance.
<b>Secondary Beneficiary</b>	The secondary beneficiary of the insurance.
<b>Status</b>	The status.
<b>Sub Status</b>	The sub status.
<b>Insurance Mode</b>	The insurance mode.
<b>Phone</b>	The insurance company's primary phone number.
<b>Phone 2</b>	The insurance company's alternate phone number.
<b>Itemization</b>	The contract itemization.
<b>Expiry Dt</b>	The insurance expiry date.
<b>Term</b>	The term of insurance.
<b>Commission Amt</b>	The insurance commission amount.
<b>Comments</b>	The comments regarding the insurance policy.
<b><u>Cancellation/Refund section:</u></b>	
<b>Policy Cancellation Dt</b>	The insurance cancellation date.
<b>Refund Allowed</b>	If selected, a refund is allowed. A selected box indicates that the insurance premium can be rebated to the customer in case of early payoff.
<b>Grace Days Cancellation Fee Allowed</b>	If selected, indicates that cancellation fees during grace period is allowed.
<b>Cancellation Fees</b>	View amount of the cancellation fee to be charged when the insurance is cancelled.
<b>Complete Refund</b>	If selected, a complete refund is allowed.
<b>Term Remaining</b>	The remaining term on the insurance at cancellation.
<b>Refund Calculation Method</b>	The refund calculation method.

<b>In this field:</b>	<b>View:</b>
<b>Grace Days</b>	View the number of grace days allowed for cancellation without charging a cancellation fee.
<b>Estimated Refund Amt</b>	The estimated insurance refund.
<b>Received Refund Amt</b>	The insurance refund received.
<b>Itemization</b>	The contract itemization.

- In the **Insurance Tracking** section, click **Create Tracking**.  
The system loads insurance tracking parameters in the Insurance Tracking section.
- If you want to reduce the list of parameters, select a sub attribute in the unlabelled Sub Attribute box next to Create Tracking button.  
If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the parameter display.
- Click **Edit** and complete the **Parameter** and **Value** fields.
- Click **Save**.

#### 4.5.5 Contract Information sub tab

The Customer Service screen Contract sub tab enables you to view contract and truth-in-lending information recorded during the funding process. It's a display only version of the same information found on the Funding screen's Contract screen.

##### To view an account's contract information

- Open the **Customer Service** screen and load the account you want to work with.
- Click **Account Details** tab, then click **Contract Information** sub tab.

The screenshot shows the Oracle Financial Services Lending and Leasing Customer Service interface. The main window displays account details for 'MOORE CATHERINE / MOORE CATHERINE'. The 'Contract Information' sub-tab is selected, showing a table with contract details and a detailed view below.

Contract Dt	Amnt Financed	Term	Maturity Dt	Due Day	Finance Charge	Total of Pmts	Down Pmt	Final Pmt Amt	Ind
10/02/2012	12,000.00	36	10/02/2015	10	938.56	12,938.56	0.00	339.96	FLA

The detailed view below the table includes sections for Contract, Advance, Rate Cap & Adjustments, Rebate, and Bank Information.

If you selected a Loan account with escrow, Escrow Analysis tab is available.

- Use the following sub tabs to view more information about the contract, if available:



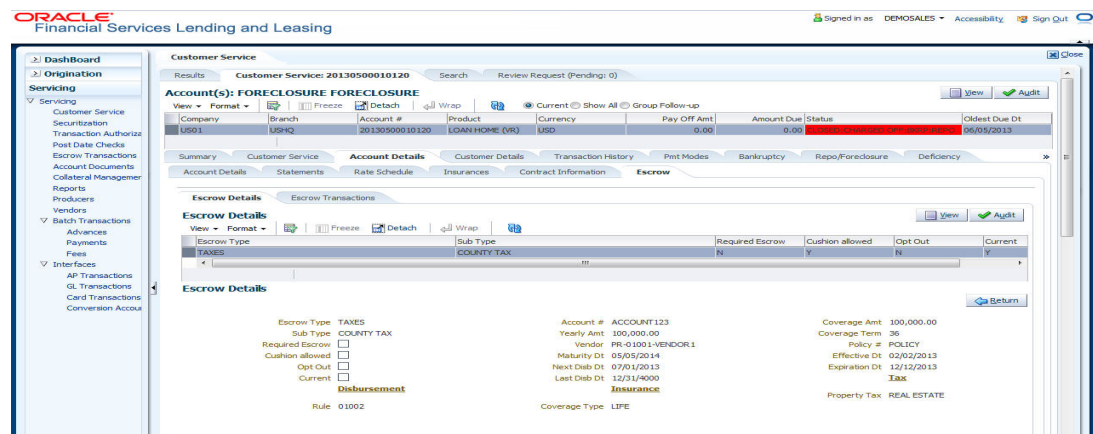
- Contract
- Repayment
- Itemization
- Trade-In
- Insurances
- ESC
- Escrow
- Escrow Analysis
- Compensation
- Subvention
- Proceeds
- Disbursements
- Fees
- ACH
- Coupon
- PDC
- References
- Real Estate

For more information on the sub tabs of the Contract tab, refer the section Contracts tab in Funding chapter of the Origination User Guide.

#### 4.5.6 Escrow sub tab

The Escrow sub tab is available only if Escrow is allowed for the account. You can view the Escrow details using the sections in this tab.

1. In **Escrow Details** section, click View

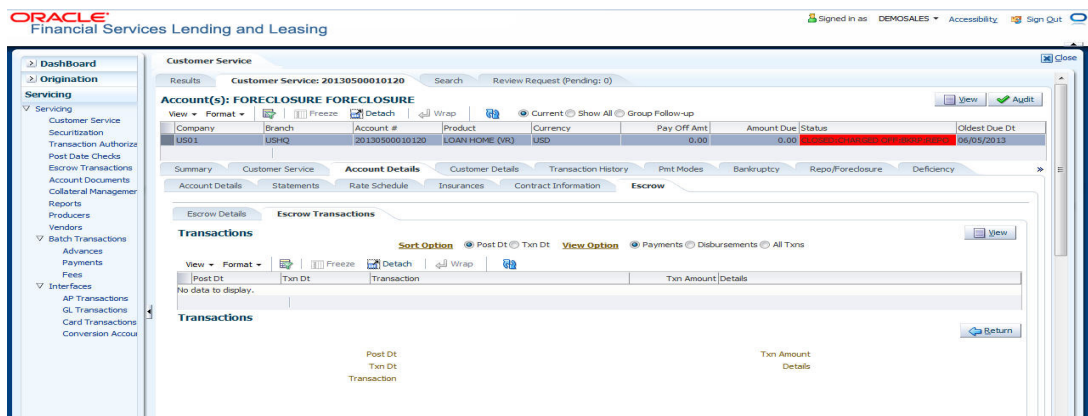


2. View the following information:

In this Field	View this
Escrow Type	The escrow type.
Sub Type	The escrow sub type.
Required Escrow unchecked	If selected, indicates that the escrow is required for the account.

In this Field	View this
<b>Cushion allowed</b>	If selected, indicates that the cushion is allowed for the account.
<b>Opt Out</b>	If selected, indicates that the escrow is opt out for the account.
<b>Current</b>	If selected, indicates that this is the current record of the escrow.
<b>Disbursement</b>	
<b>Account #</b>	The account number.
<b>Yearly Amt</b>	The yearly amount.
<b>Vendor</b>	The vendor.
<b>Maturity Dt</b>	The maturity date.
<b>Next Disb Dt</b>	The next disbursement date.
<b>Last Disb Dt</b>	The last disbursement date.
<b>Insurance</b>	
<b>Coverage Type</b>	The coverage type.
<b>Coverage Amt</b>	The coverage amount.
<b>Coverage Term</b>	The coverage term.
<b>Policy #</b>	The policy number.
<b>Effective Dt</b>	The effective date.
<b>Expiration Dt</b>	The expiration date.
<b>Tax</b>	
<b>Property Tax</b>	The property tax.

3. In Escrow Transactions section, click **View**.



4. View the following information:

In this Field	View this
Post Dt	The post date.
Txn Dt	The transaction date.
Transaction	The transaction.
Txn Amount	The transaction amount.
Details	The details.

## 4.6 Customer Service screen's Customer Details tab

Open the **Customer Service** screen and load the account you want to work with. Click the **Customer Details** tab to view the sections under it.

Customer Details screen displays the information gathered on application entry process regarding the customer and customer's address, employment data, and phone numbers. Using this screen, you can update or add to a customer's address, employment information, or phone listing. Whenever you add or edit the customer details, a system generated comment will be posted in the account to keep record of old and new details.

Note that the 'Edit' option on this screen has user level security defined and based on your responsibility, you can either edit a few or all of the fields. The difference is that, you may either have access to edit only non-PII (Personal Identifiable Information) fields or edit all possible fields as per the customer maintenance transaction.

The list of possible editable fields in both these scenarios is given below:

Edit non-PII fields	All editable fields
Marital Status	Birth Date
Language	Marital Status
Education	Language
Mother's Maiden Name	Education
Class Type	Mother's Maiden
Email	Class Type
Stop Correspondence	Email
Disability	Stop Correspondence
Skip	Disability
Privacy opt out	Skip
Existing CIF	Privacy Optout
	Existing CIF
	Identification Details like

Edit non-PII fields	All editable fields
	Passport
	Issue Date
	Expiry Date
	Visa #
	Nationality
	National ID
	SSN
	License #
	License State

### To view or edit customer information

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Customer Details** sub tab.

The screenshot shows the Oracle Financial Services Lending and Leasing Customer Service interface. The 'Customer Details' sub-tab is active, displaying 'Customer Information' for account 20140800016207. The customer is MARUTHI RITZ. The form includes sections for Customer, Identification Details, and Military Service.

Customer #	Relation	ECOA	Name	SSN	Birth Dt	Marital Status	Enabled	Language
15492	PRIMARY	INDIVIDUAL	RITZ, MARUTHI SR	xxx-xx-8949	08/06/1981	SINGLE	Y	ENGLISH

3. In the **Customer Information** section, click View the following information:

In this field:	View this:
<b>Customer Information section</b>	
<b>Customer #</b>	Customer number.
<b>Relation</b>	Customer 's relation with the bank.
<b>ECOA</b>	The Equal Credit Opportunity Act code.

<b>In this field:</b>	<b>View this:</b>
<b>Name</b>	Customer's name.
<b>Birth Dt</b>	Customer's date of birth.
<b>Marital Status</b>	Customer's marital status.
<b>Enabled</b>	Status of the account.
<b>Language</b>	Customer's language.
<b>Education</b>	Customer's education.
<b>Mother's Maiden Name</b>	Customer's mother's maiden name.
<b>Class Type</b>	Customer's class type.
<b>Email</b>	Customer's e-mail address.
<b>Stop Correspondence</b>	Customer's stop correspondence indicator. If selected, this indicates that the system will not send the customer any correspondence, such as monthly statements. This is selected using the Maintenance screen.
<b>Disability</b>	Customer's disability indicator.
<b>Skip</b>	Customer's skip indicator. If selected, this indicates that the customer is a skip debtor. This is selected using the Maintenance screen.
<b>Bankruptcy</b>	Customer's bankruptcy indicator.
<b>Privacy Opt-Out</b>	Privacy opt-out indicator. If selected, indicates that the applicant has elected to refrain from the non-public sharing of information.
<b>Existing CIF</b>	If selected, indicates that the customer is an existing CIF.
<b>Identification Details section</b>	
<b>Passport #</b>	Customer's passport number.
<b>Issue Dt</b>	Passport issue date.
<b>Expiry Dt</b>	Passport expiry date.
<b>Visa #</b>	Customer's visa number.
<b>Nationality</b>	Customer's nationality.
<b>National ID</b>	Customer's national identification.
<b>SSN</b>	Customer's social security number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXX-XX-1234.
<b>License #</b>	Customer's licence number.
<b>License State</b>	State where the licence was issued.

In this field:	View this:
<b>Military Service</b>	
<b>Active Military Duty</b>	Active military duty indicator. If selected, indicates that customer is on active military duty and may qualify for rates in accordance with the Service members Civil Relief Act of 2003 (SCRA).
<b>Effective Dt</b>	The effective date
<b>Order Ref #</b>	The order reference number.
<b>Release Dt</b>	The release date.
<b>Customer Decease Date</b>	The deceased date of the customer.

When military duty transaction is posted on an account, the system does the following:

- Restricts the user from posting repossession/ foreclosure and bankruptcy activities on the account.
- Posts "DO NOT CHARGE OFF" condition on that account to exclude the account from Auto Charge Off process.

#### 4.6.1 **Customer sub tab**

Click **Customer** to view the sections under it.

##### 4.6.1.1 **Address sub tab**

Click **Address** sub tab to view address information for the customer in the following section:

In this field:	View this:
<b>Type</b>	The address type.
<b>Current</b>	If selected, indicates that this is the customer's current address.
<b>Confirmed</b>	If selected, indicates that the address is confirmed by the customer.
<b>Mailing</b>	If selected, indicates that this is the customer's mailing address.
<b>Permission to Call</b>	Check this box if customer has provided permission to contact through the specified phone number.  At least one phone number for every application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error message is displayed.
<b>Country</b>	The country.
<b>Postal Address Type</b>	The postal address type.
<b>Address #</b>	The address.
<b>Street Pre</b>	The street pre.

In this field:	View this:
<b>Street Name</b>	The street name.
<b>Street Type</b>	The street type.
<b>Street Post</b>	The street post.
<b>Apt #</b>	The apartment number.
<b>Address 1</b>	The customer's address.
<b>Address 2</b>	The customer's address.
<b>Address 3</b>	The customer's address.
<del>City</del>	<del>The city.</del>
<del>State</del>	<del>The state code.</del>
<b>Zip</b>	The zip code.
<b>Zip Extn</b>	The zip code extension.
<b>City</b>	The city.
<b>State</b>	The state code.
<b>Phone</b>	The phone number.
<b>Address</b>	The address.
<b>Census Tract/ BNA Code</b>	The census tract/BNA code.
<b>MSA Code</b>	The metropolitan statistical area (MSA) code.
<b>Comment</b>	Comments regarding the address.

#### 4.6.1.2 Telecoms sub tab

1. Click **Telecom** sub tab to View/edit the Telecom information for the customer:

In this field:	Do this:
<b>Type</b>	Select the telecommunication type.
<b>Phone</b>	Specify the phone number.
<b>Extn</b>	Specify the phone extension.
<b>Current</b>	Select if this telecom number is current.
<b>Permission to Call</b>	<p>Check this box if customer has provided permission to contact through the specified phone number.</p> <p>Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error message is displayed.</p>

In this field:	Do this:
<b>Time Zone</b>	Select the applicant's time zone.
<b>Start Time</b>	Specify the best time to call start time.
<b>End Time</b>	Specify the best time to call end time.
<b>Period</b>	Specify the time period.

#### 4.6.1.3 **Employment sub tab**

1. Click **Employment** sub tab, in **Employment Information** section, click **View** to View/edit the employment information for customer in the following section:

In this field:	View this:
<b>Current</b>	If selected, indicates that this is the customer's current address.
<b>Permission to Call</b>	Check this box if customer has provided permission to contact through the specified phone number.  Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error message is displayed.
<b>Type</b>	The occupation.
<b>Employer</b>	The employer's name.
<b>Occupation</b>	The occupation.
<b>Title</b>	The title.
<b>Department</b>	The department of the employment.
<b>Country</b>	The country.
<b>Address #</b>	The address line.
<b>Address Line 1</b>	The employer's address.
<b>Address Line 2</b>	The employer's address.
<b>City</b>	<del>The city.</del>
<b>State</b>	<del>The state.</del>
<b>Zip</b>	The zip code.
<b>Zip Extn</b>	The zip code extension.
<b>City</b>	The city.
<b>State</b>	The state.
<b>Phone</b>	The work phone number.
<b>Extn</b>	The work phone number extension.



<b>In this field:</b>	<b>View this:</b>
<b>Comment</b>	Comments regarding the employment.

#### 4.6.1.4 Tracking Attributes sub tab

You can add tracking attribute information to an application at any time on the Customer Details screen's Customer Tracking Attributes section

In the **Tracking Attributes** section, click **Edit**

When you click **Create Tracking**, the system loads the tracking parameters.

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

Save any changes you made to the account.

#### 4.6.2 Business sub tab

If this is a SME Loan, information gathered on the application entry process regarding the business and business's address, partners and affiliates data, and phone numbers appears on the Customer Service screen's Business screen. Using the Business screen, you can update or add to a business's address, partners and affiliates information, or phone listing.

##### To view or edit business information

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click the Customer Service drop-down link, then click **Business**.

The screenshot displays the Oracle Financial Services Lending and Leasing Customer Service interface. At the top, it shows the Oracle logo and the text 'Financial Services Lending and Leasing'. The user is logged in as 'Welcome, DEMOSUPR'. The main content area is titled 'Customer Service' and shows 'Results Customer Service: 20120400010601'. Below this, there is a table of account details for 'Account(s): 20120400010601: SHAH DEEPA / SHAH DEEPA'. The table has columns for Company, Branch, Account #, Product, Currency, Pay Off Amt, Amount Due, and Status. The status is 'CHARGED OFF'. Below the table, there are tabs for 'Summary', 'Customer Service', 'Account Details', 'Customer Details', 'Transaction History', 'Print Modes', 'Bankruptcy', 'Repo/Foreclosure', and 'Deficiency'. The 'Customer Details' tab is active, showing 'Business Details' for the selected account. The Business Details section includes fields for Organization Type, Type of Business, Name of the Business, Legal Name, Tax ID #, Start Dt, and # of Employees(Cur). Below this, there are sections for 'Business Details' and 'Address Information'. The Address Information section includes fields for Type, Country, Address #, City, State, Postal Type, Pre, Street Name, and Street Type.

3. In the **Business Details** section, click **View**
4. On **Business** screen, load the business whose information you want to view in the **Business** section using **First, Previous, Next, and Last** buttons.

<b>In this field:</b>	<b>View this:</b>
<b>Organization Type</b>	Organization type.
<b>Type of Business</b>	Type of the business.
<b>Name of the Business</b>	Name of the business.
<b>Legal Name</b>	Legal name of the business.
<b>Tax Id #</b>	Tax identification number.
<b>Start Dt</b>	Business start date.
<b># of Employees (Curr)</b>	Current number of employees at the business.
<b># of Employees</b>	Number of employees at the business after financing.
<b>Contact Person</b>	Contact person at the business.
<b>Business Checking Bank</b>	Bank name of the business's checking account.
<b>Bank Account #</b>	Bank account number.
<b>Avg Checking Balance</b>	Average checking balance.
<b># of Locations</b>	Number of locations of the business.
<b>Management Since</b>	Year the current management was established.

#### 4.6.2.1 Addresses sub tab

Click **Addresses** sub tab and then click **View**. In the **Address** section, load the address information you want to view.

<b>In this field:</b>	<b>View this:</b>
<b>Type</b>	Address type.
<b>Country</b>	Country code.
<b>Address #</b>	Address number.
<b>City</b>	<del>City.</del>
<b>State</b>	<del>State.</del>
<b>Postal Type</b>	Postal type.
<b>Pre</b>	Pre
<b>Street Name</b>	Name of street.
<b>Street Type</b>	Type of street.

In this field:	View this:
<b>Post</b>	Post box number.
<b>Apt #</b>	Apartment number.
<b>Address 1</b>	Address.
<b>Address Line 2</b>	Address Line 2
<b>Zip</b>	Zip code.
<b>Zip Extn</b>	Zip extension.
<b>City</b>	City.
<b>State</b>	State.
<b>Phone</b>	Phone number.
<b>Ownership</b>	Ownership type.
<b>Comment</b>	Additional comments.

#### 4.6.2.2 Telecom sub tab

Click **Telecoms** sub tab and then click **View**. In **Telecom** section, view the following information:

In this field:	View this:
<b>Telecom Type</b>	Telecommunication type.
<b>Phone</b>	Phone number.
<b>Ext</b>	Phone extension.
<b>Current</b>	If selected, indicates that this is the current record.

#### 4.6.2.3 Partners sub tab

Click **Partners** sub tab and then click **View**. In the **Partners** section, load the business partner information you want to view or edit using **First**, **Previous**, **Next**, and **Last** buttons.

In this field:	View this:
<b>First Name</b>	Partner's first name.
<b>MI</b>	Partner's middle name.
<b>Last Name</b>	Partner's last name.
<b>Suffix</b>	Partner's suffix.
<b>SSN</b>	Partner's social security number.
<b>Birth Dt</b>	Partner's birth date.
<b>Birth Place</b>	Partner's birth place.

<b>In this field:</b>	<b>View this:</b>
<b>Director Ind</b>	If selected, indicates that partner is the director of the business.
<b>Networth</b>	Partner's net worth.
<b>Gross Income</b>	Partner's gross income.
<b>Language</b>	Partner's language.
<b>Nationality</b>	Partner's nationality.
<b>Title</b>	Partner's title.
<b>Ownership (%)</b>	Percentage of ownership held by the partner.
<b>Email</b>	Partner's e-mail.
<b>Phone</b>	Partner's phone.
<b>Extn</b>	Partner's phone extension.

#### 4.6.2.4 **Affiliates sub tab**

Click **Affiliates** sub tab, in the **Affiliates** section, load the business affiliate information you want to view using **First**, **Previous**, **Next**, and **Last** buttons.

<b>In this field:</b>	<b>View this:</b>
<b>Organization Type</b>	Affiliate's organization type.
<b>Legal Name</b>	Affiliate's legal name.
<b>Name of the Business</b>	Affiliate's business name.
<b>Tax ID #</b>	Affiliate's tax identification.
<b>Ownership (%)</b>	Affiliate's percentage of ownership.
<b># of Employees</b>	Affiliate's number of employees.
<b>NAICS CODE</b>	Affiliate's North American Industry Classification System code.

## 4.7 Customer Service screen's Transaction History tab

Open the **Customer Service** screen and load the account you want to work with. Click the **Transaction History** tab to view the sections under it.

The screenshot displays the Oracle Financial Services Lending and Leasing Customer Service interface. The main window shows the 'Transaction History' tab selected, with a sub-tab for 'Balances'. The 'Balance Group' section is active, showing a table of balance types and their respective amounts. The table includes columns for Balance Type, Opening Balance, Posted, --Paid, Waived, Charge Off, Adjusted (YTD), and Adj. The current balance total is 34,426.80.

Balance Type	Opening Balance	Posted	--Paid	Waived	Charge Off	Adjusted (YTD)	Adj
ADVANCE / PRINCIPAL	0.00	34,426.80	0.00	0.00	0.00	0.00	
INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
FEE LATE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	
FEE NSF	0.00	0.00	0.00	0.00	0.00	0.00	
FEE EXTENSION	0.00	0.00	0.00	0.00	0.00	0.00	
FEE PHONE PAY	0.00	0.00	0.00	0.00	0.00	0.00	
FEE DELAY	0.00	0.00	0.00	0.00	0.00	0.00	
EXPENSE BANKRUPTCY	0.00	0.00	0.00	0.00	0.00	0.00	
EXPENSE REPOSESSION#	0.00	0.00	0.00	0.00	0.00	0.00	
EXPENSE SERVICING	0.00	0.00	0.00	0.00	0.00	0.00	

### 4.7.1 Balances sub tab

Details of an account balance can be viewed on the Balances sub tab.

The **Balance Group** in Balances section consists of the following four action buttons:

- Current Balance
- Deficiency Balance
- Non-Performing Balance
- Terminate Balance

By default, the Current Balance option is selected. In case the status of an account is 'Charged Off', then the system defaults to 'Deficiency Balance' option.

Depending on which one you select, a different set of balance information appears. In all cases, the Balance screen can be viewed in the following two transaction period modes:

- ITD/CTD (Inception-to-date/Cycle-to-date)
- YTD (year-to-date)

**To view account balance information**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Transaction History** tab, then click **Balances** sub tab
3. In the **Balance Group** section, select the balance you want to view.

**Current Balance** displays the current balances for accounts with an status of ACTIVE.

In this field:	View:
<b>Balance Type</b>	The balance type.
<b>Opening Balance</b>	The opening balance amount.
<b>Posted</b>	The amount posted (in addition to the opening balance).
<b>Paid Balance</b>	The amount paid.
<b>Waived</b>	The amount waived.
<b>Charged Off</b>	The amount charged off.
<b>Adjusted (-)</b>	The amount adjusted (negative adjustments).
<b>Adjusted (+)</b>	The amount adjusted (positive adjustments).
<b>Balance</b>	The current (closing) balance. The total active balance of the account is displayed at the bottom.

**Deficiency Balance** displays the current balances for accounts with an status of CHARGED OFF. If you click **Deficiency Balance**, the following information appears:

In this field:	View:
<b>Balance Type</b>	The balance type.
<b>Opening Deficiency</b>	The opening deficiency balance.
<b>Chg off Posted</b>	The additional charged off amounts posted.
<b>Recovery</b>	The amount of deficiency balance paid.
<b>Deficiency Balance</b>	The current (closing) deficiency balance. The total deficiency balance of the account is displayed at the bottom.

**Non-Performing Balance** displays the current balance for accounts with status as NON-PERFORMING. Non-Performing accounts fall between CHARGED OFF accounts and ACTIVE accounts. These accounts are treated as active when dealing with the customer, but for accounting purposes are treated differently as they are expected to charge off in the future. Fee and interest balances are not expected to be collected in full and therefore are not recognized as income. If you click **Non-Performing Balance**, the following information appears:

In this field:	View:
<b>Balance Type</b>	The balance type.
<b>Opening Non-Performing</b>	The opening non performing balance.
<b>Paid / Terminate</b>	The amount of non performing balance paid or terminated.
<b>Paid Excess</b>	The additional non performing amounts posted.
<b>Waived</b>	The amount waived.

In this field:	View:
<b>Adjusted (-)</b>	The amount adjusted (Negative adjustments).
<b>Adjusted (+)</b>	The amount adjusted (Positive adjustments).
<b>Balance</b>	The current (Closing) non performing balance. The total non-performing balance of the account is displayed at the bottom.

**Terminate Balance** displays the current balance for accounts with a status of TERMINATE. Selecting **Terminate Balance** option displays the following account details.

In this field:	View:
<b>Balance Type</b>	The balance type.
<b>Opening Balance</b>	The opening non performing balance.
<b>Paid / Terminate</b>	The amount of non performing balance paid or terminated.
<b>Waived</b>	The amount waived.
<b>Charge Off</b>	The additional charged off amounts.
<b>Adjusted (-)</b>	The amount adjusted (Negative adjustments).
<b>Adjusted (+)</b>	The amount adjusted (Positive adjustments).
<b>Terminate</b>	The balance amount to terminate.

- In the **Txn Period Balance** section, select how you want to view the balance:  
 Select **ITD/CTD** to view transactions by Inception-to-date /Cycle-to-date:  
 -or-  
 Select **YTD** to view the transactions by year to date.

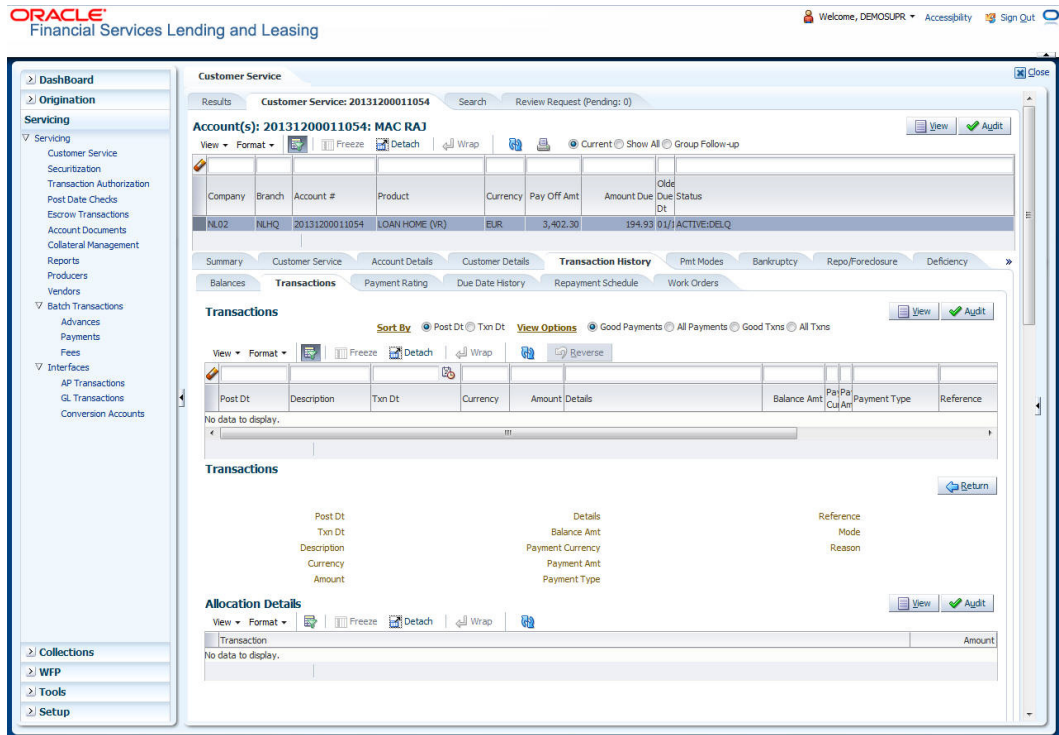
#### 4.7.2 Transactions sub tab

The Transactions screen displays all transactions that have occurred over the life of account. Transactions can be sorted by when the transaction was created (Post Dt) or the effective date of transaction (Txn Dt). You can also choose to view all transactions or reverse certain transactions. This information comes from the payments and advances applied to the account, maintenance tasks, and nightly processes such as billing.

##### **To view the transaction history of an account**

- Open the **Customer Service** screen and load the account you want to work with.

- Click **Transaction History** tab, then click **Transactions** sub tab.



- In the **View Options** section, select type of transactions in this account's history you want to view on the **Transactions** screen.

If you select this:	The system displays:
<b>Good Payments</b>	All valid payments that was neither voided nor reversed.
<b>All Payments</b>	All transaction involving payments.
<b>Good Txns</b>	All transactions that was neither voided nor reversed.
<b>All Txns</b>	All transactions.

- In the **Sort Option** section, choose **Post Dt** to sort entries on in **Transactions** section in order of when the transaction was made effective.

-OR-

Select **Txn Dt** to sort the entries on in **Transactions** section in order of when the transaction was created.

- In **View Option** section, click **View** to view the following information:

In this field:	View:
<b>Transactions section</b>	
<b>Post Dt</b>	The transaction posting date.
<b>Txn Dt</b>	The transaction effective date.
<b>Description</b>	The transaction details.
<b>Currency</b>	The currency of the transaction.
<b>Amount</b>	The transaction amount.



<b>In this field:</b>	<b>View:</b>
<b>Details</b>	The transaction details.
<b>Balance Amt</b>	The balance amount. This is the principal balance, not the total balance amount.
<b>Payment Currency</b>	The payment currency.
<b>Payment Amount</b>	The payment amount.
<b>Payment Type</b>	The payment type.
<b>Reference</b>	The reference number associated with the transaction.
<b>Mode</b>	The mode of the transaction.
<b>Reason</b>	The reason for the transaction.
<b>Allocation Details</b>	
<b>Txn</b>	The transaction allocation details.
<b>Amt</b>	The transaction allocation amount.

#### 4.7.2.1 To Reverse (or Void) a Transaction

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Customer Service** drop-down link, then click **Transactions**.
3. In the **Transactions** section, select the transaction you want to reverse.
4. Click **Reverse**. A confirmation dialog is displayed.
5. Click 'Yes' to reverse the transaction. On confirmation, the reversal is posted for processing.

Some transactions cannot be reversed. If a transaction cannot be reversed, the Reverse button will be dimmed when transaction is selected. If the Reverse button is unavailable, the transaction anniversary cannot be reversed.

Access to the **Reverse** button can be restricted by user responsibility and account's product type using the PAYMENT\_REV transaction code (Super Group: ACCOUNT MONETARY TXN) on the Administration screen.

(For more information, see **Txn Codes tab (Transaction Super Group screen)** section of the **Administration (System) Setup** chapter in the **Oracle Financial Services Lending and Leasing Setup Guide**).

#### 4.7.2.2 Voiding an Account

##### **To void an account**

Oracle Financial Services Lending and Leasing can be configured to void an account using the Reverse button on the Transaction screen.

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Customer Service** drop-down link, then click **Transactions**.

3. In the **Transactions** section, select **ACTIVE** entry in the **Description** field.
4. Click **Reverse**.

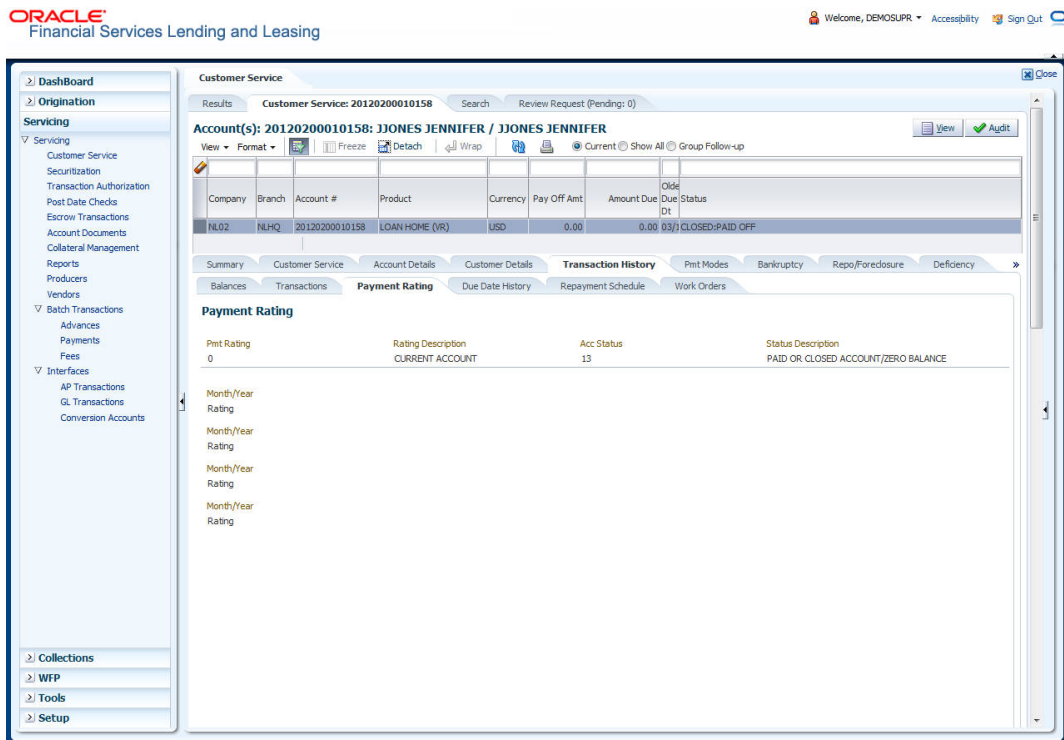
On the Transactions screen, Oracle Financial Services Lending and Leasing creates an entry of REVERSE ACTIVE and reverses all transactions. The system also changes status of the account to CLOSED: VOID and changes status of the application to APPROVED-VOID (or whatever the account's last status was before funding).

To use this feature, ACTIVE\_REV transaction code must be enabled and set to manual on the Transaction Super Group screen for your user responsibility and account's product type. (For more information, see the **Txn Codes tab (Transaction Super Group screen)** section of the **Administration (System) Setup** chapter in the **Oracle Financial Services Lending and Leasing Setup Guide**).

### 4.7.3 Payment Rating sub tab

To view the transaction history of an account

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Transaction History** tab, then click **Payment Rating** sub tab.



The **Payment Rating** section displays month and year of payment and rating reported to credit bureaus through Metro 2 file for the past 24 months, including the following:

In this field:	View this:
<b>Pmt Rating</b>	The payment rating.
<b>Rating Description</b>	The payment rating description.
<b>Acc Status</b>	The credit bureau account status.
<b>Status Description</b>	The credit bureau account status description.

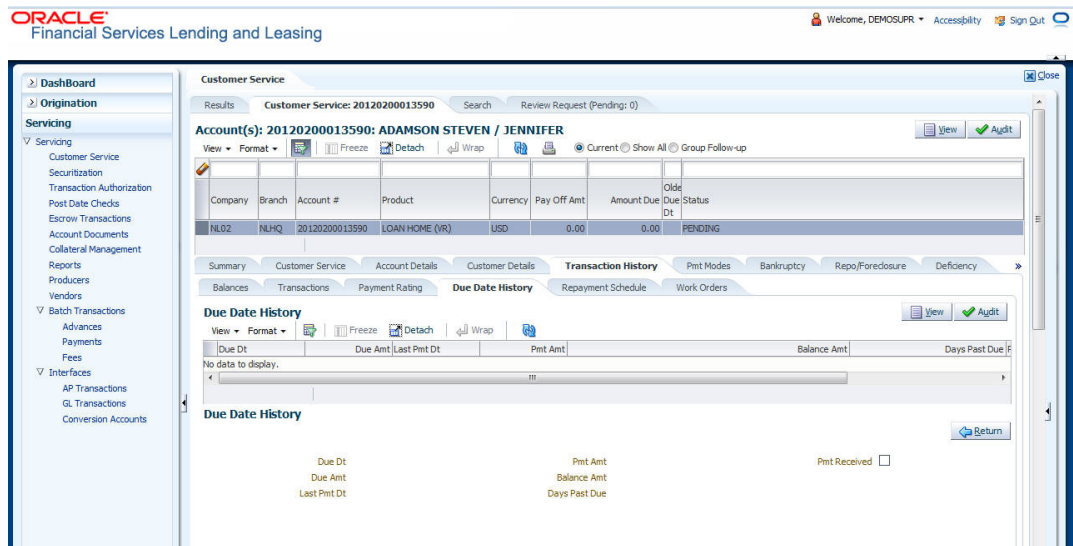
<b>In this field:</b>	<b>View this:</b>
<b>Month/Year Rating</b>	The month/year of payment rating.

#### 4.7.4 Due Date History sub tab

The **Due Date History** tab provides a delinquency history, by payment, by displaying a history of all due dates, along with when actual payment was made for that due date and the subsequent balance. If a payment was delinquent, Due Date History section displays the number of days the customer was delinquent against each due date.

Due Date History sub tab displays all the dues that have crossed the system date and also the history that is currently available in Transaction History > Due Date History sub tab.

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Transaction History** tab, then click **Due Date History** sub tab.



In **Due Date History** section, click **View**

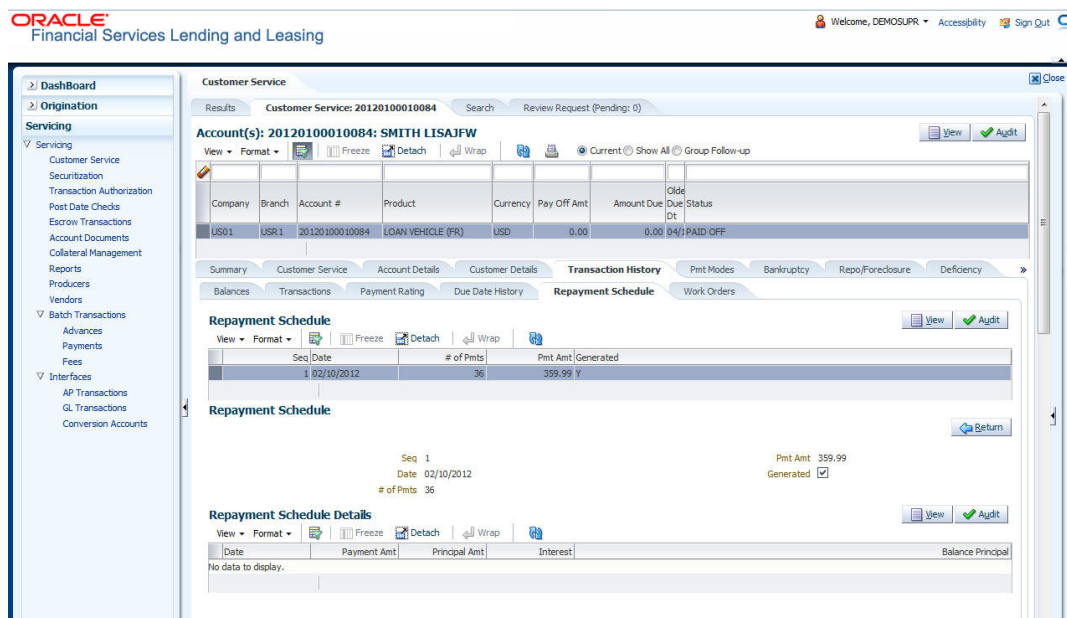
View the following:

<b>In this field:</b>	<b>View this:</b>
<b>Due Dt</b>	The due date.
<b>Due Amt</b>	The due amount.
<b>Last Pmt Dt</b>	The last payment date.
<b>Pmt Amt</b>	The payment amount.
<b>Balance Amt</b>	The balance amount.
<b>Days Past Due</b>	The days past due.
<b>Pmt Received</b>	If selected, indicates the payment was received.

## 4.7.5 Repayment Schedule sub tab

The **Repayment Schedule** section contains information about schedule of repayment such as the date and payment amount.

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Transaction History** tab, then click **Repayment Schedule** sub tab.



View the following information:

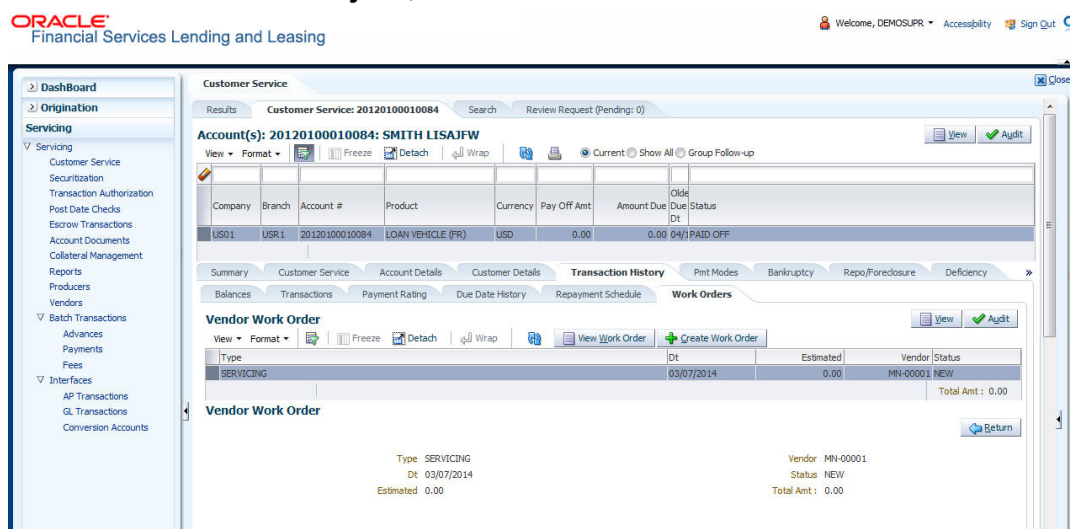
In this field:	View this:
<b>Repayment Schedule section</b>	
<b>Seq</b>	The payment sequence number.
<b>Date</b>	The repayment date.
<b># of Pmts</b>	The number of payments.
<b>Pmt Amt</b>	The payment amount.
<b>Generated</b>	If selected, indicates that the repayment schedule has been generated.
<b>Repayment Schedule Details section</b>	
<b>Date</b>	The repayment date.
<b>Payment Amt</b>	The payment amount.
<b>Principal Amt</b>	The amount paid to principal.
<b>Interest</b>	The amount paid to interest.
<b>Balance Principal</b>	The balance of the principal.

## 4.7.6 Work Order sub tab

To expedite repossessions and foreclosures, the display only Vendor Work Order screen enables you to view all the work orders issued to different vendors for an account.

### To view the vendor work order screen

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Transaction History** tab, then click **Work Order** sub tab.



In the **Vendor Work Order** section, click **View**

View the following display only information:

In this field:	View this:
<b>Type</b>	The assigned type.
<b>Dt</b>	The assignment date.
<b>Estimated</b>	The estimated dollar amount of work order.
<b>Vendor</b>	The vendor number and name.
<b>Status</b>	The assigned status.
<b>Total Amt</b>	The total estimated dollar amount of all work orders.

You can create/view and maintain vendor work orders related to an account.

- To create and maintain vendor work orders, click **Create Work Order**. The system opens Vendor Management screen. You can perform tasks and record additional information, such as changing the work order's status and adding comments in the Work Orders section.

If vendor screen is already opened in the main screen and user tries to create new work order or open an existing work order, system displays the warning message as "Vendor management screen is already open. Please close it and retry".

- To view more detailed information about vendor work order, select the work order you want to view and click **View Work Order**. The **View Work Order** button appears faded if the responsibility does not allow access to the Vendor Work Order screen.

3. Click **Close** on the Vendor Management screen to return to the Customer Service screen.

For more information about using the Vendor Management screen, please refer to the **Vendor** chapter in the User Guide.

## 4.8 Customer Service screen's Pmt Modes tab

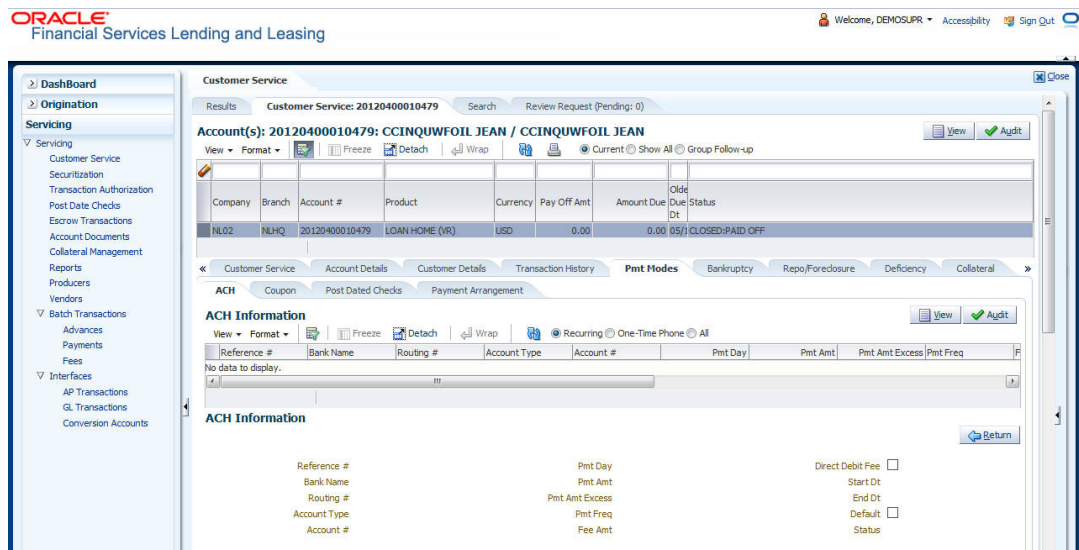
Open the **Customer Service** screen and load the account you want to work with. Click the **Pmt Modes** sub tab to view the sections under it.

### 4.8.1 ACH sub tab

If used, the **ACH** section displays information about automated clearing house and electronic fund transfers.

**To view the ACH information screen**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Pmt Modes** tab, then click **ACH** sub tab.



The system displays the ACH details depending on the following option selected:

- Recurring - Select 'Recurring' to display all the Recurring ACH details.
- One-Time Phone - Select this option to display one time ACH details.
- All - Select 'All' to display both recurring and one-time phone ACH details.

If you have selected 'Recurring' or 'One-Time Phone' option, you can further Add, Edit, or Copy the details and perform any of the [Basic Operations](#) mentioned in Navigation chapter. On save, the system will automatically post the transaction capturing the current transaction date along with a comment as 'Direct Record Update' for the particular ACH transactions.

If you have selected 'Recurring' option, the following fields are displayed:

In this field:	View this:
<b>Reference #</b>	The unique reference number.
<b>Bank Name</b>	The bank name.

<b>In this field:</b>	<b>View this:</b>
<b>Routing #</b>	The routing number.
<b>Account Type</b>	The type of account.
<b>Account #</b>	The account number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXXXX1234.
<b>Pmt Day</b>	The payment day.
<b>Pmt Amt</b>	The Payment amount.
<b>Pmt Amt Excess</b>	The excess payment.
<b>Pmt Freq</b>	The payment frequency.
<b>Fee Amt</b>	The amount charged as fees.
<b>Direct Debit Fee</b>	If selected indicates that the fees is debited directly.
<b>Start Dt</b>	The date the system began using ACH payments for this account
<b>End Dt</b>	The ACH end date.
<b>Default</b>	If selected indicates that this ACH is the default ACH for the account.
<b>Status</b>	The status of the account.

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**Note**

This information can be edited using the Maintenance screen and the non monetary transaction ACH MAINTENANCE.

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If you have selected 'One-Time Phone' or 'All' option, the following fields are displayed:

<b>In this field:</b>	<b>View this:</b>
<b>Reference #</b>	The unique reference number.
<b>Bank Name</b>	The bank name.
<b>Bank City</b>	The bank city.
<b>Bank State</b>	List of available states.
<b>Routing #</b>	The routing number.
<b>Account Type</b>	The type of account.
<b>Name On Account</b>	The account name.
<b>Account #</b>	The account number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXXXX1234.

<b>In this field:</b>	<b>View this:</b>
<b>Debit Dt</b>	The debit date.
<b>Pmt Amt</b>	The Payment amount.
<b>Direct Debit Fee</b>	If selected indicates that the fees is debited directly.
<b>Secret Question</b>	Select the secret question from the drop down list.
<b>Provided To Whom</b>	The person to whom the ACH is concerned.
<b>Reference</b>	Additional reference if any.
<b>Drawer Relation Type</b>	The withdrawer relation to ACH.
<b>Drawer Name</b>	The name of withdrawer.
<b>Drawer Address1</b>	Address of withdrawer,
<b>Drawer Address2</b>	Address of withdrawer,
<b>Drawer City</b>	City of withdrawer,
<b>Drawer State</b>	State of withdrawer,
<b>Drawer Zip</b>	Zip of withdrawer,
<b>Status</b>	The status of the account.

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**Note**

This information can be edited using the Maintenance screen and the non monetary transaction ACH MAINTENANCE.

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### **Copying ACH Details**

You can copy and maintain ACH details from **Pmt Modes** sub tab of **Customer Service** screen. Copy option is available only when you have selected the ACH option as either Recurring or One-Time Phone.

#### **To copy the ACH details**

1. Select a record and click **Copy**.
2. A confirmation message is displayed as 'Do you want to Copy ACH Record?'. Click **OK** to copy and create a new record.

On confirmation, the system creates a new row with new reference number, Status as 'Active', Default as 'N', Start Dt as 'System Dt + Pre note days' and all the other details as maintained in the copied record. When a new record is created using the **Copy** function, the system will



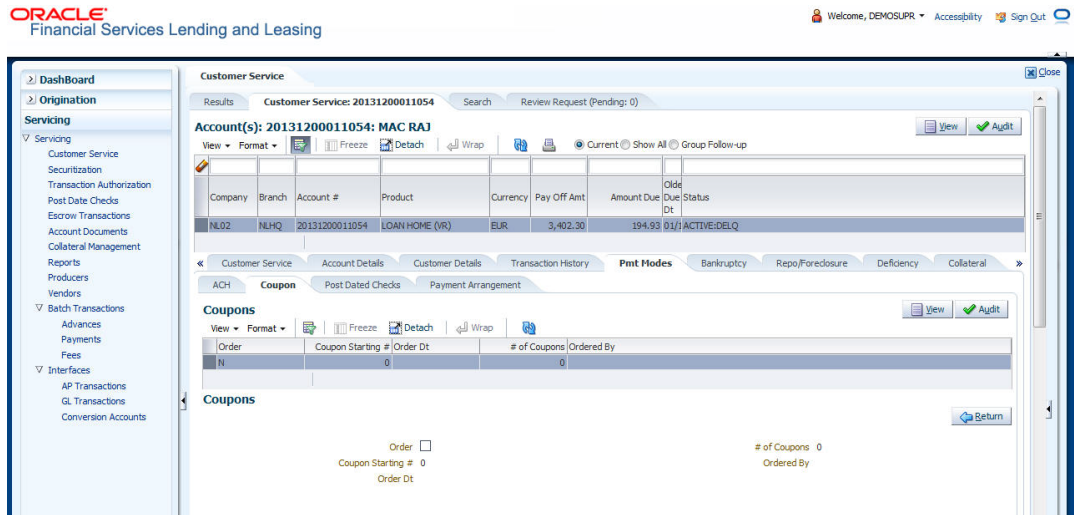
post a 'New ACH Transaction' capturing the current transaction date along with a comment as 'Direct Record Update'.

## 4.8.2 Coupon sub tab

The **Coupon** section displays information regarding coupons associated with the account.

### To view the coupon screen

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Pmt Modes** tab, then click **Coupon** sub tab.



View the following:

In this field:	View this:
<b>Order</b>	If the coupons are ordered for the selected account.
<b>Coupon Starting #</b>	The starting number of coupon ordered for the customer.
<b>Order Date</b>	The order date of the coupon.
<b># of Coupons</b>	The total number of coupons ordered for the customer.
<b>Ordered By</b>	The person who ordered the coupons

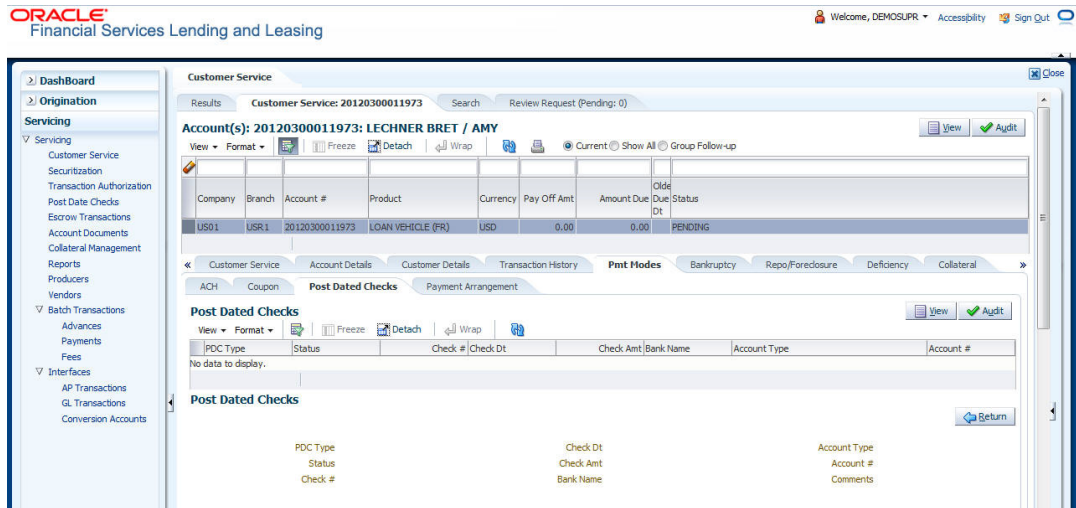
## 4.8.3 Post Dated Checks sub tab

The **Post Date Check** section enables you to view any post dated check information for the account, if PDC is a method of repayment.

### To view the post dated checks details screen

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click **Pmt Modes** tab, then click **Post Dated Checks** sub tab.



View the following:

In this field:	View this:
<b>PDC Type</b>	The type of post dated check in use.
<b>Status</b>	The status of the post dated check.
<b>Check #</b>	The check number of the post dated check.
<b>Check Dt</b>	The check date of the post dated check.
<b>Check Amt</b>	The check amount of the post dated check.
<b>Bank Name</b>	The bank name of the post dated check.
<b>Account Type</b>	The account type of the post dated check.
<b>Account #</b>	The account number of the post dated check.
<b>Comments</b>	Additional information as comments, if any.

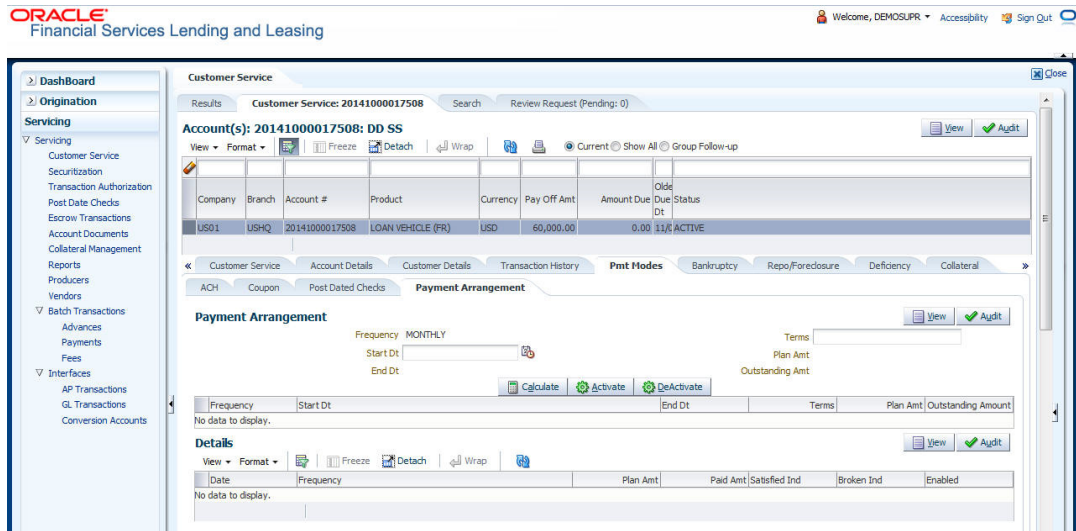
#### 4.8.4 Payment Arrangement sub tab

The **Payment Arrangement** section enables you to define and calculate the payment amount for the account with status Charge-off. An alert message will be displayed in the Customer Service screen when the user tries to view the payment arrangement for account other than charged off status.

##### To view the Payment Arrangement details screen

1. Open the **Customer Service** screen and load the account you want to work with.

2. Click **Pmt Modes** tab, then click **Payment Arrangement** sub tab.



The Payment Arrangement section is enabled only when the Payment Arrangement Batch job is posted.

3. In the **Payment Arrangement** section, click **View** to view the following details:

In this field:	Do this:
<b>Frequency</b>	Displays the payment frequency.
<b>Start Date</b>	Enter the start date from when the customer pays.
<b>Terms</b>	Enter the number of payments. Note that if the term is specified as zero "0", an error message is displayed.
<b>End Date</b>	View the end date of the payment.
<b>Plan Amount</b>	View the payment amount which the customer plans to pay.
<b>Outstanding Amount</b>	View the outstanding amount.

4. In the **Details** section, click **View** to view the following details:

In this field:	View this:
<b>Date</b>	View the start date of the payment plan.
<b>Frequency</b>	View the payment frequency.
<b>Plan Amount</b>	View the planned payment amount.
<b>Paid Amount</b>	View the paid amount.
<b>Satisfied Ind</b>	Indicates that the customer done the payment arrangements.
<b>Broken Ind</b>	Indicates that the customer did not make the payment arrangement.
<b>Enabled Ind</b>	Indicates that the arrangement is active

On Clicking **Deactivate**, the account will be deactivated.

To add a new payment rearrangement plan, previous plan has to be manually deactivated otherwise the system displays an error message. This condition applies to the payment arrangement previous plan even when the 'Broken Indicator' is selected.

Only one Payment arrangement plan can exist at a time. If a schedule broken by the customer make another payment arrangement, the first payment arrangement has to be deactivated and only then, the other payment can be added.

## **4.9 Customer Service screen's Bankruptcy tab**

The Bankruptcy screen enables you to record the details of a bankruptcy. This information usually is supplied from the customer or customer's attorney. You can track each stage of the bankruptcy process based on its follow-up date and record information using the Details and Tracking sections.

As there are occasions when a borrower files bankruptcy more than once during tenure of the Loan, you can record information for multiple bankruptcies. The **Add** button enables you to create a new bankruptcy record with different start and end dates. You can also use the Bankruptcy screen to view previous bankruptcy record using Next and Previous buttons in Detail section. The Current box in Detail section indicates the current bankruptcy details.

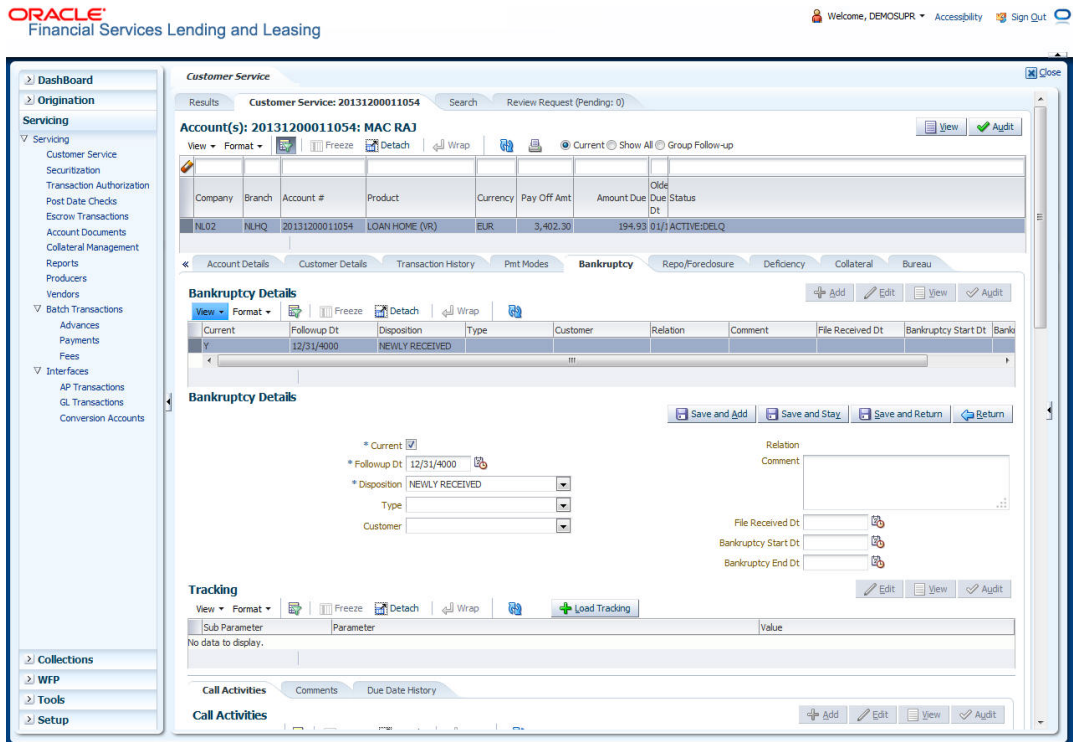
When a Bankruptcy condition is opened on an account, the system defaults a detailed tracking record with 'Current' field enabled and 'Follow up date' defaulted to system date. The 'Disposition' is defaulted as 'NEWLY RECEIVED'. The system only adds a new detail tracking record. No processing will be done with respect to detail tracking record when the bankruptcy condition is closed.

### **To enter bankruptcy details for an account**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Bankruptcy** tab.
3. In the **Bankruptcy Details** section, select the bankruptcy record you want to work with.

-OR-

Select **Add** to refresh the Bankruptcy screen to create a new record.



4. In the **Bankruptcy Details** section, enter, view or edit the following information:

Field:	Do this:
<b>Current</b>	Select to indicate this is the current bankruptcy record.
<b>Follow up Dt</b>	Enter the follow-up date for the bankruptcy.
<b>Disposition</b>	Select the bankruptcy disposition.
<b>Type</b>	Select the bankruptcy type.
<b>Customer</b>	Select the customer from the drop-down list
<b>Relation</b>	The system displays relation of the customer
<b>Comment</b>	Enter a comment.
<b>File Received Dt</b>	Select the file received date for the bankruptcy.
<b>Bankruptcy Start Dt</b>	Select the bankruptcy start date.
<b>Bankruptcy End Dt</b>	Select the bankruptcy end date.

5. Click **Save**.

6. In the **Tracking** section, click **Load Tracking**.

The system loads the bankruptcy tracking parameters.

7. If you want to reduce the list of parameters, select a sub attribute in the Sub Attribute field. If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in parameter display.

8. Complete the **Create Tracking** section by entering information regarding bankruptcy in the Value field for each corresponding Parameter, click Save on the Bankruptcy screen.

#### **4.9.1 Call Activities sub tab**

Call activity section includes calls from customer, calls you make regarding the account or changes to the condition of the account. Entries in the **Call Activities** section are listed in reverse chronological order of follow-up date.

For details on how to Record a Call Activity, refer [Call Activities sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

#### **4.9.2 Comments sub tab**

Oracle Financial Services Lending and Leasing enables you to record comments on the Customer Service screen using **Comments** tab. These comments also appear under the Comments sub tab.

For details on how to Record a Comment, refer [Comments sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

#### **4.9.3 Due Date History sub tab**

The Due Date History tab section provides a delinquency history, by payment, by displaying a history of all due dates, along with when actual payment was made for that due date and the subsequent balance. If a payment was delinquent, Due Date History section displays the number of days the customer was delinquent against each due date.

For more details, refer [Due Date History sub tab](#) section in “Customer Service screen’s Transaction History tab” section.

### **4.10 Customer Service screen’s Repo/Foreclosure tab**

The Repossession/Foreclosure screen enables you to record information regarding repossessions/foreclosure in a manner similar to how bankruptcies are recorded on the Bankruptcy screen. You can track each stage of repossession/foreclosure process based on the follow-up date and record information using the Details and Tracking section.

#### **4.10.1 Repossession sub tab**

On occasion, a lender performs multiple repossessions for the same Loan. The Create New Repossession button on the Repossession screen enables you to create a new repossession record for a different collateral and different start and end dates. You can also use the Repossession screen to view previous repossession information using the Next and Previous buttons in the Details section. The Current box in Details section indicates the current repossession record for each asset.

This tab will be available only when the collateral type associated with the Loan account is a Vehicle.

You can update the current record, but previous records cannot be modified.

When the REPO call activity is posted, system defaults the primary collateral details and current status will be checked.

When a Repossession condition is opened on an account, the system defaults a detailed tracking record with ‘Current’ field enabled and ‘Follow up date’ defaulted to system date. The

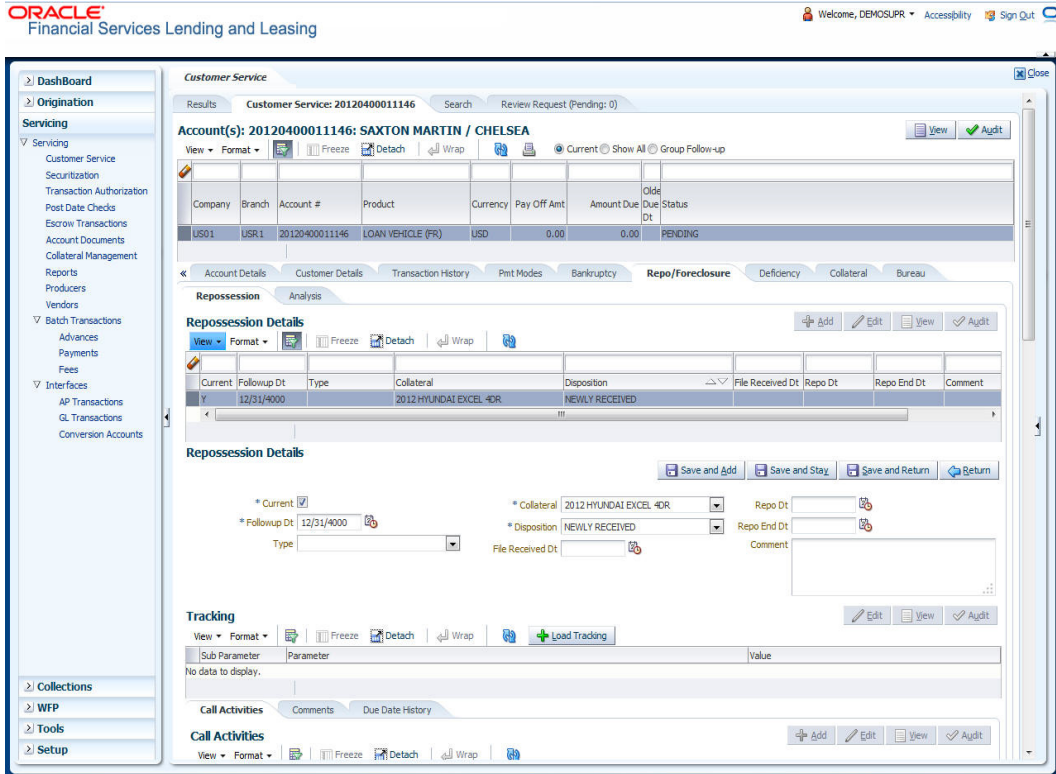
'Disposition' is defaulted as 'NEWLY RECEIVED'. The system only adds a new detail tracking record. No processing will be done with respect to the detail tracking record when the repossession condition is closed.

**To Specify repossession details for an account**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click the **Repo/Foreclosure** sub tab, then click **Repossession**.
3. In the **Repossession Details** section, select the repossession record you want to work with.

-OR-

Click **Add** to refresh the Repossession screen to create a new record.



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

In this field:	Do this:
<b>Current</b>	Select to indicate this is the current repossession record.
<b>Followup Dt</b>	Specify the follow-up date for the repossession.
<b>Disposition</b>	Select the repossession disposition.
<b>Type</b>	Select the repossession type.
<b>Collateral</b>	Select the collateral involved in the repossession.
<b>File Received Dt</b>	Select the file received date for the repossession.
<b>Repo Start Dt</b>	Select the repossession start date.
<b>Repo End Dt</b>	Select the repossession end date.

<b>In this field:</b>	<b>Do this:</b>
<b>Comment</b>	Specify a comment.

- In the **Tracking** section, click **Load Tracking**.  
The system loads the repossession tracking parameters.
- If you want to reduce the list of parameters, select a sub attribute in the Sub Attribute box. If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the parameter display.
- Complete the **Tracking** section by entering information regarding repossession in the Value field for each corresponding Parameter, then click **Save**.

#### 4.10.2 **Foreclosure sub tab**

The Foreclosure screen enables you to record information regarding foreclosure in a manner similar to how bankruptcies are recorded on the Bankruptcy screen. You can track each stage of the repossession process based on follow-up date and record information using Details and Tracking section.

A lender can perform multiple foreclosures for the same Loan. The Create New Foreclosure button on the Foreclosure screen enable you to create a new foreclosure record for a different collateral and different start and end dates. You can also use the Foreclosure screens to view the previous foreclosure information using Previous and Next buttons in Details section. The Current box in Details section indicates the current foreclosure record for each asset.

This tab will be available only when the Collateral type associated with the Loan account is home.

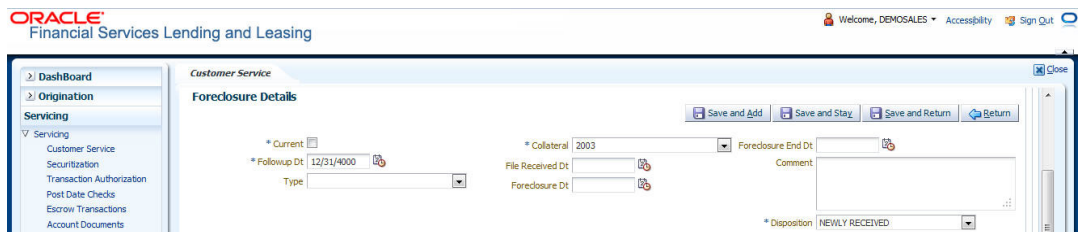
You can update the current record, but previous records cannot be modified.

##### **To enter foreclosure details for an account**

- Open the **Customer Service** screen and load the account you want to work with.
- Click the **Repo/Foreclosure** sub tab, then click **Foreclosure**.
- In the **Foreclosure Details** section, select the foreclosure record you want to work with.

-OR-

Click **Add** to refresh the Foreclosure screen to create a new record.



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

<b>In this field:</b>	<b>Do this:</b>
<b>Current box</b>	Select to indicate this is the current repossession/foreclosure record.
<b>Followup Dt</b>	Select the follow-up date for the repossession/foreclosure.
<b>Disposition</b>	Select the foreclosure disposition.



In this field:	Do this:
<b>Type</b>	Select the foreclosure type.
<b>Collateral</b>	Select the foreclosure asset.
<b>File Received Dt</b>	Enter the file received date for the foreclosure.
<b>Foreclosure Start Dt</b>	Enter the foreclosure start date.
<b>Foreclosure End Dt</b>	Enter the foreclosure end date.
<b>Comment</b>	Enter a comment.

5. In the **Tracking** section, click **Load Tracking**.  
The system loads the foreclosure tracking parameters.
6. If you want to reduce the list of parameters, select a sub attribute in the Sub Attribute box. If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the parameter display.
7. Complete the **Tracking** section by entering information regarding foreclosure in the Value field for each corresponding Parameter, then click **Save**.

### 4.10.3 Analysis sub tab

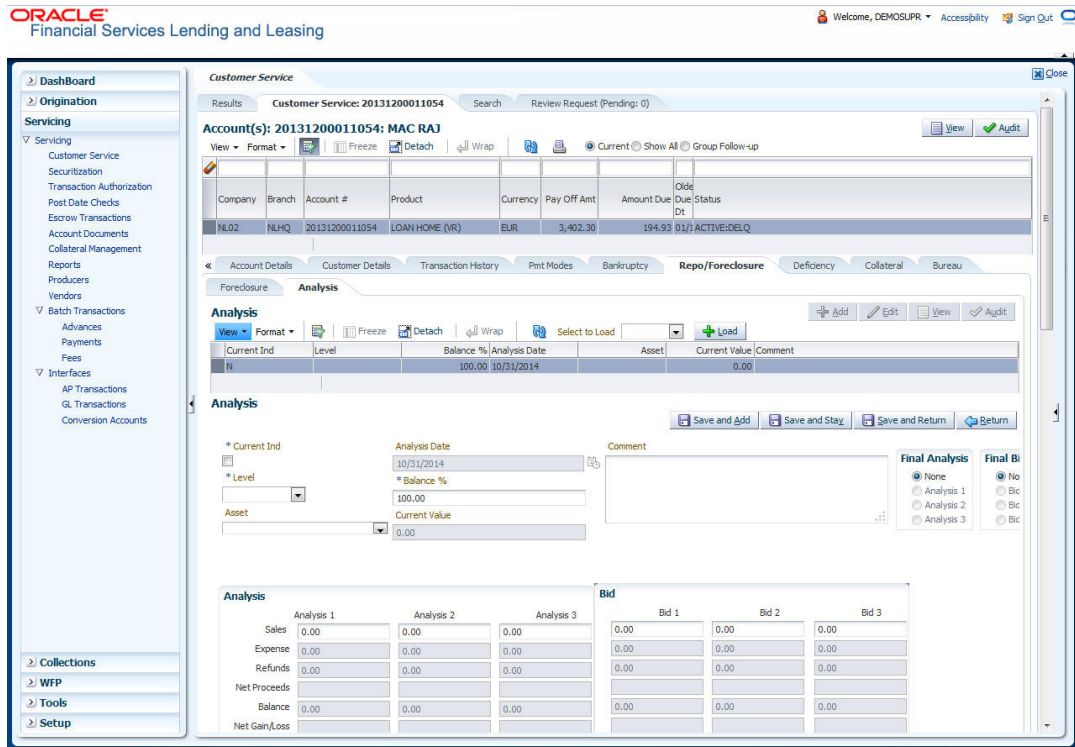
The Analysis screen enables you to create and analyze possible scenarios for re marketing and sale of the asset. This enables you to calculate the possible gain or loss in the sale of an asset. Expenses already incurred on the asset are displayed on Expenses sub screen. You can change the numbers if you expect more expenses by the time asset is sold. You can have up to three Repo/Foreclosure and three Sales analyzes on each Analysis screen.

#### **To complete a repossession/foreclosure analysis or sales analysis for an account**

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click the **Repo/Foreclosure** drop-down link, then click **Analysis**
3. In the **Analysis** section, select the analysis record you want to work with and click **Load**.

-or-

Click **Add** to refresh the Foreclosure screen to create a new record.



4. In the **Analysis** section, select the **Current** box if you wish to indicate that this is current analysis worksheet.
5. In the **Analysis** section, use the **Level** field to select analysis level you want to use, ACCOUNT or ASSET.
  - Select **Account** if you want analysis to use value of the entire account.
  - or -
  - Select **Asset** if you want analysis to use the value of a particular asset.
6. In the **Analysis** section, enter, view, or edit the following information:

In this field:	Do this:
<b>Current Ind</b>	Current Indicator. Select the check box if analysis is current.
<b>Level</b>	Select the Analysis level from the drop down list.
<b>Balance %</b>	Specify balance allocation percentage.
<b>Analysis Dt</b>	View the analysis date.
<b>Current Value</b>	View the asset current total value.
<b>Asset</b>	If you want to perform an analysis for a particular asset, select the asset.
<b>Comment</b>	Specify comment associated with the analysis.

7. Specify all the required information in **Analysis** or **Bid** section, depending on the type of incident you are analyzing.
8. Complete the details in **Expenses** and **Refunds** sub screens, corresponding to analyze or bid number on the **Analysis** screen. The data here is loaded to the analysis and bid columns as 'expenses' and 'refunds'.

- To complete the **Expenses** sub screen:

In this field:	Do this:
<b>Expense Type</b>	Select the expense type.
<b>Manual</b>	Indicates that the expense was entered manually.
<b>Analysis1 Amt</b>	Specify the expense amount for analysis1.
<b>Analysis2 Amt</b>	Specify the expense amount for analysis2.
<b>Analysis3 Amt</b>	Specify the expense amount for analysis3.
<b>Bid1 Amt</b>	Specify the expense amount for bid1.
<b>Bid2 Amt</b>	Specify the expense amount for bid2.
<b>Bid3 Amt</b>	Specify the expense amount for bid3.

- To complete the **Refunds** sub screen:

In this field:	Do this:
<b>Refund Type</b>	Select the refund type.
<b>Manual</b>	Indicates that the refund was entered manually.
<b>Analysis1 Amt</b>	Specify the refund amount for analysis1.
<b>Analysis2 Amt</b>	Specify the refund amount for analysis2.
<b>Analysis3 Amt</b>	Specify the refund amount for analysis3.
<b>Bid1 Amt</b>	Specify the refund amount for bid1.
<b>Bid2 Amt</b>	Specify the refund amount for bid2.
<b>Bid3 Amt</b>	Specify the refund amount for bid3.

Select the Corresponding Analysis/Bid to Load details Maintained in the Expense and Re-fund sections.

- Repeat steps 4 to 8 with information regarding other repossession/foreclosure or sales analysis.
- In **Status** field, select status of the analysis: APPROVED or REJECTED.
- When you have decided which analysis or which sale bid you want to approve, select your choice in either the **Final Analysis** or **Final Bid** section.

---

**Note**

You can approve only one analysis. Based on Analysis approved on 'Save And Return' Corresponding Radio button will be enabled in the Final section of Analysis details.

---

- Click **Save**.

#### 4.10.4 **Call Activities sub tab**

Call activity section includes calls from customer, calls you make regarding the account or changes to the condition of the account. Entries in the **Call Activities** section are listed in reverse chronological order of follow-up date.

For details on how to Record a Call Activity, refer [Call Activities sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

#### 4.10.5 **Comments sub tab**

Oracle Financial Services Lending and Leasing enables you to record comments on the Customer Service screen using **Comments** tab. These comments also appear under the Comments sub tab.

For details on how to Record a Comment, refer [Comments sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

#### 4.10.6 **Due Date History sub tab**

The Due Date History tab section provides a delinquency history, by payment, by displaying a history of all due dates, along with when actual payment was made for that due date and the subsequent balance. If a payment was delinquent, Due Date History section displays the number of days the customer was delinquent against each due date.

For more details, refer [Due Date History sub tab](#) section in “Customer Service screen’s Transaction History tab” section.

### 4.11 **Customer Service screen’s Deficiency tab**

The Deficiency screen enables you to record information about deficiency accounts i.e. accounts that are no longer collectable. You can create and track specific details on status of the charged-off account for timely follow-up and analysis. You can also track each stage of the deficiency process based on its follow-up date and record information using the Details and Tracking sections.

The **Add** button enables you to create a new deficiency record with different start and end dates. You can also use the **Deficiency Details** screen to view deficiency information. The **Current** field in **Deficiency Details** section indicates the current bankruptcy details. To view the balance of a charged off account, click the Transaction History tab on Customer Service screen, then click Balances. On the Account Details screen’s Balance Group section, click Deficiency. For more information on Deficiency Balance, see Balances sub tab section in this chapter.

When a Deficiency condition is opened on an account, the system defaults a detailed tracking record with ‘Current’ field enabled and ‘Follow up date’ defaulted to system date. The ‘Disposition’ is defaulted as ‘NEWLY RECEIVED’. The system only adds a new detail tracking record. No processing will be done with respect to the detail tracking record when the deficiency condition is closed.

#### **To enter deficiency details for an account**

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Deficiency** tab.
3. In the **Deficiency Detail** section, select the deficiency record you want to work with

-or-

- Click **Add** to refresh the Deficiency screen to create a new record.

- In the **Deficiency Detail** section, enter, view, or edit the following information:

In this field:	Do this:
<b>Current</b>	Select to indicate this is the current deficiency record.
<b>Followup Dt</b>	Specify the follow-up date for the deficiency.
<b>Disposition</b>	Select the deficiency disposition.
<b>Type</b>	Select the deficiency type.
<b>Comment</b>	Specify a comment.
<b>File Received Dt</b>	Specify the file received date for the deficiency.
<b>Charge Off Dt</b>	Specify the deficiency start date.
<b>Deficiency End Dt</b>	Specify the deficiency end date.

- Click **Save**.
- In the **Tracking** section, click **Load Tracking**.  
The system loads deficiency tracking parameters that track actions taken to collect on the account.
- If you want to reduce the list of parameters, select a sub attribute in the **Sub Attribute** field.  
If your system has been configured to use the Sub Attribute field, only attributes in a particular group appear in the parameter display.
- Complete the Tracking section by entering information regarding deficiency in the Value field for each corresponding Parameter, then click **Save**.

### **4.11.1 Call Activities sub tab**

Call activity section includes calls from customer, calls you make regarding the account or changes to the condition of the account. Entries in the **Call Activities** section are listed in reverse chronological order of follow-up date.

For details on how to Record a Call Activity, refer [Call Activities sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

### **4.11.2 Comments sub tab**

Oracle Financial Services Lending and Leasing enables you to record comments on the Customer Service screen using **Comments** tab. These comments also appear under the Comments sub tab.

For details on how to Record a Comment, refer [Comments sub tab](#) section in “Customer Service screen’s Customer Service tab” section.

### **4.11.3 Due Date History sub tab**

The Due Date History tab section provides a delinquency history, by payment, by displaying a history of all due dates, along with when actual payment was made for that due date and the subsequent balance. If a payment was delinquent, Due Date History section displays the number of days the customer was delinquent against each due date.

For more details, refer [Due Date History sub tab](#) section in “Customer Service screen’s Transaction History tab” section.

## **4.12 Customer Service screen’s Collateral tab**

The Collateral screen displays information regarding any assets associated with an account. Collateral can be a vehicle, home, or something else, such as household goods. The Collateral screen contains the Home and Seller sub tabs. The Collateral tab appears only for the secured loan accounts.

To view the collateral details

1. Open the **Customer Service** screen and load the account you want to work with.

- Click **Collateral** tab. System displays the following screen:  
If the account's collateral is a vehicle, the **Collateral** screen opens at **Vehicle** tab:

Account Details Customer Details Transaction History Pmt Modes Bankruptcy Repo/Foreclosure Deficiency **Collateral** Bureau

Vehicle Seller

### Vehicle

View Format Freeze Detach Wrap

Primary	Description	Status	Asset Type	Lien Status	Lien Event Date	Comments	Identification #	Yi
Y								
Y	0 VOLVO AMD007 SU	ACTIVE	VEHICLE	LIEN PERFECTED	7/24/2014	DONE		
N		SUBSTITUTED	VEHICLE	UNDEFINED				

Save and Add Save and Stay Save and Return Return

**Type & Description**

Primary  Substitution  Asset # 0

\* Asset Class \* Asset Type \* Sub Type \* Registration # UNDEFINED Status ACTIVE Select Make and Model \* Year 0 Make

Body Description Condition

**Lien Details**

Lien Status Lien Event Date Comments

**Usage Details**

\* Start 0 \* Base 0

\* Total 0 \* Charge 0.00

**Address**

\* Country UNITED STATES Address # City State County Address Line 1 Address

- If account's collateral is a home, the **Collateral** screen opens at the **Home** tab:

Account Details Customer Details Transaction History Pmt Modes Bankruptcy Repo/Foreclosure Deficiency **Collateral** Bureau

Home Seller

### Home

View Format Freeze Detach Wrap

Primary	Description	Asset Class	Asset Type	Sub Type	Occupancy	Lien Status	Lien Event Date	Comments
Y								
Y	0 2BHK VILLA	NEW HOME	HOME	SINGLE FAMILY HOME NOT OCCUPIED AS A	LIEN PERFECTED	7/22/2014	DONE	
N	2BHK HOME	NEW HOME	HOME	SINGLE FAMILY HOME NOT OCCUPIED AS A NEW		7/24/2014	DONE	
N	0	NEW HOME	HOME	SINGLE FAMILY HOME OCCUPIED BY OWNER	UNDEFINED			

Save and Add Save and Stay Save and Return Return

**Type & Description**

Primary  Substitution  Asset # 0

\* Asset Class \* Asset Type \* Sub Type Occupancy Census Tract / BNA Code MSA Code

**Lien Details**

Lien Status Lien Event Date Comments

**Property**

Width Length Area Length

Construction Permit Dt Deed Dt Place of Issue Property Boundaries From East North South West

**Address**

- If account's collateral is neither a vehicle nor a home, the **Collateral** screen opens at the **Other Collateral**:

Clicking on **Asset #** in the Vehicle sub tab takes you to Collateral Management screen opening respective collateral. You can modify the details on Collateral management screen by clicking on 'Edit' and saving the record.

The system displays a warning message if the Collateral Management screen is already open.

#### 4.12.1 Valuation sub tab

With the Valuation sub screen, you can view the collateral or asset valuation for an account.

##### To view the collateral or asset valuation for an account

1. Open the **Customer Service** screen and load the account you want to work with.
2. Click **Collateral** tab and then Valuation.
3. Click the **Valuation** sub tab to view the following information:

In this field:	View this:
<b>Value section</b>	
<b>Current</b>	Select if this is the current valuation.
<b>Valuation Dt</b>	The valuation date of the vehicle.
<b>Source</b>	The valuation source.
<b>Edition</b>	The valuation edition.
<b>Supplement</b>	The valuation supplement.
<b>Wholesale section</b>	



In this field:	View this:
<del>Total Value (=)</del>	<del>The total value.</del>
<b>Wholesale Base</b>	The wholesale value.
<b>Usage</b>	The usage. This pertains to Loan and usually is entered as the current mileage.
<b>Retail section</b>	
<b>Retail Amt</b>	Specify the retail base value.
<b>Addons Amt (+)</b>	The add-ons value.
<b>Usage Value Amt (+)</b>	The usage value; that is, the monetary effect that current mileage has on the value of vehicle.
<b>Total Amt (=)</b>	The total value.
<b>Addons section</b>	
<b>Addons/Attributes</b>	Select the add-on/attribute.
<b>Value</b>	The value of the attribute.
<b>Amount</b>	The add-on amount.

---

**Note**

Assets can have exactly one current valuation.

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#### 4.12.2 Tracking sub tab

With the Tracking sub screen, you can view collateral or asset tracking details to an account, such as the location of title, liens, and insurance information.

**To view the collateral or asset tracking for an account**

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Collateral**.
3. On the available screen (**Vehicle**, **Home**, or **Other**), click the **Tracking** sub tab.
4. On the Tracking sub screen, enter, view, or edit the following information:

In this field:	View this:
<b>Tracking Items section</b>	
<b>Select</b>	If selected, indicates that this is the current record.
<b>Tracking Item</b>	The tracking type.
<b>Disposition</b>	The disposition.
<b>Start Dt</b>	The tracking start date.

In this field:	View this:
<b>End Dt</b>	The tracking end date.
<b>Followup Dt</b>	The next follow-up date.
<b>Comment</b>	Comments if any.
<b>Tracking Item Details section</b>	
<b>Enabled</b>	Select to track the information from start date in the Start Dt field.
<b>Parameter</b>	The parameter.
<b>Value</b>	The tracking parameter value.

### 4.12.3 Seller sub tab

The Collateral link's Seller Details screen enables you to view seller details of the collateral of Loan. You cannot edit or modify details of the seller.

1. In **Seller Details** section, click **View**.
2. View the following:

In this field:	View this:
<b>Seller Details</b>	
<b>Seller Type</b>	The seller type.
<b>Seller Name</b>	The seller name.
<b>Nationality</b>	The nationality of the seller.
<b>National Id</b>	The national Id of the seller.
<b>Authorized Signatory</b>	The authorized signatory of the seller.

3. In **Seller Address** section click **View**.
4. View the following:

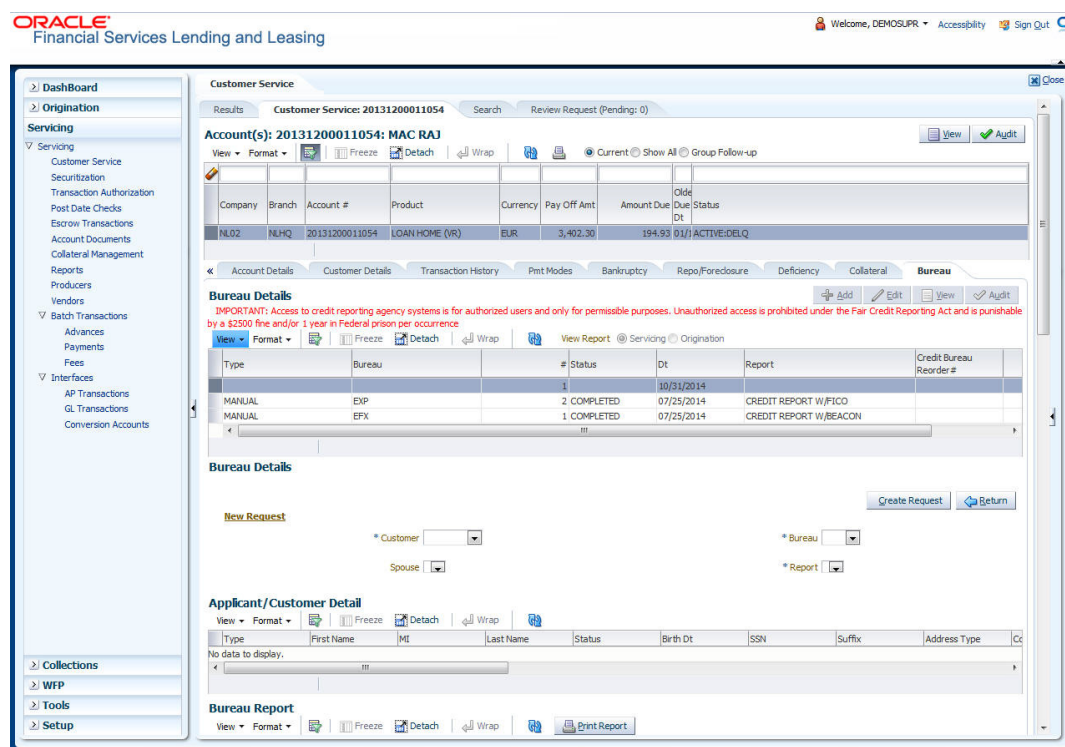
<b>Seller Address</b>	
<b>Mailing</b>	If selected, indicates that this address is the mailing address.
<b>Current</b>	If selected, indicates that this address is the current address.
<b>Country</b>	The seller's country name.
<b>Address #</b>	The seller's address.
<b>City</b>	The seller's city name.
<b>State</b>	The seller's state name.

## 4.13 Customer Service screen's Bureau tab

The Customer Service screen Bureau screen enables you to view credit bureau reports associated with the account that were pulled during servicing for account. You can also use the Bureau screen to create and pull additional credit bureau reports and view the results as a text only file.

### To view an existing credit bureau report

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Bureau**.



3. In the **View Report** section:
  - Click **Servicing** to view credit reports generated with the Customer Service screen.
  - OR-
  - Click **Origination** to view credit reports generated during Loan origination.
4. In the **Bureau Details** section, select the report you want to view.
  - The system displays report as a text file in the Text Report section.

### To request a manual credit bureau report

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Bureau**.
3. Click **Add** to open **New Request** section.
4. Complete the following fields:

In this field:	Do this:
<b>Applicant/ Customer</b>	Select the available applicant/customer from the drop-down list.

In this field:	Do this:
<b>Spouse</b>	Select the applicant's spouse from the drop-down list.
<b>Bureau</b>	Select the credit bureau from the drop-down list.
<b>Report</b>	Select the credit bureau report type from the drop-down list.

5. In the **New Request** section, click **Create Request**.

The system displays this information in the Bureau Details section and further information about customer in Applicant/Customer Detail section.

6. If you want to receive a copy of a previously pulled credit bureau report, enter credit bureau reorder number in the Credit Bureau Reorder # field on the Bureau Details section.

7. Click **Save**.

You can print the report by selecting the report and clicking on **Print Report**.

## 4.14 Customer Service screen's Cross/Up Sell Activities tab

The Customer Service screen's Cross/Up Sell Activities tab enables you to view and edit all the captured marketing trigger based events for respective customers linked primary accounts.

Oracle Financial Services Lending and Leasing Application has been integrated with a third party database marketing solutions provider to receive monitoring triggers related to marketing based call activities. Primarily the active customer details are shared through an input file and corresponding monitoring triggers data within the processed customer input file are uploaded back into designated location of OFSLL database through an automated interface.

The Customer Service screen's Cross/Up Sell Activities tab displays the first 10 marketing trigger based call activities with the opportunity details and follow-up requirements. You can select **View All** check box to view all the 'active' and 'closed' call activities.

### 4.14.1 Edit Cross/Up Sell Activity

#### To edit a reported Cross/Up Sell Activity

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Cross/Up Sell Activities**.
3. Select the record which you want to update and click **Edit**.
4. Complete the following fields:

In this field:	Do this:
<b>Trigger Dt</b>	View the date on which the activity has been recorded.
<b>Product</b>	Select the product from drop-down list.
<b>Trigger Action</b>	View the trigger action captured.

In this field:	Do this:
<b>Trigger Description</b>	View the description of the action.
<b>Result</b>	Select the result of the action from the drop-down list.
<b>Reason</b>	Select the desired reason for the result selected.
<b>Appn'mnt</b>	Select the check box to indicate if a prior appointment is required for next communication.
<b>Followup Dt</b>	Select the agreed follow-up date from the adjoining calendar icon.
<b>Close</b>	If there is no follow-up and the opportunity is closed, you can select this check box indicating the status of call activity as closed.
<b>Time Zone</b>	Select the time zone of the contact from the drop down list.
<b>Comments</b>	Specify additional information, if any.

5. Click **Save and Stay** or any other save option as explained in Basic Actions section.

#### 4.14.2 Create Simple Application

You can use the call activity data and directly initiate the Loan Origination process from Cross/Up Sell Activities tab.

##### To create simple application

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Cross/Up Sell Activities**.
3. Select the required call activity record and click **Create Simple Application**.

The system opens Origination > Simple Application Entry screen with Application section capturing the details of call activity.

You can enter/edit the required details and continue creating credit application data into Oracle Financial Services Lending and Leasing Application.

For detailed information, refer to Simple Application Entry chapter in Loan Origination User Manual.

#### 4.14.3 Close Opportunity

You can close an opportunity based on the response received from customer and if there are no follow-ups required. However, you can close an opportunity and de-link the same from an account only when all the records are closed.

##### To close an opportunity

1. Open the **Customer Service** screen and load the account you want to work with.
2. On the Customer Service link bar, click **Cross/Up Sell Activities**.
3. Ensure that all the records are marked as closed and click **Close Opportunity**.

## 4.15 Review Request

The Review Requests page is primarily a work flow tool used to flag an account or an application for the attention of another Oracle Financial Services Lending and Leasing user and ask for feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific account or application.

In this chapter, you will learn how to complete the following tasks:

- Reviewing a request
- Sending a review request
- Responding to a review request
- E-mailing a Review Request
- Closing a review request

Note the following:

- You can complete the above tasks for an Account Review Request using Review Request page in the Servicing master tab.
- To complete the above mentioned tasks for an Application Review Request, use Review Request page available in the Origination master tab.

### 4.15.1 Review Requests Tab

The Review Requests page contains the following sections:

- Query Section
- Action Section
- Email Section
- Review request records
- Comments Sections

#### Query Section

The **Query** section enables you to filter records according to priority levels i.e.high, normal or low based on any of the following:

<b>Query Options</b>	<b>Descriptions</b>
<b>Originator</b>	Displays the records of all the active review requests you created.
<b>Receiver</b>	Displays the records of all the active review requests you received.
<b>Both</b>	Displays all the review requests records you have created as well as received with the status other than 'CLOSED'.
<b>View All</b>	Displays all the review requests records you sent and received, both active and closed.

## Action Section

The **Action** section enables you to send, respond or close the review request.

<b>Action Options</b>	<b>Descriptions</b>
<b>Open Application/Account</b>	Opens the application details page to review the request. (if you open it from origination it's application and if from servicing den account)
<b>Send Request</b>	Sends a review request to another Oracle Financial Services Lending and Leasing user.
<b>Send Response</b>	Sends a response to a review request from another Oracle Financial Services Lending and Leasing user.
<b>Close Request</b>	Changes the status of review request to <b>CLOSED</b> and removes its record from the Review Request page. The status can be viewed by selecting 'View All' in the 'Query' section.

## Email Section:

The **Email** section enables you to send an email to either originator or receiver of the review request which cannot be responded or replied back from email recipient.

<b>Email Options</b>	<b>Descriptions</b>
<b>Originator</b>	Sends an email of review request information to the person listed in the <b>Originator</b> column on Review Request page.
<b>Receiver</b>	Sends an email of review request to the person listed in the <b>Receiver</b> column on Review Request page.

## Comments Sections

The **Comments** section enables originator or receiver to specify additional information that needs to be sent with the request.

<b>Comments From</b>	<b>Descriptions</b>
<b>Originator Comment</b>	Displays comments specified by the originator of review request at the time of creating a request.
<b>Receiver Comment</b>	Displays comments specified by the receiver of review request at the time of reviewing a request.

#### 4.15.1.1 Reviewing a Request

System displays the priority and the number of requests ready for review, if any, for your user id at **My Pending Review Requests By Priority** section in the **Servicing Dash Board** window.

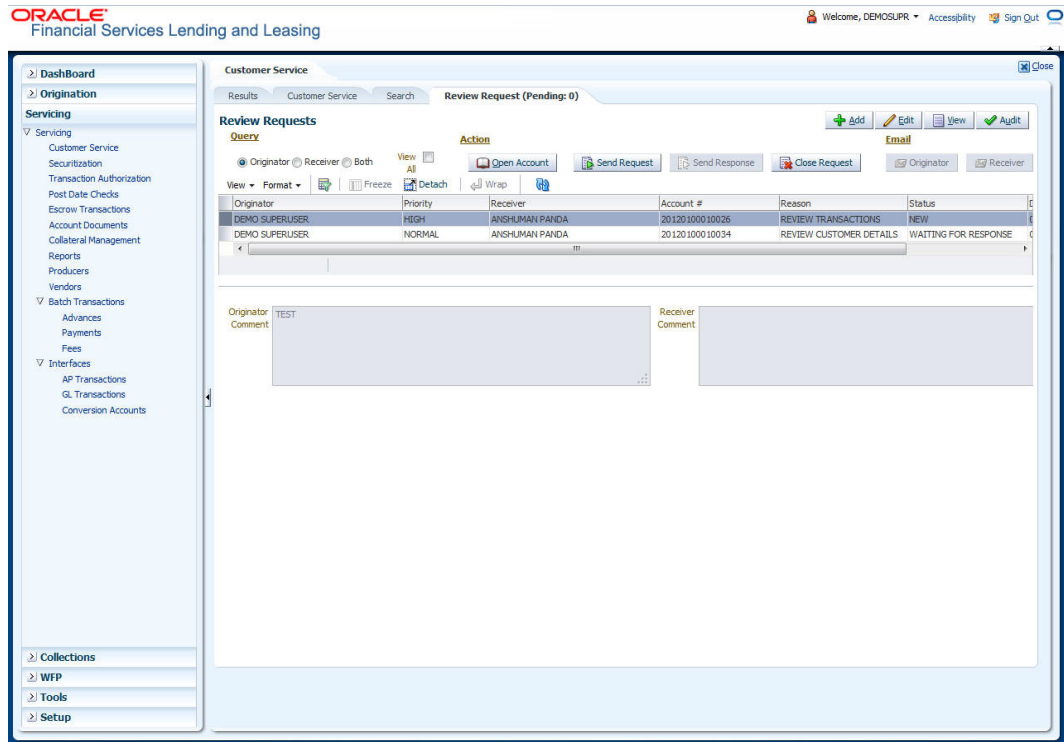
The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main dashboard area is titled "Dashboard" and contains several sections. A red box highlights the "My Pending Review Requests By Priority" section under the "Servicing" tab. The dashboard also includes sections for "My User Queues", "My Pending Review Requests By Applications", "Number of Queues Hard Assigned", "Number of Accounts", "My Pending Review Requests By Accounts", "My Pending Review Requests By Priority", "Setup", "Product Expiring in Next One Month", "Producers Count By Status", "Producers Expiring in Next One Month", "Vendor", "Critical Batch Job Status", and "Vendors Count By Status". The "Producers Count By Status" table shows: ACTIVE (23), INACTIVE (1), and TEMP (2). The "Vendors Count By Status" table shows: INACTIVE (1) and ACTIVE (2).

#### To review requests

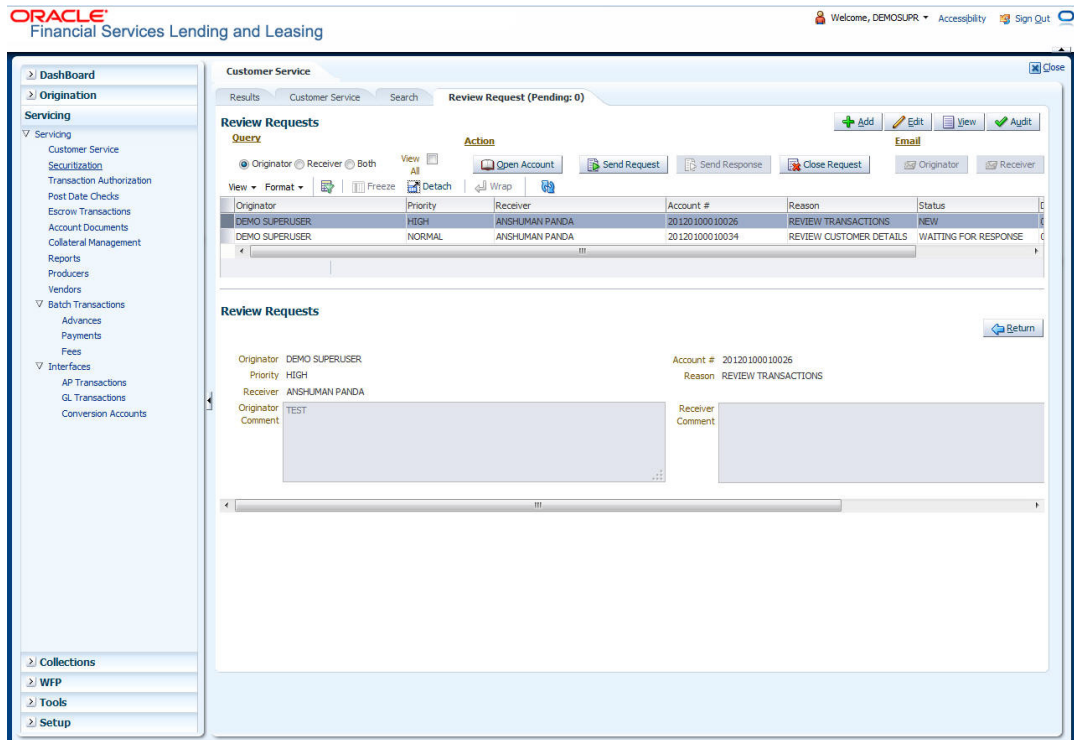
1. On the Oracle Financial Services Lending and Leasing application home page, click **Servicing** main tab and then click Servicing drop-down link. Click **Customer Service** link.  
The Customer Service window appears, opened at the **Results** tab. Under Customer Service screen, click **Review Requests** tab.
2. In the **Query** section, click **Receiver**.



In the Review Request record, the system displays all open review request you have received.



3. In the Review Request record, select the record you want to view and click **View**. The following screen is displayed.



4. For the selected **Review Request** record, view the following information:

Fields	Descriptions
Originator	The user id of the request originator.

<b>Fields</b>	<b>Descriptions</b>
<b>Priority</b>	The request priority: HIGH, NORMAL, or LOW.
<b>Receiver</b>	The recipient of the request.
<b>Account #</b>	The account number which needs review.
<b>Transaction</b>	The transaction selected.
<b>Reason</b>	The review reason.
<b>Status</b>	The request status.
<b>Date</b>	The date and time when the request was created.
<b>Originator Comment</b>	The comment by the originator which creating a request.
<b>Receiver Comment</b>	The comment by the receiver after reviewing a request.

---

**Note**

If you click **Open Account**, system loads the account in review request and displays the Account Details page.

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#### **4.15.1.2 Sending a Review Request**

The **Send Request** button enables you to send a review request to another the system user. However, the **Send Request** button is enabled only if you have specified the receiver while creating a review request and have saved it.

**To send a review request**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** main tab and then click **Servicing** drop-down link. Click **Review Requests** tab.
2. In the **Review Requests** page in the **Query** section, select **Originator**.

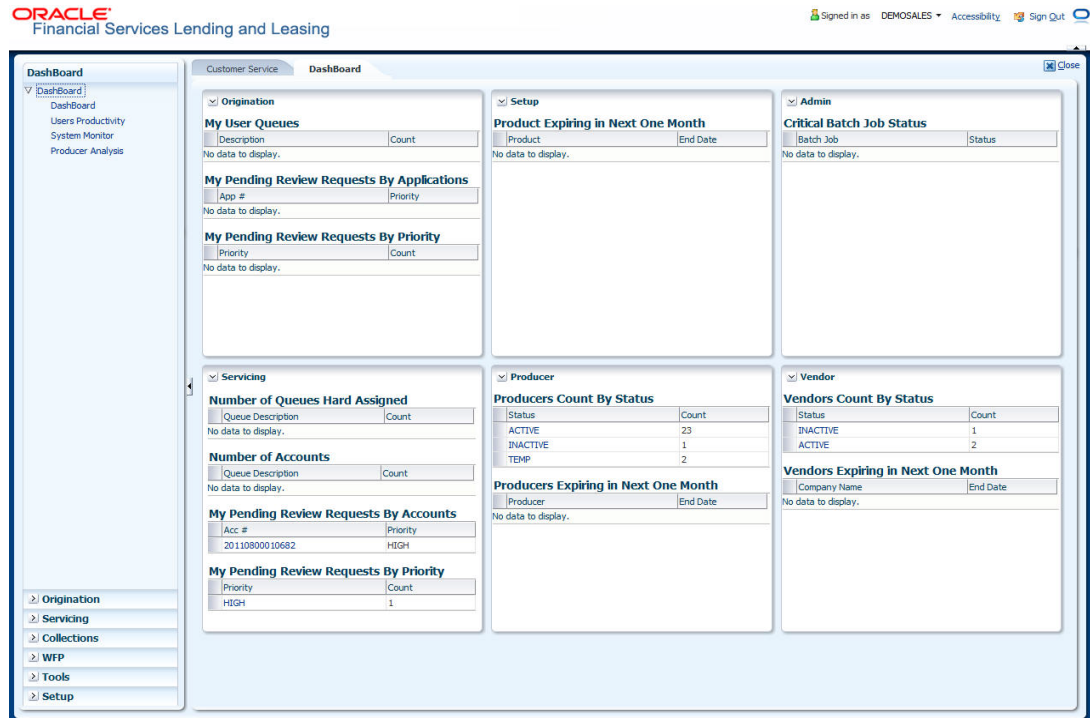
- Click **Add** to create a new review request. The following screen is displayed:

- In the **Priority** field, select the priority of review request: **High**, **Normal**, or **Low** which helps the recipient in responding to requests. It does not affect the order in which messages are sent or received.
- In **Receiver** field, select the person you want to receive the message.
- In **Account #** field, select the account involved with the review request. The default value **NEW** appears in the **Status** field.
- In **Reason** field, select the purpose for the review request.
- In **Originator Comment** field, specify any additional message you want to send along with the review request.
- Click **Save And Add/Save And Return**.  
The review request is created and Send Request button is enabled in the Action section.

- In the **Action** section, click **Send Request**.  
The system sends your request to the recipient's, where it appears on **My Pending Review Request** window in Dash Board with status **SENT TO ORIGINATOR**.

### 4.15.1.3 Responding to a Review Request

When you receive a review request, the system notifies you by creating an entry in **My of Pending Review Requests By Priority** section in **Dash Board** with the number of unseen messages. In the following example, one review request is waiting on the Review Request page.

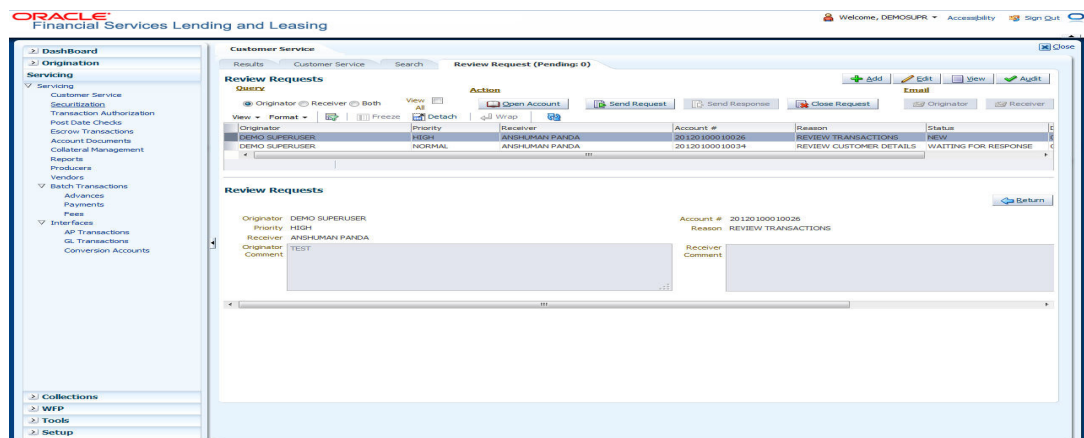


#### To respond to a review request

1. On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link. Click **Customer Service** link. If the **Number of Pending Review Requests** tab displays a number, click **Review Requests** tab. On the Review Request page **Query** section, select **Receiver**.

The system displays the unread review requests in Review Request record.

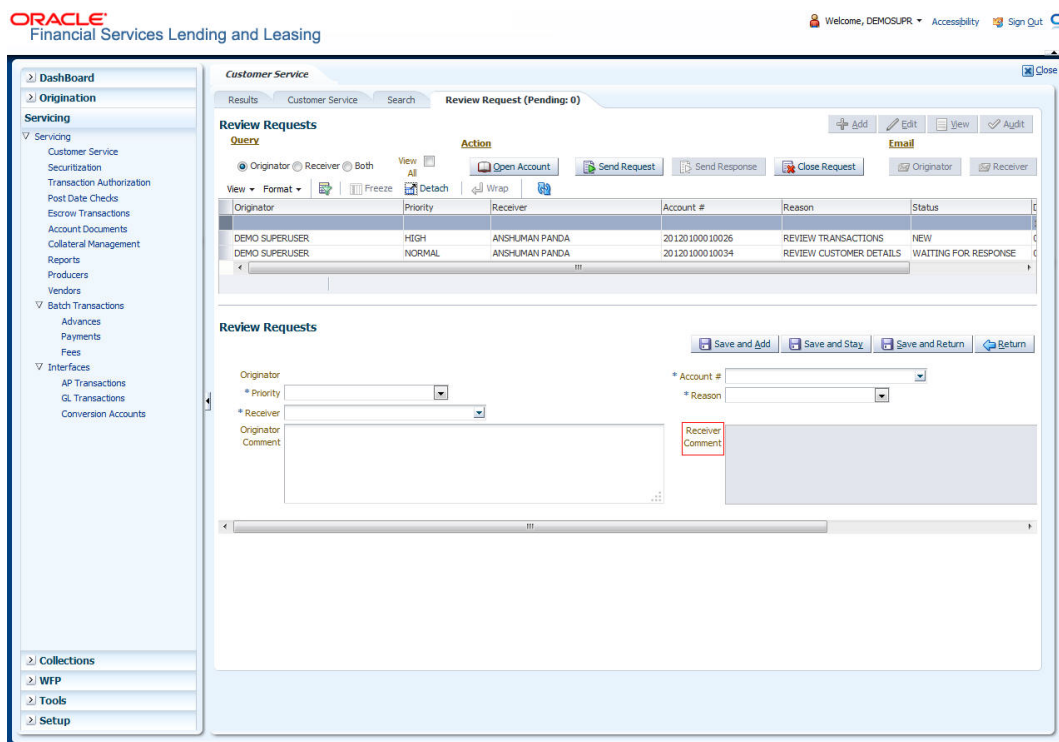
2. In the **Review Request** record, select the record you want to view and click **View**.



3. Click **Open Account**.

The system loads the account on Customer Service screen and displays Account Details page.

- Perform requested task on review request on the account. Click Review Request tab and selecting request, click **Edit**. Specify your response in the **Receiver Comment** field. Click **Save And Return**.



- In the **Action** section, click **Send Request**.  
The system sends your response to the originator, where it appears on **Review Request** page with status RETURN TO ORIGINATOR.  
The recipient can view sent response by clicking **Receiver** or **View All** in **Query** section. (The request has a status as RETURN TO ORIGINATOR.)
- In the **Action** section, click **Close Request**  
It will remove the message from the Review Request section.

Back on the originator's Review Request page, the message appears when **Originator** is selected in **Query** section. The request has a status as RETURN TO ORIGINATOR.

#### 4.15.1.4 E-mailing a Review Request

While system updates **My Pending Review Requests By Priority** section in the **Dashboard** to notify you about the new requests, you can also e-mail a review request to both the originator and a receiver, as applicable. The system will use e-mail address recorded for both the originator and receive in **User Definition** section in User page.

##### To e-mail a review request

- On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link.
- Click **Customer Service** link.
- On the Customer Service link, click **Review Requests** tab.
- Select the request you want to e-mail in the **Review Request** section.
- In **Email** section, click **Originator** to send the message to the person listed in Originator field.

-Or-

Click **Receiver** to send it to the person listed in the **Receiver** field.

The system emails the details of selected record to e-mail address recorded in user setup.

#### 4.15.1.5 Closing a Review Request

You can close a review request you created at anytime, regardless of status. However, you can only close review requests that have your user id in the Originator field. When you close a review request, the system removes it from Review Request record.

##### To close a review request

1. On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link.
2. Click **Customer Service** link.
3. On the Customer Service link, click **Review Requests** tab.
4. Select the request you want to close in the **Review Request** section.
5. In the **Action** section, click **Close Request**.

The system assigns the request as CLOSED and removes it from your Review Request record. The closed accounts can be reviewed anytime by selecting **View All** in the **Query** section.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The top navigation bar includes the Oracle logo, the text "Financial Services Lending and Leasing", and user information: "Signed in as DEMOSALES", "Accessibility", and "Sign Out". The main content area is titled "Customer Service" and shows a "Review Request (Pending: 0)" section. The interface includes a "Query" section with radio buttons for "Originator", "Receiver", and "Both", and a "View" dropdown set to "All". The "Action" section contains buttons for "Open Account", "Send Request", "Send Response", "Close Request", "Email", "Originator", and "Receiver". Below this is a table of review requests:

Originator	Priority	Receiver	Account #	Reason	Status	Date
DEMO SALES AGENT	HIGH	DEMO SALES AGENT	20110800010682	REVIEW ACCOUNT	NEW	10/
DEMO SALES AGENT	NORMAL	DEMO FLINDER	20120500010624	REVIEW BALANCES	NEW	10/

Below the table are two text input fields labeled "Originator Comment" and "Receiver Comment".

---

## 5. Securitization

With the Securitization Setup screen, the system provides a powerful tool that enables financial institutions to create account pools, to track and manage portfolios.

The Securitization Setup screen enables you to:

- Query account information
- Select accounts based on selection criteria
- Create a pool of selected accounts for sale
- Maintain the pools created and report transactions on these accounts
- Report on investors
- Repurchase pools or specific accounts from pools.

### 5.1 Pool Inquiry

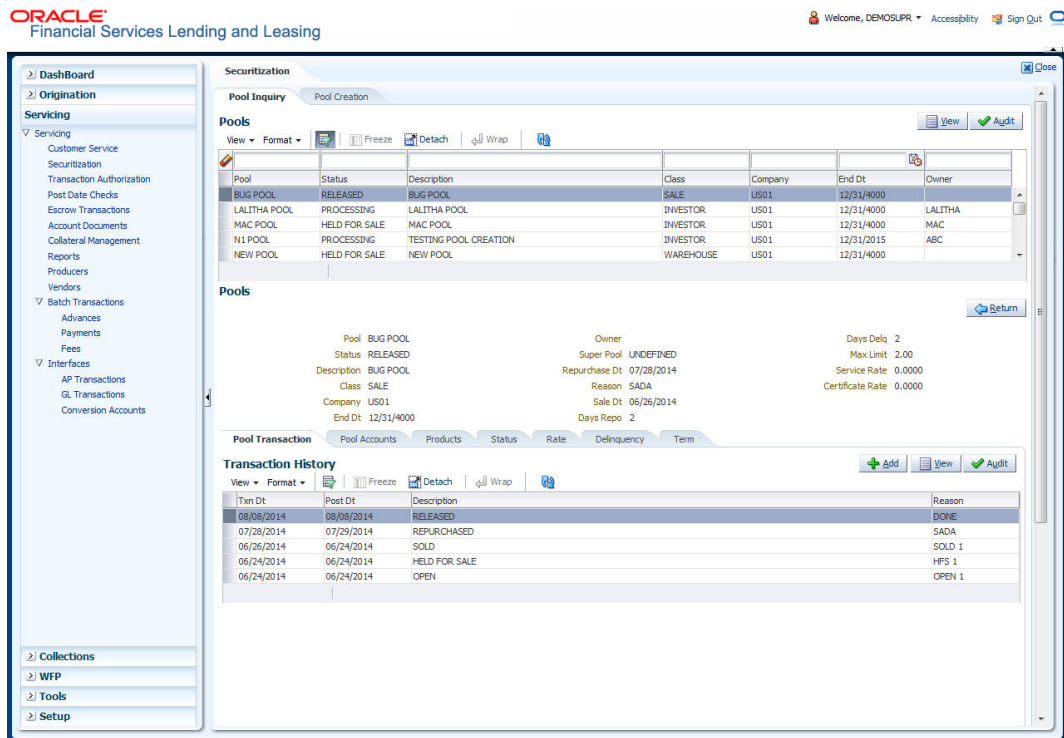
The Pool Inquiry screen enables you to enter and view pool related transactions. It can also be used to view various summaries related to the pool.

The Pool Inquiry screen contains the following sub screens:

- Pool Transactions
- Pool Accounts
- Product
- Status
- Rate
- Delinquency
- Term

## Navigating to Pool Inquiry

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



2. The system displays the Securitized screen. The data is grouped into two:
  - Pool Inquiry
  - Pool Creation
  -

### 5.1.1 Pool Inquiry

1. Click **Servicing** → **Servicing** → **Securitization** → **Pool Inquiry**. The details for each inquiry pool are maintained in the following seven categories:

- Pool Transaction
- Pool Accounts
- Products
- Status
- Rate
- Delinquency
- Term

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

A brief description of the fields is given below:

Field:	View this:
<b>Pool</b>	Displays the pool code.
<b>Status</b>	Displays the pool status.



<b>Field:</b>	<b>View this:</b>
<b>Description</b>	Displays the pool description.
<b>Class</b>	Displays the pool class from the drop-down list.
<b>Company</b>	Displays the pool portfolio company from the drop-down list.
<b>End Dt</b>	Displays the pool end date.
<b>Owner</b>	Displays the pool owner.
<b>Super Pool</b>	Displays the pool super pool code from the adjoining drop-down link.
<b>Repurchase Dt</b>	Displays the pool re-purchase date.
<b>Reason</b>	Displays the pool re-purchase reason.
<b>Sale Dt</b>	Displays the pool sale date.
<b>Days Repo</b>	Displays the number of days in repossession to liquidate.
<b>Days Delq</b>	Displays the number of days in delinquency to liquidate.
<b>Max Limit</b>	Displays the max limit of the pool.
<b>Service Rate</b>	Displays the servicing rate for the pool.
<b>Certificate Rate</b>	Displays the certificate rate for the pool This is the rate which will be payable to the investor who buys this pool and is entitled to its receivable stream.

### 5.1.1.1 Pool Transactions

The Pool Transactions sub screen enables you to view pool related transactions history, and well as enter a pool transaction.

#### To post Pool Transactions

1. In the **Servicing** →**Servicing** →**Securitization** →**Inquiry** →**Pool** section, select the record you want to work with.
2. Click **Pool Transactions**.
3. In the **Transaction History** section, click **Add**.

A brief description of the fields is given below:

Field:	Do this:
<b>Transaction</b>	Select the transaction from the following list: ADD ACCOUNT -- Add an account to the pool externally. CANCELLED -- Cancel the pool. HELD FOR SALE -- Change the status of pool to "HELD FOR SALE." OPEN -- Change the status of pool to "OPEN." RELEASED -- Change the status of the pool to "RELEASED" and clear all accounts related to the pool. REPURCHASED -- Change the status of pool to "REPURCHASED." SOLD -- Change the status of pool to "SOLD." (required).
<b>Reason</b>	Enter the transaction reason (required).
<b>Date</b>	Enter the transaction effective date (required).
<b>Account</b>	Select the account to be added (optional).

4. Click **Post**. The Details appear in the **Transaction History** summary table.
5. Click **Clear** to clear the details

#### 5.1.1.2 Pool Accounts

The Pool Accounts sub screen enables you to view previous account related transactions, as well as enter a pool account transaction for the selected pool.

##### To post the Pool Accounts

1. In the **Servicing** → **Servicing** → **Securitization** → **Inquiry** → **Pool** section, select the record you want to work with.
2. Click the **Pool Accounts**. The details are grouped into two:
  - Accounts
  - Account Transactions
3. In the **Accounts** section, you can view the following information:

A brief description of the fields is given below:

Field:	View this:
<b>Account</b>	Displays the account number.
<b>Account Status</b>	Displays the account status.
<b>Sale Acc Status</b>	Displays the account status at the time of pool sale.
<b>Dt</b>	Displays the pool sale date.
<b>Sale Rate</b>	Displays the account interest rate at the time of pool sale.
<b>Balance</b>	Displays the account balance at the time of pool sale.
<b>Term Remaining</b>	Displays the account remaining terms at the time of pool sale.

4. In the **Account Transactions** section, click **Add**:

A brief description of the fields is given below:

<b>Field:</b>	<b>Do this:</b>
<b>Txn date</b>	Transaction date.
<b>Post date</b>	Transaction posted date.
<b>Description</b>	Details of the transaction.
<b>Amount</b>	Amount of the transaction.
<b>Reason</b>	Reason for the transaction .

5. Click **Post**. The Details appear in the **Account Transaction** summary table.

6. Click **Clear** to clear the details

### 5.1.1.3 **Product**

The Product sub screen enables you to view summaries of various statistics of the products in the pool.

#### **To view the Product details**

1. In the **Servicing** →**Servicing** →**Securitization** →**Inquiry** →**Pool** section, select the record you want to work with.
2. Click the **Product**.
3. In the **Product** section, you can view the following information:

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Product</b>	Displays the product.
<b>Principal at Sale</b>	Displays the principal at sale amount.
<b>Principal Paid</b>	Displays the principal paid amount.
<b>Repurchase Balance</b>	Displays the principal repurchase balance amount.
<b>Loss Amount</b>	Displays the loss amount.
<b>Pay ahead Amount</b>	Displays the pay ahead amount. For any paid off accounts in the product summary, this field contains the sum of the amount that was applied to principal during the payoff payment allocation.
<b>Current Balance</b>	Displays the current balance amount.

### 5.1.1.4 **Status**

The Status sub screen enables you to view summaries of various statistics of the status of the products in the pool.

### To view the Status details

1. In the **Servicing** → **Servicing** → **Securitization** → **Inquiry** → **Pool** section, select the record you want to work with.
2. Click the **Status**.
3. In the **Product/Status** section, you can view the following information:

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Product</b>	Displays the product.
<b>Status</b>	Displays the securitization account status.
<b>Principal at Sale</b>	Displays the principal at sale amount.
<b>Principal Paid</b>	Displays the principal paid amount.
<b>Repurchase Balance</b>	Displays the principal repurchase balance amount.
<b>Loss Amt</b>	Displays the loss amount.
<b>Payahead Amt</b>	Displays the pay ahead amount.
<b>Current Balance</b>	Displays the current balance amount.

### 5.1.1.5 Rate

The Rate sub screen enables you to view a summary of the pool by product and rates.

#### To view Rate details

1. In the **Servicing** → **Servicing** → **Securitization** → **Inquiry** → **Pool** section, select the record you want to work with.
2. Click the **Rate**.
3. In the **Product/Rate** section, you can view the following information:

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Product</b>	Displays the product.
<b>Rate</b>	Displays the rate (should equal the interest rate on account).
<b>Principal at sale</b>	Displays the principal at sale amount.
<b>Principal Paid</b>	Displays the principal paid amount.
<b>Repurchase Balance</b>	Displays the principal repurchase balance amount.
<b>Loss Amt</b>	Displays the loss amount.
<b>Pay ahead Amt</b>	Displays the pay ahead amount.
<b>Current Balance</b>	Displays the current balance amount.

### 5.1.1.6 Delinquency

The Delinquency sub screen enables you to view a summary of the pool in regards to delinquencies of products.

#### To view Delinquency details

1. In the **Servicing** →**Servicing** →**Securitization** →**Inquiry** →**Pool** section, select the record you want to work with.
2. Click **Delinquency**.
3. In the **Product/Delinquency** section, you can view the following information:

A brief description of the fields is given below:

Field:	View this:
<b>Product</b>	Displays the product.
<b>Category</b>	Displays the delinquency category.
<b>Principal at Sale</b>	Displays the principal at sale amount.
<b>Principal Paid</b>	Displays the principal paid amount.
<b>Repurchase Balance</b>	Displays the principal repurchase balance amount.
<b>Loss Amt</b>	Displays the loss amount.
<b>Pay ahead Amt</b>	Displays the pay ahead amount.
<b>Current Balance</b>	Displays the current balance amount.

### 5.1.1.7 Term

The Term sub screen enables you to view a summary of the pool by product and by terms.

#### To view the Term

1. In the **Servicing** →**Servicing** →**Securitization** →**Inquiry** →**Pool** section, select the record you want to work with.
2. Click **Term**.
3. In the **Product/Term** section, you can view the following information:

A brief description of the fields is given below:

Field:	View this:
<b>Product</b>	Displays the product.
<b>Term</b>	Displays the term.
<b>Principal at sale</b>	Displays the principal at sale amount.
<b>Principal Paid</b>	Displays the principal paid amount.
<b>Repurchase Balance</b>	Displays the principal repurchase balance amount.

Field:	View this:
<b>Loss Amount</b>	Displays the loss amount.
<b>Pay ahead Amount</b>	Displays the pay ahead amount.
<b>Current Balance</b>	Displays the current balance amount.

## 5.1.2 Pool Creation

The Pool Creation screen enables you to create pools and perform “what if” analysis of pool appearance using different criteria. Based on the parameter values, the system will query the accounts database and builds the list of accounts. Once you choose the pool criterion, you can view the query generated by the system. Oracle Financial Services Lending and Leasing would further display errors in the query built so that you can revisit the parameter values.

### To create a pool

1. Click **Servicing** → **Servicing** → **Securitization** → **Criteria**. Criteria details are grouped into three:
  - Pools
  - Pool Queries
  - Account Selection Criteria
2. In the **Pool** section, you can define the pool (set of accounts) you want to securitize. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Pool</b>	Specify the pool code.
<b>Status</b>	Displays the pool status.
<b>Description</b>	Specify the pool description.
<b>Class</b>	Select the pool class from the drop-down list.
<b>Company</b>	Select the pool portfolio company from the drop-down list.
<b>End Dt</b>	Specify the pool end date. You can even select the date from adjoining Calendar icon
<b>Owner</b>	Specify the pool owner.
<b>Super Pool</b>	Select the code for super pool from the drop-down list (Multiple pools belong to a super pool).
<b>Repurchase Dt</b>	Displays the pool re-purchase date.
<b>Reason</b>	Displays the pool re-purchase reason.
<b>Sale Dt</b>	Displays the pool sale date.
<b>Days Repo</b>	Specify the number of days in repossession to liquidate.
<b>Days Delq</b>	Specify the number of days in delinquency to liquidate.

Field:	Do this:
<b>Max Limit Amt</b>	Specify the max limit of the pool.
<b>Service Rate</b>	Specify the servicing rate for the pool. The servicing rate is an additional rate you can charge for security.
<b>Certificate Rate</b>	Specify the certificate rate for the pool. This is the rate which will be payable to the investor who buys this pool and is entitled to its receivable stream.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Pool Queries** section, you can define possible queries for the pool. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Query Name</b>	Specify the query name.
<b>Query Description</b>	Specify the query description.
<b>Enabled</b>	Check this box to enable the query.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Account Selection Criteria** section, you can define the account selection criteria for each of the queries. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Seq</b>	Specify the sequence number.
<b>(</b>	Specify the left bracket.
<b>Attribute</b>	Select the attribute from the drop-down list.
<b>Comparison Operator</b>	Select the comparison operator from the drop-down list.
<b>Criteria Value</b>	Specify the criteria value.
<b>)</b>	Specify the right bracket (optional).
<b>Logical Expression</b>	Specify the logical expression (optional).

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

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## 6. Transaction Authorization

Transaction Authorization enables you to validate transactions (which have the Authorize property enabled) that were entered on the Customer Service screen's Maintenance screen by a different Oracle Financial Services Lending and Leasing user. You can view these transactions on the Transaction Authorization screen before they are posted. This process is referred to as 'Maker-Checker', as one Oracle Financial Services Lending and Leasing user enters (or 'makes') the transaction on Maintenance screen and another validates (or 'checks') the transaction on the Transaction Authorization screen. As an example, the checker might review transactions to determine if the transaction will increase the credit limit to an acceptable level or decrease the payment to an unacceptable level.

Maker	The person who posts (or makes) transaction on the Maintenance screen.
Checker	The person who checks the details entered by the maker and either accepts or rejects the transaction in the Transaction Authorization screen.

While defining transaction code, the maker and checker responsibilities can be defined using the access type field available under access grid sub tab. Maker-Checker concept applies only to manual transactions, and not the automated ones.

### 6.1 Transaction Authorization screen

The Transaction Authorization screen displays the transactions posted on **Customer Services** screen that requires authorization.

On the **Customer Service** screen, follow the process for posting transactions on the Maintenance screen and clicking Post. If the Authorization check box is selected for the transaction on the Administration screen's Transaction screen, rather than being posted, the transaction receives a status of WAITING FOR APPROVAL and the message "TRANSACTION IN WAITING FOR APPROVAL" appears on the Results section.

The checker uses the Authorization screen to view transactions with the status WAITING FOR APPROVAL, then approves or rejects the transaction. The same user who initiated the request cannot authorize the transaction even though that user might have the checker responsibility.

The maker uses the Authorization screen to post approved transactions and modify transactions with a status of ERROR or REJECT.

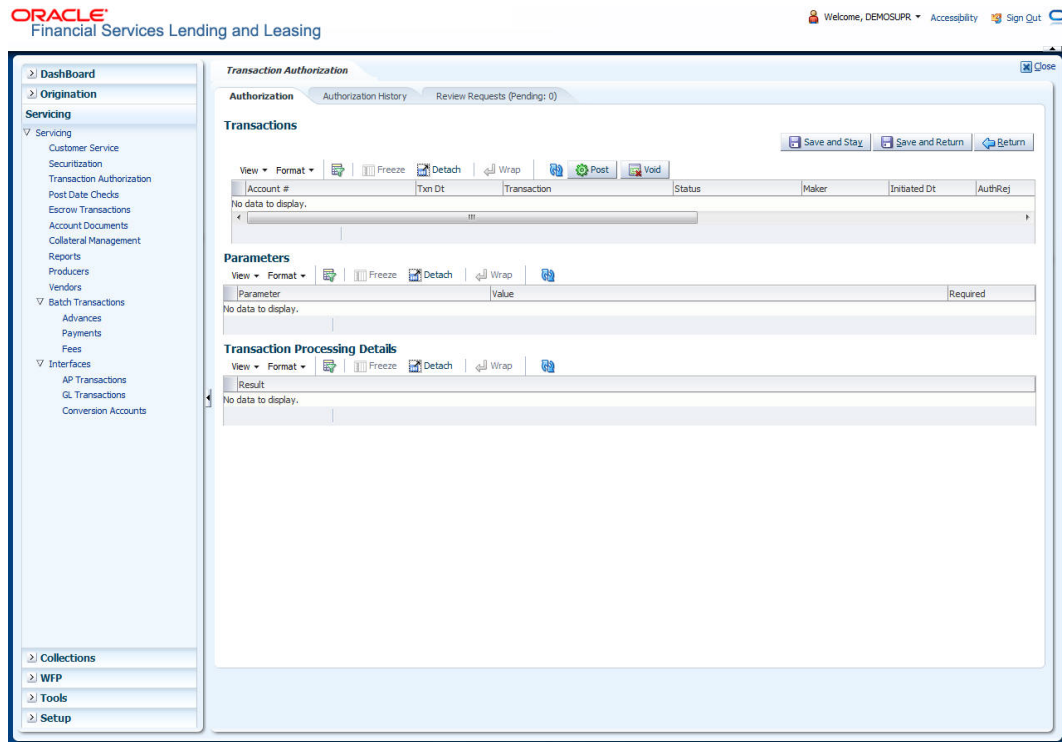
- Transactions with an ERROR status have failed to post for reasons such as the transaction is not allowed for condition of account, or the parameter value is incorrect, such as a back dated date.
- Transactions with a REJECT status have been rejected by the checker.

In both statuses, the maker can modify the transaction and re-post it for the checker to review.



**To authorize or reject a transaction the Authorization screen**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing Transaction Authorization** → **Authorization**.



2. In the Transaction Authorization screen, click .
3. On the **Authorization** screen **Query** section, click **Checker**.
4. In the **View Last** section, click one of the following to limit the display of transactions in the Transaction section according to when the transaction was posted:

Click:	The system displays:
1 Day	The transactions posted within the last one day.
2 Day	The transactions posted within the last two days.
5 Day	The transactions posted within the last five days.
All Days	The posted transactions.

The system displays transactions entered on the Maintenance screen with status as ERROR or WAITING FOR APPROVAL. If you want to view all transactions with a ERROR status, select View Failed in Transactions → Failed section.

5. Select the transaction you want to approve or reject in the **Transactions** section. The system displays in the Result section information from the Customer Service screen’s Maintenance screen regarding the transaction.
6. If you want to authorize the transaction, click **Authorize** in the **Transaction** section. If you want to reject the transaction, click **Reject** in the Transaction section.
7. If you want to add a comment and your decision regarding the transaction, complete the **Transaction** section **Comments** field.

8. In the **Action** section, click **Post**.

Based on comment input, the system authorizes or rejects the transaction and removes it from the Transaction section.

You can view the transaction result on the Transaction Authorization screen's Authorization History screen.

The results of the decision can be viewed on the Customer Service screen's Maintenance screen.

The system user who posted the transaction on the Customer Service screen's Maintenance screen and received a WAITING FOR APPROVAL status can open the Authorization screen, click **Maker** in the **Query** section and view all the transaction they posted that have a status of ERROR or REJECT.

- If the transaction has a status of ERROR or REJECT, make the required changes to the original transaction on the Authorization screen and click **Post** in the **Action** section.
- If you click the **Void** in **Action** section, the system removes the transaction from the Transaction Authorization screen.

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**Note**

If the transaction remains unauthorized beyond the number of days specified in the system parameter "AUTH\_TXN\_VOID\_LIMIT", then the transaction is marked as "void". The daily batch job checks for inactivity of authorization transactions against this parameter.

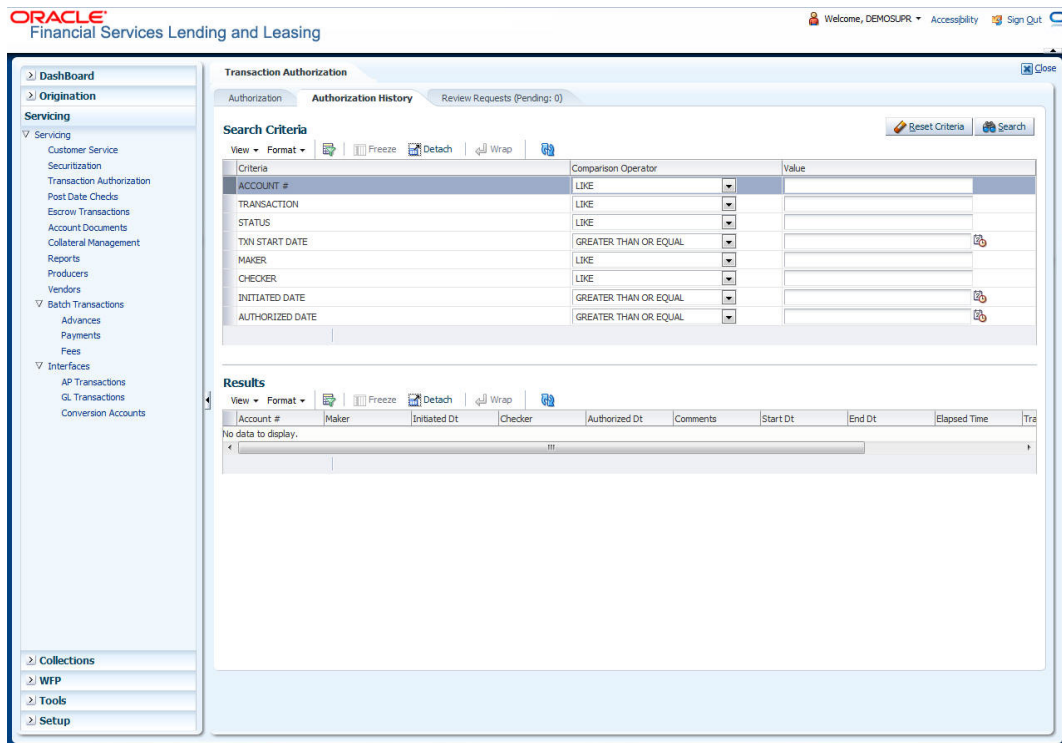
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## 6.2 Authorization History tab

The Authorization History screen displays the all the transactions with a status of OPEN, VOID, ERROR, POSTED, WAITING FOR APPROVAL, and REJECT. Aged transactions will not be displayed. The Search Criteria section enables you to select the transactions you want to view in the Results section.

## To search for accounts using the Authorization History screen

1. On the Oracle Financial Services Lending and Leasing home screen, click the **Servicing** → **Servicing** → **Transaction Authorization** → **Authorization History**.



2. In the **Authorization History** screen's **Search Criteria** section, use the **Comparison Operator** and **Value** columns to enter the search criteria you want to use to locate an account.
3. Click **Search**.  
The system displays the result of the search in the Results section at the bottom of the screen. You can click **Reset Criteria** at any time to clear the **Comparison Operator** and **Values** columns on the Search screen.
4. In the **Results** section, view the following information:

Field:	View this:
<b>Account #</b>	The account number.
<b>Transaction</b>	The transaction.
<b>Status</b>	The status of the transaction.
<b>Maker</b>	View the user Id of the person who entered the transaction on the Customer Service screen.
<b>Initiated Dt</b>	View the date and time the transaction was initially posted on the Customer Service screen.
<b>Checker</b>	View the user Id of the person who validated the transaction on the Authorization screen.
<b>Authorized Dt</b>	The authorized date.
<b>Comments</b>	Any comment attached to the transaction.

<b>Field:</b>	<b>View this:</b>
<b>Start Date</b>	The transaction start date.
<b>End Date</b>	The transaction end date.
<b>Elapsed Time</b>	The elapsed time of the transaction.

### **End of Day (EOD) processing**

The Transaction Authorization screen's Authorization screen employs the 24 x 7 accessibility feature. You can continue working with the Authorization screen and post transactions even when end of day (EOD) batch process is running. When you post a transaction on the Transaction Authorization screen's Authorization screen and the transaction posting is deferred or cannot be posted at the present time, "SYSTEM UNDER MAINTENANCE. TRANSACTION POSTING DEFERRED" appears in the Results section. If transaction posting is deferred, the system automatically posts the transactions once it completes batch processing.

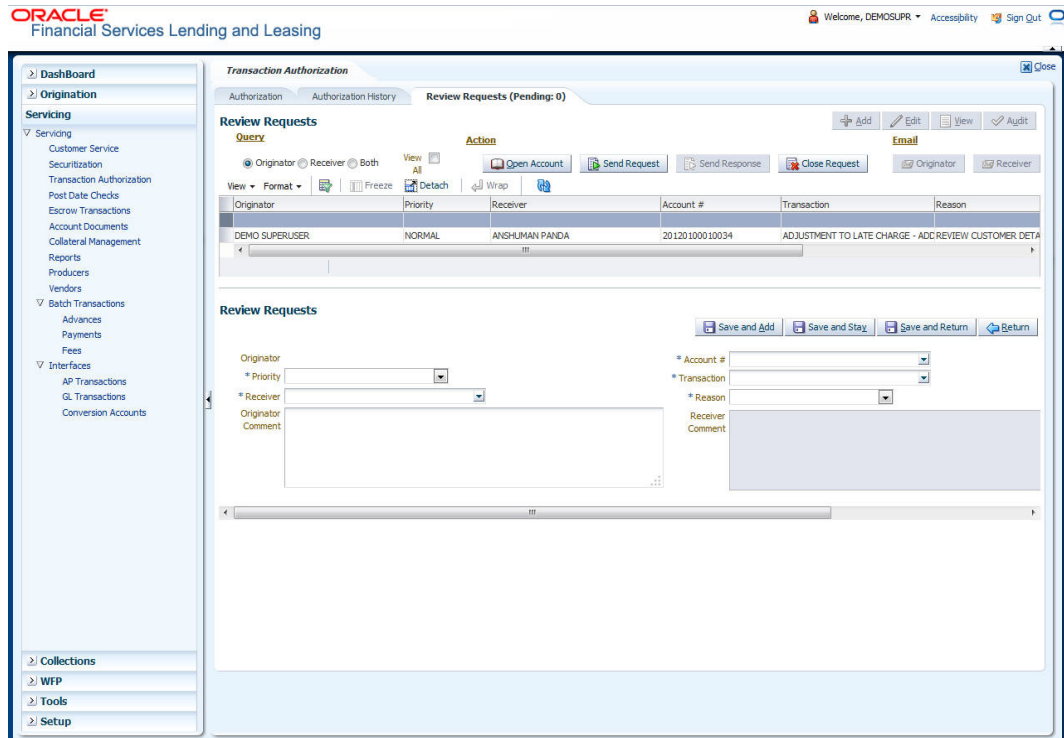
## **6.3 Review Request Tab**

The Review Requests screen allows for effective communication between the Maker and Checker. The Transaction Authorization screen's Review Request screen operates the same way as the existing Review Request screen in Customer Service screen. One difference is that the Transaction Authorization screen's Review Request screen contains the Transaction field.

Review requests created on the Transaction Authorization screen can be viewed in the Customer Service screen's Review Request screen. However, the Transaction Authorization screen's Review Request screen will only display transaction authorization requests.

## To view the Review Request screen

1. On the Oracle Financial Services Lending and Leasing home screen, click the **Servicing** → **Servicing** → **Transaction Authorization** → **Review Request** tab.



## 6.4 Review Request

The Review Requests page is primarily a work flow tool used to flag an account or an application for the attention of another Oracle Financial Services Lending and Leasing user and ask for feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific account or application.

In this chapter, you will learn how to complete the following tasks:

- Reviewing a request
- Sending a review request
- Responding to a review request
- E-mailing a Review Request
- Closing a review request

Note the following:

- You can complete the above tasks for an Account Review Request using Review Request page in the Servicing master tab.
- To complete the above mentioned tasks for an Application Review Request, use Review Request page available in the Origination master tab.

### 6.4.1 Review Requests Tab

The Review Requests page contains the following sections:

- Query Section

- Action Section
- Email Section
- Review request records
- Comments Sections

### Query Section

The **Query** section enables you to filter records according to priority levels i.e.high, normal or low based on any of the following:

Query Options	Descriptions
<b>Originator</b>	Displays the records of all the active review requests you created.
<b>Receiver</b>	Displays the records of all the active review requests you received.
<b>Both</b>	Displays all the review requests records you have created as well as received with the status other than 'CLOSED'.
<b>View All</b>	Displays all the review requests records you sent and received, both active and closed.

### Action Section

The **Action** section enables you to send, respond or close the review request.

Action Options	Descriptions
<b>Open Application/Account</b>	Opens the application details page to review the request. (if you open it from origination it's application and if from servicing den account)
<b>Send Request</b>	Sends a review request to another Oracle Financial Services Lending and Leasing user.
<b>Send Response</b>	Sends a response to a review request from another Oracle Financial Services Lending and Leasing user.
<b>Close Request</b>	Changes the status of review request to <b>CLOSED</b> and removes its record from the Review Request page. The status can be viewed by selecting 'View All' in the 'Query' section.

### Email Section:

The **Email** section enables you to send an email to either originator or receiver of the review request which cannot be responded or replied back from email recipient.

Email Options	Descriptions
<b>Originator</b>	Sends an email of review request information to the person listed in the <b>Originator</b> column on Review Request page.

Email Options	Descriptions
<b>Receiver</b>	Sends an email of review request to the person listed in the <b>Receiver</b> column on Review Request page.

### Comments Sections

The **Comments** section enables originator or receiver to specify additional information that needs to be sent with the request.

Comments From	Descriptions
<b>Originator Comment</b>	Displays comments specified by the originator of review request at the time of creating a request.
<b>Receiver Comment</b>	Displays comments specified by the receiver of review request at the time of reviewing a request.

#### 6.4.1.1 Reviewing a Request

System displays the priority and the number of requests ready for review, if any, for your user id at **My Pending Review Requests By Priority** section in the **Servicing Dash Board** window.

The screenshot displays the Oracle Financial Services Lending and Leasing Servicing Dashboard. The dashboard is organized into several sections:

- Dashboard:** Includes links for Dashboard, Users Productivity, System Monitor, and Producer Analysis.
- Origination:** Contains 'My User Queues' (table with Description, Count), 'My Pending Review Requests By Applications' (table with App #, Priority), and 'My Pending Review Requests By Priority' (table with Priority, Count). This section is highlighted with a red box.
- Setup:** Contains 'Product Expiring in Next One Month' (table with Product, End Date).
- Admin:** Contains 'Critical Batch Job Status' (table with Batch Job, Status).
- Servicing:** Contains 'Number of Queues Hard Assigned' (table with Queue Description, Count), 'Number of Accounts' (table with Queue Description, Count), and 'My Pending Review Requests By Accounts' (table with Acc #, Priority).
- Producer:** Contains 'Producers Count By Status' (table with Status, Count) showing ACTIVE (23), INACTIVE (1), and TEMP (2); and 'Producers Expiring in Next One Month' (table with Producer, End Date).
- Vendor:** Contains 'Vendors Count By Status' (table with Status, Count) showing INACTIVE (1) and ACTIVE (2); and 'Vendors Expiring in Next One Month' (table with Company Name, End Date).

#### To review requests

1. On the Oracle Financial Services Lending and Leasing application home page, click **Servicing** main tab and then click Servicing drop-down link. Click **Customer Service** link.  
The Customer Service window appears, opened at the **Results** tab. Under Customer Service screen, click **Review Requests** tab.

- In the **Query** section, click **Receiver**.

In the Review Request record, the system displays all open review request you have received.

The screenshot shows the Oracle Financial Services Lending and Leasing interface. The top navigation bar includes the Oracle logo, the text "Financial Services Lending and Leasing", and user information: "Welcome, DEMOSUPR", "Accessibility", and "Sign Out". A left-hand navigation menu is visible, with "Servicing" expanded to show various options like "Customer Service", "Securitization", "Transaction Authorization", etc. The main content area is titled "Customer Service" and "Review Request (Pending: 0)". It features a "Query" section with radio buttons for "Originator", "Receiver", and "Both", and a "View" dropdown set to "All". Below this is a table of review requests:

Originator	Priority	Receiver	Account #	Reason	Status
DEMO SUPERUSER	HIGH	ANSHUMAN PANDA	20120100010026	REVIEW TRANSACTIONS	NEW
DEMO SUPERUSER	NORMAL	ANSHUMAN PANDA	20120100010034	REVIEW CUSTOMER DETAILS	WAITING FOR RESPONSE

Below the table, there are two text areas for "Originator Comment" (containing "TEST") and "Receiver Comment".

- In the Review Request record, select the record you want to view and click **View**. The following screen is displayed.

The screenshot shows the Oracle Financial Services Lending and Leasing interface with the "View" button selected for the first record in the previous screenshot. The main content area now displays the details for that record:

**Review Requests**

Originator: DEMO SUPERUSER      Account #: 20120100010026  
 Priority: HIGH      Reason: REVIEW TRANSACTIONS  
 Receiver: ANSHUMAN PANDA

Originator Comment: TEST      Receiver Comment: [Empty]

A "Return" button is located at the bottom right of the details section.



4. For the selected **Review Request** record, view the following information:

<b>Fields</b>	<b>Descriptions</b>
<b>Originator</b>	The user id of the request originator.
<b>Priority</b>	The request priority: HIGH, NORMAL, or LOW.
<b>Receiver</b>	The recipient of the request.
<b>Account #</b>	The account number which needs review.
<b>Transaction</b>	The transaction selected.
<b>Reason</b>	The review reason.
<b>Status</b>	The request status.
<b>Date</b>	The date and time when the request was created.
<b>Originator Comment</b>	The comment by the originator which creating a request.
<b>Receiver Comment</b>	The comment by the receiver after reviewing a request.

---

**Note**

If you click **Open Account**, system loads the account in review request and displays the Account Details page.

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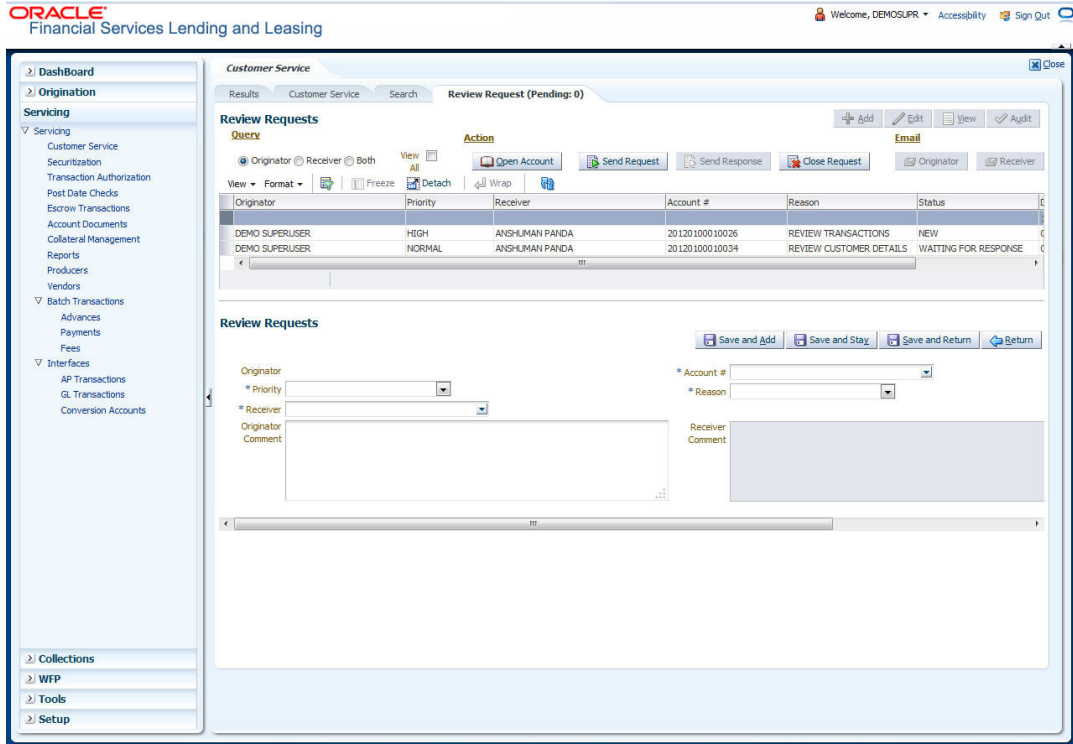
#### **6.4.1.2 Sending a Review Request**

The **Send Request** button enables you to send a review request to another the system user. However, the **Send Request** button is enabled only if you have specified the receiver while creating a review request and have saved it.

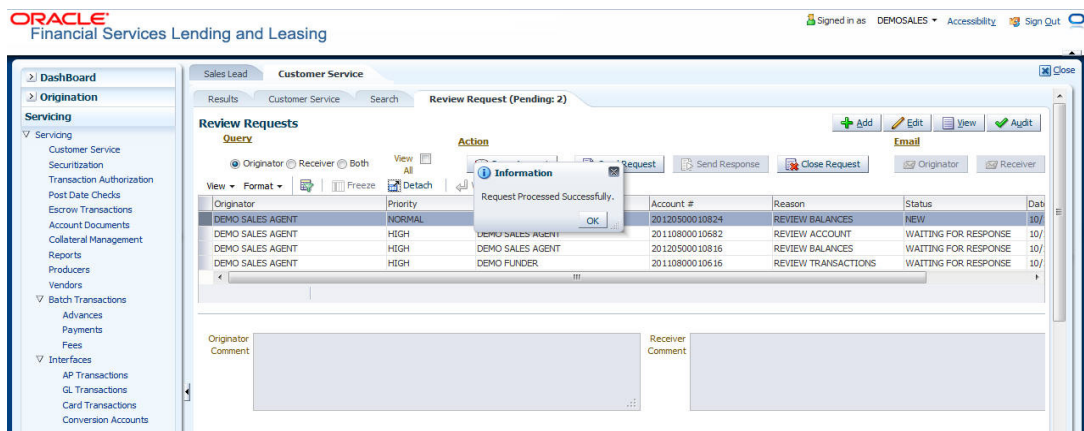
**To send a review request**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** main tab and then click **Servicing** drop-down link. Click **Review Requests** tab.
2. In the **Review Requests** page in the **Query** section, select **Originator**.

- Click **Add** to create a new review request. The following screen is displayed:



- In the **Priority** field, select the priority of review request: **High**, **Normal**, or **Low** which helps the recipient in responding to requests. It does not affect the order in which messages are sent or received.
- In **Receiver** field, select the person you want to receive the message.
- In **Account #** field, select the account involved with the review request. The default value **NEW** appears in the **Status** field.
- In **Reason** field, select the purpose for the review request.
- In **Originator Comment** field, specify any additional message you want to send along with the review request.
- Click **Save And Add/Save And Return**.  
The review request is created and **Send Request** button is enabled in the Action section.



- In the **Action** section, click **Send Request**.  
The system sends your request to the recipient's, where it appears on **My Pending Review Request** window in Dash Board with status **SENT TO ORIGINATOR**.

### 6.4.1.3 Responding to a Review Request

When you receive a review request, the system notifies you by creating an entry in **My of Pending Review Requests By Priority** section in **Dash Board** with the number of unseen messages. In the following example, one review request is waiting on the Review Request page.

The screenshot shows the Oracle Financial Services Lending and Leasing Dashboard. The main content area is divided into several sections:

- My User Queues:** A table with columns 'Description' and 'Count'. It shows 'No data to display.'
- My Pending Review Requests By Applications:** A table with columns 'App #' and 'Priority'. It shows 'No data to display.'
- My Pending Review Requests By Priority:** A table with columns 'Priority' and 'Count'. It shows 'No data to display.'
- Product Expiring in Next One Month:** A table with columns 'Product' and 'End Date'. It shows 'No data to display.'
- Critical Batch Job Status:** A table with columns 'Batch Job' and 'Status'. It shows 'No data to display.'
- Number of Queues Hard Assigned:** A table with columns 'Queue Description' and 'Count'. It shows 'No data to display.'
- Number of Accounts:** A table with columns 'Queue Description' and 'Count'. It shows 'No data to display.'
- My Pending Review Requests By Accounts:** A table with columns 'Acc #', 'Priority', and 'Count'. It shows one entry: '20110800010682' with 'HIGH' priority and a count of 1.
- My Pending Review Requests By Priority:** A table with columns 'Priority' and 'Count'. It shows one entry: 'HIGH' with a count of 1.
- Producers Count By Status:** A table with columns 'Status' and 'Count'. It shows three entries: 'ACTIVE' (23), 'INACTIVE' (1), and 'TEMP' (2).
- Producers Expiring in Next One Month:** A table with columns 'Producer' and 'End Date'. It shows 'No data to display.'
- Vendors Count By Status:** A table with columns 'Status' and 'Count'. It shows two entries: 'INACTIVE' (1) and 'ACTIVE' (2).
- Vendors Expiring in Next One Month:** A table with columns 'Company Name' and 'End Date'. It shows 'No data to display.'

#### To respond to a review request

1. On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link. Click **Customer Service** link. If the **Number of Pending Review Requests** tab displays a number, click **Review Requests** tab. On the Review Request page **Query** section, select **Receiver**.

The system displays the unread review requests in Review Request record.

2. In the **Review Request** record, select the record you want to view and click **View**.

The screenshot shows the Oracle Financial Services Lending and Leasing Review Request page. The main content area is divided into two sections:

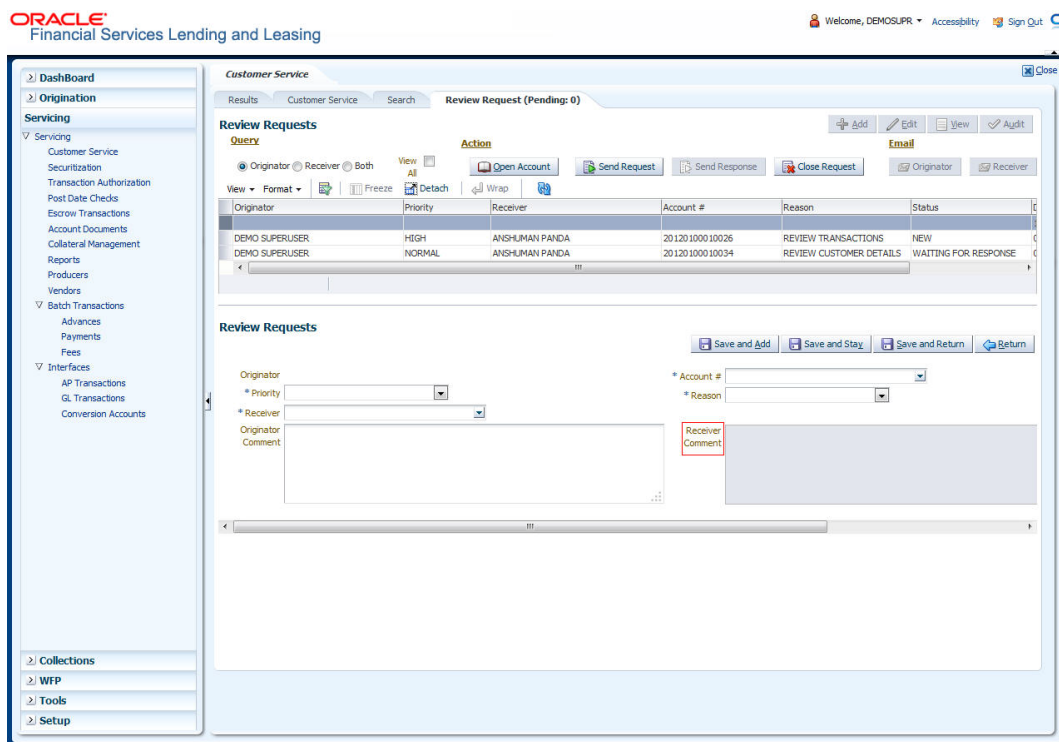
- Review Requests (Query):** A table with columns 'Originator', 'Priority', 'Receiver', 'Account #', 'Reason', and 'Status'. It shows two entries:
 

Originator	Priority	Receiver	Account #	Reason	Status
DEMO SUPERUSER	HIGH	ANSHUMAN PANDA	20120100010026	REVIEW TRANSACTIONS	NEW
DEMO SUPERUSER	NORMAL	ANSHUMAN PANDA	20120100010024	REVIEW CUSTOMER DETAILS	WAITING FOR RESPONSE
- Review Requests (Details):** A detailed view of a review request. It shows:
  - Originator: DEMO SUPERUSER
  - Priority: HIGH
  - Receiver: ANSHUMAN PANDA
  - Originator Comment: TEST
  - Account #: 20120100010026
  - Reason: REVIEW TRANSACTIONS
  - Receiver Comment: (empty)

3. Click **Open Account**.

The system loads the account on Customer Service screen and displays Account Details page.

- Perform requested task on review request on the account. Click Review Request tab and selecting request, click **Edit**. Specify your response in the **Receiver Comment** field. Click **Save And Return**.



- In the **Action** section, click **Send Request**.

The system sends your response to the originator, where it appears on **Review Request** page with status RETURN TO ORIGINATOR.

The recipient can view sent response by clicking **Receiver** or **View All** in **Query** section. (The request has a status as RETURN TO ORIGINATOR.)

- In the **Action** section, click **Close Request**

It will remove the message from the Review Request section.

Back on the originator's Review Request page, the message appears when **Originator** is selected in **Query** section. The request has a status as RETURN TO ORIGINATOR.

#### 6.4.1.4 **E-mailing a Review Request**

While system updates **My Pending Review Requests By Priority** section in the **Dashboard** to notify you about the new requests, you can also e-mail a review request to both the originator and a receiver, as applicable. The system will use e-mail address recorded for both the originator and receive in **User Definition** section in User page.

##### **To e-mail a review request**

- On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link.
- Click **Customer Service** link.
- On the Customer Service link, click **Review Requests** tab.
- Select the request you want to e-mail in the **Review Request** section.
- In **Email** section, click **Originator** to send the message to the person listed in Originator field.

-Or-

Click **Receiver** to send it to the person listed in the **Receiver** field.

The system emails the details of selected record to e-mail address recorded in user setup.

### 6.4.1.5 Closing a Review Request

You can close a review request you created at anytime, regardless of status. However, you can only close review requests that have your user id in the Originator field. When you close a review request, the system removes it from Review Request record.

#### To close a review request

1. On the Oracle Financial Services Lending and Leasing Application home page, click **Servicing** main tab and then click **Servicing** drop-down link.
2. Click **Customer Service** link.
3. On the Customer Service link, click **Review Requests** tab.
4. Select the request you want to close in the **Review Request** section.
5. In the **Action** section, click **Close Request**.

The system assigns the request as **CLOSED** and removes it from your Review Request record. The closed accounts can be reviewed anytime by selecting **View All** in the **Query** section.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The top navigation bar includes the Oracle logo, the text "Financial Services Lending and Leasing", and user information: "Signed in as DEMOSALES", "Accessibility", and "Sign Out". The main content area is titled "Customer Service" and shows a "Review Request (Pending: 0)" section. The interface includes a "Query" section with radio buttons for "Originator", "Receiver", and "Both", and a "View" dropdown set to "All". The "Action" section contains buttons for "Open Account", "Send Request", "Send Response", "Close Request", "Originator", and "Receiver". Below this is a table of review requests:

Originator	Priority	Receiver	Account #	Reason	Status	Date
DEMO SALES AGENT	HIGH	DEMO SALES AGENT	20110800010682	REVIEW ACCOUNT	NEW	10/
DEMO SALES AGENT	NORMAL	DEMO FLINDER	20120500010624	REVIEW BALANCES	NEW	10/

Below the table are two text input fields labeled "Originator Comment" and "Receiver Comment".

---

## 7. Post Dated Cheques (PDC) Management

It is a standard banking practice in some countries to request post-dated checks for the retail Loan repayments. When Loan are sanctioned, the lending institution collects post-dated checks in advance from the Loan recipient - at times for the full tenor of the Loan . The main reason for the practice of seeking post dated checks by banks is that it is far quicker for the banks to recover money that is due in a cheque dishonor case than in a regular civil case for recovery of Loan dues.

Post dated checks can also be used for payment in the realization for the Loan . Security checks are used only when the account becomes non-performing.

Managing accounts using post dated checks is very complex and important, as it has significant bearing on the servicing operations. If the PDCs due for clearing are not sent as required, the repercussions are huge. The lending institution loses its payment from the customer and may levy penalties such as late fees and insufficient funds charges which can lead to customer dissatisfaction. Hence, the utmost care should be taken while servicing the Loan accounts using PDC. The PDC process begins with the sorting of checks received from various account holders. They are segregated by Loan product and location before being vaulted in conduits at the centralized location or PDC center. This sorting enables the lending institution to quickly retrieve the PDCs with relevant date and send them for clearing.

The Post Dated Cheques screen is opened from the Servicing master tab's Post Dated Cheques link and contains the following tabs in its link bar:

- PDC Entry
- PDC Maintenance
- PDC Search

### 7.1 PDC Entry Tab

The PDC Entry link opens the PDC Entry screen which enables you to record details about the post dated checks collected from customer.

When post dated check is processed by the PDC batch, the status changes to PROCESSED. All the processed checks will then be picked by the Payment Batch and processed. After this, the system posts a payment transaction on the Payment screen's Payment Entry tab.

The View Options section enables you to view PDC batches by status (Open, Post, Void, and All). You can choose whether the PDCs from the customer are for a single Loan account or for multiple Loan accounts in the same bank. Once you enter the Loan account number of the customer in the PDC Batch section, The system displays all Loan accounts pertaining to the customer.

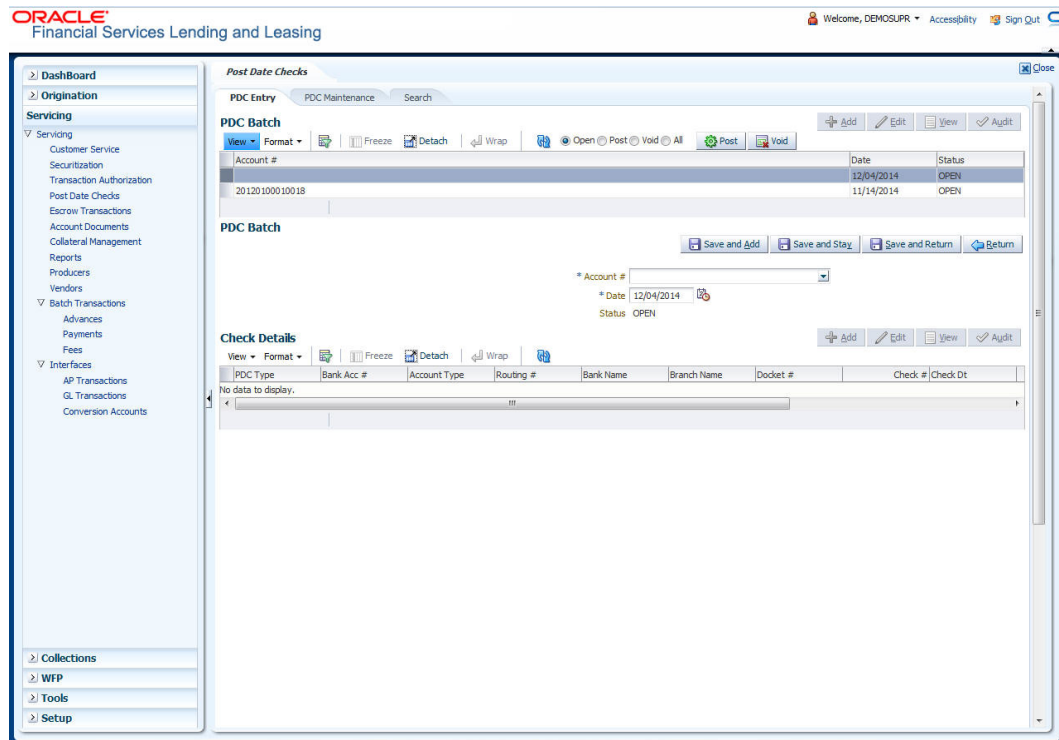
The information has to be captured to facilitate the inward sorting i.e. sorting the cheques by Loan product group and location and then vaulting them in boxes placed in the vaults at the PDC center and subsequently send them for clearance on the day the payment is due. Usually the PDCs are sent for clearance a few days before the actual due date.

Information maintained here can be viewed at Customer Service > Account Details > Contract Information > PDC sub tab.

After the batch has been created, click POST in Action section to post the batch of PDCs to Loan account. You can also click VOID in the Action section to cancel the PDC entry on a Loan account.

## To view the PDC Entry section

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Post Dated Cheques** → **PDC Entry**.



2. On the PDC Entry screen's **View Options** section, select the type of PDC batch you want to view.

If you choose:	System displays in the PDC Batch section:
<b>Open</b>	All batches with OPEN status.
<b>Post</b>	All batches with POST status.
<b>Void</b>	All batches with VOID status.
<b>All</b>	All batches, regardless of the status.

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

A brief description of the fields is given below:

Field:	Do this:
<b>Account</b>	Select the account number.
<b>Date</b>	Specify the date.
<b>Status</b>	View the status.

4. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
5. In the **Check Details** section, you can 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>
<b>PDC Type</b>	Select the post dated check type, SECURITY CHECKS or POST DATED CHECKS FOR PAYMENT.
<b>Bank Acc #</b>	Specify the account number, on which the cheque is drawn.
<b>Account Type</b>	Specify the type of the account
<b>Routing #</b>	Specify routing number of the cheque. It is the number printed on cheque, also called MICR number (Magnetic Ink Character Recognition).
<b>Bank Name</b>	Specify the bank name of the customers cheque
<b>Branch Name</b>	Specify the Branch name of the customers cheque
<b>Docket #</b>	Specify the docket number where post dated checks are supposed to be stored
<b>Check #</b>	Specify the starting cheque number
<b>Check Dt</b>	Select the check date. In case there are multiple checks being deposited that have sequential serial numbers, the date of the first cheque in the series would be entered in the date field. The remaining cheque dates would be anniversary dates based on the frequency set up.  For example, the cheque range could be from 111 to 180. If date on first cheque-111 is October 12, 2003 and the frequency is set to Monthly, the next cheque would be picked up for processing on November 12, 2003.
<b>Check Amt</b>	Specify the appropriate cheque amount.
<b>Status</b>	Specify if there are any additional status of the PDC.
<b>Comments</b>	Specify any remarks for the details.

Once the PDC batch is posted, an entry appears in Post Dated Checks section on the Customer Service screen's Payment Mode tab, with OPEN status.

The status changes to PROCESSED when post dated check is sent for clearance on the pre-processing day and the payment is received. At that time, a payment transaction is posted on the Payments screen's Payment Entry screen.

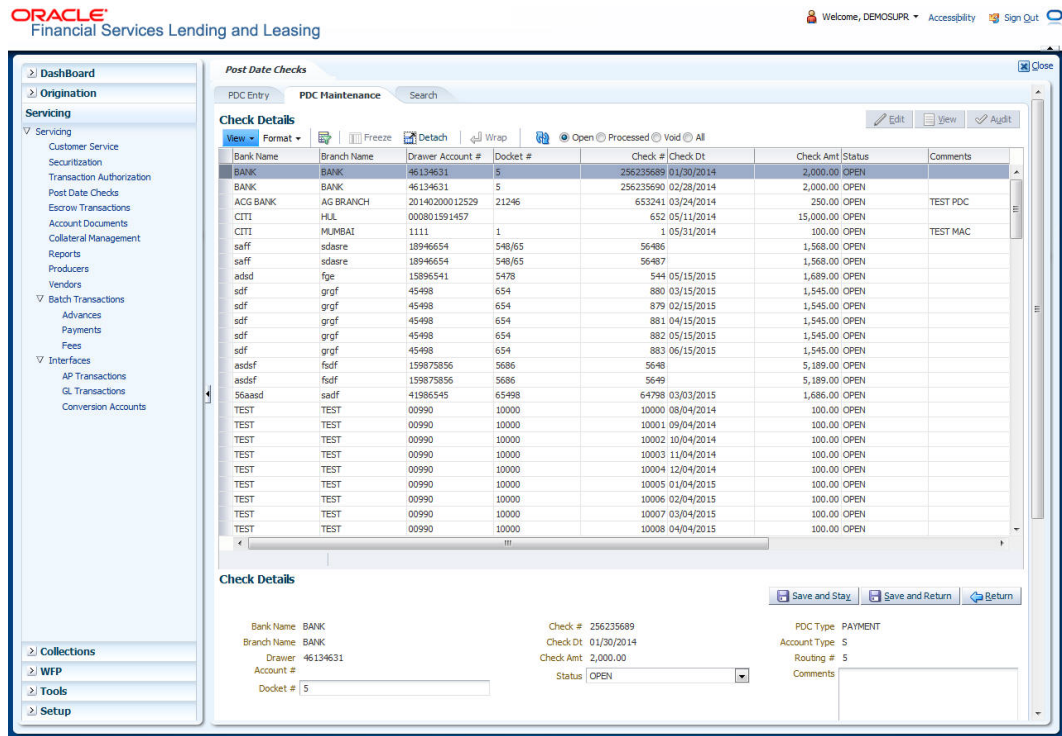
## **7.2 PDC Maintenance Tab**

The PDC Maintenance tab opens the PDC Maintenance screen which enables you to modify check details for a specific account. You can either use view options to filter the PDC details by status or search the details using Query By Example option. The Edit button enables you to modify docket number, change status, and to add comments.



## To view the PDC Maintenance screen

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Post Dated Cheques** → **PDC Maintenance** tab.



2. On the PDC Maintenance screen's **View Options** section, select the type of PDC entry you want to view in the PDC Maintenance section.

If you choose:	The system displays in the PDC Batch section:
Open	All entries with OPEN status.
Processed	All entries with POST status.
Void	All entries with VOID status.
All	All entries, regardless of status.

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

4. A brief description of the fields is given below.

Field:	Do this:
Bank Name	View the bank name for which check is provided.
Branch Name	View the bank's branch name.
Drawer Account #	View the bank account number.
Docket #	Edit/view the location number where checks have been stored.
Check#	View the check number.

Field:	Do this:
Check Dt	View the check date.
Check Amt	View the check amount.
Status	Select to change or view the cheque's current status.
PDC Type	View the check type (PAYMENT or SECURITY).
Account Type	View the bank account type.
Routing #	View the bank's routing number.
Comments	Specify or view any comments associated with the record.

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

## 7.3 Search Tab

The Search tab opens Search screen. On Search screen, the Search Criteria section enables you to locate an account or group of accounts. The Results section displays details of the Loan account. This is a useful alternative to using the Customer Service screen to search for account information.

The screenshot displays the Oracle Financial Services Lending and Leasing Search screen. The interface includes a navigation menu on the left with sections like Dashboard, Origination, and Servicing. The main content area is titled "Post Date Checks" and features a "Search Criteria" section with a table for defining search filters. The "Search Criteria" table has columns for Criteria, Comparison Operator, and Value. The criteria listed are ACCOUNT #, ACCOUNT STATUS, CUSTOMER SSN, CUSTOMER LAST NAME, CUSTOMER FIRST NAME, CUSTOMER ID, and ACCOUNT CONDITION. Below the search criteria is a "Results" section with a table header for search results, including Account #, Date, Title, Account Status, QuePcbBranch, Product, Producer, Company, and Secured. The results table currently shows "No data to display."

## 8. Escrow Transactions

Oracle Financial Services Lending and Leasing enables you to perform escrow analysis with the Escrow Analysis and Disbursement screens' Analysis and Analysis Maintenance tabs and perform escrow disbursement with the Disbursement Entry and Disbursement Maintenance tabs.

### 8.1 Escrow Transaction

The Escrow Analysis page enables you to analyze accounts involving escrow disbursement. Accounts are analyzed in batches, or 'analysis groups'. The system generates a batch number for the analysis group and sets the batch status to OPEN. You can view and process the accounts included in the analysis group and exclude the erroneous account from an analysis group. Also, you can perform an escrows analysis for a period between two to twelve months. By default, the analysis horizon is selected as twelve months from the date of analysis.

#### To enter an escrow analysis batch

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Analysis**.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The top navigation bar includes the Oracle logo, the text 'Financial Services Lending and Leasing', and user information: 'Welcome, DEMOSUPR', 'Accessibility', and 'Sign Out'. The left sidebar contains a navigation menu with categories like Dashboard, Origination, Servicing, Collections, WFP, Tools, and Setup. The main window is titled 'Escrow Transactions' and has several tabs: 'Escrow Analysis', 'Analysis Group', 'Accounts', 'Escrow Disbursement Entry', and 'Escrow Disbursement Maintenance'. The 'Escrow Analysis' tab is selected, showing a table with the following data:

Company	Branch	Date	Analysis Type	Batch #	Batch Status	Processed Dt	Processed By	Override Stop Analysis
US01	USHQ	12/04/2014	REGULAR	ANA-2014-265-0000	ERRORED	10/20/2014	BHAVSRIN	Y

Below the table, there are input fields for 'Analysis Group' with labels: Company, Branch, Date, Analysis Type, Batch #, Batch Status, Processed Dt, Processed By, and Override Stop Analysis. The 'Accounts' section at the bottom has a table with columns: Title, From Date, To Date, Comment, Status, and Include. The text 'No data to display.' is shown in this section.

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

A brief description of the fields is given below:

Field:	Do this:
Company	Select the portfolio company.
Branch	View the portfolio branch.

Field:	Do this:
Date	Specify the batch date.
Analysis Type	Select the analysis type. The analysis type (INITIAL ESCROW ANALYSIS DISCLOSURE, REGULAR, COMPLIANCE, and so on) is a list of user-defined values.
Batch #	View the system generated batch number with a format of ANA-YYYY-DDD-SEQNUM.
Batch Status	View the batch status.
Processed Dt	View the user analysis process date.
Processed By	View the user who processed the analysis.

3. If you select **Override Stop Analysis** check box, system ignores the Stop Escrow Analysis flag on the account.
4. Click **Load Accounts**.  
The accounts which match the company and branch in Analysis Group section, are loaded from the search page to the Accounts section  
Load accounts button also loads the accounts which have the escrow required flag as Y and Opt out Indicator as N.
5. Click **Edit**
6. Specify the following information.

Field:	Do this:
Title	View the account title.
From Date	Specify the from date (start analysis from MM/DD/YYYY). <b>Note:</b> From date has to be the first date of the month.
To Date	Specify the to date (end analysis at MM/DD/YYYY). <b>Note:</b> To date has to be the Last date of the Month.
Comment	View the comment.
Status	View the payment status.

7. Select the **Include** check box if you want to include the account in the analysis. Clear the Include check box if you want to remove the account in the analysis.
8. In the **Action** section, choose **Process Accounts**.

The system performs the analysis and changes the batch status to PROCESSING.

If the system successfully processes the batch, it changes the batch status to **PROCESSED**. The individual accounts will all have a status of **NEW**. The analysis group can now be viewed on the Escrow Analysis Maintenance page.

If the system is unable to process one or more individual accounts in the batch, it changes the batch status to **ERRORED**. One or more of the individual accounts will have status of **ERROR** in the Accounts section. The reason of the error appears in the Comment field.

### 8.1.1 Reprocessing an Analysis Batch with Error Status

#### To reprocess an analysis batch with a status of ERROR

1. On the **Analysis Group** section of the **Escrow Analysis** page, load the analysis group with the status of ERRORED.
2. In the **Accounts** section, click **Edit** and clear the **Include** box for the accounts with a status of ERROR, then click **Save**.
3. In the **Action** section, click **Process Accounts**.  
The system performs the analysis and changes the batch status to PROCESSING.
4. The analysis group can now be viewed on the **Escrow Analysis Maintenance (Analysis Group)** page.

## 8.2 Analysis Group Tab

The Escrow Analysis Maintenance (Analysis Group) page enables you to review and maintain escrow analysis for each account in a selected analysis group (batch).

With the Escrow Analysis Group tab, you can:

- Review the analysis results for a selected batch
- Approve the analysis
- Cancel the analysis.

An escrow analysis for a batch may retrieve more than one account. These accounts appear in the Escrow Analysis section, along with the:

- Parameters used for the analysis
- Results of the analysis (standard payment, along with additions or deductions and the resulting new payment)
- Any surplus or shortage
- Escrow items used for analysis and the disbursement rule
- Analysis details, which lists all the escrow transactions.

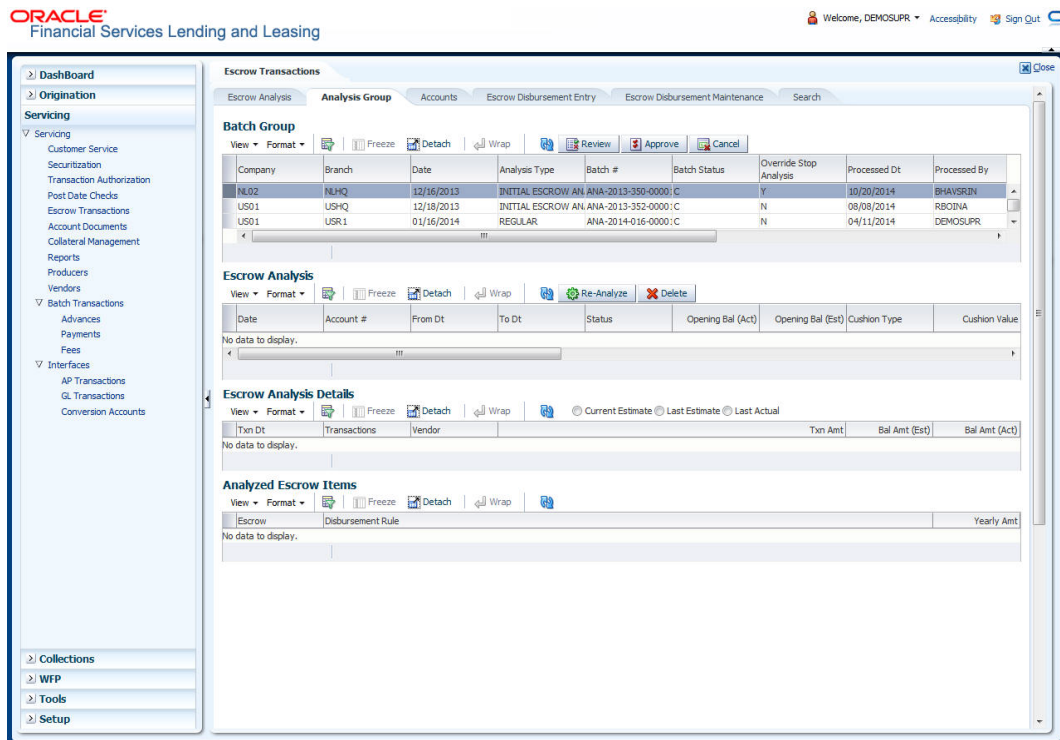
The system then enables you to:

- Re-analyze the account after making changes to the account on the Customer Service window if the status of the analysis is OPEN, ERROR, REVIEW or APPROVED.
- Delete an analysis.

## 8.2.1 Viewing Analysis Group tab

To view the Analysis Group page

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.



2. In the Escrow Analysis Group page's **Batch Group** section, select the record you want to work with and click **View**.
3. In the **Batch Group** section, view the following display only information.

Field:	View this:
Company	The portfolio company.
Branch	The portfolio branch.
Date	The batch date.
Analysis Type	The analysis type.
Batch #	The system generated batch number.
Batch Status	The batch status.
Override Stop Analysis	Override stop analysis indicator.
Processed Dt	The user analysis process date.
Processed By	The user who processed the analysis.
Reviewed Dt	The user analysis review date.
Reviewed By	The user who reviewed the analysis.
Approved Dt	The user analysis approved date.

Field:	View this:
Approved By	The user who approved the analysis.

## **Reviewing the Analysis Result**

### **To review the analysis results for a selected batch**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.
2. In the **Batch Group** section on the **Analysis Group** screen, select the batch you want to review. Those batches which are pending for review will have status as PROCESSED.
3. In the **Action** section, click **Review**.  
The system changes the Batch Status field to PROCESSING.
4. In the **Batch Jobs** section on the **Analysis Group** page, select the escrow analysis group you reviewed. The reviewed group will have a batch status as REVIEWED.
5. In the **Batch Jobs** section, click **Execute Search**.

## **8.2.2 Approving the Analysis**

### **To approve the analysis**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.
2. In the **Batch Group** Section on the **Analysis Group** page, select the batch with the status of REVIEWED you want to approve.
3. In the **Action** section, click **Approve**.  
The system changes the Batch Status to PROCESSING.
4. In the **Batch Jobs** section, search for the escrow analysis group which now has a status of APPROVED.

## **8.2.3 Cancelling the Analysis**

### **To cancel the analysis**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.
2. In the **Batch Group** section on the **Analysis Group** page, select the batch you want to cancel.
3. In the **Action** section, select **Cancel**.  
The system changes the Batch Status for the selected status group to PROCESSING.
4. In the Escrow Analysis Maintenance (Analysis Group), click Analysis.  
On the Escrow Analysis page, the batch you cancelled now has a status of CANCELLED in the Analysis Group section.

## **8.2.4 Reanalysing the Escrow Analysis**

### **To re-analyze escrow analysis**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.

- In the **Batch Group** section on the **Analysis Group** page, select the batch you want to re-analyze. You can only re-analyze an account if the status of the analysis batch is OPEN, ERROR, REVIEWED, or APPROVED.

---

**Note**

- On the **Escrow Analysis** page's **Parameters** section, select the account you want to re-analyze and click **View**.
- In the **Parameters** section on the Escrow Analysis section, view the following display only information:

<b>Field:</b>	<b>View this:</b>
Date	The date.
Account #	The account # and title.
From Dt	The escrow activity from date.
To Dt	The escrow activity to date.
Status	The status of the analysis.
Opening Bal (Act)	The opening balance actual amount.
Opening Bal (Est)	The opening balance estimated amount.
Cushion Type	The cushion type.
Cushion Value	The cushion value.
Cushion Amt	The cushion amount.
<b>Results section</b>	
Std Pmt Amt	The standard payment amount.
(+) Esc Pmt Amt	The escrow payment amount.
(+) Spread Pmt Amt	The spread payment amount.
(+) Other Pmt Amt	The other payment amount.
= New Pmt Amt	The new payment amount.
<b>Surplus/Shortage section</b>	
Surplus/Shortage Amt	The surplus shortage amount.
Refund Amt	The refund amount.
<b>Approval section</b>	
Approval Dt	The approval date.
Approved By	The user id of who approved the analysis.



5. In the **Analyzed Escrow Items** sub page, view the following information:

Field:	View this:
Escrow	The escrow.
Disbursement Rule	The disbursement rule.
Yearly Amt	The yearly amount.

6. In the **Analysis Details** sub page, view the following information:

Field:	View this:
Txn Dt	The transaction date.
Transactions	The transactions.
Vendor	The vendor name.
Txn Amt	The transaction amount.
Bal Amt (Est)	The balance amount estimated.
Bal Amt (Act)	The balance amount actual.

7. In the **View** section, choose how you want to view the information in the Analysis Details sub page.

Choose:	The system displays:
Current Estimated	The current estimated analysis.
Last Estimated	The last estimated analysis.
Last Actual	The last actual analysis.

8. In the **Escrow Analysis** page, click **Re-Analyze**.

Oracle Financial Services Lending and Leasing clears the Parameter section on the Escrow Analysis section.

9. When you search for the account in the **Parameters** section on the Escrow Analysis page, the status is now NEW.

## 8.2.5 Deleting the Analysis

### To delete an individual analysis

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Analysis Group** tab.
2. In the **Batch Group** section on the **Analysis Group** page, select the batch with the individual analysis you want to delete.
3. On the **Escrow Analysis** page's **Parameters** section, select the account you want to delete and click **View** in the **Details** column.
4. On the **Escrow Analysis** page, click **Delete**.

The system changes the Status field in the Parameters section to DELETED.

## 8.3 Accounts Tab

As an alternative to selecting an analysis group and then selecting an account, use the Escrow Analysis Maintenance (Accounts) page to directly view an account. You can then use the Escrow Analysis page to re-analyze or delete an escrow analysis following the same steps described previously in the Escrow Analysis Maintenance (Analysis Group) section of this chapter.

### To view an escrow analysis for an account

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Accounts** tab.

The screenshot shows the Oracle Financial Services Lending and Leasing application interface. The main content area is titled "Escrow Transactions" and has several tabs: "Escrow Analysis", "Analysis Group", "Accounts", "Escrow Disbursement Entry", and "Escrow Disbursement Maintenance". The "Accounts" tab is selected. The page displays a "Batch Group" table with the following data:

Company	Branch	Date	Analysis Type	Batch #	Batch Status	Override Stop Analysis	Processed Dt	Processed By
NU02	NUHQ	12/16/2013	INITIAL ESCROW AN	ANA-2013-355-0000	C	Y	10/20/2014	RBAVSRIN
USD1	USHQ	12/18/2013	INITIAL ESCROW AN	ANA-2013-352-0000	C	N	08/08/2014	RBOJNA
USD1	USR1	01/16/2014	REGULAR	ANA-2014-016-0000	C	N	04/11/2014	DEMOSLFR

Below the Batch Group table, there are sections for "Escrow Analysis", "Escrow Analysis Details", and "Analyzed Escrow Items", all of which currently show "No data to display."

2. In the **Accounts** section on the Escrow Analysis Maintenance (Accounts) page, select the required account. You can also use **Search** → **Search Criteria** tab to limit the display of account records.
3. In the **Accounts** section, view the following information:

Field:	View this:
Account # Title	The standard payment amount.
Analysis Type	The escrow payment amount.
Analysis Dt	The spread payment amount.
Current	If selected, indicates that the information is up-to-date.

4. On the **Escrow Analysis** page's Parameters section, select the account you want to re-analyze and click **View**.

5. In the **Parameters** section on the Escrow Analysis page, view the following display only information:

<b>Field:</b>	<b>View this:</b>
Date	The date.
Account #	The account # and title.
From Dt	The escrow activity from date.
To Dt	The escrow activity to date.
Status	The status of the analysis.
Opening Bal (Act)	The opening balance actual amount.
Opening Bal (Est)	The opening balance estimated amount.
Cushion Type	The cushion type.
Cushion Value	The cushion value.
Cushion Amt	The cushion amount.
<b>Results section</b>	
Std Pmt Amt	The standard payment amount.
(+) Esc Pmt Amt	The escrow payment amount.
(+) Spread Pmt Amt	The spread payment amount.
(+) Other Pmt Amt	The other payment amount.
= New Pmt Amt	The new payment amount.
<b>Surplus/Shortage section</b>	
Surplus/Shortage Amt	The surplus shortage amount.
Refund Amt	The refund amount.
<b>Approval section</b>	
Approval Dt	The approval date.
Approved By	The user id of who approved the analysis.

6. Click the **Analyzed Escrow Items** sub tab.
7. In the **Analyzed Escrow Items** sub page, view the following information:

<b>Field:</b>	<b>View this:</b>
Escrow	The escrow.
Disbursement Rule	The disbursement rule.
Yearly Amt	The yearly amount.

8. Click the **Analysis Details** sub tab.

9. In the **Analysis Details** sub page, view the following information:

<b>Field:</b>	<b>View this:</b>
Txn Dt	The transaction date.
Transactions	The transactions.
Vendor	The vendor name.
Txn Amt	The transaction amount.
Bal Amt (Est)	The balance amount estimated.
Bal Amt (Act)	The balance amount actual.

10. In the **View** section, choose how you want to view the information in the Analysis Details sub page.

<b>Choose:</b>	<b>The system displays:</b>
Current Estimated	The current estimated analysis.
Last Estimated	The last estimated analysis.
Last Actual	The last actual analysis.

## 8.4 **Escrow Disbursement Entry Tab**

With the Escrow Disbursement Entry page, you can make payments on escrow from the system in the form of disbursement batches. Disbursement batches record the following information in the Disbursement Group section:

- Company/branch of the account
- Total dollar amount of disbursements
- Total number of disbursements.

The Details section enables you record the following information for each escrow disbursement batch:

- Account number
- Transaction date
- Disbursement amount
- Escrow sub type.

You can use the Escrow Disbursement Entry page to:

- Validate disbursement totals entered in the Disbursement Group section against the transaction totals entered in the Details section.
- Post a validated disbursement entry batch.
- Cancel a disbursement entry batch.

---

## Note

You cannot cancel a posted batch. Hence temporarily place a disbursement entry batch on hold before validating or posting it.

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A posted batch cannot be cancelled. Temporarily place a disbursement entry batch on hold before validating or posting it.

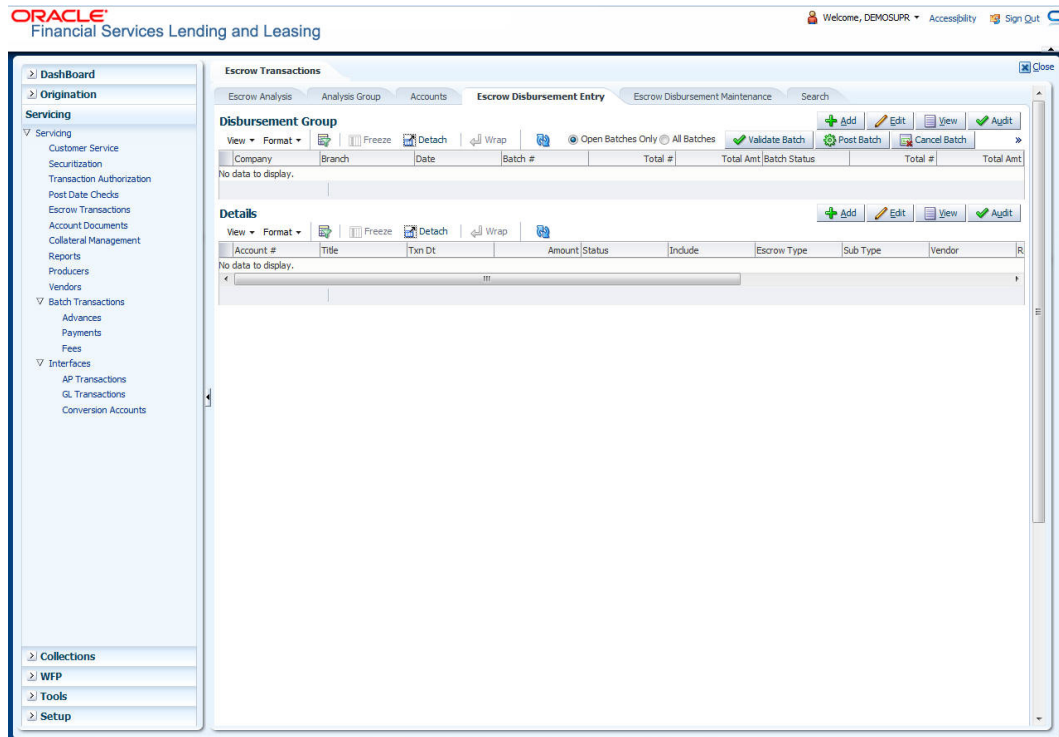
## Viewing Batches

The Escrow Disbursement Entry pages enables you to view either all escrow disbursement batches or only open escrow disbursement batches. You can choose which type of batch you want to view using the View Options section. Viewing all batches enables you to locate escrow disbursement batches with a status of OPEN, PROCESSING, PROCESSED, ERROR, or CANCELLED.

### 8.4.1 Viewing Open batches

#### To view open batches

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. In the **View Options** section on the Escrow Disbursement Entry page, select **Open Batch Only**.  
In the Disbursement Group section, the system displays all batches with a status of OPEN that have not been posted.



3. In the **Disbursement Group** section, select the record you want to work with.

### 8.4.2 Viewing All Batches

To view all batches

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. In the **View Options** section on the Escrow Disbursement Entry screen, select **All Batches**.  
In the Disbursement Group section, the system displays all batches regardless of status.
3. In the **Disbursement Group** section, select the record you want to work with.

### 8.4.3 Locating a batch with an Error

#### To locate a batch with an error

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. In the **View Options** section of the Escrow Disbursement Entry page, select **All Batches**.  
The system displays all batches, regardless of status, in the Disbursement Group section.
3. In **Disbursement Group** section, select the batch with the status **ERRORED** you want to work with.
4. In the **Details** section, select the payment with **ERROR Status** and click **Edit**.  
The system displays the cause of the error in the Comment field.

### 8.4.4 Validating and Posting Batches

#### To validate and post an escrow disbursement batch

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. In the **Disbursement Group** section on the Escrow Disbursement Entry page, In this section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:
Company	Select the portfolio company.
Branch	View the portfolio branch.
Date	Enter batch date. Oracle Financial Services Lending and Leasing uses this date and the number of pre process days (if in use) to determine when to disburse the payment.
Batch #	View the system generated batch number with a format of DSB-YYYY- DDD-SEQNUM.
Total #	Enter total number of disbursements in the batch.
Total Amt	Enter total amount of disbursements in the batch.
Batch Status	View batch status.
Total #	View total number of actual disbursements in the batch.
Total Amt	View total amount of actual advances in the batch.

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

The **Details** section records itemized information of the escrow disbursement batch. It enables you to make one payment for one account, or more than one payment to more than one account.

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

A brief description of the fields is given below.:

Field:	Do this:
Account #	Specify the account number.
Title	View the title.
Txn Dt	Specify the disbursement date.
Amount	Specify the disbursement amount.
Status	View the status.
Include	Select to indicate this is an active record.

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

A brief description of the fields is given below.:

Field:	Do this:
Escrow Type	Select the escrow type.
Sub Type	View the escrow sub type.
Vendor	View the vendor.
Reason	Select the reason for the disbursement.
Pmt Mode	Specify the payment mode for the disbursement.
Reference	Specify the reference for the disbursement.
Comment	Specify any comments regarding the disbursement.

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

The system updates the display only Total # and Total Amt fields in the Disbursement Group section to record the contents of the Details section.

When you want to post escrow disbursement batch on Escrow Disbursement Entry page, ensure that the contents of the display only Total # and Total Amt fields match with the contents of the required Total # and Total Amt fields in the Disbursement Group section.

7. In the **Action** section, click **Validate Batch**.

The system changes the escrow disbursement batch status from OPEN to PROCESSING and submits the batch to the job service. After the batch has been processed, Oracle Financial Services Lending and Leasing changes the its status to POSTED or ERRORED.

If an escrow disbursement batch has a status of ERRORED, the accounts in the Details section with the status of ERROR must be excluded from the Disbursement Group before the batch can be posted.

8. Clear the include box of any accounts in the Details section with a status of ERROR, then click **Validate Batch** again.

When an escrow disbursement batch has a status of PROCESSED, the Post Batch button in the Action section is available.

9. In the **Action** section, click **Post Batch**.

The system changes the status for the accounts in the Details section included in the escrow disbursement batch to POSTED and creates an entry on the Disbursement Maintenance page.

The system also creates an entry for the escrow disbursement on the AP Requisitions page.

#### **8.4.5 Holding an Escrow Disbursement Batch**

Only escrow disbursement batches with the status of OPEN can be put on hold.

##### **To hold an escrow disbursement batch**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. On the **Escrow Disbursement Entry** page, use the **View Option** section to select the batch you want to place on hold:
  - If the batch status is OPEN, click **Open Batches Only** in the **View Options** section.
  - If the batch status is ERROR, click **All Batches** in the **View Options** section.
3. Use the **Disbursement Group** section to select the escrow disbursement batch you want to hold.
4. In the **Action** section, click **Hold Batch**.

The system changes the escrow disbursement batch status from OPEN to HOLD.

#### **8.4.6 Opening/Removing Hold on an Escrow Disbursement batch**

Only escrow disbursement batches with a status of HOLD can be opened.

##### **To open or remove hold on an escrow disbursement batch**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Entry** tab.
2. On the **Escrow Payment Entry** page, use the **View Options** section to select **All Batches**.
3. Use the **Disbursement Group** section to search for and select the escrow disbursement batch with the status of HOLD you want to open.
4. In the **Action** section, click **Validate Batch**.

The system changes the escrow disbursement batch status from OPEN to PROCESSING and submits the batch to the job service in the Disbursement Group section. After the batch has been processed, the system changes the its status to POSTED or ERRORED.

If an escrow disbursement batch has a status of ERRORED, the accounts in the Details section with the status of ERROR must be excluded from the Disbursement Group before the batch can be posted.

5. Clear the include box of any accounts in the Details section with a status of ERROR, then click **Validate Batch** again.

When an escrow disbursement batch has a status of PROCESSED, the Post Batch button in the Action section is available.



6. In the **Action** section, click **Post Batch**.

The system changes the status for the accounts in the Details section included in the escrow disbursement batch to POSTED and creates an entry on the Disbursement Maintenance page.

### **8.4.7 Canceling an escrow disbursement batch**

Only the escrow disbursement batches with the status of OPEN, PROCESSED, HOLD, or ERRORED can be cancelled.

#### **To cancel an escrow disbursement batch**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** master tab.
2. Click the **Escrow Transactions** link.
3. On Escrow Analysis screen, click the **Escrow Disbursement Entry** tab.
4. On the **Escrow Disbursement Entry** page, use the **View Options** section to select the escrow disbursement batch you want to cancel:
  - If the batch status is OPEN, click **Open Batches Only** in the **View Options** section.
  - If the batch status is PROCESSED, HOLD, or ERRORED, click **All Batches** in the **View Options** section.
5. Use the **Disbursement Group** section to select the escrow disbursement batch you want to cancel.
6. In the **Action** section, click **Cancel Batch**.

The system changes the Status field in the Details section to VOID.

When you refresh the Escrow Disbursement Entry page, the escrow disbursement batch that you cancelled has a batch status of CANCELLED in the Disbursement Group section.

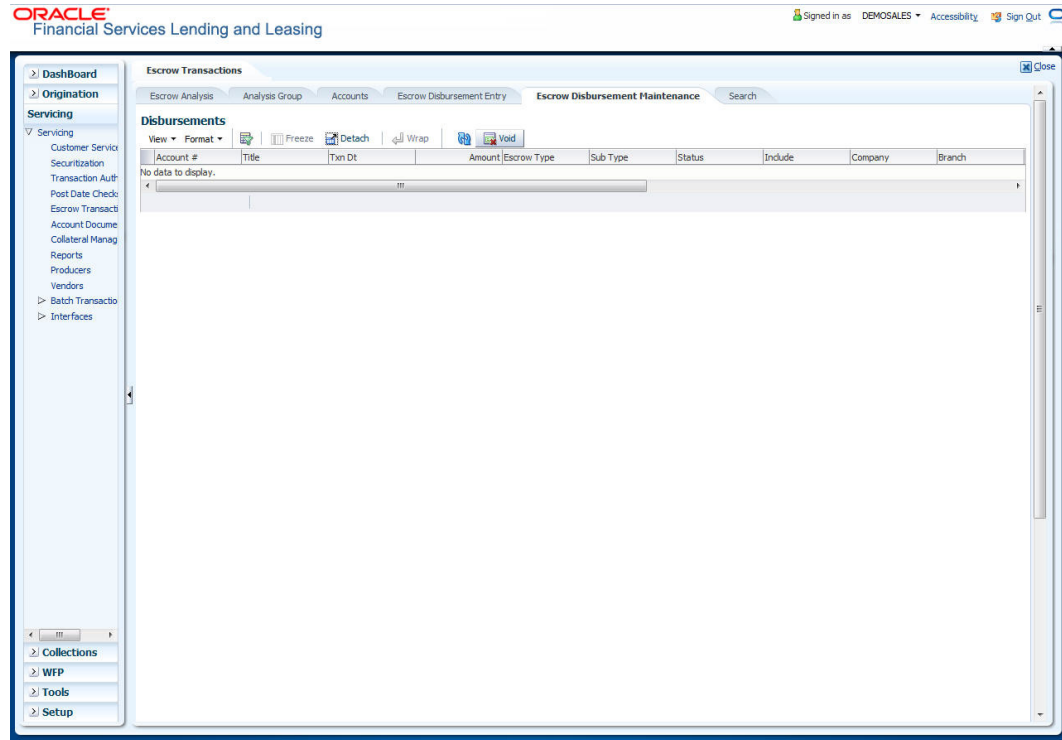
## **8.5 Escrow Disbursement Maintenance Tab**

The Disbursement Maintenance page enables you to cancel escrow disbursement transactions.

## 8.5.1 Canceling the Disbursement Maintenance

### To cancel the disbursement maintenance

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Escrow Disbursement Maintenance** tab.



2. On the **Disbursement Maintenance** page's **Disbursements** section, select the record you want to work with and click **View**. You can also use **Search** → **Search Criteria** tab to limit the display of account records.
3. In the **Disbursements** section, view the following display only information:

Field:	View this:
Account #	The account number.
Title	The title.
Txn Dt	The disbursement date.
Amount	The amount.
Escrow Type	The escrow type.
Sub Type	The sub type.
Status	The status.
Include	Include indicator.
Company	The portfolio company.
Branch	The portfolio branch.
Batch #	The batch number.

Field:	View this:
Vendor	The vendor.
Reason	The reason.
Pmt Mode	The payment mode.
Reference	The reference.
Comment	The comment.

4. Select the disbursement you want to void and click **Void** in the **Action** section.  
The system changes the status of the escrow disbursement to VOID.

## 8.5.2 Viewing Cancelled Escrow Disbursement on the AP Requisition screen

To view the cancelled escrow disbursement on the AP Requisition page

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Interfaces** → **AP Transaction** link.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The main window is titled 'AP Transactions' and shows a list of requisitions. The table below is a representation of the data shown in the screenshot:

Company	Branch	Dt	Status	Payee Type	Payee	Currency	Amount	Pmt Mode
US01	USHQ	12/12/2013	OPEN	PRODUCER	CA-00005-AUTO JUNGLE	USD	12,000.00	ACH
US01	USHQ	11/12/2014	OPEN	PRODUCER	CA-00002-RANDYS AUTO SALEI	USD	120,000.00	ACH
US01	USHQ	02/17/2014	OPEN	PRODUCER	CO-00003-ED CARROLL MITSUE	USD	12,500.00	ACH
US01	USHQ	02/18/2014	OPEN	PRODUCER	CA-00004-VOLKSWAGEN OF W	USD	100,000.00	ACH
US01	USHQ	02/18/2014	OPEN	PRODUCER	CA-00004-VOLKSWAGEN OF W	USD	200,000.00	ACH
US01	USHQ	02/20/2014	OPEN	PRODUCER	CA-00005-AUTO JUNGLE	USD	22,000.00	ACH
US01	USHQ	11/12/2014	OPEN	PRODUCER	CA-00002-RANDYS AUTO SALEI	USD	10,000.00	ACH
US01	USHQ	11/12/2014	CLOSED	PRODUCER	CA-00008-HOLDEN HZ	USD	120,000.00	INSTITUTION D
US01	USHQ	11/19/2014	OPEN	PRODUCER	CA-00002-RANDYS AUTO SALEI	USD	24,500.00	ACH
NL02	NLHQ	02/24/2014	CLOSED	CUSTOMER	20120300011337-HOE IVAN / D	USD	4,000.00	INSTITUTION D
NL02	NLHQ	02/24/2014	HOLD	CUSTOMER	20120500011434-JALAL FARID	USD	50,000.00	INSTITUTION D
NL02	NLHQ	02/24/2014	OPEN	CUSTOMER	20120300011759-JOHNSON JIN	USD	4,000.00	INSTITUTION D
NL02	NLHQ	02/24/2014	OPEN	CUSTOMER	20120500011856-TUDOR ALEX	USD	10,000.00	INSTITUTION D
NL02	NLHQ	02/24/2014	OPEN	CUSTOMER	20120100011735-THORPE GRA	USD	5,000.00	INSTITUTION D
NL02	NLHQ	02/24/2014	OPEN	CUSTOMER	20120800011952-SCHOONHOV	USD	4,000.00	INSTITUTION D

The 'Details' section shows the following information for the selected requisition:

- Company: US01
- Branch: USHQ
- Dt: 12/12/2013
- Status: OPEN
- Payee Type: PRODUCER
- Payee: CA-00005-AUTO JUNGLE
- Currency: USD
- Amount: 12,000.00
- Pmt Mode: ACH
- Disbursement Currency: USD
- Check Ref No: 12800 ROSCOR BLVD, SUN VALLEY CA 91352 US
- Check Dt: (blank)
- Reference Account: (blank)
- Address: (blank)

2. On the **Payee Type** section of the **AP Transactions** page, select **All**.
3. On the **Pmt Mode** section, select **All**.
4. On the **Status** section, select **Void**.
5. On the **AP Requisitions** page, the system changes the escrow disbursement status to VOID.

## 8.6 Search Tab

The Search tab enables you to locate the accounts on which the escrow analysis is to be performed. You can select accounts for an escrow analysis using the following attributes in

the **Criteria** column of the **Search Criteria** section. You can also configure the system to search other account attributes if required.

**To search for an account**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions** → **Search**.
2. In the **Search** page's **Search Criteria** section, use the **Comparison Operator** and **Value** columns to enter the search criteria you want to use to locate an account.
3. Click **Search** and use criteria and comparison operator to search criteria:

<b>Field:</b>	<b>View this:</b>
Account	Specify the account number.
Account Status	Select the account status.
Account State	Select the state name where the account belongs.
Account Last Escrow Analysis Date	Select the date on which the escrow analysis was last performed on the account.
Escrow Analysis Required Indicator	YES: If selected, the system displays the accounts that require escrow analysis. NO: If selected, the system displays the accounts that do not require escrow analysis.
Escrow Analysis Stopped Indicator	YES: If selected, the system displays the accounts with the escrow analysis is allowed NO: If selected, the system displays the accounts with the escrow analysis is stopped.
Product	Specify the product name.
Account Condition	Select the account condition.

The system displays the result of the search in the Results section at the bottom of the page.

<b>Field:</b>	<b>View this:</b>
Company	The company.
Branch	The branch.
Account #	The account number.
Date	The account effective date.
Title	The account title.
Product	The product.
Status	The account status.
Producer	The producer.
Secured	If selected, the account has a customer classified as secured

If you click **Reset Criteria**, the system clears the contents of the Search Criteria section and refreshes with the its default values.

**To search for accounts that require escrow analysis**

1. On the Oracle Financial Services Lending and Leasing Application home page, click the **Servicing** → **Servicing** → **Escrow Transactions Search** tab to view the Search page.
2. In the **Search Criteria** section, complete the ESCROW ANALYSIS REQUIRED INDICATOR criteria with a value of YES.
3. In the **Search Criteria** section, complete the ESCROW ANALYSIS STOPPED INDICATOR criteria with a value of NO.
4. Click **Search**.

The system displays all the accounts that require escrow analysis.

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## 9. Account Documents

### 9.1 Introduction

The Documents Maintenance screen allows for both the paperless storage of documents within Oracle Financial Services Lending and Leasing system, first with Accounts during the Loan origination cycle and later with accounts during customer service.

This chapter explains how use the Account Document section to:

- View an image
- Search for an image
- Split an image of more than one page
- Change the status of an image
- Combine two images into a multiple page image
- Attach an image to an existing Account
- Print an image
- Attach documents to Accounts and then view these documents in a browser.

It also explains how to use the Account Document Tracking screen to attach documents to accounts and then view these documents in a browser.

#### **Account Document screen**

The Account Document screen consists of “Document Maintenance” and “Document Details” sections.

Credit Accounts are often sent or faxed to financial institutions from producers (or ‘dealers’) on behalf of the customer. These credit Accounts, if received as fax, can be stored in the system as images. Frequently, more than one Account is received in a single fax or a single Account is received across multiple faxes. In such cases, the Account Document Tracking screen can help you organize and maintain your image collection.

The Account Document screen’s Document Maintenance screen allows you to upload documents to an Account in the form of GIF files, PDF files, DOC files, XLS files, and TXT files. The Document Maintenance screen’s Document Details section allows you to view these documents.

### 9.2 Account Document screen

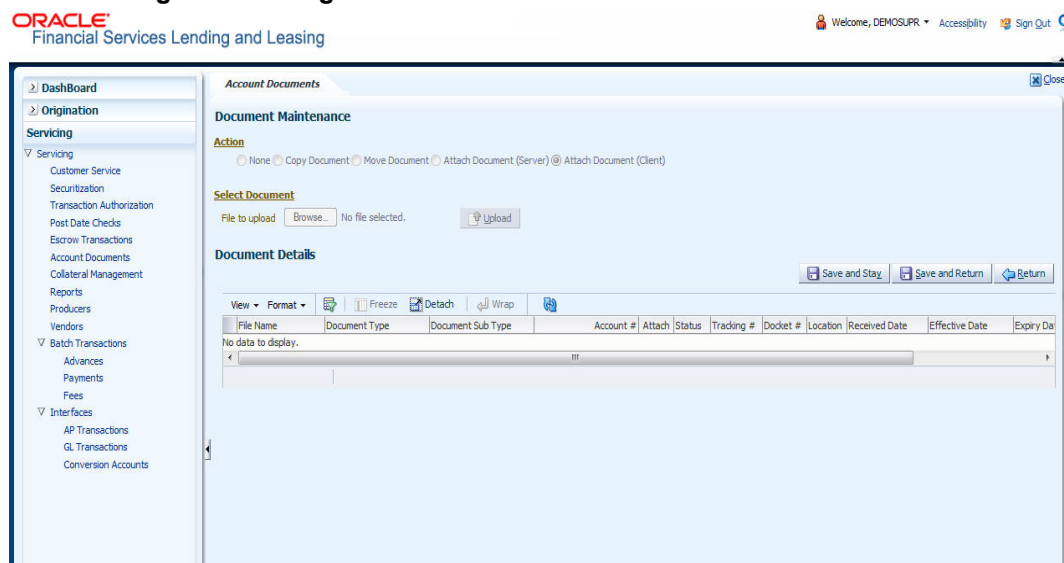
Oracle Financial Services Lending and Leasing supports the online attachment of document images to an Account using the Account Documents screen’s Document Maintenance section. You can attach the documents from either a client machine or server. A default image directory can be maintained in the system using the system parameter: `UIX_DEFAULT_IMAGE_PATH`.

When you choose List File in the **Select Document** sub section in the **Document Maintenance** section, system displays all available files in the selected directory in **Document Details** section. You can use the **Document Maintenance** sub-section and **Action** sub-section to attach selected documents to a particular account.

## 9.2.1 Attaching a Document to an Account from a server

### To attach a document to an Account from a server

1. On the Oracle Financial Services Lending and Leasing Account home screen, click the **Servicing** → **Servicing** → **Account Documents** link.



2. In the **Action** sub-section, click **Attach Document (Server)**.
3. In the **Select Document** sub-section, use the default image directory in **Directory Path** field. (The default path is the value for system parameter `UIX_DEFAULT_IMAGE_PATH`).  
-or-
4. In the **Directory Path** field, specify the full path name to the document on server that you want to attach to an account. You can click **Reset Path** at any time to return to the default image directory.
5. In the **Select Document** section, click **List File**.  
The system displays files from the entry in Select Document section Directory Path in the Document Maintenance record.
6. In the **Document Details** record, select the record you want to work with and click **Edit** in **Details** column.
7. In the **Document Details** record, specify, view or edit the following information:

Field:	Do this:
<b>File Name</b>	View the file name for the document.
<b>Document Type</b>	Select the type for the document.
<b>Document Sub Type</b>	Select the sub type for the document.
<b>Account#</b>	Select the account number to attach/copy/move the document image.
<b>Attach</b>	Select the attachment type.
<b>Status</b>	View the status of the document.
<b>Tracking #</b>	Specify the tracking number of the document.
<b>Docket #</b>	Specify the docket number of the document.

Field:	Do this:
<b>Location</b>	Specify the location of the document.
<b>Received Dt</b>	View the document image received date.
<b>Effective Dt</b>	Specify the effective date of the document.
<b>Expiry Dt</b>	Specify the expiration date of the document.
<b>Comment</b>	Specify any comments regarding the document.

8. Select the **Attach** check box to attach file to the account.
9. Click **Save And Return**.
10. In the **Action** sub-section, click **Post**.  
The system attaches the document to Account.

You can view the document in a browser by clicking **View Document** in the **Document Details** section.

## 9.2.2 Attaching a Document to an Account from a Client Machine

### To attach a document to an Account from a client machine

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.
2. Click the **Account Documents** link.
3. In the **Action** sub-section, click **Attach Document (Client)**.
4. In the **Select Document** section, click **Browse** in **File to upload** field.  
The system opens a **Choose File to Upload** dialog box.
5. In the **Choose File to Upload** dialog box, locate the document you want to attach to the account. You can select multiple files by holding the Ctrl or Shift key on your keyboard.
6. When you have located the document you want to attach to the account in **Open** dialog box's **File name:** field, click **Open**.
7. The selected files appear in the **Select Document** sub-section's **File to Upload** field.
8. In the **Select Document** sub-section, click **Upload**.
9. In the **Document Details** record, select the file uploaded from your server and click **Edit**.
10. In the **Document Details** section, enter, view or edit the following information:

Field:	Do this:
<b>File Name</b>	View the file name for the document.
<b>Document Type</b>	Select the type for the document.
<b>Document Sub Type</b>	Select the sub type for the document.
<b>Account #</b>	Select the application number to attach/copy/move the document image.
<b>Attach</b>	Select the attachment type.
<b>Status</b>	View the status of the document.



Field:	Do this:
<b>Comment</b>	Specify any comments regarding the document.
<b>Tracking #</b>	Specify the tracking number of the document.
<b>Docket #</b>	Specify the docket number of the document.
<b>Location</b>	Specify the location of the document.
<b>Received Dt</b>	Specify the received date of the document.
<b>Effective Dt</b>	Specify the effective date of the document.
<b>Expiry Dt</b>	Specify the expiration date of the document.
<b>Comments</b>	Specify any comments regarding the document.

11. Select the **Attach** check box to attach the file to account.
12. Click **Save And Return**.
13. In the **Action** sub-section, click **Post**.  
The system attaches the document to Account.

You can view the document in a browser by choosing **View Document** in the Action section.

### 9.2.3 Copying a Document

The Action section's Copy Document command copies the document image from one Account to another Account. This command has no impact on the source Account or the source Account's document image.

#### **To copy a document to an Account from another Account**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **origination** master tab.  
Click the **Account Documents** link.
2. In **Action** sub-section, click **Copy Document**.
3. In **Document Maintenance** sub-section, use the **Account#** field to specify Account with the image you want to copy.
4. In **Document Maintenance** sub-section, click **Search**.  
The system displays the files attached to that Account in **Document Details** section.
5. In **Document Details** section, select the document you want to copy and click **Edit**.
6. In **Copy/Move Account #** field, specify the application number of Account to which you want to copy the document.
7. Click **Save And Return**.
8. In the **Action** sub-section, click **Post**.

### 9.2.4 Moving a Document

The Action section's Move Document command moves an existing document image from one Account to another Account. This command detaches the document image from source Account and attach to second Account.

### To move a document to an Account from another Account

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** → **Origination** → **Account Documents** link.
2. In **Action** sub-section, click **Move Document**.
3. In **Document Maintenance** sub-section, use **Account #** field to specify the Account with the image you want to move.
4. In **Document Maintenance** sub-section, click **Search**.  
The system displays the files attached to that Account in Document Details sections.
5. In **Document Details** section, select the document you want to move and click **Edit**.
6. In **Copy/Move Account #** field, specify the application number of Account to which you want to move the document.
7. Click **Save And Return**.
8. In the **Action** sub-section, click **Post**.

You can view the documents attached to a particular account by loading application on Customer Service screen, then clicking Customer Service tab and then clicking on Document Tracking sub tab.

## 9.2.5 Viewing a Document Attached to an Account

### To view a document attached to an Account

1. Using above method, load the account with the document you want to view.
2. In the **Account Document** section, click Edit.
3. View/edit the following display only information:

Field:	Do this:
<b>Document Type</b>	View the document type.
<b>Comment</b>	Specify any comments regarding the image.

4. In the **Account Document Details** section, select the record you want to work with and click **Edit**.
5. In the **Account Document Details** section, view the following display only information:

Field:	View this:
<b>Document Sub Type</b>	The document sub type.
<b>Version</b>	The version (version numbers will be incremental by batch job, first version will start with 1.0).
<b>Page #</b>	The page number.
<b>Document File Type</b>	The document file type.
<b>Status</b>	The status.
<b>Tracking #</b>	The tracking number of the image.
<b>Docket #</b>	The docket number of the image.

Field:	View this:
<b>Location</b>	The location of the of the image.
<b>Received Dt</b>	The effective date of the image.
<b>Effective Dt</b>	The effective date of the image.
<b>Expiry Dt</b>	The expiration date of the image.
<b>Comment</b>	Any comments regarding the image.

6. Use the **Account Document** and **Account Document Details** sections to select the document you want to view.
  - In multiple paged documents, choose **1** in the **Page #** field on **Account Document Details** section to view the all pages in the document
  - or-
  - Choose a specific page number to view only that page.
7. Click **View Document**.  
The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your Oracle Financial Services Lending and Leasing system).
8. You can add comments to the **Comments** field in the **Account Document** and **Account Document Details** sections.
9. Click **Save And Return**.

## 9.3 Document Tracking section

You can view the documents attached to a particular Account by loading the application on the Underwriting/Funding screen and then clicking on Document tab.

### 9.3.1 Locating an Account Document

To locate an account document

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** → **Underwriting/Funding** link.
2. Select and open the application you want to work with.
3. Click **Document** sub tab.

The Account Document screen appears.

Information about the documents attached to Account appears in **Account Documents** and **Account Document Details** sections.

### 9.3.2 Viewing a Document Attached to an Account

To view a document attached to an account

1. Using the above method, load the account with the document you want to view.
2. In the **Account Document** section, click **Edit**.

3. View/edit the following display only information:

Field:	Do this:
<b>Document Type</b>	View the document type.
<b>Comment</b>	Specify any comments regarding the image.

4. In the **Account Document Details** section, select the record you want to work with and click **Edit**.

5. In the **Account Document Details** section, view the following display only information:

Field:	View this:
<b>Document Sub Type</b>	The document sub type.
<b>Version</b>	The version (version numbers will be incremental by batch job, first version will start with 1.0).
<b>Page #</b>	The page number.
<b>Document File Type</b>	The document file type.
<b>Status</b>	The status.
<b>Tracking #</b>	The tracking number of the image.
<b>Docket #</b>	The docket number of the image.
<b>Location</b>	The location of the image.
<b>Received Dt</b>	The effective date of the image.
<b>Effective Dt</b>	The effective date of the image.
<b>Expiry Dt</b>	The expiration date of the image.
<b>Comment</b>	Any comments regarding the image.

6. Use the **Account Document** and **Account Document Details** section to select the document you want to view.

- In multiple paged documents, choose **1** in the **Page #** field on **Account Document Details** section to view the all pages in the document

-or-

- Choose a specific page number to view only that page.

7. Choose **View Document**.

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

8. You can add comments to the **Comments** field in the **Account Document** and **Account Document Details** sections.

9. Click **Save And Return**.

---

## 10. Collateral Management

Centralized Asset Management or Collateral Management System (CMS) enables the user to record a new collateral, evaluate it, and re-evaluate the existing collateral.

A Collateral Management System is used to minimize the frauds which involve the same collateral being pledged for different Loan and re-evaluating existing collateral manually or connecting to the VIN Interface.

The Collateral Details screen is opened from the **Servicing** → **Servicing** → **Collateral Management** and contains the following tab:

- Collateral
- Search

### 10.1 Collateral Tab

Using the Collateral screen, you can record a new collateral, view the valuation of collateral, and re-evaluate the existing collateral.

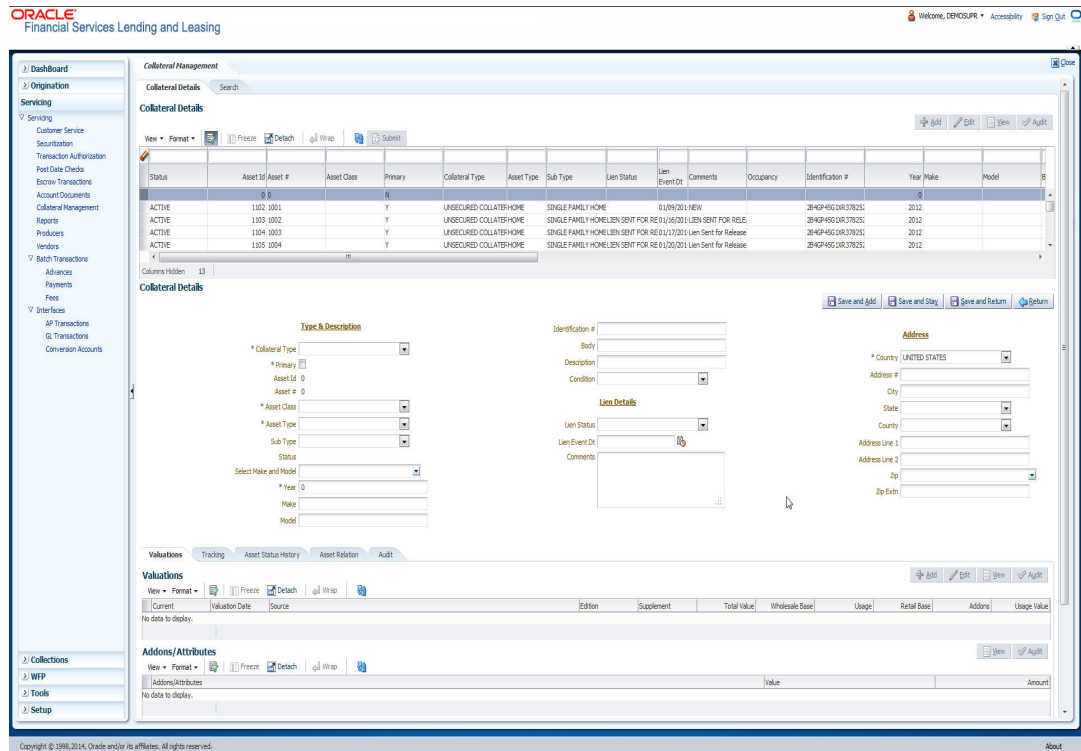
The collateral details can also be defined in the collateral screen of Application Entry screen.

The system assigns collateral statuses and the following are the statuses:

- **Undefined**- When the collateral is created for the first time.
- **New**- When an undefined collateral/ asset gets validated, its status is changed to New. This collateral can only be used for Substitution in Servicing.
- **Inactive**- When an application from released, sold or inventory status is attached to application it becomes Inactive.
- **Active**- When the application gets funded, inactive collateral gets associated with the account in Servicing and gets activated. The status of the collateral then becomes 'Active'.
- **Released**- The Loan collateral can move to "Released" when the collateral is no more attached to any account.
- **Substituted**- When collateral with the status active is replaced with different collateral, the active status is changed to SUBSTITUTED.

## To enter the Collateral Details

1. On the application master screen, click **Servicing** → **Servicing** → **Collateral Management** → **Collateral Details**.



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

A brief description of the fields is given below:

Field:	Do this:
<b>Type and Description section</b>	
<b>Collateral Type</b>	Select the collateral type.
<b>Primary</b>	Select the check box if this property is the primary collateral.
<b>Asset ID</b>	View the asset identification number.
<b>Asset #</b>	View the asset number which is automatically generated.
<b>Asset Class</b>	Select the asset Class.
<b>Asset Type</b>	Select the asset type.
<b>Sub Type</b>	Select the asset sub type.
<b>Registration #</b>	Enter the vehicle registration number.
<b>Status</b>	View the vehicle status.
<b>Select Make and Model</b>	Select the Make and Model number of asset from the drop down list. You can use the search option to select the details.
<b>Year</b>	Specify the year of the vehicle.

<b>Field:</b>	<b>Do this:</b>
<b>Make</b>	Specify the make of the vehicle.
<b>Model</b>	Specify the model of the vehicle.
<b>Identification #</b>	Specify the vehicle identification number.
<b>Body</b>	Specify the body of the vehicle.
<b>Description</b>	Specify the description of the asset.
<b>Condition</b>	Select the condition of the asset from drop-down list.
<b>Lien Details</b>	
<b>Lien Status</b>	Select the type of Lien action.
<b>Lien Event Dt</b>	Select the lien event date from the calendar.
<b>Comments</b>	Specify additional details if any.
<b>Usage Details</b>	
<b>Start</b>	Enter the Initial kilometers of vehicle Usage.
<b>Base</b>	Enter the Base kilometers of vehicle Usage.
<b>Extra</b>	Enter the Extra kilometers of Usage Purchased.
<b>Total</b>	Enter the Total kilometers of vehicle Usage.
<b>Address section</b>	
<b>Country</b>	Select the country.
<b>County</b>	Select the county.
<b>Address #</b>	Specify the address number.
<b>Address Line 1</b>	Specify the first address line.
<b>Address Line 2</b>	Specify the second address line.
<b>Zip</b>	Select the zip code.
<b>Zip Extn</b>	Specify the zip extension.
<b>City</b>	Specify the city.
<b>State</b>	Select the state.

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

### 10.1.1 Valuations Sub Tab

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

### To complete the Valuations section

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

A brief description of the fields is given below:

Field:	Do this:
<b>Valuations section</b>	
<b>Current</b>	Select if this is the current valuation.
<b>Valuation Dt</b>	Specify the valuation date.
<b>Source</b>	Select the valuation source.
<b>Edition</b>	Specify the valuation edition.
<b>Supplement</b>	Specify the valuation supplement.
<b>Total Value =</b>	View the total value.
<b>Wholesale Base</b>	Specify the wholesale value.
<b>Usage</b>	Specify the usage value; that is, the monetary effect that current mileage has on the value of vehicle.
<b>Retail Base</b>	Specify the retail value.
<b>Addons +</b>	View the add-ons value.
<b>Usage Value +</b>	Specify the usage. This pertains to Loan and usually is entered as the current mileage on vehicle.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Addons** section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter. You need to specify all the field values for every asset's add-ons and attributes on the application.
5. A brief description of the fields is given below::

Field:	Do this:
<b>Addons/Attributes</b>	Select the add-on/attribute.
<b>Value</b>	Specify the value of the attribute.
<b>Amt</b>	Specify the add-on amount.

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

### 10.1.2 Tracking Sub Tab

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

#### To track attributes for the collateral

1. Click the **Tracking** sub tab.



2. In the **Tracking Items** section, click **Load Details**.
3. In the **Tracking Items** section, you can perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

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

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

### 10.1.3 **Asset Status History Sub Tab**

The Asset Status History sub tab enables you to view the asset history of association with accounts.

#### **To view the Asset Status History**

1. Click the **Asset Status History** sub tab
2. In the **Asset Status History** section, view the following information:

Field:	Do this:
<b>Account #</b>	View the account number.
<b>Status</b>	View the status of asset.
<b>Lien Status</b>	View lien status of the asset.
<b>Line Event Date</b>	View lien event date of the asset.
<b>Comments</b>	View comments of the asset if any.

### 10.1.4 **Asset Relation Sub Tab**

The Asset Relation sub tab enables you to view the asset relationship.

#### **To view the Asset Relation**

1. Click the **Asset Relation** sub tab.

2. In the **Asset Relation** section, view the following information:

<b>Field:</b>	<b>Do this:</b>
<b>Account #</b>	View the account number.
<b>Asset #</b>	View the asset number.
<b>Status</b>	View the asset relation status.
<b>Current Ind</b>	Indicates that this is the current asset.
<b>Primary Ind</b>	Indicates that this asset is the primary.

### 10.1.5 **Audit Sub Tab**

The Audit sub tab enables you to view the asset relationship.

#### **To view the Audit**

1. Click the **Audit** sub tab
2. In the **Audit** section, view the following information:

<b>Field:</b>	<b>Do this:</b>
<b>Account Id</b>	View the account identification number.
<b>Asset Id</b>	View the asset identification number.
<b>Status</b>	View the asset relation status.
<b>Column Name</b>	View the column name.
<b>Old Value</b>	View the old value.
<b>New Value</b>	View the new value.
<b>Changed By</b>	View the person name who changed the details.
<b>Changed Date</b>	View the date on when the details are changed.

## 10.2 **Search Tab**

A Search screen is available on the Collateral Management System to help locate information such as an assets number, year, make, model, and body. This is the information that is used on the Collateral screen.

#### **To search for a Collateral details**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click **Servicing → Servicing → Collateral Management → Search**.

2. The Collateral Management screen's Search screen appears.

Oracle Financial Services Lending and Leasing

Signed in as DEMOSALES Accessibility Sign Out

Collateral Management

Collateral Details Search

Reset Criteria Search

Search Criteria

Criteria	Comparison Operator	Value
ASSET TYPE	LIKE	
ASSET #	LIKE	
IDENTIFICATION #	LIKE	
ASSET STATUS	LIKE	
MAKE	LIKE	
MODEL	LIKE	
YEAR	LIKE	

Submit

Search Results

Asset #	Identification #	Year/Make	Model	Body	Status
No data to display.					

Collections WFP Tools Setup

3. In the **Search Criteria** section, use the **Comparison Operator** and **Value** columns to enter the search criteria you want to use to locate a collateral.
4. Click **Search**.  
The system displays result of the search in Results screen.
5. On the **Results** screen, select the collateral you want to load and click **Submit**.  
The system loads the collateral details on the Collateral Details screen.

---

## 11. Tools

Depending on the type of product you are working with during origination, the Tools screens enable you to calculate Loan, Lease or Vehicle value details.

Tools in the main menu are standalone and information calculated using them can only be viewed. They cannot be copied to the application / contract.

Whereas, Tools that appear as a sub-tab in Underwriting and Funding Tabs, allows you to import the contract values, do necessary calculations and copy the calculated values to the respective Contract / Decision tabs.

### 11.1 Loan Calculator

The Loan Calculator screen facilitates you to calculate various parameters. You can also define flexible repayment options, and generate amortization schedules.

This screen is similar to the Loan Calculator screen opened from Underwriting or Funding screens; however, calculators opened from Tools master tab are standalone and do not link calculations or loan information to any specific application.

#### 11.1.1 Parameters

The Parameters section allows you to calculate the payment amount, term, interest rate, loan amount, and blended rate. You can also generate a quote based on the details specified.

In the **Parameters** section, you can select the following parameters:

- Calculate Payment
- Calculate Interest Rate
- Calculate Term
- Calculate Loan Amount
- Calculate Blended Rate

##### 11.1.1.1 Calculating Payments

The **Calculate Payment** option on Loan Calculator screen calculates the standard payment based on information you provide, such as the amount financed, terms, interest rate and finance fee. You can click **Initialize** in **Loan Calculator** screen to clear (or 'refresh') the **Loan Calculator** screen at any time.

## To calculate a loan payment

1. Click **Tools** → **Tools** → **Loan Calculator**.

The screenshot shows the Oracle Financial Services Lending and Leasing Loan Calculator interface. The interface is divided into several sections:

- Parameters:** Includes radio buttons for 'Calculate Payment', 'Calculate Interest Rate', 'Calculate Term', 'Calculate Loan Amount', and 'Calculate Blended Rate'. The 'Calculate Payment' option is selected.
- Loan Details:** Includes fields for Product Category (STANDARD), Contract Dt (04/12/2015), First Pmt Dt (04/01/2016), Loan Term (0), Maturity Dt (04/12/2015), Amt Financed (0.00), PrePaid Fees (0.00), Financed Fees (0.00), Loan Amt (0.00), and Balloon Pmt Amt (0.00).
- Calculator Options:** Includes dropdown menus for Billing Cycle (WEEKLY), Balloon Method (N PMTS), Accrual Base Method (30/360), Time Counting Method (ACTUAL DAYS - FIRST M), Installment Method (EQUATED PAYMENTS), Bill Method (LEVEL), Calendar Method (GREGORIAN), and Accrual Start Dt Basis (EFFECTIVE DATE).
- Rate:** Includes fields for Rate (0.0000) and APR (0.0000).
- First Period:** Includes fields for Calendar Days (0) and Interest (0.0000).
- Payment/Finance Charge:** Includes a field for Pmt Amt (0.00).
- Repayment Options:** Includes checkboxes for Flexible Repayment allowed and Skip Months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec).
- Amortization Schedule:** Includes a table with columns for Seq, Pmt Dt, Pmt Amt, Principal Amt, Interest Amt, and Balance Amt. The table is currently empty with the text 'No data to display.'

2. Click **Initialize** and maintain the following fields.

Field:	Do this:
<b>Loan Details Section</b>	
<b>Product Category</b>	Select the category as Standard for conventional loan product and Islamic for the Islamic loan product.
<b>Contract Dt</b>	Specify the contract date. The system displays current date as the default value.
<b>First Pmt Dt</b>	Specify the first payment date. The system displays the date one month from today as default value.
<b>Loan Term</b>	Specify the number of payments.
<b>Maturity Dt</b>	System automatically displays the maturity date based on the values entered for first payment date, term and billing cycle (i.e. Maturity Date = First Payment Date + Term (based on billing cycle).
<b>Amt Financed</b>	Specify the amount financed.
<b>Pre Paid Fees</b>	Specify the prepaid fees, if any exist.
<b>Financed Fees</b>	Specify the financed fees, if any exist.
<b>Loan Amt</b>	View the estimated loan amount: amount financed plus the pre-paid fees.
<b>Balloon Pmt Amt</b>	Specify the balloon payment amount, if any exist.

<b>Field:</b>	<b>Do this:</b>
<b>Payment/Finance Charge</b>	
<b>Pmt Amt</b>	View the payment amount.
<b>Interest Amt</b>	View the profit amount.
<b>Finance Charge</b>	View the finance charged.
<b>Total of Pmts</b>	View the payment amount.
<b>Final Pmt Amount</b>	View the final payment amount.
<b>Calculator Options</b>	
<b>Billing Cycle</b>	Select the payment frequency.
<b>Balloon Method</b>	Select the balloon method.
<b>Accrual Base Method</b>	Select the accrual base.
<b>Time Counting Method</b>	Select the time counting method.
<b>Installment Method</b>	Select the installment method: EQUAL PAYMENTS or FINAL PAYMENT DIFFERS. For more information, see the Installment method section in this chapter.
<b>Bill Method</b>	Select the billing method as either LEVEL, PERCENTAGE OF PRINCIPAL PLUS INTEREST, INTEREST ONLY, FIXED PRINCIPAL PLUS INTEREST, PERCENTAGE OF OUTSTANDING BALANCE.
<b>Calendar Method</b>	Select the calendar method as 'Hijri' or 'Gregorian' for this loan contract. This field will be enabled only if the product category is selected as Islamic.
<b>Accrual Start Dt Basis</b>	Select to define the start date from when the interest accrual is to be calculated for this loan instrument. If <b>Effective Date</b> is selected, then the interest is calculated from Contract date and if <b>Payment Date</b> is selected then the interest is calculated on basis of (first payment date minus one billing cycle).  This field will be enabled only if the product category is selected as Islamic.
<b>Accrual Start Days</b>	Select the actual date from when to start interest accrual for loans is to be calculated. This field will be enabled only if the product category is selected as Islamic.
<b>Rate</b>	
<b>Rate</b>	Specify the interest rate.
<b>APR</b>	View the system calculated the Annual Percentage Rate.
<b>First Period section</b>	

Field:	Do this:
<b>Calendar Days</b>	View the number of calendar days between contract date and the first payment date. The calendar days will differ based on the calendar method selected.
<b>Interest</b>	View the profit accrued for the calendar days.

3. Specify the required information and click **Calculate**. The system computes the standard loan payments with the details specified.

### **Installment Methods**

- **Equal Payments:** If you select Equal Payment option, then the repayment amount will be equal for all installments including the final installment.
- **Final Payment Differs:** If you select Final Payment Differs option, then the final repayment amount may be slightly more or less than the outstanding loan amount due to precise rounding calculations. The final payment amount will be equal to the outstanding loan amount.

When completing Frequency fields, note the following:

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

For more information on frequency, see 'Appendix B: Payment Amount Conversions' section.

#### **11.1.1.2 Calculating Interest Rates**

The **Calculate Interest Rate** option back-calculates the interest rate and APR using the amount financed, standard payment and terms. It also provides the amortization schedule of the loan.

##### **To calculate an Interest Rate**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Interest Rate**.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:

- Creating an amortized schedule of payments (Applications screen)
- Copying the Interest Rate Calculations to the Decision tab (underwriting)
- Copying the Interest Calculations to the Contract tab (funding)

#### **11.1.1.3 Calculating Term**

The Calculate Term option back-calculates the term and APR using the amount financed and standard payment. It also provides the amortization schedule of the loan.

##### **To calculate an Interest Rate**

1. Click **Loan Calculator** tab.

2. In the **Parameters** section, select **Calculate Term**. The system enables the required fields based on this selection.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the term is calculated:

- Creating an amortized schedule of payments (Applications screen)
- Copying the term calculations to the Decision link (underwriting)
- Copying the interest calculations to the Contract link (funding)

The system will use this information during the funding process when you select an instrument.

#### 11.1.1.4 **Calculating Loan Amount**

The **Calculate Loan Amount** option calculates loan affordability of a customer based on term, payment amount and the rate quoted.

**To calculate an Interest Rate,**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Loan Amount**. The system enables the required fields based on this selection.
3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:

- Creating an amortized schedule of payments (Applications)
- Copying the loan amount calculations to the Decision link (underwriting)
- Copying the loan amount calculations to the Contract link (funding)

#### 11.1.1.5 **Calculating Blended Rate**

The **Blended Rate** option calculates a combined single rate (Blended Rate) for multiple amounts each of at different rates. On selecting this option, system displays the 'Advances' section to add multiple records to derive the blended rate. It also provides the amortization schedule of the loan.

**To calculate an Blended Rate,**

1. Click **Loan Calculator** tab.
2. In the **Parameters** section, select **Calculate Blended Rate**. The system enables the Advances section.
3. Click **Add** and maintain the following details:

Field	Do this:
<b>Amt Financed</b>	Specify the financed amount.
<b>PrePaid Fees</b>	Specify the pre-paid fees.



Field	Do this:
<b>Financed Fees</b>	Specify the financed fees.
<b>Balloon Pmt Amt</b>	Specify the balloon payment amount.
<b>Rate</b>	Specify the rate.
<b>Payment Amt</b>	The system displays the calculated payment amount on clicking 'Calculate' button.
<b>Interest Amt</b>	The system displays the calculated interest amount on clicking 'Calculate' button.
<b>Action</b>	Click add button to add next contract details.

4. Perform any of the Basic Actions mentioned in Navigation chapter.
5. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
6. After you specify all the required information click calculate.  
The system computes the blended rate of contracts.

You can perform the following activities when the Blended Rate is calculated:

- Creating an amortized schedule of payments (Applications)
- Copying the loan amount calculations to the Decision link (underwriting)
- Copying the loan amount calculations to the Contract link (funding)

### 11.1.2 Repayment Options

If the calculation involves flexible repayment options, you can include the same through the following options:

<b>Flexible Repayment Allowed</b>	<p>Select the check box to include a flexible repayment schedule in calculation. On selection, the following sections are enabled.</p> <ul style="list-style-type: none"> <li>• REPAYMENT SCHEDULE</li> <li>• PAYMENT CHANGE SCHEDULE</li> <li>• RATE SCHEDULE</li> </ul> <p>Based on the selection of repayment type in the subsequent field, any or all of the above sections are enabled to define the required flexible repayment schedules.</p>
<b>Type</b>	<p>Select any of the following repayment type that you want to use from the drop-down list.</p> <ul style="list-style-type: none"> <li>• UNDEFINED</li> <li>• SKIP PERIOD</li> <li>• USER DEFINED</li> <li>• GRADUATED PAYMENT</li> <li>• EXTENDABLE BALLOON</li> </ul>

1. Depending on the repayment type selected, complete the following sections:
  - If you have selected the type as UNDEFINED (default), you can specify only the 'Rate Schedule' as explained in step 2.

- If you have selected the type as SKIP PERIOD, select the months which you want to exclude in repayment schedule by selecting the adjacent check box.
- If you have selected the type as USER DEFINED, click **Add** in 'Repayment Schedule' section and specify the following information:

Field:	Do this:
<b>Seq</b>	Specify the sequence number of the repayment schedule.
<b>Pmt Amt</b>	Specify the repayment amount borrower agreed to pay during the schedule.
<b># of Payments</b>	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
<b>Generated</b>	View if the repayment schedule is generated.

- If you have selected the type as GRADUATED PAYMENT, click **Add** in 'Payment Change Schedule' section and specify the following information:

Field:	Do this:
<b>Seq</b>	Specify the sequence number in which the repayment is calculated. It prioritizes the calculation.
<b>Option Type</b>	Select the repayment option type: STEP UP, STEP DOWN and BULLET.
<b>Frequency</b>	Select the frequency of payment. The default value is TERM.
<b>Period</b>	Specify the loan period.
<b># of Adj.</b>	Specify the number of times the STEP UP, STEP DOWN or BULLET needs to happen.
<b>Value</b>	Specify the value. For STEP DOWN, value ranges from 1 to 99. For STEP UP, value ranges from 1 to 990. For BULLET, value ranges from 1 to 99999999.

- If you have selected the type as EXTENDABLE BALLOON, specify the maximum number of terms in the 'Extendable Balloon' section.
2. If the calculation includes a promotion, complete the Rate Schedule section. Click **Add** and specify the following information:

Field:	Do this:
<b>Seq</b>	Specify the sequence number of the rate schedule.
<b>Rate</b>	Specify the repayment amount borrower agreed to pay during the schedule.
<b>Start Dt</b>	Specify the date on which the borrower agreed to make the first payment.

3. After you specify all the required information click **calculate**. The system computes the payment change schedule and populates the **Repayment Schedule** section.  
When you fund the loan application, the system copies repayment schedule information to the loan account on Customer Service screen where it appears in the Repayment Schedule section.

### 11.1.3 Amortization Schedule

You can use the calculated payment data to derive the Amortization Schedule. Click **Amortize** in the 'Amortization Schedule' section. The system generates an amortized schedule with the calculated data with the following headers:

<b>Field:</b>	<b>View this:</b>
<b>Seq</b>	Payment number.
<b>Pmt Dt</b>	Payment date.
<b>Pmt Amt</b>	Payment amount.
<b>Principal Amt</b>	Component of the payment amount allocated towards reduction of the principal balance.
<b>Interest Amt</b>	Component of the payment amount allocated towards reduction of the interest balance.
<b>Balance Amt</b>	Remaining principal balance.

You can click **Print Report** to extract a PDF version of the generated amortized schedule.

### 11.1.4 Printing a Quote

You can generate a summarised report using the calculated loan details in the format of quote with charges, payment structure, financed amount allocation, and amortization scheduled.

In the Loan Calculator screen, click **Print Quote**. The system generates a PDF document to the default downloads repository consisting of the following information in the respective headers:

#### **Loan Details**

The Loan Details section consists of Contract Start Date, Contract End Date, First Payment Date, Total Loan Term, Rate, and Total Loan Amount (Inc. Fee).

#### **Payment/Finance Charge**

The Payment/Finance Charge section consists of Total Interest Amount, Finance Charge, Total Of Payments, and Balloon Payment Amount.

#### **Payment Structure**

The Payment Structure section consists of details based on the number of payments, billing cycle followed and the payment amount. The payment structure repeats based on the flexible repayment options defined.

#### **Financed Amount Allocation**

The Financed Amount Allocation section consists of total amount that can be financed at the specified rate. If there are multiple records included to derive blended rate, then the Financed Amount Allocation varies based on the total number records.

#### **Amortization Schedule**

The Amortization Schedule section consists of records in tabular format with the following details:

- Pmt No.
- Payment Date
- Scheduled Payment
- Principal
- Interest
- Ending Balance

### 11.1.5 Copy Calculation to Contract or Decision tab

Depending on the screen from where you have accessed the tools sub tab, you can copy the calculated values to either Contract or Decision tab. If you are in Underwriting stage, you can use loan calculator to calculate loan terms and copy the same to decision tab. Similarly during Funding stage, you can copy the values to contract tab.

1. Click **Initialize** and reset the calculator.
2. Click **Import values**. System displays basic values entered in previous tabs.
3. Select one of the following option “Calculate Payment / Interest Rate / Term / Loan Amount” and click **Calculate**. System displays calculated values based on selection.

Click Copy to Contract/Decision. The calculated details are copied to the respective fields in Contract/Decision tab.

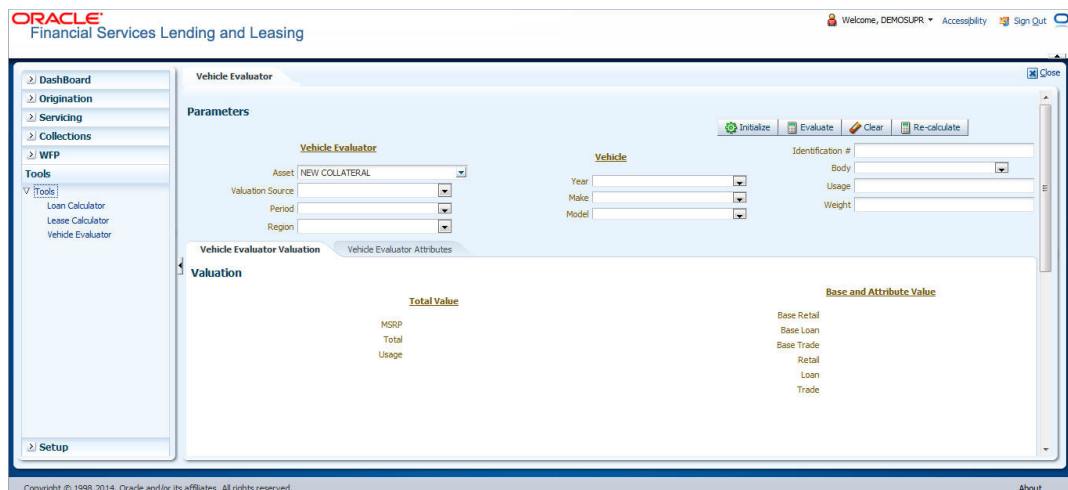
## 11.2 Vehicle Evaluator

The Vehicle Evaluator screen allows you to calculate the value of a vehicle. You can use the Vehicle Evaluator screen to calculate the value of either a vehicle you are entering as the new collateral or vehicle currently listed as the application’s collateral.

The Vehicle Evaluator screen can be cleared or refreshed at any time by clicking **Clear**.

### To calculate a vehicle value

1. On the Oracle Financial Services Lending and Leasing home screen, click **Tools** →**Tools** →**Vehicle Evaluator**



2. In the **Vehicle Evaluator** section, use **Asset** field to select the vehicle you want to appraise. This can be either NEW COLLATERAL or a vehicle entered on the Collateral link.
3. In the **Vehicle Evaluator** section, click **Initialize**. The system completes **Valuation Source, Period and Region** fields.

4. If needed, you can change the default contents of the fields in **Vehicle Evaluator**.
5. **If you selected a vehicle from the Collateral link in step 3**, information from the Vehicle section appears in Vehicle section in Vehicle Evaluator screen.
6. **If you selected NEW COLLATERAL in step 3**, complete the **Identification #**  
-or-  
Complete the fields in the **Vehicle** section.
7. In the **Vehicle Evaluator** section, click **Evaluate**.
  - If you have specified the vehicle identification number, system searches for the value of that vehicle with that identification number, then completes Vehicle Evaluator screen with information about that exact match.
  - If you completed the **Vehicle** section, system searches for the value of a vehicle matching that description.
  - In either case, the system displays following information about the vehicle:
  - In the **Vehicle** section, view the returned information:

Field:	View this:
<b>Year</b>	The asset year.
<b>Make</b>	The asset make.
<b>Model</b>	The asset model.
<b>Body</b>	The asset body style.
<b>Usage</b>	The asset usage or current mileage.
<b>Weight</b>	The asset weight.

In the **Valuation (Total Value)** block, view the returned information:

Field:	View this:
<b>MSRP</b>	Manufacturer's suggested retail price value of the asset.
<b>Total</b>	Total value of the asset.
<b>Usage</b>	Adjusted usage value of the asset.

In the **Base and Attribute Value** section, view the returned information:

Field:	View this:
<b>Base Retail</b>	Total retail value of the asset.
<b>Base Loan</b>	Base loan value of the asset.
<b>Base Trade</b>	Base trade value of the asset.
<b>Retail</b>	Retail value of the asset attributes.
<b>Loan</b>	Loan value of the asset attributes.
<b>Trade</b>	Base trade value of the asset attributes.

## 11.2.1 Attributes Tab

In the **Attributes** section, view the following information:

<b>Field:</b>	<b>View this:</b>
<b>Attribute</b>	Asset attribute.
<b>Retail</b>	Attribute retail value.
<b>Loan</b>	Attribute loan value.
<b>Trade</b>	Attribute trade value.
<b>Standard</b>	Standard indicator. If selected, indicates that the attribute is a standard.
<b>Package Incl</b>	If selected, indicates that the attribute is inclusive.
<b>Selected</b>	If selected, indicates that the attribute is selected.

If you want to re-calculate the values using other data in **Total Value** and **Base and Attribute Value** section, do the following:

- Make the required changes to the desired parameters fields in Vehicle Evaluator and **Vehicle** sections.
- In the **Vehicle Evaluator** section, click **Recalculate**.

The system updates the values in **Total Value** and **Base and Attribute Value** sections.

8. If you choose, use **Attributes** section to select or clear the **Selected** box for attributes of the vehicle. This automatically updates the values in Total Value and Base and Attribute Value sections. (**Note:** Attribute amounts within brackets reduce the amount in Totals field in the Total Value section.)

### **To copy the calculated value to the Collateral link**

You can copy the calculated value to Collateral link only if you have accessed the tools tab either from Underwriting or Funding Tab. Accessing Tools from the main menu does not support this option.

1. Complete the following steps in the section **To calculate a vehicle value**.
2. In the **Vehicle Evaluator** screen, click **Copy to Asset**.

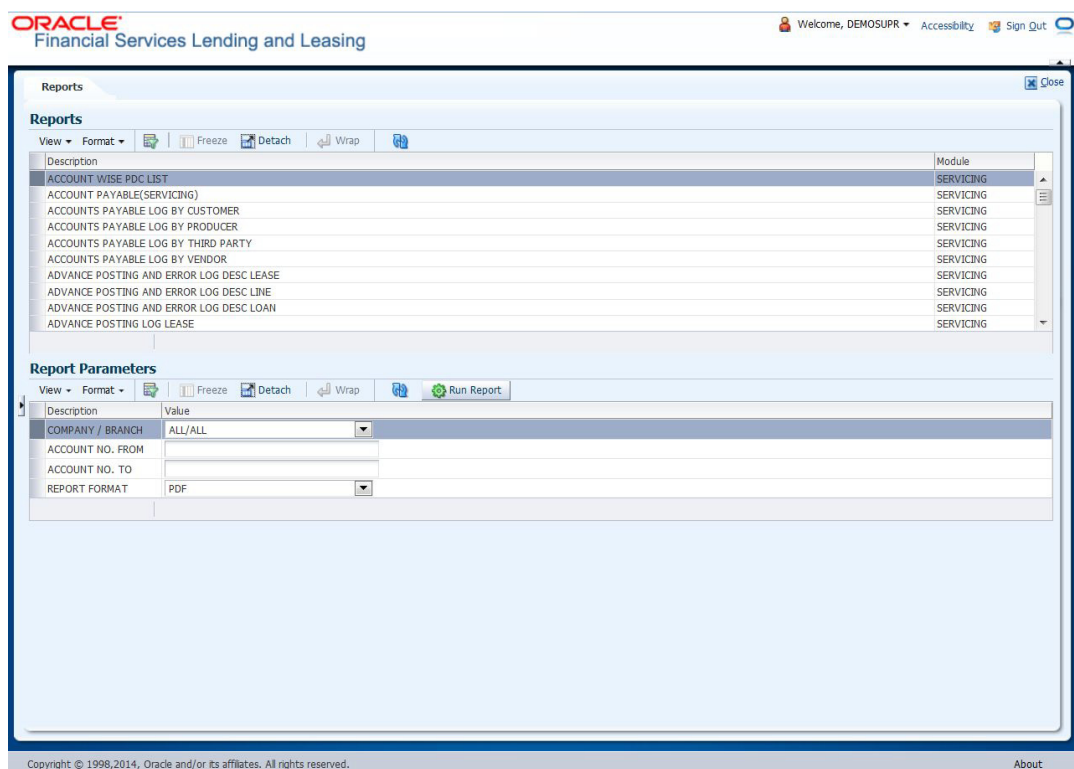
The system uses calculations on the Vehicle Evaluator screen to complete Valuation sub screen on Collateral link. Any pre-existing collateral is no longer the primary collateral.

## 12. Oracle Financial Services Lending and Leasing Reports

During the day, or at the end of the day, you may want to retrieve information on any of the several operations that were performed during the day in your financial institution. You can generate this information in the form of reports in Oracle Financial Services Lending and Leasing. You can specify the values in the Report Parameters section and generate a report using that information.

### Navigation to Reports

On the Oracle Financial Services Lending and Leasing home page, click **Servicing** → **Servicing** → **Reports**.



### 12.1 Accounts Payable Log By Customer

This servicing report lists accounts payables, sorted by customer.

#### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Accounts Payable Log By Customer report

Report: Accounts Payable log by Customer

Date: 10/10/2013 17:46 PM

Date From : 01/01/1800 To 01/01/2048

Company: US01  
Branch: USHQ

Payee	Date	P Mode	Status	Pmt Amt	Description	Prq Amt	Disburse Currency
COLQUCUSTOMER	09/19/2013	CHECK	0	100,000.00	ITM AMOUNT GIVEN TO ME DIRECTLY	100,000.00	USD
Date Total: 100,000.00							
Payee Total: 100,000.00							
Payee	Date	P Mode	Status	Pmt Amt	Description	Prq Amt	Disburse Currency
SANGITA SANGITA	09/23/2013	CHECK	0	100,000.00	ITM CASH SALES	100,000.00	USD
Date Total: 100,000.00							
Date	P Mode	Status	Pmt Amt	Description	Prq Amt	Disburse Currency	
09/25/2013	CHECK	0	100,000.00	ITM AMOUNT GIVEN TO ME DIRECTLY	100,000.00	USD	
Date Total: 100,000.00							
Payee Total: 200,000.00							
Payee	Date	P Mode	Status	Pmt Amt	Description	Prq Amt	Disburse Currency
CLARKSON WILLIAM	09/24/2013	CHECK	0	30,000.00	ITM AMOUNT GIVEN TO ME DIRECTLY	30,000.00	USD
Date Total: 30,000.00							
Payee Total: 30,000.00							

## 12.2 Accounts Payable Log By Producer

This servicing report lists accounts payables, sorted by producer.

### Parameters:

- Company/Branch
- Producer
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format



## Example of the Accounts Payable Log By Producer report

Report: Accounts Payable log by Producer  
Date: 10/25/2013 15:41 PM

ORACLE  
Financial Services Lending and Leasing

Company: JP04 Branch: JPHQ		Date	P Mode	Status	Pmt Amt	Customer	Description	Prq Amt	Disburse Currency
Payee	PROD2	09/17/2013	CHECK	C	10,020.00	20130900010134 END MONTH	ITM CASH SALES	10,000.00	USD
			CHECK	C	10,020.00	20130900010134 END MONTH	ITM COMPENSATION	20.00	USD
Date Total:								10,020.00	
Payee Total:								10,020.00	
Branch Total:								10,020.00	
Company Total:								10,020.00	
Grand Total:								10,020.00	

Company: US01 Branch: USHQ		Date	P Mode	Status	Pmt Amt	Customer	Description	Prq Amt	Disburse Currency
Payee	PRODUCER2	05/31/2003	CHECK	C	30,000.00	20030100010051 EASTWOOD CLINT	ITM CASH SALES	30,000.00	USD
Date Total:								30,000.00	
		09/17/2013	CHECK	C	10,500.00	20130900010100 AMOUNT FLAT	ITM COMPENSATION	500.00	USD
Date Total:								500.00	
Payee Total:								30,500.00	
Payee	BRUVAN DEALER	09/17/2013	CHECK	C	100,000.00	20130900010118 LANDLESS JASON	ITM CASH SALES	100,000.00	USD
Date Total:								100,000.00	
Payee Total:								100,000.00	
Branch Total:								130,500.00	

## 12.3 Accounts Payable Log By Third Party

This servicing report lists accounts payables, sorted by third party.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Accounts Payable Log By Third Party report

Report: Accounts Payable Log By Third Party  
Date: 10/8/2013 20:38 PM

ORACLE  
Financial Services Lending and Leasing

Date From: 01/01/1800 To: 01/01/2050

Company: US01 Branch: USHQ		Date	P Mode	Status	Pmt Amt	Customer	Description	Disburse Currency	Prq Amt
Payee	NAME	08/08/2013	CHECK	0	100,000.00	20111200012575 COLQU4 COLQU4	ITM AMOUNT PAID ON MY LOAN ACCOUNT		100,000.00
Date Total:								100,000.00	
Payee Total:								100,000.00	
Branch Total:								100,000.00	
Company Total:								100,000.00	

## 12.4 Accounts Payable Log By Vendor

This servicing report lists accounts payables, sorted by vendor.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Accounts Payable Log By Vendor report

Report: Accounts Payable log by Vendor  
Date: 10/9/2013 18:47 PM

ORACLE  
Financial Services Lending and Leasing

Requisition Date From : 01/01/1800 To : 01/01/4000

Company: NL02  
Branch: NLHQ

Payee	Date	P Mode	Status	Pmt Amt	Description	Disburse Currency	Prq Amt
JOHNSON JIMMY / MARY	03/16/2012	CHECK	O	4,000.00	TEST*123 08-FEB-13	USD	1,000.00
		CHECK	O	4,000.00	PR-01001 01-AUG-13	USD	1,000.00
		CHECK	O	4,000.00	00456456 01-AUG-13	USD	1,000.00
		CHECK	O	4,000.00	INV-0001 22-AUG-13	USD	1,000.00
					Date Total:		4,000.00
					Payee Total:		4,000.00

## 12.5 GL Posting Log

This servicing report lists general ledger postings.

### Parameters:

- Company/Branch
- GL Portfolio Company
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the GL Posting Log report

Report: GL Posting Log  
Date: 10/7/2013 14:58 PM  
From Date: 01/01/1800 To: 01/01/2048

ORACLE  
Financial Services Lending and Leasing

Company: NL02		ALL AMOUNT ARE IN					Dr Amount	Cr Amount
Date	Description	Segment1	Segment2	Segment3	Segment4	Segment5		
1/30/2006	INTEREST AMORTISE	100000	CB-001				63.24	
1/30/2006	DEPRECIATION	400000	CB-001				0.00	
2/27/2006	DEPRECIATION	400000	CB-002				671.15	
2/27/2006	AMORTISATION						0.00	
2/27/2006	DISBURSEMENT PAYMENT	101000	UNDEFINED				216.00	
2/27/2006	DISBURSEMENT PAYMENT	400000	UNDEFINED				216.00	
2/27/2006	INTEREST AMORTISE	400000	CB-001				231.23	
2/27/2006	RENT AMORTISATION	100000	CB-001				309.77	
2/27/2006	RENT AMORTISATION	400000	CB-002				309.77	
3/30/2006	AMORTISE COMPENSATION	400000	CB-002				309.00	
3/30/2006	AMORTISE COMPENSATION	400000	CB-002				309.00	
3/30/2006	DEPRECIATION	400000	CB-002				1,272.69	
3/30/2006	AMORTISATION						0.00	
3/30/2006	INTEREST AMORTISE	100000	CB-001				0.00	
3/30/2006	INTEREST AMORTISE	400000	CB-002				1,109.84	
3/30/2006	INTEREST AMORTISE	400000	CB-001				0.00	
3/30/2006	RENT AMORTISATION	100000	CB-001				145.45	
3/30/2006	RENT AMORTISATION	400000	CB-002				355.45	
4/29/2006	AMORTISE COMPENSATION	101000	CB-002				145.00	
4/29/2006	AMORTISE COMPENSATION	400000	CB-002				145.00	
4/29/2006	DEPRECIATION	400000	CB-002				770.98	
4/29/2006	AMORTISATION						0.00	
4/29/2006	INTEREST AMORTISE	100000	CB-001				0.00	
4/29/2006	INTEREST AMORTISE	400000	CB-002				1,636.84	
4/29/2006	INTEREST AMORTISE	400000	CB-001				247.00	
4/29/2006	RENT AMORTISATION	100000	CB-002				247.00	
4/29/2006	RENT AMORTISATION	400000	CB-002				244.33	
							244.33	

## 12.6 Pool Txns Log By GL Post Dt

This servicing report lists monetary transactions by GL post date.

### Parameters:

- Company/Branch
- Account Number
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Pool Txns Log By GL Post DT report

Report: Pool Txns Log By GL Post Date  
Date: 10/9/2013 16:02 PM

Date From 01/01/1800 To 01/01/2048

Company: US01					
Branch: USHQ					
ALL AMOUNT ARE IN USD					
Post Dt: 12/29/2007					
Pool : TEST_01					
Account	Pool Status	Transaction	Amount	Contract Amount	
20130400011137-TEST LEAD	OPEN	OPEN	5,000.00	5,000.00	
20130400011137-TEST LEAD	OPEN	OPEN	5,000.00	5,000.00	
Pool Total:			10,000.00	10,000.00	
Post Dt Total:			10,000.00	10,000.00	
Branch Total:			10,000.00	10,000.00	
Company Total:			10,000.00	10,000.00	

## 12.7 Producer Monetary Txns Log By GL Post DT

This servicing report lists producer monetary transactions sorted by GL post date.

### Parameters:

- Company/Branch
- Producer
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Producer Monetary Txns Log By GL Post DT report

Report: Producer Monetary Txns log By GL POST Dt  
Date: 10/9/2013 15:17 PM

GL Post Date From 01/01/1800 To 01/01/2048

Company: US01						
Branch: USHQ						
ALL AMOUNT ARE IN USD						
GL Post Date	Producer	Account #	Customer	Txn Desc	Txn Amt	
08/27/2013	CA-00007 RB WHEELS	20130800012595	WELLS SOPHIA	COMPENSATION UPFRONT	24.00	
08/27/2013	CA-00007 RB WHEELS	20130800012595	WELLS SOPHIA	COMPENSATION UPFRONT MONTHEND	216.00	
08/27/2013	CA-00007 RB WHEELS	20130800012595	WELLS SOPHIA	DISBURSEMENT COMPENSATION MONTHLY	216.00	
					Total:	456.00
GL Post Date	Producer	Account #	Customer	Txn Desc	Txn Amt	
09/23/2013	CA-00007 RB WHEELS	20130900012635	NARAYAN SREERAM	COMPENSATION UPFRONT MONTHEND	1,638.20	
09/23/2013	CA-00007 RB WHEELS	20130900012635	NARAYAN SREERAM	DISBURSEMENT COMPENSATION MONTHLY	1,638.20	
					Total:	3,276.40
					Branch Total:	3,732.40
					Company Total:	3,732.40
					Grand Total:	3,732.40

## 12.8 Producer Statement

This servicing report lists producer statements.

**Parameters:**

- Company/Branch
- Producer
- Date MM/DD/YYYY
- Report Format

**Example of the Producer Statement report**

Report: Producer Statement  
Date: 10/7/2013 16:58 PM

**ORACLE**  
Financial Services Lending and Leasing

Closing Year/Month: 2013/06

Company : NL02							
Branch : NL01							
ALL AMOUNT ARE IN USD							
ProducerName: IA-00004 KIMBERLY CHRYSLER PLYMOUTH							
Txn Dt	Description	Account #	Customer	Credit Amt	Debit Amt	Opening Bal	Closing Bal
05/31/2012	DISBURSEMENT PRODUCER PAYMENT	20130900012635	NARAYAN SREERAM	488.07	0.00	0.00	0.00
05/31/2006	DISBURSEMENT PRODUCER PAYMENT	20130100012526	PARTNER FRANCHISE	488.42	0.00	0.00	0.00
Producer Total :				976.49	0.00		
ProducerName: IL-00003 SAM LEMAN CHRYSLER PLYMOUTH MAZDA							
Txn Dt	Description	Account #	Customer	Credit Amt	Debit Amt	Opening Bal	Closing Bal
02/28/2006	DISBURSEMENT PRODUCER PAYMENT	20130400012432	JENA PRITAM	216.00	0.00	0.00	0.00

## 12.9 Account Wise PDC List

This report lists all the accounts with the corresponding PDCs received. Details including account number, customer name, tenor, bank name, cheque numbers (from and to), number of checks given and cheque amount are displayed.

**Parameters:**

- Company/Branch
- Account No. To
- Account No. From
- Report Format

**Example of the Account Wise PDC List report**

Report: Account Wise PDC(Servicing)  
Date: 10/11/2013 9:51 AM

**ORACLE**  
Financial Services Lending and Leasing

Account No From: 20130400011130  
To : 20130400011140

Company: DEMO BANK USA								
Branch: US HEAD QUARTERS								
Bank Name	Account #	Customer	Loan Term	Check#	Check Amt	Check Date	Docket #	Status
HDFC	20130400011137	LEAD TEST	36	66301251	318.00	05/10/2012	T43576	OPEN
		LEAD TEST	36	66301256	318.00	10/10/2012	T43578	OPEN
		LEAD TEST	36	66301254	318.00	08/10/2012	T43578	OPEN
FDSFS D	20130400011137	LEAD TEST	36	423423	10,000.00		34234	OPEN
		LEAD TEST	36	423423	10,000.00	12/31/4000	34234	OPEN

## 12.10 Payment Posting (Daily Cash) Log

This servicing report lists payment postings (daily cash).

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Payment Posting Daily Cash Log

Report: Payment Posting Log

Date: 9/12/2013 16:20 PM

Month / Year From: 09/04/2013 To: 09/12/2013

**ORACLE**  
Financial Services Lending and Leasing

Company : US01  
Branch : USHQ  
ALL AMOUNT ARE IN USD

Batch Date	Batch No	Account No	Title	Txn Dt	Curr Amt	Amount
09/04/2013	PAY-2013-247-00018034	20120100015406	GOMEZ HENRY / CHRISTY	09/04/2013	100	0
Batch Total :						0
	PAY-2013-247-00018034	20120100015414	LEWIS LESLIE / JOHN	09/04/2013	100	0
Batch Total :						0
Date Total :						0
Branch Total :						0
Company Total:						0
Grand Total :						0

## 12.11 PDC Payslip

This report lists all accounts for which PDCs are required. This report is generated using month and year as parameters.

### Parameters:

- Company/Branch
- PDC Realization Date
- Report Format

### Example of the PDC Payslip report

Report: PDC Pay-slips

Date: 10/7/2013 18:48 PM

**ORACLE**  
Financial Services Lending and Leasing

Realization Date: 05/10/2012

Company: DEMO BANK USA  
Branch: US HEAD QUARTERS

Customer	Loan Term	Check #	Check Amt	Check Dt	Pmt Due Amt	Docket #	Status
LEAD TEST	36	66301251	318.00	05/10/2012	899.06	T43576	OPEN

## 12.12 Pending PDC List

This report lists all accounts for which the PDCs have to be deposited based on a cheque deposit date.

### Parameters:

- Company/Branch
- PDC Pending Since
- Report Format

### Example of the Pending PDC List report

Report: Pending PDC List  
Pending Since: 08/08/2013

Date: 10/11/2013 11:11 AM

ORACLE®  
Financial Services Lending and Leasing

Company: DEMO BANK USA  
Branch: US HEAD QUARTERS

Acc No	Customer
20130800012462	DENZEL WASHINGTON
20130600012563	COLQU2 COLQU2
20111200012575	COLQU4 COLQU4
20130400011137	LEAD TEST

## 12.13 Pool Defaults

This servicing report lists not liquidated securitization pools.

### Parameters:

- Company/Branch
- PDC Pending Since
- Report Format

### Example of the Pool Defaults report

Report: Pool Defaults  
Date: 10/10/2013 16:16 PM

ORACLE®  
Financial Services Lending and Leasing

Company: US01  
Pool: POOL DEFAULT TESTING

Account	Branch	Days Delinquent	Balance	Status	Conditions
20130100012534-PARTNER FRANCHISE	USHQ	214	59,592.16	PAID	NOT REPOSSESSED
20130100012526-PARTNER FRANCHISE	USHQ	242	100,000.00	PAID	NOT REPOSSESSED
Pool Total:			159,592.16		
Company Total:			159,592.16		

## 12.14 Pool Delinquency

This servicing report lists delinquency securitization pools.

### Parameters:

- Company/Branch
- Pool
- Report Format

## Example of the Pool Delinquency report

Report: Pool Delinquency		ORACLE®							
Date: 10/8/2013 17:25 PM		Financial Services Lending and Leasing							
Company: US01									
ALL AMOUNT ARE IN USD									
Pool: POOL DEFAULT TESTING									
Diq Category	Account	Branch	Status	Last Payment Date	Next Due Date	Days Diq	Rem Terms	Principal Balance	Amount Delinquent
120	20130300012540	USHQ	LIQUIDATE		04/01/2013	129	999	100,000.00	10,084.01
	-PARTNER								
	FRANCHISE								
								Total:	10,084.01
150	20130100012534	USHQ	PAID	02/21/2013	03/01/2013	160	998	59,592.16	7,335.46
	-PARTNER								
	FRANCHISE								
								Total:	7,335.46
180	20111200012575	USHQ	LIQUIDATE	08/05/2013	01/12/2012	620	48	100,000.00	53,843.40
	-COLQU4	COLQU4							
	20130100012526	USHQ	PAID		02/01/2013	188	60	100,000.00	13,321.56
	-PARTNER								
	FRANCHISE								
								Total:	67,164.96
30	20130600012563	USHQ	LIQUIDATE		07/07/2013	33	12	100,000.00	17,127.64
	-COLQU2	COLQU2							
								Total:	17,127.64
								Pool Total :	101,712.07
								Company Total :	101,712.07

## 12.15 Pool Liquidated Contracts

This servicing report lists monthly recovery securitization pools.

### Parameters:

- Company/Branch
- Pool
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Pool Liquidated Contracts report

Report: Pool Liquidated Contracts		ORACLE®			
Date: 10/10/2013 16:51 PM		Financial Services Lending and Leasing			
Company: US01					
ALL AMOUNT ARE IN USD					
Pool: POOL DEFAULT TESTING					
Account	Branch	Status	Adv Balance	Liquidated Dt	
20130300012540-PARTNER	USHQ	PAID	100,000.00	09/05/2013	
FRANCHISE					
20111200012575-COLQU4	USHQ	PAID	100,000.00	09/05/2012	
COLQU4					
20130600012563-COLQU2	USHQ	PAID	100,000.00	09/05/2013	
COLQU2					
20130800012553-COLQU1	USHQ	PAID	100,000.00	09/05/2013	
COLQU1					
		Pool Total :	400,000.00		
		Company Total :	400,000.00		

## 12.16 Pool Monthly Activity

This servicing report lists monthly activity securitization pools.

### Parameters:

- Company/Branch
- Pool
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Pool Monthly Activity report

Report: Pool Monthly Activity  
Date: 10/8/2013 18:12 PM

From Date: 01/01/1800 To: 01/01/2048

Company: US01  
ALL AMOUNT ARE IN USD  
Pool: POOL DEFAULT TESTING

Status	Account	Branch	Repurchase Date	Payment Amount	Payment Adv	Payment Int
PAID	20130300012534	USHQ	10/10/2013	3,657.81	1,921.42	1,436.39
	PARTNER FRANCHISE					
PAID	20130100012536	USHQ	10/10/2013	7,617.27	4,219.34	3,297.93
	PARTNER FRANCHISE					
			Total :	11,275.08	6,140.76	4,734.32
LIQUIDATE	20111200012575-COLQU4	USHQ	10/10/2013	1,000.00	0.00	1,000.00
	COLQU4					
			Total :	1,000.00	0.00	1,000.00
			Pool Total:	12,275.08	6,140.76	6,734.32
			Company Total:	12,275.08	6,140.76	6,734.32

## 12.17 Pool Payoffs

This servicing report lists payoff securitization pools.

### Parameters:

- Company/Branch
- Pool
- Report Format

### Example of the Pool Payoffs report

Report: Pool Payoff  
Date: 10/10/2013 16:33 PM

Company: US01  
ALL AMOUNT ARE IN USD  
Pool: POOL DEFAULT TESTING

Account	Branch	Payoff Date	Payoff Amount	Status
20130300012540-PARTNER FRANCHISE	USHQ	08/05/2013	700.00	LIQUIDATE
20111200012575-COLQU4 COLQU4	USHQ	08/05/2013	1,000.00	LIQUIDATE
20130600012563-COLQU2 COLQU2	USHQ	08/05/2013	1,200.00	LIQUIDATE
20130800012553-COLQU1 COLQU1	USHQ	08/05/2013	900.00	LIQUIDATE
		Pool Total:	3,800.00	
		Company Total:	3,800.00	

## 12.18 Pool Recovery

This servicing report lists recovery securitization pools.

### Parameters:

- Company/Branch
- Pool
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Pool Recovery report

Report: Pool Recovery  
Date: 10/10/2013 16:46 PM

Company: US01  
ALL AMOUNT ARE IN USD  
Pool : POOL DEFAULT TESTING

Account	Branch	Status	Recovery Date	Recovery Amt	Recovery Adv	Recovery Int
20111200012575-COLQU4 COLQU4	USHQ	PAID	08/05/2013	1,000.00	900.00	1,000.00
			Pool Total:	1,000.00	900.00	1,000.00
			Company Total:	1,000.00	900.00	1,000.00



## 12.19 Pool Repurchased Accounts

This servicing reports lists repurchased account securitization pools.

### Parameters:

- Company/Branch
- Pool
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Pool Repurchased Accounts report

Report: Pool Repurchased Accounts  
Date: 10/10/2013 16:37 PM

**ORACLE**  
Financial Services Lending and Leasing

Date From: 01/01/1800 To: 01/01/2048

Company :US01

ALL AMOUNT ARE IN USD

Pool : POOL DEFAULT TESTING

Account	Branch	Principal Balance	Repurchased Balance	Reason
20130100012526-PARTNER FRANCHISE	USHQ	100,000.00	700.00	
20130100012534-PARTNER FRANCHISE	USHQ	59,592.16	500.00	
20111200012575-COLQU4 COLQU4	USHQ	100,000.00	1,300.00	
20130800012553-COLQU1 COLQU1	USHQ	1,500.00	410.00	
20130600012563-COLQU2 COLQU2	USHQ	100,000.00	1,500.00	
Pool Total :		361,092.16	4,410.00	
Company Total :		361,092.16	4,410.00	

## 12.20 Vendor - Invoice Log

This report lists invoices.

### Parameters:

- Company/Branch
- Vendor #
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Vendor - Invoice Log report

Report: Vendor - Invoice Log  
Date: 10/11/2013 12:02 PM

ORACLE  
Financial Services Lending and Leasing

Invoice Date From: 11/11/1700 To : 11/11/2048

Company: US01  
Branch: USHQ

ALL AMOUNT ARE IN USD								
Invoice Dt	Invoice #	Status	Work Ord #	Account	Service	Invoice Amt	Paid Amt	Status
Vendor: IN-00005 RICHARD L. DARST								
08/01/2013	FR-01001	OPEN	WO:0004006	20130700011283 JAN JOHN	AUCTION/SALE REPRESENTATION CHARGES	1,000.00	0.00	OPEN
08/01/2013	FR-01001	OPEN	WO:0004006	20130700011283 JAN JOHN	AUCTION/SALE REPRESENTATION CHARGES	1,000.01	0.00	OPEN
Invoice Total:						2,000.01		
Date Total:						2,000.01		
Vendor Total:						2,000.01		
Branch Total:						2,000.01		
Company Total:						2,000.01		
Grand Total:						1,000.00		

## 12.21 Vendor - Work Order Log

This report lists work orders.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Vendor - Work Order Log report

Report: Vendor Work Order Log  
Date: 10/10/2013 16:13 PM

ORACLE  
Financial Services Lending and Leasing

Assigned Date From: 01/01/1800 To: 01/01/2048

ALL AMOUNT ARE IN USD								
Vendor Assign Dt	Work Order #	Follow-up Dt	Account	Status	Service Type	Estimated Amt		
07/25/2013	WO:0004006	07/11/2025	20130700011283 JAN JOHN	OPEN	AUCTION/SALE REPRESENTATION CHARGES	333.00		
07/25/2013	WO:0004006	07/11/2025	20130700011283 JAN JOHN	COMPLETED	AUCTION/SALE REPRESENTATION CHARGES	1,000.00		
07/25/2013	WO:0004005	07/11/2025	20130700011283 JAN JOHN	NEW	FILE A SUIT FOR JUDGEMENT	100.00		
07/25/2013	WO:0004005	07/11/2025	20130700011283 JAN JOHN	COMPLETED	FILE A SUIT FOR JUDGEMENT	500.00		
Branch Total :						1,933.00		
Company Total :						1,933.00		
Grand Total :						1,933.00		

## 12.22 Payment Receipt

This report lists payment receipts.

### Parameters:

- Transaction ID
- Report Format

## Example of Payment Receipt report

Report: Payment Receipt  
Date: 10/7/2013 10:40 PM

ORACLE  
Financial Services Lending and Leasing

```

Branch: US HEAD QUARTERS
Branch Address: LINE1
MINNEAPOLIS MN 55344 7255
Branch Phone: 123-435-6789
Customer Name: COLGUA COLGUA
Customer Address: COLGUA N COLGUA BCH N # COLGUA
MINNEAPOLIS MN 55344
Account Number: 20130900012635
Date of Payment Received: 09/27/2013
Payment Amount Received: USD 200.00
Method of Payment: ACH
Check or money order Number: STATE STREET
    
```

## 12.23 Account Wise Payment Receipt

This report lists account wise payment receipts.

### Parameters:

- Transaction ID
- Report Format

### Example of Account Wise payment Receipt report

Report: Payment Receipt

Date: 10/11/2013 9:11 AM

ORACLE  
Financial Services Lending and Leasing

```

Branch: US HEAD QUARTERS
Branch Address: LINE1
LINE2
MINNEAPOLIS MN 55344 7255
Branch Phone: 123-435-6789
Date of Payment: 09/27/2013
Payment Amount Received: USD 200.00
Method of Payment: ACH
Check or money order no: STATE STREET
    
```

Account Number	Name	Amount
20130900012635	SREERAM NARAYAN	USD 200.00
Total:		USD 200.00

## 12.24 Account Payable (Servicing)

This report lists the payable accounts.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of Servicing Account Payable report

**ORACLE**  
Financial Services Lending and Leasing

Report: Accounts Payable (Servicing)  
Date: 10/11/2013 3:00 AM

Date From: 01/17/1800 To: 11/16/2048

All Amounts are in USD

Company: US01  
Branch: USHQ

Payee	Date	Mode	Status	Amount	Customer	Txn	Amount	
1 TRST	08/03/2013	CHECK	OPEN	50,000.00	20130800012363 1 TRST	ITM AMOUNT GIVEN TO ME DIRECTLY	50,000.00	
							Date Total :	50,000.00
							Payee Total :	50,000.00
AUTO JUNGLK	07/29/2013	CHECK	CLOSED	32,000.00	20130700011308 BOND JAMES	ITM DOWN PAYMENT	-5,000.00	
	08/06/2013	CHECK	CLOSED	32,000.00	20130700012421 BOND JAMES	ITM DOWN PAYMENT	-5,000.00	
							Date Total :	32,000.00
							Payee Total :	-5,000.00
							Date Total :	32,000.00
							Payee Total :	64,000.00
							Branch Total :	114,000.00
							Company Total :	114,000.00

## 12.25 Amortized Txns Log By GL Post Dt - Loan

This servicing report lists monetary transactions by GL post date for loans.

### Parameters:

- Company/Branch
- Account Number
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Amortized Txns Log By GL Post Dt - Loan report

**ORACLE**  
Financial Services Lending and Leasing

Report: Amortized Txns Log By GL Post Dt(Loan)  
Date: 9/12/2013 17:19 PM

GL Post Date From 09/01/2013 To 09/11/2013

Company: US01  
Branch: USHQ

ALL AMOUNT ARE IN USD

GL Post Dt	Description	Account #	Customer	Txn	Txn Amt	
09/11/2013	INTEREST	20130600010062	COLQUI COLQUI	INTEREST AMORTIZE	302.26	
					Date Total :	302.26
					Branch Total :	302.26
					Company Total :	302.26
					Grand Total :	302.26

## 12.26 Monetary Txns Log By GL Post Dt - Loan

This servicing report lists monetary transactions by GL post date for loans.

### Parameters:

- Company/Branch
- Account Number
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

## Example of the Monetary Txns Log By GL Post Dt - Loan report

Report: Monetary Txns Log By GL Post Dt- Loan  
Date: 10/7/2013 15:30 PM

ORACLE  
Financial Services Lending and Leasing

GL Post Date From 01/01/2000 To 01/01/2048

Company: US01  
Branch: USHQ

		ALL AMOUNT ARE IN USD							
GL Post Dt	Product	B	Action	Account #	Customer	Txn		Txn Amt	
04/03/2013	LOAN-VE	N	POST	20130400011137	TEST LEAD	FND CASH SALES/ADVANCE AMOUNT		30,000.00	
06/26/2013	LOAN-VE	N	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/26/2013	LOAN-VE	N	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/26/2013	LOAN-VE	N	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/26/2013	LOAN-VE	N	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/27/2013	LOAN-VE	N	ADJUST_PLUS	20130400011137	TEST LEAD	ADJUSTMENT TO DELAY FEE - ADD		50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	EXTENSION FEE		50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	REVERSE EXTENSION FEE		-50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	REVERSE EXTENSION FEE		-50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	REVERSE EXTENSION FEE		-50.00	
06/27/2013	LOAN-VE	Y	POST	20130400011137	TEST LEAD	REVERSE EXTENSION FEE		-50.00	

## 12.27 Payment Allocations Log By GL Post Dt - Loan

This servicing report lists payment allocations sorted by GL post date for loans.

### Parameters:

- Company/Branch
- Account Number
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of Payment Allocations Log - Loan report

Report: Payment Allocations Log By GL Post Date (Loan)  
Date: 10/10/2013 15:39 PM

ORACLE  
Financial Services Lending and Leasing

GL Post Date From : 01/01/1800 To: 01/01/2048

Company: US01

Post Date: 10/01/2013 ALL AMOUNT ARE IN USD

Account #	Customer	Txn Date	Txn Amount	Net Amount	Principal	Interest	Other	Average
Batch #	PAY-2013-274-	10/01/2013	30,732.27	30,732.27	29,829.61	752.66	150.00	200.00
20130400011137	00019014							
	TEST LEAD							
Batch Total:			30,732.27	30,732.27	29,829.61	752.66	150.00	200.00
Post Dt Total:			30,732.27	30,732.27	29,829.61	752.66	150.00	200.00
Company Total:			30,732.27	30,732.27	29,829.61	752.66	150.00	200.00
Grand Total:			30,732.27	30,732.27	29,829.61	752.66	150.00	200.00

## 12.28 Advance Posting Error Log Desc Loan

This servicing report lists errors in advance postings for loans.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Advance Posting Error Log Desc Loan report

```

1: US01
2: USHQ
  ALL AMOUNT ARE IN USD
  
```

e	Batch No	Account No	Name	Txn Comment	Txn Date
3	UNDEFINED	20130800012397	FRI LILLY		08/06/2013
					Batch Total:
					Date Total:
					Branch Total:
					Company Total:
					Grand Total:

## 12.29 Advance Posting Log Loan

This servicing report lists advance postings for loans.

### Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Advance Posting Log Loan report

Report: Account Log Description (Loan)  
 Month / Year From: 01/01/1800 To: 01/01/2048  
 Date: 10/7/2013 15:53 PM

**ORACLE**  
 Financial Services Lending and Leasing

```

Company: US01
Branch: USHQ
  ALL AMOUNT ARE IN USD
  
```

Batch Date	Batch No	Account No	Title	Txn Mode	Txn Date	Amount
08/20/2013	ADV-2013-232-00017006	20111200012575	COLQU4 COLQU4	ACH	08/20/2013	400.00
						Batch Total:
						Date Total:
						Branch Total:
						Company Total:
						Grand Total:

## 12.30 Excess Payments (Refund) Log Loan

This report lists excess payment refunds for loans.

**Parameters:**

- Company/Branch
- Report Format

**Example of the Excess Payments (Refund) Log Loan report**

Report: Excess Payment (Refund) Log (Loan)  
 Date: 10/11/2013 13:40 PM

**ORACLE**  
 Financial Services Lending and Leasing

Company : US01  
 Branch : USHQ  
 ALL AMOUNT ARE IN USD

Account Number	Title	Txn Date	Txn Amount
20111200012575	COLQU4 COLQU4	08/05/2013	4,940.00
20130100012526	PARTNER FRANCHISE		4,920.00
20130200012484	MANIVANNAN PREETHI	08/06/2013	4,600.00
20130500011251	PHC TEST	08/05/2013	4,900.00
20130600012498	WASHINGTON DENZEL	08/06/2013	4,700.00
Branch Total :			24,060.00
Company Total :			24,060.00
Grand Total :			24,060.00

## 12.31 Payment Allocations Log Loan

This servicing report lists payment allocations for loans.

**Parameters:**

- Company/Branch
- Account Number
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

**Example of the Payments Allocation Log Loan report**

Report: Payment Allocations Log ( Loan )  
 Date:10/11/201313:28 PM

**ORACLE**  
 Financial Services Lending and Leasing

Month / Year From: 01/01/1800 To: 01/01/2048

Company : US01  
 Branch : USHQ  
 ALL AMOUNT ARE IN USD

Account No	Title	Txn Date	Txn Amount	Principal	Interest	Other	Overage
20130400012432	JENA PRITAM	08/06/2013	12,846.03	12,000.50	845.53	600.88	900.88
Account Total:			12,846.03	12,000.50	845.53	600.88	900.88
Branch Total:			12,846.03	12,000.50	845.53	600.88	900.88
Company Total:			12,846.03	12,000.50	845.53	600.88	900.88
Grand Total:			12,846.03	12,000.50	845.53	600.88	900.88

## 12.32 Payment History Loan

This servicing report lists payment history for loans.

**Parameters:**

- Company/Branch
- Account Number
- Report Format

## Example of the Payment History Loan report

Report: Payment History ( Loan )  
Date: 10/10/2013 15:29 PM

**ORACLE**  
Financial Services Lending and Leasing

Company : US01						
Branch : USHQ						
ALL AMOUNT ARE IN USD						
Acc Nbr	Txn Dt	Txn Amt	Principal	Interest	Other	Overage
20130400011137	10/01/2013	30732.27	29829.61	752.66	150.00	0.00
Year Total:		30,732.27	29,829.61	752.66	150.00	0.00
Account Total:		30,732.27	29,829.61	752.66	150.00	0.00
Branch Total:		30,732.27	29,829.61	752.66	150.00	0.00
Company Total:		30,732.27	29,829.61	752.66	150.00	0.00
Grand Total:		30,732.27	29,829.61	752.66	150.00	0.00

## 12.33 Scheduled For Chargeoff Accounts Log Loan

This servicing report lists loan accounts scheduled for charge off.

### Parameters:

- Company/Branch
- Report Format

### Example of the Scheduled For Chargeoff Accounts Log Loan report

Report: Scheduled for Chargeoff Accounts Log ( Loan )  
Date: 10/10/2013 15:57 PM

**ORACLE**  
Financial Services Lending and Leasing

Company : US01				
Branch : USHQ				
ALL AMOUNT ARE IN USD				
Account No	Title	Product	Amount	Followup Dt
20130100012526	PARTNER FRANCHISE	LOAN-UN-FR	104041.51	30/09/2025
20130200012484	MANIVANNAN PREETHI	LOAN-VE	39472.2	30/09/2025
20130400011137	TEST LEAD	LOAN-VE	220.39	30/09/2025
20130400012432	JENA PRITAM	LOAN-VE	38404.46	30/09/2025
20130500011251	PHC TEST	LOAN-VE	9262.18	30/09/2025
Branch Count :		5	Branch Total :	191,400.74
Company count :		5	Company Total :	191,400.74
Grand Count :		5	Grand Count :	191,400.74

## 12.34 Scheduled Termination Accounts Log Loan

This servicing report lists loan accounts scheduled for termination.

### Parameters:

- Company/Branch
- Report Format



## Example of the Scheduled Termination Accounts Log Loan report

Report: Scheduled For Termination Accounts Log ( Loan )  
Date: 10/9/2013 10:15 AM

ORACLE®  
Financial Services Lending and Leasing

Company:		USD1			
Branch:		USHQ			
Account #	Title	ALL AMOUNT ARE IN USE	Product	Amount	Start Date
20130100012526	PARTNER FRANCHISE		LOAN-UN-FR	104,041.51	10/01/2013
Branch Count:		1	Branch Total:	104,041.51	
20130200012484	MANIVANNAN PREETHI		LOAN-VE	39,472.20	10/01/2013
Branch Count:		1	Branch Total:	39,472.20	
20130500011251	PHC TEST		LOAN-VE	9,262.18	10/01/2013
Branch Count:		1	Branch Total:	9,262.18	
20130700011308	BOND JAMES		LOAN-VE	32,283.88	10/01/2013
Branch Count:		1	Branch Total:	32,283.88	
20130800012371	FRI LILLY		LOAN-VE	16,126.41	10/01/2013
Branch Count:		1	Branch Total:	16,126.41	
Company Count:		5	Company Total:	201,186.18	
Grand Count:		5	Grand Total:	201,186.18	

## 12.35 Trial Balance Loan

This report lists trial balances for loans.

### Parameters:

- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

### Example of the Trial Balance Loan report

Report: Trial Balance ( Loan )  
Date: 10/11/2013 10:53 PM

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Account #	Currency	Opening Balance	Principal	Interest	Fees	Expenses	Closing Balance	Outstanding Balance
20130800012444	USD	0.00	0.00	0.00	0.00	0.00	0.00	16,100.00
20130200012464	USD	0.00	0.00	0.00	0.00	0.00	0.00	42,658.66
20130900012349	USD	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00
20130800012389	USD	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
20130700012306	USD	0.00	0.00	0.00	0.00	0.00	0.00	33,000.00
20130400012244	USD	200,000.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
20130400012145	USD	100,282.30	0.00	0.00	0.00	0.00	100,282.30	100,282.30
20130400012161	USD	100,282.30	0.00	0.00	0.00	0.00	100,282.30	100,282.30

---

## 13. Producer

Oracle Financial Services Lending and Leasing is capable to create and service direct as well as indirect Loan. Indirect Loan are generated through Producer Entities like Dealerships and Agents. It is essential to create and maintain such entities to enable incentive tracking and business development achieved through each entity.

Applications are sent to financial institutions indirectly through producer entities like dealers or agents on behalf of a customer. Specifying Producer details is mandatory while creating a application since the system associates a credit application with the producer entity which sent it, on the Application Entry, Underwriting, and Funding screens. When the credit application is approved and funded, the system associates the account with the producer entity.

When the credit application is approved and funded, system associates account with the producer.

The following three different status are defined for Producer Entities in OFSLL:

- Active: Only if Producer Status is Active, the application sourced through that Producer Entity can be funded.
- Inactive: If the Producer Status is Inactive, the application sourced through that Producer Entity cannot be funded.
- Temporary: If the Producer Status is Temporary, the application sourced through that Producer Entity can only be reviewed. However it cannot be funded.

The producers are paid for their participation, either:

- Up front during funding
- or-
- Up front on a monthly basis
- or-
- When the interest is earned
- or-
- When the payment is received from customer based on the set up compensation plans.

The Producer Setup screen contains pages that enable you to maintain and administer producer compensation, compensation payments, charge back plans, and chargeback parameters.

While setting up Producer entities it is also essential to setup the Producer Cycles under 'Setup' in main menu. For more details, refer to Configuring Lending and Leasing guides.

While working with the Producer Setup screen, you will primarily use the following sub tabs:

1. Payment Details
2. Compensation
3. Subvention
4. Transactions
5. Tracking Attributes
6. Statements
7. Contracts

8. Comments
9. Summary

The Producers screen, completed during setup, can be used to view and maintain producer details.

## 13.1 Producer Details

The Producer details screen allows you to record or edit basic information about the producer. You can set up dealers or producers for a company and branch. You can also set up a default underwriter and a default collector for a producer. The system uses this information in the origination work flow to select a queue.

The producer number, name, contact information, company and branch to which the producer is associated with, federal tax number, status, and license information can be stored in this screen.

### Navigating to Producer

1. On the Oracle Financial Services Lending and Leasing home screen, click **Servicing** → **Servicing** → **Producers**.
2. The system displays the Producers setup screen.

The screenshot displays the 'Producers' screen in Oracle Financial Services Lending and Leasing. At the top, there is a 'Producer Details' section with a table listing various producers. Below the table, there is a form for editing a producer, with fields for 'Producer #', 'Old Producer #', 'Name', 'Company', 'Branch', 'Start Dt', 'End Dt', 'Status', 'Enabled', and 'Con'. The form also includes sections for 'Address Details', 'Subvention Participation', and 'License Details'. The 'Producer #' field is currently set to 'UNDEFINED'. The 'Start Dt' is '23/11/2015' and the 'End Dt' is '31/12/9999'. The 'Status' is 'ACTIVE' and 'Enabled' is checked. The 'Address Details' section includes fields for 'Country', 'Address #', 'Address Line 1', 'Address Line 2', 'Zip', 'Zip Extn', 'City', 'State', 'Phone 1', 'Extn 1', 'Phone 2', 'Extn 2', 'Fax Prefix1', 'Fax 1', 'Fax Prefix2', 'Fax 2', 'Email', and 'Loss Reserve Amount'. The 'Subvention Participation' section includes fields for 'Subvention Participant', 'Collection Type', 'Collection Frequency', and 'Refund Disbursement Method'. The 'License Details' section includes fields for 'Valid From' and 'Valid To'. The form has buttons for 'Save and Add', 'Save and Stay', 'Save and Return', and 'Return'. At the bottom, there are tabs for 'Payment Details', 'Compensation', 'Subvention', 'Transactions', 'Holdback/Loss Reserve', 'Tracking Attributes', 'Statements', 'Contacts', and 'Comments'.

Producer #	Old Producer #	Name	Company	Branch	Start Dt	End Dt	Status	Enabled	Con
UNDEFINED					23/11/2015	31/12/9999		Y	
CA-00002	CA-00002	RANDYS AUTO SALES US01	HBL		01/01/2000	26/12/2031	ACTIVE	Y	JAC
CA-00003	CA-00003	ACE HEADQUARTERS US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC
CA-00004	CA-00004	VOLKSWAGEN OF WC US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC
CA-00005	CA-00005	AUTO JUNGLE US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC
CA-00006	CA-00006	SIMI VALLEY CHRYSLI US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC
CA-00007	KM-00013	ROLLS ROYCE US01	USR1		27/06/2000	26/12/2031	ACTIVE	Y	RAK
CA-00008		BOOST US01	USHQ		15/09/2014	26/12/2031	ACTIVE	Y	456
FL-00001	FL-00001	FL AUTO CENTER, IN US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC
FL-00002	FL-00002	VICAR MOTOR OF US01	USHQ		01/01/2000	26/12/2031	ACTIVE	Y	JAC

### To set up the Producer

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

A brief description of the fields is given below:

<b>Field:</b>	<b>Do this:</b>
<b>Producer #</b>	Based on the system setup, either: Specify the producer number -or- The system generates producer number. Producer will be activated on the next system date (current system date + 1) and not on the start date.
<b>Old Producer #</b>	Specify the old producer number.
<b>Name</b>	Specify the producer name.
<b>Company</b>	Select the company from the drop-down list.
<b>Branch</b>	Select the branch from the drop-down list.
<b>Start Dt</b>	Select the producer start date by clicking on the adjoining Calendar icon.
<b>End Dt</b>	Select the producer end date by clicking on the adjoining Calendar icon.
<b>Contact</b>	Specify the producer contact.
<b>Group</b>	Select the producer contact group from the drop-down list.
<b>Grade</b>	Select the producer grade as per business processes from the drop-down list. The list consist of values which are used only for categorizing at the producer level and can be changed periodically as per business requirement.
<b>Type*</b>	Select the producer type from the drop-down list. The Group and Type fields help in setting up the pricing schemes on Pricing screen.
<b>Status</b>	Select the appropriate status from the drop-down list. The contents of this field can be linked to edits in Loan origination cycle so that only applications from Producers whose status is 'Active' can be funded.
<b>Sales Agent</b>	Select the sales agent associated with this producer from the drop-down list.
<b>Underwriter</b>	Select the default underwriter assigned to this producer from the drop-down list. Only users with a responsibility for an UNDERWRITER can be designated as underwriters for producers.
<b>Funder</b>	Select the users with responsibility as Funding Specialist, from the drop-down list.
<b>Collector</b>	Select the default collector or agent assigned to this producer from the drop-down list. (This will appear in the <b>Collector</b> field in <b>Delinquency Information</b> section of <b>Account Details</b> screen on the <b>Customer Service screen</b> ).

<b>Field:</b>	<b>Do this:</b>
<b>Fed Tax #</b>	Specify the federal tax identification number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXXXX1234.
<b>Address section</b>	
<b>Country</b>	Select the country code from the drop-down list.
<b>Address Line 1</b>	Specify address line 1
<b>Address Line 2</b>	Specify address line 2
<b>Zip</b>	Select the zip code from the drop-down list.
<b>Zip Extn</b>	Specify the extension of the zip code.
<b>City</b>	Specify the city.
<b>State</b>	Select the state from the drop-down list.
<b>Phone 1</b>	Specify phone number 1.
<b>Exnt 1</b>	Specify phone number 1 extension.
<b>Phone 2</b>	Specify phone number 2.
<b>Extn2</b>	Specify phone number 2 extension.
<b>Fax Prefix1</b>	Select fax prefix number 1 from the drop-down list.
<b>Fax1</b>	Specify fax number 1.
<b>Fax Prefix2</b>	Select fax prefix number 2 from the drop-down list.
<b>Fax2</b>	Specify fax number 2.
<b>E-Mail</b>	Specify the producer mail address.
<b>Loss Reserve Amount</b>	Specify the loss reserve amount
<b>Max Float</b>	Specify the value of maximum float allowed for the Producer. A Float represents the application sourced by the producer that is Funded and awaiting 'Title perfection' from the concerned authorities for marking lien. If you do not know the exact value but want to provide a maximum float, then specify the value as 99999.
<b>Remaining Float</b>	System automatically displays the available number of floats by calculating the remaining float value based on 'Max Float' and Title perfections under processing.
<b>Enabled</b>	Check this box to enable the product.
<b>Subvention Participation Details</b>	
<b>Subvention Participant</b>	Check this box to maintain the producer as subvention participant

Field:	Do this:
<b>Collection Type</b>	Select the collection type from the drop-down list.
<b>Collection Frequency</b>	Select the collection frequency from the drop-down list.
<b>Refund Disbursement Method</b>	Select the refund disbursement method from the drop-down list.
<b>Region</b>	Select the region of producer from the drop-down list.
<b>Territory</b>	Select the territory of producer from the drop-down list.
<b>License Details</b>	
<b>Valid From</b>	Specify the date from when the producer's license is valid.
<b>Valid To</b>	Specify the date till when the producer's license is valid.

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

---

#### Note

Oracle Financial Services Software recommends that you double-check the fax numbers (especially the 10 digit number) and email addresses you enter on this screen, since the system uses this information to send its system-generated underwriting decisions.

---

### 13.1.1 Payment Details

You can setup ACH as the payment mode for a dealer or producer on Payment Details sub screen. The Payment Details sub screen stores information regarding the producer's bank, such as bank's name, routing number, account type and account number. Once this sub screen is completed, the information goes into effect immediately. To complete the Payment Details

1. Click **Servicing** → **Servicing** → **Producers** → **Payment Details**.
2. In the **Payment Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Pmt Mode</b>	Select the payment mode from the drop-down list.
<b>Bank</b>	Specify the ACH bank name.
<b>Start Dt</b>	Select ACH start date if payment mode is ACH. You can even select the date from adjoining Calendar icon.
<b>Routing #</b>	Specify the ACH bank routing number.
<b>Account Type</b>	Select the ACH bank account type from the drop-down list.
<b>Account #</b>	Specify the ACH bank account number.

Field:	Do this:
<b>Disbursement Currency</b>	Select the disbursement currency from the drop-down list.

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

### 13.1.2 Compensation Plan

The Compensation Plan sub screen displays information related to compensation and chargeback for the producer. It displays summaries as well as account level information. The data is gathered from relevant applications and accounts in the system that are approved and funded.

A brief description of the fields in the Compensation Plan sub screen is given below:

Field:	View this:
<b>Account/Application</b>	The account/application number and title
<b>Compensation Plan</b>	The compensation plan defined for the producer.
<b>Upfront Amt</b>	The Upfront Amount defined for the producer.
<b>Remaining Amt</b>	The remaining amount for the producer.
<b>Total Amt</b>	The total amount defined for the producer.

1. In the **Loss Reserve** section, view the loss reserve amount.

You can view additional details of the Compensation Plan, Chargeback Methods, and Compensation/Chargeback Amounts in the sub screen.

### 13.1.3 Subvention

The Subvention sub screen displays information related to Subvention Receivables for the producer. It displays summaries as well as account level information.

In the Subvention Receivables section, you can view the following details. A brief description of the fields is given below:

Field:	View this:
<b>Subvention Participant</b>	The status of subvention participant.
<b>Collection Type</b>	The collection type defined for the subvention.
<b>Collection Frequency</b>	The collection frequency defined for the subvention.
<b>Refund Disbursement Method</b>	The Refund Disbursement Method for the subvention.
<b>Receivable Amt(Open)</b>	The outstanding receivable amount for the subvention.
<b>Receivable Amt(Current)</b>	The current receivable amount for the subvention.
<b>Received Amt</b>	The received amount for the subvention.

<b>Field:</b>	<b>View this:</b>
<b>Netted Refund Amt</b>	The netted refund amount for the subvention.
<b>Net Receivable Amt</b>	The net receivable amount for the subvention.
<b>Payable Refund Amt</b>	The payable refund amount for the subvention.

### 13.1.4 Transactions

The Transactions sub screen facilitates you to post the following types of transactions based on the selection in the action block.

- All transactions relating to Payment to / from Producers, Disbursements transactions from Holdback / Reserve can be posted by selecting 'Others' option in the action block.
- Subvention Receivables / Payments and adjustments can be posted by selecting 'Subvention' option in the action block.

On selecting 'Others' or 'Subvention' option, click **Add** and specify the following field information. A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Effective Dt</b>	Select the Effective Date of the transaction from the calendar.
<b>Transaction</b>	Select the transaction from the drop down list.
<b>Account #</b>	Select the account from the drop down list.
<b>Amount</b>	Specify amount for the transaction.
<b>Reference</b>	Specify the transaction reference.
<b>Post Dt</b>	Posted date of the transaction.
<b>Comment</b>	Specify additional details of the transaction if any.

Click **Post** to post the transaction for processing.

### 13.1.5 Holdback/Loss Reserve

The Holdback/Loss Reserve sub screen displays information related to Proceed Holdback and Loss Reserve for the producer.

#### **To view the Holdback/Loss Reserve**

1. Click **Producers** → **Holdback/Loss Reserve**.
2. In the Proceed Holdback section, you can view the account and Holdback amount details.

In the Loss Reserve section, you can view Loss Reserve amount details.

### 13.1.6 Tracking Attributes

The Tracking Attributes sub screen allows you to link information to a producer who is not tracked in the system, by default, however is part of company's business practices.

#### **To complete the Tracking Attributes**

1. Click **Servicing** → **Servicing** → **Producers** → **Tracking Attributes**.



2. In the Tracking section, you can edit the **parameter** and **Value** details.
3. A brief description of the fields is given below:

Field:	View this:
<b>Sub-Parameter</b>	View the sub-parameter details.
<b>Parameter</b>	View the parameter details.
<b>Value</b>	Enter the required value for the selected parameter.

4. In the **Statements Transactions** section, view the following information:

Field:	View this:
<b>Effective Dt</b>	The statement transaction date.
<b>Transaction</b>	The statement transaction.
<b>Account</b>	The statement account number.
<b>Debit Amt</b>	The statement debit amount.
<b>Credit Amt</b>	The statement credit amount.

### 13.1.7 Contacts

The Contacts sub screen allows you to record information regarding contacts associated with a producer, such as employees at a dealership.

#### To complete the Contacts

1. Click **Servicing** → **Servicing** → **Producers** → **Contacts** sub tab.
2. On the **Contacts** sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Contact Type</b>	Select the producer contact type from the drop-down list.
<b>Name</b>	Specify the producer contact name.
<b>Phone</b>	Specify producer contact phone number.
<b>Extn</b>	Enter phone number extension.
<b>Fax</b>	Enter producer contact fax number.
<b>Enabled</b>	Check this box to indicate this is a current contact.

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

### 13.1.8 Comments

The Comments sub screen allows you to view and enter comments regarding the producer.

### To enter a comment on the Comments

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

A brief description of the fields is given below:

Field:	Do this:
<b>Comment</b>	Enter comment.
<b>Comment By</b>	Displays user id.
<b>Comment Dt</b>	Displays comment date.

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

### 13.1.9 Summary

The display only Summary sub screen allows you to view summary information regarding the producer.

#### To view summary on the Summary

1. Click **Servicing** → **Servicing** → **Producers** → **Summary** sub tab.
2. In the **Summary** section, view the following information.

A brief description of the fields is given below:

Field:	View this:
<b>Year Month</b>	The year and month.
<b>Total Apps</b>	The application total status count.
<b>Approved</b>	The application approved status count.
<b>Conditioned</b>	The application conditioned status count.
<b>Rejected</b>	The application rejected status count.
<b>Withdrawn</b>	The application rejected status count.
<b>Funded</b>	The application withdrawn status count.
<b>Amount</b>	The application funded status total amount.

### 13.1.10 Title Status Summary

The Title Status Summary screen displays the various stages of titles of assets for applications sourced by the producer. The details are available for specific periods like last 1 day, 2 days, 5 days, 7 days and All (entire history) and results are displayed for selected period with each date as new row.

For example, if user has selected 2 days and the system date is 2nd June 2014, then system will group statuses in mentioned buckets and displays data for each 'Lien event date'.

### To view Title Status Summary on the Summary

1. Click **Servicing** → **Servicing** → **Producers** → **Summary** sub tab.
2. On the **Title Status Summary** screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.
3. Select the **Title Status Summary** period as 1 day/2 days/5 days/7 days/All.

A brief description of the fields are given below:

<b>Field:</b>	<b>View this:</b>
<b>New Status</b>	Displays lien status as 'New'
<b>Perfection Processing Status</b>	Displays lien status as either Sent for Perfection/ Sent for Re-perfection
<b>Perfected Status</b>	Displays if lien status has 'Perfected Title'
<b>Release Processing Status</b>	Displays lien status as either Sent for Title Release/Re-sent for Title Release
<b>Released Status</b>	Displays lien status as either Service Requested/Pending Delete
<b>Hold Release</b>	Displays lien Hold Release status
<b>To be Released</b>	Displays lien status if 'To be released'
<b>Closed Status</b>	Displays lien status if 'Deleted'
<b>Exception Status</b>	Displays lien status as either Pending Lien Holder/ Pending DMV
<b>Lien Event Date</b>	Displays lien Event Date attached against each status.

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## 14. 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 information on Vendor Management form and create a monetary transaction. You can then choose if the customer should pay any particular expense or not.

### 14.1 Vendor Detail Screen

The Vendors screen allows you to set up vendor information. By default it will show current address but if the vendor receives escrow disbursement at an address which is different from current business address the information can be entered in Payment Details sub screen. Also, the Payment Details sub screen allows you to enter number of days prior to the due date by which payment to vendor must be processed.

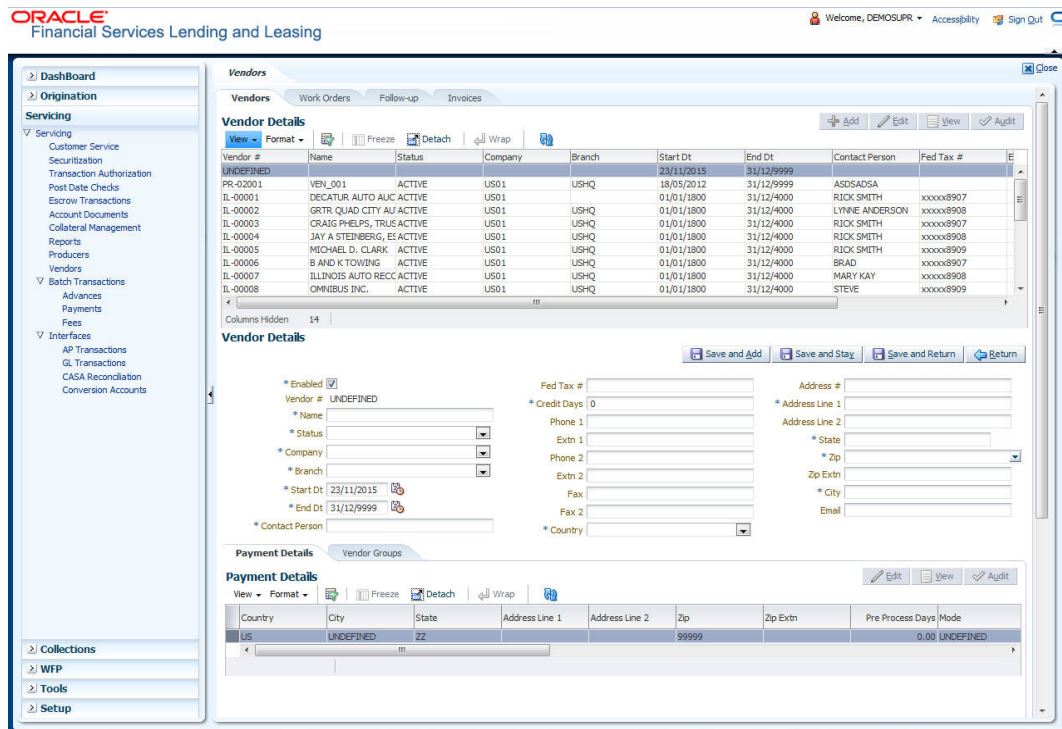
#### **Navigating to Vendor Detail Screen**

1. On the Oracle Financial Services Lending and Leasing home screen, click **Servicing** →**Servicing** →**Vendors**.
2. The system displays the Vendor screen. The details are grouped under four tabs:
  - Vendors
  - Work Orders
  - Follow-up
  - Invoices

#### 14.1.1 Vendors tab

1. Click **Servicing** →**Servicing** →**Vendors** →**Vendors**. The details in the screen are grouped into three:
  - Vendor Details
  - Payment Details
  - Vendor Groups

2. In the **Servicing** → **Servicing** → **Vendors** → **Vendors** → **Vendor Details** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter:



A brief description of the fields is given below:

Field:	Do this:
<b>Enabled</b>	Check this box to enable the vendor.
<b>Vendor #</b>	Displays the vendor number. The system generates the vendor number by default.
<b>Name</b>	Specify the vendor name.
<b>Status</b>	Select the vendor status from the drop-down list.
<b>Company</b>	Select the vendor portfolio company from the drop-down list.
<b>Branch</b>	Select the vendor portfolio branch from the drop-down list.
<b>Start Dt</b>	Specify the vendor start date. You can select data even from the adjacent Calendar icon.
<b>End Dt</b>	Specify the vendor end date. You can select data even from the adjacent Calendar icon.
<b>Contact Person</b>	Specify the vendor contact name.
<b>Fed Tax #</b>	If available, enter the vendor federal tax identification number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXXXX1234.
<b>Credit Days</b>	Specify the credit days for the vendor invoice. This number is used to check that Invoice Due Date is not more than the credit days from Invoice Date.

<b>Field:</b>	<b>Do this:</b>
<b>Phone 1</b>	Specify primary phone number.
<b>Extn 1</b>	Specify the primary phone extension.
<b>Phone 2</b>	Specify alternate phone number.
<b>Extn 2</b>	Specify the alternate phone's extension.
<b>Fax</b>	Specify the fax number.
<b>Fax 2</b>	Specify the fax number 2.
<b>Country</b>	Select the country code from the drop-down list.
<b>Address Line 1</b>	Specify address line 1.
<b>Address Line 2</b>	Specify address line 2.
<b>Zip</b>	Select the zip code from the drop-down list.
<b>Zip Extn</b>	Specify the extension of the Zip code.
<b>City</b>	Specify the city.
<b>State</b>	Select the state from the drop-down list.
<b>Email</b>	Specify the email address.

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

Click **Servicing** → **Servicing** → **Vendors** → **Vendors** → **Vendor Details**. The Payment Details sub tab allows you to set up automatic clearing house information for vendors.

4. On the **Payment Details** sub tab, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

<b>Field:</b>	<b>Do this:</b>
<b>Remittance section</b>	
<b>Country</b>	Select the country code from the drop-down list.
<b>City</b>	Specify city.
<b>State</b>	Select state from the drop-down list.
<b>Address Line 1</b>	Specify address line 1.
<b>Address Line 2</b>	Specify address line 2.
<b>Zip</b>	Specify zip code from the drop-down list.
<b>Zip Extn</b>	Specify extension of the zip code.
<b>Pre-Process Days</b>	Specify the remittance pre-process days. This is the number of days prior to due date by which payment to the vendor must be processed.

Field:	Do this:
<b>Payment Details section</b>	
<b>Mode</b>	Select the mode of payment from the drop-down list.
<b>Bank</b>	Specify the ACH bank.
<b>Start Dt</b>	View ACH start date.
<b>Routing #</b>	Specify the bank routing number.
<b>Account Type</b>	Select the account type from the drop-down list.
<b>Account #</b>	Specify the account number. If the organizational parameter <code>UIX- _HIDE_RESTRICTED_DATA</code> is set to 'Y', this appears as a masked number; for example, XXXXX1234.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. Click **Servicing** → **Servicing** → **Vendors** → **Vendors** → **Vendor Details**. The Vendors Groups allows you to set up vendor groups.
7. On the **Vendor Groups** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Sort</b>	Specify sort sequence.
<b>Group</b>	Select the vendor type to which the vendor belongs from drop-down list, based on services provided by the vendor.
<b>Enabled</b>	Check this box to enable the vendor service.

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

### 14.1.2 Work Orders Tab

The Work Orders link allows you to assign an account to a vendor for a service that the vendor provides.

1. Click **Servicing** → **Servicing** → **Vendors** → **Work Order**. The details are categorized into two:
  - Work Order
  - Services

2. In the **Servicing** → **Servicing** → **Vendors** → **Work Order** → **Work Order**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Work Order #</b>	Displays the work order number.
<b>Account</b>	Select account number for the work order from the drop-down list.
<b>Vendor</b>	Select vendor who will service the work order from the drop-down list.
<b>Company</b>	Displays the vendor company.
<b>Branch</b>	Displays the vendor branch.
<b>Status</b>	Select the service status from the drop-down list.
<b>Type</b>	Select the work order type from the drop-down list.
<b>Work Order Details section</b>	
<b>Dt</b>	Displays the work order date.
<b>Status Dt</b>	Displays the last work order status change date.
<b>Currency</b>	Select currency for the work order from the drop-down list.
<b>Estimated</b>	Displays the estimated amount for the work order.
<b>Billed</b>	Displays amount billed by the vendor for the work order.
<b>Paid</b>	Displays amount paid to the vendor for the work order.



Field:	Do this:
<b>Account Information section</b>	
<b>Collateral</b>	Select asset associated with the work order from the drop-down list.
<b>Reference #</b>	Specify the vendor reference.
<b>Assigned By</b>	Specify the user who created the work order.
<b>Followup Dt</b>	Specify the next follow-up date. You can even select from the adjoining Calendar icon.
<b>Vendor Information section</b>	
<b>Contact</b>	Specify the vendor contact for the work order.
<b>Phone</b>	Specify the vendor contact phone for the work order.
<b>Extn</b>	Specify the vendor contact phone extension for the work order.
<b>Fax</b>	Specify the vendor contact fax for the work order.
<b>Comment</b>	Specify any comments regarding the work order.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Servicing** → **Servicing** → **Vendors** → **Work Order** → **Services**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Service</b>	Select the service type from the drop-down list (required).
<b>Fee Type</b>	Select the vendor fee type from the drop-down list.
<b>Currency</b>	Select the currency from the drop-down list.
<b>Estimated</b>	Specify the estimated amount for the service.
<b>Billed Amt</b>	Displays amount billed by the vendor for the service.
<b>Paid</b>	Displays amount paid to the vendor for the service.
<b>Status</b>	Select the status from the drop-down list.
<b>Status Dt</b>	Displays the last service status change date.

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

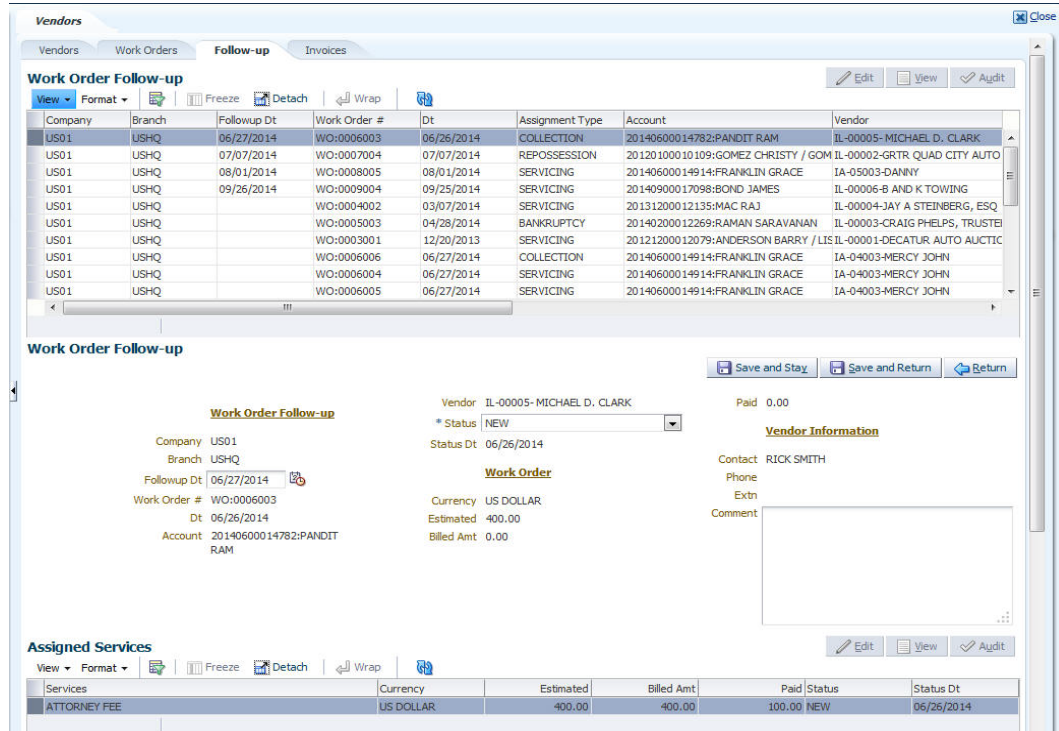
### 14.1.3 Follow-up Tab

The Work Orders link lists the work orders that are not complete and hence require follow-up.

1. Click **Servicing** → **Servicing** → **Vendors** → **Follow-up** tab. The details are grouped into two:
  - Work Order Follow-up

- Assigned Services
2. In the **Servicing** → **Servicing** → **Vendors** → **Follow-up** → **Work Order Follow-up**, perform any of the [Basic Operations](#) mentioned in Navigation chapter except for creating a new record.

A brief description of the fields is given below:



Field:	Do this:
<b>Company</b>	Displays the vendor company.
<b>Branch</b>	Displays the vendor branch.
<b>Followup Dt</b>	Specify the next follow-up date. You can even select the date from adjoining Calendar icon.
<b>Work Order #</b>	Displays the work order number.
<b>Dt</b>	Displays the work order date.
<b>Account</b>	Displays the account associated with the work order.
<b>Vendor</b>	Displays the vendor associated with the work order.
<b>Status</b>	Select the work order status from the drop-down list.
<b>Status Dt</b>	Displays the last work order status change date.
<b>Work Order section</b>	
<b>Currency</b>	Displays the currency for the work order.
<b>Estimated</b>	Displays the estimated amount for the work order.
<b>Billed Amt</b>	Displays amount billed by the vendor for the work order.

Field:	Do this:
<b>Paid</b>	Displays amount paid to the vendor for the work order.
<b>Vendor Information section</b>	
<b>Contact</b>	Displays the vendor contact name.
<b>Phone</b>	Displays the vendor contact phone number.
<b>Extn</b>	Displays the vendor contact phone number's extension.
<b>Comment</b>	Specify a comment.

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

In the **Servicing** → **Servicing** → **Vendors** → **Follow-up** → **Assigned Service**, perform any of the [Basic Operations](#) mentioned in Navigation chapter except for creating a new record. A brief description of the fields is given below:

Field:	Do this:
<b>Services</b>	Displays the service provided by the vendor.
<b>Currency</b>	Select currency for the vendor from the drop-down list.
<b>Estimated</b>	Specify the estimated amount for the service.
<b>Billed Amt</b>	Specify amount billed by the vendor for the service.
<b>Paid</b>	Specify amount paid to the vendor for the service.
<b>Status</b>	Select the service status from the drop-down list.
<b>Status Dt</b>	Specify the last service status change date. You can even select the date from the adjoining Calendar icon.

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

#### 14.1.4 **Invoices Tab**

1. Click **Servicing** → **Servicing** → **Vendors** → **Invoices** tab. The details are grouped into four:
  - Invoice Information
  - Invoice Details
  - Payment Schedules sub tab
  - Related Invoice/Work Orders sub tab

2. In the **Servicing** → **Servicing** → **Vendors** → **Invoices** → **Invoice Information**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Vendor</b>	Select the vendor name for whom the invoice is to be created.
<b>Company</b>	Displays the vendor portfolio company.
<b>Branch</b>	Displays the vendor portfolio branch.
<b>Invoice #</b>	Specify the invoice number. The invoice number should be unique for every vendor. In case the Invoice # already exists for Vendor, system displays a warning message.
<b>Invoice Dt</b>	Specify the invoice date. You can even select the date from the adjoining Calendar icon.
<b>Due Date</b>	Select the due date. You can even select the date from the adjoining Calendar icon.
<b>Status</b>	Select the invoice status from the drop-down list.
<b>Details section</b>	
<b>Status Dt</b>	Displays the last invoice status change date.
<b>Address</b>	Displays the vendor address.
<b>Currency</b>	Select the currency from the drop-down list.
<b>Invoice Amt</b>	Displays the total invoice amount.

Field:	Do this:
<b>Agreed Amt</b>	Displays the total agreed amount.
<b>Paid Amt</b>	Displays the total paid amount.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Servicing** → **Servicing** → **Vendors** → **Invoices** → **Invoice Details**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Work Order</b>	Select the work order from the drop-down list.
<b>Invoice Amt</b>	Specify the invoice amount.
<b>Agreed Amt</b>	Specify the agreed amount.
<b>Paid Amt</b>	Displays the paid amount.
<b>Txn Post Dt</b>	Specify transaction effective date. You can even select the date from the adjoining Calendar icon.
<b>Status</b>	Select the status from the drop-down list.
<b>Status Dt</b>	Displays the last status change date.
<b>Collectible</b>	Check this box to collect the agreed amount from the customer.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Servicing** → **Servicing** → **Vendors** → **Invoices** → **Payment Schedules**, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Currency</b>	Select the currency from the drop-down list.
<b>Payment Amt</b>	Specify the payment amount.
<b>Status</b>	Select the payment status from the drop-down list.
<b>Payment Dt</b>	Specify the payment date. You can even select the date from the adjoining Calendar icon.
<b>Payment Reference</b>	Specify the payment reference.
<b>Payable Id</b>	Specify the payable requisition Id.
<b>Disbursement Currency</b>	Select the currency from the drop-down list.

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

8. In the **Servicing** → **Servicing** → **Vendors** → **Invoices** → **Related Invoice/Work Order Details**, perform any of the [Basic Operations](#) mentioned in Navigation chapter:

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Invoice #</b>	Displays the invoice number.
<b>Invoice Status</b>	Displays the invoice status.
<b>Status Dt</b>	Displays the invoice status date.
<b>Currency</b>	Displays the currency.
<b>WO Estimated Amt</b>	Displays the work order estimated amount.
<b>WO Agreed Amt</b>	Displays the work order agreed amount.
<b>WO Paid Amt</b>	Displays the work order paid amount.
<b>WO Status</b>	Displays the work order status.

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

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# 15. Batch Transactions

## 15.1 Introduction

This chapter discusses about the various batch transactions handled in the application. We can categorize them in to the following:

- Advances
- Payments
- Fees

## 15.2 Advances

You can enter multiple advances to the account for the draws made by customers. Advances can be entered either by manual entry or batch upload.

### Manual Entry

This screen uses the same concepts and has similar features as the Payment Entry screen. An advance can be paid to one or more payees. The payee can be a standard payee that can be selected from a predefined list of values or a non standard payee. For non standard payees, you must enter the details of the remittance.

Oracle Financial Services Lending and Leasing creates entries for the posted advances on the AP Transaction screen. These entries can be used to process the remittances.

### Batch Upload

With the advance load process, a batch of advances can be loaded into Oracle Financial Services Lending and Leasing (similar to lockbox processing).

Using the Advance Entry screen, you can enter and view a batch of advance transactions. You can then complete the following tasks:

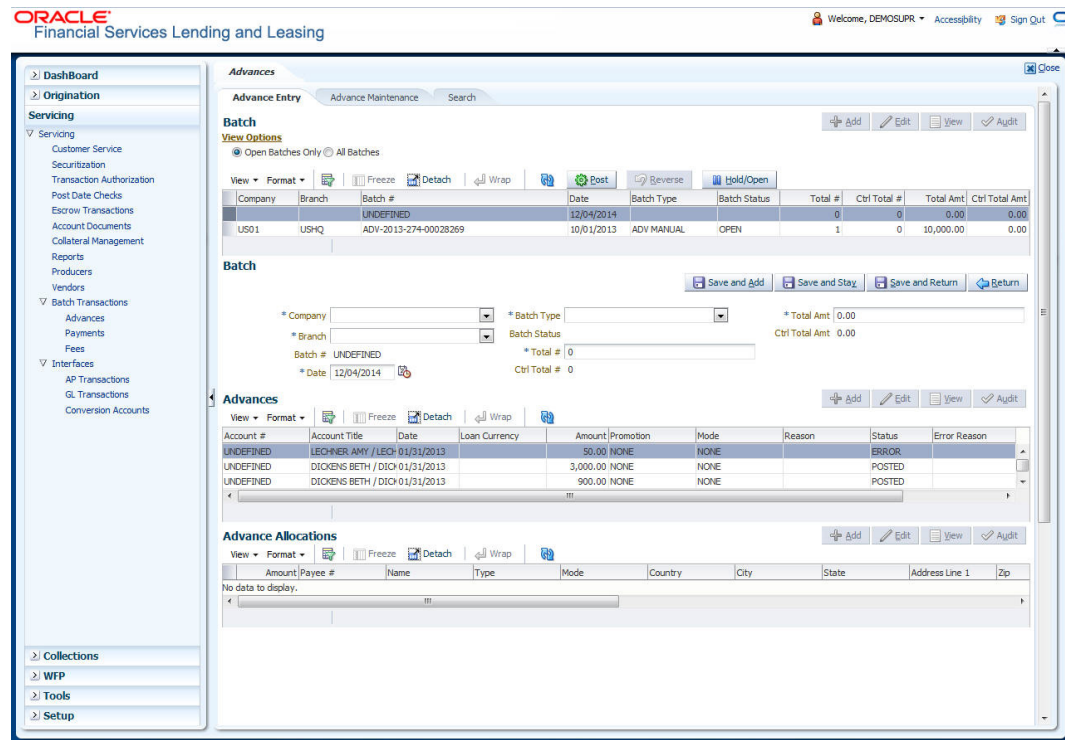
- Posting a batch
- Reversing a batch
- Placing a batch on hold

### 15.2.1 Advance Entry Tab

The Advance Entry tab enables you to view either all batches or only open batches. You can choose which batch you want to view using the **View Options** section. Viewing all batches enables you to locate batches with a status of OPEN, REVERSE, HOLD, ERROR, or POSTED.

## To view open batches

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry**.



2. In the **View Options** section, click **Open Batch Only**.

In the Batch section, the system displays all batches with a status of OPEN that have not been posted.

## To view all batches

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry**.
2. In the **View Options** section, click **All Batches**.

In the Batch section, the system displays all batches regardless of the status.

If a batch contains a payment with an ERROR status, the **Error Reason** field displays the cause.

### 15.2.1.1 Entering and Posting Advances

The Advance Entry screen enables you to manually post batches of advances. A batch can consist of one or more accounts.

#### To enter and post a batch for advance transactions

1. On the Oracle Financial Services Lending and Leasing A home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry**.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Company</b>	Select the portfolio company.



Field:	Do this:
<b>Branch</b>	Select the branch.
<b>Date</b>	Specify the batch date.
<b>Batch Type</b>	Select the batch type.
<b>Total #</b>	Specify the total number of advances in the batch.
<b>Total Amt</b>	Specify the total amount of advances in the batch.
<b>Batch #</b>	View the batch number (system generated).
<b>Batch Status</b>	View the batch status.
<b>Ctrl Total #</b>	View the total number of advances in the batch (actual).
<b>Ctrl Total Amt</b>	View the total amount of advances in the batch (actual).

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

A brief description of the fields is given below:

Field:	Do this:
<b>Account #</b>	Select the account number.
<b>Account #: Title</b>	View the account title.
<b>Date</b>	Specify the advance effective date.
<b>Loan Currency</b>	Select the Loan currency.
<b>Amount</b>	View the advance amount.
<b>Promotion</b>	Select the promotion associated with advance.
<b>Mode</b>	Select the advance mode.
<b>Reason</b>	Select the reason for the advance.
<b>Status</b>	View the advance status.
<b>Error Reason</b>	View the reason for error.
<b>Reference</b>	Specify any reference information (such as check number).

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

A brief description of the fields is given below:

Field:	Do this:
<b>Amount</b>	Specify the advance amount to be paid to this payee.
<b>Payee Nbr</b>	Select the payee number.
<b>Name</b>	Specify the payee name.
<b>Type</b>	Select the payee type.
<b>Mode</b>	Select the payee payment mode.
<b>Country</b>	Select the country where the payee is located.
<b>City</b>	Specify the city where the payee is located.
<b>State</b>	Select the state where the payee is located.
<b>Address</b>	Specify the address line 1 for the payee.
<b>Zip</b>	Select the zip code where the payee is located.
<b>Zip Extension (unlabeled)</b>	Specify the zip extension where the payee is located.
<b>Bank Name</b>	Specify the payee ACH bank name.
<b>Routing #</b>	Specify the payee ACH bank routing number.
<b>ACH Account Type</b>	Specify the payee ACH bank account type.
<b>ACH Account #</b>	Specify the payee ACH bank account number.
<b>Account #</b>	Specify the customer account number with the payee.
<b>Comment</b>	Specify a comments for this advance allocation.
<b>Currency</b>	Specify the currency for disbursement.

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

The system updates the display only **Total #** and **Total Amt** fields in Batch section to record the contents of Advance section.

When you want to post a batch transaction on Advance Entry screen, ensure that contents of the display only **Total #** and **Total Amt** fields match with contents of the required **Total #** and **Total Amt** fields in Advance group section.

8. In the **Action** section, click **Post**.

The system changes batch status from OPEN to PROCESSING and submits batch to the job service. After the batch has been processed, system changes the batch status to POSTED or ERROR.

The posted advances can be viewed on the Customer Service screen's Transaction screen. The system creates entries for the posted advances on AP Transaction screen. These entries can be used to process the remittances.

### **15.2.1.2 Holding a Batch of Payment Transactions**

Only the batches with the status of OPEN can be put on hold.

#### **To hold the batch of payments transactions**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry**.
2. On the **Advance Entry** screen, click **Open Batches Only** in the **View Options** section. Details regarding the selected batch appear in the Advances section.
3. Use the **Batch** section to search for and select the batch you want to hold.
4. In the **Action** section, click **Hold/Open**.

The system changes the batch status from OPEN to HOLD.

### **15.2.1.3 Opening or Removing Hold on the Batch of Payment Transactions**

Only the batches with a status of HOLD can be opened.

#### **To open (or remove hold) on the batch of payments transactions**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry** tab.
2. On the **Advance Entry** screen, click **All Batches** in the **View Options** section. Details regarding the selected batch appear in the Advances section.
3. Use the **Batch** section to search for and select the batch with the status of HOLD you want to open.
4. In the **Action** section, click **Hold/Open**.

The system changes the batch status from HOLD to OPEN.

### **15.2.1.4 Reversing a Batch of Payment Transactions**

Following are the pre-conditions while reversing a Batch of Payment Transactions:

- Only the batches with a status as POSTED can be reversed.
- Only the batches with a status as HOLD can be opened.

#### **To reverse the batch of payment transactions**

Batches can be reversed in case of problems with the batch. This will reverse all advances that have been posted.

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Entry** tab.
2. On the **Advance Entry** screen, click **All Batches** in the **View Options** section. Details regarding the selected batch appear in the Advances section.
3. Use the **Batch** section to search for and select the batch with POSTED status you want to reverse.
4. In the **Action** section, click **Reverse**.

The system changes batch status from POSTED to PROCESSING and submits batch to the job service. After the batch has been processed, the system changes batch status to REVERSE.

You can verify the reversal either using Transaction screen on Customer Service screen for each account in the batch, or by running payment history report.

## 15.2.2 Advance Maintenance Tab

The Advance Maintenance tab on the Advances screen enables you to perform maintenance functions on individual advances that have been posted. The common functions are as follows:

Function:	Purpose:
<b>Modify</b>	enables you to modify advance attributes such as amount, account number, and date.
<b>Reverse</b>	enables you to reverse the advance from the account completely.

In all cases, the system performs 'true backdating' to post the transaction based upon transaction date. Interest recalculations are automatic and all necessary transactions can be sent to the general ledger for automatic reconciliation.

### Suspended advances

In case of advances that are not posted to accounts due to issues such as incorrect account condition, the advances are posted to suspense. You must process these advances using the work queue for suspense advances. This would typically involve identifying the correct amount or correcting problems with the account before attempting to re-post the advance. In this case, the advance is moved out of the suspense account and posted to the specified account.

### To view advances

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Maintenance** tab.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The top navigation bar shows the Oracle logo and the text "Financial Services Lending and Leasing". The main content area is titled "Advances" and features a "Advance Maintenance" tab. Below the tab, there is a table of advances with columns for Account #, Account # : Title, Loan Currency, Txn Dt, Txn Amt, Mode, Reason, Reference, Status, and Company. The table lists several advances, including one for RAMAN SARAVANAN with a transaction amount of 100.00 USD on 02/18/2014. Below the table, there is a detailed view of the selected advance, showing fields for Account #, Title, Loan Currency, Txn Dt, Txn Amt, Mode, Reason, Reference, Status, Company, Branch, Batch #, Batch Type, Date, and Error Reason.

2. In the **View Options** section, select which advance you want to view:

<b>Choose:</b>	<b>View this:</b>
<b>Posted</b>	Posted advances.
<b>Suspense</b>	Suspended advances. In cases of advances that have been posted to suspense, the Suspense work queue can be used to process them (similar to suspense payments).
<b>All</b>	All advances.

The system displays the selected payments in the **Advances** section.

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

A brief description of the fields is given below:

<b>Field:</b>	<b>View this:</b>
<b>Account #</b>	Account number.
<b>Title</b>	Account title.
<b>Loan Currency</b>	Select the Loan currency
<b>Txn Date</b>	Advance effective date.
<b>Txn Amount</b>	Advance amount.
<b>Mode</b>	Advance mode.
<b>Reason</b>	Advance reason.
<b>Reference</b>	Reference information for advance.
<b>Status</b>	Advance status.
<b>Company</b>	Portfolio company.
<b>Branch</b>	Portfolio branch.
<b>Batch #</b>	Batch number.
<b>Batch Type</b>	Batch type.
<b>Date</b>	Displays batch date.

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

### **15.2.2.1 Modifying/Correcting Advance Transactions**

In some cases, an advance may be valid, but how it was posted was incorrect; for example, advance was posted to the wrong account, with the wrong date, or with incorrect spread data. The Advance Maintenance screen enables you to correct such errors.

#### **To modify/correct an individual advance transaction**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Maintenance**.
2. In the **View Options** section, click **Posted**.

3. In the **Advances** section, select the advance you want to modify and click **Edit**.
4. In the **Action** section, click **Modify**.
5. In the **Details** section, update the fields with information about the advance you want to modify.

Field:	Do this:
<b>Account #: Title</b>	Select account number.
<b>Loan Currency</b>	Select the Loan currency.
<b>Amount</b>	Enter advance amount.
<b>Txn Dt</b>	Enter advance effective date.
<b>Reason</b>	Select the reason for error.

6. Click **Save And Return**.

The system modifies the original advance and posts the new advance.

### **15.2.2.2 Reversing Advance Transactions**

#### **To reverse an individual advance transaction**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Advance Maintenance**.
2. In the **View Options** section, click **Posted**.
3. In the **Advances** section, select the advance you want to reverse and click **Edit**.
4. In the **Action** section, click **Reverse**.
5. In the **Details** section, complete the Reason field (if you choose). You need not have to update any other fields when reversing a transaction.
6. Click **Save And Return**.

The system reverses the original advance.

The reversed advance can be viewed when you load the account on Customer Service screen from Customer Service screen's Transaction screen.

### **15.2.3 Search Tab**

A Search link is available on the Advances screen to help locate information such as an account's number, company and branch. This is information that is used on the Advance Entry and Advance Maintenance screens.

## To search for an account

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Advances** → **Search** tab.

Oracle Financial Services Lending and Leasing

Signed in as DEMOSALES Accessibility Sign Out

Dashboard

Origination

Servicing

Customer Service

Securitization

Transaction Authoriz

Post Date Checks

Escrow Transactions

Account Documents

Collateral Managemen

Reports

Producers

Vendors

Batch Transactions

Advances

Payments

Fees

Interfaces

Collections

WFP

Tools

Setup

Advances

Advance Entry Advance Maintenance Search

Reset Criteria Search

Search Criteria

Criteria	Comparison Operator	Value
ACCOUNT #	LIKE	
ACCOUNT STATUS	LIKE	
CUSTOMER SSN	EQUAL	
CUSTOMER LAST NAME	LIKE	
CUSTOMER FIRST NAME	LIKE	
CUSTOMER ID	EQUAL	
ACCOUNT CONDITION	LIKE	

Search Results

Account #	Date	Title	Product	Producer	Status	Branch	Product	Company	Secured
No data to display.									

2. In the **Search Criteria** section, use **Comparison Operator** and **Value** columns to enter search criteria you want to use to locate an account.
3. Click **Search**.

System displays result of the search in Results section at the bottom of the screen.

You can click **Reset Criteria** at any time to clear **Comparison Operator** and **Values** columns on the Search Criteria section.

## 15.3 Payments

Oracle Financial Services Lending and Leasing enables you to post payment transactions to accounts in a batch mode, either by manual entry or by using data files. These transactions can be posted in real-time or in batch mode.

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

- Posting a payment
- Correcting a payment

Payments can be entered in Oracle Financial Services Lending and Leasing in a variety of ways:

- Lockbox payments
- ACH payments
- Manual entry with the Payment Entry screen

The manual entry option is useful in a low volume or a branch scenario when customers make payments in person or through the mail. The lockbox and ACH options allow for processing payments electronically without manual input.

### **15.3.1 Lockbox Payments**

Oracle Financial Services Lending and Leasing can accept payments from lockboxes in the NACHA format. The NACHA format is an industry standard that can be used to post multiple batches of payments at one time. The Lockbox Load Batch Process can be configured to run at any time of the day and at multiple times if needed. All payments from the lockbox file are loaded into the system as batches. Any errors identified by the system during the load process are logged.

### **15.3.2 ACH Payments**

Oracle Financial Services Lending and Leasing enables you to post directly from the ACH file that has been created for customer payments. This is controlled by the `ACA_PAYMENT_AUTO_LOAD` system parameter. If the parameter is set to Y, the system automatically creates payment batches for the payments in ACH file and posts them on the day of payment.

#### **Batch NSF Processing**

Oracle Financial Services Lending and Leasing provides the upload of the rejected ACH 'Payment Request Files' sent by financial institution/lender to allow for improved NSF processing for all returned payments. This is done using a 'Batch Mode' process.

Oracle Financial Services Lending and Leasing supports upload of payment files through lockbox uploads. In addition to the Payment file, system also provides the upload of Payment Return files through lockbox uploads. The system provides an upload of the 'Entry Detail Ad-



denda Record' in NSF Notification file received from the client's financial institution. This record pertains to payment returns.

### **Entry Detail Addenda Record**

<i>Field</i>	<i>Position</i>	<i>Size</i>	<i>Contents</i>	<i>Data Element Name / Description</i>
1	01-01	1	7	Record Type Code
2	02-03	2	Numeric	Addenda type Code 99=Paperless Return Item Only
3	04-06	3	Blanks	Return Reason Code
4	07-21	15	Numeric	Original Entry Trace Number
5	22-27	6	Blanks	File Creation Date
6	28-35	8	Numeric	Transit Routing Number of Original Entry
7	36-79	44	Blanks	Addenda Information (Left justified, trailing blanks). This will have the reason code R01.
8	80-87	8	Numeric	Transit Routing Number of Original Entry
9	88-94	7	Numeric	Batch Number - sequential batch number within file

### **15.3.3 Manual Entry**

The Payment Entry screen enables you to manually post batches of payments. You can enter payment details such as payment date, payment reason and mode, and payment amount for each batch. A batch is comprised of a number of payments. Oracle Financial Services Lending and Leasing provides audit controls to audit the actual payments entered.

Each batch needs to be associated with a company and one or all branches within the company. The system verifies the actual number of payments against the total of payment amounts you enter.

### **15.3.4 Payments Entry Tab**

Using the Payment Entry screen, you can do the following for payment transactions:

- Viewing batches
- Entering a batch
- Posting a batch
- Placing a batch on hold
- Opening a batch on hold
- Reversing a batch

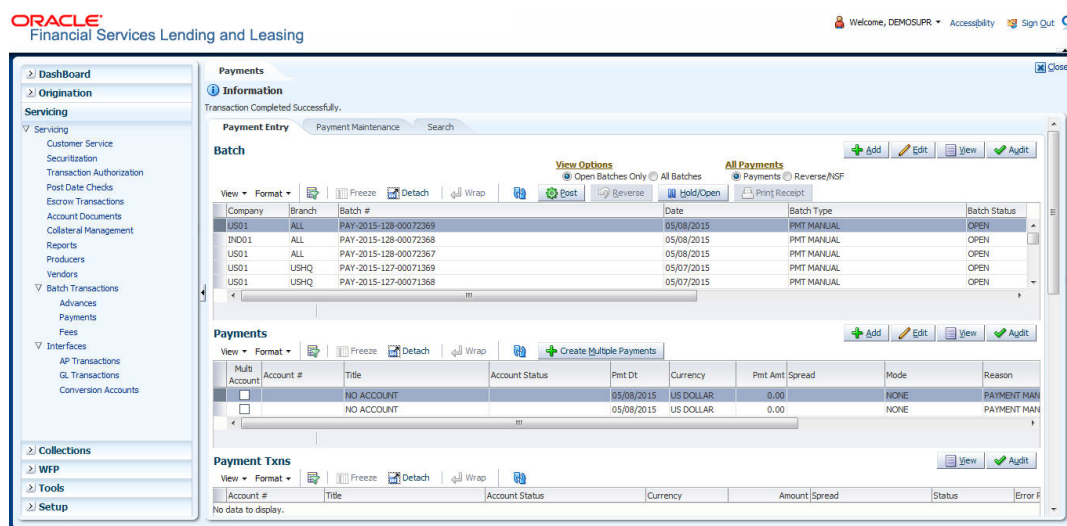
### 15.3.4.1 Viewing Batches

The Payment Entry screen enables you to select the batch you want to view. Based on your selection, the batches are displayed. You can select one of the following:

View Options	Descriptions
<b>Open Batches Only</b>	Displays batches with the status OPEN
<b>All Batches</b>	Displays all the batches regardless of status. i.e. OPEN, REVERSE, HOLD, ERROR, or POSTED.

#### To view open payment batches

1. On the Oracle Financial Services Lending and Leasing Application home screen, click **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry** tab.
2. On the Payment Entry screen's **View Options** section, click **Open Batch Only**.  
In the Batch section, the system displays all batches with a status OPEN that have not been posted.



#### To view all payment batches

1. On the Payment Entry screen's **View Options** section, click **All Batches**.

In the Batch section, The system displays all payment batches, regardless of status.

Details regarding the selected batch appear in the Payments section.

In the Batch section, click **View** to view batch details. If a batch contains a payment with an ERROR status, **Error Reason** field under **Payment Txns** section displays the cause.

### 15.3.4.2 Entering and Posting Batches

The Payment Entry screen enables you to manually post batches of payments. A batch can consist of one or more payments.

#### To enter and post a batch for a payment transaction

1. On the Oracle Financial Services Lending and Leasing Application home screen, click **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry**.
2. Perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Company</b>	Select the portfolio company.
<b>Date</b>	Select the batch date, usually either today's date or the date when batch was received as a whole.
<b>Batch Type</b>	Select the batch type. Oracle Financial Services Lending and Leasing identifies each batch with a type signifying the type of payment batch it is; for example, mail, drop box, Western Union, walk in, and so on .
<b>Total #</b>	Enter total number of payments in the batch.
<b>Total Amt</b>	Enter total amount of payments in the batch.

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

4. In the **Batch** section, view the following information:

Field:	View this:
<b>Batch #</b>	The batch number (system generated). The batch number format is PAY-YYYY-JJJ-SSSS, where YYYY is the year, JJJ is the Julian date, and SSSS is a sequential number. The system generates a new sequence for every different date, so the first batch of each day starts with SSSS = 0001.
<b>Branch</b>	View the portfolio branch.
<b>Batch Status</b>	The batch status.
<b>Ctrl Total #*</b>	The total number of payments in the batch (actual). This figure must match the figure in required Total # field before a batch can be posted.
<b>Ctrl Total Amt*</b>	View the total amount of payments in the batch (actual). This figure must match the figure in required Total Amt field before a batch can be posted.
<b>Note:</b> * These two fields update every time you save the itemized payment entries in the Payments section.	

The Payments section records itemized information of the batch payment. It enables you to make one payment to one account, or more than one payment to more than one account.

5. In the **Payments** section, 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>
<b>Multi Account</b>	<p>Check this box when multiple entries of the same or different accounts are to be posted in a single batch.</p> <p>Note the following while selecting Multi Account check box:</p> <p>When Multi Account is checked, you need to specify the “Account number” and “Spread” field details in the 'Payment Txns' section below. Else, the above two field details are to be specified in 'Payments' section itself.</p> <p>Every time when you select/deselect the Multi Account check box, system validates the “Account number” and “Spread” fields (as not null) and displays a confirmation message to reset either Payment or Transaction level Account Information and then proceeds.</p>
<b>Account #</b>	Select the account number to which the payment entry is to be posted.
<b>Title</b>	System displays the account title upon account selection.
<b>Account Status</b>	System displays the account status upon account selection.
<b>Pmt Date</b>	Select the payment effective date. This date must be less than or equal to the date recorded in the Batch section.
<b>Currency</b>	Select the currency for the payment.
<b>Pmt Amount</b>	Specify the payment amount.
<b>Spread</b>	Select the spread (payment allocation strategy) for the payment. By default, system displays the spread upon account selection.
<b>Mode</b>	Select the payment mode.
<b>Reason</b>	Select the reason for the payment.
<b>Reference</b>	Specify any reference information (such as check number).
<b>Total Amount</b>	View the total amount of the batch.
<b>Status</b>	View the status of the payment transaction.
<b>Action</b>	<p>You can click on (+) icon to enter multiple accounts.</p> <p>Ensure that you have selected the “Multi Account” check box for entering multiple accounts.</p>
<b>Delete</b>	You can remove the selected record by clicking on “Delete” button in the action block.

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

The system updates Ctrl Total # and Ctrl Total Amt fields in Batch section to record the contents of Payments section.

### **Create Multiple Payments**

You can use 'Create Multiple Payments' option to add multiple payments. Depending on the total payments specified in 'Total #' field, equivalent records are created with default value for manual updates.

The system derives the total number of payment rows to be displayed by calculating the difference between 'Ctrl Total #' and 'Total #' fields. However this option is not available if there is no difference in the above field values.

For each payment, use the Payments Txns section to record information about the account receiving payment. (There might be more than one entry for the same account; for example, one account may require different payment spreads).

7. In the **Payment Txns** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter. Ensure that the total Amount in Payments Txns section must match the contents of Total Amt in the Payments section.
8. A brief description of the fields is given below.

Field:	Do this:
<b>Account #</b>	Select the account number. This field is available only if 'Multi Account' option is not checked in 'Payments' section.
<b>Title</b>	View the account title.
<b>Currency</b>	View the currency for the payment.
<b>Amount</b>	Specify payment amount.
<b>Spread</b>	Select the spread (payment allocation strategy) for the payment. This field is available only if 'Multi Account' option is not checked in 'Payments' section.
<b>Status</b>	View the payment status.
<b>Error Reason</b>	View the reason for error. This field will populate after you click Post if payments aren't reconciled.

Account Number '0' is a Suspense Account to which unidentified payments and advances are posted.

9. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.  
When you want to post a batch transaction on Payment Entry screen, ensure that the details of the Batch section's display only **Ctrl Total #** and **Ctrl Total Amt** fields match with details of the required **Total #** and **Total Amt** fields.
10. In the **Action** section, click **Post**.

System changes the batch status from OPEN to PROCESSING and submits batch to the job service. After the batch has been processed, system changes the batch status to POSTED or ERROR.

Only a batch with a batch status of OPEN can be posted. The batch totals and control totals should match before you post the batch. If they do not and you click Post, the system displays the Error message as "Group control Totals not matching, Posting not allowed. The posted payments can be viewed on the Transactions screen on the Customer Service screen.

### 15.3.4.3 Holding a Batch of Payment Transactions

The Oracle Financial Services Lending and Leasing allows you to hold the posted batches if required. You can hold the batches only with the OPEN status.

#### **To hold the batch of payments transactions**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry**.
2. On the Payment Entry screen's **All Payments** section, select **Payments**.
3. In the **View Option** section, select the batches you want to view:
  - If the batch status is OPEN, click **Open Batches Only** in the **View Options** section.
  - If the batch status is ERROR, click **All Batches** in the **View Options** section.
4. Select the batch you want to hold from the **Batch** section.
5. In the **Action** section, click **Hold/Open**.

The system changes the batch status from OPEN/ERROR to HOLD.

#### **15.3.4.4 Removing Hold from the Batch of Payments Transactions**

The system allows you to remove hold from the batch when required. You can remove hold from the batches only with the HOLD status.

#### **To open or remove a hold on the batch of payments transactions**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry**.
2. In the **View Option** section, select **All Batches** section
3. Select the batch you want to open from the Batch section.
4. In the **Action** section, click **Hold/Open**.

The system changes the batch status from HOLD to OPEN.

#### **15.3.4.5 Reversing the Batch of Payment Transactions**

The system allows you to reverse the batch of payment transactions. You can reverse batches only with POSTED status.

#### **To reverse the batch of payments transactions**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry**.
2. In the **View Option** section, select **All Batches**.
3. Select the batch you want to reverse from the Batch section.
4. In the **Action** section, click **reverse**.

System changes the batch status from POSTED to PROCESSING and submits batch to the job service. After the batch has been processed, system changes the batch status to REversed.

You can verify the reversal either using Transaction screen on Customer Service screen's Transactions screen for each account in the batch, or by running payment history report (**Reports** master tab > **Servicing** drop-down link > **Payment History**).

#### **15.3.4.6 Printing a Receipt**

You can print receipts for walk-in payments using the Print Receipt button on the Payment Entry screen's Action section. Receipts can be printed before actually posting the payment. This enables you to create just batch and leave it for end of the day processing, but also print receipt for customer.

### To print a receipt of the payments transactions

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Entry**.
2. In the **Batch** section, click **Add** and specify required information regarding the payment for which you want to print a receipt. (**Note:** For more information, see the previous section in this chapter, **Entering and Posting a Payment**). Click **Save**.
3. In the **Payment** section, click **Add** and specify the required information regarding payment for which you want to print a receipt. (**Note:** For more information, see the previous section in this chapter, **Entering and Posting a Payment**). Click **Save**.
4. In the **Payment Txns** section, click **Add** and specify required information regarding the payment for which you want to print a receipt. (**Note:** For more information, see the previous section in this chapter, **Entering and Posting a Payment**). Click **Save**.
5. In the **Action** section, click **Print Receipt**.

System sends the payment receipt directly to the printer based on the company level system parameter CMN\_CMB\_DEFAULT\_PRINTER.

### 15.3.5 Payment Maintenance Tab

The Payment Maintenance screen enables you to perform maintenance functions on individual payments that have been posted. The common functions are as follows:

Function:	Purpose:
<b>Modify</b>	Enables you to change one or more of the payment attributes, such as the payment amount, spread, and date.
<b>Non Sufficient Funds</b>	Notifies Oracle Financial Services Lending and Leasing that the customer did not have sufficient funds in the account and will post a NSF fee (based on setup).
<b>Reverse</b>	Enables you to simply reverse a payment.

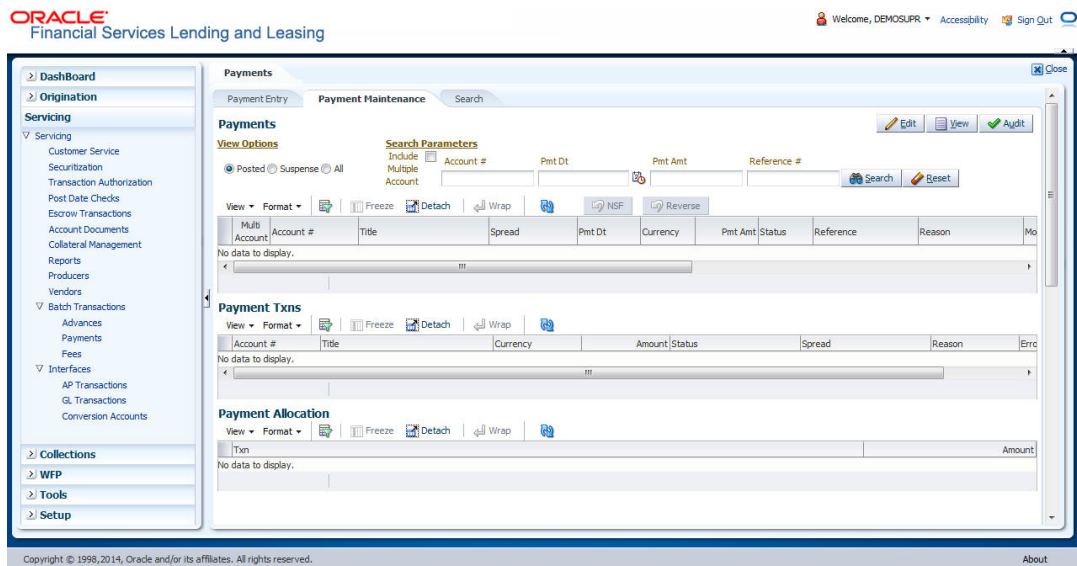
In all cases, system performs a 'true backdating' to post the transaction based upon transaction date. Interest recalculations are automatic and all necessary transactions can be sent to the general ledger for automatic reconciliation.

### Suspended Payments

In case of payments that are not posted to accounts due to issues such as incorrect account condition, the payments are posted to suspense. You can process these payments using the work queue for suspense payments. This typically involves identifying the correct amount or correcting problems with the account before attempting to re-post the payment. In this case, the payment is moved out of the suspense account and posted to the active account.

## To view payments

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Maintenance** tab.



2. In the **View Options** section, select which type of payment you want to load from the following list:

Choose:	To view:
<b>Posted</b>	Posted payments.
<b>Suspense</b>	Suspended payments. (Suspended payments are posted payments that haven't been applied to accounts because of errors involving account numbers or the account itself, such as its status, spread issues, and so on.)
<b>All</b>	All payments.

The system loads all payments from all accounts matching the selected view option.

3. You can use one or more of the following **Search Parameters** for searching a payment transaction or a batch:
  - Include Multiple Account - Select this check box to search when multiple entries for same or different accounts are posted in a single batch. Default value is 'unchecked'.
  - Account # - Search through the Account in which the specific payment entry is to be posted.
  - Pmt Dt - Search using Payment Date or the transaction date on which payment was made.
  - Pmt Amt - Search using Payment Amount.
  - Reference # - Search using Payment transaction reference number



System displays the payments matching your search criteria in 'Payments' section. You can view or edit the following information:

Field:	Do this:
<b>Multi Account</b>	If the system displays this check box as selected, then you are allowed to edit the fields in 'Payment Txns' section below.
<b>Account #</b>	Select the required account number from the drip-down list.
<b>Title</b>	View the account holders name in this field.
<b>Spread</b>	Select the spread (payment allocation strategy) from the drop-down list.
<b>Pmt Date</b>	Specify the payment date.
<b>Currency</b>	Select the currency from the drop-down list.
<b>Pmt Amount</b>	Specify the payment amount.
<b>Reason</b>	Select the payment reason from the drop-down list.
<b>Status</b>	View the payment status.
<b>Reference</b>	View the payment reference.
<b>Mode</b>	View the payment mode.
<b>Company</b>	View the portfolio company.
<b>Branch</b>	View the portfolio branch.
<b>Batch #</b>	View the batch number.
<b>Batch Type</b>	View the batch type.
<b>Date</b>	View the batch date.

In **Payments** section, note the following about 'Multi Account' check box:

- When 'Multi Account' check box is unchecked against a payment transaction, the **Edit** button in 'Payment Txns' section below will be disabled and transaction level data cannot be modified.
- When 'Multi Account' check box is checked against a payment transaction, the **Edit** button in 'Payment Txns' section is displayed and clicking on the same will enable a payment record with Account number, Pmt Date, Currency, Pmt Amt, Spread and Reason fields.

4. View the following information for the selected payment in **Payment Txns** section:

Field:	View this:
<b>Account #</b>	The account number.
<b>Title</b>	The account title.
<b>Account Status</b>	The current status of the account.

Field:	View this:
<b>Currency</b>	The currency in which payment is done.
<b>Amount</b>	The payment amount.
<b>Status</b>	The status of payment.
<b>Spread</b>	The spread (payment allocation strategy).
<b>Reason</b>	The payment reason.
<b>Error Reason</b>	The error reason for payment, if any.

The **Payment Allocation** section details how the selected payment was applied against the account. This is useful in determining whether the payment was posted correctly or whether the spread or transaction date needs to be modified.

1. Select the payment transaction you want to modify in the **Payment Txns** section.
2. In the **Payments** section, click **Edit**.
3. Use the **New Payment Txns** section to make adjustments to the data.

Field:	Do this:
<b>Account #</b>	Select account number.
<b>Currency</b>	Select the currency.
<b>Txn Amt</b>	Specify amount.
<b>Spread</b>	Select spread (payment allocation strategy).

4. In the **New Payment Txns** section, click **Post**.

### 15.3.5.1 Modifying/Correcting Payment Transactions

In some cases, a payment may be valid, but how it was posted was incorrect; for example, payment was posted to the wrong account, with the wrong date, or with incorrect spread data. The Payment Maintenance screen enables you to correct such errors.

#### To modify/correct an individual payment transaction

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Payment Maintenance** tab.
2. In the **View Options** section, select the type of payments you want to view: **Posted**, **Suspense**, or **All**.
3. In the **Search Parameters** section, use Account number, Payment Date, Payment Amount, or Reference number fields and **Search** button to locate the account you want to work with.

The system displays payments matching your search criteria in the Payments section.

4. In the **Payments** section, select the payment that you want to modify and click **Edit**.
5. In the **New Payment Txns** section, update the fields with information about payment you want to modify.
6. In the **New Payment Txns** section, click **Post**.

The system modifies the original payment and posts new payment.

The modified payment can be viewed on the Customer Service screen's Transaction screen.

### **15.3.5.2 Reversing Payment Transactions**

#### **To reverse an individual payment transaction**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing →Servicing →Batch Transaction →Payments →Payment Maintenance** tab.
2. In the **View Options** section, click **Posted**.
3. In the **Search Parameters** section, use Account number, Payment Date, Payment Amount, or Reference number fields and **Search** button to locate the account you want to work with.

The system displays payments matching your search criteria in the Payments section.

4. In the **Payments** section, select the payment that you want to reverse.
5. Click **Reverse**, then click **Post**.

The system reverses the original payment.

The modified payment can be viewed on the Customer Service screen's Transaction screen.

Access to the Reverse button can be restricted by user responsibility and the account's product type using the PAYMENT\_REV transaction code (Super Group: ACCOUNT MONETARY TXN) on the Administration screen. (For more information, see the **Txn Codes screen** section in the **Oracle Financial Services Lending and Leasing Setup Guide**).

### **15.3.5.3 Reversing Payment Transaction and Assessing NSF Fee**

#### **To reverse an individual payment transaction and assess NSF fee**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing →Servicing →Batch Transaction →Payments →Payment Maintenance** tab.
2. In the **View Options** section, click **Posted**.
3. In the **Search Parameters** section, use Account number, Payment Date, Payment Amount, or Reference number fields and **Search** button to locate the account you want to work with.

The system displays payments matching your search criteria in the Payments section.

4. In the **Payments** section, select the payment that you want to reverse with an NSF fee.
5. Click **Non Sufficient Funds**, then click **Post**.

The system reverses the original payment and assesses the NSF fee.

The modified payment can be viewed on the Customer Service screen's Transaction screen.

### **15.3.6 Outbound Customer Extracts To Payment Agencies Batch**

An outbound customer extract file can be generated and sent to multiple payment vendors like Money gram, Quick Collect, Speed Pay from Western Union, Lockbox etc. Sharing this extract enables various outlets of these payment agencies to verify account's existence in FI and proceed with payment processing.

After receiving the payment extract file, the vendor validates customer details and sends a notification confirmation of Payment in NACHA format.

## Processing

The system generates customer extract of customers from which payment is expected, everyday. This process is configured as 'Outbound Customer Extracts To Payment Agencies Batch' batch job which is run daily. The batch generated an extract in text format containing all Accounts relevant details.

Accounts with payment mode ACH or Lockbox can be excluded. The system facilitates setting-up options to pick up payment modes that needs to be included in extract generation.

This file is stored in a configurable shared path from which it is shared to required outlets as discussed earlier.

### 15.3.7 Search Tab

A Search link is available on the Advances screen to help locate information such as an account's number, company and branch. This is information that is used on the Advance Entry and Advance Maintenance screens.

#### To search for an account

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Payments** → **Search** tab.

The screenshot displays the Oracle Financial Services Lending and Leasing application interface. The top navigation bar includes the Oracle logo, the text "Financial Services Lending and Leasing", and user information: "Signed in as DEMOSALES", "Accessibility", and "Sign Out". The main window is titled "Payments" and has tabs for "Payment Entry", "Payment Maintenance", and "Search". The "Search" tab is active, showing a "Search Criteria" section with a table for defining search parameters. Below this is a "Search Results" section with a table header and a message "No data to display.".

Criteria	Comparison Operator	Value
ACCOUNT #	LIKE	
ACCOUNT STATUS	LIKE	
CUSTOMER SSN	EQUAL	
CUSTOMER LAST NAME	LIKE	
CUSTOMER FIRST NAME	LIKE	
CUSTOMER ID	EQUAL	
ACCOUNT CONDITION	LIKE	

Account #	Date	Title	Product	Producer	Status	Branch	Product	Company	Secured
No data to display.									

2. In the **Search Criteria** section, use the **Comparison Operator** and **Value** columns to enter the search criteria you want to use to locate an account.
3. Click **Search**.

System displays result of the search in Results section at the bottom of the screen. You can click **Reset Criteria** at any time to clear the Comparison Operator and Values columns on the Search Criteria section.

## 15.4 Fees

Oracle Financial Services Lending and Leasing enables you to process batch fee and expense assessments for many accounts in one screen outside the preview of automated processing.

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

- Posting the batch
- Reversing the batch fees posted on multiple accounts
- Holding / Opening the posting of the current batch

### 15.4.1 Fees Tab

Using the Fees screen, you can enter and view a batch of fee processing. You can then post a batch, place a batch on hold, open a batch on hold, or reverse a batch.

Company	Branch	Batch #	Date	Batch Type	Batch Status	Total #	Ctrl Total #	Total Amt	Ctrl Total Amt
US01	USHQ	FEE-2014-319-00028307	12/04/2014		OPEN	0	0	0.00	0.00
US01	USHQ	FEE-2014-300-00027175	11/15/2014		OPEN	0	1	0.00	0.00
			10/27/2014		OPEN	1	1	20.00	20.00

#### 15.4.1.1 Viewing Batches

The Fees screen enables you to view either all batches or only open batches. You can choose which batch you want to view using the View Options section. Viewing all batches enables you to locate batches with a status of OPEN, REVERSE, HOLD, ERROR, or POSTED.

##### To view open fee batches

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry** tab.
2. On the Fee Entry screen's **View Options** section, click **Open Batch Only**.

In the Batch section, the system displays all batches with a status of OPEN that have not been posted.

Details regarding the selected batch appear in the Fees section.

### To view all Fees batches

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry**.
2. On the Fee Entry screen's **View Options** section, click **All Batches**.

In the Batch section, the system displays all fee batches, regardless of status.

Details regarding the selected batch appear in the Fees section.

If a batch contains a fees with an ERROR status, the **Error Reason** field displays the cause.

### 15.4.1.2 Entering and Posting Batches

The Fee Entry screen enables you to manually post batches of fees. A batch can consist of one or more accounts.

#### To enter and post a batch for a fees processing

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry**.
2. In the Fee Entry screen's **Batch** section, click **Add**.
3. In the **Batch** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:
<b>Company</b>	Select the portfolio company.
<b>Branch</b>	Select the branch.
<b>Batch #</b>	The batch number (system generated). The batch number format is Fee-YYYY-JJJ-SSSS, where YYYY is the year, JJJ is the Julian date, and SSSS is a sequential number. The system generates a new sequence for every different date, so the first batch of each day starts with SSSS = 0001.
<b>Date</b>	Select the batch date, usually either today's date or the date the batch was received as a whole.
<b>Batch Type</b>	Select the batch type. The system identifies each batch with a type signifying the type of payment batch it is; for example, mail, drop box, Western Union, walk in, and so on.
<b>Batch Status</b>	The status of Batch.
<b>Total #</b>	Specify total number of payments in the batch.
<b>Ctrl Total #*</b>	The total number of payments in the batch (actual). This figure must match the figure in the required Total # field before a batch can be posted.
<b>Total Amt</b>	Specify total amount of payments in the batch.

Field:	Do this:
<b>Ctrl Total Amt*</b>	View the total amount of payments in the batch (actual). This figure must match the figure in the required Total Amt field before a batch can be posted.  These two fields update every time you save the itemized payment entries in the Fees section.

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

The Fees section records itemized information of the fees batch processing. It enables you to make one payment to one account, or more than one payment to more than one account.

5. 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:
<b>Fee Date</b>	Select the fee effective date. This date must be less than or equal to the date recorded in the Batch section.
<b>Fee Amount</b>	Specify the fee amount.
<b>Status</b>	View the payment status.
<b>Txn Codes</b>	Select the transaction code.
<b>Reason</b>	Select the reason for the payment.
<b>Reference</b>	Specify any reference information (such as check number).
<b>Total Amount</b>	View the total amount of the batch.
<b>Account #</b>	Select the account number to which this payment applies.

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

System updates **Ctrl Total #** and **Ctrl Total Amt** fields in Batch section to record the contents of the Fees section.

7. For each fee, use the Fee Txns section to record information about the fee received. (There might be more than one entry for the same account).
8. In the **Fee Txns** section, perform any of the [Basic Operations](#) mentioned in Navigation chapter. Ensure that the total Amount in Fee Txns section must match the contents of Total Amt in the Fees section.

A brief description of the fields is given below:.

Field:	Do this:
<b>Account #</b>	Select the account number.
<b>Title</b>	View the account title.
<b>Amount</b>	Specify payment amount.

Field:	Do this:
<b>Status</b>	View the payment status.
<b>Txn Codes</b>	View the Transaction codes.
<b>Error Reason</b>	View the reason for error. This field will populate after you click <b>Post</b> if payments aren't reconciled.

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

When you want to post a fee transaction on Fees Entry screen, ensure that contents of the Batch section's display only **Ctrl Total #** and **Ctrl Total Amt** fields matches with contents of the required **Total #** and **Total Amt** fields. In the following example, batch is ready to post, as these figures match.

10. In the **Action** section, click **Post**.

System changes the batch status from OPEN to PROCESSING and submits batch to the job service. After the batch has been processed, The system changes the batch status to POSTED or ERROR.

You can post only those batch with a batch status as OPEN. Also the batch totals and control totals should match before you post the batch. Else, an error message is displayed.

---

**Note**

You can post only those batch with a batch status as OPEN. Also the batch totals and control totals should match before you post the batch. Else, an error message is displayed.

---

### 15.4.1.3 **Holding a Batch of Fee Processing**

Only the batches with the status of OPEN can be put on hold.

#### **To hold the batch of fee processing**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry**.
2. On the Fee Entry screen's **View Option** section, select the batches you want to view.
  - If the batch status is OPEN, click **Open Batches Only** in the **View Options** section.
  - If the batch status is ERROR, click **All Batches** in the **View Options** section. Use the **Fees** section to select the batch you want to hold.
3. In the **Action** section, click **Hold/Open**.

The system changes the batch status from OPEN to HOLD.

### 15.4.1.4 **Removing a Hold on the Batch of Fee Processing**

The status HOLD can be removed for the batch with status HOLD.

#### **To open (or remove hold) on the batch of fee processing**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry**.
2. On the Fee Entry screen's **View Option** section, select the fees you want to view.
3. Use the **Fees** section to select the batch you want to open.
4. In the **Action** section, click **Hold/Open**.



The system changes the batch status from HOLD to OPEN.

#### **15.4.1.5 Reversing the batch of Fee Processing**

Only the batches with a status of POSTED can be reversed.

##### **To reverse the batch of fee processing**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Fee Entry**.
2. On the Fee Entry screen's **View Option** section, select the batches you want to view.
3. Use the **Fees** section to select the batch you want to reverse.
4. In the **Action** section, click **Reverse**.

System changes batch status from POSTED to PROCESSING and submits batch to the job service. After the batch has been processed, system changes the batch status to REVERSED.

### **15.5 Search screen**

A Search screen is available on the Fees screen to help locate information such as an account's number, customer name and company. This is information that is used on the Fees Entry screen.

##### **To search for an account**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** → **Servicing** → **Batch Transaction** → **Fees** → **Search**.

The Fees screen's Search screen appears.

2. In the **Search Criteria** section, use **Comparison Operator** and **Value** columns to enter search criteria you want to use to locate an account.
3. Click **Search**.

System displays result of the search in Results section at the bottom of the screen. You can click **Reset Criteria** at any time to clear the **Comparison Operator** and **Values** columns on the Search Criteria section.

### 16.1 Introduction

This chapter discusses about the interfaces available in the application which supports following interfaces:

- AP Transaction
- GL Transaction
- Card Transaction
- Conversion Accounts

### 16.2 AP Transactions

The AP Transactions screen enables you to view accounts payable in Oracle Financial Services Lending and Leasing and complete the following tasks:

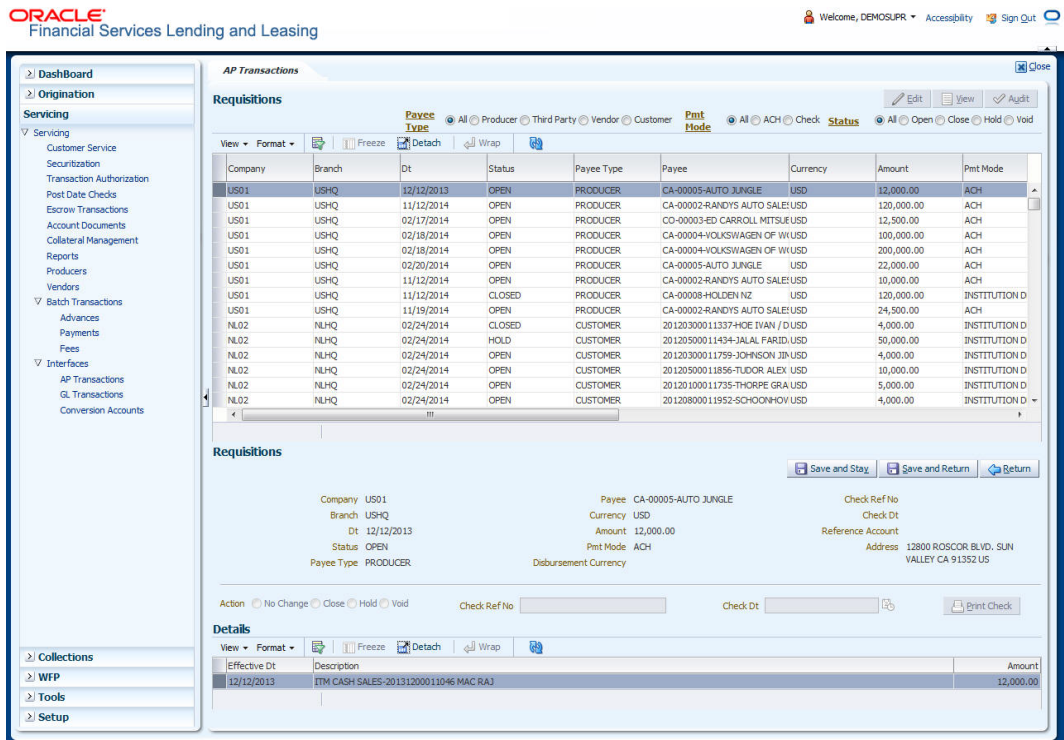
- View requisitions for all payees
- Put a requisition on hold
- Close a requisition
- Cancel a requisition

The AP Transactions screen displays information regarding advance payments, such as payee type, mode of payment, status, and other details.

#### **To view requisitions for all payees**

1. On the Oracle Financial Services Lending and Leasing home screen, **Servicing → Servicing → Interfaces → AP Transaction.**

The AP Transactions screen appears. The **AP Transactions** screen contains three sets of



option buttons, each in its own section: **Payee Type**, **Pmt Mode**, and **Status**. These option buttons allow you to narrow the range of the requisitions Oracle Financial Services Lending and Leasing displays.

The **Payee Type** section enables you to view requisitions according to whom the payment is made.

Choose:	Oracle Financial Services Lending and Leasing displays:
All	All payees.
Producer	Producer payees.
Third Party	Third party payees.
Vendor	Vendor payees.
Customer	Customer payees.

The **Pmt Mode** section enables you to view requisitions by how the payment is made.

Choose:	Oracle Financial Services Lending and Leasing displays:
All	All requisitions.
Check	Requisitions paid by check.
ACH	Requisitions paid by ACH.

The **Status** section enables you to view requisitions according to status.

<b>Choose:</b>	<b>Oracle Financial Services Lending and Leasing displays:</b>
<b>All</b>	All requisitions.
<b>Open</b>	Open requisitions.
<b>Close</b>	Closed requisitions.
<b>Hold</b>	Requisitions on hold.
<b>Void</b>	Cancelled requisitions.

- Use the **Payee Type**, **Pmt Mode**, and **Status** buttons to select the requisitions you want to view.
- On the AP Transactions screen's **Requisitions** section, select record you want to work with and click **Show** in the **Details** column.
- In the **Requisitions** section, view the following information:

<b>Field:</b>	<b>Oracle Financial Services Lending and Leasing displays:</b>
<b>Company</b>	The AP transaction company
<b>Branch</b>	The AP transaction branch.
<b>Dt</b>	The AP transaction date.
<b>Status</b>	The AP transaction status (OPEN, CLOSE, HOLD, or VOID). Transaction in OPEN status will not have a credit reference number, as it has not been entered or generated.
<b>Payee Type</b>	The AP transaction payee type (PRODUCER, THIRD PARTY, VENDOR, or CUSTOMER).
<b>Payee Name</b>	The AP transaction payee number and name.
<b>Currency</b>	The AP transaction payment currency.
<b>Amount</b>	The AP transaction payment amount.
<b>Pmt Mode</b>	The AP transaction payment mode.
<b>Disbursement Currency</b>	The disbursement currency.
<b>Address</b>	The AP transaction payment address.
<b>Check Ref #</b>	The AP transaction check reference number.
<b>Check Dt</b>	The AP transaction check date.
<b>Ref Acc #</b>	The reference account number.

- In the **Details** section, view the following information:

<b>Field:</b>	<b>Oracle Financial Services Lending and Leasing displays:</b>
<b>Effective Dt</b>	The transaction detail effective date.

<b>Field:</b>	<b>Oracle Financial Services Lending and Leasing displays:</b>
<b>Description</b>	The transaction detail description.
<b>Amount</b>	The transaction detail payment amount.

### Closing a requisition

When the transactions are paid, the requisition should be closed. When you close a requisition, Oracle Financial Services Lending and Leasing changes its status to CLOSED and it cannot be paid again. Oracle Financial Services Lending and Leasing then generates the appropriate GL (general ledger) transactions.

#### **To close a requisition**

1. Open the **AP Transaction screen** and use **Payee Type**, **Pmt Mode**, and **Status** sections to load the requisition you want to close.
2. In the **Requisition** section, select the requisition you want to close.
3. In the **Action** section, click **Close**.
4. Complete **Check Ref #** field with the check reference number and **Check Dt** field when the check was issued.
5. In the **Action** section, click **Save**.
6. In the **Status** section, click **Close** and view the account.

### Putting a requisition on hold

To ensure that the requisition is not paid or closed, you can change its status to HOLD. When a requisition is on hold, it cannot be closed.

#### **To put a requisition on hold**

1. Open the **AP Transaction screen** and use **Payee Type**, **Pmt Mode**, and **Status** sections to load requisition you want to close.
2. In the **Requisition** section, select the requisition you want to put on hold.
3. In the **Action** section, click **Hold**.
4. In the **Action** section, click **Save**.
5. In the **Status** section, choose **Hold** and view the account.

### Voiding a requisition

Changing the status of a requisition to VOID cancels the requisition.

#### **To void a requisition**

1. Open the **AP Transaction screen** and use **Payee Type**, **Pmt Mode**, and **Status** sections to load requisition you want to close.
2. In the **Requisition** section, select the requisition you want to void.
3. In the **Action** section, select **Void**.
4. In the **Action** section, click **Save**.
5. In the **Status** section, click **Void** and view the account.

## 16.3 GL Transactions

Oracle Financial Services Lending and Leasing allows you to view the details regarding general ledger entry as well as amortized transactions posted on a monthly basis. The system updates the GL transaction screen nightly.

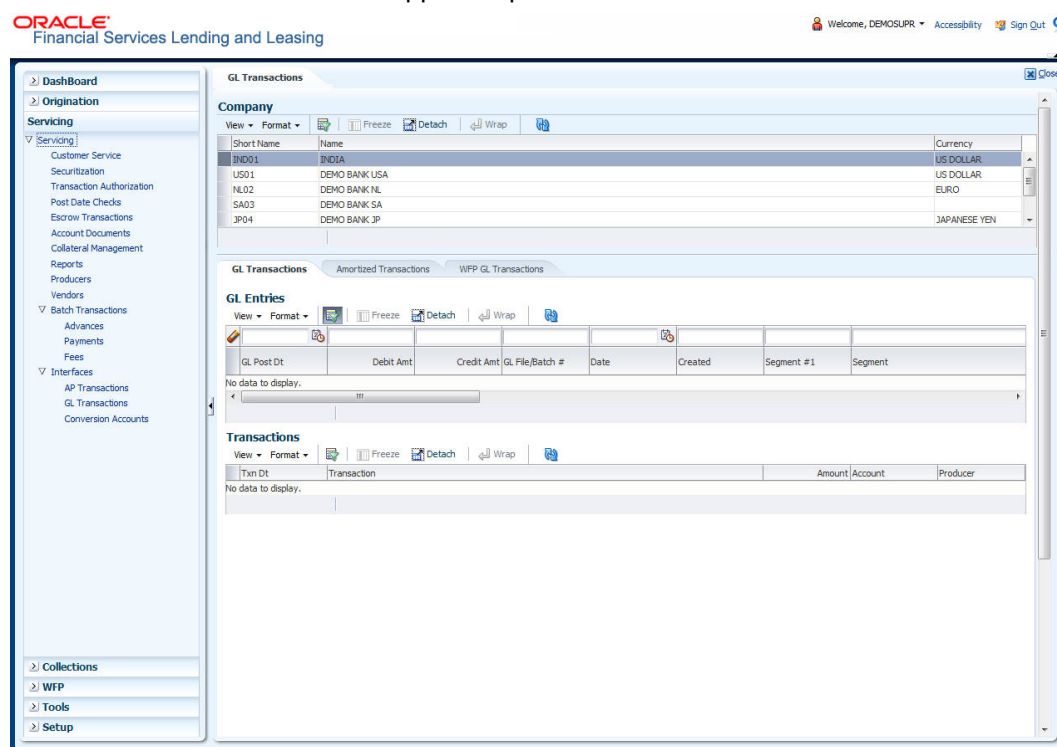
The GL Transactions screen contains the following tabs:

- GL Transactions
- Amortized Transactions
- WFP GL Transactions

The GL Transactions screen is a display only screen that allows you to view details regarding each general ledger entry and its corresponding details.

### To view the GL Transactions screen

1. On the Oracle Financial Services Lending and Leasing Application home screen, **Servicing** → **Servicing** → **Interfaces** → **GL Transaction** link.
2. The GL Transactions screen appears opened at **GL Transactions** tab.



3. In the **Company** section, select the portfolio company you want to work with.  
System displays the portfolio company name, portfolio company short name and currency.
4. In the **GL Entries** section, click **view** to view the following information:

Field:	View this:
<b>GL Post Dt</b>	General ledger effective date.
<b>Description</b>	Segment description.
<b>Debit Amt</b>	The debit amount.
<b>Credit Amt</b>	The credit amount.

<b>Field:</b>	<b>View this:</b>
<b>GL File/Batch #</b>	Batch number.
<b>Dt</b>	Batch creation date.
<b>Created</b>	If selected, this box indicates that the GL interface file/batch is created.
<b>Segment #1</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #2</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #3</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #4</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #5</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #6</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #7</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #8</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #9</b>	Segment value.
<b>Description</b>	Segment description.
<b>Segment #10</b>	Segment value.

5. In the **Transactions** section, view the following information:

<b>Field:</b>	<b>View this:</b>
<b>Txn Dt</b>	The transaction effective date.
<b>Transaction</b>	The description of transaction.
<b>Amount</b>	The transaction amount.
<b>Account</b>	The account.
<b>Producer</b>	The producer.

### 16.3.1 Amortized Transactions Tab

The Amortized Transactions screen is another display only screen. It allows you to view details of all amortized transactions posted on a monthly basis. The Transactions block displays the earned amount to date and the balance that remains to be earned for each amortized transaction.

#### To view the Amortized Transaction screen

1. On Oracle Financial Services Lending and Leasing Application home screen  
**Servicing** → **Servicing** → **Interfaces** → **GL Transaction** → **Amortized Transactions** In the **Company** section, select the portfolio company you want to view.
2. In the **Transactions** section, view the following information:

Field:	View this:
<b>Transaction</b>	The transaction type.
<b>Account #</b>	The account.
<b>Account Status</b>	The account status.
<b>Method</b>	The amortization calculation method.
<b>Frequency</b>	The amortization frequency.
<b>Term</b>	The term.
<b>Balance</b>	The balance amount.
<b>Earned</b>	The balance earned.
<b>WrittenOff</b>	The balance write-off.

3. In the **Amortized Transactions** section, view the following information:

Field:	View this:
<b>GL Post Dt</b>	The GL post date.
<b>Transaction Code</b>	The transaction code.
<b>Transaction Amount</b>	The transaction amount.

## 16.4 Account Conversion

Oracle Financial Services Lending and Leasing Open Interface module is designed to allow businesses to convert accounts (either approved or partially completed). At the end of the process, a new account is created in system which can be viewed on Customer Service. It also allows you to board new accounts. There are two methods to enter this information into the system; a data file upload and a manual data entry.

This chapter explains how to use Oracle Financial Services Lending and Leasing's Account Conversion screen to complete the following tasks:

- Record customer details (including employment and address information), contract information, and collateral information
- Edits to verify the completeness of data with a Verification screen.



## 16.4.1 Conversion of Account screen

In the Conversion Account screen, the first step in converting an account is to complete the account boarding (new/old) details.

The conversion process does not create the underlying general ledger (GL) entries at any time.

### To complete the master block

1. **Conversion Accounts.**
2. The Account Conversion screen appears..

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

A brief description of the fields is given below:

Field:	Do this:
<b>App #</b>	Enter the account number.
<b>Dt</b>	Enter the account date ( date on which account was originally received).
<b>Product</b>	Select the product associated to this account.
<b>Priority</b>	Select the account priority.
<b>Status</b>	Select the account status and sub status from

Field:	Do this:	
<b>Sub Status (unlabelled)</b>	the following two choices:	
	CONVERSION	ACCOUNT CREATED
	CONVERSION	API ACCOUNT
	<b>Note:</b> In beginning the conversion process, choose API ACCOUNT. After verification process, you will change the status to ACCOUNT CREATED. (See the <b>Verification</b> section for more information.)	
<b>Company</b>	Select the portfolio company to which this account belongs.	
<b>Branch (unlabelled)</b>	View the portfolio branch to which this account belongs.	
<b>New Account</b>	Select box if account doesn't exist in the legacy system. <b>IMPORTANT:</b> Clear this box if the account transactions need to be converted. If this box is selected, data entered on Transaction sub screen of the Account master tab will not convert.	
<b>Conversion Dt</b>	Enter the conversion date.	
<b>Joint</b>	Select if the account is joint.	
<b>Cosigned</b>	Select if the account is co-signed.	
<b>Purpose</b>	Select the purpose.	
<b>Existing Customer</b>	Select if one of the applicants is an existing customer.	
<b>Duplicate</b>	Select if the account is a duplicate application.	
<b>Contact</b>	Enter the contact.	
<b>Channel</b>	Select the account channel.	
<b>Producer Type</b>	Select the producer type.	
<b>Producer</b>	Select the producer.	
<b>Underwriter</b>	View the underwriter name.	
<b>Xref</b>	Enter the account number (if converting an existing account) or the account number (if you need to create an account for funded application). This will help to reference back to the legacy system.	
<b>Conversion Status</b>	View the status of the conversion.	

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

### 16.4.2 Applicants Sub Tab

The Applicants master screen allows you to record information regarding applicants associated with the account. In this section, you will use the information supplied on the

application, complete **Primary Applicant** screen and sub screens (**Address, Employments, Telecoms, and Financials** sub screens). If this is a joint account, complete the **Others** screen as well.

### **16.4.3 Decision Tab**

On the Decision screen, Oracle Financial Services Lending and Leasing system records information gathered during the underwriting process. Depending on the type of account you are working with, Oracle Financial Services Lending and Leasing will display the Loan screen. These screens all share the following sub screens: Stipulations, Itemization (Conversion form only), and Checklist (Conversion form only).

For more detailed explanation of the fields found on the Decision screen, please see the chapter **Underwriting** in this **User Guide**.

### **16.4.4 Contract Tab**

The Contract screen allows you to perform important task of completing the truth-in-lending details. These screens include information about financed amount, payment schedule, total of these payments, finance charge, and the resulting annual percentage rate. The truth-in-lending details must be completed before a Loan can be funded.

In completing the truth-in-lending details on Contract link, you will complete the Loan screen.

The Loan screen share the following sub screens:

- Itemizations
- Insurance
- ESC
- Escrow
- Subvention
- Proceeds
- Disbursement
- Fee
- ACH
- Coupon
- PDC

### **16.4.5 Collateral Tab**

The Collateral screen allows you to record information regarding collateral associated with the account. Depending on the type of product or producer you selected, the Collateral link opens one of the three following collateral screen: a vehicle information screen, a home information screen, or an other information screen. Complete the screen that is available on your Applications screen.

These screens all share the following sub screens: Valuations and Tracking.

### **16.4.6 Account Details Tab**

The Account Conversion Account's screen allows you to view and add comments regarding an account at any time.

## To complete the Account Details section

1. Click **Conversion Accounts** link.

The Account screen contains the following sub screens:

- Conditions
- Balances
- Transactions
- ACH
- Bankruptcy
- Charge off
- Compensation
- Loan Details
- Tracking Attributes

2. 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>
<b>Account#</b>	View the value entered in "Xref" field.
<b>Status</b>	Select the account status.
<b>Effective Dt</b>	Enter the effective date of the account.
<b>Paid Off Dt</b>	Enter the paid off date of the PAID account.
<b>Pool</b>	Enter the pool the account is in.
<b>30</b>	Enter the number of times 30 days delinquent over the life of the account.
<b>60</b>	Enter the number of times 60 days delinquent over the life of the account.
<b>90</b>	Enter the number of times 90 days delinquent over the life of the account.
<b>120</b>	Enter the number of times 120 days delinquent over the life of the account.
<b>Next Due Dt</b>	Enter the Next Due date.
<b>Last Pmt Amt</b>	Enter the last payment amount.
<b>Due Day</b>	Enter the due day of the account.
<b>Last Activity Dt</b>	Enter the date of last activity on the account.
<b>Maturity Dt</b>	Enter the maturity date of the account.
<b>Last Pmt Dt</b>	Enter the date the last payment was received.

Field:	Do this:
<b>Excess Amt Pd</b>	Enter the amount paid that needs to be applied towards future due dates.

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

A brief description of the fields is given below:

Field:	Do this:
<b># of Extensions (Year)</b>	Enter the number of times extensions granted (year).
<b># of Extensions (Life)</b>	Enter the number of times extensions granted (life).
<b># of Extension Term (Year)</b>	Enter the number of terms extensions granted (year).
<b># of Extension Term (Life)</b>	Enter the number of terms extensions granted (life).
<b>Last Extn Dt</b>	View the last extension date.

5. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
6. In the **Due Dates** block, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Due Dt 1</b>	Enter the latest due date for which the account is due.
<b>Amt Due 1</b>	Enter the amount due on the latest due date of the account.
<b>Amt Paid 1</b>	Enter the amount paid on the latest due date of the account.
<b>Due Dt 2</b>	Enter the (latest - 1) due date of the account.
<b>Amt Due 2</b>	Enter the amount due on the (latest -1) due date of the account.
<b>Amt Paid 2</b>	Enter the amount paid on the (latest - 1) due date of the account.
<b>Due Dt 3</b>	Enter the (latest - 2) due date of the account.
<b>Amt Due 3</b>	Enter the amount due on the (latest -2) due date of the account.
<b>Amt Paid 3</b>	Enter the amount paid on the (latest - 2) due date of the account.
<b>Due Dt 4</b>	Enter the (latest - 3) due date of the account.
<b>Amt Due 4</b>	Enter the amount due on the (latest -3) due date of the account.
<b>Amt Paid 4</b>	Enter the amount paid on the (latest - 3) due date of the account.

Field:	Do this:
<b>Due Dt 5</b>	Enter the (latest - 4 cycle) due date of the account.
<b>Amt Due 5</b>	Enter the total due amount less the sum of the last 4 due amounts on the account.
<b>Amt Paid 5</b>	Enter the amount paid on the account till date less the value in paid buckets 1 through 4.

7. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
8. In the **Conditions** block, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:
<b>Condition</b>	View the condition.
<b>Start Dt</b>	View the start date.
<b>Followup Dt</b>	View the next follow-up date.

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

#### 16.4.7 Account Details' Sub Tabs

**To complete the Transactions sub screen**

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

A brief description of the fields is given below:

Field:	Do this:
<b>Seq</b>	Enter the transaction sequence number.
<b>Post Dt</b>	Enter the date of posting this transaction.
<b>Dt</b>	Enter the effective date of this transaction.
<b>Txn</b>	Enter the transaction code.
<b>Balance Amt</b>	Enter the principal/advance (Note balance in case of PC) balance value after this transaction was executed.
<b>Txn Amt</b>	Enter the amount involved in this transaction.
<b>Reference</b>	Enter the reference for this transaction.
<b>Mode</b>	Select the mode in which the transaction was performed.
<b>Reason</b>	Select the reason code for this transaction.
<b>Ext Amt</b>	Enter the part of the payment that was allocated towards the extension fee.

<b>Field:</b>	<b>Do this:</b>
<b>Memo Amt</b>	Enter the part of the payment that was allocated towards the membership fee.
<b>Ovr Amt</b>	Enter the part of the payment that was allocated towards the over limit fee.
<b>Fee Adv</b>	Enter the part of the payment that was allocated towards the advance transaction fee.
<b>Pre-Payment</b>	Enter the part of the payment that was allocated towards the prepayment penalty.
<b>Spread Code</b>	Enter the spread code used if this is a payment transaction.
<b>Advance</b>	Enter the part of the payment that was allocated towards the advance balance.
<b>Interest</b>	Enter the part of the payment that was allocated towards the interest balance.
<b>Late Charge</b>	Enter the part of the payment that was allocated towards the late charge balance.
<b>NSF</b>	Enter the part of the payment that was allocated towards the NSF balance.
<b>Overage</b>	Enter the amount that has been overpaid. Used in the case of the last payment received that pays off all the balances.
<b>Comment</b>	Enter any comments associated with this transaction.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter and choose **Update Account**.

#### To complete the ACH sub screen

1. Click **ACH** sub tab.
2. In the **ACH** 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>
<b>Bank Name</b>	Enter the current ACH bank name.
<b>Bank Routing #</b>	Enter the current ACH bank routing number.
<b>Status</b>	Select the status as either Active or Inactive from the drop-down list.
<b>Start Dt</b>	Enter the ACH start date.
<b>End Date</b>	Enter the ACH end date.
<b>Default</b>	Select the check box to indicate if this is default account.

Field:	Do this:
<b>Account Type</b>	Select the current ACH account type.
<b>Account #</b>	Enter the current ACH account number. If the organizational parameter <code>UIX_HIDE_RESTRICTED_DATA</code> is set to Y, this appears as a masked number; for example, XXXXX1234.
<b>Pmt Day</b>	Specify the day of payment.
<b>Pmt Amt</b>	Specify the payment amount.
<b>Payment Amt Excess</b>	Specify the excess payment amount if any.
<b>Pmt Freq</b>	Select the payment fee from the drop-down list.
<b>Fee</b>	Select the check box to indicate the fee indicator.

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

#### To complete the Bankruptcy sub screen

1. Click **Bankruptcy** sub tab.
2. On the **Bankruptcy** sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Bankruptcy</b>	Select if account has declared a bankruptcy currently.
<b>Disposition</b>	Select the bankruptcy disposition.
<b>Start Dt</b>	Enter the bankruptcy start date.
<b>Type</b>	Select the bankruptcy type.
<b>Comment</b>	Enter a comment relevant to the bankruptcy of the account.

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

#### To complete the Charge off sub screen

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

A brief description of the fields is given below:

Field:	Do this:
<b>Charge-off</b>	Select if account has been declared as a charge off.
<b>Disposition</b>	Select the charge-off disposition.
<b>Charge off Dt</b>	Enter the charge-off start date.



Field:	Do this:
<b>Type</b>	Select the charge-off type.
<b>Comment</b>	Enter a comment relevant to the bankruptcy of the account.

3. In the **Repo/Forc** sub screen, enter the following information:

In this field:	Do this:
<b>Repo/Forc</b>	Select if foreclosure or repossession proceedings are underway for this account.

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

#### To complete the Compensation sub screen

1. Click **Compensation** sub tab.
2. On the **Compensation** sub screen, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Amt Earned</b>	Enter the transaction code for the amortization balance Five different balance types can be entered in the rows marked 1...5.
<b>Int Amt Earned</b>	Enter the original balance amount.
<b>Amt Paid</b>	Enter the amount of the balance earned as of previous month-end.
<b>Amt Write-off</b>	Enter the amount of the balance written off as of the previous month-end.
<b>Next Pmt Dt</b>	Enter the amount of the balance written off as of the previous month-end.
<b>Last Pmt Dt</b>	Enter the amount of the balance written off as of the previous month-end.
<b>Chbk Amt</b>	Enter the amount of the balance written off as of the previous month-end.

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

#### To complete the Loan Details sub screen

1. Click Loan **Details** sub tab.
2. In the **Additional Loan Details** block, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Current Rate</b>	Enter the current rate.
<b>Current Pmt</b>	Enter the current payment amount.
<b>Stop Accrual</b>	Select if the interest accrual is stopped on this account.

Field:	Do this:
<b>Balloon Amt</b>	Enter the balloon amount.
<b>Current Term</b>	Enter the current term.
<b>Paid Term</b>	Enter the paid term.
<b>Last Accrual Dt</b>	Enter the last accrual date for this account.

3. Perform any of the [Basic Actions](#) mentioned in Navigation chapter.
4. In the **Non Performing Rebate** block, perform any of the [Basic Operations](#) mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
<b>Non Performing Type Code</b>	Enter the non performing type code.
<b>Interest Rebate</b>	Enter the interest rebate.
<b>Promotion End date</b>	Enter the promotion end date.
<b>Non Perform Indicator</b>	Select to indicate that this is a non performing account.

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

#### To complete the Tracking Attributes sub screen

1. Click **Tracking Attributes** sub tab.
2. Choose **Create Tracking**.  
Oracle Financial Services Lending and Leasing loads all the Customer Service (2) account attributes tracking parameters.
3. Sub Attribute field, only attributes in a particular group appear in the Parameter display.
4. Complete **Tracking Details** block by entering requested parameter in the **Value** field.
5. Save any changes you made to the account.

### 16.4.8 Comment Tab

The Comments screen allows you to view and add comments regarding an account at any time.

#### To add a comment

1. Click the **Comment link**
2. In the **Type** block, use drop down list to select the type of comment you are adding.
3. In the **Sub Type** block, use drop down list to select the sub type of comment you are adding.
4. In the **Comments** block, type your comment.
5. If you want Financial Services to recognize this comment as an alert, select **Alert**. When you select the Alert box, the comment appears on Customer Service form's Account Details screen in Comment sub screen.
6. Save your entry.

## 16.4.9 Verification Tab

Oracle Financial Services Lending and Leasing can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification (8)** master tab's Edit screen as an ERROR, a WARNING, or an OVERRIDE.

If it is an **Error**, Oracle Financial Services Lending and Leasing will not allow you change the application's status and approve the Loan until you fix all the errors.

If it is a **Warning**, Oracle Financial Services Lending and Leasing allows you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

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

Oracle Financial Services Lending and Leasing can be configured to verify different sets of information; for example, Financial Services could check one set of data when checking application entries for completeness and another when approving auto Loan . Each one of these "edit types" has its own set of "edit details."

### **To verify the data required for decisioning the account**

1. Click the **Verification link**, then choose the **Edits** tab.
2. In the **Edit Type** block, select the type of edit you want to verify using the drop down list.
3. Choose **Check Edits**.  
Financial Services checks data for the verification process selected in Edit Type block and displays results in the Edit Details block.
4. In the **Edit Details** block, view verification results and begin making corrections on conversion form.
5. When you are finished correcting errors, change the status in the master block **Status** field from API ACCOUNT to ACCOUNT CREATED.

After entering existing data and successfully changing status of the account, the conversion process is over.

At this point, the account information you entered in this module can be viewed on the Lending menu's **Customer Service** form. However, new accounts cannot be viewed since they need to have the set-up run prior to account creation.

## 16.4.10 Calculator Tab

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

To open the Loan Calculator screen

1. Click the **Calculator link**

For more details about using the Loan Calculator screen, refer Tools chapter.

## 16.4.11 Search Tab

The Account Conversion's Search tab opens the Criteria screen.

## Loading an Application on the Account Conversion screen

The first step in account conversion process is to load application you want to work with using the Conversion Account screen's Search link.

### **To load an application**

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Servicing** master tab.
2. Click **Interfaces** drop-down link and then click **Account Conversion** link.  
The Conversion Account screen is displayed.
3. On the Results screen, select the application you want to load and click Submit.  
You can use the Search Criteria tab to limit or change display of applications on the Results screen.

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# Appendix A: Transaction Parameters

The Customer Service screen's Maintenance sub tab enables you to post an array of monetary and nonmonetary transactions for any given account. The transactions that are available depend on responsibility of the Oracle Financial Services Lending and Leasing user, nature of account, and whether the account is a Loan.

Appendix A: This appendix catalogues the baseline transaction codes and parameters available on Customer Service screen's Maintenance sub tab. Instructions on how to use the Maintenance sub tab are located in Customer Service chapter of this User Guide.

## A.1 Monetary Transactions

This section catalogues the transaction codes and parameters required to complete the following monetary tasks for Loan:

- Apply, adjust, or waive servicing expenses
- Adjust or waive late charges
- Adjust or waive nonsufficient funds
- Apply, adjust, or waive repossession expenses
- Apply, adjust, or waive bankruptcy expenses
- Apply or adjust phone pay fees
- Change an index/margin rate
- Apply, adjust, or cancel financed insurance
- Generate a payoff quote
- Payoff an account
- Charge-off an account
- Close an account
- Apply, adjust, or waive an extension fee
- Change payment amount
- Adjust or waive a prepayment penalty
- Reschedule an escrow payment
- Adjust or waive an escrow payment
- Adjust or waive a payoff quote fee
- Place an account in a nonperforming condition
- Reverse a nonperforming condition
- Reschedule precomputed Loan to interest bearing Loan
- Change profit rate
- Refunding the payment
- Non Refund GL
- ACH Fee Maintenance
- Adjust, charge-off, or waive the advance/principal balance
- Adjust the interest balance
- Stop interest accrual
- Indicate a borrower as on or off active military duty

## A.1.1 Servicing Expenses

Service expenses are any expenses incurred to service an account; for example, employing a courier to send documents, such as payoff quotes or balance statements. Servicing expenses appear in the Other Due field on the Dues section of the Account Details screen of the Customer Service screen. This is the first screen to appear on the Customer Service when you load an account.

The screenshot displays the Oracle Financial Services Lending and Leasing interface. The main window is titled 'Customer Service' and shows details for account '20140500015038: K NITHYA'. The 'Account Details' tab is selected, showing a table of 'Dues' with columns for Due Date, Delq Due, LC Due, NSF Due, and Other Due. The 'Other Due' field is highlighted with a red box and shows a value of 0.00. Other sections include Alerts, Conditions, Collateral Information, and Customer Information.

### To post a servicing expense

Transaction	Parameters
Servicing Expenses	Txn Date Amount

### To adjust a servicing expense

Transaction	Parameters
Adjustment To Servicing Expenses - Add	Txn Date Amount
Adjustment To Servicing Expenses - Subtract	Txn Date Amount

### To waive a servicing expense

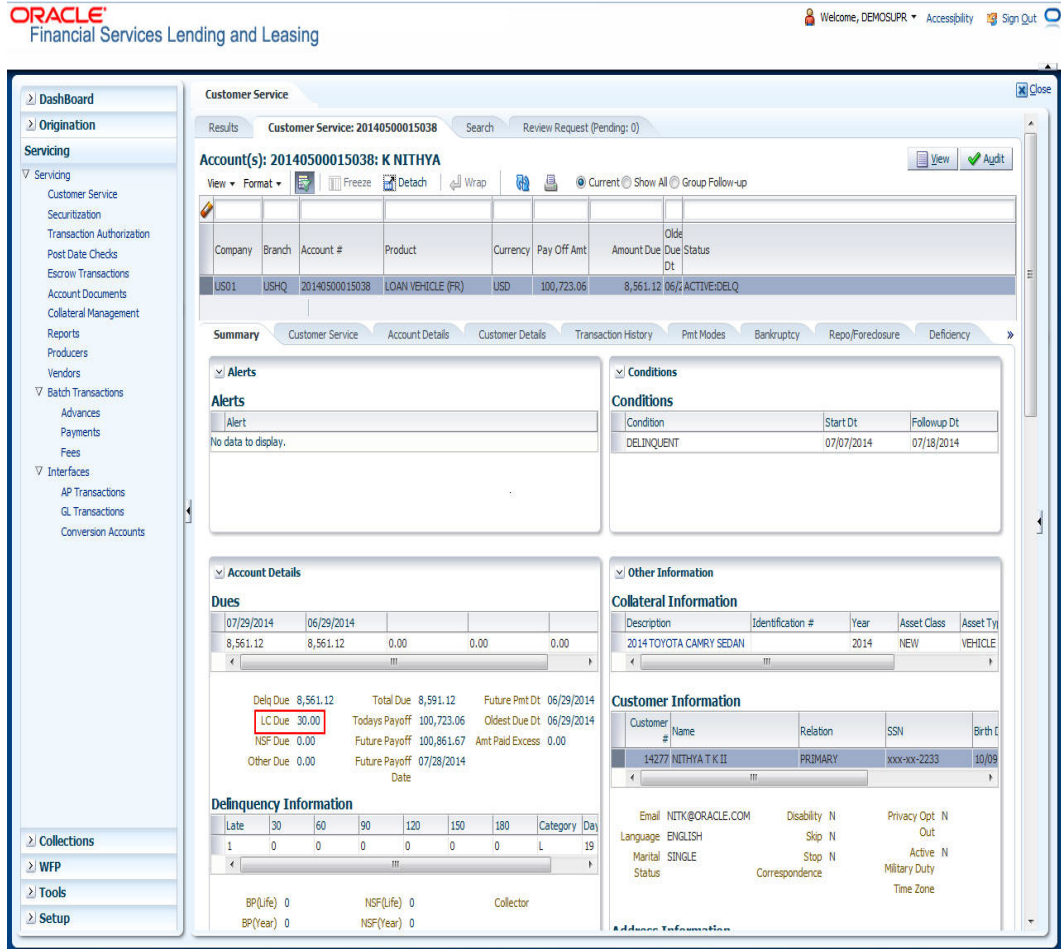
Transaction	Parameters
Waive Servicing Expenses	Txn Date Amount

## A.1.2 Late Charges

Late charges occur when payment is not made within the grace period or by the day after payment is due. The due date is determined by the contract.

Late charges appear in LC Due field on the Dues section of Summary tab of the Customer Service screen. This is the first screen to appear on the Customer Service screen when you

load an account.



**To adjust a late charge**

Transaction	Parameters
Adjustment To Late Charge - Add	Txn Date Amount
Adjustment To Late Charge - Subtract	Txn Date Amount

**To waive a late charge**

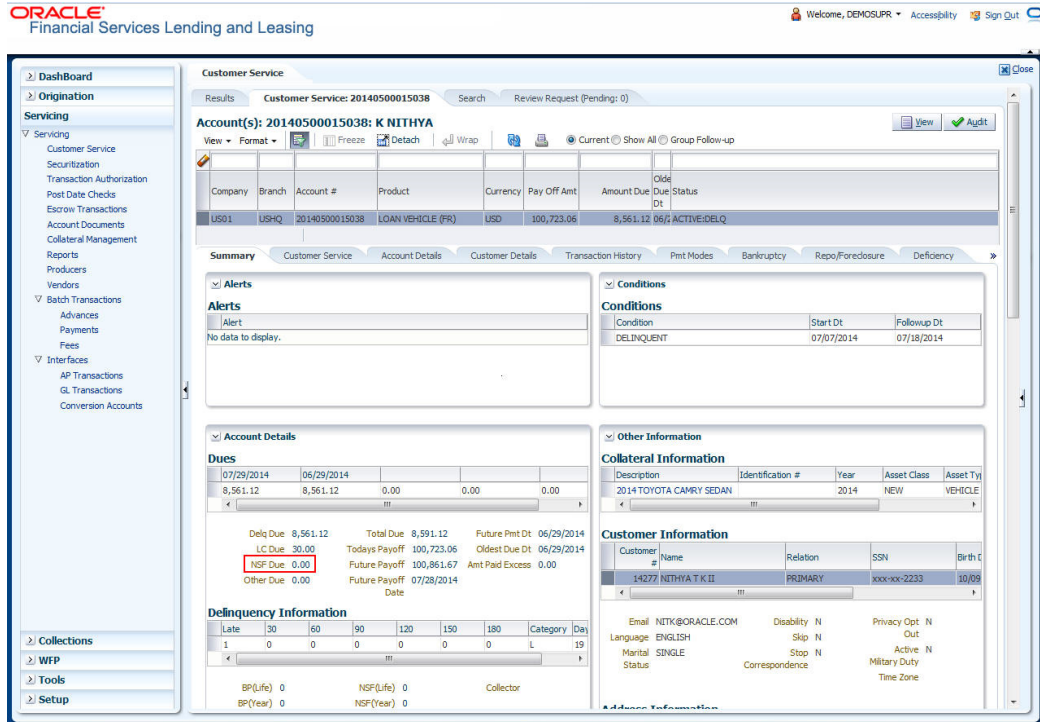
Transaction	Parameters
Waive Late Charge	Txn Date Amount

**A.1.3 Nonsufficient Fund Fees**

Nonsufficient fund fees are posted when a payment does not cover the amount owed. The fee that the system automatically applies to an account is recorded during setup.

Nonsufficient fund fees appear in the NSF Due field on the Dues section of Summary tab of Customer Service screen. This is the first screen to appear on the Customer Service screen

when you load an account.



To adjust a nonsufficient funds

Transaction	Parameters
Adjustment To Nonsufficient Fund Fee - Add	Txn Date Amount
Adjustment To Nonsufficient Fund Fee - Subtract	Txn Date Amount

To waive a nonsufficient funds

Transaction	Parameters
Waive Nonsufficient Fund Fee	Txn Date Amount

#### A.1.4 Repossession Expenses

Repossession expenses include any costs incurred while obtaining the asset, including legal fees or storage costs.



Repossession expenses appear in Other Due field on the Dues section of the Summary tab of Customer Service screen. This is the first screen to appear on the Customer Service screen when you load an account.

**Customer Service**  
**Account(s): 20140500015038: K NITHYA**

Company	Branch	Account #	Product	Currency	Pay Off Amt	Amount Due	Old Due Status
US01	USHQ	20140500015038	LOAN VEHICLE (FR)	USD	100,723.06	8,561.12	06/29/2014 ACTIVE-DELQ

**Dues**

Due Date	Amount	LC Due	NSF Due	Other Due
07/29/2014	8,561.12	0.00	0.00	0.00
06/29/2014	8,561.12	0.00	0.00	0.00

Delq Due: 8,561.12    Total Due: 8,591.12    Future Pmt Dt: 06/29/2014  
 LC Due: 30.00    Today's Payoff: 100,723.06    Oldest Due Dt: 06/29/2014  
 NSF Due: 0.00    Future Payoff: 100,861.67    Amt Paid Excess: 0.00  
**Other Due: 0.00**    Future Payoff: 07/28/2014

**Delinquency Information**

Late	30	60	90	120	150	180	Category	Day
1	0	0	0	0	0	0	L	19

The adjustments will also appear in the corresponding column of Customer Service screen's Account Balances screen for EXPENSE REPOSSESSION/FORECLOSURE Balance Type-- Waived, Charged Off, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform. To post a repossession expense

**Account Balances**

Balance Type	Opening Deficiency	Chg Off Posted	Recovery	Deficiency Balance
ADVANCE / PRINCIPAL	0.00	8,073.78	0.00	8,073.78
INTEREST	0.00	1,331.98	0.00	1,331.98
FEE LATE CHARGE	0.00	480.00	0.00	480.00
FEE NSF	0.00	0.00	0.00	0.00
FEE EXTENSION	0.00	0.00	0.00	0.00
FEE PREPAYMENT PENALTY	0.00	0.00	0.00	0.00
FEE PHONE PAY	0.00	0.00	0.00	0.00
EXPENSE BANKRUPTCY	0.00	0.00	0.00	0.00
<b>EXPENSE REPOSSESSION/FORECLOSURE</b>	0.00	0.00	0.00	0.00
EXPENSE SERVICING	0.00	0.00	0.00	0.00

Deficiency Balance Total 9,885.76

Transaction	Parameters
Repossession Expenses	Txn Date Amount

### To adjust a repossession expense

Transaction	Parameters
Adjustment To Repossession Expenses - Add	Txn Date Amount
Adjustment To Repossession Expenses - Subtract	Txn Date Amount

### To waive a repossession expense

Transaction	Parameters
Waive Repossession Expenses	Txn Date Amount

## A.1.5 Bankruptcy Expenses

Bankruptcy expenses include any costs incurred when an account holder declares bankruptcy, such as legal fees or additional collection costs.

Bankruptcy expenses appear in the Other Due field on the Dues section of Summary tab of Customer Service screen. This is the first screen to appear on the Customer Service screen when you load an account.

The screenshot shows the Oracle Financial Services Lending and Leasing Customer Service interface. The account details for 20140500015038 (K NITHYA) are displayed. The 'Dues' section shows a table with columns for due dates and amounts. The 'Other Due' field is highlighted with a red box and shows a value of 0.00. Other sections include Alerts, Conditions, Collateral Information, and Customer Information.

Company	Branch	Account #	Product	Currency	Pay Off Amt	Amount Due	Old Due Status
US01	USHQ	20140500015038	LOAN VEHICLE (FR)	USD	100,723.06	8,561.12	06/29/2014 ACTIVE:DELQ

Due Date	Amount	Future Payoff	Future Pmt Dt
07/29/2014	8,561.12	0.00	06/29/2014
06/29/2014	8,561.12	0.00	06/29/2014

Delq Due: 8,561.12    Total Due: 8,591.12    Future Pmt Dt: 06/29/2014  
 LC Due: 30.00    Today's Payoff: 100,723.06    Oldest Due Dt: 06/29/2014  
 NSF Due: 0.00    Future Payoff: 100,861.67    Amt Paid Excess: 0.00  
**Other Due: 0.00**    Future Payoff: 07/28/2014  
 Date

Late	30	60	90	120	150	180	Category	De
1	0	0	0	0	0	0	L	19

The adjustments will also appear in the corresponding column of Customer Service screen's Account Balances screen for EXPENSE BANKRUPTCY Balance Type-- Waived, Charged Off, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform.

## To post a bankruptcy expense

Balance Type	Opening Deficiency	Chg Off Posted	Recovery	Deficiency Balance
ADVANCE / PRINCIPAL	0.00	8,073.78	0.00	8,073.78
INTEREST	0.00	1,331.98	0.00	1,331.98
FEE LATE CHARGE	0.00	480.00	0.00	480.00
FEE NSF	0.00	0.00	0.00	0.00
FEE EXTENSION	0.00	0.00	0.00	0.00
FEE PREPAYMENT PENALTY	0.00	0.00	0.00	0.00
FEE PHONE PAY	0.00	0.00	0.00	0.00
EXPENSE BANKRUPTCY	0.00	0.00	0.00	0.00
<b>EXPENSE REPOSESSION/FORECLOSURE</b>	0.00	0.00	0.00	0.00
EXPENSE SERVICING	0.00	0.00	0.00	0.00
				Deficiency Balance Total 9,885.76

Transaction	Parameters
<b>Legal Bankruptcy Expenses</b>	Txn Date Amount

## To adjust a bankruptcy expense

Transaction	Parameters
<b>Adjustment To Bankruptcy Expenses - Add</b>	Txn Date Amount
<b>Adjustment To Bankruptcy Expenses - Subtract</b>	Txn Date Amount

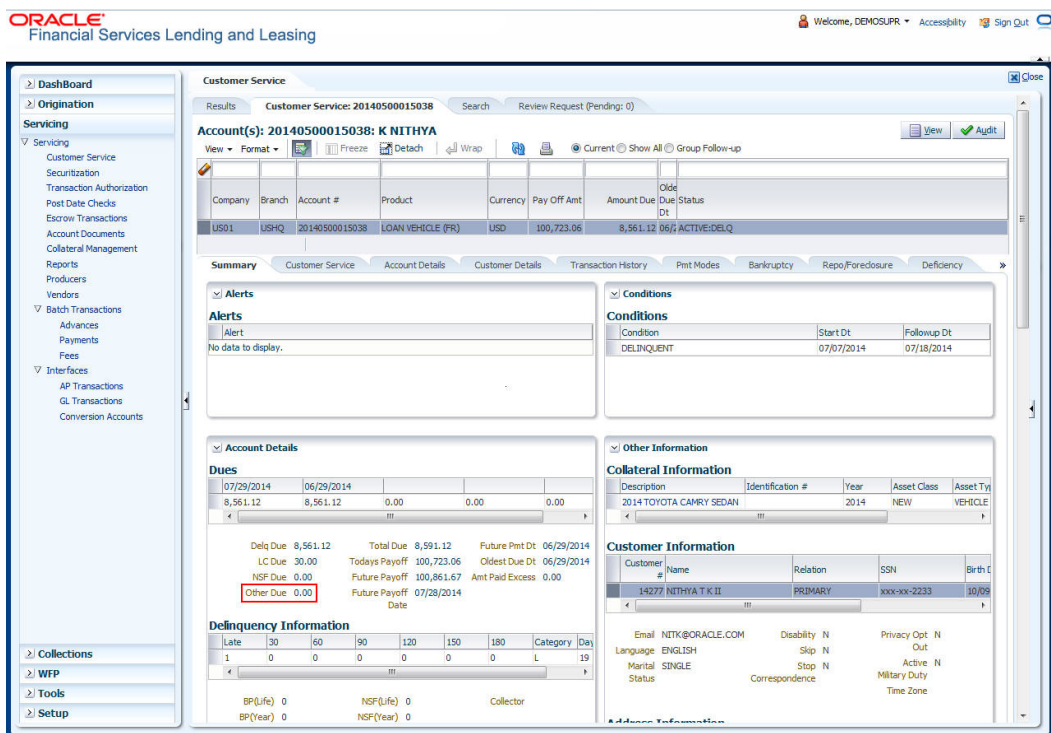
## To waive a bankruptcy expense

Transaction	Parameters
<b>Waive legal Bankruptcy Expenses</b>	Txn Date Amount

### A.1.6 Phone Pay Fees

Phone pay fees are where a borrower calls the lender and arranges for a debit to their checking or savings account to make a payment on a Loan account.

Phone pay fees appear in Other Due field on Dues section of the Summary tab of Customer Service screen. This is the first screen to appear on the Customer Service screen when you load an account.



### To adjust a phone pay fee

Transaction	Parameters
Adjustment to Phone Pay Fee - Add	Txn Date Amount
Adjustment to Phone Pay Fee - Subtract	Txn Date Amount

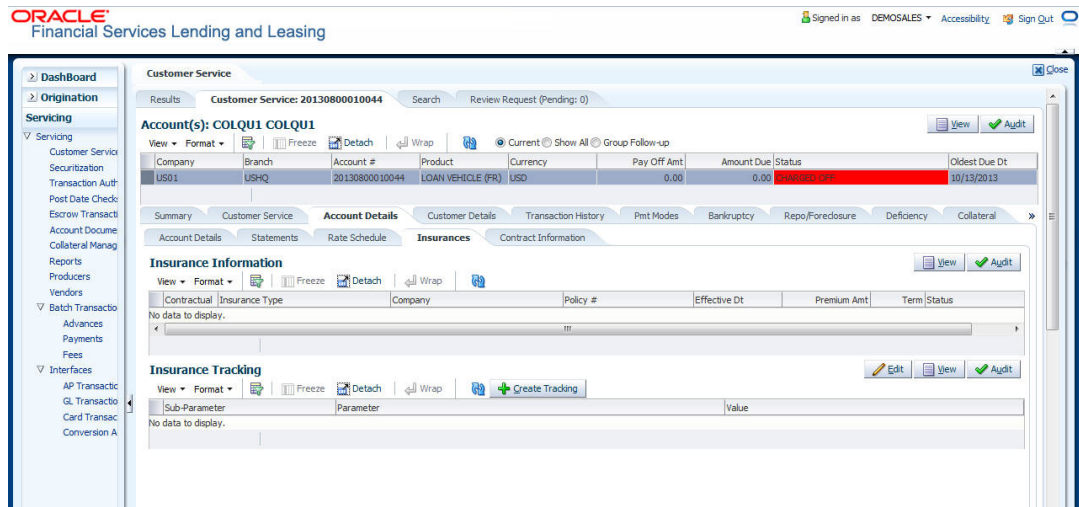
### To waive a phone pay fee

Transaction	Parameters
Waive Phone Pay Fee	Txn Date Amount

## A.1.7 Financed Insurances

You can add financed insurance to an existing account with the INSURANCE ADDITION transaction. This transaction adds insurance premium amount to advance/principal balance on the Loan and adjusts the Loan receivables accordingly. The transaction also triggers the process to re-compute repayment amount for Loan. After you post the transaction Loan will be billed for newly computed payment amount and will be considered for delinquencies and fees calculations based on information on the Contract link's Contract screen. The newly

added insurance information can be viewed on Customer Service drop-down link's Insurances link.



### To add financed insurance

Transaction	Parameters
Insurance addition	Txn Date
	Insurance Type
	Single/Joint
	Insurance Mode
	Insurance Plan
	Company Name
	Phone #1
	Extn #1
	Phone #2
	Extn #2
	Policy #
	Policy Effective Date
	Premium Amount
	Expiration Date
Primary Beneficiary	
Secondary Beneficiary	
Comment	

You can cancel financed insurance on an existing account with the INSURANCE CANCELLATION transaction. When you post this transaction, the system computes premium refund amount based on the refund method associated with insurance item. If you enter a

value for PREMIUM AMOUNT parameter, the system overrides calculated refund amount and adjusts advance/principal balance and Loan receivables accordingly. The INSURANCE CANCELLATION transaction re-computes the repayment amount for Loan based on remaining balances. After posting the transaction, Loan will be billed for newly computed payment amount according information on the Contract tab's Contract sub tab. The insurance cancellation information can be viewed on the Contract link's Insurances sub screen.

**To cancel a financed insurance**

Transaction	Parameters
<b>Insurance Addition</b>	Txn Date
	Insurance Type
	Policy Effective Date
	Insurance Refund Amount
	Interest Refund Amount
	Payment Amount
	Cancellation Reason

You may rectify possible errors resulting from incorrect information entered on the INSURANCE ADDITION transaction (such as an incorrect premium account) with the monetary transaction INSURANCE MODIFICATION.

When you post the INSURANCE MODIFICATION transaction, Oracle Financial Services Lending and Leasing re-computes the repayment amount using new premium amount and adjusts advance/principal balance on Loan and Loan receivables.

**To modify financed insurance information**

Transaction	Parameters
<b>Insurance Modifications</b>	Txn Date
	Insurance Type
	Policy Effective Date
	Premium Amount

**A.1.8 Index/Margin Rates**

You can change the current index rate type and margin rate of a variable rate Loan using the INDEX / MARGIN RATE CHANGE monetary transaction.

## To change an index/margin rate

Transaction	Parameters
Index/Margin Rate Change	Effective Date
	Index
	Margin Rate
	Reason

## A.1.9 Payoff Quotes

A payoff quote is the amount still owed on account or amount needed to satisfy the Loan. It can be generated anytime and may be requested during a call from a customer, dealer, or insurance agent. The payoff quote appears in Results section of Maintenance screen.

The screenshot shows the Oracle Financial Services Lending and Leasing Customer Service interface. The 'Maintenance' tab is selected, and the 'Transaction Batch Information' section is visible. Below it, the 'Parameters' section is empty, showing 'No data to display.' The interface includes a navigation menu on the left and a top header with the Oracle logo and user information.

## To generate a payoff quote for an account Loan

Transaction	Parameters
Payoff Quote	Txn Date
	Payoff Quote Valid Up To Date
	Assess Payoff Quote Fee
	Payoff Quote Ltr Print
	Comment

## A.1.10 Account Paidoff

An account is automatically paid off or marked for payoff processing by the system with a batch transaction when the account balance is \$0.00. You can also manually payoff an account with the Maintenance screen. You can also pay off an account using the Consumer Lending (Advance and Payment) form. For more information, see the **Payment Processing** chapter.

When you payoff an account, the system changes the account's status to PAID OFF. The date the account was paid off appears in Activities section's Paid Off Dt field on Account Details screen.

The screenshot shows the 'Account Details' screen with the following sections:

- Dues:** A table showing due dates and amounts for 09/09/2013 and 08/09/2013, all with 0.00 amounts.
- Delinquency Information:** A table with columns for Late (30, 60, 90, 120, 150, 180 days) and Category, with all values at 0.
- Activities:** A list of activity dates and amounts. The 'Paid Off Dt' is 08/21/2013, highlighted in red. Other activities include Active Dt (08/21/2013), Last Activity Dt (08/21/2013), Due Day (9), Last Pmt Dt, Customer Grade (A), and Producer (NY-00006 : RB WHEELS).
- Customer Information:** Fields for Customer # (3002), Name (PRITAM JENA), Relation (PRIMARY), SSN (xxxxx5254), Birth Dt (08/21/1981), Email, Language (ENGLISH), Marital Status (SINGLE), Disability (N), Skip (N), Stop (Y), Privacy Opt (N), Out, and Time Zone.
- Address Information:** Fields for Type (HOME), Current (Y), Mailing (Y), and Address (HGHE N HJFHJ BCH N # 23 SDC AGUADA PR-00602).
- Employment Information:** Fields for Type (FULL TIME), Current (Y), Employer (UNDEFINED), and Address (23665 DHDHD GDHDIH HOLTSVILL NY-00501).
- Alerts and Conditions:** Both sections show 'No data to display.'

The system also notes the amount of the principal that was waived when account was paid off in the Waived column on Account Balances screen.

### To pay off an account

Transaction	Parameters
Paid off	Txn Date

If you reverse the payoff payment using Customer Service form, then the pay-off is automatically reversed. The system changes the account's status from PAID OFF to ACTIVE when you refresh the account.

### A.1.11 Account Charge Off

Charging off an account refers to when a lender decides to take a loss on an account, signalling that attempts to recover the Loan have failed. In calculating a charge off, the system considers the total compensation amount (up front compensation plus remaining compensation amount). It is different from the waive off process since a waive off is a concession offered to the customer on payment of some component, such as a late fee. The repayment of the original Loan still continues in waive off process.



When you charge off account, the system changes the status to CHARGED OFF. The balance on the account appears on Customer Service form's Balance screen when you choose Deficiency Balance in the Balance Group section.

Balance Type	Openin Balance	Posted	Paid Balance	Waived	Charge Off	Adjusted (-)	Adjusted (+)
ADVANCE / PRINCIPAL	0.00	100,000.00	9,584.17	0.00	90,415.83	0.00	0.00
INTEREST	0.00	415.83	415.83	0.00	0.00	0.00	0.00
FEE LATE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE NSF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE EXTENSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE PREPAYMENT PENALTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE PHONE PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE PERIODIC MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RENTAL FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FEE DELAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE BANKRUPTCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE REPOSESSION/FORECLOSURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE SERVICING	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Current Balance Total 0.00

The date of the charge off appears on Account Details screen in Activity section's Chargeoff Dt field.

ORACLE® Financial Services Lending and Leasing

Welcome, DEMOSUPR | Accessibility | Sign Out

Customer Service

Summary | Customer Service | Account Details | Customer Details | Transaction History | Pmt Modes | Bankruptcy | Repo/Foreclosure

Alerts | Conditions

Account Details

Dues

Delq Due | Total Due | Future Pmt Dt  
LC Due | Todays Payoff | Oldest Due Dt  
NSF Due | Future Payoff | Amt Paid Excess  
Other Due | Future Payoff Date

Delinquency Information

Late | 30 | 60 | 90 | 120 | 150 | 180 | Category | D

BP(Life) | NSF(Life) | Collector  
BP(Year) | NSF(Year)

Activities

Active Dt	App #	Last Pmt Amt
Last Activity Dt	Paid Off Dt	Charge Off Dt
Due Day	Effective Dt	Military Duty
Last Pmt Dt	Current Pmt	Customer Score
Customer Grade	Last Bill Amt	Behaviour Score

Producer

Due Date Change

Last Txn Dt | Rem. Txn. Limit (Life)  
Rem. Txn. Limit (Year)

Extensions

Rem. Txn. Limit (Year) | Rem. Txn. Limit (Life)  
Last Txn Dt | Extn. Gap Rem. (Months)

Other Information

Customer Information

Customer #	Name	Relation	SSN	Br#
No data to display.				

Email | Disability | Privacy Opt  
Language | Skip | Out  
Marital Status | Stop | Active Military Duty  
Correspondence | Time Zone

Address Information

Type	Current	Permitted to Call	Mailing	Address	Phone
No data to display.					

Employment Information

Type	Current	Permitted to Call	Employer	Address
No data to display.				

Telecom Information

Type	Permitted to Call	Phone	Extn	Time Zone	Best
No data to display.					

However, you can select the 'Do Not Auto Charge Off' condition to ignore few account conditions, for the charge-off processing batch job. When an account is marked with the condition DO NOT CHARGE OFF, then batch job will not pick the account for charge off processing.

You can add 'Do Not Auto Charge Off' condition in addition to the already existing condition.

**To charge off an account**

<b>Transaction</b>	<b>Parameters</b>
<b>Charged Off</b>	Txn Date

**A.1.12 Account Closure**

The system automatically closes an account when its status changes from ACTIVE status to PAID or VOID. It is manually closed if it has status as CHARGE OFF. Accounts marked as CLOSED are not processed and after a period of time are purged from Oracle Financial Services Lending and Leasing.

The screenshot displays the Oracle Financial Services Lending and Leasing interface. The top navigation bar includes tabs for Summary, Customer Service, Account Details, Customer Details, Transaction History, Pmt Modes, Bankruptcy, Repo/Foreclosure, Deficiency, and Collateral. The Customer Service tab is active, and the Maintenance sub-tab is selected. The main content area is divided into three sections:

- Transaction Batch Information:** A table with columns Date, Monetary, Transaction, Status, and Batch. The data rows are:
 

Date	Monetary	Transaction	Status	Batch
09/13/2013	Y	ACCOUNT CLOSE	POSTED	N
09/12/2013	Y	CHARGED OFF	POSTED	N
09/12/2013	Y	SALE OF ASSET	POSTED	N
- Parameters:** A table with columns Parameter, Value, and Required. The data row is:
 

Parameter	Value	Required
TXN DATE	9/13/2013	Y
- Result:** A section titled "Transaction Processing Details" showing the message "\*\*\*\*\* Transaction Posting Successful \*\*\*\*\*".

**To close an account**

<b>Transaction</b>	<b>Parameters</b>
<b>Account Close</b>	Index Txn Date

**A.1.13 Advance (Principal) Balance**

The advance (or principal) balance is posted automatically when you fund the contract on Funding screen. You are not allowed to post the advance with Customer Service screen. However, you can waive, charge off or adjust the advance or principal.

The adjustments will appear in the corresponding column of Customer Service screen's Account Balances sub tab for ADVANCE / PRINCIPAL Balance Type-- Waived, Charged Off, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform.

	Openin Balance	Posted	Paid Balance	Waived	Charge Off	Adjusted (-)	Adjusted (+)	Balance
HL	0.00	100,000.00	0.00	0.00	100,000.00	0.00	0.00	0.00
	0.00	959.72	0.00	0.00	959.72	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Y	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ON/FORECLOSURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								Current Balance Total 0.00

**To adjust the advance/principal balance**

Transaction	Parameters
Adjustment To Advance/Principal - Add	Txn Date Amount
Adjustment To Advance/Principal - Subtract	Txn Date Amount

**To charge off the advance/principal balance**

Transaction	Parameters
Chgoff Advance/Principal	Txn Date Amount

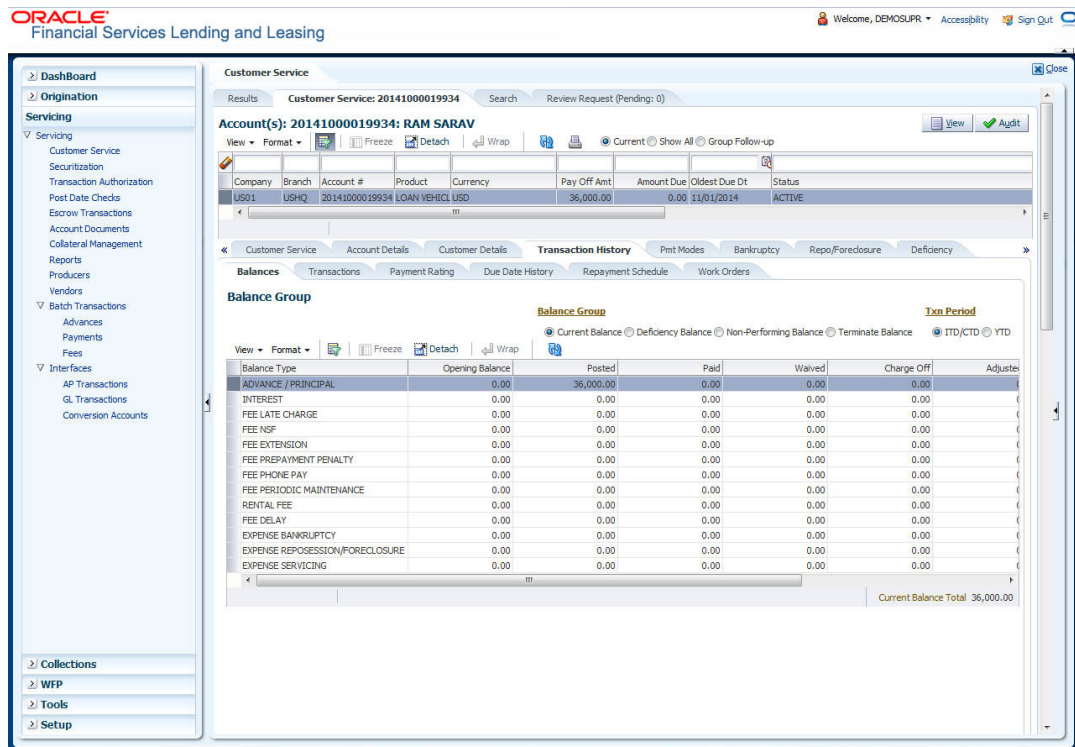
**To waive the advance/principal balance**

Transaction	Parameters
Waive Advance/Principal	Txn Date Amount

**A.1.14 Interest**

The interest is accrued or posted automatically when you post the payment on Advance screen's Advance Entry tab. You cannot post the interest in the Customer Service screen; however, you can adjust or waive interest.

The adjustments will appear in the corresponding column of Customer Service form's Account Balances screen for INTEREST Balance Type-- Waived, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform.



### To adjust the interest

Transaction	Parameters
Adjustment To Interest - Add	Txn Date Amount
Adjustment To Interest - Subtract	Txn Date Amount

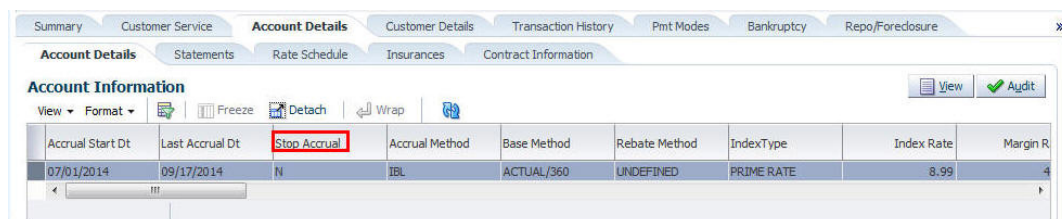
### To waive the interest

Transaction	Parameters
Waive Interest	Txn Date Amount

## A.1.15 Interest Accrual

You can start or stop interest accrual on a Loan.

On the Loan Details screens, Stop Accrual box is selected in Interest and Accruals section.



To remove Stop Accrual indicator, post the start ACCRUAL transaction.

**To start interest accrual for an account**

Transaction	Parameters
<b>Start Accrual</b>	Txn Date

**To stop interest accrual for an account**

Transaction	Parameters
<b>Stop Accrual</b>	Txn Date

**A.1.16 Active Military Duty**

The Servicemembers Civil Relief Act of 2003 (SCRA), formerly known as the Soldiers and Sailors Civil Relief Act of 1940 (SSCRA), is a federal law that gives military members some important rights as they enter active duty military service. The law is designed for active duty military personnel and reservists (and their spouse -- if applicable for joint credit accounts) to receive, as a result of military service economic hardship(s), an interest rate reduction (currently at 6.000%) for certain consumer and mortgage-related debt that was incurred prior to entering military service, for the period of time that the servicemember is on active duty. Under the law, the term's interest includes service charges, renewal charges, fees, or any other charges (except bona fide insurance) with respect to an obligation or liability. The law also provides protection against certain legal actions during the term of active duty military service. The SCRA function is currently available in the system for simple interest Loan.

Any account that has been identified under SCRA requirements as eligible for the allowable benefits of active military duty for its primary borrower/spouse will have a new interest rate calculation based upon the 6.000% limit set by the SCRA. However, this change is subject to exception in case of accounts that already have an interest rate less than 6.000%. In such cases, the original interest rate that is less than 6.000% will continue.

**To indicate that a borrower is on active military duty**

Transaction	Parameters
<b>Borrower On Military Duty</b>	Txn Date
	Borrowers Relation With Account
	Active Duty Order Reference

After you post this transaction, the Military Duty box (Account Details screen Activities section) and Active Military Duty box (Customer Details screen Military Service section) are selected. Oracle Financial Services Lending and Leasing changes the condition of the

account to ON ACTIVE DUTY. Details of the transaction appear in the Military Services section on Customer Details screen.

The screenshot shows the 'Customer Details' screen with several sections:

- Dues:** Table with columns for dates and amounts. Values are all 0.00.
- Delinquency Information:** Table with columns for days (30, 60, 90, 120, 150, 180) and category. Values are all 0.
- Activities:** Key-value pairs including Active Dt, Last Activity Dt, Due Day, Last Pmt Dt, Customer Grade, App #, Paid Off Dt, Effective Dt, Current Pmt, Last Bill Amt, Last Pmt Amt, Charge Off Dt, Military Duty (N), Customer Score, and Behaviour Score.
- Customer Information:** Fields for Customer #, Name, Relation, SSN, Birth Dt, Email, Language, Marital Status, Disability, Skip, Stop, Correspondence, Privacy, Opt Out, and Time Zone.
- Address Information:** Table with columns for Type, Current, Mailing, and Address.
- Employment Information:** Table with columns for Type, Current, Employer, and Address.
- Alerts:** Section with 'No data to display.'
- Conditions:** Table with columns for Condition, Start Dt, and Followup Dt.

If the interest rate was greater than 6%, Oracle Financial Services Lending and Leasing will change the rate to 6% and adjust the payment accordingly. The CHANGE PAYMENT AMOUNT and RATE CHANGE transactions on the Transactions screen.

To indicate that a borrower is no longer on active military duty

Transaction	Parameters
Borrower off Military Duty	Txn Date
	Borrowers Relation With Account

The screenshot shows the 'Customer Service' interface with a sidebar on the left and a main content area. The 'Customer Information' section is expanded, showing fields for Customer #, Relation, Name, SSN, Birth Dt, Marital Status, Enabled, and Language. The 'Military Duty' field is highlighted with a red box and contains the value 'N'.

## A.1.17 Due Date Change

You can change the due date of an account. When it is changed, the system determines next bill date, as well as the next due date. The DUE DATE CHANGE transaction does not allow next billing date to change such that it is less than the current billing date. The due date change transaction has been extended to change the default ACH due day, provided that the account due day and ACH due day match.

If a late fee is no longer applicable because of this due day change, Oracle Financial Services Lending and Leasing will automatically remove the fee.

The new due day appears in Activities section Due Day field on the Account Details screen.

The screenshot displays the 'Account Details' screen for a loan. The 'Activities' section is expanded, showing a table with the following data:

Active Dt	App #	Last Pmt Amt
06/27/2014	0000001578	0.00
Last Activity Dt: 08/27/2014	Paid Off Dt: 06/27/2014	Charge Off Dt: 08/27/2014
Last Pmt Dt: 08/27/2014	Effective Dt: 06/27/2014	Military Duty: N
Customer Grade: B	Last Bill Amt: 1,230.23	Customer Score: 300
		Behaviour Score: 0

The 'Due Day' field in the 'Activities' section is highlighted with a red box and contains the value '27'. The 'Producer' field at the bottom indicates 'CA-00004: VOLKSWAGEN OF WOODLAND HIL'.

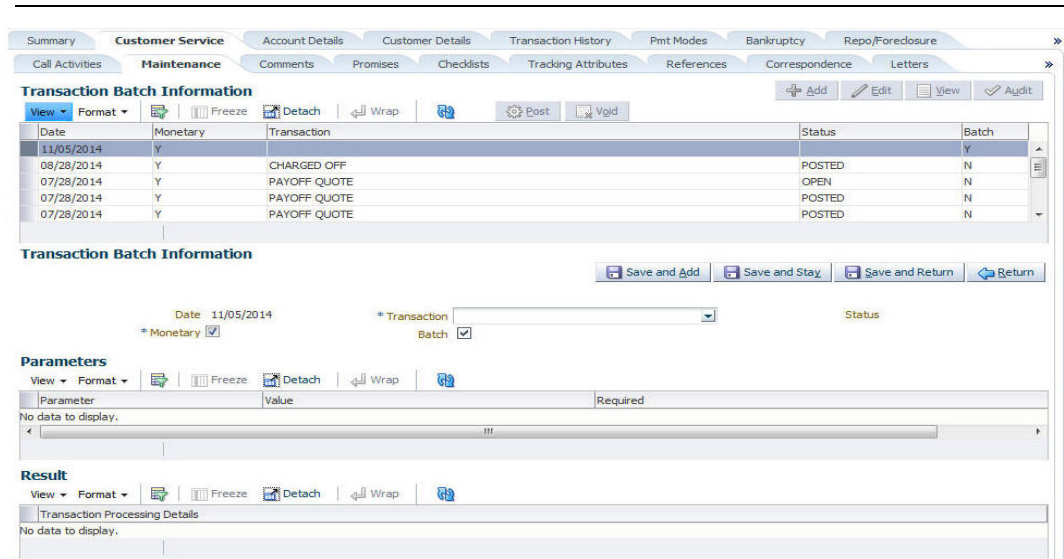
The system also notes change on Loan Details screens in Extn and Due Dates section's # of Due Day Changes (Year), # of Due Day Changes (Life) and Due Day Chg Dt fields.

### To change a due date

Transaction	Parameters
Due Date Change	Txn Date
	Due day
	Due Date

## A.1.18 Payment Refund Transaction

Payment refund transactions allows you to refund excess payment received from the customer during life of the Loan. The Payment Refund transaction is posted at the maintenance screen in servicing. The refund is posted only when the refund amount is equal to Payment amount. Else an error message is displayed.



### To refund the payment amount

Transaction	Parameters
Payment Refund	Txn Date
	Payment Amount
	Payment Date
	Refund Amount

### A.1.19 Extensions

Extension transactions allow you to extend a Loan. An extension fee may be assessed when an account receives an extension. In case of precomputed Loan, this is generally done to recoup the interest lost.



The system adjusts due date on Dues section's Oldest Due Dt field on Account Details screen to reflect the extension.

**Summary** Customer Service Account Details Customer Details Transaction History Pmt Modes Bankruptcy Repo/Foreclosure

**Alerts** **Conditions**

**Account Details**

**Dues**

07/27/2014				
0.00	0.00	0.00	0.00	0.00

Delq Due 0.00 Total Due 0.00 Future Pmt Dt 08/27/2014  
 LC Due 0.00 Todays Payoff 0.00 **Oldest Due Dt 07/27/2014**  
 NSF Due 0.00 Future Payoff 0.00 Amt Paid Excess 0.00  
 Other Due 0.00 Future Payoff 09/06/2014 Date

**Delinquency Information**

Late	30	60	90	120	150	180	Category	D
1	0	0	0	0	0	0	30	0

BP(Life) 2 NSF(Life) 0 Collector  
 BP(Year) 2 NSF(Year) 0

**Activities**

Active Dt 06/27/2014 App # 0000001578 Last Pmt Amt 0.00  
 Last Activity Dt 08/27/2014 Paid Off Dt Charge Off Dt 08/27/2014  
 Due Day 27 Effective Dt 06/27/2014 Military Duty N  
 Last Pmt Dt Current Pmt 1,230.23 Customer Score 300  
 Customer Grade B Last Bill Amt 1,230.23 Behaviour Score 0  
 Producer CA-00004 : VOLKSWAGEN OF WOODLAND HIL

**Other Information**

**Collateral Information**

Description	Identification #	Year	Asset Class	Asset T
2014 HONDA ACCORD		2014	ALL	VEHICL

**Customer Information**

Customer #	Name	Relation	SSN	Birth
13273	GRACE FRANKLIN	PRIMARY	xxx-xx-3928	03/8

Email HENRY.TOM@GMAIL.COM Disability N Privacy N  
 Language ENGLISH Skip N Opt Out  
 Marital SINGLE Stop N  
 Status Correspondence Active N Military Duty  
 Time AMERICA/CHICAGO Zone

**Address Information**

Type	Current	Permissic to Call	Mailing	Address	Phone
HOME	Y	Y	Y	678 N CHURCH BCH N # 464 PITTSFIELD MA-01202	(000)-c

It also notes the change with an entry on the Loan Details screen in the Extn and Due Dates section's # of Extensions (Year), # of Extensions (Life), # of Extension Term (Year) # of Extension Term (Life) fields.

**Dashboard** **Origination** **Servicing**

Customer Service: 20140600014914 Search Review Request (Pending: 0)

**Account(s): 20140600014914: FRANKLIN GRACE**

Company	Branch	Account #	Prd Currency	Pay Off Amt	Amount Due	Oldest Due Dt	Status
LS01	LSHQ	20140600014914	LD USD	0.00	0.00	07/27/2014	CHARGED OFF

**Account Information**

Accrual Start Dt	Last Accrual Dt	Stop Accrual	Accrual Method	Base Method	Rebate Method	Index Type	Index Rate	Margin R
06/27/2014	06/27/2014	Y	SOD	ACTUAL/ACTUAL	SOD	PRIME RATE	8.99	

**Interest and Accruals**

Accrual Start Dt 06/27/2014  
 Last Accrual Dt 06/27/2014  
 Stop Accrual   
 Accrual Method SUM OF DIGITS  
 Base Method ACTUAL/ACTUAL  
 Rebate Method SUM OF DIGITS  
 Index Type PRIME RATE  
 Index Rate 8.99  
 Margin Rate 4.99  
 Rate 13.98  
 Rate Start of the Year 13.98  
 Last Rate Adj Dt  
 # of Rate Adjs (Year) 0  
 # of Rate Adjs (Life) 0  
 Reschedule Method UNDEFINED  
 Reschedule Value 0.00

**Extn and Due Dates**

# of Extensions (Year) 0  
 # of Extensions (Life) 0  
 # of Extension Term (Year) 0  
 # of Extension Term (Life) 0  
 # of Due Day Changes (Year) 0  
 # of Due Day Changes (Life) 0  
 Last Extn Dt  
 Due Day Change Dt

**Additional Details**

Total Term 36  
 Paid Term 0  
 Maturity Dt 06/27/2017  
 Balloon Amt 0.00

**Advance Details**

Approved Amt 0.00  
 Consumed 0.00  
 Remaining Amt 0.00  
 Last Advance Dt 0.00  
 Last Advance Dt

**Securitization Details**

Pool Id UNDEFINED  
 Pool Status  
 Pool Sale Dt  
 Repurchase   
 Repurchase Dt

**Amortized Loans**

Extra Principal Paid 0.00

### To apply an extension

Transaction	Parameters
<b>EXTENSION</b>	Txn Date
	Extension Term
	Reason
	Stop Accrual

While posting an extension, ensure that the minimum number of required payments, as defined at contract level is met. Else, system displays an error message on verification. Also while posting subsequent extension transactions, ensure that the minimum gap requirement between two extensions is satisfied.

### To adjust an extension fee

Transaction	Parameters
<b>ADJUSTMENT TO EXTENSION FEE - ADD</b>	TXN DATE AMOUNT
<b>ADJUSTMENT TO EXTENSION FEE - SUBTRACT</b>	TXN DATE AMOUNT

### To waive an extension fee

Transaction	Parameters
<b>WAIVE EXTENSION FEE</b>	TXN DATE AMOUNT

#### **A.1.19.1 Extension Override**

You can post 'EXTENSION OVERRIDE' transaction when you want the system to bypass extension validations which are defined at contract level.

Note the following:

- You can post a 'EXTENSION OVERRIDE' transaction only if you are authorized.
- There are no validations done when an extension override transaction is posted.
- Backdating an extension is allowed and also while backdating, system validates for the number of payments as of Transaction date.
- If 'EXTENSION OVERRIDE' transaction is posted on a backdated transaction which has 'TXN Date' appearing before the transaction extension date, then all the transactions from the date of previous extension will be reversed and re-posted. Here again, no validation rules are checked.

## To apply an extension

Transaction	Parameters
EXTENSION	Txn Date
	Extension Term

### A.1.20 Payment Amount

You can change the current payment amount of an account. The new payment amount has to be calculated manually as Oracle Financial Services Lending and Leasing does not perform any checks on the new payment amount.

If the transaction is backdated, due amounts for the affected periods are re-calculated. While delinquency data could potentially change, prior statements are not to be changed. The next ACH (if applicable) does not reflect changed payment amount if the account has already been billed at time of posting the transaction. Payments will be re-applied causing changes to account balances and late fees may be assessed (if applicable).

After you post the transaction, the new payment amount appears on Account Details screen in Current Pmt field of the Activities section.

The screenshot displays the Oracle Financial Services Lending and Leasing Customer Service interface. The 'Activities' section is expanded, showing a table with columns for Active Dt, Last Activity Dt, Due Day, Last Pmt Dt, Customer Grade, Producer, App #, Paid Off Dt, Effective Dt, Current Pmt, Last Bill Amt, Last Pmt Amt, Charge Off Dt, Military Duty, Customer Score, and Behaviour Score. The 'Current Pmt' field is highlighted with a red box.

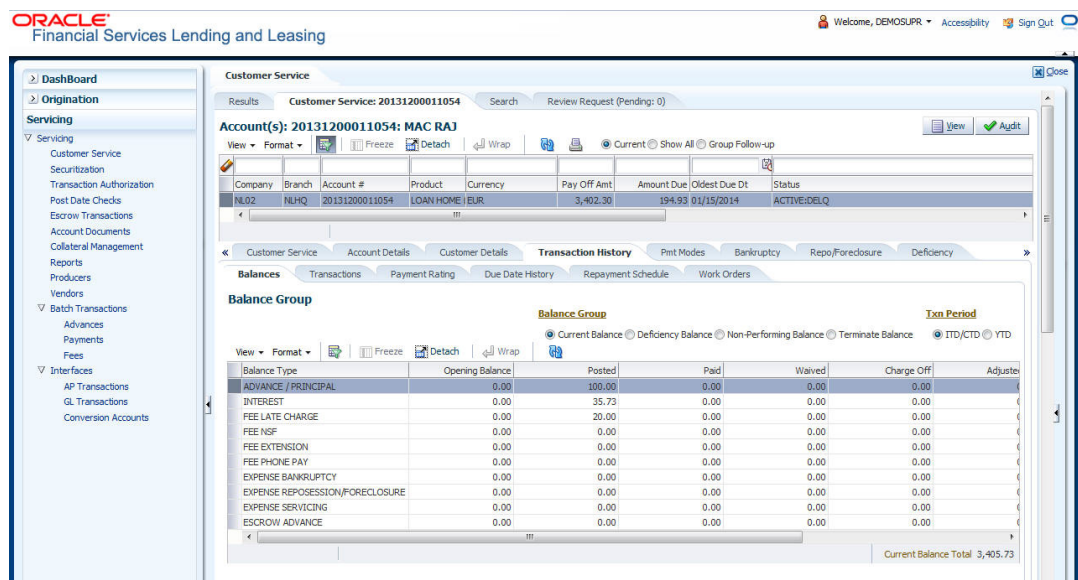
### To change the payment amount

Transaction	Parameters
Change Payment Amount	Txn Date
	Payment Amount
	Payment Auto Computer
	Indicator

### A.1.21 Prepayment Penalty

A prepayment penalty is typically applied automatically by Oracle Financial Services Lending and Leasing if the account is paid off prematurely.

The following transactions allow you to adjust or waive the prepayment penalty fee. The adjustments will appear in the corresponding column of Customer Service screen's Account Balances screen for FEE PREPAYMENT PENALTY Balance Type-- Waive, Adjusted (-), or Adjusted (+) -- depending on which of the following the transactions you perform.



### To adjust a prepayment penalty

Transaction	Parameters
Adjustment Prepayment Penalty - Add	Txn Date Amount
Adjustment Prepayment Penalty - Subtract	Txn Date Amount

### To waive a prepayment penalty

Transaction	Parameters
Waive Prepayment Penalty	Txn Date Amount

### A.1.22 Escrow Payment

The following monetary transactions allow you to specify escrow payment to be billed to the customer each month. Rescheduling an escrow payment enables you to change the payment rate (and hence rate and term) and define when change will begin. The "txn date" parameter is when the new agreement starts.

The following transactions allow you to adjust or waive the escrow advance.

The adjustments will appear in the corresponding column of Customer Service screen's Account Balances screen for ESCROW ADVANCE Balance Type-- Waive, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform.

**To adjust escrow advance**

Transaction	Parameters
Adjustment to escrow advance - add	Txn Date Amount
Adjustment to escrow advance - subtract	Txn Date Amount

**To waive escrow advance**

Transaction	Parameters
Waive Escrow Advance	Txn Date Amount

**To reschedule an escrow payment**

Transaction	Parameters
Reschedule Escrow Payment	Txn Date Amount

**A.1.23 Escrow balance refund**

If an account is paid off resulting in a positive (greater than \$0) escrow balance or the last item being escrowed is removed resulting in a positive (greater than \$0) escrow balance, then Oracle Financial Services Lending and Leasing refunds the escrow and creates a check requisition.

**A.1.24 Pay Off Quote Fee**

The PAYOFF QUOTE transaction on Maintenance screen includes the required parameter ASSESS PAYOFF QUOTE FEE. If you select Y, Oracle Financial Services Lending and Leasing assesses a payoff quote fee on Customer Service form's Balances screen for Balance Type FEE PAYOFF QUOTE. The amount of the payoff quote fee is based on contract setup.

The following transactions allow you to adjust or waive the pay off quote fee.

The adjustments will appear in the corresponding column of Customer Service form's Balances screen for FEE PAYOFF QUOTE Balance Type-- Waive, Adjusted (-), or Adjusted (+) -- depending on which of the following transactions you perform.

The screenshot displays the Oracle Financial Services Lending and Leasing Customer Service form's Balances screen. The interface includes a navigation bar with tabs for Summary, Customer Service, Account Details, Customer Details, Transaction History, Pmt Modes, Bankruptcy, Repo/Foreclosure, and Deficiency. The 'Transaction History' tab is active, and the 'Balances' sub-tab is selected. The main area shows a 'Balance Group' table with the following columns: Balance Type, Opening Balance, Posted, Paid Balance, Waived, Charge Off, Adjusted (-), and Adjusted (+). The table lists various balance types such as ADVANCE / PRINCIPAL, INTEREST, FEE LATE CHARGE, FEE NSF, FEE ADVANCE, FEE OVER CREDIT LIMIT, FEE MEMBERSHIP, FEE PHONE PAY, FEE DELAY, and EXPENSE BANKRUPTCY, all with zero values. Below the table is a 'Promotion Details' section with a table showing promotion parameters: Promotion Type (NONE), Rate (0.00), Term (0.00), Start Dt (08/22/2013), End Dt (12/31/4000), Insurance, Status (TEMPORARY INACTIVE), and Sub Type.

#### To adjust a pay off quote fee

Transaction	Parameters
Adjustment to Payoff Quote Fee - Add	Txn Date Amount
Adjustment to Payoff Quote Fee - Subtract	Txn Date Amount

#### To waive a pay off quote fee

Transaction	Parameters
Waive Payoff Quote Fee	Txn Date Amount

### A.1.25 Nonperforming Accounts

Loan accounts can be placed in a nonperforming, or nonaccrual, condition. Once an account is set to a nonperforming condition, the system makes the following modifications and accounting entries:

- After the transaction date, Oracle Financial Services Lending and Leasing assesses no late charge to this account.
- Stops general ledger entries for interest accrual.
- Transfers the existing principal balance on this account to the Non-Performing Balance Group on Customer Service form's Balance screen.
- Charges the unearned dealer compensation back to the dealer.
- Treats payments posted to this account as it does with a normal account; however, the general ledger entries for allocation of these amounts towards principal and interest will go towards the nonperforming balance.

The system's general ledger (GL) is set up for the above items. There will be no impact on balances of the account (principal, interest, fee and expense) as a result of the above transactions.

### To place an account in a nonperforming condition

Transaction	Parameters
Account Non Performing	Txn Date
	Non Performing Description

The following transaction removes nonperforming condition on an account and reverses the nonperforming transactions explained above. General ledger entries for interest accrual, stopped during nonaccrual stage, resume.

### To reverse a nonperforming condition

Transaction	Parameters
Resume Account Performing	Txn Date

## A.1.26 Convert a Precomputed (PC) Loan into a Simple Interest (SI) Loan

When converting a precomputed Loan into a simple interest Loan, Oracle Financial Services Lending and Leasing assumes the following default values:

- Accrual Calculation Method - interest bearing (simple interest)
- Maturity Date - Computed from the term and next payment due date
- Monthly Payment Amount - Computed from the interest rate, new principal balance, accrual start date, and term.
- All balances other than the Note balance are carried over to simple interest Loan.

The resulting 'new' simple interest Loan will have the same account number with details entered/computed above.

**Caution:** The converting a precomputed Loan into a simple interest Loan transaction can be performed only by closing the nonperforming condition.

### To reschedule precomputed Loan to interest bearing Loan

Transaction	Parameters
Reschedule Pre-Compute Loan to Interest Bearing Loan	Txn Date
	Reschedule Payment Start Date
	Amount
	Rate
	Term

## A.2 Nonmonetary Transactions

This section catalogues the transaction codes and parameters required to complete the following nonmonetary tasks for Loan:

- Update a customer's name
- Maintain customer details
- Mark a customer as a skipped debtor
- Mark a customer as deceased

- Change a customer's Privacy Opt-Out indicator
- Stop correspondence
- Modify financed insurance information
- ACH Maintenance
- Reprint a statement (batch only)
- Add or stop servicing of accounts with post dated checks as a repayment method
- Stop an ACH for an account
- Add ACH bank
- Cancel or adjust an ESC
- Apply a refund payment to an ESC
- Cancel insurance (or reverse the insurance cancellation)
- Add new escrow insurance details
- Add new escrow tax details
- Change insurance annual disbursement
- Change insurance disbursement plan
- Change escrow indicators of insurance
- Change insurance expiration date
- Change insurance maturity date
- Change tax annual disbursement
- Change tax disbursement plan
- Change escrow indicators of tax
- Resume escrow analysis
- Resume escrow disbursements
- Stop escrow analysis
- Stop escrow disbursements
- Refund or adjust insurance

### **A.2.1 Customer Name Maintenance**

You can update and change a customer's name.



## To update a customer's name

Transaction	Parameters
Customer Name Maintenance	Txn Date
	Relation Type Code
	Customer First Name
	Customer Middle Name
	Customer Last Name
	Customer Generation
	Code

The new details appear throughout the system; for example, in Customer Service screen's Customer(s) section and Customer Details screen's Customer section.

ORACLE® Financial Services Lending and Leasing

Welcome, DEMOSLPR Accessibility Sign Out

The screenshot displays the Oracle Customer Service interface. The main window shows the 'Customer Service' screen for account 20140100020677, belonging to customer NATH3 RIA. The interface includes a navigation pane on the left with sections like Dashboard, Origination, and Servicing. The main content area is divided into several sections: a table of account details, a 'Customer Information' section with fields for Customer #, Relation, ECOA, Name, SSN, Birth Dt, Marital Status, Enabled, and Lang; and an 'Address Information' section with fields for Permission to Call, Type, Current, Confirmed, Mailing, Country, Address #, City, and State. The current record shows a primary individual customer named RIA A NATH3 SR with SSN xxx-xx-1111, born 01/01/1989, single, and residing at a home address in Pittsfield, Massachusetts.

## A.2.2 Customer Details Maintenance

You can update and change the following details regarding a customer: social security number, marital status, disability indicator, driving license number, number of dependents, and email address.

**To change other details about a customer**

<b>Transaction</b>	<b>Parameters</b>
<b>Customer Maintenance</b>	Txn Date
	Relation Type Code
	Customer SSN
	Customer Marital Status Code
	Customer Disability Indicator
	Customer Driving License Number
	Customer Number of Dependents
	Customer Email Address 1
	Customer Birth Date
	Customer Gender Code
	Customer Language Code
	Customer Driving Licence State Code
	Customer Time Zone

The new details appear throughout the system.

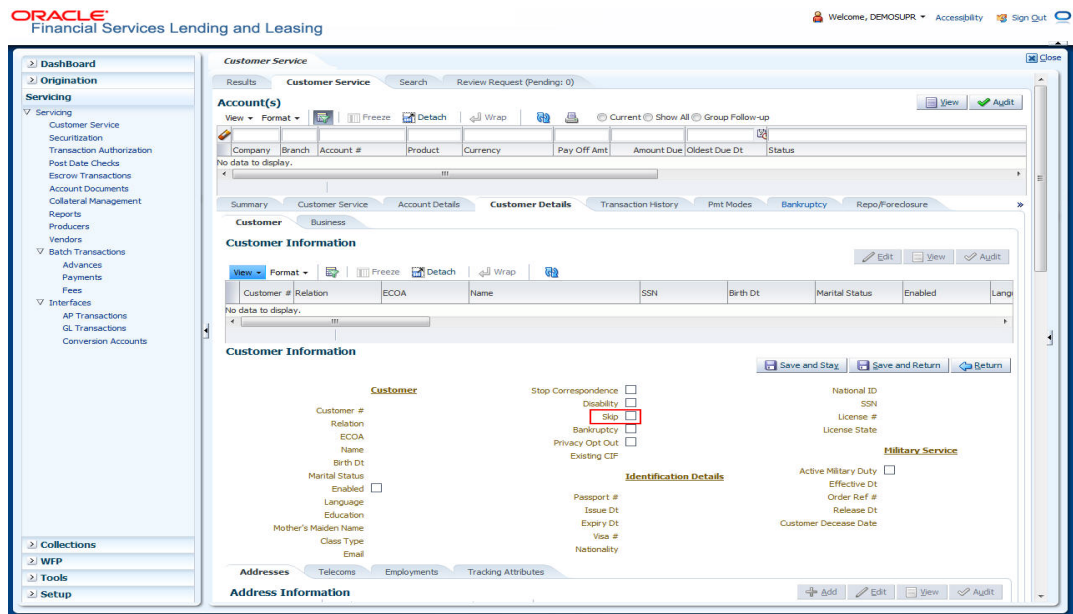
**A.2.3 Skipped Customers**

When a customer cannot be located, the system enables you to mark that person as “skipped” (as in, “the person is a skipped debtor.”) Marking a customer as skipped indicates that the customer’s whereabouts are unknown.

## To mark a customer as “skipped”

Transaction	Parameters
Customer Skip	Txn Date
	Relation Type Code
	Customer Skip Indicator

The Skip box is selected on the Customer Service screen’s Customer(s) section and Customer Details screen’s Customer section.



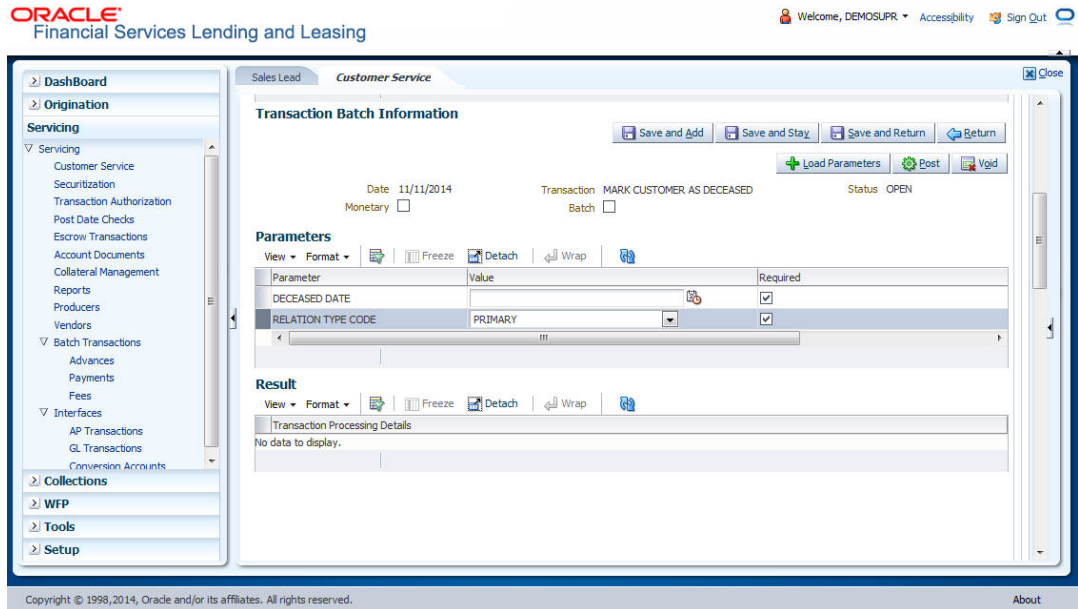
To remove the Skip indicator, follow the above procedure. However, you can also type **N** in the CUSTOMER SKIP INDICATOR parameter.

### A.2.4 Mark Customer as Deceased

You can mark a particular customer as deceased by posting a non-monetary transaction. Marking a customer as deceased indicates that the 'Account holder is deceased' and this condition is posted on the account and an Alert is populated in Comments tab and Summary tab.

**To mark a customer as “deceased”**

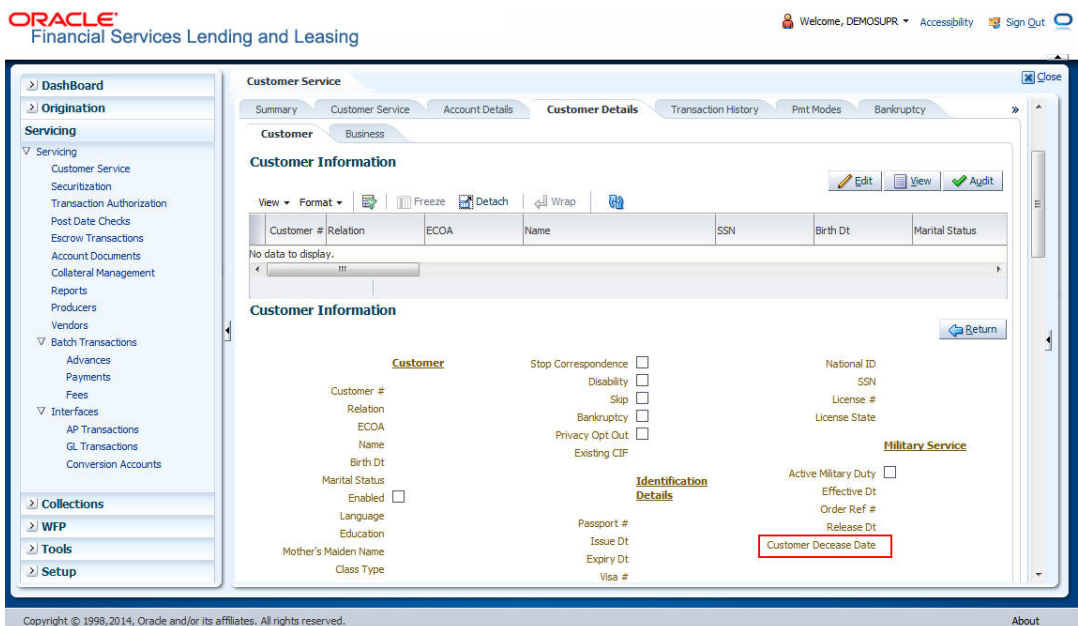
<b>Transaction</b>	<b>Parameters</b>
<b>Mark Customer as Deceased</b>	Deceased Date
	Relation Type Code



You need to specify the deceased date of the customer and select the relation type code from the drop-down list.

System identifies all the related accounts based on Customer ID and marks 'the customer deceased date' on all accounts (primary or joint holder) held by the customer. If the transaction is successful, a confirmation message is displayed in the Results section displaying all the customer accounts on which this status is posted.

The Customer Deceased Date is also indicated on the Customer Details screen's Military Service section.



## A.2.5 Privacy Opt-Out Indicator

You can change the customer's Privacy Opt-Out indicator

To change the customer's privacy opt-out indicator

Transaction	Parameters
Customer Privacy Info Sharing Preference	Privacy Opt Out
	Effective Date
	Relation Type Code

The Primary Opt-Out box is selected on the Customer Service screen's Customer(s) section and Customer Details screen's Customer section.

The screenshot shows the Oracle Financial Services Lending and Leasing Customer Service interface. The 'Customer Information' section is visible, showing various fields and checkboxes. The 'Privacy Opt Out' checkbox is highlighted with a red box, indicating it is selected. Other visible fields include Customer #, Relation, ECOA, Name, SSN, Birth Dt, Marital Status, Enabled, Lang, Stop Correspondence, Disability, Skip, Bankruptcy, Existing CIF, National ID, SSN, License #, License State, Military Service, Active Military Duty, Effective Dt, Order Ref #, Release Dt, and Customer Decease Date.

To remove the Primary Opt-Out indicator, follow above procedure. However, you can also type **N** in the CUSTOMER STOP CORRESPONDENCE INDICATOR parameter.

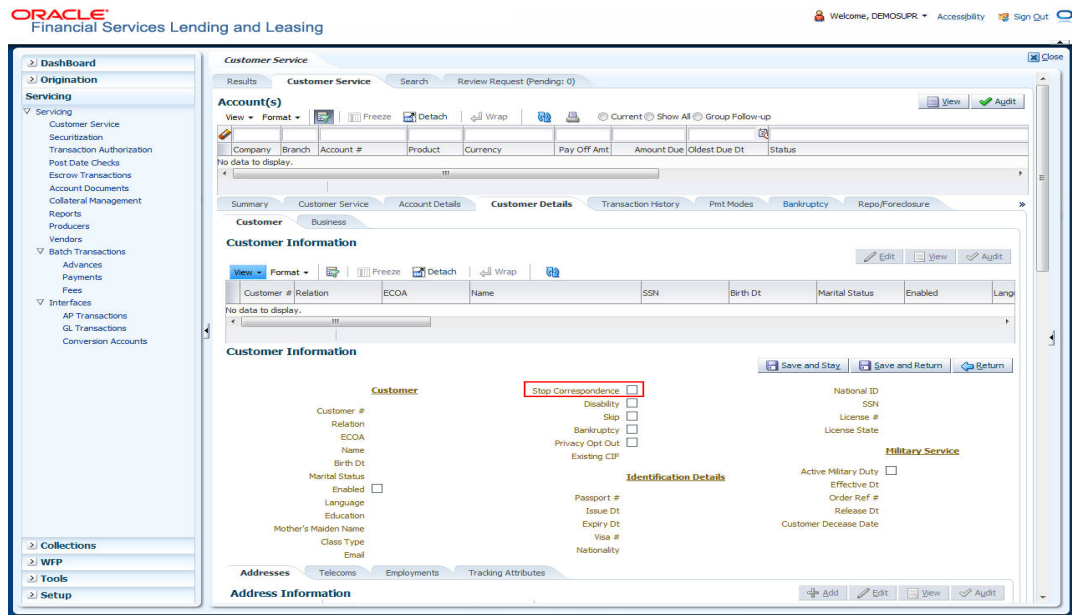
## A.2.6 Correspondence (stopping)

You can choose at any time to stop correspondence to a customer. When you do so, the customer will receive no correspondence of any kind from the system.

## To stop correspondence with a customer

Transaction	Parameters
Customer Stop Correspondence	Txn Data
	Relation Type Code
	Customer Stop Corr Indicator

The Stop Correspondence box is selected on the Customer Service screen's Customer(s) section and Customer Details screen's Customer section.



To remove the Stop Correspondence indicator, follow the above procedure; However, you can also type N in the CUSTOMER STOP CORRESPONDENCE INDICATOR parameter.

## A.2.7 Financed Insurance (modifying)

You can change other insurance details entered on the INSURANCE ADDITION transaction with nonmonetary INSURANCE DETAILS MODIFICATION transaction. The changed insurance information can be viewed on Customer Service screen's Insurances screen.

---

**Note**

In case any issues on existing Loan accounts, you can back port this functionality. Contact your account manager.

---

<b>Transaction</b>	<b>Parameters</b>
<b>Insurance Modification</b>	Txn Date
	Effective Date
	Insurance Type
	Policy Effective Date Com- pany Name
	Phone # 1
	Extn # 1
	Phone # 2
	Extn # 2
	Policy #
	Expiration Date
	Primary Beneficiary
	Secondary Beneficiary
	Refund Amount Received
	Full Refund Received
Comment	

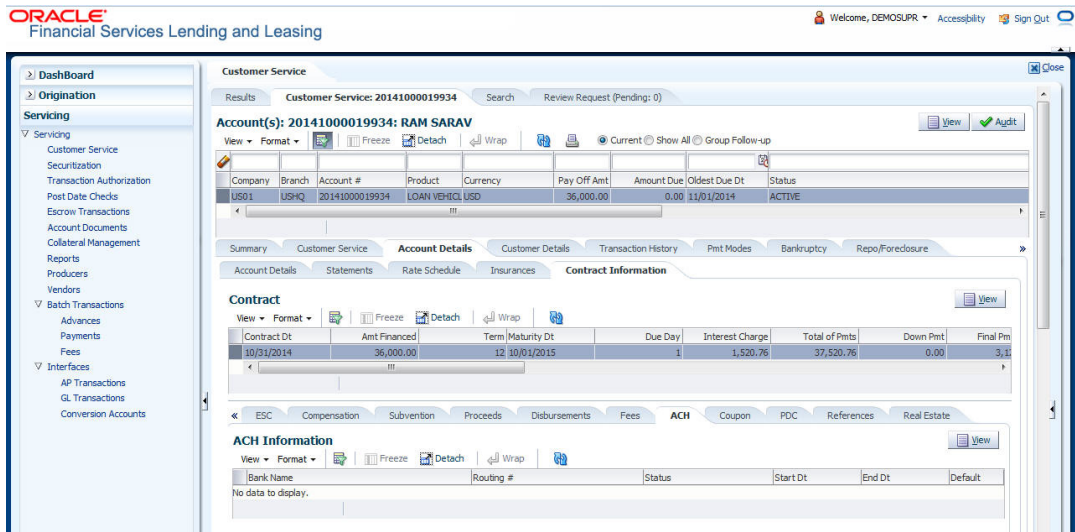
**A.2.8 ACH Maintenance**

The ACH maintenance transaction is for updating the existing ACH Banks details and not to define a new Ach Bank. The transaction is effective provided the ACH account no, ACH routing no, account type are matching with the existing Ach Banks details. On successful posting, the confirmation number will be generated.

**To update the existing ACH bank details**

Transaction	Parameters
ACH Maintenance	ACH Account Number
	ACH Account Type Code
	ACH Payment Frequency Code
	ACH Status Code
	ACH Bank Name
	ACH Bank Routing Number
	ACH Default Indicator
	ACH End Date
	ACH Payment Amount
	ACH Payment Amount Excess
	ACH Payment Day
	ACH Start Date
	Txn Date

This information appears in the ACH section of the Account Details screen.



**A.2.9 Stop an ACH**

**To stop an ACH for an account**

Transaction	Parameters
Stop ACH Maintenance	Txn Date

Oracle Financial Services Lending and Leasing clears the information on the ACH section of the Account Details screen.



## A.2.10 Statement Reprinting (batch only)

You can reprint a statement of account activity by defining the starting and closing dates included within the statement.

### To reprint a statement

Transaction	Parameters
Statement Reprint Maintenance	Txn Date
	Statement Closing Date

## A.2.11 Add ACH Bank

You can add a new ach bank. This enables the customer to make a single payment from more than one bank or monthly payments from different banks. On successful posting, the confirmation number will be generated.

The screenshot displays the Oracle Customer Service interface. The top navigation bar includes tabs for Summary, Customer Service, Account Details, Customer Details, Transaction History, Pmt Modes, Bankruptcy, Repo/Foreclosure, and Deficiency. Below this, a secondary navigation bar shows Call Activities, Maintenance, Comments, Promises, Checklists, Tracking Attributes, References, Correspondence, and Letters. The main content area is titled 'Transaction Batch Information' and features a table with the following data:

Date	Monetary	Transaction	Status	Batch
10/29/2013	Y	ADJUSTMENT TO ACH FEE - ADD	OPEN	N

Below the table, there are sections for 'Parameters' and 'Result'. The 'Parameters' section shows a table with columns for Parameter, Value, and Required, but it contains no data. The 'Result' section shows a table for 'Transaction Processing Details', which also contains no data. The interface includes various action buttons such as Add, Edit, View, Audit, Freeze, Detach, and Wrap.

**To add a new ACH bank**

Transaction	Parameters
<b>ADD ACH BANK</b>	ACH Account Number
	ACH Account Type Code
	ACH Payment Frequency Code
	ACH Status Code
	ACH Bank Name
	ACH Bank Routing Number
	ACH Default Indicator
	ACH End Date
	ACH Payment Amount
	ACH Payment Amount Excess

**A.2.12 Post Dated Checks**

You can add or stop servicing of accounts with PDC as a repayment method.

The POST DATED CHEQUE MAINTENANCE transaction enables you to switch an account to the post dated check method of repayment.

**To add post dated checks as a method of repayment**

Transaction	Parameters
<b>Post Dated Cheque Maintenance</b>	Txn Date
	PDC Type
	pdv Check Number
	pdv Check Date
	pdv No Of Checks
	pdv Check Amount
	pdv Bank Routing Number
	pdv Account Type
	pdv Account Number
	pdv Bank Name
	pdv Bank Branch Name
	pdv Docket Code
	pdv Comments
	pdv Frequency

The STOP POST DATED CHEQUE MAINTENANCE transaction stops processing the payments on an account using Post dated checks. Once this transaction is posted, status of all PDCs attached to a Loan account changes to VOID, indicating that the PDCs are of no use.

**To stop post dated checks as a method of repayment**

Transaction	Parameters
Stop Post Dated Cheque Maintenance	Txn Date

**A.2.13 Coupon Book Maintenance (batch only)**

In reordering coupon books, you will need supply the first date of new coupons, the new coupon start number, and number of new coupons to order.

**To re-order coupon book (batch only)**

Transaction	Parameters
Coupon Book Maintenance	Txn Date
	Coupon First Payment Date
	Coupon Start Number Coupon Count

To cancel the coupon book re-order before it is processed in the nightly batch, choose **Void**.

**A.2.14 Extended Service Contract (ESC)**

You can apply, cancel, or adjust a payment to an extended service contract.

**To cancel or adjust an ESC**

<b>Transaction</b>	<b>Parameters</b>
<b>Warranty Maintenance</b>	Txn Date
	Insurance/Warranty Cancel Indicator
	Insurance/Warranty Cancel Date
	Insurance/Warranty Remaining Term
	Insurance/Warranty Refund Amount Estimate
	Insurance/Warranty Refund Amount Received
	Insurance/Warranty
	Full Refund Received Indicator
	Insurance/Warranty Itemization Code

**To apply a refund payment to an ESC**

<b>Transaction</b>	<b>Parameters</b>
<b>Warranty Payment Maintenance</b>	Txn Date
	Insurance/Warranty Refund Amount Received
	Insurance/Warranty
	Itemization Code
	Insurance/Warranty Full Refund Received Indicator

---

**Note**

A Warranty Refund transaction posted or reversed on the Maintenance screen should be matched with a payment posting or reversal.

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## A.2.15 Insurance Maintenance

To cancel insurance (or reverse the insurance cancellation)

Transaction	Parameters
Insurance Maintenance	Txn Date
	Insurance/Warranty Cancel Indicator
	Insurance/Warranty Cancel Date
	Insurance/Warranty Remaining Term
	Insurance/Warranty Refund Amount Estimate
	Insurance/Warranty Refund Amount Received
	Insurance/Warranty Full Refund Received Indicator
	Insurance/Warranty
	Itemization Code

The above refers to the account insurance and not asset or collateral insurance. For example, 'Credit Life and Disability'.

## A.2.16 Escrow Information and Maintenance

The following nonmonetary transactions allow you to add a new tax or insurance escrow to an account.

**To add new escrow insurance details**

Transaction	Parameters
<b>New Escrow Insurance Details</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Escrow Required (y/n)
	Escrow Opt out (y/n)
	Annual Disbursement Amount
	Disbursement Rule
	Transaction Date
	Reference Account #
	Insurance Policy #
	Expiration Date
	Maturity Date
	Coverage Type
	Coverage Term
	Coverage Amount
	Reason
Reference	

**To add new escrow tax details**

Transaction	Parameters
<b>New Escrow Tax Details</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Escrow Required (y/n)
	Escrow Opt out (y/n)
	Annual Disbursement Amount
	Disbursement Rule
	Transaction Date
	Reference Account #
	Property Tax Type
	Reason
	Reference

The following nonmonetary transactions allow you to update any of the escrow information regarding an existing tax and insurance.

**To change insurance annual disbursement**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Insurance Annual Disbursement</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Annual Disbursement
	Amount
	Reason
	Reference

**To change insurance disbursement plan**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Insurance Disbursement Plan</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Disbursement Rule
	Reason
	Reference

**To change escrow indicators of insurance**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Escrow Indicators of Insurance</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Escrow Required (y/n)
	Escrow Opt Out (y/n)
	Reason
	Reference



**To change insurance expiration date**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Insurance Expiration Date</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Expiration Date
	Reason
	Reference

**To change insurance maturity date**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Insurance Maturity Date</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Maturity Date
	Reason
	Reference

**To change tax annual disbursement**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Tax Annual Disbursement</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Annual Disbursement Amount
	Reason
	Reference

**To change tax disbursement plan**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Tax Disbursement Plan</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Disbursement Rule
	Reason
	Reference

**To change escrow indicators of tax**

<b>Transaction</b>	<b>Parameters</b>
<b>Change Escrow Indicators of Tax</b>	Escrow Type
	Escrow Sub Type
	Vendor #
	Transaction Date
	Escrow Required (y/n)
	Escrow Opt Out (y/n)
	Reason
	Reference

**A.2.17 Escrow Analysis Disbursements**

The following nonmonetary transactions allow you to resume and stop escrow analysis and disbursements.

**To resume escrow analysis**

Transaction	Parameters
Resume Escrow Analysis	Transaction Date
	Reason
	Reference

**To resume escrow disbursements**

Transaction	Parameters
Resume Escrow Disbursements	Transaction Date
	Reason
	Reference

**To stop escrow analysis**

Transaction	Parameters
Stop Escrow Analysis	Transaction Date
	Reason
	Reference

**To stop escrow disbursements**

Transaction	Parameters
Stop Escrow Disbursements	Transaction Date
	Reason
	Reference

**A.2.18 Insurance Payment Maintenance**

**To refund or adjust insurance**

Transaction	Parameters
Insurance Payment Maintenance	Txn Date
	Insurance/Warranty Refund Amount Received
	Insurance/Warranty
	Itemization Code
	Insurance/Warranty For Full Refund Received

---

**Note**

The insurance refund posted or reversed on the Maintenance screen should be matched by a payment posting or reversal.

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## A.3 Processing SCRA

SCRA (Servicemembers Civil Relief Act) is a United States federal law that protects soldiers, sailors, airmen, Marines, Coast Guardsmen, commissioned officers in the Public Health Service and National Oceanic and Atmospheric Administration, from being sued for payment defaults.

The system is facilitated to be compliant with these SCRA laws. The following features are supported:

- Interest Rate Limitation, Prevention of Acceleration of Principal during Borrower's Military Duty
- Fees, Bankruptcy & Deferment rules applicable during Military Duty by the Account holder/Borrower
- Reverting to pre-SCRA terms when Account holder/Borrower is OFF Military Duty
- Validations with respect to Account holder/Borrower reporting Military Duty and
- Validations with respect to Guarantor being on Military Duty.

To be compliant with the above SCRA features, you can setup;

- Transaction Posting checks
- Related configurations OFF MILITARY DUTY through a transaction which will revert to original contractual terms for payment amount, interest rate and term.  
Post the 'OFF MILITARY DUTY' date, if payment is missed as per contracted billing cycle, delinquency fee transaction is posted separately.

However, delinquency fees will not be applied for period of Borrower's Military duty.

### A.3.1 Setting up Interest Rate for SCRA

You can define different interest rate which will be an input parameter for the ON ACTIVE MILITARY DUTY transaction. The system enables you to override default rate values with the values you define. However, if the values are not overridden, then system will pick the transaction from system parameter TPE\_SCRA\_DEFAULT\_INTEREST\_RATE.

The system will apply lowest rate between contract and system default interest rate. However, you can indicate to override the Rate with one entered in the transaction input parameter.

Access to the transaction and availability of the Override and Rate parameters are setup in Transaction Codes Access Grid and Parameters, respectively.

When the transaction is under BORROWER ON ACTIVE MILITARY DUTY status, the system facilitates setting up and validating the following:

- While posting On Military Duty transaction, provides flexibility to choose the Fee to be applicable through Fee Assessment Access Grid, based on **On Military Duty account** condition created in the account.
- You can not initiate Foreclosure / Repossession activities on active military duty accounts.
- The monthly payment amount must not exceed the existing payment amount.
- During deferment period, enables you to define 'NO Interest to be charged' by defining 'Stop Accrual' to the 'EXTENSION transaction' for the same terms of Extension. A batch job re-starts Interest Accrual, once the system posts comments for the same

Once the OFF MILITARY DUTY transaction is posted on account, system facilitates setting up and validating the following:

- The contractual terms are returned once the SCRA condition is removed. That is, the payment amount, terms, and interest rate must revert to their pre-SCRA state. Thus, resulting in a balloon payment at the end of Loan.
- To extend On Military Duty benefits, you can perform any of the following:
  - OFF Military Duty transaction must not be posted
  - If already posted, OFF Military Duty transaction must be REVERSED
  - Close current Military Duty by posting the OFF transaction and then opening a new Duty period by posting the On Military Duty Transaction. Ensure not to overlap the periods.

## **A.4 Black Book Interface**

The system performs collateral valuation for all the active accounts at a set frequency. However, valuation is not performed for collaterals with account status <ACTIVE> and Asset Status <ACTIVE> and <PRIMARY>.

The source for the above valuation is Black book or any other Collateral Evaluator agency. These valuation details are stored for each collateral in Collateral tables. If an account has multiple collaterals, then the valuation details must be stored for each collateral.

You can run 'BLACK BOOK INTERFACE' batch to perform valuation for active accounts and active collaterals. This batch job performs the following:

- Validates for current valuation in the Black Book interface tables and gets the latest valuation
- After getting the valuation updates the collateral valuation with source as Source setup.
- Loads Black Book values

The system date is saved as Valuation Date along with other valuation details during batch run. Once the batch is run, black book values will load process to Oracle Valuation Section

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## Appendix B: Payment Amount Conversions

The following table contains the calculations Oracle Financial Services Lending and Leasing uses to convert different payment frequencies (weekly, biweekly, semi monthly, and so on) to standard monthly values for instalment accounts.

<b>Payment Frequency:</b>	<b>Scheduled Monthly Income Amount:</b>
<b>D = Deferred</b>	Zero fill
<b>P = Single payment Loan</b>	Zero fill
<b>W = Weekly (due every week)</b>	Multiple by 4.33
<b>B = Biweekly (due every two weeks)</b>	Multiple by 2.16
<b>E = Semi-monthly (due twice a month)</b>	Multiple by 2
<b>M = Monthly (due every month)</b>	As given
<b>L = Bimonthly (due every two months)</b>	Divide by 2
<b>Q = Quarterly (due every three months)</b>	Divide by 3
<b>T = Triannually (due every four months)</b>	Divide by 4
<b>S = Semi-annually (due twice a year)</b>	Divide by 6
<b>Y = Annually (due every year)</b>	Divide by 12