Collateral Release User Guide

Oracle Banking Credit Facilities Process Management

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ORACLE

Oracle Banking Credit Facilities Process Management User Guide
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Contents

1. Welcome to Oracle Banking Credit Facilities Process Management 5

2. Collateral Release 6

2.1 Collateral Release - Process Flow Diagram 7

2.2 Release Request 9

2.2 Comments 12

2.3 Await for Release Confirmation 13

2.2.1 Release Details 13

2.2.2 Release Confirmation 15

2.2.3 Comments 19

2.3 Risk Evaluation 20

2.3.1 Release Details 20

2.3.2 Risk Evaluation 23

2.3.3 Comments 25

2.4 Legal Opinion 27

2.4.1 Release Details 27

2.4.2 Legal Opinion 30

2.4.3 Comments 32

2.5 Approval 33

2.5.1 Release Details 33

2.5.2 Approval 36

2.5.3 Comments 40

2.6 Document Retrieval 41

2.6.1 Release Details 41

2.6.2 Document Retrieval 44

2.6.3 Comments 46

2.7 Collateral De-Registration 47

2.7.1 Release Details 47

2.7.2 Collateral De-Registration 50

2.7.3 Comments 51

2.8 Await for De-Registration Confirmation 52

2.8.1 Release Details 52

2.8.2 Await for De-Registration Confirmation 55

2.8.3 Comments 56

2.9 Customer Notification 58
2.9.1 Release Details 58
2.9.2 Customer Notification 61
2.9.3 Comments 62

2.10 Customer Acceptance 64
2.10.1 Release Details 64
2.10.2 Customer Acceptance 67
2.10.3 Comments 68

2.11 Hand off to Back office System 70

2.12 Manual Retry 71
2.12.1 Collateral Summary 71

3. Document Upload and Checklist 73
3.1 Document Upload 73
3.2 Checklist 75

4. Reference and Feedback 76
4.1 References 76
4.2 Feedback and Support 76

1. Welcome to Oracle Banking Credit Facilities Process Management

Welcome to the Oracle Banking Credit Facilities Process Management (OBCFPM) User Manual. This manual provides an overview on the OBCFPM application and guides you through the various steps involved in creating and processing collaterals and credit facilities transactions.
If you need any information, look out for the help icon.
This document is intended for helping you to conveniently create and process collaterals and credit facilities transactions in OBCFPM

Overview of OBCFPM

OBCFPM is a collateral and credit facilities middle office platform which enables your bank to streamline the Collateral and Credit facilities operations.

.

Benefits

OBCFPM application provides service for the customers and financial institutions. This service helps the financial institutions to manage the Collaterals and Credit Facilities of the corporate clients.
OBCFPM allows you to:

- Handle Collateral Evaluation, Collateral Perfection, Collateral Review and Collateral Release process
- Handle Credit Proposal with Customer on-boarding
- Financial Document Upload of the corporate clients.
- Quantitative and Qualitative analysis of the corporate clients
- Handle Credit Exceptions

Key Features

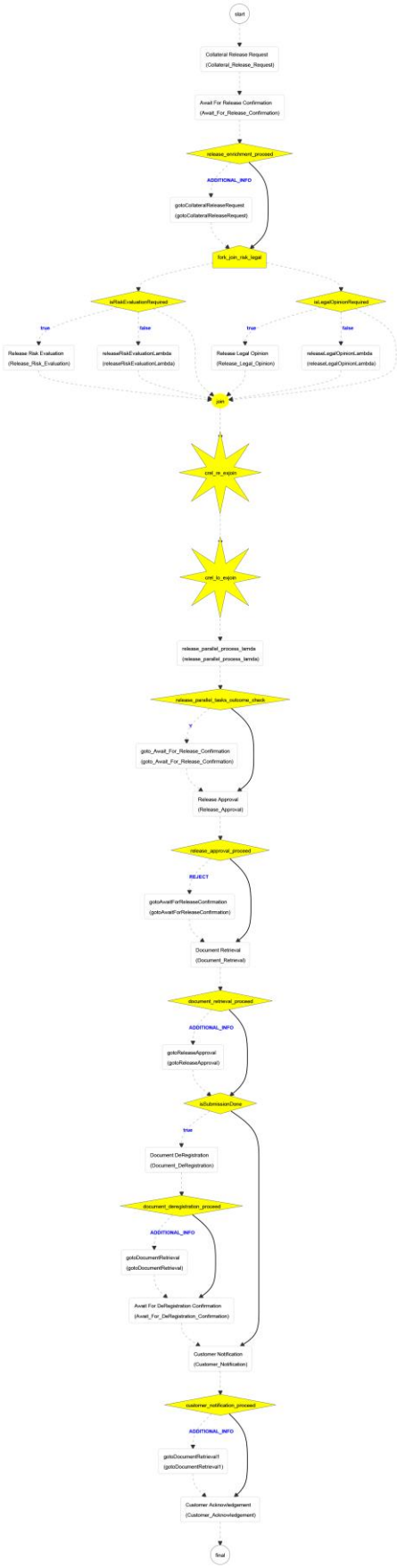
- Stand-alone system agnostic to back office application
- Requires very little change to bank's existing core systems
- Faster time to market
- Highly configurable based on corporate specific needs
- Flexibility in modifying processes
- Roll Based Dashboards

2. Collateral Release

As part of Credit Portfolio management, banks initiate collateral release once the underlying loan/contract is fully liquidated or when the customer approaches the bank to release the collateral The various activities performed for Collateral Release are

- Release Request
- Await for Collateral release
- Upload of related Mandatory and Non Mandatory documents
- Verify Documents and Capture Details
- Legal Opinion
- Risk Evaluation
- Document Retrieval
- Document De-Registration
- Customer Notification and Acceptance

2.1 Collateral Release - Process Flow Diagram

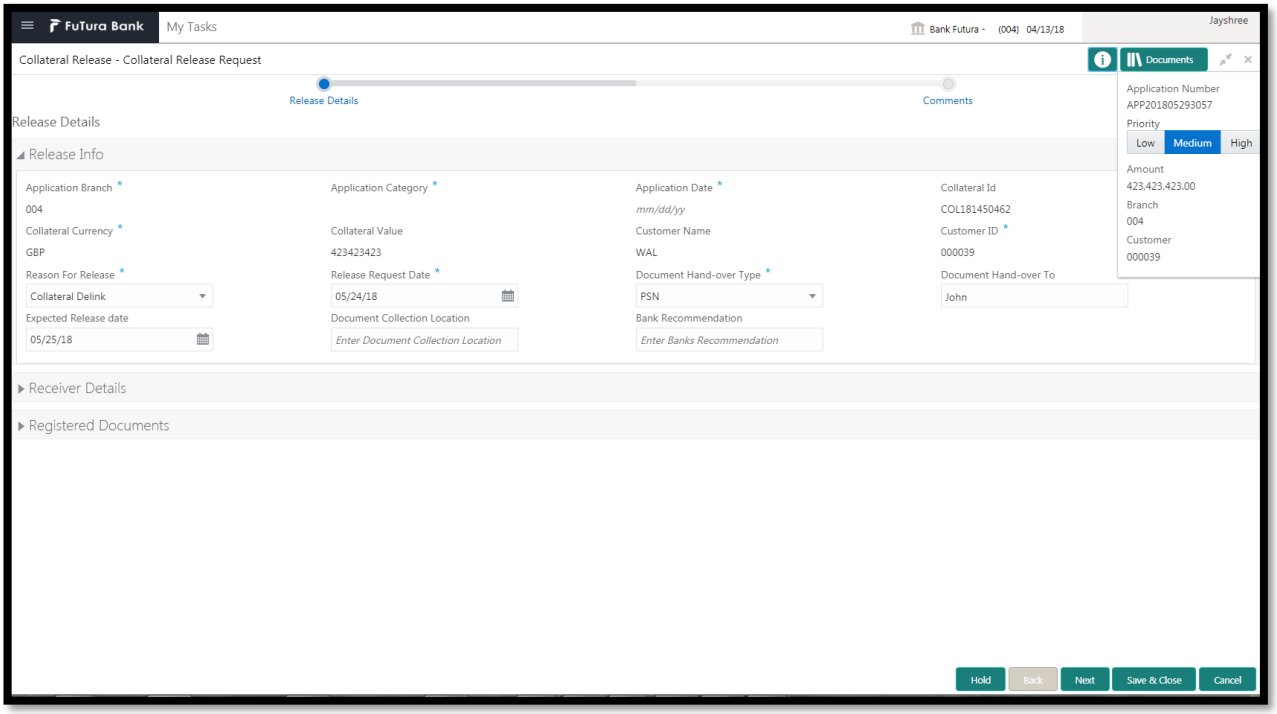


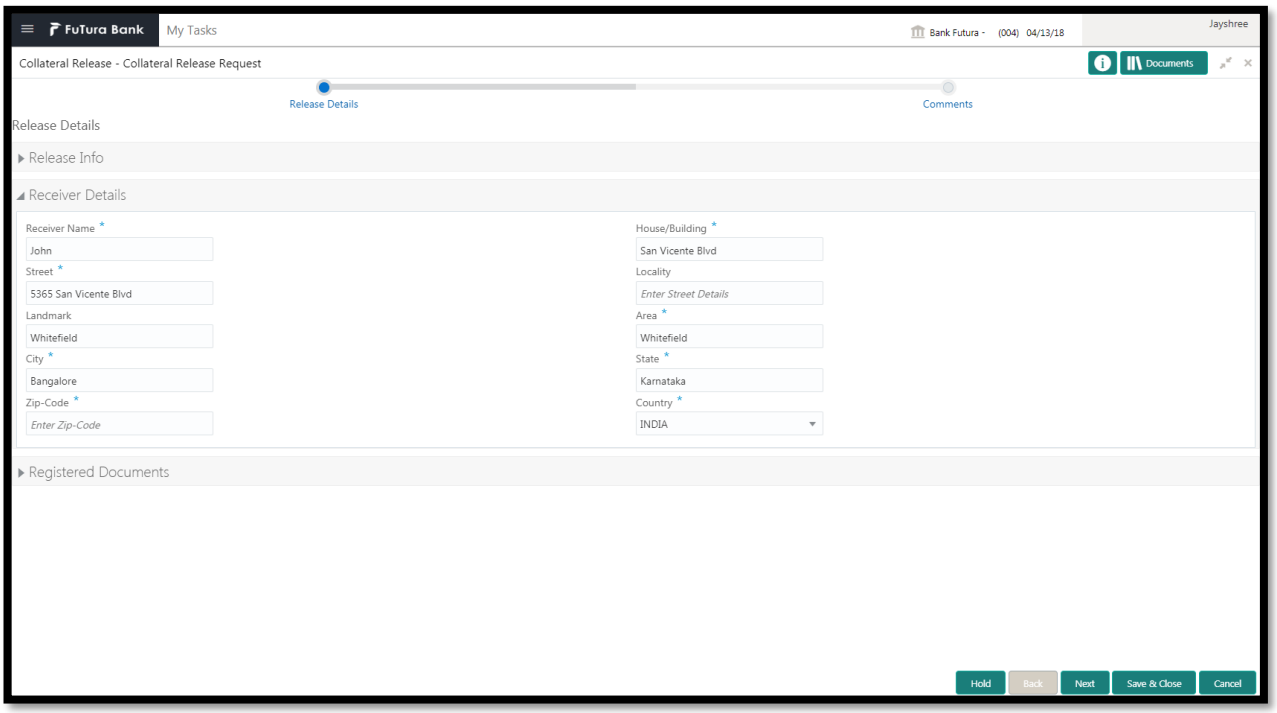
The Collateral Release process has the following stages handled by users authorized to perform the task under those stages.

1. Release Request
2. Await for Release Confirmation
3. Legal Opinion
4. Risk Evaluation
5. Approval
6. Document Retrieval
7. Document De-Registration
8. Await for De-Registration Confirmation
9. Customer Notification
10. Customer Acceptance
11. Collateral Safekeeping

2.2 Release Request

Collateral release process will be triggered by the back office system once the underlying loan/contracts get fully liquidated. Once the collateral release task is initiated the task will be available in the Free task queue and the user can acquire the task and work on the task. The Credit Reviewer would check the status of the underlying contracts/loans and utilization of the collateral. If the underlying contracts are not fully liquidated the credit reviewer would send the task to the Await for Release Confirmation stage.





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Captures the Reason For Release	Input	Lov			
Release Request Date	Captures the Release Request Date	Input	Date			Release request date should be after collateral start date.
Document Hand-over Type	Selects the Document Hand-over Type	Input	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Captures Expected Release Date	Input	Date			The date should be beyond release request date
Document Collection Location	Captures Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Input	text			
House/Building	Capture the Address of the entity	Input	text			
Street	Capture the Address of the en-	Input	text			

	tity					
Locality	Capture the Address of the entity	Input	text			
Landmark	Capture the Address of the entity	Input	text			
Area	Capture the Address of the entity	Input	text			
City	Capture the City of the entity	Input	text			
State	Capture the State of the entity	Input	text			
Zip Code	Capture the Zip Code of the entity	Input	text			
Country	Capture the Country of the entity	Input	Lov			
Email Address	Capture the Email address of the entity	Input	text			
Phone Number	Capture the Phone Number of the entity	Input	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

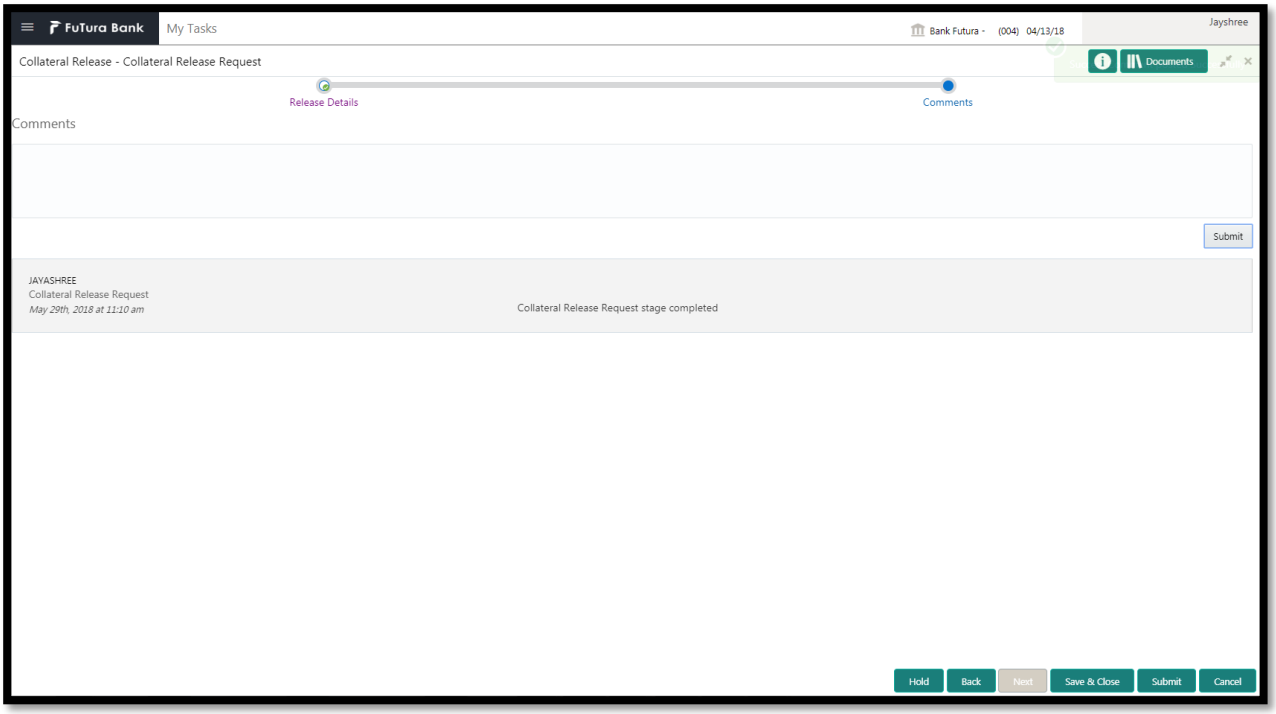
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2 Comments



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Com-ments	Specify the com-ments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
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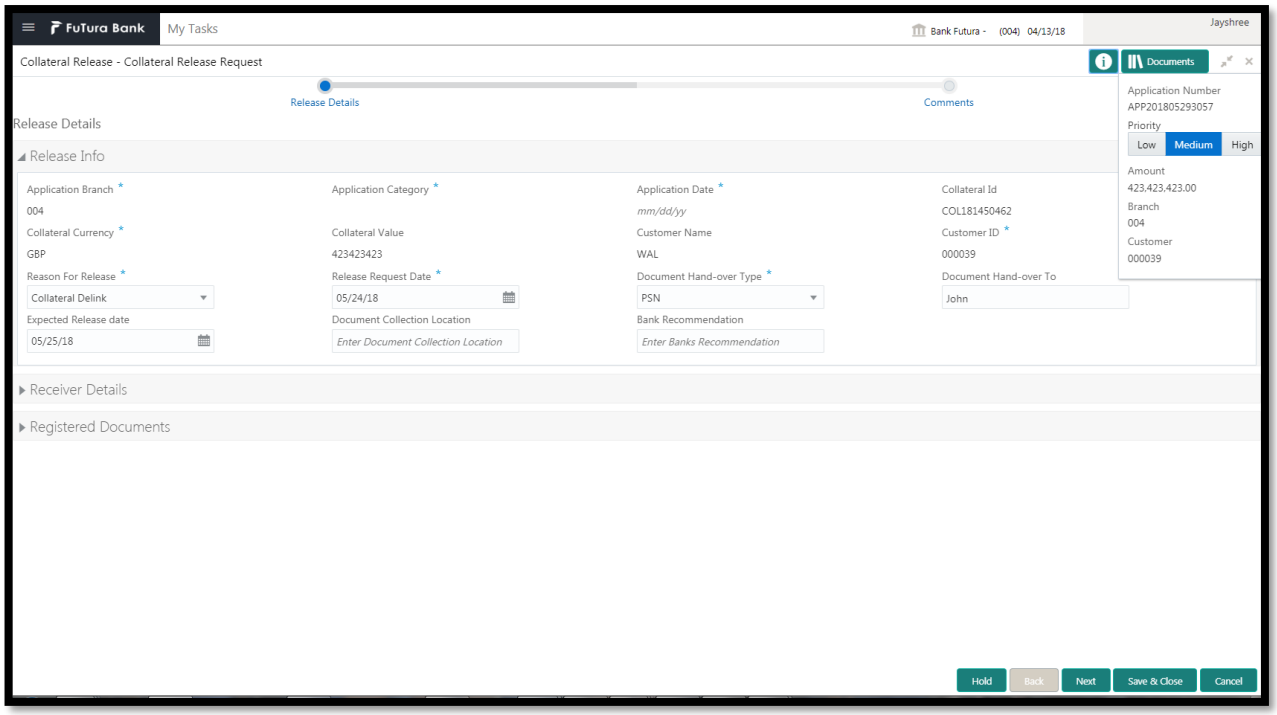
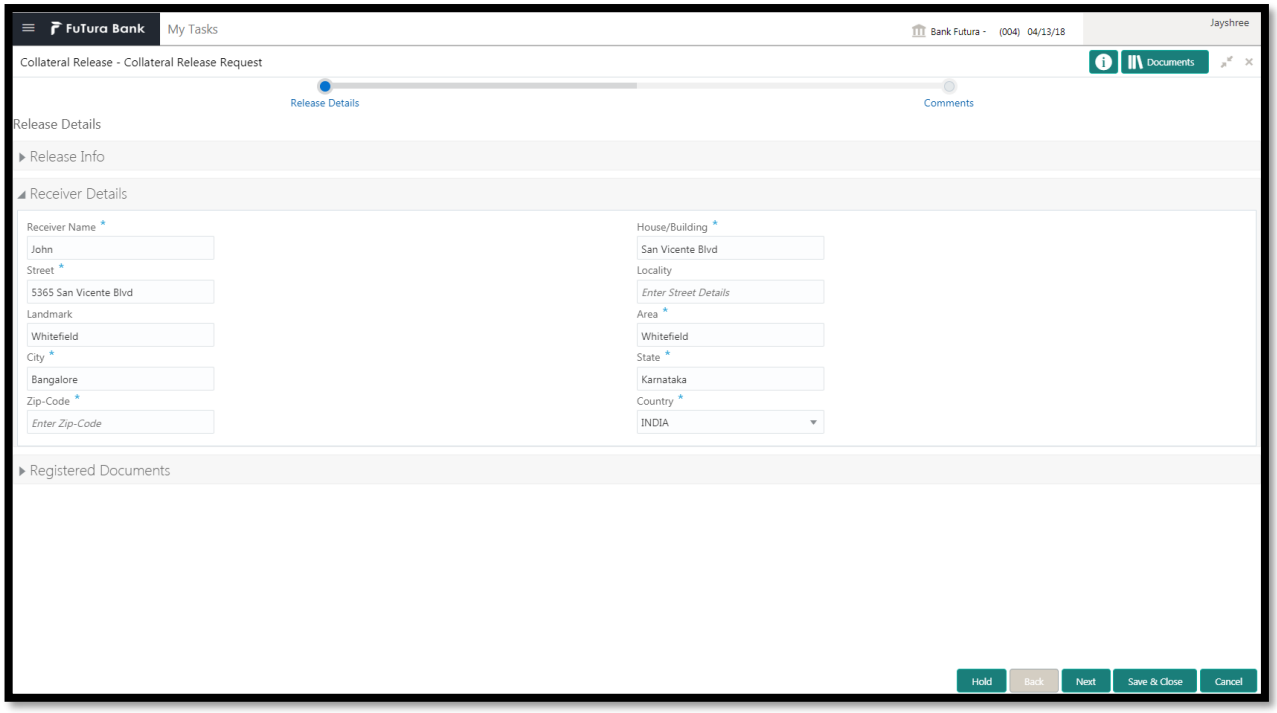
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

2.3 Await for Release Confirmation

The Credit Reviewer would check the status of the underlying contracts/loans and utilization of the collateral. Once the underlying contracts/loans are fully liquidated, the credit reviewer would specify action to be taken post release of the collateral.

2.2.1Release Details





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Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
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Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.
Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the en-	Read Only	text			

	tity					
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

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d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

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2.2.2Release Confirmation

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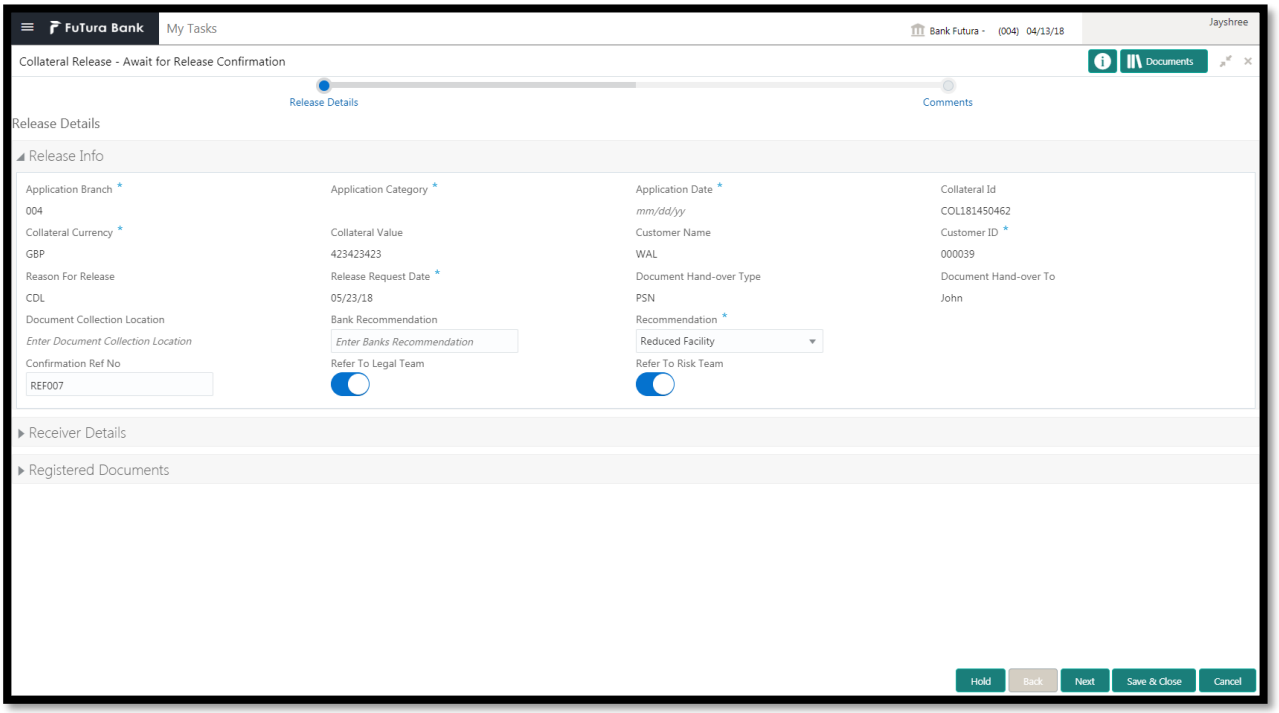

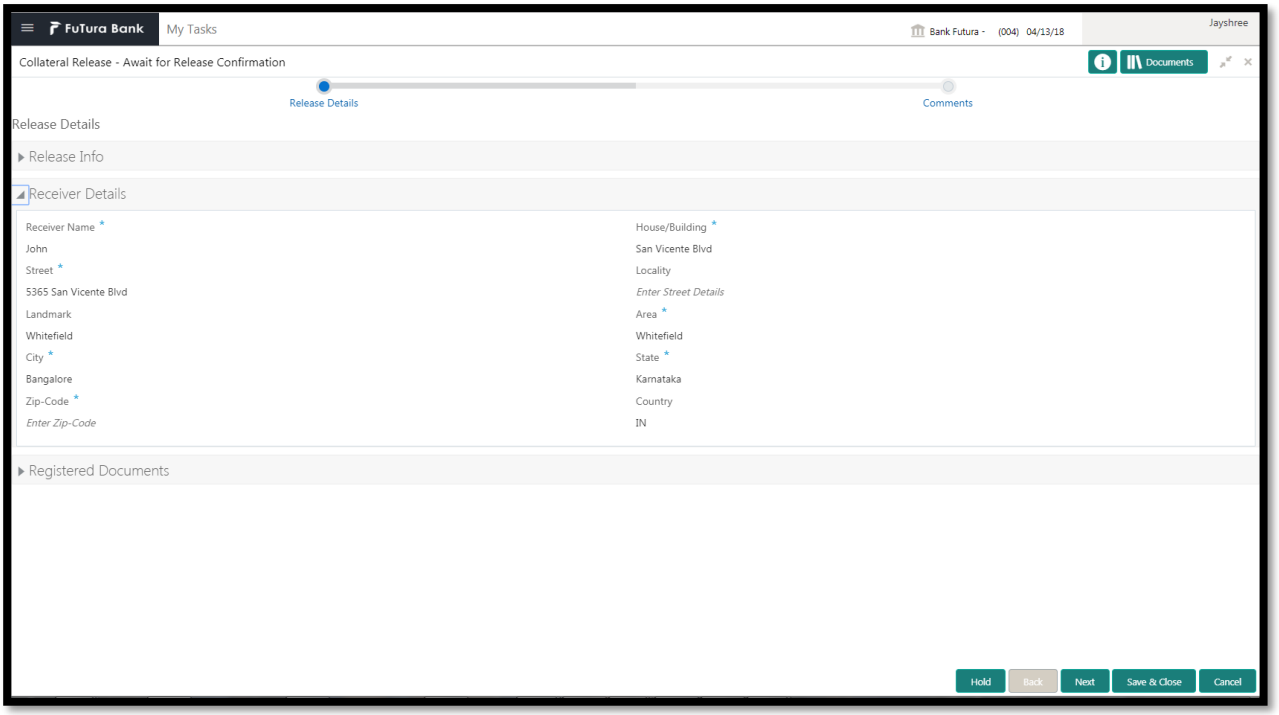

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Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			

Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Captures the Reason For Release	Read Only	text			
Release Request Date	Captures the Release Request Date	Read Only	text			
Document Hand-over Type	Selects the Document Hand-over Type	Read Only	text			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Captures Expected Release Date	Read Only	text			
Document Collection Location	Captures Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
Recommendation	Captures recommendation	Input	Drop down			
Confirmation Ref No	Captures the confirmation reference number	Input	text			
Refer To Legal Team	Selects if legal task is required or not	Input	Switch			
Refer to Risk	Selects if risk task is required or not	Input	Switch			
House/Building	Capture the Address of the entity	Read Only	text			
Street	Capture the Address of the entity	Read Only	text			
Locality	Capture the Address of the entity	Read Only	text			
Landmark	Capture the Address of the en-	Read Only	text			

	tity					
Area	Capture the Address of the entity	Read Only	text			
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Zip Code	Capture the Zip Code of the entity	Read Only	text			
Country	Capture the Country of the entity	Read Only	text			
Email Address	Capture the Email address of the entity	Read Only	text			
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Action Buttons on the footer

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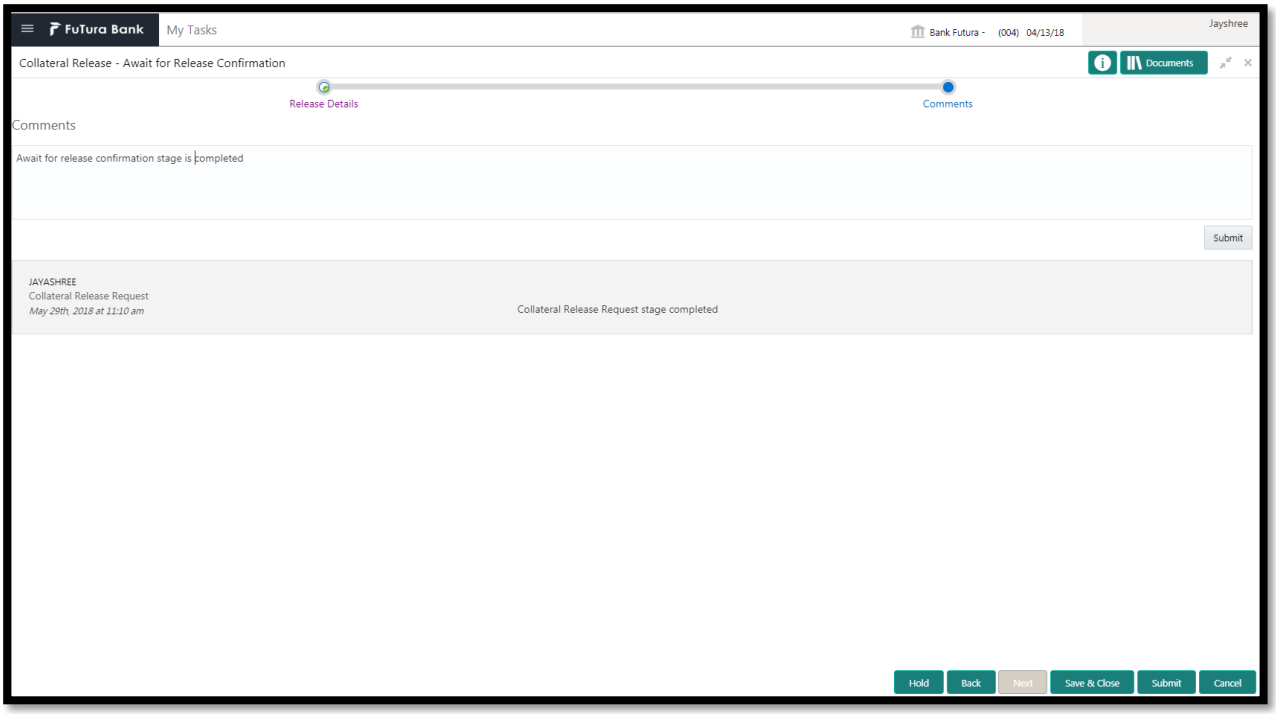
    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.2.3Comments



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
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d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

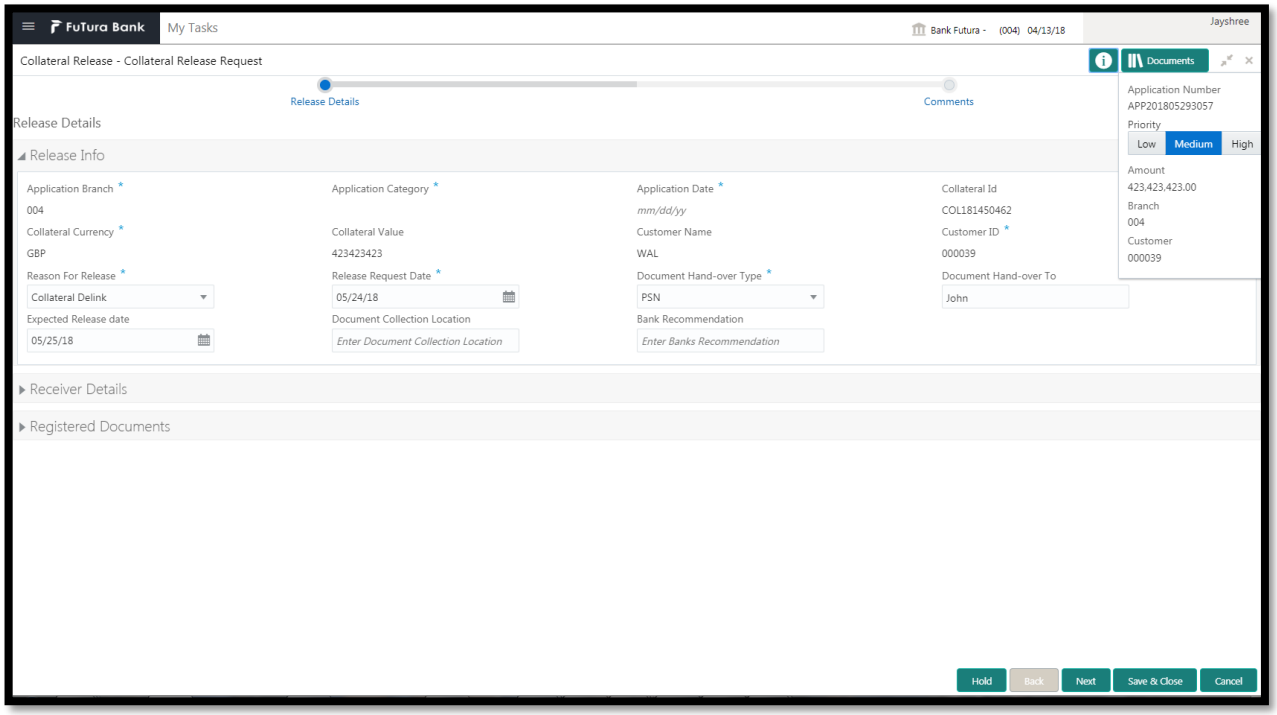
2.3 Risk Evaluation

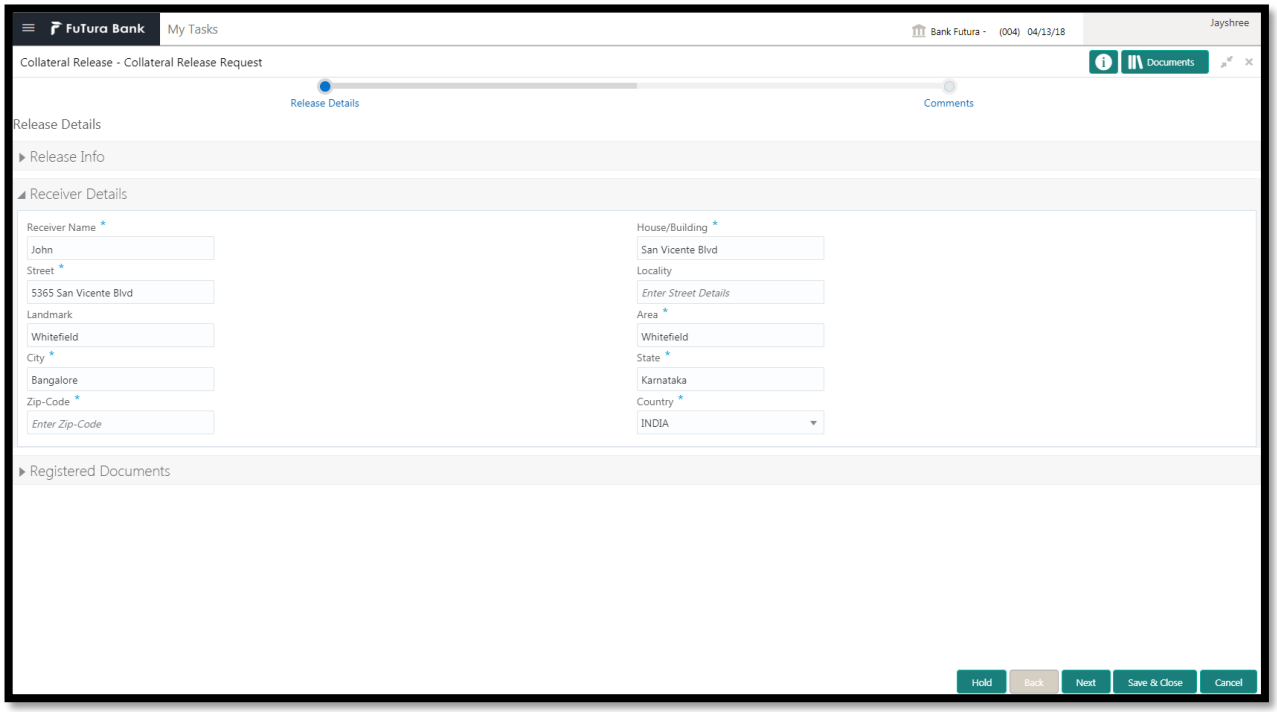
As a Risk Officer the user will review the collateral and its documents to see if the release of the collateral will not affect bank's exposure.

Following details will available for the user to review the collateral and provide the Risk Evaluation.

- Release Details
- Risk Evaluation
- Checklist
- Comments

2.3.1Release Details





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Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
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Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
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c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

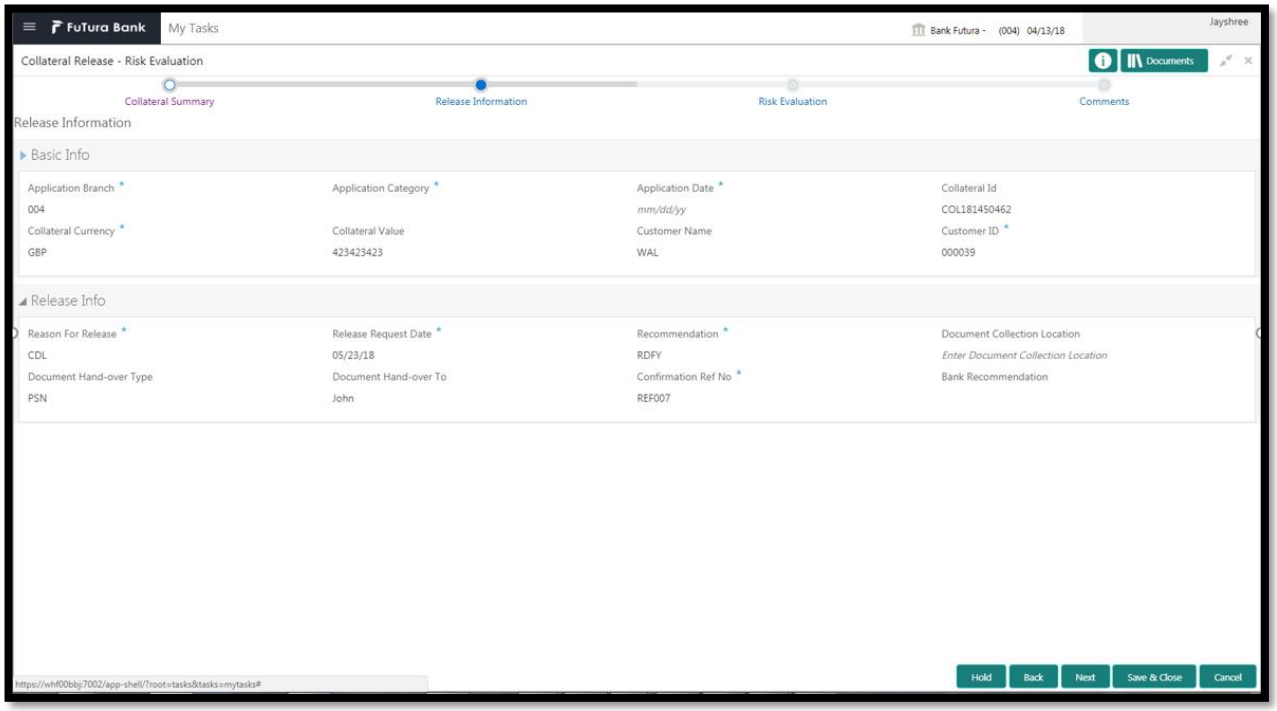
d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

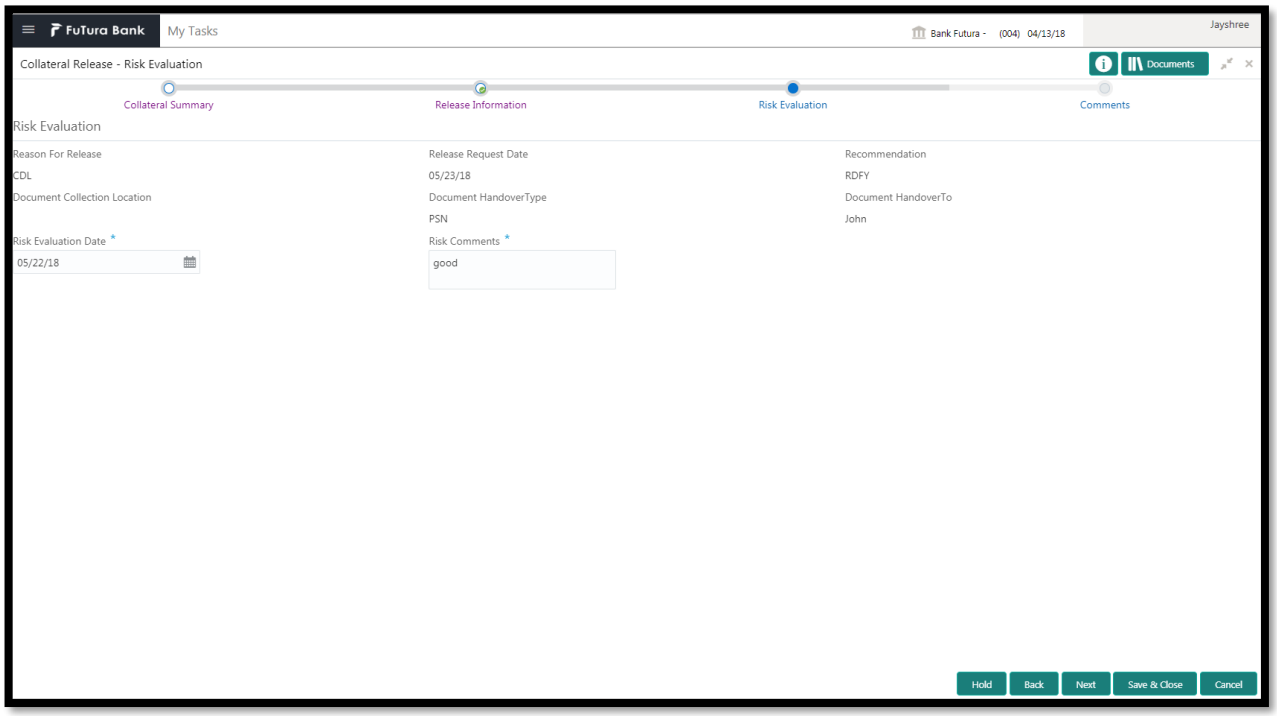
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.3.2Risk Evaluation

The Risk officer can review the collateral details. The user can also upload the supporting documents. Reviews the collateral details and then analyze the collateral based on various risk categories like

- Geo political Risk
- Currency Risk
- Liquidity Risk
- Issuer Risk
- Operational Risk





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Risk Type	Select the Risk Type	Input	LOV	3	Mandatory	
Severity	Enter the severity	Input	Free Text		Mandatory	
Comments	Enter the comments	Input	Free Text	2000	Optional	
Risk Outcome	Capture the	Input	LOV	4	Mandatory	

	valuation amount					
Remarks	Capture the re-marks	Input	Free Text	2000	Optional	
Final Recom-mendation	Capture Final Recommenda-tion	Input	Free Text	2000	Mandatory	

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
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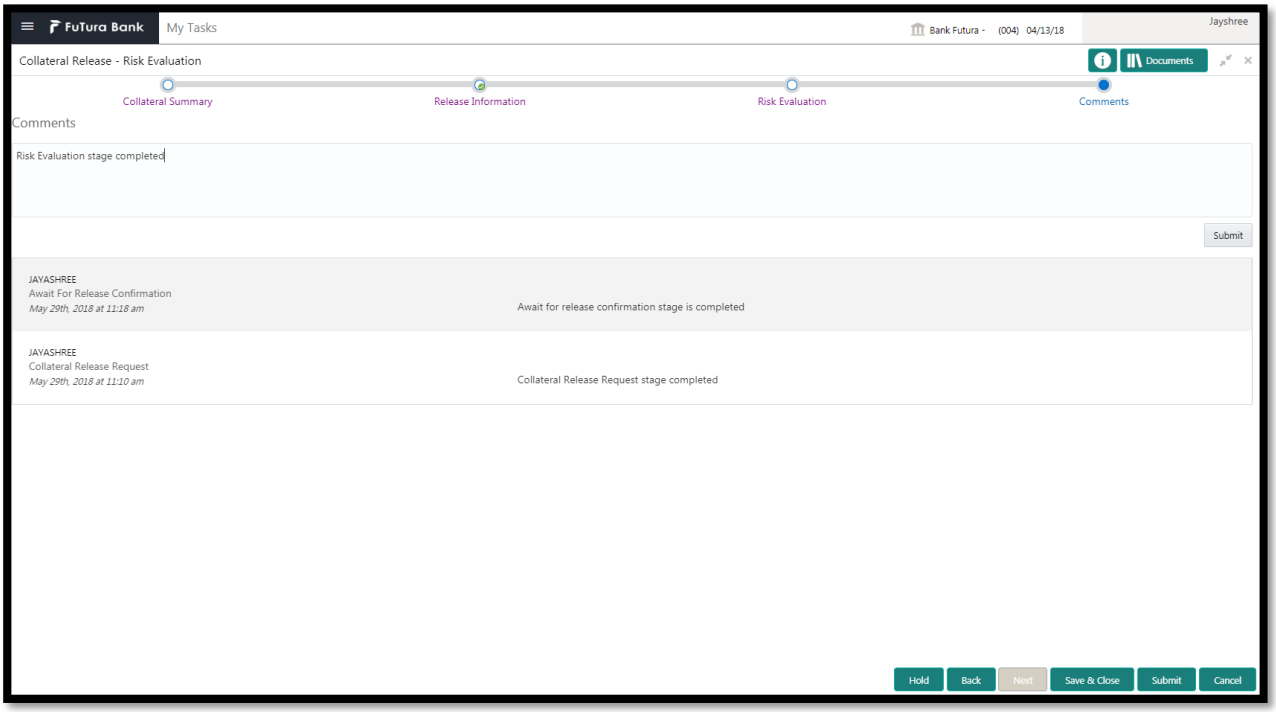
   b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.3.3Comments



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation

Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
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d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

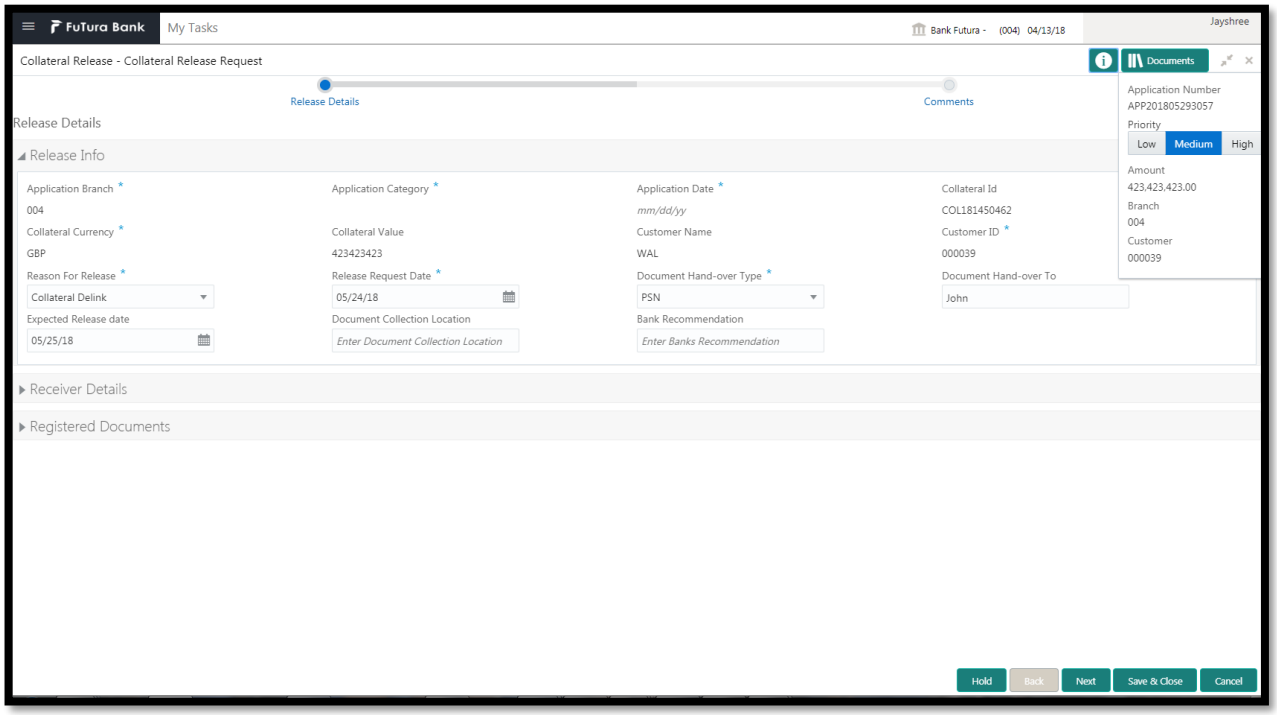
2.4 Legal Opinion

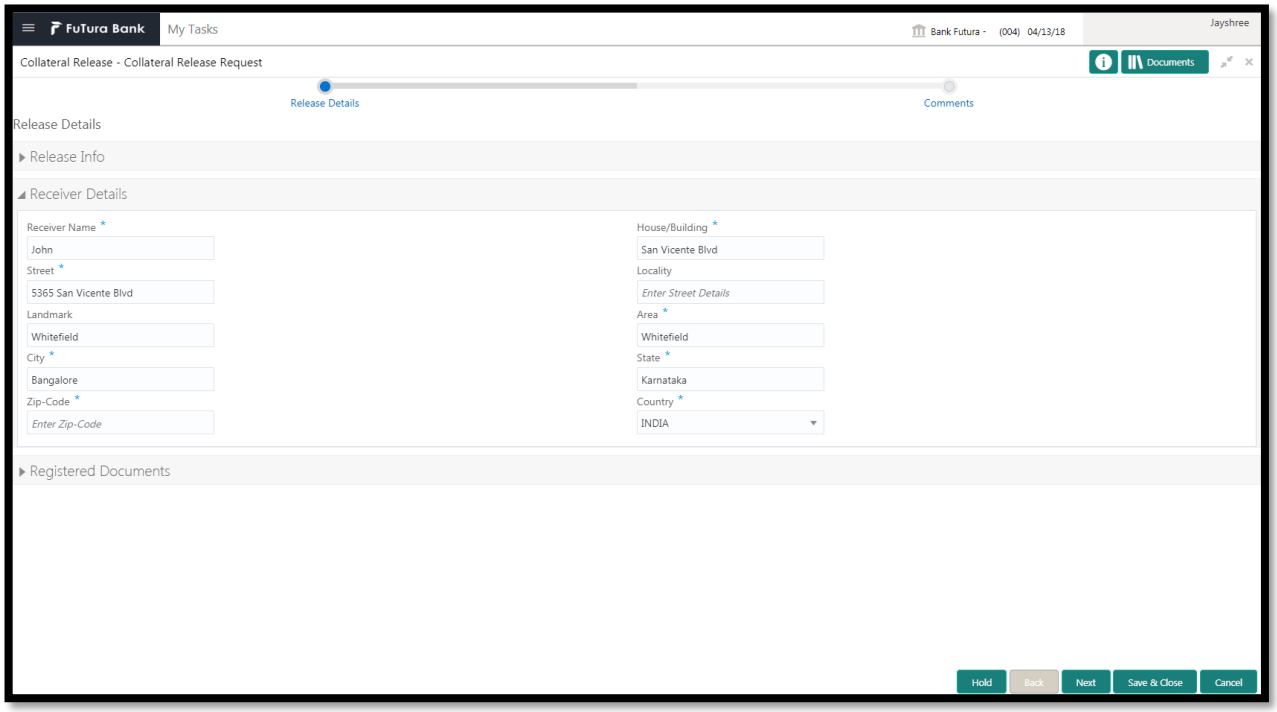
As a Legal Officer, the user will capture the legal opinion of the collateral.

Following details will available for the user to review the collateral.

- Release Details
- Legal Opinion
- Checklist
- Comments

2.4.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

c. **Save & Close** – On click of Save & Close the screen gets closed.

d. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

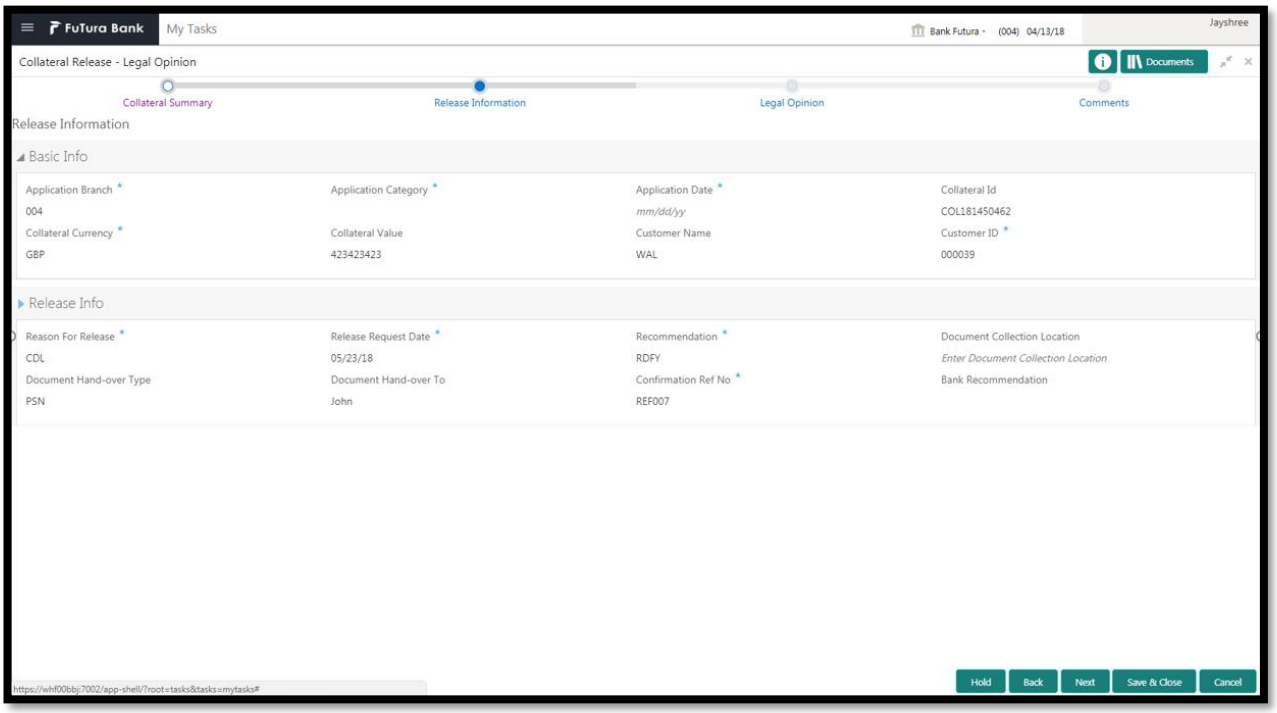
c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

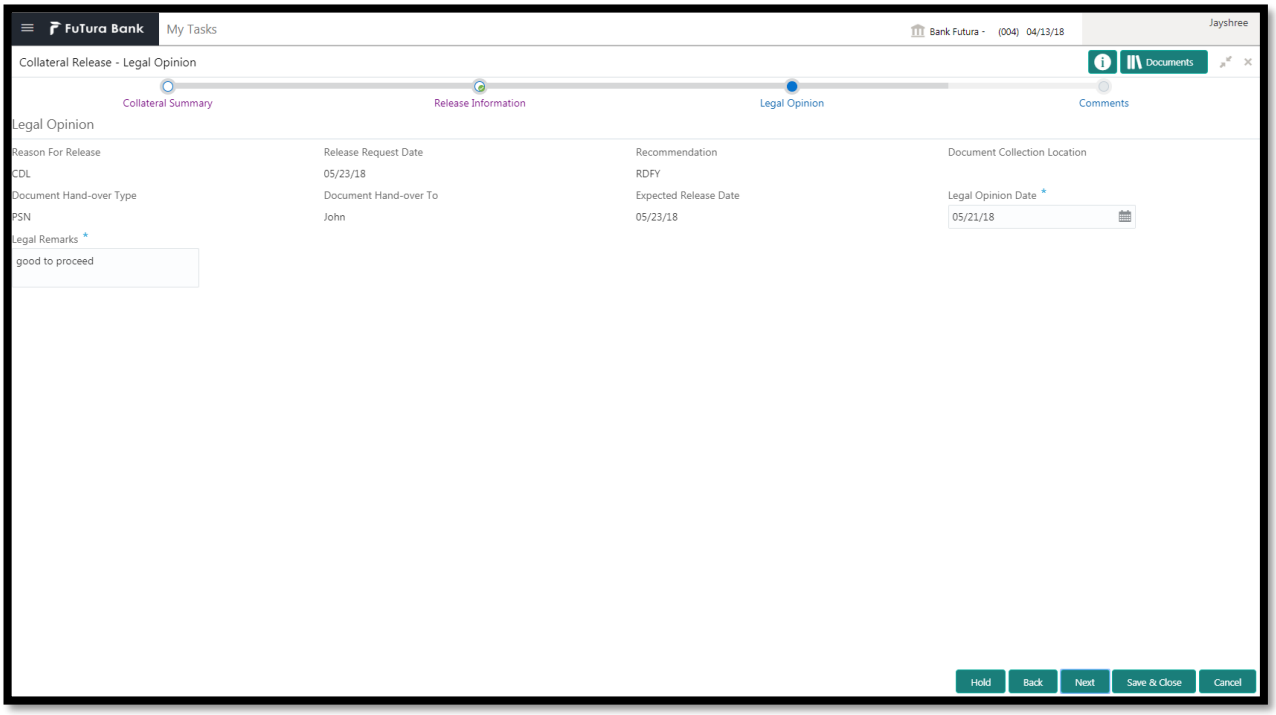
d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.4.2Legal Opinion

As a Legal Officer, the user will capture the legal opinion of the collateral.





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Legal Opinion Date	Capture the legal opinion date	Input	Date		Mandatory	Legal opinion date should be after collateral start date.
Legal Opinion	Capture the legal opinion	Input	Text		Mandatory	

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

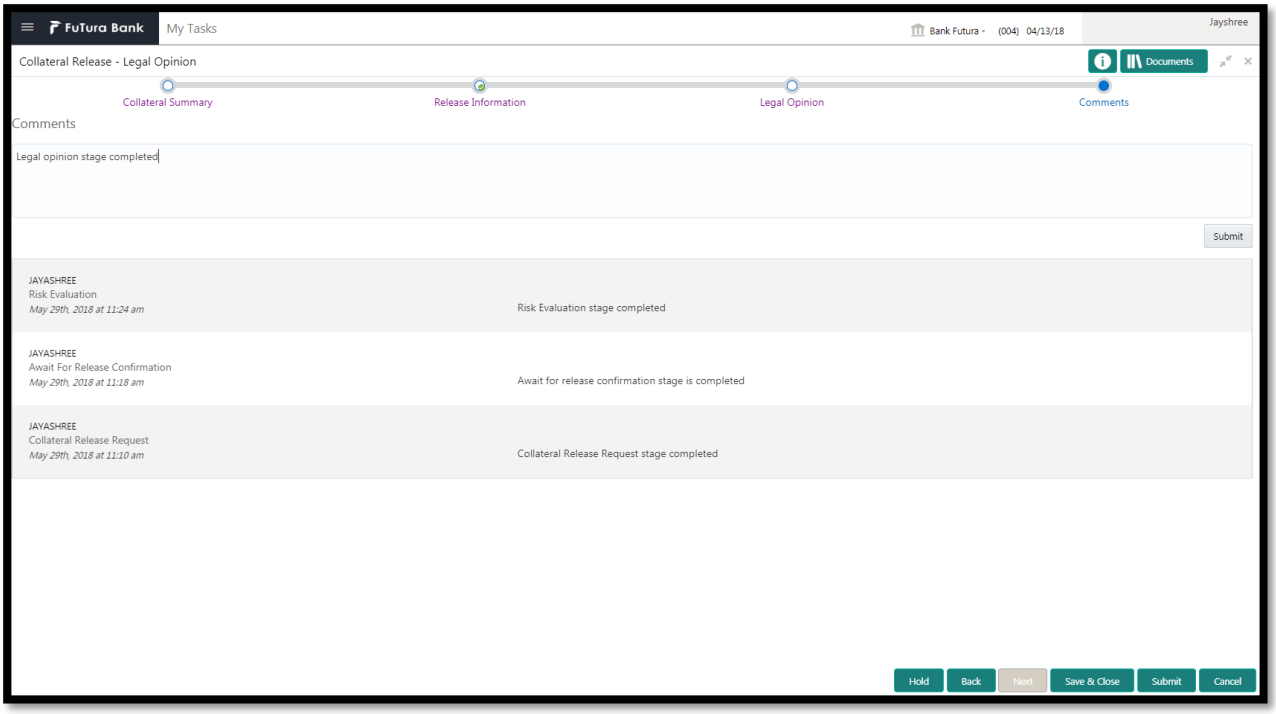
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.4.3Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

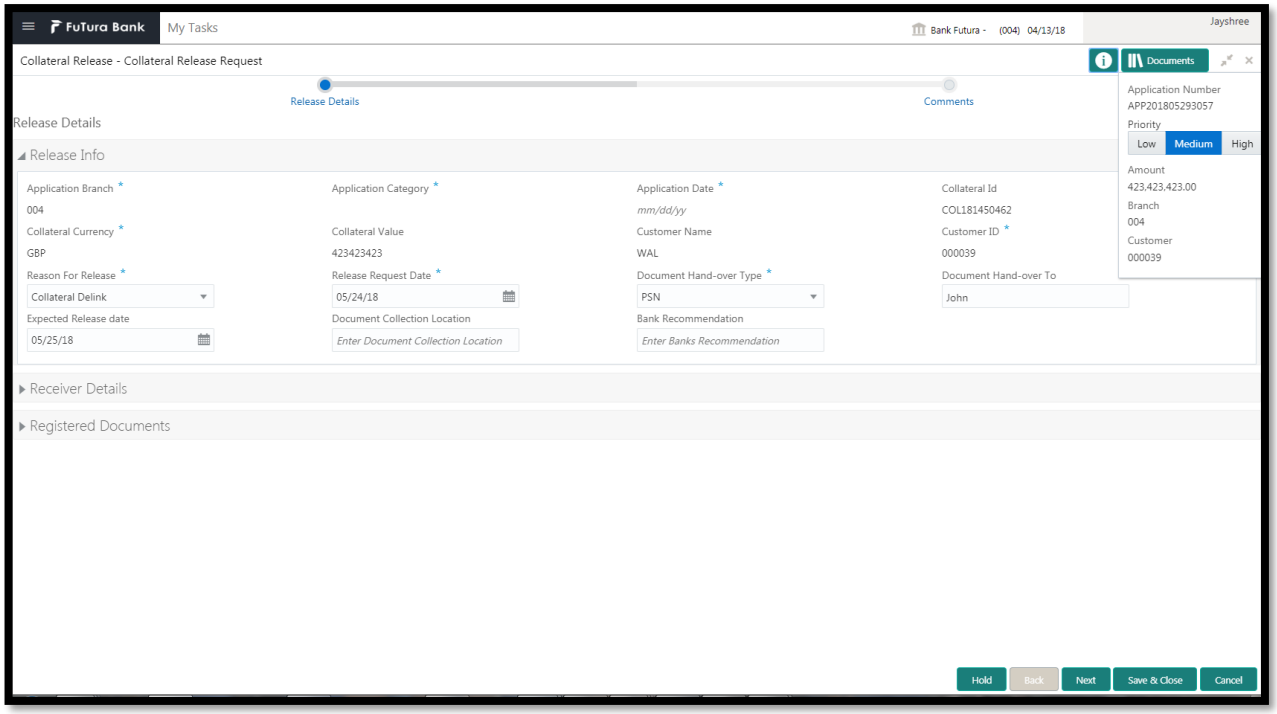
2.5 Approval

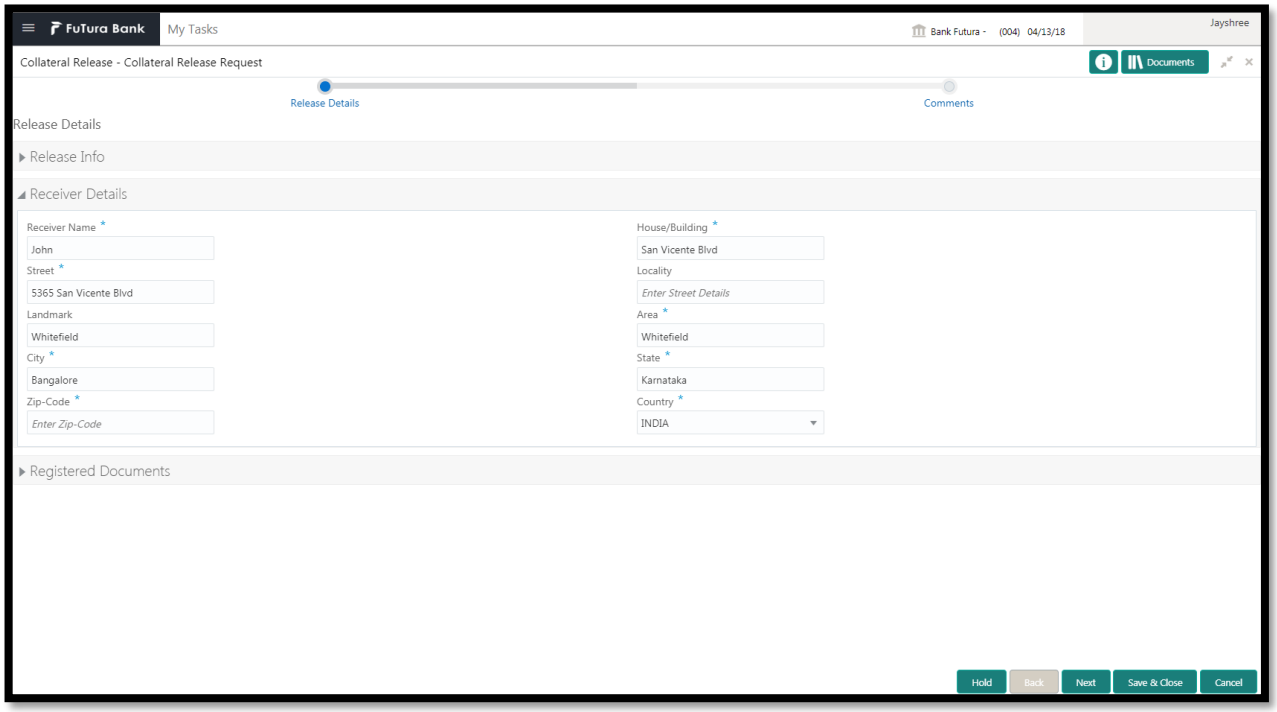
As a Credit Approver, the user would review the details of the collateral along with the Legal Opinion of the Legal department, Risk and approve the Collateral release.

Following details will available for the user to review the collateral and provide the recommendations.

- Release Details
- Approval
- Checklist
- Comments

2.5.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

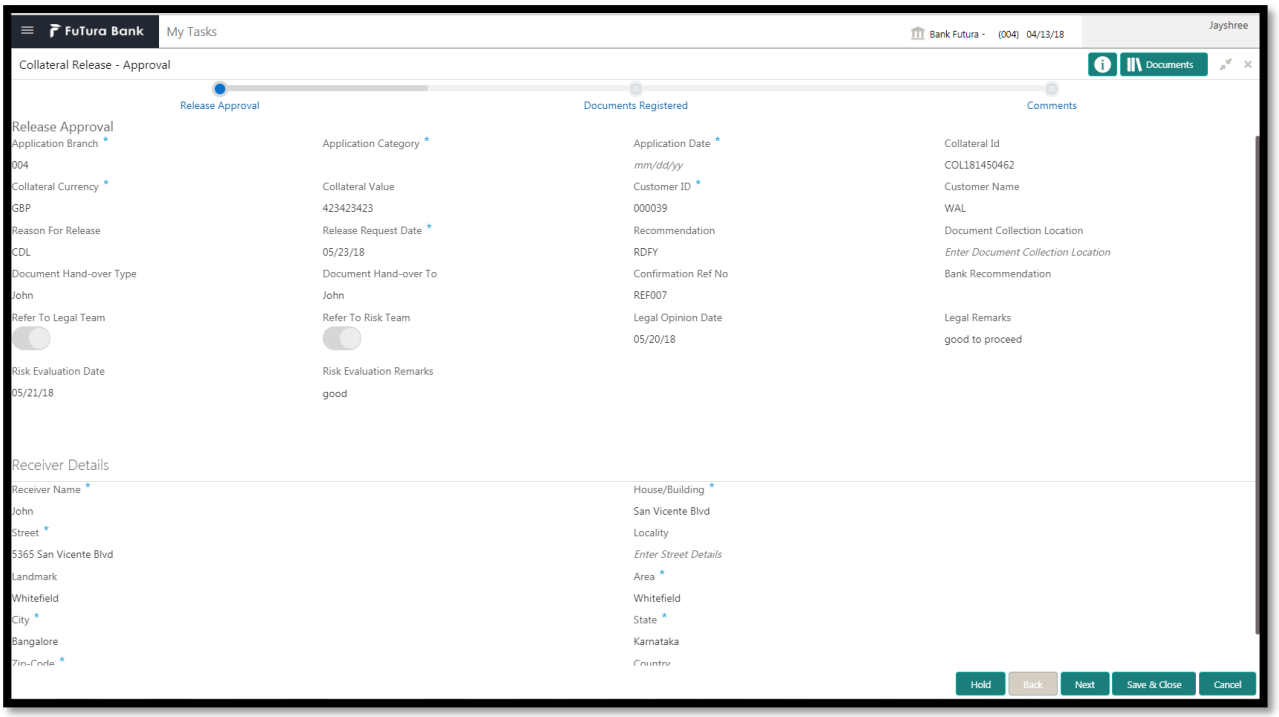
c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   c. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
   a.

2.5.2Approval

As a Credit Approver, the user would review the details of the collateral along with the Legal Opinion of the Legal department, Risk Evaluation and approve the Collateral.

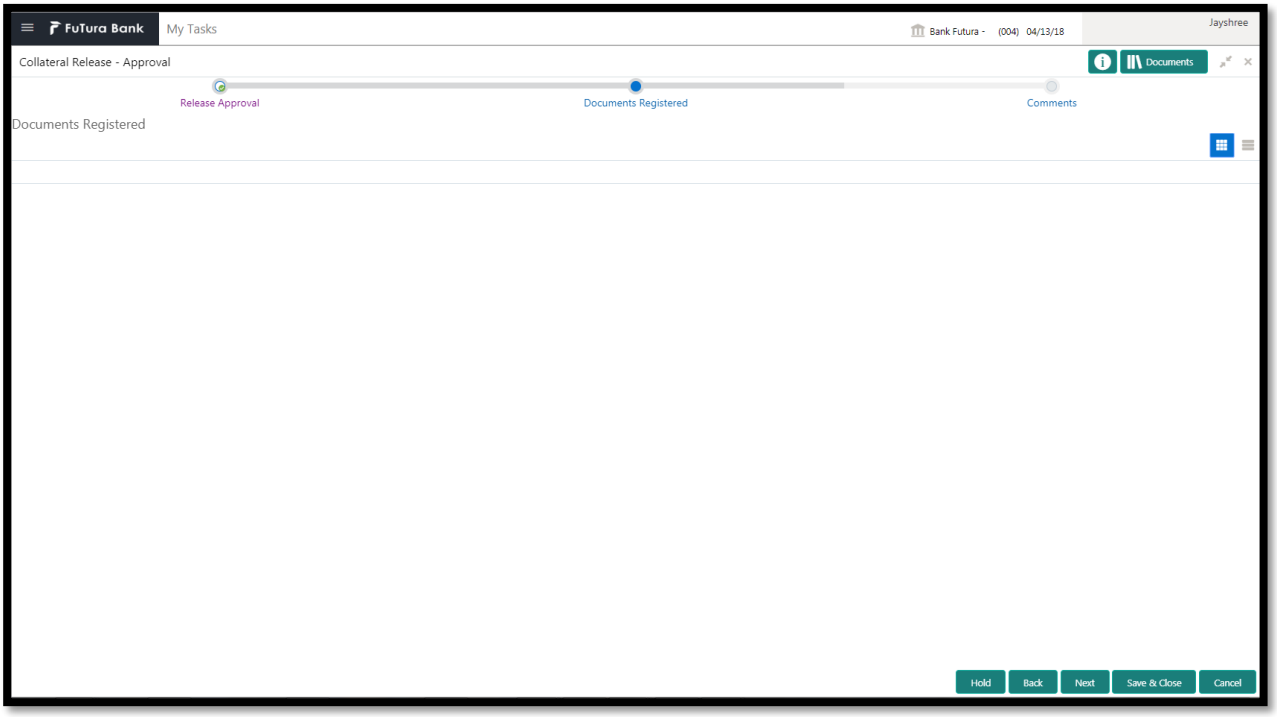


Field Name	Description	Attrib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Valida-tion
Application Branch	Displays Appli-cation Branch	Input	LOV			Review date cannot be beyond current date

Application Category	Displays Application Category	Input	LOV		Mandatory	
Application Date	Displays Application Date	Input	Date		Optional	The date should nnot be beyond current date
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Customer name	Displays Collateral Value	Read Only	text			
Reason For Release	Displays Customer Id	Read Only	text			
Customer Id	Displays Customer name	Read Only	text			
Release Request Date	Displays Release request date	Read Only	text			
Recommendation	Displays recommendation	Read Only	text			
Document Collection Location	Displays document collection location	Read Only	text			
Document Hand-over Type	Displays hand-over type	Read Only	text			
Document Hand over to	Displays Document hand over to	Read Only	text			
Refer To Legal Team	Displays whether legal is selected or not	Read Only	text			
Refer to Risk	Displays whether risk is selected or not	Read Only	text			
Legal Opinion Date	Displays legal opinion date	Read Only	text			
Confirmation Ref No	Displays confirmation reference number	Read Only	text			
Legal Remarks	Displays legal remarks	Read Only	text			
Risk Evaluation Date	Displays risk evaluation date	Read Only	text			
Risk Comments	Displays risk comments	Read Only	text			
Collateral Value	Displays collateral value	Read Only	text			
House/Building	Capture the Address of the entity	Read Only	text			

Street	Capture the Address of the entity	Read Only	text			
Locality	Capture the Address of the entity	Read Only	text			
Landmark	Capture the Address of the entity	Read Only	text			
Area	Capture the Address of the entity	Read Only	text			
City	Capture the City of the entity	Read Only	text			
State	Capture the State of the entity	Read Only	text			
Zip Code	Capture the Zip Code of the entity	Read Only	text			
Country	Capture the Country of the entity	Read Only	text			
Email Address	Capture the Email address of the entity	Read Only	text			
Phone Number	Capture the Phone Number of the entity	Read Only	text			

Documents In Safe



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Document Code	Select the document code	Input	LOV		Mandatory	
Document Title	Enter the title for document	Input	text	22	Mandatory	The field should accept alpha numeric data upto 22 characters
Document Description	Enter the document description	Input	free text	1000	Optional	
Document Type	Select the type of document	Input	LOV		Mandatory	
Remarks	Enter the remarks	Input	Text	1000	Optional	
Document Expiry Date	Enter Document Expiry Date	Input	Date		Mandatory	The date should not be less than current date

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

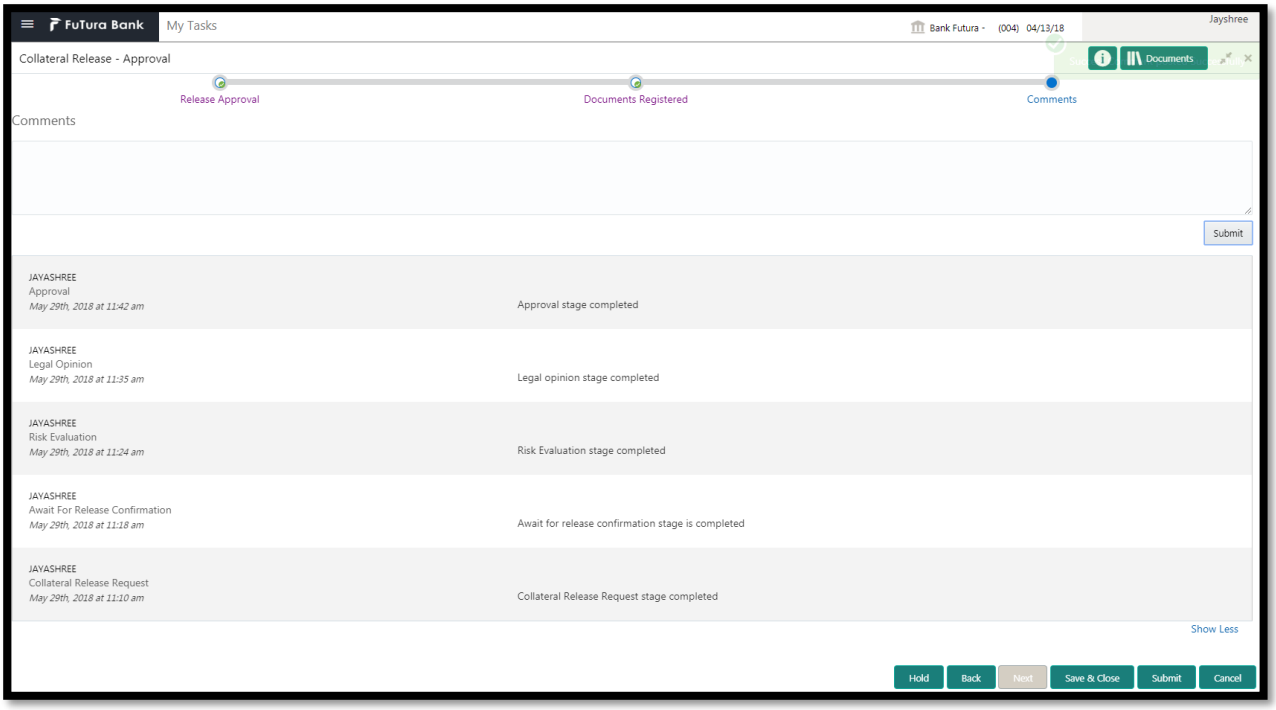
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.5.3Comments



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Com-ments	Specify the com-ments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

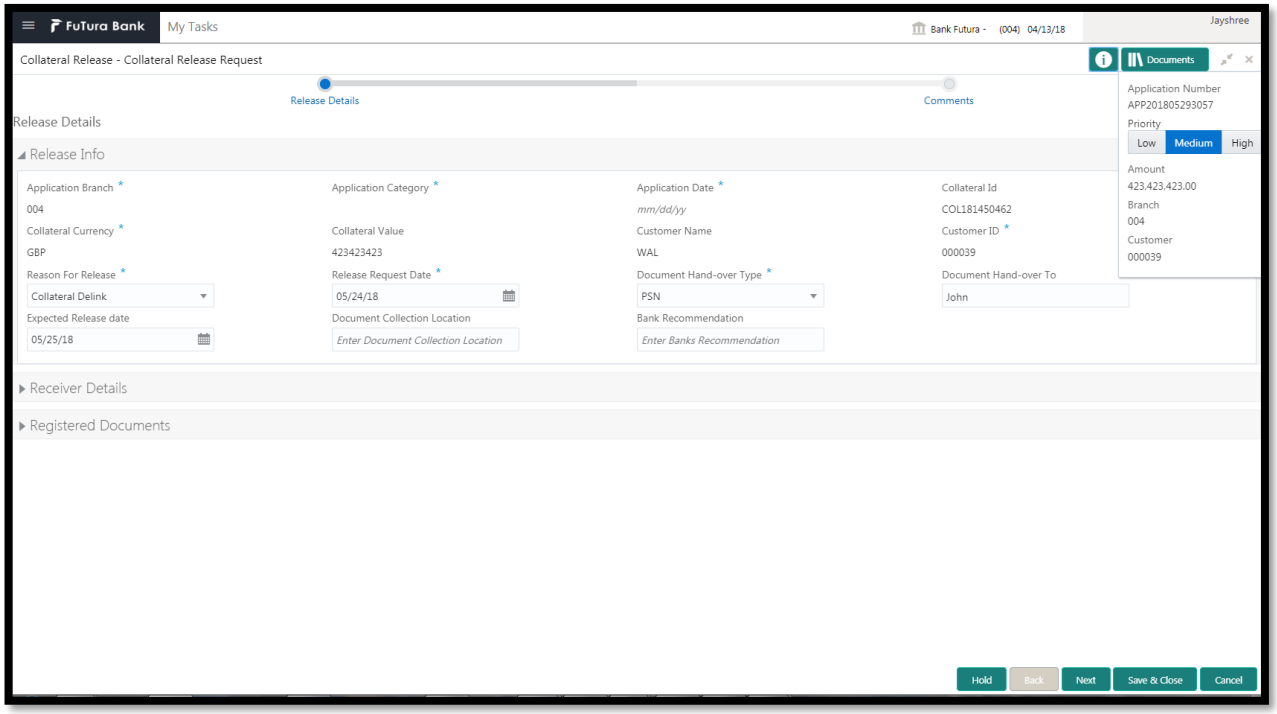
a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

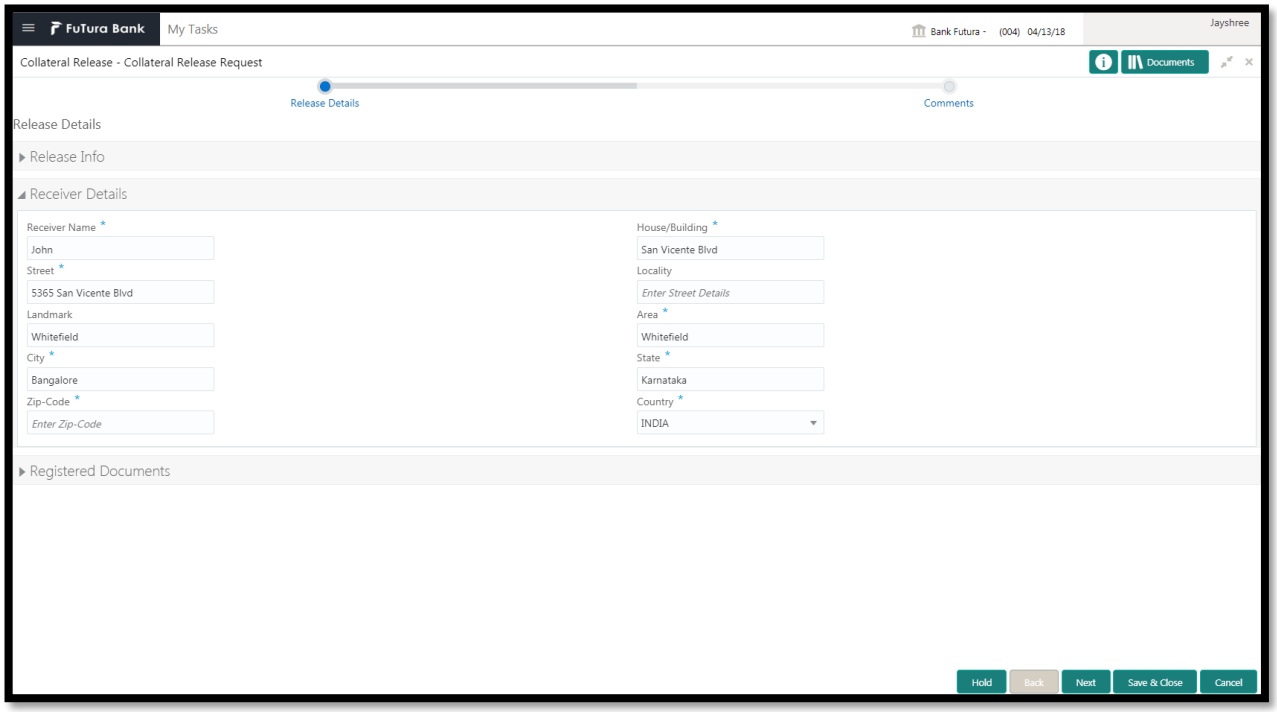
2.6 Document Retrieval

As a Document Handling Officer, the user will retrieve the collateral documents from the safe. Following details will available for the user.

- Release Details
- Document Retrieval
- Checklist
- Comments

2.6.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

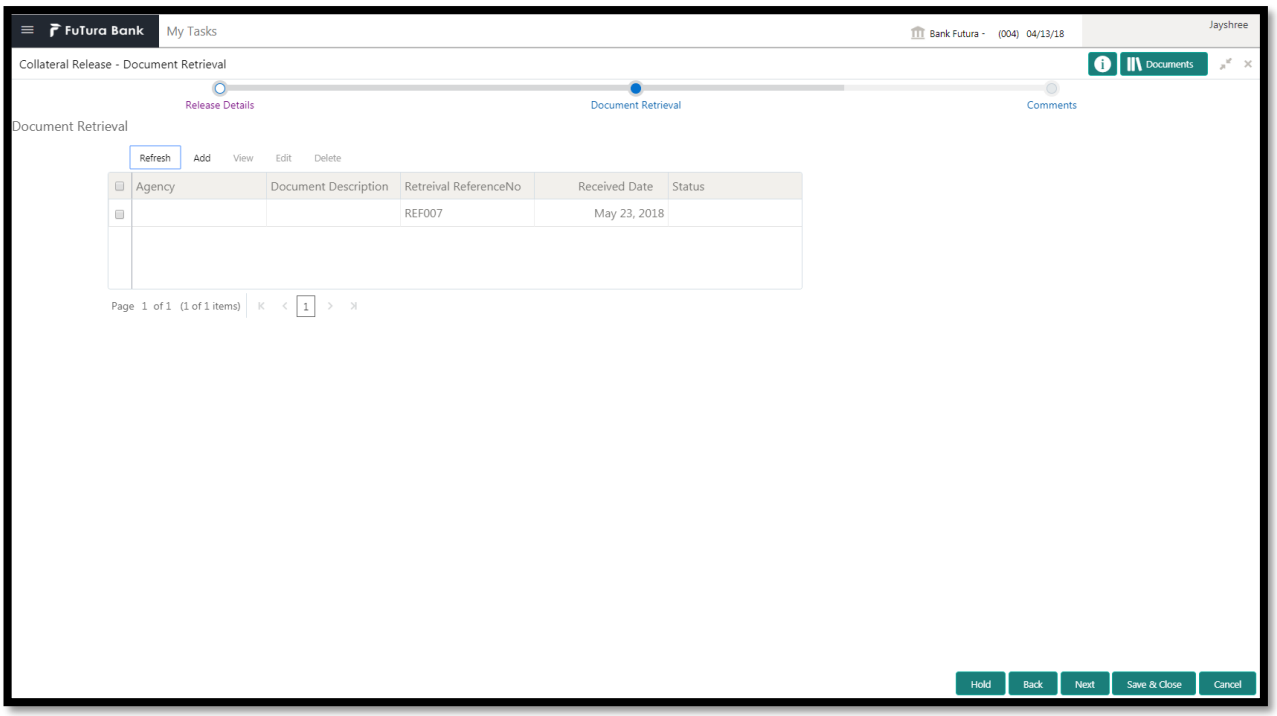
c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   d. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
   a.

2.6.2Document Retrieval

As a Document Handling Officer, the user will retrieve the collateral documents from the safe.



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Val-idation
Agency	Display the Safekeeping Agency	Read Only	text			
Document Id	Displays the document Id	Read Only	text			
Document Description	Displays the brief description of the docu-	Read Only	text			

	ment					
Safekeeping Date	Displays the safekeeping date	Read Only	date			
Safekeeping Location	Displays the safekeeping location	Read Only	text			
Shelf Number	Displays the document's shelf number	Read Only	text	2000		
Drawer Number	Displays the Drawer Number of the document	Read Only	text			
Retrieval Reference Number	Enter the retrieval reference number	Input	text			
Retrieval Date	Enter the retrieval date	Input	date			
Retrieval Status	Enter the Retrieval status	Input	LOV			
Key Number	Displays the Key Number of the drawer	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

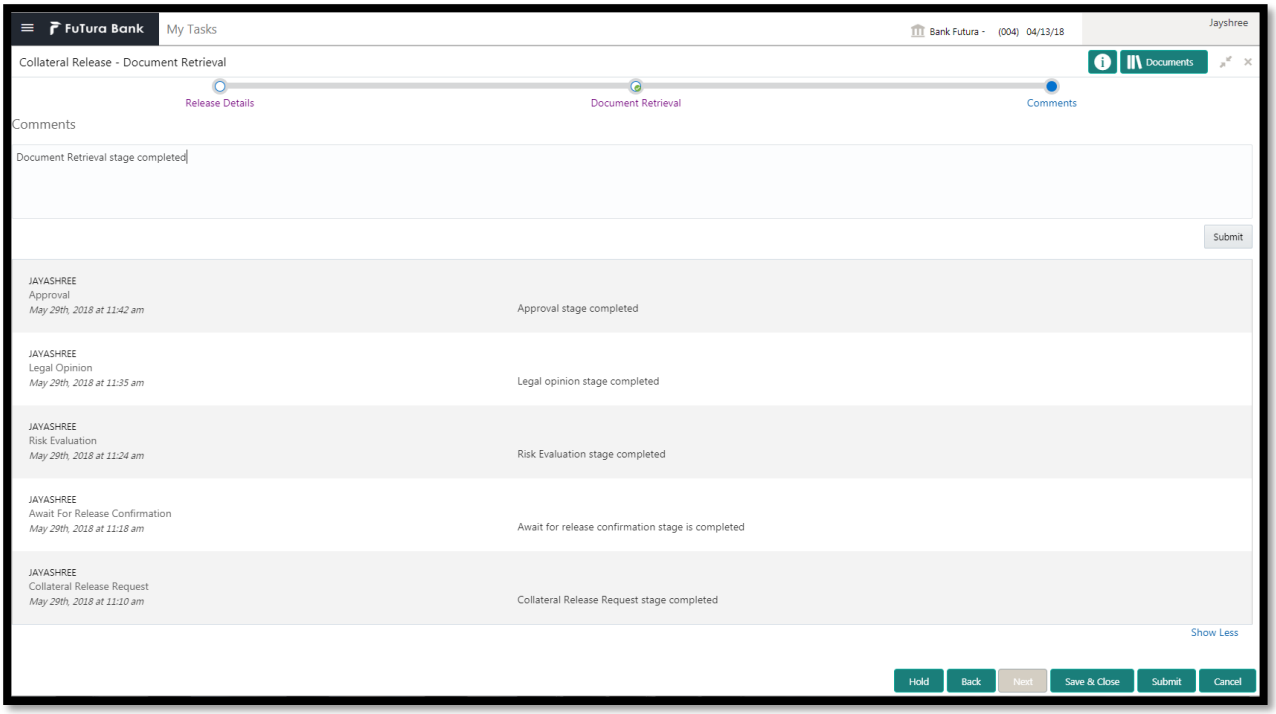
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.6.3Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

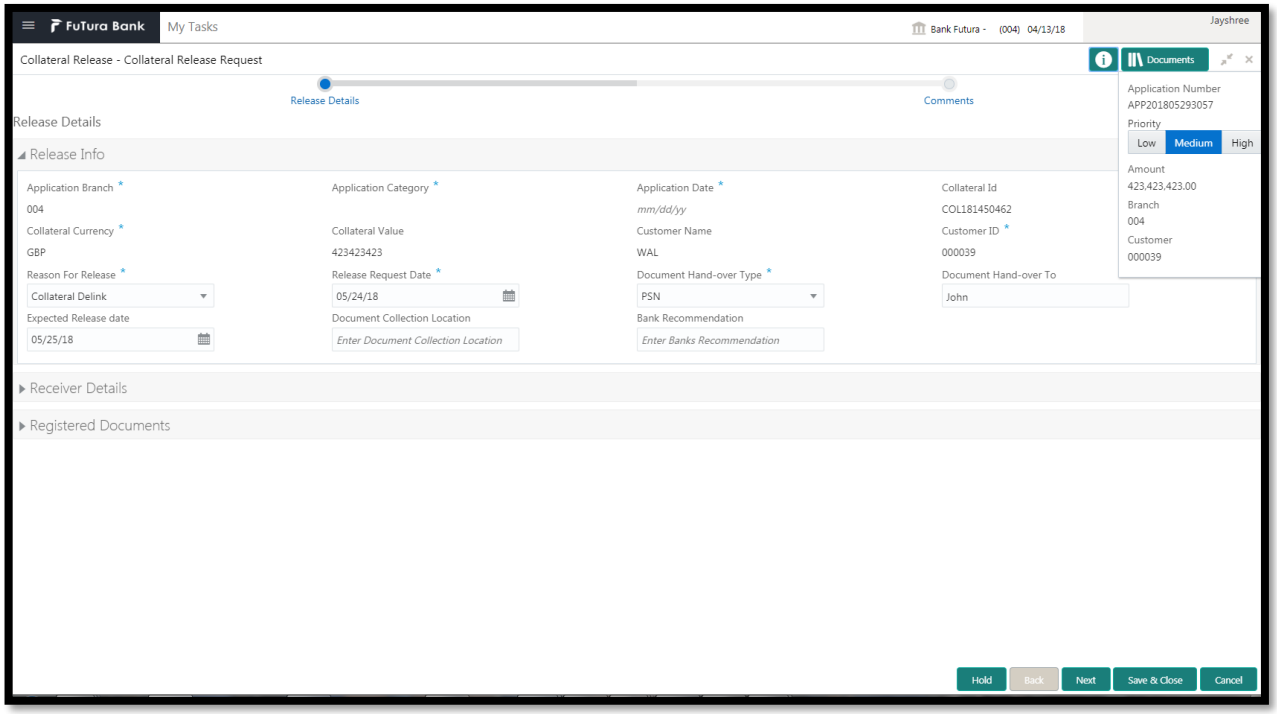
a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

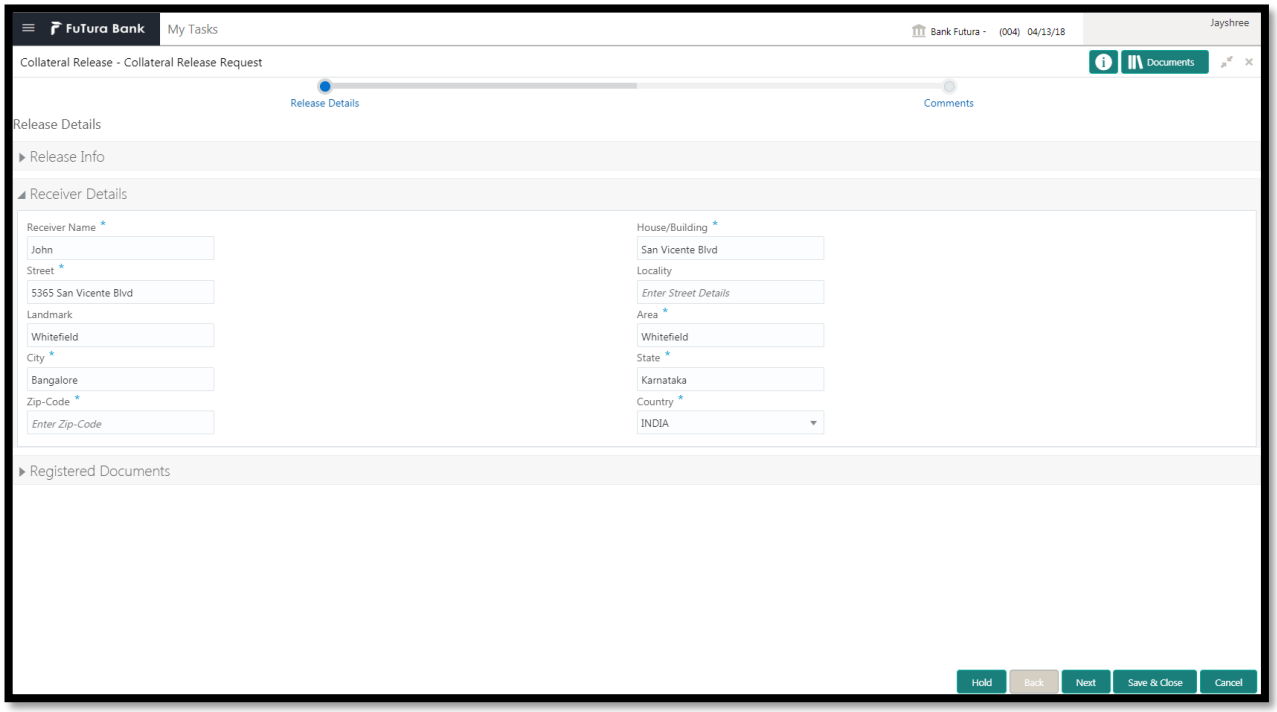
2.7 Collateral De-Registration

As a Credit Officer, the user will be able to select the list documents that should sent for de-registration. Following details will available for the user to review the collateral.

- Release Details
- Collateral De-Registration
- Checklist
- Comments

2.7.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    e. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
    a.

2.7.2Collateral De-Registration

As a Credit Officer, the user will be able to select the list documents that should sent for de-registration

Field Name	Description	Attrib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Valida-tion
Agency	System dis-plays the agency Id	Display	Read Only			
Document Id	System dis-plays the document Id	Display	Read Only			
Document Description	System dis-plays the document description	Display	Read Only			
De-Registratio n Status	Selects the de-registratio n status	Input	Drop down		Mandatory	
De-Registratio n Request Date	Capture the de-registratio n request date	Input	Date		Mandatory	
Expected De-Registratio n Date	Capture the expected de-registratio n request date	Input	Date		Mandatory	Expected De-Registratio n Date should be after De-Registratio n Request Date.

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.7.3Comments

Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Com-ments	Specify the com-ments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

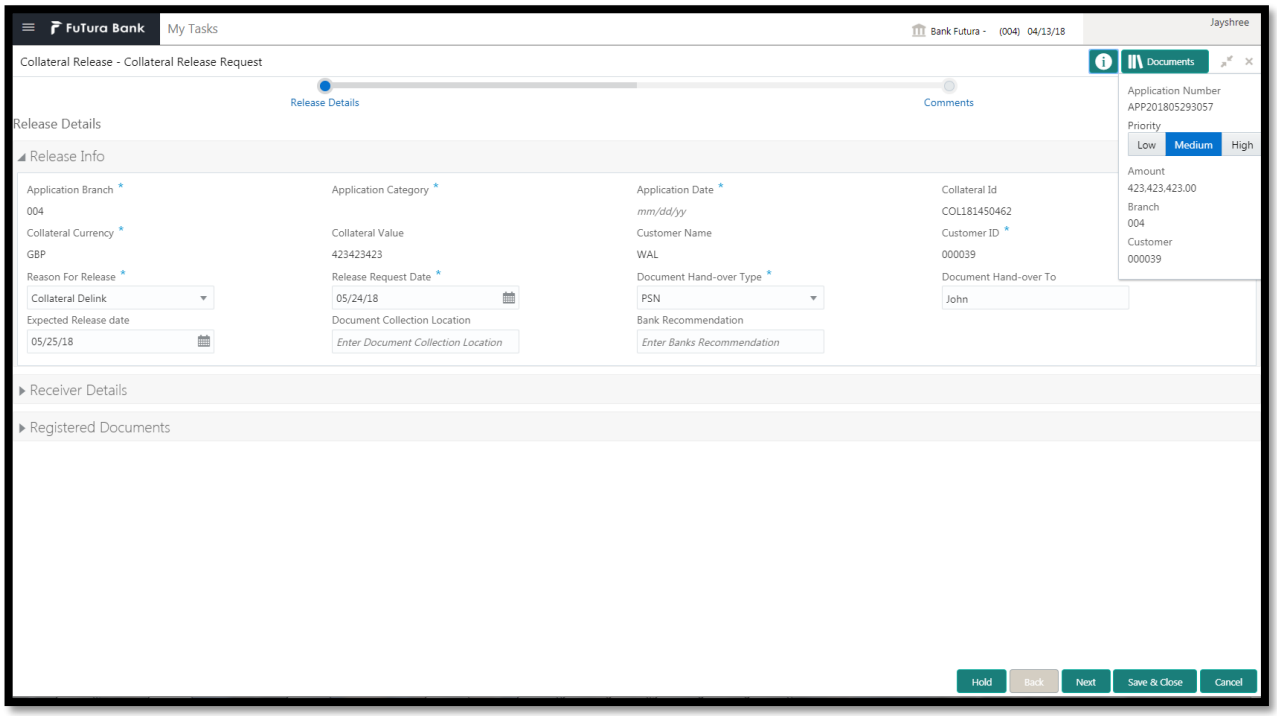
2.8 Await for De-Registration Confirmation

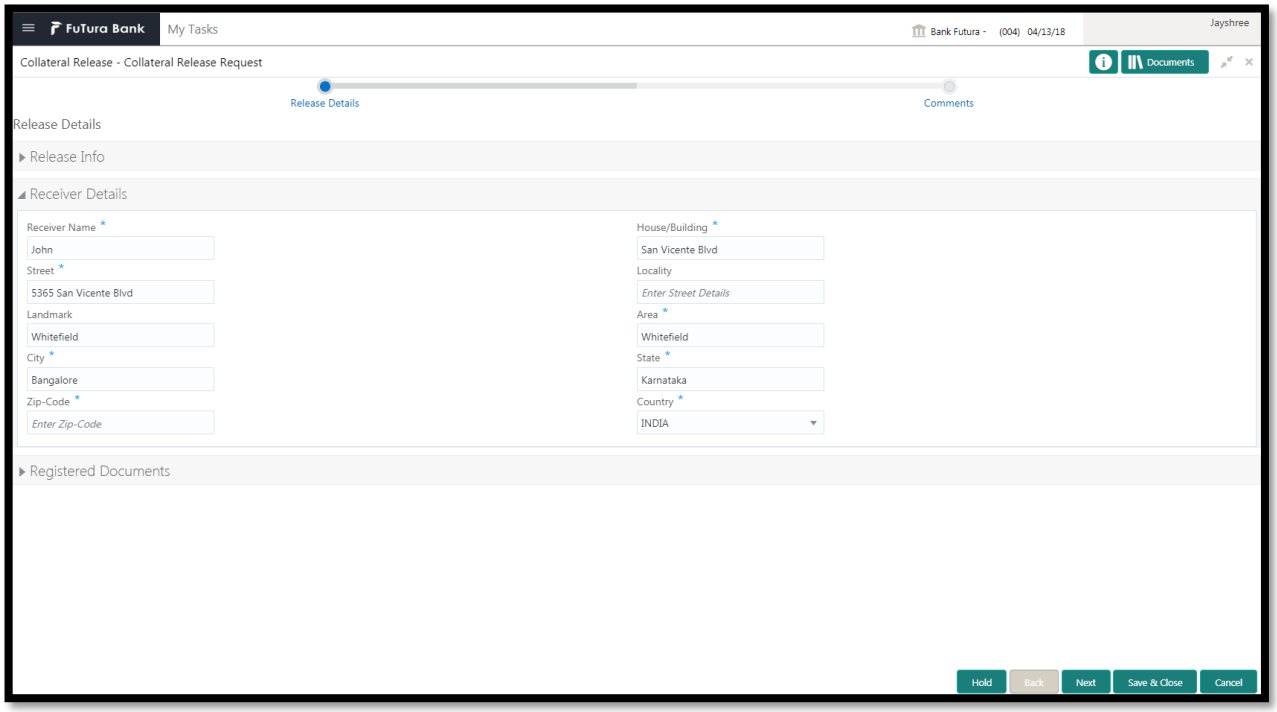
As a Credit Officer, the user will be able to capture the de-registration confirmation details

Following details will available for the user.

- Release Details
- Await for De-Registration Confirmation
- Checklist
- Comments

2.8.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

e. **Save & Close** – On click of Save & Close the screen gets closed.

f. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   f. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
   a.

2.8.2Await for De-Registration Confirmation

As a Credit Officer, the user will be able to capture the de-registration confirmation details.

Field Name	Description	Attrib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Agency	System dis-plays the agency Id	Display	Read Only			
Document Id	System dis-plays the document Id	Display	Read Only			
Document Description	System dis-plays the document description	Display	Read Only			
De-Registrati on Reference Number	Capture the reference number	Input	Text	22	Optional	
De-Registrati on Request Date	Capture the de-registrati on request date	Input	Date		Optional	
Expected De-Registrati on Date	Capture the expected de-registrati on request date	Input	Date		Optional	Expected De-Registration Date should be after De-Registration Re-quest Date.
De-Registrati on Date	Captures de-registrati on date	Input	Date		Optional	De-registration date should be after de-registration Request Date.

Confirmation Date	Captures confirmation date	Input	Date		Optional	Confirmation date will be enabled if confir-mation received is select-ed.Also,confirmation date should be after deregistration Date.
Confirmation Received	Selects whether confirmation received or not	Input	Switch		Optional	
De-Registration Status	Selects De-registration status	Input	Lov		Mandatory	

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.8.3Comments

Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.

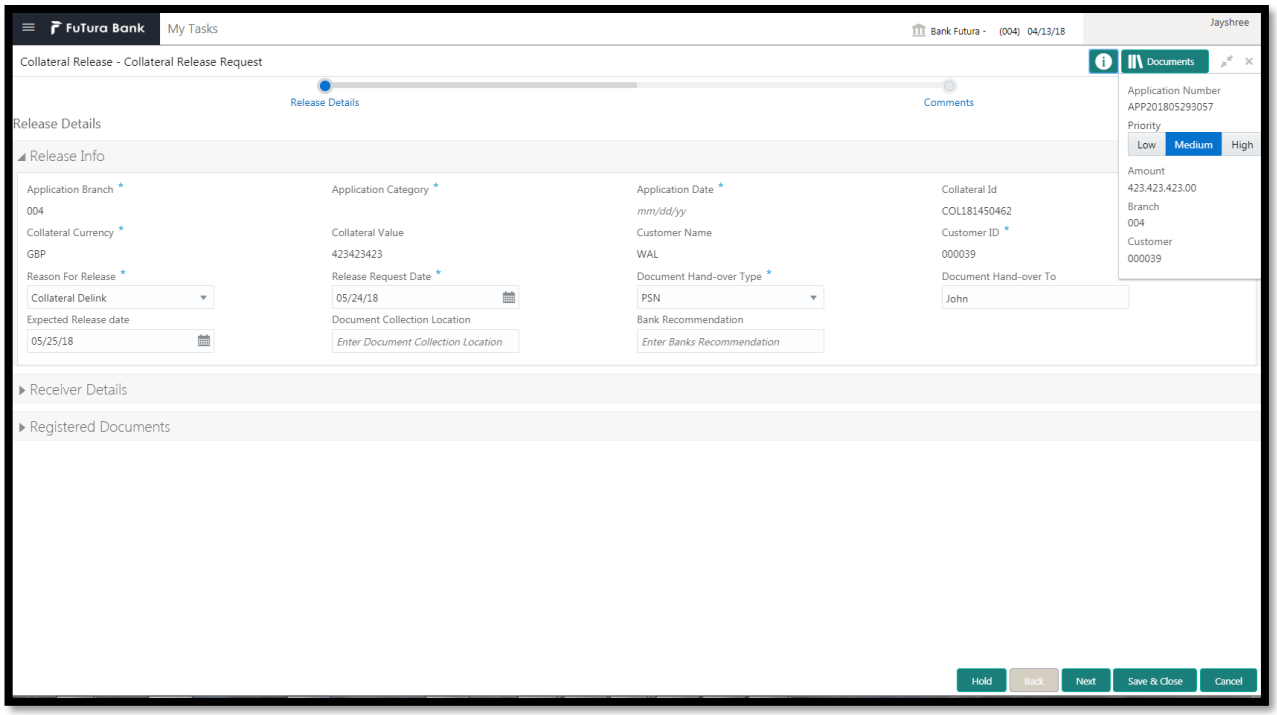
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

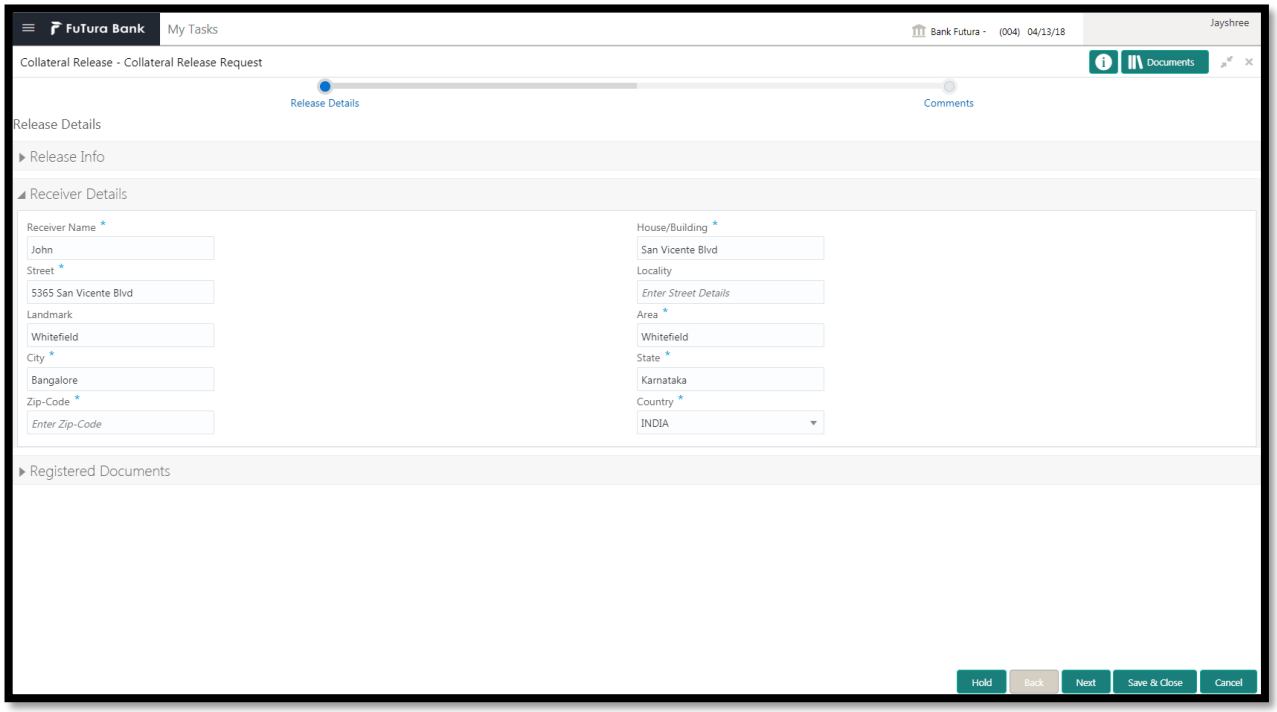
2.9 Customer Notification

As a Credit Officer the user will review the collateral release and its documents and generate the customer notification and send the notification to the customer. Following details will available for the user to review the collateral and generate the customer notification

- Release Details
- Customer Notification
- Checklist
- Comments

2.9.1Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

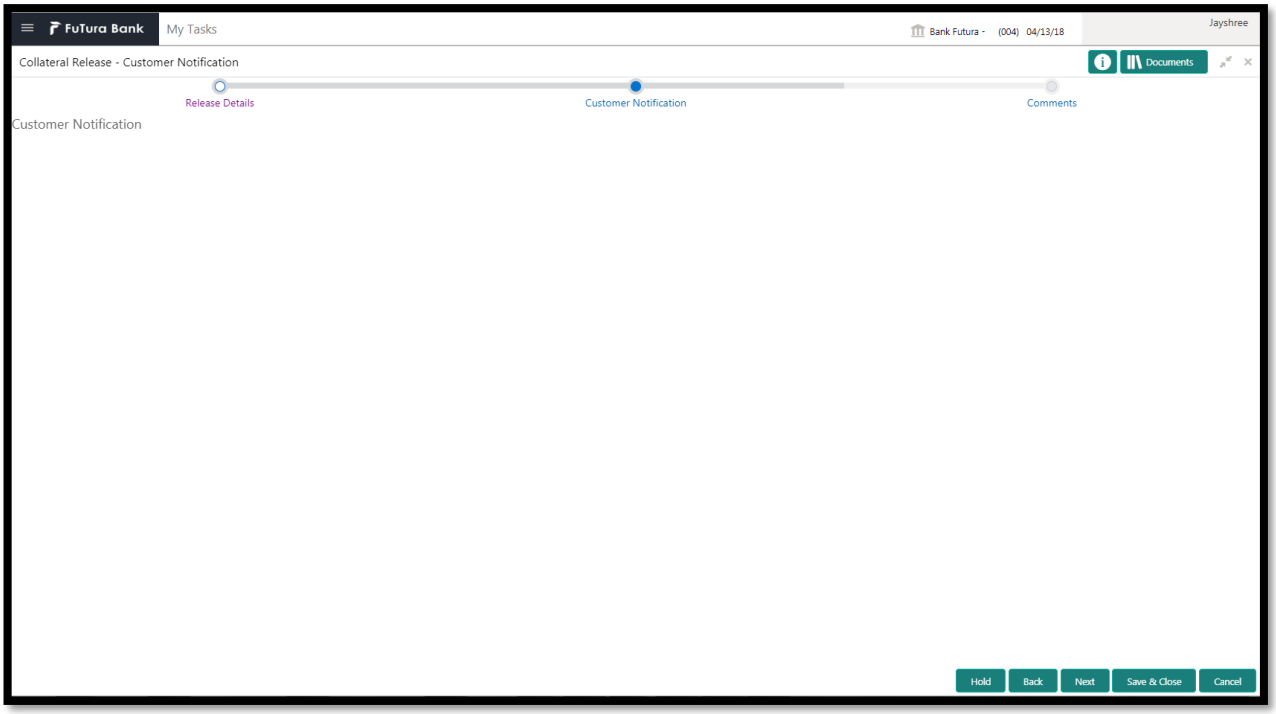
c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    g. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
    a.

2.9.2Customer Notification

As a Credit Officer, the user will generate the customer notification and the send the notification to the customer with details of the document collection location.



Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

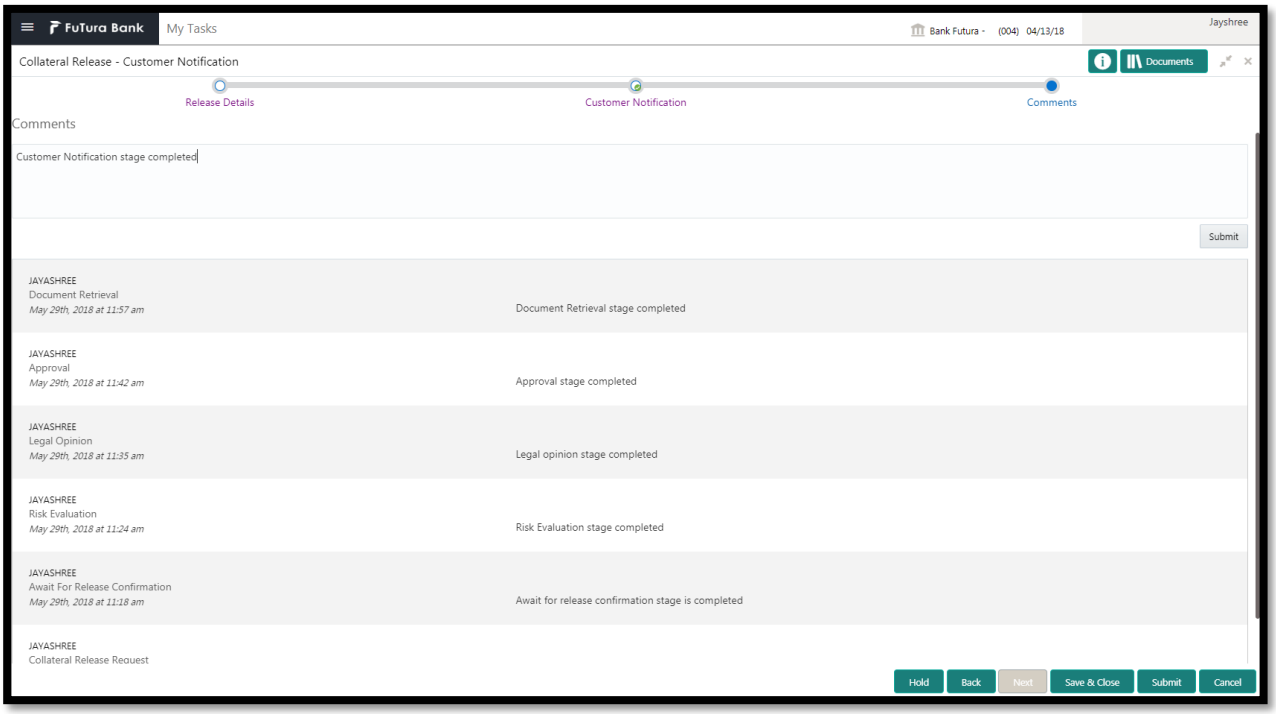
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.9.3Comments



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Com-ments	Specify the com-ments for the stage. This will be visible in all the stages	Input	Free Text	600	Mandatory	

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.

    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

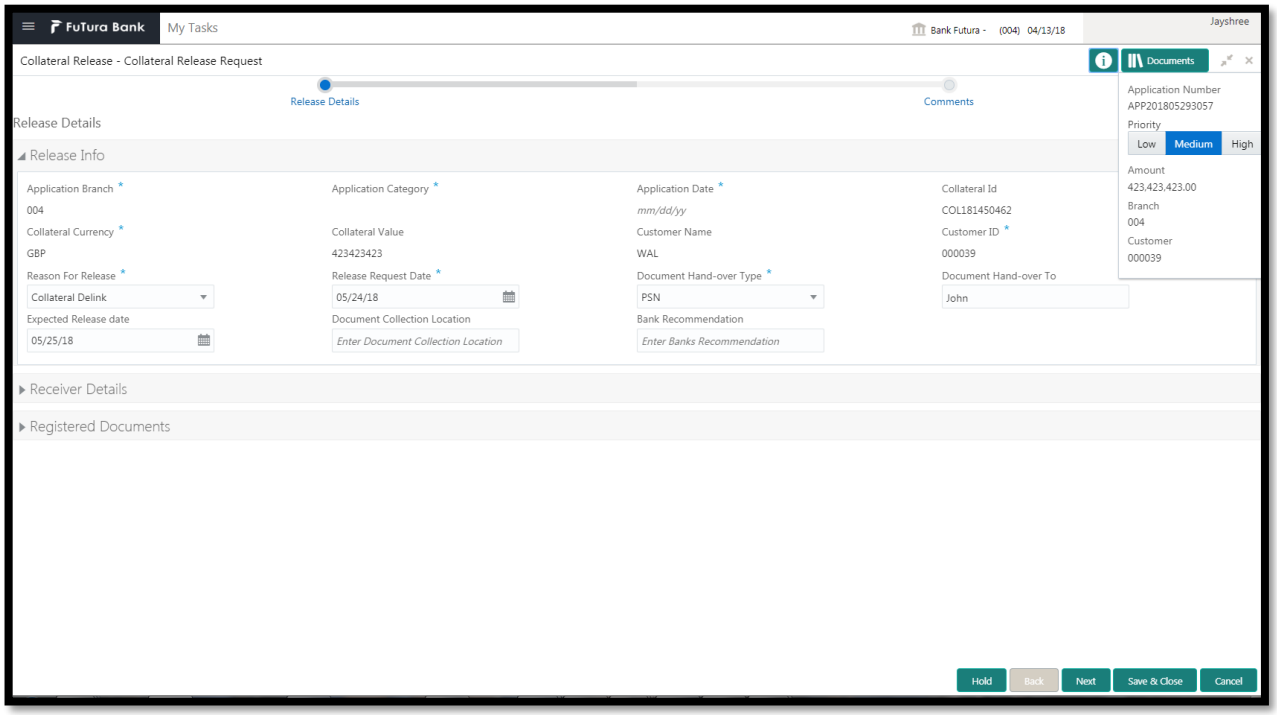
2.10 Customer Acceptance

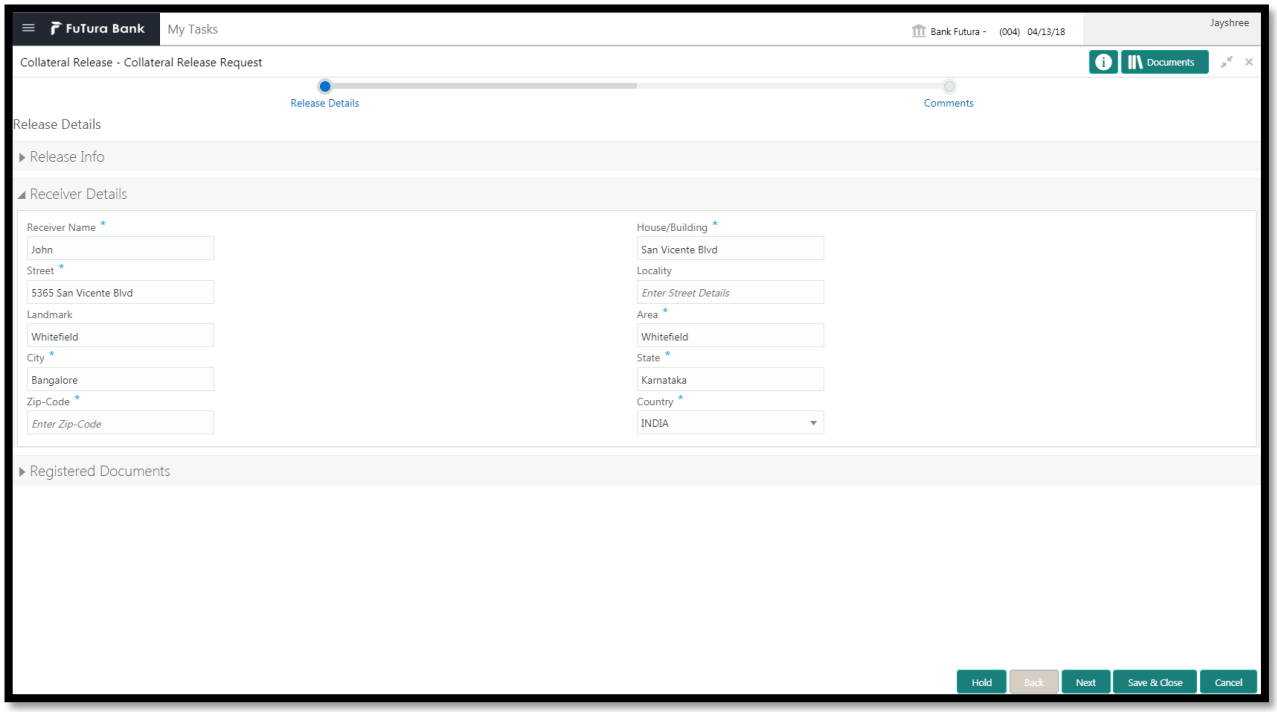
The Customer would collect the collateral documents and would review the recommendations of bank. If the customer disagrees with the recommendations then the task would be sent back.

Following details will available for the user to review the collateral.

- Release Details
- Customer Acceptance
- Checklist
- Comments

2.10.1 Release Details





Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Application Branch	Displays Application Branch	Read Only	text			
Application Category	Displays Application Category	Read Only	text			
Application Date	Displays Application Date	Read Only	text			
Collateral Id	Displays Collateral Id	Read Only	text			
Collateral Currency	Displays Collateral Currency	Read Only	text			
Collateral Value	Displays Collateral Value	Read Only	text			
Customer Id	Displays Customer Id	Read Only	text			
Customer name	Displays Customer name	Read Only	text			
Reason For Release	Displays the Reason For Release	Read Only	Lov			
Release Request Date	Displays the Release Request Date	Read Only	Date			Release request date should be after collateral start date.

Document Hand-over Type	Displays the Document Hand-over Type	Read Only	Lov			
Document Hand over to	Captures the Document Hand over to	Read Only	text			
Expected Release Date	Displays Expected Release Date	Read Only	Date			The date should be beyond release request date
Document Collection Location	Displays Document Collection Location	Read Only	text			
Bank Recommendation	Displays Bank Recommendation	Read Only	text			
House/Building	Displays the Address of the entity	Read Only	text			
Street	Displays the Address of the entity	Read Only	text			
Locality	Displays the Address of the entity	Read Only	text			
Landmark	Displays the Address of the entity	Read Only	text			
Area	Displays the Address of the entity	Read Only	text			
City	Displays the City of the entity	Read Only	text			
State	Displays the State of the entity	Read Only	text			
Zip Code	Displays the Zip Code of the entity	Read Only	text			
Country	Displays the Country of the entity	Read Only	Lov			
Email Address	Displays the Email address of the entity	Read Only	text			
Phone Number	Displays the Phone Number of the entity	Read Only	text			

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

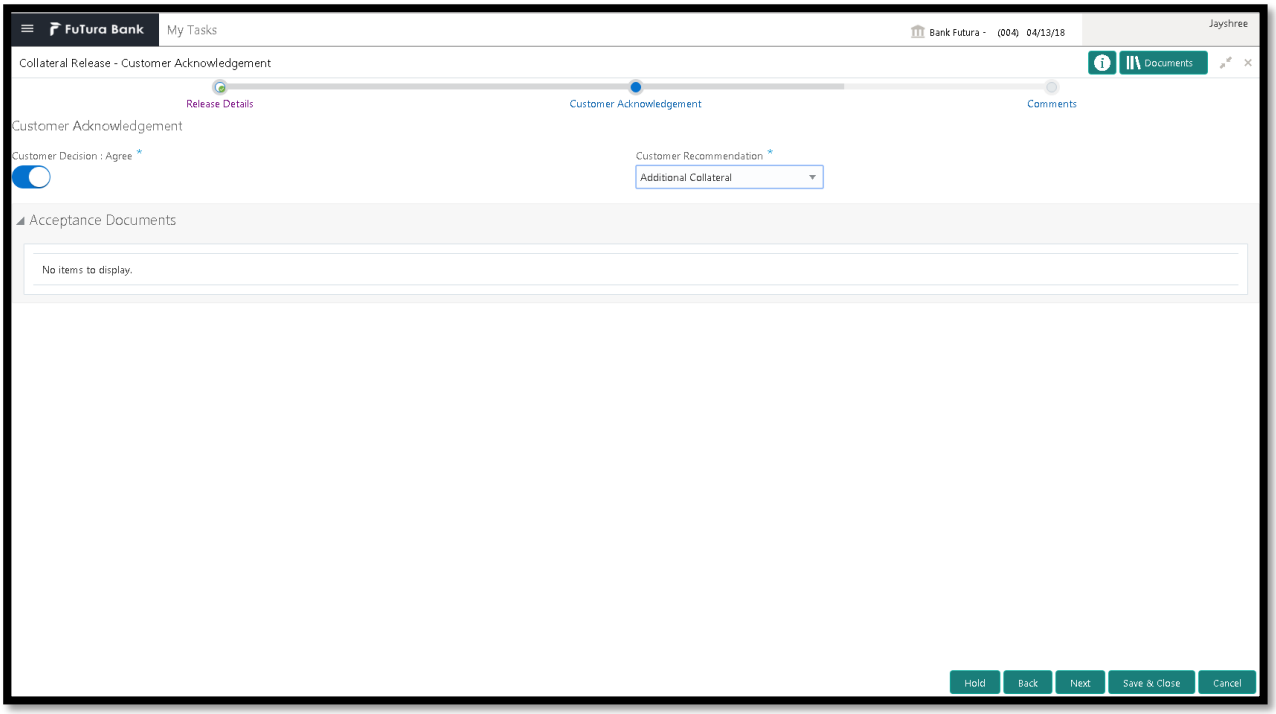
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

    h. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
    a.

2.10.2 Customer Acceptance



The Collateral Agreement will be reviewed by the customer and if changes are required then task will be sent to the Review and Recommendations stage else the collateral agreement will be accepted.

After checking the recommendation the customer can agree or disagree. If the customer has dis agreed then the user can select the customer recommendations. Following are the recommendation which the user can select

If the bank recommendations is Waive Additional Facility then the user can select the below rec-ommendations

- Additional Facility

If the bank recommendations is Additional Facility then the user can select the below recommendations

- Waive Additional Facility

Action Buttons on the footer

a. **Save & Close** – On click of Save & Close the screen gets closed.

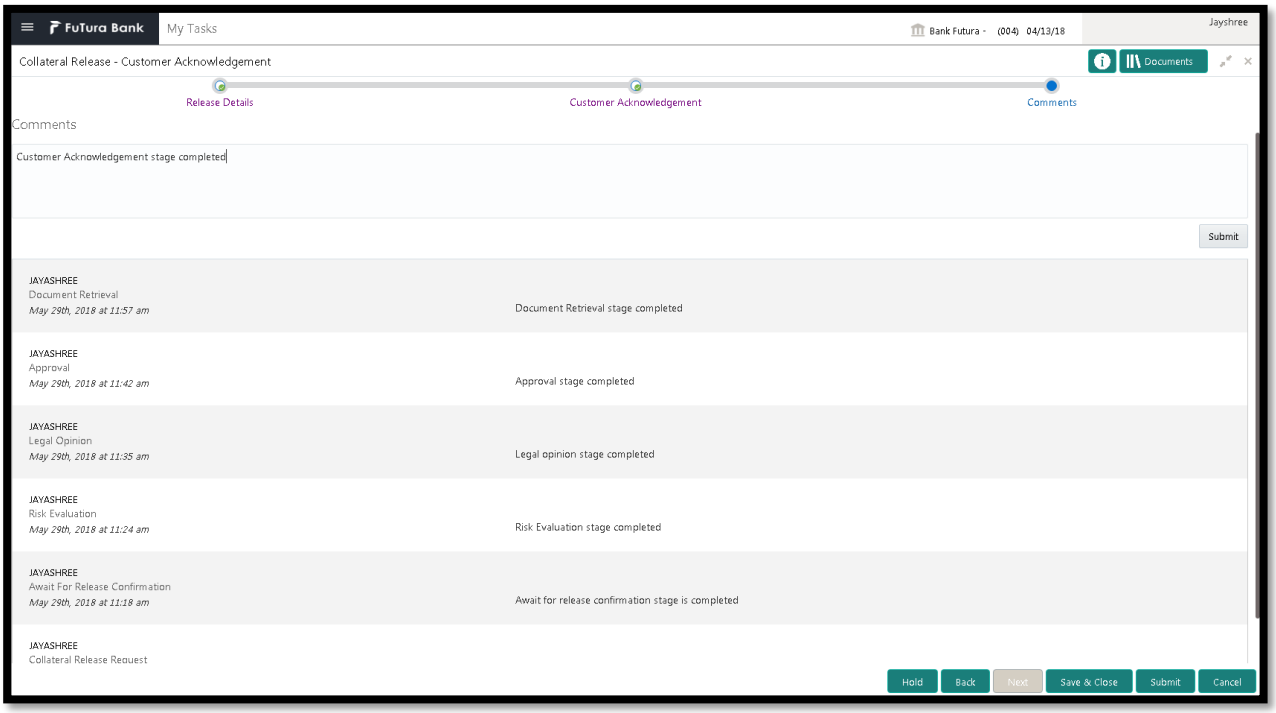
b. **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
   a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

c. Cancel – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

d. Next – On click of Next, the details of the captured will be saved and then system will move to the Next Screen.

   b. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.

2.10.3 Comments



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Comments	Specify the comments for the stage. This will be visible in all the	Input	Free Text	600	Mandatory	

	stages					

Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.
e) **Back** – On Click of Back, the previous screen will be opened.

2.11 Hand off to Back office System

Once collateral release has been successfully completed the collateral release will be handed off to the back office system. If the handoff fails then the task will be moved to the Manual Retry Stage.

2.12Manual Retry

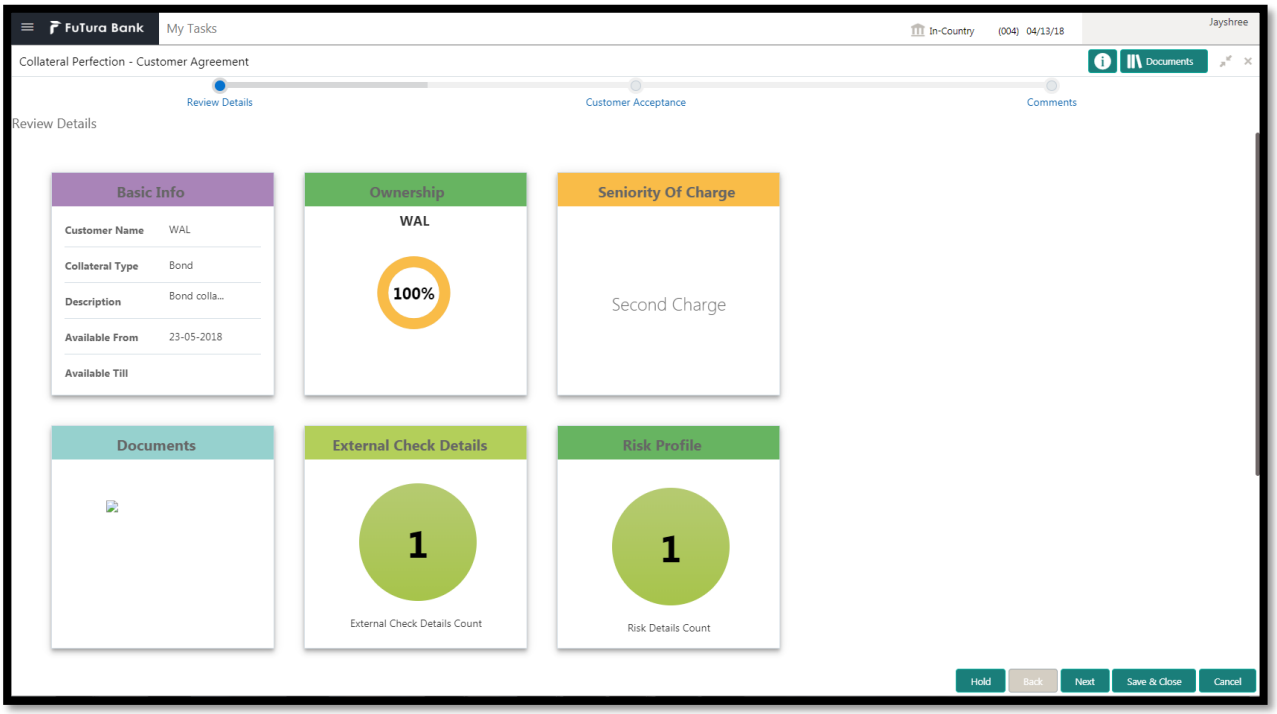
As a Credit Officer, the user can retry the hand off after solving the handoff failure issues.

The solving the handoff failure issue is a manual activity.

- Collateral Summary

2.12.1 Collateral Summary

The user can click on each of the tiles to view the detailed information of the Collateral.



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Basic Info	Displays the basic info details of collateral.	Display	Tile			
Ownership	Displays the ownership details.	Display	Tile			
Seniority Of Charge	Displays the seniority of charge details.	Display	Tile			
Documents	Displays the document details.	Display	Tile			
Collateral Type	Displays the collateral type details.	Display	Tile			
Legal Opinion	Displays the Legal Opinion	Display	Tile			

Risk Evaluation	Displays the Risk Evaluation	Display	Tile			
Valuation	Displays the Valuation of the Collateral	Display	Tile			

Action Buttons

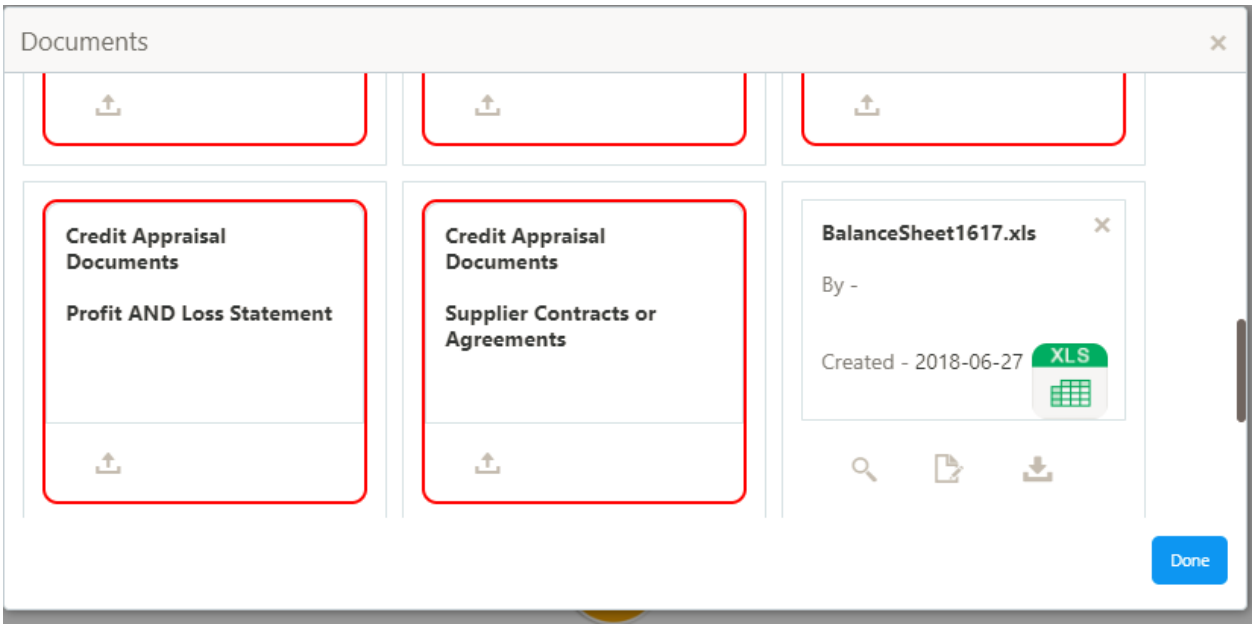
After providing required data, you will be able to perform one of the below actions –

a) **Submit –** On Submit, the checklists applicable for the stage will be defaulted based on the application category. On Verifying all the checklist and on selection of the Outcome of the task the task will be submitted and the collateral release will be handed off to the backoffice.
b) **Save & Close** – On click of Save & Close, the details of the captured will be saved.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
c) **Hold** – On Click of Hold the task status will be suspended and the task will be available in the Hold queue.
    a. If mandatory fields have not been captured, system will display error until the mandatory fields have been captured.
d) **Cancel** – On Click the system will ask for confirmation and on confirming the task will be closed without saving the data.

3. Document Upload and Checklist

3.1 Document Upload

Documents to be uploaded and the checklist of verified for each stage of the process can be maintained. Click on the Documents button to view /upload the documents that has to be uploaded for the stage or to view/ upload the documents which are uploaded for the task.

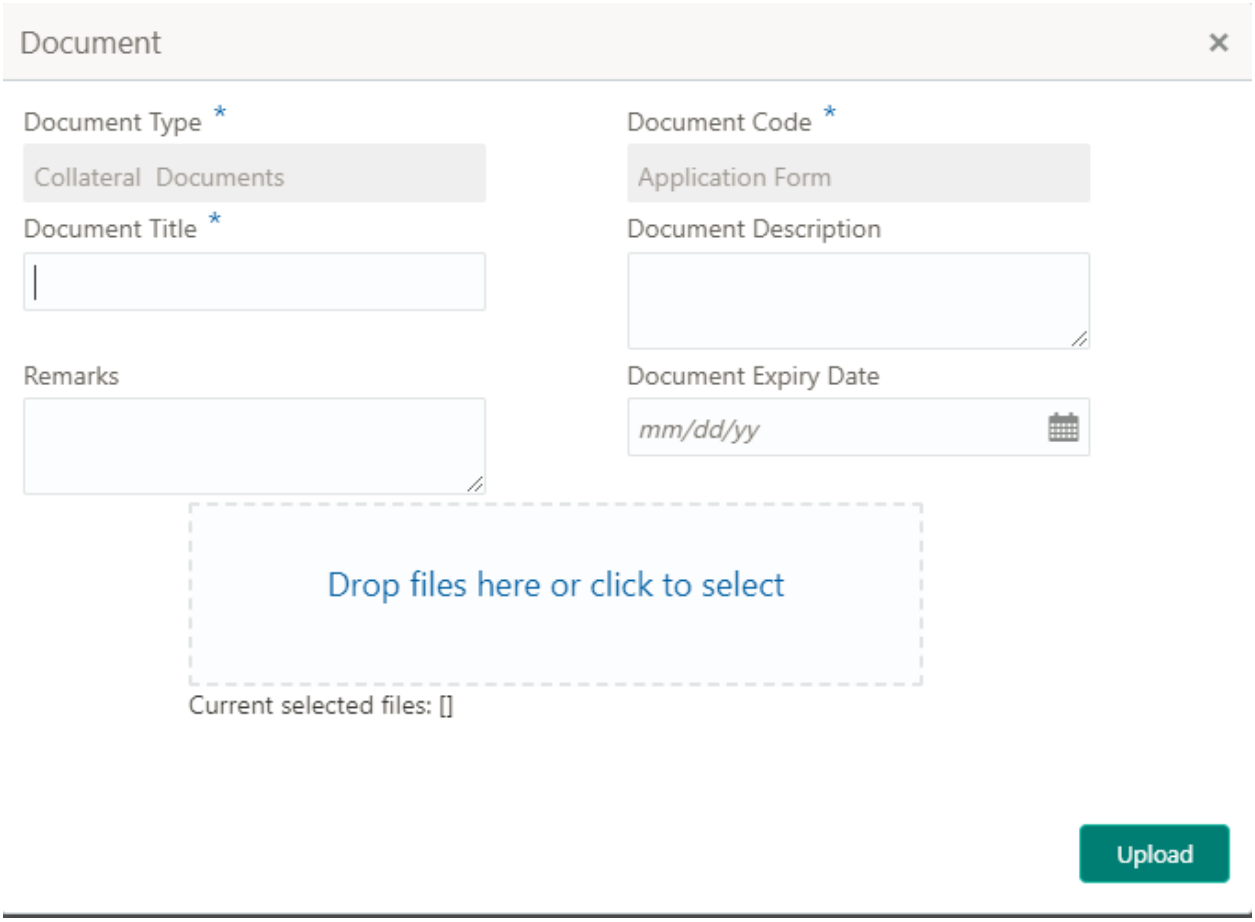


Action Buttons

After providing required data, you will be able to perform one of the below actions –

a) **Upload –** On click of Upload, the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be uploaded. This button will be visible only for the documents which are not yet uploaded.
b) **View** – On click of View button the document will be either downloaded or opened based on the browser capability. This button will be visible only for the documents which are already uploaded.
c) **Edit** – On Click of Edit the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be re-uploaded. This button will be visible only for the documents which are already uploaded.
d) **Download** – On Click of Download the document will be downloaded. This button will be visible only for the documents which are already uploaded.
e) **Delete** – This button will be visible only for the documents which are already uploaded. Click on the X button to delete the uploaded document.

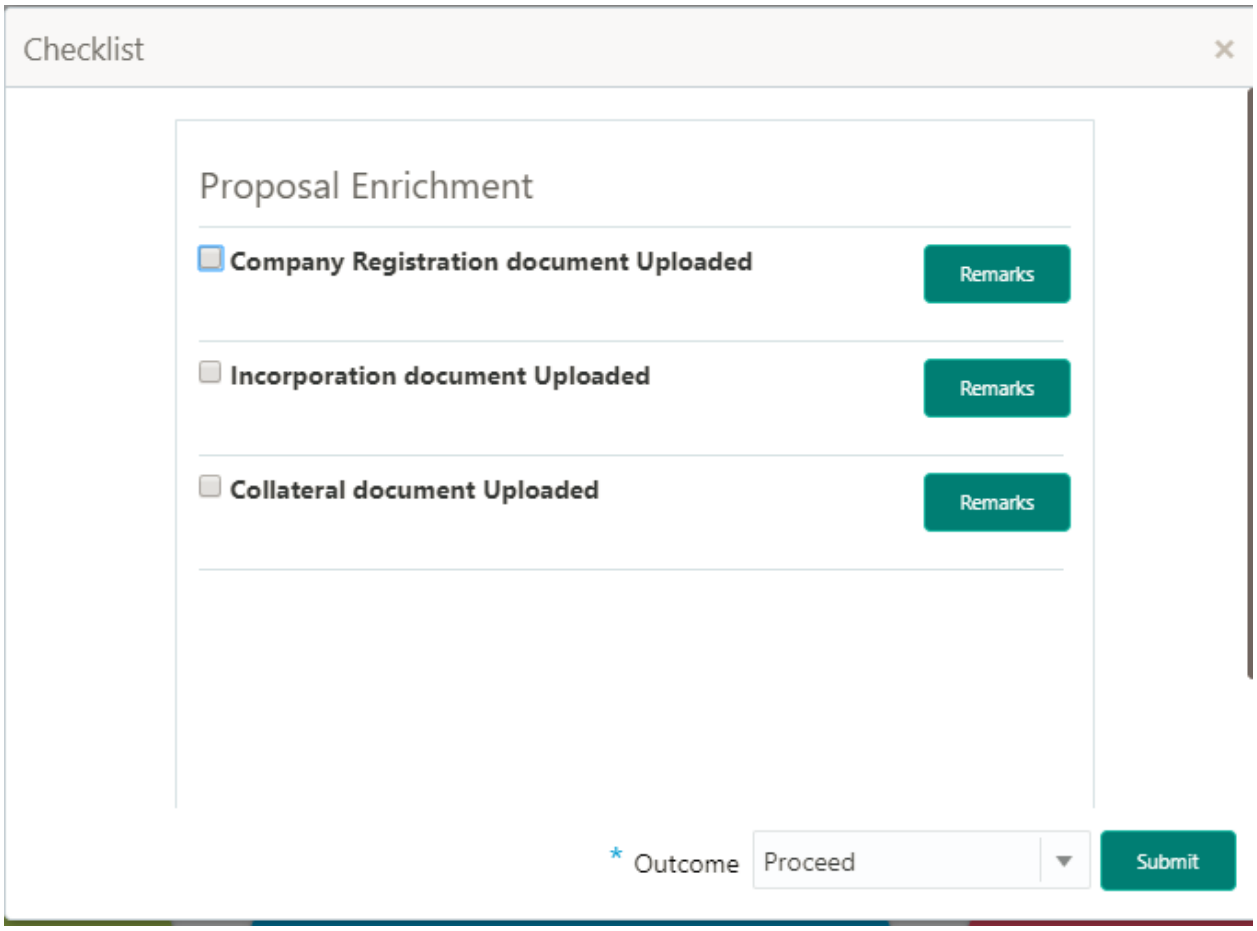
User can click on the upload button to upload the documents



Field Name	Description	Attribute Type	Object Type	Size	Mandatory/Optional	Field Validation
Document Type	System displays the document type	Display	Free Text		NA	
Document Code	System displays the document Code	Display	Free Text		NA	
Document Title	Specify the Document Title	Input	Free Text	30	Mandatory	
Document Description	Specify the short description of the document	Input	Free Text	150		
Remarks	Specify the remarks if any	Input	Free Text	150		
Document Expiry	Specify the Document Expiry Date	Input	Date			
Document Upload	Drag and Drop or click to select the file to be uploaded	Input	Document Upload			

3.2 Checklist

On click of the submit button the checklist for the stage of the process will be displayed. User can confirm each of the check list by clicking on the checkbox and can capture the remarks by clicking on the remarks button.



Field Name	Description	At-trib-ute Type	Ob-ject Type	Siz e	Mandato-ry/Optional	Field Validation
Checklist Descrip-tion	System displays the checklists maintained for the stage	Dis-play	Free Text		Mandatory	Verify the entire checklist before clicking the submit button.
Remarks	Specify the re-marks	Input	But-ton/Te xt		NA	

4. Reference and Feedback

4.1 References

For more information on any related features, you can refer to the following documents:

- Oracle Banking Getting Started User Guide
- Security Management System User Guide
- Common Core User Guide
- Process Maintenance Worklist User Guide
- Oracle Banking Credit Facilities Process Management Installation Guides

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

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