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Oracle Financial Services Lending and Leasing User Documentation

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1. Navigation

This document provides an overview of the basic template, navigation, common operations that can be performed, and keyboard short cuts available in Oracle Financial Services Lending and Leasing. Since this section details the general options available in the User Interface, some or all the parts of this section are applicable to you as per access provisions & licensing.

The document is organized into below topics:

- Logging In
- Template and Navigation
- Common Operations
- Hot Keys

Note

The application can be best viewed in 1280 x 1024 screen resolution.

1.1 <u>Audience</u>

This document is intended to all Prospective Users who would be working on the application.

1.2 Conventions Used

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

1.3 Logging In

The pre-requisites to log into the system are a valid user ID and a password, defined by the system administrator in Administration > User screen.

You can login to the system using a valid user ID and a password defined by the system administrator, in Administration > User screen. A User ID is disabled automatically by the system if it is inactive for a specified number of days.



When you invoke the application, the **Sign In** screen is displayed.

Financial Services Lending and Leasing		
	Sign In Piesse enter useid and password * User Id * Password Sign In	

- User ID Specify a valid User ID.
- Password Specify a valid password for the specified User ID.

The system accepts the User ID and password in upper case only. After specifying valid credentials, click **Sign In** to sign into the application.

1.4 <u>Template and Navigation</u>

This section provides a brief input on the template and navigation of the system. Details are grouped into two categories to enable easy understanding. These include:

- Home screen
- Screens

1.4.1 <u>Home Screen</u>

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

The Home screen consists of the following components:

- Header
- Left Pane



Right Pane/Work Area

Financial Services Le	nding and Leasing
DashBoard 4 DashBoard DasBoard Uses Productivity System Menter Producer Analysis Process Files	
> Origination	
> Servicing	
> Collections	
> WFP	
> Tools	
> Setup	a l

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

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		The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.	
	2	If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:	
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Servicing		affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.	
Collections			
WFP			
Tools			

Header

In the Header, system displays the following:

• **User ID** that you have currently logged/Signed in. Click the adjoining drop-down arrow, the system displays the following options:

🛔 Welcome, VAVAIDYA 🗸		😼 Sign Qut [QA] 🧲
Change Password		
User Info		

- Change Password - Click to change the current password.

trigration	Initiari	
ing Santa Sant		
	Sepir legionano bity Aquitaria Esty Indentity Narity Aquitaria Kalenal Statesh Addos Dang Makatanan Bagtho Rabana	Charge Freework *Const Freework *Const Freewo
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0 MP	O MEP	
) Tools) Setup	



Specify the current password in the **Current Password** field and a valid password, you wish to maintain as a new password, in the **New Password** field. Re-enter the password in **Confirm Password** field and click **Submit** to change the password.

– User Info – Click to view the current user info.

ser Info					
Organization	DMC			USER TIME ZONE	•
Division	US01		Level		
First Name	VARSHA		User Time Zone		
Last Name	VAIDYA		Company Branch Time	US/CENTRAL (CENTRAL STANDARD	
Responsibility	SUPERUSER		Zone	(Inc)	
GL Post Date	02/10/2016		Server Time	ASIA/CALCUTTA (INDIA STANDARD	
Last Login Date	02/10/2016 03	:21:07 AM		TIME)	
Session Language	DEFAULT	Y	Skin Family	Skyros (Default)	
Debug Enabled Ind					
			Submit 🕺	{ <u>C</u> lose	

In this screen, apart from viewing the user info, you can also set Session Language, enable error log, and specify the time zone preference.

Session Language – Select a language that you need to set for the session, from the drop-down list.

Debug Enabled Ind – Check this box to enable the debug indicator.

On selection, system records all the debugs into logs files depending on the following two types of system parameters:

System Parameter	Condition to record debug data
CMN_DEBUG_METHOD	If parameter value is 1, then debug data is recorded into a file in Database Server.
	If parameter value is 4, then debug data is recorded into the table LOG_FILES_HEADER.
CMN_DEBUG_LEVEL	If parameter value is greater than 0, only then the debug data is recorded.

The debug data can be viewed from Dashboard > System Monitor > Database Server Log Files.



You can click on I List Files button to view the list of logged files.

Batch Jobs Jobs Services Database Server Log Files View ← Format ← IFreeze Detach Wrap Itele List Files Download File File Name File Type File Size File Time 5706 02/18/2016 05:1411.41 // JSVRC_EN_000_01_DB12C_2084400 lob 5706 02/18/2016 05:141.14 // ALERT lob 399 02/22/2016 03:59:16 AI CSVRRC_EN_100_01_DB12C_3794335 lob 6390 02/22/2016 03:59:16 AI CSVRRC_EN_100_01_DB12C_3994362 lob 116790 02/22/2016 05:56:47.2AI JVPRC_EN_000_1_DB12C_2094362 lob 5706 02/18/2016 10:57:09 AI File Content View ← Format ← Freeze Detach Wirap Beginning ® End ≠ of Lines 50 Show File Text - - - - - - 02/18/2016 17:44:11: d5:FLL:1v_use_B1::Y 02/18/2016 17:44:11: cmmayp_cl_000_01.get_syp_parameter_value value: http://ofss2221142.in.oracle.com: 02/18/2016 17:44:11: cmmayp_cl_000_01.get_syp_parameter_value value: http://ofss2221142.in.oracle.com: 02/18/2016 17:44:11: cmmayp_cl_000_01.get_syp_parameter_value value: http://ofss2221142.in.oracle.com: 02/18/2016 17:44:11: cmmayp_cl_000_01.get_syp_parameter_value value: http://ofss2221142.in.oracle.com:	DashBoard $_{\rm X}$	Syste	m Monitor >	<				×
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Click on Show File button to view the selected file contents in the 'File Content' section. You can also click **Download File** button to extract a copy of debug details.

Time Zone Level - Select the time zone preference as User/Company Branch/ Application Server Time Zone from the adjoining options list.

For more details on time zone selection, refer to Time Zone Preference section of this user manual.

Click **Submit** to save the changes or **Close** to close the screen without changes.

- Accessibility Click the link to view accessibility features of the system.
- Refer accessibility document for further details.
- **Sign Out** Click the link to sign off from the application. You can also click on **Economic** icon to sign off from the application.

Left Window

•

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

DashBoard	
Origination	
ervicing	
Servicing	-
Customer Service	
Securitization	
Transaction Authorization	
Post Date Checks	
Escrow Transactions	Ξ
Account Documents	
Collateral Management	
Reports	
Producers	
Vendors	
Batch Transactions	
⊿ Interfaces	
AP Transactions	
GL Transactions	*
Collections	
WFP	



To open a screen, navigate to Module Master Tab to which the screen belongs, expand the tabs, and click the screen link you wish to open.

Menu Search in Left Window

In the left window you can make use of the search option to directly search and open the screen that you are familiar with, and avoid multiple steps of navigation from the LHS menu.

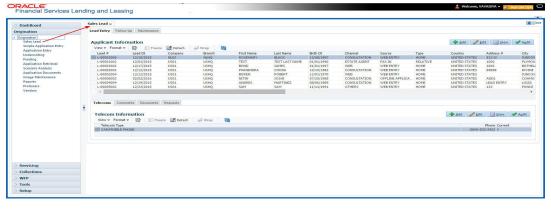
The Search box in the LHS facilitates for an intuitive search of required screens in Oracle Financial Services Lending and Leasing. For example, on typing the first letter of the screen, the search box displays a list of all available screens starting with the letter entered in alphabetical order. You can click on the required screen and press 'Enter'. The screen is displayed in the main window/work area.

ACLE ancial Services Ler	ding and Leas	sing			ABSHEKAR 🔻 🥞 Sign
	Access X				
cation Retrieval(Origination) cation Documents(Origination) t Types(Setup Products) unt Documents(Servicing)	Data Screen Access Grid View Format	Reports Correspondence Transaction		💠 Add 🛛 🥒 Edit	yew 🗸 Ayo
ss(Setup User)	Organization	Division	Company	Branch	Allowed
ansactions(Servicing Interfaces)	DMC	US01	ALL	ALL	Y
ation Entry(Origination)	DMC	NL02	ALL	ALL	Y
Tables(Setup System)	DMC	SA03	ALL	ALL	Y
ces(Servicing Batch Transactions)	DMC	JP04	ALL	ALL	Y
gination					
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When there are multiple matches with same screen name, you can filter the results through the module from which the screen is accessed which is indicated in angular brackets. For example typing 'VEN' displays the following options for selection - Vendors(Collections), Vendors(Origination), Vendors(Servicing), Vendors(Setup System). For subsequent search, you need to clear the data in the search field.

Right Window

The Right Window can also be termed as work area. When you click the screen link on left pane, system displays the corresponding screen in the right pane.





You can open a maximum of 15 screens at a go. Once the maximum limit is reached, the system displays an error message.

DashBoard	K Transaction Authoriza	tion × Post Date Check	ks x Escrow Transactions x Ac	count Documents 😠 🛛 Collateral	Management 😠 Reports 🗙	Producers × /	Advances x Paymen	ts x Pees x	AP Transactions ×	GL Transactions 🗙 🔷
Origination	Authorization Authorizatio	History Review Reques	sts (Pending: 0)							
ervicing										
Servicing	Transactions								/ Edit	📃 View 🛛 🖋 Audit
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Securitization Transaction Authorization	Account #	Txn Dt	Transaction	Status	Maker	Initiated Dt	Checker	Authorized Dt	Comments	
Post Date Checks	20150200010030:KARTHIK 20121000010588:BROWN			ERROR	VIBHATIA VEROUTHU	02/10/2016 02/09/2016	UNDEFINED			
Escrow Transactions	20121000010988800 SUN			ERROR	VEROUTHU	02/09/2016	UNDEFINED			
Account Documents										
Collateral Management										
Reports Producers	Parameters									
Vendors	View - Format - 🔛	🔝 Freeze 🚮 Detach	di Wrap							
Batch Transactions	Parameter		Value							Required
Advances	TON DATE		02/09/2016							Y
Payments										
Fees	Transaction Processin	a Dotalla								
Interfaces AP Transactions	View + Format +		De la companya de la							
GL Transactions	Result	E Freeze Detach	da Wrap (12							
CASA Reconciliation	Result 02/09/2016 only									
Conversion Accounts	Transaction Posting Failed									
	Backdating of Transaction i	allowed for date after								
collections										
WFP										
Tools										
Setup										

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

You can also open multiple Applications at the same time as separate tabs in the right window, provided your system administrator has enabled the option 'Mac_Multi_tab_Ind' = 'Y' in MENU_ACCESS table.

Having this option enabled you can view and update a maximum of 15 Applications in parallel tabs and Oracle Financial Services Lending and Leasing renders dynamic data across all the opened tabs.

However, this option is restricted only to the following screens in Origination Module Master Tab. In the Left Menu of Origination Module Master Tab, you can open multiple applications by clicking on the following links. Each successive click, opens a new Origination tab.

- Simple Application Entry
- Application Entry
- Underwriting
- Funding

	Origination x Originatio	Origination w	Origination								
00	Search/Task Funding		110000								
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		Freeze		الله Wrap 🚯 O	verride OK 🖌 Warr	ning OK 🖌 MANUAL	Contract				
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Retrieval											
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Documents											
	Applicant										
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itenance	Applicant	e Firs	t Name			Last Name		Birt	h Dt	Own / F	Rented
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(Applicant Relation Type PRIMARY Ratios Ratios Grade					MILLEN What If Pmt Ar		07/ ts Amt	(17/1991 Liabílties (-)	UNDEF3	INED et-Worth Am
tenance	Applicant Relation Type PRIMARY Ratios Grade					MILLEN What If Pmt Ar		07/ ts Amt	(17/1991 Liabílties (-)	UNDEF3	INED et-Worth Am
	Applicant Relation Type PRIMARY Ratios Grade Bureau					MILLEN What If Pmt Ar		07/ ts Amt	(17/1991 Liabílties (-)	UNDEF3	INED et-Worth Am
tenance 4	Applicant Relation Type Remark Ratios Grade Bureau Bureau				0	MILLEN What If Pmt A 0.0	0 Open Auto	07/ ts Amt 0.00	17/1991 Liabilites (-) 0.00	UNDEF3	NED et-Worth Am 0.01
	Applicant Relation Type PRIMARY Ratios Grade Bureau			FLCO Score	0	MILLEN What If Pmt A 0.0	0 Open Auto	07/ ts Amt	17/1991 Liabilites (-) 0.00	UNDEF3	INED et-Worth Am



Few screens in Origination are identical and are linked. Hence, when multi tab option is not enabled, you can open only one screen at a time from the group. A sample of the grouping structure is given below, based on stages of the screens:

Origination:

- Simple Application Entry
- Application Entry
- Underwriting
- Funding

As per the above listing, you will be able to open only one screen in the corresponding list and need to close the same to open any other screen.

Right Splitter/Action Window

The Right Splitter/Action Window has quick access to search and other options to avoid switching between tabs or navigating into sub tabs periodically. You can access the Right Splitter/Action Window while working on an Application or Customer Service screens. You can click 4 and 5 to toggle the view of Right Splitter/Action Window.

Origination Screens

In Origination > Application screens, you can use the Right Splitter/Action Window to do the following:

DashBoard	rigination ×										8
jination	Search/Task Fundin	g: 000000378	Review Requests (P	ending: 0)						▲ Quick Search	
igination Sales Lead Simple Application Entry Application Entry	Application: 00 View + Format +				le OK 🖌 Warning OK	y.		Uiew	🖌 Audit	App # SSN	
Underwriting Funding	Dt	App #	Sub Unit	Status	Origination Stage Code	Producer Name	Prc Co Existing Customer Na	Duplicate Application	Contact	Identification	ar
Application Retrieval Scenario Analysis	01/01/2012	000000378	UNDEFINED	APPROVED - FUNDED	FUNDED	GA-00004 : ADVANCE LEA	N	N		⊿ Summary	
Agalitatisa Documentis Image Maintenance Reports Producers Vendors	Summary Applic	ant Request De	cision Contract	Collateral Comments T	racking Document	Verification Correspondence	e Tools		,	Requested Appr	00.00
	> Applicant									Grade D GRADE Score LTV1 150.00 LTV2 Stated PTI 9.54 Stated After DT	0 150.00 TI58.92 0
	👂 Bureau								5	Asset Desc 2012 CHEVROLET MO 2DR Queue FUNDED APPLICATION	
	> Checklist									Change Status Status APPROVED - FUNDED	
	∠ Collateral Collateral									Add Comment	
ervicing	Asset Type VEHICLE	Sul	Туре	Primary Year Y 2012	Make	Model MONTE CARLO	Mileage New 0 N	Wholesale Value 10.000.00		* Alert	
llections	VEAICLE	CA		0 2012	CHEVROLET	HONTE CAREO	U N	10,000,00		* Type	*
										* Sub	

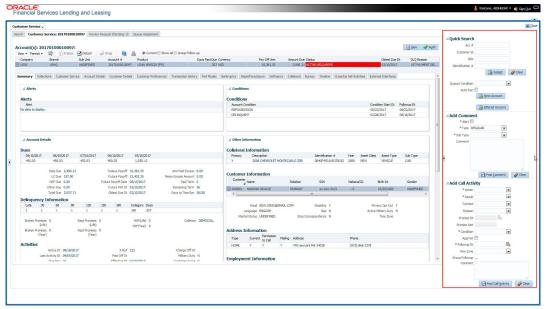
- Use **Quick Search** to search for an application based on application number, last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches found for the Identification #, Please use normal Search".
- Summary section displays critical information that has to be referred repeatedly during origination like – DTI, PTI, Book Value, Grade, FICO Score, Approved Advance, Rate and Term.
- Use **Change Status** section to change the application status to next level. If the application edit status is restricted, then the 'Change Status' will be read-only.
- Use Add Comment section to post an alert or comment during Underwriting and Funding stages.

For detailed information on the above options, refer to respective sections in the document.



Servicing and Collection Screens

In Servicing and Collection > Customer Service screens, you can use the Right Splitter/Action Window to do the following:



- Use Quick Search to search for an account based on account number, or customer ld, or last 4 digits of SSN (SSN of the primary applicant) or identification number. If multiple applications or accounts are found during 'Identification #' search, the system displays an error message as "Multiple Matches found for the Identification #, Please use normal Search". You can also select the Queue Condition and Auto Run options during search. Clicking 'Next Account' button opens the subsequent account listed in search and clicking 'Filtered Account' opens the subsequent account fetched during a queue search and listed in Queue Assignment section.
- Use Add Comment section to post an alert or comment based on Type and Sub Type.
- Use Add Call Activity section to post all types of call activities including promise to pay, account conditions and so on, irrespective of the screen you are working on. This is similar to the option available in 'Call Activities sub tab' under Customer Service tab.

For detailed information on the above options, refer to respective sections in the document.

The height of Header and width of the Left and Right Panes do not change, with resizing of application screen.

The system facilitates toggling Header and Left and Right Panes of the home screen to increase the visible area of the screens. Click is to toggle upper pane and is to toggle left pane. To un-toggle click is and is respectively.



1.4.1.1 <u>Time Zone Preference</u>

ser Info					
Organization			Time Zone	USER TIME ZONE	¥
Division First Name	and the second		User Time Zone	UNDEFINED	
Last Name Responsibility	VAIDYA			US/CENTRAL (CENTRAL STANDARD	
GL Post Date Last Login Date		:21:07 AM		ASIA/CALCUTTA (INDIA STANDARD TIME)	
Session Language	DEFAULT	Ŧ	Skin Family	Skyros (Default)	
Debug Enabled Ind					
			Submit 🖇	Close	
					-

You can select any of the following three time zones from the User Info screen:

- Application Server Time Zone
- Company Branch Time Zone
- User Time Zone

The time zones set up at each of these levels are displayed in the user info screen. However, data is always stored in the application server time zone and based on the user preference of time zone, the display time would be User or Company or Application Server time zone. Any time zone related changes done at UI does not impact the other time bound activities which are dependent on database time.

Application Server Time Zone (Server Time Zone)

The Application Server Time Zone by default is the Production Server Time Zone. Selecting this time zone will have all date and time fields defined as per the time stored in application server. There is no offset in time if both storage (database server) and display (application server) are in the same time zone.

Company Branch Time Zone (Organization - Division Time Zone)

This is the Company time zone and is setup at the organization - division definition level. The various divisions defined under an organization can be set up with different time zones depending on geographical locations. This time can be modified as per requirement.

To modify the Company Branch Time Zone:

- Navigate to Setup > Administration > User > Organization and select the company or division listed under 'Division Definition'.
- In the Display Formats tab, select Time Zone and click 'Edit'.
- In the Format field, select the required time zone from the adjoining options list and click 'Save'.

If 'Company Branch Time Zone' is selected as the time zone in User Info screen, then on save, all the time and date fields are automatically updated with the time zone of the company branch.

User Time Zone

User Time Zone or User Preference Time Zone can be set up at the User Level in the User Definition screen. Various Users under same divisions defined under an organization can be set up with different time zones depending on geographical locations.



To modify the User Time Zone:

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

If 'User Time Zone' is selected as the time zone in User Info screen, then on save, all the time and date fields are automatically updated with the current updated time.

1.4.2 Screens

Details in few main screens are grouped into different sections. These sections are displayed as tabs, horizontally within the screen. In turn, details in few of these tabs are again grouped horizontally. The details are displayed when you click the tab under which they are grouped. As similar to the main screen tabs, you can identify the active tab with its white background.

For example, Customer Service main screen has four main tabs. When you click on 'Customer Service' tab, the corresponding tabs are displayed.

	202000102	31: YUTAKA OZAK	A / AKANE											Vi	ew 🔗 Au
			Wrap	<u>ا</u> ا	irrent 🔘	Show All 🔘 Grou	up Follow-up								
Company	Branch	Sub Unit	Account #	Product			Days Past Du	Currency		Pay Of	Amt Amou	nt Due Status		0	Idest Due Dt
US01	USR1	UNDEFINED	201202000102	B1 LEASE VE	HICLE		1	USD			0.00	0.00 ACTIVE		03	2/10/2015
mmary Custom	er Service A	count Details Customer	r Details Trans	action History	Pmt Mode	s Bankruptcy	Repo/Foreclosure	Deficiency C	ollateral	Bureau	Cross/Up Sell Activ	ities			
16	10	16 M.	18 185° T			310	19 MG 16								
Call Activities	Maintenance C	comments Promises C	Checklists Trac	king Attributes	Referen	ces Correspon	dence Letters D	ocument Tracking	1						
Call Activitie	s											🕂 Add	🥖 Edit	<u>V</u> iew	🖋 Audit
View - Forma	t 🕶 📑 📋	Freeze 🚮 Detach	🖉 Wrap	69											
Action	Result	Contact	Reason		Cancel	Promise Dt	Promise Amt (ondition		Appoint	r Followup Dt	Time Zone	A	dj Followup D	t Co
	PH	ANSWERING MACHINE			N	12/30/2015	1,000.00 1	ONE		N	12/30/2015		1	2/29/2015 12	:30:00 PM
AT					N	12/30/2015	1,000.00 1			N	12/30/2015				:30:00 PM

You can click » to view the hidden tabs, if any.

1.5 <u>Common Operations</u>

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

- Basic Operations
- Basic Actions
- Personalization Options
- De-supported Special characters

1.5.1 Basic Operations

All the screens contain buttons to perform all or few of the basic operations. The four basic operations available are:

- Add
- Edit
- View
- Audit





When you click any of the operation tabs, system displays the corresponding records inline, below the respective setup tables.

Basic Operation	Description
Add	Click to add a new record. When you click Add , the system displays a new record enabling you to specify the required data. It is mandatory to specify details for the fields marked with '*' symbol.
Edit	Click to edit an existing record. Select the record you want to edit and click 'Edit'. The system displays an existing record in editable mode. Edit the required details.
View	Click to view an existing record. Select the record you want to view and click 'View'. The system displays the record details in display mode.
Audit	Click to view audit info. If an audit is set for a field, then the system tracks the changes for that field. Select the record for which you want to view the audit info and click 'Audit'. The system displays the details tracked for that field.
Close	Click to close a screen or a record. When you try to close an unsaved, modified record, then the system alerts you with an error message. You can click 'Yes' to continue and 'No' to save the record.

The table below gives a snapshot of them:

1.5.2 Basic Actions

Most of the screens contain buttons to perform all or few of the basic actions.

All or few of these actions are enabled when you select any of the Basic Operations.

Save and Add Save and Stay Save and Return

The table below gives a snapshot of them:

Basic Actions	Description
Save And Add	Click to save and add a new record. This button is displayed when you click 'Add' button.
Save and Stay	Click to save and remain in the same page. This button is displayed when you click 'Add/Edit' button.
Save And Return	Click to save and return to main screen. This button is displayed when you click 'Add' or 'Edit' buttons.
Return	Click to return to main screen without modifications. This button is displayed when you click 'Add', 'Edit' or 'View' buttons.



The summary screens consist of the following navigations. The table below gives a snapshot of them:

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

Along with the basic actions, the following buttons are available for specific actions. The table below gives a snapshot of them:

Basic Actions	Description
	Show File - Click to view the details of selected file.
	List Files - Click to generate and view the list of files maintained in the system.
B	Download File - Click to download the details of selected data.

1.5.3 <u>Personalization Options</u>

You can personalize the data displayed in setup tables. Once personalized, system saves the settings for that User ID until next personalization.

View 🗸 Format 🗸 🔛 📅 Freeze 🎆 Detach 🛛 🛁 Wrap 🛛 🚷



The table below gives a snapshot of them:

Options	Description		
Options View	Click to personalize your view. The drop-down list provides the following options of customization: Customize columns you wish to view Sort the order of displayed data Reorder columns Additionally, the drop-down list provides selection of options adjoining 'View'. Freeze Detach Freeze Detach Columns Show All Freeze Detach Columns Show All Freeze Detach Columns Show All Columns Columns Show All Columns Co		
Format	Click to resize columns or wrap a data in the table cells. Format Image: Columns Resize Columns Image: Columns Wrap Select the column you need to resize and select Resize Columns option from the Format drop-down list. Resize Column Image: Column Version Column Version Price Specify the Width and unit for the selected column. Click OK to apply changes and Cancel to revert.		
Query by Example	Click to query for the data by an example. When this option is selected, the system displays an empty row above column heads. You can specify all or any of the details of the record you wish to query.		
Freeze	Select the column at which you need to freeze the table and click Freeze . Function is similar to the freeze option in MS excel.		
Detach	Click to detach the setup table from the screen. An example of the detached table is provided below.		



Options	Description
Wrap	Select the column in which the data needs to be wrapped and click Wrap .
	Lean Le Lease Product Definition
	Werr - format - O format - O tach WWW & herr Product O cash Cory
	Product Besington Burt D1 End D1 Direct Plotble Repayment Enabled Culture Type Collaborati Sub Type (Particle Type Culture 1 Culture C
	LOAM-55 LOAD 102 102 102 102 1220 1220 1220 1220 12
	LOAV-KH LOAV-KHELE 10/1/1800 12/1/4000 Y Y Y Y LURED-RED COLLATINGECHED DISTLUENT
	MDP1 MDP1 33(38):3853 12/31/4000 Y N Y VEHICLE COLLATERA PERSONAL PROPERT INSTALLMENT
	MURABAHA (2011) 1011 011100 01112013 Y N Y HORE COLLTRAL REAL REPORT HOR INSTALLINETT NDS1 KOMM 0584 01111/153 12/21/400 Y N Y UNRECEDED COLLTINGERCED D INSTALLINETT
	NP01 12/31/4000 Y N Y HOME COLLATERAL, REAL PROPERTY HOMMORTGAGE -
62	
View Last	For usability and performance, some of the data intensive screens have 'View Last' option to sort the volume of data being displayed on screen based on elapsed days. View Last © 1 Day © 1 Week © 1 Month ® By Date Start Dt 07/01/2017 to 19/20/2017 to 19/20/2017
	You can select the 'View Last' option as 1 Day / 1 Week / 1 Month / By Date. When 'By Date' is selected you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and clicking 'Search'.

Print option in Customer Service screen

The Print button option in Customer Service/Collection screen facilitates you to print the contents on the screen as is without scroll bars. This button is available along with other options in the Action block. Clicking on this provides a browser print functionality and a new tab is opened where the print content is displayed.

Detach

	Customer Service ×			
Origination	Search Customer Service: 20120200010231 Review Request (Pending: 0)			
ervicing				
Servicing	Account(s): 20120200010231: YUTAKA OZAKA / AKANE			📃 View 🛛 🖋 Audit
Customer Service	View 🕶 Format 🖛 🙀 🏢 Freeze 🚰 Detach 🕼 Wrap 🙀 🚇 🖲 Current 🔘 S	how All 🔘 Group Follow-up		
Securitization	Company Branch Sub Unit Account # Product		nount Due Status	Oldest Due Dt
Transaction Authorization	US01 USR1 UNDEFINED 20120200010231 LEASE VEHICLE	0 USD 0.00	0.00 ACTIVE	02/10/2015
Post Date Checks				
Escrow Transactions Account Documents	Summary Customer Service Account Details Customer Details Transaction History Pmt Nodes	Bankruptcy Repo/Foreclosure Deficiency Collateral Bureau Cross/Up Sell Ar	tivities	
Collateral Management				
Reports	Call Activities Maintenance Comments Promises Checklists Tracking Attributes Reference	es Correspondence Letters Document Tracking		
Producers				
Vendors	Transaction Batch Information		💠 Add 🥒 Edit 📃	View 🖋 Audit
Batch Transactions	View 🕶 Format 🕶 📑 Freeze 🚮 Detach 🚽 Wrap 🖓 🚳 Post 🗔 V	Void		
Advances	Date Monetary Transaction		Status	Batch
Payments	02/10/2016 ADD CUSTOMER ADDRESS PHONE			N
Fees	91/07/2016 Y TERMINATE		ERROR	N
4 Interfaces	01/06/2016 Y TERMONATE			N
AP Transactive	01/06/2016 Y EXTENSION		VOID	N
ached Table				
iew 👻 Format 👻 📑 Free	ze 🚺 Detach 🚽 Wrap 🚱 🚳 Post 🙀 Void			
Date Monetary	Transaction		Status	Batch
02/10/2016 N	ADD CUSTOMER ADDRESS PHONE		POSTED	N
01/07/2016 Y	TERMINATE		ERROR	N
01/06/2016 Y	TERMINATE		VOID	N
01/06/2016 Y	EXTENSION		VOID	N
	PAYOFF QUOTE LEASE		POSTED	N

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

Drop-down List

The system provides an option to select the required data from LOV, for few fields. You can either select the record from list or enter first alphabet of the value you want. When you provide the alphabet, system limits the selection to the values starting with the specified alphabet. These lists are grouped into two types:



- Drop-down list Provides the selection option. You can either select a record from the list or enter first alphabet of the required value.
- Combo drop-down list The LOV contains huge data and provides both selection and search option. These drop-down arrows are smaller in size, when compared to normal drop-down arrows, thus enabling easy identification.

shBoard		stomer Service ×						
gination	Se	arch Customer Servi	ice: 201512000100	12 Review Request (Pending: 0)				
ing								
long ustomer Service		View + Format +			: 🔘 Show All 🔘 Group Follow-up			📃 View 🖌 Audit
ecuritization				ub Unit Account # Product			ff Amt Amount Due Stati	
ransaction Authorization ost Date Checks		US01 U	SHQ	20151200010012 LOAN VEHICLE	(FR)	21 USD 50,	318.81 2,193.30 ACT	IVE:DELQ:NON PERFO 01/01/2016
scrow Transactions ccount Documents iollateral Management eports roducers		Call Activities Main	tenance Commer	etails Customer Details Transaction History Pmt ts Promises Checklists Tracking Attributes Re			Advanced	
endors		Transaction Bat				an Code	de Add	🖉 Edit 📃 Yiew 🔗 Aydit
tch Transactions Advances		View + Format +		🛃 Detach 📣 Wrap 🝓 🚱 Bost	L _M V <u>o</u> id	Description		
Payments		Date 02/10/2016	Monetary	Transaction	ACCOUNT CI		Search: Transaction	
Fees		01/25/2016	N	ACCOUNT SUB UNIT TRANSFER	ACCOUNTIN		Search, transaction	
terfaces		01/22/2016	N	ACH MAINTENANCE	ADJUSTMEN		✓ Search	
AP Transactions		01/07/2016	N	ACH ONE TIME PHONE PAY	ADJUSTMEN	No rows to display.	Match All Any	
GL Transactions		12/15/2015	Y	ADJUSTMENT TO ADVANCE / PRINCIPAL - ADD	ADJUSTMEN	/		
CASA Reconciliation					ADJUSTMEN		Txn Code Starts with	T
Conversion Accounts		Transaction Bat	ch Information		ADJUSTMEN	Promornice, managine neo	Description Starts with	45
		Transaction Dat				FTO ADVANCE / PRINCIPAL - SUBTRACT FTO BANKRUPTCY EXPENSES - ADD	Ends with Equals	
						TTO BANKRUPTCY EXPENSES - ADD	Does not equa	Reset Add Fields +
						TO BANKKUPTCY EXPENSES - SUBTRACT	Description Less than	
			Dat	e 02/10/2016	Search		No rows to dis Less than or e	qual to
			* Monetar		* Transaction	۲	Greater than o	to accusit to
					Batch 🗸		Between	or equal to
		Parameters						
		View + Format +	Freeze	Detach 📣 Wrap				
ections		Parameter	wy Preeze	El neracu d'a mush			Value	Required
p		No data to display.					Value	Required
		no data to display.						

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

Buttons/Menu	Do this
Basic	Click 'Basic' for normal search.
Advanced	Click 'Advanced' for advanced search. In this mode, you can select the search option from drop-down list adjoining the search criteria. Selected record will be highlighted (Hover to select).
Match	Select 'All' to display results exactly matching the specified characters. Select 'Any' to display results matching any of the specified characters.
Search	Click to search for values based on the specified search criteria. The search results are displayed below with the details in respective columns.
Reset	Click to reset the search criteria.
Add Fields	Click to add additional fields to search criteria.

The search criteria are provided below the 'Match' field. These criteria vary based on the Field for which the search is executed.

Also, the system remembers your recent search options and demarcates them from the actual ones.

	* Channel WEB ENTRY	Producer Name	
NY-02 : PR		HOLTSVILLE	43125313212
MT-00001:SGFSADDF		RAMEY	23132132
MH 00001 : TEST 001		ADJUNTAS	0
MH-00001: TEST-001		ALINULUA	U
MN-00001 : TERMINATE		AGUADA	0
MT-00001:SGFSADDF		RAMEY	23132132
NY-02 : PR		HOLTSVILLE	43125313212
Search			



Comments

In all the user input screens wherever comments are accepted, the system allows an input of 4000 characters of information in the comment(s) field.

1.5.4 <u>De-supported Special characters</u>

OFSLL 'does not' support the following special characters while accepting data through UI, web service and file upload process.

<>{}|\^[]`

Hence, ensure that the same is not used while processing any input data in the system.

1.6 Keyboard Compatibility

The system facilitates keyboard compatibility. You can perform most of your tasks using keyboard short cuts also termed as 'Hot Keys'. These hot keys are single keyboards or a combination of keyboards. The available options are listed below:

- 1. **Shift + Alt** + mnemonic to activate buttons in the screen. For example, to open 'Accessibility' screen, press '**Shift + Alt + y**'.
- 2. **Tab** for forward navigation in the application. **Shift + Tab** for backward navigation in the application. When the required link/tab/button/field is highlighted, press enter on the keyboard to edit.
- 3. Space bar to check or uncheck 'Check Box'.
- 4. Arrow Keys to hover within the drop-down list.

1.6.1 Keyboard Compatibility

The application is made compatible with keyboard only-operations. However, there is a change in key combination based on the browser on which the application is running.

Browser	Operating System	Key Combination	Action
Google Chrome	Linux	Alt + mnemonic	Click
Google Chrome	Mac OS X	Control + Option + mne- monic	Click
Google Chrome	Windows	Alt +mnemonic	Click
Mozilla Firefox	Linux	Alt + Shift + mnemonic	Click
Mozilla Firefox	Mac OS X	Control + mnemonic	Click
Mozilla Firefox	Windows	Alt + Shift + mnemonic	Click
Microsoft Internet Explorer 7	Windows	Alt + mnemonic	Set focus
Microsoft Internet Explorer 8	Windows	Alt + mnemonic	Click or set focus
Apple Safari	Windows	Alt + mnemonic	Click



Browser	Operating System	Key Combination	Action
Apple Safari	Mac OS X	Control + Option + mne- monic	Click

Also, one can use the following keyboard shortcuts in order to increase or decrease the zoom level.

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

1.7 <u>Tool Tips</u>

The system is facilitated with tool tip option. When the cursor is moved to any of the field in the screen, a popup is displayed with a tip on the action to be performed.

1.8 Accessibility

1.8.1 Understanding Accessibility

Accessibility is making the application usable for multiple user groups, which includes users with physical challenges. One of the most important reasons to make the application accessible is to provide them the opportunity to work. The four main categories of disabilities are visual, hearing, mobility and cognitive.

A person with disability might encounter one or more barriers that can be eliminated or minimized by making the electronic information user-friendly and approachable.

1.8.2 Application Accessibility Preferences

Oracle Financial Services Lending and Leasing is facilitated with the feature of Accessibility to make the application more usable for the people who are differently abled.

By default, the following accessibility options are provided and there is no need to define special accessibility preference in the application:

- The application user interface contents are readily accessible for all types of users without the need to select special accessibility modes.
- The components within the user interface are optimized for use with a screen reader by default.
- The contents are zoomable by default, eliminating the need for an application large fonts mode.
- The user interface components auto-detect if operating system (OS) is set to high contrast mode and automatically render content that is compatible with OS high contrast, eliminating the need for an application high contrast mode.

Note that, Oracle Financial Services Lending and Leasing application user interface is built on Oracle Application Development Framework (ADF) and the default accessibility feature



supported by ADF are made available. For additional information, refer to ADF documentation on accessibility preferences.

1.8.3 Documentation Accessibility Preferences

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

- Addition of text equivalent to all graphics
- Usage of standard fonts and avoiding shadow or reversed text
- Usage of strong foreground and background color contrast
- Color usages as per Oracle Accessibility guidelines have been ensured
- Usage of styles and formatting elements
- Documentation in simple language to ensure easy understanding
- Including accurate and effective navigational features, such as cross-reference, tables
 of content and bookmarks as appropriate



2. Search Function

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

2.1 Search Criteria

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

DashBoard	Customer Service ×						
Origination	Search Customer Service Review Reguest (Pending: 0)						
rvicing							
Servicing Customer Service Securitization Transaction Authorization Post Date Checks	 Quick Search Search Criteria 	Search Options:	ch Options: Account Customer Busi Reset Criteria Reset Criteria 				
Escrow Transactions Account Documents	View 👻 Format 👻 🔝 Freeze 🔛 Detach 🛛 📣 Wrap	62					
Collateral Management	4			~			
Reports	Criteria		Comparison Operator		Value		
Producers Vendors Batch Transactions Advances Payments Fees Al Interfaces AP Transactions	ACCOUNT #		LIKE	~			
	ACCOUNT STATUS		LIKE	~		~	
	PRODUCT		LIKE	~			
	CUSTOMER SSN		EQUAL	~			
	CUSTOMER LAST NAME		LIKE	~			
	CUSTOMER FIRST NAME		LIKE	~			
GL Transactions	CUSTOMER ID		EQUAL	~			
CASA Reconciliation	BUSINESS NAME		LIKE	~			
Conversion Accounts	VIN		LIKE	~			
	YEAR		EQUAL	~			
	MAKE		LIKE	~			
	MODEL		LIKE	~			
	ASSET TYPE		LIKE	~			
	PRODUCER #		LIKE	~			
	PRODUCER NAME		LIKE	~			
	ACCOUNT CONDITION		LIKE	~		~	
	QUEUE NAME (UNDEFINED FOR DEFAULT)		LIKE	~			
	QUEUE DESCRIPTION		LIKE				
	Search Results						pen Account
collections	View - Format - Preeze Detach - Wrap Company Branch Account # Date	Title	Product	Status	D	elinquency Amount E	Outstandi
VEP	No data to display.	THUC .		Status	d	amount L	Balance
	<						>

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



Description	Example Expression
GREATER	APPLICATION DATE > 01/22/2002
THAN	Result : The system searches for all applications created after Jan. 22, 2002.
GREATER	APPLICATION DATE >= 01/22/2002
THAN OR EQUAL	Result : The system searches for all applications created on or after Jan. 22, 2002
IN	ACCOUNT NUMBER IN ('20001000012512', '20010100012645', '20010300012817')
	IN is used with values that are within parenthesis.
	Result : The system searches for the applications with the account numbers of '20001000012512', '20010100012645', and '20010300012817'.)
NOT IN	ACCOUNT NUMBER NOT IN ('20001000012512', '20010100012645', '20010300012817')
	NOT IN is used with values that are within parenthesis.
	Result : The system searches for all applications except those with the account numbers of '20001000012512', '20010100012645', and '20010300012817'.)
IS	VIN IS NULL
	IS is only used with a value of "NULL". It enables you to search for crite- ria that has no value; that is, fields where no information is present.
	Result : The system searches for all applications without a vehicle iden- tification number.
IS NOT	VIN IS NOT NULL
	IS NOT is only used with a value of "NULL". It enables you to search for criteria that has any value; that is, fields where information is present.
	Result : The system searches for all accounts with a VIN, vehicle identi- fication number.
LIKE	ASSET TYPE LIKE VEH%
	LIKE enables you to search for close matches using wildcard charac- ters.
	Result : The system searches for all applications with asset type beginning with the characters "veh" such as "vehicle car" or "vehicle van."
NOT LIKE	ASSET TYPE NOT LIKE VEH%
	NOT LIKE enables you to search for close matches using wildcard characters.
	Result : The system searches for all applications with asset type other than those starting with the characters "veh."

Using Wildcard Characters

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



• _ (underline) represents any single character.

Using Criteria Value

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

- **1234**ACB
- **1234**5678
- 1234
- **1234**8
- 12340980988234ABIL230498098

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

- 12345
- 1234A
- 12340

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

- 1234
- 01234
- 098908LKJKLJLKJ000988071234

Search criteria values of _1234 will locate five character strings that end in "1234" for example,

- A1234
- 1**1234**

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

- 1234
- 01234
- **1234**0
- AKJLKJ**1234**128424

Search criteria values of **_1234_** will locate character strings of 6 characters that *contain* **"1234"** for example,

- A1234B
- 0**1234**1
- A**1234**1

Using Search Criteria examples

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

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



Criteria	Comparison Operator	Value
APPLICATION DATE	EQUAL	05/01/2001
APPLICATION NUMBER	GREATER THAN OR EQUAL	000000278

Result: The system searches for all applications with application date May 1, 2001 and an application number greater than or equal to 000000278.

Criteria	Comparison Operator	Value
FIRST NAME	EQUAL	JAN

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

- JAN ARBOR
- JAN FISHER

Criteria	Comparison Operator	Value
FIRST NAME	LIKE	JAN%

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

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



Application Status

While you are searching for an application in the **Origination** screens, the **Search Result/Task** tab lists all the available applications and also the status of each application for edits. The following table indicates the application status:

DashBoard	Origination	×										×
Drigination	Search/Ta	sk Apoli	ication Enb	y: 0000001	023 Review F	Requests (Pending	: 0)					
Origination Sales Lead	A Quick	ant Linestitut										
Simple Application Entry Application Entry	App # 0	00000153	7		SSN			Identification #			Submit	
Underwriting Funding Application Retrieval	Queue				V 🚯	ext Application						
Scenario Analysis Application Documents	> Search Criteria											
Image Maintenance								÷ 1	lew Application	Open Application	View Application	Contraction
Reports Producers	Search I	Results	/Task									
Vendors	View -			Freeze	Detach	لا Wrap	View /					
	Critical	Locked	Allowed	Company	Branch	App #	Date	Title	Product	Status	Sub S	tatus
	•		0	US01	USHQ	0000001023		CHODA PHANINDRA /	LEASE VEHICL		FUND	ED
	0		0	US01	USHQ	0000001033	12/14/2015	MADHU BOBBURI / BA	LOAN VEHICLI	E (FR) NEW	BLAN	(
	0		0	U501	USHQ	0000001093	06/01/2015	HONEYSINGH YOYO	LEASE VEHICL	E APPROVED	FUND	ED
			0	US01	USHQ	0000001056	12/15/2015	BOND JAMES	LOAN VEHICLE	E (FR) NEW	REVIE	W REQUIRED
	•		0	U501	USHQ	0000001562	02/02/2016	S SAM	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
•	0		0	U501	USHQ	0000001105	08/01/2015	HOOD MARK	LOAN VEHICLE	E (FR) NEW	REVIE	W REQUIRED
	0		0	US01	USHQ	0000001265	01/04/2016	KABADE KIRAN	LOAN VEHICLI	E (FR) APPROVED	VERIF	YING
	•		0	US01	USHQ	0000001581	02/02/2016	VANKAYA JOGAIAH	LOAN VEHICLE	E (FR) APPROVED	VERIF	YING
	0		0	US01	USHQ	0000001094	12/19/2015	MARTINEZ ANDRES / A	LINE HE (FR)	APPROVED	VERIF	YING
			0	U501	USR1	000000358	02/01/2012	LEWIS JERRY / JEAN	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
			0	U501	USHQ	000000362	03/01/2012	JONATHAN RYAN / JUL	LOAN VEHICL	E (FR) APPROVED	FUND	ED
			0	NL02	NLR1	000000366	04/01/2012	GARCIA PETER / SHAR	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
			0	U501	USHQ	000000370	05/01/2012	WALKER SIDNEY / SAM	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
			0	US01	USR1	000000374	01/01/2012	FLOWER ANDY / JEAN	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
			0	US01	USHQ	000000378	01/01/2012	TIFFANY RUSSEL / GR.	LOAN VEHICLI	E (FR) APPROVED	FUND	ED
			0	U501	USHQ	000000382	02/01/2012	TOLMAN GREG / EVA	LOAN VEHICLI	E (FR) APPROVED	AUTO	APPROVED
			0	US01	USR1	000000386		STANDFORD MICHEAL			FUND	V
			0	U501	USR1	000000390	04/01/2012	SAXTON MARTIN / CH.	LOAN VEHICLI	E (FR) APPROVED	FUND	
	<											>
Servicing												
Collections												
WFP												
Tools												
10013												

Description	Example Expression
CRITICAL	Whenever any application is updated with dealer comments, a system generated alert will be posted in the application and a critical icon would be displayed in this column against that application. Once User has acted on the critical item, the alert flag should be manually be unchecked by the User to remove the 'Critical' flag on the application.
LOCKED	An application already opened by another User will have a lock icon in this column against the application. User with appropriate privileges can unlock the application and proceed.
ALLOWED	This field displays whether you can open the application from the respective Origination Screen or not i.e. if the application is in decision stage, a red flag will be displayed in Application Entry stage indicating that the application can only be viewed and User has to open the application in Underwriting for actioning. User can also see a green flag in Underwriting against this application indicating that it can be actioned in Underwriting.



2.2 <u>Searching for an Application</u>

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

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

ashBoard	DashBoard ×					6	
DashBoard DashBoard Users Productivity System Monitor	Origination		⊿ Setup		🔺 Admin		
	My User Queues		Product Expiring in N		Critical Batch Job Status		
Producer Analysis Process Files	Description No data to display.	Count	Product No data to display.	End Date	Batch Job No data to display.	Status	
	My Pending Review Req						
	App # No data to display.	Priority					
	My Pending Review Req	uests By Priority					
	Priority	Count					
	No data to display.		2				
	Number of Queues Hard Queue Description No data to display.	Assigned Count	Producers Count By S Status ACTIVE	Count 82	Vendors Count By Statu Status ACTIVE	IS Count 35	
	Number of Accounts		Producers Expiring in	Nort One Month	Vendors Expiring in Ne	et One Month	
	Queue Description	Count	Producers Expiring in	End Date	Company Name	End Date	
	No data to display.		No data to display.	cho odle	No data to display.	LIN DUC	
	My Pending Review Reg	uests By Accounts					
	Acc #	Priority					
	No data to display.	-					
A	My Pending Review Req	uests By Priority					
Origination	Priority	Count	~				
Servicing	No data to display.						
Collections							
WFP							
Tools							

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

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

2.2.1 Search/Task tab

To view the Search/Task screen during Loan origination

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



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

DashBoard gination gination Sales Lead Single Application Entry Application Entry Underwriting Funding Application Arabysis Application Documents Image Maintenance Reports Producers Vendors	Search/Task Application Entry Quick Search App # Queue Search Criteria	55N	ext Application	Identificatio	on #		Submit	
Salas Load Simple Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers	App #		ext Application	Identificati	on #		Submit	
Simple Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers	App #		ext Application	Identificati	on #		Submit	
Underwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers	Queue		ext Application	Identificati	on #		Submit	
Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers			ext Application					
Scenario Analysis Application Documents Image Maintenance Reports Producers	> Search Criteria							
Application Documents Image Maintenance Reports Producers	V Search Criteria							
Reports Producers					9			
					New Application	Open Application	View Application	Contraction Unlock Application
	Search Results/Task							
		Freeze Detach	📣 Wrap 🔞	View All				
	Crit Loc Allo Company Bri No data to display.	anch App #	Date	Title Pro	duct	Status	Sub Sta	
	<							>
	Columns Hidden 1							
-								
1								
Servicing								
ollections								
VFP								

2. Click the Search Criteria tab.

DashBoard	Origi	nation ×									26
rigination	Sea	ch/Task Application Entry	Review Requests (Pen	ding: 0)							
Origination Sales Lead Simple Application Entry Application Entry Underwriting Funding Application Retrieval		Quick Search Search Criteria View + Format +	Preeze Detach	call Wrap					ese Rese	t Criteria	erch Search
Scenario Analysis Application Documents		>					~				
		Criteria			Comparison	Operator		Value			
Image Maintenance Reports		YEAR			EQUAL		~	1			
Producers		APPLICANT SSN			EQUAL		~				
Vendors		APPLICATION DT			GREATER	THAN OR EQUAL	~				60
		APPLICATION STATUS			LIKE		~			~	
		APPLICATION SUB STATUS			LIKE		~			~	
		UNDERWRITER			LIKE		~				
		VIN			LIKE		~				
		MAKE			LIKE		~				
		MODEL			LIKE		~				
		ASSET TYPE			LIKE		~				
		PRODUCER NAME			LIKE		~				
		PRODUCER #			LIKE		~				
		APPLICATION #			LIKE		~				
		PRODUCT			LIKE		~				
		BUSINESS NAME			LIKE		~				
		APPLICANT LAST NAME			LIKE		~				
	Se	arch Results/Task				New Application	Den A	oplication	View Application	🔭 Unloc	k Application
			Freeze Detach	d Wrap	View All						
	No	Crit Loc Allo Company Bran data to display.		Date		roduct	SI	atus	Sub Stat	us	Q
Servicing		<									>
Collections	Co	umns Hidden 1									
WEP											

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

- During Loan origination, the results are sorted according to the priority of application and application identification number. However you can sort the records using any criteria.
- If you try to open an application which is already opened by another user, system displays an alert message indicating "Application is locked by <User Name> Phone <phone number>".

The Search Results/Task screen.

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



The system	loads the	application	on the r	espective screen.
1110 0 9 0 10 111	loado illo	appnoadon		

DashBoard	Origination ×										
Drigination	Search/Task Applica	ation Entry: 00000	001537 Review	Requests (Pendi	ng: 0)						
Origination Sales Lead Simple Application Entry Application Entry	Application: 000				C Over	ride OK 🖌 Warn	ng OK 🖌			<u>View</u>	🖋 A <u>u</u> dit
Underwriting	Dt	App #	Sub Unit	Status		Origination Stage Code	Producer Name	Producer Contact Number	Existing Customer	Duplicate Application	Contact
Funding Application Retrieval Scenario Analysis Application Documents	09/05/2015	0000001537		APPROVE		FUNDED	CA-00003 : ACE H.		N	N	>
Image Maintenance Reports Producers		ant Business Re	equest Decision	Contract Co	ollateral C	omments Trackir	g Document Ve	rification Correspo	ondence Tools		
	> Applicant										
	Ratios										
	> Bureau										
	Checklist										
	Collateral										
	Collateral										
		Sut	Туре	Primar Y	y Year 2015	Make AUDI	Model A4		Mileage New 0 Y	Wholesale Value 19,000.00	Retail 19,500
	Collateral Asset Type VEHICLE										19,500
	Collateral Asset Type VEHICLE						A4			19,000.00	19,500
	Collateral Asset Type VEHICLE C Trade-In Asset Type	CAI		Y	2015	AUDI	A4 Year	Make	0 Y Model	19,000.00 Base Retail Amt	Addons
 Servicing 	Collateral Asset Type VEHICLE Trade-In Asset Type VEHICLE	CAI	2	Pescrip 2015 D	2015 ation	AUDI Identification # 	A4 Year 5196 2015	DODGE	0 Y Model RAM PICKUP 2500	19,000.00 Base Retail Amt 5,300.00	19,500 >
> Servicing	Collateral Asset Type VEHICLE C Trade-In Asset Type	CAI	2	Pescrip 2015 D	2015 ation	AUDI	A4 Year 5196 2015		0 Y Model	19,000.00 Base Retail Amt	Addons

You are now ready to begin work on the application.

2.2.2 Quick Search section

Quick Search enables to search for an application using any one of the following values - Application Number, SSN, Identification Number or Queue.

To load an application using the Quick Search section:

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

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



Note

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

Financial Services	Lending and Lea	ising				
DashBoard	Origination ×					26
rigination	Search/Task Application	on Entry: 0000001536 Review Requests (Pe	inding: 0)			
Origination Sales Lead Simple Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents	Quick Search App # 0000001536 Queue Search Criteria	SSN			Submit	
Image Maintenance Reports Producers	Search Results/Tas	sk	A New Application	Open Application	View Application 🛛 🛅 Unlock	Application
Vendors	View - Format - Crit Loc Allo Company	Freeze Detach de Wrap Branch App # Dat		Status	Sub Status	Q
	No data to diaplay. Columna Hidden 1					>
Servicing Collections						
WFP						
Tools						

The system loads the selected application.

To load an application from a queue during application entry

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

2.2.2.1 Other Features on the Results screen

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

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



What is it?	What does it do?
Open Applica- tion	Displays the application details for the selected application.
Unlock Appli- cation	Unlocks the selected application locked by another user.

2.2.2.2 Copying an Application

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

To copy an application

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

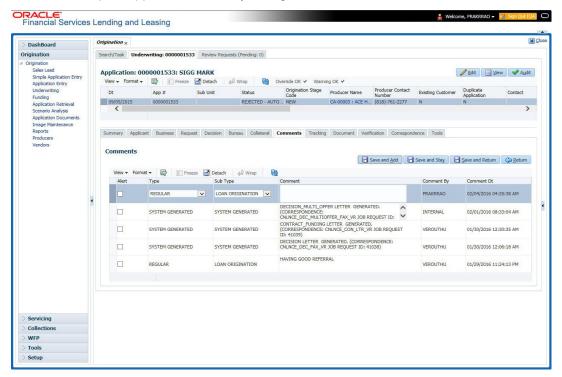
DashBoard	Origination \times										
gination Ingination	Information Application copy successful										
Sales Lead Simple Application Entry Application Entry	Search/Task Under	writing: 00000	001537 Re	view Requ	ests (Pending:	0)					
Underwriting Funding Application Retrieval	App # 0000001537			SSN				Identification #		Sub <u>m</u> it	
Scenario Analysis Application Documents Image Maintenance	Queue		~		ext Application						
Reports Producers	Search Criteria	а						Dpen Application	View Application	1 Unlock Application	Copy Application
Vendors	Search Results/	Task									
			Freeze	Detach	📣 Wrap	62	View All				
	Crit Loc Allo Compar No data to display.	ny Brand	ch Ap	p#	Date		Title	Product	Status	Sub Sta	tus
	Ko data to display.										>
ervicing											
collections											
VFP											
Tools											

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

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



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



2.2.2.3 Unlocking an Application

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

To unlock an application

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

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



Usationd		Origination ×										X
Servicing Servicing WP Under Servicing WFP	DashBoard			6		-						
Servicing Servicing Servicing Collectons WrP	277 (18 (19 (19 (19 (19 (19 (19 (19 (19 (19 (19	Search/Task Uni	derwriting	Review Reg	uests (Pending	3: 0)						
Application Entry Underwiting Punding Application Entry Underwiting Punding Application Entry Queue Verdors Search Criteria Search Results/Task Verdors Verdors Verdors Search Results/Task Verdors Verdors <td></td> <td>✓ Quick Searce</td> <td>:h</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		✓ Quick Searce	:h									
<pre>indication Retired application Retired Security Arabia application Retired Security Arabia application Retired Security Arabia application Retired Security Contexts Needows Vend</pre>		App # 00000016	22		SSN			Identific	ation #		Submit	
Application Retrievel Scench Criteria Search Criteria Search Results/Task Vendors: Vendors: <td></td> <td></td> <td></td> <td></td> <td></td> <td>A Warning</td> <td>1</td> <td></td> <td>×</td> <td></td> <td></td> <td></td>						A Warning	1		×			
Search Criteria Application Documents Image Maintamoc Ropits Podicers Vendors Search Criteria Search Results/Task Vendors Vendors Search Results/Task Vendors Vendors Search Results/Task Vendors		Queue		× 💽	Application	- e locked hv: K	GOUDU Phone: 0 - F	Ext • 0				
Application Documents Image Marinteance Reports Reports Vendors Vendors Servicing Collections WFP						Application	s locked by. I					
Reports Vendors:		v search chile						1	210 AL			D
Producers Verw Format Verdors: Verdors: Verw Format Verdors: Verdors: Verw Format Verdors: Official Locked Allowed Company Branch App # Date Title Product Statue Sub Statue Official Locked Allowed Company Branch App # Date Title Product Statue Sub Statue Verdors: Verdors: Servicing Verdors: Collections WFP									Open Application	View Application	Dilock Application	Copy Application
Servicing Solutions	Producers	Search Result										
Servicing Solitections WFP	Vendors	View - Format -	- 🛃	Freeze	Detach	Wrap لي	C Vie	w All				
No data to display.		2										
iervičing Joliections VFP			Allowed	Company	Branch	App #	Date	Title	Product	Status	Sub Status	
Collections WFP												>
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Collections WFP												
WFP	Consisting											
	and the second											
Tools	Collections											
	Servicing Collections WFP											

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

2.2.2.4 View Application

user "

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

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

2.3 Searching for an Account and Customer

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

To view the Search screen during Loan servicing

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



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

SEARCH MENU	66	Customer Service >	: I									×
		Search Customer	Service Revie	w Request (Pending: 0)	Queue Assignmen	t						
> DashBoard		A Quick Search										
> Origination		- Quick Scarci										
Servicing		Acc #		Customer Id		SSN	Ic	dentification #		Submit		
Customer Service Securitization Transaction Authorization Post Date Checks Escrow Transactions Account Documents												
Escrow Transactions Account Documents Collateral Management	=	Search Results		rceze PlDetach	ط Wrap						Open Account	
Escrow Transactions Account Documents Collateral Management Reports	=	Search Results		reeze 🔛 Detach	🕁 Wrap 🔞						Open Account	
Escrow Transactions Account Documents Collateral Management Reports Producers Vendors	E .			rreeze 🔐 Detadh 🔹	الله Wrap 🕷 Date	l Bo Title	Product	Status	Delinquency days	Amount Due	Open Account Outstanding Balance	
Escrow Transactions Account Documents Collateral Management Reports Producers	=	View ¥ Format ¥				100	Product LOAN VEHICLE (FR)	Status CHARGED OFF		Amount Due	Outstanding Balance 0.00	
Escrow Transactions Account Documents Collateral Management Reports Producers Vendors # Batch Transactions	E	View View Format View Company	Branch USHQ USHQ	Account # 00123456 1006226531	Date 01/20/2000 01/01/2017	Title Downpmtamt Test BAUER CHRISTIAN	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	CHARGED OFF ACTIVE:DELQ	days 0 217	Amount Due 0.00 1,582.88	Outstanding Balance 0.00 9,070.00	
Escrow Transactions Account Documents Collateral Management Reports Producers Vendors al Batch Transactions Advances	1 III	View * Format * Company US01 US01 US01	Branch USHQ USHQ USHQ USHQ	Account # 00123456 1006226531 1111111	Date 01/20/2000 01/01/2017 01/20/2000	Title Downpmtamt Test BAUER CHRISTIAN Downpmtamt Test	LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR)	CHARGED OFF ACTIVE:DELQ CHARGED OFF	days 0 217 0	Amount Due 0.00 1,582.88 0.00	Outstanding Balance 0.00 9,070.00 0.00	
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Escrow Transactions Account Documents Collateral Management Reports Producers Vendors # Batch Transactions Advances Payments Fees > Collections		View Format Company US01 US01 US01 US01 US01 US01 US01	Branch USHQ USHQ USHQ USHQ USHQ USHQ USHQ	Account # 00123456 1006226531 1111111 12 1236459789	Date 01/20/2000 01/01/2017 01/20/2000 01/20/2017 01/20/2000	Title Downpmtamt Test BAUER CHRISTIAN Downpmtamt Test ORACLE MADHAN Downpmtamt Test	LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR)	CHARGED OFF ACTIVE:DELQ CHARGED OFF ACTIVE CHARGED OFF	days 0 217 0 -35 0	Amount Due 0.00 1,582.88 0.00 0.00 0.00 0.00	Outstanding Balance 0.00 9,070.00 0.00 8,226.25 0.00	
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Note

Oracle Financial Services Lending and Leasing does not display the financial details of secured accounts if the logged-in user is not authorized. Though the search display the results, the fields such as Status, Delinquency Days, Amount Due, and Outstanding Balance are masked with 'xxxxx' and clicking on the same displays an error message indicating 'Cannot open secured account'.

3. Click the Search Criteria tab.

DashBoard	Customer Service ×					6
Origination	Search Customer Service Review Request (Pending: 0)					
ervicing	D Quick Search					
Servicing Customer Service Securitization Transaction Authorization	Search Criteria			Search Options:	Account Customer C	Business
Post Date Checks					🔗 Reset Criteria 🛛 🔞	Search
Escrow Transactions	View 🔻 Format 👻 🔛 Freeze 🔐 Detach 📣 Wrap 🚱					
Account Documents	Criteria	Comparison Operator		Value		
Collateral Management Reports	ACCOUNT #	LIKE				
Producers	ACCOUNT STATUS	LIKE				
Vendors	PRODUCT	LIKE		%LOAN%		
4 Batch Transactions	CUSTOMER SSN	EQUAL				
Advances	CUSTOMER LAST NAME	LIKE				
Payments Fees	CUSTOMER FIRST NAME	LIKE				
 Interfaces 	CUSTOMER ID	EQUAL				
AP Transactions	BUSINESS NAME	LIKE				
GL Transactions	VIN	LIKE				
CASA Reconciliation	YEAR	EQUAL				
Conversion Accounts	MAKE	LIKE				
	MODEL	LIKE	•			
	ASSET TYPE	LIKE				
	PRODUCER #	LIKE	•			
Collections	PRODUCER NAME	LIKE				
WFP	ACCOUNT CONDITION	LIKE				
Tools	QUEUE NAME (UNDEFINED FOR DEFAULT) QUEUE DESCRIPTION	LIKE				

Using the Search tab

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



The system loads account on Customer Service screen.

omer Service												
ch Customer S	ervice: 201901000	010574 Review Req	quest (Pending: 0)	Queue Assignment								
		LOAN - VE VIK								View	🖋 Audi	ít
ew ▼ Format ▼	Freeze	🛃 Detach 🛛 🧔	Wrap 🚱	Current Sh	ow All () Group Follow-up	 Associated Accounts 						
Company	Branch	Sub Unit	Account #	Master Account #	Master Account Pr	oduct	Billing Cycle	Purpose		Days Past Du	e Curre	incy
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Summary Co	Ollections Customer	Service Account De	etails Customer (Details Customer Prefer	rences Transaction Histo	ory Pmt Modes Bankruptcy I	Repo/Foreclosure	Deficiency	Collateral B	ureau Timeli	، •	^
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2.3.1 Quick Search section

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

To load an account using the Quick Search section

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



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

ARCH MENU	60	Customer Servic	e x									×
		Search Custor	mer Service Revi	iew Request (Pending: 0)	Queue Assignmen	it						
DashBoard		[⊿] Quick Sea	rch									
Origination		- Quich Deu										
rvicing		Acc #		Customer Id		SSN		Identification #		Submit		
ervicing	*											
Customer Service		Queue/Conditi	on		Auto Run 📃	Next Account	Filtered Account					
Securitization		Search Cr	itavia									
Transaction Authorization Post Date Checks		V Scarur Ci								-	-	
Escrow Transactions										10	Open Accou	unt
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Account Documents		Search Resi	ilte									
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Account Documents Collateral Management Reports Producers Vendors	1 1 23			Freeze Detach	الجي الحوالي ال Date	title	Product	Status	Delinguency days	Amount Due	Outstanding Balance	
Account Documents Collateral Management Reports Producers Vendors Batch Transactions	1 1 23	View View Forma	t ▼ 🛃 🔟 Branch			Title	Product	Status	Delinquency days			
Account Documents Collateral Management Reports Producers	1 1 23	View 🔻 Forma	t ▼ 🛃 🔟 Branch			8 <u>0</u>	Product	Status				
Account Documents Collateral Management Reports Producers Vendors Batch Transactions Advances	1 1 23	View View Forma	t ▼ 🛃 🔟 Branch			Title	Product	Status				
Account Documents Colateral Management Reports Producers Vendors Batch Transactions Advances Payments Fees	1 1 23	View View Forma	t ▼ 🛃 🔟 Branch			Title	Product	Status				
Account Documents Collateral Management Reports Producers Vendors Batch Transactions Advances Payments	1 1 23	View View Forma	t ▼ 🛃 🔟 Branch			Title	Product	Status				

- 4. You can also search for accounts which are mapped to a particular Queue or Condition by selecting the same from 'Queue/ Condition' drop-down list and clicking 'Next Account' button. Clicking 'Filtered Account' opens the subsequent account fetched during a queue search and listed in Queue Assignment section.
- 5. When the request to access an application comes from an external system, user needs to check 'Auto Run' and click 'Next' button. System displays the customer service screen for the respective Account.

To load an account from a queue

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

2.3.2 Search Using Customer Details

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

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

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



Select **Customer** as a search option.

DashBoard	Customer Service ×												2
Origination	Search Customer S	ervice F	Leview Regu	est (Pending: 0)								
ervicing					,								
1997 T	Quick Search												
ervicing Customer Service	A Search Criteri	a											
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Collateral Management	Criteria CUSTOMER #							Comparison Operator		Value			
Reports								Contraction of the Contraction o				-	
Producers	CUSTOMER FIRS							LIKE					
Vendors	CUSTOMER LAST	NAME						LIKE					
Batch Transactions	CUSTOMER SSN							EQUAL					
Advances Payments	CUSTOMER NAT							LIKE					
Fees	CUSTOMER PAS							LIKE	•				
4 Interfaces	CUSTOMER PHO		R					EQUAL					
AP Transactions	CUSTOMER ZIP	CODE						LIKE	•				
GL Transactions													
Conversion Accounts													n Account
	Search Results												
	View * Format *		Freeze	Detach	لي Wrap	62							
	Customer Id						National ID	First Name	Last Name	SSN	Passport #	Zip	
	No data to display.												
Collections													
WFP	View - Format -		Freeze	Detach	d Wrap	69							
Tools	Company	Branch		Account #	Produ		Currency	Pay Off Amt	Amount Due	Status	Oldest Due Dt	Type	
Setup	No data to display.												

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

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

DashBoard	C	ustomer Service ×									2
Origination		Search Customer Se	rvice Review Reg	uest (Pending: 0)							
ervicing		A Quick Search									
Servicing Customer Service Securitization Transaction Authorization Post Date Checks Escrow Transactions Account Documents Collated Magagement		Acc #	c	Customer Id		SSN	Id	entification #		Submit	
		Queue/Condition	3	A	uto Run 🔲 🚺 🗎	t Account					
Collateral Management Reports Producers Vendors		Search Results	Freeze	🗃 Detach 🛛 🖨	Wrap 🚱						Qpen Account
Vendors Batch Transactions Advances Payments Fees Interfaces		Customer Id				National ID	First Name	Last Name	SSN	Passport #	Zip
	•	31030 View - Format -	En I Freeze	🗃 Detadh 🖂	Wrap 🚱	45-632-1789	SAI KRISHNAN	К	xxxxxx8956		00775
AP Transactions		Company	Branch	Account #	Product	Currency	Pay Off Amt	Amount Due	Status	Oldest Due Dt	Type
GL Transactions Conversion Accounts		U501	USHQ	20160200015584	LOAN VEHICLE (FR)		5,037.08	422.76	ACTIVE:DELQ	03/01/2016	PRIMARY
Collections											
WFP											

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

In this field:	View this:
Company	The company of the account.
Branch	The branch of the account
Account #	The account number
Product	The Loan product of the account.



In this field:	View this:
Currency	The currency in which the account is operated.
Pay Off Amt	The total pay off amount on the account.
Amount Due	The total amount due on the account.
Status	The status of the account.
Oldest Due Dt	The oldest payment due date on the account.
Туре	The type of account.

Also the 'Customer Details' section below displays the Customer Information along with Addresses, Telecoms, Employments, and Tracking Attributes. You can click 'View' to display the details in each section.

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

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

2.3.3 Search Using Account Details

To search for and load an account using the Search screen

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

1. Select Account as a search option.

DashBoard	Cu	stomer Service ×					0
> Origination	5	earch Customer Service Review Request (Pending: 0)					
Servicing		Quick Search					
Evervicing Customer Service Securitization Transaction Authorization Post Date Checks	ТШ.,	search Criteria			Search Options:	Account Custo	mer 🔘 Business
Escrow Transactions Account Documents		View 🔻 Format 🔻 🔛 Freeze 🔐 Detach 🚽 Wrap 🔞	Comparison Operator		Value		
Collateral Management		ACCOUNT #	LIKE		Vac		
Reports		ACCOUNT STATUS	LIKE				
Producers Vendors		PRODUCT	LIKE		%LOAN%		
4 Batch Transactions		CUSTOMER SSN	EQUAL				
Advances	•	CUSTOMER LAST NAME	LIKE				
Payments		CUSTOMER FIRST NAME	LIKE				
Fees		CUSTOMER ID	EQUAL				
 Interfaces AP Transactions 		BUSINESS NAME	LIKE				
GL Transactions		VIN	LIKE				
CASA Reconcilation		YEAR	EQUAL	-			
Conversion Accounts		MAKE	LIKE				
		MODEL	LIKE				
		ASSET TYPE	LIKE	-			
		PRODUCER #	LIKE				
Collections		PRODUCER NAME	LIKE				
> WFP		ACCOUNT CONDITION	LIKE				
Tools		QUEUE NAME (UNDEFINED FOR DEFAULT)	LIKE				
> Setup		OUEUE DESCRIPTION	LIKE	-			

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



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

DashBoard	C	stomer Service ×										
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ervicing		A Quick Search										
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Customer Service		Acc #		Customer Id		SSN	Iden	tification #		Submit		
Securitization												
Transaction Authorization		Oueue/Condition			Auto Run 🔟	Next Account						
Post Date Checks				(100)								
Escrow Transactions Account Documents Collateral Management Reports Producers Vendors # Betch Transactions Advances		Search Criter	a									
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		0	Branch	Account #	Date	Title	Product	Status	Delinguency	Amount Due	Outstanding	Producer
		Company	DIGIUI	ACCOUNT #	Date	litte	Product	Status	daus	Amount Due		
Advances									days		Balance	
Payments		US01	USHQ	20151200011060	12/10/2015	NATH NATH	LOAN VEHICLE (FR)	PENDING	0	0.00	0.00	CA-00002 : RAND) *
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Payments Fees 4 Interfaces AP Transactions		US01 US01	USHQ USHQ	20151200011060 20151200011391	12/10/2015 12/18/2015	NATH NATH MADELLA SURESH	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ	0	0.00 1,471.92	0.00 25,030.00	CA-00002 : RAND) A
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Payments Fees Interfaces AP Transactions GL Transactions CASA Reconcliation		US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012331 20151200012349 20151200012612	12/10/2015 12/18/2015 12/10/2015 12/17/2015 12/18/2015	NATH NATH MADELLA SURESH K NAVIN SDF SDF K NAVIN	LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING PENDING	0 11 0 0 0	0.00 1,471.92 0.00 0.00 0.00	0.00 25,030.00 0.00 0.00 0.00	CA-00002 : RAND' A CA-00002 : RAND' CA-00002 : RAND' AK-00001 : HELL CA-00002 : RAND'
Payments Fees 4 Interfaces AP Transactions GL Transactions		US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012331 20151200012349 20151200012612 20151200012894	12/10/2015 12/18/2015 12/10/2015 12/17/2015 12/18/2015 12/24/2015	NATH NATH MADELLA SURESH K NAVIN SDF SDF K NAVIN ASHOK PADMA	LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING PENDING ACTIVE	0 11 0 0 0 -12	0.00 1,471.92 0.00 0.00 0.00 0.00	0.00 25,030.00 0.00 0.00 0.00 20,000.00	CA-00002 : RAND' A CA-00002 : RAND' CA-00002 : RAND' CA-00002 : RAND' AK-00001 : HELL CA-00002 : RAND' CA-00001 : DEMO
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Payments Fees Interfaces AP Transactions GL Transactions CASA Reconcliation		US01 US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012331 20151200012349 20151200012849 20151200012894 20151200013008 20160100013092	12/10/2015 12/18/2015 12/10/2015 12/17/2015 12/18/2015 12/24/2015 12/30/2015 01/06/2016	NATH NATH MADELLA SURESH K NAVIN SDF SDF K NAVIN ASHOK PADMA U ME SPARROW MARYY	LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING PENDING ACTIVE ACTIVE	0 11 0 0 -12 -18 -20	0.00 1,471.92 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 25,030.00 0.00 0.00 20,000.00 100,000.00 50,000.00	CA-00002 : RAND CA-00002 : RAND CA-00002 : RAND AK-00001 : HELL CA-00002 : RAND CA-00001 : DEMO CA-00009 : HARR CA-00001 : DEMO
Payments Fees Interfaces AP Transactions GL Transactions CASA Reconcliation		US01 US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012311 20151200012349 20151200012612 20151200012842 20151200012842 20151200013098 20160100013092 20160100013092	12/10/2015 12/18/2015 12/10/2015 12/17/2015 12/18/2015 12/18/2015 12/24/2015 12/30/2015 01/06/2016 01/14/2016	NATH NATH MADELLA SURESH K NAVIN SDF SDF K NAVIN ASHOK PADMA U ME SPARROW MARYY JONES ANGELINA	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING PENDING ACTIVE ACTIVE ACTIVE ACTIVE	0 11 0 0 -12 -18 -20 -16	0.00 1,471.92 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 25,030.00 0.00 0.00 0.00 20,000.00 100,000.00 50,000.00 50,000.00	CA-00002 : RAND A CA-00002 : RAND CA-00002 : RAND AK-00001 : HELL CA-00002 : RAND CA-00001 : DEMO CA-00009 : HARR' CA-00009 : HARR' CA-00001 : DEMO CA-00001 : DEMO
Payments Fees 4 Interfaces AP Transactions GL Transactions CASA Reconciliation Conversion Accounts		US01 US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012331 20151200012349 20151200012612 20151200012694 20151200013098 20160100013922 20160100013926	12/10/2015 12/18/2015 12/17/2015 12/17/2015 12/18/2015 12/24/2015 12/24/2015 01/06/2016 01/14/2016 01/18/2016	NATH NATH MADELLA SURESH K NAVIN SDF SDF K NAVIN ASHOK PADMA U ME SPARROW MARYY JONES ANGELINA RANADE SHWETA	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING PENDING ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	0 11 0 0 -12 -18 -20 -16 -31	0.00 1,471.92 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 25,030.00 0.00 0.00 20,000.00 100,000.00 50,000.00 50,000.00	CA-00002 : RAND CA-00002 : RAND CA-00002 : RAND AK-00001 : HEL CA-00002 : RAND CA-00001 : DEMO CA-00009 : HARR CA-00001 : DEMO CA-00001 : DEMO CA-00001 : DEMO
Payments Fees Interfaces AP Transactions G. Transactions CASA Reconciliation Conversion Accounts		US01 US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 20151200011391 20151200012331 20151200012349 20151200012612 20151200012614 20151200012694 20160100012894 20160100013294 20160100013274 2016010001374	12/10/2015 12/18/2015 12/18/2015 12/17/2015 12/18/2015 12/24/2015 12/24/2015 12/2015 01/06/2016 01/18/2016 01/18/2016 01/20/2016 12/17/2015	NATH NATH MADELLA SURESH K NAVIN SOF SOF K NAVIN ASHOK PADMA U ME SPARROW MARYY JONES ANGELINA R NIADE SHWETA DALE ALAN	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DELQ PENDING PENDING ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	0 11 0 0 -12 -18 -20 -16 -31 -31 -31	0.00 1,471.92 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 25,030.00 0.00 0.00 20,000.00 100,000.00 50,000.00 50,000.00 42,000.00	CA-00002 : RAND A CA-00002 : RAND A CA-00002 : RAND A CA-00001 : HELL CA-00001 : DEMO CA-00001 : DEMO CA-00001 : DEMO CA-00001 : DEMO CA-00001 : DEMO CA-00001 : DEMO CA-0001 : DEMO CA-00010 : DEMO
Payments Fees 4 Interfaces AP Transactions GL Transactions CASA Reconcliation		US01 US01 US01 US01 US01 US01 US01 US01	USHQ USHQ USHQ USHQ USHQ USHQ USHQ USHQ	20151200011060 2015120001231 20151200012349 20151200012612 20151200012612 20151200012612 20151200013612 2016010001392 2016010001392 20160100013924 20160100013944	12/10/2015 12/18/2015 12/17/2015 12/17/2015 12/17/2015 12/24/2015 12/24/2015 01/06/2016 01/14/2016 01/19/2016 01/202016	NATH NATH MADELLA SURESH K NAVIDN SOF SOF K NAVIDN ASHOK PADMA U ME SPARROW MARKYY JONES ANGELINA RANADE SHWETA DALE ALAN D K NAVIDN	LOAN VEHICLE (FR) LOAN VEHICLE (FR)	PENDING ACTIVE:DEQ PENDING PENDING PENDING ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE ACTIVE	0 11 0 0 -12 -18 -20 -16 -31 -31 -30	0.00 1,471.92 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 25,030.00 0.00 0.00 20,000.00 100,000.00 50,000.00 50,000.00 42,000.00 15,000.00	CA-00002 : RAND CA-00002 : RAND' CA-00002 : RAND' AK-00001 : HELL CA-00001 : DEMO CA-00001 : AND' GA-00002 : AND'

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

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

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



The system loads the account under the tab

DashBoard	Cus	tomer Se	rvice ×														
rigination	Sea	arch Cu:	stomer S	ervice: 2015	100001	1054 Review	w Request	(Pending: 0)									
cing																_	
icing Sustomer Service		ccount(View + F		5100001		Detach	्री Wrag			Current Show All Grou	p Follow-up						🔄 View 🛛 🖋 Aydit
ecuritization ransaction Authorization ast Date Checks		Company US01	·	Branch USHQ	_	Sub Unit UNDEFINED		count # 1510000110	Prode 54 LOAM	ut I VEHICLE (FR)	Days Past Du -22	e Currency 7 USD	Pay Off Amt 45,314.62		Due Status 0.00 ACTIVE		Oldest Due Dt 10/01/2016
crow Transactions count Documents		Summary	Custom	ter Service	Account I	etails Cust	omer Detai	ls Transai	tion History	Pmt Modes Bankruptcy	Repo/Foreclosure Deficiency Collateral Bureau Cross/Up Sell Activities						
ollateral Management eports roducers		Aler									<i>∡</i> Conditions						
endors		Alert										Conditions Condition Start Dt Followup Dt					
tch Transactions Advances Payments		Alert									Condition No data to dis	nlav			Start	Dt F	Followup Dt
CASA Reconciliation Conversion Accounts	ł	Account Details Dues									d Other Information						Sub Type
		0.00		0.00		0.00	0.0	0	0.00		Descriptio 0	n	Identification #	Year	Asset Class	Asset Type JC	Sub Type JC
								-			0			0	NEW	JC	JC
				elq Due 0.00			Total Due			Future Pmt Dt 10/01/2016	0			0	NEW	JC	JC
			N	LC Due 0.00 ISF Due 20.00 her Due 0.00	0	Fut	Todays Payoff 45,314.62 Future Payoff 45,376.30 uture Payoff Date 02/27/2016		An	Oldest Due Dt 10/01/2016 Amt Paid Excess 0.00		Information					
		Deling		Informatio	on						Customer	Name	Relation	SSN		Birth Dt	Gender
		Late	30	60	90	120	150	180	Category		000000	NAVIN K RICHARD MURRAY JR	PRIMARY	XX-XXX		02/12/1987	UNDEFINED
		0	0	0	0	.0	0	0		-227	00000	KICHARD MURKAT JR	PRIPART	20-200	-9552	12/08/1985	UNDEFINED
	BP(Ufe) 0 NSF(Ufe) 1 BP(Vear) 0 NSF(Vear) 1									Collector DEMOCOLL	La	Email nguage ENGLISH				Privacy Opt Out ve Military Duty	
ections		Activit									Marita		Stop I Correspondence	4		Time Zone	
>									3	Last Pmt Amt 0.00 Charge Off Dt			correspondence				
		Last Activity Dt 02/17/2016 Due Day 1					Paid Off Dt Charge Off Dt Effective Dt 10/12/2015 Military Duty N										
ls	Last Pmt Dt Current Pmt 3,981.80 Customer Score 800									Address Information							

You are now ready to begin work on the account.

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

2.3.4 Search Using Business Details

To search and load an account with specific business using the Search screen

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

1. Select **Business** as the search option.

ARCH MENU	66	Customer Service ×										1
		Search Customer Ser	rvice Review Requ	Jest (Pending: 0	Queue Assig	gnment						
DashBoard		Quick Search										
Origination												
rvicing		Search Criteria	1									
ervicing									Search	Options: O Account	t 🔘 Customer (Business
Customer Service										A Reset	Criteria	Search
Securitization		View * Format *	Freez	e RDetach	J Wrap	65)						
Transaction Authorization Post Date Checks Escrow Transactions Account Documents Collateral Management		Criteria			1000000000000		Comparison Operator		Value			
		BUSINESS #					LIKE	-				
		BUSINESS NAME					LIKE					
		TAX ID #					LIKE					
Reports Producers		START DATE					GREATER THAN OR EQUAL				100	
Vendors	1	PHONE NUMBER					EQUAL					
Batch Transactions		ZIP CODE					LIKE	•				
Advances												
Payments Fees Interfaces AP Transactions GL Transactions		Search Results	Freeze	Detach	wrap لی	63					Qpen A	Account
Conversion Accounts		Business #	Business Name					Tax Id	Start Dt	Phone Number	Zip	
		No data to display.										
ollections												
FP		View Format	Freeze	Detach	لي) Wrap	62						
pols		Company No data to display,	Branch	Account #	Produc	t	Currency	Pay Off Amt	Amount Due	Status	Oldest Due	e Dt

2. On the **Criteria** screen, use the **Comparison Operator** and **Value** columns to create a search criteria to find the business type. You can click **Reset Criteria** at any time to clear the **Comparison Operator** and **Value** columns.



3. Click **Search**. The system locates and displays all the records that meet your search criteria on 'Search Results' section.

EARCH MENU	66	Customer Service × Search Results		-	2						
DashBoard			and a second sec	Detach 🛛 🖓 Wi	ap 🚱					100	
Origination			Business Name OFSLL				Tax 552			Number Zip 000-0000 01152	_
rvicing		000021005	OFSEL					50 UZ/00	5/2010 (000)-(01152	
iervidng Customer Service Securitization			Branch		rap 👸		urrency Pay	Off Amt Amou	int Due Status	Oldest Due	Dt
Transaction Authorization Post Date Checks Escrow Transactions					LOAN VEHICLE (FR)			00.00 0.00	ACTIVE		
Account Documents Collateral Management		Business									
Reports Producers Vendors 4 Batch Transactions		Business Details									View
		View * Format *	Freeze	لې Detach 🛃		Legal Name		Tax ID #	Start Dt	# of Employees(Cur)	# of
Advances Payments			Type of Business	Business Category	Name of the Business						
Advances		Organization Type	Type of Business	-		OFSLL		xxxxx5236	02/08/2010	200	
Advances Payments Fees // Interfaces AP Transactions GL Transactions		Organization Type	CORPORATE	CORPORATE	OFSLL III			xxxxx5236	02/08/2010	200	•
Advances Payments Fees I Interfaces AP Transactions		Organization Type	CORPORATE	CORPORATE	OFSLL III			xxxxx5236	02/03/2010		P
Advances Payments Fees Interfaces AP Transactions G. Transactions Conversion Accounts		Organization Type C C CORP C C C CORP C C C C C C C C C C C C C C C C C C C	CORPORATE oms Partners Aff	CORPORATE	OFSLL III ibutes			xxxxx5236	02/08/2010	200	Þ
Advances Payments Fees // Interfaces AP Transactions GL Transactions		Organization Type C CORP C CORP C Addresses Teleco	CORPORATE oms Partners Aff	CORPORATE	OFSLL III ibutes		Postal Type		02/08/2010		Þ

You can view the view the following information for each business record:

In this field:	View this:
Business #	The registered business number of the company.
Business Name	The name of the business.
Tax ID	The taxation identity number of the business.
Start Dt	The date when the business was initiated.
Phone Number	The contact number of the business.
Zip	The zip code where the business is established.

4. On the **Results** screen, select the business type of your interest. The sub section displays the accounts associated with the selected business with the following details:

In this field:	View this:
Company	The company of the account.
Branch	The branch of the account
Account #	The account number
Product	The Loan product of the account.
Currency	The currency in which the account is operated.
Pay Off Amt	The total pay off amount on the account.
Amount Due	The total amount due on the account.
Status	The status of the account.
Oldest Due Dt	The oldest payment due date on the account.



Also the 'Business' section below displays the Business Details along with Addresses, Telecoms, Partners, Affiliates and Tracking Attributes. You can click 'View' to display the details in each section.

5. Select the required account and click **Open Account**. The system loads the account associated with the business type in the tab

DashBoard	Cus	tomer Service ×														
Origination	Se	arch Customer	Service: 2015	5100001	1054 Review	v Request	(Pending: 0)									
rvicing																
iervicing	A	ccount(s): 20	15100001	1054:	K NAVIN											📃 View 🛛 🖋 Audi
Customer Service		View - Format -		Freeze	Detach	d Wra	P (1)	-	Current O Show All O Gro	p Follow-up						
Securitization		Company	Branch		Sub Unit		count #	Prod		Days Past Due		Pay Off Amt		Due Status		Oldest Due Dt
Transaction Authorization Post Date Checks		US01	USHQ		UNDEFINED	20	15100001105	i4 LOAI	VEHICLE (FR)	-227 USD 45,314.62 0.00 ACTIVE 10/01/2016					10/01/2016	
Escrow Transactions	7	-														
Account Documents		Summary Cust	umer Service	Account	Details Custo	imer Deta	ils Transac	tion Histor	Pmt Modes Bankruptcy	Repo/Foreclosure Deficiency Collateral Bureau Cross/Up Sell Activities						
Collateral Management																
Reports Producers		Alerts								A Conditions	A Conditions					
Vendors		Alerts								Conditions						
Batch Transactions		Alert								Condition				Start	Dt I	ollowup Dt
Advances		TEST									No data to display.					
Payments																
Fees Interfaces AP Transactions																
GL Transactions																
CASA Reconciliation Conversion Accounts		Account De	atails							▲ Other Info	rmation					
Conversion Accounts																
		Dues								Collateral I	nformation					
		0.00	0.00		0.00	0.0	10	0.00		Description		Identification #	Year	Asset Class NEW	Asset Type JC	Sub Type JC
		0.00	0.00		0.00	91		0.00		0			0	NEW	JC	JC
			Delg Due 0.00			Total Due			Future Pmt Dt 10/01/2016	0			0	NEW	JC	JC
			LC Due 0.00				45,314.62		Oldest Due Dt 10/01/2016							
			NSF Due 20.00 other Due 0.00	9			45,376.30		Amt Paid Excess 0.00	Customer I						
					Fullate Pa	syon bace				Customer 1	lame	Relation	SSN		Birth Dt	Gender
		Delinquency Late 3		on 90	120	150	180	Category	Dave	000000		PRIMARY	XX-XXX	-8677	02/12/1987	
		0 0		0	0	0	0	category	-227	000000 F	RICHARD MURRAY JR	PRIMARY	X6-30X	-9332	12/08/1985	UNDEFINED
																- F
			(Ufe) 0			(Ufe) 1			Collector DEMOCOLL							
		BP(Year) 0		NSF	(Year) 1				Email Disability N Privacy Opt Out Y						
		Activities								Lanı Marital S	puage ENGLISH	Skip		Acti	ve Military Duty Time Zone	N
Collections	Active Dt 12/10/2015 App # 0000001013 Last Pmt Amt 0.00										(COLOS)	Correspondence			Time Lone	
WFP	Last Activity Dt 02/17/2016 Paid Off Dt Charge Off Dt															
							10/12/2015		Military Duty N							
Tools			Due Day 1 It Pmt Dt				3,981.80		Customer Score 800	Address In	formation					



3. Dashboards

3.1 Introduction

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

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

- Dashboard
- Users Productivity
- System Monitor
- Producer Analysis

3.2 Dashboards

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

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

Navigating to Dashboards

Click Dashboard > Dashboard > Dashboard.

ashBoard	10	DashBoard ×						
DashBoard DashBoard Users Productivity		Origination			⊿ Setup		Admin	
System Monitor Producer Analysis		My User Queues Description	Count		Product Expiring in Next One Product	End Date	Critical Batch Job Status Batch Job	Status
Process Files		No data to display.	Counc		No data to display.	Ling Date	No data to display.	Status
		My Pending Review Req	uests By Applications Priority					
		No data to display.	Priority					
		My Pending Review Req						
		Priority	Count					
		No data to display.						
	*	Servicing Number of Queues Hard Queue Description No data to display.	Assigned	^	Producers Producers Count By Status Status ACTIVE	Count 82	Vendor Vendors Count By Status Status ACTIVE	Count 35
		no data to display.			ACTIVE	02	ACTIVE	35
		Number of Accounts			Producers Expiring in Next On	e Month	Vendors Expiring in Next	One Month
		Oueue Description	Count		Producer	End Date	Company Name	End Date
		No data to display.			No data to display.		No data to display.	
		My Pending Review Req						
		Acc # No data to display.	Priority					
		No data to display.						
Origination		My Pending Review Req						
Servicing		Priority	Count					
Collections								
WFP								
Tools								
Setup								

Features

Following are the features of Dashboard:



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

3.3 User Productivity

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

These tasks are categorized as underwriting funding tasks (loan origination). The system updates these details on daily basis.

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

- Number of applications entered, by user
- Number of underwriting decisions (approved, rejected, conditioned, or withdrawn), by user
- Number of funding decisions (verified or funded), by user
- Number of applications entered, by queue

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

Navigating to User Productivity Screen

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

3.3.1 <u>Viewing Underwriting/Funding tasks</u>

Daily tallies from the

Collector Activity

3.3.1.1 Collector Activity

The Collector Activity screen displays the number of accounts worked and call activities by collector for the day. It also displays details regarding calls and total number of calls per queue.



To use the Collector Activity

- 1. Click **Dashboard > Dashboard > User Productivity > Collector Activity**. The details on this screen are grouped into two:
 - Users

- Activity Details
- 2. In the Users section, you can view the following information.

shBoard	Users Productivity	×									
DashBoard	Application Entry	Underwritin	g Funding	Origination	Queues	Collector Activity	Service/Collection Queues				
DashBoard			-	-		1					
Users Productivity System Monitor	Users										
Producer Analysis	View - Format -	- 2	Freeze	Detach	Wra	ap 🚱					
Process Files	User							Nan	ne	Accounts	Call Activiti
	No data to display.										
	Activity Detai	Is									
	View - Format -	- 🛃	Freeze	Detach	wra الله	ap 🚱					
	Queue Name						Left Messages	Promise To Pay	No Answer	Other	Tot
	No data to display.										
	3										
	*										
rigination	*										
rvicing	*										
rvicing llections											
igination evicing Dilections EP Dols											

A brief description of the fields is given below:

Field:	View this:
User	Displays the user code.
Name	Displays the user name.
Accounts	Displays the number of accounts worked.
Call Activities	Displays the number of call activities.

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

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



Field:	View this:
Total	Displays the total activity count.

3.4 System Monitor

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

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

Navigating to System Monitor

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

3.4.1 Monitoring Batch Jobs

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

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

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

To Monitor Batch Job

1. Click Dashboard > Dashboard > System Monitor > Batch Jobs.



ashBoard	System Monitor _X											×	
4 DashBoard		Batch Jobs Jobs	Services	Database S	Server Log File	s Parked Tra	insactions	Users					
DashBoard Users Productivity System Monitor		Batch Job Sets											
Producer Analysis Process Files		View - Format -		Freeze	Detach	🚽 Wrap	62	Re-submit Job Set					
		Set Code	Job S	et Description	Status	Frequ	ency	Frequency Value	Start Time	Er	nabled C	critical Last Run Dt	Next Run Dt
		SET-AAI		UNT CREATI		DAILY		DAILY	10:00 AM	N	N	08/08/2003	08/09/2003
		SET-ACR	ACCR	UALS AND D	. READY	DAILY	(DAILY	10:30 PM	N	Y	08/07/2003	08/08/2003
		Batch Jobs											
		View - Format -		Freeze	Detach	ل Wrap	69	Re-submit Job					
		Se	T doL p	уре	Job Code	Statu	5	Job Description		Threads	Commit Count	Errors Allowed Weekend	Holiday
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		<	2 PROC	EDURE	TXNACT_BJ	_100_01 COMP	LETED	ACCOUNT ACTIVA.		1	100	50 Y	Y
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		<											>
		Request Results											
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Drigination		Request Result No data to display.				Descript	tion						
		No data to display.											
and a second													
Collections													
Servicing Collections WFP													

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

A brief description of the fields is given below:

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

To resubmit a batch job set

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

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



The Batch Job screen also allows you to resubmit jobs which are in READY or COMPLETED or FAILED status if you have access key privileges define for your user responsibility. If provisioned, then a 'Force Re-Submit Job Set' button is available instead of 'Resubmit Job Set' button to resubmit the jobs with above status.

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

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

A brief description of the fields is given below:

To resubmit a batch job

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

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

A brief description of the fields is given below:

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



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

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

A brief description of the fields is given below:

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

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

A brief description of the fields is given below:

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

3.4.2 Monitoring Jobs

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



To Monitor Job Details

1. Click Dashboard > Dashboard > System Monitor > Jobs.

ch Jobs Jobs Service Batch Back Ground Co		ver Log Files Par	rked Transactions Us	ers						
Batch Back Ground C	redit Request									
Job Details										
View - Format -	Freeze	Detach 🧄	🛛 Wrap 🛛 🚷 Vie	ew Last 🔘 1 Day 🔘 1 Week	1 Month 🔘 By Date	Start Dt	B End Dt B	(B) \	fiew 🔘 Failed 💿 Al	
Request Type S	tatus	Job Set	Job	Description	Thread	Errors	Records Run Start Date/Time	Run End Date/Time	Process Dt	Valid Execution Period Start Date/Time
PROCEDURE C	OMPLETED	SET-TPE	TXNDDT_BJ_100_	TXNDDT_BJ_100	1	0	2 09/19/2017 11:52:	09/19/2017 11:52:	. 09/20/2017	09/19/2017 11:52:
PROCEDURE C	OMPLETED	SET-TPE	TXNDDT_BJ_100_	TXNDDT_BJ_100	1	0	8 09/19/2017 11:40:	09/19/2017 11:41:	. 09/20/2017	09/19/2017 11:40:
PROCEDURE C	OMPLETED	SET-QRT	QCSPRC_BJ_100_	QCSPRC_BJ_100	1	0	2 09/19/2017 09:31:	09/19/2017 09:31:	. 09/20/2017	09/19/2017 09:31:
PROCEDURE C	OMPLETED	SET-QRT	QCSPRC_BJ_100_	QCSPRC_BJ_100	1	0	2 09/19/2017 08:31:	09/19/2017 08:31:	. 09/20/2017	09/19/2017 08:31:
PROCEDURE C	OMPLETED	SET-QRT	QCSPRC_BJ_100_	QCSPRC_BJ_100	1	0	2 09/19/2017 07:31:	09/19/2017 07:31:	. 09/20/2017	09/19/2017 07:31:
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					m					F.

2. On the **Job** screen, you can select any of the following type of jobs which are available in separate tabs:

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

3. In the **Job Details** section, select the time frame based on elapsed days. You can select any of the following options:

Select:	System Displays:
1 Day	All the types of jobs selected in Jobs Type section in last one-day.
1 Week	All the types of jobs selected in Jobs Type section in last one-week.
1 Month	All the types of jobs selected in Jobs Type section in last one-month.
By Date	All the types of jobs selected in Jobs Type section for specific duration. You can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and click 'Search'.

4. If you select **Failed** option in the **View** section, the system displays failed jobs on the type and time frame you have selected.

5. In the **Job Details** section, you can view the following information about jobs matching the contents of Job Type, View Last and Failed boxes:

Field:	View this:
Request Type	Displays the job request type.
Status	Displays the job request status.
Job Set	Displays the job set code.

A brief description of the fields is given below:



Field:	View this:					
Job	Displays the job description.					
Thread	Displays the job thread.					
Errors	Displays the number of errors.					
Records	Displays the number of records processed by the job.					
Run Start Date/Time	Displays the job run start date time.					
Run End Date/Time	Displays the job run end date time.					
Description	Displays the job request description.					
Process Dt	Displays the job process date.					
Valid Execution Period						
Start Date/Time	Displays the job start date/time.					
End Date/Time	Displays the job end date time.					

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

A brief description of the fields is given below:

Field:	View this:
Request Type	Displays the job request type.
Description	Displays the job request description.

3.4.3 Monitoring Services

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

To stop, start or refresh a processing service

1. Click Dashboard > Dashboard > System Monitor > Services.



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

Financial Service		
ashBoard	System Monitor ×	
DashBoard DashBoard Users Productivity System Monitor	Batch Jobs Jobs Services Database Server Log Files Parked Transactions Users	
Producer Analysis	View 🗸 Format 🗸 🔛 Freeze 🚮 Detach 🖉 Wrap 🚷 🚱 Status 🚺 Start 🚺 Stop	
Process Files	Service Company Branch Description	Status
	CSV ALL ALL CREDIT BUREAU SERVICE (EFX TEST FILES)	STOPPED
	CSV ALL ALL CREDIT BUREAU SERVICE (EXP TEST FILES)	STOPPED
	CSV ALL ALL CREDIT BUREAU SERVICE (TUC TEST FILES) JSC ALL ALL JOB SCHEDULER	STOPPED STOPPED
	JSV ALL ALL JOB SERVICE	STOPPED
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A brief description of the fields is given below:

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

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

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

3.4.4 Database Server Log Files

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



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

To view a log file on the database server

1. Click Dashboard > Dashboard > System Monitor > Database Server Log Files.

SEARCH MENU	66	System Monitor $_{\rm X}$	system Monitor X								
		Batch Jobs Jobs S	ervices Database Se	erver Log Files	Parked Tra	ansactions Users					
)ashBoard											
 DashBoard DashBoard Users Productivity System Monitor Producer Analysis Process Files 	E E	Database Serve	r Log Files View @ Last) 1 Day 🔘 1 Wee	ek 🖲 1 Month	By Date Start Dt		Bend Dt	B. 👸	View 🔘 Alert 🖲 Debug 🔘 Int	erfaces
		View - Format -	Freeze	Detach	Wrap	🚱 📳 List Files	Downloa	d File			
		File Name				File Type			File	e Size File Time	
		xaeprc_em_100_0	2_FMW116_7033906.log			file			15	9179 08/31/2017 02:28:52 AM	^
		JSVPRC_EN_000_0	1_DB12102_6974056.lo	3		file			17	1338 08/29/2017 07:42:07 PM	
			1_DB12102_7283869.log			file				9897 09/10/2017 10:39:59 AM	
		XAEUPD_EM_100_	02_FMW116_7203940.lo	g		file			4	6704 09/07/2017 03:50:49 AM	
		RDNLOG_EW_100	01_FMW116_7284144.	g		file				1108 09/08/2017 06:00:34 AM	*
Origination	*	File Content									
		View - Format -	Freeze Deta	th 🚽 Wrap	65	Beginning O End	# of Lines	50	Show File		
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			12:35:32: User			Contract in the second					
Setup			L2:35:32: 1v st								

- 2. In the **Database Server Log Files** section, you can sort the list of logs to be displayed based on following options:
- Select the 'View Last' option to display the logs based on elapsed days by selecting 1 Day / 1 Week / 1 Month / By Date. If 'By Date' option is selected, you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar. Click 'Search'.
- Select the 'View' option to further filter the list based on the type of logs to be displayed by selecting Alert / Debug / Interfaces.
- 3. Click on E List Files button to view the list of logged files. A brief description of the fields are given below

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

- 4. To extract a local copy of debug details, click **Download File** button and save the file.
- 5. In the **File Content** section you can view the content of the file selected in the **Database Server Log Files** by clicking **Show File** button.
- 6. To sort the view of file contents, select the order as either 'Beginning' or 'End' and specify the value for '# of Lines' to be displayed (default 50).

3.4.5 Monitoring Users

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



To monitor users who have logged on to the system

1. Click Dashboard > Dashboard > System Monitor > Users.

system Monitor ×				ж
Batch Jobs Jobs	Services Database Server Log Files Parked Transactions Users			
User Logins	Treeze Protection Wrap 🚵 Vew Last @ 1 Day 1 Week 1 Month By Date Start Dt	S End Dt	B. 🏔	View User 🕐 Current User 🏟 All Users
View ▼ Format ▼	Therease the person of which the start of th	4 End Dt	40 69	
User	User Name		Details	Login Date and Time Logout Date and
SURABHI	SURABHI DESAI			09/20/2017 04:56: 12/30/4000 12:30:
SURABHI	SURABHI DESAI			09/20/2017 04:44: 12/30/4000 12:30:
ABSHEKAR	ANAND SHEKAR			09/20/2017 04:38: 12/30/4000 12:30:
PRITAM	PRITAM JENA			09/20/2017 04:30: 12/30/4000 12:30:
SKSK	SALSK			09/20/2017 03:54: 12/30/4000 12:30:
PRITAM	PRITAM JENA			09/20/2017 03:47: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/20/2017 03:47: 09/20/2017 04:55:
JAYANTA	JAYANTA C			09/20/2017 02:37: 12/30/4000 12:30:
SKSK	SALSK			09/20/2017 02:35: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/20/2017 02:08: 12/30/4000 12:30:
PRITAM	PRITAM JENA			09/20/2017 01:45: 12/30/4000 12:30:
JAYANTA	JAYANTA C			09/20/2017 01:45: 09/20/2017 02:37:
PRITAM	PRITAM JENA			09/20/2017 01:27: 12/30/4000 12:30:
SVSV	SHRIVATS SINGH			09/20/2017 01:20: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/20/2017 01:14: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/20/2017 12:39: 12/30/4000 12:30:
ABSHEKAR	ANAND SHEKAR			09/19/2017 11:45: 12/30/4000 12:30:
PHACHODA	PHANINDRA CHODA			09/19/2017 11:37: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/19/2017 11:32: 12/30/4000 12:30:
NAVEEN	NAVEEN REDDY			09/19/2017 11:21: 09/19/2017 11:32:

2. In the **User Logins** section, sort the list of records to be displayed based on elapsed days by selecting 1 Day / 1 Week / 1 Month / By Date. If 'By Date' option is selected, you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar. Click 'Search'.

A brief description of the fields is given below:

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

3.4.6 Monitoring JMS Queues

OFSLL uses MDB infrastructure as an interface for asynchronous communication with thirdparty integrated applications and all the outgoing communications through all the interfaces are tracked in 'JMS Queues' tab.

The 'JMS Queues' tab in System Monitor screen facilitates as a dashboard to monitor the status of all the configured MDB (Message-Driven Bean) queues and provides a statistics of the total messages / requests that are sent from OFSLL to external system along with their status.

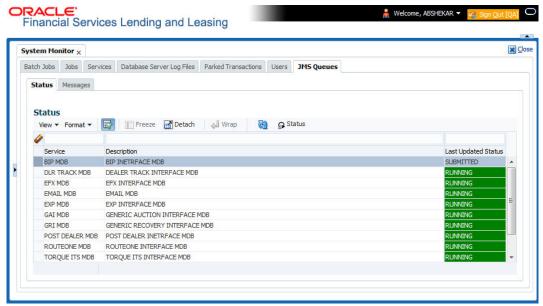
The 'JMS Queues' tab has the following sub tabs:

- Status sub tab to view the last status of configured MDB
- Messages sub tab
 - To view the list of configured interfaces and total messages triggered to the interface.
 - To view the status of response for the message received from the interface.
 - To 'Re-submit' failed messages.



To view the status of all the configured MDB

1. Click **Dashboard > Dashboard > System Monitor > JMS Queues**. The Status sub tab is displayed by default.



2. In the 'Status' section, you can view the following details of configured MDB:

Field	View this:
Service	Displays the name of the message service suffixed by MDB to differentiate the different MDB services.
Description	Displays the description or abbreviated name of MDB inter- face.
Last Updated Status	Displays the status of MDB interface. Following are the status displayed:
	 UNKNOWN - indicates that no MDB infrastructure is con- nected or status ping message is not sent to that MDB.
	 SUBMITTED - indicates that a dummy ping message is sent to MDB.
	 RUNNING - indicates that the message is consumed by MDB infrastructure.
	• STOPPED - indicates if MDB infrastructure is down.

- 3. In the 'Status' section, select the required service for which you need the status and click Click Se button. On clicking, a dummy ping is sent to the interfaced server and status in 'Last Updated Status' column is updated as 'SUBMITTED'.
- 4. Click 🗟 (refresh) button, to fetch the latest status and the response received is updated in 'Last Updated Status' column.



To view the messages triggered to all configured MDB 1. Click Dashboard > Dashboard > System Monitor > JMS Queues > Messages tab.

Messages Service Decicition Vew * Formst * Image: Decicition Message ID Recearch Type Message Diage: OutBeck Uters Message ID Recearch Type Status Message Content Message Status: OUTBOUNDISUE, TYPE=EVENTS[ENTITY_NRE=20190100034443]EVENT_TYPE=TXA10/28/0310 02:02	View Last: ○ 1 Day ○ 1 Week ● 1 Month ○ By Date: Start Dt: Image: Start Dt: <th></th> <th>vices Database Se</th> <th>erver Log Files Parke</th> <th>d Transactions User</th> <th>JMS Queues</th> <th>wents</th> <th></th> <th></th> <th></th> <th></th>		vices Database Se	erver Log Files Parke	d Transactions User	JMS Queues	wents				
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EVP MDB EVP INTERFACE MDB 3 0 0 EVENTS MDB EVENTS MDB 145 145 0 0	2E MDB 3 3 0 0 145 145 0 0 146 145 0 0 Request SubType Message Type Status Message Content Time EVENTS EVENT ACTION COMPLETED REQUEST_TYPE=-DVENTIS/INTY_NRR=20190100034443[EVENT_TYPE=TRL. 10/28/2019 02:03 N EVENTS EVENT ACTION COMPLETED REQUEST_TYPE=-OUTBOLND[5/JR_TYPE=-DVENTIS/INTY_NRR=20190100034443[EVENT_TYPE=TRL. 10/28/2019 02:03 N										
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- 2. In the 'Messages' section, filter the list of messages using the following options:
 - Select the required Company from the drop-down list to view JMS message at company level. The list is populated only with those Company Definitions to which you have been provisioned access. By default, 'ALL' is selected.
 - Select the 'View Last' option to display the messages based on elapsed days by selecting 1 Day (default) / 1 Week / 1 Month / By Date. If 'By Date' option is selected, you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar.
- 3. The 'Messages' section displays the list of configured interfaces and the total of messages exchanged between OFSLL and MDB in Submitted, Completed, Failed and Resubmitted status. Click (refresh) button to update the latest status.

Field	View this:
Service	Displays the name of the message service suffixed by MDB to differentiate the different MDB services.
Description	Displays the description or abbreviated name of MDB inter- face.
Submitted	Displays the total count of requests submitted.
Completed	Displays the total count of requests completed.
Failed	Displays the total count of requests failed.
Resubmitted	Displays the total count of only those requests which are failed and resubmitted again for processing.

4. In the 'Messages' section, you can view the following details:

To 'Re-submit' failed messages

- 1. Click Dashboard > Dashboard > System Monitor > JMS Queues > Messages tab.
- 2. In the 'Messages' section, select the required MDB interface.



3. The 'Message Details' section below displays the list of messages sent to the interface with the following details:

Field	View this:
Message ID	View the system generated MDB message ID
Request Type	View the message request type
Request SubType	View the message request sub type
Message Type	View the message identifier
Status	View the message processing status
Response	This column data is displayed only for Webhook MDB.
	View the HTTP Header received as response during Web- hook event action invocation.
Message Content	View the message content
Time	View the message time stamp

- 4. In the 'Message Details' section, select the message in 'Failed' status. Click 🗟 (refresh) button to update the latest status.
- 5. (Optional) You can click 'View' to display the selected record in 'Message Details' section.
- 6. Click Re-submit. The details are triggered again for processing and the 'Resubmitted' counter in 'Messages' section is updated along with other counters.

Response Message Details

This section is enabled if Events or Webhook type of MDB service is selected in Message section and displays the request Message Details that is propagated to external system for the posted event action.

To view 'Response Message Details' of an Event

- 1. Select the required record from the Message Details section and click 'Show File'.
- The first 50 characters of the request in json format is displayed since the default preference selected is 'Beginning' in View option and '# of Characters' is set to 50.
- 2. You can customize the preference using View Option (Beginning / End) and specifying the number of characters to be displayed.
- 3. Also you can click 'Show All' to display the complete request.

3.4.7 Monitoring Events

The Events screen is a dashboard to view all the Events triggered in the system. In the Events screen you can view the latest status of all the processed events and 'Re-submit' only failed events for re-processing. However, this is a display-only field and does not allow to modify the defined event action parameters.

The Events screen has the following sections:

- Event Actions
- Action Parameters

In the '**View Options**' section, you can filter and view the list of Events based on following Status:



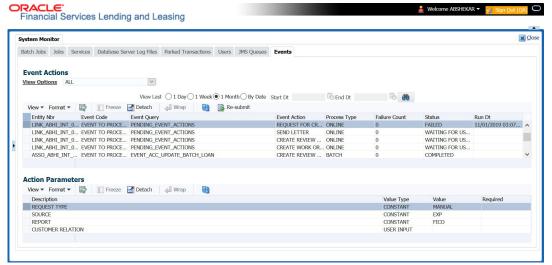
- ALL
- SUBMITTED
- WAITING FOR USER INPUT
- COMPLETED
- FAILED
- CRITERIA NOT MET
- VOID

In the 'View Last' section, you can further sort the volume of records displayed on the Events screen with the following options:

Select:	System Displays:
1 Day	List of all events posted in last one-day.
1 Week	List of all events posted in last one-week.
1 Month	List of all events posted in last one-month.
By Date	List of all events posted between specific dates. You can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar.

To View the Events triggered in the system

 On the Oracle Financial Services Lending and Leasing home screen, Click Dashboard > System Monitor > Events tab.



- 2. By default, the Events screen displays all events posted in last one day.
- 3. In the 'Event Actions' section, view the following information:

Field:	View this:
Entity Nbr	Entity Number on which event generated.
Event Code	Event Definition Description.
Event Query	Event Criteria Definition Description.
Event Action	Event Action Description.



Field:	View this:
Process Type	Event processing type as either Online/Batch fetched from EVENT_PROCESS_TYPE_CD lookup.
Failure Count	Number of times the event processing has failed.
Status	Event action with following execution status:
	CRITERIA NOT MET
	SUBMITTED
	VOID
	COMPLETED
	FAILED
	ALL
	WAITING FOR USER INPUT
Run Dt	Event Action Generation Date and Time.

4. In the 'Action Parameters' section, view the following information:

Field:	View this:
Description	Event Action Parameter Description.
Value Type	Event Action Input Parameter Type.
Value	Value defined for the event action.
Required	Y/N indicating if the Action Parameter is mandatory.

Re-submit Failed Events

In the Events screen you can filter and re-submit only the 'FAILED status Online Event Actions' for processing. An Event is marked with 'Failed' status when the same could not be processed in the system due to setup/infrastructure issues. This is an additional option to reprocess the event actions. On resubmitting an event, the Failure Count against the record is incremented by 1.

However, 'Resubmit' option is not allowed for Webhook and SEND JMS MESSAGE actions since the same functionality is available in JMS Queues.

In the 'Event Actions' section, select the required event record listed with status FAILED and click 'RE-submit'. On triggering the event, the 'Run Dt' column is updated with Event Action Generation Date and Time. Click 'Refresh' to fetch the latest status.

3.5 **Producer Analysis**

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



Navigating to Producer Analysis

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		No data to display.								
		Recently Appro	ved Applicatio	ns						
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	-	No data to display.								
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		Applicant Name	Application #	Amt		Collateral Desc				
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Click Dashboard > Dashboard > Producer Analysis.

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

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

You can select the values from the adjoining drop-down list. Click 'Submit' button. System displays the Producer details satisfying the criteria, you selected.

The following details are displayed under Producer Details section:

- Producer #
- Name
- Company
- Branch
- Type

Select the producer you need to view the statistics. The system displays the statistics under 'Summary' sub tab and the status and sub status of various applications under 'Applications' sub tab, of the selected producer.

The system displays the following details under 'Summary' sub tab:

- Year
- Total Apps



- Approved
- Conditioned
- Rejected
- Withdrawn
- Funded
- Amount

The system displays the following details under 'Applications' sub tab:

- Company
- Branch
- App #
- Date
- Title
- Product
- Status
- Sub Status

3.6 Process Files

The Process files screen allows you to view the incoming and outgoing files exchanged between OFSLL and other interfaced systems for processing and also perform a bulk upload of required files.

The Process files interface also provide information on the type of files uploaded along with other attributes. In-order to facilitate the process files handling, the following parameters has to be enabled in Setup > Administration > System > System Parameters screen. For more information on enabling system parameters, refer to 'System Parameters' section in Setup Guides.

• CMN_FILE_PROCESS_TO_LOB

On enabling the above parameter, system stores the incoming / outgoing documents in the relevant tables and not in the file system.

- UIX_INCOMING_FILE_PATH
- UIX_OUTGOING_FILE_PATH

On enabling the above two parameters, the incoming and outgoing file path of application server need to be defined to the required folder path by updating the 'Parameter Value' which by default is 'SETME'. (For example: /tmp)

• If both the parameter 'CMN_FILE_PROCESS_TO_LOB' and 'OUTBOUND_CALL_Q' are enabled (status ='Y'), system automatically handles upload/download of files from Weblogic configured process files.

Depending on the CLOB parameter option, if set to 'Y' the incoming/outgoing file directories are to be manually created in Web Logic server. For details of directories, refer to 'Creating Application Home directory' section in Database Installation Guide.



3.6.1 Incoming Process File

The incoming process file screen displays the list of files being shared from an external system along with other attributes such as directory path, file name, type, size, date and status. You can select the file required and upload it into the system for immediate processing.

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View the list Incoming Process File

- 1. Click Dashboard > Process Files > Incoming Process File.
- 2. In the Incoming Process File section, click **List Files**. System displays the list of incoming files.

Field:	Description:
Select All	Select this option to select all the listed files.
Directory Name	View the directory path where incoming file is stored.
File Name	View the name of the file.
File Type	View the type of incoming file. The file type is auto populated based on ODD (Output Data Definition) details maintained for the specific file type in INCOMING_FILE_TYPE_CD lookup.
File Size(bytes)	View the size of incoming file.
File Date	View the date and time when the incoming file was placed in the directory.
Status	View the status of the file.

A brief description of the fields is given below:

Upload Incoming Process File

- 1. Click Dashboard > Process Files > Incoming Process File.
- 2. In the Incoming Process File section, click **List Files**. System displays the list of incoming files. You can click 🕲 to refresh the grid data.
- 3. Select the check box adjacent to the required file and click **Upload**. You can also click **Select All** check box to perform a bulk upload of all the listed files.



The uploaded files are listed in below 'Uploaded Files' section and the status of the files are changed from 'Generated' to 'Uploaded'. In case of a processing error, the status of the file is indicated as 'Processed Error'.

3.6.1.1 Uploaded Files

The uploaded files section displays the list of incoming files uploaded into the system. You can sort and view the list of files depending on the number of days based on Last 1 Day / 2 Days / 5 Days / All Days. You can click 🞯 to refresh the grid data.

Field:	Description:			
File Name	View the name of file uploaded.			
File Type	View the type of file uploaded.			
File Dt	View the date and time when the file was uploaded.			
Status	View the status of upload.			
User	View the login ID of User who performed the file upload.			

On selection, you can view the following information:

In the Uploaded Files section, you can do the following:

- Click **Download Bad Data** to download the list of uploaded files which had processing errors due to bad data.
- Click **Download Log Data** to download a log of all the files uploaded.

3.6.2 Outgoing Process File

The outgoing process file section displays the list of files being shared for upload to other system for processing and allows you to download the required file for inspection.

Process Files x							
ncoming Process File	Outgoing Process File						
Outgoing Proce		💁 🛃 Download 🛛 View Last	🔘 1 Day 🔿 2 Days 🔘 5 Days 🖲	All Days			
Select All	File Name	File Type	File Date	File Size(bytes)	Status		
	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:20 PM	533	GENERATED	<u>^</u>	
	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:19 PM	533	GENERATED	=	
	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:18 PM	533	GENERATED	-	
	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:17 PM	533	GENERATED		
	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:16 PM	533	GENERATED		
100	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:15 PM	533	GENERATED		
	data_change_lien_07102017_172914.dat	OUT PUT DATA FILE	07/10/2017 05:29:14 PM	0	GENERATED		
ET1	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:13 PM	533	GENERATED		
83	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:12 PM	533	GENERATED		
E	customer_ach	OUT PUT DATA FILE	07/10/2017 05:29:11 PM	533	GENERATED	*	
History							
View - Format -	🖙 🍸 Freeze 🚮 Detach ຝ Wrap 🕻	2					
User				Dov	inload Dt		

You can sort and view the list of files depending on the number of days based on Last 1 Day / 2 Days / 5 Days / All Days.



On selection, you can view the following information:

Field:	Description:			
Select All	Select this option to select all the listed files.			
File Name	View the name of upload file.			
File Type	View the type of file shared for upload. The file type is auto pop- ulated based on ODD (Output Data Definition) details main- tained for the specific file type in OUTGOING_FILE_TYPE_CD lookup.			
File Date	View the date and time when the file was shared for upload.			
File Size(bytes)	View the size of upload file.			
Status	View the status of upload file.			

Download Outgoing Process File

1. Click Dashboard > Process Files > Outgoing Process File.

System displays the list of files shared for upload. You can click 🚳 to refresh the grid data.

2. Select the check box adjacent to the required file and click **Download**. You can also click **Select All** check box to download all the listed files.

History

The history section displays the following details:

Field:	Description:	
User	View the login ID of User who downloaded the file.	
Download Dt	View the date and time when the file was downloaded.	



4. Sales Lead

4.1 Introduction

The Sales Lead screen enables you to record information gathered during a sales query or a call from a potential borrower. A sales representative can then use Sales Lead screen to follow-up with the borrower. This is not a mandatory screen. You can always begin Loan origination process directly using the Application Entry screen Information on Sales Lead screen can be attached to the Application Entry screen as optional information. Attaching a lead to an application can help the sales department analyze the effectiveness of following-up with prospective borrowers. Once a lead is attached to an application from the Sales Lead screen, the system changes its status to COMPLETED.

4.2 Lead Entry

The Lead Entry screen enables you to record information regarding prospective borrowers from a sales query or a call to be used in a follow-up call. The initial status for the lead can be set as NEW or FOLLOW-UP.

To Navigate to Lead Entry screen

- 1. On the Oracle financial Services Lending and Leasing Application home screen, click **Origination > Origination > Sales Lead**.
- 2. On the Sales Lead screen, click Lead Entry tab.

DashBoard	Sales Lead ×									X
rigination	Lead Entry Fo	llow-Up Maint	enance							
Origination Sales Lead Simple Application Entry Application Entry	Applicant In View - Forma		Freeze 🚮 Detach	و Wrap	ബ			음 쇼	id 🥒 Edit 📃	⊻iew
Underwriting	Lead #	Lead Dt		Brand		First Name	Last Name	Birth Dt	Channel	Source
Funding	UNDEFINED	02/04/20	016							
Application Retrieval	L-00002006	12/15/2	015 NL02	NLHQ		ROSEMARY	BLACK	12/08/1987	CONSULTATION	WEB ENTRY
Scenario Analysis	L-00001002	12/02/20	015 US01	USHQ		TEST	TEST LAST NAME	01/01/1990	ESTATE AGENT	FAX IN
Application Documents	L-00003002	12/17/2	015 US01	USHQ		BOND	JAMES	01/01/1997	WEB	WEB ENTRY
Image Maintenance	L-00002002	12/12/20	015 US01	USHQ		PHANINDRA	CHODA	10/10/1982	CONSULTATION	WEB ENTRY
Reports	L-00002004	12/12/20	015 US01	USHQ		BOREN	ROBERT	12/01/1970	WEB	WEB ENTRY
Producers	L-00006002	02/02/20	016 US01	USHQ		NITIN	JOSHI	07/25/1988	CONSULTATION	OFFLINE APPLIC
Vendors	L-00004004	12/19/2	015 US01	USHQ		ANDRES	MARTINEZ	08/06/1989	CONSULTATION	WEB ENTRY
	Applicant Ir	formation								
		Applica	ant Information			Address	Save and Add	Address Line 1 Address Line 2	y 🔒 Save and Re	eturn 🤇 🦕 <u>R</u> etur
		Lead # UNDEFI			* Type		~	* Zip		(
		Lead Dt 02/04/2	016		* Country	UNITED STATES	~	* City		
		ompany		V	Postal Type	NORMAL ADDRESS	~	* State		~
	*	Branch		V	Address #			Email		
	* Las	t Name						Alternate Email		
	* First	t Name			Street Pre		~	Assigned By	PRAKRRAO	
		Birth Dt	20		Street Name			* Status	NEW	~
		Channel		~	Street Type		~	Status Dt	02/04/2016	
		Source		~	Street Post		~	* Followup Dt	10	
		Jource			Apt #					
	Telecoms C	omments Doci	uments Requests							
Servicing		nformation						de 4dd	🖉 Edit 🗌 🖳	jew 🔗 Audit
Collections	View - For		Freeze Detach	Wrap	ଜିଛ					
	Telecom T No data to disp								Phone C	Jurrent
WFP		ady.								
Tools										

3. In the **Lead Entry** screen, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:



Applicant Information

Applicant Information Section

Field	Do this
Lead #	View the sales lead number.
Lead Date	View the sales lead date. System defaults the current date.
Company	Select the company name.
Branch	Select the branch name.
First Name	Specify the applicant's first name.
Last Name	Specify the applicant's last name.
Birth Dt	Specify the birth date.
Channel	Select the channel of the sales lead.
Source	Select the source of the sales lead.

Address Section

Field	Do this
Туре	Select the address type.
Postal Type	Select the postal address type.
Address #	Specify the address.
Street Pre	Select the street prefix (directional).
Street Name	Specify the street name.
Street Type	Select the street type.
Street Post	Select the street postfix (directional).
Apt #	Specify the apartment number.
Address 1	Specify the first address line.
Address 2	Specify the second address line.
City	Specify the city.
State	Select the state.
Zip	Select the zip code.
	Note: For non US country, you have to enter zip code.
Country	Select the country code.
Email	Specify the e-mail address.
Alternate Email	Specify the alternate e-mail address.



Field	Do this
Assigned By	View the user code creating the sale lead.
Status	Select the status for the sale lead.
Status Dt	View the last sales lead status change date.
Follow-up Dt	Specify the sales lead follow-up date.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4.2.1 <u>Telecoms Sub Tab</u>

The Telecoms sub tab records phone numbers for the sales lead.

- 1. Click **Telecoms** sub tab available on **Sales Lead** screen.
- 2. You can perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Telecom Type	Select the type of telecommunications device
Phone	Specify the phone number
Current	Select the Current check box to indicate the phone number is in service.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4.2.2 <u>Comments sub tab</u>

The Comments sub tab records any comments regarding the sales lead.

- 1. Click **Comments** sub tab available on **Sales Lead** screen.
- 2. You can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Туре	Select the comment type.
Sub Type	Select the comment sub type.
Comment	Specify the comment.
Comment Dt	View the date when comment was entered and saved.
Comment By	View the user id of the person who entered and saved the comment.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



4.2.3 Documents sub tab

The Documents sub tab needs to be completed if:

- The customer had requested any documents
- Any document has been sent to the customer during sales lead entry.
- 1. Click **Documents** sub tab available on **Sales Lead** screen.
- 2. You can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Document Type	Select the document type.
Sub Type	Select the document sub type.
Documents	Specify the document.
Document Dt	View the date when document was entered and saved.
Document By	View user id of the person who entered and saved the document.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4.2.4 <u>Requests sub tab</u>

The Requests sub tab records product the customer is interested in and the requested amount for each product.

- 1. Click **Requests** sub tab available on **Sales Lead** screen.
- 2. You can perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Product	Specify the requested product as Loan.
Requested Amount	Specify the requested amount.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4.3 Follow-Up tab

The Follow-Up tab enables you to update customer information based on sales lead follow-ups with customer.



1. On the Sales Lead screen, click **Follow-Up** tab.

Sales Lead ×			×
Lead Entry Follow-Up Maintenance			
Company Branch Followup Dt Lea No data to display.		Assigned By All Assigned By Status	View Audit
Follow-Up Details			
		Save and Stay	Return
Company Branch	Lead Dt Name	Assigned By Status	
		Status Dt	
	Lead Entry Follow-Up Maintenance Follow-Up Details Image: Company Image: Company No data to display. Image: Company Follow-Up Details Follow-Up Details Company Company	Lead Entry Follow-Up Maintenance Follow-Up Details Image: Company Image: Company Image: Company No data to diplay. Follow-Up Details Image: Company Image: Company Image: Company Follow-Up Details Company Lead Dt Name Company Lead Dt Name Follow-Up Details Company Lead Dt Company Lead Dt Name Follow Dt Last Name Name	Lead Entry Follow-Up Maintenance Follow-Up Details Image: Company France Company Branch Followup Dt Lead # Follow-Up Details Image: Company Status Follow-Up Details Image: Company Status Follow-Up Details Image: Company Status Company Lead Dt Assigned By Status Status Status Company Lead Dt Assigned By Branch Up Details Status Company Lead Dt Assigned By Branch Up Details Status Company Lead Dt Assigned By Branch Status Dt Status Dt

- 2. In the Status field, click:
 - New to view all leads on the Follow-Up screen with status of NEW.
 -or-
 - Follow Up to view all leads on the Follow-Up screen with status of FOLLOW UP.
 -or-
 - All to view all leads on Follow-Up screen.
- 3. In the **Assigned** field, click:
 - Assigned By to view all leads on the Follow-Up screen assigned to the current user.
 -or-
 - All to view all leads on the Follow-Up screen assigned to any user.
- 4. You can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Company	View the company name of sales lead.
Branch	View the branch name of the sales lead.
Followup Dt	Select the follow-up date of the sales lead.
Lead #	View the sales lead number.
Lead Date	View the creation date of the sales lead.
Name	View the applicant's name.
Assigned by	View the user assigned to the sales lead.



Field	Do this
Status	Select the status of the sales lead.
Status Dt	View the last sales lead status change date.

5. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4.4 <u>Maintenance tab</u>

The Maintenance tab enables you to attach a sales lead to a different or missed application or change status of lead as NEW.

To attach a sales lead to an application

1. On the Sales Lead screen, click Maintenance tab.

DashBoard	Sales Lead ×									
rigination	Lead Entry Follow	Up Maintenance								
Origination Sales Lead Simple Application Entry Application Entry	Sales Lead Do		Detach	al wran	ଜ୍ଞ	App #	 Attac 	h to Application	Change to Net	Audit
Underwriting	Lead #	aug 1 bill -	hand,)		Name	First Name	Status	Company	Branch	Days Of Inactivity
Funding	L-00002006			BLAG		ROSEMARY	NEW	NLO2	NLHQ	48
Application Retrieval	L-00001002			TEST	LAST NAME	TEST	CONVERTED	US01	USHQ	34
Scenario Analysis	L-00003002			JAM		BOND	CONVERTED	US01	USHQ	49
Application Documents	L-00002002			CHO		PHANINDRA	CONVERTED	US01	USHQ	51
Image Maintenance	L-00002004			ROB		BOREN	CONVERTED	US01	USHQ	55
Reports	L-00006002			305		NITIN	CONVERTED	US01	USHQ	2
Producers	L-00004004				TINEZ	ANDRES	CONVERTED	US01	USHQ	45
Vendors	L-00005002			SAM		SAM	CONVERTED	US01	USHQ	43
	Application									Audi
	View + Format	Freeze	Detach	wrap الي	63					
	Priority No data to display.	Application #	Dt	Titl	•			Product	Status	Producer
Servicing Collections WFP										
Collections										

You can view the following information:

Field	View this
Lead #	View the sales lead number.
Last Name	View the last name of the sales lead.
First Name	View the first name of the sales lead.
Status	View the status of the sales lead.
Company	View the company of the sales lead.
Branch	View the branch of the sales lead.
Days of Inac- tivity	View the number of days of inactivity regarding the sales lead.

2. Select the sales lead you want to attach to the application and click **Attach to an Application** button.

3. You can view the following details of application attached to the lead:

Field	View this
Priority	The priority of the sales lead.



Field	View this
Application #	The application number of the sales lead.
Date	The date of the application.
Title	The title of the application.
Product	The product of the application.
Status	The status of the application.
Producer	The producer of the application.

If the wrong sales lead was attached to an application, detach it from the existing application by clicking **Change to New Status**, then attach it to the correct application clicking **Attach to an Application**, completing the **App #** field, and clicking **Post**.



5. Simple Application Entry

5.1 Introduction

The first step in the Loan origination process is entering credit application data into Oracle Financial Services Lending and Leasing Application. The Simple Application Entry screen enables you to specify information from the credit application into the system and request a credit bureau report.

This chapter explains how to use the Applications screen to specify and validate a credit application.

5.2 Entering a Credit Application

There are four main steps in entering an application

- 1. Select product type and producer at the top of the Application screen in the Applications section. The product defines the type of credit application: Loan as well as any collateral, such as vehicles or homes, associated with the Loan. When you save the application, system activates the links on Applications screen that are associated with the product, streamlining the application process. The producer is the dealer supplying the application. When selected, the status of the Producer is displayed along with Producer Name.
- 2. Enter information regarding the primary applicant, such as name, social security number, address, place of employment and financial assets and liabilities. Enter this same information for any other applicants, such as co-signers or joint applicants, if they exist. System displays the error message as "The Application does not exist" if the provided details does not match with any application details.
- 3. Enter information about the requested credit for the Loan such as Loan amount and number of terms.
- 4. Enter information about the collateral.

You can also enter credit application data into Oracle Financial Services Lending and Leasing Application using the Fax-In container. For more details, refer to 'Application Entry using Fax-In' section.

Once the basic details are entered, the user has to check whether the application pre qualifies or not. Once the pre-qualified edits are satisfied, click Submit in the Application screen.

When finished, Oracle Financial Services Lending and Leasing checks the application for completeness using a predefined set of edits. These edits search for errors and warnings based on your system setup. Status change of the application can be determined by the credit bureau and scoring model of the application. The prescreening checks ensure that automatic credit bureau reports are pulled only for applications which meet set criteria, thus saving cost.

After an application clears the edits check, click Process Application in the Applications section. The system begins the processes of prescreening the application and pulling a credit bureau while you can begin entering the next application in your queue.

To enter a new application

1. Click Origination > Origination > Simple Application Entry.



2. The Simple Application Entry screen appears, opened at the Search link's Results screen.

DashBoard	Origination ×										
rigination	Search/Task	Simple Applica	ation Entry F	leview Reque	sts (Pending: 0)						
Origination Sales Lead	⊿ Quick Se	arch									
Simple Application Entry Application Entry Underwriting	App #			SSN			Identifica	ition #		Submit	
Funding Application Retrieval	Queue			✓	Vext Application						
Scenario Analysis Application Documents	Search C	riteria									
Image Maintenance Reports							l	+ New Application	Qpen Application	View Application	unlock Application
Producers Vendors	Search Res		1977			-					
	View + Forn	at 🗸 🙀 ked Allowed	Freeze Company	Branch	ل Wrap App #	Date Title		Product	Status	Sub Sta	itus (
	No data to displ		Company	branch		Dotte Title		Product	500005	500 50	>
-											
Collections											
Servicing Collections WFP Tools											

The Recreate Instance button appears only when the BPEL parameter is YES.

3. In the Results tab's **Quick Search** section, click **New Application**. The Search link's Applications Entry screen opens at the Simple Application Entry tab.

DashBoard	Origination ×									
igination	Search/Task Sim	ple Application Entry	r: 0000001533 Re	view Requests (Pending	1: 0)					
Origination Sales Lead Simple Application Entry Application Entry Underwriting Funding	View ← Format Dt	App #		Status	Origination Stage Code	ng OK 🖌 🎲 Proce Producer Name	Producer Contact Number	Pre-Qualify Applicati	Duplicate Application	✓ Audit Contact
Application Retrieval Scenario Analysis Application Documents Image Maintenance	09/05/2015	0000001533		REJECTED - AUTO.	NEW	CA-00003 : ACE H.	(818)-761-2277	N	N	>
Reports Producers Vendors	Application								<⊃ <u>R</u> eb	um
	Origin	Product LOA Channel WE Priority NOI Company USO Branch USH Sub Unit P31	05/2015 IN VEHICLE (FR) B ENTRY RMAL 11 4Q ECTED - AUTO REJECT	Producer Producer Name Producer Contact Number Region	VEHICLE LOAN OR DEALER CA-00003 : ACE HE (818)-761-2277 ALL ALL	LEASE ADQUARTERS INC(AC	TIVE)	Sales Agent DEN Joint CoSigned Contact	ILL BUSINESS IOSUPR	LAST NAME
		iness Request Col ustomer Search	lateral Comments	Tracking Verificatio	n					
	Applicant View - For	mat 🗸 📑 🔲 F	reeze 🚮 Detach	چا Wrap 🚯	Copy Lead Deta	ils		🔶 Add 🛛 🥖 Edir	t 📃 <u>V</u> jew 🖌	Audit
Servicing	Relation Ty		MI	Last Name	Suffix	SSN	Birth Dt	License #	License State	Li
Collections NFP Fools	PRIMARY	MARK	DOUGLAS	SIGG	JR	xx-xxx-8660	01/03/1965		COLORADO	>

For field description refer <u>Applications</u> of the Underwriting chapter:



Pre-fill applicant information from Sales Lead

You can pre-fill the applicant information if the same applicant details are already captured as a prospect in the Sales Lead screen. To do so, select the sales lead number in the drop-down of 'Lead #' field and save the Application details. The 'Copy Lead Details' button is enabled in the Applicant section below. Click on it to auto populate the Applicant details.

5.2.1 <u>Pre-qualifying an Application</u>

After entering the basic details of the applicant like identification and demographic details along with the address, employment, assets, liabilities and other income information and requested details, the user has to check whether the application pre-qualifies or not by clicking **Pre-qualify Application** button. This is governed by a set of Pre-qualification edits.

If pre-qualified edits are satisfied, the status is changed to **NEW-PREQUALIFY APPROVED** and user can modify or update any further details in the Application Entry screen.

If the edits are not satisfied, application will be pushed to REJECTED APPLICATIONS queue with a status update to **REJECTED-PREQUALIFY REJECTED**. You can also view rejected pre-qualification in the Underwriting screen.

When specific services listed in Dashboard -> System Monitor -> Services tab are 'stopped', the application status will display 'NEW PRE-SCREEN APPROVED' and user will not be able to change the status manually to move it to Underwriting queue. In such cases, services should be started post which the application is processed automatically by the system and falls in the appropriate queue as per work flow.

5.3 Applicants Tab

Using the information supplied on application, complete Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Financials
- Liabilities
- Other Incomes
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts.

The system uses information on Financial and Liabilities sub tabs to determine the applicant's net worth. The system uses information on Employments tab and Other Incomes sub tab to calculate applicant's debt-to-income ratio.

Note the following while completing frequency fields:

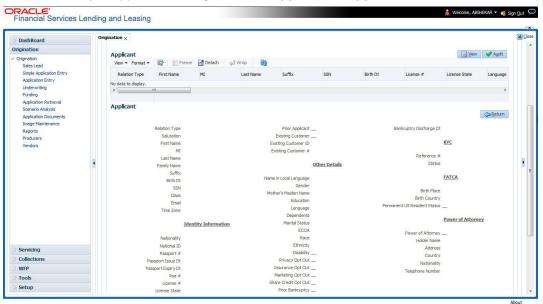
- Biweekly in the system means 'once every two weeks' and not 'twice a week'.
- Bimonthly in the system means 'once every two months' and not 'twice a month'.

For more information, refer appendix **Payment Amount Conversion**.



To complete the Applicants Details screen

1. On the Simple Application Entry tab, click Applicant > Applicant.



2. For details on this screen refer <u>Applicant Tab</u> of the Underwriting chapter.

5.4 <u>Business Tab</u>

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business screen to assist in approving Loan application during underwriting. The Business Applicant screen is available for Loan and contains the following sub screens:

- Address
- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other details

To complete the Business tab

1. If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Applications** section and click **Save**.

The Business tab appears on Application Entry screen.



2. On the Application Entry screen, click **Business**.

DashBoard	Or	igination \times									2
rigination	S	arch/Task Simple	Application Entry:	0000001537 Re	view Requests (Pending	a: 0)					
Origination Sales Lead Simple Application Entry Application Entry	1	Application: 000 View + Format +	0001537: ROE			erride OK 🖌 Warn	ing OK 🗸			View	Audit
Underwriting Funding		Dt	App #	Sub Unit	Status	Origination Stage Code	Producer Name	Producer Contact Number	Existing Customer	Duplicate Application	Contact
Application Retrieval Scenario Analysis Application Documents Image Maintenance		09/05/2015	0000001537		APPROVED - FUN	FUNDED	CA-00003 : ACE H.	(818)-761-2277	N	N	>
Reports		Applicant Busines	Request Colla	eral Comments	Tracking Verification	n					
Producers Vendors		Business Busine	ss Search								
		Business Det View - Format Organization T	• 📴 Tre	eze Detach Business Cate SETME	egory Business	Name Legal Name	Tax ID #	Start Dt 01/01/1968	# of Empl	lausas	Audit Audit
	•	<	SERVICE	SEIME	INTERSHELL IP	VIE INTERSHELL I	NTE X0000(U987	01/01/1958		12	>
		Business Det	ails								a <u>R</u> eturn
			rganization Type C (Employees(Cur) 12		Loan Curre	ncy Avg Checking 87		2 Return
		0	rganization Type C (Business Type SE	RVICE		# of Employees 32	ARP	Loan Curre	ncy Avg Checking 87 Balance # of Locations 34	790	2 <u>R</u> eturn
		0	rganization Type C (Business Type SE usiness Category SE Business Name IN	RVICE TME FERSHELL INTERNAT		# of Employees 32 Contact Person SH s Checking Bank CIT	п		Balance # of Locations 34 lanagement Since 19	7790	Aetum
		0	rganization Type C (Business Type SE usiness Category SE Business Name IN CO Legal Name IN	RVICE TME FERSHELL INTERNAT RP FERSHELL		# of Employees 32 Contact Person SH	T 5334066	Ν	Balance # of Locations 34	1790 4 180	<u>្ឋា R</u> eturn
		0	rganization Type C (Business Type SE usiness Category SE Business Name IN CO Legal Name IN	RVICE TME FERSHELL INTERNAT RP FERSHELL FERNATIONAL XOX0987	TIONAL Busines	# of Employees 32 Contact Person SH s Checking Bank CTT Bank Acc # 73	T 5334066 DOLLAR	M	Balance # of Locations 34 lanagement Since 19 Existing Business	1790 H 180 NDEFINED	a <u>B</u> eturn
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For details on this screen, refer <u>Business Tab</u> of Underwriting chapter.

5.5 <u>Request Tab</u>

Depending on the type of product you select, the following screen will be available from Requested tab

To complete Request tab:



1. On the Application Entry tab, click **Request** tab.

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servicing														
	a													
Collections														

For details on this screen refer <u>Request Tab</u> of the Underwriting chapter:

5.6 <u>Collateral Tab</u>

Depending on the type of product or producer you select, the Collateral tab opens one of the three following collateral screens: a vehicle information screen, a home information screen or an other information screen. Complete the screen that is available on your Applications screen. After that, complete the **Valuation** and Tracking sub screen, which the Collateral screens share. If you are entering an unsecured Loan, the Collateral tab is present but inactive; in which case, skip this step.



To enter vehicle information from the Collateral tab

1. On the Application Entry link bar, click **Collateral**.

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To enter home information from the Collateral tab

1. On the Application Entry tab, click **Collateral sub tab**.

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For details on this screen, refer <u>Collateral Tab</u> of the Underwriting chapter.

5.7 <u>Comments Tab</u>

When using the Simple Application Entry screen, you can add comments to an application at any time in the application entry process by clicking Comments tab.



To complete the Comments tab

1. On the Application Entry tab, click **comments**.

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For details on this screen, refer <u>Comments Tab</u> of the Underwriting chapter.

5.8 <u>Tracking Tab</u>

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.



To track attributes

1. On the application entry screen, click the **Tracking** tab.

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gination		Search/Task	Simple /	Application E	ntry Re	view Requests	(Pending: 0)						
igination Sales Lead Simple Application Entry Application Entry		Applicat		🕞 🔟 F	reeze 🛃	Detach 🛛 👳	l Wrap 🛛	Override	DK Warning OK		💠 Add 🥖	Edit 📃 View	🖌 Aydit
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For details on this screen, refer Tracking Tab of the Underwriting chapter

5.9 Verification Tab

Oracle Financial Services Lending and Leasing can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit screen as an *Error*, a *Warning* or an *Override*.

If it is an **Error**, the system will not allow you to change application's status and approve Loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

To validate a credit application

1. Enter all the information associated with the application on the Application Entry screen.



2. When you are finished entering data, on the Application Entry tab, click **Verification sub tab**, then click the **Edits** sub tab.

DashBoard	Origination ×								×
rigination	Search/Task Simple	Application Entry	Review Requests	(Pending: 0)					
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	No data to display								>
Servicing									
Servicing									

For details on this screen, refer Verification Tab of the Underwriting chapter.

5.9.1 Application Entry using Fax-In

You can enter credit application data into Oracle Financial Services Lending and Leasing Application using the Fax-In image functionality using the Fax-In container. Once the all the images are loaded into the system using the steps mentioned in 'Entering a Credit Application' section, you can view those images in the Fax-In container and perform data entry concurrently.

The Fax-In container option is a simple image holder which is available to the user on clicking the 'New Application' button. The option is available only if has been enabled in the system settings by the administrator.

If you are the administrator, you can enable/disable this feature to the users in the access screen. However, you can view the availability of this feature by navigating to Main Menu > Setup > Administration > User > Access screen. Select Screen tab and in the Security Access Definition section, the status of "ACCESS TO MENU IMAGE MAINTAINENCE" flag defines the availability of this feature. If the flag is set to 'Y' then the Fax-In container is available in Application Entry screen.

The image container displays the image with the header information stored in the tables loaded as a part of the loading process. You can navigate through the pictures using the navigation buttons (First, Previous, Next and Last) available on the top right.

After entering the Application details, you need to select the Image check box placed on the top of Fax Image container. By doing so the system will automatically associate the current image with the application and save it along with the other application details. Also the image will no longer be available in the container since the container only holds those images which are not associated with any application.



5.10 Review Request

The Review Request tab facilitates to flag an Application for the attention of another Oracle Financial Services Lending and Leasing user and ask for review / feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific account or application. The Review Request tab supports iterative review of selected Application and also to process the review with multiple reviewers.

For detailed information on using this feature, refer to 'Review Request' section in Underwriting chapter of the document.



6. Application Entry

6.1 Introduction

The first step in the Loan origination process is entering credit application data into Oracle Financial Services Lending and Leasing Application. The Application Entry screen enables you to specify information from credit application into the system and request a credit bureau report.

This chapter explains how to use the Applications screen to specify and validate a credit application.

6.2 Entering a Credit Application

There are four main steps in entering an application

- 1. Select product type and producer at the top of the Application screen in Applications section. The product defines the type of credit application: Loan as well as any collateral, such as vehicles or homes, associated with the Loan. When you save the application, system activates the links on Applications screen that are associated with the product, streamlining the application process. The producer is the dealer supplying the application. When selected, the status of the Producer is displayed along with Producer Name.
- 2. Enter information regarding the primary applicant, such as name, social security number, address, place of employment and financial assets and liabilities. Enter this same information for any other applicants, such as co-signers or joint applicants, if they exist. System displays the error message as "The Application does not exist" if the provided details does not match with any application details.
- 3. Enter information about the requested credit for the Loan such as Loan amount and number of terms.
- 4. Enter information about the collateral.

You can also enter credit application data into Oracle Financial Services Lending and Leasing Application using the Fax-In container. For more details, refer to 'Application Entry using Fax-In' section.

Once the basic details are entered, the user has to check whether the application pre qualifies or not. Once the pre-qualified edits are satisfied, click Submit in the Application screen. Prequalification edits can be viewed from the 'Verification' sub tab.

When finished, Oracle Financial Services Lending and Leasing checks the application for completeness using a predefined set of edits. These edits search for errors and warnings based on your system setup. Status change of the application can be determined by credit bureau and scoring model of the application. The prescreening checks ensure that automatic credit bureau reports are pulled only for applications which meet set criteria, thus saving cost.

After an application clears the edits check, click Process Application in the Applications section. The system begins the processes of prescreening the application and pulling a credit bureau while you can begin entering the next application in your queue.

Credit Application via External Interface

You can also load credit applications created in external system into Oracle Financial Services Lending and Leasing for further processing.



OFSLL integrating with external system facilitates to transfer the pre-populated credit application data into the system through an xml file. Such credit applications are categorized in OFSLL as either 'eCONTRACT/DEALER CONTRACT in the actions section. However, OFSLL generated credit applications are marked as MANUAL CONTRACT.

Once a credit application is successfully validated and loaded in Application Entry screen, a response is sent back from OFSLL to the external system. Similarly, all subsequent status changes initiated in OFSLL are updated to the external system. All communications between OFSLL and external systems are recorded into a log and is accessible through Dashboard > System Monitor > Database Server Log Files screen. Also the 'Comments' screen facilitates to exchange information regarding credit application processing between OFSLL and external system as comments, provided the comment Sub Type is selected as 'OUTBOUND TO INTERFACE' for such communications.

Hence effectively you can by-pass the need to re-create the application in OFSLL and helps in faster processing of credit applications and decision making.

To enter a new application

- 1. Click Origination > Origination > Application Entry.
- 2. The Application Entry screen appears, opened at the Search link's Results screen.

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	Crit Lod Allo Company Branch App # E	ate Title Product	Status	Sub Status
Collections				
Servicing Collections WFP Tools				

The Recreate Instance button appears only when the BPEL parameter is YES.



3. In the Results tab's **Quick Search** section, click **New Application**. The Search link's Applications Entry screen opens at the Application Entry tab.

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For details on this screen refer <u>Applications</u> section in **Underwriting** chapter.

6.3 Applicants Tab

Using the information supplied on application, complete Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Financials
- Liabilities
- Other Incomes sub screens
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts
- Tracking Attributes

The system uses the information on the Financial and Liabilities sub tabs in determining the applicant's net worth. The system uses information on the Employments screen and Other Incomes sub screen to calculate the applicant's debt-to-income ratio.



To complete the Applicants Details screen

1. On the Application Entry tab, click **Applicant > Applicant**.

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For details on this screen refer Applicant Tab section in Underwriting chapter.

6.4 **Business Applicants Tab**

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business screen to assist in approving the Loan application during underwriting. The Business Applicant screen is available for Loan and contains the following sub screens:

- Address
- Telecoms
- Financials
- Liabilities
- Partners
- Affiliates
- Other details

To complete the Business Applicant screen

1. If SME business information is included on the application, select SMALL BUSINESS in**Class** field on **Applications** section and click **Save**.

The Business tab appears on the Application Entry screen.



2. On the Application Entry screen, click **Business**.

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For details on this screen refer **Business Tab** section in **Underwriting** chapter.

6.5 <u>Request Tab</u>

Depending on the type of product you select, the following screen will be available from Requested link

To complete the request tab:



1.	On the Applicatio	n Entry tab.	click Reau	est tab.
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For details on this screen refer <u>Request Tab</u> section in **Underwriting** chapter.

6.6 <u>Master Account tab</u>

The Master Account tab in Origination screen facilitates to categorize the current application to be considered as 'Master Account' after funding or link the current application to another existing master account in the system.

To define Master Account Details

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click 'Master Account' tab.

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For details on this screen refer <u>Master Account tab</u> section in **Underwriting** chapter.

6.7 <u>Bureau Tab</u>

The Bureau tab displays credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

To verify the credit bureau data using the Bureau tab

- 1. Open the Application Entry screen and load the application you want to work with.
- 2. Click Bureau

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For details on this screen refer Bureau Tab section in Underwriting chapter.

6.8 <u>Collateral Tab</u>

Depending on the type of product or producer you select, the Collateral tab opens one of the three following collateral screen: a vehicle information screen, a home information screen or an other information screen. Complete the screen that is available on your Applications screen. After that, complete the **Valuation** and Tracking sub screen, which the Collateral link's screens share. If you are entering an unsecured Loan, the Collateral link is present but inactive; in which case, skip this step.

To enter vehicle information from the Collateral tab



1. On the Application Entry link bar, click **Collateral**. If the collateral is a vehicle, the Collateral link displays information about the vehicle

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If the collateral is a home, the Collateral link displays information about the home.

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	Home View + Existi Asset	g Existing	Asset Id Pr	imary Ass	et Class	Asset 1	Type Sub Ty		cy Identif	etails ication # Cour	ntry Add	tress #
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	Home Vew ~ Asset Asset Valuat Valuat	g Existing m Tracking tion • Format •	Asset Id Pr Y	eeze Detz Retail Bas	et Class D HOME ach J W e Amt Usage 1 00.00	Asset T HOME	Type Sub Ty SINGLE	FAMILY H	cy Identif IYVPP Currency	etails ication # Cour s0D435M51 UNIT	ntry Add ED STATES 123	rress ≠ ,
	Home View ~ Asset N Valuati Valuati View Cur	g Existing m Tracking tion - Format + whol	Asset Id Pr Y	eeze Deta Retail Bas 10,0	et Class D HOME ach J W e Amt Usage 1 00.00	Asset T HOME	Type Sub Ty SINGLE	FAMILY H	cy Identif IYVPP Currency	etails kcation # Cour 800-435M51UNIT A Add Edition	ntry Add ED STATES 123	rress ≠ ,
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Servicing	Home Vew - Exist Asset Valuat Valuat Valuat Vew Adddc	g Existing m Tracking tion - Format + ent Who	Asset Id Pr Y Loan Currency I0,000.00	eeze Z Deta Retai Bas 10,0	et Class ib HOME adh 실생 Vi e Amt Usage 1 00.00	Asset T HOME /rap Value Amt (0.	Type Sub Type SINGLE SINGLE (*) Valuation Dt .00 04/10/2012	FAMILY H	cy Identif IYVFP Currency	etails kcation # Cour 800-435M51UNIT A Add Edition	Phtry Add ED STATES 123 E Gdt yew Supplement Supplement	fress #

If the collateral is any other, the Collateral link displays information about that collateral.



For details on this screen refer <u>Collateral Tab</u> section in **Underwriting** chapter.

DashBoard	Origination X									×
Origination	Search/Task Applica	tion Entry: 00000	00382 Review	w Requests (Pending:	0)					
 Origination Sales Lead Single Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports 	Application: 000 View • Format •	0000382: TOL			Override OK 🖌	Warning OK 🖌			<u>Vie</u> v	w 🖌 🖌 Audit
	Dt	App #	Sub Unit Status		Origination Stage Co	de Producer Name	Producer Contact Number	Existing Customer	Duplicate Application	Contact
	02/01/2012		UND APPROVE	D - AUTO APPROVED	NEW	GA-00004 : ADVA	(770)-424-6450	N	N	•
	Summary Applicant	Request Decis	on Contract	Collateral Comm	ents Tracking	Document Verification	Correspondence Tools			

6.9 <u>Comments Tab</u>

When using the Application Entry screen, you can add comments to an application at any time in the application entry process by clicking the Tracking tab.

To complete the Comments screen

On the Application Entry tab, click **Comments**.

DashBoard	Origination						6
rigination	Result/Task Application Entry:	000000266 Search	Review Requests (Pend	ling: 0)			
Origination Sales Lead Simple Application Entry	Application	Detadh 🖉 Wrap	Override OK 🗹	Warning OK V OProcess Application	Pre-Qualify A	and the second s	🖋 Audit
simple Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers	Dt App #	Status	Origination Stage Code	Producer Name		Producer Contact Number	Existing Customer
	Summary Applicant Reque		Comments	Tracking Document Verification	Correspondence	Tools	•
Vendors		eze Detach Wrap	612				Return
			Comment		nment By Comm	ent Dt	

For details on this screen refer <u>Comments Tab</u> section in **Underwriting** chapter.

6.10 Tracking Tab

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.



To track attributes

1. On the application entry screen, click **Tracking** tab.

DashBoard	Origination X						
Drigination	Search/Task Application Entry Review Requests (Pending: 0)						
I Origination Safet Lead Single Application Entry Application Entry Lunderwriting Funding Application Retrieval Scenario Analysis Add Sation Documents Image Maintenance Reports Producers Vendors	Application Verw + Format + D Treeze Detach of Wrap & Override OK _ Warning OK _						
	Dt App # Sub Unit Status Origination Stage Code Producer Name Producer Existing Duplicate Contact Number Customer Application Contact Sales Agent						
	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Verification Correspondence Tracking Attributes Field Investigation						
	Tracking Attributes						
	Verw Formater By Interest Baraneter (as wrap (as wrap) (b) Parameter Value (b) Value (

For details on this screen refer Tracking Tab section in Underwriting chapter.

6.11 Document Tab

6.11.1 Document Sub Tab

Application Entry's Documents screen enables you to view Application Documents and Application Documents Details.

DashBoard	Origination $_{ imes}$	
igination	Search/Task Application Entry Review Requests (Pending: 0)	
Origination Sales Lead Simple Application Entry Application Entry	Application View ▼ Format ▼ □ Freeze □ Detach ↓□ Wrap □ Override OK Warning OK View ▼ Format ▼ □ Freeze □ Detach ↓□ Wrap □ Override OK Warning OK	🐥 Add 🥒 Edit 📃 Yiew 🖋 Aydit
Underwriting Funding	Dt App # Sub Unit Status Code Producer Name Number	Existing Customer Duplicate Application Cor
Application Retrieval Scenario Analysis Application Documents Image Maintenance	No data to display.	
Reports	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Verification Correspondence	
Producers Vendors	Checklist Document	
vendors		
	Checklist	🖉 Edit 🔲 View 🖌 Audit
	View 🛩 Format 🛩 🛃 👔 Freeze 🚮 Detach 🖉 Wrap 🙌 💠 Load Checklist	
	Checklist Type CheckList Comment	Complete
	No data to display.	
	Regular Document	
	Checklist Actions	🖉 Edit 📄 View ✔ Audit
	View - Format - Preeze Detach Urap	Ser Gran Aler
	Action Comment	Response
	No data to display.	
ervicing		
ervicing oliections /FP		

For details on this screen refer <u>Document Tab</u> section in **Underwriting** chapter.



6.12 Verification Tab

Oracle Financial Services Lending and Leasing can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit screen as an *Error*, a *Warning* or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the Loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move application to queue of the user with required authority.)

To validate a credit application

- 1. Enter all the information associated with the application on the Application Entry screen.
- 2. When you are finished entering data, on the Application Entry tab, click **Verification sub tab**, then click the **Edits** sub tab.

DashBoard	Origination x	X
rigination	Search/Task Application Entry Review Requests (Pending: 0)	
Grightation Sales Lead Simple Application Entry Application Entry Lunderwriting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers Vendors	Application 🕹 Edd 🖉 Edd 🖉 Edd 🖉 Edd 🖉 Edd 🖉 Uwr 🗸 A	<u>i</u> dit
	Dt App # Sub Unit Status Origination Stage Code Producer Name Producer Existing Duplicate Contact Sales Agent	
	No data to daplay.	Þ
	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Verification Correspondence	
	Edit Types View + Format + There are Datach of Wrap Edit Type No data to display.	
	Edit Details View - Format - 🔛 🔟 Freeze: 🔛 Detach 📣 Wrap 🚯	
	Edit Name Result Expected Value Actual Value Override Responsibility No data to display.	
Servicing Collections		
/FP		
ools		
Setup		

For details on this screen refer Verification Tab section in Underwriting chapter.

6.13 <u>Tools tab</u>

The Tools tab calculates the payment amount, term, interest rate, Loan amount, amortization schedule and allows for the printing of a report.

For detailed information on using the tools, refer <u>Tools</u> chapter.



6.13.1 Application Entry using Fax-In

You can enter credit application data into Oracle Financial Services Lending and Leasing Application using the Fax-In image functionality using the Fax-In container. Once the all the images are loaded into the system using the steps mentioned in 'Entering a Credit Application' section, you can view those images in the Fax-In container and perform data entry concurrently.

The Fax-In container option is a simple image holder which is available to the user on clicking the 'New Application' button. The option is available only if has been enabled in the system settings by the administrator.

If you are the administrator, you can enable/disable this feature to the users in the access screen. However, you can view the availability of this feature by navigating to Main Menu > Setup > Administration > User > Access screen. Select Screen tab and in the Security Access Definition section, the status of "ACCESS TO MENU IMAGE MAINTAINENCE" flag defines the availability of this feature. If the flag is set to 'Y' then the Fax-In container is available in Application Entry screen.

The image container displays the image with the header information stored in the tables loaded as a part of the loading process. You can navigate through the pictures using the navigation buttons (First, Previous, Next and Last) available on the top right.

After entering the Application details, you need to select the Image check box placed on the top of Fax Image container. By doing so the system will automatically associate the current image with the application and save it along with the other application details. Also the image will no longer be available in the container since the container only holds those images which are not associated with any application.

6.14 Review Request

The Review Request tab facilitates to flag an Application for the attention of another Oracle Financial Services Lending and Leasing user and ask for review / feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific account or application. The Review Request tab supports iterative review of selected Application and also to process the review with multiple reviewers.

For detailed information on using this feature, refer to 'Review Request' section in Underwriting chapter of the document.



7. Underwriting

7.1 Introduction

Underwriting is the next step after application entry in Loan origination cycle. At the beginning of underwriting process, the application has been entered into Oracle Financial Services Lending and Leasing, receiving an application number. The application, then passes through the initial prescreening checks, and receives a credit bureau report. (Credit bureau pulls are based upon zip code setup.) The system assigns it a custom credit score and based on this, the application automatically updates its status and sent to the appropriate queue. In doing so, one of three things happen to the application:

- The application passes all the prescreening requirements and is automatically approved based on the auto-decisioning process. The system, then, automatically notifies the producer with a decision fax. You can use the Underwriting screen to view the application and decision information and proceed to funding.
- The application fails the prescreening requirements and is automatically rejected based on the auto-decisioning process. Again, the system notifies the producer with a decision fax. You can use the Underwriting screen to view application and decision information. Also, you can rehash the application.
- The application receives a status requiring a manual review and is sent to the underwriting queue. It is now up to the underwriter to verify data and manually change the status of application using Underwriting screen.

This chapter explains how to use the Underwriting screen to complete the following tasks:

- Loading an application on the Underwriting screen
- Verifying the applicant information
- Verifying the credit bureau data
- Calculating and validate the debt-to-income ratios
- Requesting a credit bureau report manually
- Adding comments and tracking attributes
- Making a decision about an application
- Verifying the edits
- Rehashing an application
- Ageing an application.
- Review Requests

7.2 <u>Underwriting Screen - an overview</u>

The underwriting process follows these basic steps:

- Opening the Underwriting screen and loading the application you want to work with.
- Viewing and verifying information about the applicant supplied during application entry.
- Viewing information from the credit bureau report.
- Viewing and verifying information regarding the collateral, if present.
- Viewing and verifying information regarding the trade-ins, if present.
- Calculating and validating the debt-to-income ratios.
- Selecting the pricing for the application.



- Specifying information regarding stipulations, itemizations, check lists, and rate schedules (variable rate Loan only), if required. (The checklist can be configured to display a list of tasks to follow when using the Underwriting screen.)
- Making a decision on the Loan (APPROVE, REJECT, or CONDITION).
- Performing an edits check to verify the information on Underwriting screen.
- Viewing errors and warnings from the edits check and make the required corrections to the data.
- Changing the status of the application.

7.3 Loading an Application on the Underwriting screen

The first step in the underwriting process is to load the application you want to work with. For details about using the Loading an application, refer <u>Searching for an Application</u> in the chapter Search Function.

7.3.1 Applications

The Underwriting screen's Applications section appears at the top of the screen opened from Underwriting master tab. The screen displays the application number and name on the header and contains information such as application purpose, product and producer.

In this section, you can perform any of the Basic Operations mentioned in Navigation chapter

DashBoard	Origination ×								
rigination	Search/Task Underwri	ting Review Re	quests (Pendin	g: 0)					
Origination Sales Lead Simple Application Entry Application Entry Underwriting Funding Application Retrieval Scenario Analysis Application Documents		App #	Detach Sub Unit	슈네 Wrap 🕅 Status	Override OK Warnin	ig OK Ori Stz Producer Name Coi	Prc Co Existing Customer Nu	Duplicate Application	P Audit Con
Image Maintenance Reports Producers Vendors	Application					Save and S	tay 🕞 Save and Ret	urn 🗘 🔁 Beturn	
	Origination SI	App # Dt Product Channel Priority Company Branch Sub Unit Status tage Code			Billing Cycle Purpose Producer Producer Name er Contact Number Region Territory Existing Customer pilicate Application Loan Currency	Pro:	Class Sales Agent Joint CoSigned Contact Lead # CRB Pull Override OK Warning OK cy for Underwriter		
	Summary Applicant Super Summary Super Summary Applicant	y	elation Type	Contract Comme	nts Tracking Document	Verification Correspondence Reguested Reg. Advance		Pmt Amt	
			Name Birth Dt Address Phone			Req. Terr Req. Rat Decision		Down Pmt	
Servicing			Own or Rent			Max Financed Am		Pmt Amt	
Collections		Stated Amou				Approved Terr Rate(%		Down Pmt LTV1	
VFP		Actual Amou ted Time at Reside				Approved Buy Rate(%		LTV1	
Tools	Stat	ted time at Reside	nce(rr/mm)			Scor		Grade	

A brief description of the fields is given below:

Field:	View this:
App #	The application number
Dt	The application date
Product	The Loan product of the application.
Channel	How the application information was received.
Priority	The priority of the application.



Field:	View this:
Company	The company of the application.
Branch	The branch of the company.
Sub Unit	View the Sub Unit associated with the company/branch combination. System automatically displays the Sub Unit mapped in Setup > User > Companies > Branch Definition screen.
Status	The status of the application.
Origination Stage Code	The origination stage code of the application.
Billing Cycle	The billing cycle of the application. System displays the applicable billing cycle by default based on the product and the calculation method defined at Setup > Products screen. The editable nature of billing cycle is controlled by the system parameter UIX_BILL_CYCLE_AL- LOWED_IND. However, for Rent Factor type of lease cal- culation, only 'Monthly' is applicable and system displays an error on save if any other value is selected.
Purpose	The purpose of the application.
Producer	The producer type and producer of the application.
Producer Name	The name of the producer of the application. The Producer Name is displayed as a hyperlink and clicking on the same will open 'Producers' page with details of the producer.
Producer Contact Num- ber	The system displays the contact number of the producer.
Region	The region of the producer.
Territory	The territory of the producer.
Existing Customer	Indicates if the customer is an existing customer.
Duplicate Application	Indicates if the application is a duplicate application.
Loan Currency	The Loan currency of the application.
Class	The class of the application.
Sales Agent	The sales agent of the application.
Contract Type	The type of application. 'Manual' indicates OFSLL gener- ated application, where as 'eContract/Dealer' indicates that application is generated from external system.
Joint	If selected, indicates this is a joint application.
Cosigned	If selected, indicates this is a co-signed application.
Contact	The contact of the application.



Field:	View this:
Lead #	The lead number will appear in the list only if a lead is already created using the Sales Lead link.
CRB Pull	Check this box to pull an initial credit bureau report, after the application passes the pre screen edits. Uncheck the box, if you want to enter an application without pulling a credit report. To use a previously pulled credit bureau report, uncheck this box and specify the Bureau and Bureau Reorder # fields on the Primary Applicant screen.
Override Ok	Check this box to ignore the overrides.
	If the application has been marked as 'Override OK' then the system would allow you to change the application sta- tus even when override condition exists.
Warning Ok	Check this box to ignore the warnings.
	If the application has been marked as 'Warning OK' then the system would allow you to change the application sta- tus even when warning exists.
Proxy for Underwriter	If you are acting as a proxy for an Underwriter, then you can select the Underwriter's name from the adjoining options list. The list displays all the associated Underwrit- ers, Underwriting Supervisors, and Underwriting Manag- ers.
	However, this is not mandatory and can be used while auctioning an application on behalf of another underwriter.

3. Perform any of the Basic Actions mentioned in Navigation chapter.

7.3.2 Changing the Status of the Application

You can use underwriting screen's Applications master screen to change the status and sub status of the application.

To change the status of the application

1. On the Underwriting form's **Application** master screen, change the status of application to either APPROVED, CONDITIONED, or REJECTED in the **Status** field and click **Save**.

The system checks the information on the Underwriting form using guidelines established during implementation.

The system finds an error based on these guidelines, a Warning message appears stating "Validation Error exist, Unable to Change the status. Please check the Edits."

2. Click the Verification link and begin verifying edits on the Edits screen (For more information, see the **Verification link** section in this chapter.)

During status change:

- If there is an error in the edit, system displays an error message as 'Errors exist. Cannot change status. Please Verify Edits.' and previous status is retained.
- If there is an edit which requires override, the system displays an override message as 'Override Required. Do you want to continue?'
 - If you select 'Yes', the system will continue with OVERRIDE_REQUIRED processing by changing the status.



– If you select 'No', the system will change the status back to old status.

During status change, if there is a warning in the edit, the system displays an error message as 'Warning Exists. Do you want to continue?'.

- If you select 'Yes', the system will continue processing by changing the status.
- If you select 'No', the system will change the status back to old status.

7.3.3 <u>Rehashing an Application</u>

Once the application moves to status of APPROVED, REJECTED, or CONDITIONED status, you cannot amend the information. However, you can amend the application, by changing the sub status of the application to REHASHING.

To Rehash the Application

- 1. Open the Underwriting screen and load the application you want to change with the APPROVED, REJECTED, or CONDITIONED status.
- 2. In the **Applications** master section, select REHASHING in the **Sub Status** field and click **Save**.

After you enter the information required in the application, you can change the status to APPROVED, REJECTED, CONDITIONED, or WITHDRAWN. (For more information, refer **Decision Tab** section in this chapter.)

Once the status is changed to Approved, Rejected, conditioned, or Withdrawn, you cannot make further changes to the information on the Decision tab.

7.3.4 Aging an Application

The Underwriting screen can be configured so that applications will be moved to a separate queue after a certain amount of time. (This time frame is determined in setup). This applications receive a sub status of AGED APPLICATION. This housekeeping function allows you to keep your system free of stagnant application by moving them into an archive.

7.4 <u>Summary Tab</u>

The summary screen provides a unified view of the application details without navigating to the respective screens/ sub-tabs.

Using this screen, you can view the following details in their respective sections:

- Super Summary
- Applicant
- Ratios
- Bureau
- Checklist
- Collateral
- Trade-In
- Requested
- Approved
- Decision Itemizations
- Decision History
- Comments
- Stipulations/Adverse Actions



To view the Super Summary

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click **Summary** tab. By default the system opens the summary tab. Expand the Super Summary section.

DashBoard	Or	igination \times											
rigination	S	Search/Task Underwriting: 0000001015 Review Requests (Pending: 0)											
Origination Sales Lead Simple Application Entry		Application: 000 View + Format +			Wrap 🔯 Override	OK 🖌 Warning OK	¥				🖉 Edit	View 🗸	Aydit
Application Entry Underwriting Funding		Dt	App #	Sub Unit	Status	Origination Stage Code	Producer Name	Prc Co Existing Customer Nu	Duplicate Application	Contact	Sales Agent	Branch	Pro
Application Retrieval Scenario Analysis Application Documents Image Maintenance		10/12/2015	0000001015	UNDEFINED	NEW - REVIEW REQUIRED	NEW	CA-00002 : RANDYS AUTO .	Y	Y		DEMOSUPR	USHQ	LIN >
Reports Producers Vendors		Super Summa	ny	cision Bureau C	omments Tracking Docum	nent Verification	Correspondence						
	•	Super Summa Applicant	iry	Relation Type	PRIMARY			Requested	Req. Cr L	mit 200,000.00	Req. A	dvance 35,000.00	
			rγ	Name SSN National Id Birth Dt Address Phone	NAVIN K xx-xxx-8677			Requested Decision Contract	Credit L Rate	mit 200,000.00 %6) 13.9800 mit 0.00	Drav Repaymen	vTerm 6 tTerm 24 vTerm 0	
	•		Stai Act Stated Time :	Name SSN National Id Birth Dt Address Phone Own or Rent ted Amount(Monthly) ual Amount(Monthly) at Residence(YY/MM)	NAVUN K xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			Decision	Credit L Rate Credit L First Pm	mit 200,000.00 %6) 13.9800 mit 0.00	Drav Repaymen Drav	vTerm 6 tTerm 24 vTerm 0	
Servicing Collections WFP Tools			Stai Act Stated Time :	Name SSN National Id Birth Dt Address Phone Own or Rent ted Amount(Monthly) ual Amount(Monthly)	NAVUN K xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			Decision	Credit L Rate Credit L First Pm	mit 200,000.00 (%) 13.9600 mit 0.00 tDt	Drav Repaymen Drav	vTerm 6 tTerm 24 vTerm 0	

The Super Summary tab provides a snapshot of all relevant details in a single screen and contains details of Applicant, Employment, Ratios, Bureau, Requested financials, Decision updates, Contract updates and Primary Collateral details. You need not have to navigate to each of these tabs for specific information on the application. Also clicking on the hyperlinks of Address, Employment, Ratios, and Trade-In helps you to directly navigate to respective tab(s),

During the Underwriting and Funding stages, 'verified' button is displayed just below the address and employment details for each of the applicants. This would be enabled only when the Verified by and Verified Dt in the respective tabs are blank. You can verify the details from the Super Summary tab. Clicking on **Verified** will do the following:

- 1. System will copy the stated values to Actual values.
- 2. System will stamp the "Verified By" as 'User Name' and 'Verified Date' as 'Current GL Date' for the respective applicant.
- 3. If 'Verified Details' are already updated in tab or if the details are stamped, this button will be disabled.
- 4. 'Verified' button will be available when 'Actual Amount' equal to ZERO or 'Verified By' or 'Verified Date' is NULL.

You need not navigate to Address and Employment tab for verifying applicant details.

Decision details will be displayed when application has Origination Stage as "Review, Decisioned, Contract or Funded". In case an application is Rehashed, only Decision information will be displayed and Contract information will not be displayed. Contract details will be displayed when application has Origination Stage as "Contract or Funded".

The system displays the collateral details maintained in the collateral tab on click of navigation button under the headings Primary Collateral and Secondary Collateral. Collateral details for Unsecured Ioan also will be displayed if they are maintained.



All the trade-in details, if any, maintained in the application would be displayed on click of Navigation button.

7.5 Applicant Tab

Having selected and loaded an application, you can view the information about applicant in the Applicants tab. This is information that was recorded on the Application Entry screen or gathered during the credit pull. You can edit data from the Application Entry screen at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.

Using the information supplied on the application, complete the Applicants tab details and the following sub tab details:

- Address
- Employments
- Telecoms
- Summary
- Credit Scores
- Duplicate Applicant
- Existing Accounts.
- Tracking Attributes

Primary Applicant details are required for SME applications also. The system uses information on the Financial and Liabilities sub tabs in determining the applicant's net worth. The system uses information on the Employments screen and Other Incomes sub screen to calculate the applicant's debt-to-income ratio.

To verify applicant information on the Underwriting screen

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click Applicants tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter

ination							
Applicant					Save and Stay	Save and Return	Ca Beturn
					(G		(Barran
* Relation Type	PRIMARY	Existing Customer ID					
Salutation	×	Existing Customer # * Update Customer Info			Reference #		×
* First Name	THE	· opuate customer mio			Status		~
MI			Other Details		FATC	A	
* Last Name	LOAN					-	
Family Name		Name in Local Language			Birth Place		
Suffix	~	Gender	UNDEFINED	\sim	Birth Country		~
* Birth Dt	02/04/1991	Mother's Maiden Name			Permanent US Resident		
	XX-XXX-2722	Education	UNDEFINED	\sim	Status		
	NORMAL	* Language	ENGLISH	\sim	Powe	er of Attorney	
	INDIVIDUAL	* Dependents	0		_		
Email	INDIVIDUAL	Marital Status	UNDEFINED	\sim	Power of Attorney Holder Name		
	US/DACTEIC X	ECOA	COMAKER	\sim	Address		
Time Zone	US/PACIFIC Y	Race		~	Country		
	Identity Information		UNDEFINED	~	Nationality		
		* Disability			Telephone Number		
		 Privacy Opt Out 					
* National ID	- 45-7890	* Insurance Opt Out			Milita	ry Service	
Passport #	211241424141	* Marketing Opt Out			* Active Military Duty		
	11/03/2019	* Share Credit Opt Out			Effective Dt		
Passport Expiry Dt	11/10/2022 🍪	Prior Bankruptcy			Order Ref #		
Visa #		Bankruptcy Discharge Dt	1		Release Dt		100
License #		Payment Hierarchy	OUTSTANDING BALANCE				
License State	~		KYC				



Field	Do this
Relation Type	Select the relationship type from the adjoining drop-down list. For example, primary, spouse, secondary, or cosigner.
Salutation	Select the salutation from the adjoining drop-down list.
First Name	Specify the applicant's first name.
МІ	Specify the applicant's middle name.
Last Name	Specify the applicant's last name.
Family Name	Specify the applicant's family name.
Suffix	Select the name suffix/generation from the adjoining drop-down list.
Birth Dt	Specify the applicant's date of birth.
SSN	Specify the applicant's social security number.
Class	Select the classification of the applicant from the adjoining drop-down list. For example, NORMAL or EMPLOYEE. The system uses this information to restrict access to the database by recognizing employ- ees as 'secured applications'.
	You can create a SME (Small Medium Enterprise) application by selecting SMALL BUSINESS. When you select SMALL BUSINESS and save your entry, the Business Applicants link on the Applicants link is available. (required).
Email	Specify the personal Email ID of the applicant.
Time Zone	Specify the time zone to which the applicant belongs. This information appears when you enter and save the zip code for the primary appli- cant's current home address on the Address sub screen. You can also manually complete this field.
Identity Informa	tion Section
Nationality	Select the applicant's nationality from the adjoining drop-down list.
National ID	Specify the national identification number.
Passport #	Specify the passport number.
Passport Issue Dt	Select the date on which passport was issued.
Passport Expiry Dt	Select the passport's expiration date.
Visa #	Specify the applicant's visa number.
License #	Specify the applicant's license number.
License State	Select the state where the license was issued, from the adjoining drop-down list.



Field	Do this
Prior Appli- cant	Check this box to indicate that the customer is an existing customer.
Existing Cus- tomer	Check this box to indicate that this applicant has a previous account.
Existing Cus- tomer ID	Specify the customer ID if the applicant is an existing customer.
Existing Cus- tomer #	Specify the customer number if the applicant is an existing customer.
	On saving the applicant details, the data in 'Existing Customer #' is displayed as a link in 'Applicant' section header and clicking on the same will display the customer details in Search Results section of Servicing module.
Update Cus- tomer Info	Check this box to indicate if system can override the existing cus- tomer information and create the record with latest address and com- munication details of the customer.
Other Details se	ection
Name in Local Language	Specify the applicant's name in local language.
Gender	Select the gender of the applicant from the adjoining drop-down list.
Mother's Maiden Name	Specify the mother's maiden name.
Education	Select the education of the applicant from the adjoining drop-down list.
Language	Select the applicant's native language from the adjoining drop-down list.
Dependents	Specify the number of dependents.
Marital Status	Select the marital status of the applicant from the adjoining drop-down list.
ECOA	Select the ECOA (Equal Credit Opportunity Act) code, from the adjoining drop-down list. This defines the various possibilities on who is liable; individual, joint, cosigner and so on.
Race	Select the applicant's race from the adjoining drop-down list.
Ethnicity	Select the applicant's ethnicity from the adjoining drop-down list. This is the information the Home Mortgage Disclosure Act requires to be reported.
Disability	Check this box if the application has a disability.
Privacy Opt Out	Check this box to indicate that the applicant has elected to refrain from the non-public sharing of information.
Insurance Opt Out	Check this box to indicate that the applicant has elected to refrain from insurance related inquiries.



Field	Do this
Marketing Opt Out	Check this box to indicate that the applicant has elected to refrain from marketing related inquiries.
Share Credit Opt Out	Check this box to indicate that the applicant has elected to refrain from financial information and share credit related inquiries.
Prior Bank- ruptcy	Check this box if prior bankruptcy exists.
Bankruptcy Discharge Dt	Enter the discharge date of prior bankruptcy (if one exists).
Payment Hier- archy	Select the required Hierarchy Definition to be used for payment appro- priation from the drop-down list. The list is populated with all the pre- defined and enabled hierarchy definitions maintained Setup > Admin- istration > Users > Payment Hierarchy screen.
	The Hierarchy Definition selected here is propagated to Servicing > Customer/Business details. If an existing hierarchy is modified and the 'Update Customer/Business info' option is enabled, then the Pay- ment Hierarchy in Servicing > Customer / Business details are also updated.
KYC Section	
Reference #	Specify the reference number.
Status	Select the status of the applicant from the adjoining drop-down list.
FATCA Section	
Birth Place	Specify the birth place of the applicant.
Birth Country	Select the country of birth of the applicant.
Permanent US Resident Sta- tus	Check this box if the applicant has permanent US resident status.
Power of Attorn	ey Section
Power of Attorney	Check this box if you hold a power of attorney.
Holder Name	Specify the holder name of the power of attorney.
Address	Specify the address of the holder.
Country	Specify the country of the power of attorney holder.
Nationality	Specify the nationality of the power of attorney holder.
Telephone Number	Specify the telephone number of the power of attorney holder.
-	 this section can be used to capture applicant's Active Military Duty e validated with applicant Bureau Details.



Field	Do this
Active Mili- tary Duty	Check this box to indicate if applicant is on Active Military Duty.
Effective Dt	Select the date from when the applicant is on Active Military duty using adjoining calendar.
Order Ref #	Specify the Order Reference number which indicates the applicant's Active Military duty service.
Release Dt	Select the date from when the applicant was released from Active Mil- itary duty using adjoining calendar.

- 4. Perform any of the Basic Actions mentioned in Navigation chapter.
- 5. You can verify the personal information about the applicant. Two check boxes indicate if this is an existing customer or a prior applicant. The Existing Customer field enables you to select the existing customer.

7.5.1 Address Sub Tab

You can specify more than one address for each applicant, such as a home address, second home address, and vacation home address. However, at least one must be marked as current. Also, only one address can be selected as the mailing address, and that address must be marked as current. Finally, while you can have more than one Home type address, only one can be marked as current.

To complete the Address sub tab

- 1. Click Address sub tab.
- 2. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Based on the country chosen in the address tab, the fields for capturing the address will vary.

Field	Do this
Address Type	Select the type of address from the adjoining option list.
Current	Check this box if this is a current address.
	The mailing address must be marked as current.
Confirmed	Check this box if the address is the confirmed one
Mailing	Check this box if this is the mailing address. Only one address entry can be marked as the mailing address.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error message is displayed.



Field	Do this				
Permission to Text	Check this box if customer has provided permission to contact through text message.				
Country	Select the country of mailing address from the adjoining drop-down list.				
Address Details	section				
Postal Type	Select the postal address type from the adjoining drop-down list.				
Address #	Specify the address number of the mailing address				
Street Pre	Select the street prefix (directional) from the adjoining drop-down list.				
Street Name	Specify street name.				
Street Type	Select the street type from the adjoining drop-down list.				
Street Post	Select the street postfix (directional) from the adjoining drop-down list.				
Apt #	Specify the apartment number.				
Address Line 1	Specify the first address line.				
Address Line 2	Specify the second address line.				
Address Line 3	Specify the third address line.				
Zip	Select the zip code from the adjoining drop-down list.				
	For non US country, you have to enter zip code.				
Zip Extn	Specify the extension of the zip code.				
City	Specify the city of the mailing address.				
State	Select the state of the mailing address, from the adjoining drop-down list.				
Phone	Specify the phone number.				
Additional Inform	Additional Information section				
Own / Rent	Select the ownership type from the adjoining drop-down list.				
Landlord	Specify the landlord's name.				
Landlord Phone	Specify the landlord's phone number.				
Contact	Specify the person contacted on behalf of landlord.				
Contact Title	Specify title of the person contacted on behalf of landlord.				



Field	Do this
Contact Phone	Specify phone number of the person contacted on behalf of landlord.
Extn	Specify the extension of the phone of the person contacted on behalf of landlord.
Census Tract/ BNA code	Specify census tract/BNA (block numbering area). These are defined by the US Census Bureau code.
MSA Code	Specify the metropolitan statistical area (MSA) code. These are sim- ilar in concept to a zip code, but used mostly on government reports.
Comment	Specify a comment.
Address Rent M	ortgage Stated section
Years	Specify the stated number of years at residence.
Months	Specify the stated number of months at residence.
Currency	Select the currency code of payment amount, from the adjoining drop-down list.
Pmt Amount	Specify the stated payment amount.
Frequency	Specify the stated payment frequency.
Rent/Mortgage	The system displays the rent or mortgage amount.
Address Rent M	ortgage Actual section
Years	Specify the Actual number of years at residence.
Months	Specify the Actual number of months at residence.
Pmt Amount	Specify the Actual payment amount.
Frequency	Specify the Actual payment frequency.
Rent/Mortgage	The system displays the rent or mortgage amount.
Verified Section	
Verified By	The name of the verifier.
Verified Dt	The date of verification.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4. If there are more than one addresses associated with the applicant, click **Save And Add** on the Address sub screen and add address details.

7.5.2 Employments Sub Tab

Use the Employment sub screen to record employment information about the applicant. You can have more than one entry.

To complete the Employments sub tab

1. Click Employments sub tab



2. Perform any of the Basic Operations mentioned in Navigation chapter.

Field:	Do this:
Current	Check this box if this is the current employment.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-quali- fication of the application. Else, an error message is dis- played.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Туре	Select the address type from the adjoining drop-down list.
Employer	Specify the employer's name.
Occupation	Select the occupation from the adjoining drop-down list.
Title	Specify the title.
Department	Specify the department of the employer.
Employee ID	Specify the employee identification.
Employer Address	section
Country	Select the country from the adjoining drop-down list.
Address #	Specify the building number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code from the adjoining drop-down list.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip code extension.
City	Specify the city.
State	Select the state from the adjoining drop-down list.
Additional Informat	ion section
Phone	Specify the work phone number.
Extn	Specify phone extension.
Contact	Specify the person contacted on behalf of the employer.
Contact Title	Specify title of the person contacted on behalf of the employer.



Field:	Do this:
Contact Phone	Specify phone number of the person contacted on behalf of the employer.
Contact Extn	Specify the extension of the phone of the person contacted on behalf of the employer.
Comment	Specify a comment.
Employment Details	s Stated section
Years	Specify the stated number of years with the employer.
Months	Specify the stated number of months with the employer.
Pay Day	Select the stated payment day of the month using the adjoin- ing calendar. Ensure that the date selected is greater than or equal to current system date.
Frequency	Select the stated payment frequency from the adjoining drop- down list.
Currency	Select the currency code from the adjoining drop-down list
Income Amt	Specify the stated income.
Salary	View the salary of the customer.
Employment Details	Actual section
Years	Specify the Actual number of years with the employer.
Months	Specify the Actual number of months with the employer.
Pay Day	Select the Actual payment day of the month using the adjoin- ing calendar. Ensure that the date selected is greater than or equal to current system date.
Frequency	Select the Actual payment frequency from the adjoining drop- down list.
Income Amt	Specify the Actual income.
Salary	View the salary of the customer.
Verified Section	
Verified By	The name of the verifier.
Verified Dt	The date of verification.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.5.3 <u>Telecoms Sub Tab</u>

The Telecoms sub screen only needs to be completed if additional phone numbers exist. If not, this sub screen can be left blank.



To complete the Telecoms sub tab

- 1. Click the Telecoms sub tab
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Туре	Select the telecommunication type from the drop-down list.
Phone	Specify the phone number.
Extn	Specify the phone extension.
Current	Check this box if this Telecom number is current.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the applica- tion. Else, an error message is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Time Zone	Select the applicant's time zone from the drop-down list.
Start Time	Specify the best time to start the call.
Period	Select the time period for the best time to call start time, AM or PM, from the drop-down list.
Best day to call	Select the preferred day of the week to contact the customer from the drop-down list.
End Time	Specify the best time to end the call.
Period	Select the time period for the best time to call end time, AM or PM, from the drop-down list.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.5.4 Summary Sub Tab

The system calculates debt ratios in the Ratios section on the Summary sub screen (Applicants link) using the data in the Incomes and Liabilities sections. Information in the Incomes section comes from the Employments sub screen and the Other Incomes sub screen during application entry. The information in the Liabilities section comes from the Address sub screen, the Liabilities sub screen during application entry, and the credit bureau pull.

To View Summary sub tab

- 1. Click the **Summary** sub tab.
- 2. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



Field	Do this	
What if Pmt Amt	Specify the payment amount you want to use in the ratios.	
Score	View the credit score for the application	
Grade	View the credit grade for the application	
Totals		
Monthly Income- Stated Amt	The stated monthly income.	
Monthly Debt- Stated Amt	The stated monthly liability.	
Monthly Income- Actual Amt	The actual monthly income.	
Monthly Debt- Actual Amt	The actual monthly liability.	
Assets Amt - Liabilities Amt	The net worth amount.	
Ratios		
Debt - Stated Before (%)	The debt amount stated before.	
Debt - Stated After (%)	The debt amount stated after.	
Debt - Actual Before (%)	The actual debt amount before.	
Debt - Actual After (%)	The actual debt amount after.	
Disposable Inc - Stated Before (%)	The disposable income stated before.	
Disposable Inc - Stated After (%)	The disposable income stated after.	
Disposable Inc - Actual Before (%)	The actual disposable income before.	
Disposable Inc - Actual After (%)	The actual disposable income after.	
Revolving Debt - Stated Before (%)	The stated revolving debt before.	
Revolving Debt -Stated After (%)	The stated revolving debt after.	
Revolving Debt - Actual Before (%)	The actual revolving debt before.	
Revolving Debt - Actual After (%)	The actual revolving debt after.	



Field	Do this
Pmt to Income - Stated Before (%)	The stated income payment before.
Pmt to Income - Stated After (%)	The stated income payment after.
Pmt to Income - Actual Before (%)	The actual income payment before.
Pmt to Income - Actual After (%)	The actual income payment after.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

Once the payment amount is approved in Decision screen, it will be copied and displayed in the **What if Payment** field in Summary sub screen.

Calculating Debt Ratios

The system offers powerful tools to the underwriter for analyzing an applicant's debt-toincome ratios (total of an applicant's debt obligation divided by that person's regular income). The system calculates debt ratios in the Ratios section on the Summary sub screen (Applicants link) using the data in the Incomes and Liabilities sections. Information in the Incomes section comes from the Employments sub screen and the Other Incomes sub screen during application entry. The information in the Liabilities section comes from the Address sub screen, the Liabilities sub screen during application entry, and the credit bureau pull.

An underwriter may also add information to the Incomes and Liabilities sections on the Summary sub screen during the underwriting process.

The debt-to-income ratios in the Ratios section can be recalculated by including or excluding information from the Incomes section, Liabilities section and Financials sub screen.

To calculate debt ratios

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. In the Underwriting link bar, click **Applicants**.
- 3. On the **Applicants Details** screen, select the applicant you want to work with and click **Show** in the **Details** column.
- 4. Click **Summary** sub tab.
- 5. On the **Summary** sub screen, view the display only data in the **Totals** section.

Field:	View this:
Monthly Income (Stated)	The stated monthly income.
Monthly Income (Actual)	The actual monthly income.
Monthly Debt (Stated)	The stated monthly liability.
Monthly Debt (Actual)	The actual monthly liability.
Assets	The assets.
Liabilities	The liabilities.



Field:	View this:
Net-Worth	The net-worth.

6. In the **What if Pmt Amt** field, enter the payment amount you want to use in the ratios. Once the payment amount is approved in Decision screen, it will be copied in the What if Payment field and the ratios are updated accordingly.

Whenever you modify the 'What If pmt Amt' field, system automatically calculates the below ratio's:

- Stated Before DTI if liabilities, stated income or applicant financials are updated.
- Stated After DTI if decision payment amount, liabilities, stated income or applicant financials are updated.
- Actual Before DTI if liabilities, actual income or applicant financials are updated.
- Actual After DTI if decision payment amount, liabilities, actual income or applicant financials are updated.
- Stated PTI if decision payment amount, stated income or applicant financials are updated.
- Actual PTI if decision payment amount, liabilities, actual income or applicant financials are updated.

7.5.4.1 Financials Sub Tab

The Financials sub screen only needs to be completed if financial assets exist on the application. If not, this sub screen can be left blank.

To complete the Financials sub tab

The Financials sub screen only needs to be completed if financial assets exist on the application. If not, this sub screen can be left blank.

- 1. Click **Financials** sub tab.
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this	
Туре	Select financial type from the drop-down list. For example, liquid assets, retirement assets, and so on.	
Source	Specify source; for example, stocks, 401K, rent received, and so on.	
Account #	Specify the account number.	
Currency	Select the currency code from the drop-down list.	
Loan Cur- rency Amount	View the Loan currency amount.	
Amount	Specify amount.	
Include	Check this box to indicate that the Asset is included.	
Comment	Specify comment, if any.	

3. Perform any of the **Basic Actions** mentioned in Navigation chapter.



7.5.4.2 Liabilities Sub Tab

All the liabilities of the applicant that are entered during application entry are displayed in this tab. For example: Rent. In addition, if you need to record additional liabilities for an applicant the same can be done in this tab. Also any liability information of the applicant received through credit pull will be displayed under 'Credit Bureau Data' in Liabilities sub tab.

To complete the Liabilities sub tab

- 1. Click Liabilities sub tab.
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.

Field	Do this	
Include	Check this box to indicate that the liability is included.	
Liability Type	Select the liability type from the adjoining drop-down list.	
Currency	Select the currency code from the adjoining drop-down list.	
Amount	Specify the liability amount.	
Loan Currency Amount	View the Loan currency amount.	
Frequency	Select the frequency from the adjoining drop-down list.	
Account Type	Specify the account type.	
Account Balance	Specify the account balance.	
Loan	View the Loan currency amount.	
Comment	Specify a comment, if any.	
Credit Bureau Data		
Bureau	View the name of credit Bureau.	
Open Dt	View the opening date of credit account.	
Pmt Manner	View the mode of payment.	
Account #	View the account number.	
Status	View the current status of credit account.	
Account Type	View the type of account maintained.	
Creditor's Name	View the name of the Creditor.	
Subscriber #	View the Subscriber number.	
ECOA	View the ECOA (Equal Credit Opportunity Act) code.	
Term	View the term of credit.	
Credit Limit	View the total credit limit amount.	



Field	Do this
High Balance	View the high balance amount if any.
Past Due Amt	View the total past due amount if any.
30	View the number of delinquency days.
60	View the number of delinquency days.
90	View the number of delinquency days.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

4. The Dedupe Liabilities button removes duplicate ("de-dupes") liabilities that may be present from subsequent (manual) credit bureau pulls for nonspousal joint applications

7.5.4.3 Other Incomes Sub Tab

The Other Incomes sub tab only needs to be completed if other incomes exist on the application. If not, this sub screen can be left blank.

To complete the Other Incomes sub tab

- 1. Click the **Other Incomes** sub tab.
- 2. Perform any of the **Basic Operations** mentioned in Navigation chapter.

Field	Do this
Туре	Select the income type from the adjoining drop-down list.
	Note : In case, the other income of the applicant is from Employment, then the details of Actual Amount specified in the Employments Sub Tab is auto populated. Also if the income is verified in the Employments Sub Tab, then Verified By and Verified Dt details are auto populated. You can also verify the details here using the current system date.
Currency	Select the currency from the adjoining drop-down list.
Stated Amount	Specify the monthly stated income.
Frequency	Select the income frequency from the adjoining drop-down list.
Loan Currency Amount Stated	View the Loan currency amount stated.
Comment	Specify a comment, if any.
Include	By default the include check box is selected indicating that the other income details are included. You can deselect the same if not required.
	When Include check box is selected system automatically adds the 'Loan Currency Amount Stated' and 'Loan Currency Amount Actual' details to Applicant > Summary Tab. Also system calculates the DTI and PTI ratio's based on 'Actual Amount' specified.
Actual Amount	Specify the actual monthly income amount.



Field	Do this
Loan Currency Amount Actual	View the actual Loan currency amount.
Verified By	The Verified By field is auto populated with the logged in user name only after the record has been verified and saved.
Verified Dt	You can verify the record by selecting the current system date from the adjoining calendar icon.
	Note : System displays an error message if any other dates is selected apart from current system date.

3. Perform any of the Basic Actions mentioned in Navigation chapter.

7.5.4.4 Rescoring a Credit Bureau Report Manually

Any manually pulled credit bureau reports can be used to rescore an application.

To manually rescore a credit bureau report

- 1. Open Underwriting screen and load the underwriting application you want to work with.
- 2. Click Applicants.
- 3. On the **Applicants Details** screen, select the applicant you want to work with and click **View**.
- 4. Click the Credit Scores sub tab.
- 5. In the Rescore Applicant section, select in the Credit Report ID field, the bureau report you want to use to rescore the applicant.
- 6. Click Rescore.

The system displays the new information in the Credit Scores and Parameters sections. This new score automatically appears in the System Recommendation section on the Decision link.

7.5.5 Credit Score Sub Tab

You can view the credit score based on the system's internal scoring models in Credit Scores sub tab.

To View Credit Scores sub tab

1. Click the Credit Scores sub tab.

You can view the following details:

- Credit Score
 - Model
 - Bureau
 - Credit Report ID
 - Credit Grade
 - Score
 - Current
- Parameters
 - Parameters
 - Value



Score

Note

If you select No Bureau in the Credit Bureau Report ID field and click Rescore, the best match internal scoring is used for rescoring the applicant without credit bureau report.

7.5.6 Duplicate Applicant Sub Tab

Click **De-dupe Applicants** to display the existing customer details of the applicant. While reviewing the de-dupe results, if the current applicant's credentials are exactly matching with an existing customer record, you can attach the current application to the existing customer. The same can be done by just keying in the customer ID in the applicants tab and clicking save.

In case a particular customer has more than one account, on clicking De-dupe Applicants the system displays only one account in 'Duplicate' sub tab. However, you can view all the accounts held by customer in 'Existing accounts' sub tab.

To View duplicate applicant's details, click **Duplicate Applicant** sub tab. In this section you can view the duplicate applicant's details.

Field	Do this
Source Type	View the source type of the duplicate applicant
Applicant Id/ Cus Id	View the applicant ID if the source type is applicant and the customer ID if the source type is customer.
Application #	View the application number of the existing applicant details for the respective records.
Days since last appli- cation	View the total number of days elapsed since the last applica- tion date. System auto calculates this value as 'Current sys- tem date (minus) Last application date'.
ID	View the applicant ID
First Name	View the first name of the duplicate applicant
Middle Name	View the middle name of the duplicate applicant
Last Name	View the last name of the duplicate applicant
Date of Birth	View the date of birth of the duplicate applicant
CIF	View the CIF no of the duplicate applicant
SSN # / National ID	View the national ID or SSN number of the duplicate appli- cant
Driving License #	View the driving license number of the duplicate applicant
City	View the city of the duplicate applicant
State	View the state of the duplicate applicant



Field	Do this
Zip	View the zip of the duplicate applicant

7.5.7 Existing Account Sub Tab

The Existing Account Sub Tab displays the applicant's details, if it has been previously maintained in the system. Also along with the applicant's details, the account number of the applicant is displayed as a hyperlink. Clicking on the hyperlink will display the respective account details through the Customer Service screen of Servicing module.

In case you do not see a hyperlink associated with the account number, then you might have restricted access to the Servicing module. You can request your system administrator to navigate to Setup > User > Access screen, and enable the 'ACCESS TO SERCOLL UCS CUSTOMER SERVICE TAB' option in Security Access Definition section available in the 'Screen' tab. For more information, on defining user privileges, refer to '3.3.2 Screen' section in Setup guide.

Field:	View this:
Account #	The account number.
Title	The account title.
Relation	The customer relationship.
Product	The Loan product.
Payoff Amount	The payoff amount.
Amount Due	The delinquent amount due.
Oldest Due Dt	The due date.
Status	The account status.
Company	The company.
Branch	The branch.
Total Pay Off Amt	The payoff amount.
Total Amt Due	The total due amount.

View the following details:

7.5.8 Tracking Attributes Sub Tab

You can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attribute tab.

The Tracking tab enables you to record further information associated with the application. What items you choose to track are setup during implementation.

To track attributes

- 1. Click Tracking Attributes sub tab.
- 2. Select the item you want to track.



3. Click **Edit** to edit the following information:

Field	Do this
Sub-Parameter	View the sub-parameter
Parameter	View the parameter.
Value	Specify the information about the corresponding Value field.

4. Save changes you made to the account.

7.5.8.1 Create Tracking

- 1. Click Create Tracking, the system loads the tracking parameters.
 - If you want to reduce the list of parameters, select a sub-attribute in the Sub Attribute box.
 - If your system has been configured to use the Sub Code field, only attributes in a particular group appear in the Parameter display.
- 2. Specify the requested parameter in the Value field and click Save.

7.5.9 <u>Customer Search Tab</u>

While creating an application for an existing customer, you can retrieve and copy the customer details into the new application by using the **Customer Search** section of the Simple Application Entry screen.

You can modify only the address, employment, financial details and not the demographic and identification details.

To copy the Customer Details

- 1. On the Underwriting screen, click **Applicants** tab.
- 2. Click **Customer Search** tab.
- 3. In the **Search Criteria** screen, use the **Comparison Operator** and **Values** columns to create the search criteria you want to use to find a customer.
- 4. Click the **Search** button.

The system locates and displays all the customer details that meet your search criteria in the **Search Results** section.

Select Reset Criteria at any time to clear the Comparison Operator and Values columns on the Criteria screen.

- 5. In the **Search Results** section, select a customer you want to load.
- 6. Select the relation type and click **Copy Customer Details.**

7.6 Business Tab

Oracle Financial Services Lending and Leasing can record SME business related financial information and business partners on the Business section to assist in approving the Loan application during underwriting. The Business Applicant screen is available and contains the following sub screens:

- Address
- Telecoms
- Financials



- Liabilities
- Partners
- Affiliates
- Other details

If there are no business information associated with the application, the Business Applicant tab is unavailable.

To complete the Business tab

1. If SME business information is included on the application, select SMALL BUSINESS in the **Class** field on the **Applications** section and click **Save**.

The Business tab appears on the Underwriting screen.

2. Click **Business**Tab.

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3. Perform any of the Basic Operations mentioned in Navigation chapter.

Field:	Do this:
Organization Type	Select the organization type.
Business Type	Select the type of the business.
Business Name	Specify the name of the business.
Legal Name	Specify the legal name of the business.
Tax ID	Specify the tax identification.
Start Date	Specify the business start date.
# of Employees (Cur)	Specify the current number of employees at the business.
# of Employees	Specify the number of employees at the business after financing.
Contact Person	Specify the contact person at the business.



Field:	Do this:
Business Checking Bank	Specify the bank name of the business's checking account.
Bank Acc #	Specify the bank account number.
Avg Checking Balance	Specify the average checking balance.
# of Locations	Specify the number of locations of the business.
Management Since	Specify the year the current management was established.
Existing Business	Check this box if it is an existing Business.
Existing Business Name	Specify the name of Business entity. If this is not an existing Business, the field is displayed as UNDEFINED.
Payment Hierarchy	Select the required Hierarchy Definition to be used for pay- ment appropriation from the drop-down list. The list is popu- lated with all the pre-defined and enabled hierarchy definitions maintained Setup > Administration > Users > Payment Hierarchy screen.
	The Hierarchy Definition selected here is propagated to Ser- vicing > Customer/Business details. If an existing hierarchy is modified and the 'Update Customer/Business info' option is enabled, then the Payment Hierarchy in Servicing > Cus- tomer / Business details are also updated.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter

7.6.1 Address Sub Tab

You can enter more than one address for the business.

To complete the Address Sub Tab

- 1. Click Address Sub Tab
- 2. Perform any of the **Basic Operations** mentioned in Navigation chapter.

Field:	Do this:
Current	Check this box if this is a current address. The mailing address must be marked as current.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error mes- sage is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.



Field:	Do this:
Mailing	Check this box if this is the mailing address. Only one address entry can be marked as the mailing address.
Address Type	Select the address type.
Country	Select the country.
Address #	Specify the building number.
Own /Loan	Select the ownership type.
Comment	Specify a comment.
Postal Type	Select the address type.
Street Pre	Select the street prefix (directional).
Street Name	Specify street name
Street Type	Select the street type.
Street Post	Select the street postfix (directional).
Apt #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
Phone	Specify the phone number.

3. Perform any of the Basic Actions mentioned in Navigation chapter

4. If there are more than one addresses associated with business, click **Save And Add** and add the address details.

7.6.2 <u>Telecoms Sub Tab</u>

The Business tab's Telecoms sub tab needs to be completed, if additional phone numbers for the business exist. If not, this sub tab can be ignored.

To complete the Telecoms sub tab

- 1. Click **Telecoms** sub tab.
- 2. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the suc- cessful pre-qualification of the application. Else, an error message is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Туре	Select the telecommunication type.
Phone	Specify the phone number.
Extn	Specify the phone extension.
Current	If selected, indicates that this is a current telecom.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.6.3 Financials Sub Tab

The Business tab's Financials sub screen only needs to be completed if financial assets exist on the application for the business. If not, this sub screen can be left blank.

To complete the Financials sub tab

- 1. Click the **Financials** sub tab.
- 2. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Туре	Select financial type; for example, liquid assets, retirement assets, and so on.
Source	Specify source; for example, stocks, 401K, rent received, and so on.
Currency	Select the currency of the asset.
Amount	Specify amount.
Loan Currency Amount	The system displays the Loan currency amount
Comment	Specify comment, if any.
Include	Check this box to include this record in calculations on the Other Details sub section.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



7.6.4 Liabilities Sub Tab

The Business Applicant link's Liabilities sub screen only needs to be completed if financial liabilities exist on the application for the business. If not, this sub screen can be left blank.

To complete the Liabilities sub tab

- 1. Click Liabilities sub tab.
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Туре	Select the liability type.
Currency	Select the currency.
Loan Currency Amount	The system displays the Loan currency amount
Amount	Specify the liability amount.
Frequency	Select the frequency.
Account Type	Specify the account type.
Loan Currency Account Balances	The system displays available Loan currency account balance.
Account Balance	Specify the account balance.
Comment	Specify comments, if any.
Include	Check this box to include this record in calculations on the Other Details sub screen.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.6.5 Partners Sub Tab

You can enter more than one partner for the business.

To complete the Partners sub tab

- 1. Click **Partners** sub tab
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.

Field:	Do this:
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number.
	Atleast one phone number per application should have the permission to call (flagged as 'Y') for the successful pre-qualification of the application. Else, an error message is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.



Field:	Do this:
First Name	Specify the partner's first name.
МІ	Select the partner's middle name.
Last Name	Specify the partner's last name.
Suffix	Specify the partner's suffix.
SSN #	Specify the partner's social security number.
Birth Dt	Specify the partner's birth date.
Birth Place	Specify the partner's birth place.
Title	Select the partner's title.
Ownership (%)	Specify the percentage of ownership held by the customer.
Net worth	Specify the partner's net worth.
Gross Income	Specify the partner's gross income.
Language	Specify the partner's language.
Nationality	Specify the partner's nationality.
Country	Select the partner's country code.
Address #	Specify the partner's address number.
Address Line 1	Specify the partner's first address.
Address Line 2	Specify the partner's second address line.
Zip	Select the partner's zip code.
	For non-US country, you have to enter zip code.
Zip Extn	Specify the partner's zip extension.
City	Specify the partner's city.
State	Select the partner's state.
Phone	Specify the partner's phone number.
Extn	Specify the partner's phone extension.
Email	Specify the partner's email.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.6.6 Affiliates Sub Tab

You can enter more than one affiliate for the business.

To complete the Affiliates sub tab

- 1. Choose Affiliates sub tab.
- 2. Perform any of the **Basic Operations** mentioned in Navigation chapter.



A brief description of the fields is given below:

r	
Field:	Do this:
Organization Type	Select the affiliate's organization type
Legal Name	Specify the affiliate's legal name
Business Name	Specify the affiliate's business name
Tax ID	Specify the affiliate's tax identification
Ownership (%)	Specify the affiliate's percentage of ownership
# of Employees	Specify the affiliate's number of employees
NAICS CODE	Specify the affiliate's North American Industry Classification System code.
Country	Select the affiliate's country code.
Address #	Specify the affiliate's address number.
Address Line 1	Specify the affiliate's first address line.
Address Line 2	Specify the affiliate's second address line.
Zip	Select the affiliate's zip code.
	For non US country, you have to enter zip code.
Zip Extension	Specify the affiliate's zip extension.
City	Specify the affiliate's city.
State	Select the affiliate's state.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.6.7 Other Details Sub Tab

The Other Details sub screen records information regarding monetary amounts associated with the business such as profits, sales, and expenses.

To complete the Other Details sub tab

- 1. Click Other Details sub tab.
- 2. Click Edit.
- 3. Verify financial details as well as assets and liabilities linked to the business.

Field:	Do this:
Other Details section	
Currency	Select the currency.
Business Type	Select the type of business.



Field:	Do this:
Analysis Frequency	Select the analysis frequency.
Loan Currency Gross Margin Factor	The system displays the Loan currency business's gross margin factor
Gross Margin Factor	Specify the business's gross margin.
Organization Type	Select the type of organization.
Loan Currency Income	The system displays the Loan currency business income amount.
Income	Specify the business's income amount.
Loan Currency Collec- tion Average	Specify the Loan currency collection average.
Collection Average	Specify the collection average.
LoanCurrency Proj Coll Avg Annual	Specify the Loancurrency annual projected collection aver- age.
Proj. Coll.Avg.Annual	Specify the annual projected collection average.
LoanCurrency Book List	Specify the Loancurrency business booklist.
Book List	Specify the business booklist.
LoanCurrency Turn Over	Specify the Loancurrency turnover amount.
Turn Over	Specify the turnover amount.
LoanCurrency Capital Amount	Specify the Loancurrency capital amount.
Capital Amt	Specify the capital amount.
LoanCurrency Earned Surplus	Specify the Loancurrency earned surplus amount.
Earned Surplus	Specify the earned surplus amount.
LoanCurrency Gross Profit	Specify the Loancurrency gross profit amount.
Gross Profit	Specify the gross profit amount.
LoanCurrency Net Profit	Specify the Loancurrency net profit amount.
Net Profit	Specify the net profit amount.
LoanCurrency Working Capital	Specify the Loancurrency working capital amount.
Working Capital	Specify the working capital amount.
LoanCurrency Annual Sales	Specify the Loancurrency annual sales amount.



Field:	Do this:
Annual Sales	Specify the annual sales amount.
LoanCurrency Pro- jected Sales	Specify the Loancurrency projected sales amount.
Projected Sales	Specify the projected sales amount.
LoanCurrency Equity	Specify the Loancurrency equity amount.
Equity	Specify the equity amount.
Open Delq	Specify the open delinquency amount.
LoanCurrency Business Expenses	Specify the Loancurrency business expenses amount.
Business Expenses	Specify the business expenses amount.
LoanCurrency Personal Expenses	Specify the Loancurrency personal expenses amount.
Personal Expenses	Specify the personal expenses amount.
LoanCurrency Total Expenses	View the Loancurrency total expenses amount.
Total Expenses	View the total expenses amount.
LoanCurrency Annual Proj Sales Amt	View the Loancurrency annual projected collection amount.
Annual Proj Sales Amt	View the annual projected collection amount.
LoanAnnual Proj Exp Amt	View the Loan annual projected expenses amount.
Annual Proj Exp Amt	View the annual projected expenses amount.
LoanCurrency Current Assets	View the Loancurrency current assets.
Current Assets/Liability ratio	View the current asset to liability ratio.
LoanCurrency Fixed Assets	View the Loancurrency fixed assets.
Fixed Assets	View the fixed assets.
LoanCurrency Intangible Assets	View the Loancurrency intangible assets.
Intangible Assets	View the intangible assets.
Loan	View the Loan
Current Liabilities	View the current liabilities.
Loan	View the Loan



Field:	Do this:
Long Term Liabilities	View the long term liabilities.
Loan	View the Loan
Total Assets	View the total asset amount.
Loan	View the Loan total net worth amount.
Total Net worth	View the total net worth amount.
Loan	View the Loan
Total Liability	View the total liability amount.
Debt Net worth Ratio	View the debt to net worth ratio.
Current Assets/Liability ratio	View the current asset to liability ratio.
Signatures	
Title 1-4	Specify the title.
Signature1-4	Specify the signature.

7.7 <u>Request Tab</u>

In the Request tab you can define the required Loan parameters and calculate Payment, Interest Rate, Term and Loan Amount using the quick calculator. By default, system calculates for monthly repayment term basis. The payment frequency can be changed only in the Underwriting tab during decisioning.

To complete Request section:

1. On the Application Entry tab, click **Request** tab.

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2. Perform any of the **Basic Operations** mentioned in Navigation chapter.



A brief description of the fields are given below:

Field	Do this
Requested Advance Amt	Specify the requested advance amount
Pmt Amt	Specify the requested payment amount.
Term	Specify the requested term (number of payments).
Requested Rate	Specify the requested rate of interest.
Down Pmt%	Specify the down payment percentage
Down Pmt	Specify the down payment amount
Approx Prc	Specify the approximate cash price
Promotion	Select the promotion type from the drop-down list.
Balloon Amt	Specify the balloon amount.
Signing Dt	Specify the signing date
Probable Delivery Dt	Specify the probable delivery date.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

- 4. In the 'Requested' section, there is a drop-down list adjacent to the 'Calculate' button with following options to auto calculate different Loan parameters based on the data provided. Select the record you want to work with and from the drop-down option, select the option you want system to calculate:
 - CALCULATE PAYMENT
 - CALCULATE INTEREST RATE
 - CALCULATE TERM
 - CALCULATE LOAN AMOUNT
- 5. Click **Calculate**. The system displays the requested calculation in the respective field.

7.7.1 Itemization Sub Tab

The Itemizations sub tab enables you to add or verify any itemized amounts associated with the application. The list of itemizations is determined by the product you select in the master screen during the application entry process. The Itemizations sub screen displays an itemization record of the amount financed, such as the cash price, cash down payment, tradein, unpaid cash price balance and so on. Information that was entered on the Itemization sub screen during the application entry process will appear in the Requested Amt column. Information that you enter as an underwriter in the Approved Amt column will appear in the Itemizations sub tab on the Underwriting screen.

Application request details need to be essentially entered in the itemization sub tab for prescreening to be successful. Else, the system displays error and application would not proceed to the next level in work flow. The details of down payment, trade-in, insurance, fees etc. and the total sale price are recorded under itemization.

To add or view itemizations

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Request > Itemizations** sub tab.



3. Perform any of the **Basic Operations** mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemized amount is added or subtracted from the Loan amount.
Requested Amt	Specify the requested amount.
Comment	Specify a comment.

4. Perform any of the Basic Actions mentioned in Navigation chapter.

7.7.2 Trade-In Sub Tab

The Trade-In sub screen enables you to add or verify any trade-ins associated with the application. If there is any information regarding an itemized trade-in, use the Trade-In sub screen to enter the details in the system. (This sub screen might already contain information supplied during the application entry process.)

To complete the Trade-In sub screen

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Request > Trade-In**.
- 3. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Trade-In	
Asset Type	Select the asset type.
Asset Sub Type	Select the asset sub-type.
Year	Specify the year of the asset.
Make	Specify the make of the asset.
Model	Specify the model of the asset.
Body	Specify the body of the asset.
Identification #	Specify the identification number.
Description	View the asset description.
Valuation	
Wholesale Amt	Specify the wholesale value.
Base Retail Amt	Specify the retail value.
Addons Amt (+)	Specify the add ons value.



Field:	Do this:
Pay Off Amt (-)	Specify the payoff amount.
Total Amt =	View the total value.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Valuation Supplement	Specify the valuation supplement.
Edition	Specify the valuation edition.

4. Perform any of the Basic Actions mentioned in Navigation chapter

7.7.3 <u>Subvention Sub Tab</u>

With the Subvention sub tab, available only for Loan, you can review the subvention information from the application entry and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

To complete the Subvention sub screen

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Request > Subvention** sub tab.
- 3. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Subvention Plan section:	
Plan	Select the subvention plan.
Description	View the subvention plan description.
Sub Plan	Select the sub plan.
Sub Plan Description	View the subvention sub plan description.
Subvention Type	View the subvention type.
Include	Check this box to include this record in calculations on the Other Details sub section

A brief description of the fields is given below:

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.8 <u>Decision Tab</u>

If the application was initially approved automatically, the system displays its recommendations on the Decision tab's Approved section.

If the application was initially rejected automatically, the system displays its reasons on the Decision link's Stipulation sub tab.



If you choose to approve or reject the Loan manually, you must manually select the pricing (rule) set by the portfolio company for a specific product. The system validates this pricing against the information in the **System Recommendation** sections. The information in the Requested section comes from the application entry process and can be edited.

- If the data meets your approval, change the status of the application to either APPROVED or REJECTED and enter any stipulations.
- If you reject the application, change the status to REJECTED and enter the reasons for the adverse action on the Stipulations sub screen.

You can use the quick calculator provided with the drop-down list adjacent to the 'Calculate' button to calculate the required Loan parameters. You can also use the calculator available in Tools section for completing this step. *For detailed information on using the* Calculator *tools, refer "Tools" chapter in the* document.

To verify the application decision data

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision** tab.

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- 3. Perform any of the Basic Operations mentioned in Navigation chapter.
 - A brief description of the fields is given below:

Field:	Do this:
Pricing section	
Current	Check this box to indicate that this is the current decision.
Pricing	View the pricing.
Decision Dt	View the decision date.



Field:	Do this:	
Underwriter	View the underwriter id.	
Status	View the application status.	
Sub Status	View the application sub-status.	
Approved section		
Decision Term	Specify the approved decision term.	
Pmt Amt	Specify the approved payment amount.	
Index	Specify the index type.	
Index Rate	Specify the approved index rate.	
Decision Margin Rate	Specify the approved decision margin rate.	
Decision Rate	Specify the approved decision rate.	
	Note : For Islamic products this field is displayed as 'Profit Rate'.	
Pricing Buy Rate	View the pricing buy rate.	
Approved Buy Rate	View the approved buy rate which is by default the Pric- ing Buy Rate displayed above. You can also specify the required approved buy rate.	
Down Pmt %	Specify the approved down payment percentage.	
Down Pmt Amt	Specify the approved down payment amount.	
Max Advance %	Specify the approved advance percentage.	
Max Advance Amt	Specify the approved advance amount.	
Max Financed %	Specify the maximum amount financed percentage.	
Max Financed Amt	Specify the maximum amount financed.	
Maturity Index	Select the approved post maturity index.	
Maturity Margin Rt	Specify the maturity rate.	
Balloon Amt	Specify the balloon amount.	
Decision APR	Specify the decision APR.	
Bureau 1	Specify the Bureau 1.	
Bureau 2	Specify the Bureau 2.	
Bureau 3	Specify the Bureau 3.	
Grade	Select the credit grade.	
Score	Specify the credit score.	
Collateral Value	View the collateral value.	



Field:	Do this:
LTV1	View the loan to value ratio.
LTV2	View the loan to value ratio.
Comments	Specify comments, if any.

4. Perform any of the Basic Actions mentioned in Navigation chapter.

5. Click Select Pricing.

The system determines the best pricing match of all enabled Loan pricing strings in the Setup menu and displays the results in the Pricing and Approved sections.

6. Quick Calculate

In the 'Decision Information' section, there is a drop-down list adjacent to the 'Calculate' button with following options to auto calculate different Loan decision parameters based on the data provided. Select the required option from the drop-down list and click 'Calculate':

- CALCULATE PAYMENT
- CALCULATE INTEREST RATE
- CALCULATE TERM
- CALCULATE LOAN AMOUNT

The system displays the requested calculation in the respective field.

7. Re-Score

A 'Re-Score' button is available next to 'Calculate'. Whenever any sensitive Financial or Collateral information is amended in the Application, OFSLL displays a warning message 'Scoring sensitive information is changed. Re-score the application'. You need to click on Re-Score to re-validate the grade and pricing accordingly.

The display of the warning message to Re-score the application can be controlled using the respective System parameter. If the defined System Parameter is flagged 'Y', only then the message is displayed.

If you are underwriting a Loan, record the following information on the Decision tab:

- 8. If you are approving the application, complete the **Approved** section with the values you want to approve as an underwriter. You can update the default values that appeared when you selected the pricing string in step 3. (The system calculator may be of use when completing this section. For more information, refer the **Tools** chapter).
- 9. Click Calculate. The system displays the decision calculation in the respective field.

7.8.1 System Recommendation

The System Recommendation sub screen displays the system generated Score, Decision and Grade. You will also be able to view the request details of the application under 'Requested' section itself.

A brief description of the fields in System Recommendation section are given below:

Field:	Do this:
Score	View the system recommended score.
Decision	View the system recommended decision.
Grade	View the system recommended grade.



A brief description of the fields in Requested section are given below:

Field	Do this
Requested Advance Amt	View the requested advance amount
Pmt Amt	View the requested payment amount.
Term	View the requested term (number of payments).
Requested Rate	View the requested rate of interest.
Down Pmt%	View the down payment percentage
Down Pmt	View the down payment amount
Approx Prc	View the approximate cash price
Promotion	View the promotion type from the drop-down list.
Balloon Amt	View the balloon amount.
Signing Dt	View the signing date
Probable Delivery Dt	View the probable delivery date.

7.8.2 <u>Stipulations Sub Tab</u>

The Stipulations sub screen allows to add any stipulations or reasons for adverse action you want to attach to the application. Stipulations are items that need to be addressed before the Loan can be funded.

If the application was automatically rejected during the application entry edits, the system displays the automatically generated adverse action codes in this sub screen. If the application is manually rejected by the Underwriter due to adverse action reasons received from bureau or otherwise, the same can be recorded for each of the applicant.

In addition, you can enter comments against specific stipulations as required. Whenever a Stipulation is marked as 'Not Applicable' it becomes mandatory to specify the reason in comments field. Else, system prompts for the reason while processing the application.

To add or view stipulations or reasons for adverse action

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision > Stipulations** sub tab.
- 3. Perform any of the **Basic Operations** mentioned in Navigation chapter.

A brief description of the fields is given below.

Field:	Do this:	
Туре	Select the reason type. Type can be Stipulation Reasons or Adverse Action Reasons and Adverse Action Reasons can also be those received from Bureau.	



Field:	Do this:		
Name	The system displays all applicant's name in the drop down list. You can select the name of the applicant for whom adverse action reason needs to be recorded. In case the stipulation reason is at the application level, then select ALL.		
Code	Select the reason.		
Description	Specify the required description.		
Stips Satisfied	Use the Yes/No/NA buttons to indicate if you verified the stipula- tion(s) in the Type field		
Comment	Specify the comment.		
Verified By	The system updates the user ID of the person who verified the details		
Verified Dt	The system updates the date when the details are verified.		

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

If your system is set up to manually load predefined stipulations, click the **Load Stipulations** button (For more information, refer the following section, **Loading Stipulations**.)

7.8.2.1 Add Multiple

The system enables you to add multiple records to stipulations using the 'Add Multiple' option.

To add multiple stipulations

- 1. Click the drop down list adjacent to the 'Add Multiple' button.
- 2. Select the check box against to the required stipulations. You can also select 'All' to load all the available stipulations.

3. Click Add Multiple.

4. If required, you can perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.8.2.2 Copying Stipulations

The system enables you to automatically transfer stipulations from previous decisions on the Stipulations sub screen with the Copy Stipulations button. This is particularly useful when you are rehashing an application and want to use the same stipulations as those in place for the previous decision.

7.8.2.3 Loading Stipulations

The system supports the automatic generation of default stipulations on the Underwriting screen's Stipulations sub screen. The default stipulations can be maintained by company, branch, product, state, application status and application sub-status. When the application status changes (either manually and automatically), the system populates the maintained stipulations with a Stips Satisfied indicator of 'No'. You can review and update the stipulations accordingly.

You have the option to manually load predefined stipulations by clicking the Load Stipulations button on the Stipulation screen.



To load predefined stipulations

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision > Stipulations**.
- 3. Click **Load Stipulations**. The system loads the default stipulations on the Stipulations sub screen.
- 4. Use the **Yes/No/NA** buttons in the Stips Satisfied column to indicate if you verified the stipulation(s) in the Type field.
- 5. Click **Save** on the Stipulations sub screen.

7.8.3 Itemization Sub Tab

The Itemizations sub screen enables you to add or verify any itemized amounts associated with the application. The list of itemizations is determined by the product you selected in the master screen during the application entry process. The Itemizations sub screen displays an itemization record of the amount financed, such as the cash price, cash down payment, tradein, unpaid cash price balance and so on. Information that was entered on the Itemization sub screen during the application entry process will appear in the Requested Amt column. Information that you enter as an underwriter in the Approved Amt column will appear in the Itemizations sub screen on the Underwriting screen.

To add or view itemizations

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision > Itemizations** sub tab.
- 3. Perform any of the **Basic Operations** mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemized amount is added or subtracted from the Loan amount.
Requested Amt	Specify the requested amount.
Approved Amt	Specify the approved amount.
Discount Rate	Specify the discount rate.
Comment	Specify a comment.

4. Perform any of the Basic Actions mentioned in Navigation chapter.

7.8.4 <u>Trade-In Sub Tab</u>

The Trade-In sub screen enables you to add or verify any trade-ins associated with the application. If there is any information regarding an itemized trade-in, use the Trade-In sub screen to enter the details in the system. (This sub screen might already contain information supplied during the application entry process.)



To complete the Trade-In sub screen

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision > Trade-In** sub tab.
- 3. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:	
Trade-in section		
Asset Type	Select the asset type.	
Asset Sub Type	Select the asset sub-type.	
Year	Specify the year of the asset.	
Make	Specify the make of the asset.	
Model	Specify the model of the asset.	
Identification #	Specify the identification number.	
Body	Specify the body of the asset.	
Description View the asset description.		
Valuation section		
Wholesale Amt	Specify the wholesale value.	
Base Retail Amt	Specify the retail value.	
Addons Amt (+)	Specify the add ons value.	
Payoff Amt (-)	Specify the payoff amount.	
Total Amt =	View the total value.	
Valuation Dt	Specify the valuation date.	
Source	Select the valuation source.	
Valuation Supple- ment	Specify the valuation supplement.	
Edition	Specify the valuation edition.	

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.8.5 Rate Schedule Sub Tab

The Rate Schedule sub screen is only available for variable rate Loan and displays the rate adjustment frequency information based on product setup.

To view the Rate Schedule sub screen

1. Open the Underwriting screen and load the underwriting application you want to work with.



2. Click Decision > Rate Schedule sub tab. Click View.

A brief description of the fields is given below:

Field:	View this:	
Seq	The rate adjustment sequence number.	
Adjustment Frequency Type	The rate adjustment frequency type.	
Period	The rate adjustment period for the frequency.	
# of Adjustments	The number of rate adjustments for the frequency.	

7.8.6 <u>Subvention Sub Tab</u>

With the Subvention sub tab, available only for Loan, you can review the subvention information from the application entry and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

To complete the Subvention sub tab

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click **Decision > Subvention** sub tab.
- 3. Perform any of the **Basic Operations** mentioned in Navigation chapter.

Field:	Do this:	
Plan	Select the subvention plan.	
Description	View the subvention plan description.	
Sub Plan	Select the sub plan.	
Sub Plan Description	View the subvention sub plan description.	
Subvention Type	View the subvention type.	
Include	Check this box to include this record in calculations on the Other Details sub section	

A brief description of the fields is given below:

- 4. Perform any of the Basic Actions mentioned in Navigation chapter.
- 5. In **Subvention Detail** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Subvention Detail section:	
Participant	View the participant.
Participant Type	View the participant type.
Collection Method	View the collection method.

A brief description of the fields is given below.



Rate	View the subvention rate.	
Rent Factor	View the rent factor	
Calculation Method	View the subvention calculation method.	
Factor	View the factor.	
Calculated Amount	View the calculated subvention amount.	
Subvention Amount	Specify the subvention amount.	
Include	View if the subvention is included in the application or not.	
Total Subvention Rate	View the total subvention rate.	
Total Subvention Amt	View the total subvention amount.	

- 6. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.
- 7. Select the **Initialize** button to reset the subvention amount to zero.
- 8. Select the **Calculate** button to calculate the subvention amount.

7.8.7 Compensation Sub Tab

The Compensation (Loan) sub tab records and displays the terms of compensation between the finance company and the dealer for Loan transactions.

To complete the Compensation (Loan) sub screen

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click the **Decision > Compensation** sub tab.
- 3. On the Compensation sub screen's **Compensation** section, select in the **Compensation Plan** section the compensation plan you want to use from the drop-down list. Note that, the compensation plan will use decision information to calculate compensation.
- 4. Click Load.

The system loads the following information on the Compensation sub screen:

Field:	Do this:	
Compensation section		
Compensation Plan	View the compensation plan.	
Disbursement Method	View the compensation payment method.	
Calculation Method	View the compensation calculation method.	
Chargeback section		
Paid Calc Method	View the charge back calculation method (early payoff).	
Paid %	View the percentage of chargeback paid.	
Paid Basis	View the charge back paid basis.	



Field:	Do this:	
Paid Term	View the charge back paid term.	
Paid Days	View the charge back paid days.	
Charge off Calc Method	View the charge back calculation method (charge off).	
Charge off %	View the charge back percentage (charge off).	
Charge off Basis	View the charge back basis (charge off).	
Charge off Term	View the charge back term (charge off).	
Days	View the charge back days (charge off).	
Calculation section		
Spread Formula	View the compensation spread formula.	
Buy Rate	Specify the buy rate.	
Factor	View the compensation factor.	
Addl Factor	View the additional compensation factor.	
Max Spread %	View the maximum spread or percent allowed.	
Upfront %	View the upfront compensation percentage.	
Flat Amt	View the flat amount.	
Upfront Comp Amt	View the compensation amount paid upfront.	
Rem Comp Amt	View the compensation amount remaining.	
Comp Amt	View the compensation amount.	

5. Make any necessary changes in the **Approved Buy Rate** and **Maximum Financed Amount** fields in the Decision tab.

6. Click Calculate.

The system displays the details and amounts for this compensation plan.

7.8.8 <u>Multiple Offers sub tab</u>

When you click Select Pricing on the Decision tab's Pricing section, multiple offers appear on the new Multiple Offers sub page. Use the Multiple Offer sub page to select the offer you want to use.

Note

The Multiple Offers sub tab will be enabled only if the Multioffer company parameter is set to Yes.

To view multiple pricing offers

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click **Decision**, then click the **Multiple Offers** sub tab.



3	If you are underwriting a Loan	, view the following information	on the Multiple Offers sub
э.	If you are underwriting a Loan		on the multiple Offers sub.

Field:	Do this:
Pricing	View the pricing.
Term	Specify the approved term.
Rate	Specify the approved rate.
Pmt Amt	Specify the approved payment amount.
Index	View the approved index.
Index Rate	View the approved index rate.
Margin Rate	Specify the approved margin.
Maturity Index	Specify the approved maturity index.
Maturity Rate	Specify the approved maturity rate.
Accepted	If selected, indicates that the pricing is accepted. Only one of the current pricings can be accepted.
Current	If selected, indicates that the pricing is current. Note : All the available pricings are selected as current.

4. On the Multiple Offers sub tab, select the offer once the application is move to **Approved** status.

7.9 <u>Customer Credit Limit tab</u>

This tab is available only if the selected product has the 'Customer Credit Limit' check box in selected in Products setup screen (Setup > Products > Products).

Customer Credit limit in general refers to the maximum amount of credit that a financial institution can extend to a prospective customer which can then be leveraged by an underwriter while funding an application.

In Oracle Financial Services Lending and Leasing, you can define the Customer Credit Limit during underwriting stage based on the customer credit worthiness or historical customer data. Using this limit, applications can be funded up to the credit limit amount allowed. However, application funding with or without customer credit limit is controlled based on the setup and applications can still be funded with the normal process when a particular customer is not allocated with any credit limit.

A customer credit limit facilitates for quick decisioning by an underwriter and also facilitates for auto approval of accounts on-boarded from external system with basic validations. While approving, underwriter has to ensure that the sum of utilizations should always be equal to the financed amount which can be distributed within applicants primary / secondary or business categories.

A minimum of one application has to be funded to define customer credit limit for funding subsequent applications and the defined information is updated into credit limit details. A credit limit once defined can further be increased from servicing module by posting the required transaction which is referenced in origination module during application funding.



On receiving a payment, the amount is reinstated to the credit limit balance which can be reused while funding next application. Similarly, the credit limit balance is also updated when account is moved to VOID status. On reversing a payment, the Total Utilization of credit limit is increased by the principal portion of the payment and decreased with the Available Amt field. Also, the Suspended and Hold amount fields are increased and decrease based on the respective transactions posted.

When two applications are being funded simultaneously (i.e. moving application to 'Approved Funded' status), the utilization amount will be considered for first application while the second one will be on HOLD since there could be a difference in the available credit limit after funding. In such a case, you need to re-hash the application, fetch the details in Origination > Decision tab, (if required) increase credit limit from servicing module, and then proceed for funding.

While processing applications using Customer Credit Limit, the 'Update Customer Info' (check box in applicant tab) and 'Link to Existing Customer' (check box in contract tab) are selected by default for all the existing customers. This is to ensure the application details are propagated to customer accounts.

On funding a new application for an existing customer using customer credit limit, the details are updated into the existing customer details in the Servicing module. Also, while posting any monetary transaction that results in increase of account maturity date, system auto validates if the same is within the 'Customer Credit Limit Expiry date' of any one or all of the customer(s) who contributed for funding the Account. In case it is greater, system displays an error indicating that the resulting Maturity date is greater than 'Customer Credit Limit Expiry date' and does not allow to post the transaction.

To define Credit Limit Details

- 1. Open Underwriting screen and load the underwriting application you want to work with.
- 2. Click 'Customer Credit Limit' tab.

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Summary	Applicant	Business Re	equest Decision	Customer	Credit Limit	lureau Collateral C	Comments Tracking	Document Verific	ation Corresponde	nce Tools	
Credit	Limit Deta	ils								🖉 Edit 📃 Vjew	≪ A <u>u</u> dit
View 👻	Format 💌	R I Fr		h 🚽 Wrap	69						
Relatio	on Type	Customer # / Business #	/ Name		Max Limit	% of Utilization	Utilization Amt	Total Utilized Amt	Available Amt	Suspended Amt Grad	de .
PRIMA	ARY	0000000000	PRITAM	APP CRDE	0.00	0.00	0.00	0.00	0.00	0.00	
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3. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter. A brief description of the fields are given below:

Field:	Do this:
Relation Type	View the relationship type. This field is pre-populated with details from Applicant tab.
Customer # / Busi- ness #	This field is displayed blank for new customer/business and for an existing customer/business, the details are populated from Servicing > Customer Service > Customer details.



Field:	Do this:					
Name	View the customer name. This field is pre-populated with details from Applicant tab.					
Max Limit	Specify the value of maximum credit limit amount that can be provided to the customer.					
	For new customer/business, the amount is pre-populated based on selected pricing in Decision tab for new applicant/ business. However, you can override the amount by entering the required value.					
Total Utilized Amt	View the total credit limit amount utilized for previously funded applications.					
Available Amt	View the available credit limit amount on the account which is the difference of Max Limit - (Hold + Total Utilized + Sus- pended) amount.					
Hold Amt	View the credit limit amount on hold which is based on the Hold transaction posted in servicing.					
Suspended Amt	View the credit limit amount suspended which is based on suspended transaction posted in servicing.					
Grade	Select the required grade from the drop-down list. There is no validation performed on the selected grade and can be selected based on customer credit worthiness.					
Max Late Charge	Specify the maximum late charge amount.					
Limit Expiry	Select the credit limit expiry date from the adjoining calendar. The expiry date is validated if application is being funded based on customer credit limit.					
Limit Next Renewal	Select the date on which the credit limit has to be renewed from the adjoining calendar.					
	on section - This section allows you to define the portion amount) of credit limit utilization against the financed amount.					
For example,						
	d it 10,000 \$ and percentage of Utilization for Primary is 80% should be 10,000*0.8 = 8000 \$.					
Similarly, if the perce should be 10,000*0.2	ntage of Utilization for Spouse is 20% the Utilized amount 2 = 2000 \$.					
Note : On specifying e calculated based on	either percentage or amount of utilization, the other field is auto financed amount.					
% of Utilization	Specify the percentage of credit limit utilization allowed against each applicant (Customer and business) added to the application.					
Utilization Amt	Specify the amount of credit limit utilization allowed against each applicant (Customer and business) added to the appli- cation.					
Perform any of the Ba	sic Actions mentioned in Navigation chapter.					

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



7.10 Master Account tab

The Master Account tab in Origination screen facilitates to categorize the current application to be considered as 'Master Account' or link the current application to another existing master account in the system after funding. If the current application is considered as 'Master Account', you can also define Payment Hierarchy for payment appropriation during servicing.

Master account here refers an account which has similar type of accounts of the same customer grouped under one head. When there are multiple accounts of the same customer, marking one of them as Master Account and grouping all the associated loan/line/lease accounts under an Individual customer/Business in the system helps to generate consolidated statement, make payments, manage ACH, generate payoff quote, post due date change and extension transitions.

For example, grouping of all loan accounts under one master account of a customer, or grouping of lease accounts funded with same contract terms during the current financial year.

To define Master Account Details

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click 'Master Account' tab.
- 3. In the Master Account Details, click 'Edit'. You can also perform any of the <u>Basic</u> <u>Operations</u> mentioned in Navigation chapter.

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Dt	App #	Sub Unit	Status	Origination Stage Code	Producer Name	Producer Contact Number	Existing Customer	Duplicate Application	Contact	Sales Agent	Bran
01/01/2019	0000001017	UNDEFINED	APPROVED - REH	REVIEW	NY-00002 : SUNRI	(631)-589-0047	Y	Y	i i	DEMOSUPR	USR
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ummary Applicar	t Request Decisio	n Bureau Contra	Master Accourt	t Comments Tra	acking Document	Verification Corre	spondence Tools				
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- 4. Do one of the following:
 - **Master Account** Check this box to mark the current Application as Master Account. After funding the application, system populate the Master Account number same as Account number under the customer to be identified as Master Account in Servicing.

If the Account details are received from external system through Onboarding process and the application is already marked as Master Account, then the same Account # is populated in Master Account # field once the application is funded.

• Link to Existing Master Account - If there is already an existing Master Account defined for the customer, select the same from drop-down list to associate the current application to be a part of that account after funding. The list is populated with values in the format: 'Relationship Type - Title - Master Account #'.



- Linked Account If there is an account to be linked to the current application to have one-to-one mapping, select the same from drop-down list. The accounts are listed in format 'Customer ID - Title - Account #'.
 - The list is populated with those Accounts which are associated with Customer (i.e. added as an applicant) and the 'Link to Existing Customer' option is checked.
 - However, this list does not include Master Accounts and accounts which are already associated with other Accounts (i.e. already linked to some other account).

On funding the application, both the accounts (newly created and existing) are interlinked and system updates the 'Linked Account' field with Account # respectively.

Note

If account is created using 'Account Onboarding Service', the 'LinkedAccountXrefNumber' element available under 'ApplicationData' parent element, can be used to indicate Linked Account Xref number to link to Associated Account if both Master and Associated Accounts are in a single payload.

System performs the following edits before linking the accounts:

- Ensure that the Billing Cycle and Due day of current application is same as the Linked Account Billing Cycle and Due Day. However this is not validated if both accounts are of 'Same Billing Cycle'.
- If the current application is to be linked to a Master Account, ensure that the 'Product/Funding Type' of both current application and Master Account are same and also belongs to same 'Company'.
- The Current and Linked Account belongs to same Company.
- **Payment Hierarchy** The field is enabled only on selecting the above 'Master Account' check box. Select the required Hierarchy Definition to be used for payment appropriation from the drop-down list. The list is populated with all the pre-defined and enabled hierarchy definitions maintained Setup > Administration > Users > Payment Hierarchy screen. The Hierarchy Definition selected here is propagated to Customer Service > Account Details > Additional Details section.
- 5. Perform any of the Basic Actions mentioned in Navigation chapter.

7.11 Bureau Tab

The Bureau tab displays the credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

If there are any adverse comments received from the Bureau, system displays them under 'Exceptions/ Comments' section against the specific Bureau record to alert the User. Following are some of the reasons:

- 1. Application Indicates Potential Fraud
- 2. Bureau Indicates Social Security Number Variance
- 3. Duplicate Application Exists
- 4. Bureau Indicates a Possible Current Delinquency
- 5. Bureau Indicates Bankruptcy
- 6. Bureau Indicates Consumer Statement
- 7. Bureau Indicates a Possible Repossession
- 8. Bureau Reports OFAC hit
- 9. Bureau Reports Applicant as Deceased



- 10. Potential Delinquencies for Auto Loans in Past 12 Months
- 11. Customer Rate (APR) Exceeds the State Usury Rate
- 12. Open Consumer Credit Counselling

The reasons will also be displayed in the Summary tab in 'Bureau' details under 'Exceptions /Comments' section.

To verify the credit bureau data using the Bureau tab

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click Bureau.

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Underwriting		Dt	App #	Su	b Unit	Stat	tus	Origination Stage	Producer Name	Producer Contact Number	Existing Customer	Duplicate	Contact
Funding Application Retrieval Scenario Analysis		09/05/2015 <	0000001533			REJ	ECTED - AUTO.	Code NEW	CA-00003 : ACE H	Number I (818)-761-2277	N	Application N	>
Application Documents Image Maintenance Reports													
Producers	S	ummary Applica	nt Business	Request	Decision	Bureau	Collateral (comments Tracking	Document Ver	ification Correspond	ence Tools		
Vendors		Consumer Bu	siness										
		punishable by a \$						The Submit Request	+				
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3. In the **Bureau Details** section, view the following information:

Field:	View:
Туре	The credit bureau request type.
Bureau	The credit bureau.
#	The credit bureau request number.
Status	The status of credit bureau request.
Dt	The credit bureau request date.
Report	The credit bureau report type.
Credit Bureau Reorder#	The credit bureau reorder number.
App Ind	If selected, indicates that a bureau was pulled for an application.



Field:	Do this:
Туре	View the relation type.
First Name	Specify the first name.
мі	Specify the middle name.
Last Name	Specify the last name.
Status	View the credit bureau request status.
Birth Dt	Specify the date of birth.
SSN	Specify the social security number.
	Note : If the organizational parameter UIX_HIDE_RESTRICTED DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234.
Suffix	Select the generation.
Include Debt	Select to include credit bureau information in the Liabilities section of the Summary sub screen.
Populate Debt	Select to load debt information from the credit bureau in the Liabili- ties section of the Summary sub screen.
Address Type	Select the address type.
Country	Select the country.
Address #	Specify the building number.
City	Specify the city.
State	Select the state code.
Street Pre	Select the street pre type.
Street Name	Specify the street name.
Street Type	Select the street type.
Street Post	Select the street post type.
Apt #	Specify the apartment number.
Address Line 2	Specify the address line 2.
Zip	Select the zip code.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
Phone	Specify the phone number.

4. In the **Applicant/Customer Detail** section, view the following information:



5. In the **Report Header** section, view the following information:

Field:	View:
Bureau	The bureau.
First Name	The first name.
МІ	The middle initial.
Last Name	The last name.
SSN	The social security number.
	Note : If the organizational parameter UIX_HIDE_RESTRICTED DATA is set to Y, this appears as a masked number; for example, XXX-XX-1234.
Birth Dt	The birth date.
	and Birth Dt fields in Report Header section are displayed in red if tch in the respective data present in the above Applicant/Customer
Report Dt	The report date.
Onfile Dt	The on file date.
Credit Report Id	The credit report id.
Best Match	The best match.

6. Click Bureau Report.

The system parcels out the details from the credit bureau report in the Bureau screen's sub tabs (Summary 1, Summary 2, Tradelines, Public Records, Collections, Fraud Messages, Inquiries, Also Known As, Consumer Statements, and Credit Scores).

- 7. Click **Summary 1** sub tab.
- 8. You can view the following information:

Field:	View:
Trades	Records of extended installment payments, mortgage and revolving credit, as detailed in the credit bureau report.
Bankruptcy	The total number of times the applicant has applied for Chapter 7, Chapter 11 and Chapter 13 bankruptcies, recently and throughout life.
Past Due	The total number of times the applicant has been past due on pay- ments by 30, 60, or 90 days in the last year, two years, and throughout life.
Public Records	Number of legal actions, including liens, public records, and judgments over the course of the applicant's life, as well as any that are currently open.
Collection	Trades referred to an outside vendor for collection.
Credit Scores	View the FICO and bankruptcy scores.



Field:	View:
Statistical Trade Ages	Ages of the oldest and newest trades, as well as the average age of the open and total trades.
Derogatory Trades	Tradelines that an action other than being late was reported; this includes collections, repossessions, charge offs, and bankruptcies.

- 9. Click Summary 2 sub tab
- 10. You can view the following information:

In this section:	View:
Trades	Records of extended credit for auto, bank, credit card, retail, Loan- finance, and sales finance Loan, as detailed in the credit bureau report.
Inquiries	Requests for a credit report regarding Loan in the Trades section over the last six months, as well as total requests over 6, 12, and 24-month periods, as well as the newest and oldest request.
Balance	The total balance of retail and bank trades, as well as the high balance of each.
Open Derogatory	The following information for all of the customer's open trade lines: the shortest and longest period of time (in months) since the customer's most recent minor derogatory (30-60 days late), major derogatory (90-180 days late), and derogatory (bankruptcy, repossession, or charge off).
Derogatory	The following information for all of the customer's total trade lines (open and closed): the shortest and longest period of time (in months) since the customer's most recent minor derogatory (30-60 days late), major derogatory (90-180 days late), and derogatory (bankruptcy, repossession, or charge off).

- 11. Click **Tradelines** sub tab to view information about trade lines, such as the creditor's name, trade's status, type and code and balance information
- 12. View the following details:

Field:	View:
Creditors Name	The creditors name.
Status	The status of the tradeline.
Туре	The type of tradeline, such as bank, first mortgage, travel card, and so on.
Type Code	The code for the type of tradeline.
Past Due Amt	The past due amount
Balance	The balance of the tradeline.
Balance Dt	The balance date.



Field:	View:
Open Dt	The date the tradeline was opened.
History Dt	The trade line's history date.
History Data	The trade line's history data.
30	The number of times the tradeline was 30 days past due.
60	The number of times the tradeline was 60 days past due.
90	The number of times the tradeline was 90 days past due.
Creditors Subscriber #	The creditor's subscriber number.
Мор	The method of payment.
Account #	The account number.
Credit Limit	The credit limit.
Term Pmt Amt	The term payment amount.
High Balance	The high balance of the tradeline.
Reported Dt	The reported date.
Duplicate	If selected, the tradeline is a duplicate.
Special Exclu- sion	If selected, the tradeline is a special exclusion.

13. Click the **Public Records** sub tab to view information about public records, including each one's type, status, and amount, as well as the date the record was filed and resolved

14. View the following details:

Field:	View:
Record Type	The record type.
Status	The status.
Amount	The amount.
Filed Dt	The filed date.
Satisfied Dt	The satisfied date.

- 15. Click the **Fraud Messages** sub screen to view information about fraudulent attempts to use the applicant's credit.
- 16. Click the **Inquiries** sub screen to view all the credit reports for the applicant in reverse chronological order



17. View the following details:

Field:	View:
Inquirer Name	The inquirer's name.
Inquirer Subscriber #	The inquirer's subscriber number.
Inquirer Industry Code	The inquirer's industry code.
Inquiry Dt	The inquiry date.
Rate Shopping	If selected, the inquiry concerned rate shopping.
Duplicate	If selected, if the inquiry was a duplicate.

- 18. Click the Also Known As sub screen to view other names used by the applicant.
- 19. Click the **Consumer Statements** sub screen to view statements that the applicant has issued to the credit bureau.
- 20. Click the **Credit Scores** sub screen to view the score model, the score factor, and the score returned from the credit bureau report.

7.11.1 Printing the Credit Bureau Data as a Text/PDF Report

To print the credit bureau data as a text or PDF report

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. In the Underwriting screen, click Bureau.
- 3. In the **Bureau Report** tab, the system displays the report in text format. You can also view the report in PDF format by selecting 'PDF' option as View Report.

Note

Google Chrome does not support search functionality in the PDF format of the report. Hence you have to enable the ad-hoc plug-in in chrome to use the search facility.

4. In the Print Report section, click **Print Report** to send the information to the default printer.

7.11.2 Requesting a Credit Bureau Report Manually

The Credit Bureau Summary screen enables you to manually request a credit pull. Information from a manual credit pull can be used to validate an application.

To manually request a credit bureau report

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click Bureau tab.
- 3. In the **Bureau Details** section click **Add**.



4. Specify the following information:

Field:	Do this:
Applicant	Select the applicant.
Spouse	Select the applicant's spouse (if applicable).
Bureau	Select the credit bureau.
Report	Select the credit bureau report type.

5. Click **Create Request**.

The system displays this information in the Bureau Details section.

Note

If you are requesting a report from Experian Credit Bureau for Premier Attribute Consumer report, you can do so without impacting the consumer FICO score. To facilitate the same, the 'Soft Pull' check box is to be selected in Bureau Details section. This option is available only when the system parameter 'EXP_PA_SOFT_PULL_IND' is enabled in the System Parameters screen and Bureau is selected as 'EXP' with Report as 'PREMIER ATTRIB-UTE' in the Bureau Details section.

- 6. Select **Include Debt** and **Populate Debt** in the **Applicant/Customer Detail** section to populate the **Liability** section on the Applicants link's Summary sub screen with data from the credit bureau pull.
- 7. If you want to receive a copy of a previously pulled credit bureau report, enter the credit bureau reorder number in the **Credit Bureau Reorder #** field on the **Bureau Details** section. This enables you to receive a previously pulled credit report.
- 8. In the New Request section, click Submit Request.

The system displays the latest status of the currently requested bureau report in the Bureau Details section. When the report pull process is complete, the Status field in the Bureau Details section changes from PENDING to COMPLETED.

7.12 Collateral Tab

Having selected and loaded an application, you can view the information about the collateral of the Loan.

The Collateral link opens screens with information regarding any collateral associated with an application. Depending on the type of Loan, collateral can be a vehicle, home or something such as major household appliances. The Collateral tab is unavailable if this is an unsecured Loan.

To verify information about the collateral

- 1. Open the **Underwriting** screen and load the application you want to verify.
- 2. Click the Collateral tab.

Depending on the type of collateral, information about the vehicle, home, or other type of collateral appears.

If you are entering an unsecured Loan, the Collateral link is present but inactive; in which case, skip this step.



3. In the **Collateral Details** section (This is information that was recorded during the application entry process or gathered during the credit pull.)

To enter collateral information

1. On the Underwriting screen, click **Collateral**. If the collateral is a vehicle, the Collateral link displays information about the vehicle.

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2. Perform any of the **Basic Operations** mentioned in Navigation chapter.

Field:	Do this:
Existing Asset	Check this box to indicate that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Check this box if this is the main asset on the application.
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Status	Select the asset status.
Type and Description	on
Select Make and Model	Select the make and model of the vehicle from drop-down list.
Year	Specify the year of the vehicle.
Age	View the age of the vehicle
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.
Body	Specify the body of the vehicle.

A brief description of the fields is given below:



Field:	Do this:
Registration #	Specify the vehicle registration number.
Identification #	Specify the vehicle identification number.
Description	View the vehicle description.
Condition	Select the vehicle condition.
Address	
Country	Select the country.
Address #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
Zip	Select the zip code.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
State	Select the state.
County	Select the county.
Usage Details	
The details maintain off quote and termina	ed in this section is used to calculate 'EXCESS USAGE FEE' in pay- ation transactions.
Start	View/specify the start unit of asset usage.
Base	View/specify the base units.
Extra	View/specify the extra usage units.
Total	View/specify the total usage units.
	· · · · · · · · · · · · · · · · · · ·

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

Interface with VINTEK (If interface is installed)

Using the Vintek interface, the system retrieves the year, make, model and body of the vehicle when you choose Vehicle Details. This time saving feature reduces data entry errors. Using the VIN entered in the Identification Number field, the system populates following fields in the Type & Description section:

- Year
- Make
- Model
- Body

If the Vintek interface is unable to retrieve information based on the VIN entered in the Identification Number field, the system displays an error message.



If the collateral is a home, the Collateral link displays information about the home.

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1. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Existing Asset	Indicates that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Select if this is the main asset on the application.
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Occupancy	Select owner occupancy type.
Identification #	Specify the vehicle identification number.
Address section	
Country	Select the country.
Address #	Specify the home number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
State	Specify the state.
County	Select the county.
Zip	Select the zip code.
	For non US country, you have to enter zip code.



Field:	Do this:
Zip Extn	Specify the zip extension.
City	Specify the city.
Type and Description	on
Census Tract/BNA Code	Specify census tract/BNA (block numbering area) code.
MSA Code	Specify the metropolitan statistical area (MSA) code.
GEO Code	Specify the geographical code for the property.
Condition	Select the condition of the home.
Description	Specify a description of the home.
Select Make and Model	Select the make and model from the drop-down list
Year	Specify the year when the property was built.
Age	View the age of the home.
Make	Specify the make of the home.
Model	Specify the model of the home.
Width	Specify the asset width.
Length	Specify the asset length.
Area	Specify the area of the collateral
PO#	Specify the asset purchase order number.
Legal Description	Specify the legal description.
Lot	Specify the asset lot.
Sub Division	Specify the asset sub division.
Parcel ID	Specify the parcel id of the home.
Metes-Bounds	Check this box to indicate the home is considered Metes-Bounds.
Flood Zone	Check this box to indicate the home is in a flood zone.
1098 Not Required	Check this box to indicate that the home does not require 1098
Deed Details	
Construction per- mit Dt	Specify the date on when the construction is permitted.
Deed Dt	Specify the date on when the deed is issued
Deed Place Of Issue	Specify the place where the deed is issued.



Field:	Do this:
Properties Bound- ary from East	Specify the boundary of the property from the east side.
North	Specify the boundary of the property from the north side.
West	Specify the boundary of the property from the west side.
South	Specify the boundary of the property from the south side.
Vacation Ownershi	p Details
Billing	Check this box to indicate if the asset is considered for billing.
Due Amt Account Type	Select one of the following account type from the drop-down list to indicate on which account this asset is to be considered for billing.
	- Current Account
	- Linked Account
	- Master Account
	Note : If 'Billing' option is checked and the Due Amt Account Type is selected as Current/Linked/Master Account, then the billing batch job posts the transactions based on Asset Billing Rate setup in Current account / Linked Account of current Account / Master Account of current Account respectively.
Trade Eligible	This check box is selected by default and indicates that the asset is eligible for trade.
	If checked (Trade Eligible = Y) then Asset Status is marked as INACTIVE during Trade. If unchecked (Trade Eligible = N) Asset status is marked as ACTIVE.
Consolidate Points at Master	Check this box to indicate that point can be consolidated at mas- ter account level. Refer to 'Consolidate Points at Master' section for more details.
Points Consolida- tion Type	Select the type of points consolidation option from drop-down list. This field is used to identify the assets at Associated accounts to consolidate the points.

2. Perform any of the Basic Actions mentioned in Navigation chapter.

Consolidate Points at Master

If 'Consolidate Points at Master' option is checked, system consolidates the asset level points at Master Account of the associated account provided the following conditions are satisfied:

- The same 'Points Consolidation Type' is selected for associated account.
- The status of asset is ACTIVE.
- The status of account is available and enabled in ACC_STATUS_POINT_CONS_CD lookup type.
- The asset expiry date is greater than GL date (asset is not expired).

Points consolidation is done in following scenarios:



- When new account is added under a Master Account by UI, Funding process, API, Onboarding, Multi Account onboarding, and/or Master Account Maintenance Transaction.
- Account Status Change
- During Current Account Level Asset Maintenance updates.
 - Collateral POST/PUT/GET Web Services
 - Collateral Create/Update File uploads
 - Collateral Maintenance from UI
 - Add New Asset Transaction
 - Substitution of asset Transaction

To 'Consolidate Points at Master', following validations and update options are provided:

- Lookup code 'Account Statuses for Points Consolidation' determines which Accounts with which status are to be considered for point's consolidation.
- Batch job which updates the consolidated points at Master Account level only if the 'Expiration Date of Asset' of Actual Asset at associated account is less than the GL date. This batch job is scheduled to run before the billing batch job to update the actual points that needs to be considered for Billing.
- 'Points' are maintained at actual asset level and any changes done at Master account level asset points does not flow down to the Actual Asset.
- In case of an update at Master Account level Asset Point's and subsequently any change in actual asset at current account, system recalculates the points and overrides the points at master account.

If the collateral is any other, the Collateral link displays information about that collateral.

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3. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



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A brief descri	ption of the	fields is	given	below:

Field:	Do this:
Existing Asset	Check this box to indicate that the vehicle is an existing asset.
Existing Asset ID	View the existing asset identification number.
Primary	Check this box if this is the main asset on the application.
Asset Class	Select the asset class.
Asset Type	Select the asset type.
Sub Type	Select the asset sub type.
Status	Select the asset status.
Select Make and Model	Select the make and model of the vehicle from drop-down list.
Year	Specify the year of the vehicle.
Age	View the age of the vehicle
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.
Body	Specify the body of the vehicle.
Registration #	Specify the vehicle registration number.
Identification #	Specify the vehicle identification number.
Description	View the vehicle description.
Condition	Select the vehicle condition.
Address	
Country	Select the country.
Address #	Specify the apartment number.
Address Line 1	Specify the first address line.
Address Line 2	Specify the second address line.
State	Select the state.
Zip	Select the zip code.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
County	Select the county.



Field:	Do this:	
Usage Details	·	
The details maintain off quote and termin	ed in this section is used to calculate 'EXCESS USAGE FEE' in pay- ation transactions.	
Start	View/specify the start unit of asset usage.	
Base	se View/specify the base units.	
Extra	View/specify the extra usage units.	
Total	View/specify the total usage units.	

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.12.1 Valuations Sub Tab

The Valuation sub tab contains information about the value of the asset. The Values section enables you specify the value of the asset. The Addons section records information about any add ons associated with the collateral.

To complete the Valuations sub tab

- 1. Click the **Valuations** sub tab.
- 2. Perform any of the **Basic Operations** mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Value section	
Current	Select if this is the current valuation.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Currency	Select the currency based on which the valuation is to be done.
Edition	Specify the valuation edition.
Supplement	Specify the valuation supplement.
Whole Sale	
Loan Currency Wholesale Base Amt	Specify the Loan currency wholesale value.
Wholesale- Base Amt	Specify the wholesale value.
Usage	Specify the usage value; that is, the monetary effect that the current mileage has on the value of the vehicle.
Retail	·



Field:	Do this:
Retail Base Amt	Specify the retail value.
Addons Amt (+)	View the add-ons value.
Usage Value Amt (+)	Specify the usage. This pertains to Loan and usually is entered as the current mileage on the vehicle.
Total Value Amt (=)	View the total value.
LoanCurrency Retail Base Amt	View the Loancurrency retail value.
LoanAddons Amt(+)	View the Loan addons.
Loan Currency Usage Value Amt (+)	View the Loan currency usage value.
Loan Currency Total Value Amt (=)	View the Loan total value.

- 3. Perform any of the Basic Actions mentioned in Navigation chapter.
- 4. In the **Addons** Section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:			
Description	Select the description for the attribute.			
Value	Specify the value of the attribute.			
Amount	Specify the add-on amount.			
Loan Currency Amount	Specify Loan currency amount.			

A brief description of the fields is given below:

5. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

Complete the Addons/Attributes, Value, and Amt fields for each of the asset's add-ons and attributes on the application.

7.12.2 Tracking Sub Tab

The Tracking sub screen enables you to record further information associated with the collateral. What items you choose to track are setup during implementation.

To track attributes for the collateral

- 1. Click Tracking sub tab
- 2. On the Tracking sub screen, click Load Details.



- 3. In the **Tracking Items** section, select the item you want to track.
- 4. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Tracking Item	View the tracking type
Disposition	Select the disposition.
Start Dt	Specify the tracking start date.
End Dt	Specify the tracking end date.
Follow up Dt	Specify the next follow-up date.
Enabled	Select to track the information from the start date in the Start Dt field.
Comment	Specify any comments regarding the tracking item.

- 5. Perform any of the Basic Actions mentioned in Navigation chapter.
- 6. Complete the **Tracking Item Details** section by entering information about a parameter in the corresponding the **Value** field.

7.12.3 Vacation Ownership tab

In the Vacation Ownership sub tab you can capture and maintain 'Timeshare' specific collateral details of an account. This tab is displayed only for 'Home' collateral and allows to maintain only one record for the selected account.

In Vacation Ownership or Timeshare industry, 'points' represent monetary equivalent value and in a points-based timeshare ownership system, members/owners use the allotted points to exchange/trade collaterals. OFSLL uses these points for Asst Billing calculations while deriving the transaction amount as detailed in Setup > Asset Billing Rate screen.

Also in Vacation Ownership or Timeshare industry, 'Tiers' are used to classify a membership into different levels based on total points at Master Accounts. Each level of membership offers more perks than previous level. OFSLL supports points-based 'Tier Calculation' at Master Account level using the Formula parameters in Setup > User Defined Parameters screen.

Data in Vacation Ownership tab can also be populated from the following options:

- Create and Update Collateral Upload files
- Application Update Service

To maintain Vacation Ownership Elements for an account 1. Click Vacation Ownership sub tab

- 2. Perform any of the Basic Operations mentioned in Navigation chapter.
- 3. In the Vacation Ownership Elements section, view or edit the following information:

In this field:	View this:
Club Name	Select the Club Name from the drop-down list.
Points	Specify the points up to two decimal digit.



In this field:	View this:
Billing Points	View the auto populated billing points.
	If the Asset Usage Type Sub Code is selected as FULL, this field is populated with total Points available in Points field.
	If the Asset Usage Type Sub Code is selected as HALF, this field is populated with total Points/2 available in Points field.
First Year Proration	Select the check box for first year proration.
Resort Identifier	Select the Resort Identifier from the drop-down list.
Association Id	Select the Association Id from the drop-down list.
Building	Select the Building from the drop-down list.
Room/Unit Type	Select the Room/Unit Type from the drop-down list.
Unit	Select the Unit from the drop-down list.
Week	Select the Week from the drop-down list.
Site of Inventory	Select the Site of Inventory from the drop-down list.
Phase Number	Select the Phase Number from the drop-down list.
Usage Type	Select the Usage Type from the drop-down list.
Usage Start Date	Select the Usage Start Date from adjoining calendar.
Plus Membership Type	Check this box to indicate Plus Membership Type.
PR Marking	Check this box to indicate PR Marking.
Signature Grand Father	Check this box to indicate Signature Grand Father.
Club Indicator	Check this box to indicate Club Indicator.
Expiration Date of	Select the Expiration Date of Asset from adjoining calendar.
Asset	This date is used for 'Tier Calculation' and Point Consolida- tion in the system.
Asset Travel Date	Select the Asset Travel Date from adjoining calendar.
Resale Indicator	Check this box to indicate Resale.
	On disabling this check box system considers Asset Billing Points and Grand Father Points for 'Tier Calculation' using formula Parameters.
Grand Father Points	Specify the Grand Father Points.
	These points are used for 'Tier Calculation' in the system using formula parameters.



In this field:	View this:			
Additional Attributes - This section consists of additional 15 configurable fields as indicated below				
5 check boxes - Membership 1-5 Opt				
5 drop-down lists - Other Attribute 1-5				
5 Calendar fields - Other Attribute 5-10				

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

Tier Calculation

Based on the value defined for Expiration Date of Asset, Resale Indicator, and Grand Father Points, OFSLL supports the following types of 'Tier' calculations at Master Account level using pre-defined formula parameters in Setup > User defined Parameters screen.

Туре	Formula Parameter	Calculation		
Total Tier points at the Master account	\$ASE_TIER_POINTS	Sum of Asset Billing Points where 'Resale Indicator' is 'N' and 'Expiration Date of Asset' is 'greater than' GL Date.		
Total Grand Father Points at the Mas- ter Account	\$ASE_GRAND_FA- THER_POINTS	Sum of Grandfather Points where 'Resale Indicator' is 'N' and 'Expiration Date of Asset' is 'greater than' GL Date.		
Note: For a non Master Account, system uses Master Account # to pick-up all Associated				

Note: For a non Master Account, system uses Master Account # to pick-up all Associated Accounts.

7.12.3.1 Tracking Attributes sub tab

The Tracking Attributes screen enables you to link information to collateral that is not tracked by default in the system. These attributes are loaded when user loads the tracking attributes from Collateral > Collateral (Home) >Tracking tab.

To maintain the Tracking Attributes

- 1. Click Tracking Attributes sub tab
- 2. Perform any of the Basic Operations mentioned in Navigation chapter.
- 3. Complete **Tracking** section by entering the requested parameter in the **Value** field.
- 4. Save the changes.

7.12.4 Seller Tab

The Collateral link's Seller Details tab enables you to enter the seller details of the collateral of the Loan.

To enter the Seller details

1. Click the **Seller Details** tab.



2. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

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A brief description of the fields is given below:

Field:	Do this
Seller Informa	ation section
Seller Type	Select the seller type.
Seller Name	Specify the seller name
Nationality	Select the seller's nationality.
National ID/ Reg #	Specify the national identification number or registration number.
Authorized Signatory	Specify the authorized signatory of the seller.
Seller Addres	s section
Mailing	Select if this is the mailing address. Only one address entry can be marked as the mailing address.
Current	Select if this is a current address. The mailing address must be marked as current.
Country	Select the country code.
Address #	Specify the address number.
Address Line 1	Specify the first address line.



Do this
Specify the second address line.
Select the state.
Select the zip code.
For non US country, you have to enter zip code.
Select the zip extension.
Specify the city.
Specify the telephone number.
Select the telephone extension.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.13 Comments Tab

When using the Underwriting screen, you can add/delete comments to an application at any time in the underwriting process by using the Comments screen.

Whenever an application is decisioned by a proxy user, a system generated comment with timestamp is inserted in the comments tab in the format '<User 1> actioned as proxy for Underwriter <User2>'. Here, User 1 refers to the logged in user who has acted on behalf of User2, who is the concerned Underwriter. The concerned Underwriter's name will also be selected in Application section > 'Proxy for Underwriter' field.

To add comments

1. Click **Comments tab**.

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2. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Alert	Check this box to make the comment appear on the Customer Service screen Alert section
Туре	Select the type of comment you are adding.
Sub Type	Select the sub type of comment you are adding.
Comment	Specify your comment.
Comment By	The system displays your user ID.
Comment Dt	The system displays commented date and time stamp.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.13.0.1 Deleting Comment(s)

You can delete 'REGULAR' type comments displayed in the Comments sub tab.

To delete a comment

- 1. Select the row which consists of the comment and click **Delete** from the actions.
- 2. Click 'Yes' to confirm delete in the warning message displayed.

7.14 Tracking Tab

When using the Underwriting screen, you can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attributes screen.



To enter the tracking attributes

1. Click Tracking tab.

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- 2. On the Tracking Attributes screen, click Load Tracking to load the tracking attributes.
- 3. Select the item you want to track.
- 4. Click **Edit** to edit the following information:

Field	Do this
Sub-Parameter	View the sub-parameter
Parameter	View the parameter.
Value	Specify the information about the corresponding Value field.

5. Save changes you made to the account.

7.14.1 Field Investigation Sub Tab

The Field Investigation link enables lending institutions to perform field investigations and verify an applicant's contact points (address and employment information, for example) and credentials (such as asset details). Clients can chose the details to be verified (address, employment, asset or any combination of the three), as well as the verifying agency.

With the Underwriting screen's Field Investigation screen, you can select which details from application entry are to be verified. The verifying agency performs a field investigation of the details and responds to the lending institution with either XML or a text file. The details are entered in the system for an underwriter to review when making a decision.

- 1. Click Field Investigation sub tab.
- 2. In **Field Investigation** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



A brief description of the fields is given below:

Field	Do this
Applicant	Select the applicant from the adjoining drop-down list
Verification Type	Select the verification type from the adjoining drop-down list.
Verification Agency	Select the verification agency from the adjoining drop-down list.
Status	Select the status from the adjoining drop-down list.
Spoke to	Specify the name of the person applicant spoke to
Call Dt	Specify the call date
# of Attempts	Specify the number of attempts made.
Result	Select the result from the adjoining drop-down list

3. Perform any of the Basic Actions mentioned in Navigation chapter.

4. In **Verification Details** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field	Do this
Verification Match	Check the box if the verification has matched.
Remarks	Specify remarks, if any

5. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

7.15 Document Tab

The Document tab allows you to view documents attached to the application in the form of GIF files, PDF files, DOC files, XLS files and TXT files and add comments regarding a selected.

For more information, see the chapter Document Management in this User Guide.



To view a document attached

1. Click **Document** tab.

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2. In the **Application Document** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Document Type	View the document type.
Comment	Specify any comments regarding the document.
Field:	View this:
Document Sub Type	The document sub type.
Version	The version. (Version numbers will be incremental by batch job, first version will start with 1.0.)
Page #	The page number.
Document File Type	The document file type.
Tracking #	The tracking number of the document.
Docket #	The docket number of the document.
Location	The location of the of the document.
Received Dt	The effective date of the document.

A brief description of the fields is given below.



Field:	View this:
Effective Dt	The effective date of the document.
Expiry Dt	The expiration date of the document.
Comment	Any comments regarding the document.

- 3. Perform any of the Basic Actions mentioned in Navigation chapter.
- 4. Click View Document.

The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your system).

7.15.1 Checklist Sub Tab

The Checklist sub tab enables you to view tasks performed during the underwriting process.

To view the underwriting Checklist screen

- 1. Click **Document > Checklist**.
- 2. If the Checklist section is empty, click **Load Checklist** in the Checklist section.
- 3. In the Checklist Actions section, click Regular sub tab.
- 4. In Checklist Actions section, complete the tasks listed in the Checklist Action column.
- 5. Use the **Yes/No/NA** buttons in the **Yes No NA** column to indicate whether you completed the task or not.
- 6. Use the **Comment** field to add remarks regarding any of the tasks, if you choose.
- 7. When you are finished completing the tasks, choose **Complete** in the **Checklist** section.
- 8. Click Save.
- 9. In the Checklist Actions section, click the Documents sub tab
- 10. In the **Documents** section, select the record you want to work with and click **View** in the Details **column**.

Field:	Do this:
Action	View the action to be performed.
Document Type	View the document type.
Document Sub Type	View the document sub type.
Status	Select the status of the action.
Response	Use the Yes/No/NA buttons to indicate whether or not you completed the task.
Comment	Specify comment.

11. In the **Documents** section, view the following information:



7.16 Verification Tab

The system can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit screen as an *Error*, a *Warning*, or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the Loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)

The system can be configured to verify different sets of information; for example, the system could check one set of data when checking application entries for completeness and another when approving auto Loan. Each one of these 'edit types' has its own set of 'edit details'.

Note

The Edit Details section's errors and warnings are created during the setup process.

7.16.1 Edit Sub Tab

To complete the Edits section

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click Verification > Edits.

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- 3. In the Edits screen's Edit Type section, select the type of edit you want to verify.
- 4. Click Check Edits.

The system checks the data for the verification process selected in the Edit Type section and displays the results in the Edit Details section.

The Edit Details section contains the following display only information:

Field:	View this:
Edit Name	The edit.
Result	The result.
Expected Value	The expected value.
Actual Value	The actual value.
Override Responsibility	The override responsibility, if an override is required.

5. In the **Edit Details section**, view the verification results and begin making corrections on the Underwriting screen. Remember, edits resulting in ERROR must be corrected. Edits resulting in WARNING can be by passed.

The system begins processing the credit application.

7.16.2 Audits Sub Tab

The Audits screen is a display only screen that enables you track changes to the contents of predetermined fields (which fields are determined during set up). For example, the Audits screen can be configured to monitor when the contents of the Status and Sub Status is changed. The Audits screen lists the field that was changed, who made the change, when the change was made, and the old and new values in the field.

To view the Audits

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click **Verification > Audits**.
- 3. In the **Audit Details** section, view the following display only information:

Field:	View:
Record Id	The record identifier for the record changed.
Field	The field which was changed.
Old Value	The old value of the column which was changed.
New Value	The new value of the column which was changed.
Changed By	The user code who made the change.
Changed Date	The date and time when the change was made.

7.16.3 <u>History Sub Tab</u>

You can track the time it took a user to complete each stage of the application process with the History section. It displays:

• The date and time when an application changed status / sub status



- The user who changed the status / sub status
- The elapsed time of how long an application was in a particular status / sub status.
- 1. **To view the History** Open the Underwriting screen and load the application you want to work with.
- 2. Click **Verification > History**In the **Application Status History** section, view the following display only information:

Field:	View this:
Status	The application status.
Sub Status	The application sub status.
User	The user name.
Start Dt	The date and time when the application moved <i>to</i> that status.
End Dt	The date and time when the application moved <i>from</i> that sta- tus.
Elapsed Time	The elapsed time between the status change.

7.17 Correspondence Tab

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

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

7.17.1 Correspondence Sub Tab

To generate an ad hoc correspondence

1. Open the Underwriting screen and load the application you want to work with.



2.	Click	Correspondence	> Correspondence.
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3. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Correspondence	Select the correspondence you want to generated.
ID	System displays the correspondence ID.
Date	System displays the correspondence generation date.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

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

5. In the **Documents** section, view the following information for each document:

Field:	View this:
Document ID	The document ID.
Document	The document description.
Recipient	The recipient description.
E-Form Source	The e-form source.
Source Type	The source type.
Selected	If selected, indicates that this document is selected to be included in the correspondence.
Generated	If selected, indicates that the system generated the document.

6. In the **Documents** section, select the correspondence you want to view.



7. The **Document Elements** section displays the elements the system used to generate the correspondence. You view the following information:

Field:	Do this:
Element Type	View the element type.
Element	View the element description.
Content	Specify/view the value of the element.

• Click All to view all elements in the correspondence.

- or -

- Click **User Defined**, to view user-defined elements in the correspondence.
- 8. In the **Document Elements** section, click **User Defined** and complete the **Content** fields for the **Document Element** fields you want to include in the correspondence.
- 9. In the **Document Elements** section, click **Save**.
- 10. In the **Documents** section, click Generate.

The system 'locks' the information included in the correspondence and prevents it from being changed.

11. In the **Document Elements** section, click View.

The system displays a PDF of the ad hoc correspondence.

7.17.1.1 Recipient Details Sub Tab

The recipient details sub tab facilitates you to send ad-hoc correspondence to Applicants, Customers, Producers, and Others as either Fax or Email.

To add recipient details

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click Correspondence > Recipient Details.
- 3. Perform any of the Basic Operations mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Recipient	Select the recipient from the drop-down list. The list displays the following options:
	- Applicant
	- Customer
	- Producer
	- Others
	Note : Based on the type of recipient selected the other correspondence options are displayed for selection.



Field:	Do this:
Mode	Select the mode of correspondence from the drop-down list. The list displays the following options:
	- Fax
	- Email
	Note : When the recipient is selected as 'Applicant', the Mode is defaulted to Email.
Туре	Based on the recipient selected, the following type of correspond- ence is listed for selection:
	- When the recipient is selected as Applicant , you can select the 'Applicant Type' from the drop-down list and 'Type' as either EMAIL/ADHOC. The 'Mode' is defaulted as 'Email'.
	- When the recipient is selected as Customer / Producer , you can select the 'Mode' as either FAX/EMAIL and 'Type' as FAX/ADHOC or EMAIL/ADHOC respectively.
	- When the recipient is selected as Others , you can select the 'Mode' as either FAX/EMAIL and 'Type' as ADHOC only.
FAX/Email	Specify the FAX/Email details for correspondence.
Comments	Specify additional information as comments.

4. In the Recipient Details section, click **Save**.

5. Click **Send** to FAX/Email the correspondence details to the specified recipients.

System validates the correspondence details and generates a PDF document through BI Publisher with the Correspondence details. The same is emailed to the specified recipient as an attachment and a system generated comment is updated in 'Comments' Tab. The correspondence consists of following header details::

Alert	Type & Subtype	Comment	Comment By	Comment Date
Ν	System Generated	<type> <correspondence type> sent to <recipient type=""> through < Mode> to <'Email' id></recipient></correspondence </type>	Logged in user	Current System date with time stamp

7.17.2 Letters Sub Tab

The Letters link enables you to generate letters using predefined letter templates for Loan.

Letters can be sent in hard copy or Email / Fax. Among the two options provided for each of these options, you can select the required mode for sending letters.

- When 'Letters' option is selected the correspondences generated are displayed in a table below with a button 'View Letter'.
- When 'Fax' radio button is selected, the correspondence table displays all correspondence including those in Fax or email formats in the table below.

In addition to the above, a section for recording 'Recipient details' opens below. On clicking 'Add' you can specify recipient details, Mode, Type, provide comments and Save the same.



Comments captured will be appended to Fax / Email sent to recipient. You will then need to click on the 'Send' in the action block for email / fax to be sent from OFSLL. In case the correspondence generation is dependent on any job run, then on click of 'Send' system displays an error message "Fax / Letter not generated. Please try sending later"; else event successful message is displayed.

On the Underwriting screen, these predefined correspondences are as follows:

- Decision Letter
- Adverse Action Letter
- Adverse Conditional Letter

To generate letters on the Underwriting screen

- 1. Open the Underwriting screen and load the application you want to work with.
- 2. Click Correspondence > Letters.
- 3. In the Letters screen, select the type of letter you want to generate, and click View Letter. UNDERWRITING:
 - If you select **Decision Fax**, and click **View Letter**, the system displays the decision letter.

The predefined Decision letter is automatically sent after an application receives a status of APPROVED, REJECTED, or CONDITIONED on the Underwriting screen.

The Decision fax/e-mail is available for Loan(fixed and variable rate).

 If you click Adverse Action, and click View Letter, the system displays the adverse action letter.

The predefined LoanAdverse Action letter is automatically sent to the producer after a configurable number of days when an application receives a status of REJECTED on the Underwriting screen.

The Adverse Action letter is available for Loan(fixed and variable rate).

 If you click Conditional Adverse Action, and click View Letter, the system displays the adverse conditional letter.

The predefined Conditional Adverse Action letter is automatically sent to the producer a configurable number of days after an application receives a status of CONDITIONED on the Underwriting screen.

The Conditional Adverse Action letter is available for Loan(fixed and variable rate).

4. In the **Recipient Details** section, you can send the ad-hoc correspondence. You can specify the following details:

Field:	Do this:
Recipient	Select the recipient from the drop-down list. The list displays the following options:
	- Applicant
	- Customer
	- Producer
	- Others
	Note : Based on the type of recipient selected the other correspondence options are displayed for selection.



Field:	Do this:
Mode	Select the mode of correspondence from the drop-down list. The list displays the following options:
	- Fax
	- Email
	Note : When the recipient is selected as 'Applicant', the Mode is defaulted to Email.
Туре	Based on the recipient selected, the following type of correspond- ence is listed for selection:
	- When the recipient is selected as Applicant , you can select the 'Applicant Type' from the drop-down list and 'Type' as either EMAIL/ADHOC. The 'Mode' is defaulted as 'Email'.
	- When the recipient is selected as Customer / Producer , you can select the 'Mode' as either FAX/EMAIL and 'Type' as FAX/ADHOC or EMAIL/ADHOC respectively.
	- When the recipient is selected as Others , you can select the 'Mode' as either FAX/EMAIL and 'Type' as ADHOC only.
FAX/Email	Specify the FAX/Email details for correspondence.
Comments	Specify additional information as comments.

5. In the Recipient Details section, click **Save**.

6. Click **Send** to FAX/Email the correspondence details to the specified recipients.

System validates the correspondence details and generates a PDF document through BI Publisher with the Correspondence details. The same is emailed to the specified recipient as an attachment and a system generated comment is updated in 'Comments' Tab. The correspondence consists of following header details:

Alert	Type & Subtype	Comment	Comment By	Comment Date
N	System Generated	<type> <correspondence type> sent to <recipient type=""> through < Mode> to <'Email' id></recipient></correspondence </type>	Logged in user	Current System date with time stamp

7.18 Tools Tab

The Tools tab calculates the payment amount, term, interest rate, Loan amount, amortization schedule and allows for the printing of a report.

For detailed information on using the tools, refer "Tools" chapter in the document.

7.19 <u>Review Request</u>

The Review Requests screen is primarily a work flow tool used to flag an Application for the attention of another Oracle Financial Services Lending and Leasing user and ask for review / feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific Application. The Review Request tab supports iterative review of selected Application and also to process the review with multiple reviewers.



In this chapter, you will learn how to compete the following tasks:

- Filter and View Review Requests
- Create and Send Review Request
- Reviewing a Request
- Responding to Review Request
- Reassign Review Request
- E-mailing Review Request
- Closing Review Request
- Complete Review Request

Note

To complete the above mentioned tasks for an Application Review Request, use Review Request tab available in the Origination (Application Entry, Underwriting and Funding) screens.

7.19.1 Filter and View Review Requests

The Review Requests tab contains the following sections:

- Query Section
- Action Section
- Email Section
- Comment History Section

Query Section

The Query section enables you to filter records based on User and type of review requests using any of the following options:

The 'User' drop-down lists your User ID along with your Supervisor ID if the same has been defined in User Definition screen (Setup > Administration > User > Users). If you are the supervisor, you can view all your subordinates User ID's along with yours for selection.

On selecting a particular User ID from the list, system displays all the requests which are created, reviewed, closed and completed by that user.

Query Options	Descriptions
Originator	Displays the records of all the active review requests created by the selected User.
Receiver	Displays the records of all the active review requests received by the selected User.
Both	Displays all the review requests records created as well as reviewed by the selected User with the status other than 'CLOSED' and 'COM- PLETED'.

You can further filter the review request based on the following:



Query Options	Descriptions
View All	Displays all the review requests records created as well as reviewed by the selected User with all the statuses.
Forwarded Only	Displays all the review requests records which are forwarded by the selected User to another user for review.

Action Section

The **Action** section enables you to Send (create), Respond, Close, or Complete the review request.

Action Options	Descriptions
Open Applica- tion	Displays the Application Entry screen with the Application details assigned for review.
Send Request	Sends a review request to another Oracle Financial Services Lend- ing and Leasing user.
Send Response	Sends a response to a review request received from another Ora- cle Financial Services Lending and Leasing user.
Close Request	Changes the status of review request to CLOSED and can be viewed by selecting 'View All' option in the 'Query' section.
Complete Request	Changes the status of review request to COMPLETED and can be viewed by selecting 'View All' option in the 'Query' section.
Remove Filter	Removes the selected filters applied to narrow the view of review request. The option is available when a review request is accessed from DashBoard > My Pending Review Requests section.

Email Section

The **Email** section enables you to send an email to either originator or receiver of the review request if an email setup is configured. However, note that a review request cannot be responded or replied back from email recipient.

Email Options	Descriptions
Originator	Sends an email of review request information to the person listed in the Originator column on Review Request page.
Receiver	Sends an email of review request to the person listed in the Receiver column on Review Request page.

The 'Review Requests' section in Origination screen displays the following information for each record:

Fields	Descriptions
Request #	View the system generated review request number. The same can be used to query and track the review requests.



Fields	Descriptions
Originator	The user id of the review request originator.
Priority	The request priority: HIGH, NORMAL, or LOW.
Receiver	The recipient of the review request.
Application #	The Application number which needs review.
Application Status	The Application status of the request being reviewed.
Applicant	Applicant's name in the review request.
Phone	Applicant's phone number in the review request.
Address	Applicant's address in the review request.
Email	Applicant's email in the review request.
Reason	Stated reason in the review request.
Status	The current status of review request. Following status are tracked in this column:
	WAITING FOR RESPONSE - when request is sent to reviewer
	RETURN TO ORIGINATOR - when reviewer has responded to request
	CLOSED - when the request is closed
	COMPLETED - when the request is completed
Date	The date and time when the review request was created.

Comment History

The 'Comment History' section displays the log of comments or additional information added by originator or receiver while creating or reviewing a request.

During an iterative review, where there are multiple trails of communication exchanged between originator and receiver, the 'Comment History' section tracks all the updates as individual records for reference.

The Comment History section also allows you to know the actually reviewer when an Application review request is forwarded to multiple reviewers and is reviewed or completed by second or third person other than the one assigned by originator.

In the Comment History section, you can view the following details of the selected review request:

Comments From	Descriptions
Туре	View the type of request and is indicated as REVIEW REQUEST by default as maintained in 'COMMENT_TYPE_CD' lookup code.



Comments From	Descriptions
Sub Type	View the sub type of request which can be ORIGINATOR, RECEIVER, or SYSTEM GENERATED as maintained in COM- MENT_SUB_TYPE_CD lookup code.
	Note: The sub type 'SYSTEM GENERATED' is automatically posted by the system when the review request is forwarded to another user by the assigned reviewer. The same is also updated with a com- ment in the next column.
Comment	View the Originator's or Reviewer's comment.
	SYSTEM GENERATED comments are posted in the format - REVIEW REQUEST: <request #=""> FORWADED FROM <first assigned user id> TO <next assigned="" id="" user="">.</next></first </request>
Comment By	View the user who has posted the comment.
	SYSTEM GENERATED comments are marked as 'INTERNAL'.
Comment Dt	View the Date and time when the comment was posted.

7.19.2 Create and Send Review Request

The review request tab primarily allows you to flag an Application for the attention of another OFSLL user through a request asking for review / feedback. While doing so, you can either choose to send it to the reviewer immediately on creating the request or only create the request and later send for review.

To Create and Send Review Request

1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.

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Review Requ	ests						Save and Add	Save and Stay	Save and Return	Ca Return
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Originator		_			* Application #	0000001029			ACLE MADHAN / MADHAM	
* Priority					* Reason	REVIEW APPLICATION		Phone 97	28663378 IRMAL ADDRESS - 745	
* Receiver	ANAND SHEKAR								RMAL ADDRESS - 745 EWYORK,MASSACHUSETT	S,34038
Comment					Status			Email ED	W.SIRSI@GMAIL.COM	
Conment	REQUEST TO REVIEW TH	E FUNDED CALCULATI	IONS		Date Send Request	09/18/2017 12:12:23 AM				
Comment His	tory	St Detach	Wran 🖓) yew
There is a contract	. ma Hill	Sub Type	601	Comment			mment By		Comment Dt	

- 2. In the Review Requests section, select 'Originator'.
- 3. Click 'ADD'. You can also perform any of the <u>Basic Operations</u> mentioned in Navigation chapter. A brief description of the fields are given below:

In this field:	View this:
Request #	View the system generated request number.



Originator View the requester's user ID auto generated I creating the request. Priority Select the priority of review request as High, I from the drop-down list. This helps the review the request while responding but does not affer which messages are sent or received. Receiver Select the user ID of the reviewer from the drop-down list. This helps the review to the reviewer along with the review request. Sender View the user ID of previous reviewer, if a request tab by filtering user ID of previous reviewer, if a request request tab by filtering user ID of previous reviewer. Note: A forwarded review request can only be review request tab by filtering user ID of previous reviewer. Application # Select the Application to be reviewed from the The following fields are auto-populated based Applicant Phone Address Email Reason	by system upon
from the drop-down list. This helps the review the request while responding but does not aff which messages are sent or received.ReceiverSelect the user ID of the reviewer from the drop Specify additional details for review (if any) wh to the reviewer along with the review request.SenderView the user ID of previous reviewer, if a req forwarded to another reviewer. Note: A forwarded review request can only be review request tab by filtering user ID of previous and selecting 'Forwarded only' check box.Application #Select the Application to be reviewed from the The following fields are auto-populated based Applicant Phone Address EmailReasonSelect the purpose for request from drop-dow	
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The following fields are auto-populated based Application Status Applicant Phone Address Email Reason Select the purpose for request from drop-dow	
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Reason Select the purpose for request from drop-dow	
	n list.
StatusView the status of review request auto update upon creating the request.	d by system
DateView the date and time when the request was tem appends the current date by default.	created. Sys-
Send Request(Optional) Select this check box to send it to r ately on creating the request.	eviewer immedi-
However, if the request still need changes, re- box unselected and proceed to create the req can later be sent for review by selecting 'Send option from the action section.	uest. The same

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

The review request(s) appear on the recipient's 'My Pending Review Request' window in DashBoard and also on the 'Review Request' tab header with (Pending: <count of unseen requests>). The status of request is updated as WAITING FOR RESPONSE.

7.19.3 <u>Reviewing a Request</u>

When you receive a review request, the system notifies you by creating an entry in 'My Pending Review Requests By Priority' section in DashBoard with the number of unseen messages. Clicking on the Application # link opens the Review Request tab.

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Description	Count	Product	End Date	Batch Job	Status
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To review requests

1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.

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Request #			Originator			Priority	Receiver	Applic	ation #	Application Status	Applicant	Phone	Ada
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- 2. In the Query section, click 'Receiver'. System displays all open review request you have received.
- 3. Click 'Open Application'. The Application details are displayed in Application Entry > Summary tab.
- 4. Review the details in particular to the details specified in the comment (if any).

7.19.4 <u>Responding to Review Request</u>

On completing the review, you can Send Response detailing the feedback of your review. It is ideally recommended to send a response back to the originator by providing your views on the review as a comment. The details are recorded in the 'Comment History' section as reference.



However, system also allows your forward the same request to another reviewer in case of additional clarifications.

To respond to review request

- 1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.
- 2. In the Query section, click 'Receiver'. System displays all open review request you have received.
- 3. In the Review Request section, select the record that you have reviewed.Click 'Edit'.

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		* Receiver Originator Comment			Receiver				
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Specify your review response in the 'Comment' field. Select the 'Send Request' check box to send the review response immediately to originator. In case of any further changes, retain the check box unselected and save the details. The response is not sent and the same can later be sent to originator by selecting the record and clicking on 'Send Response' option from the action section.

The details are updated in Review Request tab and status of request is updated as RETURN TO ORIGINATOR.

7.19.5 Reassign Review Request

While reviewing a request, system also facilitates you to reassign (i.e. forward) the review request to another user for review. In such a case, you become the 'Sender' and the assigned user will be the reviewer of the request. The request can further move to other reviewers if required.

When the request is reassigned or forwarded to another reviewer, the actual originator can still track the status of request by selecting user ID in Query section. As a 'Sender', you can view the reassigned review requests by selecting the 'Forwarded Only' check box in Query section. Also, on reassigning or forwarding a review request, system automatically posts a comment in 'Comment History' section in the format - REVIEW REQUEST: <Request #> FORWADED FROM <first assigned user id> TO <next assigned user id> with Sub Type as 'SYSTEM GENERATED' and Comment By as 'INTERNAL'.

Note

It is recommended to limit the reassignment of review request since tracking the request status becomes difficult.



To reassign review request

- 1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.
- 2. In the Query section, click 'Receiver'. System displays all open review request you have received.
- 3. In the Review Request section, select the record that you have reviewed and click Edit.

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* Receiver Comment	HARISH M	ACHA				-	us WAITING FOR RESPONSE te 09/06/2017 09:32:11 AM st		Phone 9 Address H	LIVE PRI / DEA SPO 728663378 OME - ADD& IEWYORK,MASSACH DW.SIRSI@GMAIL.C	
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- 4. Select the required reviewer from 'Receiver' drop down list.
- 5. (Optional) Specify the reason for reassignment in the **'Comment**' field. The same is tracked in 'Comment History' section.
- 6. Select the 'Send Request' check box to reassign review request immediately on update. In case of any further changes, retain the check box unselected and save the details. The reassignment can later be completed by selecting the record and clicking on 'Send Response' option from the action section.

The details are updated in Review Request tab and status of request is updated as WAITING FOR RESPONSE.

7.19.6 E-mailing Review Request

While system updates 'My Pending Review Requests By Priority 'section in the DashBoard to notify you about the new requests, you can also e-mail a review request to both the originator and a receiver, as applicable. The system will use e-mail address recorded for both the originator and receiver in Setup > Administration > User > User Definition section.

To e-mail a review request

- 1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.
- 2. In 'Email' section, click 'Originator' to send the message to the person listed in Originator field.

-or-

3. Click 'Receiver' to send it to the person listed in the Receiver field.

The system emails the details of selected record to e-mail address recorded in user setup.



7.19.7 Closing Review Request

You can close a review request you created at anytime, regardless of status. However, you can only close review requests that have your user id in the Originator field. When you close a review request, the system removes it from Review Request tab.

To close a review request

- 1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.
- 2. Select the request you want to close in the Review Request section.
- 3. In the Action section, click 'Close Request'.

The system assigns the request as CLOSED and removes it from your Review Request record. The closed review requests can be reviewed anytime by selecting 'View All' in the Query section.

7.19.8 Complete Review Request

When a particular review request has completed the review process from reviewer with required changes and confirmation, the same can be marked as 'COMPLETE' in the Review Request tab. However, you can complete a request only if you are the originator of the request. When you complete a review request, system removes it from Review Request tab.

To complete a review request

- 1. On the Oracle Financial Services Lending and Leasing Application home page, click Origination > Simple Application Entry / Application Entry / Underwriting / Funding screen and select 'Review Requests' tab.
- 2. Select the request you want to close in the Review Request section.
- 3. In the Action section, click 'Complete Request'.

The system assigns the request as 'COMPLETED' and removes it from your Review Request record. The completed review requests can be reviewed anytime by selecting 'View All' in the Query section.



8. Funding

8.1 Introduction

At this stage of the Loan origination process, the application has been entered into Oracle Financial Services Lending and Leasing and approved manually by an underwriter or by the system. The next step is to view and complete the contract information and make a funding decision to finance or reject the application. This is accomplished by using the Funding screen.

This chapter explains how to:

- Load an application on the Funding screen
- Change the status of the application to begin funding process
- Verify the applicant information
- View the credit pull and underwriting information
- Verify the collateral
- Add comments and tracking attributes
- Complete the Contract screens
- View an application's contract edits
- Audit changed fields and status history
- Change the status at the end of the funding process.

8.2 Funding (an overview)

In Oracle Financial Services Lending and Leasing, the funding process follows these basic steps:

- 1. Open the Funding screen and load the application you want to work with.
- 2. In the Funding screen's Applications master screen, Change the status of the application to APPROVED VERIFYING.
- 3. Using the Funding screen's Applicants link, view and verify information about the applicant (data recorded from the Application Entry screen). This includes verifying the applicant's actual address and employment information.
- 4. Using the Funding screen's Decision link, view and verify information supplied during the credit bureau pull and underwriting process. This is display only information and cannot be edited.
- 5. Using the Funding screen's Collateral link, view and verify information regarding the collateral for the application.
- 6. Using the Funding screen's Contract link, complete the truth-in-lending information.
- 7. In the Funding screen's the Applications master screen, change the status to FINAL DOCUMENT CHECK.
- 8. Using the Funding screen's Verification link, view any errors and warnings that prevent the status change.
- 9. Make changes to the application data that correct the errors until you can change the status.

When the system changes the status of the application to FINAL DOCUMENT CHECK, it sends the application to a supervisor or Loan officer queue where it is viewed and verified.



After this, the application's status is changed to APPROVED - VERIFIED. If the supervisor/ Loan officer decides to fund the Loan, he or she will change status of the application to APPROVED - FUNDED.

Loading an Application on the Funding screen

The first step in the funding process is to open the Applications form and manually or automatically load the application you want to work with. You can manually select an application using the Search tab's Criteria and Results screens. If your system is configured to load applications based on work queues, use the Queue field in the Quick Search section.

Refer the chapter **Searching for Application** for more information on the following:

- Using Search Criteria screen
- Using Quick Search section
- Using Result screen
- Loading an application

Funding non OFSLL Loan Applications

Oracle Financial Services Lending and Leasing can readily process credit contracts generated from external system for funding. You can load the credit applications data received from external system into OFSLL through the 'Application Entry' screen and proceed with funding. For more information, refer 'Entering a Credit Application' section.

Once the application is processed or approved through OFSLL funding screen, the external system is intimated with the decision. Those applications can still be processed further in external system itself to validate the contract against approved credit. If agreed, the signed contract documents can be distributed in electronic format to OFSLL for funding. Once Credit Contract is distributed, the 'Contract Type' is automatically changed to eContract/Dealer in OFSLL and notified to the user.

All communications between OFSLL and external systems are recorded into a log and is accessible through Dashboard > System Monitor > Database Server Log Files screen. Also the 'Comments' screen facilitates to exchange information regarding credit contract processing between OFSLL and external system as comments, provided the comment Sub Type is selected as 'OUTBOUND TO INTERFACE' for such communications.

In addition, OFSLL also supports revoking of funded credit contracts worked through external interface by reversing the active transaction in Customer Service > Transaction History > Transaction tab. Whereby the application/account status is changed to 'Void' and subsequently categorized as FLAT CANCEL (indicating as fraud application and funding is withdrawn) or UNWIND (when application still has errors and allowed to update/rectify details and resubmit for funding).

Overall, this process minimizes the application processing time and fastens the funding process.

8.3 Funding Screen's Master Screen

The Funding screen's master screen displays information from the Application Entry and Underwriting screens, such as the application number, product and producer. It also contains



the Status field that allows you to change the status/sub status of the application and begin the funding process.

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For details on this screen refer <u>Applications</u> section in **Underwriting** chapter.

After opening the Funding screen and loading the application you want to work with, you must change its status to APPROVED - VERIFYING before you can begin the funding process. This allows you to begin working with the application.

To change the status and begin work on the application on the Funding screen

- 1. Open the Funding screen and load application you want to verify.
- 2. In the Funding screen's Applications master screen, use the **Status** field to select APPROVED VERIFYING.
- 3. Click **Save** on the Funding screen.

You can now begin making changes to the application.

Funding an Application

After you have verified the application, entered the contract information and completed the contract edits, the application is ready to be funded. Applications can be approved automatically or manually. To manually fund an application, change the status to APPROVED - FUNDED.

After an application is funded, the Loan origination cycle is over. The system moves the application to the Loan servicing module (Customer Service form) where it receives an account number. The system also automatically creates a check requisition for the funded account.

Funding tasks

- 1. Load the application on the Funding form
- 2. Change the status and initiate Funding process
- 3. Verify the applicant information



- 4. Complete Contract (5) details
- 5. Verify the documents
- 6. Generate letters
- 7. Attempt to change the application status
- 8. Verify edits
- 9. Complete Funding

After you approve the application, the information on the Decision tab is unavailable. The application remains in this status of Approved - Verified until a user (usually a supervisor) changes the status to Approved - Funded. When the status is changed to Approved - Funded, the account is created.

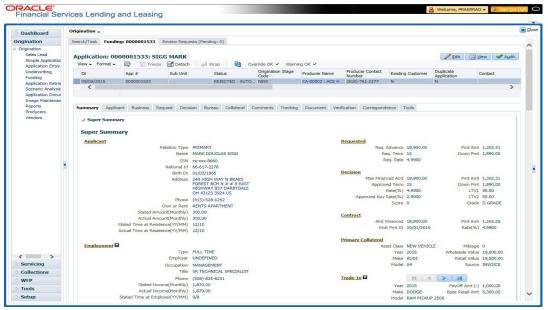
8.4 Summary Tab

The summary screen provides a unified view of the application details without navigating to the respective screens/ sub-tabs.

Using this screen, the user can view the applicant details, asset details, ratios (only for Primary Applicant), trade-In, requested details, approved details, itemization, decision history, alerts, comments, and checklist details in the respective section.

To view the Summary

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click Summary.



For details on this screen refer Summary Tab section in Underwriting chapter.

8.5 Applicants Tab

Having selected and loaded an application, you can use the Applicants link to view information about the applicant (s). This is information that was recorded on the Application Entry screen or gathered during the credit pull. You can edit the data from the Application Entry screen at anytime in the following steps. Remember to save your work with each change. Information from the credit bureau pull is available to view only.



To verify information about an applicant

- 1. Open the Funding screen and load the application you want to work with.
- 2. In the Funding tab, click **Applicants**.
- 3. In the Applicants Details section, select the applicant you want to verify and click Edit.

For details on this screen refer Applicant Tab section in Underwriting chapter.

8.6 Business tab

If this application is an SME Loan (defined in the Applications section Class field as SMALL BUSINESS), the Business Applicant link appears on the Funding link bar. This link displays the small business information recorded on the application entry process. You can edit the Funding screen at anytime in the following steps. Remember to save your work with each change.

If there is no business information associated with the application, the Business Applicant link is unavailable.

For more information about the individual fields in this section, see the **Application Entry** chapter.

To verify business information from the Business Applicant link

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click Business Applicant.

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For details on this screen refer **Business Tab** section in **Underwriting** chapter.



8.7 <u>Request Tab</u>

System displays the calculated Payment, Interest Rate, Term and Loan Amount in the Request tab.

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gination	Search/Task Funding Review Requests (Pending: 0)
rigination Sales Lead Simple Application Application Entry	Application View - Format - 💱 🎚 Freeze 🚮 Detach 🥥 Wrap 🖓 Override OK _ Warning OK _
Underwriting Funding Application Retrie Scenario Analysis Application Docur	Dit App # Sub Unit Status Origination Stage Code Producer Name Producer Contact Existing Customer Duplicate Application Contact
Image Maintenan Reports Producers Vendors	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Verification Correspondence
	Itemization Save and Stay Save and Return Save and Stay Save and Stay Save and Return Save and Stay Save and Return Save and Stay Save and Return Save and Stay Save and Stay Save and Return Save and Stay Save and Stay Save and Return Save and
	No data to display. Total Requested Amt
iervicing	

For details on this screen refer <u>Request Tab</u> section in **Underwriting** chapter.

8.8 Decision Tab

With the Decision tab, the system displays information gathered during the underwriting process. Depending on the type of application you are working with, system displays Loan information. On Clicking Calculate, the user can calculate the Loan amount, rate, term, and payment.



The fields on the Decision screens and sub screens are described in detail in the Underwriting chapter.

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rigination	5	earch/Task Funding	0000001533	Review Requests	(Pending: 0)							
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Image Maintenance Reports Producers Vendors		Summary Applicant	Business Requ	est Decision	Bureau	Collateral Comments	Tracking Doc	ument Verification Cor	respondence	Tools		
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		N	D GRADE		0	18,900.00	95.50	18,900.00	95.50		15	4.1
		N	D GRADE		0	18,900.00	95.50	18,900.00	95.50		15	4.1
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		Decision Inforn	nation								<	🔁 <u>R</u> eturn
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Setup			ed Buy Rate 2.99	0		Balloon A	1			LTV2 95.50		

For details on this screen refer <u>Decision Tab</u> section in **Underwriting** chapter.

8.9 Customer Credit Limit tab

This tab displays the customer credit limit details captured during the underwriting process and is validated during application funding. Depending on the type of application you are working with, system displays Loan information.

igination ;	×										× 9
Summary	Applicant	Business Request	Decision Custome	r Credit Limit Bur	eau Collateral Co	mments Tracking	Document Verifica	ation Corresponder	nce Tools		
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	Format * on Type	Customer # / Business #	Detach 🖉 Wra	P 🔂 Max Limit	% of Utilization	Utilization Amt	Total Utilized Amt	Available Amt	Suspended Amt Grade		
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		e PRITAM APP CRD	FITLIMIT		Hold Amt 0.00		* Max Late	Charge 0.0000			
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	These Carrie						* Limit Next	Renewal 12/31/400)	20	
Applica	ation Utilizati	ion									
		0.00			Amt 0.00						

For details on this tab, refer Customer Credit Limit tab section in Underwriting chapter.



8.10 Master Account tab

The Master Account tab in Origination screen facilitates to categorize the current application to be considered as 'Master Account' after funding or link the current application to another existing master account in the system.

To define Master Account Details

- 1. Open the Underwriting screen and load the underwriting application you want to work with.
- 2. Click 'Master Account' tab.

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	Application: 000		AV_3 VIK	Wrap 谢 Owe	rride OK 🖌 War	ning OK 🖌 MANUAL	. Contract			🥖 Edi	t View	🖋 Audit
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	01/01/2019	0000001017	UNDEFINED	APPROVED - REH	REVIEW	NY-00002 : SUNRI.		Y	Y		DEMOSUPR	USR
	<											>
	Summary Applicant	Request Decisio	on Bureau Contra	Act Master Account	t Comments T	racking Document	Verification Cor	respondence Tools				
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For details on this screen refer <u>Master Account tab</u> section in **Underwriting** chapter.

8.11 Bureau Tab

The Bureau tab displays the credit report (if pulled) for an applicant. If there is a need for another pull for any applicant, it can be done here manually using the New Request section.

To verify the credit bureau data using the Bureau tab

1. Open the Funding screen and load the underwriting application you want to work with.



2. Click Bureau

DashBoard	Originatio	×													X
igination	Search/Ta	k Funding	Review Re	quests (Per	nding: 0)										
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	No data t	o display.							Code			Nu		Application	>
	Summar	y Applicant	Request	Decision	Bureau	Contract	Comments	Tracking	Document	Verificatio	Correspond	ence			
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For details on this screen refer Bureau Tab section in Underwriting chapter.

8.12 <u>Contract Tab</u>

The screens associated with the Contract link are the core of the funding process. They allow you to perform the important task of completing the truth-in-lending details. These screens include information mandated by Regulation Z; information about the financed amount, the payment schedule, the total of these payments, the finance charge, the resulting annual percentage rate (calculated according to Federal/Central bank guidelines; that is, within 125% of the Treasury OCC calculated APR) for the conventional Loan, and internal rate of return for Islamic Loan. Use the Loan packet to supply the required information.

In completing the truth-in-lending details on the Contract link, you will enter Loan information. The truth-in-lending details must be completed before a Loan can be funded.

The tabs opened from the Contract link share the following sub tabs:

- Contract (2)
- Repayment
- Itemizations
- Trade-In
- Subvention
- Insurances
- ESC
- Escrow
- Compensation
- Proceeds
- Disbursement



- Fees
- ACH
- Coupons
- PDC
- References
- Real Estate

You can use the quick calculator provided with the drop-down list adjacent to the 'Calculate' button to calculate the required Loan parameters. You can also use the calculator available in Tools section for completing this step. *For detailed information on using the* Calculator *tools, refer "Tools" chapter in the document.*

While working with the Contract tab for Loan applications, you can either enter the contract details manually or make use of the 'Suggest' option which auto populates the contract and payment details.

On clicking the 'Suggest' option,

- System loads the details of 1st instrument available in Instrument drop-down list.
- Updates the contract date as current GL post date using which all the payment calculations are done.
- Populates decision level contract parameters and 'Verified By' field with User Code.
- Calculates the payment amount.

Since in one click all the required contract information is populated to fund the application, this option helps to improve operational efficiency. But however, this option is not available if the contact instrument is already loaded.

To enter the contract details

- 1. Open the Funding screen and load the application you want to work with.
- 2. On the Funding screen, click the **Contract** tab.
 - If the application you opened is for a Islamic Loan, the Loan screen appears.
- 3. Using the information in the contract packet, complete the **Contract** section.

tract Origination									8
Contract Informati	on						0	Edit 📄 View 🛷 Audit	
View - Format -	Freeze 🛃 Detach 🥥	Wrap 🚱		🗸 📑 Calculate					
Contract Dt	Principal Balance Draw Period Rate	Finance Charge Amt	Amt Financed	Total of Pmts	Down Pmt Amt	Total Sale Price	Loan Term	Payment Amt 1st Pmt Dt	
01/01/2019	50,000.00 0.0000	4,699.84	50,000.00	54,699.84	0.00	54,699.84	12	4,558.32 02/01/2019	
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Contract Informati	on								
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	120700				ax Lifetime 0.000)		Billing	•
	Contract		SUM OF DIGITS		Adjs / Year 99		Pre Bill Days	21	
Contract Rcvd D	01/01/2019		EFFECTIVE DATE	# of	Adjs / Life 999			MONTHLY	
	t 01/01/2019	Bill Method	ACTUAL/ACTUAL		Adva		Multiple Billing Asset		
Instrumen			STATEMENT		Adva	ice	Rate		
	Dead Instrument Details	Time Counting Method		Stage Fu	nd Allowed				
Amt Finance	-9-		EQUATED PAYMENTS	Di	aw End Dt 02/01	/2019		Payment Caps	
Loan Terr		Calendar Method		Initial Advance	e Max Amt 0.00		Mary Dark Transmiss		
	PRIME RATE	Start Days		Initial Advance	e Min Amt 0.00		Max Pmt Increase / Year	0	
Index Rat	12.0000	Stop Accrual Days	99999	Advanc	e Max Amt 0.00		Max Pmt Increase / Life	0	
Contract Margin Rab	4.9900	ACH Fee Ind		Advan	e Min Amt 0.00				
Contract Rate	16.9900			Late Char	ge Allowed				
Balloon Metho	I N + 1 PMTS		Promotion Details	Billi	ng Allowed			Others	
Balloon Am	t 0.00			Billi	ng Method NONE				
Due Dar	/ 1		UNDEFINED	Draw F	eriod Rate 0.000)	Payment Mode	INSTITUTION DRAFT / CHECK	
1st Pmt D	t 02/01/2019		NONE					Statement	
Maturity D	t 01/01/2020	Dlq Days	0		PDC			Succession	
Finance Charge Am	t 4,699.84	Period Type			PDC Ind		Stmt Preference Mode		
Total of Pmt		Period Tolerance Amt	-	PDC S	ecurity Ind		Mock Statement Req		
Down Pmt Am	t 0.00	Tolerance Amt Index	0.00	PDCS	county Into		Mock Start Month	JANUARY	
Total Sale Prio		Index Index Rate	0.0000		Escro	w	Mock Statement Cycles		
Payment Am		Promotion Margin Rate					Mock Pre Statement		
Final Pmt Am	t 4,558.32	Promotion Margin Rate	0.0000		Allowed		Davs		

(The system calculator may used when completing this section. For more information, see the **Tools** chapter.)



4. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Contract section	
Contract Rcvd Dt	Specify the contract received date.
Contract Dt	Specify the contract date.
Instrument	Select the required instrument from the drop down list and click on Load Instrument Details .
Amt Financed	Specify the amount financed: the Loan amount applied minus the prepaid finance charges. Prepaid finance charges can be found on the Good Faith Estimate/Settlement (HUD-1 or 1A). For example, if the borrower's note is for \$100,000 and the prepaid finance charge total is \$5,000, the amount financed would be \$95,000. The amount financed is the figure on which the annual percentage rate (APR) is based.
Loan Term	Specify the term/number of payments.
Index	Select the index.
Index Rate	View the index rate.
Contract Margin Rate	Specify the margin rate.
Contract Rate	View the interest rate.
are displayed only if	s - Regulatory Name, Regulatory Rate, and Contract Imputed Rate the 'Imputed Interest' check box is selected in Contract Setup (i.e. ion > Products > Contract screen).
	ields are automatically populated from setup on selecting a 'Instru- nterest and clicking on 'Load Details'.
Regulatory Name	The regulatory name is populated with the value defined in Setup > Administration > Products > Regulatory Rates screen.
Regulatory Rate	The regulatory rate is populated on loading an instrument with the 'Interest Rate' defined for that definition in Setup > Administration > Products > Regulatory Rates screen
	Note : If there are no matching records with regulatory rate, the Edits (underlying rules) validation fails (if Edits are enabled) and system does not allow to save the contract information.



Field:	Do this:
Contract Imputed Rate	View the contract imputed rate which is derived based on Con- tract Rate and Regulatory rate as indicated below:
	 If Contract Rate - Regulatory Rate = 0, Imputed Rate = 0
	 If Contract Rate - Regulatory Rate > 0, Imputed Rate = 0
	 If Contract Rate - Regulatory Rate < 0, Imputed rate = Regulatory Rate (minus) Contract Rate.
	While funding if the contract Imputed Rate is greater than '0', sys- tem automatically calculates Imputed Interest Amortization schedule. For more information, refer 'Imputed Interest' section.
Balloon Method	View the balloon payment method.
Balloon Amt	Specify the balloon amount.
Due Day	Specify the due day.
1st Pmt Dt	Specify the first payment date.
Maturity Dt	Specify the maturity date.
Finance Charge Amt	Specify the finance charge: the amount of interest, prepaid finance charge, and certain insurance premiums (if any) that the borrower will be expected to pay over the life of the Loan.
Total of Pmts	Specify the total of payments.
Down Pmt Amt	Specify the down payment amount.
Total Sale Price	Specify the total sales price.
Payment Amt	Specify the payment amount.
Final Pmt Amt	Specify the final payment amount. This amount will be same as that in the Payment Amt field when the installment method is EQUAL PAYMENTS. (required).
Repmt Currency	Specify the currency to be used for repaying the Loan.
Principal Balance	View the principal balance on the Loan.
APR	Specify the annual percentage rate: the cost of the Loan in per- centage terms taking into account various Loan charges of which interest is only one such charge. Other charges which are used in calculating the APR are private mortgage insurance of FHA mort- gage insurance premium (when applicable) and prepaid finance charges (Loan discount, origination fees, prepaid interest and other credit costs). The APR is calculated by spreading these charges over the life of the Loan, which results in a rate higher than the interest rate shown on the mortgage/deed-of-trust note. If interest was the only finance charge, then the interest rate and the annual percentage rate would be the same.
Verified Dt	Specify the contract verification date.



Field:	Do this:					
Verified By	View the user id who verified the contract.					
Signing Dt	Select the signing date on when the documents is signed.					
Probable Delivery	Select the probably delivery date.					
Dt						
Note: For Islamic pr	oducts the following additional fields will be displayed.					
Residual Income	View the residual income for the residual days.					
Residual Days	View the number of residual days.					
IRR	View the interest rate of return.					
Profit Rate	View the profit rate (display only).					
Instrument Details – An instrument is a contract with specific rules tied to it. An instrument associated with the application indicates OFSLL of the type of contract being used for the approved loan. Items defined in the contract are "locked in" when you select the instrument from drop down list and click on "Load Instrument Details". These values cannot be changed on the funding screen.						
Any changes to the transactions.	instrument in account will be handled by monetary/non-monetary					
	I the rules established by the company that are required at the time ple, the accrual method, billing method, type of billing, tolerance, ns and so on.					
Accrual Method	View the accrual calculation method.					
Start Dt Basis	View the accrual start basis.					
Base Method	View the accrual base method.					
Bill Method	View the billing method.					
Bill Type	View the billing type.					
Time Counting Method	View the time counting method.					
Installment Method	View the installment methods.					
Calendar Method	View the Calendar Method.					
Start Days	View the accrual start days.					
Stop Accrual Days	View the accrual stop days.					

Field:	Do this:
ACH Fee Ind	Indicates that the ACH fee should be applied or not. Depending on the status of check box, the ACH fee is applied based follow- ing conditions
	- When the check box is selected and the fee amount is ZERO, system will not apply the ACH fee.
	- When the check box is selected and the fee amount is BLANK, system will apply the ACH fee from Contract setup.
	- When the check box is selected and the fee amount is specified, system will apply the specified amount and overrides the ACH fee amount mentioned in Contract Setup.
	- When the check box is not selected, system will apply the ACH fee amount mentioned in Contract Setup.
	 If applicable, enter information regarding any promotion associ- ation in the Promotion section
Promotion	Select the promotion.
Туре	View the promotion type.
Dlq Days	View the delinquency days.
Period Type	View the period type.
Period	View the promotion period.
Tolerance Amt	View the tolerance amount (displays only).
Index	View the promotion index (displays only).
Index Rate	View the promotion index rate (displays only).
Promotion Margin Rate	View the promotion margin rate (displays only).
Promotion Rate	View the promotion rate.
Rate Caps and Adj	ustments section
Increase Per Year	View the maximum rate increase allowed in a year.
Increase Max Life- time	View the maximum rate increase allowed in the life of the Loan.
Increase Floor	View the rate cap (minimum).
Increase Ceiling	View the rate cap (maximum).
Decrease Per Year	View the maximum rate decrease allowed in a year.
Decrease Max Lifetime	View the maximum rate decrease allowed in the life of the Loan.
# of Adjs / Year	View the maximum number rate changes allowed in a year.



Field:	Do this:
# of Adjs / Life	View the maximum number of rate changes allowed in the life of the Loan.
Advance section	
Stage Fund Allowed	If selected, indicates that multiple disbursements are allowed.
Draw End Dt	Specify the advance draw end date.
Initial Advance Max Amt	View the maximum initial advance amount.
Initial Advance Min Amt	View the minimum initial advance amount.
Advance Max Amt	View the maximum subsequent advance amount.
Advance Min Amt	View the minimum subsequent advance amount.
Late Charge Allowed	If selected, late charges are allowed during the disbursement period.
Billing Allowed	If selected, billing is allowed during the disbursement period.
Billing Method	View the billing method during the disbursement period.
Draw Period Rate	Specify the applicable interest rate during the disbursement period.
PDC section	
PDC Ind	If selected, indicates that the customer has opted for PDC.
PDC Security Ind	If selected, indicates that the customer has submitted the PDC as a security.
Escrow section	
Allowed	View the escrow allowed indicator. If selected, escrow is allowed for this account.
Opt Out	View the escrow opt out indicator. If selected, escrow is not allowed for this account.
Post Maturity sect	ion
Default Rate	If selected, indicates the default rate is available.
Index	Select the post maturity index.
Post Margin Rate	Specify the past maturity rate.
Billing section	



Field:	Do this:
Pre Bill Days	This is the number of days before the first payment is due that accounts funded with this Loan instrument will be billed for the first payment. Thereafter, the accounts will be billed on the same day every month.
	If an account has a first payment date of 10/25/2003 and Pre Bill Days is 21, then first payment due will be on 10/04/2003, and then 4th of every month.
Bill Cycle	View the billing cycle.
Multiple Billing Asset Rate	Check this box to indicate if multiple asset rates are applicable for one billing period.
	System considers billing period from current due date to the next due date. Multiple rates are fetched only when rate end date (rate start date + rate frequency) ends one or more cycle(s) before the next due date i.e. current rate record does not cover the entire billing period.
Payment Caps	
Max Pmt Increase / Year	The maximum payment that can be increased for the year.
Max Pmt Increase / Life	The maximum payment that can be increased in the life of an application.
Others	
Payment Mode	Select the type of repayment mode to indicate if it is 'Autopay/ Direct Debit or not' using any of the following option from the drop-down list. The list is populated from REPAYMENT_PMT MODE_CD lookup code.
	- INSTITUTION DRAFT / CHECK (default)
	- AUTOPAY (ACH)
	- AUTOPAY (CREDIT CARD)
	- AUTOPAY (DEBIT CARD)
	- POST DATED CHECKS
	For an AUTO PAY type of Payment Mode, ensure that at least one active ACH record exist and for CHECK type of Payment Mode, there are NO active ACH records.



Field:	Do this:
Statement section	
This section allows to define the preferences for Mock Statement generation at Master Account level. Generating a Mock Statement helps to mock the asset billing process with a future date and to get an upfront statement indicating future dues of Master and Associated Accounts. In 'Vacation Ownership' industry, such statements are required to forecast future dues based on current 'Timeshare' holdings.	
The default populated preference here are propagated from Setup > Administration > Products > Contract screen when the instrument is loaded.	
Note : These fields are enabled only for Master Account, i.e. only if the 'Master Account' check box is selected in Origination > Master Account tab. If the option is unchecked even at a later point, system refreshes these fields making them as 'Read-Only'.	
Stmt Preference Mode	Select the account statement preference mode as either Email or PHYSICAL from the drop-down list.
Mock Statement Req	Select this check box to indicate if the account is to be included in Mock statement Generation.
	Note : Based on this selection, others fields related to Mock Statement below are enabled and becomes mandatory for providing details.
	Select the start month of Mock Statements period from the drop- down list.
Mock Start Month	Note : During the 'Mock Statement Next Run Date' validation if next run date is less than Contract Date or GL Date, system moves the 'Mock Start Month' to same month of next year. For more information, refer to 'Mock Statement Maintenance' in Appendix - Non Monetary transactions sections.
Mock Statement Cycles	Select the total number of billings (between 1-12) that are to be generated post Mock Statement Start Date.
Mock Pre Statement Days	Specify the number of Pre bill days for Mock Statements generation.
Recourse Details	
Recourse	View the recourse indicator. If selected, it indicates that there is a recourse associated with the Loan and the following recourse details can be specified.
Recourse Type	Select the recourse type as either 'Partial' or 'Full' from the drop- down list.

Field:	Do this:
Recourse Rea- son	Depending on the type of recourse selected, you can select the following type of recourse reason from the drop-down list.
	For recourse type as 'Partial', system defaults the recourse rea- son as 'Partial'.
	For recourse type as 'Full', you can select one of the following options:
	- Fraud
	- Titles
	- Fraud and Titles
	- Full
	- Full and Titles
Recourse Max %	Specify the maximum percentage of recourse allowed. Ensure that the specified amount does not exceed 100% or the amount defined at Contract.
	Note : You can specify the recourse either in percentage or as flat amount in the below field.
Recourse Amt	If 'Recourse Max %' is not specified, you can specify a flat amount to be allowed for recourse.

5. Perform any of the Basic Actions mentioned in Navigation chapter.

6. Quick Calculate

In the 'Contract Information' section, there is a drop-down list adjacent to the 'Calculate' button with following options to auto calculate different Loan parameters based on the data provided. Select the required option from the drop-down list and click 'Calculate':

- CALCULATE PAYMENT
- CALCULATE INTEREST RATE
- CALCULATE TERM
- CALCULATE LOAN AMOUNT

The system displays the requested calculation in the respective field.

7. Click Calculate. The system displays the calculation in the respective field.

Imputed Interest

Imputed interest is the difference of interest rate arising when the regulatory rate offered is less than the contract rate (i.e. market rate). As per the tax regulations, if the stated (regulatory rate) and market (contract) interest rates are substantially different, it is necessary to record the transaction using an interest rate that more closely accords with the market rate.

Hence, for a loan with imputed interest rate, along with repayment schedule which consist of EMI, Principal, Interest and Outstanding Balance, there is also 'Imputed Interest Amortization Schedule' generated to depict the imputed interest calculated with 'Present value of Principal' (PVP).

Though imputed interest is part of advance principal, the tax calculation is indicated as 'Imputed Interest' which is an additional income and is taxable. The imputed interest calculation follows repayment schedule and amortization schedule is processed on executing



the batch job TAMIMP_BJ_100_01 (IMPUTED INTEREST AMORTIZATION TRANSACTIONS PROCESSING).

As part of the funding, if the 'Contract Imputed Rate' is greater than '0', system calculates Imputed Interest Amortization schedule based on following calculation:

- First the Present Value of Principal (PVP) amount is calculated with the available current amortization schedule for each period.
- The PVP is considered as the outstanding amount and Imputed Interest amount is calculated based on imputed interest rate for each period. While calculating, system uses the same contract parameters which are used as part of normal interest calculation such as First Payment Date, Accrual Base Method and so on.
- The amortization schedule is generated starting from first payment date till the maturity date.

To record the imputed interest amount during loan creation stage, system automatically posts FND IMPUTED INTEREST monetary transaction with total imputed interest amount. In case of loan reversal/cancellation, REVERSE FND IMPUTED INTEREST transaction is posted to post reversal entry on account for imputed interest.

Once the application is funded, the Contract Imputed Rate is propagated to Servicing > Account Details > Contract Information tab.

Amortization Transactions record is created in Servicing > GL Transactions > Amortized Transactions with the following details:

ransactions ×										8
mpany Account										
ompany										
	Freeze	Detach 🚽 Wrap	65							
Short Name	Name								Currency	
US01	DEMO BANK USA								US DOLLAR	
NL02	DEMO BANK NL								EURO	
SA03	DEMO BANK SA								RIAL OMANI	
JP04	DEMO BANK JP								YEN	
Transactions		WFP GL Transactions								
Transactions			Show All) View Last 💿 1 Da	y 🔘 1 Week 🖲 1 Month	h ⊖ By Date Start D	t 🖏 Er	nd Dt	8	
Transactions View - Format -	Freeze	T Detach 🛛 🖨 Wrap	Show All							
ransactions View • Format • Transaction	Account #	T Detach 🛛 🖨 Wrap		Account Status	Method	Frequency	Term	Balance	Earned	
Transactions View - Format -	Account #	T Detach 🛛 🖨 Wrap				Frequency				
View Format	Account #	T Detach 🛛 🖨 Wrap		Account Status	Method	Frequency	Term	Balance	Earned	
Transactions View • Format • Transaction IMPUTED INTERE 4	Freeze Account 4 ST 20180300	T Detach 🛛 🖨 Wrap		Account Status	Method	Frequency	Term	Balance	Earned	
Transactions View + Format + Transaction MPUTED INTERE	Account #	Detach վ Wrap	M-PARAMETER PAYMENT	Account Status	Method	Frequency	Term	Balance	Earned	
Transactions	Account a 20180300	T Detach 🛛 🖨 Wrap	M-PARAMETER PAYMENT	Account Status	Method	Frequency	Term	Balance	Earned 0.00	
Transactions View + Format + Transaction MPUTED INTERE Amortized Tran	Account #	Detach վ Wrap	M-PARAMETER PAYMENT	Account Status	Method	Frequency	Term	Balance	Earned	mou

- Opening balance is updated with total imputed interest amount which is calculated as part of Imputed Interest amortization schedule.
- Transaction = IMPUTED INTEREST, Method = IMPUTED SCHEDULE, and Frequency same as account billing frequency.

If case there is a change in repayment schedule due to change in interest rate, then respective imputed interest rate also changes since the principal changes. Along with this, if there is an early Payoff or account Charge-off, the remaining unearned imputed interest is written-off. On posting monetary transactions which changes the repayment schedule such as 'Due Date Change', 'Due Date Change Override', 'Change Term' and so on, system recalculates imputed interest amortization schedule along with repayment schedule and posts an Imputed Interest amortization adjustment transaction.

In above cases, system posts the following adjustments/write-off and reversal transactions automatically on loan account to basically write-off some amount:

• IMPUTED INTEREST AMORTIZE and IMPUTED REVERSE INTEREST AMORTIZE



- IMPUTED INTEREST AMORTIZE WRITE-OFF and IMPUTED REVERSE INTEREST AMORTIZE WRITE-OFF
- IMPUTED INTEREST AMORTIZE ADJUSTMENT MINUS and IMPUTED INTEREST AMORTIZE ADJUSTMENT MINUS REVERSE
- IMPUTED INTEREST AMORTIZE ADJUSTMENT PLUS and IMPUTED INTEREST AMORTIZE ADJUSTMENT PLUS REVERSE

System automatically creates imputed interest related transaction/journal entries at the time of processing of the following transactions of loan account.

- Loan creation
- Monthly amortization
- Early loan payoff
- Account Charge-off
- Reversals of loan creation, loan payoff/charge-off

8.12.1 Contract (2) Sub Tab

The Contract sub screen records the application's servicing branch and collector. It also displays additional information regarding the contract not covered on the Loan screen, such as the tolerance, delinquencies, due dates, billings, and extensions.

To complete the Contract sub tab

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **Contract** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Servicing Branch	Select the servicing branch for the contract.
Collector	Select the collector for the contract.
Funder	If you are acting as a proxy for a Funder, then you can select the Funder's name from the adjoining options list. The list displays all the associated Funders, Funding Supervisors, and Funding Managers.
	However, this is not mandatory and can be used while auc- tioning an application on behalf of another Funder.
Misc section	



Field:	Do this:
Statement Consolida- tion	By default this check box is selected indicating that system generates consolidated billing statement at Master Account level along with details of all the associated accounts with same Billing cycle and due day.
	You can uncheck this option to generate billing statement to only current account.
	After funding, the option selected here is propagated to Ser- vicing > Account Details and Contract (2) tabs.
	For more information, refer to Master Account tab section.
Link To Existing Cus- tomer	Select to link the application to the existing customer.
Anniversary Period	View the anniversary term.
Default Pmt Spread	View the spread.
HMDA section	
Lien Status	Select the lien status.
HOEPA	Select the home owner equity protection act (HOEPA) code.
Rate Spread	Specify the rate spread. You can calculate this spread from a tool on the Home Mortgage Disclosure Act (HMDA) website.
Others section	
1st Pmt Deduction	View the first payment deduction indicator. If selected, the first payment deduction is in use.
Days	View the first payment deduction days.
1st Pmt Refund	View the first payment refund indicator. If selected, the first payment refund is in use.
Days	View the first payment refund days.
Pre-Pmt Penalty	View the prepayment penalty indicator. If selected, a prepay- ment penalty can be applied.
% of Term for Penalty	View the prepayment penalty percentage of term.
Pay Off Fee	View the payoff fee indicator. If selected, a payoff fee can be applied to the Loan.
Rebate section	
Rebate Method	View the rebate calculation method.
Rebate Term Method	View the rebate term method.
Rebate Min Fin Chg Method	View the rebate minimum finance charge calculation method.



Field:	Do this:
Rebate Min Fin Chg Value	View the minimum finance charge value.
Acquisition Charge Amt	View the acquisition charge amount.
Tolerance section - Th Products > Contract sci	his section displays the tolerance details as defined in Setup > reen.
Refund Allowed	View the refund allowed indicator. If selected, the refund pol- icies in this section are in use.
Refund Tolerance	View the refund tolerance amount.
Pmt Tolerance Amt	View the payment tolerance amount.
Pmt Tolerance%	View the payment tolerance percentage.
Promise Tolerance Amt	View the 'Promise to Pay' tolerance amount.
Promise Tolerance %	View the 'Promise to Pay' tolerance percentage.
Writeoff Tolerance	View the write-off tolerance amount.
Delinquency section	
Late Charge Grace Days	View the late charge grace days.
Delq Grace Days	View the delinquency grace days.
Delq Category Method	View the delinquency category method.
Time Bar Years	View the total number of years allowed to contact the customer starting from the first payment date as defined in Setup > Products > Contract screen.
Due Date section	
Max Due Day Change Days	View the maximum due days.
Min Due Day	View the minimum due day.
Max Due Day	View the maximum due day.
Max Due Day Change Year	View the maximum due day changes allowed (year).
Max Due Day Change Life	View the maximum due day changes allowed (life).
Extension section	

Field:	Do this:
Max Extn Period / Year	View the maximum extension allowed (year).
Max Extn Period / Life	View the maximum extension allowed (life).
Max # Extn / Year	View the maximum number of extensions allowed (year).
Max # Extn / Life	View the maximum number of extensions allowed (life).
Minimum # Payments	View the minimum number of payments.
Extension Gap in Months	View the extension gap in months.
Usage / Rental Details	
Agreement Type	View the Agreement Type if the current application belongs to any of the below category. Else, the same is displayed as UNDEFINED.
	- USAGE
	- RENTAL
	- USAGE RENTAL

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

8.12.2 Repayment Sub Tab

The Repayment sub screen records the application's advance information, repayment schedule, and skipped repayment months for variable rate Loan.

To complete the Repayment sub tab

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > Repayment** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Repayment secti	on:
Flexible Repay- ment Allowed	If this display only check box is selected, then the flexible repay- ment functionality is set up and allowed for this application's prod- uct type.



Field:	Do this:
Туре	Select the flexible repayment schedule you want to use from the following: SKIP PERIOD, USER DEFINED, UNDEFINED.
	If you select the repayment schedule type of SKIP PERIOD, you then select the months for which borrower won't make any pay- ments in the Skip Months section.
	If you select the repayment schedule type of USER DEFINED, you then enter the repayment schedule requested by borrower in the Schedule section; for example, \$300.00 for first 12 months, \$350.00 for next 18 months, and so on.
	Note : The borrower may not provide a complete repayment schedule with the contract. Provisions are available with the system to compute the repayment schedule for remaining periods at a later time, if borrower provides partial repayment schedule.
Skip Months sec	tion
Jan	If selected, indicates that repayment is skipped for January.
Feb	If selected, indicates that repayment is skipped for February.
Mar	If selected, indicates that repayment is skipped for March.
Apr	If selected, indicates that repayment is skipped for April.
Мау	If selected, indicates that repayment is skipped for May.
Jun	If selected, indicates that repayment is skipped for June.
Jul	If selected, indicates that repayment is skipped for July.
Aug	If selected, indicates that repayment is skipped for August.
Sep	If selected, indicates that repayment is skipped for September.
Oct	If selected, indicates that repayment is skipped for October.
Nov	If selected, indicates that repayment is skipped for November.
Dec	If selected, indicates that repayment is skipped for December.
Extendable Ballo	bon section
Max Term	Specify maximum number of payments.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

- 5. In the **Repayment Schedule** section, click **View**.
- 6. View the following information:

Repayment Schedule section	
Note : Complete the Schedule section only if you have entered USER DEFINED in the Repayment section's Type field. Click Add to make new entries.	
Seq Specify the sequence number of the repayment schedule.	



Pmt Amt	Specify the repayment amount borrower agreed to pay during the schedule.
# of Pmts	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
Generated	If selected, indicates that the schedule is system generated.
Enabled	If selected, indicates that the schedule is enabled.

- 7. In the **Payment Change Schedule** section, click **View.**
- 8. View the following information:

Payment Change Schedule section		
Seq	Specify the payment sequence number.	
Option Type	Select the option type.	
Frequency	Specify the payment change frequency.	
Period	Specify the period.	
# of Adj	Specify the number of adjustments.	
Value	Specify the adjustment value.	

8.12.3 Itemizations Sub Tab

The system lists the distribution of the Loan proceeds on the Itemizations sub screen when you choose Select Instrument on the Contract link. It lists amounts paid to the borrower directly, amount paid to the borrower's account, and amount's given on the borrower' behalf to third parties. Itemizations are categorized according to advances, finance fees, prepaid fees, producers or escrows. If you have entered itemization amounts during application entry or underwriting, you will see these values in the Amount or Approved Amt columns.

The Itemizations sub screen offers the option of computing the values for itemization according to a itemization formula associated with the selected instrument based on system setup.

If you require any new itemizations, you can add them using the Setup menu Products command. (For more information, see the Products chapter in the Setup Guide.)

To complete the Itemizations

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the Contract > Itemizations sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Itemization	View the itemization.
+/-	View whether the itemization is added or subtracted.



Field:	Do this:
Amount	View the amount.
Approved Amt	View the approved amount. This is information recorded on the Underwriting screen.
Discount Rate	Specify the discount rate.
Тах	View whether the itemization is taxable (Sales) if box is selected.
Slr	View the seller payment.
Itemization Formula	View the itemization type.
Itemization Type	View the itemization type.
Prefunding Status	View the prefunding status.
Pmt Dt	View the payment date.
Pmt Ref #	View the payment reference number.
Comment	Specify additional comments, if any.

- 4. Choose the option button for the type of itemization you want to use: Advance, Financed Fees, Pre-Paid Fees, Producer or Escrow.
- 5. In the **Amount** column, enter the amount corresponding with what is listed in the **Itemization** column.
- 6. If the **Itemization Formula** field contains an entry other than UNDEFINED, you can choose **Compute** to auto-compute the value in the **Amount** field using a predefined itemization formula.

Itemization formulas are created on the Product Setup screen's Origination Fees screens. (For more information, see the **Org. Fees tab** section of the **Products** chapter in the **Setup Guide**.)

To ensure you create the correct computed value, choose Compute after entering values for all base itemizations; that is, values of all such itemizations with an Itemization Formula of UNDEFINED.

You can also manually enter amounts for auto-computed itemizations.

If you click Initialize, the system sets the values of auto-computed itemizations to 0 (zero).

- 7. If you choose, use the **Comment** field to add remarks.
- 8. Perform any of the **Basic Actions** mentioned in Navigation chapter.

8.12.4 Trade-In Sub Tab

If there is any information regarding an itemized trade-in, use the Trade-In sub screen to enter the details in the system (This sub screen might already contain information supplied during the underwriting process.)

To complete the Trade-In sub screen

1. Open the Funding screen and load the application you want to work with.



- 2. Click the **Contract > Trade-In** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Trade In section	
Asset Type	Select the asset type.
Asset Sub Type	Select the asset sub-type.
Year	Specify the year of the asset.
Make	Specify the make of the asset.
Model	Specify the model of the asset.
Identification #	Specify the identification number.
Body	Specify the body of the asset.
Description	View the asset description.
Valuations section	
Wholesale Amt	Specify the wholesale amount.
Base Retail Amt	Specify the retail amount.
Addons Amt (+)	Specify the add ons amount.
Payoff Amt (-)	Specify the payoff amount.
Total Amt =	View the total amount.
Valuation Dt	Specify the valuation date.
Source	Select the valuation source.
Valuation Supple- ment	Specify the valuation supplement.
Edition	Specify the valuation edition.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

8.12.5 Subvention Sub Tab

With the Subvention sub screen, you can enter the subvention information and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

To use the Subventions sub screen

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > Subventions** sub tab.



3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:	
Subvention section:		
Plan	Select the subvention plan code.	
Description	View the subvention plan description	
Sub Plan	Select the sub plan.	
Sub Plan Description	Select the subvention sub plan.	
Subvention Type	View the subvention type	
Subvention Amount	View the subvention amount for the plan.	
Include	If selected, indicates that the subvention is included.	

4. A brief description of the fields is given below:

5. Click View in the Subvention Details section.

View the following:

Participants section:		
Participant	View the participant.	
Participant Type	View the participant type	
Collection Method	View the collection method.	
Rate	View the subvention rate.	
Rent Factor	View the subvention rent factor.	
Calculation Method	View the subvention calculation method.	
Factor	View the factor.	
Calculated Amount	View the calculated subvention amount.	
Subvention Amount	Specify the subvention amount.	
Total Subvention Rate	View the total subvention rate.	
Total Subvention Amount	View the total subvention amount.	
Include	If selected, indicates that the subvention is included.	

6. Click Initialize to reset the subvention amount to zero.

7. Click **Calculate** to calculate the subvention amount.

8. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



8.12.6 Insurance Sub Tab

If there is any information regarding an itemized insurance amount, enter the details on the Insurance sub screen. The Insurance sub screen also enables you to calculate the commission if there is a commission rule defined during Contract setup.

To complete the Insurance sub tab

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > Insurance** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:	
Insurance Plan	Select the insurance plan associated with the financed insurance product.	
Insurance Type	View the insurance type associated with the insurance plan.	
Sub Type	Select the insurance sub type offered under the insurance plan.	
Insurance Com- pany	Specify the insurance company associated with the insurance plan. The system populates the default insurance plan defined during product setup.	
Policy #	Specify the insurance policy number.	
Effective Dt	Specify the insurance effective date.	
Term	Specify the insurance term.	
Expiry Dt	Specify the insurance expiry date.	
Commission Rule	View the insurance premium amount.	
Premium Amt	Specify the insurance premium amount.	
Commission Amt	View the insurance commission amount.	
Phone	Specify the insurance company's primary phone number.	
Extn	Specify the insurance company's primary phone extension.	
Phone	Specify the insurance company's alternate phone number.	
Extn	Specify the insurance company's alternate phone extension.	
Beneficiary section		
Primary	Specify the primary beneficiary of the insurance.	
Secondary	Specify the secondary beneficiary of the insurance.	
Cancellation/Refund section		



Field:	Do this:
Cancellation Refund Allowed	If selected, a refund is allowed. A selected box indicates that the insurance premium can be rebated to the customer in case of early payoff.
Grace Days	View the number of grace days allowed for cancellation without charging a cancellation fee.
Calculation Method	View the insurance premium refund/rebate calculation method to be used when insurance is cancelled.
Grace Days Can- cellation Fee Allowed	If selected, indicates that cancellation fees during grace is allowed.
Cancellation Fee	View the amount of the cancellation fee to be charged when the insurance is cancelled.
Deduct Fee From	View the option defined in setup screen (Setup > Administration > Products > Insurances) to deduct the cancellation fee.
	'Premium Amount' indicates fee is deducted upfront before computation and 'Rebate Amount' indicates fee is deducted after computation.

4. If you click the **Calculate** button, the system computes the commission based on the commission method in the **Cancellation/Refund** section.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Policy Information section.

It also appears on the **Itemizations** sub screen.

You can overwrite the suggested value if you choose.

5. Perform any of the Basic Actions mentioned in Navigation chapter.

8.12.7 <u>ESC Sub Tab</u>

If there is information regarding an itemized extended service contract or warranty amount, enter the details on the ESC sub screen.

To complete the ESC (extended service contracts) sub tab

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **ESC** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.
- 4. A brief description of the fields is given below:

Field:	Do this:
Warranty Information section	
Service Con- tract	View the extended service contract type.
Policy #	Specify the ESC number.
Effective Date	Specify the ESC effective date.



Field:	Do this:	
Term	Specify the ESC term.	
Expiration Dt	Specify the ESC expiry date.	
Premium Amt	View the ESC premium amount	
Commission Amt	View the commission amount.	
Commission Rule	View the commission rule.	
Warranty Company	Specify the ESC company's name.	
Comment	Specify comment if any.	
Phone No	Specify the ESC company's primary phone number.	
Extn	Specify the ESC company's primary phone extension.	
Phone No	Specify the ESC company's alternate phone number.	
Extn	Specify the ESC company's alternate phone extension.	
Cancellation/Refund		
Allowed	Check this box to allow cancellation/refund.	
Method	Specify the method of cancellation/refund.	

- 5. In the **Cancellation/Refund** section, view the following information.
 - If the Allowed box is selected, a refund is allowed. A selected box indicates that the ESC premium can be rebated to the customer in case of early payoff.
 - The **Method** field displays the refund method.
- 6. If you click the **Calculate** button, the system computes the commission based on the commission method in the **Cancellation/Refund** section.

The commission appears in the **Commission Rule** and **Commission Amt** fields of the Warranty Information section.

It also appears on the **Itemizations** sub screen.

You can overwrite the suggested value if you choose.

7. Perform any of the Basic Actions mentioned in Navigation chapter.

8.12.8 Escrow Sub Tab

If there is escrow information selected on the Itemization sub screen, enter information about it on the Escrow sub screen. The Escrow sub screen records escrow details regarding disbursement, insurance, and property tax -- information that is parsed to the Customer Service screen on the Customer Service (2) master tab, where it is available for maintenance.

This sub tab is available if escrow is allowed for the instrument selected on the Loan screen.

The Escrow Analysis screen enables you to view and perform the initial escrow analysis. You can perform multiple analyses; however, the system records only the most recent analysis.



To complete the Escrow sub screen

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **Escrow** sub tab.
- 3. The **Escrow Information** section displays information regarding the escrow recorded on the Itemization sub screen. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	View:
Escrow	The escrow itemization code and description.
Escrow Type	The escrow type.
Escrow Sub Type	The escrow sub type.
Advance Amt	The amount that's been approved for the Item in the itemiza- tion screen under the escrow.
Required Escrow	If selected, indicates that this is mandatory itemization and customer can not opt out of this escrow item.
Cushion Allowed	If selected, indicates that cushion is allowed.

A brief description of the fields is given below:

4. Select the **Opt Out** box only if you want to ignore this particular escrow.

5.	In the Disbursement sect	ion, enter the	following i	information:

Field:	Do this:
Rule	Select disbursement rule.
Yearly Amt	Specify yearly disbursement amount.
Account #	Specify reference account number for vendor.
	Note : If the organizational parameter UIX_HIDE_RESTRICTED DATA is set to Y, this appears as a masked number; for example, XXXX1234.
Vendor	Specify the vendor name.
Maturity Dt	Specify the maturity date, if one exists.

6. If this escrow involves an insurance, use the **Insurance** section to enter the following information:

Field:	Do this:
Coverage Type	Specify the coverage type.
Coverage Term	Specify the coverage term.
Policy #	Specify the policy number.
Coverage Amt	Specify the coverage amount.
Effective Dt	Specify the effective date.



Field:	Do this:
Expiration Dt	Specify the expiration date.

7. If this escrow involves a tax, use the **Tax** section to enter the following information:

Field:	Do this:
Property Tax Type	Specify property tax code.
Comment	Specify a comment.

8. Perform any of the Basic Actions mentioned in Navigation chapter.

8.12.9 Compensation Sub Tab

The Compensation (Loan) sub tab records and displays the terms of compensation between the finance company and the dealer for Loan transactions.

To complete the Compensation (Loan) sub screen

- 1. Open the Funding screen from the **Origination** master tab's **Funding** bar link and load the application you want to work with.
- 2. Click the **Contract > Compensation** sub tab.
- 3. On the Compensation sub screen's **Compensation** section, select in the **Compensation Plan** section the compensation plan you want to use.
- 4. Click Load.

The system loads the following information on the Compensation sub screen:

Field:	Do this:
Compensation section	
Compensation Plan	View the compensation plan.
Disbursement Method	View the compensation payment method.
Calculation Method	View the compensation calculation method.
Chargeback section	
Paid Calc Method	View the charge back calculation method (early payoff).
Paid %	View the percentage of chargeback paid.
Paid Basis	View the charge back paid basis.
Paid Term	View the charge back paid term.
Paid Days	View the charge back paid days.
Charge off Calc Method	View the charge back calculation method (charge off).
Charge off %	View the charge back percentage (charge off).
Charge off Basis	View the charge back basis (charge off).



Field:	Do this:
Charge off Term	View the charge back term (charge off).
Days	View the charge back days (charge off).
Calculation section	
Spread Formula	View the compensation spread formula.
Buy Rate	Specify the buy rate.
Factor	View the compensation factor.
Addl Factor	View the additional compensation factor.
Max Spread %	View the maximum spread or percent allowed.
Upfront %	View the upfront compensation percentage.
Flat Amt	View the flat amount.
Upfront Comp Amt	View the compensation amount paid upfront.
Rem Comp Amt	View the compensation amount remaining.
Comp Amt	View the compensation amount.

5. Make any necessary changes in the **Buy Rate** field.

6. Click **Calculate**.

The system displays the details and amounts for this compensation plan.

8.12.10 Proceeds Sub Tab

The Proceeds sub screen displays the payment amount due to the dealer, based on the Compensation and Itemization sub screens. It is a view only sub screen, though you can record comments.

To use the Proceeds

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the Contract > Proceeds sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Itemization	View the proceed itemization.
+/-	View whether the itemization is added to or subtracted from the total proceeds.
Amount	Specify the amount.
Currency	Specify the currency of the proceed.



Field:	Do this:
Comment	Specify a comment.
Total Amount	View the total amount.

4. Perform any of the Basic Actions mentioned in Navigation chapter.

8.12.11 Disbursement Sub Tab

The Disbursement sub screen records how the Loan payment is disbursed and records payments to third parties such as the Department of Motor Vehicles. This sub screen needs to be completed if there is an itemized disbursement.

To complete the Disbursement sub screen

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > Disbursement** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:	
Disbursement se	Disbursement section	
Validate Payee	Check this box to validate payee.	
Description	View the disbursement description.	
Number	Specify the disbursement party's number.	
Payment Mode	Select the payment mode.	
Name	Specify the company name.	
Account #	Specify the account number.	
	Note : If the organizational parameter UIX_HIDE_RESTRICTED DATA is set to Y, this appears as a masked number; for example, XXXXX1234.	
Amount	View the payment amount.	
Currency	Specify the currency.	
ACH Account Type	Specify the account type.	
Account #	Specify the ACH account number.	
	Note : If the organizational parameter UIX_HIDE_RESTRICTED DATA is set to Y, this appears as a masked number; for example, XXXX1234.	
ACH Bank	Specify the bank number.	
ACH Routing #	Specify the routing number.	



Field:	Do this:
BIC	Select the Business Identifier Code from the drop-down list. The list displays the BIC codes defined in the system.
IBAN	Specify the IBAN (International Bank Account Number). IBAN is used for identifying bank accounts across national borders with a minimal of risk of propagating transcription errors.
	Ensure that value entered satisfies the check-digit validation based on modulo 97. On save, system automatically validates the IBAN number length based on country code, characters, white spaces, and checksum. Validation is also done during posting non-monetary transaction (ACH Maintenance).
	You can maintain the IBAN length and other details required as per the country code in the user defined table (Setup > Adminis- tration > System > User Defined Tables).
	Note : IBAN for 'NL' country code (IBAN_FORMAT_NL) is defined by default with length of IBAN as 18.
Comment	Specify a comment.
Country	Select the country.
Address Line 1	Specify the address line 1.
Address Line 2	Specify the address line 2.
Zip	Specify the zip code.
	For non US country, you have to enter zip code.
City	Specify the city.
State	Select the state.
Phone 1	Specify the primary phone number.
Extn	Specify the primary phone extension.
Phone 2	Specify the alternate phone number.
Extn	Specify the alternate phone extension.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

Disbursement tab will display the records only if a third party itemization is maintained during contract setup.

8.12.12 Fee Sub Tab

The Fee sub screen is a view-only table displaying what fees on the Loan instrument are in use, based on the contract.

To view the Fee

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **Fee** sub tab.



3. In the **Fee** sub screen, view the following display only information:

Field:	Do this:
Fee	View the fee type.
Fee Calc Method	View the fee calculation method.
Txn Amt From	View the minimum transaction amount.
Amount Financed From	View the minimum value of amount financed on the contract.
Percent	View the maximum percentage.
Min Amt	View the minimum fee amount.
Max Amt	View the maximum fee amount.
Enabled	If selected, the fee rule is enabled.

8.12.13 ACH Sub Tab

The ACH sub screen records details about automatic clearing house, if this is a direct deposit payment account; otherwise, it remains empty. This information is used to receive payments, primarily when working with the Payments screen.

To complete the ACH

- 1. Open the Funding screen and load the application you want to work with.
- 2. On the Funding screen, click the **Contract** tab, then choose the **ACH** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Bank Name	Specify the bank name.
Routing #	Specify the routing number.
Payment Mode	For an active Recurring ACH record, the payment mode selected in Contract tab is automatically populated. If not, select the type of repayment mode to indicate the type of 'Autopay/Direct Debit' using any of the following option from the drop-down list. The list is popu- lated from REPAYMENT_PMT_MODE_CD lookup code. - AUTOPAY (ACH) - AUTOPAY (CREDIT CARD) - AUTOPAY (DEBIT CARD) For an AUTO PAY type of Payment Mode, ensure that at least one active ACH record exist and for CHECK type of Payment Mode,
	there are NO active ACH records.
Status	Select the required ACH status from the drop down list. By default, the ACTIVE status is selected.



Field:	Do this:
Default	By default, this check box is selected indicating that the current ACH is the default one. If not, you need to uncheck the same.
Start Dt	Specify the ACH start date. By default the first payment date of the contract is auto populated and can be edited.
End Dt	Specify the ACH end date.
Account Type	Select the account type.
Account #	Specify the account number. Note : If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
BIC	Select the Business Identifier Code from the drop-down list. The list displays the BIC codes defined in the system.
IBAN	Specify the IBAN (International Bank Account Number). IBAN is used for identifying bank accounts across national borders with a minimal of risk of propagating transcription errors.
	Ensure that value entered satisfies the check-digit validation based on modulo 97. On save, system automatically validates the IBAN number length based on country code, characters, white spaces, and checksum. Validation is also done during posting non-monetary transaction (ACH Maintenance).
	You can maintain the IBAN length and other details required as per the country code in the user defined table (Setup > Administration > System > User Defined Tables).
	Note : IBAN for 'NL' country code (IBAN_FORMAT_NL) is defined by default with length of IBAN as 18.
Pmt Day	Specify the payment day. By default the payment due day specified for the contract is auto populated and can be edited.
Pmt Amt	Specify the payment amount. By default the payment amount decided for the contract is auto populated and can be edited.
	Note : If the payment amount is specified as ZERO, system will automatically consider the EMI amount.
Pmt Amt Excess	Specify the additional payment (if any). This is the additional amount over and above the regular EMI. Appropriation of this amount is based on the 'Spread' defined in the contract.
Pmt Freq	Select the payment frequency. By default the bill cycle frequency defined for the contract is auto populated and can be edited.

- 4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.
- 5. If there are more than one ACH banks and an optional End Date, click **Add** and repeat steps 3 through 5.

8.12.14 Coupon Sub Tab

The Coupon sub screen enables you to order (or re-order) new coupon books. This sub screen is only available if the bill type for this application is a coupon payment, not a statement.



To complete the Coupon

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **Coupon** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Order	Select to order coupon book.
Order Dt	Specify the coupon book order date.
Ordered By	Select the user id of the user who ordered the coupon book.
# of Coupons	Specify the number of coupons.
First Pmt Dt	Specify the first payment date.
Coupon Start- ing #	Specify the starting number of the coupon book.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

8.12.15 References Sub Tab

The References link enables you to enter any number of people as a reference on the application.

To complete the Reference screen (Contract link)

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > References** link in this section, you can perform any of the <u>Basic</u> <u>Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Relationship	Select the reference type.
Name	Specify the reference name.
Status	Select the status of the reference from the drop-down list.
Years	Specify the number of years.
Months	Specify the number of months.
Comment	Specify a comment.
Country	Select the country.
Address Line 1	Specify the address line 1.



Field:	Do this:
Address Line 2	Specify the address line 2.
State	Select the state.
Zip	Select the zip code.
	For non US country, you have to enter zip code.
Zip Extn	Specify the zip extension.
City	Specify the city.
Phone 1	Specify the reference's primary phone number.
Extn	Specify the reference's primary phone extension.
Permission to call	Check this box if customer has provided permission to contact through the specified phone number.
	When selected, system auto validates this option against the phone number specified. Atleast one phone number should have the per- mission to call for successful pre-qualification of the application. Else, an error message is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Phone 2	Specify the reference's secondary phone number.
Extn	Specify the reference's secondary phone extension.
Permission to call	Check this box if customer has provided permission to contact through the specified phone number.
	When selected, system auto validates this option against the phone number specified. Atleast one phone number should have the per- mission to call for successful pre-qualification of the application. Else, an error message is displayed.
Permission to Text	Check this box if customer has provided permission to contact through text message.

3. Perform any of the Basic Actions mentioned in Navigation chapter.

If you want to add another reference, click Add and repeat steps 3 and 4.

8.12.16 Real Estate Sub Tab

The Real Estate Fields screen records additional information regarding manufactured home Loan.

To complete the Real Estate Fields screen

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract > Real Estate**.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Note Transmittal Number	Specify the note transmittal number.
Deed Transmittal Number	Specify the deeding transmittal number.
Cancel/Cashout Transmittal Number	Specify the deeding cancel/cash out transmittal number.
Deed Input Date	Specify the deed input date.
Deed Recording Date	Specify the deed recording date.
Deeding Book Number	Specify the deeding book number.
ConDeeding Page Number	Specify the condeeding page number.
Mortgage Recording Date	Specify the mortgage recording date.
Mortgage Book Number	Specify the mortgage book number.
Mortgage Page Number	Specify the mortgage page number.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

8.12.17 PDC Sub Tab

The PDC sub screen displays any post dated checks associated with the contract.

To complete the PDC

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Contract** > **PDC** sub tab.
- 3. In this section, you can perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
PDC Ind	If selected, indicates that this account involves a post dated check as a method of repayment.
PDC Type	Select the post dated check type, SECURITY CHECKS or POST DATED CHECKS FOR PAYMENT.
Account #	Specify the account number, on which the cheque is drawn.
Routing #	Specify the routing number of the cheque. It is the number printed on the cheque, also called MICR number (Magnetic Ink Character Recognition).
Account Type	Specify the type of the account
Bank Name	Specify the bank name of the customers cheque



Field:	Do this:
Branch Name	Specify the Branch name of the customers cheque
Docket #	Specify the docket number where post dated checks are supposed to be stored.
Check #	Specify the starting cheque number.
Check Dt	Select the check date. In case there are multiple checks being deposited that have sequential serial numbers, the date of the first cheque in the series would be entered in the date field. The remain- ing cheque dates would be anniversary dates based on the fre- quency set up.
	For example, the cheque range could be from 111 to 180. If the date on the first cheque-111 is October 12, 2003 and the frequency is set to Monthly, the next cheque would be picked up for processing on November 12, 2003.
Check Amt	Specify the appropriate cheque amount.
No of Checks	Specify the total number of checks in the range.
Billing Cycle	Select the frequency at which the checks are to be sent for collec- tion.
Comments	Specify any remarks for the details.

4. Click Generate.

5. In the **PDC** Table section, select the record you want to work with and enter, view or edit the following information:

Field:	View this:
Select	If selected, indicates that this is the current record.
PDC Type	The type of post dated check in use.
Account #	The account number of the post dated check.
Bank Name	The bank name of the post dated check.
Check #	The check number of the post dated check.
Status	The status of the post dated check.
Check Dt	The check date of the post dated check.
Check Amt	The check amount of the post dated check.
Account Type	The account type of the post dated check.

6. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



8.13 Collateral tab

Having selected and loaded an application, you can view the information about the collateral of the Loan.

The Collateral link opens screens with information regarding any collateral associated with an account. Depending on the type of Loan, collateral can be a vehicle, home, or something else, such as major household appliances. The Collateral link is unavailable if this is an unsecured Loan.

A detailed explanation of the fields found on the Collateral link's screens and sub screens can be found in the Application Entry chapter.

To verify information about the collateral

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the Collateral link.

Depending on the type of collateral, information about the vehicle, home or other type of collateral appears.

3. Verify the information regarding the collateral and its sub screens. (This is information that was recorded during the application entry process or gathered during the credit pull.)

If the collateral is a vehicle, the Collateral link displays information about the vehicle.

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If the collateral is a home, the Collateral link displays information about the home.

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If the collateral is anything other than a vehicle or home, the Collateral link displays information about the other type of collateral.

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For details on this screen refer <u>Collateral Tab</u> section in **Underwriting** chapter.



8.14 Comments Tab

When using the Underwriting screen, you can add comments to an application at any time in the underwriting process by using the Comments screen.

Whenever an application is funded by a proxy user, a system generated comment with timestamp is inserted in the comments tab in the format '<User 1> actioned as proxy for Funder <User2>'. Here, User 1 refers to the logged in user who has acted on behalf of User2, who is the concerned Funder. The concerned Funder's name will also be selected in Contract Tab > 'Funder' field.

To add comments to an application

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click Comments.

DashBoard	Origination x
gination	Search/Task Funding Review Requests (Pending: 0)
Salau Land Salau Land Single Application Entry Application Entry Description Application Retrieval Application Retrieval Sociario Analysis Application Retrieval Sociario Analysis Image Maintennee Raports Producers Venducers	Application Verw - Permet - IP resse Detach gil Wrap B Override OK Warring OK _ Presse Detach gil Wrap B Override OK Warring OK _ Presse Detach gil Wrap C D
	View * Formst * B* Trype Galaction Galaction Alert Trype Sub Trype Comment Comment RECULAR Union Loan ORIGINATION Valvatova 02/03/2016 12:09:56 AM
Servicing	
WEP	

For details on this screen refer Comments Tab section in Underwriting chapter.

8.15 <u>Tracking Tab</u>

When using the Funding screen, you can add tracking attribute information to an application at any time in the underwriting process by using the Tracking Attributes screen.

To enter the tracking attributes for an application

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click the **Tracking** tab.

> DashBoard	Origination	
Drigination	Result/Task Funding Search Review Requests (Pending: 0)	
✓ Origination Sales Lead Simple Application Entry Application Entry Underwriting Funding	Application View + Format + 🔛 Treeze 🚮 Detach 📣 Wrap 🝓 Override OK 🗌 Warning OK 🗌	🖉 Edit 🔄 Vjew 🖌 Audit
	Dt App # Status Origination Stage Code Producer Name	Producer Contact Number Customer
Application Retrieval Scenario Analysis Application Documents Image Meintenance Reports Producers	No data to display.	Verification Correspondence
	Tracking Attrubutes Vew + Format + Image: Tracking Attrubutes	i Stay 🛛 🕞 Save and Return 🛛 🥠 Return

For details on this screen refer <u>Tracking Tab</u> section in **Underwriting** chapter.



8.16 Document tab

The Document Maintenance link allows you to view documents attached to an application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files and add comments regarding a selected document.

For more information, see the chapter Document Management in this User Guide.

To view a document attached with an application

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click Document.

DashBoard	Origination x		2
gination	Search/Task Funding Review Requests (Pending: 0)		
Origination Sales Lead Simple Applicatio	Application View + Format + 📴 III Freeze 🔄 Detach du Wrap 🔯 Override OK Warning OK	🖉 Edit	yiew 🗸 Audit
Application Entry Underwriting Funding Application Retrie Scenario Analysis	Dt App ≠ Sub Unit Status Origination Stage Producer Name Producer Contact Existing Quatomer No data to display.	Duplicate Application	Contact
Application Docur Image Maintenan Reports Producers Vendors	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Verification Correspondence		
	Checklist View + Formst + 🔄 🔟 Freeze 🚰 Detach 📣 Wrap 🍓 💠 Load Checklist 🔞 Complete	🖉 Edit	View Audit
	Checklist Type CheckList Comment No data to display. Regular Document		Complete
	Checklist Actions View - Format - 😰 ITFreeze 🗗 Detach del Wingo 🚱	🖉 Edit	View 🖌 Audit
		Response	
Servicing			
VFP			

For details on this screen refer Document Tab section in Underwriting chapter.

8.17 Verification Tab

The system can be configured to automatically validate portions of an application when you attempt to change its status. The results of this data check appear on the **Verification** link's Edit screen as an *Error*, a *Warning* or an *Override*.

If it is an **Error**, the system will not allow you change the application's status and approve the Loan until you fix all the errors.

If it is a **Warning**, the system enables you to change an application's status without correcting the matter. While you should still investigate the problem, Warning messages are of a lesser importance than Error messages.

If it is an **Override**, the system displays a dialog box informing you that an override is needed; your responsibility level does not have the authority required to process this step. (Choose **Yes** on the dialog box to move the application to the queue of the user with the required authority.)



The system can be configured to verify different sets of information; for example, the system could check one set of data when checking application entries for completeness and another when approving auto Loan. Each one of these "edit types" has its own set of "edit details."

Note

The Edit Details section's errors and warnings are created during the setup process.

To complete the Verification tab

- 1. Open the Funding screen and load the application you want to work with.
- 2. In the Edit Type drop-down list, select 'Application Approval Edits' and click on 'Check Edits' button.

Edit details are displayed in the table below along with the result, expected value, actual value and the override responsibility. This is based on the product and contract set up details that is done initially.

For more information, refer to Configuring Lending and Leasing setup guides.

3. Specify all the information associated with the application on the Funding screen.

DashBoard	Origination x	
rigination	Search/Task Funding Review Requests (Pending: 0)	
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Application Docur Image Maintenan Reports Producers Vendors	Summary Applicant Request Decision Bureau Contract Comments Tracking Document Venfication Correspondence Edits Audits History Edit Types View + Format + Improvement Edit Type Improvement Improvement New + Format + Improvement Improvement Edit Type Improvement Improvement No data to display. Improvement Edit Type Improvement Improvement Improvement	
	Edit Details View - Format - Fineze Detach - View - Format - Fineze Detach - View - Result Expected Value Actual Value Override Resp. Ro dats to display.	xonsibility
Servicing Collections WFP Tools		

- If there are edits with 'Error' entries, verify and correct the data in the respective tabs and repeat step 2 until the 'Error' entries are cleared.
- When there are only 'Warnings' left you can choose to change the status of the application to the next stage in the Origination cycle.
- 4. When you are finished entering data, on the Funding link bar, click **Verification**.

For details on this screen refer <u>Verification Tab</u> section in **Underwriting** chapter.



8.18 Correspondence Tab

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

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

To generate an ad hoc correspondence

- 1. Open the Funding screen and load the application you want to work with.
- 2. Click Correspondence.

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DashBoard	Origination ×							8
gination	Search/Task Fundin	g Review Reque	sts (Pending: 0)					
Digination Sales Lead Simple Application Entry Application Entry	Application View - Format -	Freez	= 🛃 Detach 🛛 🔇	🛛 Wrap 🙀 Ov	erride OK Warning OK		🖉 <u>E</u> dit	🔄 Yiew 🔗 Audit
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Application Retrieval Scenario Analysis Application Documents Image Maintenance	No data to display.							>
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For details on this screen refer Correspondence Tab section in Underwriting chapter.

8.19 Escrow Analysis Tab

If escrow is allowed for the selected instrument, the Escrow Analysis link is available on the Contract drop-down link. This screen enables you to view and perform the initial escrow analysis. When you are satisfied with the analysis, complete the Approval Dt field in the Approval section and save your entry.

The escrow payment for the Loan account starts on the 1st date of the Loan payment month. The disbursement happens on the 10th of the month (as per the disbursement rules). The escrow analysis lasts for a year (12 months) irrespective of the Loan term.

You can perform multiple analysis; however, the Escrow Analysis screen only records the last analysis performed. No record of any earlier analysis is currently available.

To complete the Escrow Analysis screen

1. Open the Funding screen and load the application you want to work with.



2. On the Funding screen, Click **Escrow Analysis** tab.

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3. In the **Escrow Analysis section**, view or enter the following information:

Field:	View:
Escrow	The escrow item.
Disbursement Rule	The escrow disbursement rule.
Yearly Amt	The escrow disbursement yearly amount.

- 4. Click Analyze.
- 5. Information on the Analysis Details screen is based on expected cash flow from contract and escrow disbursement setup. Payments received appear before escrow disbursement in any given month. Click **View** in **Escrow Analysis** section.
- 6. In the following section, enter, view, or edit the following information:

Field:	View:
Parameters section	
Date	The date.
From Dt	The FROM date for the escrow activity.
To Dt	The TO date for the escrow activity.
Opening Bal (Act)	The opening balance actual amount.
Opening Bal (Est)	The opening balance estimated amount.
	Calculation: cushion amount + low required balance
Cushion Type	The cushion type.



Field:	View:
Cushion Value	The cushion value.
Cushion Amt	The cushion amount.
	Calculation: as per the shortage /cushion Rule maintenance
Results section	
Std Pmt Amt	The standard payment amount.
Escrow Pmt Amt (+)	The escrow payment amount.
	Calculation: Yearly Amount/12.
Spread Pmt Amt (+)	The spread payment amount.
	Calculation: Surplus amount / 12
Other Pmt Amt (+)	The other payment amount.
New Pmt Amt =	The new payment amount.
	Calculation: standard payment amount + escrow payment amount + spread payment amount + other payment amount
Surplus section	
Surplus / <shortage< td=""><td>The surplus shortage amount.</td></shortage<>	The surplus shortage amount.
Amt>	Calculation: escrow account balance - opening balance
Refund Amt	The refund amount.

7. Click View in the Analysis Details section.

8. 0	On the Analys	sis Details sub s	creen, view the	following information:
------	---------------	-------------------	-----------------	------------------------

Field:	View:
Txn Dt	The transaction date.
Transaction	The escrow transaction.
Vendor	The vendor name.
Txn Amt	The amount of the transaction.
Balance Amt (Est)	The estimated amount of balance.
Balance Amt (Act)	The actual amount of balance.

Information on the Analysis Details sub screen is based on expected cash flow from contract and escrow disbursement setup. Payments received appear before escrow disbursement in any given month.

9. If you want to re-analyze the escrow analysis, change the escrow information on the Contract link's screen and sub screens.



If you want to approve the escrow analysis, complete the following information fields on the **Approval** section:

Field:	View:				
Approval section					
Approval Dt	Approval Dt The approval date.				
Approved By The person who approved the Loan.					

10. Click Save on the Funding screen.

8.20 <u>Tool Tab</u>

The Tools tab calculates the payment amount, term, interest rate, Loan amount, amortization schedule and allows for the printing of a report.

For detailed information on using the tools, refer "Tools" chapter in the document.

8.21 <u>Review Request</u>

The Review Request tab facilitates to flag an Application for the attention of another Oracle Financial Services Lending and Leasing user and ask for review / feedback. It allows the system users to send and receive requests (including e-mail) commenting on a specific account or application. The Review Request tab supports iterative review of selected Application and also to process the review with multiple reviewers.

For detailed information on using this feature, refer to 'Review Request' section in Underwriting chapter of the document.



9. Tools

Depending on the type of product you are working with during origination, the Tools screens enable you to calculate Loan and Vehicle value details.

Tools in the main menu are standalone and information calculated using them can only be viewed. They cannot be copied to the application / contract.

Whereas, Tools that appear as a sub-tab in Underwriting and Funding Tabs, allows you to import the contract values, do necessary calculations and copy the calculated values to the respective Contract / Decision tabs.

9.1 Loan Calculator

The Loan Calculator screen facilitates you to calculate various parameters. You can also define flexible repayment options, and generate amortization schedules.

This screen is similar to the Loan Calculator screen opened from Underwriting or Funding screens; however, calculators opened from Tools master tab are standalone and do not link calculations or loan information to any specific application.

9.1.1 Parameters

The Parameters section allows you to calculate the payment amount, term, interest rate, loan amount, and blended rate. You can also generate a quote based on the details specified.

In the **Parameters** section, you can select the following parameters:

- Calculate Payment
- Calculate Interest Rate
- Calculate Term
- Calculate Loan Amount
- Calculate Blended Rate

9.1.1.1 Calculating Payments

The **Calculate Payment** option on Loan Calculator screen calculates the standard payment based on information you provide, such as the amount financed, terms, interest rate and finance fee. You can click **Initialize** in **Loan Calculator** screen to clear (or 'refresh') the **Loan Calculator** screen at any time.



To calculate a loan payment

1. Click Tools > Tools > Loan Calculator.

DashBoard		oan Calculator ×						
Drigination		Loan Calculator						
Servicing								
Collections		Parameters						
WEP		Calculate Payment Calcul	te Interest Rate 🔿 Cal	culate Term 🔿 Calculate Loan Amount 🔾 C	lculate Blended Rate		Initialize 🗍 Calculate	Print Quote
ls				Interest Am	0.00		Rate	
ools			Loan Details	Finance Charge				
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venicle Evaluator			t 02/01/2016 🔯		Calculator Options		First Period	
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			02/01/2016	* Balloon Method	N PMTS	~	Interest 0.0000	
		* Amt Finance		* Accrual Base Method	ACTUAL/ACTUAL	~		
		* PrePaid Fee		* Time Counting Method	ACTUAL DAYS	~		
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			DEFINED	Jan 🔄 Feb 🧾 Mar 🔜 Apr				
		Extendable Baloon		May Jun Jul Aug				
		Max term 0		Sep Oct Nov Dec				
		Amortization Schedule						
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			q Pmt Dt	Pmt Amt	Principal Amt	Interest An	nt	Balance Ar
		No data to display.						

2. Click **Initialize** and maintain the following fields.

Field:	Do this:
Loan Details Section	
Product Category	Select the category as Standard for conventional loan product and Islamic for the Islamic loan product.
Contract Dt	Specify the contract date. The system displays current date as the default value.
First Pmt Dt	Specify the first payment date. The system displays the date one month from today as default value.
Loan Term	Specify the number of payments.
Maturity Dt	System automatically displays the maturity date based on the val- ues entered for first payment date, term and billing cycle (i.e. Maturity Date = First Payment Date + Term (based on billing cycle).
Amt Financed	Specify the amount financed.
Pre Paid Fees	Specify the prepaid fees, if any exist.
Financed Fees	Specify the financed fees, if any exist.
Loan Amt	View the estimated loan amount: amount financed plus the pre- paid fees.
Balloon Pmt Amt	Specify the balloon payment amount, if any exist.



Field:	Do this:						
Payment/Finance Ch	inance Charge						
Pmt Amt	View the payment amount.						
Interest Amt	View the profit amount.						
Finance Charge	View the finance charged.						
Total of Pmts	View the payment amount.						
Final Pmt Amount	View the final payment amount.						
Calculator Options							
Billing Cycle	Select the payment frequency.						
	System supports 'Biennial' (once every 2 years) and Triennial (once every 3 years) type of billing cycles. Based on BILL_CY- CLE_CD lookup, the billing cycle 'frequency' can be defined.						
	During 'Term' calculation, the 'Rate' field is always considered as per Year only. System displays an error to refine the input data if the calculation for Biennial term goes beyond 15 years and Trien- nial term goes beyond 10 years. For additional considerations of Biennial and Triennial term calculations (if any), refer to product release notes available at OTN library.						
Balloon Method	Select the balloon method.						
Accrual Base Method	Select the accrual base.						
Time Counting Method	Select the time counting method.						
Installment Method	Select the installment method: EQUAL PAYMENTS or FINAL PAYMENT DIFFERS. For more information, see the Installment method section in this chapter.						
Bill Method	Select the billing method as either LEVEL, PERCENTAGE OF PRINCIPAL PLUS INTEREST, INTEREST ONLY, FIXED PRINCI- PAL PLUS INTEREST, PERCENTAGE OF OUTSTANDING BAL- ANCE.						
Calendar Method	Select the calendar method as 'Hijri' or 'Gregorian' for this loan contract. This field will be enabled only if the product category is selected as Islamic.						
Accrual Start Dt Basis	Select to define the start date from when the interest accrual is to be calculated for this loan instrument. If Effective Date is selected, then the interest is calculated from Contract date and if Payment Date is selected then the interest is calculated on basis of (first payment date minus one billing cycle).						
	This field will be enabled only if the product category is selected as Islamic.						



Field:	Do this:				
Accrual Start Days	Select the actual date from when to start interest accrual				
	for loans is to be calculated. This field will be enabled only if the product category is selected as Islamic.				
Rate					
Rate	Specify the interest rate.				
	Note : For Islamic products this field is displayed as 'Profit Rate'.				
APR	View the system calculated the Annual Percentage Rate.				
First Period section					
Calendar Days	View the number of calendar days between contract date and the first payment date. The calendar days will differ based on the calendar method selected.				
Interest	View the profit accrued for the calendar days.				

3. Specify the required information and click **Calculate**. The system computes the standard loan payments with the details specified.

Installment Methods

- **Equal Payments:** If you select Equal Payment option, then the repayment amount will be equal for all installments including the final installment.
- **Final Payment Differs:** If you select Final Payment Differs option, then the final repayment amount may be slightly more or less than the outstanding loan amount due to precise rounding calculations. The final payment amount will be equal to the outstanding loan amount.

When completing Frequency fields, note the following:

- Biweekly in the system means 'once every two weeks' and not 'twice a week'.
- Bimonthly in the system means 'once every two months' and not 'twice a month'.

For more information on frequency, see 'Appendix B: Payment Amount Conversions' section.

9.1.1.2 Calculating Interest Rates

The **Calculate Interest Rate** option back-calculates the interest rate and APR using the amount financed, standard payment and terms. It also provides the amortization schedule of the loan.

To calculate an Interest Rate

- 1. Click Loan Calculator tab.
- 2. In the Parameters section, select Calculate Interest Rate.
- 3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
- 4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:



- Creating an amortized schedule of payments (Applications screen)
- Copying the Interest Rate Calculations to the Decision tab (underwriting)
- Copying the Interest Calculations to the Contract tab (funding)

9.1.1.3 Calculating Term

The Calculate Term option back-calculates the term and APR using the amount financed and standard payment. It also provides the amortization schedule of the loan.

To calculate an Interest Rate

- 1. Click Loan Calculator tab.
- 2. In the **Parameters** section, select **Calculate Term**. The system enables the required fields based on this selection.
- 3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
- 4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the term is calculated:

- Creating an amortized schedule of payments (Applications screen)
- Copying the term calculations to the Decision link (underwriting)
- Copying the interest calculations to the Contract link (funding)

The system will use this information during the funding process when you select an instrument.

9.1.1.4 Calculating Loan Amount

The **Calculate Loan Amount** option calculates loan affordability of a customer based on term, payment amount and the rate quoted.

To calculate an Interest Rate,

- 1. Click Loan Calculator tab.
- 2. In the **Parameters** section, select **Calculate Loan Amount**. The system enables the required fields based on this selection.
- 3. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
- 4. After you specify all the required information click calculate. The system computes the payment change schedule.

You can perform the following activities when the Interest Rate is calculated:

- Creating an amortized schedule of payments (Applications)
- Copying the loan amount calculations to the Decision link (underwriting)
- Copying the loan amount calculations to the Contract link (funding)

9.1.1.5 Calculating Blended Rate

The **Blended Rate** option calculates a combined single rate (Blended Rate) for multiple amounts each of at different rates. On selecting this option, system displays the 'Advances' section to add multiple records to derive the blended rate. It also provides the amortization schedule of the loan.



To calculate an Blended Rate,

- 1. Click Loan Calculator tab.
- 2. In the **Parameters** section, select Calculate **Calculate Blended Rate**. The system enables the Advances section.

Field	Do this:
Amt Financed	Specify the financed amount.
PrePaid Fees	Specify the pre-paid fees.
Financed Fees	Specify the financed fees.
Balloon Pmt Amt	Specify the balloon payment amount.
Rate	Specify the rate.
Payment Amt	The system displays the calculated payment amount on clicking 'Calculate' button.
Interest Amt	The system displays the calculated interest amount on clicking 'Calculate' button.
Action	Click add button to add next contract details.

- 4. Perform any of the Basic Actions mentioned in Navigation chapter.
- 5. Specify the required information. (Refer the section **Calculating Loan Payment** in this chapter for more information.)
- 6. After you specify all the required information click calculate. The system computes the blended rate of contracts.

You can perform the following activities when the Blended Rate is calculated:

- Creating an amortized schedule of payments (Applications)
- Copying the loan amount calculations to the Decision link (underwriting)
- Copying the loan amount calculations to the Contract link (funding)

9.1.2 <u>Repayment Options</u>

If the calculation involves flexible repayment options, you can include the same through the following options:

Option	Description
Flexible Repay- ment Allowed	Select the check box to include a flexible repayment schedule in cal- culation. On selection, the following sections are enabled.
	REPAYMENT SCHEDULE
	PAYMENT CHANGE SCHEDULE
	RATE SCHEDULE
	Based on the selection of repayment type in the subsequent field, any or all of the above sections are enabled to define the required flexible repayment schedules.



Option	Description
Туре	Select any of the following repayment type that you want to use from the drop-down list.
	UNDEFINED
	SKIP PERIOD
	USER DEFINED
	GRADUATED PAYMENT
	EXTENDABLE BALLOON

1. Depending on the repayment type selected, complete the following sections:

- If you have selected the type as UNDEFINED (default), you can specify only the 'Rate Schedule' as explained in step 2.
- If you have selected the type as SKIP PERIOD, select the months which you want to exclude in repayment schedule by selecting the adjacent check box.
- If you have selected the type as USER DEFINED, click **Add** in 'Repayment Schedule' section and specify the following information:

Field:	Do this:
Seq	Specify the sequence number of the repayment schedule.
Pmt Amt	Specify the repayment amount borrower agreed to pay during the schedule.
# of Payments	Specify the number of payments borrower agreed to pay for stated repayment amount during this schedule.
Generated	View if the repayment schedule is generated.

• If you have selected the type as GRADUATED PAYMENT, click **Add** in 'Payment Change Schedule' section and specify the following information:

Field:	Do this:
Seq	Specify the sequence number in which the repayment is calcu- lated.It prioritizes the calculation.
Option Type	Select the repayment option type: STEP UP, STEP DOWN and BULLET.
Frequency	Select the frequency of payment. The default value is TERM.
Period	Specify the loan period.
# of Adj.	Specify the number of times the STEP UP, STEP DOWN or BULLET needs to happen.
Value	Specify the value. For STEP DOWN, value ranges from 1 to 99. For STEP UP, value ranges from 1 to 990. For BULLET, value ranges from 1 to 99999999.

• If you have selected the type as EXTENDABLE BALLOON, specify the maximum number of terms in the 'Extendable Baloon' section.



2. If the calculation includes a promotion, complete the Rate Schedule section. Click **Add** and specify the following information:

Field:	Do this:
Seq	Specify the sequence number of the rate schedule.
Rate	Specify the repayment amount borrower agreed to pay during the schedule.
Start Dt	Specify the date on which the borrower agreed to make the first payment.

3. After you specify all the required information click **calculate**. The system computes the payment change schedule and populates the **Repayment Schedule** section.

When you fund the loan application, the system copies repayment schedule information to the loan account on Customer Service screen where it appears in the Repayment Schedule section.

9.1.3 <u>Amortization Schedule</u>

You can use the calculated payment data to derive the Amortization Schedule. Click **Amortize** in the 'Amortization Schedule' section. The system generates an amortized schedule with the calculated data with the following headers:

Field:	View this:
Seq	Payment number.
Pmt Dt	Payment date.
Pmt Amt	Payment amount.
Principal Amt	Component of the payment amount allocated towards reduction of the principal balance.
Interest Amt	Component of the payment amount allocated towards reduction of the interest balance.
Balance Amt	Remaining principal balance.

You can click **Print Report** to extract a PDF version of the generated amortized schedule.

9.1.4 Printing a Quote

You can generate a summarised report using the calculated loan details in the format of quote with charges, payment structure, financed amount allocation, and amortization scheduled.

In the Loan Calculator screen, click **Print Quote**. The system generates a PDF document to the default downloads repository consisting of the following information in the respective headers:

Loan Details

The Loan Details section consists of Contract Start Date, Contract End Date, First Payment Date, Total Loan Term, Rate, and Total Loan Amount (Inc. Fee).



Payment/Finance Charge

The Payment/Finance Charge section consists of Total Interest Amount, Finance Charge, Total Of Payments, and Balloon Payment Amount.

Payment Structure

The Payment Structure section consists of details based on the number of payments, billing cycle followed and the payment amount. The payment structure repeats based on the flexible repayment options defined.

Financed Amount Allocation

The Financed Amount Allocation section consists of total amount that can be financed at the specified rate. If there are multiple records included to derive blended rate, then the Financed Amount Allocation varies based on the total number records.

Amortization Schedule

The Amortization Schedule section consists of records in tabular format with the following details:

- Pmt No.
- Payment Date
- Scheduled Payment
- Principal
- Interest
- Ending Balance

9.1.5 Copy Calculation to Contract or Decision tab

Depending on the screen from where you have accessed the tools sub tab, you can copy the calculated values to either Contract or Decision tab. If you are in Underwriting stage, you can copy the values to decision tab. Similarly during Funding stage, you can copy the values to contract tab.

- 1. Click Initialize and reset the calculator.
- 2. Click Import values. System displays basic values entered in previous tabs.
- 3. Select one of the following option "Calculate Payment / Interest Rate / Term / Loan Amount" and click **Calculate.** System displays calculated values based on selection.

Click Copy to Contract/Decision. The calculated details are copied to the respective fields in Contract/Decision tab.

9.2 <u>Vehicle Evaluator</u>

The Vehicle Evaluator screen allows you to calculate the value of a vehicle. You can use the Vehicle Evaluator screen to calculate the value of either a vehicle you are entering as the new collateral or vehicle currently listed as the application's collateral.

The Vehicle Evaluator screen can be cleared or refreshed at any time by clicking Clear.



To calculate a vehicle value

On the Oracle Financial Services Lending and Leasing home screen, click Tools > Tools
 > Vehicle Evaluator

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- 2. In the **Vehicle Evaluator** section, use **Asset** field to select the vehicle you want to appraise. This can be either NEW COLLATERAL or a vehicle entered on the Collateral link.
- 3. In the Vehicle Evaluator section, click Initialize. The system completes Valuation Source, Period and Region fields.
- 4. If needed, you can change the default contents of the fields in **Vehicle Evaluator**.
- 5. **If you selected a vehicle from the Collateral link in step 3**, information from the Vehicle section appears in Vehicle section in Vehicle Evaluator screen.
- If you selected NEW COLLATERAL in step 3, complete the Identification # -or-

Complete the fields in the **Vehicle** section.

- 7. In the Vehicle Evaluator section, click Evaluate.
 - If you have specified the vehicle identification number, system searches for the value of that vehicle with that identification number, then completes Vehicle Evaluator screen with information about that exact match.
 - If you completed the Vehicle section, system searches for the value of a vehicle matching that description.
 - In either case, the system displays following information about the vehicle:
- Field:View this:YearThe asset year.MakeThe asset make.ModelThe asset model.BodyThe asset body style.UsageThe asset usage or current mileage.WeightThe asset weight.
- In the **Vehicle** section, view the returned information:



In the **Valuation (Total Value)** block, view the returned information:

Field:	View this:
MSRP	Manufacturer's suggested retail price value of the asset.
Total	Total value of the asset.
Usage	Adjusted usage value of the asset.

In the Base and Attribute Value section, view the returned information:

Field:	View this:
Base Retail	Total retail value of the asset.
Base Loan	Base loan value of the asset.
Base Trade	Base trade value of the asset.
Retail	Retail value of the asset attributes.
Loan	Loan value of the asset attributes.
Trade	Base trade value of the asset attributes.

9.2.1 <u>Attributes Tab</u>

In the Attributes section, view the following information:

Field:	View this:
Attribute	Asset attribute.
Retail	Attribute retail value.
Loan	Attribute loan value.
Trade	Attribute trade value.
Standard	Standard indicator. If selected, indicates that the attribute is a standard.
Package Incl	If selected, indicates that the attribute is inclusive.
Selected	If selected, indicates that the attribute is selected.

If you want to re-calculate the values using other data in **Total Value** and **Base and Attribute Value** section, do the following:

- Make the required changes to the desired parameters fields in Vehicle Evaluator and Vehicle sections.
- In the Vehicle Evaluator section, click Recalculate.

The system updates the values in Total Value and Base and Attribute Value sections.

If you choose, use **Attributes** section to select or clear the **Selected** box for attributes of the vehicle. This automatically updates the values in Total Value and Base and Attribute Value



sections. (**Note**: Attribute amounts within brackets reduce the amount in Totals field in the Total Value section.)

To copy the calculated value to the Collateral link

You can copy the calculated value to Collateral link only if you have accessed the tools tab either from Underwriting or Funding Tab. Accessing Tools from the main menu does not support this option.

- 1. Complete the following steps in the section **To calculate a vehicle value**.
- 2. In the Vehicle Evaluator screen, click Copy to Asset.

The system uses calculations on the Vehicle Evaluator screen to complete Valuation sub screen on Collateral link. Any pre-existing collateral is no longer the primary collateral.



10. Application Retrieval

10.1 Introduction

The Oracle Financial Services Lending and Leasing system includes archiving and retrieving feature that provides you with the capability to archive old data and store it in a different table.

10.2 Archiving / Purging

The system batch process runs the purge / archive feature based on the system parameter setup. The system archives the following items:

- Applications and related data
- General ledger data
- Securitization related data
- Producers
- Producer transactions
- Account statements
- Vendor assignments
- Vendor invoices.

The system purges the following items:

- Job request data
- User logins
- Output data dump related data.

In the system, archiving is a two-way process:

- 1. All the archived data is moved and stored in O tables.
- 2. The archived data in the O tables is then moved and stored into OO tables.

You may set the "default days" for the archive feature by setting the following system parameters on the Administration screen. The parameters marked with _O are the items moved from O to OO tables. The other parameters are the items moved to O tables.

Parameter	Default Days	Description
PAP_ARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 1: PUR_APP_STATUS_CD IS USED TO DECIDE APPLICATIONS WITH WHAT STATUS ARE PURGED
PAP_OARCHIVE_DAYS	999	PURGE DAYS FOR APPLICATIONS LEVEL 2
PGL_ARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 1: NO OF DAYS AFTER THE GL TXN WAS CRE- ATED
PGL_OARCHIVE_DAYS	999	PURGE DAYS FOR GL LEVEL 2



Parameter	Default Days	Description
PJR_PURGE_DAYS	999	PURGE DAYS FOR JOB REQUEST LEVEL 1: NO OF DAYS AFTER JOB REQUEST COMPLETION DATE
POD_PURGE_DAYS	999	PURGE DAYS FOR OUTPUT DATA DUMP LEVEL 1: NO OF DAYS AFTER PROCESS RUN DATE
PPR_ARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCERS LEVEL 1: NO OF DAYS AFTER THE PRODUCER STATUS IS SET TO ACTIVE AND THERE EXISTS NO "NOT PURGED" ACCOUNT WITH THIS PRODUCER NAME.
PPR_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCERS LEVEL 2:
PPX_ARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 1: NO OF DAYS AFTER THE PRO- DUCER TXN WAS CREATED
PPX_OARCHIVE_DAYS	999	PURGE DAYS FOR PRODUCER TXNS LEVEL 2:
PUL_PURGE_DAYS	999	PURGE DAYS FOR USER LOGINS LEVEL 1: NO OF DAYS AFTER THE LOGIN END DATE
PVA_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGN- MENTS LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGN- MENT CODE IN COMPLETED, VOID, CLOSE
PVA_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR ASSIGN- MENTS LEVEL 2:
PVI_ARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 1: NO OF DAYS AFTER THE ASSIGNMENT DATE AND ASSIGNMENT CODE IN VOID, CLOSE
PVI_OARCHIVE_DAYS	999	PURGE DAYS FOR VENDOR INVOICE LEVEL 2:

10.3 <u>Retrieving an Archived Application</u>

You can retrieve archived applications using the Application Retrieve screen. You can retrieve only archived applications.

To retrieve an archived application

- 1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.
- 2. Click Application Retrieval link.



The system opens Application retrieval Search screen.

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3. Use the **Comparison Operator** and **Values** fields to create the search criteria you want to use to find an application.

For more information about creating search criteria, see Searching for an Application chapter of this User Guide.

4. Click Search.

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

Field:	View this:
Company	The company of the application.
Branch	The branch of the application.
App#	The application number.
Date	The date of the application.
Title	The title (applicant name) of the application.
Product	The product of the application.
Status	The status of the application.
Sub Status	The sub status of the application.
Producer	The producer of the application.

Applications are sorted by priority and application number.

 Select the application you want to work with and click **Retrieve**. The system loads the application in the Applications screen.

You are now ready to begin work on the application.



11. Scenario Analysis

11.1 Introduction

With the Scenario Analysis screen, you can simulate the customer's Loan request Loan amount, rate and create a mock proposal in Loan with your lending policies.

You can use scenario analysis screen to complete the following tasks:

- View an Existing Scenario Analysis
- Generating Scenario Analysis
- Auto Suggest Pricing for the Scenario Analysis
- Creating an Amortized Schedule for the Scenario Analysis
- Creating an Application from the Scenario Analysis
- Generating a quote from the scenario analysis

Note

Depending on the product licensed, you can view either Loan or Lease Calculator details. If you have licensed both, then you are provided with an option in Scenario Analysis screen to select the required Product Type.

11.1.1 View an Existing Scenario Analysis

You can view a previously generated scenario analysis by inquiring through the identification code.

To view an existing scenario analysis

- 1. Click **Origination > Origination > Scenario Analysis**. The Scenario Analysis screen is displayed in the main window.
- 2. Select the 'Product Type' as either Loan or Lease clicking on the adjacent radio button.
- In the Inquiry Id field, you can either specify the identification code of a previously generated scenario analysis, or select the identification code from the adjacent dropdown list.
- 4. Click Show Details.



11.1.2 Generating Scenario Analysis

To generate a scenario analysis

1. Click **Origination > Origination > Scenario Analysis**. The Scenario Analysis screen is displayed in the main window.

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2. Click **Add** and complete the following Parameters. You can click **Initialize** to clear (or 'refresh') the screen details at any time.

Field	Do this:
Inquiry Id	View the inquiry identification code.
Application #	View the application number.
Company	Select the company from the drop-down list.
Branch	Select the branch from the drop-down list.
Product	Select the product from the drop-down list.
Agreement Type	View the agreement type auto populated based on the product selected.
First Name	View/specify the first name.
Last Name	View/specify the last name.
Phone	Specify the phone number of the applicant.
Email	Specify the email address of the applicant.
Producer Type	Select the producer type associated with the product from the drop-down list.



Field	Do this:
Producer Name	Select the producer associated with the product from the drop- down list.
Producer Contact Number	View the producer contact number.
Region	View the region where the producer belongs.
Territory	View the territory where the producer belongs.
Requested Amt	Specify the requested advance amount.
Term	Specify the requested term (number of payments).
State	Select the state code.
Asset Class	View the asset class.
Asset Type	View/select the asset type.
Asset Sub type	View/select the asset sub type.
Make	Specify the make of the vehicle.
Model	Specify the model of the vehicle.
Promotion	Select the requested promotion.
Pricing	View the pricing if applicable.
Billing Cycle	Select the billing cycle schedule.
Instrument	Select the instrument.

3. In the Loan Calculator section, you can specify the details of various Parameters, Repayment Options, and Amortization Schedule.

For detailed field information, refer to Loan Calculator section in Tools chapter.

- 4. After you have specified all the required details, click **Calculate**. The system computes the standard payments with the details specified.
- 5. Perform any of the Basic Actions mentioned in Navigation chapter.

The system auto assigns an identification code to your calculations on the Scenario Analysis screen.

11.1.3 Auto Suggest Pricing for the Scenario Analysis

The Scenario Analysis screen provides an option to calculate and display the Pricing based on previously generated scenario analysis details.

- 1. In the **Scenario Analysis** section, specify the required information to generate scenario analysis and save the details. (Refer section Generating Scenario Analysis).
- 2. click Suggest. The system displays the Pricing details.



11.1.4 Creating an Amortized Schedule for the Scenario Analysis

You can create the amortized schedule for the selected scenario analysis, The system computes the and displays the amortized schedule under **Amortization Schedule** tab

To create an amortized schedule for the scenario analysis

- 1. Specify the required information to generate scenario analysis. (Refer section Generating Scenario Analysis)
- 2. Click Amortization Schedule tab and then click Amortize.

The system uses the calculated payment data to complete the Amortization Schedule section and displays the following information:

Field	View this:
Seq	Payment number.
Pmt Dt	Payment date.
Pmt Amt	Payment amount.
Principal Amt	Component of the payment amount allocated towards reduction of the principal balance.
Interest Amt	Component of the payment amount allocated towards reduction of the interest balance.
Balance Amt	Remaining principal balance.

11.1.5 Creating an Application from the Scenario Analysis

To create an application from the scenario analysis

- 1. Specify the required information to generate scenario analysis. (Refer section **Generating Scenario Analysis**)
- 2. Click Create App.

11.1.6 Generating a quote from the scenario analysis

You can generate a summarised report using the calculated details in the format of quote.

After you have specified all the required information to generate scenario analysis, (Refer section Generating Scenario Analysis), click **Print Quote**.

For detailed information, refer to Printing a Quote section in Tools chapter.

11.2 Viewing Information from Scenario Analysis

The system assigns the information on the Scenario Analysis screen an application number. You can open this application on the Application Entry screen and view information from the Scenario Analysis screen at the following locations:

- The Application screen
- The Request tab
- The Collateral tab
- Underwriting



In the Underwriting screen, the Decision link's Pricing and Approved sections display the details from the Scenario Analysis screen. You can modify the price chosen in the Scenario Analysis screen and re-price the application. If application has been repriced, the comments regarding the multiple offers on the Comment screen should be manually updated before approving the application.

11.2.1 Subvention Sub Tab

In the Subvention sub tab you can review the subvention information from the application entry and calculate the subvention amount, as well as override the calculated subvention amount. The participant's information is automatically populated based on the selected subvention plan.

The calculated Subvention details of the application created from Scenario Analysis is populated to Origination > Request > Subvention tab.

To complete the Subvention sub screen

- 1. Click Origination > Origination > Scenario Analysis > Subvention sub tab.
- 2. Perform any of the **Basic Operations** mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:	
Subvention Plan section:		
Plan	Select the subvention plan.	
Description	View the subvention plan description.	
Sub Plan Code	Select the sub plan code from the drop-down list.	
Sub Plan Description	View the subvention sub plan description.	
Subvention Type	View the subvention type.	
Include	Check this box to include this record in calculations on the Other Details sub section	

3. Perform any of the Basic Actions mentioned in Navigation chapter.

11.2.2 <u>Compensation Sub Tab</u>

The Compensation (Loan) sub tab records and displays the terms of compensation between the finance company and the dealer for Loan transactions.

Note the following:

- The computations in the Compensation sub tab refers to the 'Requested Amt' in Scenario Analysis tab.
- The 'Buy Rate' is referred from selected 'Pricing' definition in Scenario Analysis section.
- The 'Request Rate' is referred from the 'Rate from' field of selected 'Pricing' definition in Scenario analysis section.

The calculated Compensation details of the application created from Scenario Analysis is populated to Origination > Underwriting >Decision tab.



To complete the Compensation (Loan) sub screen

1. Click **Origination > Origination > Scenario Analysis > Compensation** sub tab. System load the compensation plan details.

Note that, the compensation plan will use application information to calculate compensation.

Field: Do this: **Compensation section Compensation Plan** View the compensation plan. **Disbursement Method** View the compensation payment method. Calculation Method View the compensation calculation method. Chargeback section Paid Calc Method View the charge back calculation method (early payoff). Paid % View the charge back percentage (early payoff). Paid Basis View the charge back basis (early payoff). Paid Term View the charge back term (early payoff). Paid Days View the charge back days (early payoff). Chg Off Calc Method View the charge back calculation method (charge off). Charge Off% View the charge back percentage (charge off). Chg Off Basis View the charge back basis (charge off). Chg off Term View the charge back term (charge off). Chg off Days View the charge back days (charge off). **Calculation section** Spread Formula View the compensation spread formula. **Buy Rate** View the approved buy rate. Factor View the compensation factor. Addl Factor View the additional compensation factor. Max Spread % View the maximum spread or percent allowed. Upfront % View the upfront compensation percentage. Flat Amt View the flat amount. Upfront Comp Amt View the compensation amount paid upfront. Rem Comp Amt View the compensation amount remaining.

The system loads the following information on the Compensation sub screen:



Field:	Do this:
Comp Amt	View the compensation amount.

2. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



12. Application Documents

12.1 Introduction

The Documents Maintenance screen allow for paperless storage of documents within Oracle Financial Services Lending and Leasing system. Initially with the applications during the Loan origination cycle and later with accounts during customer service.

This chapter explains how to use the Application Document screen to:

- View an image
- Search for an image
- Split an image to more than one screen
- Change the status of an image
- Combine two images into a multiple screen image
- Attach an image to an existing application
- Print an image
- Attach documents to applications and then view these documents in a browser.

It also explains how to use the Account Document Tracking screen to attach documents to accounts and then view these documents in a browser.

Application Document screen

The Application Document screen consists of "Document Maintenance" and "Document Details" sections.

Credit applications are often sent or faxed to financial institutions from producers (or 'dealers') on behalf of the customer. These credit applications, if received as fax, can be stored in the system as images. Frequently, more than one application is received in a single fax or a single application is received across multiple faxes. In such cases, the Application Document Tracking screen can help you organize and maintain your image collection.

The Application Document screen's Document Maintenance screen allows you to upload documents to an application in the form of GIF files, PDF files, DOC files, XLS files, and TXT files. The Document Maintenance screen's Document Details section allows you to view these documents.

12.2 Application Document screen

Oracle Financial Services Lending and Leasing supports the online attachment of document images to an application using the Application Documents screen's Document Maintenance section. You can attach the documents from either a client machine or server. A default image directory can be maintained in the system using the system parameter: UIX DEFAULT IMAGE PATH.

When you choose List File in the **Select Document** sub section in the **Document Maintenance** section, the system displays all available files in the selected directory in the **Document Details** section. You can use the **Document Maintenance** sub-section and **Action** sub-section to attach selected documents to a particular account.



12.2.1 Attaching a Document to an Application from a server

To attach a document to an Application from a server

1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination > Origination > Application Documents** link.

DashBoard	Application Documents X	
Origination © Origination Sales Lead Simple Application Entry Application Entry Underwrting Funding Application Retrieval Scenario Analysis Application Documents Image Maintenance Reports Producers Vendors	Document Maintenance Action • None © Copy Document © Move Document (Server) @ Attach Document (Clent) Select Document File to upbad Browse No file selected. • Document Details • Save and Stay • Vew Format • Fle Name Document Type • Document Type Document Status • Via data to daplay. • II	ind Return 🏠 Return ation Receive
Servicing		
A C II II		
> Collections > WFP		

- 2. In the Action sub-section, click Attach Document (Server).
- 3. In the **Select Document** sub-section, use the default image directory in the **Directory Path** field. (The default path is the value for the system parameter UIX DEFAULT IMAGE PATH). -or-
- 4. In the **Directory Path** field, specify the full path name to the document on the server that you want to attach to an account.

You can click Reset Path at any time to return to the default image directory.

- In the Select Document section, click List File. The system displays the files from the entry in the Select Document section Directory Path in the Document Maintenance record.
- 6. In the **Document Details** record, select the record you want to work with and click **Edit** in the **Details** column.

Field:	Do this:
File Name	View the file name for the document.
Document Type	Select the type for the document.
Document Sub Type	Select the sub type for the document.
Application #	Select the application number to attach/copy/move the docu- ment image.
Attach	Attach the document.
Status	View the status of the document.

7. In the **Document Details** record, specify, view or edit the following information:



Field:	Do this:
Tracking #	Specify the tracking number of the document.
Docket #	Specify the docket number of the document.
Location	Specify the location of the document.
Received Dt	View the document image received date.
Effective Dt	Specify the effective date of the document.
Expiry Dt	Specify the expiration date of the document.
Comment	Specify any comments regarding the document.

- 8. Select the Attach check box to attach the file to the account.
- 9. Click Save And Return.
- 10. In the **Action** sub-section, click **Post**. The system attaches the document to the application.

You can view the document in a browser by clicking **View Document** in the **Document Details** section.

12.2.2 Attaching a Document to an Application from a Client Machine

To attach a document to an application from a client machine

- 1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.
- 2. Click the **Application Documents** link.
- 3. In the Action sub-section, click Attach Document (Client).
- 4. In the **Select Document** section, click **Browse** in **File to upload** field. The system opens a **Choose File to Upload** dialog box.
- 5. In the **Choose File to Upload** dialog box, locate the document you want to attach to the account. You can select multiple files by holding the Ctrl or Shift key on your keyboard.
- 6. When you have located the document you want to attach to the account in the **Open** dialog box's **File name:** field, click **Open**.
- 7. The selected files appear in the **Select Document** sub-section's **File to Upload** field.
- 8. In the Select Document sub-section, click Upload.
- 9. In the Document Details record, select the file uploaded from your server and click Edit.
- 10. In the **Document Details** section, enter, view or edit the following information:

Field:	Do this:
File Name	View the file name for the document.
Document Type	Select the type for the document.
Document Sub Type	Select the sub type for the document.
Application #	Select the application number to attach/copy/move the document image.



Field:	Do this:
Status	View the status of the document.
Comment	Specify any comments regarding the document.
Tracking #	Specify the tracking number of the document.
Docket #	Specify the docket number of the document.
Location	Specify the location of the document.
Received Dt	Specify the received date of the document.
Effective Dt	Specify the effective date of the document.
Expiry Dt	Specify the expiration date of the document.
Comments	Specify any comments regarding the document.

- 11. Select the Attach check box to attach the file to the account.
- 12. Click Save And Return.
- 13. In the **Action** sub-section, click **Post**. The system attaches the document to the application.

You can view the document in a browser by choosing View Document in the Action section.

12.2.3 Copying a Document

The Action section's Copy Document command copies the document image from one application to another application. This command has no impact on the source application or the source application's document image.

To copy a document to an application from another application

- 1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **origination** master tab.
- 2. Click the Application Documents link.
- 3. In the Action sub-section, click Copy Document.
- 4. In the **Document Maintenance** sub-section, use the **Application #** field to specify the application with the image you want to copy.
- 5. In the **Document Maintenance** sub-section, click **Search**. The system displays the files attached to that application in the **Document Details** section.
- 6. In the **Document Details** section, select the document you want to copy and click **Edit**.
- 7. In the **Copy/Move App #** field, specify the application number of the application to which you want to copy the document.
- 8. Click Save And Return.
- 9. In the Action sub-section, click Post.

12.2.4 Moving a Document

The Action section's Move Document command moves an existing document image from one application to another application. This command detaches the document image from the source application and attach to second application.



To move a document to an application from another application

- 1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.
- 2. Click the Application Documents link.
- 3. In the Action sub-section, click Move Document.
- 4. In the **Document Maintenance** sub-section, use the **Application #** field to specify the application with the image you want to move.
- In the Document Maintenance sub-section, click Search. The system displays the files attached to that application in the Document Details sections.
- 6. In the Document Details section, select the document you want to move and click Edit.
- 7. In the **Copy/Move App #** field, specify the application number of the application to which you want to move the document.
- 8. Click Save And Return.
- 9. In the Action sub-section, click Post.

You can view the documents attached to a particular account by loading the application on the Customer Service screen, then clicking the Customer Service tab and then clicking on the Document Tracking sub tab.

12.2.5 <u>Viewing a Document Attached to an Application</u>

To view a document attached to an application

- 1. Using above method, load the application with the document you want to view.
- 2. In the **Application Document** section, click Edit.
- 3. View/edit the following display only information:

Field:	Do this:	
Document Type	View the document type.	
Comment	Specify any comments regarding the image.	

- 4. In the **Application Document Details** section, select the record you want to work with and click **Edit**.
- 5. In the **Application Document Details** section, view the following display only information:

Field:	View this:
Document Sub Type	The document sub type.
Version	The version number. (version numbers will be incremental by batch job, first version will start with 1.0).
Page #	The page number.
Document File Type	The document file type.
Status	The status.



Field:	View this:
Tracking #	The tracking number of the image.
Docket #	The docket number of the image.
Location	The location of the of the image.
Received Dt	The effective date of the image.
Effective Dt	The effective date of the image.
Expiry Dt	The expiration date of the image.
Comment	Any comments regarding the image.

- 6. Use the **Application Document** and **Application Document Details** sections to select the document you want to view.
 - In multiple paged documents, choose 1 in Page # field on Application Document
 Details section to view all the pages in the document.
 - -or-
 - Choose a specific page number to view only that page.
- 7. Click View Document.

The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your Oracle Financial Services Lending and Leasing system).

- 8. You can add comments to the **Comments** field in the **Application Document** and **Application Document Details** sections.
- 9. Click Save And Return.

12.3 Document Tracking section

You can view the documents attached to a particular application by loading the application on the Underwriting/Funding screen and then clicking on Document tab.

12.3.1 Locating an Application Document

To locate an account document

- 1. On the Oracle Financial Services Lending and Leasing Application home screen, click the **Origination** master tab.
- 2. Click the **Underwriting/Funding** link.
- 3. Select and open the application you want to work with.
- 4. Click Document sub tab.

The Account Document screen appears.

Information about the documents attached to the Application appears in the **Application Documents** and **Application Document Details** sections.

12.3.2 <u>Viewing a Document Attached to an Application</u>

To view a document attached to an account

- 1. Using the above method, load the account with the document you want to view.
- 2. In the Application Document section, click Edit.



3. View/edit the following display only information:

Field:	Do this:
Document Type	View the document type.
Comment Specify any comments regarding the image.	

- 4. In the **Application Document Details** section, select the record you want to work with and click **Edit**.
- 5. In the **Application Document Details** section, view the following display only information:

Field:	View this:
Document Sub Type	The document sub type.
Version	The version number (version numbers will be incremental by batch job, first version will start with 1.0).
Page #	The page number.
Document File Type	The document file type.
Status	The status.
Tracking #	The tracking number of the image.
Docket #	The docket number of the image.
Location	The location of the of the image.
Received Dt	The effective date of the image.
Effective Dt	The effective date of the image.
Expiry Dt	The expiration date of the image.
Comment	Any comments regarding the image.

- 6. Use the **Application Document** and **Application Document Details** section to select the document you want to view.
 - In multiple paged documents, choose 1 in Page # field on Application Document
 Details section to view all the pages in the document.

-or-

- Choose a specific page number to view only that page.
- 7. Choose View Document.

The system opens a browser to display the actual document (which browser appears depends on what type of document you selected and what browsers are set up to work in conjunction with your system).

- 8. You can add comments to the **Comments** field in the **Application Document** and **Application Document Details** sections.
- 9. Click Save And Return.



13. Image Maintenance

You can view any image in the Oracle Financial Services Lending and Leasing system in the upper list box of the Image Maintenance link.

To view an image

On the Oracle Financial Services Lending and Leasing home screen, click Origination
 > Origination > Image Maintenance.

DashBoard	Image Maintenance ×						2
rigination	Image Maintenance						
Origination							
Sales Lead	Image Header						
Simple Application Application Entry	View 🗸 Format 🗸 🔛 Freeze	e 🚮 Detach 🕼 Wrap	🕅 View All Images 🗌				
Underwriting	Image Id Fax Header			Status	Company	Branch	Pages
Funding	No data to display.						
Application Retrie Scenario Analysis							
Application Docur	Pages						
Image Maintenan		e 🛃 Detach 🚽 Wrap	ଗ୍ର				
Reports	Page #	Made					Select Page(s)
Producers	No data to display.						
Vendors							
	Image						
	Application						
	View 🗸 Format 🗸 🔛 Freeze	e 🛃 Detach 🛛 🖓 Wrap	62				
	App # Title No data to display.						
	Action						Preview
							Preview
Servicing	Action None Split Image						Preview
Servicing	Action None Split Image Change Status						Preview
Servicing Collections WFP	Action None Split Image						Preview

- 2. The Image Header section displays the images in the Oracle Financial Services Lending and Leasing system.
- In the Image Header section, select the image you want to work with.
 The Image Header section displays the following information for each image:

Branch	Branch	
Select	If selected, indicates that this is the current record.	
Image Id	The image identification number.	
Fax Header	The fax header.	
Status	The image status.	
Pages	The total number of pages of the image.	
Company	The company the image came from.	
Branch	The branch the image came from.	

4. If an image is more than one page long, select the page you want to view in the **Pages** section and click on the page number to preview the image.

5. Select the required **transpose type** to change the appearance of the image.



Splitting an Image

If an image is more than one page long, you can split it into two separate images using the Split Image button in the Action section. This option button is only available when an image contains more than one page. Also, you cannot split images with a status of "PROCESSED" or "SKIP."

To split an image

- 1. On the **Image Maintenance** section **Image Header** section, select the multiple page image you want to split.
- 2. In the Action section, select Split Image.

The Pages and New Image Id fields appear in the Action block.

3. In the Pages block, select the page where you want to split the image.

The selected pages appear in the Pages field on the Action section.

You can select more than one page; however, you cannot select page # 1.

4. In the Action section, click Post.

Oracle Financial Services Lending and Leasing removes the selected pages and completes the New Image Id field with the image id of the new image.

The new image does not appear in the Image Header section after you click Post. However, if you refresh the Image Maintenance screen by closing and opening the screen, the new image id appears in the Image Header section and the change of page length in the original image is displayed.

Changing the Status of an Image

The Action section on the Image Maintenance screen allows you to change the status of the image.

Status:	What is does:
RUSH	Moves the image to the front of the queue of images to be pro- cessed.
NEW	Places an image in a queue in the order of which it was received and allows you to process it as an application.
SKIP	Makes the image unavailable for processing until the status is changed.
BAD	Notes that the image is illegible and should be deleted.
PROCESSED	Notes that the information on the image has been entered and is attached to an application or account.

The Image Maintenance screen uses the following statuses:

Only images with a status of Rush or New can be attached to an application or account.

To change the status of an image

- 1. On the **Image Maintenance** screen's **Image Header** section, select the image whose status you want to change.
- 2. In the Action section, select Change Status. The Status field appears.
- 3. In the **Status** field, select the new status for the image.



4. In the Action section, click Post.

Oracle Financial Services Lending and Leasing changes the status of the image.

Attaching an Image to an Existing Image

You can combine two images to make one image. This is the reverse of splitting an image.

To combine images

- 1. On the **Image Maintenance** screen's **Image Header** section, select the image to which you want to attach an existing image.
- 2. In the Action section, select Attach to an Image.

The Image Id field appears.

- 3. In the **Image Id** field, select the image id of the image to which you want to attach the selected image.
- 4. In the Action section, click Post.

Oracle Financial Services Lending and Leasing joins the two images: the ld of the image you selected in step 3 remains on the Image Header section. The image you selected in step 1 now appear as part of the remaining image.

Attaching an Image to an Existing Credit Application

You can attach one or more images to an existing credit application. To attach specific pages from a multiple page image to an application or account you have to split the image to isolate the pages you want to attach. You can then attach those pages and, if necessary, link pages of the original image back together.

To attach an image to an existing application image

- 1. On the **Image Maintenance** screen's **Image Header** section, select the image you want to attach to an existing application.
- 2. In the Action section, select Attach to an Application. The App# field appears.
- 3. In the **App #** field, select the application number of the application to which you want to attach the image.
- 4. In the Action section, click Post.

Oracle Financial Services Lending and Leasing attaches the image to the application. You can view the image in the Image (8) master tab on the Underwriting and Funding forms.

Printing an Image

The Print Image button sends the selected image to a predefined printer.

To print an image

- 1. On the **Image Maintenance** screen's **Image Header** section, select the image you want to print.
- 2. In the Action section, click Print Image.



14. Oracle Financial Services Lending and Leasing Reports

During the day, or at the end of day, you may want to retrieve information on any of the several operations that were performed during the day in your financial institution. You can generate this information in the form of reports in Oracle Financial Services Lending and Leasing. You can specify the values in the Report Parameters section and generate a report using that information.

Navigation to Reports

On the Oracle Financial Services Lending and Leasing home page, click **Origination > Origination > Reports.**

-inancial Service	s Lending and Le	easing				_
DashBoard	Reports ×					×
rigination						
Origination	Reports					
Sales Lead	View - Format -	🚰 🔲 Freeze 🚮 Detach 🚽 Wrap	612			
Simple Application Entry	Description				Module	
Application Entry	ACCOUNT PAYABLE(O	RIGINATION)			ORIGINATION	
Underwriting	COLLATERAL TRACKIN				ORIGINATION	_
Funding	FUNDED CONTRACTS	LEASE			ORIGINATION	
Application Retrieval	FUNDED CONTRACTS	LINE			ORIGINATION	
Scenario Analysis	FUNDED CONTRACTS				ORIGINATION	
Application Documents		APPLCATIONS ENTERED BY USER			ORIGINATION	
Image Maintenance		CATION IMAGES BY STATUS			ORIGINATION	
Reports	PRE FUNDING CONTR				ORIGINATION	
Producers	PRE FUNDING CONTR				ORIGINATION	
Vendors	PRE FUNDING CONTR	ACTS LOAN			ORIGINATION	
	Report Parameter					
		💱 🔲 Freeze 🚮 Detach 🛛 🖓 Wrap	R ()	Run Report		
	Description FROM MM/DD/YYYY	Value	100			
	TO MM/DD/YYYY		69			
	REPORT FORMAT	PDF				
Construction = .						
Collections						
Collections WFP						
Servicing Collections WFP Tools						

14.1 Number of Credit Applications Entered by User

This application entry report lists the amount of credit applications entered by user.

- Company/Branch
- User Name
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format



Example of the Number of Credit Applications Entered by User report

Report: Number of Credit Applications Entered Date: 10/14/2013 10:16 AM



Month / Year From: 01/01/1800 To: 01/01/2048

company:	NL02					
ranch:	NLR1					
		Entered By	Date Entered		#	of Applications
		ARNATH	07/09/2013			2
					Total:	2
				Branch	Total:	2
				Company	Total:	2
ompany: ranch:	US01 USHQ					
		Entered By	Date Entered		#	of Applications
		ARNATH	05/16/2013			1
		ARNATH	06/25/2013			2
		ARNATH	06/26/2013			1
		ARNATH	07/03/2013			2
					Total:	6
				Branch	Total:	6
				Company	Total:	6
				Grand	Total:	8

14.2 Collateral Tracking Log

This servicing report lists collateral tracking details.

- Company/Branch
- Tracking Type



Example of the Collateral Tracking Log report

Report : Coll Date: 2/9/201	lateral Tracking 16 1:17 AM	Log		Financial Services Lending and Lea				
Company Branch	NL02 NLHQ				1995 C. 1997 C. 1997 C. 1997			
Tracking Type	Asset	Customer Comments	State	Account #	Follow Up Date	Start Dt	Disposition	
ASSET INSURANCES (HOME) (SORT USED FOR RDB)	2012	SPARROW JACK / MARYY	MN	20120200010091	12/12/2015	12/12/2015	NOT DEFINE	
Type Count :		1						
ASSET LIEN/TITLE (HOME) (SORT USED FOR RDB)	2012	SPARROW JACK / MARYY	MN	20120200010091	12/12/2015	12/12/2015	NOT DEFINE	
Type Count :		1						
FLOOD INSURANCE TRACKING (HOME)	2012	SPARROW JACK / MARYY	MN	20120200010091	12/12/2015	12/12/2015	NOT DEFINE	
Type Count :		1						
Branch Count: Company Count:		2						
Company Branch	US01 USHQ		294 - Sar	art 200 200	1000 MB		-	
Tracking Type	Asset	Customer Comments	State	Account #	Follow Up Date	Start Dt	Disposition	
ASSET INSURANCES (HOME) (SORT USED FOR RDB)	2015 ITALIAN MODELK	SMITH JOHN	АА	20150600011323	12/12/2015	12/12/2015	NOT DEFINE	
Type Count :		1						
ASSET INSURANCES (VEHICLE) (SORT USED FOR RDB)	0 TOYOTA CAMRY	BHANDARI ARPAN	PR	20151200012977	01/06/2016	01/06/2016	NOT DEFINE	
	2015 AUDI A4	SIGG MARK	MA	20150900014267	01/30/2016	01/30/2016	NOT DEFINE	
	2015 INVERNIZZI CONSTRUCTION CO VILLA	RODRIGUEZ MILDRED	ма	20150900014275	01/30/2016	01/30/2016	NOT DEFINE	
	2015 AUDI A4	RODRIGUEZ ROBINSON	MA	20150900014283	01/30/2016	01/30/2016	NOT DEFINE	
	2015 AUDI A4	RODRIGUEZ ROBINSON	ма	20150900014283	01/30/2016	01/30/2016	NOT DEFINE	
	0 HONDA ACCORD	S SAM	PR	20160200014338	02/02/2016	02/02/2016	NOT DEFINE	
	0 TOYOTA CAMRY	EF EF	CA	20160200014346	02/02/2016	02/02/2016	NOT DEFINE	
Type Count :		6						
FLOOD INSURANCE TRACKING (HOME)	2015 ITALIAN MODELK	SMITH JOHN	AA	20150600011323	12/12/2015	12/12/2015	NOT DEFINE	
Type Count :		1						
Branch Count: Company Count:		21						

14.3 Credit Bureau Report

This report lists the credit bureau details.

Parameters:

- Credit Request ID
- Credit Request Detail
- Report Format

Example for Credit Bureau report

Report: Credit Bureau Report Date: 9/13/2013 16:37 PM



14.4 Account Payable (Origination)

This report lists the payable accounts.

- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format



Example for Origination Account payable report

Report : Accounts Payable (Origination)

Date: 2/9/2016 4:45 AM

ORACLE Financial Services Lending and Leasing

Date From: To :

14.5 Number of Credit Application Images by Status

This report lists the number of credit application images by status.

Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

Report: Number of Credit Applications Images By Status

Month/Year From: 01/01/1800 To: 01/01/2048 Date: 10/15/2013 12:04 PM



Branch : USHQ		
Image Status	Date Entered	# of Applications
BAD	07/23/2013	1
BAD	07/29/2013	1
BAD	08/23/2013	1
BAD	08/26/2013	1
NEW	07/23/2013	4
NEW	07/26/2013	1
NEW	08/19/2013	1
NEW	08/26/2013	3
NEW	09/24/2013	2
PROCESSED	09/24/2013	1
RUSH	08/26/2013	1
RUSH	09/24/2013	9
	Total:	26
	Branch Total:	26
	CompanyTotal:	26
	Grand Total:	26



14.6 Dealer Reserve Report

This report lists the reserve amount balance of producers.

Parameters:

- Company/Branch
- Producer
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

Report : I Date: 2/29		Reserve Report 11:27 AM	t		Financial S	Services Lending and I	Leasing
Company:	US01						
Branch:	USHQ						
Producer #		Producer Name	Incr Due To New Loans	Adj Due Payoff/ Chgoff	Adj Due To Cr	Adj Due To Dr	Reserve Amt
CA-00004		VOLKSWAGEN OF WOODLAND HIL	0.00	0.00	0.00	0.00	0.00
CA-00005		AUTO JUNGLE	0.00	0.00	0.00	0.00	991.00
GA-00002		ADVANCE LEASING (MARIETA)	0.00	0.00	0.00	0.00	0.00
		Branch Total:	0.00	0.00	0.00	0.00	991.00
		Company Total:	0.00	0.00	0.00	0.00	991.00
		Grand Total:	0.00	0.00	0.00	0.00	991.00

14.7 Batch Job Report

This report lists the batch jobs scheduled and status of execution for the selected period.

- From MM/DD/YYYY
- To MM/DD/YYYY



Report Format

	29/2016 11:53 AM	8. 927				Services Lending and Leasin
	Job Code		Start Date			Result
ET-AAI	AAIPRC_BJ_100_01	APPLICATION TO ACCOUNT INTERFACE	02/25/2016	02/25/2016	COMPLETED	
ET-AAI	TXNACT_BJ_100_01	ACCOUNT ACTIVATION	02/25/2016	02/25/2016	COMPLETED	
ET-ACR	TABACC_BJ_100_01	DAILY TRIAL BALANCE DATA GENERATION	02/25/2016	02/25/2016	COMPLETED	
ET-ACR	TXNACR_BJ_100_01	INTEREST ACCRUAL AND DELINQUENCY PROCESSING	02/25/2016	02/25/2016	COMPLETED	
ET-ACR	TXNACR_BJ_100_02	PREPARE BATCH DATA FOR INTEREST ACCRUAL AND DELINQUENCY	02/25/2016	02/25/2016	COMPLETED	
ET-ACR	TXNACR_BJ_100_03	PROCESSING STOP INTEREST ACCRUAL PROCESSING	02/25/2016	02/25/2016	COMPLETED	
ET-ACR	TXNACR_BJ_100_04	RE-START INTEREST ACCRUAL	02/25/2016	02/25/2016	COMPLETED	
ET-ADT	ADTPRC_BJ_100_01	UPDATE ROWID IN AUDIT TABLE (RUN THIS JOB AFTER EXPORT-IMPORT OF	02/25/2016	02/25/2016	COMPLETED	
ET-AGE	AGAAPP_BJ_100_01	TABLES) APPLICATION AGING PROCESS	02/25/2016	02/25/2016	COMPLETED	
ET-AGE	AGCCON_BJ_100_01	CONTRACT AGING PROCESS	02/25/2016	02/25/2016	COMPLETED	

14.8 User Report and Access by Responsibility

This report lists the users with their name, code, responsibility and active status for the selected period.

Parameters:

Report Format

Report : User Report (USER REPORT & ACCESS BY RESPONSIBILITY) Date: 2/29/2016 11:59 AM CRACLE Financial Services Lending and Leasing

User Code	User Name	Responsibility	Active (Y/N)	Start Date	End Date
AJITHA	AJITHA M	SUPERUSER	YES	11/11/1800	12/31/4000
BATCH	BATCH USER	UNDEFINED	YES	11/11/1992	12/31/9999
DEMOCOLL	DEMO COLLECTOR	COLLECTOR	YES	11/11/1992	12/31/9999
DEMOFUNDER	DEMO FUNDER	FUNDING SPECIALIST	YES	11/11/1992	12/31/9999
DEMOSALES	DEMO SALES AGENT	SALES LEADER	YES	11/11/1992	12/31/9999
DEMOSUPR	DEMO SUPERUSER	SUPERUSER	YES	11/11/1992	12/31/9999
DEMOUNDW	DEMO UNDERWRITER	UNDERWRITER	YES	11/11/1992	12/31/9999
EVENT	BATCH USER	UNDEFINED	YES	11/11/1992	12/31/9999
INTERNAL	INTERNAL INTERNAL	SUPERUSER	YES	11/11/1800	11/11/4000
JAYANTA	JAYANTA C	SUPERUSER	YES	11/11/1800	12/31/4000
NAVEEN	NAVEEN REDDY	SUPERUSER	YES	11/11/1800	12/31/4000
NUTAN	NUTAN K	SUPERUSER	YES	11/11/1800	12/31/4000
OFSLLUSER	OFSLL USER	SUPERUSER	YES	02/18/2016	12/31/4000
OFSLLUSER1	OFSLL USER1	SUPERUSER	YES	02/18/2016	12/31/4000
PRITAM	PRITAM JENA	SUPERUSER	YES	11/11/1800	12/13/4000
SHASHANK	SHASHANK S	SUPERUSER	YES	11/11/1800	12/31/4000
SURABHI	SURABHI DESAI	SUPERUSER	YES	11/11/1800	12/31/4000
UDAY	UDAY CHOPDA	SUPERUSER	YES	11/12/1800	12/31/4000

14.9 Transactional Access by Responsibility

This report lists the transactional access to users with their Transaction Code, Transaction Description and access permission.

Parameters:

User Responsibility



Report Format •

Report : Transactional Access by Responsibility Date: 3/9/2016 11:54 AM Responsibility Code Responsibility Description Responsibility Description

COLLECTOR	COLLECTOR							
Transaction Code	Transaction Description	Allowed						
ACCOUNT CLOSE	ACCOUNT CLOSE	Y						
ACCOUNT CLOSE REV	REVERSE ACCOUNT CLOSE	Y						
ACCRUAL START	START ACCRUAL	Y						
ACCRUAL STOP	STOP ACCRUAL	Y						
ACCRUAL STOP REV	REVERSE STOP ACCRUAL	Y						
ACC ACH FEE MAINT	ACH FEE MAINTENANCE	Y						
ACC ACH MAINT	ACH MAINTENANCE	Y						
ACC_ACH_NEW	NEW ACH MAINTENANCE	Y						
ACC_CASA_PHP_BATCH	ONE TIME INCOMING CASA BATCH PAYMENT	Y						
ACC_CASA_PHP_REAL	ONE TIME INCOMING CASA REAL TIME PAYMENT	Y						
ACC_CHANGE_PMT_DEFAULT_S D	PREA CHANGE DEFAULT PAYMENT SPREAD	Y						
ACC_COMP_ADJ_MINUS	ADJUSTMENT TO COMPENSATION AMOUNT - SUBTRACT	Y						
ACC_COMP_ADJ_PLUS	ADJUSTMENT TO COMPENSATION AMOUNT - ADD	Y						
ACC CPN MAINT	COUPON BOOK MAINTENANCE	Y						
ACC_CRB_PMT_RATING_MAI	NT MAINTAIN CREDIT BUREAU PAYMENT RATING	Y						
ACC ESC MAINT	WARRANTY MAINTENANCE	Y						
ACC_ESC_PMT_MAINT	WARRANTY PAYMENT MAINTENANCE	Y						
ACC_INS_MAINT	INSURANCE MAINTENANCE	Y						
ACC_INS_PMT_MAINT	INSURANCE PAYMENT MAINTENANCE	Y						
ACC_OFF_1098_REQ_NOT_IN	ND SWITCH 1098 NOT REQUIRED INDICATOR OFF	Y						
ACC_ON_1098_REQ_NOT_IN	D SWITCH 1098 NOT REQUIRED INDICATOR ON	Y						
ACC PDC CHK VOID	VOID OPEN PDC CHECKS	Y						

14.10 Front End Access by Responsibility

This report lists the front end screen access permissions depending on the user responsibility.

Parameters:

- User Responsibility
- Report Format •

Report : Front End Access Date: 3/9/2016 13:02 PM	s by Responsibility	Financial Services Lending and Leasing
Responsibility Code	Responsibility Description	
COLLECTOR	COLLECTOR	

Entity: COLLECTIONS

Menu / Screen	Menu / Screen / Tab / Sub Tab Item	
CUSTOMER SERVICE	BANKRUPTCY MENU	
CUSTOMER SERVICE	COLLECTIONS MENU	
CUSTOMER SERVICE	DEFICIENCY MENU	
CUSTOMER SERVICE	RESPOSSESSION MENU	

Entity: COMMON

Menu / Screen	Menu / Screen / Tab / Sub Tab Item
REVIEW REQUEST	REVIEWREQUEST ADD BUTTON
REVIEW REQUEST	REVIEWREQUEST AUDIT BUTTON
REVIEW REQUEST	REVIEWREQUEST EDIT BUTTON
REVIEW REQUEST	REVIEWREQUEST VIEW BUTTON
CALCULATOR	AMORTIZATIONSCH TAB
CALCULATOR	CALCULATORLEASE TAB
CALCULATOR	CALCULATORLOAN TAB
CALCULATOR	FLLSUITE LEASECALCULATOR MENU
CALCULATOR	LOANCALCULATOR MENU
CALCULATOR	RATESCH TAB
UNDERWRITING	FLLSUITE VEHICLEEVALUATOR MENU
USER PRODUCTIVITY	DASHBOARDUSERSPRODUCTIVITY MENU
USER PRODUCTIVITY	USERPRODUCTIVITYAPPLICATIONENTRY TAB
USER PRODUCTIVITY	USERPRODUCTIVITYCOLLECTORUSER TAB
USER PRODUCTIVITY	USERPRODUCTIVITYFUNDING TAB
USER PRODUCTIVITY	USERPRODUCTIVITYORGQUEUESTATUS TAB
USER PRODUCTIVITY	USERPRODUCTIVITYSERCOLQUEUE TAB
USER PRODUCTIVITY	USERPRODUCTIVITYUNDERWRITING TAB
PRODUCER	PRODUCERCOMMENT TAB
PRODUCER	PRODUCERCOMMENT VIEW BUTTON
PRODUCER	PRODUCERCOMMENT EDIT BUTTON
PRODUCER	PRODUCERCOMMENT AUDIT BUTTON
PRODUCER	PRODUCERCOMMENT ADD BUTTON
PRODUCER	PRODUCERCOMPENSATIONBALANCE TAB
PRODUCER	PRODUCERCOMPENSATIONDETAIL VIEW BUTTON
PRODUCER	PRODUCERCONTACT AUDIT BUTTON
PRODUCER	PRODUCERCONTACT TAB



ORACLE Financial Services Lending and Leasing

14.11 Underwriting Status by Month and Producer Loan

This underwriting report lists application status by month and producer for loans.

Parameters:

- Company/Branch
- Producer
- From MM/DDYYYY
- To MM/DD/YYYY
- Report Format

Example of the Underwriting Status by Month and Producer loan report

	nderwriting Stat 1/2013 10:31 AM	us by Month & Producer (LC 1		Financial Services Lending and Leasing							
fonth/ Year	r From: 01/1800 To:	01/2048									
Company: Branch:											
Month	ALL AMOUNT ARE Producer Type	IN USD Producer # & Name	2	pproved	Con	ditioned	Po.	ected	Total	Funded	% Tot Apps Funded
nonen	Flouddel Type	Floducel # a Name	#	%	#	%	#	%	IUCAL	Funded	s for apps Funded
2006-01	DEALER	MN-00001 H&R BLOCK	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
2006-02	DEALER	MN-00001 H&R BLOCK	1	100.000%	1	0.000%	1	0.000%	1	1	33.333%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	33.333%
2006-03	DEALER	MN-00001 H&R BLOCK	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
Branch:	NLR1	Branch Total:	1	100.000%	1	0.000%	1	0.000%	1	1	60.000%
	ALL AMOUNT ARE										
Month	Producer Type	Producer # & Name	A	approved &		ditioned %	Re;	ected %	Total	Funded	% Tot Apps Funded
2006-02	DEALER	IL-00003 SAM LEMAN CHRYSLER PLYMOUTH MAZDA	0	\$ 100.000%	# 0	0.000%	0	0.000%	0	0	0.000%
		Monthly Total:	0	100.000%	0	0.000%	0	0.000%	0	0	0.000%
2006-03	DEALER	IL-00003 SAM LEMAN CHRYSLER PLYMOUTH MAZDA	0	100.000%	0	0.000%	0	0.000%	0	0	0.000%
		Monthly Total:	0	100.000%	0	0.000%	0	0.000%	0	0	0.000%
		Branch Total:	0	100.000%	0	0.000%	0	0.000%	0	0	0.000%
		Company Total:	1	100.000%	1	0.000%	1	0.000%	1	1	42.857%

14.12 Underwriting Status By Month and Underwriter Loan

This underwriting report lists application status by month and underwriter for loans.

Parameters:

- Company/Branch
- Underwriter
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format



Example of the Underwriting Status By Month and Underwriter Loan report

	Report: Underwriting Underwriter (Ioan) Date: 10/31/2013 15:43		n &		•	Financial Servi	ces Lendir	ng and Leasing			
	Month / Year From: 01/18	00 To: 01/2048									
ompany: Branch:	NL02 NLHQ ALL AMOUNT ARE IN USD										
Month	Underwriter Name			Approved	Cond	litioned	Re	ected	Total	Funded	% Tot Apps Funded
			#	•	#	٩	#	8			
2006-01	VINAY BHATIA		1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
2006-02	DEMO SUPERUSER		2	100.000%	2	0.000%	2	0.000%	2	2	50.000%
	SUSHMITHA MOHAN		1	100.000%	1	0.000%	1	0.000%	1	1	0.000%
		Monthly Total:	2	100.000%	2	0.000%	2	0.000%	2	2	33.333%
		Monthly Total:	4	100.0004	4	0.0004	4	0.000*	<i>4</i>	2	33.3338
2006-03	DEMO SUPERUSER		1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	100.000%
		Branch Total:	1	100.000%	1	0.000%	1	0.000%	1	1	60.000%
Branch:	NLR1										
	ALL AMOUNT ARE IN USD										
Month	Underwriter Name		2	Approved	Cond	litioned	Re	ected	Total	Funded	% Tot Apps Funded
			+		#	÷	+	8			
2006-02	SREERAM NARAYAN		1	100.000%	1	0.000%	1	0.000%	1	1	0.000%
		Monthly Total:	1	100.000%	1	0.000%	1	0.000%	1	1	0.000%
		Branch Total:	1	100.000%	1	0.000%	1	0.000%	1	1	0.000%
		Company Total:	1	100.000%	1	0.000%	1	0.000%	1	1	50.000%
				100.000%		0.000%		0.000%			50.000%

14.13 Underwriting Status By Month Loan

This underwriting report lists application status by the month for loans.

Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Report Format

Example of the Underwriting Status By Month Loan report

Report: under Date: 10/31/20	13 10:19 AM			Financial Service	Financial Services Lending and Leasi			
Month/Year Fro	m:01/1800 To:0	01/2048						
Company: M	ALL AMOUN	T ARE IN US	D					
Month	# of Apps	Approvals	Conditioned	Rejected	Funded	Volume	Average Loan	Average Rate
2006-01	1	1	0	0	1	5,000.00	5,000.00	13.98%
2006-02	3	3	0	0	-1	0.00	0.00	13.98%
2006-03	1	.1	0	0	1	5,000.00	5,000.00	13.98%
	1	1	0	0	1	5,000.00	5,000.00	13.98%
2006-06	1	1					5,000.00	13.98%
2006-06	1 1 7	1 1 1 7	0	0	o	0.00	5,000.00	13.98%
2006-03 2006-06 2006-07 Branch Total: CompanyTotal:	1 1 1 7 7	1 1 1 7 7	0	0	0	0.00		

14.14 Funded Contracts Loan

This funding report lists applications funded for loans.

Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Producer
- Report Format



Example of the Funded Contracts Loan report

Financial Services Lending and Leasing

Month / Year From: 03/2004 To: 03/2013

Report: Funded Contracts (Loan) Date: 10/25/2013 13:05 PM

Company:	NL02								
Branch:	NLHQ ALL AMOUNT ARE IN US	SD .							
Producer	Name	Product	Collateral	Underwriter	Application#	ContractDt	Amount	Rate	Term
MN-00001 IN HOUSE (DIRECT DEAL)	PEVENSIE SUSAN / PEVENSIE SUSAN	LOAN-UN	2006 GENERAL PERSONAL GOOD	VINAY BHATIA	0000097055	10/02/2012	10,000.00	13.980%	36
MN-00001 IN HOUSE (DIRECT DEAL)	BHATIA VINAY / S	LOAN-UN	2006 GENERAL PERSONAL GOOD	VINAY BHATIA	0000097057	10/02/2012	10,000.00	13.980%	36
DEAD)		Count :	2			Total:	20,000.00		
	Br	anch Count:	2		Branch	Total:	20,000.00		
	Com	pany Count:	2		Company	Total.	20,000,00		
Company:	US01	pany counce	- 2		Company	IUCAII	20,000.00		
Company: Branch:						Iocarr	20,000.00		
	US01 USHQ		Collateral	Underwriter	Application#	ContractDt	Amount	Rate	Term
Branch: Producer CO-00002 MILE HIGH	US01 USHQ ALL AMOUNT ARE IN US	3D		Underwriter VINAY BHATIA				Rate 4.990%	Term 36
Branch: Producer CO-00002 MILE HIGH	US01 USHQ ALL AMOUNT ARE IN US Name	Product	Collateral 2012 TOYOTA	VINAY	Application#	ContractDt	Amount		1.000
Branch: Producer CO-00002 MILE HIGH MITSUBISHI FL-00002 VICAR MOTOR OF	US01 USHQ ALL AMOUNT ARE IN US Name	Product LOAN-VE	Collateral 2012 TOYOTA COROLLA 4DR	VINAY	Application#	ContractDt 02/08/2013	Amount 32,000.00		1.000
Branch: Producer CO-00002 MILE HIGH MITSUBISHI FL-00002 VICAR MOTOR OF	US01 USHQ ALL AMOUNT ARE IN US Name TEST TEST	D Product LOAN-VE Count:	Collateral 2012 TOYOTA COROLLA 4DR 1 0 TOYOTA CAMRY	VINAY BHATIA DEMO	Application#	ContractDt 02/08/2013 Total:	Amount 32,000.00 32,000.00	4.990%	36
Branch: Producer CO-00002 MILE HIGH MITSUBISHI FL-00002 VICAR MOTOR OF	US01 USHQ ALL AMOUNT ARE IN US NATH TEST TEST DELIQUENCY TEST	D Product LOAN-VE Count: LOAN-VE	Collateral 2012 TOYOTA COROLLA 4DR 1 0 TOYOTA CAMRY 232 1 2	VINAY BHATIA DEMO	Application# 0000086046 0000098066 Branch	ContractDt 02/08/2013 Total: 02/11/2013 Total: Total:	Amount 32,000.00 32,000.00 10,100.00 10,100.00 42,100.00	4.990%	36
Branch: Producer CO-00002 MILE HIGH MITSUBISHI FL-00002 VICAR	US01 USHQ ALL AMOUNT ARE IN US Name TEST TEST DELIQUENCY TEST DELIQUENCY TEST OF COM	D Product LOAN-VE COUNT: LOAN-VE COUNT:	COILateral 2012 TOYOTA COROLLA 4DR 1 0 TOYOTA CAMRY 232 1	VINAY BHATIA DEMO	Application# 0000086046 0000098066 Branch Company	ContractDt 02/08/2013 Total: 02/11/2013 Total: Total:	Amount 32,000.00 32,000.00 10,100.00 10,100.00	4.990%	36

14.15 Pre Funding Contracts Loan

This funding report lists applications verified for loans.

Parameters:

- Company/Branch
- From MM/DD/YYYY
- To MM/DD/YYYY
- Producer
- Report Format

Example of the Pre Funding Contracts Loan report

Report: Pre-Funding Contracts (Loan) Date: 10/30/2013 14:50 PM

ORACL				
Financial	Services	Lending	and	Leasing

Month / Year From: 10/2000 To: 10/2400

Producer	Name	Product	Collateral	Underwri		Application #	Contract Dt	Amount	Rate	Tern
CA-00004 VOLKSWAGEN OF WOODLAND HIL	UNDEFINED	LOAN-VE		DEMO UNDERWRITY	ZR	0000001371		0.00	0.000%	0
				Count :	1		Total:	0.00		
			Br	anch Count :	1	Branch '	Total:	0.00		
			Con	pany Count :	1	Company '	Total:	0.00		
			Т	otal Count:	1	Grand '		0.00		-



15. Producer

Oracle Financial Services Lending and Leasing is capable to create and service direct as well as indirect Loan. Indirect Loan are generated through Producer Entities like Dealerships and Agents. It is essential to create and maintain such entities to enable incentive tracking and business development achieved through each entity.

Applications are sent to financial institutions indirectly through producer entities like dealers or agents on behalf of a customer. Specifying Producer details is mandatory while creating a application since the system associates a credit application with the producer entity which sent it, on the Application Entry, Underwriting, and Funding screens. When the credit application is approved and funded, the system associates the account with the producer entity.

When the credit application is approved and funded, system associates account with the producer.

The following three different status are defined for Producer Entities in OFSLL:

- Active: Only if Producer Status is Active, the application sourced through that Producer Entity can be funded.
- Inactive: If the Producer Status is Inactive, the application sourced through that Producer Entity cannot be funded.
- Temporary: If the Producer Status is Temporary, the application sourced through that Producer Entity can only be reviewed. However it cannot be funded.

The producers are paid for their participation, either:

- Up front during funding
 -or-
- Up front on a monthly basis -or-
- When the interest is earned
 -or-
- When the payment is received from customer based on the set up compensation plans.

The Producer screen contains pages that enable you to maintain and administer producer compensation, compensation payments, charge back plans, and chargeback parameters.

While setting up Producer entities it is also essential to setup the Producer Cycles under 'Setup' in main menu. For more details, refer to Configuring Lending and Leasing guides.

While working with the Producer screen, you will primarily use the following sub tabs:

- 1. Payment Details
- 2. Tracking Attributes
- 3. Contracts
- 4. Comments
- 5. Summary

The Producers screen completed during setup, can be used to view and maintain producer details.



The 'Producers' screen consists of the following tabs:

- Producer Details tab
- Search tab

15.1 Producer Details tab

The Producer details screen allows you to record or edit basic information about the producer. You can set up dealers or producers for a company and branch. You can also set up a default underwriter and a default collector for a producer. The system uses this information in the origination work flow to select a queue.

The producer number, name, contact information, company and branch to which the producer is associated with, federal tax number, status, and license information can be stored in this screen.

15.1.1 **Producer Details tab Extensibility**

The Producer Details tab is a customizable tab in OFSLL in which you can enable new user defined fields (UDFs), disable /rename existing fields, allow or restrict access to UDFs, non-mandatory fields and also set the field as mandatory/non-mandatory for user input.

To facilitate such customizations, during product installation/upgrade there are additional 20 'Custom' user defined fields provided by default along with 'Base' fields with the below combination in main Producer Details tab and its sub tabs.

- 10 free text fields 'User Defined Field Char'
- 5 numeric fields 'User Defined Field Num'
- 5 date fields 'User Defined Field Date'

The above user defined fields, also referred to as 'User Defined Fields' are to be basically enabled in Setup > Administration > User > Access > 'Field Access Definition' tab and access is to be provided in 'Security User Access Definition Details' sub tab for the field(s) to appear in Producer Details tab. The enabled fields can customized in the 'Label Configuration' tab available in Setup > Administration > System > Label Configuration screen.

For detailed information, refer to appropriate sections in Setup Guides.

Navigating to Producer Details

1. On the Oracle Financial Services Lending and Leasing home screen, click **Origination > Origination > Producers > Producer Details**.



2. The system displays the Producers screen.

ACLE inancial Se	rvices Lend	ling and Leasi	ng							🛔 Welcom	ie Abshekar 🔻	🌠 Sign <u>O</u> ut
oducers ×												×
oducer Details	Search											
RODUCER DE	TAILS CUSTO	м								🕆 Add 🥒 Edit	View	Audit
View v Format v	Freez	e 🛃 Detach 🥥	Wrap									
Producer #	Old Producer #	Name	Company	Branch	Start Dt	End Dt	Status	Enabled	Contact	Group	Туре	
CA-00005	CA-00005	AUTO JUNGLE	US01	USHQ	05/27/1994		ACTIVE	Y	JACK	NOT DEFINED	DEALER	*
CA-00006	CA-00006	SIMI VALLEY CHRY.		USHQ	05/27/1994	12/31/4000	ACTIVE	Y	JACK	NOT DEFINED	DEALER	_
CO-00001 FL-00002	CO-00001 FL-00002	PHIL LONG MITSU. VICAR MOTOR OF	US01	USHQ	05/27/1994 05/27/1994	12/31/4000 12/31/4000	ACTIVE	Y	JACK JACK	NOT DEFINED	DEALER	
FL-00002 FL-00003	FL-00002	TADDEL AUTO SAL		USHQ	05/27/1994		ACTIVE	Y	JACK	NOT DEFINED	DEALER	
*	1 2 00000	ADDLT ADTO SAL		USING	03/27/1994	10/01/1000	ACTIVE .	1.	JACK	NOT DEFINED	DUHLLR	
	32											
RODUCER DE	TAILS CUSTO	м										
NODUCEN DE									R Save an	d Stay	nd Return	Return
									C bore an	Total Caliborer		An Derman
	Producer #	CA-00005			Address Line 1	12800 ROSCOR BLVD.			Max Float	99,999		
	Old Producer #	CA-00005			Address Line 2				Remaining Float			
		AUTO JUNGLE					_		* Enabled			
			_		* Country	UNITED STATES			LINDEC	hallout		
	Company		-		* Zip	91352				Subvention Parti	cipation	
	* Branch	USHQ	-		Zip Extn							
	Start Dt	05/27/1994			City	SUN VALLEY			* Subvention Participant			
	End Dt	12/31/4000				CALIFORNIA			Collection Type	STATEMENT		•
	Contact				* Permission to Call				Collection Frequency	MONTHLY		•
									Refund Disbursement Method			-
	* Group	NOT DEFINED	-		* Permission to Text							_
	Grade				Phone 1	(818)-768-2100			Region	ALL		•
	* Type	DEALER	•		Extn 1				Territory	ALL		•
	* Status	ACTIVE			* Permission to Call							
					* Permission to Text					License Details		
	* Sales Agent	DEMO LEAD	-		Phone 2						-	
	* Underwriter	DEMO UNDERWRITER	•		Extn 2					01/01/1800	1	
	Funder				* Fax Prefix1	11 DIGIT			Valid To	12/31/4000	20	
	* Collector	DEMO COLLECTOR							User Defined Field Char 10			
						(818)-767-8329	_		User Defined Field Num 1			
	* Fed Tax #	458765982			* Fax Prefix2	7 DIGIT	-		User Defined Field Date 1	E.		
		Address Details			Fax 2				user Denned Held Date 1	69		
		Address Details			Email							
	Address #				Loss Reserve Amount							
	Auuress +				 Loss Reserve Amount 	U						

To set up the Producer

1. In the **Producer Details** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Note

Field names in the Producer Details section may vary depending on the customization and additional fields introduced. Populate the field details accordingly.

Field:	Do this:
Producer #	Based on the system setup, either:
	Specify the producer number
	-or-
	The system generates producer number.
	Producer will be activated on the next system date (current system date + 1) and not on the start date.
Old Producer #	Specify the old producer number.
Name	Specify the producer name.
Company	Select the company from the drop-down list.
Branch	Select the branch from the drop-down list.
Start Dt	Select the producer start date by clicking on the adjoining Calendar icon.



Field:	Do this:
End Dt	Select the producer end date by clicking on the adjoining Calendar icon.
Contact	Specify the producer contact.
Group	Select the producer contact group from the drop-down list.
Grade	Select the producer grade as per business processes from the drop- down list. The list consist of values which are used only for categorizing at the producer level and can be changed periodically as per business requirement.
Type*	Select the producer type from the drop-down list. The Group and Type fields help in setting up the pricing schemes on Pricing screen.
Status	Select the appropriate status from the drop-down list. The contents of this field can be linked to edits in Loan origination cycle so that only applications from Producers whose status is 'Active' can be funded.
Sales Agent	Select the sales agent associated with this producer from the drop- down list.
Underwriter	Select the default underwriter assigned to this producer from the drop-down list. Only users with a responsibility for an UNDERWRITER can be designated as underwriters for producers.
Funder	Select the users with responsibility as Funding Specialist, from the drop-down list.
Collector	Select the default collector or agent assigned to this producer from the drop-down list. (This will appear in the Collector field in Delinquency Information section of Account Details screen on the Customer Service screen).
Fed Tax #	Specify the federal tax identification number. If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Address section	
Country	Select the country code from the drop-down list.
Address Line 1	Specify address line 1
Address Line 2	Specify address line 2
Zip	Select the zip code from the drop-down list.
Zip Extn	Specify the extension of the zip code.
City	Specify the city.
State	Select the state from the drop-down list.
Permission to call	Check this box if customer has provided permission to contact through the specified phone number. When selected, system auto validates this option against the phone number specified.



Field:	Do this:
Permission to Text	Check this box if customer has provided permission to contact through text message.
Phone 1	Specify phone number 1.
Exnt 1	Specify phone number 1 extension.
Permission to call	Check this box if customer has provided permission to contact through the specified phone number. When selected, system auto validates this option against the phone number specified.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Phone 2	Specify phone number 2.
Extn2	Specify phone number 2 extension.
Fax Prefix1	Select fax prefix number 1 from the drop-down list.
Fax1	Specify fax number 1.
Fax Prefix2	Select fax prefix number 2 from the drop-down list.
Fax2	Specify fax number 2.
E-Mail	Specify the producer mail address.
Loss Reserve Amount	Specify the loss reserve amount
Max Float	Specify the value of maximum float allowed for the Producer.
	A Float represents the application sourced by the producer that is Funded and awaiting 'Title perfection' from the concerned authorities for marking lien. If you do not know the exact value but want to provide a maximum float, then specify the value as 99999.
Remaining Float	System automatically displays the available number of floats by calculating the remaining float value based on 'Max Float' and Title perfections under processing.
Enabled	Check this box to enable the product.
Subvention Partici	pation Details
Subvention Participant	Check this box to maintain the producer as subvention participant
Collection Type	Select the collection type from the drop-down list.
Collection Frequency	Select the collection frequency from the drop-down list.
Refund Disbursement Method	Select the refund disbursement method from the drop-down list.
Region	Select the region of producer from the drop-down list.



Field:	Do this:
Territory	Select the territory of producer from the drop-down list.
License Details	
Valid From	Specify the date from when the producer's license is valid.
Valid To	Specify the date till when the producer's license is valid.

2. Perform any of the **Basic Actions** mentioned in Navigation chapter.

Note

Oracle Financial Services Software recommends that you double-check the fax numbers (especially the 10 digit number) and email addresses you enter on this screen, since the system uses this information to send its system-generated underwriting decisions.

15.1.2 Payment Details

You can setup ACH as the payment mode for a dealer or producer on Payment Details sub screen. The Payment Details sub screen stores information regarding the payment mode, currency and producer's bank details, such as bank's name, routing number, account type, account number, BIC and IBAN. Once the details are updated the same has to be verified and approved in the payment details section before processing.

The dashboard of Oracle Financial Services Lending and Leasing displays all the producers whose payment details are either APPROVED or WAITING FOR APPROVAL in the 'Producers Count By ACH Status' section. You can click on the respective links to view the details in 'Producers' screen.

To complete the Payment Details

- 1. Click Origination > Origination > Producers > Payment Details.
- 2. In the **Payment Details** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Pmt Mode	Select the payment mode from the drop-down list.
Bank	Specify the ACH bank name.
Start Dt	Select ACH start date if payment mode is ACH. You can even select the date from adjoining Calendar icon.
Routing #	Specify the ACH bank routing number.
Account Type	Select the ACH bank account type from the drop-down list.
Account #	Specify the ACH bank account number.
Currency	View the currency of the Producer. System defaults the currency depending on the Company or Branch selected for the Producer.



Field:	Do this:
BIC	Select the Business Identifier Code from the drop-down list. The list displays the BIC codes defined in the system.
IBAN	Specify the IBAN (International Bank Account Number). IBAN is used for identifying bank accounts across national borders with a minimal of risk of propagating transcription errors.
	Ensure that value entered satisfies the check-digit validation based on modulo 97. On save, system automatically validates the IBAN number length based on country code, characters, white spaces, and checksum. Validation is also done during posting non-monetary transaction (ACH Maintenance).
	You can maintain the IBAN length and other details required as per the country code in the user defined table (Setup > Administration > System > User Defined Tables).
	Note : IBAN for 'NL' country code (IBAN_FORMAT_NL) is defined by default with length of IBAN as 18.
Disbursement Currency	Select the disbursement currency from the drop-down list. System defaults the currency depending on the Company or Branch selected for the Producer.
Approval Detail section - When the payment details are approved, system automatically populates the following fields with the approver details along with the status as 'Approved'. However on subsequent update, the details are reset till further approval and status is changed to 'Waiting for approval'.	
Approved By	View the user who has approved the payment details.
Approved Dt	View the date and time when the payment details were approved.
Status	View the status of producer payment details.

Perform any of the Basic Actions mentioned in Navigation chapter.

To Approve Payment Details

You can verify and approve the producer payment details defined by another user in the Producers > Payment Details section. You can either directly select the required record in the 'Producers' screen or sort the list of payment details awaiting approval using the Dashboard.

Before you proceed, ensure that you have approval rights assigned to your login. Else, contact your system administrator.

- 1. To access the payment details to be approved, do one of the following:
 - Click Origination > Origination > Producers.
 - Click Dashboard and navigate to 'Producer' section. In the 'Producers Count By ACH Status' sub section, click **WAITING FOR APPROVAL**. The payment details are sorted accordingly and displayed in 'Producers' screen.
- 2. In the **Producer Details** section, select the required Producer. The payment details associated with the producer are displayed in the 'Payment Details' section.
- 3. In the 'Payment Details' section, click Approve Payment Detail.



The payment details are approved and approver information is captured in Approval Detail section. Also on approval, the Dashboard counters in 'Producers Count By ACH Status' section are updated.

15.1.3 Compensation Plan

The Compensation Plan sub screen displays information related to compensation and chargeback for the producer. It displays summaries as well as account level information. The data is gathered from relevant applications and accounts in the system that are approved and funded.

A brief description of the fields in the Compensation Plan sub screen is given below:

Field:	View this:
Account/Application	The account/application number and title
Compensation Plan	The compensation plan defined for the producer.
Upfront Amt	The Upfront Amount defined for the producer.
Remaining Amt	The remaining amount for the producer.
Total Amt	The total amount defined for the producer.

1. In the **Loss Reserve** section, view the loss reserve amount.

You can view additional details of the Compensation Plan, Chargeback Methods, and Compensation/Chargeback Amounts in the sub screen.

15.1.4 Subvention

The Subvention sub screen displays information related to Subvention Receivables for the producer. It displays summaries as well as account level information.

In the Subvention Receivables section, you can view the following details. A brief description of the fields is given below:

Field:	View this:
Subvention Participant	The status of subvention participant.
Collection Type	The collection type defined for the subvention.
Collection Frequency	The collection frequency defined for the subvention.
Refund Disbursement Method	The Refund Disbursement Method for the subvention.
Receivable Amt(Open)	The outstanding receivable amount for the subvention.
Receivable Amt(Current)	The current receivable amount for the subvention.
Received Amt	The received amount for the subvention.
Netted Refund Amt	The netted refund amount for the subvention.
Net Receivable Amt	The net receivable amount for the subvention.



Field:	View this:
Payable Refund Amt	The payable refund amount for the subvention.

15.1.5 <u>Transactions</u>

The Transactions sub screen facilitates you to post the following types of transactions based on the selection in the action block.

- All transactions relating to Payment to / from Producers, Disbursements transactions from Holdback / Reserve, adjust/add Recourse amount from/to dealer reserve can be posted by selecting 'Others' option in the action block.
- Subvention Receivables / Payments and adjustments can be posted by selecting 'Subvention' option in the action block.

In the Transactions sub screen, you can sort the list of transactions to be displayed based on elapsed days by selecting the 'View Last' option as 1 Day / 1 Week / 1 Month / By Date. When 'By Date' is selected, you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and click 'Search'.

Select 'Others' or 'Subvention' option, click **Add** and specify the following field information. A brief description of the fields is given below:

Field:	View this:
Effective Dt	Select the Effective Date of the transaction from the calendar.
Transaction	Select the transaction from the drop down list.
Amount	Specify amount for the transaction.
Reference	Specify the transaction reference.
Account #	Select the account from the drop down list.
Account Title	View the account title information.
Comment	Specify additional details of the transaction if any.

Click **Post** to post the transaction for processing.

15.1.6 Holdback/Loss Reserve

The Holdback/Loss Reserve sub screen displays information related to Proceed Holdback and Loss Reserve for the producer.

To view the Holdback/Loss Reserve

- 1. Click Producers > Holdback/Loss Reserve.
- 2. In the Proceed Holdback section, you can view the account and Holdback amount details.

In the Loss Reserve section, you can view Loss Reserve amount details.

15.1.7 Tracking Attributes

The Tracking Attributes sub screen allows you to link information to a producer who is not tracked in the system, by default, however is part of company's business practices.



To complete the Tracking Attributes

- 1. Click Origination > Origination > Producers > Tracking Attributes.
- 2. In the Tracking section, you can edit the **parameter** and **Value** details.
- 3. A brief description of the fields is given below:

Field:	View this:
Sub-Parameter	View the sub-parameter details.
Parameter	View the parameter details.
Value	Enter the required value for the selected parameter.

4. In the **Statements Transactions** section, view the following information:

Field:	View this:
Effective Dt	The statement transaction date.
Transaction	The statement transaction.
Account	The statement account number.
Debit Amt	The statement debit amount.
Credit Amt	The statement credit amount.

15.1.8 Contacts

The Contacts sub screen allows you to record information regarding contacts associated with a producer, such as employees at a dealership.

To complete the Contacts

- 1. Click Origination > Origination > Producers > Contacts sub tab.
- 2. On the **Contacts** sub screen, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Contact Type	Select the producer contact type from the drop-down list.
Name	Specify the producer contact name.
Phone	Specify producer contact phone number.
Extn	Enter phone number extension.
Fax	Enter producer contact fax number.
Enabled	Check this box to indicate this is a current contact.

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.



15.1.9 Comments

The Comments sub screen allows you to view and enter comments regarding the producer.

To enter a comment on the Comments

- 1. Click Origination > Origination > Producers > Comments sub tab.
- 2. In the **Comments** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Comment	Enter comment.
Comment By	Displays user id.
Comment Dt	Displays comment date.

3. Perform any of the Basic Actions mentioned in Navigation chapter.

15.1.10 Summary

The display only Summary sub screen allows you to view summary information regarding the producer.

To view summary on the Summary

- 1. Click Origination > Origination > Producers > Summary sub tab.
- 2. In the **Summary** section, view the following information.

A brief description of the fields is given below:

Field:	View this:
Year Month	The year and month.
Total Apps	The application total status count.
Approved	The application approved status count.
Conditioned	The application conditioned status count.
Rejected	The application rejected status count.
Withdrawn	The application rejected status count.
Funded	The application withdrawn status count.
Amount	The application funded status total amount.

15.1.11 <u>Title Status Summary</u>

The Title Status Summary screen displays the various stages of titles of assets for applications sourced by the producer. The details are available for specific periods based on elapsed days like last 1 Day / 1 Week / 1 Month or by a specific date range.



To view Title Status Summary on the Summary

- 1. Click Origination > Origination > Producers > Title Status Summary sub tab.
- 2. Sort the list of statuses to be displayed based on elapsed days by selecting the 'View Last' option as 1 Day / 1 Week / 1 Month / By Date. When 'By Date' is selected, you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and click 'Search'. View the following field details.

Field:	View this:
New Status	Displays lien status as 'New'
Perfection Processing Status	Displays lien status as either Sent for Perfection/ Sent for Re- perfection
Perfected Status	Displays if lien status has 'Perfected Title'
Release Processing Status	Displays lien status as either Sent for Title Release/Re-sent for Title Release
Released Status	Displays lien status as either Service Requested/Pending Delete
Hold Release	Displays lien Hold Release status
To be Released	Displays lien status if 'To be released'
Closed Status	Displays lien status if 'Deleted'
Exception Status	Displays lien status as either Pending Lien Holder/ Pending DMV
Lien Event Date	Displays lien Event Date attached against each status.

15.2 Search Tab

A Search tab is available on the Producers screen to help locate producer information such as producer number, name, status, group, type, grade, and zip code maintained in the system. This is the information that is used on the Producer Details screen.



To search for a producer

1. On the Oracle Financial Services Lending and Leasing home screen, click **Origination > Origination > Producers > Search** tab.

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- 2. In the **Search Criteria** section, use **Comparison Operator** and **Value** columns to enter search criteria you want to use to locate a producer.
- 3. Click Search.

System displays the result in the 'Search Results' section at the bottom of the screen with the following details:

- Producer #
- Old Producer #
- Name
- Company
- Branch
- Start Dt
- End Dt
- Status
- Contact
- Group
- Type
- Grade
- 4. Select the required record and click 'Open'. The details of only that particular Producer is displayed in 'Producer Details' tab. However, system displays the producer details only for authorized users based on access/permissions defined in setup.

Note

When a single producer record is opened from Search tab, the 'Producer Details' tab enables a 'Remove Filter' option. Clicking on the same removes the filter criteria and displays all the producer records maintained in the system.



You can click **Reset Criteria** at any time to clear **Comparison Operator** and **Values** columns on the Search Criteria section.



16. Vendors

During the life of an account, a financial institution might require the use of specialized services of a vendor for various purposes; for example, repossessing a vehicle, retaining an attorney for bankruptcy court proceedings or making field calls. With the system's Vendors screen, you can:

- Maintain vendor information
- Maintain services offered by the vendor
- Assign tasks to the vendors and subsequently track and process those tasks
- Charge vendor expenses to customers
- Enter and update invoices raised by the vendors
- Post vendor transactions
- Process vendor payments

Once an invoice has been presented for a service performed by a vendor, you can enter information on Vendor Management form and create a monetary transaction. You can then choose if the customer should pay any particular expense or not.

The Vendors screen allows you to set up vendor information. You can also use the copy feature to quickly create new vendors with the existing details. By default it will show current address but if the vendor receives escrow disbursement at an address which is different from current business address the information can be entered in Payment Details sub screen. Also, the Payment Details sub screen allows you to enter number of days prior to the due date by which payment to vendor must be processed.

Navigating to Vendor Detail Screen

- 1. On the Oracle Financial Services Lending and Leasing home screen, click **Origination > Origination > Vendors**.
- 2. The system displays the Vendor screen. The details are grouped under four tabs:
 - Vendors
 - Assignment Allocation
 - Work Orders
 - Follow-up
 - Invoices
 - Search

16.1 Vendors tab

- 1. Click **Origination > Origination > Vendors > Vendors**. The details in the screen are grouped into the following tabs:
 - Payment Details
 - Vendor Groups
 - Tracking Attributes
 - Comments
- In the Origination > Origination > Vendors > Vendors > Vendor Details section, you can create or edit vendor details. While creating new, you can also use the copy feature to copy the existing details to new vendor. The copy option in the Vendor Details screen is controlled by the system defined parameter (UVN_VEN_NBR_SYS_GENERATED).



Based on the valued defined for the parameter in Setup > Administration > System > System Parameter screen, you can copy the existing vendor details in the following ways:

- If the value of the parameter is set to 'Y' (default), specify a new name in 'New Vendor Name' field and click 'Create Copy'.
- If the value of the parameter is set to 'N', specify a vendor number in 'New Vendor #' field and click 'Create Copy'.
- 3. Perform any of the Basic Operations mentioned in Navigation chapter.

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Field:	Do this:
Enabled	Check this box to enable the vendor.
Vendor #	The vendor number is either editable (default) or auto generated depending on the system parameter defined at setup screen.
	System auto generates the vendor number when the following sys- tem parameter is set to 'Yes' in Setup > Administration > System > System Parameter screen.
	- Parameter: UVN_VEN_NBR_SYS_GENERATED
	- Description: VENDOR NUMBER IS SYSTEM GENERATED
Channel	Select the vendor channel from the drop-down list.
Old Vendor #	Displays the old vendor number if exists.
Name	Specify the vendor name.
Status	Select the vendor status from the drop-down list.
Company	Select the vendor portfolio company from the drop-down list.
Branch	Select the vendor portfolio branch from the drop-down list.
Start Dt	Specify the vendor start date. You can select data even from the adjacent Calendar icon.
End Dt	Specify the vendor end date. You can select data even from the adjacent Calendar icon.
Contact Person	Specify the vendor contact name.



Field:	Do this:
Fed Tax #	If available, enter the vendor federal tax identification number. If the organizational parameter UIX_HIDE_RESTRICTED_DATA is set to Y, this appears as a masked number; for example, XXXXX1234.
Credit Days	Specify the credit days for the vendor invoice. This number is used to check that Invoice Due Date is not more than the credit days from Invoice Date.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number. When selected, system auto validates this option against the phone number specified.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Phone 1	Specify primary phone number.
Extn 1	Specify the primary phone extension.
Permission to Call	Check this box if customer has provided permission to contact through the specified phone number. When selected, system auto validates this option against the phone number specified.
Permission to Text	Check this box if customer has provided permission to contact through text message.
Phone 2	Specify alternate phone number.
Extn 2	Specify the alternate phone's extension.
Fax	Specify the fax number.
Fax 2	Specify the fax number 2.
Country	Select the country code from the drop-down list.
Address #	Specify the vendor address.
Address Line 1	Specify address line 1.
Address Line 2	Specify address line 2.
Zip	Select the zip code from the drop-down list.
Zip Extn	Specify the extension of the Zip code.
City	Specify the city.
State	Select the state from the drop-down list.
Email	Specify the email address.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.1.1 Payment Details

Click **Origination > Origination > Vendors > Vendors > Vendor Details > Payment Details**. The Payment Details sub tab allows you to set up automatic clearing house information for vendors.



On the **Payment Details** sub tab, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Remittance section	
Country	Select the country code from the drop-down list.
Address Line 1	Specify address line 1.
Address Line 2	Specify address line 2.
Zip	Specify zip code from the drop-down list.
Zip Extn	Specify extension of the zip code.
City	Specify city.
State	Select state from the drop-down list.
Pre-Process Days	Specify the remittance pre-process days. This is the number of days prior to due date by which payment to the vendor must be processed.
Currency	View the currency attached to vendor.
Payment Details see	ction
Mode	Select the mode of payment from the drop-down list.
Bank	Specify the ACH bank.
Start Dt	View ACH start date.
Routing #	Specify the bank routing number.
Account Type	Select the account type from the drop-down list.
Account #	Specify the account number. If the organizational parameter UIX- _HIDE_RESTRICTED_DATA is set to 'Y', this appears as a masked number; for example, XXXXX1234.
BIC	Select the Business Identifier Code from the drop-down list. The list displays the BIC codes defined in the system.



Field:	Do this:
IBAN	Specify the IBAN (International Bank Account Number). IBAN is used for identifying bank accounts across national borders with a minimal of risk of propagating transcription errors.
	Ensure that value entered satisfies the check-digit validation based on modulo 97. On save, system automatically validates the IBAN number length based on country code, characters, white spaces, and checksum. Validation is also done during post- ing non-monetary transaction (ACH Maintenance).
	You can maintain the IBAN length and other details required as per the country code in the user defined table (Setup > Adminis- tration > System > User Defined Tables).
	Note : IBAN for 'NL' country code (IBAN_FORMAT_NL) is defined by default with length of IBAN as 18.
Disbursement Currency	Select the disbursement currency for vendor payment from the drop-down list. The list displays all the available currencies applicable to the vendor.

Perform any of the **Basic Actions** mentioned in Navigation chapter.

16.1.2 Vendor Groups

Click **Origination > Origination > Vendors > Vendors > Vendor Details > Vendor Groups**. The Vendors Groups allows you to set up vendor groups.

On the **Vendor Groups** section, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Sort	Specify sort sequence.
Group	Select the vendor type to which the vendor belongs from drop-down list, based on services provided by the vendor.
Enabled	Check this box to enable the vendor service.

Perform any of the Basic Actions mentioned in Navigation chapter.

16.1.3 Tracking Attributes

Click **Origination > Origination > Vendors > Vendors > Vendor Details > Tracking Attributes**. The Tracking Attributes allows you to load tracking attributes and define the parameter value for various parameters listed.

On the **Tracking Attributes** sub tab, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.



A brief description of the fields is given below:

Field:	Do this:
Sub-Param- eter	View the Sub-Parameter.
Parameter	View the listed Parameter.
Value	Specify the required parameter value. By default, NA is displayed.

Perform any of the Basic Actions mentioned in Navigation chapter.

16.1.4 <u>Comments</u>

Click **Origination > Origination > Vendors > Vendors > Vendor Details > Comments**. The Comments sub tab allows you to add comments and also view comments posted through AP interface.

On the **Comments** sub tab, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Comment	View or add the required comment.
Comment By	System automatically selects the logged in user details.
Comment Dt	System automatically displays the current date.

Perform any of the Basic Actions mentioned in Navigation chapter.

16.2 Assignment Allocation

The Assignment Allocation tab allows you to define criteria for selecting a specific vendor to execute a work order. A criteria here refers to a combination of a Channel, Work Order Type, Company and Branch associated to a vendor. If the same combination or criteria is selected during work order creation, system selects a specific vendor or highest weighted vendor in the list by default for the work order.

Click **Origination > Origination > Vendors > Assignment Allocation**. The details are grouped under two sections:

- Vendor Assignment Criteria
- Vendor Assignment Allocation

16.2.1 Vendor Assignment Criteria

In the Vendor Assignment Criteria section, you can define the criteria used for vendor selection.



1. In the **Origination > Origination > Vendors > Work Order > Assignment Allocation**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

endors ×		
Vendors Assignment Allocation Work Orders Follow-up Invoices		
Vendor Assignment Criteria	👍 Add 🖉 Edit 🗐	View
View 🔻 Format 👻 👔 Freeze 🚮 Detach 📣 Wrap 🚯		
Channel Work Order Type	Company Branch Enabled State Country	
GENERIC AUCTIO RE SALE	DEMO BANK U US HEAD QUA Y FLORIDA UNITED S	STATES
INTERNAL BANKRUPTCY	DEMO BANK U.,. US HEAD QUA Y	
GENERIC RECOVE DOOR KNOCK (GRI)	DEMO BANK U US HEAD QUA Y	
GENERIC AUCTIO RE SALE	DEMO BANK U US HEAD QUA Y ALASKA UNITED S	STATES
GENERIC RECOVE REPOSSESSION	DEMO BANK U US HEAD QUA Y	
GENERIC RECOVE IMPOUND INVOLUNTARY REPOSSESSION (GRI)	DEMO BANK U US HEAD QUA Y	
GENERIC RECOVE BANKRUPTCY	DEMO BANK JP JP HEAD QUA Y	
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Verw v Format v Preeze Detach & Wrap		Agais
Vendor # Name	Assigned Cases % Allocation Assign	ment %
V04814 SAND CASTLE INVESTMENTS LLC	Assigned Cases % Allocation Assign	iment %
GA-03001 PRITAM		0
V05329 RDN DEMO FLORIDA		0

A brief description of the fields is given below:

Field:	Do this:
Channel	Select the OFSLL interfaced channel from the drop-down list.
	If the channel is selected as 'GENERIC RECOVERY INTERFACE', the work order is processed through an external system. For more information, refer to Appendix chapter - 'Generic Recovery Interface (GRI)'.
Work Order Type	Select the work order type from the drop-down list.
Repo Storage Country	This field is available only if the channel is selected as 'GENERIC AUCTION INTERFACE'. Select the Country where the repossessed asset is currently stored from the drop-down list.
Repo Storage State	This field is available only if the channel is selected as 'GENERIC AUCTION INTERFACE'. Select the State where the repossessed asset is currently stored from the drop-down list.
Company	Select the Company from the drop-down list.
Branch	Select the company's Branch from the drop-down list.
Enabled	Check this box to enable the vendor assignment criteria.

2. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.2.2 Vendor Assignment Allocation

In the Vendor Assignment Allocation section, system fetches the list of vendors qualifying the combination of channel, work order, company and branch selected and allows you to define the weightage for each vendor in percentage.

By default, the allocated assignment percentage for each vendor is '0'. During subsequent update, the total of assignment percentage allocation for all vendors should be equal to '100'. A vendor with the highest weightage is selected by default during work order creation.

For 'GENERIC AUCTION INTERFACE' related Vendor Assignment Criteria, you can add vendors to the defined criteria from 'Vendor Assignment Allocation' section. For more information, refer to 'Remarketing' chapter in Collections User Guide.



1. In the **Origination > Origination > Vendors > Work Order > Assignment Allocation**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Vendor #	View the Vendor number. The same is either specified manually or system generated in the Vendors tab.
Name	View the name of the vendor.
Assigned Cases	View the total number of cases assigned to the vendor.
% Allocation	View the percentage of total cases assigned to the vendor.
Assignment %	Specify the percentage allocation value (out of 100) for each vendor. However, ensure that the total of all assignment % is equal to '100'.

2. Perform any of the Basic Actions mentioned in Navigation chapter.

16.3 Work Orders Tab

The Work Orders link allows you to assign an account to a vendor for a service that the vendor provides, view the history of work order changes and define tracking attributes.

- 1. Click **Origination > Origination > Vendors > Work Order**. The details are grouped under three tabs:
 - Services
 - Work Order History
- Tracking Attributes
- 2. In the Origination > Origination > Vendors > Work Order > Work Order, sort the list of work orders based on status using the 'View Options' drop down list. You can further sort the list of work orders based on elapsed days by selecting the 'View Last' option as 1 Day / 1 Week / 1 Month / By Date. When 'By Date' is selected you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and clicking 'Search'.
- 3. Perform any of the Basic Operations mentioned in Navigation chapter.

Assignment All	location Wo		olow-up Invoices											
ew Options ALL														
ew Options ALL											a	🔒 Add 🥒 Edit	🗌 Vjew 🔗 A	gdit
			View Last 1	Day 💮 1 Week 🎯 1 f	nonth () By Date Sta	art Dt	Enc	Dt	13 m					
									0 00					
View 👻 Format 👻	Fre The	eze 🔂 Detai	th 📣 Wrap	62										
Work Order #	Case #	Channel	Account	Collateral Description	Vendor	Override Reason	Company	Branch	Status	Reason	Work Order Type	Assigned By	Reference #	Foll
UNDEFINED												ABSHEKAR		
WO:0002001	UNDEFINED	GENERIC AU	20170100010245:	2015 TOYOTA CA	FL-01001-TEST-IT		US01	USHQ	OPEN		RE SALE	SURABHI		
WO:0001001	UNDEFINED	GENERIC RE	20170500010043:	2017 TOYOTA CA	V05329-RDN DEM		US01	USHQ	SEND TO		IMPOUND INVOLU	PRITAM		
WO:0001002	UNDEFINED	GENERIC AU	20170500010118:	2017 TOYOTA CA	FL-01001-TEST-IT		US01	USHQ	OPEN		RE SALE	SURABHI		
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V	Nork Order #	INDEETNED				atus Dt 09/2					Con	decide become		
	Case #					urrency	0/2017			C -1	lateral Description			



A brief description of the fields is given below:

Field:	Do this:
Work Order #	Displays the work order number.
Case #	
	Displays the case number received from third party vendor interface.
Channel	Select the OFSLL interfaced channel from the drop-down list.
	If the channel is selected as 'GENERIC RECOVERY INTERFACE', the work order is processed through an external system. For more information, refer to Appendix chapter - 'Generic Recovery Interface (GRI)'.
Work Order Type	Select the work order type from the drop-down list.
Account	Select account number for the work order from the drop-down list.
Company	Displays the company name based on the account selected.
Branch	Displays the branch based on the account selected.
Vendor	Select vendor who will service the work order from the drop-down list. The list of vendors are displayed based on the selected Chan- nel, Work Order Type, and Account.
Override Rea- son	In case of vendor re-assignment, select the appropriate override reason for the selected Vendor.
Status	Select the work order status from the drop-down list.
	If the status is selected as 'SEND TO GRI', the work order is pro- cessed through an external system. For more information, refer to Appendix chapter - 'Generic Recovery Interface (GRI)'.
Reason	This field is enabled only if the status of work order is selected as PENDING ON HOLD, RLRELEASED, or PENDING CLOSE. You can select the appropriate reason from the drop-down list.
Collector	Select the Collector from the drop-down list. The list displays all the users defined with 'Collector' responsibility.
Work Order Detai	Is section
Dt	Displays the date when work order was created.
Status Dt	Displays the last work order status-change date.
Currency	Displays the vendor company currency based on the vendor selected.
Estimated	Displays the estimated amount, which is the sum of all the services added to the work order.
Billed	Displays amount billed by the vendor for the work order.
Paid	Displays amount paid to the vendor for the work order.
Reference #	Specify vendor reference details if any.



Field:	Do this:
Assigned By	Displays the user who created/assigned the work order to vendor.
Followup Dt	Select the subsequent follow-up date from adjoining calendar.
	tion section - System displays the following information depending on ed for the work order in 'Work Order' section.
Account Status	Displays the status of the account.
Charged off Dt	Displays the date when the account was charged off.
Due Amt	Displays the due amount to be paid to the account.
Total Outstand- ing Balance	Displays either 'Account outstanding principal balance' for active accounts, or 'Deficiency balance' for charge-off accounts.
Total Due	Displays the total of all dues pending on the account.
Due Dt	Displays the last elapsed due date on the account.
Days Past Due	Displays the total number of days elapsed past due date.
Service Address	Displays the combined details of Customer/Business, Address Type and Address based on the account selected. For Business account only business address is populated. You can also select the required service address from the drop-down list only while creating work order details (i.e. when status = New).
	Note : When selecting the service address for an external interfaced channel (i.e. changing primary address), ensure to select the secondary address only. Else, system displays an error message.
Collateral Details work order.	section - This section displays the asset details associated with the
Collateral Description	System displays the primary collateral associated with the account by default. You can also select the collateral from the drop-down list. The list displays all the assets associated with the account.
Identification #	Displays the identification number of the asset.
Year	Displays the manufacturing year of the asset.
Make	Displays the asset's manufacturing company.
Model	Displays the asset's model.
Vendor Information	on section
Contact	Specify the vendor contact for the work order.
Phone	Specify the vendor contact phone for the work order.
Extn	Specify the vendor contact phone extension for the work order.
Fax	Specify the vendor contact fax for the work order.
Comment	Specify any comments regarding the work order.



Field:	Do this:
GENERIC RECO	s section - This section is displayed only when the selected channel is VERY INTERFACE' and allows you to add specific communication or nessage to the vendor.
Vendor Msg Type	Select the type of vendor message from the drop-down list.
Vendor Msg	Specify additional information that is to be communicated to the external interface.

4. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.3.1 Services

In the **Origination > Origination > Vendors > Work Order > Services**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Click 'Load Services' button in the Services section header to load all the services associated with the selected combination of 'Work Order Type' and 'vendor (Vendor Group)'.

Field:	Do this:
Service #	Specify an unique service number for the work order.
Service	Select the service type from the drop-down list (required).
Currency	System defaults the currency defined in work order which is the vendor currency.
Estimated	System defaults the Estimated cost of the service offered by the vendor as defined in vendor administration setup screen (Setup > Administra- tion > System > Vendors > Vendor Fees > Vendor Service Fee Defini- tion).
	However, you can also modify the estimated value to the required amount.
Billed Amt	Displays amount billed by the vendor for the service.
Paid Amt	Displays amount paid to the vendor for the service.
Status	Select the status from the drop-down list.
Status Dt	Displays the last service status change date.

A brief description of the fields is given below:

Perform any of the Basic Actions mentioned in Navigation chapter.

16.3.2 Work Order History

The Work Order History sub tab displays the details of the selected work orders in the sequence of the changes done i.e. last change details appear as the first record.



In the Work Order History section, select the required work order and click View.

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		WO:	0005003	UNDEFINED	RDN	20150800021594:	2016 TOYOTA CA	PR-06009-TEST		US01	USRHQ	ASSIGNED		REPOSSE
	-	WO:	0005003	UNDEFINED	RDN	20150800021594:	2016 TOYOTA CA	PR-06009-TEST		US01	USRHQ	NEW		REPOSSE
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, occup				Branch	USRHQ		Ref	erence #				Ver	dor Informatio	n

16.3.3 Tracking Attributes

Click **Origination > Origination > Vendors > Work Order > Tracking Attributes**. The Tracking Attributes allows you to load tracking attributes and define the parameter value for various parameters listed.

On the **Tracking Attributes** sub tab, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:
Sub-Param- eter	View the Sub-Parameter.
Parameter	View the listed Parameter.
Value	Specify the required parameter value. By default, NA is displayed.

Perform any of the **Basic Actions** mentioned in Navigation chapter.

16.4 <u>Follow-up Tab</u>

The Work Orders link lists the work orders that are not complete and hence require follow-up.

- Click Origination > Origination > Vendors > Follow-up tab. The details are grouped into two:
- Work Order Follow-up
- Assigned Services



2. In the **Origination > Origination > Vendors > Follow-up > Work Order Follow-up**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter except for creating a new record.

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ompany	Branch	Followup Dt	Work Order #	Dt	Assignment Type	Account	Vendor	Status	Status Dt	Assigned By	Estin
501	USHO	12/12/2015	WO:0001001	12/12/2015	COLLECTION	20150100011170:ROBERT BOREN	PR-01001-PINNACLE PARTS & SERVICE		12/12/2015	VEROUTHU	0.00
501	USHO	12/14/2015	WO:0001003	12/14/2015	BANKRUPTCY	20120100010406:LEWIS LESLIE / JOHN			12/14/2015	VINOARUM	12.0
1501	USHQ	12/29/2015	WO:0001007	12/15/2015	SERVICING	20151200011333:BROOK BROOK	CA-02001-ANDREWS TOWING		12/15/2015	VAVAIDYA	1,020
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501	USHQ		WO:0003003	12/19/2015	Servicento	20120100010373:ANDRE PETER / VICT.			12/19/2015	VEROUTHU	0.00
501	USHO		WO:0004001	12/22/2015	BANKRUPTCY	20120100010373:ANDRE PETER / VICT			12/22/2015	VINOARUM	0.00
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Field:	Do this:
Company	Displays the vendor company.
Branch	Displays the vendor branch.
Followup Dt	Specify the next follow-up date. You can even select the date from adjoining Calendar icon.
Work Order #	Displays the work order number.
Dt	Displays the work order date.
Account	Displays the account associated with the work order.
Vendor	Displays the vendor associated with the work order.
Status	Select the work order status from the drop-down list.
Status Dt	Displays the last work order status change date.
Work Order sec	tion
Currency	Displays the currency for the work order.
Estimated	Displays the estimated amount, which is the sum of all the services added to the work order.
Billed Amt	Displays amount billed by the vendor for the work order.
Paid	Displays amount paid to the vendor for the work order.



Field:	Do this:				
Vendor Information section					
Contact	Displays the vendor contact name.				
Phone	Displays the vendor contact phone number.				
Extn	Displays the vendor contact phone number's extension.				
Comment	Specify a comment.				

3. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.4.1 Assigned Services

In the **Origination > Origination > Vendors > Follow-up > Assigned Service**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter except for creating a new record. A brief description of the fields is given below:

Field:	Do this:					
Services	Displays the service provided by the vendor.					
Currency	Select currency for the vendor from the drop-down list.					
Estimated	Specify the estimated amount for the service.					
Billed Amt	Specify amount billed by the vendor for the service.					
Paid	Specify amount paid to the vendor for the service.					
Status	Select the service status from the drop-down list.					
Status Dt	Specify the last service status change date. You can even select the date from the adjoining Calendar icon.					

4. Perform any of the Basic Actions mentioned in Navigation chapter.

16.5 Invoices Tab

In the invoice tab of vendors screen, you can define invoices and process them along with internally generated and externally received invoices. Invoice processing involves validating the invoice information either manually or through an automated process.

Manual validation involves verifying the invoice information, accepting or rejecting the details, updating the invoice status and indicating if the invoiced amount is Collectible.

Auto validation is supported for invoices which are in 'OPEN' status and generated internally (i.e. channel = Internal). During auto validation, the invoice details are verified against specific business rules defined in the system and corresponding status update and collectible indicator is updated accordingly.

However, other invoices received from externally interfaced channel would get auto validated with specific business rules when they are received and corresponding status is appended to the invoice while listing in the Invoice Information section.



Post the validation, invoices may still have difference in estimated and invoiced amount. Such invoices are marked with status 'FOR APPROVAL" and requires to be manually approved.

Further in the Invoices tab, you can define Tracking Attributes, Payment Schedules and view the Related Invoice/Work Orders (if any) in the system.

- 1. Click **Origination > Origination > Vendors > Invoices** tab. The details are grouped into following sections:
 - Details

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- Payment Schedules sub tab
- Related Invoice/Work Orders sub tab
- Tracking Attributes
- 2. In the Origination > Origination > Vendors > Invoices > Invoice Information, sort the list of invoice based on status using the 'View Options' drop down list. You can further sort the list of invoice based on elapsed days by selecting the 'View Last' option as 1 Day / 1 Week / 1 Month / By Date. When 'By Date' is selected you can specify a date range (within 3 months) in 'Start Dt' and 'End Dt' fields using the adjoining calendar and clicking 'Search'.
- 3. Perform any of the Basic Operations mentioned in Navigation chapter.

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View 🔻 Format 👻 📰 F	reeze 🚮 Detach	Wrap 🚽	62	Validate Invoice									
Vendor				Company	Branch	Invoice		External Ref #	Invoice Dt	Due Dt	Status	Chann	
IN-00001-DYER AUTO AUCTION				US01	USHQ	334534	462	4143252465	09/20/2017	09/20/2017	APPROVED	INTERI	VAL
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* Invoice Type	PAYABLE				* Due Dt	09/20/2017	120			Estima Invoice A	ted (mt 0.00		
* Vendor IN-00001-DYER AUTO AUCTION				* Status	APPROVED				Agreed A	umt 0.00			
Company	US01									Paid A	kmt 0.00		
Branch	USHQ					Details				Chan	nel INTERNAL		
* Invoice #	33453462				Status Dt	09/20/2017							
Details Tracking Attributes													

Field:	Do this:
Vendor	Select the vendor name for whom the invoice is to be created.
Company	Displays the vendor portfolio company.
Branch	Displays the vendor portfolio branch.
Invoice #	Specify the invoice number. The invoice number should be unique for every vendor. In case the Invoice # already exists for Vendor, system displays a warning message.
External Ref #	Specify the reference number which can be used for invoice tracking. For invoice received from external system, this field is auto populated with the reference number generated in external interfaced system.
Invoice Dt	Specify the invoice date. You can even select the date from the adjoining Calendar icon.



Field:	Do this:					
Due Date	Select the due date. You can even select the date from the adjoining Calendar icon.					
Status	Select the invoice status from the drop-down list.					
Details sectio	n					
Status Dt	Displays the last invoice status change date.					
Address	Displays the vendor address.					
Currency	Select the currency from the drop-down list.					
Estimated	Displays the total estimated amount of all the invoices defined in 'Invoice Details' sub tab.					
Invoice Amt	Displays the total invoice amount.					
Agreed Amt	Displays the total agreed amount.					
Paid Amt	Displays the total paid amount.					
Channel	Displays the Channel as 'Internal' for manually defined or internally gen- erated invoice and 'Generic Recovery Interface (GRI)' for externally gen- erated invoice.					

4. Perform any of the Basic Actions mentioned in Navigation chapter.

16.5.1 Auto Validate Invoice

You can auto validate the invoice details in the Invoice Information section for those invoice which are in 'OPEN' status. Auto validation with system defined business rules ensure that every approved invoice comply to required processing standards and helps to quickly proceed with further action.

- 1. In the **Origination > Origination > Vendors > Invoices > Invoice Information**, sort the list of invoice with status as 'OPEN' from the 'View Options' drop down list.
- 2. Select the required invoice form the list and click 'Validate Invoice' button on the Invoice Information section header.

The invoice details are validated and the status of the invoice is updated based on validation. For more information on validations, refer to 'Business Rules' section.

16.5.2 Invoice Details sub tab

1. In the **Origination > Origination > Vendors > Invoices > Invoice Details**, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Work Order	Select the work order from the drop-down list. This list displays the gen- erated work orders. Each work order name is defined in the format which consists of work order number, account number, service number and service name.



Field:	Do this:					
Case #	System displays the Case number only if there is a Case number is associated for the selected work order.					
Estimated	Displays the estimated cost of selected work order as defined in Vendors > Work Order > Services section.					
Invoice Amt	Specify the invoice amount.					
Agreed Amt	Specify the agreed amount.					
Paid Amt	Displays the paid amount.					
Txn Post Dt	Specify transaction effective date. You can even select the date from the adjoining Calendar icon.					
Status	Select the status from the drop-down list.					
Status Dt	Displays the last status change date. On edit, system updates the cur- rent date by default.					
Authorized By	Displays the name of the user who verified (accepted/rejected) the invoice details.					
Authorized Dt	Displays the date when the invoice details were verified.					
Collectible	Check this box to indicate if the agreed amount is collectible from the customer. When checked, the collectible amount is posted as an expense on the customer account.					
	During auto invoice validation, this check box is automatically selected if the same combination of a service and work order status matches with the state specific rule defined in Setup > Administration > System > Ven- dors > Invoice Rules tab.					

2. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.5.3 Accept/Reject Invoice details

In the Invoice Details sub section, you can accept or reject the details of those invoices which are in 'FOR APPROVAL' status. This status is updated during invoice processing and when there is difference in estimated and invoiced amount which needs manual approval.

- 1. In the **Origination > Origination > Vendors > Invoices > Invoice Details**, select the required invoice record.
- 2. Click 'Accept' or 'Reject' in the Invoice Details section header and click 'Yes' to confirm the action.
- 3. Click Refresh button to view the status update.

On Accepting or Rejecting the invoice details, the 'Authorized By' and 'Authorized Dt' fields are auto updated with user name and current date. Also the status of Invoice information and Payment Schedules are updated as either 'CLOSE' or 'REJECTED' respectively. However, auto update of status is controlled by the 'Current/Next' status defined in Cycle Setup screen.

If the status of a particular invoice is updated from 'APPROVED' to 'CLOSE', system generates a payment requisition record for payment processing.



16.5.4 Payment Schedules sub tab

 In the Origination > Origination > Vendors > Invoices > Invoice Details > Payment Schedules, you can maintain the payment schedules information. Perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

A brief description of the fields is given below:

Field:	Do this:					
Currency	System displays the vendor currency.					
Payment Amt	Specify the actual payment amount for the invoice.					
Status	Select the payment status from the drop-down list.					
Payment Dt	Select the payment date from the adjoining calendar.					
Payment Reference	(Optional) Specify reference details for the payment if any.					
Payable Id	View the auto-generated payable ID which is the requisition ID in the AP Transaction screen.					
Payment Id	View the Requisition ID generated during AP transaction.					
Disburse- ment Cur- rency	View the vendor disbursement currency. However, you can select the vendor payment disbursement currency from the drop-down list.					
Account Currency	View the currency of the account selected at in 'Invoice Details' sub tab.					
Amount in Account Currency	View the Invoice Currency amount equivalent of the Account Currency. System displays the 'Amount in Account Currency' by converting Vendor Currency value to Account Currency and considering the exchange rate as per the scheduled payment date.					

2. Perform any of the <u>Basic Actions</u> mentioned in Navigation chapter.

16.5.5 Related Invoice/Work Order Details sub tab

1. In the **Origination > Origination > Vendors > Invoices > Invoice Details > Related Invoice/Work Order Details**, view the following details.

Field:	Do this:
Invoice #	View the invoice number for the work order.
Invoice Sta- tus	View the status of invoice generated for the work order.
Status Dt	View the date on which the status of invoice is recorded.
Currency	View the currency in which the invoice is generated.



Field:	Do this:
WO Esti- mated Amt	View the estimated amount for the work order.
WO Agreed Amt	View the vendor agreed amount for the work order.
WO Paid Amt	View the amount paid for the work order.

16.5.6 Tracking Attributes sub tab

 In the Origination > Origination > Vendors > Invoices > Tracking Attributes. The Tracking Attributes allows you to load tracking attributes and define the parameter value for various parameters listed.

On the **Tracking Attributes** sub tab, perform any of the <u>Basic Operations</u> mentioned in Navigation chapter.

Field:	Do this:
Sub-Param- eter	View the Sub-Parameter.
Parameter	View the listed Parameter.
Value	Specify the required parameter value. By default, NA is displayed.

A brief description of the fields is given below:

Perform any of the Basic Actions mentioned in Navigation chapter.

16.5.7 <u>Business Rules</u>

Business rules facilitate to auto validate invoices and approve only those which comply to the invoice processing requirements in OFSLL. Business Rules are always validated on Invoice information, Invoice details and payment schedules which are in 'OPEN' status.

Business rule validation for Invoices created or generated internally can be performed in the Vendors > Invoices tab and external invoices are auto validated before listing in Invoices tab.

For invoices received from external system, following pre-validation checks are also performed before validating with the business rules.

- A duplicity check is performed based on External Reference number to ensure that there are no two invoices with same details. In case the external reference number of new and existing invoice in the system are same, the status is auto updated as 'Rejected' and invoice is not processed further.
- When the payment for a 'Service' in work order is already paid and the same work order is again received with a new external reference number, system validates the 'Paid' status and if 'Yes', would auto update the invoice status as 'Rejected'.

Following business rules are defined in the system for invoice validation. During the process, if any of the business rule validation fails, system stops the validation process and updates the status of Invoice as 'Rejected'.



Rule 1

Every work order should have a specific closure status corresponding to the type of work order defined. Accordingly, an invoice generated for that work order should comply with any of the following combination of 'Work order Type' and 'Work Order status'.

Work Order Type	Work Order Status
Door Knock	Completed
Involuntary Repossession	Repossessed
Voluntary Repossession	Repossessed
Impound Involuntary	Repossessed
Impound Voluntary	Repossessed
Involuntary Repossession	Closed
Voluntary Repossession	Closed
Impound Involuntary	Closed
Impound Voluntary	Closed
Skip Investigation	Repossessed
Skip Investigation	Closed

Rule 2

Validate invoice for the status of 'Collectible' check box in Vendors > Invoice tab > Invoice Details section.

During invoice processing, if the combination of Service, Work Order Status and State matches with any of the state specific rule defined in Setup > Administration > System > Vendors > Invoice Rules tab, the 'Collectible' check box is selected and invoice is allowed to process the next business rule.

In case the above combination does not exist in Invoice Rules tab, the 'Collectible' check box is NOT selected and the invoice is still allowed to process the next business rule.

Rule 3

Validate invoice based on Estimated and Invoiced amount and updated the corresponding status in Invoice Information, Invoice Details and Payment Schedules sections of Vendors screen.

- If the Invoice Amount is 'Less than or equal' to Estimated amount, the invoice is approved and the status of Invoice Details and Payment Schedules is updated to 'APPROVED'.
- If the Invoice Amount is 'greater than' the Estimated amount, then the invoice needs manual approval and the status of Invoice Details and Payment Schedules is updated to 'FOR APPROVAL'.

An invoice status in Invoice Information section is auto updated to "APPROVED' if both Invoice Details and Payment Schedules have the same status. Else, if status is rejected in



either of the sections, the status of invoice is also updated as 'REJECTED' in Invoice Information section without allowing further edits on the same.

16.6 Search tab

A Search tab is available on the Vendors screen to help locate the details of a Vendor, Workorder, and/or an Invoice information maintained in the system. This is the information that is used in the respective tabs of Vendors screen.

To search for a Vendor/Workorder/Invoice

1. On the Oracle Financial Services Lending and Leasing home screen, click **Origination > Origination > Vendors > Search** tab.

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endors Assignment	t Allocation Work On	ders Invoices S	earch							
								Search Options: 🔍	Vendor 🔘 Works	rder 🔘 Invoice
Search Criteria										
								- 4	Reset Criteria	Search
View - Format -	Freeze	🛃 Detach 🛛 🖓	Wrap 🚱							
Criteria					Comparison Operator		Value			
VENDOR #					LIKE	-	%			
VENDOR NAME					LIKE					
STATUS					LIKE					
CHANNEL					LIKE				•	
PHONE 1#					LIKE				020	
COUNTRY					LIKE					
ZIP					LIKE	•				
										Dpen 💭
Search Results										
View - Format -	Freeze		Wrap 🝓							
Vendor #	Channel	Old Vendor #	Name	Status	Company	Branch	Start Dt	End Dt	Zip	
IL-00001	INTERNAL		DECATUR AUTO AUCTION	ACTIVE	DEMO BANK USA	US HEAD QUARTERS		12/31/4000	60440	
IL-00002	INTERNAL		GRTR QUAD CITY AUTO A		DEMO BANK USA	US HEAD QUARTERS		12/31/4000	61244	
IL-00003	INTERNAL		CRAIG PHELPS, TRUSTEE	ACTIVE	DEMO BANK USA	US HEAD QUARTERS		12/31/4000	60603	=
			JAY A STEINBERG, ESO	ACTIVE	DEMO BANK USA	US HEAD QUARTERS	06/14/1994	12/31/4000	60602	
IL-00004	INTERNAL								64607	
IL-00004 IL-00005 IL-00006	INTERNAL INTERNAL INTERNAL		MICHAEL D. CLARK B AND K TOWING	ACTIVE	DEMO BANK USA DEMO BANK USA	US HEAD QUARTERS	06/14/1994	12/31/4000 12/31/4000	61602 61701	

- 2. In the 'Search Options', select the option against Vendor or Workorder or Invoice.
- 3. In the 'Search Criteria' section, use 'Comparison Operator' and 'Value' columns to enter search criteria you want to use to locate a producer.
- 4. Click 'Search'.



Vendor Details	Workorder details	Invoice details
Vendor #	Work order #	Vendor
Channel	Case #	Company
Old Vendor #	Channel	Branch
Name	Account	Invoice #
Status	Collateral Desc	External Ref #
Company	Vendor	Invoice Dt
Branch	work order Dt	Due Dt
Start Dt	Company	Status
End Dt	Branch	Channel
Zip	Status	
	Reason	
	Workorder Type	

System displays the result in the 'Search Results' section at the bottom of the screen with the following details:

5. Select the required record and click 'Open'. The details of only that particular Vendor / Workorder / Invoice is displayed in the respective tab of Vendors screen. However, system displays the selected record details only for authorized users based on access/ permissions defined in setup.

Note

When a single producer record is opened from Search tab, the Vendors / Work Orders / Invoices tab enables a 'Remove Filter' option. Clicking on the same removes the filter criteria and displays all the corresponding records maintained in the system.

You can click 'Reset Criteria' at any time to clear 'Comparison Operator' and 'Values' columns on the Search Criteria section.



Appendix A:Rounding Amounts and Rate Attributes

Rounding Amounts

Generally in the lending industry, computed amounts (interest, fees, costs and so on) are rounded to the second decimal place. However, there are occasions where the rounding of the computed amounts has to be carried out using different methods. Oracle Financial Services Lending and Leasing supports the rounding, raising of or cutting off calculated amounts.

- **Rounding** will increase the resulting amount to next number up to the second decimal, based on values of third decimal.
- **Raising** will always increase the resulting amount to next number up to the second decimal.
- Cutting off will always cut the number after the second decimal.
 - The system only rounds calculated amounts (calculated fees, calculated payment, and so on) and not user-entered amounts.

You can choose the rounding method you want to use by setting the parameter value for system parameter CMN_AMOUNT_ROUND_METHOD on the Administration form (Setup menu > Administration master tab > System drop-down link > System Parameters link > System tab).

You can choose the rounding factor you want to use by setting the parameter value for system parameter CMN_AMOUNT_ROUND_FACTOR on the Administration form. Currently, Oracle Financial Services Lending and Leasing supports rounding up to two decimals only.

Examples of how resulting amounts differ by RAISE, ROUND, and CUTOFF:

Method	Result
Round	234.14
Raise	234.14
Cut off	234.13

Example 1: Amount: 234.136

Example 2: Amount: 234.134

Method	Result
Round	234.13
Raise	234.14
Cut off	234.13

Example 3: Amount: 234.1319999

Method	Result
Round	234.13



Method	Result
Raise	234.14
Cut off	234.13

Rate Attributes

The system supports rounding of index rate to keep the rate calculation as simple as possible for the customers. The general practice is to round the rate to nearest eighth (1/8th) (to keep index rate in the multiple of 125) or fourth (1/4th) (to keep index rate in the multiple of 25). The system rounds only index rate and not the margin or final rate. You can define the index rounding method on the Product tab's Product Definition screen for variable rate Loan.

Note

Index rounding does not apply to fixed rate Loan.

The system currently supports the following rounding of methods.

- 1. NO ROUNDING TO INDEX RATE
- 2. INDEX RATE ROUNDED TO NEAREST.25
- 3. INDEX RATE ROUNDED TO NEAREST.125

NO ROUNDING TO INDEX RATE:

Select this method for no rounding.

INDEX RATE ROUNDED TO NEAREST 0.25:

Select this method to round up to 1/4th (to keep the index rate in the multiple of 0.25).

Examples:

Method	Result
Current rate:	5.125
Round of rate:	5.25
Method	Result
Method Current rate:	Result 5.124

INDEX RATE ROUNDED TO NEAREST 0.125:

Select this method to round up to 1/8th (to keep the index rate in the multiple of 0.125).

Examples:

Method Result



Current rate:	5.325
Rate rounded to:	5.375
Method	Result
Current rate:	5.312
Rate rounded to:	5.250



Appendix B: Payment Amount Conversions

The following table contains the calculations Oracle Financial Services Lending and Leasing uses to convert different payment frequencies (weekly, biweekly, semi monthly, and so on) to standard monthly values for instalment accounts.

Payment Frequency:	Scheduled Monthly Income Amount:
D = Deferred	Zero fill
P = Single payment Loan	Zero fill
W = Weekly (due every week)	Multiple by 4.33
B = Biweekly (due every two weeks)	Multiple by 2.16
E = Semi-monthly (due twice a month)	Multiple by 2
M = Monthly (due every month)	As given
L = Bimonthly (due every two months)	Divide by 2
Q = Quarterly (due every three months)	Divide by 3
T = Triannually (due every four months)	Divide by 4
S = Semi-annually (due twice a year)	Divide by 6
Y = Annually (due every year)	Divide by 12



Appendix C:Generic Recovery Interface (GRI)

C.1 Introduction

In general, a Generic Recovery Interface (GRI) is a platform to connect Oracle Financial Services Lending and Leasing (OFSLL) with any third party recovery system. This integration facilitates auto lending institutions to repossess non-performing assets and recover them through a network of third party vendor managed systems.

Accordingly, in an integrated system a particular account in OFSLL can be assigned to a vendor (third party) through GRI for recovery services. Depending on each stage of the process, OFSLL triggers appropriate web service requests to create and update the details into the third party system. Subsequently, the acknowledged details and case updates are retrieved into the corresponding work order(s) and account(s) in OFSLL.

Also the system parameter 'GRI_WEBSERVICE_LOG_IND' when enabled, logs all the GRI related web service communications between OFSLL and external interfaced system. The same can be viewed in Dashboard > System Monitor > Database Server Log Files tab by selecting 'Interfaces' view option.

Following type of web service requests are supported:

- Create Case
- Update Case
- Case Comments
- Hold Case
- Reopen Case
- Reassign Case
- Close Case
- Case Updates Received via FireHose WebService
- Case Repossession
- Case Invoice

C.1.1 Pre-requisites

Following are the pre-requisites while working with third party integrated system:

- Ensure that 'Cycle' setup (Setup > Vendors> Cycles tab) is defined for the Work Order, where channel is selected as 'Generic Recovery Interface'. Also if the system is defined to automatically post any specific conditions on account, you need to maintain the Action and Result Code.
- Ensure that Vendor Fees (Setup > Vendors > Vendor Fees tab) defaults the 'Estimated Amount'.
- Ensure that the Work Order Types are mapped consistently and are in sync between OFSLL and third party system. The following table lists the Work Order Types maintained in the system.

Work Order Type	Description
DRK	DOOR KNOCK (GRI)
IIR	IMPOUND INVOLUNTARY REPOSSESSION (GRI)



Work Order Type	Description
VRP	VOLUNTARY REPOSSESSION (GRI)
IVR	IMPOUND VOLUNTARY REPOSSESSION (GRI)
SKP	SKIP TRACE (GRI)
IRP	INVOLUNTARY REPOSSESSION (GRI)

- Ensure that the details of Vendors, Collectors and Service types are mapped consistently and are in sync between OFSLL and third party system.
- Define Invoice Rules (Setup > Vendors > Invoice Rules tab) that are applicable to each Vendor Service with appropriate Work Order Status, Close Reason, and State combinations. This ensures that the 'Collectible' flag is set to 'Y' for selected invoice during processing.

C.2 Create Case

Once a non-performing account is identified in OFSLL, the details are to be registered in the third party system for further action. Using the Work Orders tab (Vendors > Work Orders tab), you can create a work order with the identified account details and selecting the channel as Generic Recovery Interface (GRI).

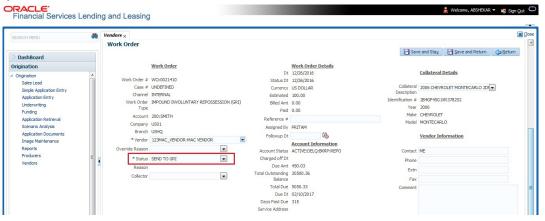
Note that, system does not allow to create a work order during the following conditions:

- If there is already a case created with the same work order type which is active on the account. On updating the details and clicking 'Save', system displays an error message as 'Active Work Order with same Order Type already exists on account'.
- If a CURE letter is issued on an account and the same is in-force. If the case creation date is before the cure letter expiry date, then system displays an error message as 'Cure Letter Issued and Active. Cannot create work order'.

For information on creating a work order, refer to section Vendors > Work Orders tab.

When the 'Channel' is selected as GENERIC RECOVERY INTERFACE, the Work Orders tab enables 'Vendor Messages' section to specify additional details that are required by the third party vendors to act upon the case. For more information, refer to 'Case Comments' section.

After the work order details are created, the same needs to be registered as a case in third party system by updating the status. Accordingly, when the Status of Work Order is selected as 'SEND TO GRI', the 'add Case()' web service is initiated to create a case in third party system.





The 'add Case()' web service request consists of the following Case details to be registered in third party system:

- Primary Customer
- Secondary Customer (Based on the sequence)
- Address Details
- Account Details
- Collateral Details

When the web service request is successful, the response would contain the new case number created in third party system. The case # is then appended to the work order and the status is changed from 'SEND TO GRI' to 'ASSIGNED'. Also a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = [Case No]: "NEW CASE CREATED"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

Search Customer Service: 20000100015971 Review Request (Pending: 0) Queue Assignment

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In case of an error in the web service response received from third party system, the status of work order is changed from 'SEND TO GRI' to 'GRI FAILED' and a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "<<Error Message>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

Note

Error in web service response can also arise when a work order type is not mapped between the two systems and a case creation request is sent to third party system.

C.3 Update Case

Once the details of a work order has been registered as a case in third party system, there can be subsequent updates in the details of the mapped account arising due to mismatch in



account details, change in address, collateral and so on. These changes need to be incrementally updated into the third party system and are done through the following web services which are triggered when corresponding details are updated.

Web Service	Type of change in mapped account
updateCaseAccountInfo()	When Account details are updated.
updateCaseAddress()	When Address details are updated.
updateCaseCollateral()	When Collateral details are updated.
updateCaseDebtor()	When Primary Customer details are updated.
updateCaseCosigner()	When Secondary Customer details are updated.
	Secondary Customer can also be the next customer type defined in the sequence.

The update web service request consists of the modified field details that are to be updated in third party system.

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If the web service request is successful, the modified details are updated into the case in third party system. Also a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: << UPDATED ACCOUNT DETAILS ACCEPTED BY THIRD PARTY INTERFACE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date and time.

In case of an error in the web service response received from third party system, case details are not updated and the following details are posted as a comment against the account.

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: << UPDATED ACCOUNT DETAILS NOT UPDATED IN THIRD PARTY INTERFACE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date and time.



C.4 Case Comments

Case comments refers to additional details provided in the 'Vendor Messages' section of Work Orders tab that are required by the third party vendors to act upon the case.

The 'Vendor Messages' section can be updated after the case has been created in third party system and serves as a communication channel between the integrated system.

'Vendor Messages' section is available in the Work Orders tab only when the 'Channel' is selected as GENERIC RECOVERY INTERFACE and by default, the Vendor Message Type is selected as 'CLIENT UPDATE'.

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igination	Case #		Channel	Currency		Collateral Description		•
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Application Retrieval	* Vendor				Account Information			
Scenario Analysis	Override Reason * Status			Account Status Charged off Dt		Contact		
Application Documents Image Maintenance				Due Amt		Phone		
Reports	Reason			Total Outstanding		Extn		
Producers E	Collector	•		Balance		Fax		
Vendors				Total Due Due Dt		Comment		
				Days Past Due				
				Service Address				
							Vendor Messages	
						Vendor Msg Type	CLIENT UPDATE	
-						Vendor Msg		
Servicing								
Collections								
WFP								

Accordingly, in the 'Vendor Messages' section when the details of Vendor Message Type and Vendor Message are updated for a work order, system triggers 'addCaseUpdate()' to update the same details in the third party system.

An outbound comment is posted on the corresponding account in Customer Service > Comments tab, with the following details and the update details are also captured as a record in Work Order History tab.

- Type = SYSTEM GENERATED
- Sub Type = OUTBOUND TO INTERFACE
- Comment = "[Case No]: <<Vendor Msg Text >>"
- Comment By = "USER"



• Comment Dt = Comment Posted date

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C.5 Hold Case

A particular work order or case which is already scheduled for repossession can undergo a status change when a payment is received (either full outstanding due or partial) on the non-performing account associated with the work order.

Also, an automatic case status change can happen on work order for an account based on Delinquency Days. Whenever the delinquency days falls below certain number of days as defined in system parameter "GRI_DLQ_DAYS_AUTO_STATUS_CHG" (DELINQUENCY DAYS FOR AUTOMATIC CASE STATUS CHANGE), system auto updates the case status as 'PENDING ON HOLD/ON HOLD' on running the batch job SET-GRI (RDNDLQ_BJ_100_01-AUTOMATIC CASE STATUS CHANGE).

Accordingly, when the status of a work order is changed to 'PENDING ON HOLD' in Work Orders screen, system triggers 'holdCase()' web service request to update the status of corresponding mapped case in third party system. This ensures that a work order in hold status is not processed further with third party vendor managed systems.

For information on updating the work order details, refer to section Vendors > Work Orders tab.

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Work Order #	Case #	Channel		Acc	unt Collate	eral Description	Vendor	Override Reason	Company	Branch	Status	Reason	Work On	der Type	Assigned E	y R	eference #
WO:0021105	2044299014	GENERIC RECO	VERY INTER	RFACE 200	0 2006 C	CHEVROLET MONT	. 90DEMO		US01	USHQ	ON HOLD	CUSTOMER	IMPOUN	D INVOLU	НМАСНА		
WO:0021117	2044299035	GENERIC RECO	VERY INTER	RFACE 201	51 2006 C	CHEVROLET MONT	. 90DEMO		US01	USHQ	ON HOLD	CUSTOMER	IMPOUN	D INVOLU	VENKAT		
WO:0021122	2044299038	GENERIC RECO	VERY INTER	RFACE 201	50 2006 C	CHEVROLET MONT	. 90DEMO		US01	USHQ	ON HOLD	CUSTOMER	L IMPOUN	D INVOLU	VENKAT		
WO:0021106	2044299029	GENERIC RECO	VERY INTER	RFACE 200	0 2006 C	CHEVROLET MONT	. 90DEMO		US01	USHQ	ON HOLD	CUSTOMER	IMPOUN	D INVOLU	HMACHA		
		GENERIC RECO	EDV INTER	REACE 200	0 2006 C	CHEVROLET MONT	. 90DEMO		US01	USHQ	ON HOLD	CUSTOMER	L DOOR KI	VOCK (GRI)	HMACHA		
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WO:0021070 Services Work Work Order Work Order	2044297557 k Order Histor r History at • # Case 5 20442	generic reco	tributes	RFACE 200 t Wrap	00 2006 C	al Vend	or MO-RDN_INT.	Reason	Company	Branch	Status		Reason	Work Orde	r Type INVOLU	Assigned By	
WO:0021070 Services Work Work Order Work Order : WO:002110:	2044297557 k Order Histor History at Case 5 20442 5 20442	GENERIC RECO	tributes	eccount 0000 13892	2006 C	al Vend tion Vend	or MO-RDN_INT. MO-RDN_INT.	Reason	Company US01	Branch USHQ	Status PENDING	ON HOLD	Reason	Work Orde	r Type INVOLU INVOLU	Assigned By HMACHA HMACHA	

If the web service request is successful, a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

• Type = SYSTEM GENERATED



- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: <<CASE HOLD REQUEST ACCEPTED BY THIRD PARTY INTERFACE (Reference No)>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date.

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In case of an error in the web service response received from third party system, following details are posted as a comment against the account with an alert flag and the status of Work Order is not changed.

- Alert = Y
- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: <<CASE HOLD REQUEST NOT UPDATED IN THIRD PARTY INTERFACE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date.

C.6 <u>Reopen Case</u>

When the status of a work order is updated from 'ON HOLD' to 'RELEASED' in Work Orders screen, system triggers 'reopenCase()' web service request to update the status of corresponding mapped case in third party system.



This ensures that a work order in hold status is processed further with third party vendor managed systems.

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The processing update of REOPEN case request at the third party system is tracked separately through a FIREHOSE web service scheduled at specific interval using a batch process. For more information, refer 'Case Updates Received via FireHose WebService' section.

If the web service request is successful, a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: <<CASE REOPEN UPDATED IN THIRD PARTY INTERFACE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

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In case of an error in the web service response received from third party system, following details are posted as a comment against the account with an alert flag and the status of Work Order is not changed.

- Alert = Y
- Type = SYSTEM GENERATED



- Sub Type = INBOUND FROM INTERFACE
- Comment = "CASE NO: <<CASE REOPEN REQUEST NOT UPDATED IN THIRD PARTY INTERFACE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

C.7 <u>Reassign Case</u>

A particular work order or case which is already scheduled for repossession in third party system can be reassigned to a different vendor due to delay in action, response, status updates or any such conditions.

Accordingly, when a case is reassigned to a different vendor, the change is processed for update in third party system depending on the current case status maintained across systems as indicated below:

Scenario	OFSLL Work Order Status	GRI Case Status	Case Reassignment Update
1	Send to GRI	NEW FROM CLIENT	Case is assigned to new Vendor.
2	Open	Open	Existing case is closed (i.e. status is updated as 'PENDING REASSIGN/CLOSE') and new case is created and assigned to new Vendor.

Also, system automatically updates the work order status to 'PENDING REASSIGN/CLOSE' based on the days defined in the lookup code 'VEN_REASSIGN_DAYS_CD (VENDOR REASSIGNMENT DAYS CODES). If the case status is OPEN for specific number of days as maintained in the sub code of the above lookup code, system auto updates the case status as 'PENDING REASSIGN/CLOSE' on running the batch job SET-GRI (RDNVNA_BJ_100_01 - AUTOMATIC VENDOR REASSIGNMENT).

Accordingly, when a case is reassigned, system triggers 'reassignCase()' web service request for reassigning the case to new vendor in third party system. Depending on the case status, the case is either directly assigned to new vendor, or a new case is created with new vendor by closing the existing case.

- If Case status is 'NEW FROM CLIENT' in GRI, the case is reassigned to new vendor in GRI and no New CASE is created in OFSLL.
- If Case status is 'OPEN' in GRI, the case is updated to 'Pending on Close' status in GRI, new case is created in OFSLL with New Case # and assigned to new Vendor.

If a new case is created in third party system due to vendor reassignment, then the web service response will include the new case number. Subsequently, when a close confirmation is received on the existing case as part of case status update from FIREHOSE web service response, the work order in OFSLL is closed (status = 'CLOSE') and new work order is created with new case number, new assigned vendor and previous work order account details.

Note the following:

 New work order is created in OFSLL only if the 'reassignCase()' web service response consists of new case number created in third party system.



 If the web service response is successful but does not contain a case #, then the case is directly assigned to new vendor in third party system.

A comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = NEW CASE NO: "<<CASE REASSIGNMENT REQUEST ACCEPTED BY THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

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In case of an error in the web service response received from third party system, following details are posted as a comment against the account and the work status is not updated nor a new work order is created with new assigned vendor.

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = CASE NO: "<<CASE REASSIGNMENT REQUEST NOT UPDATED IN THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

C.8 Close Case

A particular work order or case which is already scheduled for repossession can be closed after validating the preceding status and subsequently a repossession may not be required on the account mapped to the work order.

Accordingly, when the status of a work order is changed to 'PENDING CLOSE' in Work Orders screen, system triggers 'closeCase()' web service request to update the status of



corresponding mapped case in third party system. This ensures that the work order is not processed further with third party vendor managed systems.

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If the web service request is successful, a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Alert = N
- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = CASE NO: "<<CASE CLOSE REQUEST ACCEPTED BY THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date

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In case of an error in the web service response received from third party system, following details are posted as a comment against the account with an alert flag and the status of Work Order is not changed.

- Alert = Y
- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = CASE NO: "<<CASE CLOSE REQUEST NOT UPDATED IN THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date



C.9 <u>Case Updates Received via FireHose WebService</u>

Retrieving case status updates from the third party system is through a FIREHOSE web service response received into OFSLL through a pull service. Each response is channelled through an individual Event ID and Event Type.

A FIREHOSE web service 'getGriFireHose' - scheduled at specific interval using batch (GRIFRH_BJ_100_01) retrieves the case updates. This response consists of case activities recorded in third party system between specific intervals (based on Max event ID).

Note that, the FIREHOSE web service response always contains specific Event Type Code from the third party system which are updated in the database and inturn is validated for appropriate action in OFSLL. The table below indicates the list of Event Type and the corresponding action updated in the system.

Event Type	Event Description	Action
600	ACCEPTED CASE	Change Work order status to "OPEN"
601	DECLINED CASE	Change Work order status to "DECLINED"
602	ACKNOWLEDGED CLOSE	Change Work order status to "CLOSE"
603	ACKNOWLEDGED HOLD	Change Work order status to "ON HOLD"
300	CASE WAS REPOED	Change Work order status to "REPOSSESSED"
		And
		Trigger "getRepossessionDetails()" web service to get repossession details and update in Servicing > Repo/Foreclosure" tab.
302	CASE COMPLETED	Change Work order status to "COMPLETED"
200	FIRST UPDATE ADDED CUSTOM	Post the received update as "Inbound Comment" from Interface in Servicing >Customer Service >Comments tab.
201	UPDATE EDITED	Post the received update as "Inbound Comment" from Interface in Servicing >Customer Service >Comments tab.
203	UPDATE UNHIDDEN	Post the received update as "Inbound Comment" from Interface in Servicing >Customer Service >Comments tab.
811	INVOICE SENT TO CLI- ENT	Call the "getCaseInvoiceData()" web service and create the invoices in OFSLL.
1300	CR ADDED	Update 'Condition Report Status ='Y' and Condition Report Recd Dt = Event Received Date

Based on the web service response received from third party system, the status updates are posted onto corresponding work order(s) and account(s) in OFSLL.



For example, if the FIREHOSE web service response consists of the Event Type '600', it indicates that the case is accepted by the assigned vendor in third party system and status of the work order is to be updated to 'OPEN' in OFSLL. Also a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "[Case No]: <<[Vendor] ACCEPTED CASE>>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date and time

Note

Work order status change is permitted only if the previous status matches with the defined cycle setup (Setup > Products > Cycles). Else, update is not allowed and comment is posted on the account with the message 'Work Order Status Update failed due to mismatch of previous status'.

C.10 Case Repossession

When a case has been repossessed, the status of the case is updated by the assigned vendor in third party system. The case status is then retrieved through a FIREHOSE web service scheduled at specific interval using a batch process.

On receiving the case status update as 'REPOSSESSED' (i.e. Event Type 300) from FIREHOSE web service response, system triggers 'getRepossessionDetails()' web service request to fetch the repossession details and update the status of corresponding mapped work order and account in OFSLL.

If the web service request is successful and repossession details are received as part of the response, the status of the work order is updated in Work Orders tab and a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "[Case No]: <<[Vendor]: REPO DETAILS RECEIVED FROM THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"
- Comment Dt = Comment Posted date and time

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C.11 Case Invoice

When a case has been repossessed, an invoice with the actual cost incurred for repossession and the details of the asset repossessed are updated in the third party system by the assigned vendor.

Subsequently, when the case status update is received as 'REPOSSESSED' (i.e. Event Type 300) from FIREHOSE web service response, system triggers 'getCaseInvoiceData()' web service request to retrieve the invoice and asset details from the third party system.

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Vend	tors _×					
w	ork Order				Save and Stay	Save and Return
		Work Order	Dt	Work Order Details 12/22/2016		Collateral Details
	Channel Work Order Type Account Company Branch Vendor Override Reason Status Reason	2044312777 GENERIC RECOVERY INTERFACE IMPOUND INVOLUNTARY REPOSSESSION (GRI) 20160100011187: US01	Currency Estimated Billed Amt Paid Reference # Assigned By Followup Dt	0.00 0.00 VENKAT Account Information ACTIVE:DELQ:BKRP:REPO	Identification # Year Make Model	2006 CHEVROLET MONTECARLO 2DR 284GP45G JR378252 2006 CHEVROLET MONTECARLO <u>Vendor Information</u> 900EMO_INTERFACE
	Collector		Total Outstanding Balance Total Due Due Dt		Fax Comment	

If the web service request is successful and repossession details are received as part of the response, the details are updated in Vendors > Invoices tab and a comment is posted on the corresponding account in Customer Service > Comments tab, with the following details:

- Type = SYSTEM GENERATED
- Sub Type = INBOUND FROM INTERFACE
- Comment = "[Case No]: <<[Vendor]: INVOICE RECEIVED FROM THIRD PARTY INTERFACE >>"
- Comment By = "INTERNAL"



• Comment Dt = Comment Posted date and time

ndors x Custo	mer Service ×								X
earch Custome	er Service: 2016010	0011187 Review R	equest (Pending: 0)	Queue Assignment					
Account(s): 2	016010001118	7:							📃 View 🛷 Audit
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Company	Branch	Sub Unit	Account #	Product		Days Past Due Cu	rrency	Pay Off Amt	Amount Due Status
US01	USHQ	SUB UNIT1	20160100011187	7 LOAN VEHICLE (FR)	349 US	D	15,809.54	5,400.36 ACTIVE:DE
		Account Details Cus				y Repo/Foredosure ferences Corresponde			Ip Sell Activities E > • ario Analysis A > •
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The details of the invoice in the web service response are captured in Vendors > Invoice Information tab with invoice details and Payment Schedule. By default, the status of the invoice is 'OPEN' to update the payment details.

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endors Assignment Al	location	Work Orde	rs Follow-	up Invoices										
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View - Format -		Freeze	Detach	Wrap	65	Validate Invoice								
4											100	20		
Vendor						Company	Branch	Invoice #	External Ref #	Invoice Dt	Due Dt	Status	Channe	4
90DEMO-RDN INTER	FACE					US01	USHQ	3651	23066216	12/22/2016	12/22/2016	CLOSE	GENERI	IC RECOVE
90DEMO-RDN_INTER	FACE					US01	USHQ	3649	23066207	12/21/2016	12/21/2016	OPEN	GENERI	IC RECOVE
Invoice Informat	ion													
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								ce Dt 12/22/2016				ncy US DOLLAR		
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		Manufactor		DN_INTERFACE			S	tatus CLOSE				Amt 122.00		
		Company		UN_INTERFACE								Amt 122.00		
			USHQ					Details				Amt 122.00		
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WO:0021380 2016				10.00	10.00	10.00		10.00 12/22/2016	CLOSE	12/22/2016			N	
WO:0021380 2016				100.00	100.00	100.00		00.00 12/22/2016	CLOSE	12/22/2016			Y	
WO:0021380 2016	010001	118/2798		12.00	12.00	12.00		12.00 12/22/2016	CLOSE	12/22/2016			N	

System auto validates the invoice details which are received from third party system with specific business rules before creating a record in the Invoice Information tab. Hence the 'Validate Invoice' button in the Information tab is disabled for invoice records from external channel (Generic Recovery Interface) and the details are marked as view only.

For more information on business rules and working with Invoices tab, refer to 'Vendors' chapter.

