

Getting Started User Guide

Oracle Banking Origination

Release 14.7.1.0.0

Part Number F81701-01

May 2023

Getting Started User Guide

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Contents

1. Preface	1
Purpose	1
Audience	1
Documentation Accessibility	1
2. Welcome to Getting Started User Guide.....	1
2.1 Accessing Application	2
2.1.1 Signing In	2
2.1.2 Signing Out.....	3
2.2 Application Environment.....	4
2.2.1 Screen Environment	5
2.3 How to's	8
2.3.1 Accessing Records	9
2.3.2 Viewing Records.....	9
2.3.3 Tile View.....	9
2.3.4 Tile View with Context Menu.....	9
2.3.5 List View	11
2.3.6 Searching Records	11
2.3.7 Refreshing Records	12
2.3.8 Creating/Configuring Records.....	12
2.3.9 Copying Records	13
2.3.10Unlocking Records	13
2.3.11Reopening Records	13
2.3.12Deleting Records	13
2.3.13Printing Records	13
2.3.14Authorizing Records	14
2.3.15Minimizing Records	16
2.3.16Closing Records	16
2.3.17Auditing Records	16
2.4 Screen/Dashboard	18
2.4.1 Pagination	18
2.4.2 Mandatory and Optional Fields	18
2.4.3 Removing Tile.....	18
2.4.4 Reordering Tile	18
2.4.5 Expanding Tile.....	18
2.4.6 Adding Tile	19

2.5 Common Fields	20
2.6 Common Buttons/Icons	21
3. Index.....	22
V	22
4. Reference and Feedback	23
References.....	23
Feedback and Support	23

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 you 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.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <https://www.oracle.com/corporate/accessibility/>

2. Welcome to Getting Started User Guide

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

This document is intended for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.

This section contains the following topics:

- [1.1 "Accessing Application"](#)
- [1.2 "Application Environment"](#)
- [1.3 "How to's"](#)
- [1.4 "Screen/Dashboard"](#)
- [1.5 "Common Fields"](#)
- [1.6 "Common Buttons/Icons"](#)

2.1 Accessing Application

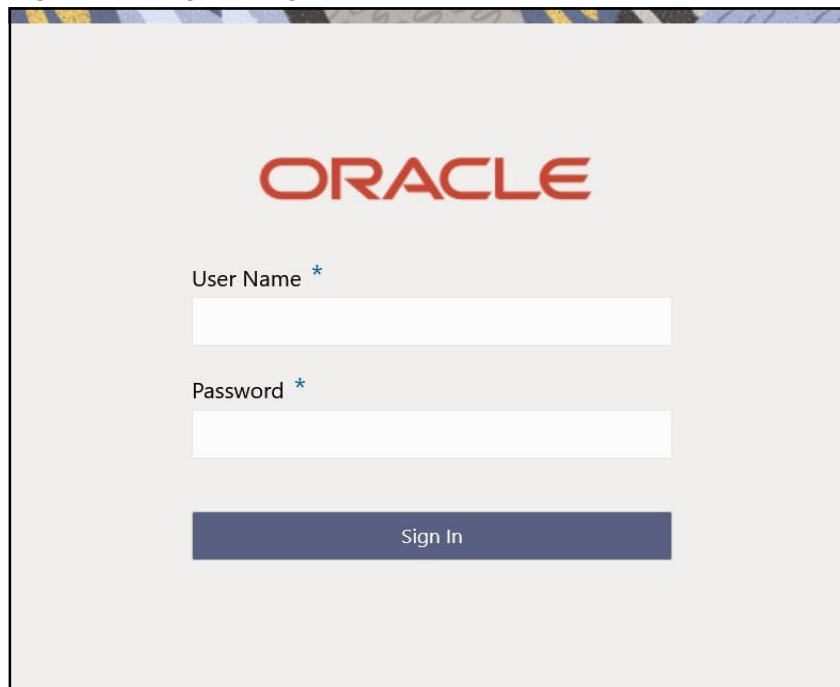
You can access any application using the link provided by the administrator. Contact the administrator for the URL and the login credentials. For more information on Users and Roles, refer to **Security Management System User Guide**.

2.1.1 Signing In

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

STEP RESULT: The application page appears.

Figure 1.1: Sign In Page

The image shows the Oracle Sign In page. At the top center is the Oracle logo in red. Below the logo, there are two input fields. The first is labeled "User Name *" and the second is labeled "Password *". Both labels are in a light blue font. Below the password field is a dark blue button with the text "Sign In" in white.

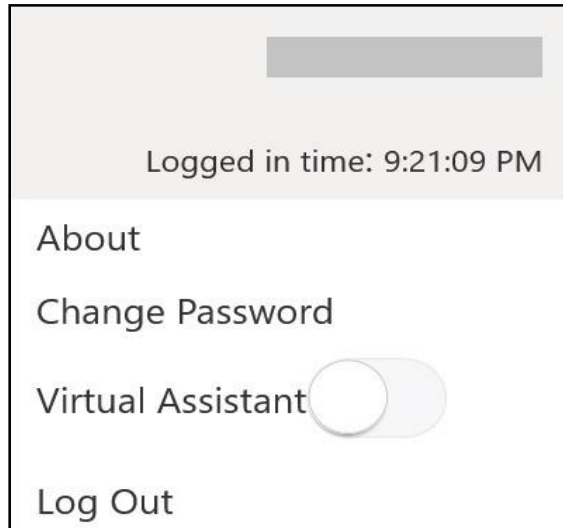
- 2) Provide the required information.
 - **User Name:** Specify the user name provided by the administrator.
 - **Password:** Specify the password provided by the administrator.
- 3) Click **Sign In** to log in to the application.

2.1.2 Signing Out

- 1) In the selected application navigate to the **Toolbar**.
- 2) Under **Toolbar**, click the user name logged into the application.

STEP RESULT: The User Profile fly-out menu appears.

Figure 1.2: Log Out

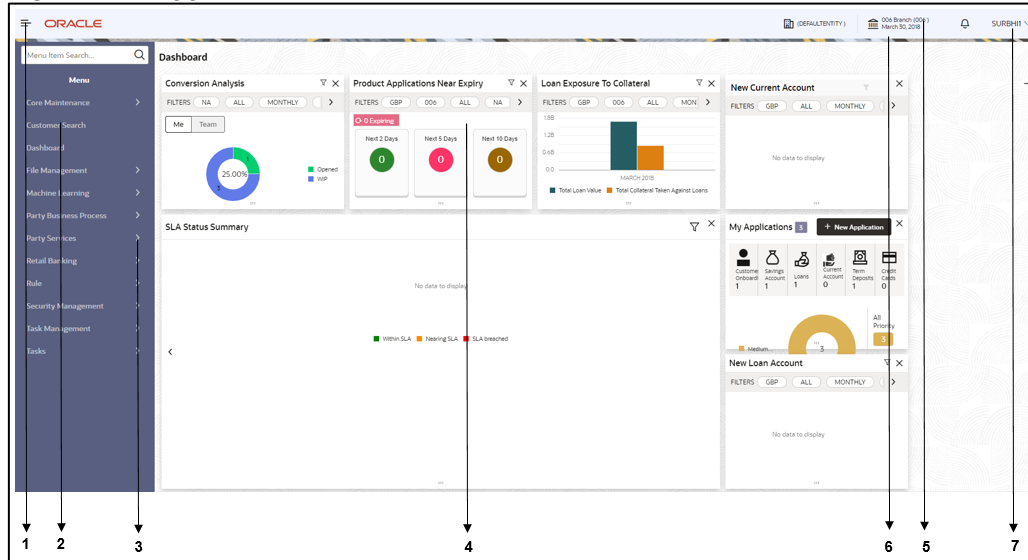


2.2 Application Environment

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

A sample screenshot of Application Environment is shown below:

Figure 1.3: Application Environment



Call-out details:

- 1) **Hamburger Menu:** Use to expand/collapse the menu.
- 2) **Menu:** Use to navigate/open the screens associated with the application.
- 3) **Sub-Menu:** Click to view the sub-menus associated with the menu. These screens are associated with the menu depending on the user privileges.
- 4) **Display Grid:** Displays the screens/dashboards selected using the menu.
- 5) **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, you can switch between branches and view the records.
- 6) **Application Date:** Displays the application date on which the branch's EOD was last performed.
- 7) **User Profile:** User profile related options and actions are available.

2.2.1 Screen Environment

There are mainly following three types of screens in the application.

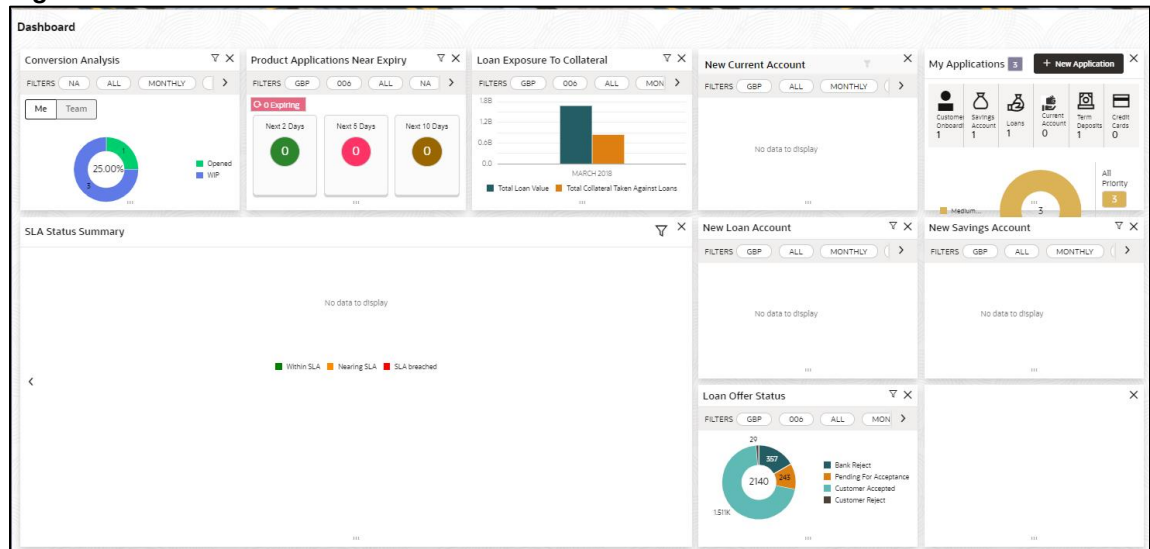
- 1.2.1.1 “Dashboard”
- 1.2.1.2 “Summary Screen”
- 1.2.1.3 “Maintenance Screen”

2.2.1.1 Dashboard

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

A sample screenshot of Dashboard is shown below:

Figure 1.4: Dashboard



2.2.1.2 Summary Screen

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

A sample screenshot of Summary Screen is shown below:

Figure 1.5: Summary



Call-out details:

- 1) **Search:** Click to search/view a record from a selected summary screen.
- 2) **Refresh:** Click to refresh all records configured in the selected summary screen.
- 3) **Add:** Click to create/configure a new record.
- 4) **Pagination:** Displays the number of items available and the page numbers.
- 5) **Title bar:** Displays the name of the screen and couple of common actions such as minimize and remove. For more information, refer to [1.3.15 "Minimizing Records"](#) and [1.3.16 "Closing Records"](#).
- 6) **Records:** Displays the configured records, you can view the records in different format. For more information, refer to [1.3.2 "Viewing Records"](#).
- 7) **Tile View:** Displays the configured records in the tile format.
- 8) **List View:** Displays the configured records in the list format.

2.2.1.3 Maintenance Screen

Depending on the access/permission provided to the logged in user, you can access a maintenance screen. Maintenance screen allows you to create/configure new records, using the fields associated with the selected maintenance screen you can save a new record.

A sample illustration of a maintenance screen is shown below:

Figure 1.6: Maintenance

Call-out details:

- 1) **Fields:** Displays the fields associated with the selected maintenance screen. There are several types of fields such as text box, dropdown, and so on, these fields can also be either mandatory or options fields. For more information, refer to [1.4.2 “Mandatory and Optional Fields”](#).
- 2) **Title bar:** Displays the name of the screen and couple of common actions such as minimize and remove. For more information, refer to [1.3.15 “Minimizing Records”](#) and [1.3.16 “Closing Records”](#).
- 3) **Save:** Click **Save** to save the specified details in the maintenance screen.
- 4) **Cancel:** Click **Cancel** to reset the specified details in the maintenance screen.

2.3 How to's

As a new user you might require to perform a set of tasks that are similar in all the screens such as to view, edit, delete existing records and more. These tasks explain how to begin working with your record.

- [1.3.1 "Accessing Records"](#)
- [1.3.2 "Viewing Records"](#)
- [1.3.3 "Tile View"](#)
- [1.3.4 "Tile View with Context Menu"](#)
- [1.3.5 "List View"](#)
- [1.3.6 "Searching Records"](#)
- [1.3.7 "Refreshing Records"](#)
- [1.3.8 "Creating/Configuring Records"](#)
- [1.3.9 "Copying Records"](#)
- [1.3.10 "Unlocking Records"](#)
- [1.3.11 "Reopening Records"](#)
- [1.3.12 "Deleting Records"](#)
- [1.3.13 "Printing Records"](#)
- [1.3.14 "Authorizing Records"](#)
- [1.3.15 "Minimizing Records"](#)
- [1.3.16 "Closing Records"](#)
- [1.3.17 "Auditing Records"](#)

When you are working with records, it is important to remember that the types of records you can create, view, edit, delete, and so on are determined by administrator settings, such as a user profile or permission set. Work with your administrator to ensure you have access to the records and data you need.

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

2.3.1 Accessing Records

Depending on the permissions/rights provided for the logged in user, you can access the screens.

- 1) Navigate to the hamburger menu (by default, the hamburger menu is expanded).
- 2) Click <sub-menu>.
- 3) Click <name of the screen>.

STEP RESULT: The screens associated with the sub-menu appears.

- 4) Create <name of the screen>: You can create/configure new records.
- 5) View <name of the screen>: You can view the configured records.

2.3.2 Viewing Records

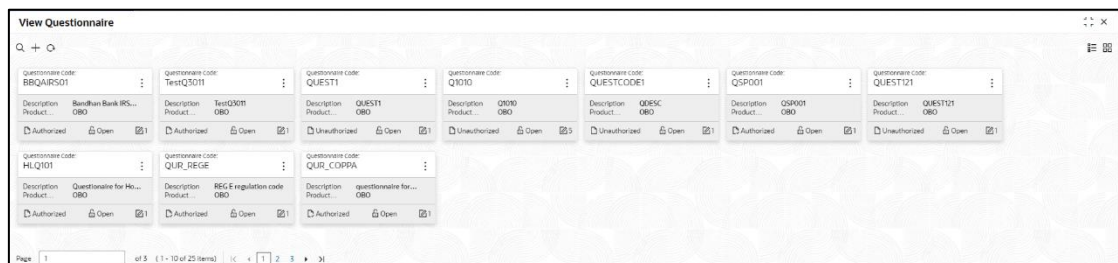
You can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster. A few different formats to view the records are described.

2.3.3 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. You can click a tile to open a record in a full screen and view the details.

A sample screenshot is shown below:

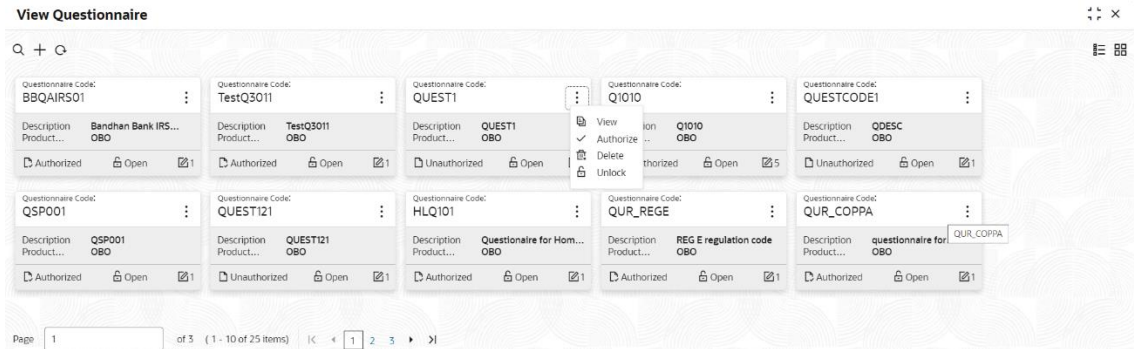
Figure 1.7: Tile View



2.3.4 Tile View with Context Menu

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

Figure 1.8: Tile View with Context Menu



Call-out details:

- 1) **Context Menu:** The icon appears only to the selected number of screens. The context menu allows you to perform actions that are associated with the record.
- 2) **Context Menu Flyout:** A list of all of the actions appear, and the list of actions depend on the status of the record.

2.3.5 List View

List View displays the configured records in a list format.

- 1) In the selected screen, click **List View** on the action toolbar as illustrated to view the details.

A sample screenshot is shown below:

Figure 1.9: List View



2.3.6 Searching Records

You can search the required number of records.

- 1) In the selected screen, click **Search**, the fields associated with the selected screen appear in a drop-down menu.

A sample screenshot is shown below:

Figure 1.10: Searching Records

The screenshot shows a 'Search Filter' dialog box. It contains four input fields: 'Questionnaire Code' (with 'Q1010' entered), 'Description', 'Authorization Status' (a dropdown menu), and 'Record Status' (a dropdown menu). At the bottom, there are 'Search' and 'Reset' buttons.

- 2) Provide the required details associated with the selected screen.
- 3) Click **Search** to view the requested record.

2.3.7 Refreshing Records

In the selected screen, click **Refresh**, the records associated with the selected screen is updated with the latest details.

2.3.8 Creating/Configuring Records

You can create/configure records with any of the following two ways:

- 1) In the selected view screen, click **Add** icon to create/configure a record.
- 2) On the menu, select a <sub-menu>, and click <Create name of the screen>.

Figure 1.11: Create Host Code

- 3) Specify the required details in the respective fields.
- 4) Click **Save**.

Figure 1.12: Save - Confirmation Message

- 5) Specify the remarks on the **Remarks** field.

- 6) Click **Confirm** to save the details.

STEP RESULT: The record is saved and the maker remarks can be viewed in **Audit** screen. Refer [1.3.17 "Auditing Records"](#) section for the detailed explanation.

- 7) Click **Cancel** to discard the changes.

2.3.9 Copying Records

Perform the following steps to copy a record.

- 1) In a selected screen, click a record.
- 2) Click **Copy** to copy the selected record details and make the required changes to the record such as name.
- 3) Click **Save** to save the modified record.

2.3.10 Unlocking Records

Perform the following steps to unlock a record.

- 1) In a selected screen, click a record.
- 2) Click **Unlock** to unlock the selected record details and make the required changes to the record such as name.
- 3) Click **Save** to save the modified record.

2.3.11 Reopening Records

Perform the following steps to reopen a record.

- 1) In a selected screen, click a record.
- 2) Click **Reopen**, a confirmation pop-up appears.
- 3) Provide a remark and click **Confirm** to reopen the record.

2.3.12 Deleting Records

Note: Ensure you have the privileges and know the guidelines to delete the records.

In a selected screen, select a record and click **Delete** to remove the record.

2.3.13 Printing Records

Perform the following steps to print a record.

- 1) In a selected screen, click a record.
- 2) Click **Print** to view the record in a print format and print the records.

2.3.14 Authorizing Records

Perform the following steps to authorize a record.

- 1) In the selected screen, click **Action** icon on the unauthorized record which needs to be authorized.
- 2) Click **Authorize**.

STEP RESULT: The **Authorization** screen appears.

Figure 1.13: Authorization

The screenshot shows a web application window titled "View Host Code". Inside, there's a search bar and a modal window. The modal window displays the following information:

☐ Mod Number1	Compare
Done By	SURBHIT
Done On	3/30/2018
Record Status	Open
Once Auth No	View

At the bottom right of the main window, there are three buttons: "Cancel", "Reject", and "Approve".

- 3) Click **View** to view the record.

Note: If the **Enforce View before Authorize** toggle is enabled in **External Bank Parameter Maintenance** screen, the user must view the record before authorizing the record.

- 4) Select the required modification number that must be approved/rejected.

Note:

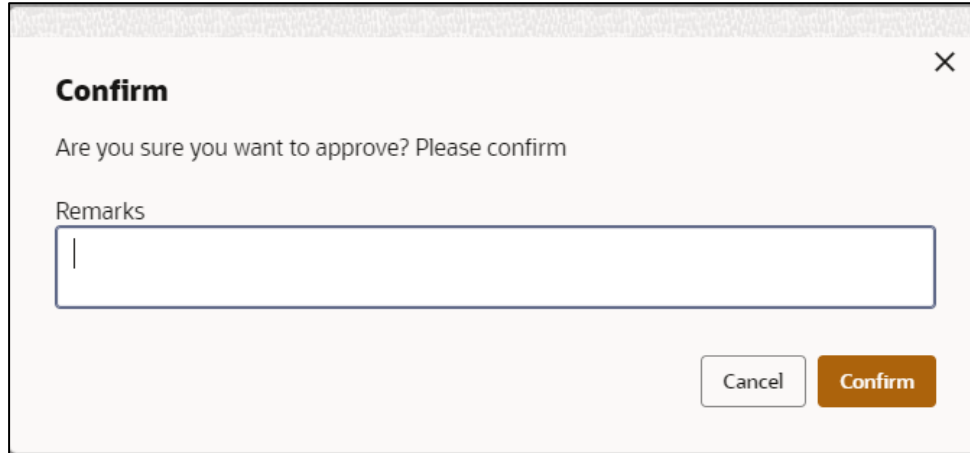
- If the lower modification has to be rejected, all the higher modifications (if any) must also be rejected.
- If the higher modification has to be approved, all the lower modifications (if any) must also be approved.

To approve the record:

- 5) Click **Approve** to approve the record.

STEP RESULT: The **Approve - Confirmation Message** popup displays.

Figure 1.14: Approve - Confirmation Message

A confirmation dialog box titled "Confirm" with a close button (X) in the top right corner. The message inside says "Are you sure you want to approve? Please confirm". Below the message is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

Confirm X

Are you sure you want to approve? Please confirm

Remarks

Cancel Confirm

- 6) Specify the approval remarks in the **Remarks** field.

- 7) Click **Confirm** to confirm the approval.

STEP RESULT: The selected record is approved and the approval remarks can be viewed in **Audit** screen. Refer [1.3.17 "Auditing Records"](#) section for the detailed explanation.

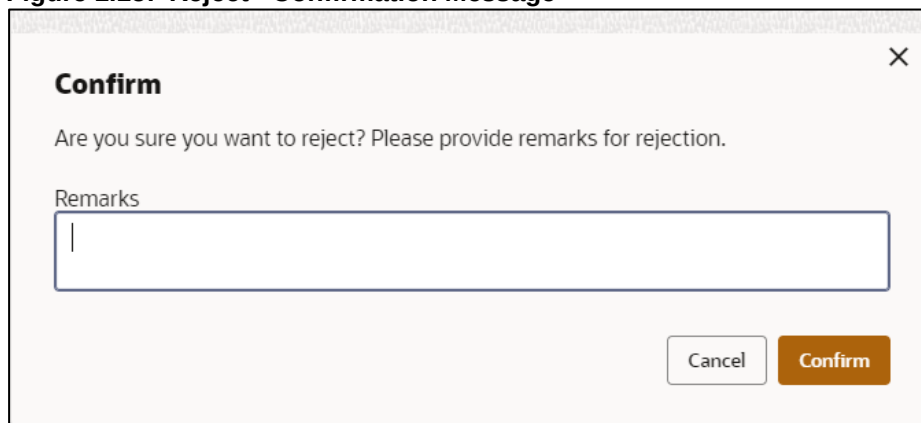
- 8) Click **Cancel** to discard the approval.

To reject the record:

- 9) Click **Reject** to reject the record.

STEP RESULT: The **Reject - Confirmation Message** popup displays.

Figure 1.15: Reject - Confirmation Message

A confirmation dialog box titled "Confirm" with a close button (X) in the top right corner. The message inside says "Are you sure you want to reject? Please provide remarks for rejection.". Below the message is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

Confirm X

Are you sure you want to reject? Please provide remarks for rejection.

Remarks

Cancel Confirm

- 10) Specify the rejection remarks in the **Remarks** field.

Note: This field is mandatory while rejecting the record.

11) Click **Confirm** to reject the record.

STEP RESULT: The selected record is rejected and the rejection remarks can be viewed in **Audit** screen. Refer [1.3.17 "Auditing Records"](#) section for the detailed explanation.

12) Click **Cancel** to discard the rejection of the record.

2.3.15 Minimizing Records

In the selected screen, click Collapse to minimize the screen. The minimized screen appears at the bottom left corner of the screen. You can click to maximize the screen.

2.3.16 Closing Records

In the selected screen, click Remove to close the screen. If you are in the middle of creating/modifying the records in a selected screen, an error/warning message appears prompting to save the changes.

2.3.17 Auditing Records

Perform the following records to audit the records.

1) In the selected **Maintenance** screen, click **Audit** to view the change history of the record.

STEP RESULT: The **Audit Details** popup screen displays.

Figure 1.16: Audit Details

Maker	Checker
 SURBHII	
 3/30/2018, 11:15:30 AM	
Status	Modification No
 Unauthorized	1
 Open	

2) Click **Show History** hyperlink to view the modification history of the record.

Note: This hyperlink appears only if the **Modification Number** is greater than 1.

STEP RESULT: The **Modification History** popup screen displays.

Figure 1.17: Modification History

Back

Modification No: 3 Authorization Status: Authorized Record Status: Open	Maker: [redacted] Maker Remarks: - 4/9/2018, 12:38:05 PM	Checker: [redacted] Checker Remarks: - 4/9/2018, 12:38:34 PM
Modification No: 5 Authorization Status: Rejected Record Status: Open	Maker: [redacted] Maker Remarks: - 4/9/2018, 12:43:28 PM	Checker: [redacted] Checker Remarks: Rejecting reopened record 4/9/2018, 12:45:27 PM
Modification No: 4 Authorization Status: Authorized Record Status: Closed	Maker: [redacted] Maker Remarks: - 4/9/2018, 12:39:56 PM	Checker: [redacted] Checker Remarks: - 4/9/2018, 12:42:32 PM

Page 1 of 4 (1-3 of 10 items) K < 1 2 3 4 > X

- 3) Click **Back** to navigate to the previous screen.
- 4) Click anywhere on the screen to close the audit detail pop-up.

2.4 Screen/Dashboard

2.4.1 Pagination

The number of records are displayed on the bottom left corner of the selected view screen. Depending on the records available the number of pages appear. You can navigate using the first page, last page, previous page, next page and by using the numbers option.

2.4.2 Mandatory and Optional Fields

There are mandatory and optional fields available for any screen. You can identify the mandatory field with (*) symbol. If you try 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.

2.4.3 Removing Tile

Click **Remove** to remove the dashboard widget from the landing page. The removed widgets are available under the **Add Tiles** option.

2.4.4 Reordering Tile

Select and drag the **Drag to Reorder** option to drop the dashboard widget at the desired place. The page is automatically refreshed and displays the updated order.

2.4.5 Expanding Tile

Click **Expand Tile** to view all the information of the dashboard widget. The expanded widget appears on a complete row to view more information.

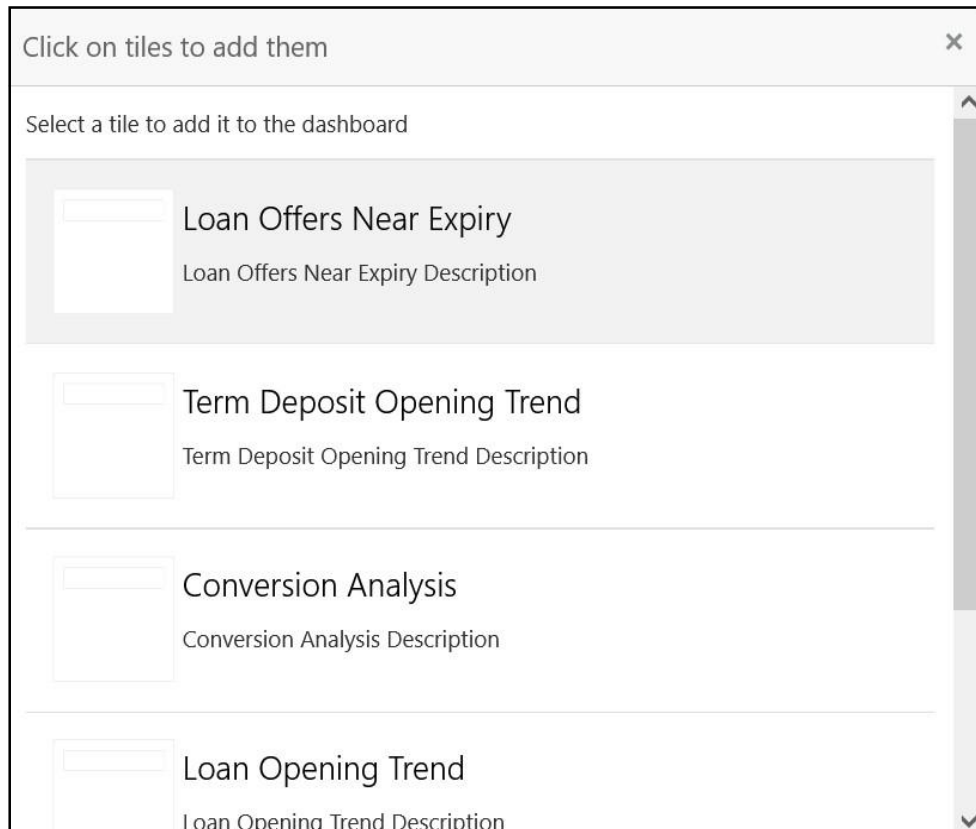
2.4.6 Adding Tile

Perform the following steps to add a tile.

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

STEP RESULT: The **Click on tiles to add Dashboard** pop-up appears.

Figure 1.19: Click on tiles to add Dashboard



- 2) Click on the dashboard you want to add to the dashboard landing page. The page is automatically refreshed and displays the added dashboard widget.

2.5 Common Fields

The following table describes the common fields available in the application.

Table 1.1: Common Fields

Field	Description
Branch Code	You can select a configured branch code which you want to associate with the selected screen.
Maker	Displays the name of the logged in user who created the record.
Customer Number	You can select a configured customer number which you want to associate with the selected screen. You can configure the customer number using the Create External Customer screen.
Account Number	You can select a configured account number which you want to associate with the selected screen. You can configure the account number using the Create External Customer Account screen.
Source System	You can select a configured source system which you want to associate with the selected screen. You can configure the source system using the Create Upload Source screen.
Host Code	You can select a configured host code which you want to associate with the selected screen. You can configure the host code using the Create Host Code screen.
Currency	You can select a configured currency which you want to associate with the selected screen. You 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.
Rejected	The record is rejected.
Open	The record is open and waiting for verification.
Locked	The record is locked.
Closed	The record is closed.

2.6 Common Buttons/Icons

The following table describes common buttons and icons used.

Table 1.2: Common Buttons and Icons

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

3. Index

H

How to's

Auditing Records	16
Authorizing Records	14
Closing Records	16
Copying Records.....	13
Deleting Records	13
Printing Records.....	13
Reopening Records	13
Searching Records	11
Unlocking Records.....	13
Viewing Records	9

V

Viewing Records.....	9
Flip View	11
List View	11
Tile View	9, 10

4. Reference and Feedback

References

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

- Oracle Banking Security Management System User Guide
- Oracle Banking Common Core User Guide

Feedback and Support

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