

Group Concentration Extension User Guide

Oracle Banking Credit Facilities Process Management

Release 14.5.3.0.0

Part No. F50963-01

November 2021

Oracle Banking Credit Facilities Process Management User Guide
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Chapter 1 - Introduction

Preface

About this guide




This guide walks you through all the stages in Group Concentration Extension Process for increasing the validity of group concentration limit set for the group entity.

Intended Audience

This document is intended for the banking personnel responsible for setting validity for the group concentration limit.

Conventions Used





The following table lists the conventions that are used in this document:

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicates <ul style="list-style-type: none">• Field name• Drop down options• Other UX labels
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

Chapter 1 - Introduction

Common Icons in OBCFPM

The following table describes the icons that are commonly used in OBCFPM:

Icons	Icon Name
	Add icon
	Calendar icon
	Configuration / settings icon
	Delete icon
	Edit icon

Chapter 3 - Overview

Overview

The validity of liability set for the group entity during Group Concentration Limit Process is determined based on the performance of the group entity. As the group entity's performance improve over the period of time, the banks can increase the validity of set limit.

The Group Concentration Extension Process in OBCFPM is a simple process specifically designed with the following stages to extend the expiry of group concentration limit:

- Initiation
- Enrichment
- Review and Recommendation
- Approval
- Documentation
- Handoff
- Handoff - Manual Retry (applicable in case of Handoff failure)

Chapter 3 - Initiation

Extension Initiation

In this stage, the user can initiate the Group Concentration Extension Process for the requested group entity.

To initiate Group Concentration Extension Process, perform the following steps:

Initiation Steps

1. Login to OBCFPM.
2. Navigate to **Credit Facilities > My Portfolio**. The *My Portfolio* page appears:

The screenshot displays the 'My Portfolio' interface. At the top, there is a search bar and a '+ New Proposal' button. Below this is a table with the following data:

Customer	Customer Id	Amount Sanctioned	Balance Available	Earmarked	Annual Review Date
PTY201514287	PTY201514287	\$0.00	\$0.00	NA	

Below the table, there are several summary cards and sections:

- Entities:** 1 Entity. Sanctioned: \$0.00, Available: \$0.00.
- Financial Info:** No items to display.
- WIP Applications:** View all. Includes Facility Application, Collateral Application, and Policy Exception.
- Ratings:** No items to display.

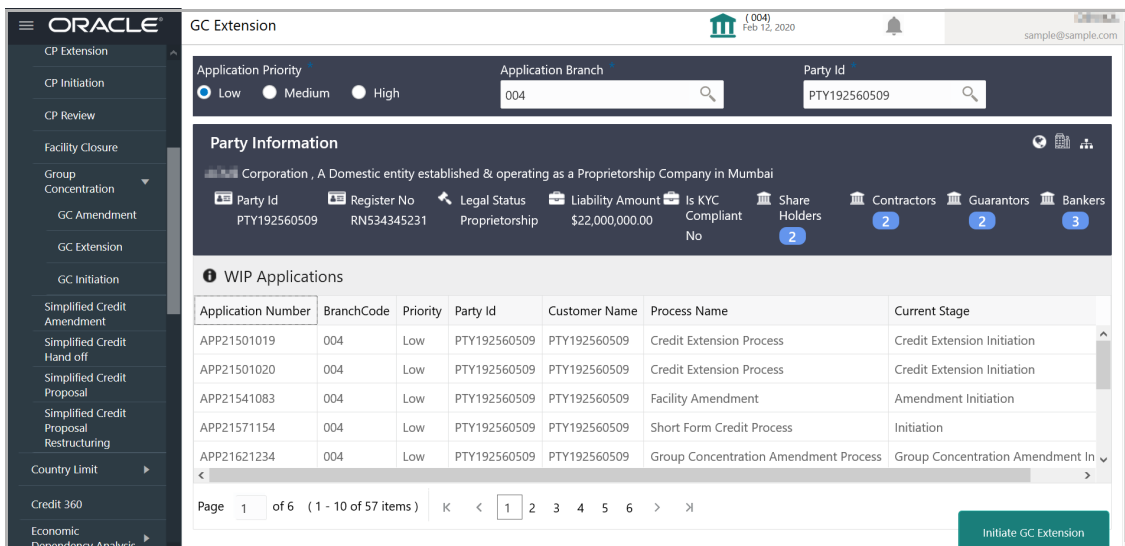
At the bottom, there is a row of buttons: Initiate Amendment, Initiate PSN, Initiate Closure, Initiate T&c Compliance, Initiate GC Amendment, Initiate GC Extension, Initiate Facility Review, and Initiate SF Credit Process.

3. Click and expand the required customer.
4. Click **Initiate GC Extension**. The *Initiation* page appears.

Or

5. Navigate to **Credit Facilities > Corporate > Group Concentration > GC Extension**. The *Initiation* page appears.

Chapter 3 - Initiation



6. Select the GC Extension **Application Priority**. The options available are: Low, Medium, and High.

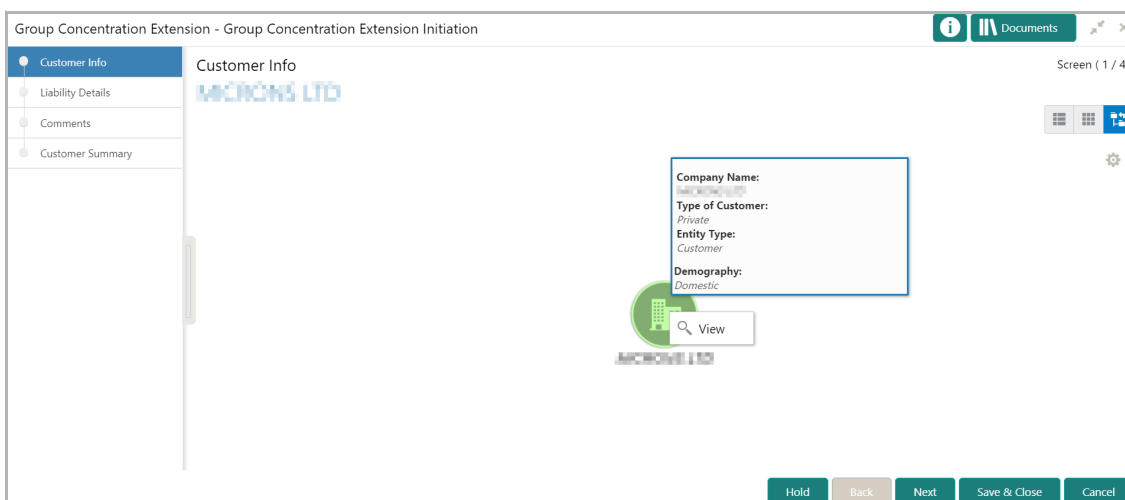
7. Select the **Application Branch**. Bank branches maintained in the system are displayed in LOV.

8. Search and select the required **Party Id** for which GC Extension process has to be initiated. The system displays all the WIP Applications for the selected party and enables the **Initiate GC Extension** button.

9. Click the **Initiate GC Extension** button. The *Initiation - Customer Info* page appears.

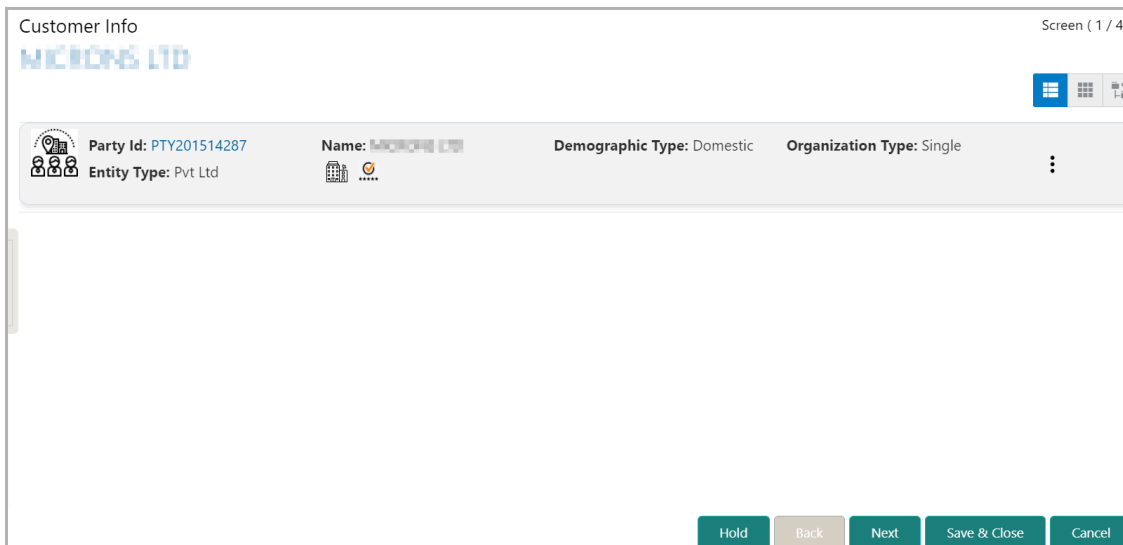
Customer Info

This data segments allows you to view all the information about the group entity added in Group Concentration Limit process.

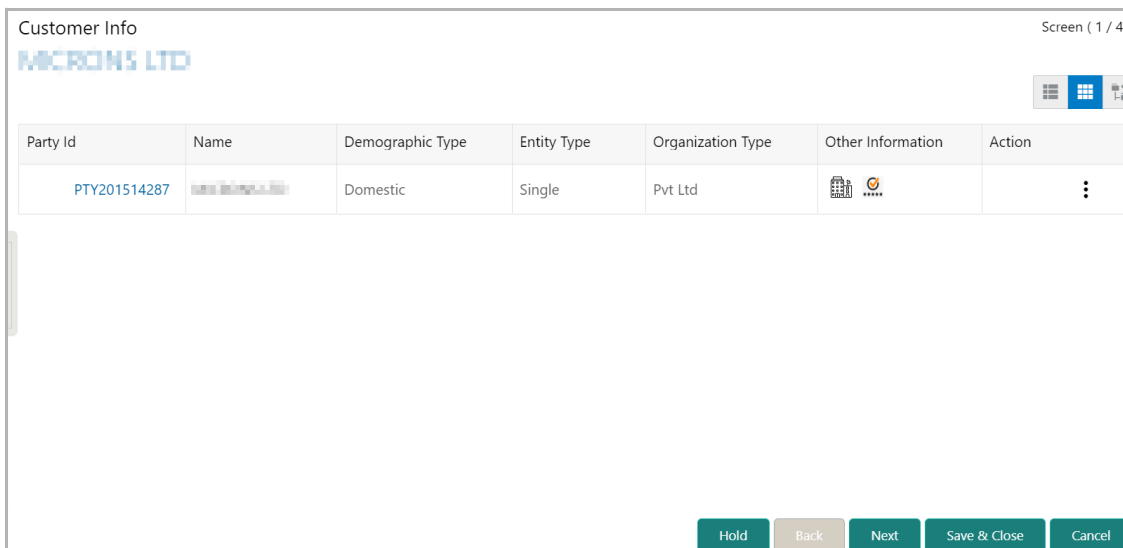


Chapter 3 - Initiation

10. Mouse hover on the customer icon to view basic information about the group entity.
11. To view the detailed information about the group entity, right click on the customer icon and select **View**.
12. To change the layout of *Customer Info* page to list view, click the **List View** icon.



13. To change the layout of *Customer Info* page to table view, click the **Table View** icon.



14. To view the entity details in Table View and List View, click the Party Id in corresponding record.
15. To go to the *Liability Details* page, click **Next**.

Chapter 3 - Initiation

Liability Details

This data segment lists all the liabilities of group entity added in Group Concentration Limit process. You can capture the liability expiry date requested by the selected group entity in this data segment.

The screenshot shows the 'Liability Details' window for 'MICRONS LTD'. At the top right, it says 'Screen (2 / 4)'. Below the company name, there is a 'Filter' button and a text box labeled 'Type to filter'. A summary card displays the following information: Party Id: PTY201514287, Name: MICRONS LTD, Liability Number: 005884, and Liability Expiry Date: 20-12-31. An 'Edit' button is visible on the right side of the card. At the bottom of the window, there are five buttons: Hold, Back, Next, Save & Close, and Cancel.

16. To filter the required liability, click the **Filter** icon and specify the filter parameters or directly type the liability detail in **Type to filter** text box.

17. To modify the liability details, click the Hamburger icon in corresponding record and select **Edit**. The *Liability Details* window appears:

The screenshot shows the 'Liability Details' window with expanded sections. The 'Existing Details' section contains a table with the following data:

Existing Amount	Outstanding Amount	Liability Expiry Date
\$22,000,000.00	\$15,757,000.00	Dec 30, 2020

The 'Dates' section has two date pickers: 'Next Review Date *' set to 'Dec 30, 2020' and 'Requested Expiry Date *' set to 'Mar 2, 2021'. The 'Additional Fields' section shows 'No Additional fields configured!'. At the bottom right, there are 'Save' and 'Cancel' buttons.

In the *Liability Details* window, the **Existing Details** section displays the following details:

- Existing Amount
- Outstanding Amount
- Liability Expiry Date

Chapter 3 - Initiation

Dates

18. Click the Calendar icon and select the **Next Review Date**. Review task for the Group Concentration Extension application will be created on the selected date.
19. Click the Calendar icon and select the **Requested Expiry date** (expiry date requested by the entity).



In Enrichment stage, **Proposed Expiry Date** field appears in the Liability Details window. Select the **Proposed Expiry Date** to propose an expiry for the liability.

20. Click **Save**. The *Liability Details* page is updated with the modified details.
21. To change the layout of *Liability Details* page to table view, click the **Table View** icon.
22. To change the layout of *Liability Details* page to tree view, click the **Tree View** icon.
23. To go to the *Comments* page, click **Next**.

Comments

You can post overall comments about the Extension Initiation stage in this data segment. Providing comments for a stage allows the other users to easily identify the actions performed in that stage.

24. Type the necessary comments in the text box and click **Post**. Comments are added below the text box.
25. To go to the Summary page, click **Next**.

Chapter 3 - Initiation

Summary

This data segment is the graphical representation of customer information such as Liability Summary, Facility Summary, Collateral Summary, Other Bank Facilities, Covenants, Terms & Conditions, Financial Profile, Projections, Upcoming Events, Group Entities, Scores, Groupwise Exposure Details, Connected Parties, and Ratings.

Chapter 3 - Initiation

Group Concentration Extension - Group Concentration Extension Initiation
Documents

- Customer Info
- Liability Details
- Comments
- Customer Summary

Customer Summary

Customer Information

A Domestic entity established & operating as a Pvt Ltd Company in

Customer ID	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY201514287		Pvt Ltd	\$22,000,000.00	No	0	0	0	0

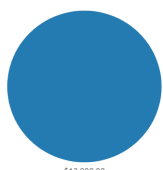
Liability summary

Filter

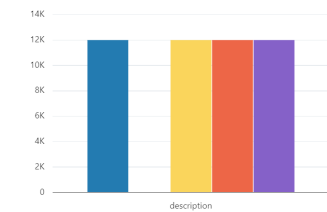
Party id: PTY201514287
Name: MICROBANK LTD
Liability Number: 005884
Liability Expiry Date: 20-12-30

Facility Summary

Liability Sanctioned Amount \$22,000,000.00	Liability Utilized Amount \$15,757,000.00	Liability OverUtilized Amount \$0.00
---	---	--



\$12,000.00



description

Collateral summary

\$0.00

Total collateral value

0%

Customer LTV

No data to display

Ratings

No items to display.

Covenants

0 Total Covenants

0 Entry Wise	0 Facility Wise	0 Financial	0 Non Financial
-----------------	--------------------	----------------	--------------------

Newly Added

0 Financial	0 Non Financial
----------------	--------------------

Met

0 Financial	0 Non Financial
----------------	--------------------

Breached

0 Financial	0 Non Financial
----------------	--------------------

Terms & conditions

0 Total Terms and Conditions

0 Entry	0 Facility	0 Pre Disbursement	0 Post Disbursement
------------	---------------	-----------------------	------------------------

Newly added

0 Pre disbursement	0 Post disbursement
-----------------------	------------------------

Met

0 Pre disbursement	0 Post disbursement
-----------------------	------------------------

Breached

0 Pre disbursement	0 Post disbursement
-----------------------	------------------------

Financial Profile View all

Show results for Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections View all

Show results for Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events View all

< September 2020 > 21-September-2020

WK	S	M	T	W	T	F	S
35		1	2	3	4	5	
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

Hold Back Next Save & Close Submit Cancel

Chapter 3 - Initiation

In the **Liability Summary** widget, you can perform the following actions:

- Filter the liabilities using the Filter icon or Type to filter text box
- Click the Party Id to view the party details
- Use the Table View, List View, and Tree View icons to change the layout of Liability Summary widget



For information on actions that can be performed in the other widgets in this *Summary* page, refer Credit 360 User Manual.

26. To hold the Extension Initiation task, click **Hold**.
27. To go back to the previous page, click **Back**.
28. To save and exit the window, click **Save & Close**.
29. To submit the Extension Initiation task, click **Submit**.
30. To cancel the operation, click **Cancel**.

Chapter 3 - Initiation

Upon clicking **Submit**, the *Policy Exception* window appears:

The screenshot displays a 'Policy exceptions' window with a progress indicator at the top showing step 1 of 1. Below the title bar, there are two tabs: 'Policy exceptions' (selected) and 'Checklist'. A dropdown menu is set to 'All'. A summary bar at the top shows three categories: 'Total' (00), 'Met' (00), and 'Breached' (00). The main content area is a grid of 10 criteria cards, each with a status indicator and a breakdown of counts for various states: INITIATED, NOT INITIATED, APPROVED, REJECTED, and DEFERRED.

Criteria	Total	Met	Breached	Initiated	Not Initiated	Approved	Rejected	Deferred
Minimum eligibility criteria	00	00	00	00	00	00	00	00
Products	00	00	00	00	00	00	00	00
Pricing	00	00	00	00	00	00	00	00
Unsecured lending	00	00	00	00	00	00	00	00
Document	00	00	00	00	00	00	00	00
Collateral	00	00	00	00	00	00	00	00
Covenants	00	00	00	00	00	00	00	00
Terms & Conditions	00	00	00	00	00	00	00	00

By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

31. Click the **Checklist** data segment.

Chapter 3 - Initiation

The screenshot shows a web application window with a progress bar at the top. The progress bar has two steps: 'Policy exceptions' (indicated by a white circle) and 'Checklist' (indicated by a blue circle with the number 2). Below the progress bar, there is a text box containing the text 'No items to display.' At the bottom right of the window, there is a dropdown menu labeled '* Outcome' with 'Proceed' selected, and a green 'Submit' button.

32. Select the **Outcome** as 'Proceed' and click **Submit**. The extension application is moved to the 'Enrichment' stage.

Chapter 3 - Enrichment

Extension Enrichment

In this stage, the user can propose an expiry date for the liability of group entity based on the customer request, product feature, or due to lack of information to complete the group concentration (GC) review.

Refer **Initiation** chapter for field level explanation on Extension Enrichment stage.

Upon submitting the enriched extension application, the application is moved to the 'Review and Recommendation' stage.

Chapter 3 - Review and Recommendation

Extension Review and Recommendation

In this stage, the user can review the requested and proposed expiry dates and specify the approved expiry date for the liability based on customer request, product feature or due to lack of information to complete the group concentration (GC) review.



In this chapter, only the steps to review and recommend are provided. For more field level explanation, refer the Initiation chapter.

Review and Recommendation Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks** from the left navigation menu. The *Free Tasks* page appears:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Da
Acquire & Edit	Low	Group Concentration A...	APP202477498	APP202477498	Group Concentration Amend...	20-09-03
Acquire & Edit	Low	Group Concentration Li...	APP202477489	APP202477489	Group Concentration Docum...	20-09-03
Acquire & Edit		Collateral Perfection	APP202457469	APP202457469	Initiation	
Acquire & Edit		Collateral Review	APP202457468	APP202457468	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457467	APP202457467	Initiation	
Acquire & Edit		Collateral Review	APP202457466	APP202457466	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457465	APP202457465	Initiation	
Acquire & Edit		Facility Amendment	APP202457463	APP202457463	Amendment Enrichment	
Acquire & Edit	Medium	Credit Origination	APP202457458	APP202457458	Proposal Initiation	20-09-01
Acquire & Edit	High	Short Form Credit Proce...	APP202447442	APP202447442	Initiation	20-08-31
Acquire & Edit	High	Short Form Credit Proce...	APP202447441	APP202447441	Initiation	20-08-31
Acquire & Edit	Medium	Short Form Credit Proce...	APP202447440	APP202447440	Initiation	20-08-31
Acquire & Edit		Collateral Review	APP202417410	APP202417410	DataEnrichment	
Acquire & Edit		Collateral Review	APP202407400	APP202407400	DataEnrichment	

2. **Acquire & Edit** the required 'Review and Recommendation' task. The *Review and Recommendation - Summary* page appears:

Chapter 3 - Review and Recommendation

Group Concentration Extension Process - GC Review and Recommendation
Pipeline Analysis
Documents

- Customer Summary
- Liability Details
- Comments

Customer Summary

MICRONS LTD

Customer Information

A Domestic entity established & operating as a Pvt.Ltd Company in

Customer ID	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY201514287		Pvt Ltd	\$22,000,000.00	No	0	0	0	0

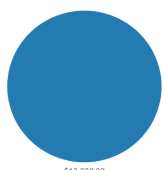
Liability summary

Filter

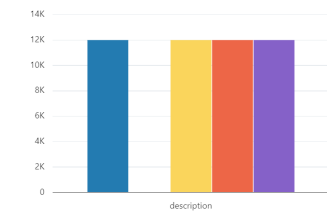
Party id: PTY201514287
Name: MICRONS LTD
Liability Number: 005884
Liability Expiry Date: 20-12-30

Facility Summary

Liability Sanctioned Amount	Liability Utilized Amount	Liability OverUtilized Amount
\$22,000,000.00	\$15,757,000.00	\$0.00



\$12,000.00



Sanctioned
Requested
Proposed
Approved

Collateral summary

\$0.00

Total collateral value

No data to display

0%

Customer LTV

★ Ratings

No items to display.

Covenants

0

Total Covenants

0	0	0	0
Entity Wise	Facility Wise	Financial	Non Financial

0 Newly Added

0	0
Financial	Non Financial

0 Met

0	0
Financial	Non Financial

0 Breached

0	0
Financial	Non Financial

Terms & conditions

0

Total Terms and Conditions

0	0	0	0
Entity	Facility	Pre Disbursement	Post Disbursement

0 Newly added

0	0
Pre disbursement	Post disbursement

0 Met

0	0
Pre disbursement	Post disbursement

0 Breached

0	0
Pre disbursement	Post disbursement

Financial Profile View all

Show results for Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections View all

Show results for Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events View all

September 2020 21-September-2020

WK	S	M	T	W	T	F	S
35		1	2	3	4	5	
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

Hold
Back
Next
Save & Close
Submit
Cancel

Chapter 3 - Review and Recommendation

3. View the **Customer Summary** and click **Next**. The *Liability Details* page appears:

Liability Details Screen (2 / 3)

MICRONS LTD

Filter

Party Id: PTY201514287 Name: MICRONS LTD Liability Number: 005884 Liability Expiry Date: 20-12-2020

Hold Back Next Save & Close Cancel

4. To review and recommend the expiry date, click the Hamburger icon in the corresponding record and select **Edit**. The *Liability Details* window appears:

Liability Details

Existing Details

Existing Amount	Outstanding Amount	Liability Expiry Date
\$22,000,000.00	\$15,757,000.00	Dec 30, 2020

Dates

Next Review Date *	Requested Expiry Date *	Proposed Expiry Date *	Approved Expiry Date *
Dec 30, 2020	Mar 2, 2021	Mar 2, 2021	Mar 2, 2021

Additional Fields

No Additional fields configured!

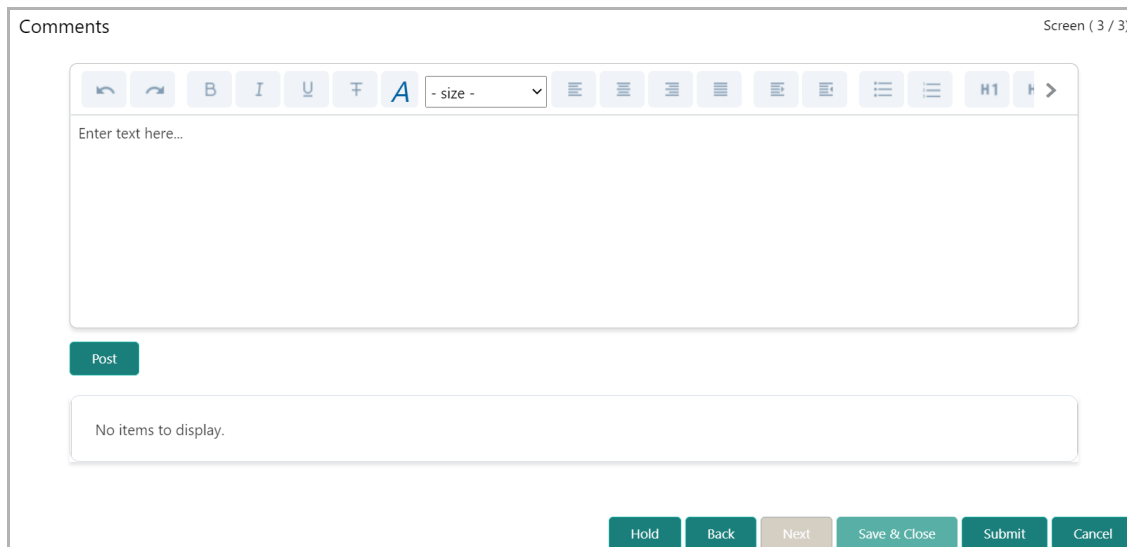
Save Cancel

In the **Dates** section:

5. Search and select the **Approved Expiry Date**.
6. Click **Save**.

Chapter 3 - Review and Recommendation

7. To go to the next page, click **Next**. The *Comments* page appears:

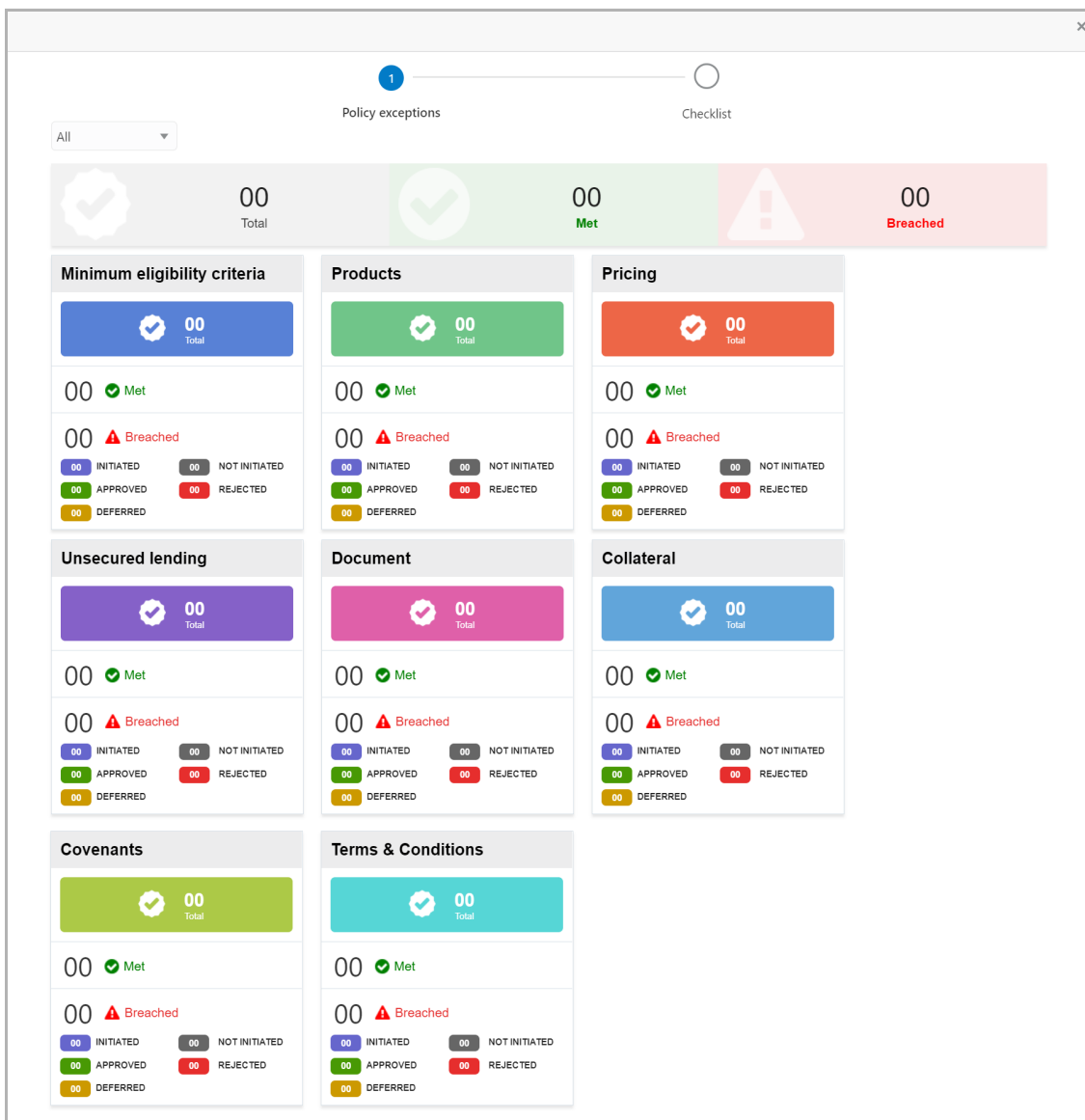


The screenshot shows a web interface titled "Comments" in the top left corner and "Screen (3 / 3)" in the top right corner. Below the title is a rich text editor toolbar with icons for undo, redo, bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), font size (dropdown), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and H1. Below the toolbar is a large text input area with the placeholder text "Enter text here...". Underneath the text area is a green "Post" button. Below the "Post" button is a rectangular area containing the text "No items to display.". At the bottom of the interface is a row of navigation buttons: "Hold", "Back", "Next", "Save & Close", "Submit", and "Cancel".

8. Type the necessary comments in the text box and click **Post**. Comments are added below the text box.

9. Click **Submit**. The *Policy Exception* window appears:

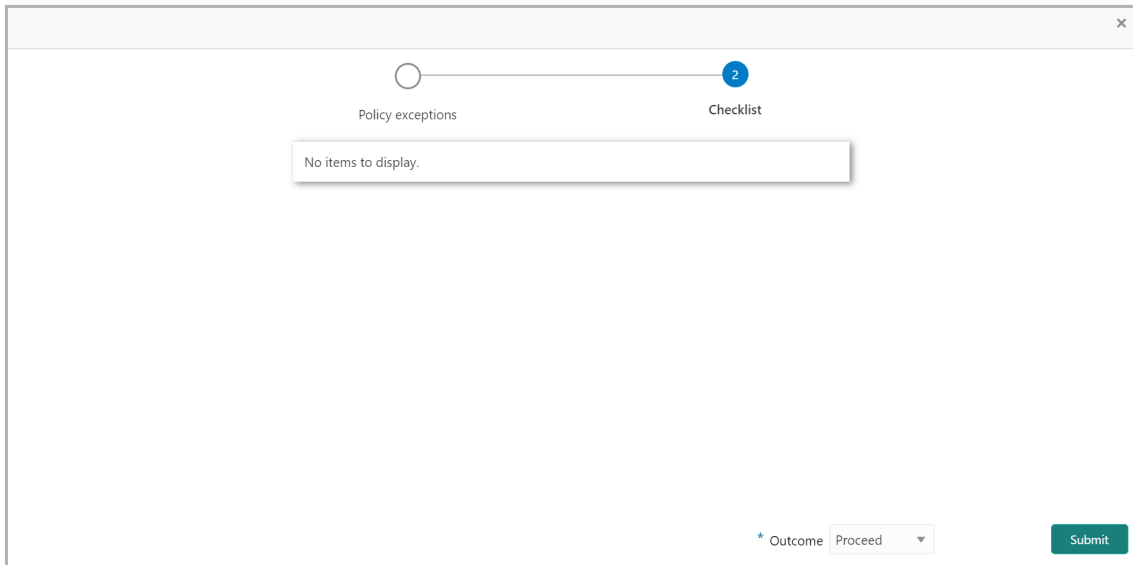
Chapter 3 - Review and Recommendation



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

10. Click the **Checklist** data segment.

Chapter 3 - Review and Recommendation



11. Select the required **Outcome**. The options available are **Proceed**, **Send Back** and **Reject**.

If the **Outcome** is selected as 'Proceed', the extension application is moved to the Approval stage.

If the **Outcome** is selected as 'Send Back', the extension application is moved back to the Enrichment stage. The user who enriched the Group Concentration Extension application must modify the necessary detail and re-submit the application to Review and Recommendation stage.

If the **Outcome** is selected as 'Reject', the extension application is rejected.

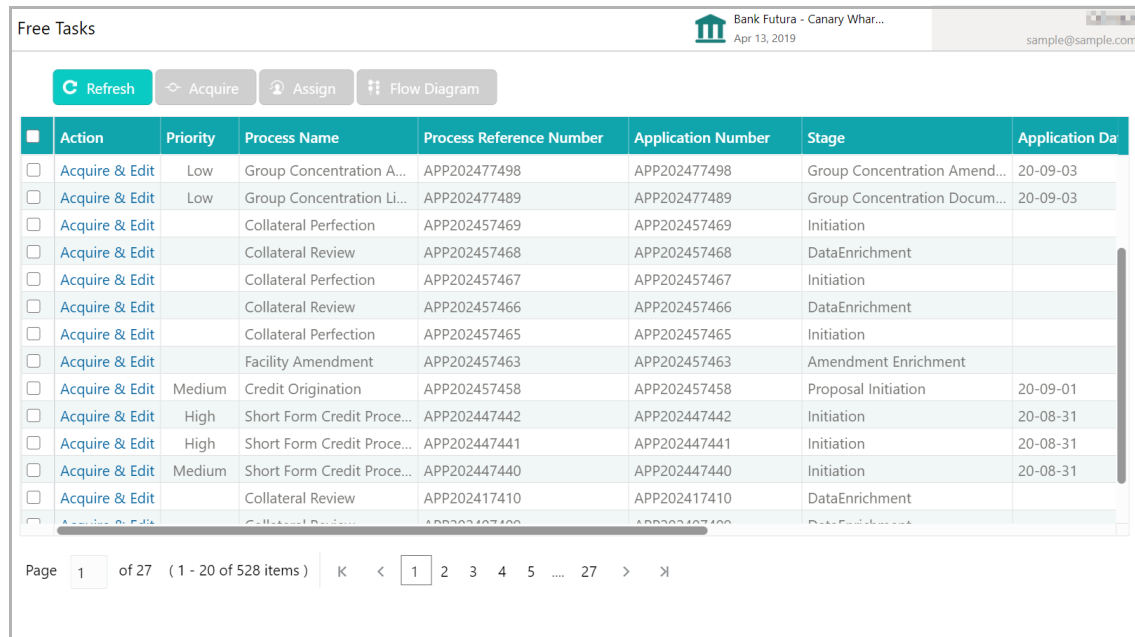
Chapter 3 - Approval

Extension Approval

In this stage, the Approver can view requested, proposed and approved expiry dates for the group concentration limit and take necessary actions such as Approve or Reject the extension application.

Approval Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks** from the left navigation menu. The **Free Tasks** page appears:



Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Da
Acquire & Edit	Low	Group Concentration A...	APP202477498	APP202477498	Group Concentration Amend...	20-09-03
Acquire & Edit	Low	Group Concentration Li...	APP202477489	APP202477489	Group Concentration Docum...	20-09-03
Acquire & Edit		Collateral Perfection	APP202457469	APP202457469	Initiation	
Acquire & Edit		Collateral Review	APP202457468	APP202457468	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457467	APP202457467	Initiation	
Acquire & Edit		Collateral Review	APP202457466	APP202457466	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457465	APP202457465	Initiation	
Acquire & Edit		Facility Amendment	APP202457463	APP202457463	Amendment Enrichment	
Acquire & Edit	Medium	Credit Origination	APP202457458	APP202457458	Proposal Initiation	20-09-01
Acquire & Edit	High	Short Form Credit Proce...	APP202447442	APP202447442	Initiation	20-08-31
Acquire & Edit	High	Short Form Credit Proce...	APP202447441	APP202447441	Initiation	20-08-31
Acquire & Edit	Medium	Short Form Credit Proce...	APP202447440	APP202447440	Initiation	20-08-31
Acquire & Edit		Collateral Review	APP202417410	APP202417410	DataEnrichment	
Acquire & Edit		Collateral Review	APP202407400	APP202407400	DataEnrichment	

2. **Acquire & Edit** the required 'Approval' task.

Chapter 3 - Approval

Group Concentration Extension Process - Group Concentration Proposal Approval
Documents

- Customer Summary
- Liability Details
- Comments

Customer Summary

MICROWIS LTD

Customer Information

A Domestic entity established & operating as a Pvt.Ltd Company in

Customer ID	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY201514287		Pvt Ltd	\$22,000,000.00	No	0	0	0	0

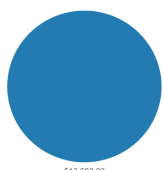
Liability summary

Filter

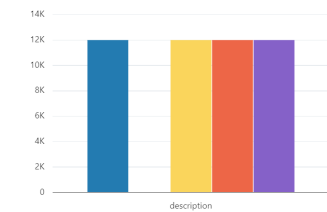
Party id: PTY201514287
Name: MICROWIS LTD
Liability Number: 005884
Liability Expiry Date: 20-12-30

Facility Summary

Liability Sanctioned Amount	Liability Utilized Amount	Liability OverUtilized Amount
\$22,000,000.00	\$15,757,000.00	\$0.00



\$12,000.00



description

Collateral summary

\$0.00

Total collateral value

No data to display

0%

Customer LTV

★ Ratings

No items to display.

Covenants

0

Total Covenants

0	0	0	0
Entry Wise	Facility Wise	Financial	Non Financial

Newly Added

0	0
Financial	Non Financial

Met

0	0
Financial	Non Financial

Breached

0	0
Financial	Non Financial

Terms & conditions

0

Total Terms and Conditions

0	0	0	0
Entry	Facility	Pre Disbursement	Post Disbursement

Newly added

0	0
Pre disbursement	Post disbursement

Met

0	0
Pre disbursement	Post disbursement

Breached

0	0
Pre disbursement	Post disbursement

Financial Profile View all

Show results for Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections View all

Show results for Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events View all

< September 2020 > 21-September-2020

WK	S	M	T	W	T	F	S
35		1	2	3	4	5	
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

Hold
Back
Next
Save & Close
Submit
Cancel

Chapter 3 - Approval



For information on the actions that can be performed in the *Customer Summary* page, refer Credit 360 User Manual.

3. View the **Customer Summary** and click **Next**. The *Liability Details* page appears:

Liability Details Screen (2 / 3)

MICRONAS LTD

Filter

Party Id: PTY201514287 Name: MICRONAS LTD Liability Number: 005884 Liability Expiry Date: 20-12-31

Hold Back Next Save & Close Cancel

4. To filter the required liability, click the **Filter** icon and specify the filter parameters or directly type the liability detail in **Type to filter** text box.

5. To modify the liability expiry date, click the Hamburger icon in the corresponding record and select **Edit**. The *Liability Details* window appears:

Liability Details

Existing Details

Existing Amount	Outstanding Amount	Liability Expiry Date
\$22,000,000.00	\$15,757,000.00	Dec 30, 2020

Dates

Next Review Date * Requested Expiry Date * Proposed Expiry Date * Approved Expiry Date *

Dec 30, 2020 Mar 2, 2021 Mar 2, 2021 Mar 2, 2021

Additional Fields

No Additional fields configured!

Save Cancel

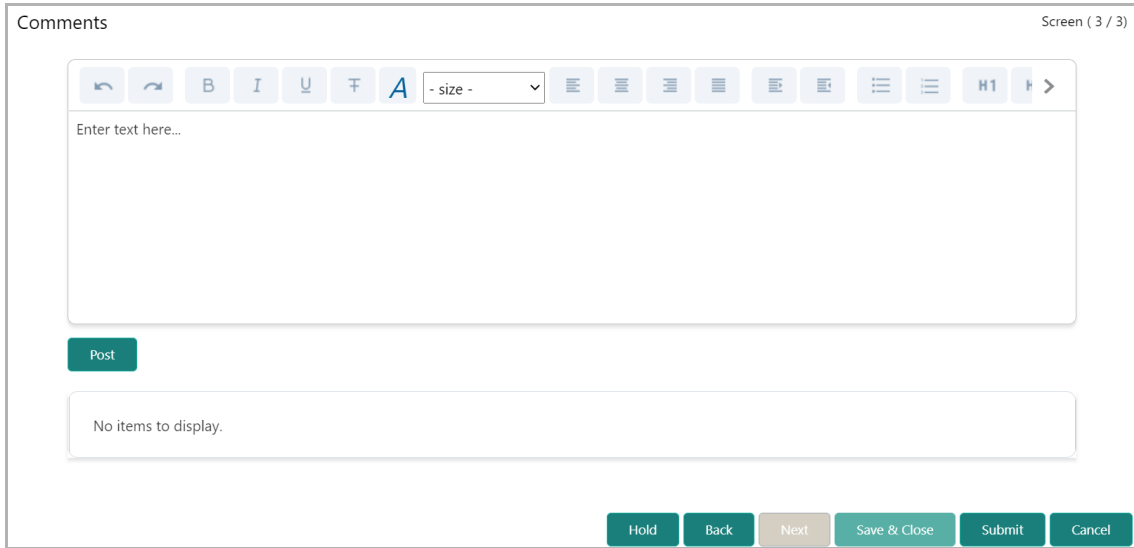
In the **Dates** section:

6. Modify the **Approved Expiry Date**.

7. Click **Save**. The approved liability details are displayed in the *Liability Details* page.

Chapter 3 - Approval

8. Click **Next** in the *Liability Details* page. The *Comments* page appears:

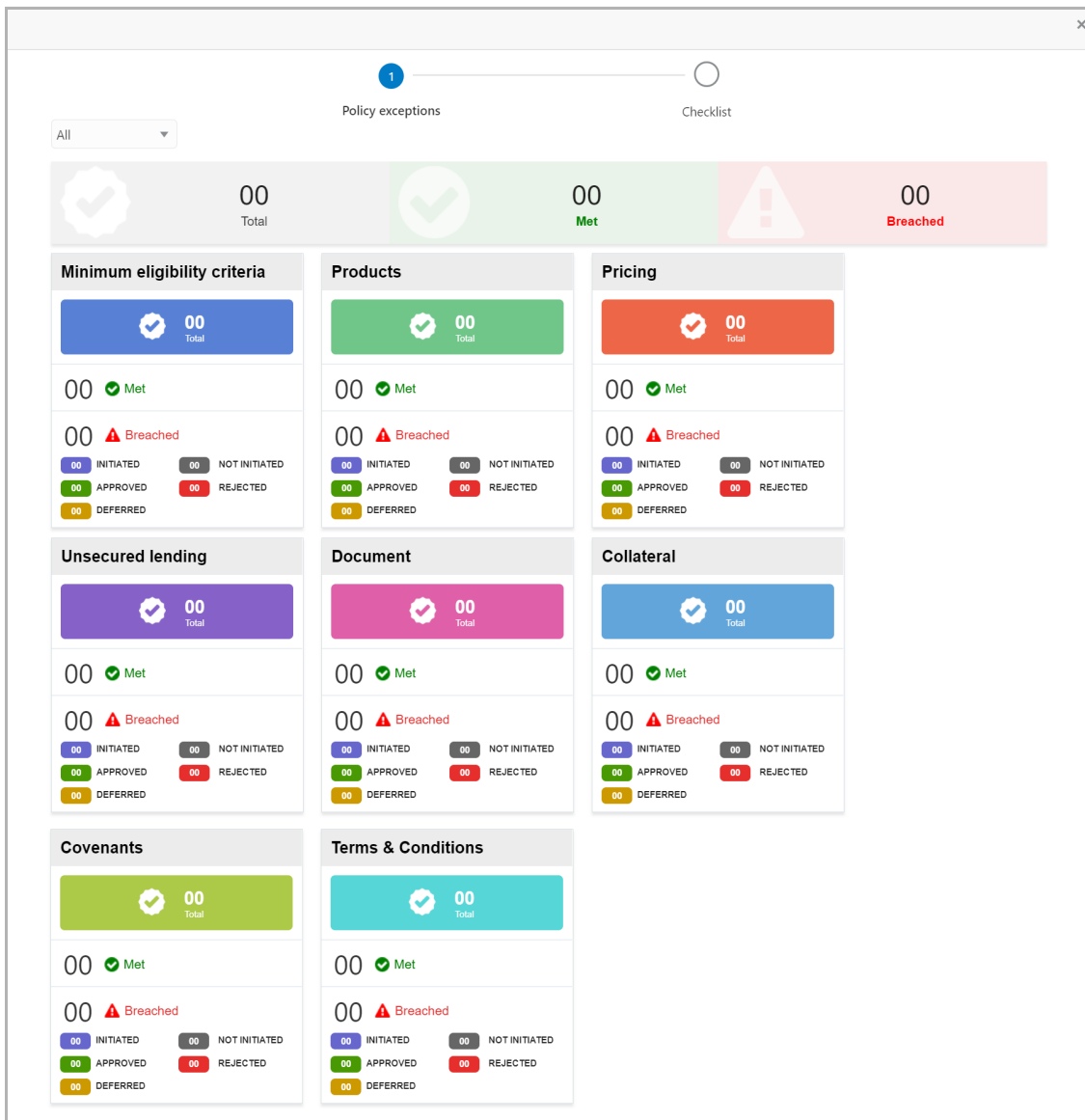


The screenshot shows a 'Comments' window titled 'Screen (3 / 3)'. At the top, there is a rich text editor toolbar with icons for undo, redo, bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), font size (dropdown), bulleted list, numbered list, decrease indent, increase indent, link, unlink, and H1. Below the toolbar is a large text input area with the placeholder text 'Enter text here...'. A green 'Post' button is located below the text area. Underneath the 'Post' button is a list container that currently displays 'No items to display.'. At the bottom of the window, there is a row of navigation buttons: 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

9. Type the necessary comments in the text box and click **Post**. Comments are added below the text box.

10. Click **Submit**. The *Policy Exception* window appears:

Chapter 3 - Approval



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

11. Click the **Checklist** data segment.

Chapter 3 - Approval

The screenshot shows a web interface for an approval process. At the top, there is a progress bar with two steps: 'Policy exceptions' (indicated by a white circle) and 'Checklist' (indicated by a blue circle with the number '2'). Below the progress bar, there is a message box that says 'No items to display.' At the bottom right, there is a dropdown menu labeled '* Outcome' with 'Proceed' selected, and a green 'Submit' button.

12. Select the required **Outcome**. The options available are **Approve** and **Reject**.
13. Click **Submit**.

If the **Outcome** is selected as 'Approve', the extension application will be moved to the 'Documentation' stage on clicking **Submit**.

If the **Outcome** is selected as 'Reject', the extension application will be rejected on clicking **Submit**.

Chapter 3 - Documentation

Extension Documentation

In this stage, the Group Concentration Extension document can be generated and downloaded.



In this chapter, only the procedure to generate and download the extension document is explained. For field level explanation, refer the Initiation chapter.

1. Navigate to **Tasks > Free Tasks** from the left Navigation menu. The *Free Task* page appears:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Da
Acquire & Edit	Low	Group Concentration A...	APP202477498	APP202477498	Group Concentration Amend...	20-09-03
Acquire & Edit	Low	Group Concentration Li...	APP202477489	APP202477489	Group Concentration Docum...	20-09-03
Acquire & Edit		Collateral Perfection	APP202457469	APP202457469	Initiation	
Acquire & Edit		Collateral Review	APP202457468	APP202457468	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457467	APP202457467	Initiation	
Acquire & Edit		Collateral Review	APP202457466	APP202457466	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457465	APP202457465	Initiation	
Acquire & Edit		Facility Amendment	APP202457463	APP202457463	Amendment Enrichment	
Acquire & Edit	Medium	Credit Origination	APP202457458	APP202457458	Proposal Initiation	20-09-01
Acquire & Edit	High	Short Form Credit Proce...	APP202447442	APP202447442	Initiation	20-08-31
Acquire & Edit	High	Short Form Credit Proce...	APP202447441	APP202447441	Initiation	20-08-31
Acquire & Edit	Medium	Short Form Credit Proce...	APP202447440	APP202447440	Initiation	20-08-31
Acquire & Edit		Collateral Review	APP202417410	APP202417410	DataEnrichment	
Acquire & Edit		Collateral Review	APP202407400	APP202407400	DataEnrichment	

2. **Acquire & Edit** the required documentation task. The *Group Concentration Documentation - Customer Summary* page appears:

Chapter 3 - Documentation

Group Concentration Extension Process - Group Concentration Documentation
Documents

- Customer Summary
- Liability Details
- Draft Generation
- Comments

Customer Summary

MICRONS LTD

Customer Information

A Domestic entity established & operating as a Pvt Ltd Company in

Customer ID: PTY201514287	Register No: Pvt Ltd	Legal Status: Pvt Ltd	Liability Amount: \$22,000,000.00	Is KYC Compliant: No	Share Holders: 0	Contractors: 0	Guarantors: 0	Bankers: 0
---------------------------	----------------------	-----------------------	-----------------------------------	----------------------	------------------	----------------	---------------	------------

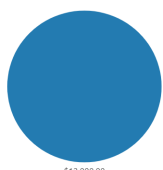
Liability summary

Filter

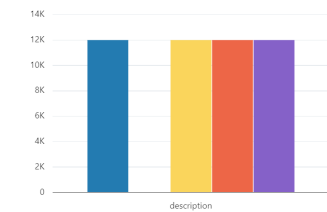
Party id: PTY201514287 Name: MICRONS LTD Liability Number: 005884 Liability Expiry Date: 20-12-30

Facility Summary

Liability Sanctioned Amount \$22,000,000.00	Liability Utilized Amount \$15,757,000.00	Liability OverUtilized Amount \$0.00
---	---	--



\$12,000.00



Sanctioned
Requested
Proposed
Approved

Collateral summary

\$0.00
Total collateral value

No data to display

0%
Customer LTV

★ Ratings

No items to display.

Covenants

Total Covenants: 0

Entity Wise: 0	Facility Wise: 0	Financial: 0	Non Financial: 0
----------------	------------------	--------------	------------------

Newly Added: 0 Financial, 0 Non Financial

Met: 0 Financial, 0 Non Financial

Breached: 0 Financial, 0 Non Financial

Terms & conditions

Total Terms and Conditions: 0

Entity: 0	Facility: 0	Pre Disbursement: 0	Post Disbursement: 0
-----------	-------------	---------------------	----------------------

Newly added: 0 Pre disbursement, 0 Post disbursement

Met: 0 Pre disbursement, 0 Post disbursement

Breached: 0 Pre disbursement, 0 Post disbursement

Financial Profile

Show results for: Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections

Show results for: Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Upcoming events

View all

< September 2020 > 21-September-2020

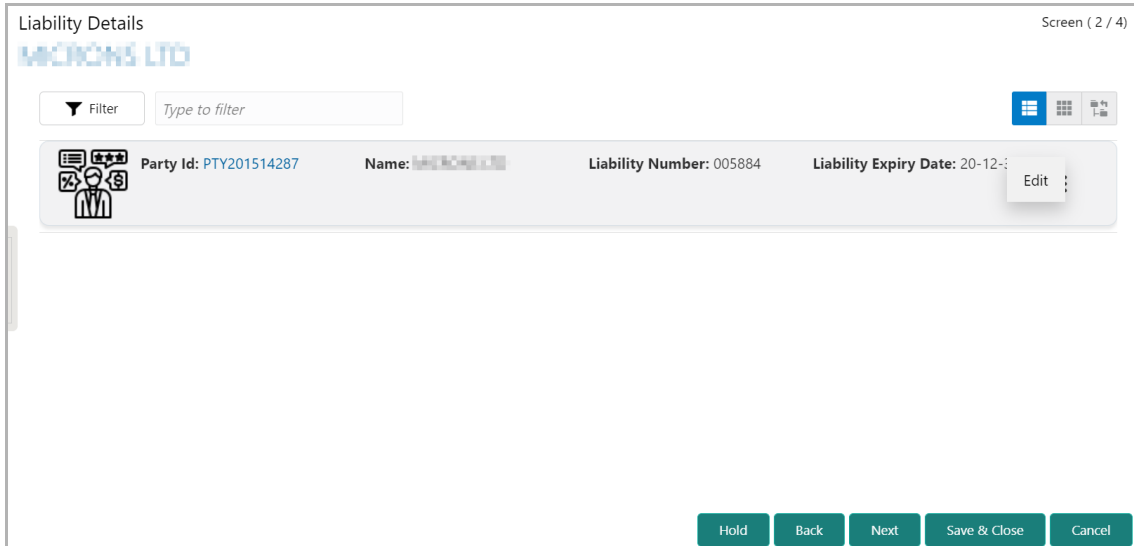
WK	S	M	T	W	T	F	S
35		1	2	3	4	5	
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30			

No items to display.

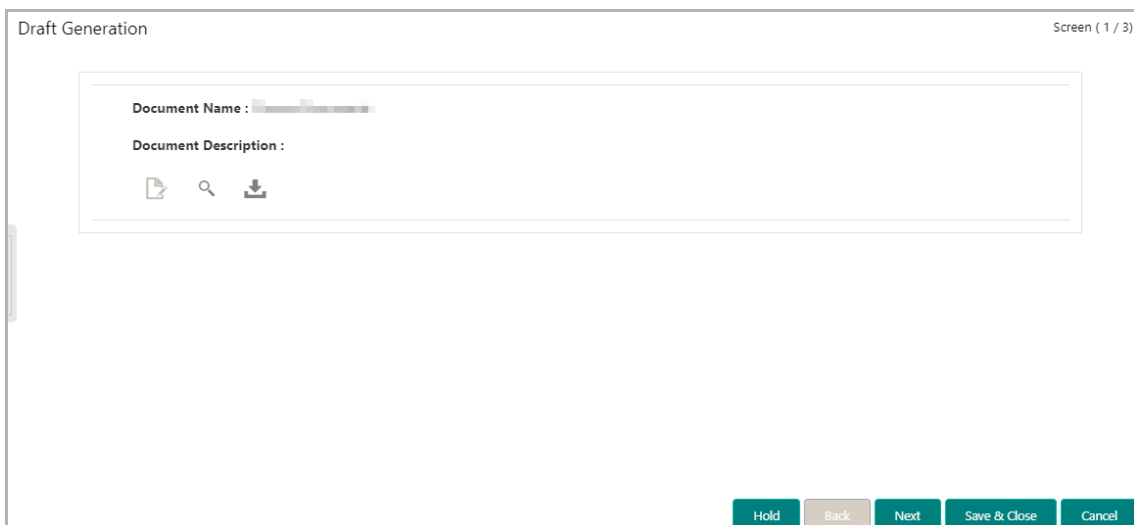
Hold Back Next Save & Close Submit Cancel

Chapter 3 - Documentation

3. View the **Customer Summary** and click **Next**. The *Liability Details* page appears.



4. To go to the next page, click **Next**. The *Draft Generation* page appears:



5. Click the Generate icon next to the search icon. Draft document will be generated.

6. Click the Download icon next to the search icon. Draft document will be downloaded.

Chapter 3 - Documentation

7. To go to the next page, click **Next**. The *Comments* page appears:

Comments Screen (3 / 3)

Enter text here...

Post

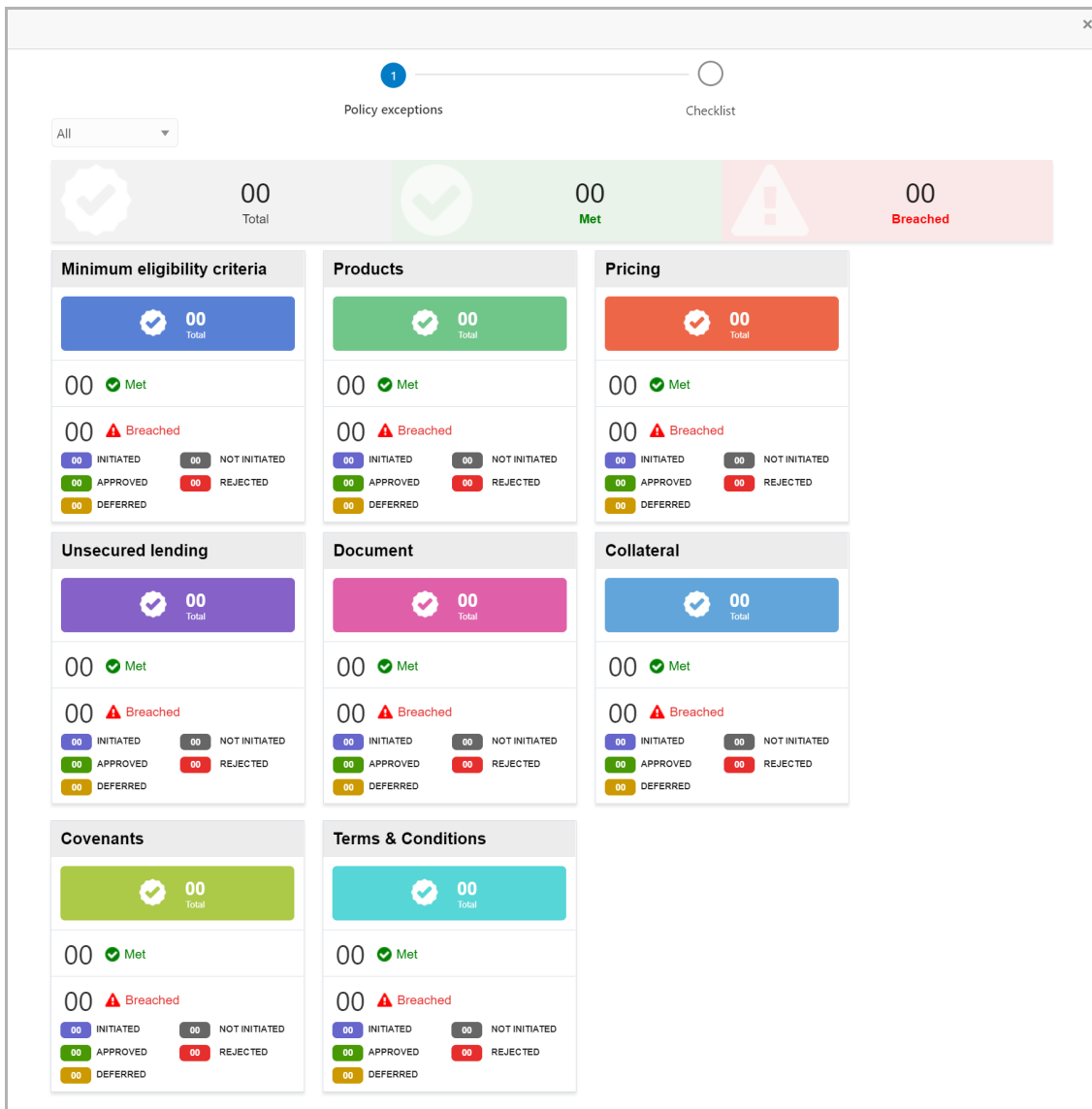
No items to display.

Hold Back Next Save & Close Submit Cancel

8. **Post** comments for the Documentation stage, if required. Posted comment is displayed below the **Comments** box.

9. To submit the documentation task, click **Submit**. The *Policy Exception Summary* window appears:

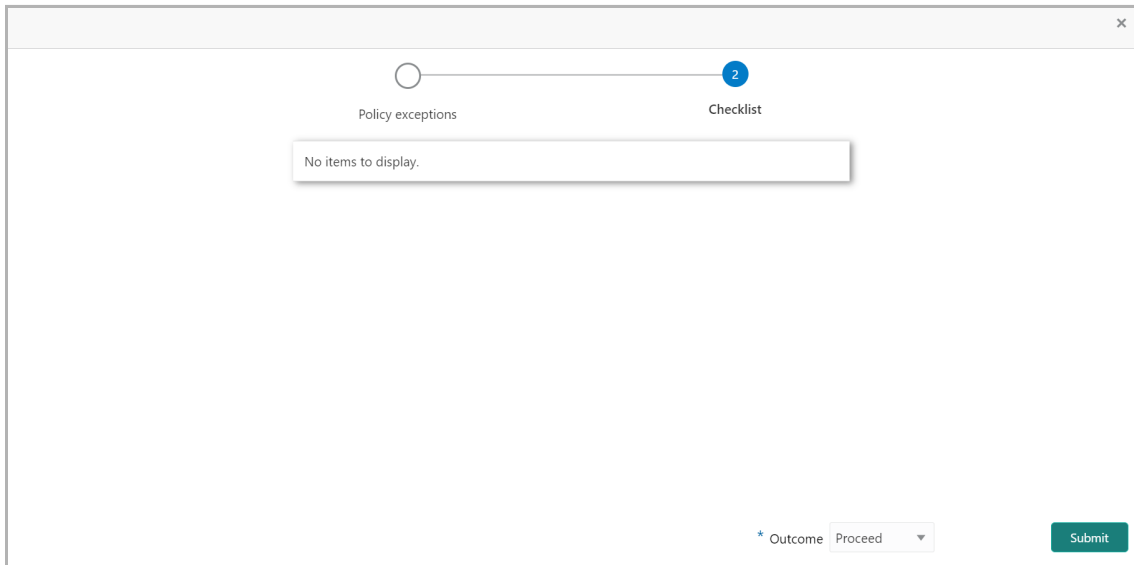
Chapter 3 - Documentation



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

10. Click the **Checklist** data segment.

Chapter 3 - Documentation



11. Select the **Outcome** as 'Proceed'.
12. Click **Submit**. The Group Concentration Extension application is moved to the Handoff stage.

Chapter 3 - Handoff

Handoff

The Group Concentration Extension application will be automatically handed off to the back office system (OBELCM) after successful submission of the application.

In case of failure, the system will create a Handoff - Manual Retry task for manual submission of the application.

Chapter 3 - Handoff - Manual Retry

Handoff - Manual Retry

In this stage, the user can manually retry handoff for the failed extension application by making necessary changes based on the reason for failure.

Manual Retry Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks** from the left navigation menu. The *Free Tasks* page appears:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & Edit	Low	Group Concentration A...	APP202477498	APP202477498	Group Concentration Amend...	20-09-03
Acquire & Edit	Low	Group Concentration Li...	APP202477489	APP202477489	Group Concentration Docum...	20-09-03
Acquire & Edit		Collateral Perfection	APP202457469	APP202457469	Initiation	
Acquire & Edit		Collateral Review	APP202457468	APP202457468	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457467	APP202457467	Initiation	
Acquire & Edit		Collateral Review	APP202457466	APP202457466	DataEnrichment	
Acquire & Edit		Collateral Perfection	APP202457465	APP202457465	Initiation	
Acquire & Edit		Facility Amendment	APP202457463	APP202457463	Amendment Enrichment	
Acquire & Edit	Medium	Credit Origination	APP202457458	APP202457458	Proposal Initiation	20-09-01
Acquire & Edit	High	Short Form Credit Proce...	APP202447442	APP202447442	Initiation	20-08-31
Acquire & Edit	High	Short Form Credit Proce...	APP202447441	APP202447441	Initiation	20-08-31
Acquire & Edit	Medium	Short Form Credit Proce...	APP202447440	APP202447440	Initiation	20-08-31
Acquire & Edit		Collateral Review	APP202417410	APP202417410	DataEnrichment	

2. **Acquire & Edit** the required 'Manual Retry' task. The *Manual Retry - Customer Summary* page appears.

Chapter 3 - Handoff - Manual Retry

Manual Retry - Summary

ACME IN

Customer Information

A Domestic entity established & operating as a Pvt Ltd Company in

Customer ID: PTY212094304 | Register No: | Legal Status: Pvt Ltd | Liability Amount: | Is KYC Compliant: No | Share Holders: 0 | Contractors: 0 | Guarantors: 0 | Bankers: 0

Hand-Off Error Details

Entity Id	Entity Type	Error Code	Error Message
No data to display.			

Financial Profile [View all](#)

Show results for: Previous 3 years

Category	2017-2018	Variance %	2018-2019	Variance %	2019-2020
No data to display.					

Projections [View all](#)

Show results for: Next 3 years

Category	2020-2021	Variance %	2021-2022	Variance %	2022-2023
No data to display.					

Groupwise Exposure Details

No data to display

Connected Parties

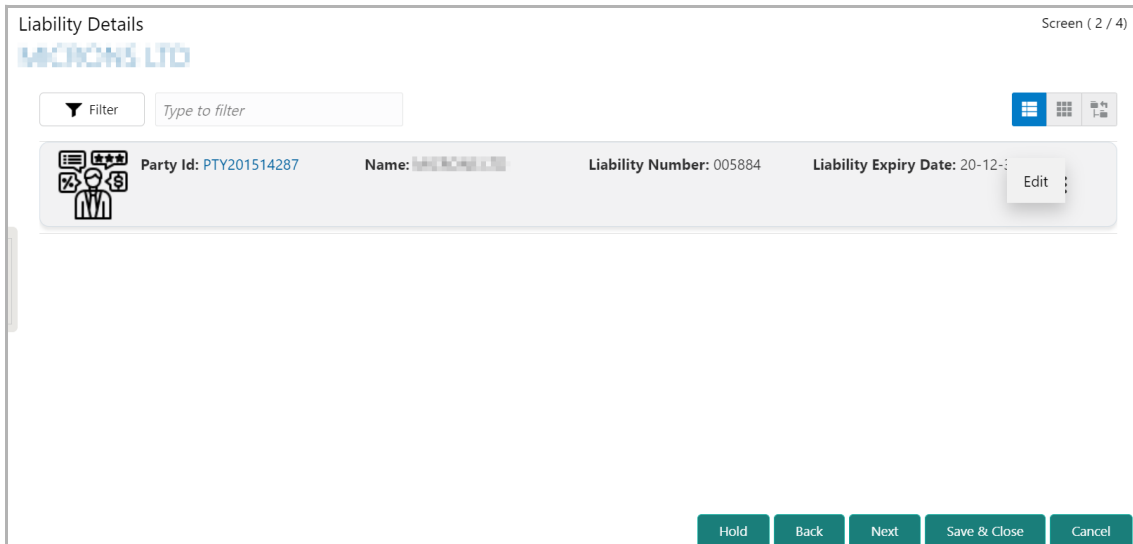
Gross Facility Amount Contribution

No data to display

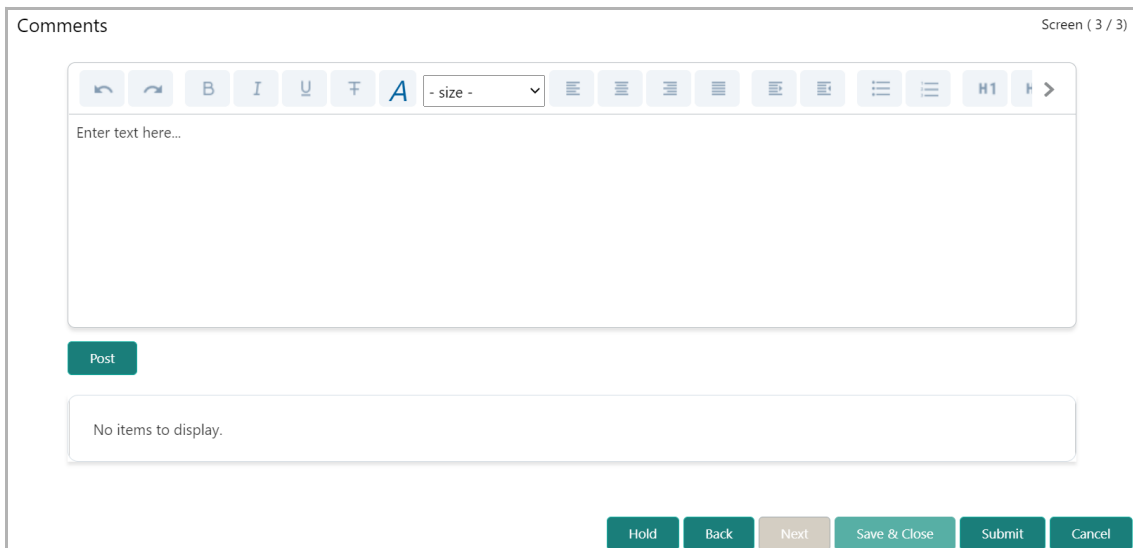
Hold Back Next Save & Close Cancel

3. View the reason for failure in **Hand-Off Error Details** section and make necessary actions.
4. Click **Next**. The *Liability Details* page appears.

Chapter 3 - Handoff - Manual Retry



5. View the liability details and click **Next**. The *comments* page appears:



6. Type the necessary comments for Handoff - Manual Retry stage in the text box.
7. Click **Post**. Comments are added below the text box.
8. To hold the Handoff - Manual Retry task, click **Hold**.
9. To go back to the previous page, click **Back**.
10. To save and exit the window, click **Save & Close**.
11. To submit the Handoff - Manual Retry task, click **Submit**.
12. To cancel the operation, click **Cancel**.

Chapter 3 - Handoff- Manual Retry

Upon clicking **Submit**, the *Policy Exception* window appears:

The screenshot displays a 'Policy exceptions' window with a progress indicator at the top showing step 1 of 2. Below the title bar, there are two tabs: 'Policy exceptions' (selected) and 'Checklist'. A dropdown menu is set to 'All'. The main content area features a summary bar with three segments: 'Total' (00), 'Met' (00), and 'Breached' (00). Below this, there are eight criteria cards, each with a 'Total' count and a 'Met' status. The criteria are: Minimum eligibility criteria, Products, Pricing, Unsecured lending, Document, Collateral, Covenants, and Terms & Conditions. Each card also includes a status bar with counts for INITIATED, NOT INITIATED, APPROVED, REJECTED, and DEFERRED.

Criteria	Total	Met	Breached
Minimum eligibility criteria	00	00	00
Products	00	00	00
Pricing	00	00	00
Unsecured lending	00	00	00
Document	00	00	00
Collateral	00	00	00
Covenants	00	00	00
Terms & Conditions	00	00	00

By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

13. Click the **Checklist** data segment.

Chapter 3 - Handoff - Manual Retry

The screenshot shows a web application interface with a progress bar at the top. The progress bar has two steps: 'Policy exceptions' (indicated by a white circle) and 'Checklist' (indicated by a blue circle with the number 2). Below the progress bar, there is a text box containing the message 'No items to display.' At the bottom right, there is a dropdown menu labeled '* Outcome' with 'Proceed' selected, and a green 'Submit' button.

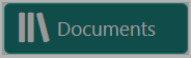
14. Select the **Outcome** as 'Proceed'.
15. Click **Submit**. The extension application will be handed off to the Back Office System (OBELCM).

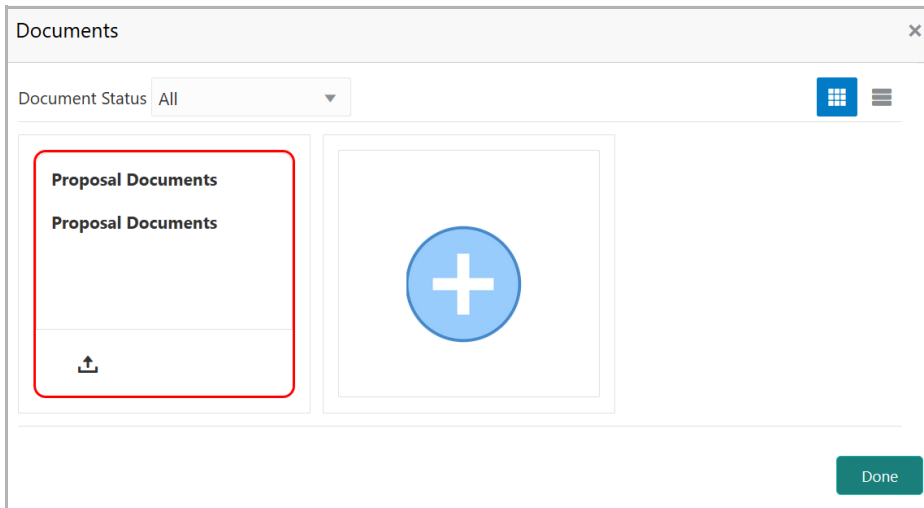
Chapter 3 - Document Upload

Document Upload and Checklist

In OBCFPM, supporting documents such as balance sheets and collateral documents can be uploaded in any stage of Group Concentration Extension process. Supporting documents help the senior officers in bank to accurately evaluate the credit worthiness of the organization and approve the application. Documents added for the extension process can be removed whenever the document becomes invalid.

Steps to upload documents

1. Click  at the top right corner of any page. The *Documents* window appears.

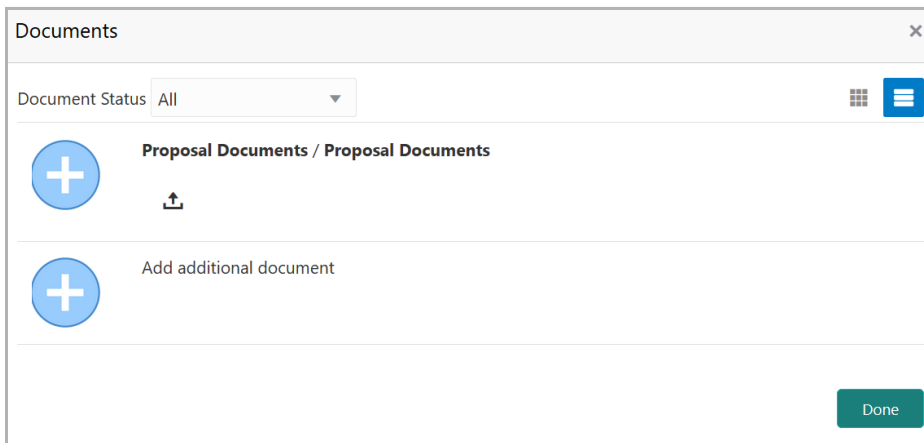


If the document list is configured in Business Process Maintenance, the same appears in the above window. You can also click the add icon to upload other documents.

In case the mandatory document is not uploaded, the system prompts an alert. You need to upload the necessary documents and proceed further.

2. To change the table view to the list view, click the list icon at the top right corner. The *Documents* window appears as shown below.

Chapter 3 - Document Upload



3. Click the add icon. The *Document Details* window appears.

A screenshot of a "Document" details form. It contains several input fields: "Document Type" (dropdown menu, value: Closure Documents), "Document Code" (dropdown menu, value: Closure Documents), "Document Title" (text input, value: Facility Payment Bills), "Document Description" (text area), "Remarks" (text input, value: Paid), and "Document Expiry Date" (calendar picker, value: Mar 21, 2020). At the bottom, there is a dashed box with the text "Drop files here or click to select" and "Selected files: [\"pdf-PDF-Invoice3.pdf\"]". An "Upload" button is in the bottom right corner.

4. Select the **Document Type** and **Document Code** from the drop down list. The options available are: Amendment Documents, Proposal Documents and Closure Documents.
5. Type the **Document Title**.
6. Type a brief description about the document in the **Document Description** field.

Chapter 3 - Document Upload

7. Type the **Remarks**, if any.
8. Click the calendar icon and select the **Document Expiry Date**.
9. In **Drop files here or click to select** area, drag and drop the documents or click and select the documents. Selected files are displayed at the bottom.



To upload multiple supporting documents at the same time, drag and drop or click and select all the documents.

10. Click **Upload**. The *Checklist* window appears.

Checklist

Proposal Enrichment

<input checked="" type="checkbox"/> Company Registration document Uploaded	Remarks
<input type="checkbox"/> Incorporation document Uploaded	Remarks
<input type="checkbox"/> Collateral document Uploaded	Remarks

* Outcome: Proceed ▼ Submit

11. Manually verify all the checklist and enable the corresponding check box.
12. Select the **Outcome** as **Proceed**.
13. Click **Submit**. Document is uploaded and listed in Document window.
14. To edit or delete the document, click the edit or delete icons.

Chapter 3 - Reference and Feedback

Reference and Feedback

References

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

- Oracle Banking Procedure User Guide
- Oracle Banking SMS User Guide
- Oracle Banking Common Core
- Oracle Banking Credit Facilities Process Management Installation Guides

Documentation Accessibility

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