FI Credit Proposal Extension User Guide

Oracle Banking Credit Facilities Process Management

Release 14.5.4.0.0

Part No. F54270-01 February 2022



Oracle Banking Credit Facilities Process Management User Guide Oracle Financial Services Software Limited Oracle Park Off Western Express Highway Goregaon (East Mumbai, Maharashtra 400 063 India

Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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Chapter 1 - Preface

Preface

About this guide

This guide walks you through the FI Credit Proposal Extension process in OBCFPM to extend the expiry date of limit set for Financial Institutions.

Intended Audience

This document is intended for the banking personnel responsible for monitoring and managing credit limit set for the Financial Institutions.

Conventions Used

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

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicatesField nameDrop down optionsOther UX labels
	This icon indicates a note
<u></u>	This icon indicates a tip
	This icon indicates a warning

Chapter 1 - Preface

Common Icons in OBCFPM

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

Icons	Icon Name
*	Add icon
鹼	Calendar icon
o	Configuration / settings icon
T.	Delete icon
2	Edit icon

Chapter 2 - Overview

About FI Credit Proposal Extension

FI Credit Proposal Extension process in OBCFPM is a dedicated process to modify the expiry date of credit limit offered to the Financial Institutions. This process can be directly initiated by the bank as a result of credit review process or initiated based on the customer's request.

The various stages available in the FI Credit Proposal Extension process are:

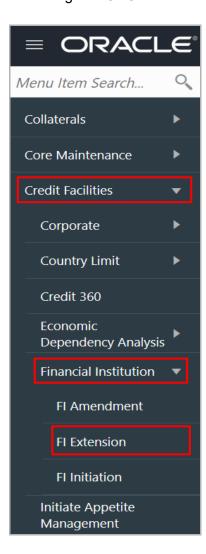
- Credit Initiation
- Review and Recommendation
- Approval
- · Draft Generation
- Customer Acceptance
- Handoff Manual Retry (applicable only in case of automatic handoff failure)

Credit Initiation

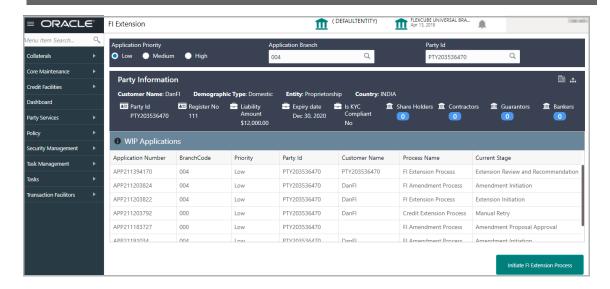
In this stage, the Relationship Manager can capture the customer's expiry extension request, and perform evaluation to determine the credit worthiness of the Financial Institution.

To initiate FI Credit Extension process, perform the following steps:

1. Login to OBCFPM.



2. Navigate to **Credit Facilities > Financial Institution > FI Extension** from the left menu. The *FI Extension* screen appears.



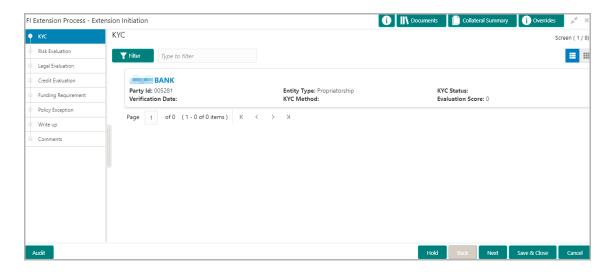
- 3. Select the FI extension **Application Priority**. The options available are Low, Medium, and High.
- 4. Select the **Application Branch**. Bank branches maintained in the system are displayed in the LOV.
- 5. Search and select the required Party Id.

The system displays the basic information about the selected party along with the WIP Applications available for the party.

6. Click **Initiate FI Extension Process**. The *Initiation - Kyc page* appears.

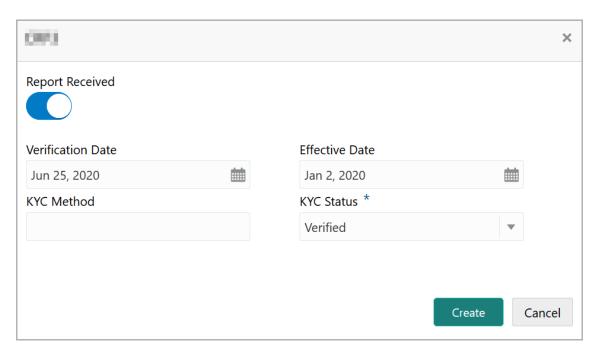
KYC Evaluation

This data segment allows you to update the KYC details of the Financial Institution captured in FI Credit Proposal Initiation / Amendment process. KYC details must be up to date as it is necessary to determine the originality of the Financial Institution.

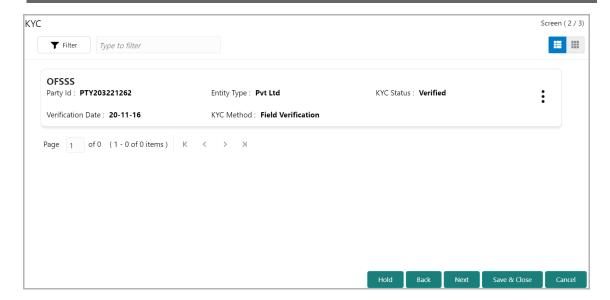


7. Click or mouse hover on the hamburger icon. The following options appears:

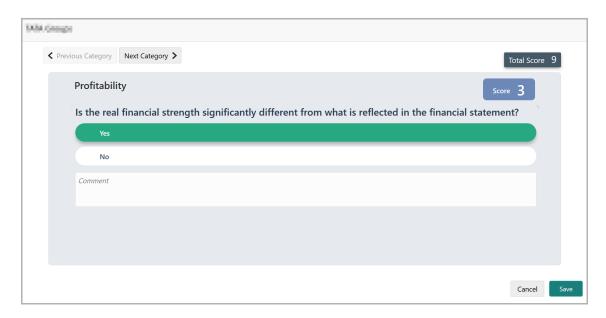
- KYC Details
- KYC Evaluation (appears only if this feature is enabled in Maintenance module)
- 8. To add the KYC Details, click **KYC Details** option. The *KYC Details* window appears:



- 9. If KYC report is available for the Financial Institution, enable the **Report Received** switch.
- 10. Click the calendar icon and select the KYC Verification Date.
- 11. Click the calendar icon and select the **Effective Date** on which the KYC verification is approved.
- 12. Type the **KYC Method.** For example: Field verification is a KYC Method.
- 13. Select the **KYC Status**. The options available are **Verified**, **Yet To Verify**, and **Verification Failed**.
- 14. Click **Create**. KYC details are updated in the KYC page as shown below.



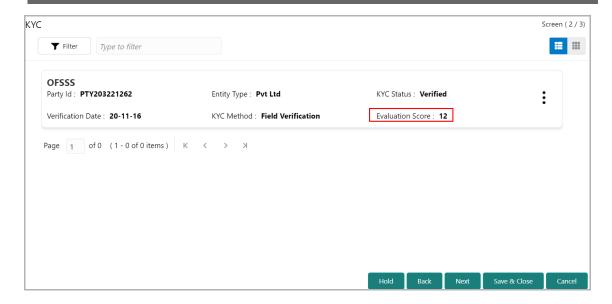
15. To perform KYC evaluation, click the hamburger icon and select **KYC Evaluation**. Questionnaire maintained for the KYC evaluation appears.



- 16. Select answers for the available questions and click **Next Category**.
- 17. Right arrow icon appears in case of multiple questions, click the right arrow and answer all the questions in all the category.

Total score is generated and displayed for the KYC evaluation based on each answer provided.

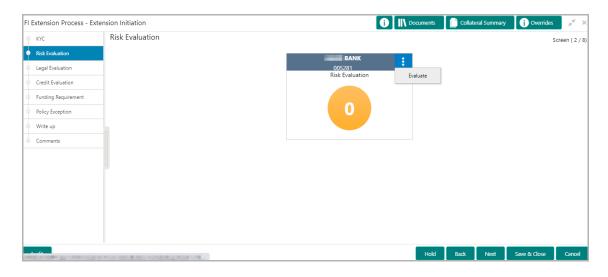
18. Click **Save**. The KYC page is updated with the Evaluation Score as shown below.



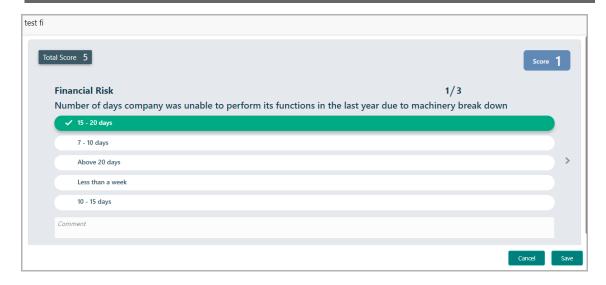
19. After adding KYC details or performing KYC evaluation, click **Next**. The *Risk Evaluation* page appears:

Risk Evaluation

This data segment allows you to perform questionnaire-based risk evaluation for the Financial Institution.



20. Click **Evaluate** in the Risk Evaluation tile. The *Questionnaire* window appears.



- 21. Select answers for the available questions and click Next Category.
- 22. Right arrow icon appears in case of multiple questions, click the right arrow and answer all the questions in all the category.

Risk score is generated and displayed for the Financial Institution based on the answers provided.

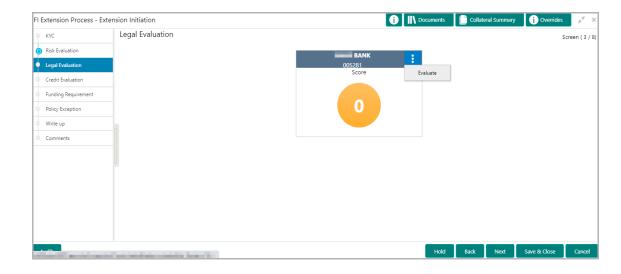
23. Click Save.

After performing the risk evaluation, a cumulative score appears in the Risk Evaluation tile.

24. Click Next. The Legal Evaluation page appears.

Legal Evaluation

This data segment allows you to perform questionnaire-based legal evaluation for the Financial Institution.

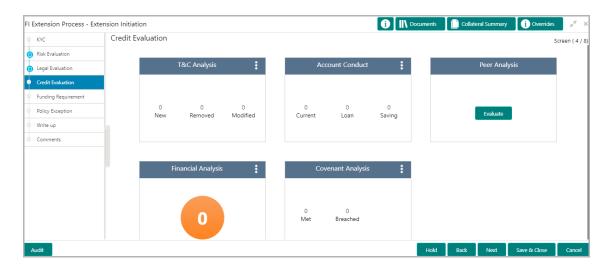


Legal Evaluation is similar to Risk Evaluation. Refer "Risk Evaluation" on page 8 for information on performing legal evaluation.

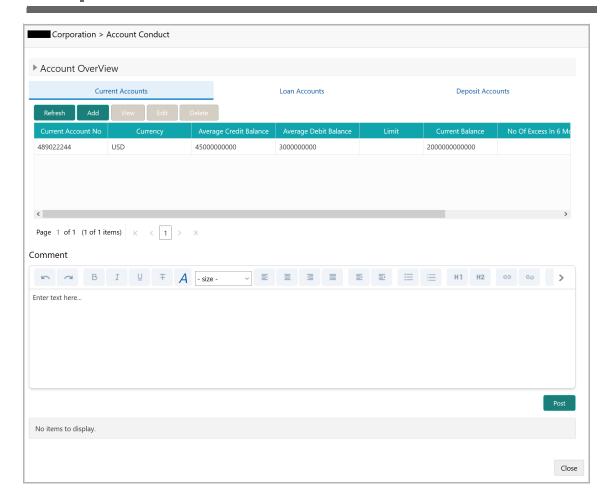
25. After performing legal evaluation, click **Next**. The *Credit Evaluation* page appears.

Credit Evaluation

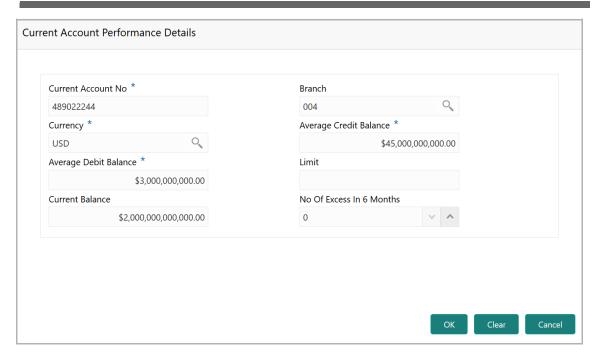
This data segment allows you to perform credit evaluation to determine the credit worthiness of the Financial Institution.



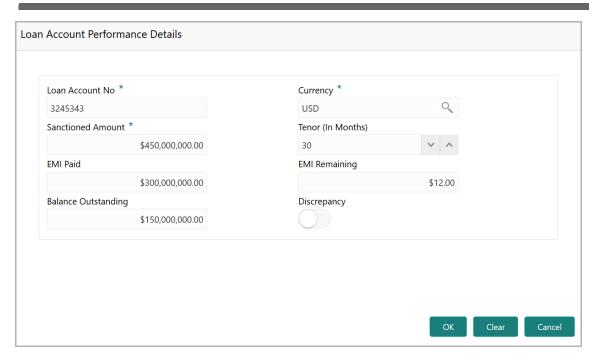
26. To analyze the account conduct, click **Evaluate** in **Account Conduct** tile.



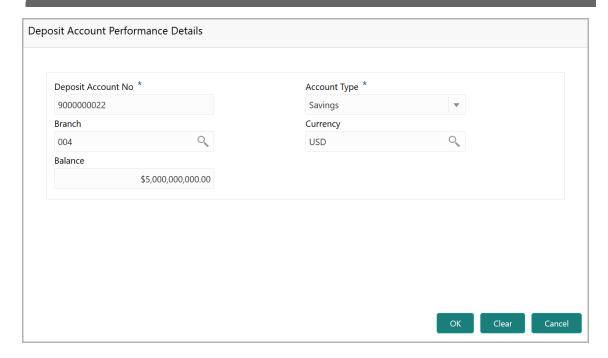
- 27. To view the summary of current, loan and deposit accounts, click and expand the **Account Overview** section.
- 28. To add the current account, click **Add**. The *Current Account Performance Details* window appears.



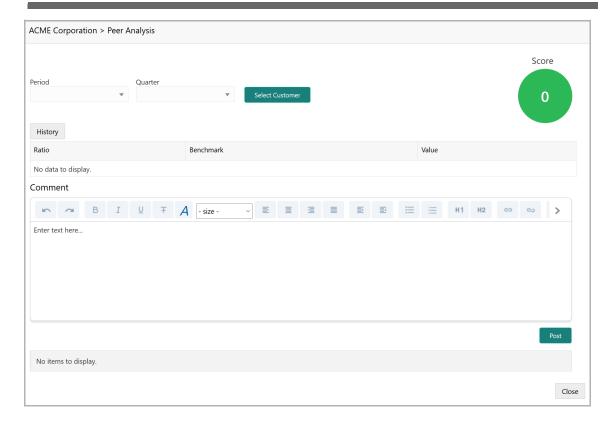
- 29. Type the Current Account No.
- 30. Search and select the **Branch** and **Currency**.
- 31. Specify the following details in corresponding fields:
 - · Average Credit Balance
 - · Average Debit Balance
 - Limit
 - Current Balance
 - · No Of Excess in 6 Months
- 32. Click **OK.** Details are added and displayed in *Current Accounts* page.
- 33. To refresh the current account list, click **Refresh**.
- 34. To view the current account details, select the current account and click View.
- 35. To modify the current account details, select the current account and click Edit.
- 36. To delete the current account details, select the current account and click **Delete**.
- 37. To add the loan account, click the **Loan Accounts** tab and then click **Add**. The *Loan Account Performance Details* window appears.



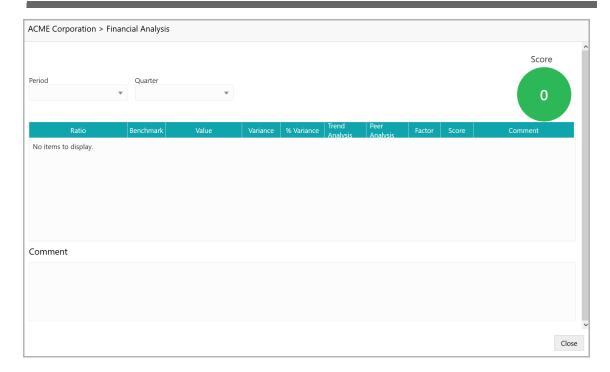
- 38. Type the Loan Account No.
- 39. Search and select the Currency.
- 40. Specify the following details in corresponding fields:
 - Sanctioned Amount
 - Tenor (In Months)
 - EMI Paid
 - EMI Remaining
 - · Balance Outstanding
- 41. If there is a discrepancy in payment, enable the **Discrepancy** switch.
- 42. Click **OK**. Details are added and displayed in *Loan Accounts* page.
- 43. To refresh the loan account list, click Refresh.
- 44. To view the loan account details, select the loan account and click View.
- 45. To modify the loan account details, select the loan account and click Edit.
- 46. To delete the loan account details, select the loan account and click **Delete**.
- 47. To add the deposit account, click the **Deposit Accounts** tab and then click **Add**. The *Deposit Account Performance Details* window appears.



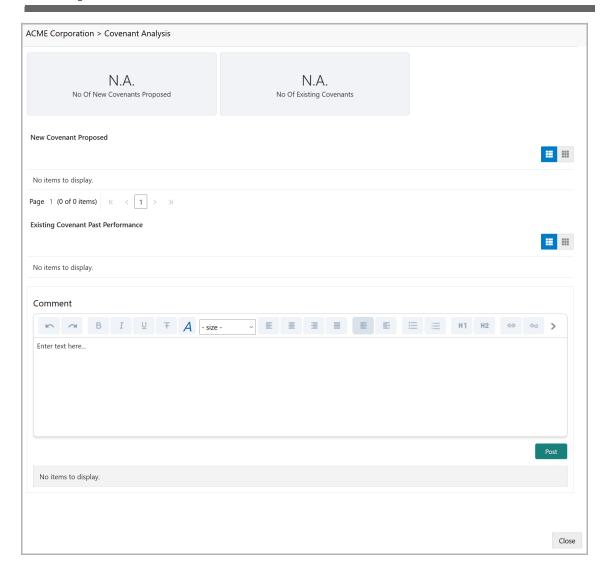
- 48. Type the **Deposit Account No**.
- 49. Select the **Account Type** from the drop down list.
- 50. Search and select the Branch and Currency.
- 51. Specify the **Balance** in deposit account.
- 52. Click **OK.** Details are added and displayed in *Deposit Accounts* page.
- 53. To refresh the deposit account list, click **Refresh**.
- 54. To view the deposit account details, select the deposit account and click View.
- 55. To modify the deposit account details, select the deposit account and click Edit.
- 56. To delete the deposit account details, select the deposit account and click **Delete**.
- 57. Post the Comments for the account conduct.
- 58. Close the *Account Conduct* window. A score is generated for the account conduct and displayed in the *Qualitative Analysis* window.
- 59. To perform peer analysis, click **Evaluate** in **Peer Analysis** tile. The *Peer Analysis* window appears.



- 60. Select the **Period** and the **Quarter** and then perform the peer analysis. A score is generated for the analysis.
- 61. Post the Comment for the Peer Analysis.
- 62. Click **Close**. The score is displayed in the *Qualitative Analysis* window.
- 63. To perform financial analysis, click **Evaluate** in the **Financial Analysis** tile. The *Financial Analysis* window appears.

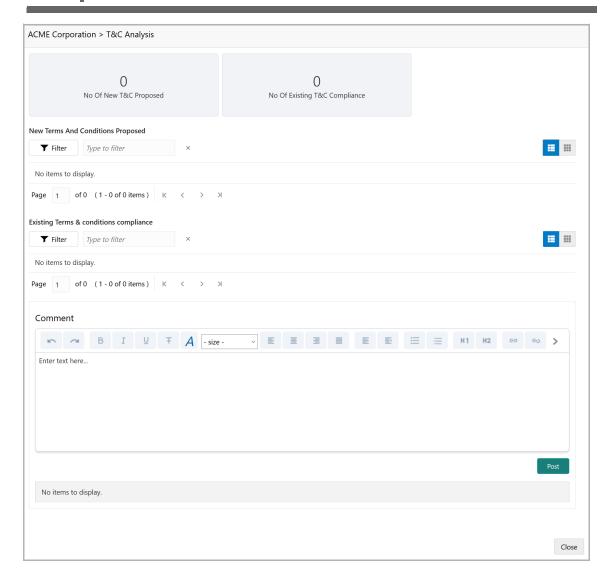


- 64. Select the **Period** and the **Quarter** and then perform the financial analysis. A score is generated for the analysis.
- 65. **Post** the **Comment** for the Financial Analysis.
- 66. Click Close. The score is displayed in the Qualitative Analysis window.
- 67. To perform covenant analysis, click **Evaluate** in the **Covenant Analysis** tile. The *Covenant Analysis* window appears.



In Covenant Analysis window, the following details are displayed:

- · New Covenant Proposed
- Existing Covenant Past Performance
- 68. View the covenant details and **Post** the **Comments**.
- 69. Click Close. Met and Breached covenants are displayed in Covenants tile.
- 70. To analyze terms & conditions, click **Evaluate** in the **T&C Analysis** tile. The *T&C Analysis* window appears.

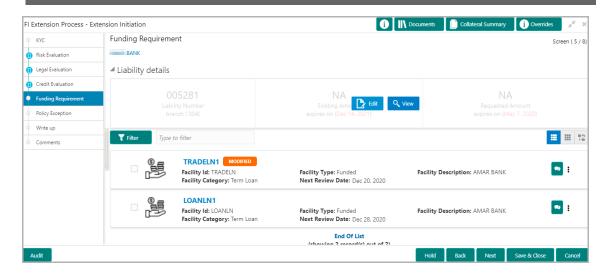


In T&C Analysis window, the following information are displayed:

- New Terms And Conditions Proposed
- Existing Terms & conditions compliance
- 71. View the terms and conditions and then **Post** the **Comments**.
- 72. Click **Close**. Count of New, Removed and Modified terms and conditions is displayed in the **T&C Analysis** tile.
- 73. To perform the analysis again, click **Edit** in the corresponding tile.
- 74. To capture comments for the analysis, click **Comment** in the corresponding tile.
- 75. After performing credit evaluation, click **Next**. The *Funding Requirement* page appears.

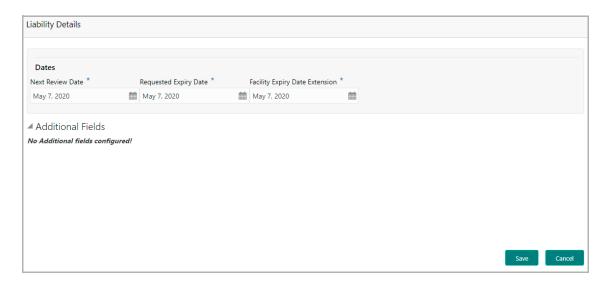
Funding Requirement

You can update the expiry date of liability and facilities offered to the Financial Institution (party) in this data segment.



To update Facility Expiry Date at liability level:

- 76. Expand and mouse hover on the Liability details section. The Edit icon appears.
- 77. Click the **Edit** icon. The *Liability Details* window appears.



Dates

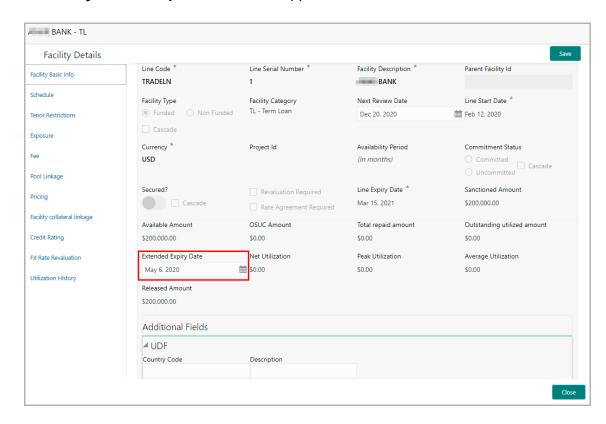
- 78. Select the **Next Review Date** for the Credit Proposal Extension application.
- 79. Select the **Requested Expiry Date** for the liability based on your customer request.
- 80. In the **Facility Expiry Date Extension** field, specify the proposed extension date for facilities.
- 81. Click Save. Details are updated in the Liability details section.



In Review and Recommendation stage, the stage specific field '**Proposed Expiry Date**' appears in the Liability Details window. The reviewer must capture their extended expiry date based on the customer performance.

To update Facility Expiry Date at facility level:

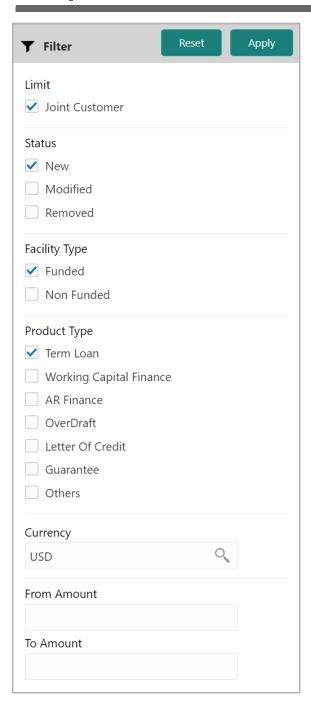
82. Click the hamburger icon in the corresponding facility record, and select **Edit Facility**. The *Facility Details* window appears:



- 83. Specify the **Extended Expiry Date** for the facility.
- 84. Click Save and then click Close.

Filtering Facility

85. To filter the required facility from the list, click **Filter** button. The *Filter* window appears.



- 86. Type and / or select the filter parameters.
- 87. Click **Apply**. Facility that matches the filter parameters are displayed.
- 88. To filter the facility using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the facilities.

- 89. To delete the facility, **select** the facility and click delete icon.
- 90. To change the layout of facility details to table view, click the **Table View** icon.
- 91. To change the layout of facility details to list view, click the **List View** icon.
- 92. To go to the next page, click **Next**. The *Policy Exception* page appears.

Policy Exception

This data segment displays the policy exceptions for the Financial Institution, if any.



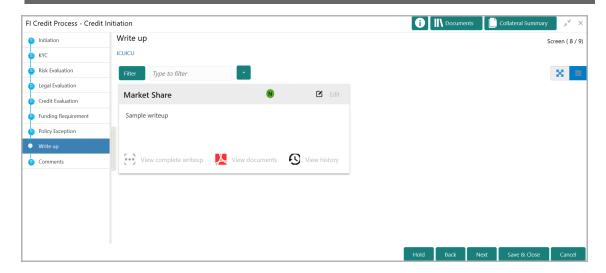
93. After viewing the policy exceptions, click **Next**. The *Writeup* page appears.

Writeup

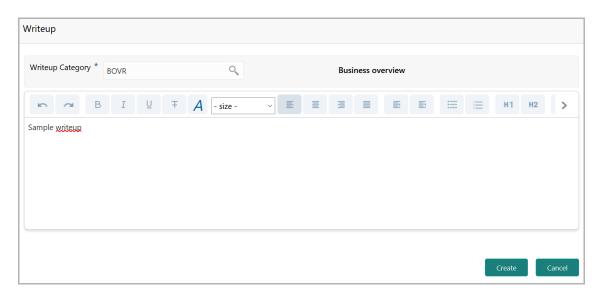
This data segment allows you to add writeup for the party in the available writeup categories. The history of writeup for the customer will be available to the users throughout the customer's association with the bank.



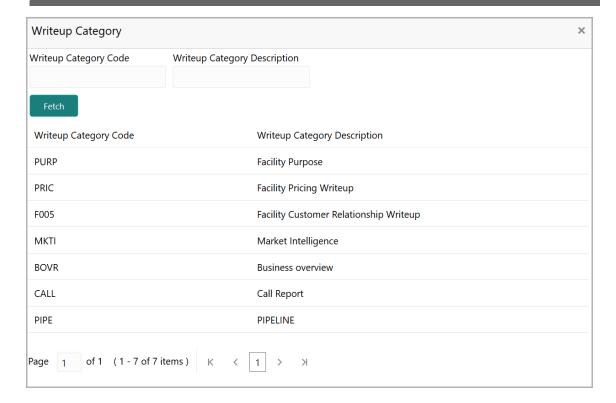
Write up data segment appears only if that data segment is enabled in the Maintenance module.



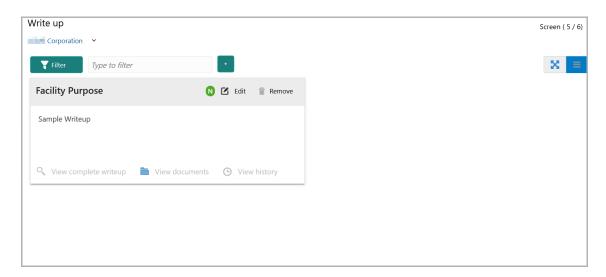
94. Click the add icon. The Write Up window appears:



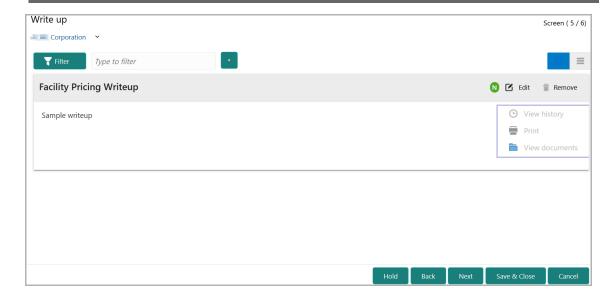
95. Click the search icon in the **Writeup Category** field. The *Fetch Writeup Category* window with the list of categories maintained in the Maintenance module appears:



- 96. Click on the required category code. Selected code is displayed in the **Writeup Category** field.
- 97. Type the observations in the text box and click **Create**. The observations are added in the Write Up page as shown below:



98. To change the layout of Write up data segment to the expanded view, click the Expanded View icon at the top right corner. The write up is expanded as shown below:

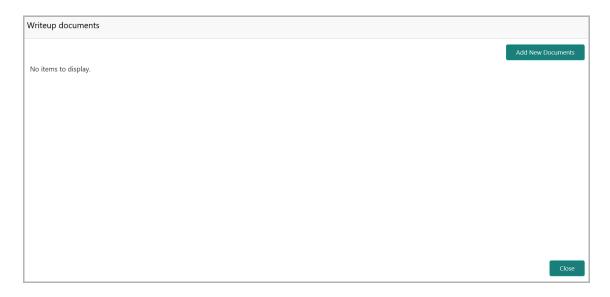


- 99. To modify the writeup, click the **Edit** icon and change the information.
- 100. To delete the writeup, click the **Remove** icon. A confirmation message appears.
- 101. Click **Yes**. The writeup is removed.
- 102. To view the writeup history, click the **View history** icon.
- 103. To print the write up, click the **Print** icon.



To print the write up from tile view, click the **View complete writeup** icon and then click the **Print** icon.

104. To attach / view writeup related documents, click **View Documents** icon. The following window appears:

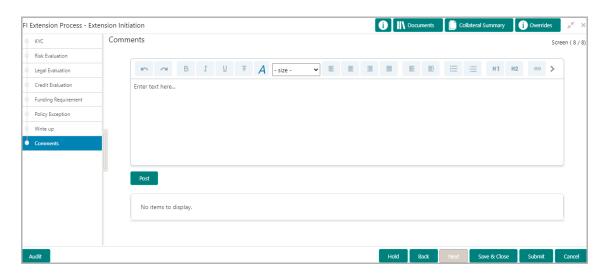


105. To add new documents, click **Add New Documents**.

- 106. To exit the Writeup documents window, click Close.
- 107. To go to the next page, click **Next**. The *Comments* page appears.

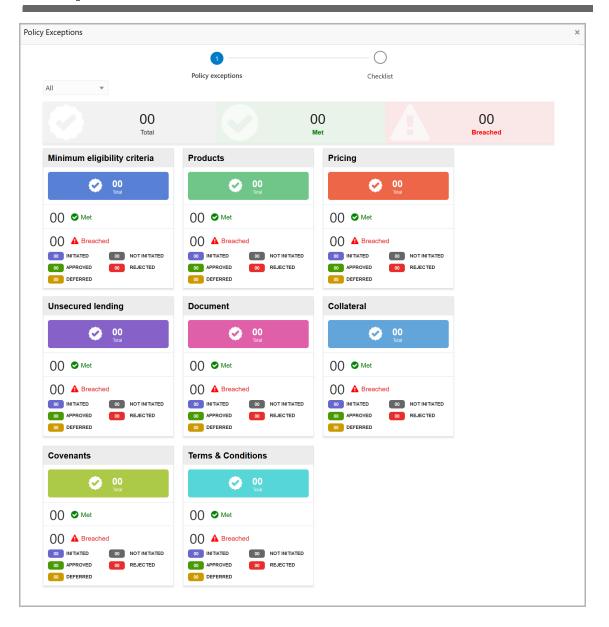
Comments

This data segments allows you to post overall comments for the Initiation stage. Posting comments helps the user of next stage to better understand the application.



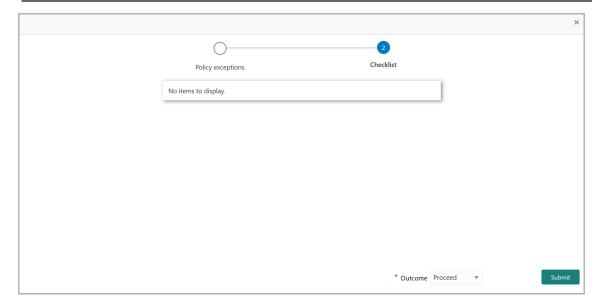
- 108. Type the necessary comments in the text box and click **Post**. Comment is posted.
- 109. To hold the FI credit proposal extension process, click **Hold**.
- 110. To go back to the previous stage, click **Back**.
- 111. To save the process for future edit, click Save & Close.
- 112. To submit the application for review, click **Submit**.
- 113. To exit the process without saving the information, click **Cancel**.

Upon clicking the **Submit** button, the *Policy Exception* window appears.



By default, policy exceptions are displayed for both the party and its child party.

- 114. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.
- 115. Click the Checklist data segment.



- 116. Select the Outcome as PROCEED.
- 117. Click Submit.

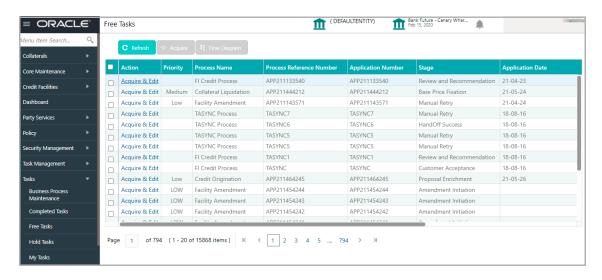
Upon submitting the FI credit proposal extension application, the application is moved to Review and Recommendation stage.

Chapter 4 - Review and Recommendation

Review and Recommendation

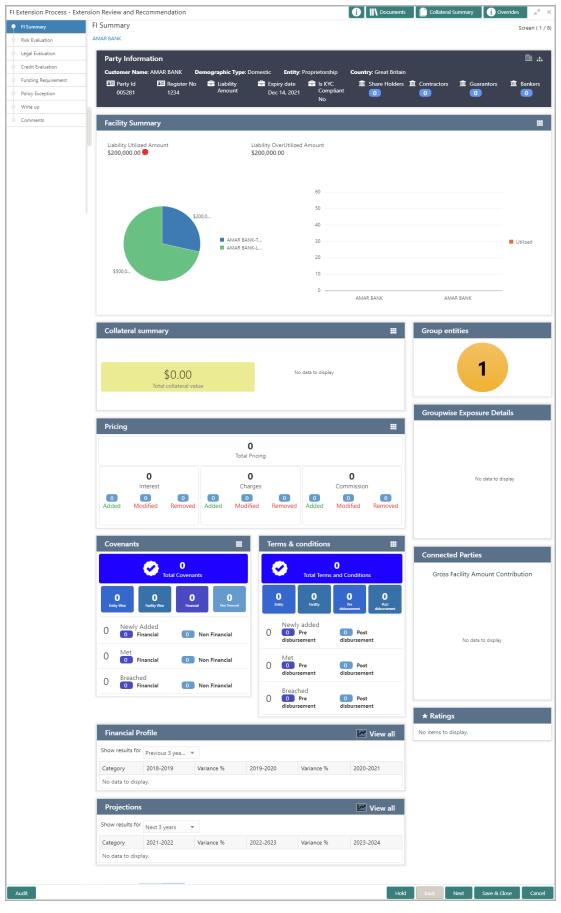
In this stage, the user configured for this stage must review the Credit Proposal Extension application and provide their recommendations based on credit performance of the Financial Institution. Additionally, the details captured in the initiation stage can be managed or new record can be created based on the requirement.

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



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

Chapter 4 - Review and Recommendation



Chapter 4 - Review and Recommendation



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

Review and Recommendation stage is similar to the Initiation stage. Refer **Initiation** chapter for field level explanation.

Upon selecting the **Outcome** as 'Proceed' and clicking **Submit**, the FI Credit Proposal Extension application is moved to the Approval stage.

Chapter 5 - Approval

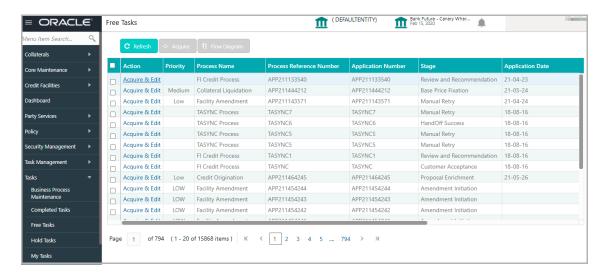
Approval

In this stage, the higher officials such as the head of credit department in the bank must review the FI Credit Proposal Extension application and make necessary decision such as Approve or Reject the application.

Only approval steps are provided in this chapter. Refer **Credit Initiation** chapter for field level explanation on all the data segments in this stage.

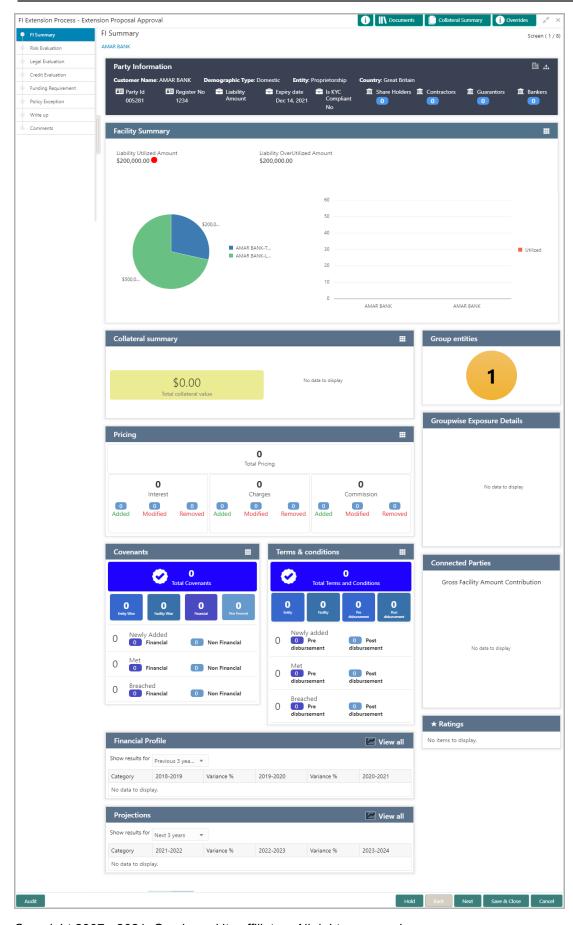
To approve the facility, perform the following steps:

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



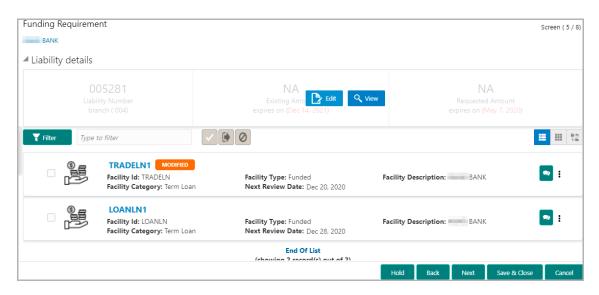
2. **Acquire & Edit** the required Approval task. The *Approval - FI Summary* page appears:

Chapter 5 - Approval

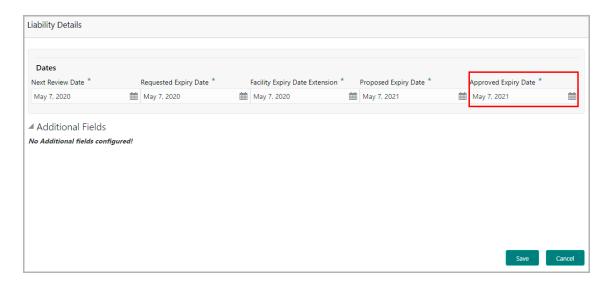


Chapter 5 - Approval

3. Navigate to the Funding Requirement page by clicking Next.



4. Mouse hover on the **Liability Details** section and click the edit icon. The *Liability Details* window appears.



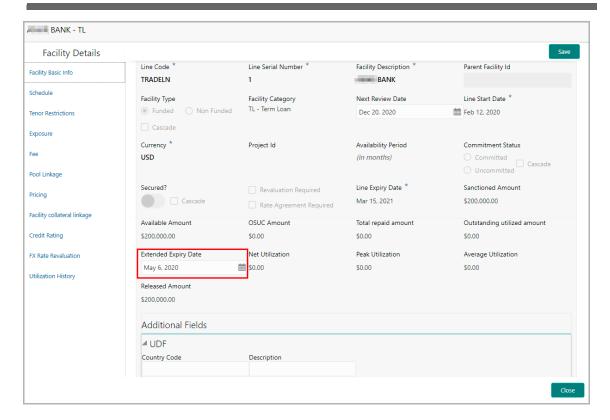
5. Specify the **Approved Expiry Date**.



Approved Expiry Date can be before or after the Requested or Proposed Expiry Date.

- 6. Click **Save**. The approval details are saved.
- 7. In the *Funding Requirement* page, click the hamburger icon in the required facility and select **Edit**. The *Facility Details* window appears.

Chapter 5 - Approval



In the above window, the **Extended Expiry Date** recommended in the Review and Recommendation stage is displayed.

- 8. Modify the Extended Expiry Date, if required.
- 9. Click Save.
- 10. To exit the Facility Details window, click Close.
- 11. In the Funding Requirement page, click Next to go to the Comments page.
- 12. Post comments, if required.
- 13. Click **Submit**. The *Policy Exception* window appears.
- 14. Click the **Checklist** data segment and select the **Outcome** as 'Approve'.
- 15. Click **Submit**. The proposal is sent to the Draft Generation stage.

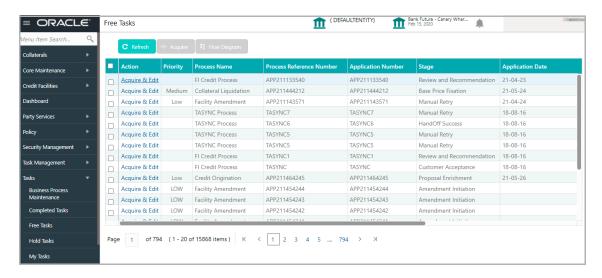
To reject the facility, select the **Outcome** as 'Reject' and click **Submit**.

Draft Generation

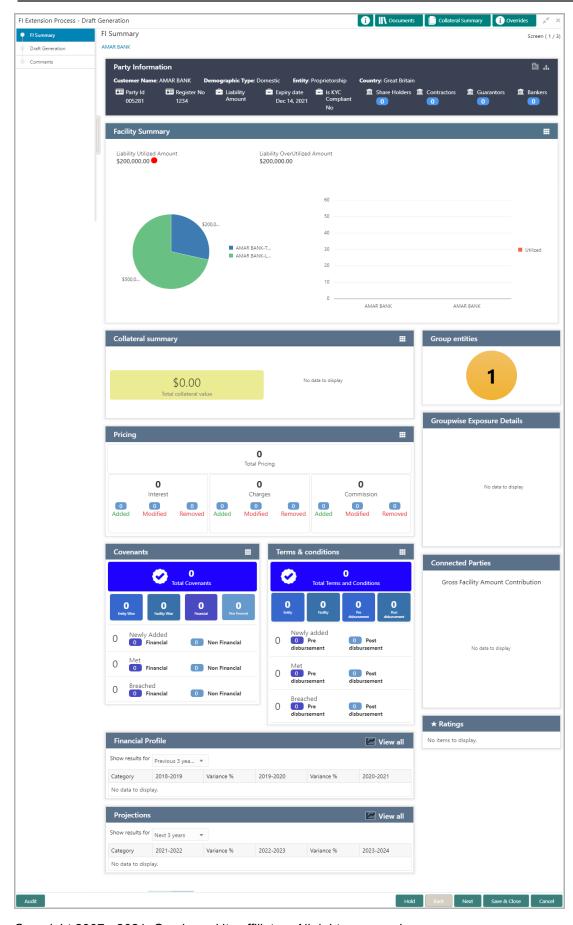
In this stage, customer's communication address can be configured and the draft document can be generated for customer acceptance.

To generate draft for the proposal, perform the following steps:

1. Navigate to **Tasks > Free Tasks**. The *Free Task* page appears.



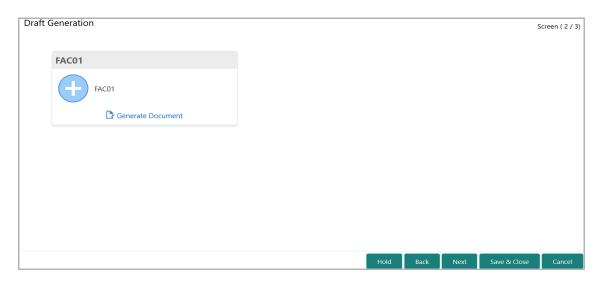
2. **Acquire & Edit** the required draft generation task. The *Draft Generation - FI Summary* page appears.



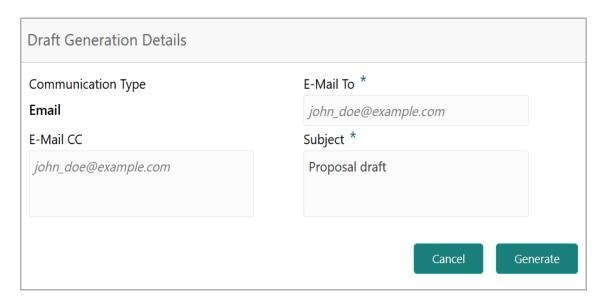


For information on actions that can be performed in the *FI Summary* page, refer **Credit 360 User Manual**.

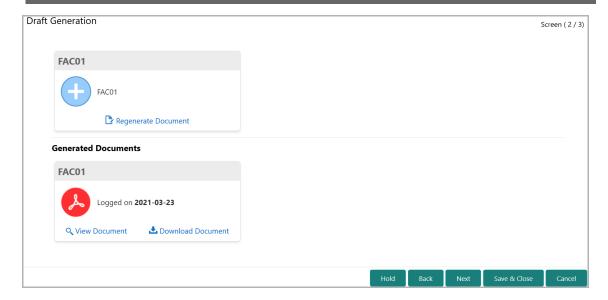
3. After performing necessary actions in the *FI Summary* page, click **Next**. The *Draft Generation* page appears.



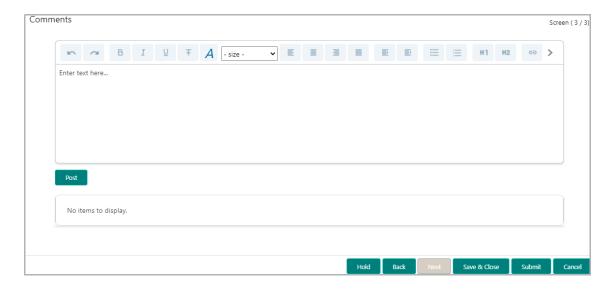
4. Click **Generate Document**. The *Draft Generation Details* window appears.



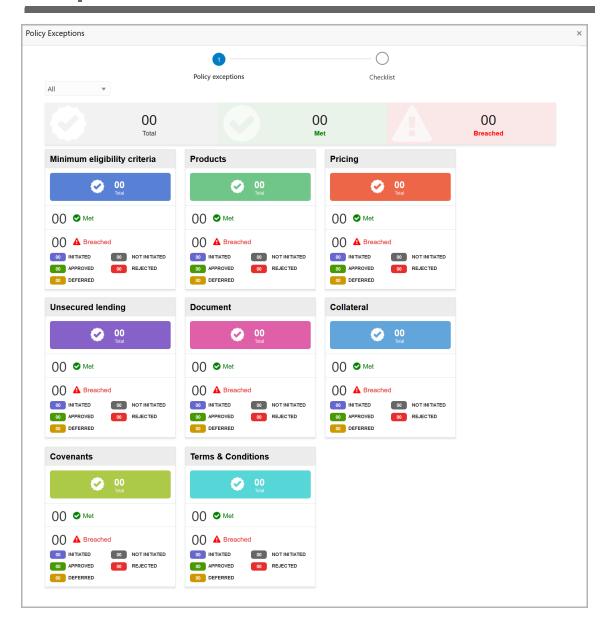
- 5. In **E-mail To** field, type the E-mail address to which the proposal draft has to be sent.
- 6. In **E-mail CC** field, type the E-mail address which has to be in CC of draft proposal mail.
- 7. In **Subject** field, type the mail subject.
- 8. Click **Generate**. Proposal draft configured in the system is sent to the mail ID mentioned in **E-Mail To** field.



- 9. To view the generated draft document, click View Document.
- 10. To download the generated draft document, click **Download Document**.
- 11. After generating proposal draft, click **Next**. The *Comments* page appears:

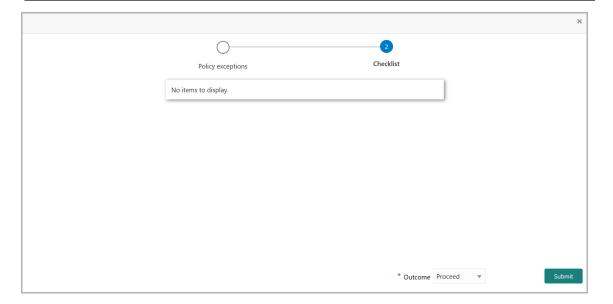


- 12. Post comments, if any. Posted comment is displayed below the Comments box.
- 13. Click **Submit**. The *Policy exceptions* window appears.



By default, policy exceptions are displayed for both the party and its child party.

- 14. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.
- 15. Click the Checklist data segment.



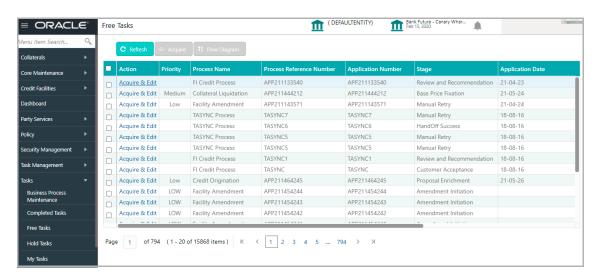
- 16. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.
- 17. Click **Submit**. The draft proposal is sent to the mentioned Email ID and the application is moved to the Customer Acceptance stage.

Customer Acceptance

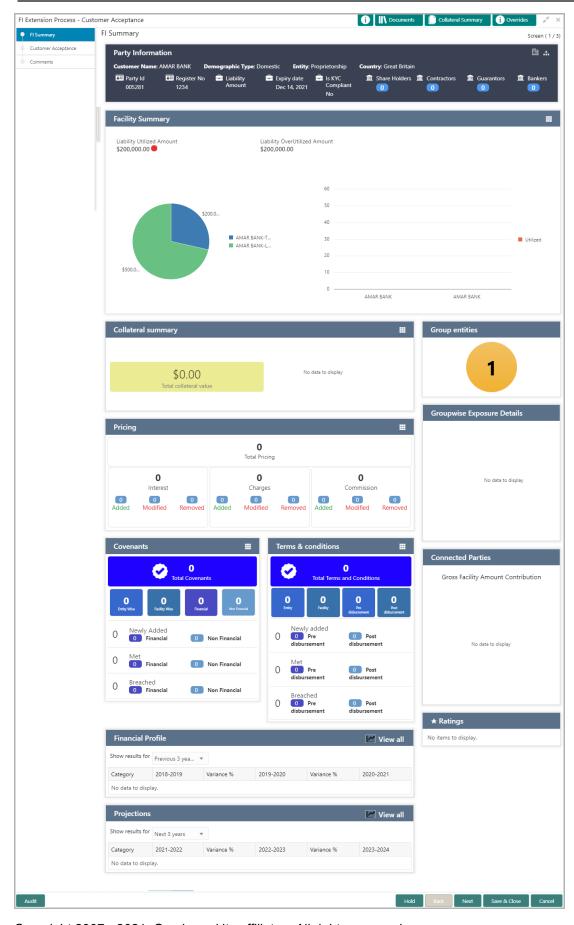
The user can capture the status of customer acceptance in this stage. Upon acceptance of the draft proposal, the limit expiry details are automatically handed off to the back office system (OBELCM).

To capture the customer acceptance status, perform the following steps:

1. Navigate to **Tasks > Free Tasks**. The *Free Task* page appears.



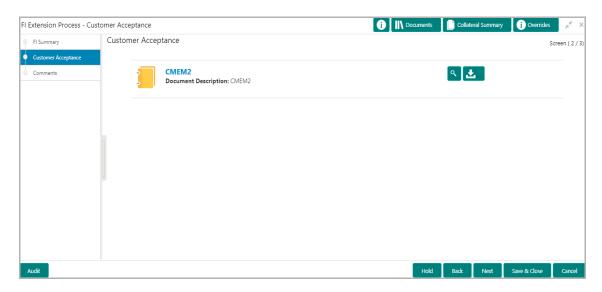
2. **Acquire & Edit** the required customer acceptance task. The *Customer Acceptance - FI Summary* page appears.





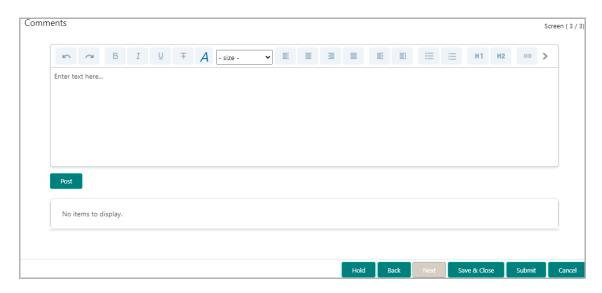
For information on actions that can be performed in the *FI Summary* page, refer **Credit 360 User Manual**.

3. After performing necessary actions in the *FI Summary* page, click **Next**. The *Customer Acceptance* page appears.

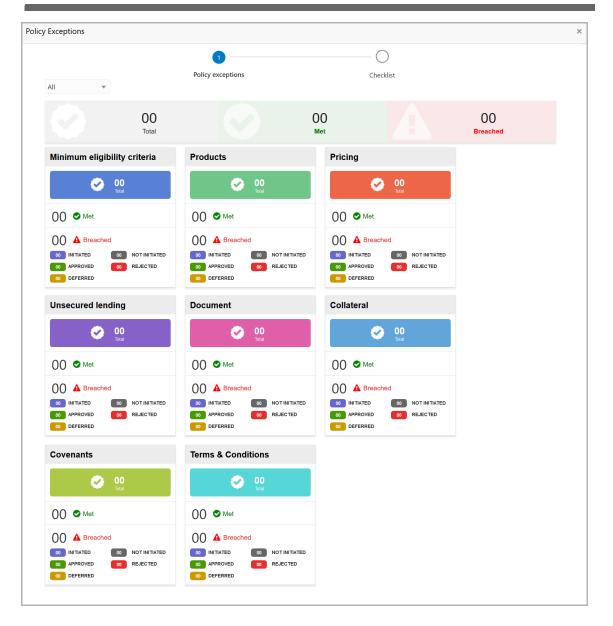


In the Customer Acceptance page, the Proposal Draft sent to the customer is displayed.

- 4. To view the proposal draft, click the View icon.
- 5. To download the proposal draft, click the download icon.
- 6. Click Next. The Comments page appears.

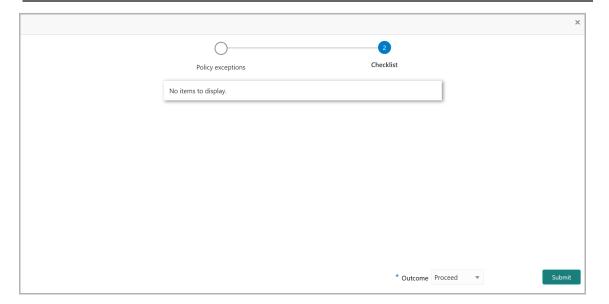


- **7. Post** comments, if required. Posted comment is displayed below the **Comments** box.
- 8. Click Submit. The Policy exceptions window appears.



By default, policy exceptions are displayed for both the party and its child party.

- 9. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.
- 10. Click the Checklist data segment.



- 11. Select the **Outcome** as **PROCEED**, if the customer has accepted the proposal. Otherwise select the Outcome as **Additional Info**.
- 12. Click Submit.

If the **Outcome** is selected as 'Proceed', the limit expiry details are handed off to the back office system on clicking **Submit**.

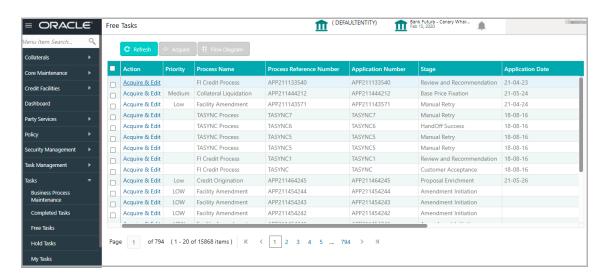
If the **Outcome** is selected as 'Additional Info', the application is moved to the Review and Recommendation stage on clicking **Submit**.

Handoff - Manual Retry

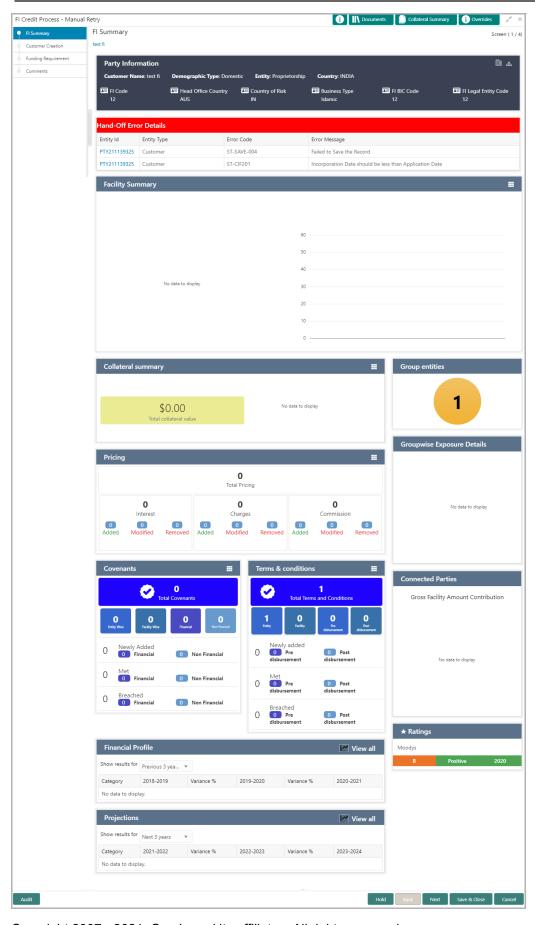
The system creates a manual retry task, if the automatic handoff fails due to errors in the application. You can view the error details displayed in the Summary page, make necessary changes, and then manually retry the handoff task.

To manually Handoff the proposal to the Back Office System, perform the following steps:

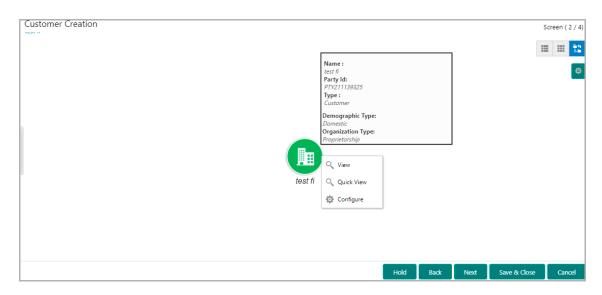
1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Task* page appears.



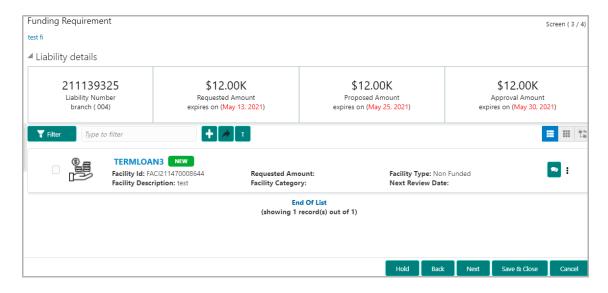
2. **Acquire & Edit** the required Manual Retry task. The *Manual Retry - FI Summary* page appears:



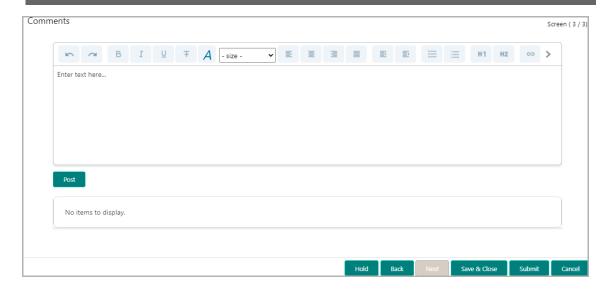
- 3. View the Hand-Off Error Details.
- 4. Click Next. The Customer Creation page appears.



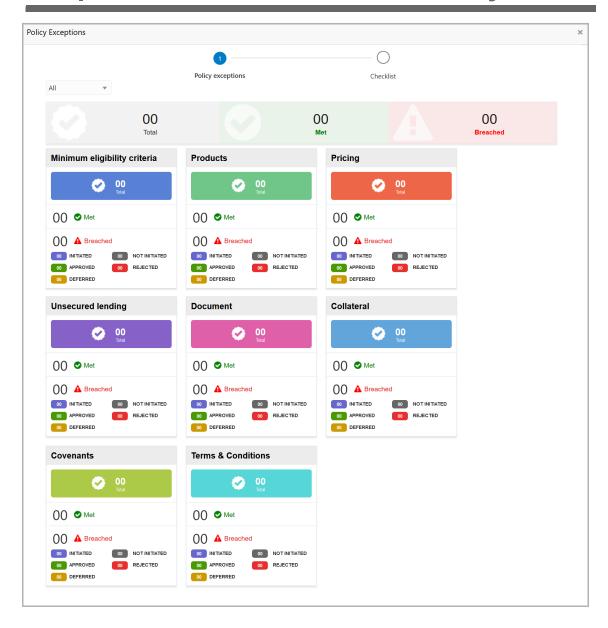
- 5. Fix the errors in this page, if any.
- 6. Click Next. The Funding Requirement page appears:



- 7. Fix the errors in this page, if any.
- 8. Click **Next**. The *Comments* page appears:

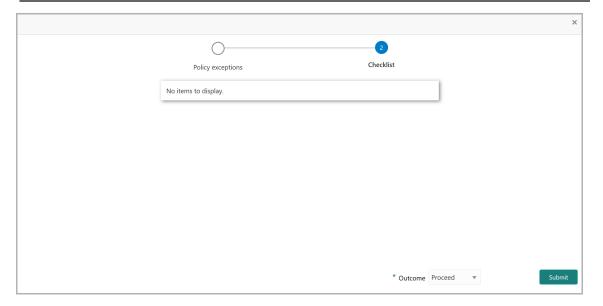


- **9. Post** comments, if required. Posted comment is displayed below the **Comments** box.
- 10. Click **Submit.** The *Policy exceptions* window appears.



By default, policy exceptions are displayed for both the party and its child party.

- 11. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.
- 12. Click the Checklist data segment.



- 13. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.
- 14. Click **Submit**. The proposal is moved to the Back Office System.

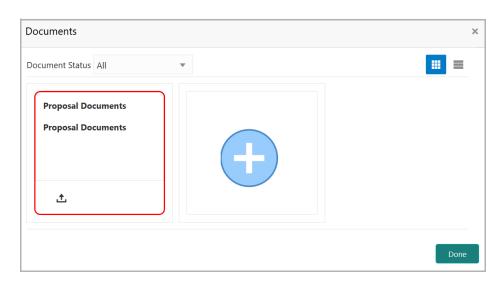
Chapter 9 - Document Upload

Document Upload and Checklist

In OBCFPM, supporting documents such as balance sheets and collateral documents can be uploaded in any stage of FI Credit Proposal process. Supporting documents help the senior officers in bank to accurately evaluate the credit worthiness of the Financial Institution and approve the application. Documents added for the proposal 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.

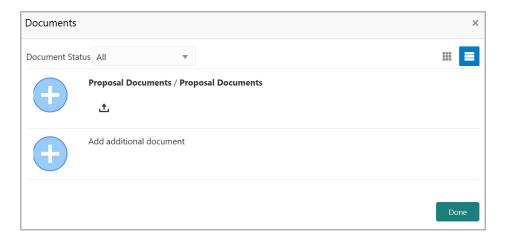


If the document list is configured in Business Process Maintenance, the same appears in the above window. You can also click the add icon to upload other documents.

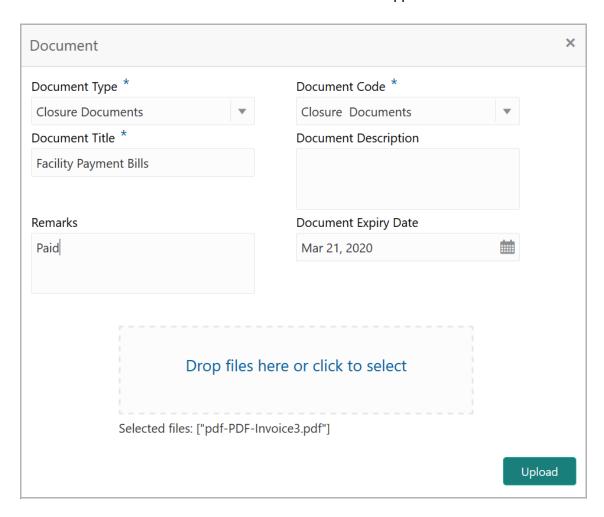
In case the mandatory document is not uploaded, the system prompts an alert. You need to upload the necessary documents and proceed further.

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 9 - Document Upload



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



- 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.

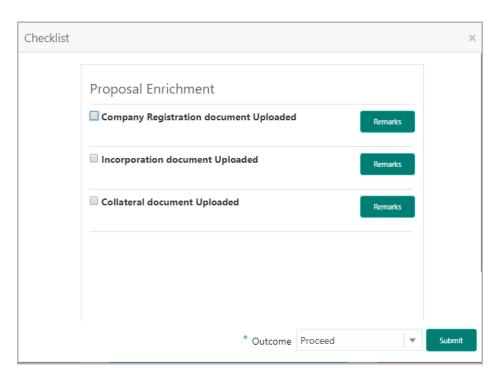
Chapter 9 - Document Upload

- 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.



- 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 10 - 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

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