

Facility Closure User Manual

# **Oracle Banking Credit Facilities Process Management**

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Oracle Banking Credit Facilities Process Management User Guide  
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# Table Of Contents

Preface .....	1
<i>About this guide</i> .....	1
<i>Intended Audience</i> .....	1
<i>Conventions Used</i> .....	1
<i>Common Icons in OBCFPM</i> .....	2
About Closure Process .....	3
Closure Initiation .....	5
<i>Liability / Facility Closure</i> .....	8
<i>Closure Summary</i> .....	11
<i>Comments</i> .....	11
Closure Validation .....	13
Closure Approval .....	14
<i>Facility / Liability Closure</i> .....	14
<i>Closure Summary</i> .....	17
<i>Comments</i> .....	18
Customer Notification .....	19
<i>Draft Generation</i> .....	19
<i>Closure Summary</i> .....	20
<i>Comments</i> .....	21
Handoff - Manual Retry .....	23

Document Upload and Checklist .....	24
Reference and Feedback .....	27
<i>References</i> .....	27
<i>Feedback and Support</i> .....	27

# Chapter 1 - Introduction

## Preface

### About this guide




This guide provides step-by-step instructions to close the liability / facility provided to the corporate customer.

### Intended Audience

This document is intended for the banking personnel responsible for performing Liability / Facility Closure process for the corporate customer.

### 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"><li>• Field name</li><li>• Drop down options</li><li>• Other UX labels</li></ul>
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

# Chapter 1 - Introduction

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## 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

## About Closure Process

Liability / Facility closure is the process of closing / canceling a single or a group of facilities / liability offered to the corporate customer. This process can be initiated by both the bank as well as the customer under certain circumstances.

The circumstances under which the customer initiates Closure process include:

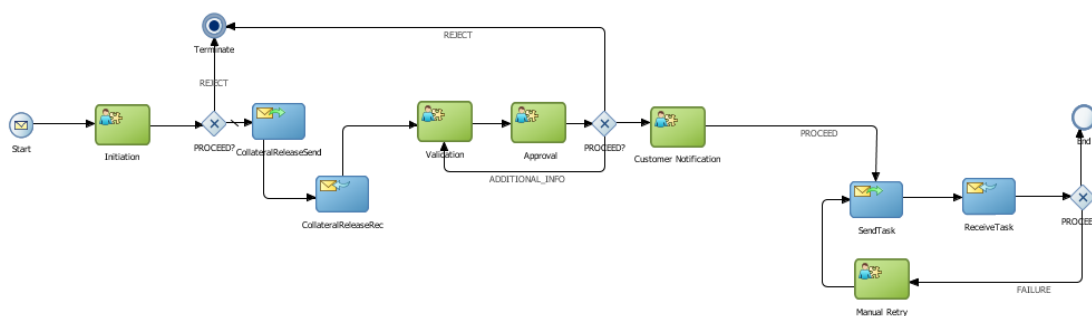
- The facility is no more required by the customer
- The customer is offered with higher amount of facilities from the competing bank
- The customer is offered with similar amount of facilities at a better rate of interest from the competing bank
- The customer is unable to repay the outstanding amount, thus decided to liquidate the collateral and close the facilities

The circumstances under which the bank initiates Closure process include:

- The customer is unable to repay the outstanding amount, thus the bank has decided to liquidate the collateral
- Worsening of the financial performance of the customer
- The customer breaches the covenant or Terms and Conditions set by the bank
- Maturity of the facility as per its natural course
- The bank has discontinued the sanctioned facilities, tenor, rates, etc.

## Process Flow Diagram

The flow diagram illustrating various stages in the Closure process is provided below for reference:



# Chapter 3 - Overview

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The Closure process in OBCFPM has the following stages:

- Initiation
- Validation
- Approval
- Customer Notification
- Manual Retry

Refer each chapter in this book for information on the stages in Closure process.



# Chapter 3 - Initiation

## Closure Initiation

In this stage, the user can close the liability / facilities provided to the customer as well as the collaterals provided as a security for the facility.

To initiate Liability / Facility Closure:

1. Login to OBCFPM.
2. Navigate to **Credit Facilities > Corporate > Facility Closure** from the left menu. The *Facility Closure Initiation* window appears:

Facility Closure

(004) Feb 12, 2020 sample@sample.com

Application Priority  Low  Medium  High

Application Branch 004

Party Id PTY192560509

**Party Information**

Customer Name: Corporation Demographic Type: Domestic Entity: Proprietorship Country: INDIA

Party Id: PTY192560509 Register No: RNS34345231 Liability Amount: \$22,000,000.00 Expiry date: Jan 27, 2021 Is KYC Compliant: No Share Holders: 2 Contractors: 2 Guarantors: 2 Bankers: 3

**WIP Applications**

Application Number	BranchCode	Priority	Party Id	Customer Name	Process Name	Current Stage
APP21901500	004	Low	PTY192560509	PTY192560509	Group Concentration Extension Process	Group Concentration Extension Initial
APP21991635	004	Low	PTY192560509	PTY192560509	Facility Review Process	Facility Review Initiation
APP211051744	004	High	PTY192560509	Corporation	Facility Review Process	Facility Review Initiation
APP211051745	004	High	PTY192560509	Corporation	Facility Review Process	Facility Review Initiation
APP211051746	004	High	PTY192560509	Corporation	Facility Review Process	Facility Review Initiation

Page 1 of 7 (1 - 10 of 69 items)

Closure Type  Liability  Facility

Select Liabilities

Liability Name	Total Facilities	No Of Outstanding Facilities	Total Collaterals	Closure Eligibility
Corporation	15	15	0	No

Initiate Facility Closure

3. Choose the facility closure **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. Click the search icon in **Party Id** field and select the required customer. The system displays basic information of the customer along with the WIP applications created for the customer, and enables the **Initiate Facility Closure** button.
6. Select the **Closure Type**. The options available are **Liability** and **Facility**.

If the **Liability** option is selected, all the liabilities available for the selected customer are displayed.

# Chapter 3 - Initiation

If the **Facility** option is selected, all the facilities created for the selected customer are displayed in the **Select Facilities** drop down list.

7. Select the required liability / facility and click **Initiate Facility Closure**. The *Company Name - Closure* page appears.

Or

8. Navigate to **Credit Facilities > My Portfolio**.

9. Expand the required customer.

My Portfolio (DEFAULTENTITY) Bank Futura - Canary Whar... Feb 15, 2020 sample@sample.com

Type to filter + New Proposal

Customer	Customer Id	Amount Sanctioned	Balance Available
▲ [REDACTED] LTD	PTY201514287	\$2,000.00	\$1,000.00

1 Entities

Funded		Non Funded		Upcoming events
\$2,000.00	\$1,000.00	\$0.00	\$0.00	No items to display.

Financial Info View all

No items to display.

WIP Applications View all

- 0 Facility Application
- 0 Collateral Application
- 0 Policy Exception

★ Ratings

No items to display.

Initiate Amendment Initiate PSN **Initiate Closure** Initiate T&c Compliance Initiate GC Amendment Initiate GC Extension Initiate Facility Review

10. Click **Initiate Closure**. The *Company Name - Closure* page is displayed.

ACME Corporation - Closure

Closure Type \*

Liability  Facility

Submit Cancel

# Chapter 3 - Initiation

11. Select the **Closure Type**. The options available are **Liability** and **Facility**.
12. To close the liability, select **Liability** option.

Upon selecting the Liability option, all the liabilities associated with the customer are displayed as shown below:

ACME Corporation - Closure

Closure Type \*

Liability  Facility

Select Liabilities

Liability Name	Total Facilities	No Of Outstanding Facilities	Total Collaterals	Closure Eligibility
ACME Corporation	13	13	0	Yes

Submit Cancel

13. Select the liability and click **Submit**. The *Liability Closure* page is displayed.
14. To close the facility, click the **Facility** option.

Upon selecting the Facility option, all the facilities associated with the customer are displayed as shown below:

ACME Corporation - Closure

Closure Type \*

Liability  Facility

Select Facilities

ACME Corporation

**i** Click Submit to initiate Facility closure for the ACME Corporation

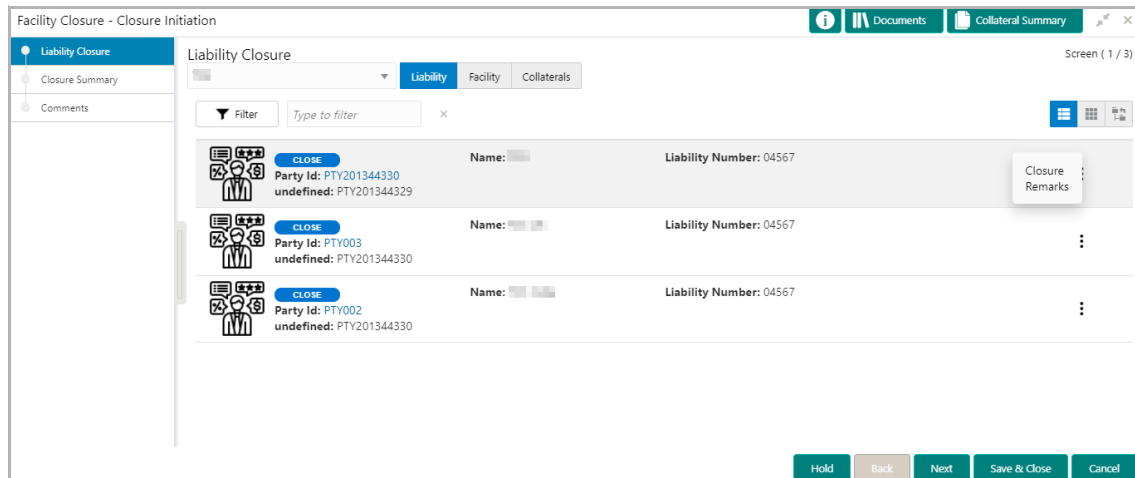
Submit Cancel

15. Select the required facility from the **Select Facilities** drop down list.
16. Click **Submit**. The *Facility Closure* page is displayed.

# Chapter 3 - Initiation

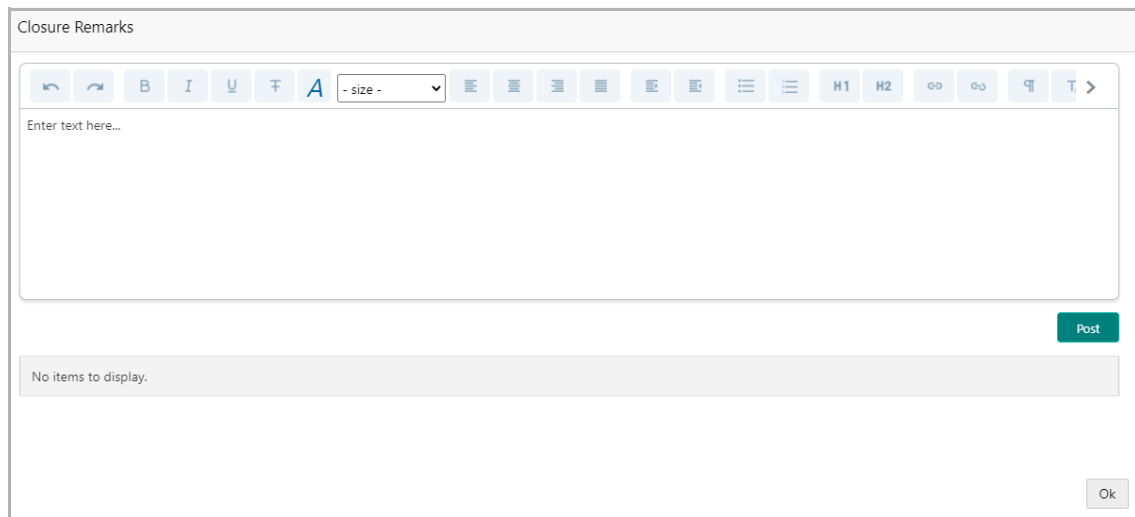
## Liability / Facility Closure

This page allows the user to initiate closure for liabilities, facilities and collaterals linked to facilities.



In the **Liabilities** tab:

17. To filter a liability, click the **Filter** icon and specify the search parameters or directly type the liability detail in **Type to filter** text box.
18. To change the liability view to table view, click the table view icon.
19. To change the liability view to tree view, click the tree view icon.
20. To view the liability details of a party, click the corresponding **Party Id**.
21. To initiate liability closure for a party, click the Hamburger icon in corresponding record and select **Closure Remarks**.



22. Specify the comments for closure in the **Closure Remarks** text box.
23. Click **Post**. Comments are posted below the text box.

# Chapter 3 - Initiation

24. Click **Ok**.

In the **Facility** tab:

The screenshot shows the 'Facility Closure' interface. At the top, there are tabs for 'Liability', 'Facility', and 'Collaterals'. Below the tabs are four summary cards: 'Total Facilities' (1 Facilities), 'With Outstanding' (1 Facilities), 'Without Outstanding', and 'Marked for Closure'. A filter icon and a 'Type to filter' text box are present. The main area displays a facility record for 'F202049' with details: Line Number: LIN1, Facility Description: TESTTL, Requested Amount, Facility Category: TESTTL, Writeups, Product Type: Funde, and Next Review Date. A 'Close Facility' button is visible. At the bottom, there are navigation buttons: Hold, Back, Next, Save & Close, and Cancel. The page number is 1 of 1.

25. To filter a facility, click the **Filter** icon and specify the search parameters or directly type the facility detail in **Type to filter** text box.

26. To change the facility view to table view, click the table view icon.

27. To change the facility view to tree view, click the tree view icon.

28. To initiate closure for a facility, click the Hamburger icon in the corresponding record and select **Close Facility**. The **Comments** window appears:

The screenshot shows the 'Comments' window. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, H1, H2, link, unlink, and a right arrow. Below the toolbar is a text input area with the placeholder 'Enter text here...'. A 'Post' button is located at the bottom right of the text area. Below the text area, there is a message 'No items to display.' and an 'Ok' button at the bottom right.

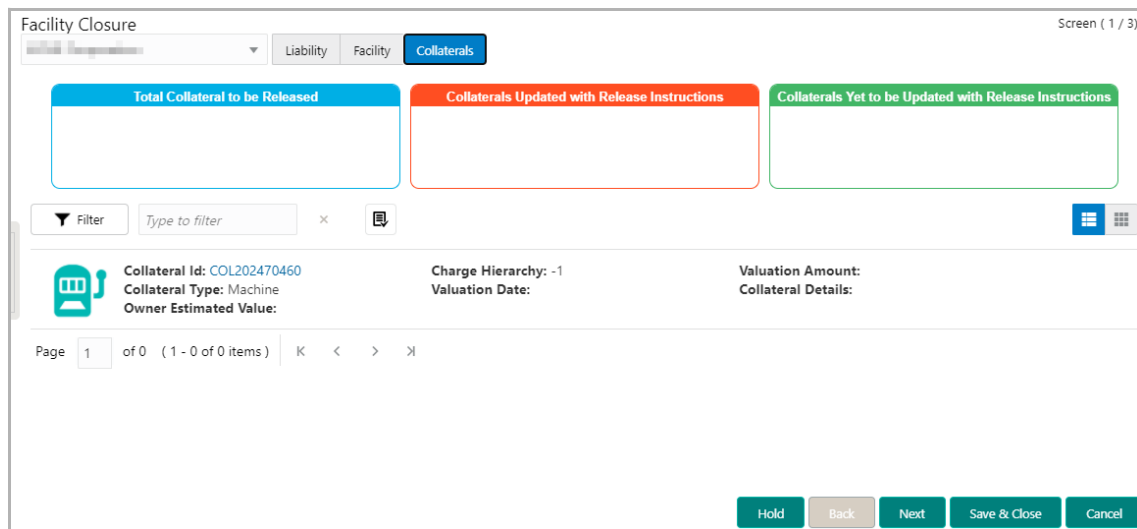
29. Type the **Comments** for facility closure in the text box.

30. Click **Post**. Comments are posted below the text box.

31. Click **Ok**.

# Chapter 3 - Initiation

In the **Collaterals** tab:

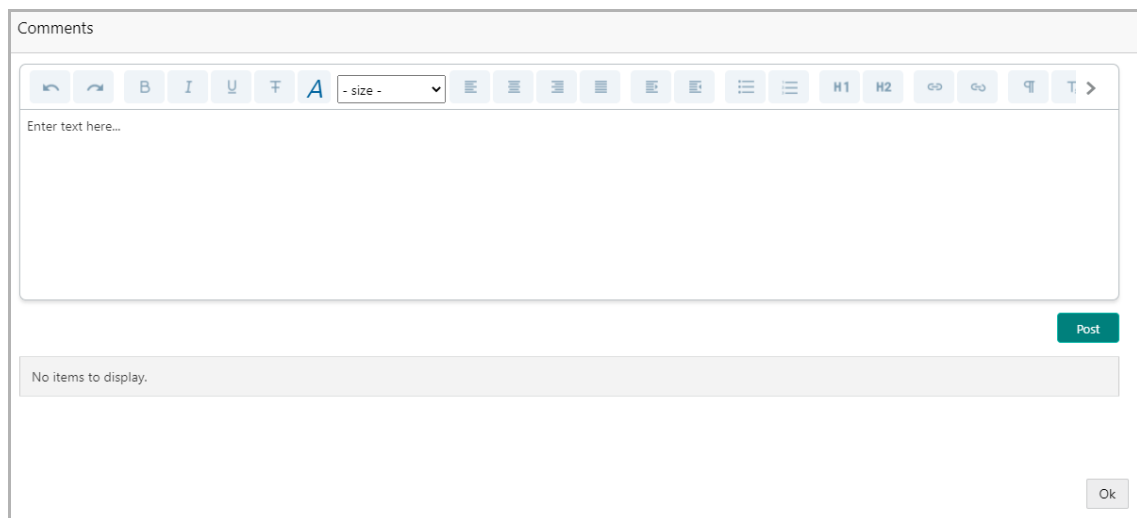


32. To filter a collateral, click the **Filter** icon and specify the search parameters or directly type the collateral detail in **Type to filter** text box.

33. To change the collateral view to table view, click the table view icon.

34. To view the details of particular collateral, click the **Collateral Id** in corresponding record.

35. To initiate closure for a collateral, select the collateral and click the Close Collateral icon. The *Comments* window appears:



36. Type the **Comments** for collateral closure in the text box.

37. Click **Post**. Comments are posted below the text box.

38. Click **Ok**.

39. Click **Next** to go to the next page. The *Closure Summary* page appears.

# Chapter 3 - Initiation

## Closure Summary

This data segment provides a preview of the actions made in the *Liability / Facility Closure* page. The user can check the facilities and collaterals detail and make necessary decision.

The screenshot shows the 'Closure Summary' screen for 'ACME Corporation'. It features a dark blue header with 'Customer Information' and a list of fields: Corporation, Customer ID (PTY212094301), Register No, Legal Status (Proprietorship), Liability Amount (\$22,000,000.00), Is KYC Compliant (No), Share Holders (0), Contractors (0), Guarantors (0), and Bankers (0). Below this is a summary table with three columns: Entities (1 Added), Facilities (13 Closed), and Collaterals (0 Released). There are expandable sections for Entities, Facilities, and Collaterals. At the bottom right, there are buttons for Hold, Back, Next, Save & Close, and Cancel.

Entities	Facilities	Collaterals
1 Added	13 Closed	0 Released

40. Review the Closure Summary.
41. Click **Next** to go to the *Comments* page.

## Comments

This data segment allows the user to capture overall comments for the Closure Initiation stage.

The screenshot shows the 'Comments' screen. It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, H1, H2, and a right arrow. Below the toolbar is a text input field with the placeholder 'Enter text here...'. A green 'Post' button is located below the input field. Below the button is a box containing the text 'No items to display.'. At the bottom right, there are buttons for Hold, Back, Next, Save & Close, Submit, and Cancel.

42. Type the **Comments** for the Closure Initiation stage in the text box.
43. Click **Post**. Comments are posted below the text box.

# Chapter 3 - Initiation

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44. To hold the Closure Initiation task, click **Hold**.
45. To go back to the previous page, click **Back**.
46. To save and exit the page, click **Save & Close**.
47. To go to the next stage, click **Submit**.
48. To cancel the Facility Closure operation, click **Cancel**.

Upon clicking **Submit**, the *checklist* window appears.

49. Select the **Outcome** as Proceed and click **Submit**. The task is moved to the Closure Validation stage.

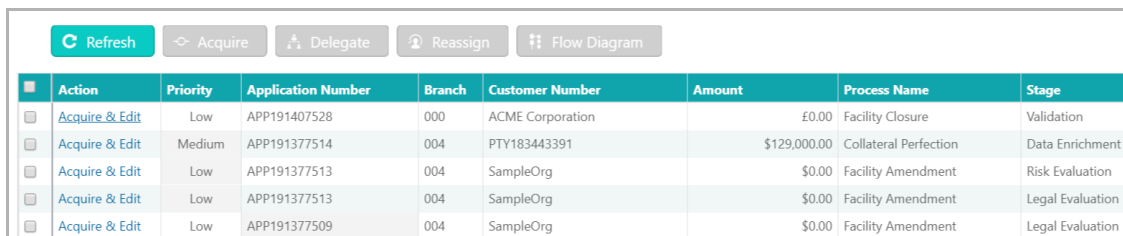


## Closure Validation

In this stage, the credit officer validates the Liability / Facility Closure request and further enhance it before submitting for approval.

To validate the Closure request:

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



The screenshot shows a user interface for the 'Free Task' page. At the top, there are several buttons: 'Refresh', 'Acquire', 'Delegate', 'Reassign', and 'Flow Diagram'. Below these buttons is a table with the following columns: Action, Priority, Application Number, Branch, Customer Number, Amount, Process Name, and Stage. The table contains five rows of data, each with a checkbox in the 'Action' column.

Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	APP191407528	000	ACME Corporation	£0.00	Facility Closure	Validation
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Medium	APP191377514	004	PTY183443391	\$129,000.00	Collateral Perfection	Data Enrichment
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	APP191377513	004	SampleOrg	\$0.00	Facility Amendment	Risk Evaluation
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	APP191377513	004	SampleOrg	\$0.00	Facility Amendment	Legal Evaluation
<input type="checkbox"/> <a href="#">Acquire &amp; Edit</a>	Low	APP191377509	004	SampleOrg	\$0.00	Facility Amendment	Legal Evaluation

2. **Acquire & Edit** the required Validation task. The Liability / *Facility Closure* page appears.

The Closure Validation task is similar to the Closure Initiation task. Refer **Initiation** chapter for information on validating the Closure request.

Upon submitting the Closure Validation task, the task is moved to the Approval stage.

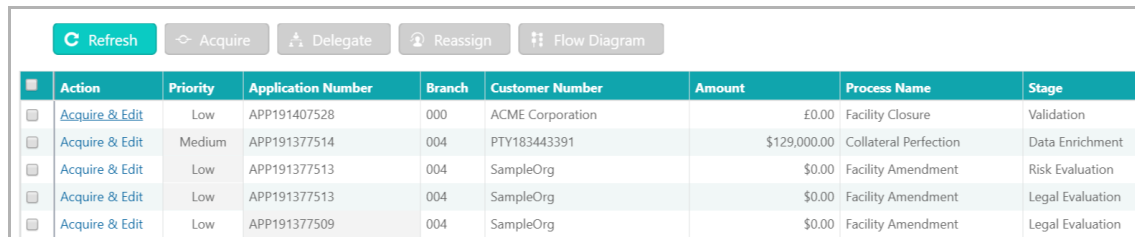
# Chapter 3 - Approval

## Closure Approval

In this stage, the Credit Approver reviews the Closure request and takes any of the following actions based on the available information:

- Approve
- Send Back for more info
- Reject

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

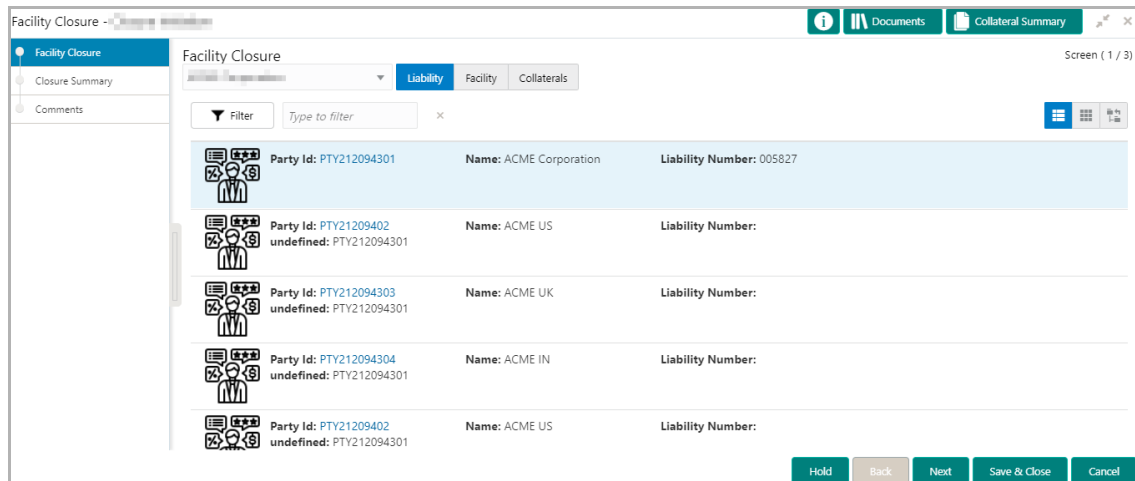


	Action	Priority	Application Number	Branch	Customer Number	Amount	Process Name	Stage
<input type="checkbox"/>	Acquire & Edit	Low	APP191407528	000	ACME Corporation	£0.00	Facility Closure	Validation
<input type="checkbox"/>	Acquire & Edit	Medium	APP191377514	004	PTY183443391	\$129,000.00	Collateral Perfection	Data Enrichment
<input type="checkbox"/>	Acquire & Edit	Low	APP191377513	004	SampleOrg	\$0.00	Facility Amendment	Risk Evaluation
<input type="checkbox"/>	Acquire & Edit	Low	APP191377513	004	SampleOrg	\$0.00	Facility Amendment	Legal Evaluation
<input type="checkbox"/>	Acquire & Edit	Low	APP191377509	004	SampleOrg	\$0.00	Facility Amendment	Legal Evaluation

2. **Acquire & Edit** the required Approval task. The *Approval - Facility Closure / Liability Closure* page appears.

## Facility / Liability Closure

This page allows the Approver to approve, reject or send back the facility / liability closure request, and release collaterals associated with the facility.



Facility Closure - [Navigation] Documents Collateral Summary Screen (1 / 3)

Facility Closure [Dropdown] Liability Facility Collaterals

Filter [Type to filter] x

	Party Id: PTY212094301	Name: ACME Corporation	Liability Number: 005827
	Party Id: PTY21209402 undefined: PTY212094301	Name: ACME US	Liability Number:
	Party Id: PTY212094303 undefined: PTY212094301	Name: ACME UK	Liability Number:
	Party Id: PTY212094304 undefined: PTY212094301	Name: ACME IN	Liability Number:
	Party Id: PTY21209402 undefined: PTY212094301	Name: ACME US	Liability Number:

Hold Back Next Save & Close Cancel

In the **Liability** tab:

3. To filter a liability, click the **Filter** icon and specify the search parameters or directly type the liability detail in **Type to filter** text box.
4. To change the liability view to table view, click the table view icon.
5. To change the liability view to tree view, click the tree view icon.

# Chapter 3 - Approval

6. To view the liability details of a party, click the corresponding **Party Id**.
7. To approve the liability closure request for a party, click the Hamburger icon in corresponding record and select **Approve**. The *Comments* window appears.
8. Post the approval comments.
9. Click **Ok**.

Similarly, to reject or send back the closure application for a party, click the Hamburger icon in corresponding record and select the required option.

In the **Facilities** tab:

The screenshot displays the 'Facility Closure' application interface. At the top, there are tabs for 'Liability', 'Facility', and 'Collaterals', with 'Facility' selected. Below the tabs is a summary dashboard with four cards: 'Total Facilities' (13 Facilities), 'With Outstanding' (13 Facilities), 'Without Outstanding', and 'Marked for Closure'. Below the dashboard is a filter section with a 'Filter' icon and a text box 'Type to filter'. The main area shows a list of facilities. Two facilities are visible: FC99999 (Line Number: LC1) and FC99998 (Line Number: LTLOAN1). Each facility record includes a 'CLOSE' button, a 'Request Amount' field, 'Facility Category: TL', 'Writeups' link, 'Product Type: Funded', and 'Next Review Date: 20-08-18'. At the bottom right, there are buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

10. To filter a facility, click the **Filter** icon and specify the search parameters or directly type the facility detail in **Type to filter** text box.
11. To change the facility view to table view, click the table view icon.
12. To change the facility view to tree view, click the tree view icon.
13. To approve closure request for a party, click the Hamburger icon in the corresponding record and select **Approve**. The *Comments* window appears:

# Chapter 3 - Approval

14. Type the approval **Comments** in the text box.
15. Click **Post**. Comments are posted below the text box.
16. Click **Ok**.

In the **Collaterals** tab:

17. To filter a collateral, click the **Filter** icon and specify the search parameters or directly type the collateral detail in **Type to filter** text box.
18. To change the collateral view to table view, click the table view icon.
19. To view the details of particular collateral, click the **Collateral Id** in corresponding record.
20. To close a collateral, select the collateral and click the Close Collateral icon. The *Comments* window appears:

# Chapter 3 - Approval

Comments

Enter text here...

Post

No items to display.

Ok

21. Type the **Comments** for collateral closure in the text box.
22. Click **Post**. Comments are posted below the text box.
23. Click **Ok**.
24. Click **Next** to go to the next page. The *Closure Summary* page appears.

## Closure Summary

This data segment provides a preview of the actions made in the *Facility / Liability Closure* page. The user can check the facilities and collaterals detail and make necessary decision.

Closure Summary Screen ( 2 / 3)

ACME Corporation

**Customer Information**

Corporation , A Domestic entity established & operating as a Proprietorship Company in

Customer ID	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY212094301		Proprietorship	\$22,000,000.00	No	0	0	0	0

Entities	Facilities	Collaterals
1 Added	13 Closed	0 Released

▶ Entities

▶ Facilities

▶ Collaterals

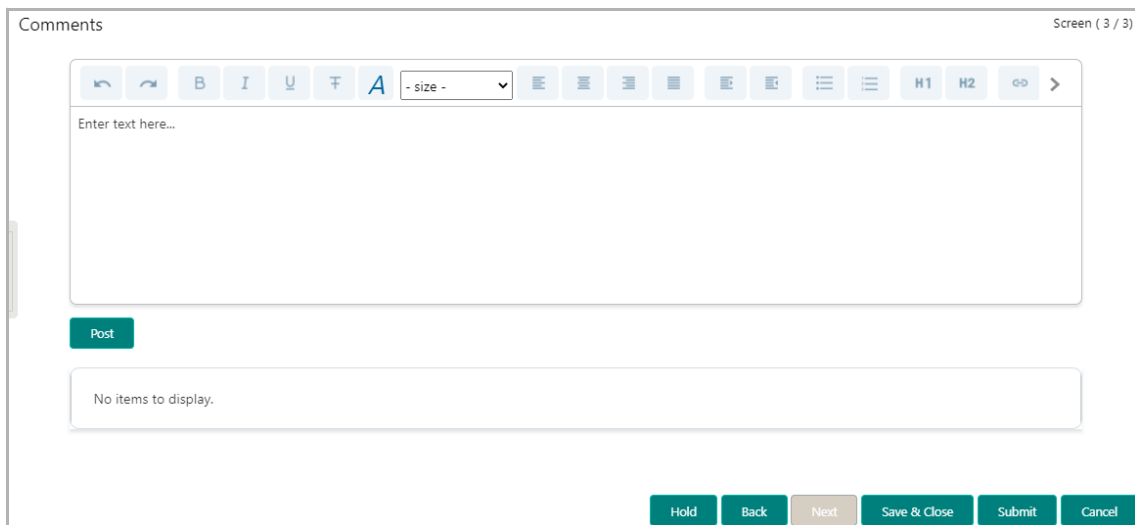
Hold Back Next Save & Close Cancel

25. Review the Closure Summary.
26. Click **Next** to go to the *Comments* page.

# Chapter 3 - Approval

## Comments

This data segment allows the user to capture overall comments for the Closure Approval stage.



The screenshot shows a web interface titled "Comments" with a sub-header "Screen ( 3 / 3)". The main area contains a rich text editor with a toolbar featuring icons for undo, redo, bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), font size (dropdown), bulleted list, numbered list, indent, outdent, link, unlink, table, and table of contents. Below the toolbar is a large text input field with the placeholder text "Enter text here...". Underneath the text field 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 form are six buttons: "Hold", "Back", "Next", "Save & Close", "Submit", and "Cancel".

27. Type the **Comments** for the Closure Approval stage in the text box.
28. Click **Post**. Comments are posted below the text box.
29. To hold the Closure Approval task, click **Hold**.
30. To go back to the previous page, click **Back**.
31. To save and exit the page, click **Save & Close**.
32. To go to the next stage, click **Submit**.
33. To cancel the Closure operation, click **Cancel**.

Upon clicking **Submit**, the *checklist* window appears.

34. Select the **Outcome** as Proceed and click **Submit**. The task is moved to the Customer Notification stage.

# Chapter 3 - Customer Notification

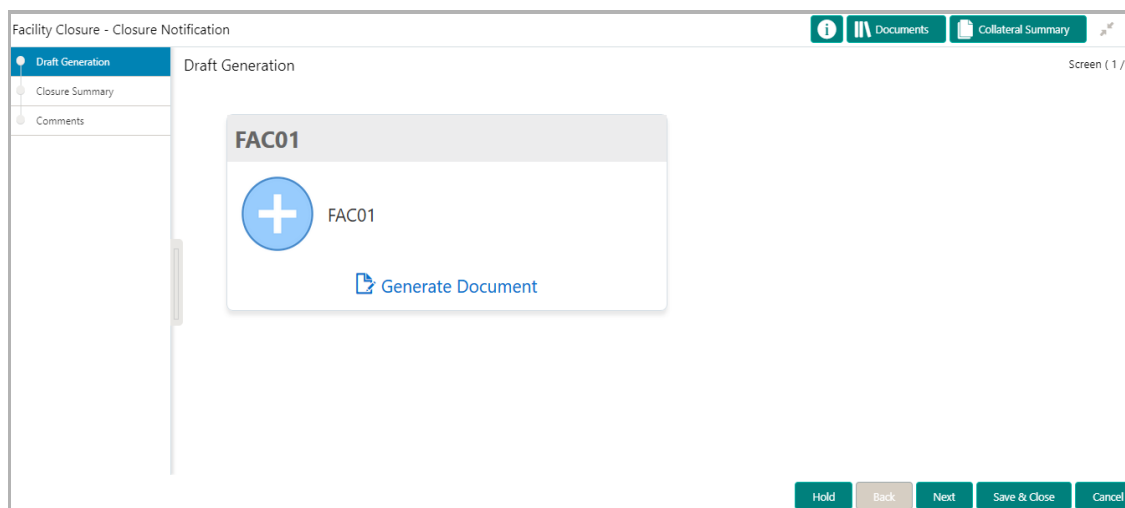
## Customer Notification

In this stage, the Relationship Manager downloads the documents necessary for Facility Closure process and distributes the same to the customer for acceptance.

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears.
2. **Acquire & Edit** the required Customer Notification task. The *Draft Generation* page appears.

## Draft Generation

This data segment allows to configure communication details of the party for email notification.



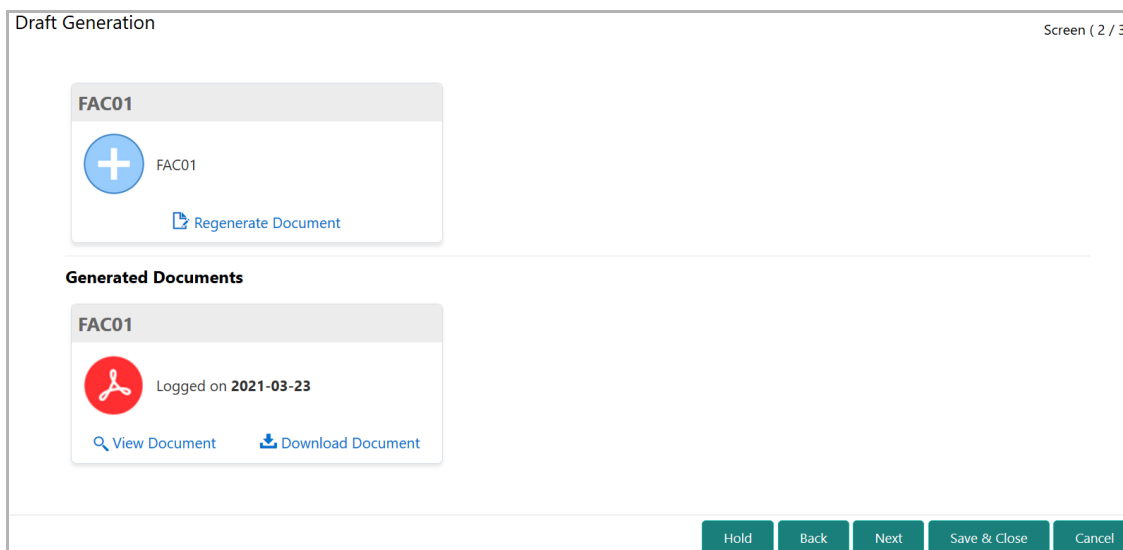
3. Click **Generate Document**. The *Draft Generation Details* window appears.

### Draft Generation Details

Communication Type	E-Mail To *
<b>Email</b>	<input type="text" value="john_doe@example.com"/>
E-Mail CC	Subject *
<input type="text" value="john_doe@example.com"/>	<input type="text" value="Proposal draft"/>

# Chapter 3 - Customer Notification

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



8. To view the generated draft document, click **View Document**.
9. To download the generated draft document, click **Download Document**.
10. After generating closure draft, click **Next**. The *Closure Summary* page appears.

## Closure Summary

This data segment provides a preview of the actions made in the *Facility / Liability Closure* page. The user can check the facilities and collaterals detail in this page.



# Chapter 3 - Customer Notification

Closure Summary Screen ( 2 / 3 )

**Customer Information**

Corporation, A Domestic entity established & operating as a Proprietorship Company in

Customer ID	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY212094301		Proprietorship	\$22,000,000.00	No	0	0	0	0

Entities	Facilities	Collaterals
1 Added	13 Closed	0 Released

► Entities

► Facilities

► Collaterals

**Hold** **Back** **Next** **Save & Close** **Cancel**

11. Review the Closure Summary.
12. Click **Next** to go to the *Comments* page.

## Comments

This data segment allows the user to capture overall comments for the Customer Notification stage.

Comments Screen ( 3 / 3 )

Enter text here...

**Post**

No items to display.

**Hold** **Back** **Next** **Save & Close** **Submit** **Cancel**

13. Type the **Comments** for the Customer Notification stage in the text box.
14. Click **Post**. Comments are posted below the text box.
15. To hold the Closure Notification task, click **Hold**.
16. To go back to the previous page, click **Back**.
17. To save and exit the page, click **Save & Close**.
18. To go to the next stage, click **Submit**.

# Chapter 3 - Customer Notification

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19. To cancel the Facility / Liability Closure operation, click **Cancel**.

Upon clicking **Submit**, the *checklist* window appears.

20. Select the **Outcome** as Proceed and click **Submit**. The application will be automatically transferred to the Back Office System for closing the facility.

# Chapter 3 - Manual Retry

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## Handoff - Manual Retry

If Handoff to the Back Office System fails in automatic Handoff stage, the credit officer can manually retry the Handoff process.

To acquire the Facility Closure - Manual Retry task, navigate to **Tasks > Free Tasks** and click **Acquire & Edit** on the required item.

Refer **Initiation** chapter for field level explanation of the data segments in Handoff - Manual Retry process.

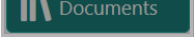
Upon submitting the Handoff - Manual Retry task, the closure application will be sent to the Back Office System.

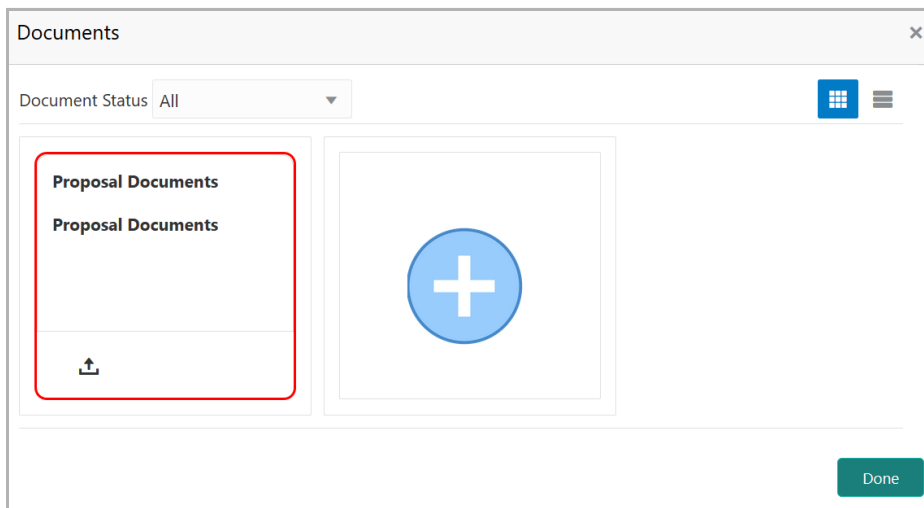
# Chapter 3 - Document Upload

## Document Upload and Checklist

In OBCFPM, closure documents can be uploaded in any stage of Facility Closure process. Uploading documents help the senior officers in bank to accurately evaluate the closure application and approve the same.

### Steps to upload documents

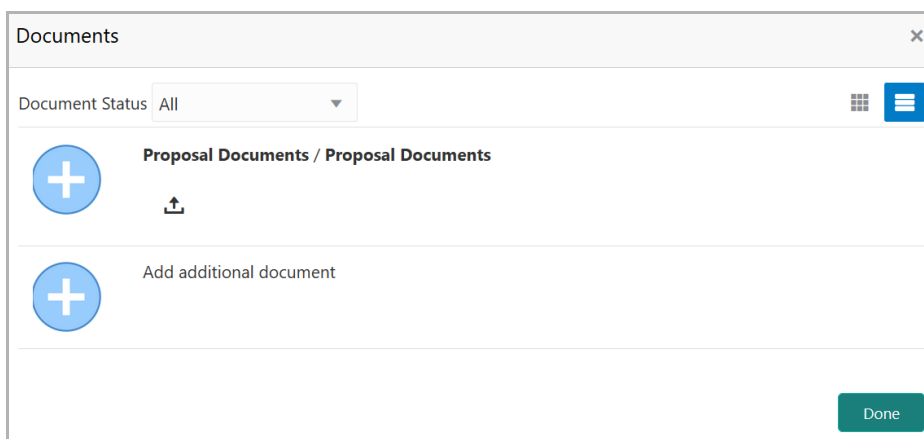
1. Click  at the top right corner of any page. The *Documents* window appears.



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.

Document

Document Type \*  
Closure Documents

Document Code \*  
Closure Documents

Document Title \*  
Facility Payment Bills

Document Description

Remarks  
Paid

Document Expiry Date  
Mar 21, 2020

Drop files here or click to select

Selected files: ["pdf-PDF-Invoice3.pdf"]

Upload

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.
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.

# Chapter 3 - Document Upload

Checklist

Proposal Enrichment

Company Registration document Uploaded Remarks

Incorporation document Uploaded Remarks

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 the *Document* window.
14. To edit or delete the document, click the edit or delete icons.

# Chapter 3 - Reference and Feedback

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## Reference and Feedback

### References

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

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

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