

Project Management User Guide

# **Oracle Banking Credit Facilities Process Management**

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

Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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# Chapter 1 - Introduction

## Preface

### About this guide

This guide helps you to quickly get familiarized with the Project Management process in OBCFPM for managing customer projects.

### Intended Audience

This document is intended for the banking personnel, such as Relationship Manager, responsible for managing customers information.

### Conventions Used

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






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

# Chapter 1 - Introduction

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## Common Icons in OBCFPM

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

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

# Chapter 2 - Overview

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## Project Management Process

The Project Management Process in OBCFPM is a simple two stage process which allows you to record customer's project information with ease. Whenever there is an update in the project, you can add / modify the project information with respect to the new updates.

The two stages available in Project Management process are:

- Enrichment
- Approval

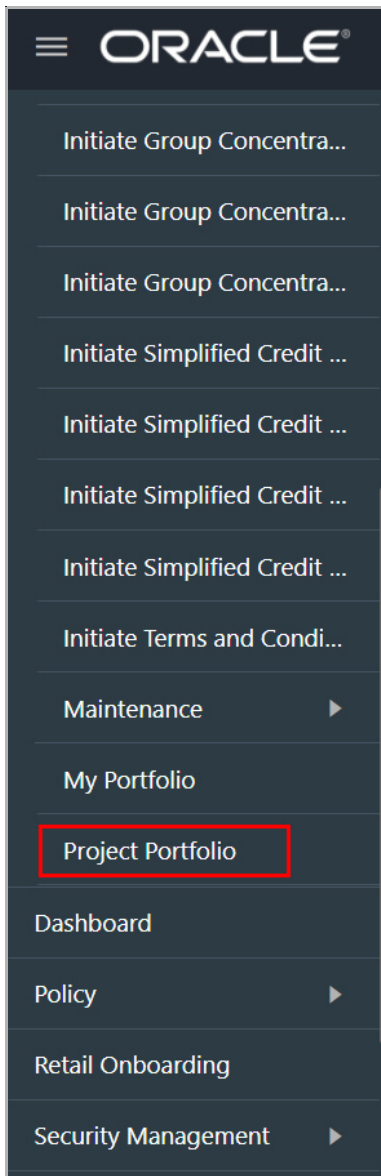
# Chapter 3 - Enrichment

## Enrichment

In this stage, you can capture all the details about the customer project, project stakeholders and project milestones.

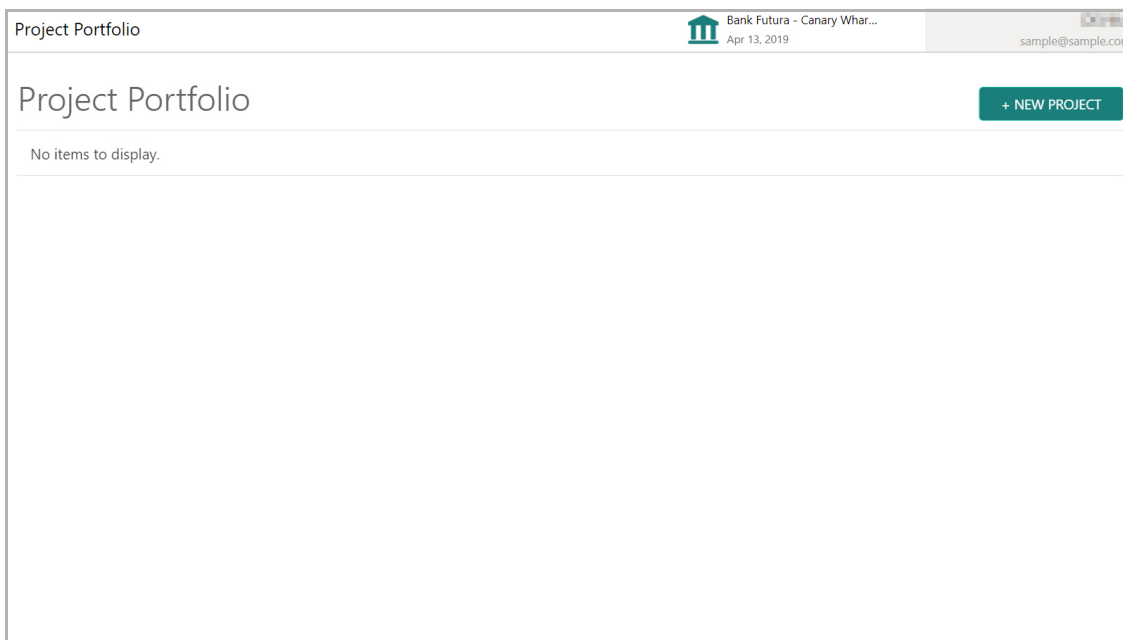
### Enrichment Steps

1. Login to OBCFPM.

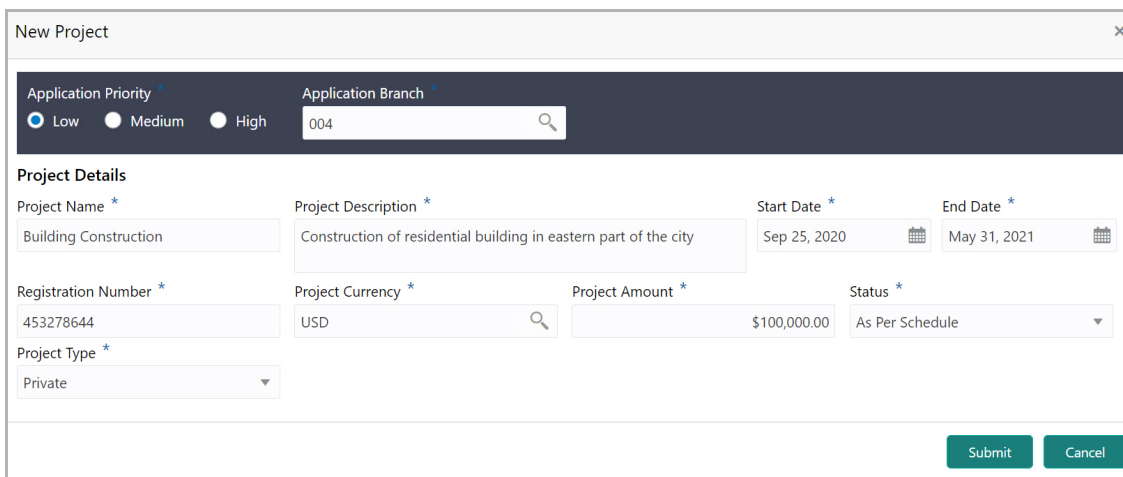


# Chapter 3 - Enrichment

2. Navigate to **Credit Facilities > Project Portfolio** from the left menu. The *Project Portfolio* page appears:



3. Click **+NEW PROJECT**. The *New Project* window appears:



4. Choose the project **Application Priority**. The options available are: Low, Medium, and High.

5. Search and select the project **Application Branch**.

## Project Details

6. Type your customer's **Project Name**.

7. Type a detailed description for project in the **Project Description** field.

8. Click the calendar icon and select **Start Date** and **End Date** of the project.



# Chapter 3 - Enrichment

---

9. Specify the project **Registration Number**.
10. Search and select the **Project Currency**.
11. Specify the budget of project in the **Project Amount** field.
12. Select the project **Status** from the drop down list. The options available are:
  - As Per Schedule
  - Ahead of Schedule
  - Behind Schedule
  - Yet to Start
  - Complete
13. Select the **Project Type** from the drop down list. The options available are:
  - Govt
  - Private
  - Public Private Partnership
  - Mixed
14. Specify the **Point of Contact Name** for the project.
15. Click **Submit**. The *Enrichment - Project Summary* page appears.

## Project Summary

The *Project Summary* page has the following widgets to add corresponding details:

- Project Details
- Project Stakeholders
- Timelines

# Chapter 3 - Enrichment

The screenshot displays the 'Project Definition - Enrichment' window. At the top, there are two tabs: 'Project Summary' (active) and 'Comments'. The 'Project Summary' section shows the project title 'Building Construction' and a brief description: 'Construction of residential building in eastern part of the city'. Below this is a table with project metadata:

Registration Number	Project Type	Project Currency	Project Amount
453278644	Private	USD	\$100.00K

The interface is divided into three main content areas: 'Project Details', 'Project Stakeholders', and 'Timelines'. Each area currently shows a message that no data has been added and a corresponding 'Add' button. The 'Timelines' section includes a 'Status' dropdown menu set to 'All' and a 'Start Date' field set to 'Jul 23, 2020'. At the bottom of the window, there are five navigation buttons: 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

## Adding Project Details

16. Click **Add Project Details** in the **Project Details** widget. The *Project Details* window appears:

# Chapter 3 - Enrichment

### Project Details

Project Name *	Registration Number *	Project Description *	
Building Construction	453278644	Construction of residential building in eastern part of the city	
Project Currency *	Project Amount *	Status *	Project Type *
USD	\$100,000.00	As Per Schedule	Private
Start Date *	End Date *	Project Objective *	
Sep 24, 2020	May 30, 2021	To develop eastern part of the city	
Point of Contact Name *	Phone Number *	Email *	
John	9876543210	John@xyz.com	
Customer sector			<a href="#">+Add Industry</a>
No Sectors Added			
Address			
+ [edit] [delete]			
No items to display.			
			<a href="#">Save</a> <a href="#">Cancel</a>



In edit mode, **Update** option appears in the **Project Details** widget instead of **Add Project Details**. Click on **Update** to modify the project details.

In the above screen, the following details are automatically populated based on the information added in the *New Project* window:

- Project Name
- Registration Number
- Project Description
- Project Currency
- Project Amount
- Status
- Project Type
- Start Date
- End Date

# Chapter 3 - Enrichment

You can modify the following details, if required:

- Project Currency
- Project Amount
- Status
- Project Type
- Start Date
- End Date

17. Type the **Project Objective**. The maximum character limit for the project objective is 450.

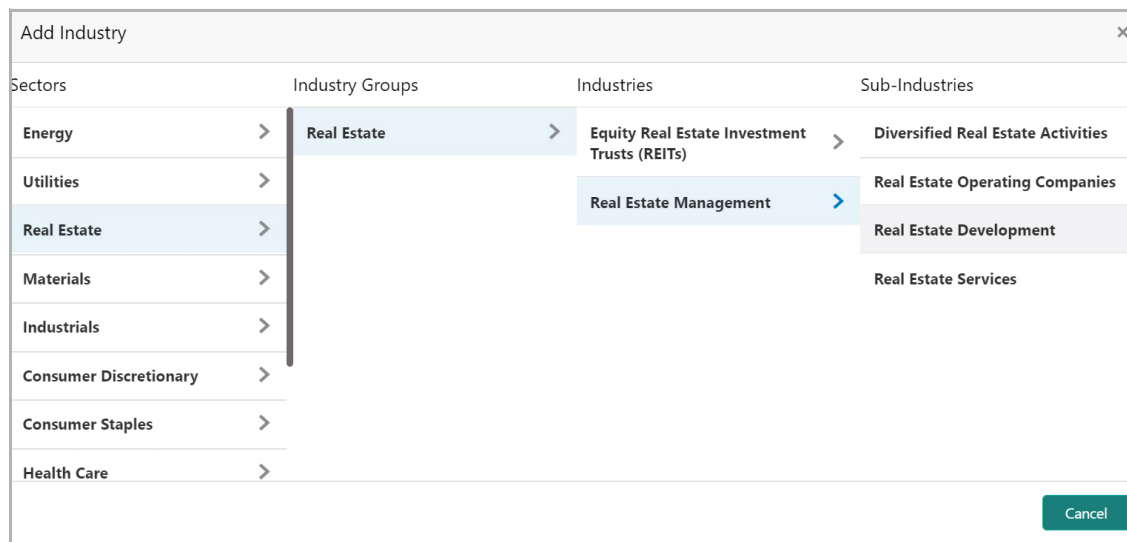
18. Type the **Point of Contact Name** for the project. The maximum character limit for the point of contact name is 35.

19. Specify the **Phone Number** of the point of contact person.

20. Type the **Email** address of the point of contact person.

## Customer sector

21. To add the project's industry details, click **+Add Industry**. The *Add Industry* window appears:



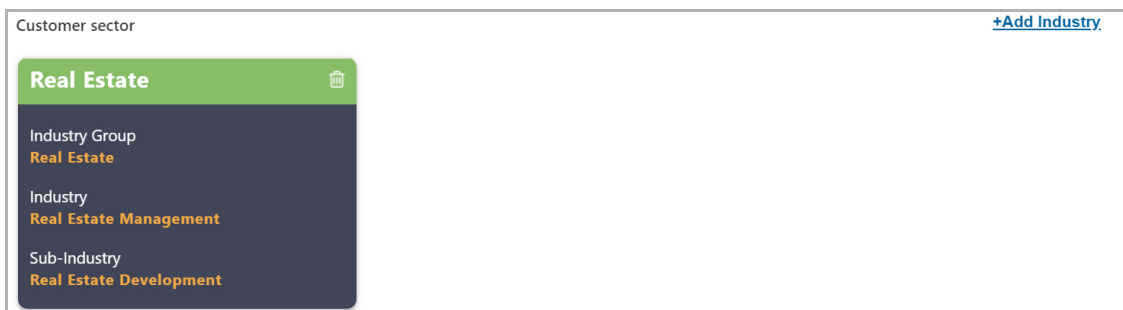
22. Select the project **Sector**. **Industry Groups** list is displayed.

23. Select the project Industry Group. **Industries list** is displayed.

24. Select the project Industry. **Sub-Industries** list is displayed.

# Chapter 3 - Enrichment

25. Select the project Sub-Industry. Industry details are added and displayed in the **Customer Sector** section as shown below:



The screenshot shows a 'Customer sector' window with a '+Add Industry' link in the top right. A dark blue card displays the following information:

- Real Estate** (with a delete icon)
- Industry Group: Real Estate
- Industry: Real Estate Management
- Sub-Industry: Real Estate Development

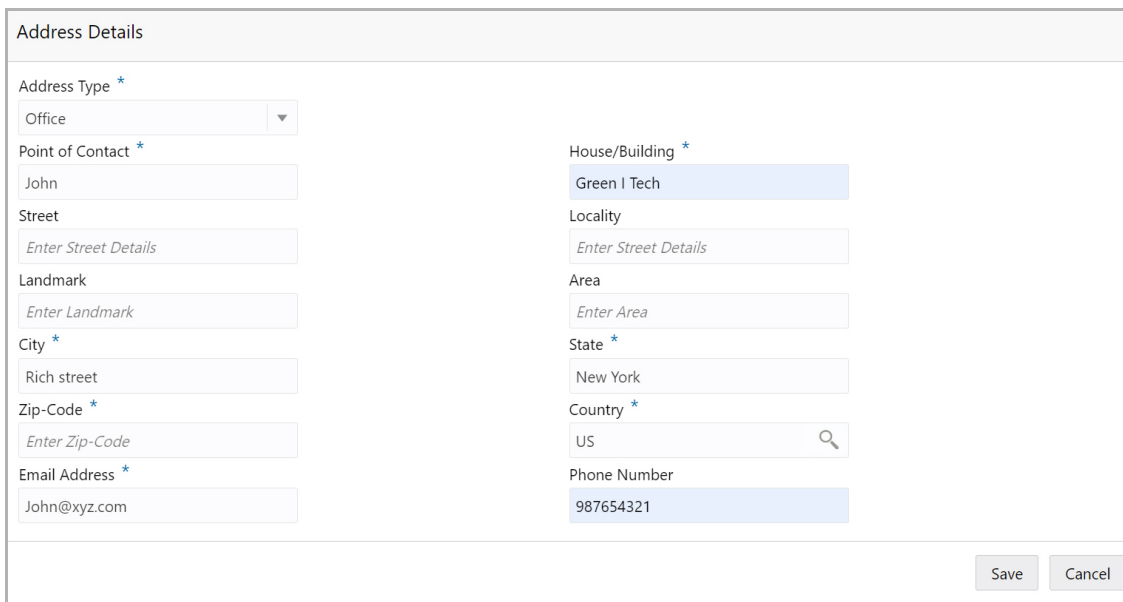
26. To delete the added sector information, click the delete icon.

## Address

In the Address Details window, you can add the following types of address for the project:

- Office
- Residence
- Correspondence

27. Click the Add icon, the *Address Details* window appears:



The 'Address Details' window contains the following fields:

Address Type *	Office	House/Building *	Green I Tech
Point of Contact *	John	Locality	Enter Street Details
Street	Enter Street Details	Area	Enter Area
Landmark	Enter Landmark	State *	New York
City *	Rich street	Country *	US
Zip-Code *	Enter Zip-Code	Phone Number	987654321
Email Address *	John@xyz.com		

Buttons: Save, Cancel

28. Select the required **Address Type**.

29. Type the name of **Point of Contact** person for the selected address.

# Chapter 3 - Enrichment

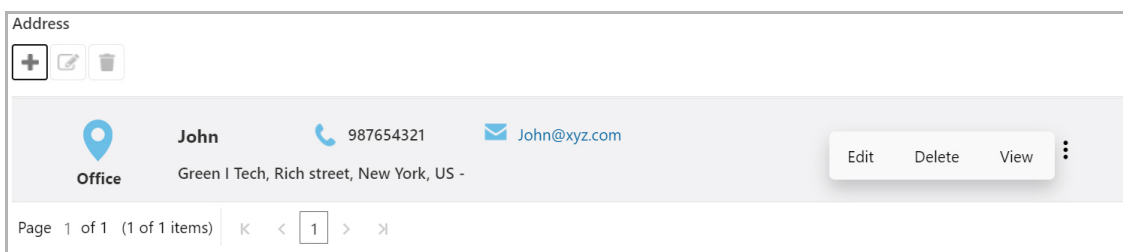
30. Type / select the following address details:

- **House/Building** name
- **Street** name
- **Locality**
- **Landmark**
- **Area**
- **City**
- **State**
- **Zip-Code**
- **Country**

31. Type the **Email Address** of the point of contact person.

32. Specify the **Phone Number** of the point of contact person.

33. Click **Save**. The address details are added and displayed as shown below:



34. To **Edit**, **Delete**, and **View** the address, select the corresponding record and click the required option.

35. To save the project details, click **Save** in the *Project Details* window.

# Chapter 3 - Enrichment

## Adding Stakeholder Information

36. Click **Add Stakeholder** in the **Project Stakeholder** widget. The *Add Stakeholder* window appears:

The screenshot shows the 'Add Stakeholder' dialog box. It is divided into several sections. At the top, there's a 'Customer Details' section with two radio buttons: 'New' and 'Existing'. The 'Existing' radio button is selected. To the right of these is a 'Customer ID' search field containing the text '000006'. Below this is a grid of fields. The first row contains: 'Type' (a dropdown menu with 'Customer' selected), 'Name' (a text field with 'COS'), 'Registration Number' (a text field with '999765366'), and 'Company Type' (a dropdown menu with 'Pvt Ltd'). The second row contains: 'Date of Incorporation' (a date picker showing 'May 28, 2014'), 'Demography Type' (a dropdown menu with 'Domestic'), 'Place of Incorporation' (a text field with 'IN'), and 'No of Companies' (a text field with '1'). Below the grid is an 'Address' section with three icons: a plus sign, a pencil, and a trash can. Below the icons is a message that says 'No items to display.' At the bottom right of the dialog box are two buttons: 'Save' and 'Cancel'.

37. If the stakeholder is not your bank's customer, select **Customer Details** as 'New'.

38. If the stakeholder is already a customer in your bank, select **Customer Details** as 'Existing'. The **Customer ID** field appears.

39. Search and select the required **Customer ID**.

40. Select the **Type** of stakeholder from the drop down list. The options available include but are not limited to: Customer, Sponsor, Equity Investor, Shareholder, and Financial Advisor.

41. Type the **Name** of the stakeholder.

42. Specify the stakeholder's **Registration Number**.

43. Select the stakeholder's **Company Type**. The options available are:

- Proprietorship
- Pvt Ltd
- Public Limited
- Govt Owned
- Trusts
- Others
- Society
- Associations
- Limited Liability Partnership
- Foreign Bodies
- NGO
- Clubs

# Chapter 3 - Enrichment

44. Click the Calendar icon and search the **Date of Incorporation**.
45. Select the stakeholder's Demography Type from the drop down list. The options available are:
  - Domestic
  - Global

If the **Demography Type** is selected as 'Global', the **Geographical Spread** field appears.

46. Click and select the countries in which the stakeholder is operating.
47. Search and select the stakeholder's **Place of Incorporation**.
48. Specify the **No of Companies** associated with the stakeholder.

## Address

For information on adding stakeholder's address, refer "[Address](#)" on page 10.

49. To save the stakeholder information, click **Save** in the *Add Stakeholder* window. Stakeholder details are listed in the *Project Summary* page as shown below:

The screenshot displays the 'Project Summary' page. At the top, it shows 'Building Construction' with a description: 'Construction of residential building in eastern part of the city [Read More](#)'. Below this, a table lists project metadata: Registration Number (453278644), Project Type (Private), Project Currency (USD), and Project Amount (\$100.00K). The page is divided into two main sections: 'Project Details' and 'Project Stakeholders'. The 'Project Details' section includes the Project Objective ('To develop eastern part of the city [Read More](#)'), Sectors (Real Estate), and Point of Contact (John, with phone number 9876543210 and email john@xyz.com). The 'Project Stakeholders' section shows a total of 1 stakeholder. A table lists the stakeholder 'COS' with Registration Number 999765366, Company Type Pvt Ltd, and Date of Incorporation May 28, 2014. Action buttons (Edit, Delete, View) are visible next to the stakeholder record. At the bottom of the page, there are navigation buttons: Hold, Back, Next, Save & Close, and Cancel.

50. To **Edit, Delete** or **View** the stakeholder information, select the corresponding record from the list and click the required option.

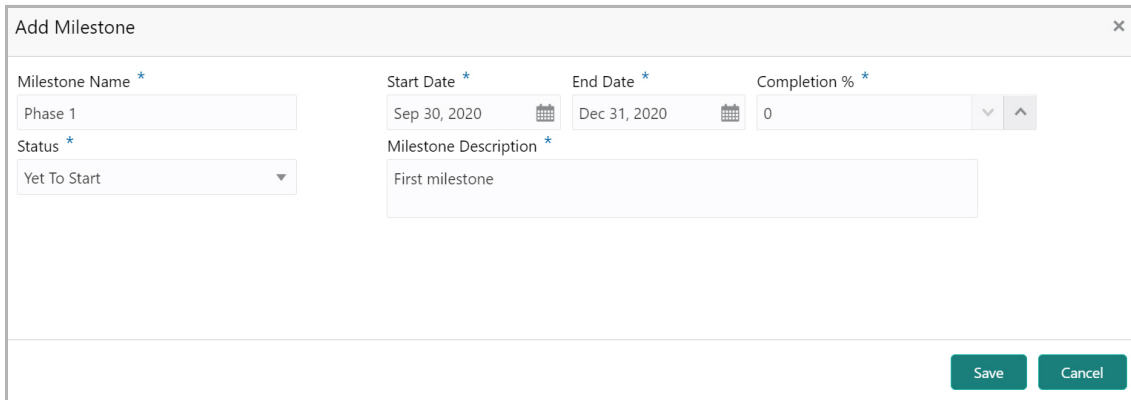


# Chapter 3 - Enrichment

## Adding Project Milestone

Project milestones are important achievements in a project during the project life cycle. You can add the already completed milestone, current milestone as well as future milestone in the **Timeline** widget.

51. Click **Add Milestone** in the **Timelines** widget. The *Add Milestone* window appears:



52. Type the **Milestone Name**.
53. Click the calendar icon and select the **Start Date** and **End Date** for the milestone. Start Date and End Date can be past or future dates.
54. Specify the **Completion %** for the milestone.
55. Select the project milestone **Status** from the drop down list.

If future date is selected as Start Date and End Date, the completion % must be 0 and the Status must be Yet To Start.

56. Type the **Milestone Description**.
57. Click **Save**. Milestone details are added in the **Timelines** widget as shown below:



58. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.
59. To go to the *Comments* page, click **Next**.

# Chapter 3 - Enrichment

## Comments

The comments page allows you to capture overall comments for this stage. Adding comments for a stage helps others to identify the actions performed in that stage.

Project Definition - Enrichment

Project Summary Comments

Comments

Enter text here...

Post

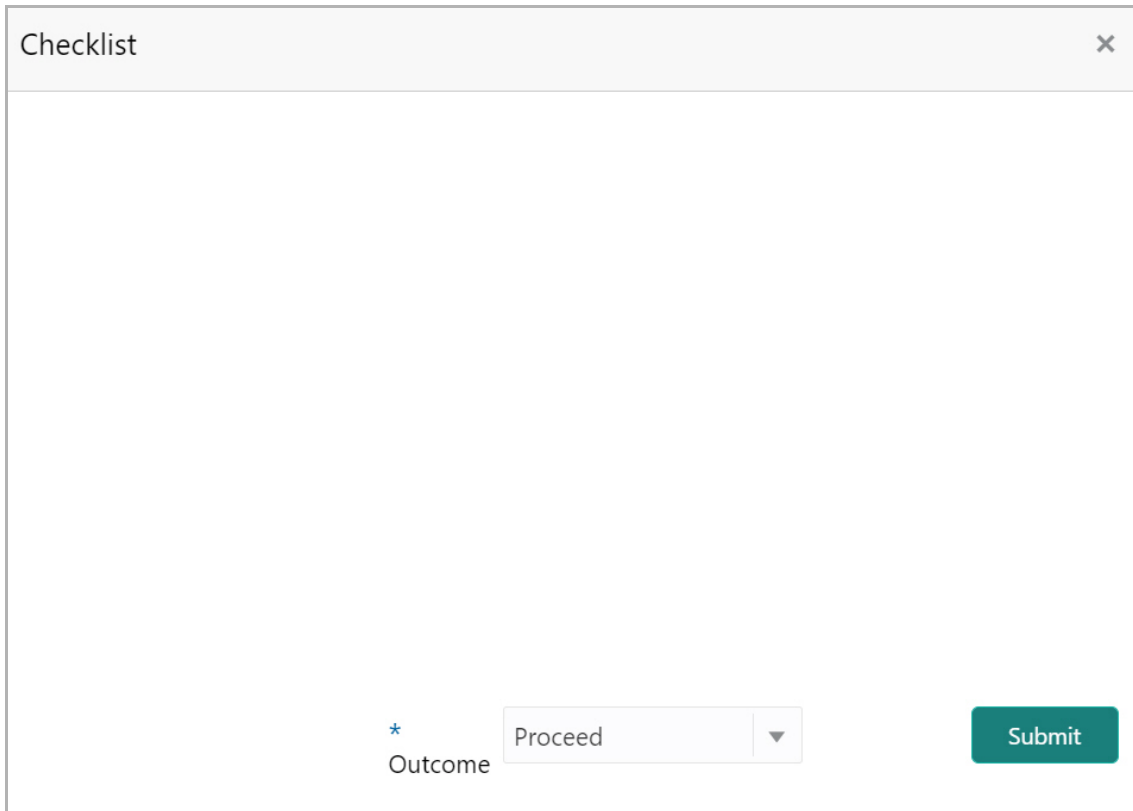
No items to display.

Hold Back Next Save & Close Submit Cancel

60. Type Comments, if required.
61. Click **Post**. Comments are posted below the **Comments** text box.
62. To hold the Process Management process, click **Hold**.
63. To go back to the previous page, click **Back**.
64. To save and exit the window, click **Save & Close**.
65. To submit the Enrichment task to the Approval stage, click **Submit**.
66. To exit the window without saving the information, click **Cancel**.

# Chapter 3 - Enrichment

Upon clicking **Submit**, the *Checklist* window appears:



The screenshot shows a window titled "Checklist" with a close button (X) in the top right corner. The main area of the window is empty. At the bottom, there is a label "Outcome" with an asterisk (\*) to its left. To the right of the label is a dropdown menu with "Proceed" selected. Further to the right is a green "Submit" button.

- 67. Select the **Outcome** as 'Proceed'.
- 68. Click **Submit**. The task is moved to the Approval stage.

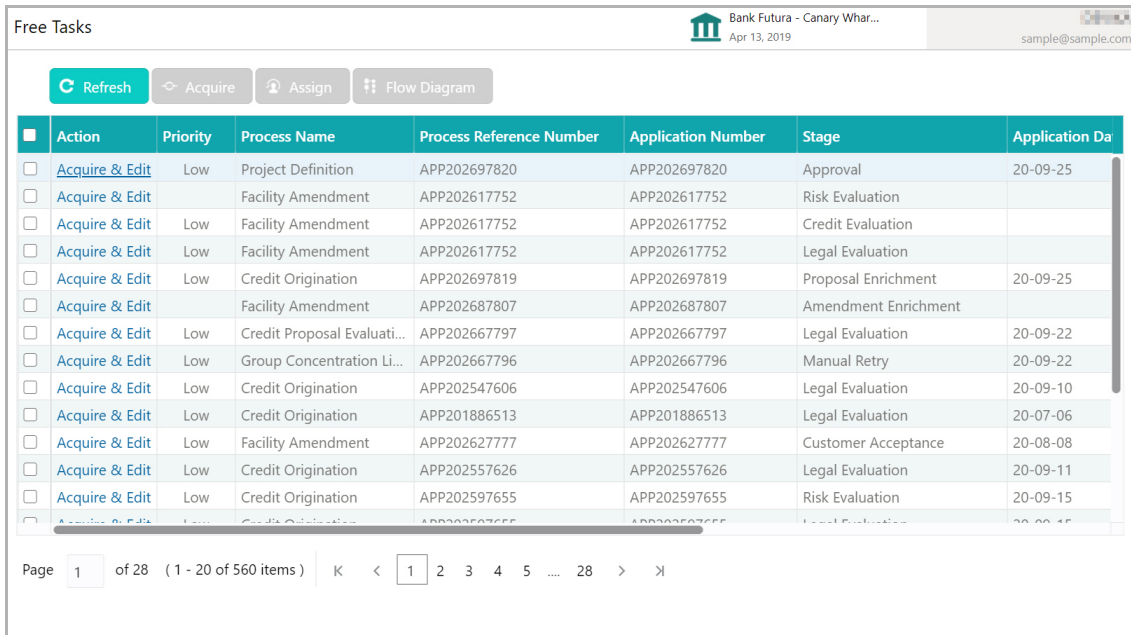
# Chapter 4 - Approval

## Amendment Approval

In this stage, the Approver can view the project summary and take necessary actions such as approve or send back the project management application.

### Approval Steps

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



Free Tasks

Bank Futura - Canary Whar...  
Apr 13, 2019  
sample@sample.com

Refresh Acquire Assign Flow Diagram

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Da
Acquire & Edit	Low	Project Definition	APP202697820	APP202697820	Approval	20-09-25
Acquire & Edit		Facility Amendment	APP202617752	APP202617752	Risk Evaluation	
Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Credit Evaluation	
Acquire & Edit	Low	Facility Amendment	APP202617752	APP202617752	Legal Evaluation	
Acquire & Edit	Low	Credit Origination	APP202697819	APP202697819	Proposal Enrichment	20-09-25
Acquire & Edit		Facility Amendment	APP202687807	APP202687807	Amendment Enrichment	
Acquire & Edit	Low	Credit Proposal Evaluati...	APP202667797	APP202667797	Legal Evaluation	20-09-22
Acquire & Edit	Low	Group Concentration Li...	APP202667796	APP202667796	Manual Retry	20-09-22
Acquire & Edit	Low	Credit Origination	APP202547606	APP202547606	Legal Evaluation	20-09-10
Acquire & Edit	Low	Credit Origination	APP201886513	APP201886513	Legal Evaluation	20-07-06
Acquire & Edit	Low	Facility Amendment	APP202627777	APP202627777	Customer Acceptance	20-08-08
Acquire & Edit	Low	Credit Origination	APP202557626	APP202557626	Legal Evaluation	20-09-11
Acquire & Edit	Low	Credit Origination	APP202597655	APP202597655	Risk Evaluation	20-09-15
Acquire & Edit	Low	Credit Origination	APP202597655	APP202597655	Risk Evaluation	20-09-15

Page 1 of 28 (1 - 20 of 560 items) K < 1 2 3 4 5 ... 28 > »

2. **Acquire & Edit** the required 'Approval' task. The *Approval - Project Summary* page appears.

# Chapter 4 - Approval

## Project Summary

The Project Summary page displays all the project related information added in the 'Enrichment' stage.

Project Definition - Approval

Project Summary

Building Construction

Construction of residential building in eastern part of the city [Read More](#)

Registration Number	Project Type	Project Currency	Project Amount
453278644	Private	USD	\$100.00K

Project Details

Project Objective  
To develop eastern part of the city [Read More](#)

Sectors  
Real Estate

Point of Contact  
**John**  
9876543210  
John@xyz.com

Address  
Office  
Green I Tech,  
Rich street,  
New York, US-

Project Stakeholders

1  
Total No of Stakeholders

Registration Number	Company Type	Date of Incorporation	Demography Type
999765366	Pvt Ltd	May 28, 2014	Domestic

Timelines

Status: All Start Date: Jul 22, 2020

Phase 1

2020 2021

Hold Back Next Save & Close Cancel

3. To view full Project Description and Project Objective, click **Read More** in **Project Summary** and **Project Details** widget.

4. To view the stakeholder details, click the Hamburger icon in corresponding record in the **Project Stakeholders** widget and select **View**.

5. To filter a milestone from the Timeline, select the required **Status** and **Start Date**.

6. After viewing the Project Summary, click **Next**. The *Comments* page appears.

# Chapter 4 - Approval

## Comments

The comments page allows you to capture overall comments for this stage. Adding comments for a stage helps others to identify the actions performed in that stage.

Project Definition - Approval

Project Summary

Comments

Comments

Enter text here...

Post

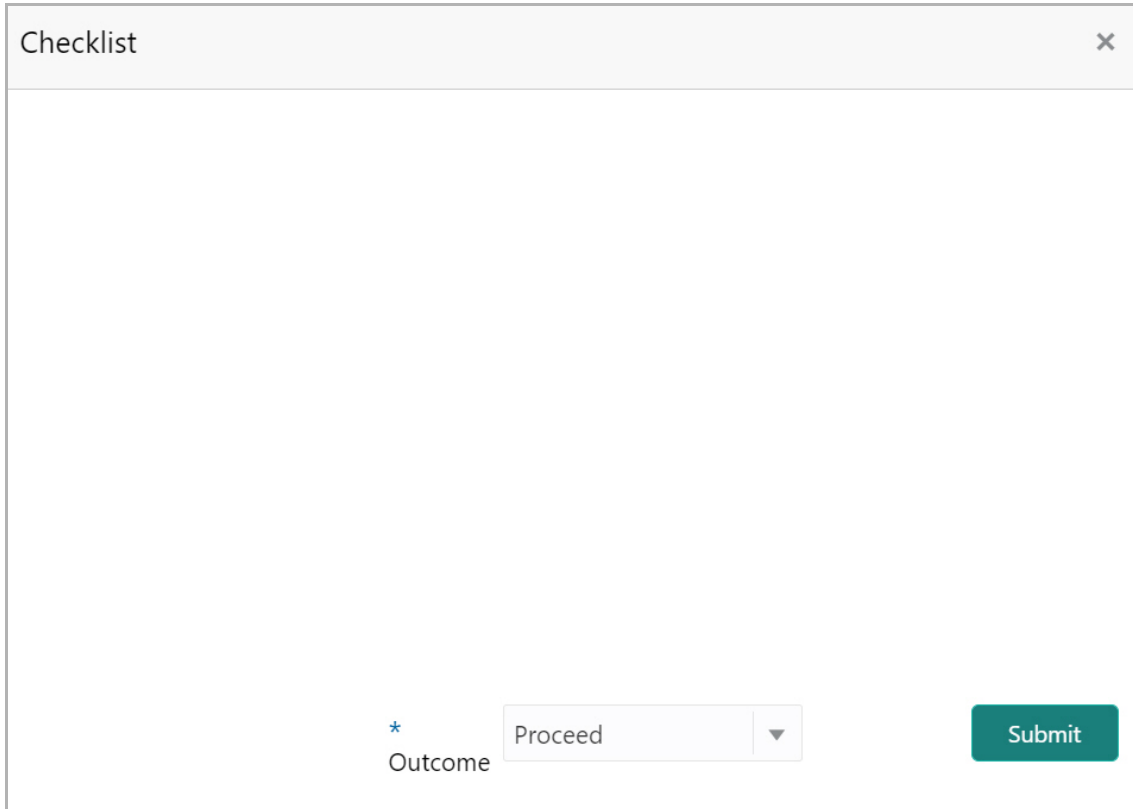
No items to display.

Hold Back Next Save & Close Submit Cancel

7. Type Comments, if required.
8. Click **Post**. Comments are posted below the **Comments** text box.
9. To hold the Process Management process, click **Hold**.
10. To go back to the previous page, click **Back**.
11. To save and exit the window, click **Save & Close**.
12. To submit the Approval task, click **Submit**.
13. To exit the window without saving the information, click **Cancel**.

# Chapter 4 - Approval

Upon clicking **Submit**, the *Checklist* window appears:



Checklist

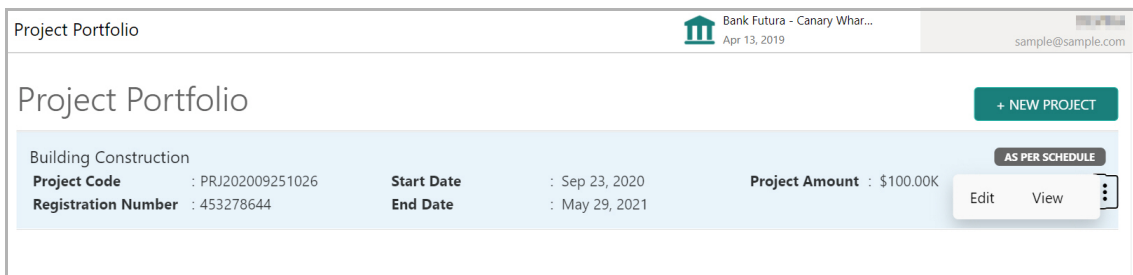
\* Outcome Proceed

Submit

14. Select the required **Outcome**. The options available are Proceed and Additional Info.

15. Click **Submit**.

If the **Outcome** is selected as 'Proceed', the Project Management process is completed and the project details are listed in *Project Portfolio* page as shown below.



Project Portfolio

Bank Futura - Canary Whar...  
Apr 13, 2019

sample@sample.com

Project Portfolio

+ NEW PROJECT

AS PER SCHEDULE

Building Construction

Project Code : PRJ202009251026      Start Date : Sep 23, 2020      Project Amount : \$100.00K

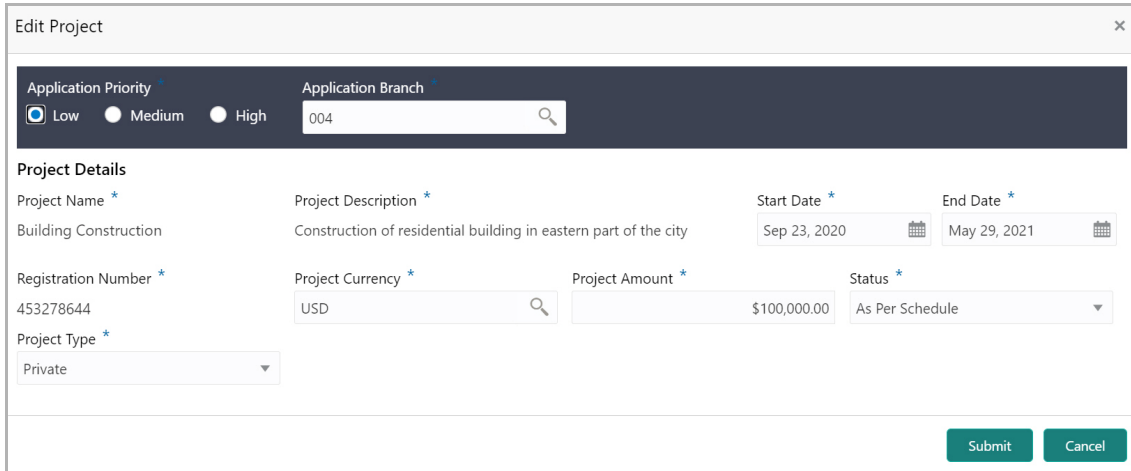
Registration Number : 453278644      End Date : May 29, 2021

Edit View

16. To **Edit** or **View** the project details, click the Hamburger icon in the corresponding record and select the required option.

# Chapter 4 - Approval

Upon clicking **Edit** in the above screen, the *Edit Project* window appears:



The screenshot shows the 'Edit Project' window with the following details:

- Application Priority:** Radio buttons for Low (selected), Medium, and High.
- Application Branch:** Search field containing '004'.
- Project Name:** Building Construction.
- Project Description:** Construction of residential building in eastern part of the city.
- Start Date:** Sep 23, 2020.
- End Date:** May 29, 2021.
- Registration Number:** 453278644.
- Project Currency:** USD.
- Project Amount:** \$100,000.00.
- Status:** As Per Schedule.
- Project Type:** Private.

Buttons for **Submit** and **Cancel** are located at the bottom right of the window.

17. Modify the project details, if required.
18. Click **Submit**. The *Enrichment - Project Summary* page appears.

For information on modifying, adding, deleting project details, project stakeholders, and project milestone, refer the **Enrichment** chapter.

If the **Outcome** is selected as 'Additional Info', the system will create 'Enrichment' task. The user who initiated the process must add necessary project details and send the task for Approval again.



# Chapter 5 - Reference and Feedback

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## Reference and Feedback

### References

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

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

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