Oracle® Banking Supply Chain Finance

Getting Started User Guide

Release 14.6.1.0.0 , Part Number - F70156-01
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1
Preface

Purpose

This guide helps to get started with Oracle Banking applications. It explains the basic design of Oracle and the common operations that can follow while using it. The guide must be used as a supplement and read in conjunction with Common Core, Security Management System, and other application user guides.

Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

List of Topics

This topic helps the user to understand the List of Topics.

This manual is organized as follows:

Table 1-1 Topics

Topics	Description
Access Application (page 2-1)	This topic provides the information about installation of different kinds of services.
Application Environment (page 3-1)	This topic provides the information about different types of screen environment.
How to's (page 4-1)	This topic provides the information about how to access the screens.
Screen / Dashboard (page 5-1)	This topic provides the information about screens / Dashboard.
Common Fields (page 6-1)	This topic provides the information about common fields.
Common Buttons (page 7-1)	This topic provides the information about common buttons

2
Access Application

The user can access any application using the link provided by the administrator. Contact the administrator for URL and the login credentials.

For more information on Users and Roles, refer to ***Oracle Banking Security Management System User Guide***.

This topic contains the following subtopics:

- Sign In (page 2-1)
- Sign Out (page 2-2)

2.1 Sign In

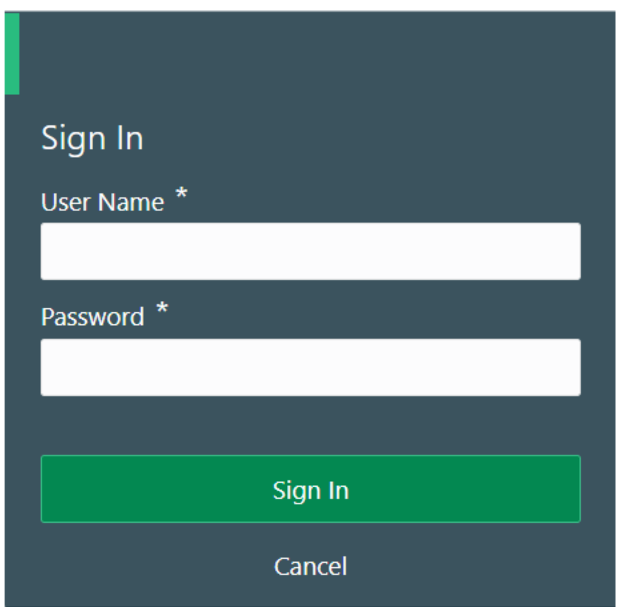
This topic provides systematic instructions to sign in to the application.

Make sure that the valid user name and password is created for the user.

1. Specify the URL in the browser address and press **Enter**.

   The **Sign In** screen displays.

   Figure 2-1 Sign In

2. Specify the fields **User Name** and **Password**.

   For more information on fields, refer to the field description table.

Table 2-1 Sign In – Field Description

Field	Description
User Name	Specify the user name provided by the administrator.
Password	Specify the password provided by the administrator.

3. Click **Sign In** to login to the application.

   The **Home** screen displays.

2.2 Sign Out

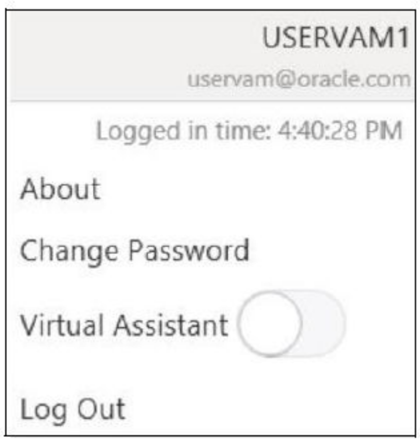
This topic provides systematic instructions to log out from the application.

Make sure that all the fields are entered and saved.

1. In the selected application, navigate to toolbar.
2. From toolbar, click user name logged into the application.

   The **User Profile** fly-out screen displays.

Figure 2-2 User Profile



3. Click **Log out** to sign out from the application.

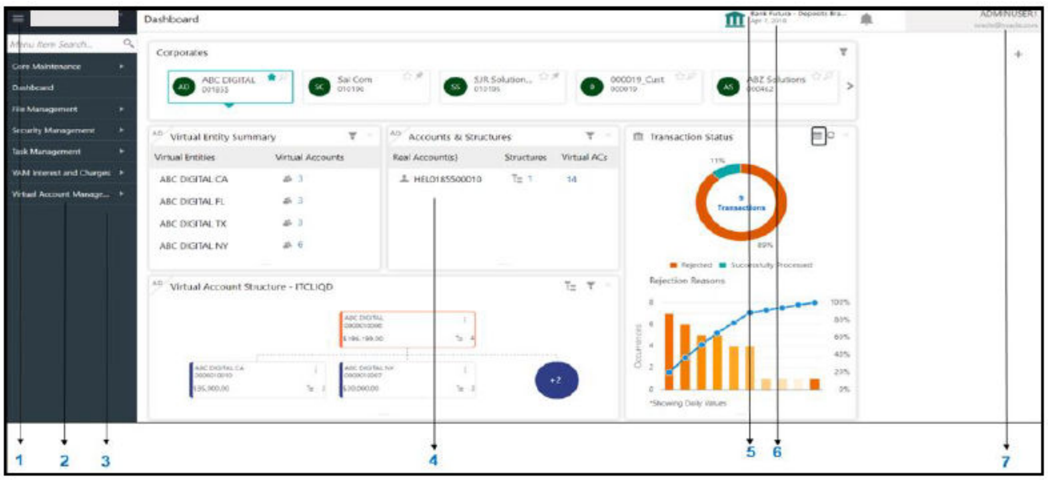
   The application logs out.

3
Application Environment

This topic describes about application environment.

On successful login, the application environment screen appears depending on the user privileges.

Figure 3-1 Application Environment



For more information on fields, refer to the field description table.

Table 3-1 Application Environment – Field Description

Field	Description
Hamburger Menu	Click expand/collapse the menu.
Menu	Click to navigate/open the screens associated with the application.
Sub-Menu	Click to navigate/open the screens associated with the application. These screens are associated with the menu depending on the user privileges.
Display Grid	Displays the screens/dashboards.

Table 3-1 (Cont.) Application Environment – Field Description

Field	Description
Bank Name	Displays the name of the bank and its branch code. Click to select the branches associated with the logged in user. **Note:** Depending on the logged in user and the branches associated, the user can switch between branches and view the records.
Application Date	Displays the last performed application date of branch's EOD.
User Profile	Displays the user profile related options and actions.

This topic contains the following subtopics:

3.1 Screen Environment

This topic describes about screen environment.

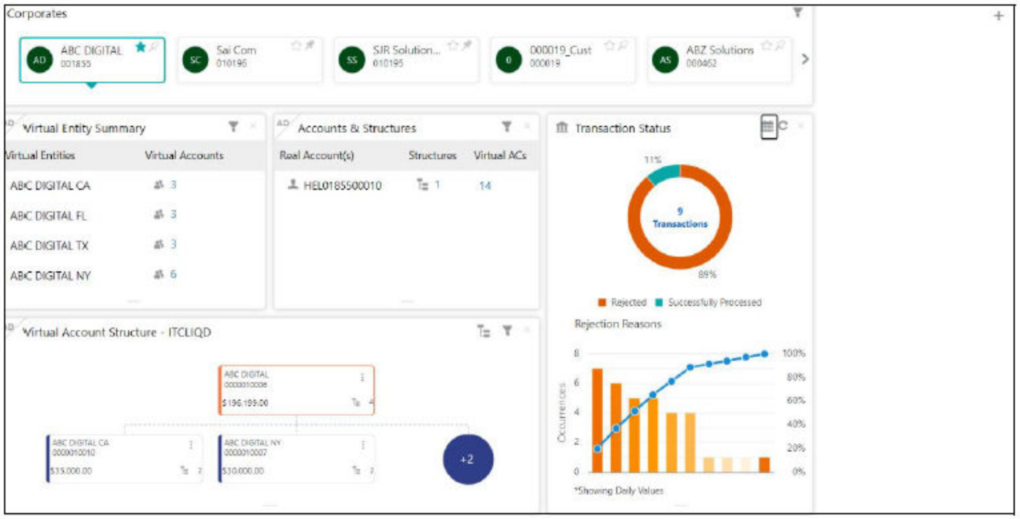
This topic contains the following subtopics:

3.1.1 Dashboard

This topic describes about the dashboard.

Depending on the access/permission provided to the logged-in user, the user can view the dashboards associated with the user. These dashboard helps the user to analyse the situation and take the necessary actions.

Figure 3-2 Dashboard



3.1.2 View Screen

This topic describes about view screens.

Depending on the access/permission provided to the logged in user, the user can access the summary screen. The view screen provides information about the configured records, where the user can perform few common actions and view the records.

Figure 3-3 View Screen

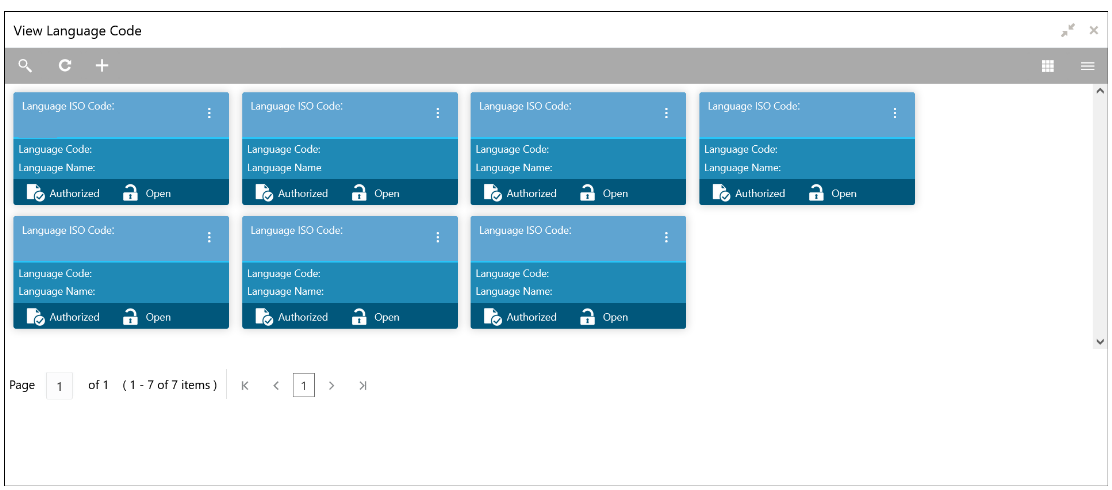


Table 3-2 View Screen – Field Description

Field	Description
Search	Click to search/view a record.
Refresh	Click to refresh all configured records.

Table 3-2 (Cont.) View Screen – Field Description

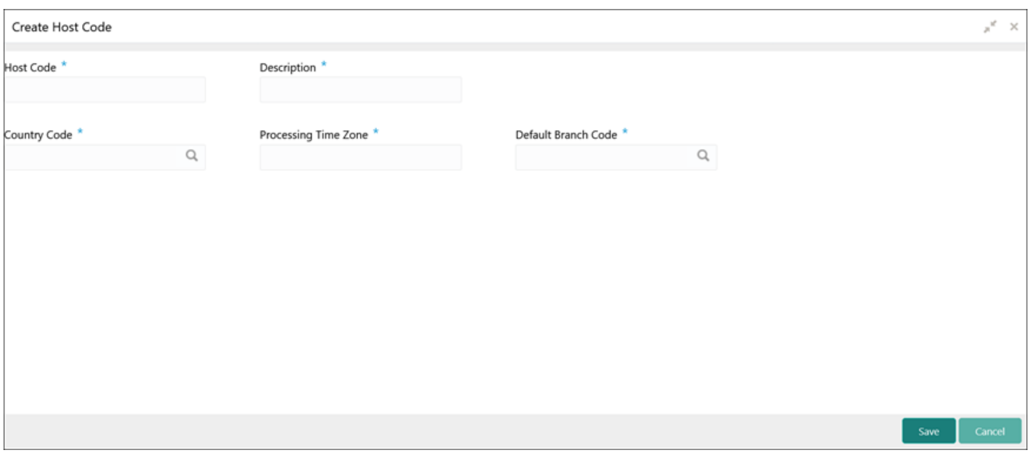
Field	Description
Add	Click to create/configure a new record.
Pagination	Displays the number of items available and its page numbers.
Title bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to **Minimizing Records** and **Closing Records**.
Records	Displays the configured records. The user can view the records in different format. For more information, refer to **Viewing Records**.
Tile view	Displays the configured records in the tile format.
List view	Displays the configured records in the list format.

3.1.3 Create Screen

This topic describes about create screens.

Depending on the access/permission provided to the logged-in user, the user can access the create screen. The create screen allows the user to create/configure the new records using the fields associated with the selected create screen. These new records can also be saved.

Figure 3-4 Create Screen



For more information on fields, refer to the field description table.

Table 3-3 Create Screen – Field Description

Field	Description
Fields	Displays the fields associated with the selected create screen. There are several types of fields such as text box, drop-down, and so on. These fields are either mandatory or options fields. For more information, refer to **Mandatory and Optional Fields**.
Tile bar	Displays the name of the screen, minimize, and remove actions. For more information, refer to **Minimizing Records** and **Closing Records**.
Save	Click to **Save** the entered details.
Cancel	Click to **reset** the entered details.

4
How to's

This topic describes about the different types of actions that the user can perform.

As a new user, the user need to perform a set of tasks that are similar in all the screens such as view, edit, delete existing records, and more.

When the user is working with records, it is important to remember that any records that user create, view, edit, delete, and more are determined by administrator settings such as user profile or permission set. Work with the administrator to ensure that the user have access to the records and data.

Now, you have learned how to work with your records, you might want to explore more advanced features.

This topic contains the following subtopics:

4.1 Access the Records

This topic provides systematic instructions to access the records.

The user can access the screens on the permissions/rights provided for the user.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to the hamburger menu.

   By default, the hamburger menu is expanded.

2. Click sub-menu, <name of the screen>.

   The screens associated with the sub-menu appears.

3. Create <name of the screen>.

   The screen appears. The user can create/configure the new records.

4. View <name of the screen>.

   The screen appears. The user can view the configured records.

4.2 View the Records

This topic describes about viewing the records.

The user can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster.

A few different formats to view the records are as follows:

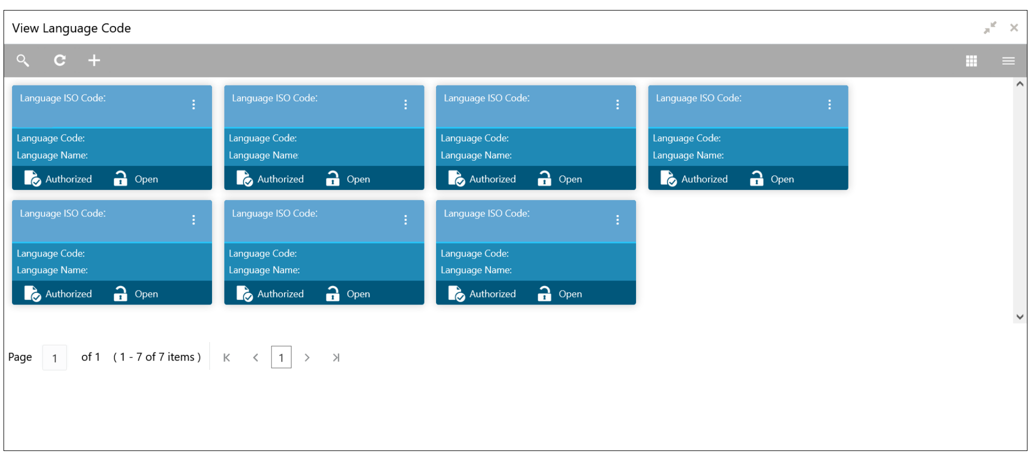
- Tile View (page 4-2)
- Tile View with Context Menu (page 4-2)
- List View (page 4-3)

4.2.1 Tile View

This topic describes about view the record in tile view.

The default summary view of the records are tile view. Displays the configured records in a tile format with few key fields that are associated with the screen. The user can click a tile to open a record in a full screen and view the details.

Figure 4-1 Tile View



4.2.2 Tile View with Context Menu

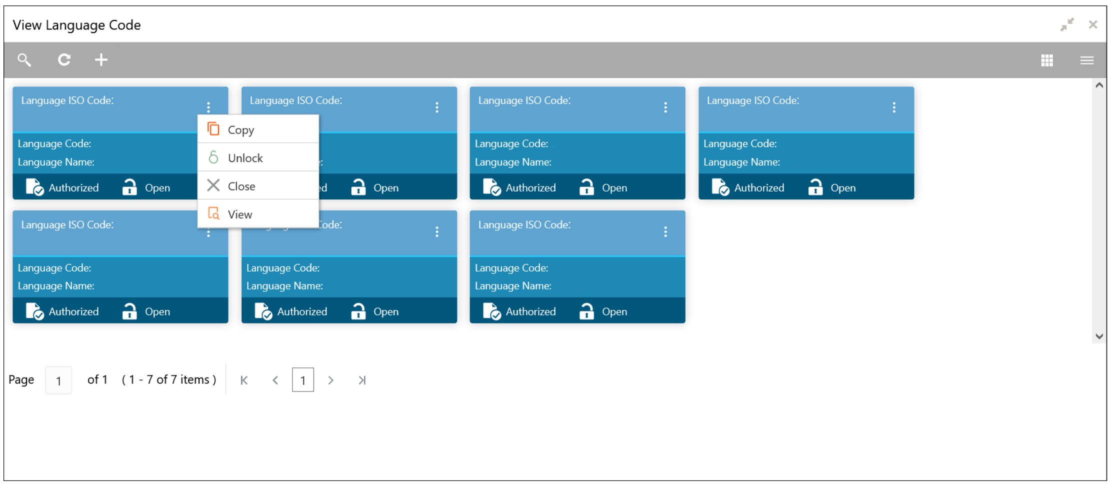
This topic describes about view the record in tile view with context menu.

Tile view with context menu is similar to any tile view summary record. The context menu allows the user to perform any actions that are associated with the records.

The content menu is available for:

- View Account Input
- View Account Closure
- View Account Product
- View Internal Credit Line
- View Line Account Linkage
- View Bank Parameters
- View Virtual Entity
- View Corporate Specific Account Number Range

Figure 4-2 Tile View with Context Menu



For more information on fields, refer to the field description table.

Table 4-1 Tile View with Context Menu - Field Description

Field	Description
Context Menu	This button appears only to a select the number of screens. The context menu allows the user to perform actions that are associated with the record.
Context Menu Flyout	A list of all actions appears. The list of actions depend on the status of the record.

4.2.3 List View

This topic provides systematic instructions to view the record in list view.

Specify **User ID** and **Password**, and login to **Home** screen.

The list view displays the configured records in a list format.

1. Navigate to **View** screen.
2. Click **List View** on the action toolbar to view the details.

   The details in the screen appears in list view.

Figure 4-3 List View

4.3 Search the Records

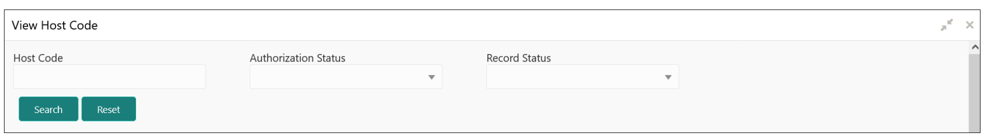
This topic provides systematic instructions to search the records.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click **Search** button.

   The fields associated with the screen displays.

   Figure 4-4 Search

3. Specify the required fields.
4. Click **Search**.

   The requested record displays.

4.4 Refresh the Records

This topic provides systematic instructions to refresh the records.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click **Refresh** button.

   The records associated with the screen is updated with the latest details.

4.5 Create / Configure the Records

This topic provides systematic instructions to create / configure the records.

The user can create / configure records in any of the three ways:

1. In the selected **View** screen, click **Add** to create / configure a record.
2. In the selected **View** screen, click on a **configured record** and click **New** to create / configure a record.
3. On the **menu**, select a **sub-menu** and click **<Create name of the screen>**.

4.6 Copy the Records

This topic provides systematic instructions to copy the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click the record that need to copy.
3. Click **Copy** to copy the selected record details and do the required changes to the record.
4. Click **Save**.

   The modified record is saved.

4.7 Unlock the Records

This topic provides systematic instructions to unlock the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click the record that need to unlock.
3. Click **Unlock** to unlock the selected record details and do the required changes to the record.
4. Click **Save**.

   The modified record is saved.

4.8 Reopen the Records

This topic provides systematic instructions to reopen the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click the record that need to reopen.
3. Click **Reopen**.

   The **Confirmation** screen appears.
4. Specify a remark.
5. Click **Confirm** to reopen the record.

4.9 Delete the Records

This topic provides systematic instructions to delete the record.

Specify **User ID** and **Password**, and login to **Home** screen.

> **Note:**
>
> Make sure that the records have privileges and know the guidelines for deleting the records.

1. Navigate to **View** screen.
2. Click the **Record** that need to delete.
3. Click **Delete**.

   The selected record is deleted.

4.10 Print the Records

This topic provides systematic instructions to print the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click the record that need to print.
3. Click **Print** to view the record in a print format.

   The selected record is printed.

4.11 Authorize the Records

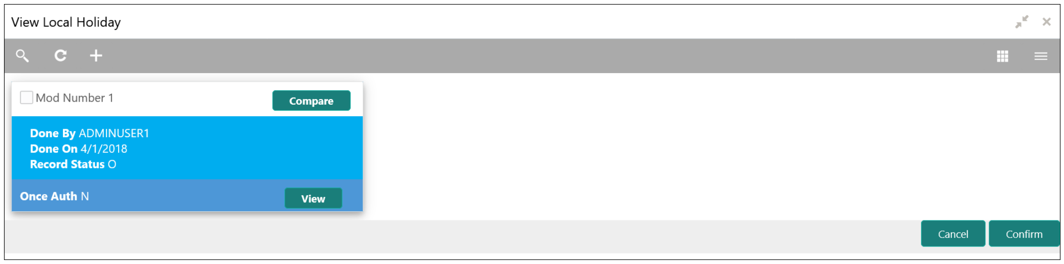
This topic provides systematic instructions to authorize the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click the record that need to authorize.
3. Click **Authorize**.

   The authorized records associated with the screen appears.

Figure 4-5 Authorize



4. Select the required record that must be authorized.
5. Click **Approve** to authorize the record.

4.12 Minimize and Maximize the Records

This topic provides systematic instructions to minimize and maximize the screen.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click **Collapse** to minimize the screen.

   The minimized screen appears at the bottom left corner of the screen.
3. Click **Maximize** button to maximize the screen.

   The screen is maximized.

4.13 Close the Records

This topic provides systematic instructions to close the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click **Remove** button to close the record.

   The selected record is closed.

> **Note:**
>
> If the user is in the middle of creating/modifying the records, an error/warning message appears prompting to save the changes.

4.14 Audit the Records

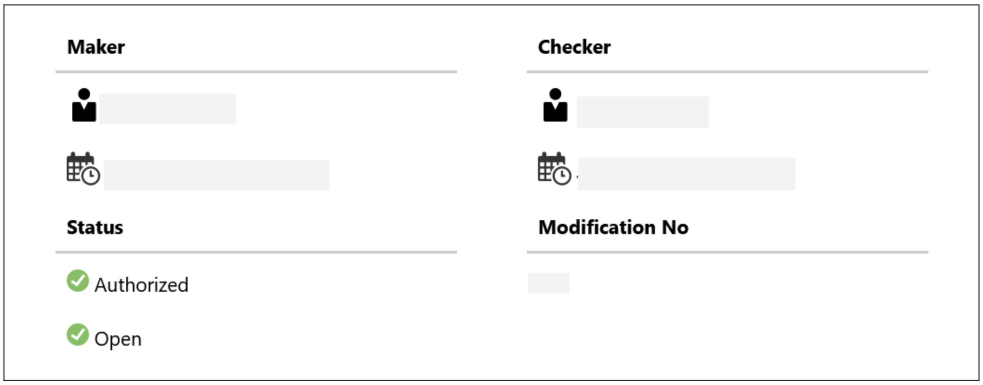
This topic provides systematic instructions to audit the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Navigate to **View** screen.
2. Click **Audit** to view the change history of the record.

The audit detail screen appears.

Figure 4-6 Audit



3. Click on the screen to close the audit detail screen.

5 Screen / Dashboard

This topic describes about Screen / Dashboard.

This topic contains the following subtopics:

5.1 Pagination

This topic describes about pagination.

The pagination displays the number of records on the bottom left corner of the selected view screen. The number of pages appears depending on the records available. The user can navigate to the first page, last page, previous page, or next page by using the number options.

5.2 Mandatory and Optional Fields

This topic describes about mandatory and optional fields.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the asterisk (*) symbol. If the user tries to save the record without providing all the mandatory fields, a red exclamation mark or an error appears against the field to update the details.

5.3 Configure Tile

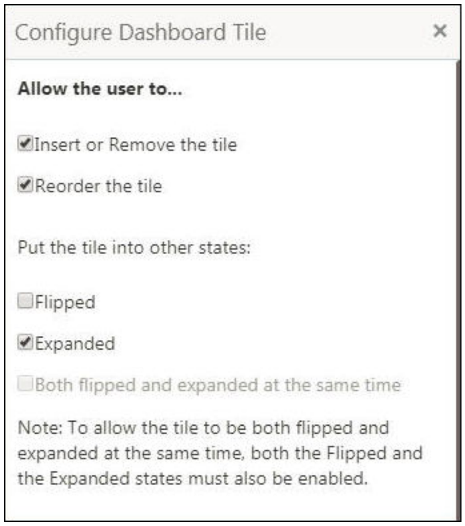
This topic describes the systematic instructions to configure the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On the Dashboard, click **Configure Tile**.

   The **Configure Dashboard Tile** pop-up displays.

Figure 5-1 Configure Dashboard Tile



2. On **Configure Dashboard Tile**, select the required options.

   For more information on fields, refer to the field description table.

Table 5-1 Configure Dashboard Tile

Field	Description
Allow the user to...	
Insert or Remove the tile	If selected, the user can remove the dashboard widget from the dashboard-landing page.
Reorder the tile	If selected, the user can rearrange the dashboard widget in the dashboard-landing page.
Put the tile into other states:	
Flipped	If selected, the user can flip the dashboard widget for more information.
Expanded	If selected, the user can expand the dashboard widget in the dashboard landing page.
Both flipped and expanded at the same time	If selected, the user can flip and expand the dashboard widget in the dashboard landing page.

3. Click **Close** button to update the dashboard widget configuration.

5.4 Remove Tile

This topic describes the systematic instructions to remove the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Click **Remove** to remove the dashboard widget from the landing page.

  The removed widgets are available under the **Add Tiles** option.

5.5 Reorder Tile

This topic describes the systematic instructions to reorder the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Select and drag the **Drag to Reorder** to drop the dashboard widget at the desired place.

  The page is automatically refreshed and displays the updated order.

5.6 Expand Tile

This topic describes the systematic instructions to expand the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Click **Expand Tile** to view all the information of the dashboard widget.

  The expanded widget appears on a complete row to view more information.

5.7 Add Tile

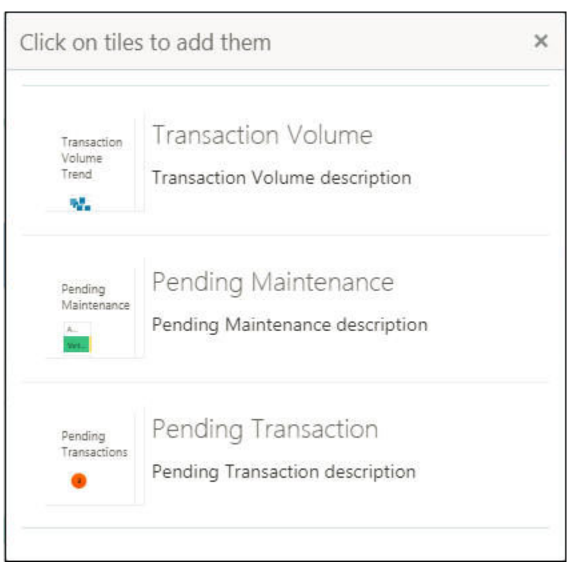
This topic describes the systematic instructions to add the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

1. Click **Add Tiles to Dashboard** to add more available dashboard widget to the dashboard landing page.

   The **Click on tiles to add them** screen displays.

   Figure 5-2 Click on tiles to add them

2. Click on the dashboard that the user wants to add to the dashboard-landing page.

   The page is automatically refreshed and displays the added dashboard widget.

6 Common Fields

This topic provides information about all the common fields used in the application.

The list of common fields are as follows.

Table 6-1 Common Fields

Fields	Description
Branch Code	The user can select a configured branch code which the user wants to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the **Create External Customer** screen.
Account Number	The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the **Create External Customer Account** screen.
Source System	The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the **Create Upload Source** screen.
Host Code	The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the **Create Host Code** screen.
Currency	The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the **Create Currency Definition** screen.
Status	Displays the status of the record: • **Authorized**: The record is verified and authorized. • **Unauthorized**: The record is not verified. • **Open**: The record is open and waiting for verification. • **Locked**: The record is locked. • **Closed**: The record is closed.

7

Common Buttons

This topic provides information about all the common buttons used in the application.

The list of common buttons are as follows.

Table 7-1 List of Buttons

<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>New</td><td>Creates a new record for the selected screen.</td></tr>
<tr><td>Query</td><td>View all the configured records for the selected screen.</td></tr>
<tr><td>Unlock</td><td>Unlock the configured record for the selected screen.</td></tr>
<tr><td>Search</td><td>Search the configured record and select the required record for the selected screen.</td></tr>
<tr><td>Copy</td><td>Copy the configured record, modify the details, and save with a different name for the record.</td></tr>
<tr><td>Delete</td><td>Remove the configured record for the selected screen.</td></tr>
<tr><td>Reopen</td><td>Reopens a closed record for the selected screen.</td></tr>
<tr><td>Close</td><td>Closes the configured record for the selected screen.</td></tr>
<tr><td>Print</td><td>Print view the configured record for the selected screen.</td></tr>
<tr><td>Authorize</td><td>Authorize the configured record for the selected screen.</td></tr>
<tr><td>Collapse</td><td>Minimises the opened screen to the bottom left corner of the screen.</td></tr>
<tr><td>Remove</td><td>Closes the opened screen.</td></tr>
<tr><td>Audit</td><td>Check the history of the configured records for the selected screen.</td></tr>
<tr><td>Save</td><td>Save the configured record for the selected scree</td></tr>
<tr><td>Cancel</td><td>Discard the configured record before saving it.</td></tr>
<tr><td>+</td><td>Add a row in the grid to provide the required record for the selected screen.</td></tr>
<tr><td>-</td><td>Remove a row in the grid for the selected screen.</td></tr>
<tr><td>></td><td>Select a record and move it to the required selected list grid.</td></tr>
<tr><td><</td><td>Select a record and move it back to the available list grid.</td></tr>
<tr><td>>|</td><td>Move all the available list of records to the selected list of grid.</td></tr>
<tr><td>|<</td><td>Move back all the selected list of records to the available list of grid.</td></tr>
</table>

Glossary

Display Grid

It is a container that consists of fields and action buttons that allows you to view/perform actions.

Hamburger Menu

Is placed in the top corner of the application. You can click to access the menu and sub-menu associated with the application.

Menu

Is a list of features that are organized for easy access. Generally, there are several sub-menus associated with a menu, each sub-menu has a set of features either in a sequence or non-sequence manner.

Records

Is a piece of information that is configured using the application.

Sign In

Log in to an application to access the application/records.

Sign Out

Log out/leave the application.

User Profile

Provides information associated with the logged in user and provides few action that a user can perform.

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