

Corporate Customer Creation User Guide

# **Oracle FLEXCUBE Universal Banking**

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Corporate Customer Creation User Guide  
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# 1. Preface

## 1.1 Introduction

This manual is designed to explain the Corporate Customer creating module of Oracle FLEXCUBE. It provides an overview of the workflow and information on creating and maintaining the applicant details with other supported features.

## 1.2 Audience

This manual is intended for the following User/User Roles:

| Role                                 | Function   |
|--------------------------------------|--|
| Corporate Customer Service Executive | Collection of applications   |
| Trade Finance Executive              | Updation of details of contracts                                     |
| Trade Finance Manager                | Verification and authorization of contracts                          |
| Compliance Executive                 | Performance of compliance details of all parties in a contract       |
| Compliance Manager                   | Verification of compliance check carried out by Compliance Executive |

## 1.3 Documentation Accessibility

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

## 1.4 Abbreviations

The following abbreviations are used in this User Manual:

| Abbreviation               | Description  |
|----------------------------|--|
| BPEL                       | Business Process Execution Language                              |
| SDEs                       | System Data Elements   |
| NCDD                       | New Customer Due Diligence                                       |
| WF                         | Workflow   |
| Channel                    | The system in which the first stage of the workflow is initiated |
| Originator of the workflow | User ID from which the first stage of workflow is initiated      |
| Status of Origination      | Application status of the current stage                          |

## 1.5 Organization

This manual is organized into the following chapters:





|                  |  |
|------------------|--|
| <b>Chapter 1</b> | <i>About this Manual</i> gives information on the intended audience. It also lists the various chapters covered in this User Manual.       |
| <b>Chapter 2</b> | <i>Creation of Corporate Customer</i> explains the process of creating and maintaining the new account details for further processing.     |
| <b>Chapter 3</b> | <i>Function ID Glossary</i> has alphabetical listing of Function/Screen ID's used in the module with page references for quick navigation. |

## 1.6 Related Documents

- Procedures User Manual
- Core Entities User Manual

## 1.7 Glossary of Icons

This User Manual may refer to all or some of the following icons:

| <b>Icons</b>  | <b>Function</b> |
|---|-----------------|
|   | Exit            |
|  | Add row         |
|  | Delete row      |
|  | Option List     |

---

## 2. Creation of Corporate Customer

### 2.1 Introduction

The process begins when a prospect/customer approaches the bank (via phone / net banking or by walking into the branch) with an account opening request or when the bank initiates the process by approaching a prospect-lead from its database. In case of a bank-initiated request, the process continues only if the prospect is interested. The process continues with the receipt of the required set of documents by the bank from the customer for savings account opening, which is followed by New Customer Due Diligence (NCDD) check. If the NCDD check is not passed for a customer, the application is rejected. For a customer who passes the NCDD check, the customer account is opened in Oracle FLEXCUBE and the kit is dispatched.

### 2.2 Stages in Customer Creation

In Oracle FLEXCUBE, the process for creating a corporate customer is governed by several user roles created to perform different tasks. At every stage, the users (with requisite rights) need to fetch the relevant transactions from their task lists and act upon them. Appropriate web services will be called in at certain stages to complete the transaction.

The customer creation process comprises the following stages:

- Input Customer Details
- Identify Customer requirements
- Capture Details For IPCA Checks
- Capture Details for NCDD Checks
- Check Prospect for Credit History
- Analyze Prospects Credit Report
- Balance Sheet Analysis
- Prepare Note for InPrinciple Approval
- IPCA Decision
- Prospect Fit to Be a Customer
- Negotiation
- Obtain Customer relationship Form
- Input Details For Customer Creation
- Verify Details For Customer Creation

#### Step 1. Input Customer Details

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity.

If you have the required access rights, you can enter details for a new customer in the 'Input Details' screen. To invoke this screen, type 'STDCC050' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

The screen appears as shown below:

The screenshot shows a software application window titled "Input Details". At the top, there are fields for "Application Category", "Application Branch", "Application Date", "Application Number" (with a value of "CreateCorporateCusto"), "Application Status", and "Application Priority" (set to "Low"). Below this is a "Customer Details" section with fields for "Local Branch", "Customer Number", "Full Name", "Short Name", and a "Populate" button. There are also radio buttons for "Type" (Individual, Corporate, Bank) and a checkbox for "Existing Customer", along with a "SWIFT Code" field. A navigation bar includes "Main", "Corporate", "Directors", and "Bank Details". The main content area is divided into "Customer Information" (with fields for Name, External Reference, Country, Nationality, Language, Customer Category, and Communication Mode) and "Contact Person" (with fields for Name, Work Phone, Home Phone, Mobile Number, Email, Preferred Date of Contact, and Preferred Time of Contact). There are also checkboxes for "Statuses" like "Private Customer", "Eligible for AR-AP Tracking", "Permanent US Resident Status", and "Visited US in last 3 Years?". A "Relationship Manager" section has fields for "ID" and "Name". At the bottom, there are "Documents | MIS | Fields" tabs, a "Power of Attorney" section, and a footer with "Previous Remarks", "Remarks", "Outcome" (a dropdown menu), and an "Exit" button.

You can capture the following details

### **Application Category**

Specify the application category. You can select the appropriate category from the adjoining option list.

### **Application Branch**

The system displays the branch code.

### **Application Date**

The system displays the date of the application.

### **Application Number**

The system displays the application number.

### **Application Status**

The system displays the status of the application.

### **Application Priority**

The system displays the priority of the customer.

## **Customer Details**

### **Local Branch**

Specify the applicant's home or local branch code.

Oracle FLEXCUBE supports multi branch feature. After input details, verify details and modify details stages, the system creates the record of the applicant in the local branch.

### **Customer Number**

On clicking 'Populate' button, the system displays the customer number.

### **Full Name**

Enter full name for the customer

### **Short Name**

Enter a short name for the customer.

### **Type**

Specify the customer type. The following options are available for selection:

- Individual
- Corporate
- Bank

### **SWIFT Code**

The system displays the SWIFT code on clicking 'Populate' button.

### **Existing Customer**

Check this box, if the customer is an existing customer.

## **2.2.1 Main tab**

### **Customer Information**

#### **Customer Name**

Specify the name of the customer.

#### **External Reference**

The system generates a unique identifier for the customer and displays it here.

#### **Country**

Specify the country in which the customer resides.

#### **Nationality**

Specify the nationality of the customer. You can also select the nationality of the customer from the option list. The option list displays all valid country codes maintained in the system.

#### **Language**

As part of maintaining customer accounts and transacting on behalf of your customer, you will need to send periodic updates to your customers in the form of advices, statement of accounts and so on.

Indicate the language in which your customer wants the statements and advices to be generated.

#### **Customer Category**

The system displays the value as 'Corporate'.



## **Communication Mode**

Select the mode of communication you prefer. The following options are available for selection:

- Mobile
- E-mail

## **Contact Person**

### **Name**

Specify the name of the contact person.

### **Work Phone ISD+**

Specify a valid international dialling code for the work telephone number of the customer. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

### **Telephone**

Specify the telephone number of the contact person.

### **Home Phone ISD+**

Specify a valid international dialling code for the home telephone number of the customer. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

### **Home Phone**

Specify the home telephone number of the customer.

### **Mobile ISD Code+**

Specify the international dialling code for the mobile number of the customer. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

### **Mobile Number**

Specify the mobile number of the customer.

### **E-mail**

Specify the E-mail ID of the contact person.

### **Preferred Date of Contact**

Specify the preferred date for contacting the customer. You can also select the date from the adjoining calendar icon.

### **Preferred Time of Contact**

Select the preferred time for contacting the customer on the preferred date of contact, from the adjoining drop-down list. This list displays the following time slots in 24hrs format:

- Any time
- 1 hour combination of timings starting from 12am – 1am to 11pm – 12am.

## **Contact Address**

### **Address 1 – 4**

Specify the contact address here.

**Pincode**

Specify the pin code.

**Country**

Select the country from the adjoining option list.

**Send Correspondence through Email**

Check this box if you need to send the correspondence through mail.

**Statuses****Private Customer**

Check this box if you are a private customer.

**Eligible for AR-AP Tracking**

Check this box to enable Account Receivable and Account Payable processes for the customer.

**Permanent US Resident Status**

Check this box to indicate that the corresponding director is a permanent US resident.

**Visited US in last 3 years?**

Check this box to indicate that the beneficial owner has visited US in the last three years.

**Relationship Manager****ID**

Specify the ID of relationship manager. The adjoining option list displays a list of valid IDs maintained in the system. Select the appropriate one.

**Name**

Specify the name of the relationship manager.

**Power of Attorney**

---

**Note**

If FATCA is enabled at the bank and the check box 'Power of Attorney' is checked here, then it is mandatory to specify the Power of Attorney information.

---

**Power of Attorney**

Check this box to indicate that the customer account is to be operated by the power of attorney holder.

**Holder Name**

The person who has been given the power of attorney.

**Address**

Specify the address of the power of attorney holder.

**Country**

Specify the country of the power of attorney holder.

**Nationality**

Specify the nationality of the power of attorney holder.

### Telephone ISD Code +

Specify the international dialling code for the telephone number of the power of attorney holder. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

### Telephone Number

Specify the telephone number of the power of attorney holder.

## 2.2.2 Corporate Tab

Click 'Corporate' tab to maintain corporate details.

The screenshot shows the 'Input Details' window with the 'Corporate' tab selected. The window is divided into several sections:

- Application Details:** Workflow Reference #, Priority (Low), Application Category \*, Application Branch \*, Application Date \*, Application Number \*, Application Status, Application Priority (Low).
- Customer Details:** Local Branch \*, Customer Number \*, Short Name \*, Type (Corporate selected, Bank, Existing Customer), SWIFT Code, Follow up Date. Includes 'Propagate' and 'Search' buttons.
- Registration Details:** Name, National Id, Address 1, Address 2, Address 3, Country, Date, Capital, Net Worth, Currency of Amounts, Country.
- Description of Business:** A large text area for business description.
- Footer:** Documents | MIS | Fields, Prev Remarks, Remarks, Outcome (dropdown), Audit, Exit.

You can maintain corporate details here:

### Registration Details

You can specify the registration details here:

#### **Name**

Specify the registration name of the organization.

#### **National ID**

Specify the national ID of the organization.

#### **Address 1-4**

Specify the registration address of the organization.

**Pin code**

Specify the pin code of the registration address of the organization.

**Country**

Specify the country code of the registration address of the organization. The adjoining option list displays all valid country codes. select the appropriate one.

**Incorporation**

You can maintain the incorporation details here:

**Date**

Specify the date of incorporation from the adjoining Calendar icon.

**Capital**

Specify the capital amount of incorporation.

**Net Worth**

Specify the net worth of the organization.

**Currency of Amounts**

Specify the currency code of the amounts. The adjoining option list displays all valid currency codes. select the appropriate one.

**Country**

Specify the country code of incorporation. The adjoining option list displays all valid country codes. Select the appropriate one.

**Additional Details**

Maintain the additional details here:

**Type of Ownership**

Specify a valid type of ownership of the customer for the specified organization.

**Description of Business**

Provide description for the business, if any.

## 2.2.3 Directors Tab

Click 'Directors' tab to maintain directors details.

The screenshot shows the 'Input Details' window with the following sections:

- Workflow Reference #**: Input field
- Priority**: Dropdown menu (Low)
- Application Category \***: Input field
- Application Number \***: Input field
- Application Branch \***: Input field
- Application Status**: Dropdown menu
- Application Date \***: Input field
- Application Priority**: Dropdown menu (Low)
- Customer Details**:
  - Local Branch \***: Input field
  - Customer Number \***: Input field
  - Short Name \***: Input field
  - Type**: Radio buttons for Corporate (selected), Bank, Existing Customer
  - SWIFT Code**: Input field
  - Follow up Date**: Input field
- Navigation**: Main | Corporate | **Directors** | Bank Details
- Director Details**:
  - Director Name \***: Input field
  - Tax Id**: Input field
  - Telephone**: Input field
  - Mobile Number**: Input field
  - Email**: Input field
- Permanent Address**:
  - Address 1**: Input field
  - Address 2**: Input field
  - Address 3**: Input field
  - Country**: Input field
- Address For Correspondence**:
  - Address 1**: Input field
  - Address 2**: Input field
  - Address 3**: Input field
  - Country**: Input field
- Footer**: Documents | MIS | Fields, Prev Remarks, Remarks, Outcome dropdown, Audit button, Exit button

You can maintain the director details here:

### **Director Details**

#### **Director Name**

Specify the name of the director.

#### **Tax ID**

Specify the tax ID of the director

#### **Work Phone ISD+**

Specify a valid international dialling code for the work telephone number of the director. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

#### **Work Phone**

Specify the work telephone number of the director.

#### **Home Phone ISD+**

Specify a valid international dialling code for the home telephone number of the director. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

#### **Home Phone**

Specify the home telephone number of the director.

**Mobile Phone ISD+**

Specify a valid international dialling code for the mobile number of the director. The adjoining option list displays valid ISD codes maintained in the system. Select the appropriate one.

**Mobile Number**

Specify the mobile number of the director.

**Email**

Specify the E-mail of the director

**Address For Correspondence****Address 1-4**

Specify the address of correspondence of the director.

**Pin Code**

Specify the pin code of correspondence of the director.

**Country**

Specify the country code of the correspondence address. The adjoining option list displays all valid country codes. Select the appropriate one.

**Permanent Address****Address 1-4**

Specify the permanent address of the director.

**Pin Code**

Specify the pin code of the specified permanent address.

**Country**

Specify the country code of the specified permanent address. The adjoining option list displays all valid country codes. Select the appropriate one.

**Other Details****Nationality**

Specify the nationality of the director.

**Permanent US Resident Status**

Check this box if the director is a permanent resident of US.

**Share Percentage**

Specify the percentage of shares the director holds.

## 2.2.4 Bank Details Tab

To maintain the bank details, click 'Bank Details' tab. The following screen is displayed:

The screenshot shows the 'Input Details' window with the following sections:

- Application Details:** Workflow Reference #, Priority (Low), Application Category \*, Application Branch \*, Application Date \*, Application Number \*, Application Status, Application Priority (Low).
- Customer Details:** Local Branch \*, Customer Number \*, Short Name \*, Type (Corporate, Bank, Existing Customer), SWIFT Code, Follow up Date.
- Navigation:** Main, Corporate, Directors, **Bank Details**.
- Existing Bank Account Details:** A table with columns: Bank Code \*, Branch Code \*, Account Type (Nostro), Account Number \*, Visit Frequency.
- Footer:** Documents | MIS | Fields, Prev Remarks, Remarks, Outcome, Audit, Exit.

You can specify the existing bank account details here.

### Bank Code

Specify the existing bank code.

### Branch Code

Specify the existing branch code.

### Account Type

Specify the account type from the adjoining drop-down list. Available options are:

- Nostro
- Misc Dr
- Misc Cr
- Savings Current
- Deposit
- Line

### Account Number

Specify the existing account number

### Visit Frequency

Specify how frequently the customer visits the bank.

You can edit the fields under miscellaneous support during the following stages:

- Input Details
- Requirement Check
- IPCA Check
- NCDD Check
- Customer Details

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The system creates a task 'Identify Customer requirements' in the 'Assigned' task list.

| Branch | Module | Work Id                         | Work Title                                | Customer Number | Txn Amount | Txn Currency | User Reference Number | Product | Assigned Date                      | Actions Header |
|--------|--------|---------------------------------|---|-----------------|------------|--------------|-----------------------|---------|------------------------------------|----------------|
| CHO    |        | InPrincipleCreditApproval200042 | Check for Prospect Credit History         |                 |            |              |                       |         | Mon Aug 04 15:23:36 GMT+05:30 2008 | Acquire        |
| CHO    |        | OpenSavingsAccount200010        | Check for any change in KYC-R Information |                 |            |              |                       |         | Fri Aug 08 11:17:31 GMT+05:30 2008 | Acquire        |
| CHO    |        | OpenSavingsAccount220060        | Check for any change in KYC-R Information |                 |            |              |                       |         | Fri Aug 08 11:30:08 GMT+05:30 2008 | Acquire        |
| CHO    |        | OpenSavingsAccount220058        | Check if Initial deposit required         |                 |            |              |                       |         | Fri Aug 08 11:12:29 GMT+05:30 2008 | Acquire        |
| CHO    |        | CreateCorporateCustomer220061   | Identify Customer Requirements            |                 |            |              |                       |         | Fri Aug 08 12:24:43 GMT+05:30 2008 | Acquire        |

## Step 1. Identify Customer Requirements

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity. Go to your 'Assigned' task list and acquire the task by clicking the corresponding the 'Acquire' button. The following screen will be displayed.



The system displays the information message as "ST-ACQR-001 Acquire Successful":

The task will then be moved to the 'Acquired' task list.

| Workflow Reference      | Transaction Reference | Title                        | Assignee Group    | Assignee Users | Customer Name | Amount | Creation Date (From/To) | Priority |
|-------------------------|-----------------------|------------------------------|-------------------|----------------|---------------|--------|-------------------------|----------|
| IslamicjarahAccount1362 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-04-30 11:14:27 IST |          |
| IslamicjarahAccount1574 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-05-10 15:16:46 IST |          |
| IslamicjarahAccount1575 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-05-10 15:40:50 IST |          |
| ImportLCProcessFlow1587 |                       | Receive and Verify LC Import | ALLROLES,CCSEROLE |                |               |        | 2012-05-11 12:11:04 IST |          |

Go to the 'Acquired' task list and double click on the record to invoke the following screen.

**Check Requirements**

Save Hold

Application Category \* CORPORATE  
Application Branch \* 000  
Application Date \* 2012-03-05

Application Number \* CreateCorporateCusto  
Application Status Requirement Check  
Application Priority Low

**Customer Details**

Local Branch \* 000  
Customer Number \* 000005803  
Short Name \* Dhoni

Type  Corporate  
 Bank  
 Existing Customer  
SWIFT Code

**Main Corporate Directors Bank Details**

**Customer Information**

Customer Name  
External Reference  
Country \* GB  
Nationality \* GB  
Language \* ENG  
Customer Category \* CORPORATE

**Contact Person**

Name  
Telephone  
Email

**Contact Address**

Address \* Leeds  
Zip  
Country GB

**Statuses**

Private Customer  
 Eligible for AR-AP Tracking

**Relationship Manager**

ID  
Name

Documents MIS Fields

Prev Remarks Remarks

Audit Exit

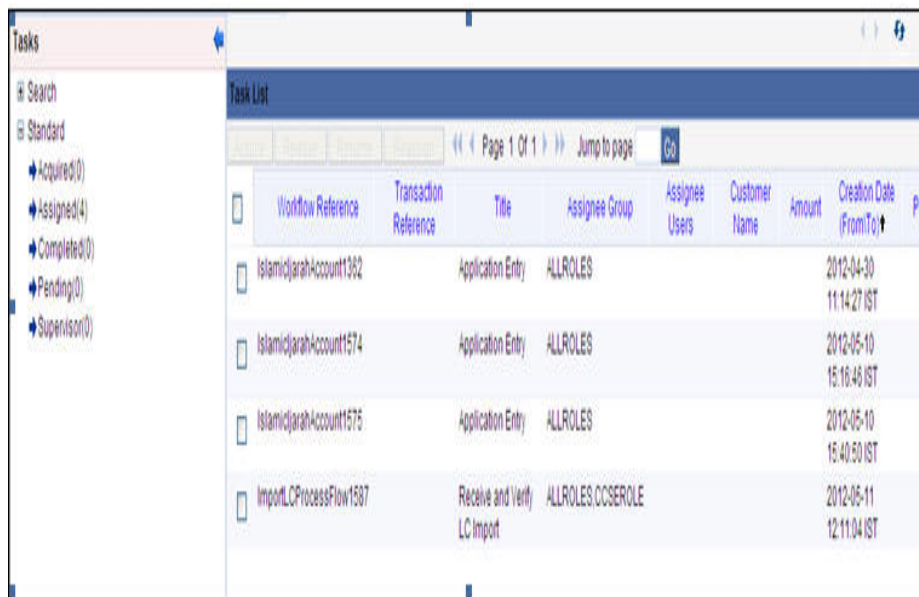
The system displays all information captured in the "Input Details" screen. You can verify the details and also edit them if required. If the customer has requested for credit facility, select the action 'CREDITREQUIRED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The system will create a task 'Capture Details For IPCA Checks' in the 'Assigned' task list.

## Step 2. Capture Details For IPCA Checks

Users belonging to the user role CAEROLE (Credit Appraisal Executive) can perform this activity. Go to your 'Assigned' task list and acquire the task by clicking the corresponding the 'Acquire' button. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The task will then be moved to the 'Acquired' task list.



| Workflow Reference      | Transaction Reference | Title                        | Assignee Group    | Assignee Users | Customer Name | Amount | Creation Date (From/To)    | Priority |
|-------------------------|-----------------------|------------------------------|-------------------|----------------|---------------|--------|----------------------------|----------|
| IslamicjarahAccount1362 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-04-30<br>11:14:27 IST |          |
| IslamicjarahAccount1574 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-05-10<br>15:16:46 IST |          |
| IslamicjarahAccount1575 |                       | Application Entry            | ALLROLES          |                |               |        | 2012-05-10<br>15:40:50 IST |          |
| ImportLCProcessFlow1587 |                       | Receive and Verify LC Import | ALLROLES,CCSEROLE |                |               |        | 2012-05-11<br>12:11:04 IST |          |

Go to the 'Acquired' task list and double click on the record to invoke the following screen.

The system displays all information captured in the 'Check Requirements' screen. You can verify the details and also edit them, if required. If all information is accurate and In Principal Credit Approval (IPCA) can be granted, select the action 'PROCEED' in the text box adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system displays the information message as "ST-ACQR-001 Acquire Successful"

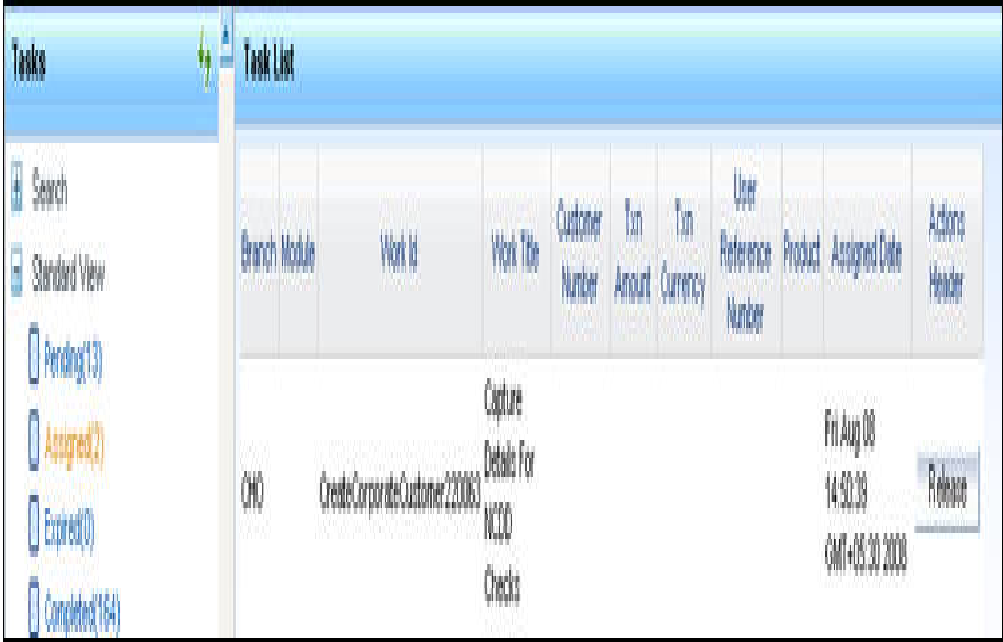
The system will create a task 'Capture Details For NCDD Checks' in the 'Assigned' task list

| Branch Module | Work Id                      | Work Title                      | Customer Number | Tin Amount | Tin Currency | User Reference Number | Product | Assigned Date                      | Actions Header |
|---------------|------------------------------|---------------------------------|-----------------|------------|--------------|-----------------------|---------|------------------------------------|----------------|
| GHO           | CreateCorporateCustomer22081 | Capture Details For NCDD Checks |                 |            |              |                       |         | Fri Aug 08 12:50:17 GMT+05:30 2008 | Acquire        |

### Step 3. Capture Details for NCDD Checks

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity. Go to you 'Assigned' task list and acquire the task by clicking the corresponding the 'Acquire' button. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The task will be moved to the 'Acquired' task list.



Go to the 'Acquired' task list and double click on the record to invoke the following screen.

The screen appears as shown below:

**Application Details:**  
Application Category: CORPORATE  
Application Branch: 000  
Application Date: 2012-03-05  
Application Number: CreateCorporateCustoi  
Application Status: NCDD Check  
Application Priority: Low

**Customer Details:**  
Local Branch: 000  
Customer Number: 000005803  
Short Name: Dhoni  
Type:  Corporate  
 Bank  
 Existing Customer  
SWIFT Code:

**Customer Information:**  
Customer Name:   
External Reference:   
Country: GB  
Nationality: GB  
Language: ENG  
Customer Category: CORPORATE

**Contact Person:**  
Name:   
Telephone:   
Email:

**Contact Address:**  
Address: Leeds  
Zip:   
Country: GB

**Statuses:**  
 Private Customer  
 Eligible for AR-AP Tracking

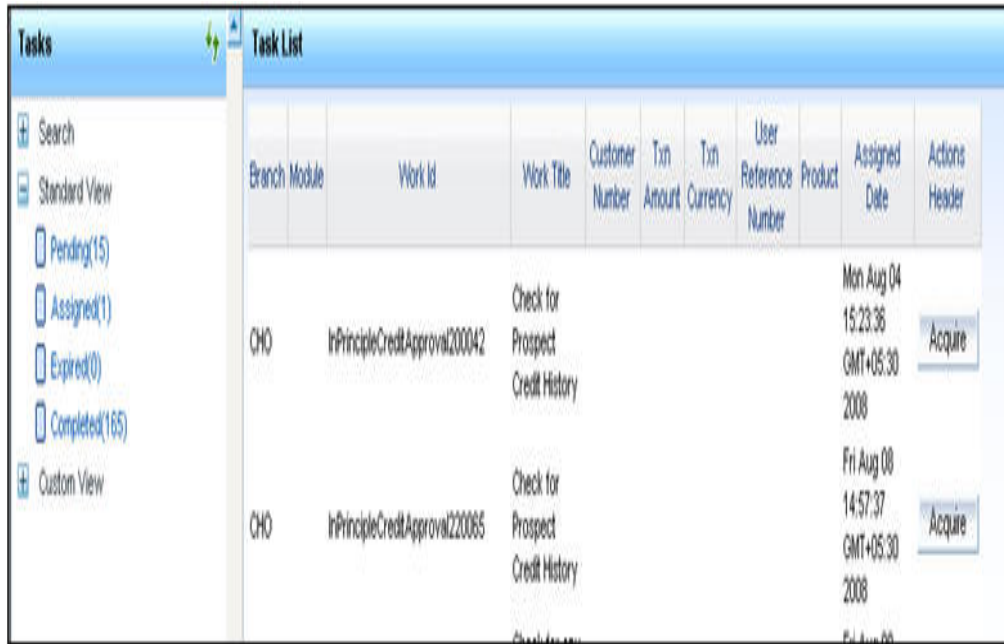
**Relationship Manager:**  
ID:   
Name:

**Bottom Bar:**  
Documents | MIS | Fields  
Prev Remarks | Remarks | Audit | Exit

Here you can perform due diligence for the new customer. If all details and records are found acceptable, select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The system will create a task 'Check Prospect for Credit History' in the 'Assigned' task list.

The screen appears as shown below:



| Branch | Module | Work Id                        | Work Title                        | Customer Number | Txn Amount | Txn Currency | User Reference Number | Product | Assigned Date                      | Actions |
|--------|--------|--------------------------------|-----------------------------------|-----------------|------------|--------------|-----------------------|---------|------------------------------------|---------|
| CHO    |        | InPrincipleCreditApproval20042 | Check for Prospect Credit History |                 |            |              |                       |         | Mon Aug 04 15:23:36 GMT+05:30 2008 | Acquire |
| CHO    |        | InPrincipleCreditApproval20085 | Check for Prospect Credit History |                 |            |              |                       |         | Fri Aug 08 14:57:37 GMT+05:30 2008 | Acquire |

### 3.1.Sub Process – Know your Customer Check

This sub process includes SDN check, contract detail verification and identity check of the customer. The account is opened when the customer passes all the checks. If any of the checks are not cleared then the account opening process is terminated.

### 3.2.Sub Process – In Principle Credit Checks

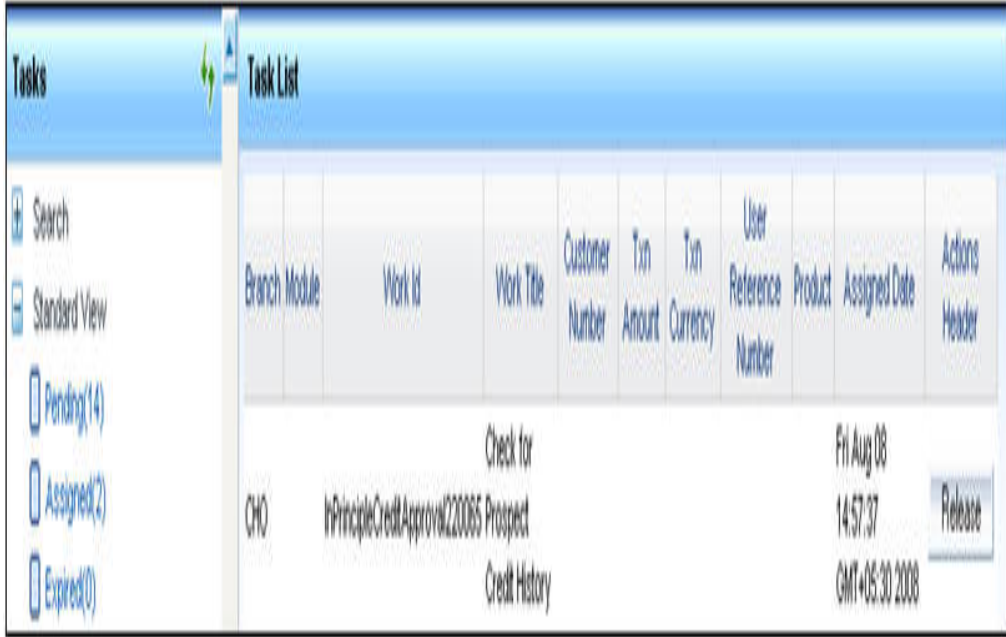
This process involves assessing the prospect on basis of character, capacity, capital, industry and business risks. If the prospect is found to be credit-worthy, you can take a decision to grant in-principle approval for credit facilities.

*For more information on KYC, refer to the 'Current Account Creation' user manual.*

## Step 4.Check Prospect for Credit History

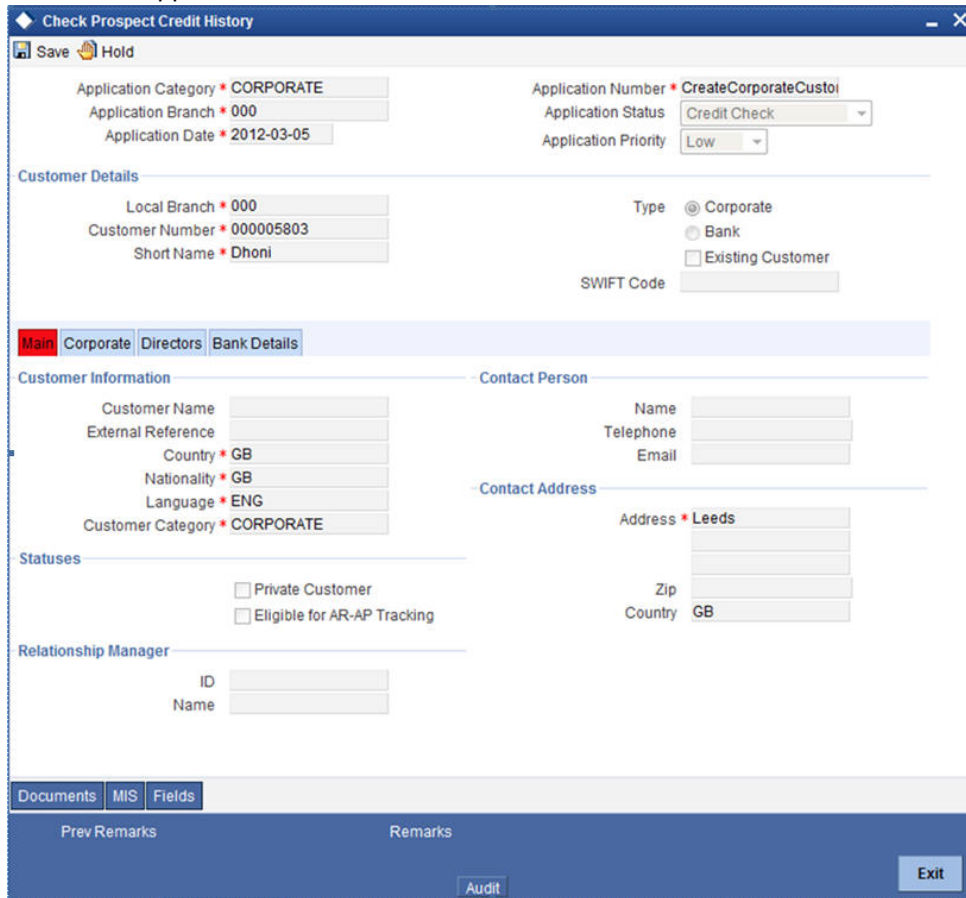
Users belonging to the user role CAEROLE (Credit Appraisal Executive) can perform this activity. Go to you 'Assigned' task list and acquire the task by clicking the corresponding 'Acquire' button. The system displays the information message as "ST-ACQR-001 Acquire Successful"

The task will be moved to the 'Acquired' task list.



Go to the 'Acquired' task list and double click on the record to invoke the following screen.

The screen appears as shown below:



Here all details captured in the 'Capture Details for NCDD Check' are displayed. You can check for credit history of the customer and also edit the defaulted details. If all details and records are found acceptable, select the action 'AVAILABLE' in the textbox adjoining the

'Audit' button in this screen and save the record by clicking the save icon in the tool bar. If details are not available, select the action 'UNAVAILABLE' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The system will move the task back to the 'Assigned' task list for want of those details.

If you select 'AVAILABLE' and save the transaction, the system displays the information message as "ST-ACQR-001 Acquire Successful"

The 'Analyze Prospects Credit Report' task will be created in the 'Assigned' task list

## Step 5.Retrieve Prospects Credit Report and Analyse

Users belonging to the user role CAEROLE can perform this activity. On acquiring it, the task will move to the 'Acquired' list. Fetch the record from the 'Acquired' list. The following screen will be displayed.

Click the 'Documents' button to upload documents. Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

## Step 6.Balance Sheet Analysis

Users belonging to the user role CAEROLE (Credit Appraisal Executive) can perform this activity. On acquiring it, the task will be moved to the 'Acquired' task list. Go to the acquired list and fetch the record.



The screen appears as shown below:

The Balance sheet of the customer which will be uploaded into DMS and attached with the transaction will be displayed here. If all details and records are found acceptable, select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The 'Prepare Note for InPrinciple Approval' task will be created in the 'Assigned' task list

## Step 7.Prepare Note for InPrinciple Approval

Users belonging to the user role CAEROLE (Credit Appraisal Executive) can perform this activity. On acquiring it, the task will be moved to the 'Acquired' task list. Go to the acquired list and fetch the record.

The screen appears as shown below:

Application Category \* CORPORATE  
Application Branch \* 000  
Application Date \* 2012-03-05  
Application Number \* CreateCorporateCusto  
Application Status InPrinciple Note  
Application Priority Low

Customer Details  
Local Branch \* 000  
Customer Number \* 000005803  
Short Name \* Dhoni  
Type  Corporate  
 Bank  
 Existing Customer  
SWIFT Code

Main Corporate Directors Bank Details **Credit Report**

Credit Summary  
Public records 1  
Past Negative Trades 2  
Past Negative Occurrences 2  
Open Trade 3  
Collections 5  
No of Trades 4  
Installment 3  
Inquiries 1  
Negative Trade 3  
Revolving 4  
Mortgage 2  
Credit Rating a+

In Principle Note

Documents MIS Fields

Prev Remarks Remarks  
Audit Outcome  
Exit

You can enter the following information:

### In-Principle Note

Specify the approval note for the customer

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The 'IPCA Decision' task will be created in the 'Assigned' task list

## Step 8. IPCA Decision

Users belonging to the user role CAMROLE (Credit Appraisal Manager) can perform this activity. On acquiring it, the task will be moved to the 'Acquired' task list. Go to the acquired list and fetch the record.

The screen appears as shown below:

The screenshot shows the 'IPCA Decision' application window. At the top, there are fields for 'Application Category' (CORPORATE), 'Application Branch' (000), 'Application Date' (2012-03-05), 'Application Number' (CreateCorporateCustoi), 'Application Status' (Balance Sheet Analysis), and 'Application Priority' (Low). Below this is the 'Customer Details' section with fields for 'Local Branch' (000), 'Customer Number' (000005803), 'Short Name' (Dhoni), 'Type' (Corporate selected), 'Bank', 'Existing Customer', and 'SWIFT Code'. A navigation bar includes 'Main', 'Corporate', 'Directors', 'Bank Details', and 'Credit Report' (highlighted in red). The 'Credit Summary' section contains two columns of input fields: Public records (1), Past Negative Trades (2), Past Negative Occurrences (2), Open Trade (3), Collections (5), No of Trades (4), Installment (3), Inquiries (1), Negative Trade (3), Revolving (4), Mortgage (2), and Credit Rating. Below this is an 'In Principle Note' text area. At the bottom, there is a 'Documents' section with 'Prev Remarks' and 'Remarks' fields, an 'Audit' button, an 'Outcome' dropdown, and an 'Exit' button.

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

If IPCA and NCDD checks have been successfully passed, the 'Prospect Fit to Be a Customer' task will be created in the 'Assigned' task list

## Step 9. Prospect Fit to Be a Customer

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity. On acquiring it, the task will be moved to the 'Acquired' task list. Go to the acquired list and fetch the record. If the prospect is eligible for becoming a customer, select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. The task 'Receive Customer Response' will be created in the 'Assigned task list'. On acquiring it, the task will move to the 'Acquired' list. If the customer has accepted the offer letter, select the action 'OFFERACCEPTED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. If the offer is not accepted, you can re-negotiate on the features of the products/facilities mentioned in the offer letter. Select the action 'OFFERNOTACCEPTED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The system will create a task 'Negotiate' IN THE 'Assigned' task list.

Prospect Fit to be Customer

Save Hold

Application Category \* CORPORATE  
Application Branch \* 000  
Application Date \* 2012-03-05

Application Number \* CreateCorporateCusto...  
Application Status IPCA Check  
Application Priority Low

Customer Details

Local Branch \* 000  
Customer Number \* 000005803  
Short Name \* Dhoni

Type  Corporate  
 Bank  
 Existing Customer

SWIFT Code

Main Corporate Directors Bank Details

Customer Information

Customer Name  
External Reference  
Country \* GB  
Nationality \* GB  
Language \* ENG  
Customer Category \* CORPORATE

Contact Person

Name  
Telephone  
Email

Contact Address

Address \* Leeds  
Zip  
Country GB

Statuses

Private Customer  
 Eligible for AR-AP Tracking

Relationship Manager

ID  
Name

Documents MIS Fields

Prev Remarks Remarks

Audit Exit

## Step 10. Negotiation

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity. On acquiring it, the task will move to the 'Acquired' list. Fetch the record from the 'Acquired' list.

The following screen will be displayed.

The screenshot shows the Oracle Negotiation application window. The window title is "Negotiation". It contains several sections:

- Application Details:** Application Category \* CORPORATE, Application Branch \* 000, Application Date \* 2012-03-05, Application Number \* CreateCorporateCusto, Application Status (NCDD Check), Application Priority (Low).
- Account Details:** Account Branch, Account Number.
- Customer Details:** Local Branch \* 000, Customer Number \* 000005600, Short Name \* 000005600, Type (Corporate selected), SWIFT Code.
- Navigation Bar:** Main (selected), Corporate, Directors, Bank Details.
- Customer Information:** Customer Name, External Reference, Country \* GB, Nationality \* GB, Language \* ENG, Customer Category \* CORPORATE.
- Contact Person:** Name, Telephone, Email.
- Contact Address:** Address \* IN, Zip, Country IN.
- Statuses:**  Private Customer,  Eligible for AR-AP Tracking.
- Relationship Manager:** ID, Name.
- Bottom Bar:** Documents, MIS, Fields, Prev Remarks, Remarks, Exit button.

If the customer agrees on the negotiated terms and conditions, select the action 'AGREES' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. If her/she postpones the decision to a later date, capture date for the next decision making day in the 'Follow-up Date' field. Then select the action 'POSTPONEDECISION' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar. If he/she rejects the offer, select the action 'REJECT' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

In case of customer accepting the offer, the system will create a task 'Obtain Customer relationship Form' IN THE 'Assigned' task list.

## Step 11. Obtain Customer Relationship Form

Users belonging to the user role CORMROLE (Corporate Relationship Manager) can perform this activity. On acquiring it, the task will move to the 'Acquired' list. Fetch the record from the 'Acquired' list. The following screen will be displayed.

The screen appears as shown below

Obtain Customer Relationship Form

Application Category \* CORPORATE  
Application Branch \* 000  
Application Date \* 2012-03-05

Application Number \* CreateCorporateCusto  
Application Status Customer Relationship  
Application Priority Low

Customer Details

Local Branch \* 000  
Customer Number \* 000005630  
Short Name \* TEST002  
Populate  
Search

Type  Corporate  
 Bank  
 Existing Customer

SWIFT Code  
Follow up Date

Main Corporate Directors Bank Details

Customer Information

Customer Name  
External Reference  
Country \* IN  
Nationality \* IN  
Language \* ENG  
Customer Category \* CORPORATE

Contact Person

Name  
Telephone  
Email

Contact Address

Address \* abcd  
Zip  
Country IN

Statuses

Private Customer  
 Eligible for AR-AP Tracking

Relationship Manager

ID  
Name

Documents MIS Fields

Prev Remarks Remarks

Audit Outcome

Exit

Click the 'Documents' button to upload documents. Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The task 'Input Details For Customer Creation' will be created in the 'Assigned' task list

## Step 12. Input Details For Customer Creation

Users belonging to the user role COEROLE (Corporate Operations Executive) can perform this activity. On acquiring it, the task will move to the 'Acquired' list.

On fetching it from the 'Acquired' list, the following screen will be displayed.

Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The task 'Verify Details For Customer Creation' will be created in the 'Assigned' task list.

## Step 13. Verify Details For Customer Creation

Users belonging to the user role COMROLE (Corporate Operations Manager) can perform this activity. On acquiring it, the task will move to the 'Acquired' list.

On fetching it from the 'Acquired' list, the following screen will be displayed

If everything is found acceptable, Select the action 'PROCEED' in the textbox adjoining the 'Audit' button in this screen and save the record by clicking the save icon in the tool bar.

The system will display the system message as "Customer has been created successfully."

## 2.2.5 Capturing Document Details

You can capture the customer related documents in central content management repository through the 'Documents' screen. Click 'Documents' button to invoke this screen.

Here, you need to specify the following details:



### Document Category

Specify the category of the document to be uploaded.

### Document Reference

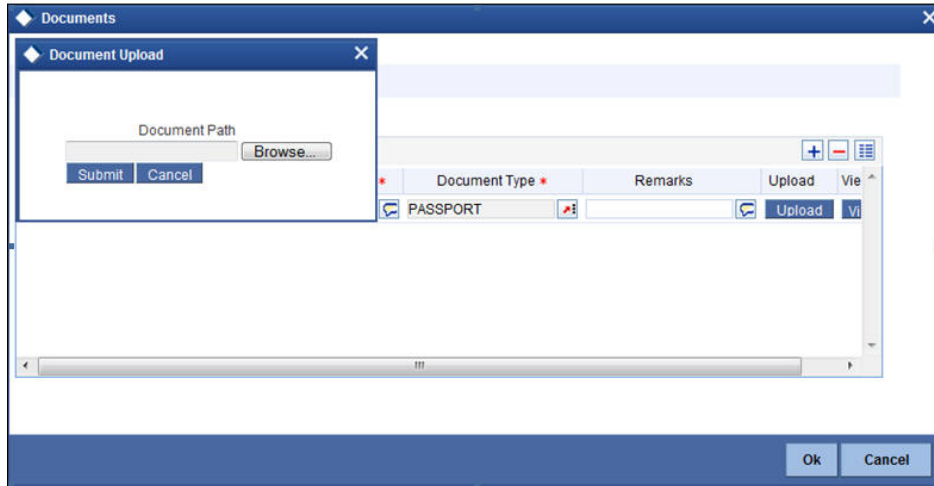
The system generates and displays a unique identifier for the document.

### Document Type

Specify the type of document that is to be uploaded.

### Upload

Click 'Upload' button to open the 'Document Upload' sub-screen. The 'Document Upload' sub-screen is displayed below:



In the 'Document Upload' sub-screen, specify the corresponding document path and click the 'Submit' button. Once the document is uploaded, the system displays the document reference number.

### View

Click 'View' to view the document uploaded.

In 'Corporate Customer Creation' process, 'Document Upload' feature is not available in all the stages. The 'Document Upload' feature's availability in this process is given below:

| Stage Title                     | Function Id | Doc Callform Exists | Upload(Available/ Not Available) | View(Available/ Not Available) |
|---------------------------------|-------------|---------------------|----------------------------------|--------------------------------|
| Input Customer Details          | STDCC050    | Available           | Available                        | Available                      |
| Identify Customer requirements  | STDCC002    | Available           | Available                        | Available                      |
| Capture Details For IPCA Checks | STDCC003    | Available           | Available                        | Available                      |
| Capture Details for NCDD Checks | STDCC004    | Available           | Available                        | Available                      |

| Stage Title  | Function Id | Doc Callform Exists | Upload(Available/ Not Available) | View(Available/ Not Available) |
|--|-------------|---------------------|----------------------------------|--------------------------------|
| Verify prospect /customer details                              | STDKYC01    | Available           | Not Available                    | Available                      |
| Ascertain if KYC checks are required                           | STDKYC00    | Available           | Not Available                    | Available                      |
| SDN check  | Subprocess  |                     |                                  |                                |
| Verify SDN Match   | STDKYC02    | Available           | Not Available                    | Available                      |
| Inform Regulatory / Internal authorities on KYC checks failure | STDKYC06    | Available           | Not Available                    | Available                      |
| Internal blacklist check                                       | STDKYC03    | Available           | Not Available                    | Available                      |
| Verify customer / prospect contact details                     | STDKYC05    | Available           | Not Available                    | Available                      |
| Other KYC Checks   | STDKYC07    | Available           | Not Available                    | Available                      |
| KYC Decision   | STDKYC08    | Available           | Not Available                    | Available                      |
| Check Prospect for Credit History                              | STDCC020    | Available           | Available                        | Available                      |
| Analyze Prospects Credit Report                                |             |                     |                                  |                                |
| Balance Sheet Analysis   | STDCC022    | Available           | Available                        | Available                      |
| Prepare Note for InPrinciple Approval                          | STDCC024    | Available           | Available                        | Available                      |
| IPCA Decision  |             |                     |                                  |                                |
| Prospect Fit to Be a Customer                                  | STDCC005    | Available           | Available                        | Available                      |

| Stage Title                          | Function Id | Doc Callform Exists | Upload(Available/ Not Available) | View(Available/ Not Available) |
|--------------------------------------|-------------|---------------------|----------------------------------|--------------------------------|
| Negotiation                          | STDCC008    | Available           | Available                        | Available                      |
| Obtain Customer relationship Form    | STDCC010    | Available           | Available                        | Available                      |
| Input Details For Customer Creation  | STDCC011    | Available           | Available                        | Available                      |
| Verify Details For Customer Creation | STDCC012    | Available           | Available                        | Available                      |

### 2.2.6 Capturing MIS Details

Click 'MIS' button to invoke the Customer MIS screen.

You can capture the customer MIS details on this screen. The system defaults the MIS details on clicking 'Default from MIS Group' button.

However, you can modify the MIS information before proceeding to the next stage.

## 2.2.7 Capturing UDF Details

Click on 'Fields' button to invoke the screen.

Application Number \* CreateCorporateCusto|

Customer

Customer Branch 000 Customer No 000005803

UDF Details

| Field Name *                                   | Value   |
|--|---------|
| <input type="checkbox"/> PRIORITY              | 1       |
| <input type="checkbox"/> TESTUDF2              |         |
| <input type="checkbox"/> DATE OF CREATION      |         |
| <input type="checkbox"/> PANCARD               |         |
| <input type="checkbox"/> EMP ID                |         |
| <input checked="" type="checkbox"/> OCCUPATION | Manager |

Ok Cancel

The system defaults the UDF Details in the 'User Defined Fields' screen.

However, you can modify the UDF information before proceeding to the next stage.

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## 3. Function ID Glossary

### S

STDCC001 ..... 1-1