Facility Review User Guide

Oracle Banking Credit Facilities Process Management

Release 14.7.2.0.0

Part No. F91681-01
December 2023

ORACLE
Financial Services

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/

Copyright © 2019, 2024, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.
U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.
This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.
The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

ORACLE®
Financial Services

Table of Contents

Preface 1

About this guide *1*

Intended Audience *1*

Conventions Used *1*

Common Icons in OBCFPM *1*

About Facility Review 3

Proposal Initiation 4

Customer Info *7*

Liability *35*

Basic Info *39*

Other Bank Facilities *70*

Groupwise Exposure *72*

Connected Party *74*

Write Up *76*

Summary *80*

Comments *81*

Proposal Enrichment 84

Summary *84*

Liability *87*

Customer Info *87*

Other Bank Facilities *87*

Groupwise Exposure *87*

Connected Party *87*

Enrichment *87*

Write Up *87*

Comments *88*

Proposal Evaluation 89

Credit Evaluation *89*

Legal Evaluation *110*

Risk Evaluation *118*

KYC Check 119

Proposal Structuring 129

Customer Summary *129*

Liability *131*

Summary *131*

Write Up *134*

Proposal Structuring *134*

Comments *135*

Proposal Review 139

Proposal Approval 140

Draft Generation 141

Customer Acceptance 147

Limit Configuration 152

Handoff to Back Office System 160

Handoff - Manual Retry 161

Document Upload and Checklist 169

Reference and Feedback 172

References *172*

Feedback and Support *172*

Chapter 1 - Preface

Preface

About this guide

This guide provides the user with all the information necessary to perform Facility Review process in OBCFPM.

Intended Audience

This document is intended for the banking personnel responsible for reviewing facilities offered to the corporate customer.

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 • Field name • Drop down options • Other UX labels
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

Chapter 1 - Preface

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 4 - Overview

About Facility Review

After disbursing the facilities to corporate customers, the banks need to closely monitor the performance of the customers in a periodic manner to mitigate risk that could occur due to the poor customer performance.

In OBCFPM, the Facility Review process allows the user to review the utilization of facility along with the customer's performance with respect to the set terms and conditions. The system will trigger the Facility Review process based on the Next Review Date selected by the user during Credit Proposal process or Credit Amendment process.

The following stages are available in the Facility Review process for reviewing the facility and taking necessary actions:

- Proposal Initiation
- Proposal Enrichment
- Proposal Evaluation (Credit, Risk, Legal and KYC Evaluations)
- Proposal Structuring
- Proposal Review
- Proposal Approval
- Draft Generation
- Customer Acceptance
- Limit Configuration
- Proposal Handoff
- Handoff - Manual Retry (Applicable if automatic Handoff fails)

Chapter 4 - Proposal Initiation

Proposal Initiation

In this stage, the user can review all the customer information captured in Credit Proposal or Simplified Credit Proposal Evaluation process and take necessary actions for the facilities offered to the customer.

The actions that the user can take in this stage include:

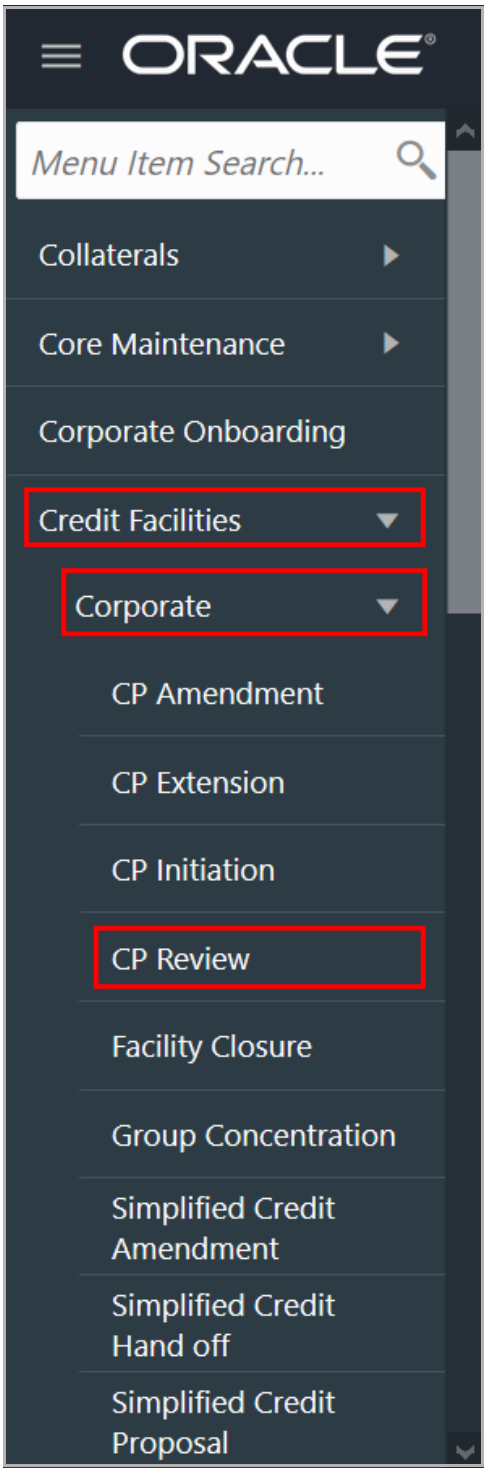
- Mark as no change required
- Change to new review date
- Close Facility
- Hold Facility

To initiate Facility Review process, perform the following steps:

Steps to initiate facility review

1. Login to OBCFPM.

Chapter 4 - Proposal Initiation

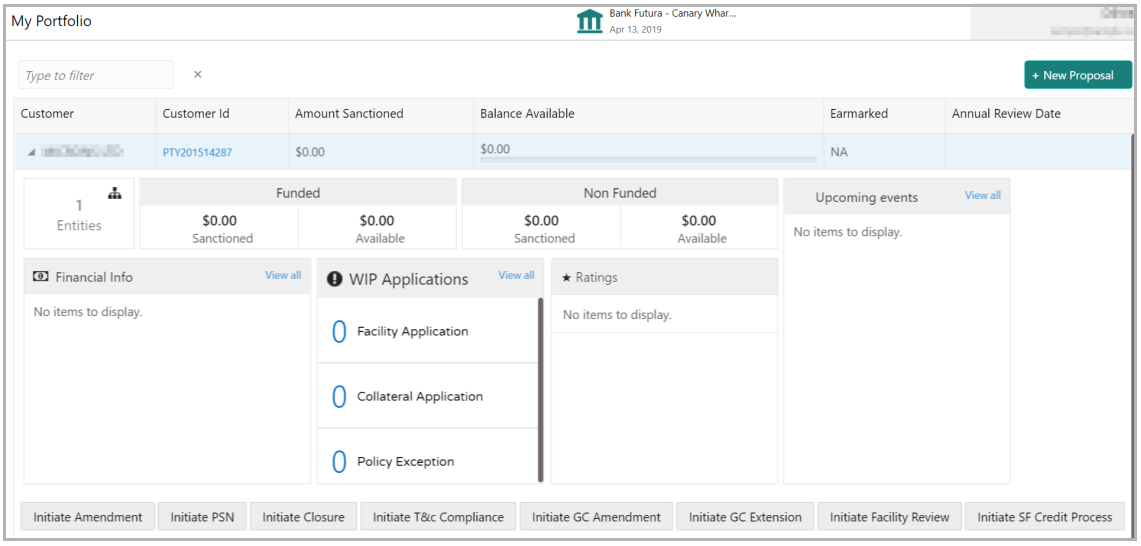


2. Navigate to **Credit Facilities > Corporate > CP Review**. The *Facility Review Initiation* page appears:

Or

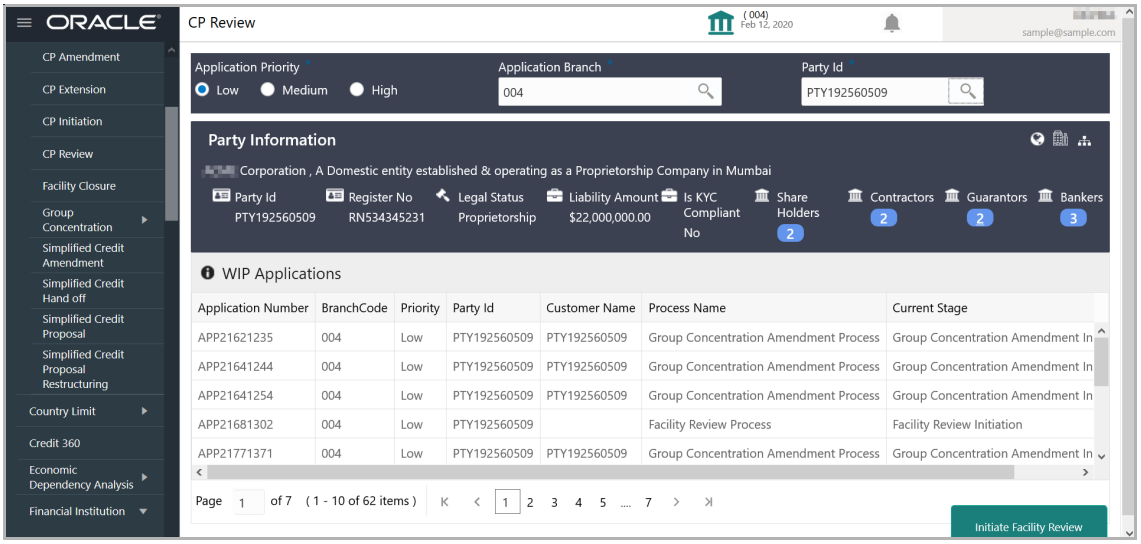
3. Navigate to **Credit Facilities > My Portfolio** from the left menu. The *My Portfolio* page appears:

Chapter 4 - Proposal Initiation



4. Click and expand the required customer. Details associated with the customer appear.

5. Click the **Initiate Facility Review** button. The *Facility Review Initiation* page appears:



6. Select the facility review **Application Priority**. The options available are: Low, Medium, and High.

7. Search and select the **Application Branch**. Bank branches maintained in the system are displayed in the LOV.

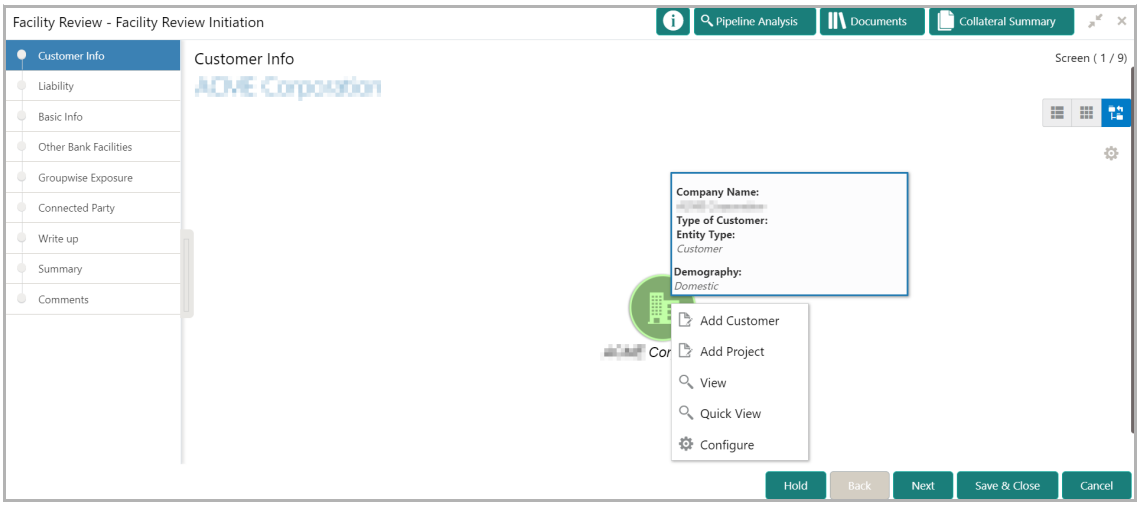
8. Search and select the required customer / party for facility review. The system displays all the WIP applications for the selected party and enables the **Initiate Facility Review** button.

9. Click **Initiate Facility Review**. The *Customer Info* page appears.

Chapter 4 - Proposal Initiation

Customer Info

This data segment allows to view and manage information of the party and child parties.



Mouse hovering on the party / child party icon displays the basic information about the party.

10. Right click on the party / child party icon to perform the following actions:
    - Add Customer (not applicable for joint customer)
    - View
    - Quick View
    - Configure
    - Delete (applicable only for child party)

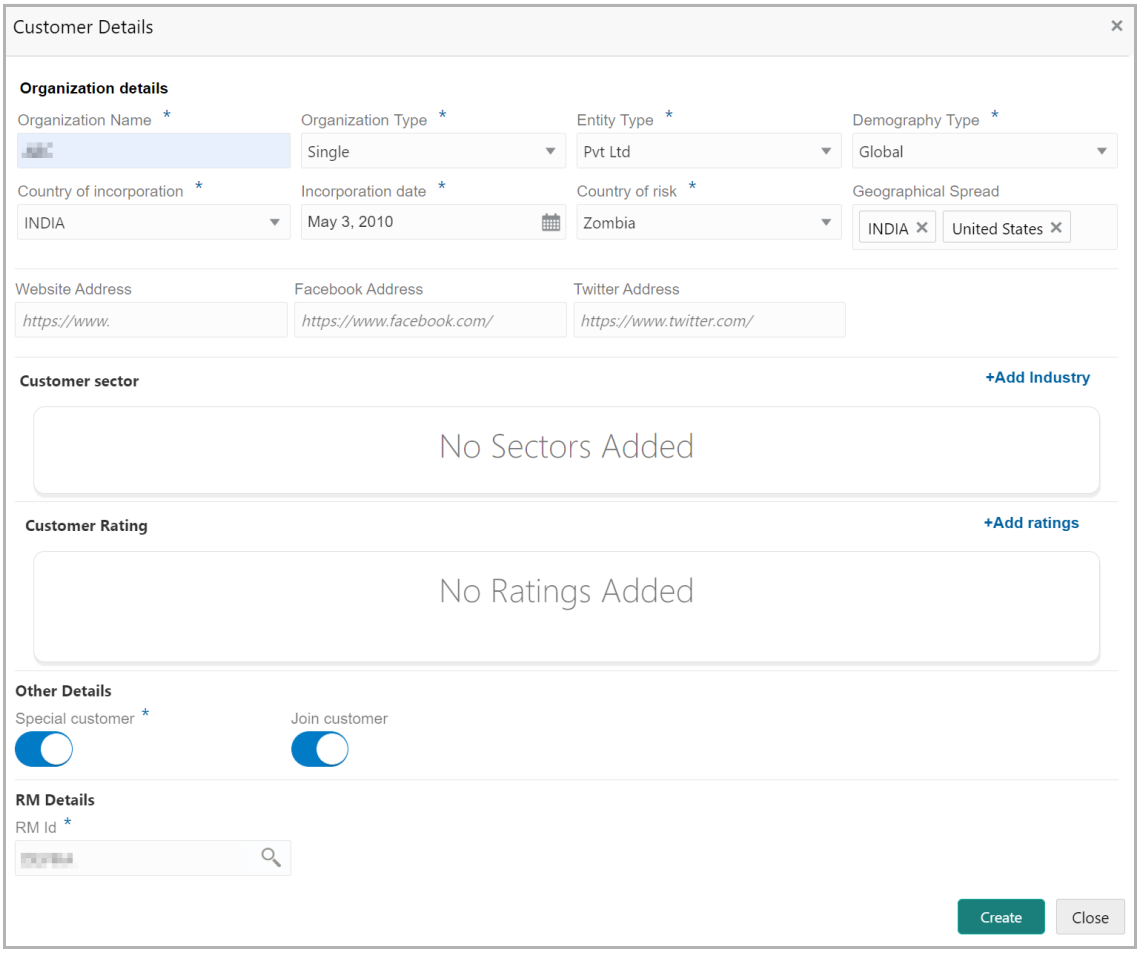
The following table describes the functionality of each actions listed above:

Actions	Functionality
Add Customer	Displays the *Customer Details* window for adding child party of the party
View	Displays the *Customer Details* window for viewing party details
Quick View	Displays the *View Entity Details* window
Configure	Displays the *Party Details* window for capturing party details

Add Customer

11. To add a child party, right click on the party / child party icon and click **Add Customer.** The *Customer Details* window appears:

Chapter 4 - Proposal Initiation



Organization details

12. Type the child party name in the **Organization Name** field**.**
13. Select the **Organization Type** from the drop down list. The options available are **Single** and **Conglomerate**.
14. Select the **Entity Type** from the drop down list. The options available are **Proprietorship, Pvt Ltd, Public Ltd, Govt Owned, Trusts, Clubs, Society, Associations, Limited Liability Partnership, Foreign Bodies, NGO** and **Others**.
15. Select the **Demography Type** from the drop down list. The options available are **Domestic** and **Global**.

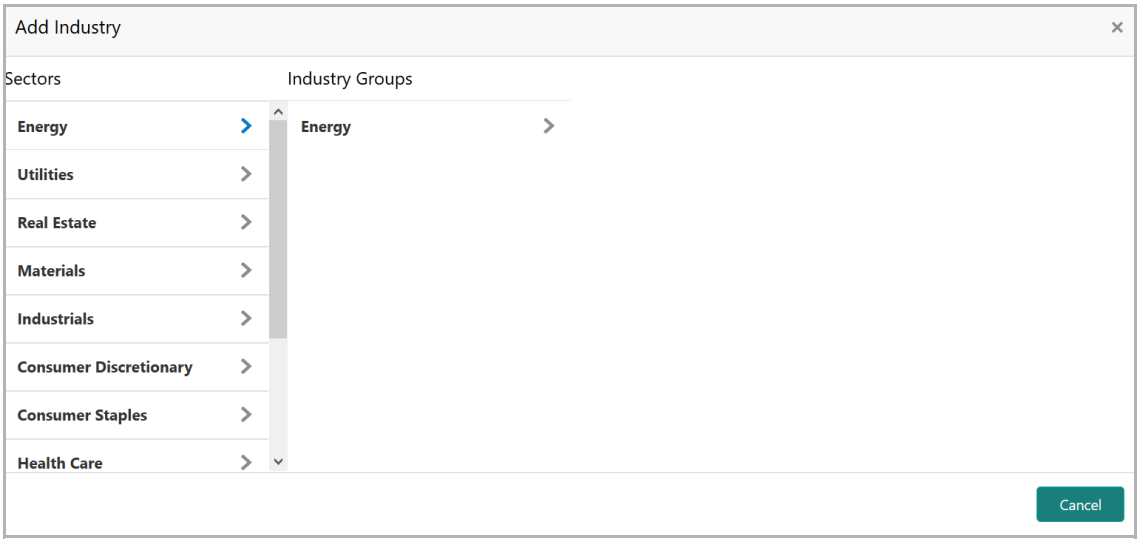
Upon selecting **Global** option, the **Geographical Spread** field appears.

16. Search and select all the countries in which the child party is operating as **Geographical Spread**.
17. Select the **Country of incorporation**.
18. Click the calendar icon and select the **Incorporation date**.
19. Select the **Country of risk** for organization from the drop down list.
20. Type the following addresses in respective fields:

- Website Address
- Facebook Address
- Twitter Address

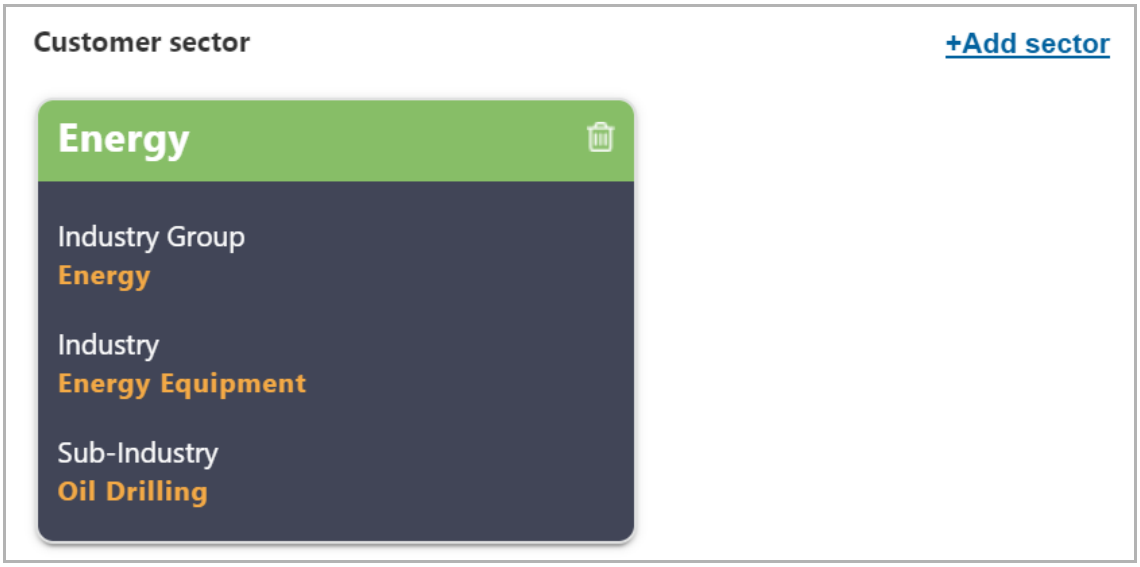
Customer Sector

21. To capture industry details of the child party, click **+Add sector**. The *Add Industry* window appears:



22. Select a sector of the child party. Available **Industry Groups** appear.
23. Select the **Industry Group** of the child party. Available **Industries** appear.
24. Select the Industry of the child party. Available **Sub-Industries** appear.

25. Select the sub-industry of the child party. The Industry details are added and displayed as shown below:



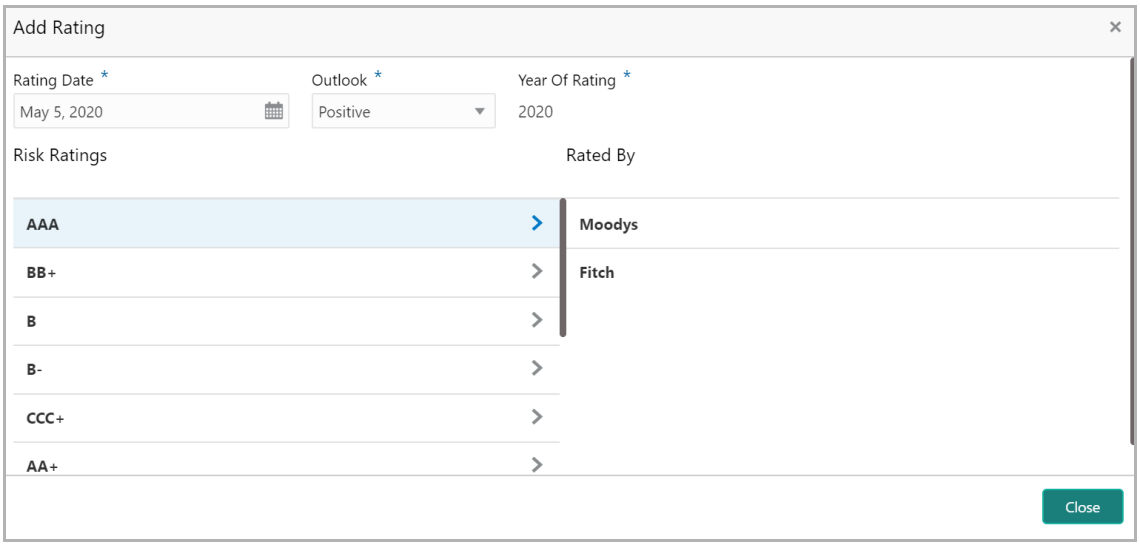
26. To delete the added industry, click the delete icon.

If the child party is into different sectors, the user has to capture all the sector details while adding the child party. To add another sector information, click **+Add sector** again.

The industry added first will be considered as the default industry.

Customer Rating

27. To capture rating information of the child party, click **+Add ratings**. The *Add Rating* window appears:



28. Select the following details:
    - Rating Date
    - Outlook
    - Risk Ratings
    - Rated By

The **Year Of Rating** is automatically populated based on the selected **Rating Date**.

Upon selection of the above details, the rating is added and displayed as shown below:

29. To modify the added rating, click the edit icon and change the required details.
30. To delete the added rating, click the delete icon.

If the organization is rated by different rating firms, all the rating information must be captured while initiating credit proposal. To add another rating information, click **+Add ratings** again.

Other Details

31. Enable the **Special customer** switch, if the customer is a special customer for your bank.

RM Details

RM Id is automatically populated based on the login details.

32. To modify the **RM Id**, search and select the required user.
33. Click **Create**. The child party is created and displayed in the *Customer Info* page.

After creating the child party, right click the child party icon to **Add Customer** for the child party, **View** the child party details, **Quick View** the child party details, **Configure** the child party information and **Delete** the child party if required.

Chapter 4 - Proposal Initiation

View, Quick View, Delete

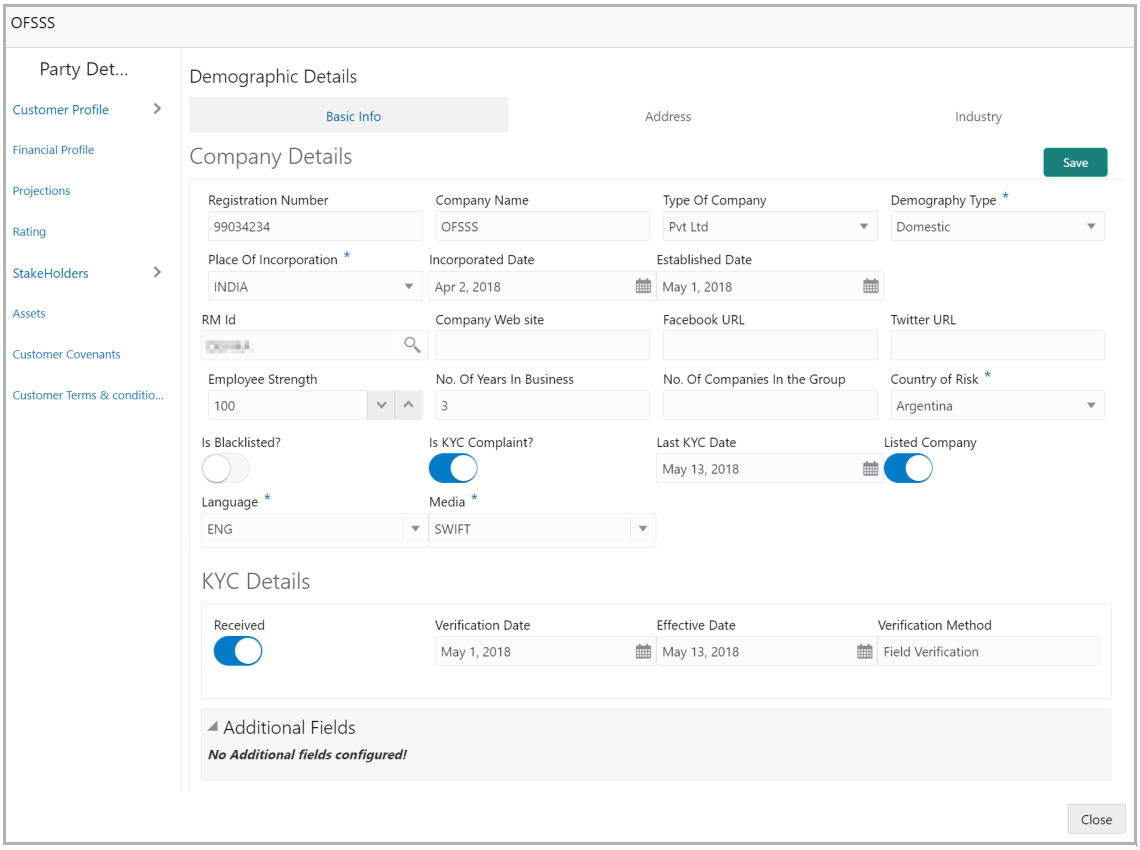
34. To **View** the party / child party information, right click the party / child party icon and click View.

35. To **Quick view** the party / child party information, right click the party / child party icon and click Quick View.

36. To **Delete** the child party, right click the child party icon and click Delete.

Configure Party / Child Party

37. Right click on the party / child party icon and click **Configure**. The following window appears:



Customer Profile

Company Details

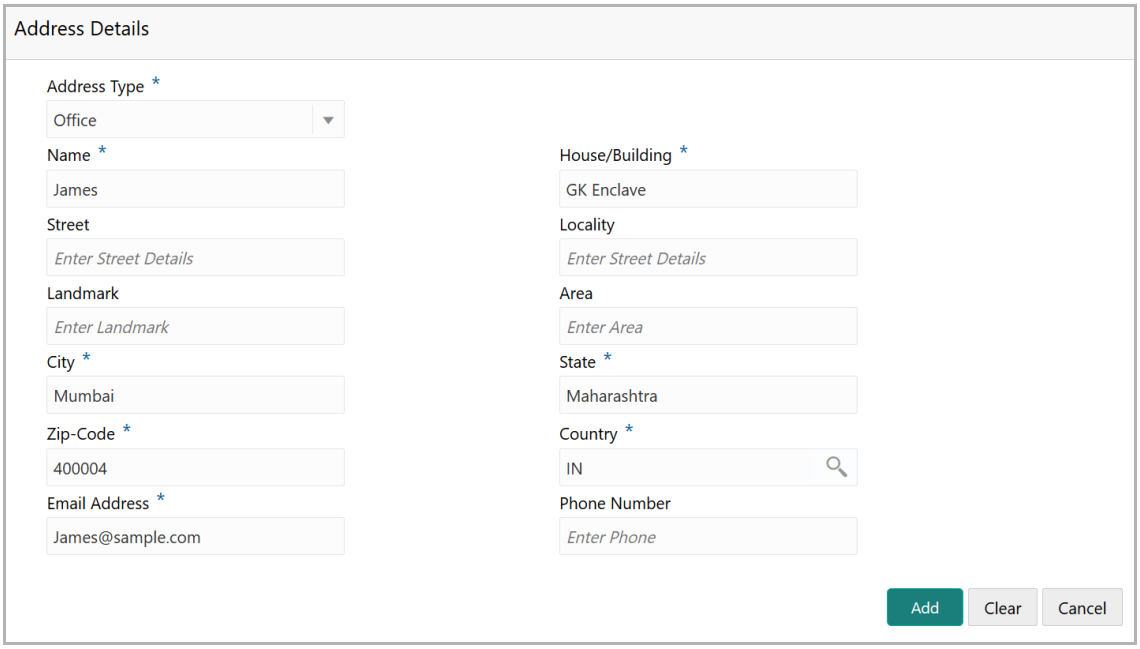
38. Enter / select the following details in the corresponding fields:
    - Registration Number
    - Company Name
    - Type Of Company
    - Geographical Spread

- Place Of Incorporation
- Incorporated Date
- Established Date
- RM Id
- Company Website
- Facebook URL
- Twitter URL
- Employee Strength
- No. Of Years In Business
- No. Of Companies in the Group
- Country of Risk

39. Enable the **Is Blacklisted?** switch, if the company is blacklisted.
40. Enable the **Is KYC Compliant?** switch, if the company is KYC Compliant.
41. Click the calendar icon and select the **Last KYC Date**.
42. Enable the **Listed Company** switch, if the company is listed.
43. Select the **Language** from the drop down list.
44. Select the **Media** for transactions from the drop down list.

KYC Details

45. Enable the **Received** switch, if KYC verification details are received for the customer.
46. Click the calendar icon and select the KYC **Verification Date** and **Effective Date**.
47. Type the KYC **Verification Method**. For example: Field verification.
48. Click **Save**.
49. To add the company address details, click the **Address** tab and then click the **Add** icon. *Address Details* window appears:



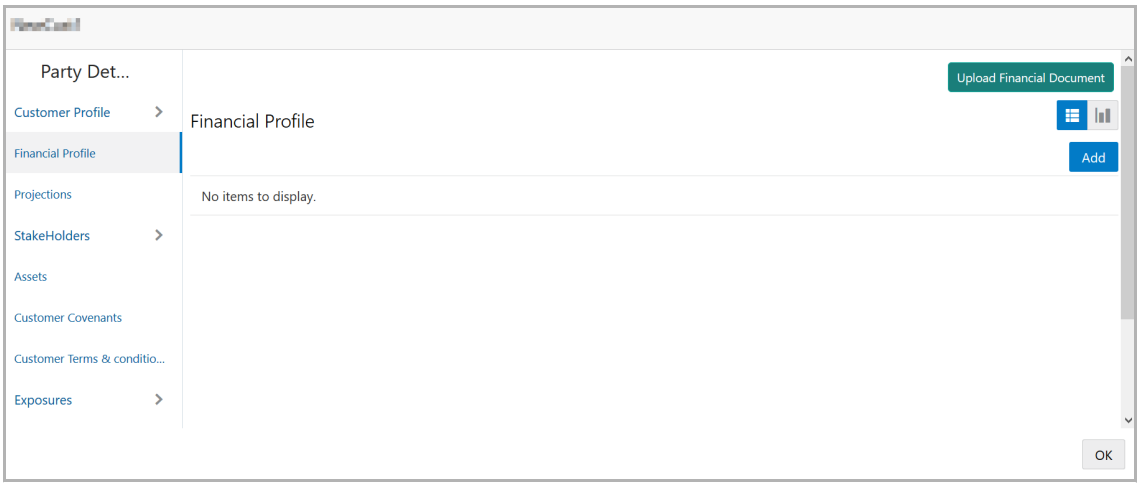
50. Type or select the following details in the corresponding fields:
    - **Address Type**
    - **Name** of the contact person
    - **House/Building** name
    - **Street**
    - **Locality**
    - **Landmark**
    - **Area**
    - **City**
    - **State**
    - **Zip-Code**
    - **Country**
    - **Email Address**
    - **Phone Number**
51. Click **Add.** Address details are added.
52. To add the industry details, click the **Industry** tab and select the required details.

To Edit, Delete or View the added **Basic Info**, **Address**, and **Industry**. click the hamburger icon in the required list item and select the required option.

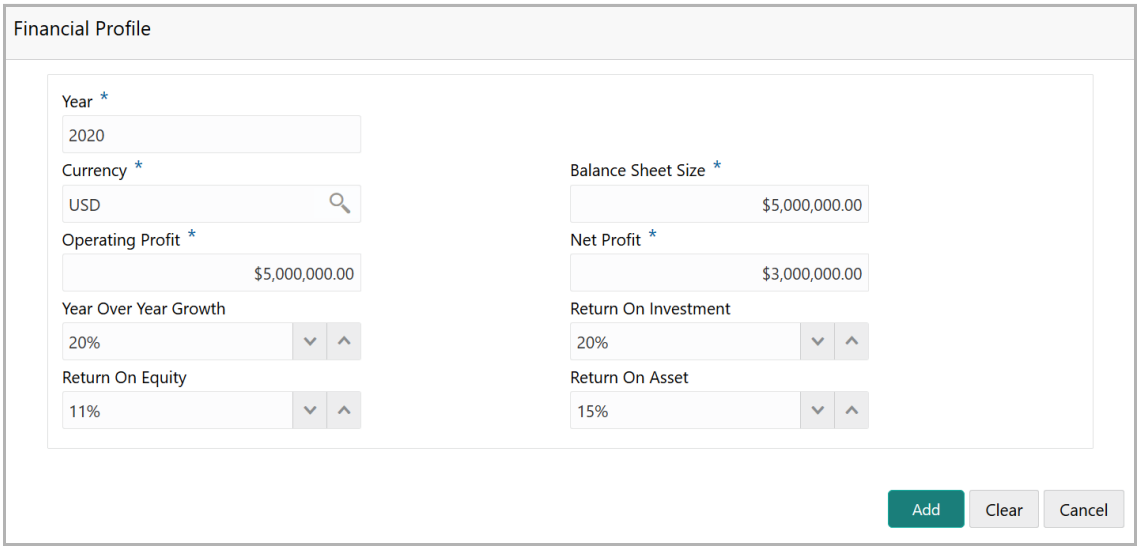
53. To view the organization's business details, click the **Customer Profile** in menu and select **Business** sub-menu**.**

Financial Profile

54. To configure party's financial details, click **Financial Profile** in left menu. The *Financial profile* screen appears:



55. Click the **Add** icon. The following window appears:

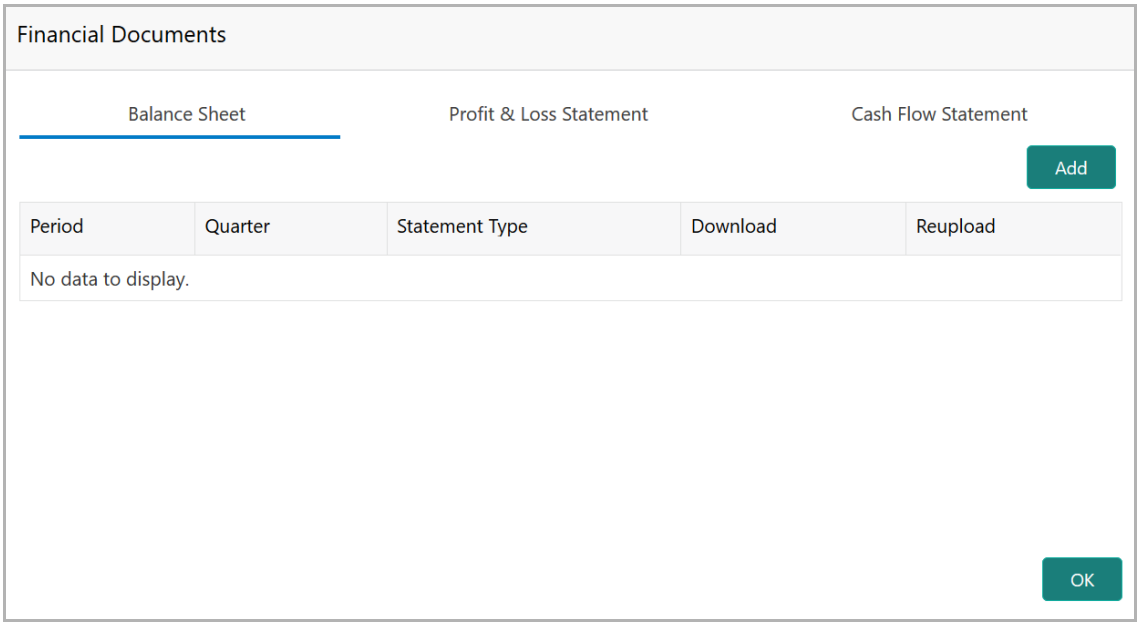


56. Specify the **Year** for which the organization's financial details are to be added.
57. Search and select the **Currency** for the financial information.
58. Specify the following details in the corresponding fields:
    - Balance Sheet Size
    - Operating Profit
    - Net Profit
    - Year Over Year Growth
    - Return On Investment

- Return On Equity
- Return On Asset

59. Click **Add**. Organization's financial details are added.

60. To add financial documents, click **Upload Financial Document**. The *Financial Documents* window appears:

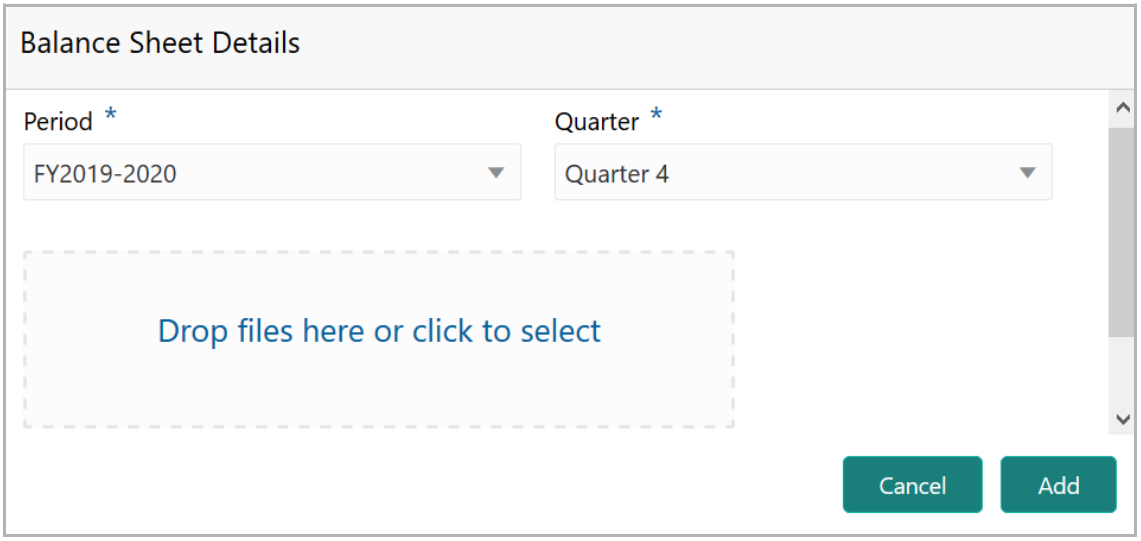


In the *Financial Documents* window, the user can **Add** the following documents by clicking respective tabs.

- Balance Sheet
- Profit & Loss Statement
- Cash Flow Statement

Upon clicking **Add** in any of the above tabs, the following window to upload documents appears:

Chapter 4 - Proposal Initiation



61. Select the **Period** and **Quarter** for which the financial document is to be added.

62. In **Drop files here or click to select** section, drag and drop or click and upload the financial document.

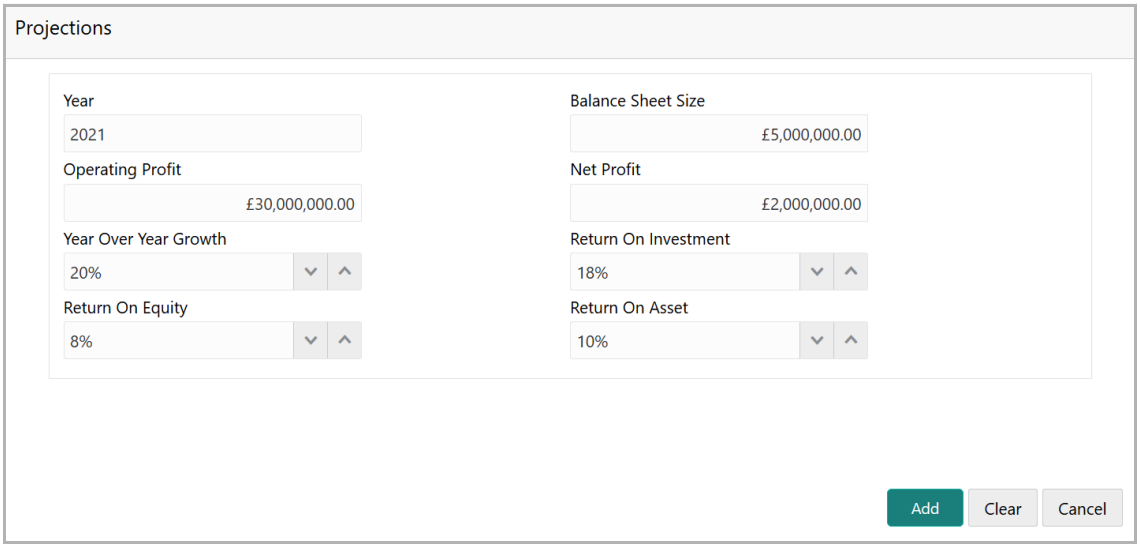
63. Click **Add**. Document is added.

64. In the *Financial Profile* screen, click the Chart view icon to change the List view to Chart view.

To Edit, Delete or View the added **Financial Profile**. click the hamburger icon in the required list item and select the required option.

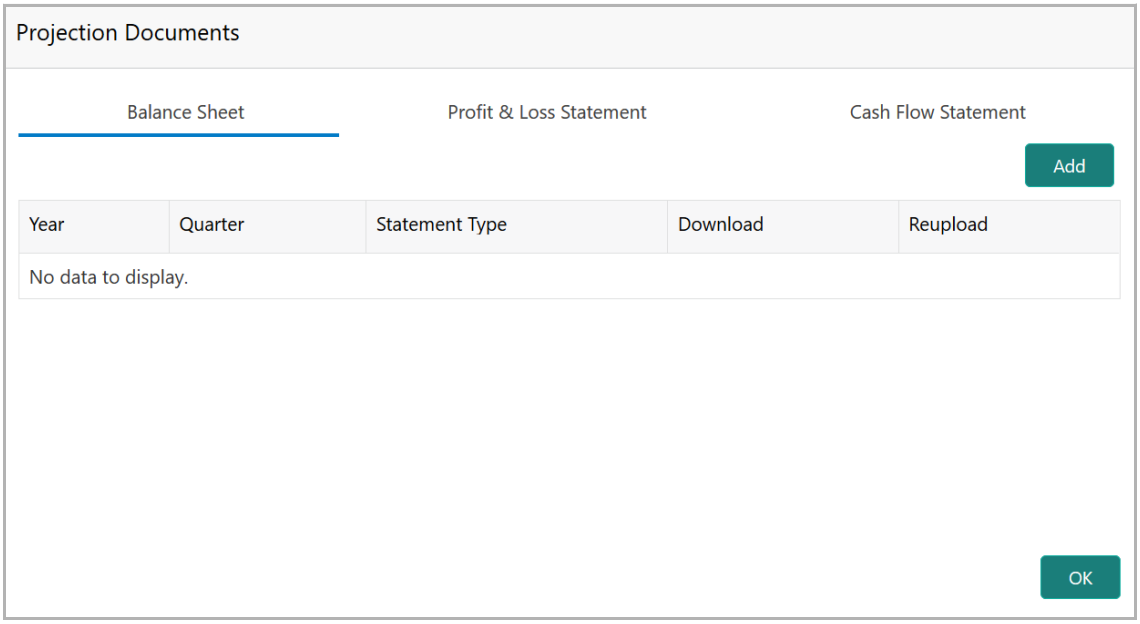
Projections

65. To configure projection details, click **Projections** from the left menu and then click the **Add** icon. *Projections* window appears:



66. Specify the **Year** for which the organization's projection details are to be added.
67. Search and select the **Currency** for the projection details.
68. Specify the following details in the corresponding fields:
    - Balance Sheet Size
    - Operating Profit
    - Net Profit
    - Year Over Year Growth
    - Return On Investment
    - Return On Equity
    - Return On Asset
69. Click **Add**. Organization's projection details are added.
70. To add projection documents, click **Upload Projection Document**. *Projection Documents* window appears:

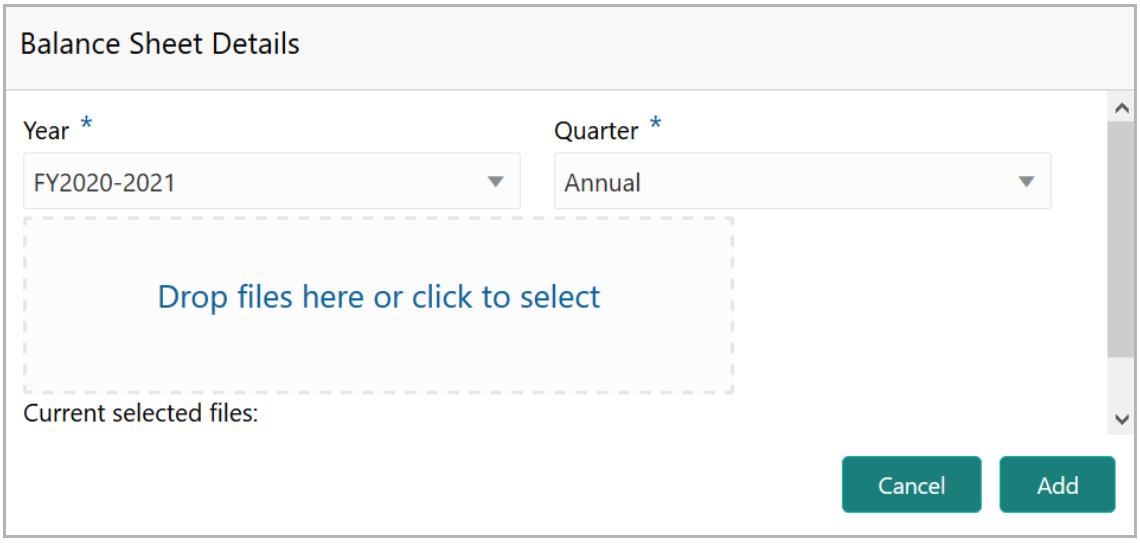
Chapter 4 - Proposal Initiation



In the *Projection Documents* window, the user can **Add** the following documents by clicking respective tabs.

- Balance Sheet
- Profit & Loss Statement
- Cash Flow Statement

Upon clicking **Add** in any of the above tabs, the following window to upload documents appears:



71. Select the **Period** and **Quarter** for which the projection document is to be added.
72. In **Drop files here or click to select** section, drag and drop or click and upload the projection document.
73. Click **Add**. Document is added.

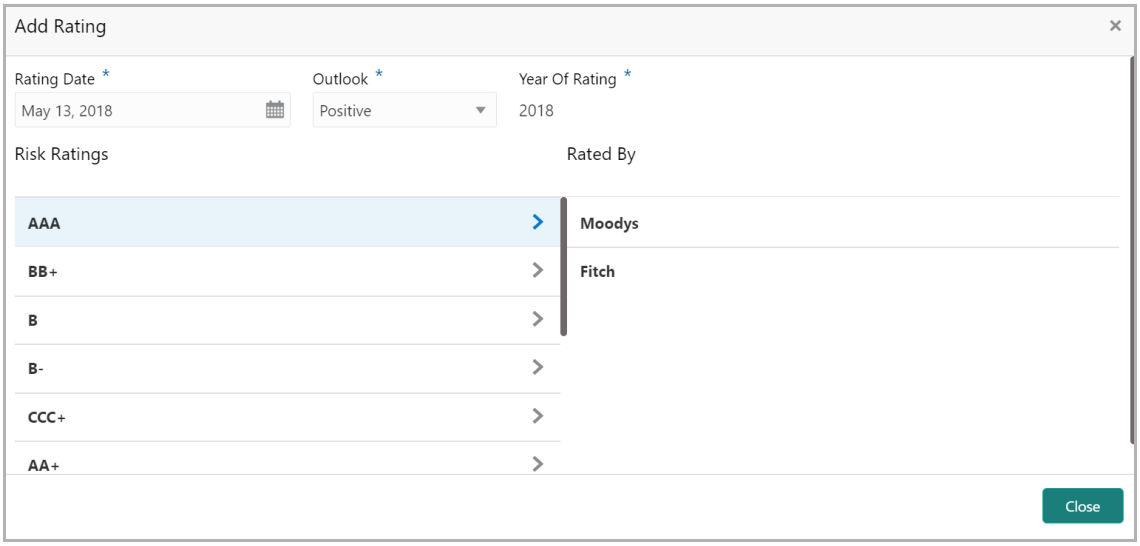
74. In the *Business Projection* screen, click the Chart view icon to change the List view to Chart view.

To Edit, Delete or View the added **Projections**. click the hamburger icon in the required list item and select the required option.

Rating

75. To add rating information of the customer, click **Rating** in the left menu.

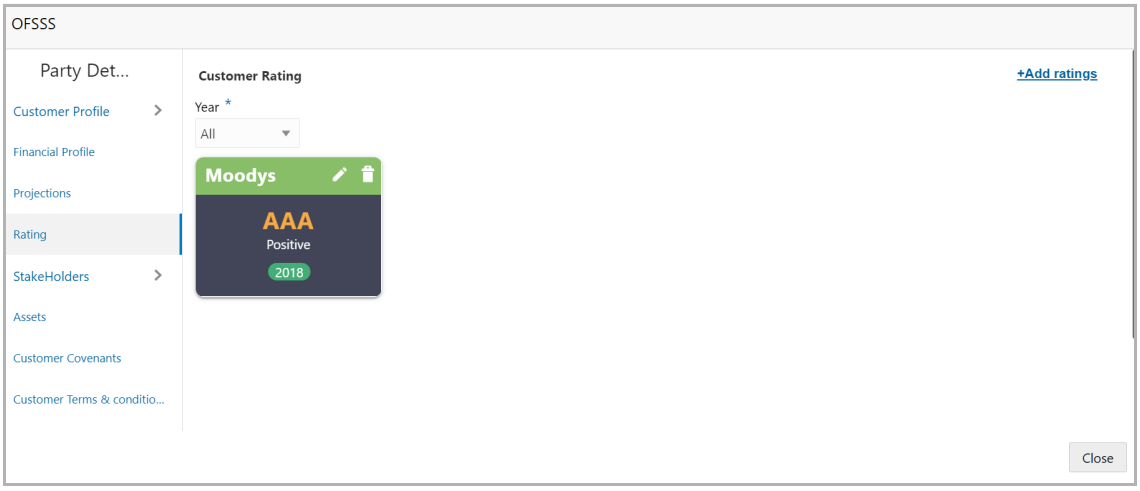
76. To configure stakeholders information, click **Stakeholders** in the left menu and click **+Add Ratings**. The *Add Ratings* window appears:



77. Select the following details of the rating:
    - Rating Date
    - Outlook
    - Risk Ratings
    - Rated By

The **Year Of Rating** is automatically populated based on the selected **Rating Date**.

Upon selecting the **Rated By** organization, the rating is added and displayed as shown below:



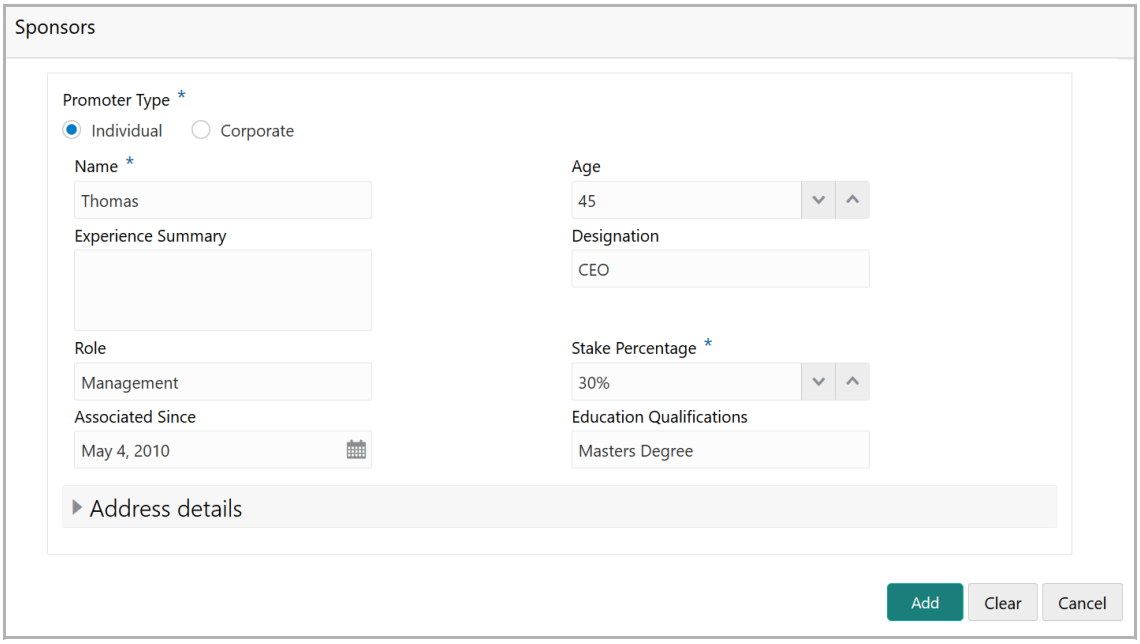
78. To modify the added rating, click the edit icon.
79. To delete the added rating, click the delete icon.

Stakeholders

The user can add information about the following stakeholders by clicking the Stakeholders menu:

- Auditors
- Sponsors
- Share holders
- Directors
- Management Team
- Bankers
- Guarantors
- Customers
- Suppliers

80. To add sponsor details, click **Sponsors** from the left menu and then click **Add**. *Sponsors* window appears:



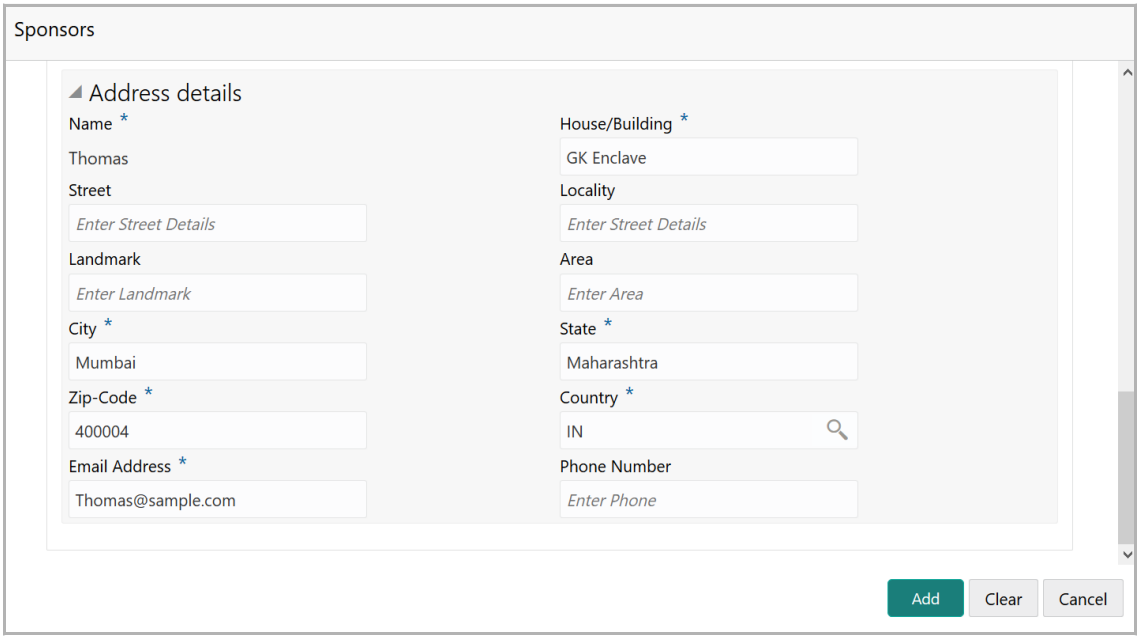
81. If the sponsor is an individual, select or type the following sponsor details in the corresponding fields:

- Promoter Type (select **Individual** option)
- Name
- Age
- Experience Summary
- Designation
- Role
- Stake Percentage
- Associated Since
- Education Qualifications

82. If the sponsor is an entity, select or type the following sponsor details in the corresponding fields:

- Promoter Type (select **Corporate** option)
- Name
- Stake Percentage

83. Click and expand the **Address** details section.



84. Type or select the following details in the corresponding fields:
    - **House/Building** name
    - **Street**
    - **Locality**
    - **Landmark**
    - **Area**
    - **City**
    - **State**
    - **Zip-Code**
    - **Country**
    - **Email Address**
    - **Phone Number**
85. Click **Add.** Sponsor details are added.

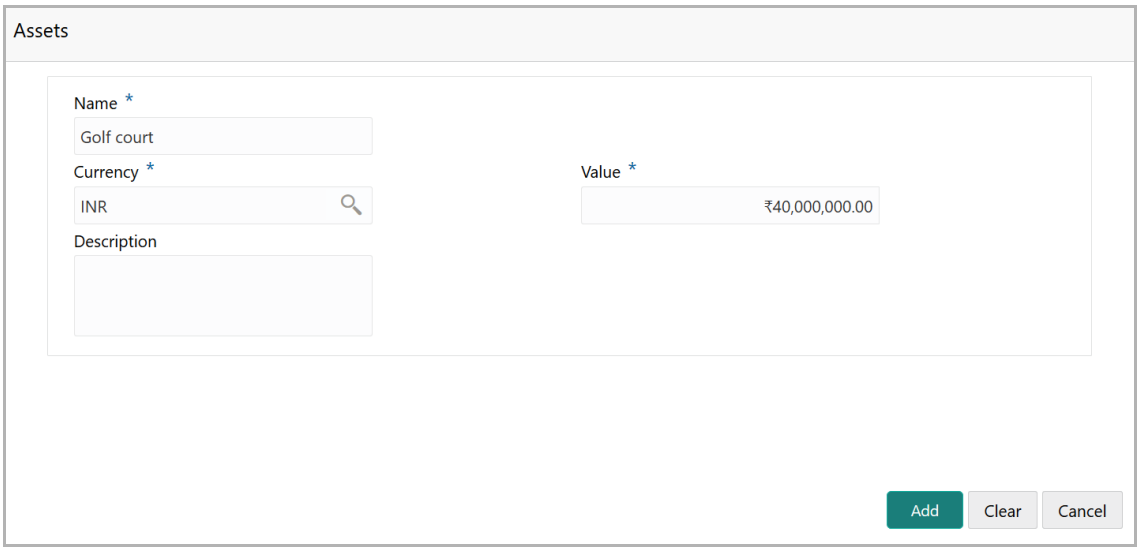
To Edit, Delete or View the added **Sponsors**. click the hamburger icon in the required list item and select the required option.

For information on adding Share holders, Directors, Management Team, Bankers, Guarantors, Customers, and Suppliers detail, refer “**Economic Dependency Analysis User Manual**”.

Chapter 4 - Proposal Initiation

Assets

86. To add asset details, click **Assets** from the left menu and then click **Add**. *Assets* window appears:

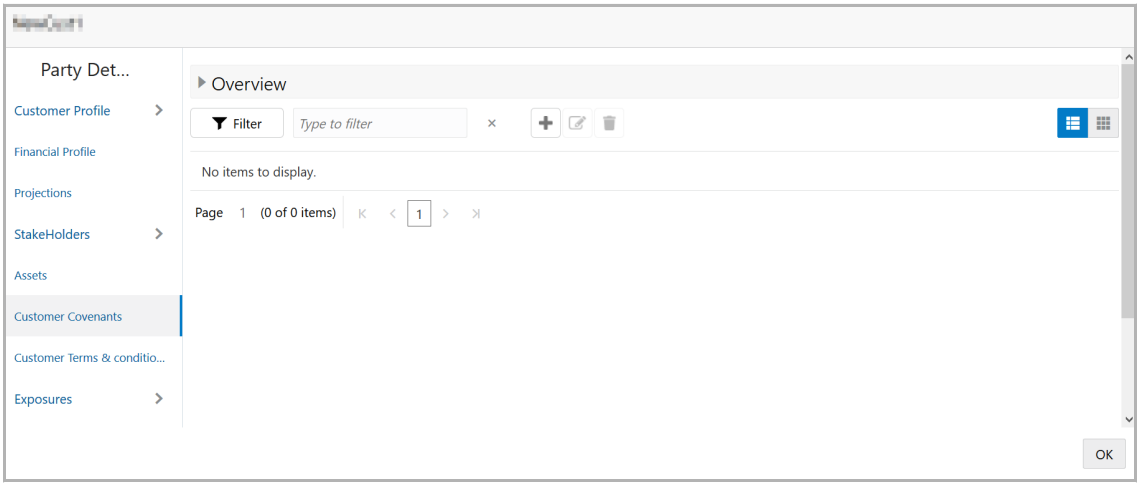


87. Type the **Name** of the Asset.
88. Search and select the **Currency** for the asset value.
89. Specify the asset **Value**.
90. Type the asset **Description**.
91. Click **Add**. Asset details are added.

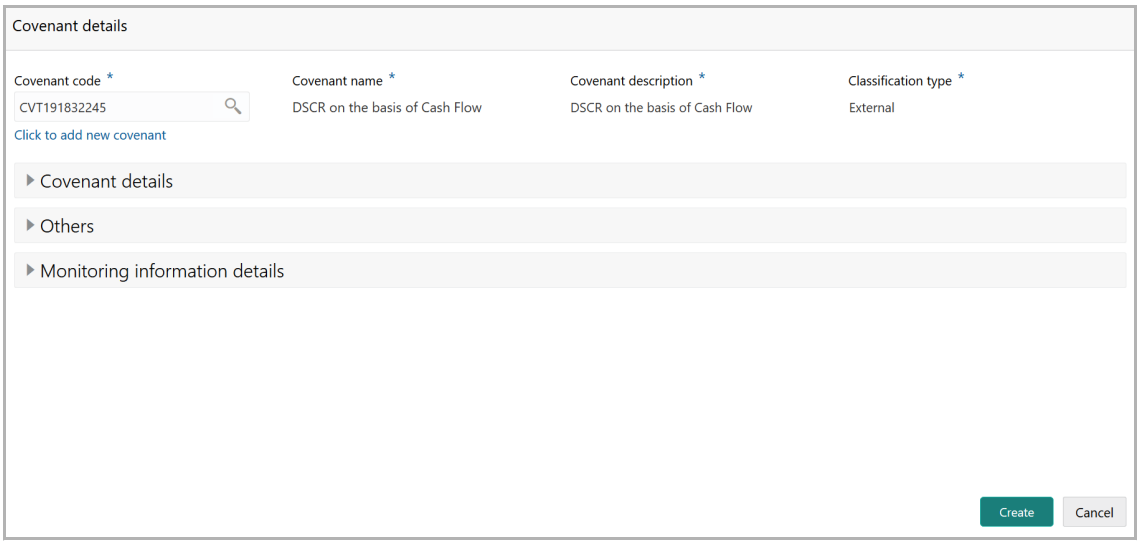
To Edit, Delete or View the added **Assets**. click the hamburger icon in the required list item and select the required option.

Customer Covenants

92. To add covenant details, click **Customer Covenants** from the left menu. The following screen appears:



93. Click the add icon. *Covenant Details* window appears:

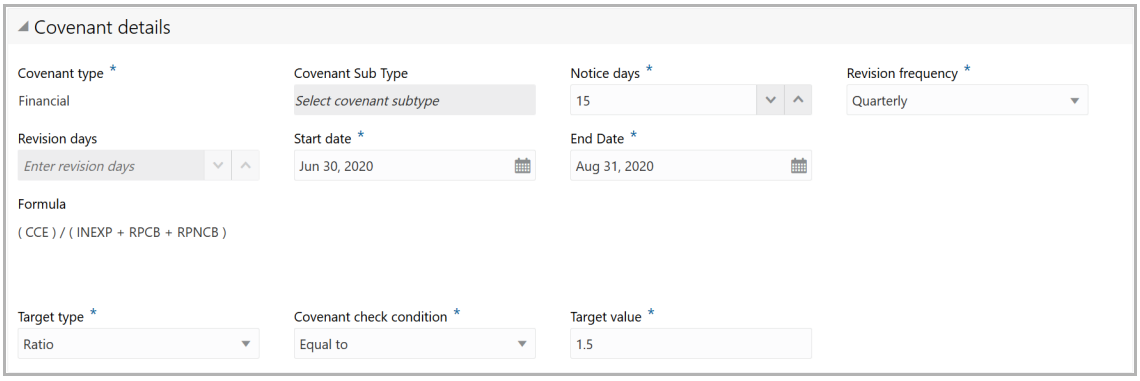


94. To link existing covenant, click the search icon and select the **Covenant code**. **Covenant name**, **Covenant description** and **Classification type** are automatically populated.

95. To create new covenant, click the **Click to add new covenant** link and type the following details:

- Covenant code
- Covenant name
- Covenant description
- Classification type

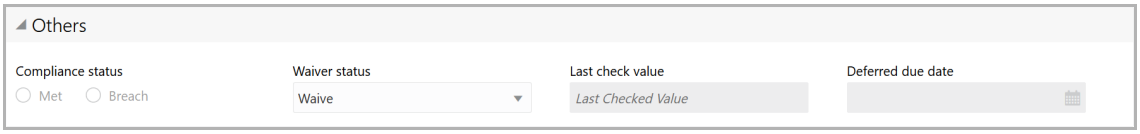
96. Click and expand the **Covenant details** section.



97. Select / type the following in respective fields:
    - Covenant type
    - Covenant Sub Type
    - Notice Days
    - Revision Frequency
    - Revision Days
    - Start Date
    - End Date
    - Formula
    - Target Type
    - Covenant Check Condition
    - Target Value

Covenant details such as **Covenant type**, **Covenant Sub Type**, **Revision Frequency**, **Revision days**, **Formula**, **Target Type**, and **Target Value** are automatically populated based on the selected covenant.

98. Click and expand the **Others** section.



99. Select the **Compliance Status** and **Waiver Status**.
100. Enter the **Last Check Value**.
101. Click the calendar icon and select the **Deferred due date**.
102. To capture the monitoring information for the covenant, click and expand the *Monitoring Information Details* section.

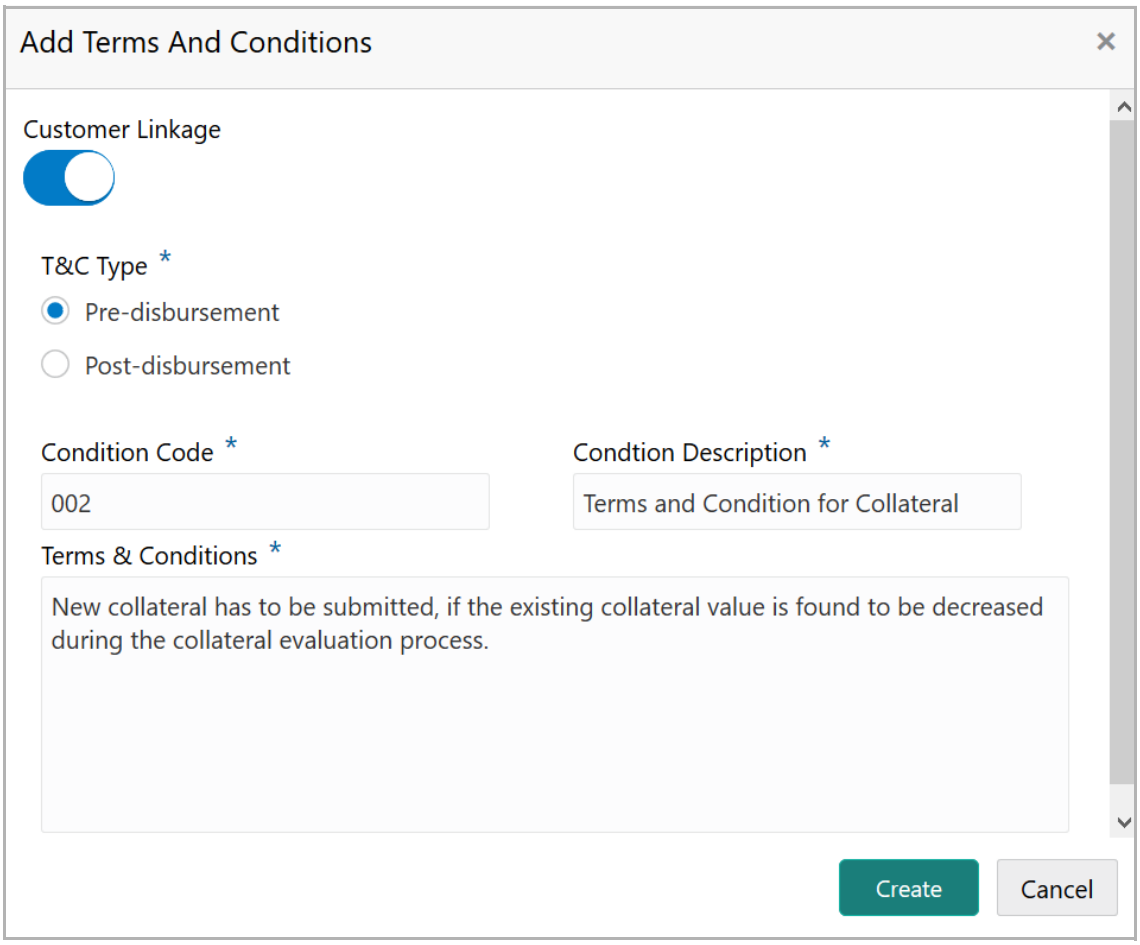
103. Select the monitoring information.

104. Click **Save**. Covenant details are added.

For information about filter, add, edit, delete, and layout options, refer any section in Initiation Chapter.

Terms & Conditions

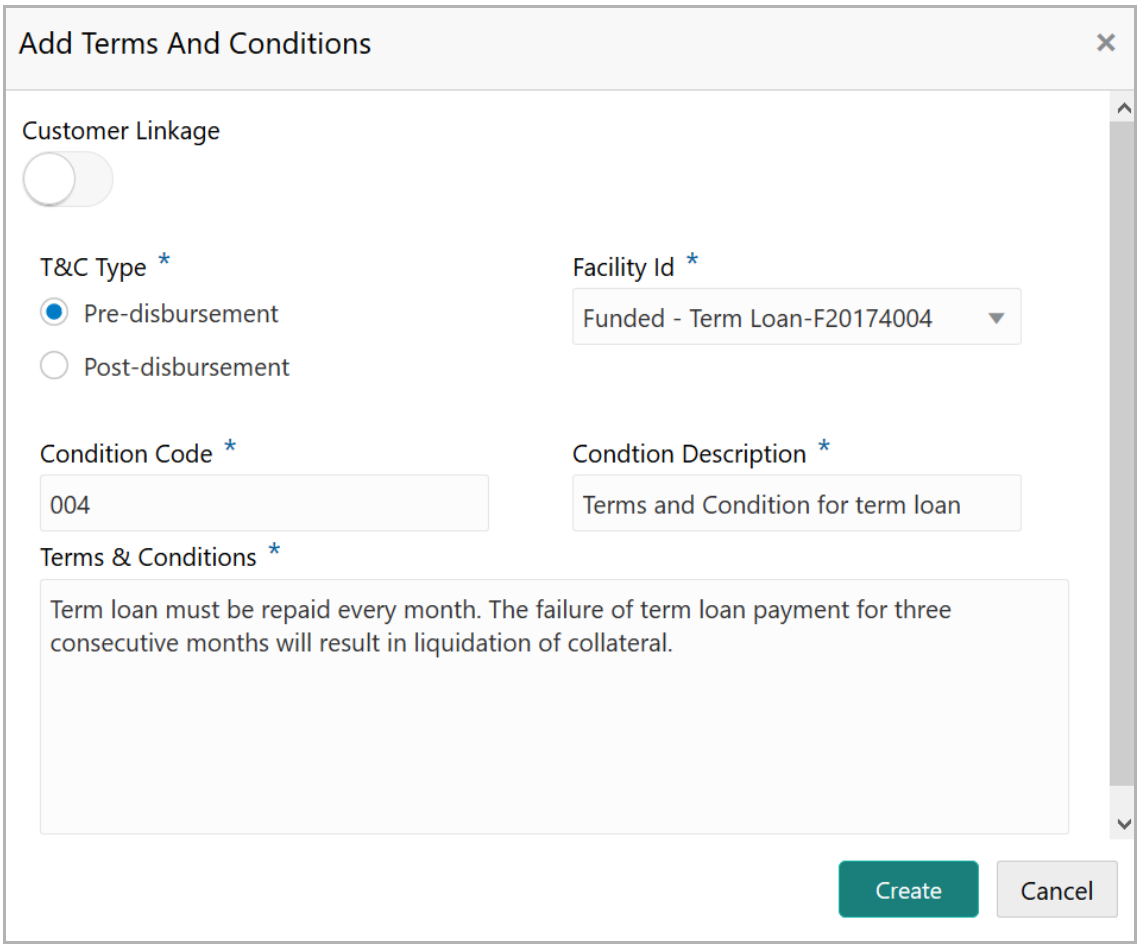
105. To configure terms and conditions for the customer, click **Customer Terms & Condition** in the left menu and then click **Add**. *Add Terms And Conditions* window appears:



106. Enable the **Customer Linkage** flag, if the flag is disabled.

107. Select the **T&C Type**. The options available are **Pre-disbursement** and **Post-disbursement**.

108. If the **Customer Linkage** switch is not enabled, the **Facility Id** field appears as shown below:



109. Select the required **Facility Id** from the drop down list.

110. Specify the **Condition Code.**

111. Type the **Condition Description** and **Terms & Conditions.**

112. Click **Create**. Terms & Conditions are added.

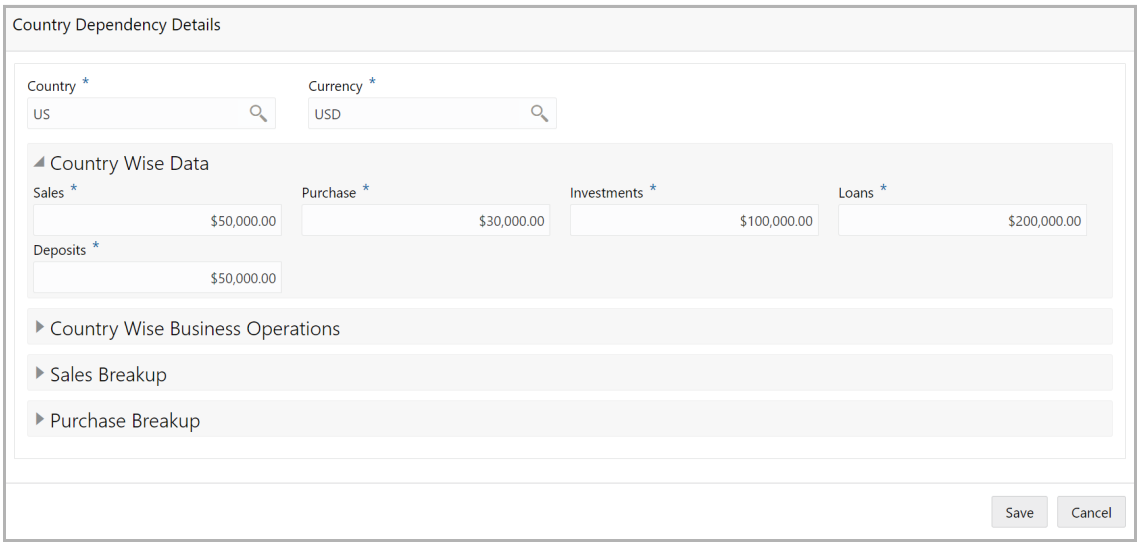
In case of linking terms and conditions to the customer, do not disable the **Customer Linkage** flag. Facility selection is required only in the case of linking the terms and conditions with the facility in Funding Requirement data segment.

For information about filter, edit, delete, and layout options, refer any section in **Initiation** Chapter.

Exposures

113. To add the exposure details of the entity, click **Exposures** in the left menu. The **Country Exposure** and **Currency Exposure** sub-menus are displayed.

114. Click **Country exposure** and then click the add icon. The window is displayed.



115. Search and select the **Country** and its **Currency**.

Country Wise Data

116. Specify the amount of **Sales** recorded in the selected country.

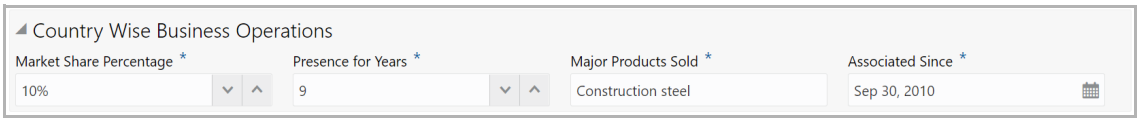
117. Specify the amount of **Purchase** made from the selected country.

118. Specify the amount of **Investments** made in the selected country.

119. Specify the amount of **Loans** received from the selected country.

120. Specify the amount of **Deposits** made in the selected country.

Country Wise Business Operations



121. Specify the entity's **Market Share Percentage** in selected country.

122. Specify the entity's **Presence for Years** in selected county.

123. Specify the **Major Products Sold** by the entity in the selected country.

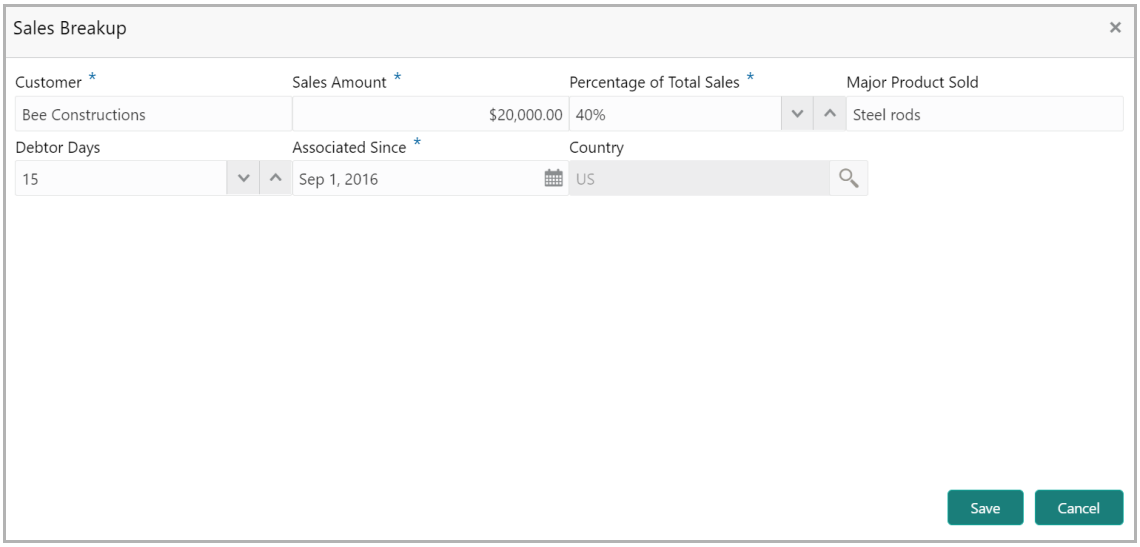
124. Specify the date on which association between entity and selected country is established in the **Associated Since** field.

Sales Breakup

Chapter 4 - Proposal Initiation

In this section, the user must add details of all the entity's customers in the selected country.

125. Click the add icon. The *Sales Breakup* window appears:

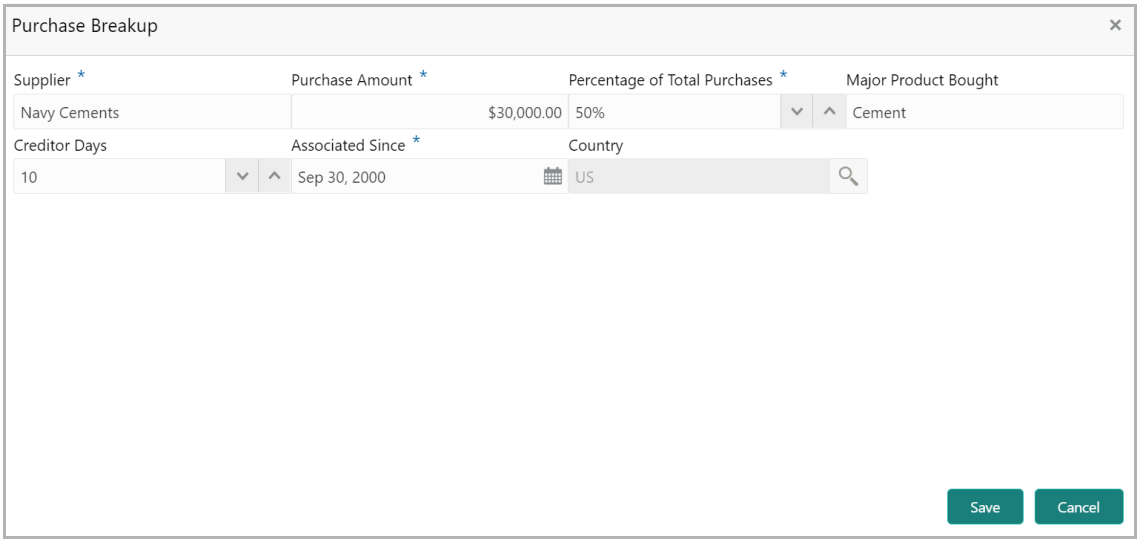


126. Specify the **Customer** of the entity.
127. Specify the **Sales Amount** recorded for the specified customer.
128. Specify the **Percentage of Total Sales** recorded for the specified customer.
129. Specify the **Major Product Sold** to the specified customer.
130. Specify the **Debtor Days** for the specified customer.
131. In the **Associated Since** field, search and select the date on which association between the entity and its customer is established.
132. Click **Save**. Sales breakup is added and displayed in the **Sales Breakup** section.
133. To edit or delete the added sales breakup, select the record and click the respective icon.

Purchase Breakup

In this section, the user must capture details of all the entity's suppliers in the selected country.

134. Click the add icon. The *Purchase Breakup* window appears:



135. Specify the name of **Supplier**.

136. In the **Purchase Amount** field, specify the amount of products / services purchased by the entity from the supplier.

137. Specify the **Percentage of Total Purchases** from the supplier.

138. Specify the **Major Product Bought** by the entity from the supplier.

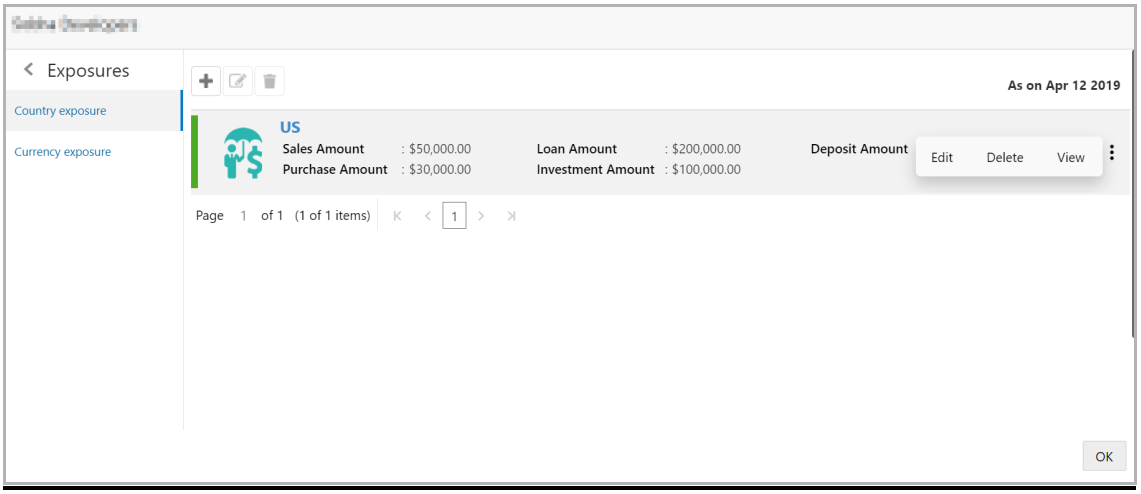
139. Specify the **Creditor Days** for the supplier.

140. In the **Associated Since** field, search and select the date on which association between the entity and its supplier is established.

141. Click **Save**. Purchase breakup is added and displayed in the **Purchase Breakup** section.

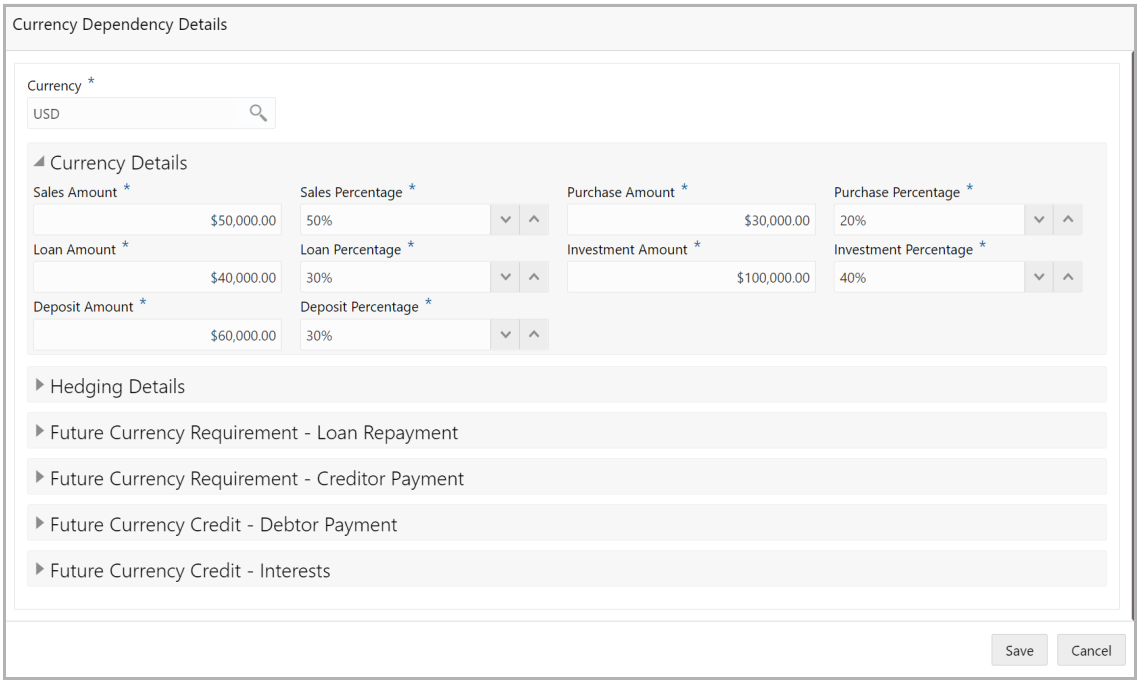
142. To edit or delete the added purchase breakup, select the record and click the respective icon.

143. In the *Country Dependency Details* window, click **Save**. The details are added and displayed as shown below.



144. To Edit, Delete or View the added country dependency details, select the record and click the respective icon or click the hamburger icon and select the required option.

145. To capture the currency dependency details, click the **Currency Exposure** sub-menu. The *Currency Dependency Details* window appears:



146. Search and select the **Currency**.

Currency details

147. Specify your customer's **Sales Amount** in the selected currency.

148. Specify your customer's **Sales Percentage** with respect to the selected currency.

149. Specify your customer's **Purchase Amount** in the selected currency.

150. Specify your customer's **Purchase Percentage** with respect to the selected currency.

151. Specify the **Loan Amount** availed by your customer in the selected currency.

152. Specify your customer's **Loan Percentage** with respect to the selected currency.

153. Specify your customer's **Investment Amount** in the selected currency.

154. Specify your customer's **Investment Percentage** with respect to the selected currency.

155. In the **Deposit Amount** field, specify the amount deposited by your customer in the selected currency.

156. In the **Deposit Percentage** field, specify the percentage of amount deposited by your customer in the selected currency.

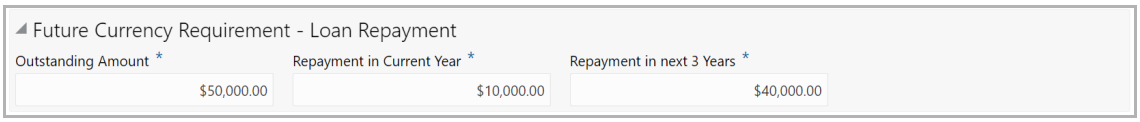
Hedging Details

157. Specify the **Credit Outstanding** amount in the selected currency.
158. Specify the **Debit Outstanding** amount in the selected currency.

Upon entering the Credit and Debit Outstanding amounts, the system calculates and displays the **Variance**.

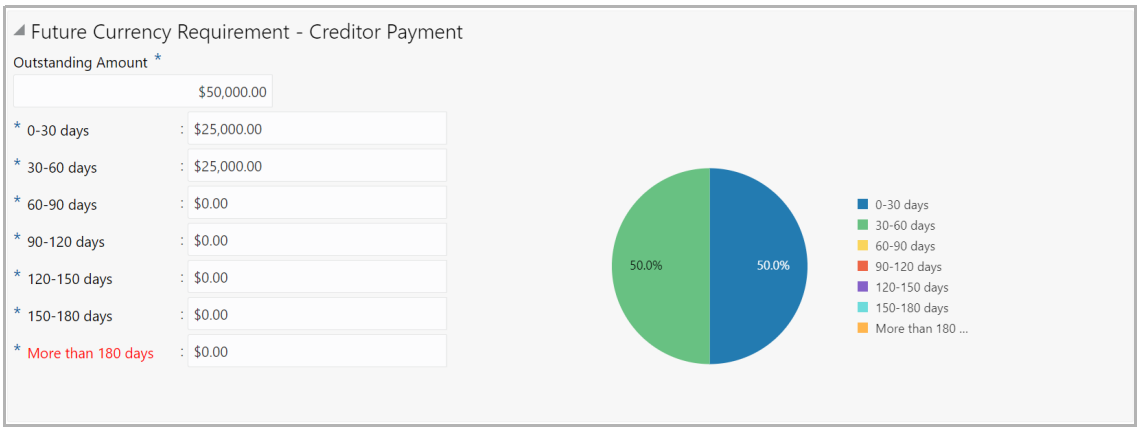
159. Enable the **Hedging required** switch, if hedging analysis is required.

Future Currency Requirement - Loan Repayment



160. Specify your customer's **Outstanding Loan Amount** in selected currency.
161. In the **Repayment in current year** field, specify the loan amount to be repaid in the current year.
162. In the **Repayment in Next 3 Years** field, specify the loan amount to be repaid in next three years.

Future Currency Requirement - Creditor Payment



163. Specify the **Outstanding Amount** to be paid by your customer to their creditor in selected currency.
164. Specify the outstanding amount to be paid in **0-30 days**.
165. Specify the outstanding amount to be paid in **30-60 days**.
166. Specify the outstanding amount to be paid in **60-90 days**.

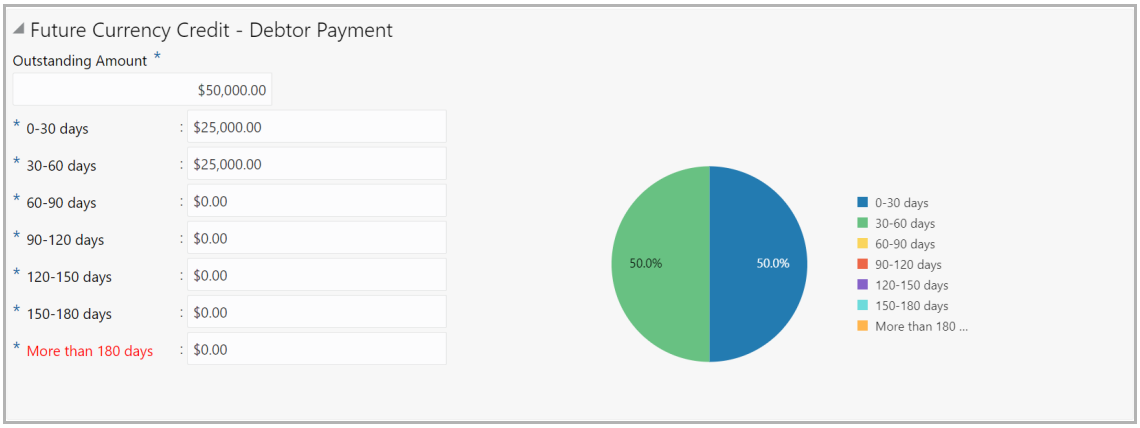
167. Specify the outstanding amount to be paid in **90-120 days**.

168. Specify the outstanding amount to be paid in **120-150 days**.

169. Specify the outstanding amount to be paid in **150-180 days**.

170. Specify the outstanding amount to be paid after 180 days in the **More than 180 days** field.

Future currency credit - Debtor payment



171. Specify the **Outstanding Amount** to be paid by your customer's debtor in the selected currency.

172. Specify the outstanding amount to be received in **0-30 days**.

173. Specify the outstanding amount to be received in **30-60 days**.

174. Specify the outstanding amount to be received in **60-90 days**.

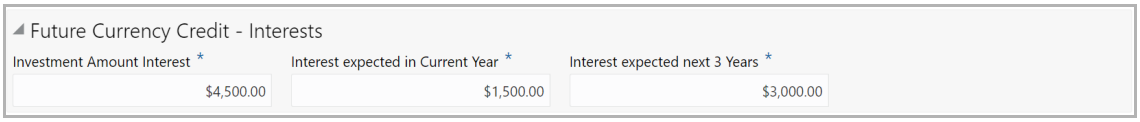
175. Specify the outstanding amount to be received in **90-120 days**.

176. Specify the outstanding amount to be received in **120-150 days**.

177. Specify the outstanding amount to be received in **150-180 days**.

178. Specify the outstanding amount to be received after 180 days in the **More than 180 days** field.

Future Currency Credit - Interests



179. In the **Investment amount interests** field, specify the interest to be received for the amount invested in selected currency.

180. In the **Interest expected in current year** field, specify the interest to be received in the Current year.

181. In the **Interest expected in next 3 years** field, specify the interest to be received in the next 3 Years.

182. Click **Save** in the *Currency Dependency Details* window. The details are saved and displayed in *Currency Dependency Details* page.

183. To **Edit**, **Delete** and **View** the added currency exposure details, select the record and click the respective icons or click the hamburger icon and select the corresponding option.

184. Click **Ok** in the *Party Details* window.

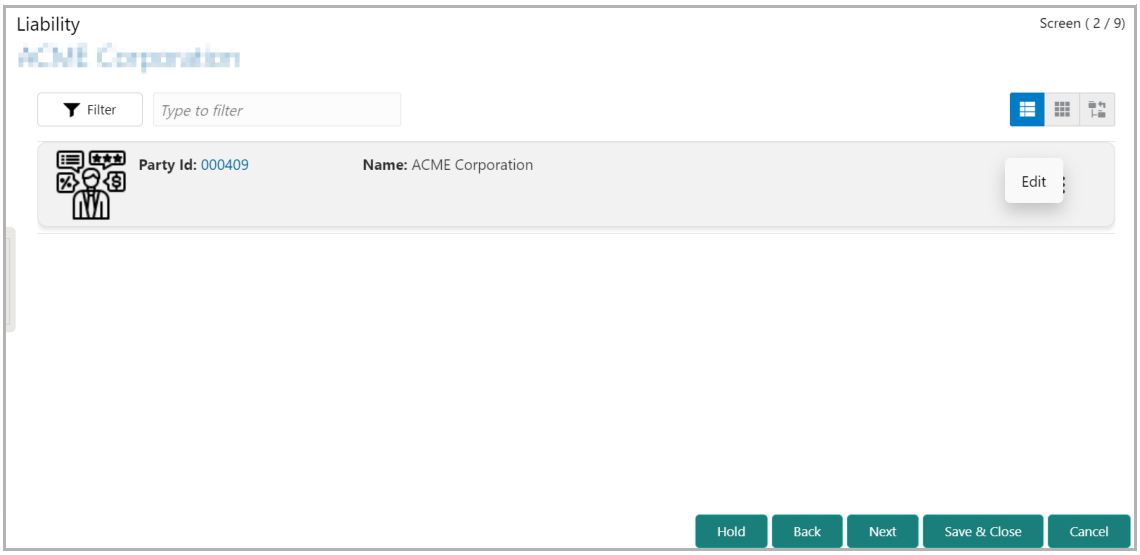
185. To change the layout of the *Customer info* page to list view, click the List View icon at the right corner.

186. To change the view of the *Customer Info* page to table view, click the Table View icon at the top right corner.

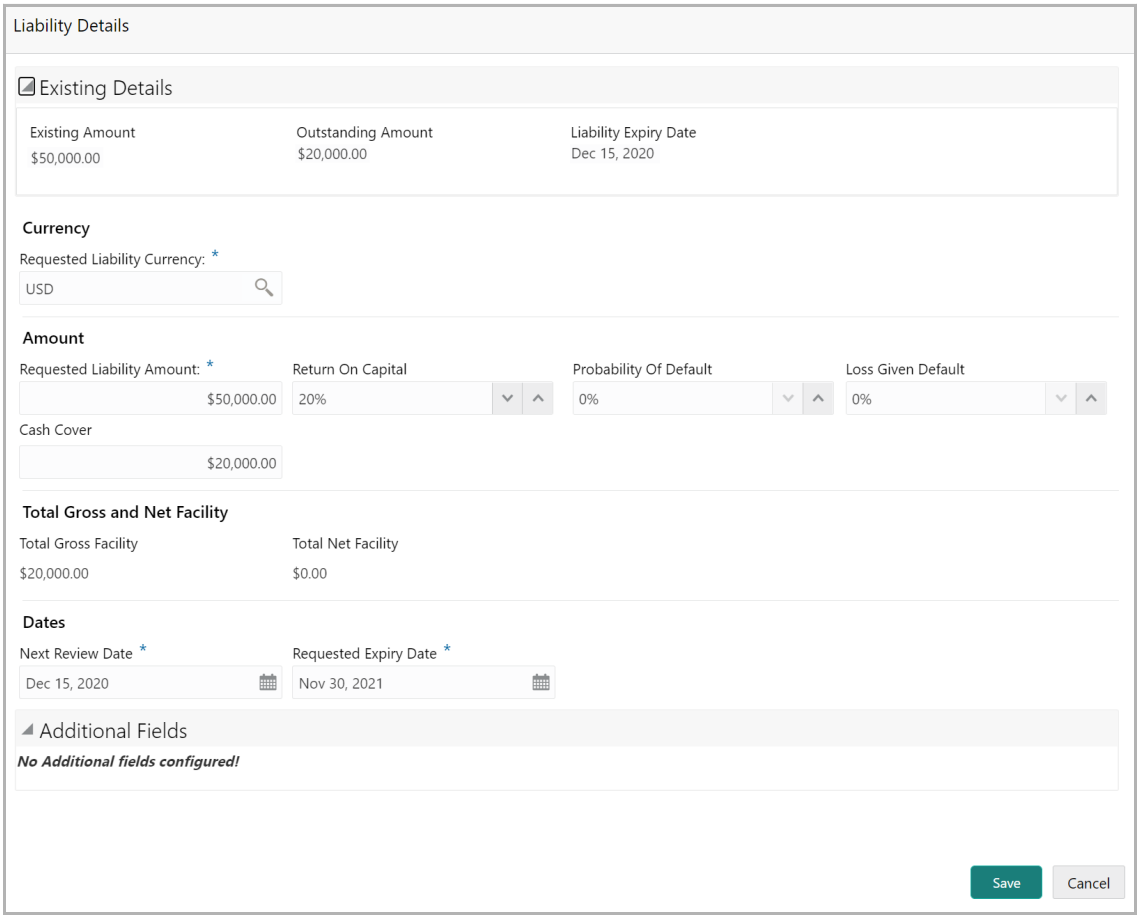
187. To go to the next page, click **Next**. The *Liability* page appears.

Liability

This data segment displays the liability details of the customer. If your customer has requested to increase / decrease the liability, you can modify the liability detail in this page.



188. To modify the liability details, click the Hamburger icon in the corresponding record and select **Edit**. The Liability Details window appear:



Existing Details

The following details about the existing liability is displayed in this section:

- Existing Amount
- Outstanding Amount
- Liability Expiry Date

Currency

189. In the **Requested Liability Currency** field, search and select the currency in which the liability is requested by the entity.

Amount

190. Specify the following details:

- Requested Liability Amount - Liability amount requested by the entity
- Return On Capital - Ratio calculated by dividing the after tax operating income by the average book-value of the invested capital
- Probability Of Default - Estimate of the likelihood that the entity will be unable to meet its debt obligations

- Loss Given Default - Amount of money a bank or other financial institution loses when a borrower defaults on a loan
- Cash Cover - Amount deposited by the entity in your bank

Total Gross and Net Facility

The following existing facility amounts are displayed in this section:

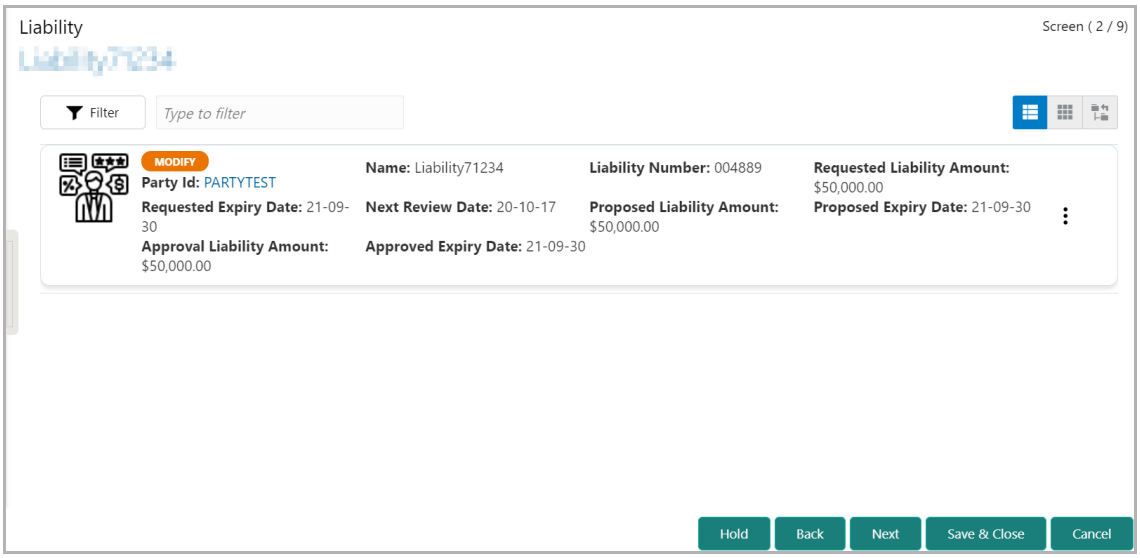
- Total Gross Facility
- Total Net Facility

Dates

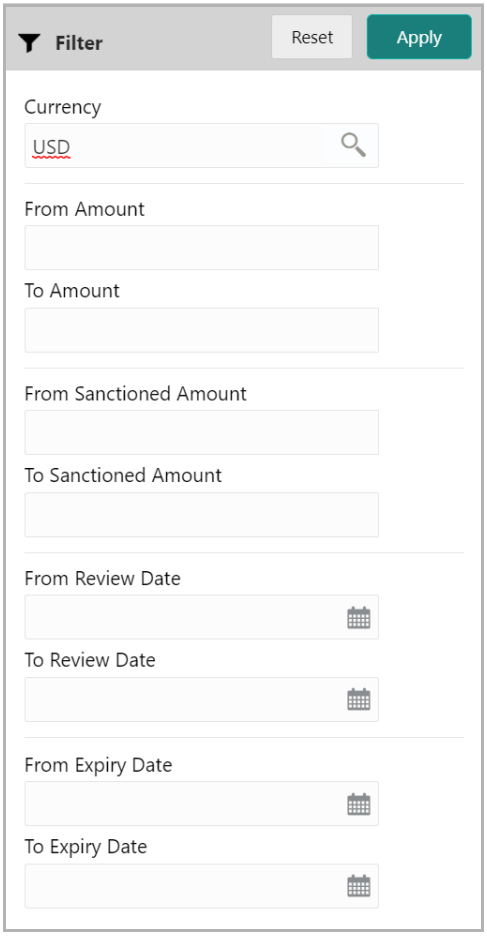
191. Select the **Next Review Date** for the Group Concentration Limit Proposal application.

192. Select the **Requested Expiry Date** for the liability based on your customer request.

193. Click **Save**. The Liability is added and displayed as shown below:

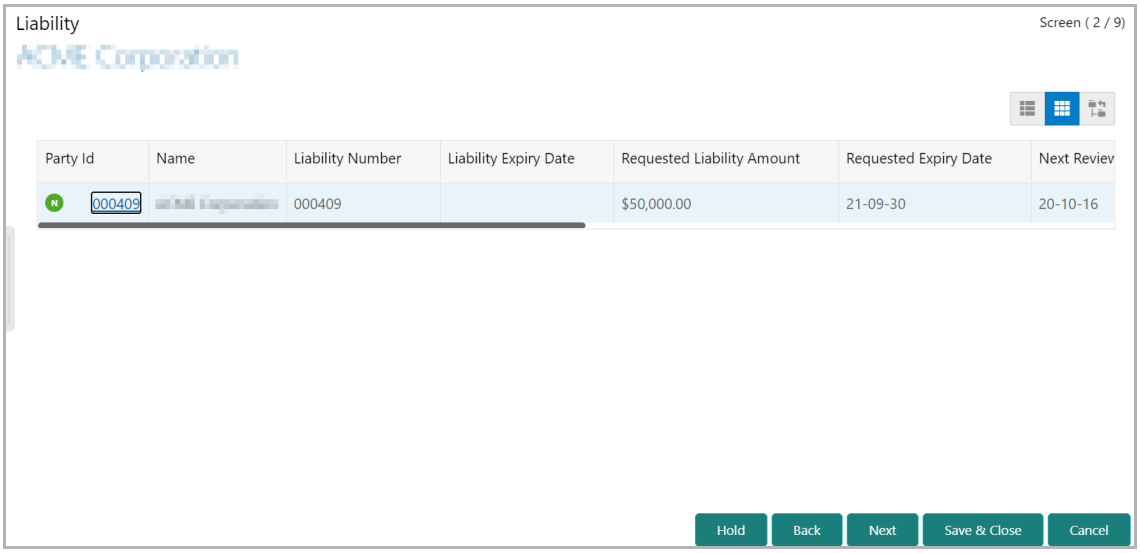


194. To filter the liability, type the liability detail in **Type to filter** text box or click the **Filter** icon. The *Filter* window appears:



195. Specify / select the filter parameter and click **Apply**. Liabilities that matches the filter parameter are displayed.

196. To change the layout of the *Liability* page to table view, click the Table View icon. The layout is changed as shown below:

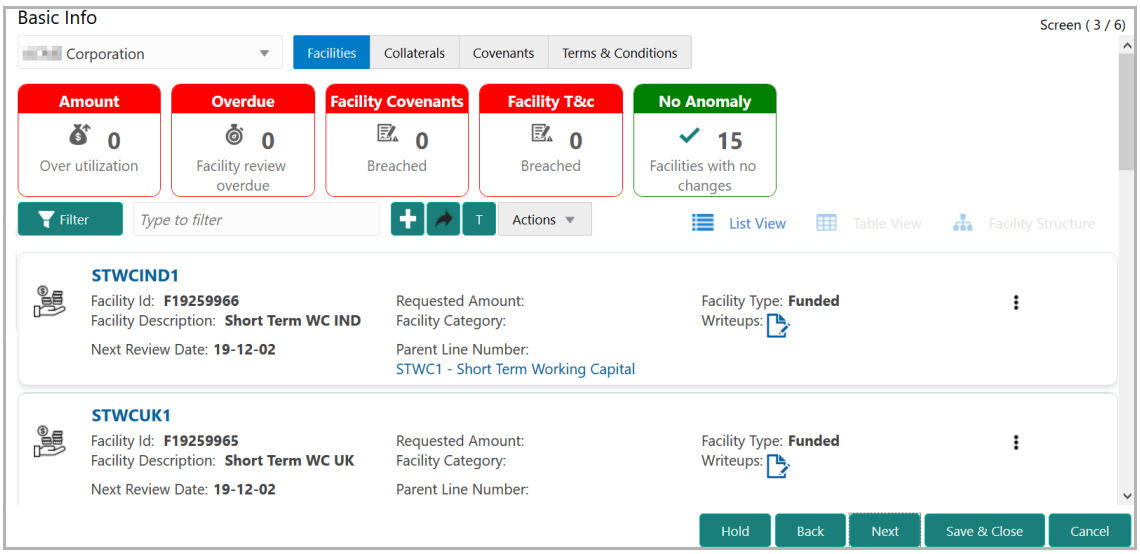


197. To change the layout of the *Liability* page to tree view, click the Tree View icon. The layout is changed as shown below:

198. To go to the **Next** page, click **Next**. The *Basic Info* page appears.

Basic Info

In this data segment, the user can view and manage the Facilities, Collaterals, Covenants, and Terms and Conditions of the customer.

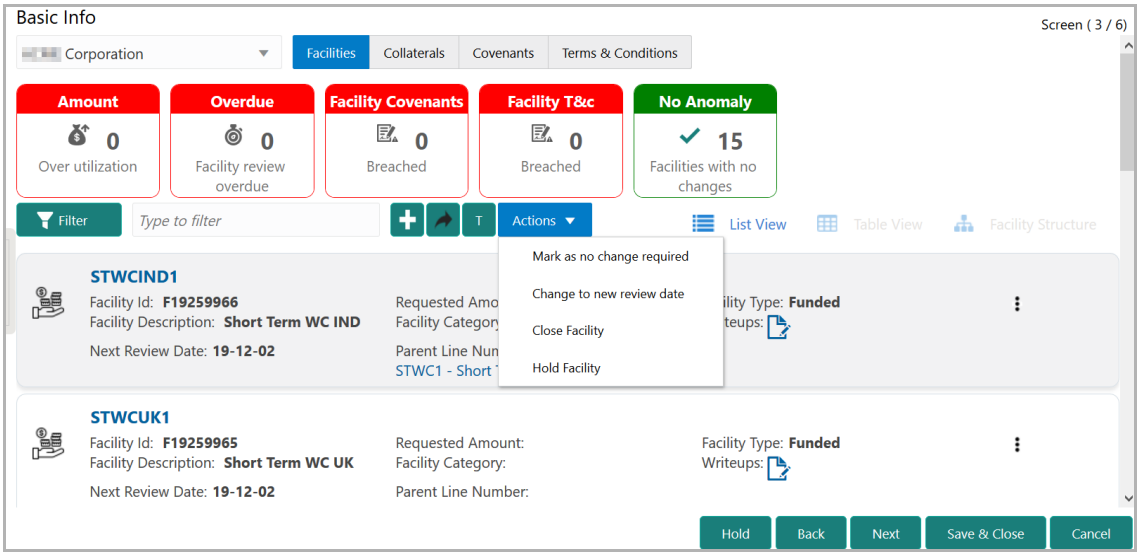


Chapter 4 - Proposal Initiation

In the **Facilities** tab, the count of facilities that need to be reviewed are listed in the following widgets:

- Amount
- Overdue
- Facility Covenants
- Facility T&C
- No Anomaly

199. Click the count on required widget to view the facilities under a particular category.



200. To take necessary action for the facility, select the facility and click **Actions.**

The following table describes the result of each action available in the **Actions** list of values:

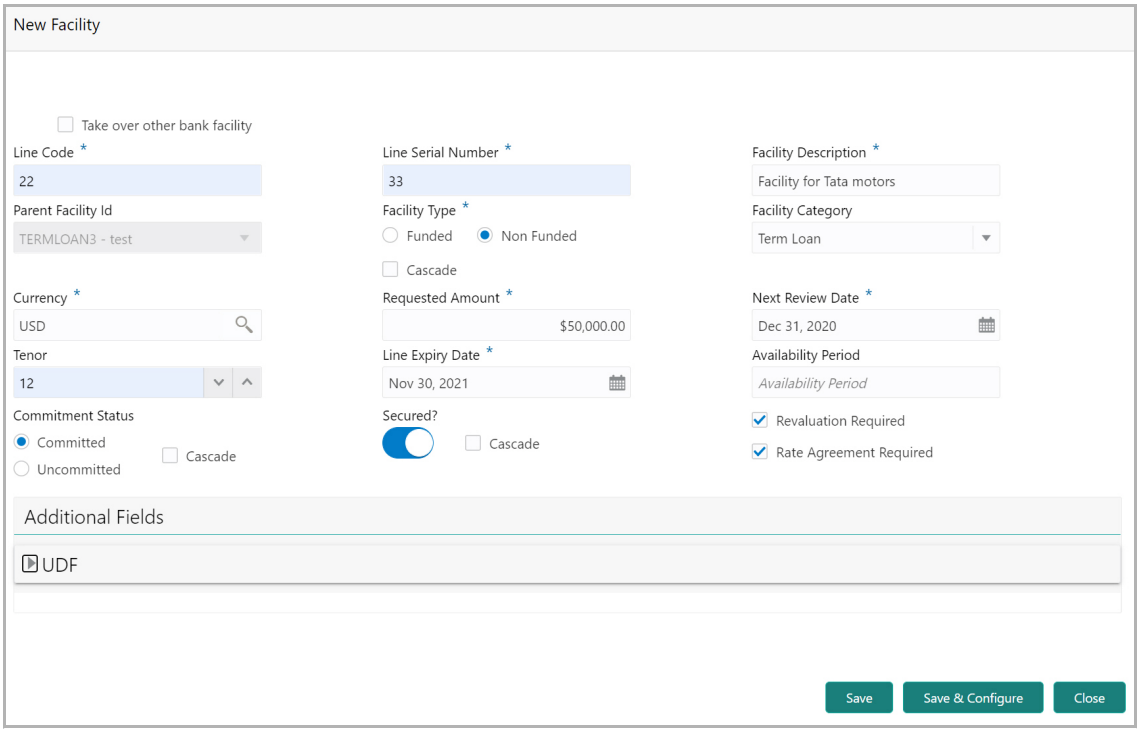
Actions	Result
Mark as no change required	The system will mark that no change is required for the facility
Change to new review date	The user can enter a new review date for the facility
Close Facility	The facility will be closed
Hold Facility	The system will hold the facility

201. Click on the required action.

You can directly create new facility or create facility using the Facility Template maintained at the Maintenance module in this data segment.

Creating Facility without Template

202. To directly add the facility without using template, click the add icon. The *New Facility* window appears.



In the *New Facility* window, you can link the other bank facility and / or create new facility by adding the necessary information.

203. To link the other bank facility with a facility, enable the **Link existing facility** check box.

To add a new funding requirement:

204. Type the **Line Code**.
205. Type the **Line Serial Number**.
206. Type the **Facility Description**.
207. Select the **Parent Facility Id** from the drop down list.
208. Choose the **Facility Type**. The options available are **Funded** and **Non Funded**.

You can restrict creation of sub-facility of type other than the selected type by enabling the Cascade check box. For example, if the **Facility Type** is selected as **Funded** and the **Cascade** check box is enabled, the sub-facility of type Non Funded cannot be created.

209. Select the **Facility Category** from the drop down list.
210. Search and select the **Currency** in which the facility has to be offered.
211. Specify the amount requested by the organization in **Requested Amount** field.

212. Click the calendar icon and select the **Next Review Date** for the facility.
213. Type the **Tenor** for the facility.
214. Select the **Line Expiry Date**.
215. Specify the **Availability Period** for the facility.
216. Choose the **Commitment Status** for the facility. The options available are **Committed** and **Uncommitted**.

You can restrict creation of committed / uncommitted sub-facility for this facility by enabling the Cascade check box. For example, if the **Commitment Status** is selected as **Committed** and the **Cascade** check box is enabled, the uncommitted sub-facility cannot be created, and vice versa.

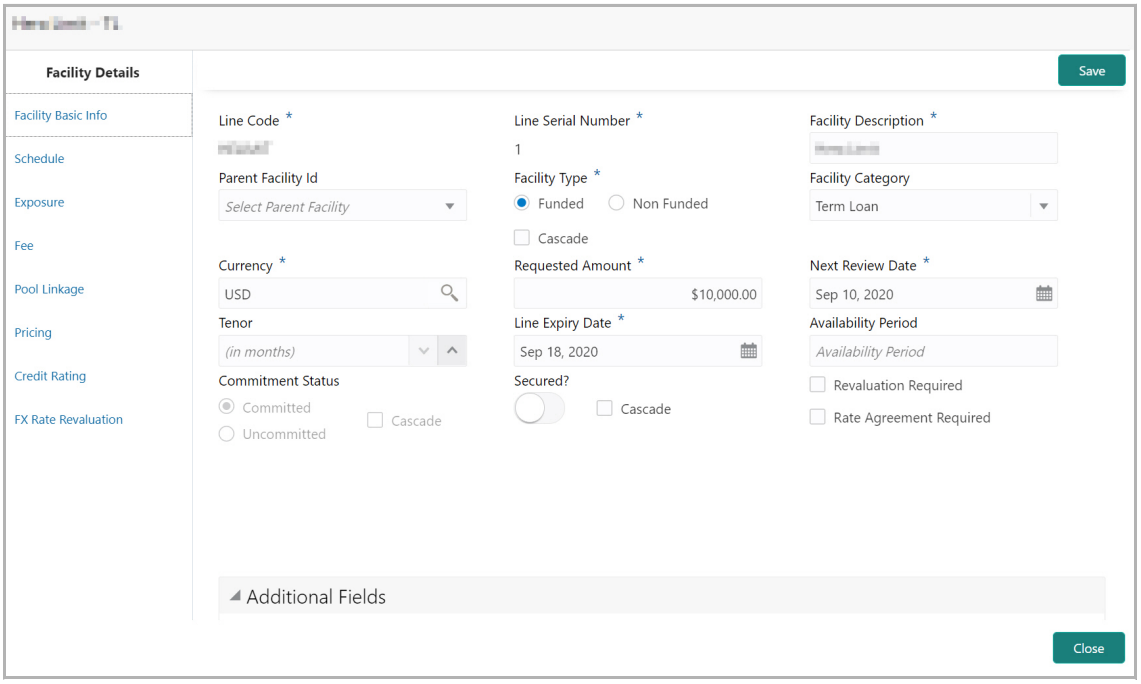
217. Enable the **Secured?** switch, if collaterals are available for the facility.

You can restrict creation of unsecured sub-facilities for this facility by enabling the **Cascade** check box along with the **Secured?** switch.

218. Enable the **Revaluation Required** check box, if the facility has to be re-valuated during EOD batch process using the exchange rate maintained at the facility level.
219. Enable the **Rate Agreement Required** check box, if the exchange rate maintained at the facility level has to be applied in case of cross currency utilization and block transactions and revaluation.
220. To save the details and exit the *New Facility* window, click **Save**.
221. To add further details about the facility, click **Save & Configure**.
222. To exit the *New Facility* window without saving the information, click **Cancel**.

Modifying Facility Details

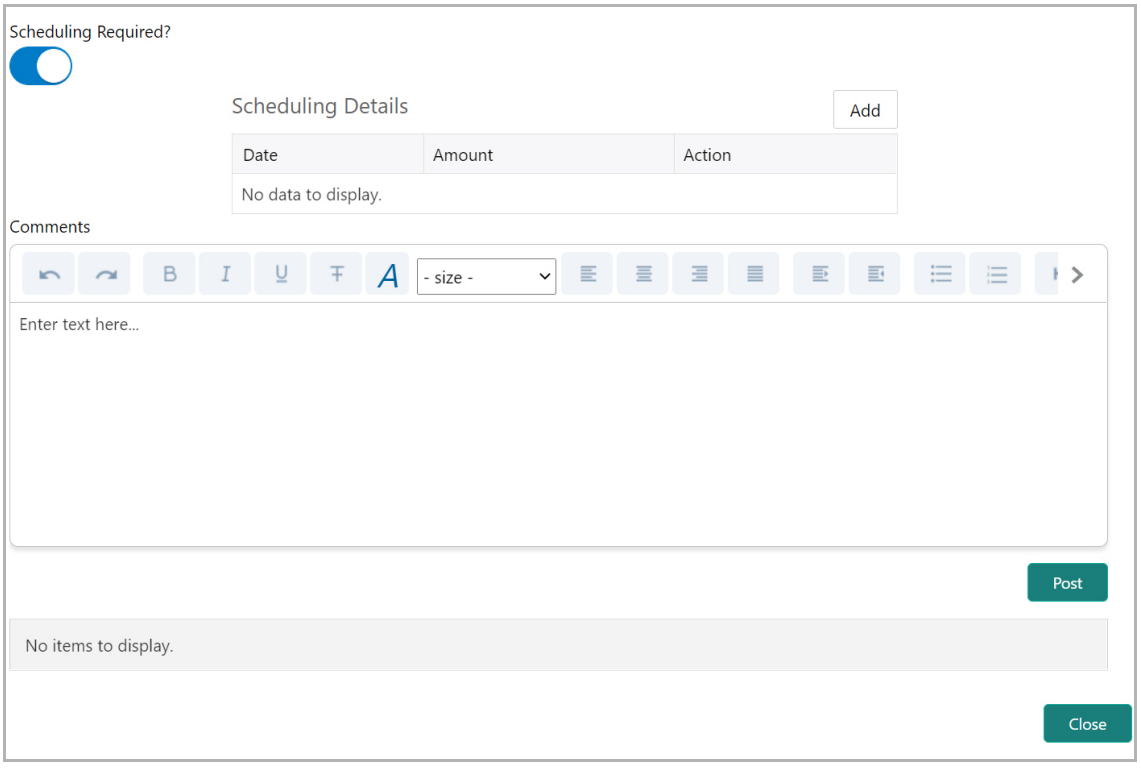
Upon clicking **Save & Configure** or clicking the edit icon in *Basic Info* page, the *Facility Details* window appears:



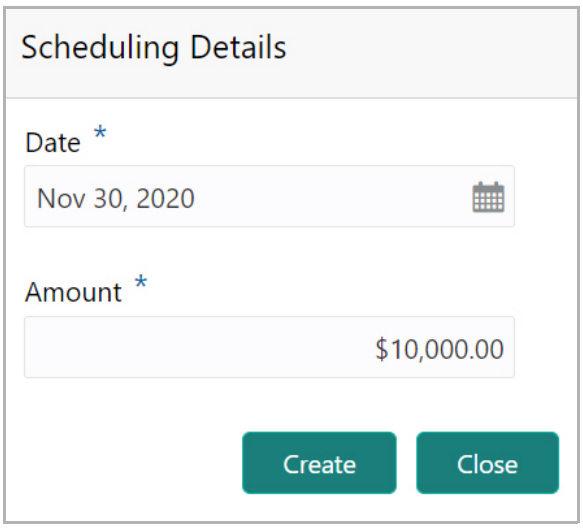
223. Modify the facility details, if required.

Scheduling facility disbursement

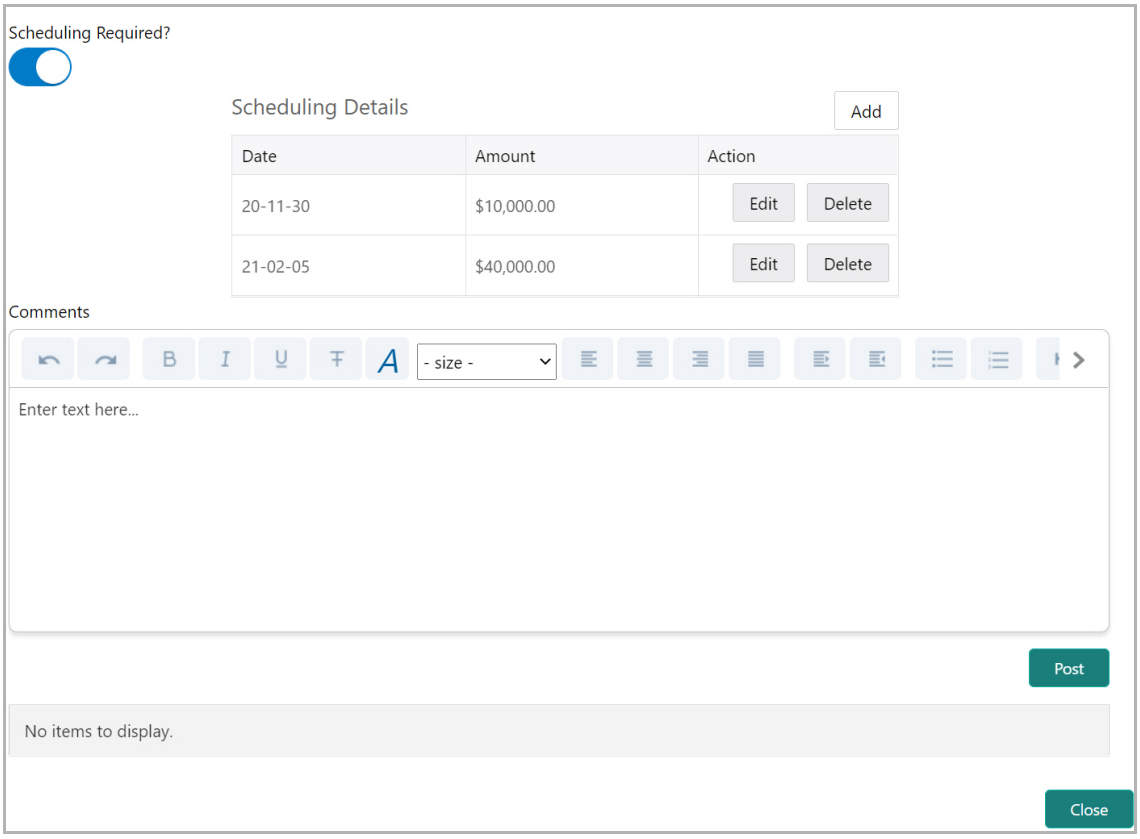
224. To add the details of the payment to be made on schedule basis, click **Schedule** from the left menu.



225. Enable the **Scheduling Required?** switch. The **Add** button is enabled.
226. Click the **Add** button. The *Scheduling Details* window appears:



227. Click the calendar icon in **Date** field and schedule the part of facility payment.
228. Specify the **Amount** to be paid to the organization on the scheduled date.
229. Click **Save**. Scheduling details are added and listed as shown below:



230. To add another scheduling detail, click the **Add** button again.

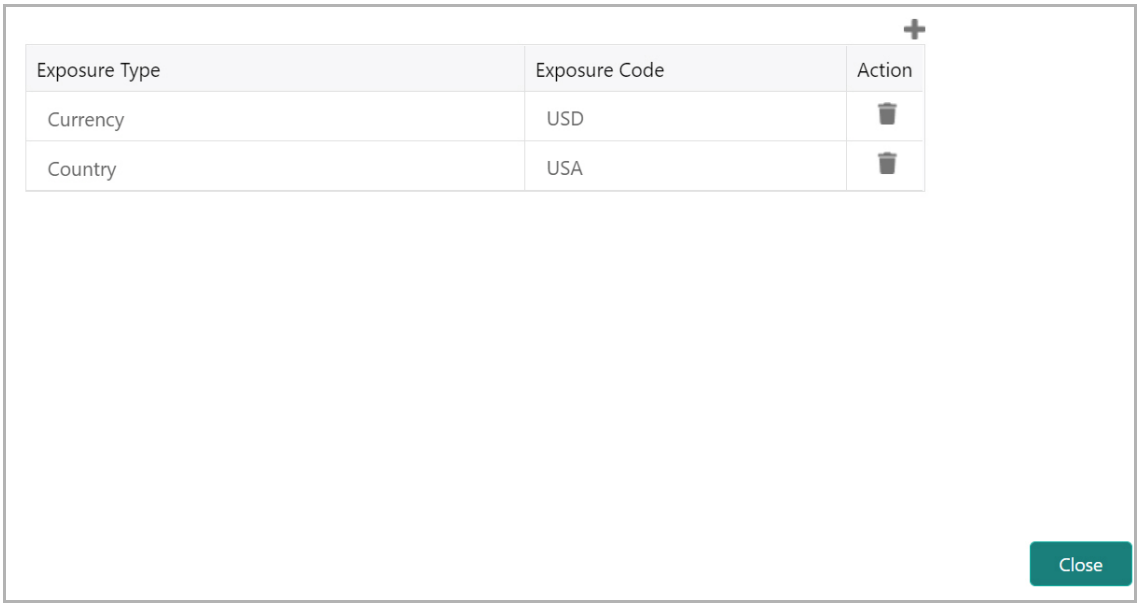
231. To edit the scheduling detail, click the **Edit** button.
232. To delete the scheduling detail, click the **Delete** button.
233. Specify remarks for the schedule, if any.
234. Click **Post**. Comment is posted below the **Comments** text box.

Adding Exposure Details

235. To capture exposure information, click **Exposure** from the left menu.

You can associate any exposure maintained in OBELCM to the facility for tracking purpose.

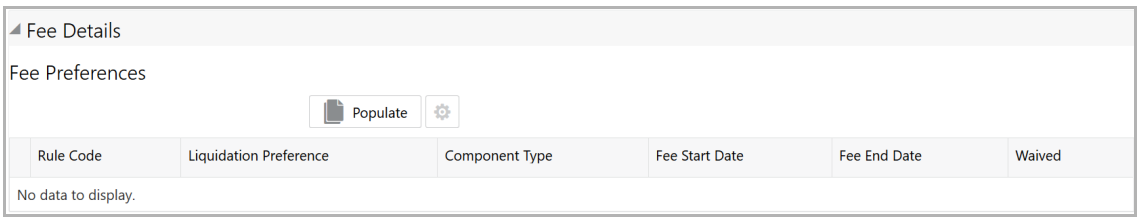
236. Click the + (add) icon. A record is created for capturing the exposure details.
237. Type the **Exposure Type** and **Exposure Code** for the facility.
238. To add another exposure type and code, click the + (add) icon again.



239. To delete the exposure record, click the delete icon in the **Action** column.

Adding Fee Details

240. To add fee preferences, click **Fee** from the left menu.



241. Click **Populate.** Fee details such as Rule code, Liquidation Preference, Component Type, Fee Start Date, Fee End Date and Waived will be fetched from the target system.

Linking Facility to the Pool

You can link facility to the collateral pools maintained in the system by selecting the pool code.

242. Click **Pool Linkage** from the left menu.

Chapter 4 - Proposal Initiation

243. Click **Link Facility**. The following window appears:

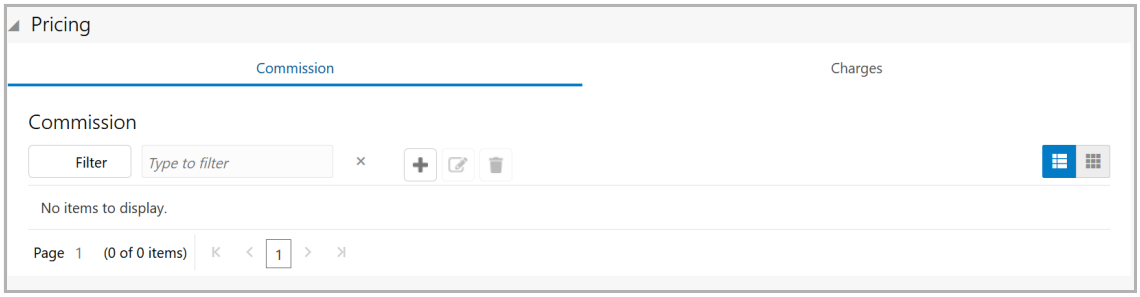
244. Select the required **Pool Code** from the drop down list.
245. Click **Link Facility.**

Adding Pricing Detail

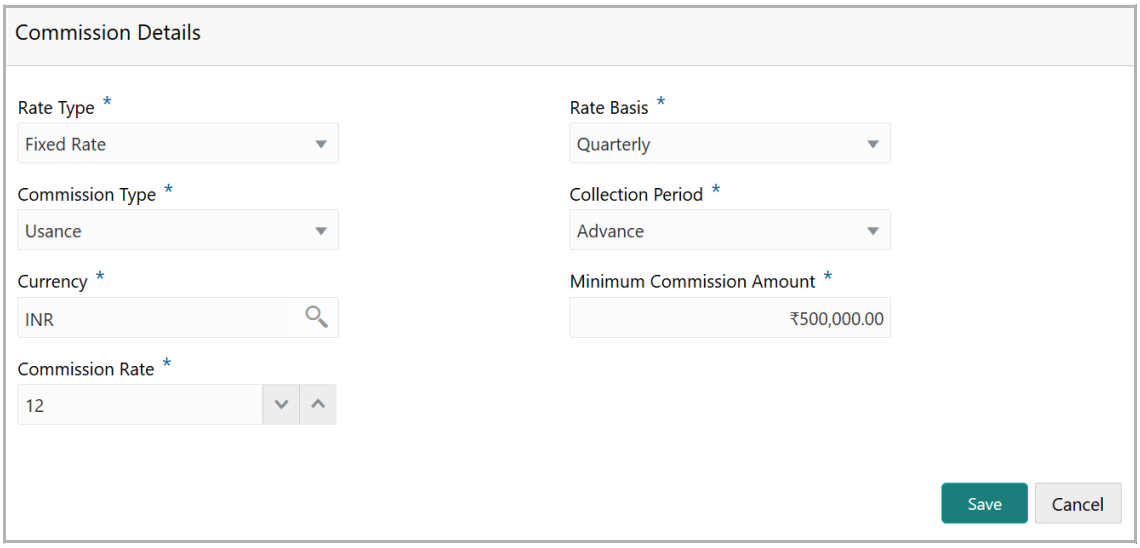
246. To add pricing detail for the facility, click **Pricing** from the left menu.

If Facility Type is selected as Non Funded, Commission and Charges can be added in the Pricing section.

If Facility Type is selected as Funded, Interest and Charges can be added in the Pricing section.



247. To add commission details, click the add icon. The *Commission Details* window appears:



248. Select the **Rate Type** from the drop down list.

249. Select the commission collection frequency from the **Rate Basis** drop down list.

250. Select the **Commission Type** from the drop down list.

251. Select the **Collection Period** from the drop down list.

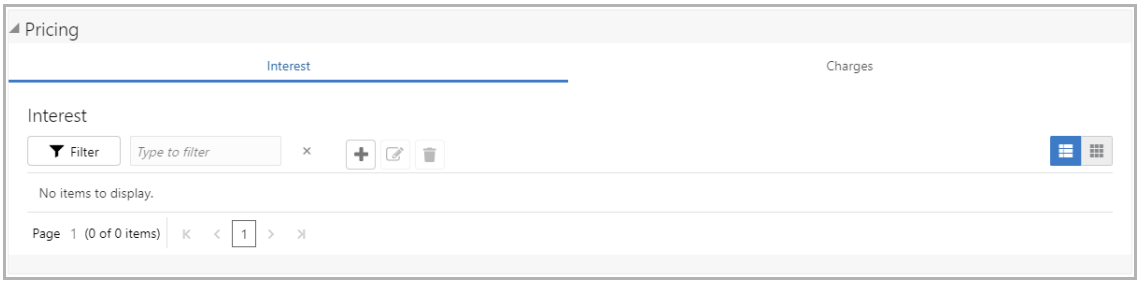
252. Search and select the **Currency** in which the commission has to be collected from the organization.

253. If “Fixed Rate” is selected as the **Rate Type**, specify the **Minimum Commission Amount** and the **Commission Rate** in the respective fields.

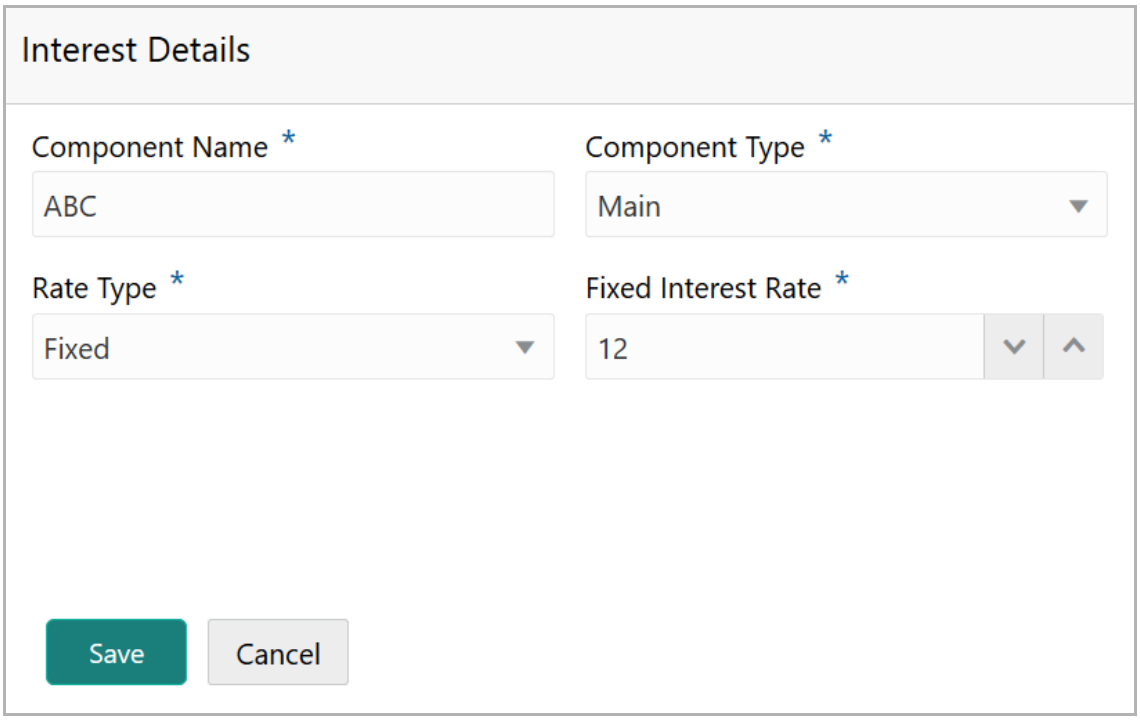
254. If “Flat Amount” is selected as the **Rate Type**, specify the **Commission Amount**.

255. Click **Save**. Commission details are added and listed in Commission tab.

256. To cancel the operation, click **Cancel**.



257. To add interest details, click the add icon in **Pricing - Interest** section. *Interest Details* window appears:

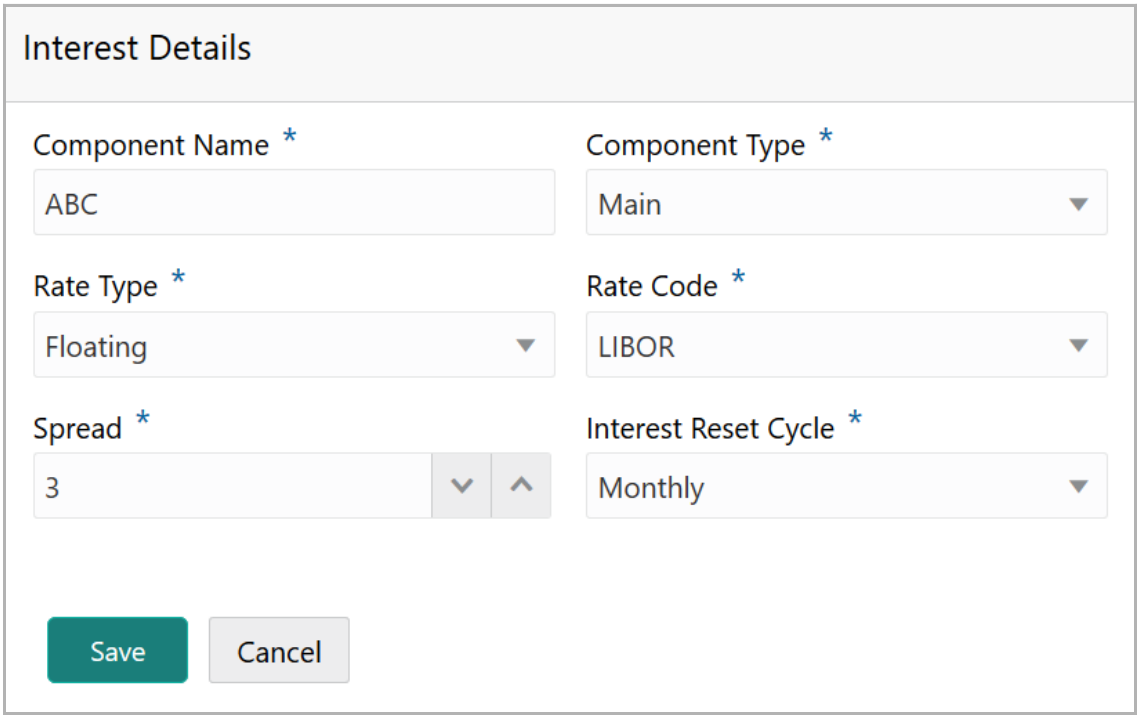


258. Type a name for the interest in **Component Name** field.

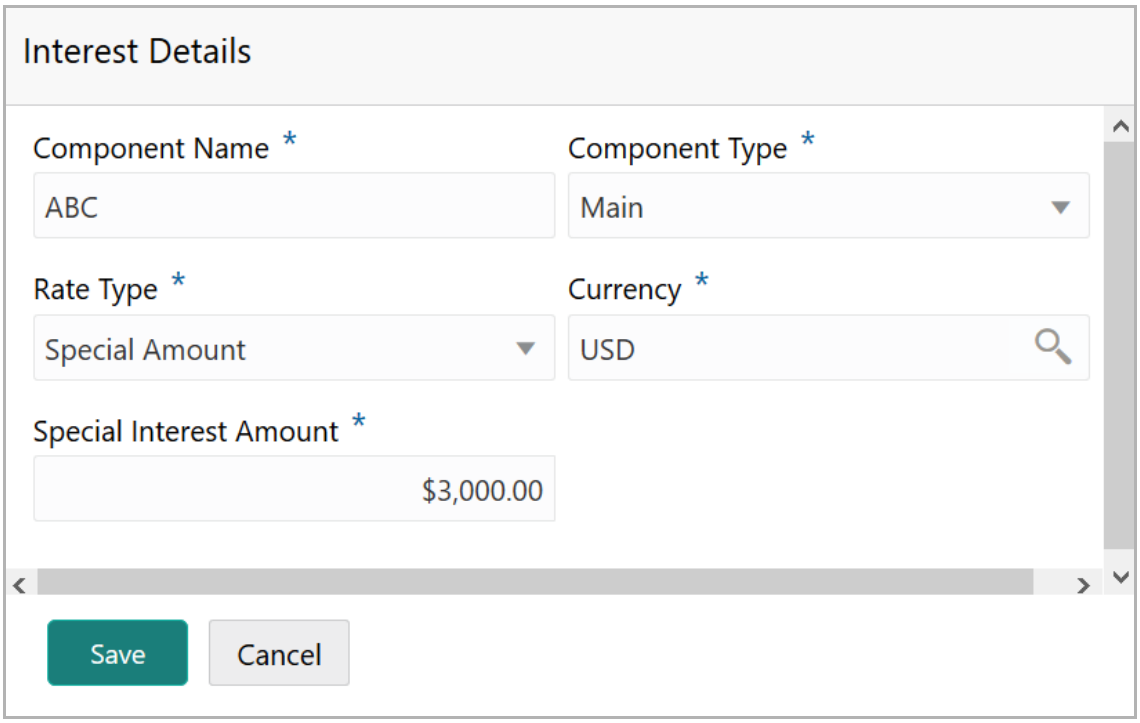
259. Select the **Component Type** from the drop down field.

260. Select **Rate Type** from the drop down field. The options available are: Fixed, Floating and Special Amount.

261. If Fixed is selected as **Rate Type**, specify the **Fixed Interest Rate**.

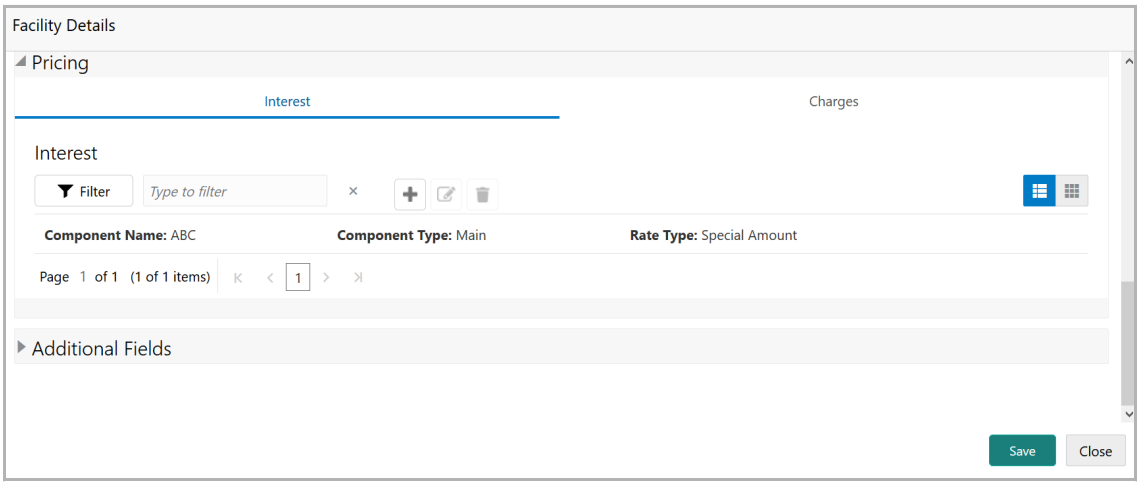


262. If Floating is selected as **Rate Type**, type / select the following details:
    - Rate Code
    - Spread
    - Interest Reset Cycle

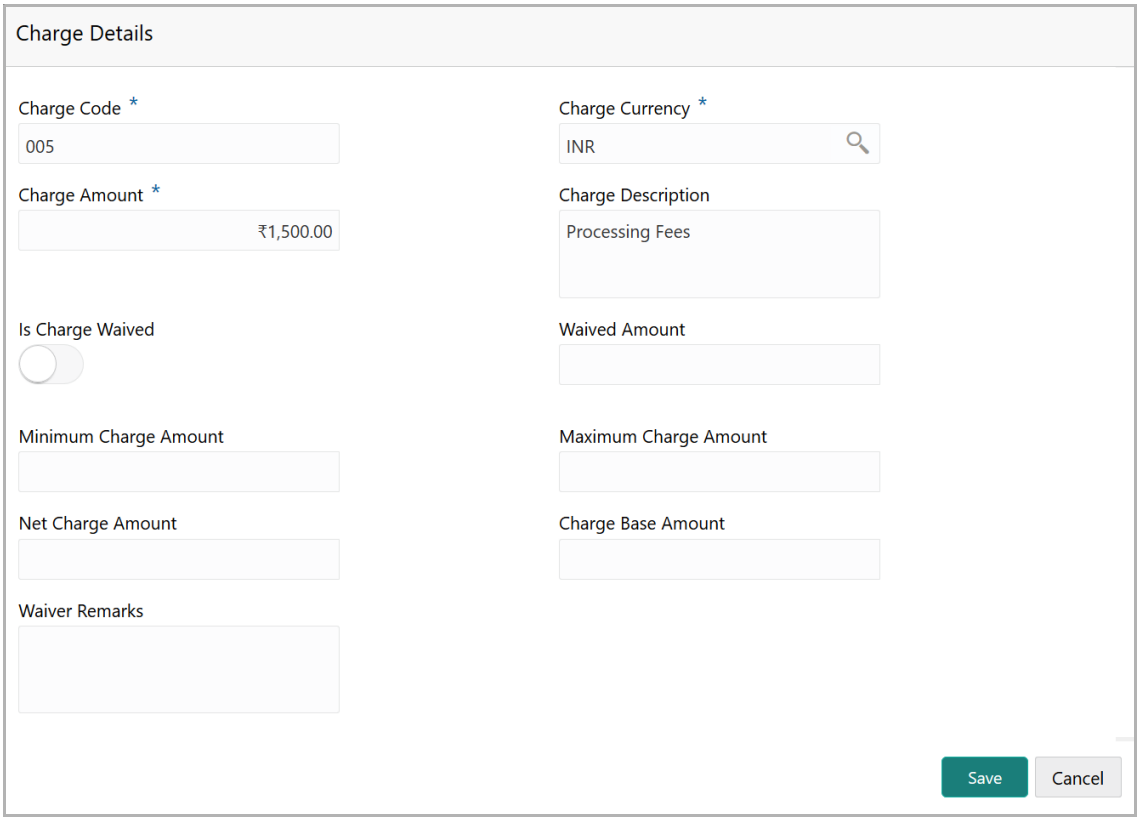


263. If Special Amount is selected as **Rate Type**, search and select the **Currency** and then specify the **Special Interest Amount**.

264. Click **Save**. Interest details are added and listed as shown below:



265. To add the charge details, click **Charges** tab in **Pricing** section and then click the add icon. **Charge Details** window appears:



266. Type the **Charge Code** to mention the type of charge.

267. Search and select the **Charge Currency**.

268. Specify the **Charge Amount** for the facility.

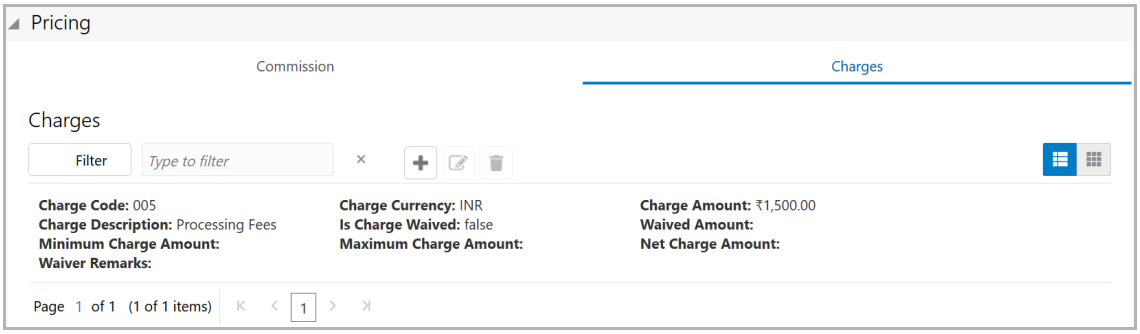
269. Type the **Charge Description**.

270. Enable **Is Charge Waived** switch, if waiver can be claimed for this charge.

271. Enter the following details in respective fields:

- Waived Amount
- Minimum Charge Amount
- Maximum Charge Amount
- Net Charge Amount
- Charge Base Amount
- Waiver Remarks

272. Click **Save**. Charge details are added and listed as shown below:



To add more charges for the facility, click the add icon again and provide the charge details.

273. To edit the charge details, click the added charge and then click the edit icon.

274. To delete the charge details, click the added charge and then click the delete icon.

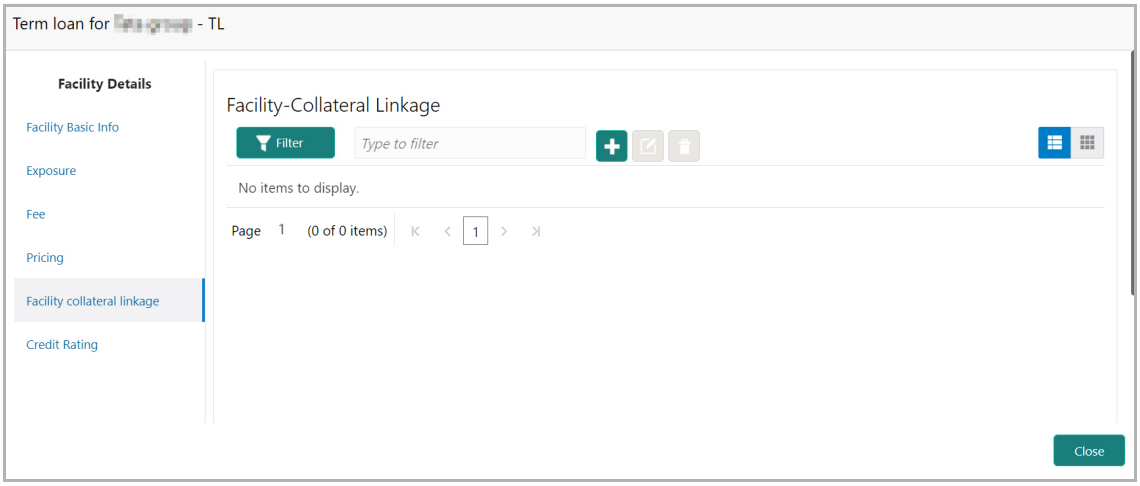
275. To change the list view to table view, click the table icon at the right corner.

Linking Facility with Collateral

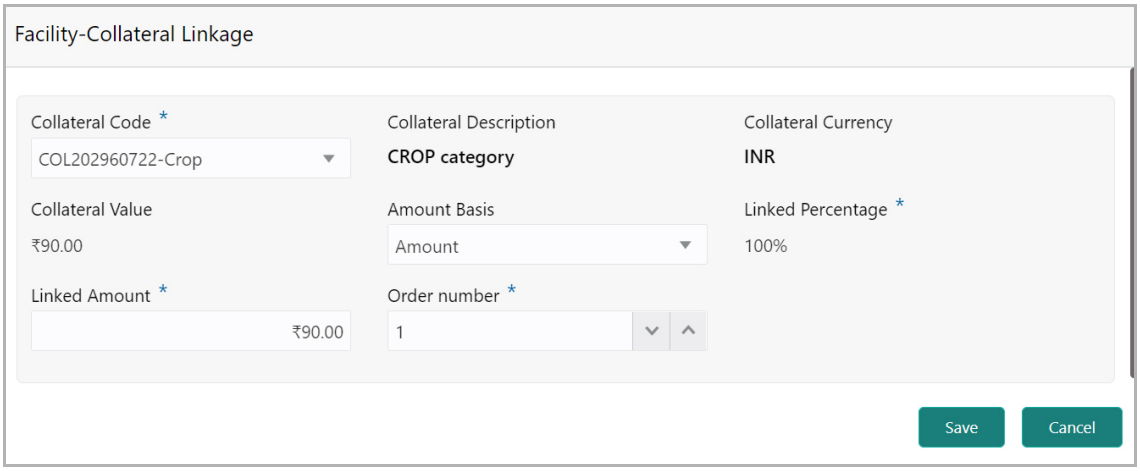
In case you want to secure facility with collateral, you can link the facility and the available collateral.

To link facility with the collateral, collateral must be added in the **Collateral** data segment.

276. Click **Facility Collateral Linkage** from the left menu. The *Facility Details* screen appears as shown below:



277. To link facility with a collateral, click the add icon. The **Facility-Collateral Linkage** window appears:



278. Select the **Collateral Code** from the drop down list. The collaterals added in **Collateral** data segment are displayed in the LOV.

Upon selecting the **Collateral Code**, the following details get populated in the corresponding fields:

- Collateral Description
- Collateral Currency
- Collateral Value

You can link a collateral with the facility either by specifying the actual amount to be linked or by specifying the percentage of collateral value.

279. Select the **Amount Basis** from the drop down list. The options available are: **Amount** and **Percentage**.

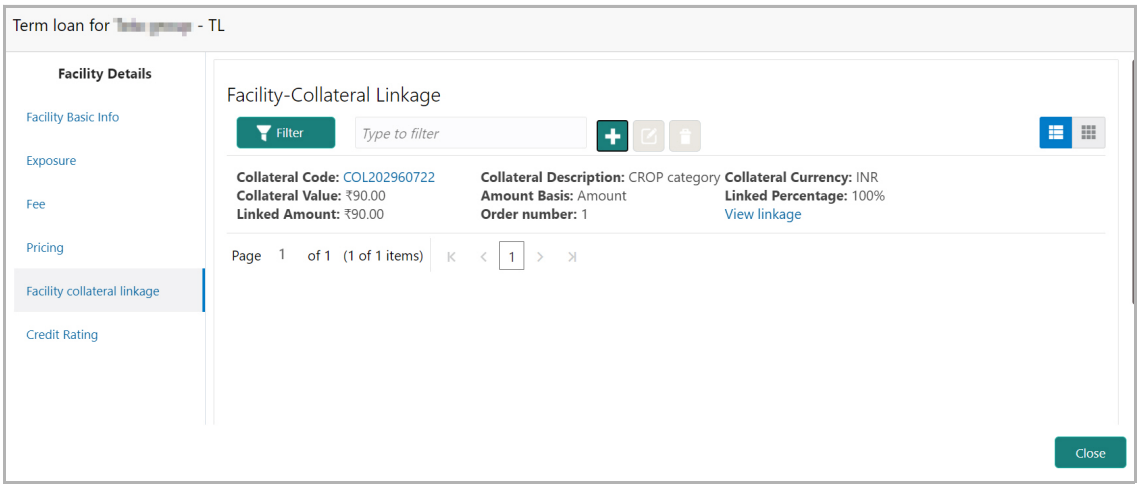
280. If **Amount** is selected as **Amount Basis**, specify the **Linked Amount.** The system calculates and displays the Linked Percentage based on value provided in the Linked Amount field.

281. If **Percentage** is selected as **Amount Basis**, specify the **Linked Percentage.** The system calculates and displays the Linked Amount based on value provided in the Linked Percentage field.

282. In the **Order number** field, specify the collateral utilization order for e.g. 1, or 2.

If the collateral is contributing to the line, and the order number is mentioned as 2, collateral utilization will happen only after the other amount (e.g. Line amount) with order number 1 is utilized.

283. Click **Save**. Facility Collateral Linkage details are added and displayed as shown below:



284. To filter a linkage record, click the **Filter** icon and specify values for the filter parameters or directly type the first three characters of filter parameter in **Type to filter** text box.

285. To modify the linkage details, select the record from the list and click the edit icon next to add icon.

286. To delete the linkage details, select the record from the list and click the delete icon.

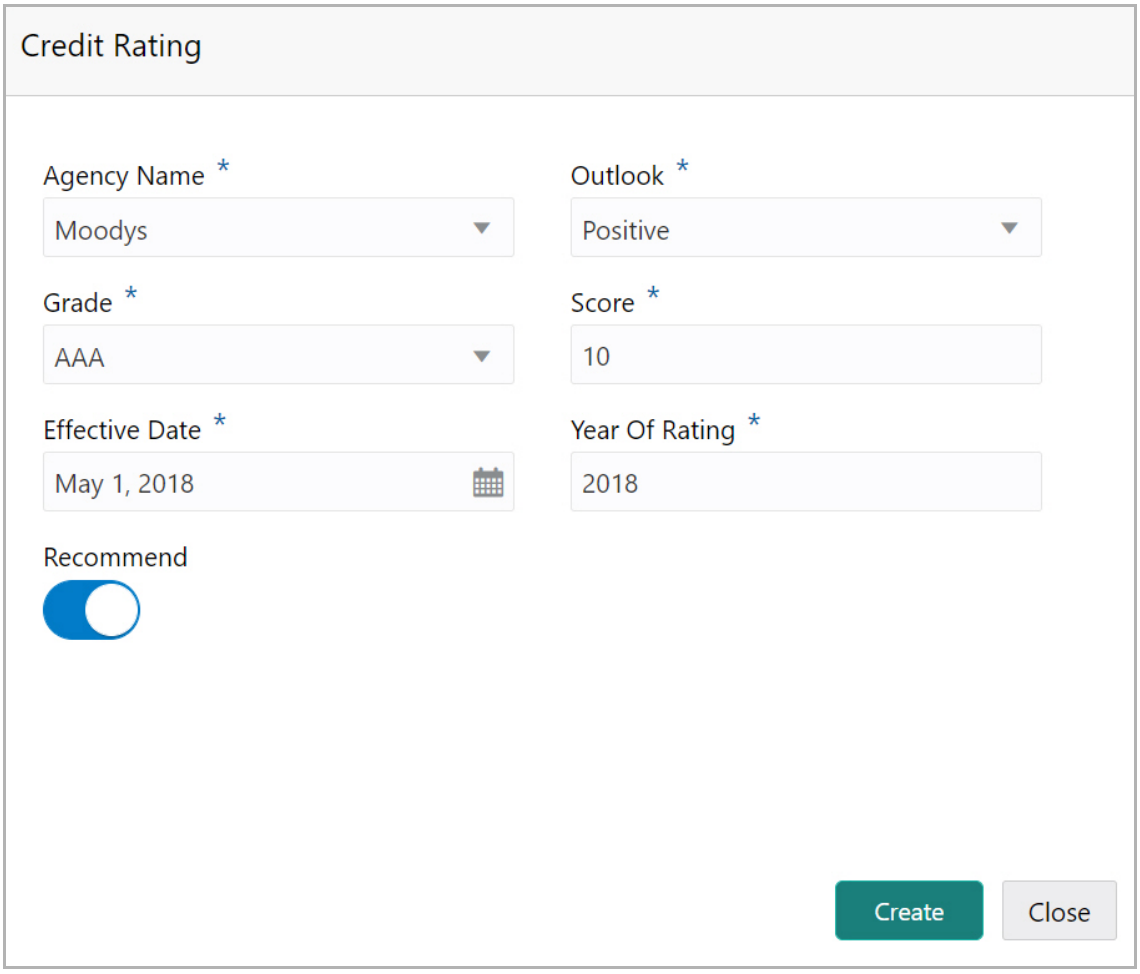
287. To change the layout of *Facility-Collateral Linkage* screen to table view, click the Table View icon at top right corner.

Chapter 4 - Proposal Initiation

Adding Credit Rating

If the facility is rated by the rating organizations, you can add the ratings of facility under Credit Ratings menu.

288. Click the add icon. The *Credit Rating* window appears:



289. Select the name of agency by which the facility is rated from the **Agency Name** drop down list.

290. Select the **Outlook** and **Grade** of the rating from the drop down list.

291. Specify the **Score** provided for the facility.

292. Click the calendar icon in the **Effective Date** field and select the date on which the rating is provided.

The **Year Of Rating** is automatically populated based on the selected Effective Date.

293. Enable the **Recommend** switch, if the facility is recommended by the rating agency.

294. Click **Create**. The rating is added and displayed in the Credit Rating page.

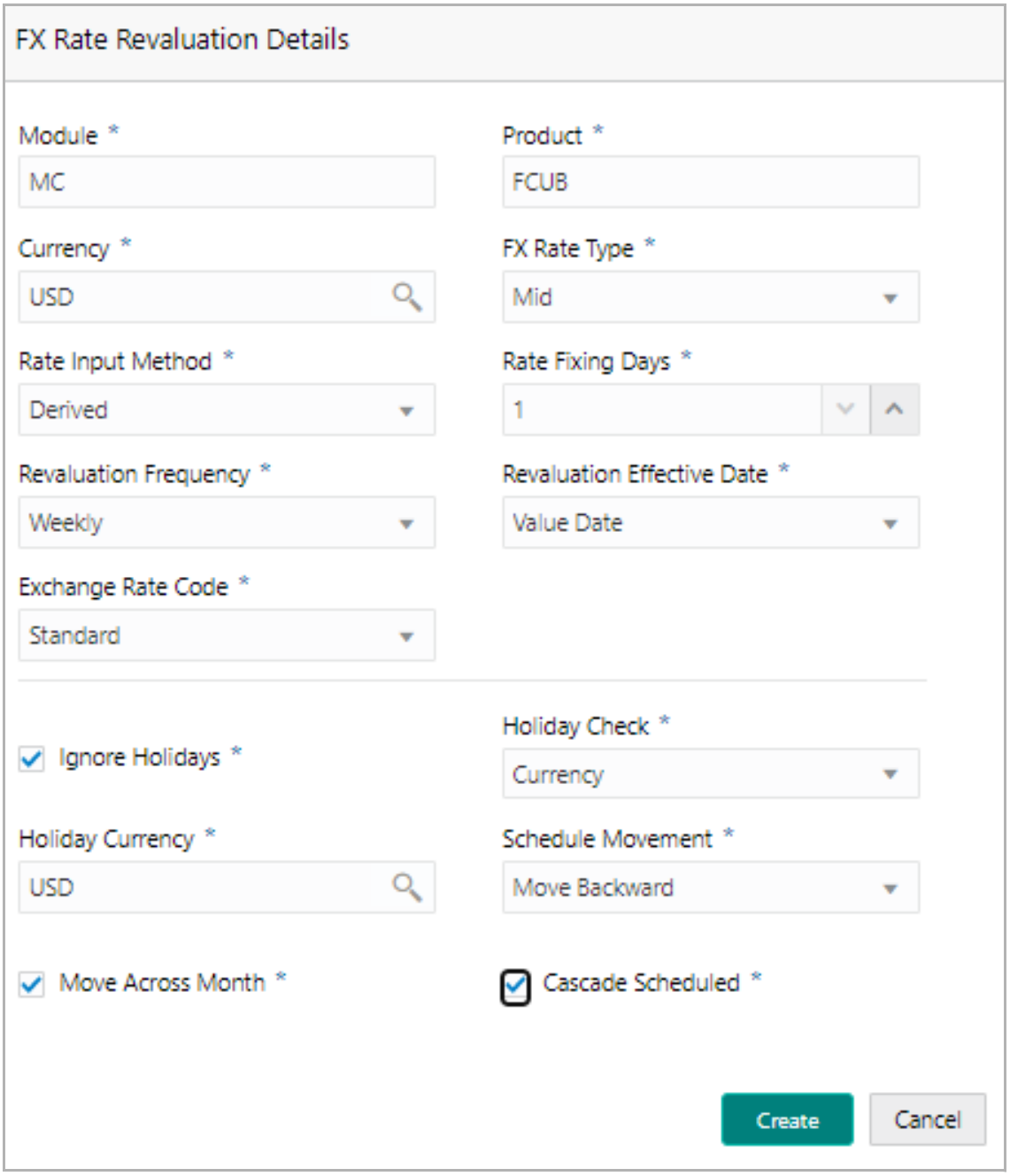
295. To view the history of credit ratings added during different processes, click the **History** icon.

296. To filter the credit ratings in the *History* window, click the **Filter** icon and select the **Agency Name** or directly type the agency name in **Type to filter** text box.

Adding FX Rate Revaluation Details

You can add FX rate and revaluation details for the facility under the **FX Rate Revaluation** menu. The facility will be periodically re-valuated considering the FX rate, based on the configured frequency.

297. Click the add icon. The *FX Rate Revaluation* window appears:



298. In the **Module** field, type the name of module from which the FX rate detail has to be fetched. For example, LC (Letters of Credit module in FCUBS)

299. In the **Product** field, type the name of product from which the FX rate detail has to be fetched. For example, Import LC Issuance (product under LC module)

300. Select the **Currency** for which the FX rate has to be applied.

301. Select the **FX Rate Type** from the drop down list. The options available are: Mid, Sell, and Buy.

302. Select the **Rate Input Method** from the drop down list. The options available are Derived and Fixed.

If **Rate Input Method** is selected as Derived, the **Exchange Rate Code** field appears. You must select the required exchange rate code from the list of codes maintained in the mentioned Product.

If **Rate Input Method** is selected as Fixed, the **Fixed Rate** field appears. You must specify the fixed rate for the revaluation.

303. Specify the **Rate Fixing Days**. The value must be between 1 to 5.

If the Rate Fixing Days is set as 1, the system will pick up the rate from previous day i.e. current day - 1.

304. Select the **Revaluation Frequency** from the drop down list. The options available are: Daily, Weekly, Monthly, Quarterly, Half Yearly, Yearly, and None.

305. Select the **Revaluation Effective Date** from which the revaluation should happen. The options available are: Value Date and Calendar Date.

306. Enable the **Ignore Holidays** check box, if required. The revaluations that are due on holidays will not be performed on the holiday.

307. Select the **Holiday Check** option from the drop down list. The options available are Currency, Both, and Local.

The system will determine the holidays based on the selected Holiday Check option. For example, if Holiday Check is selected as Currency, then the system will refer the Currency Holiday Maintenance to determine holidays.

308. Select the **Holiday Currency** for which the holiday table must be checked.

309. Select the **Schedule Movement** option from the drop down list. The options available are: Move Backward and Move Forward.

If **Move Backward** option is selected, the system will schedule the revaluations that are due on holiday before the holiday.

If **Move Forward** option is selected, the system will schedule the revaluations that are due on holiday after the holiday.

310. Enable the **Move Across Month** check box, if required.

If you have chosen to move a schedule falling due on a holiday to the next working day, or the previous working day, and it crosses over into another month, the schedule date will be moved only if you indicate so. If not, the schedule date will be kept in the same month.

311. Enable the **Cascade Schedule** check box, if required. Next schedule will be fixed based on how the schedule date was moved for a holiday.

For example, if the **Revaluation Frequency** is Monthly and the schedule that is due on holiday (1st January) is moved forward to the next day (2nd January) based on selected **Schedule Movement** option, then from the next month (February), the schedule is shifted to 2nd of every month if the **Cascade Schedule** check box is enabled.

312. Click **Create**. The FX rate revaluation details are saved.

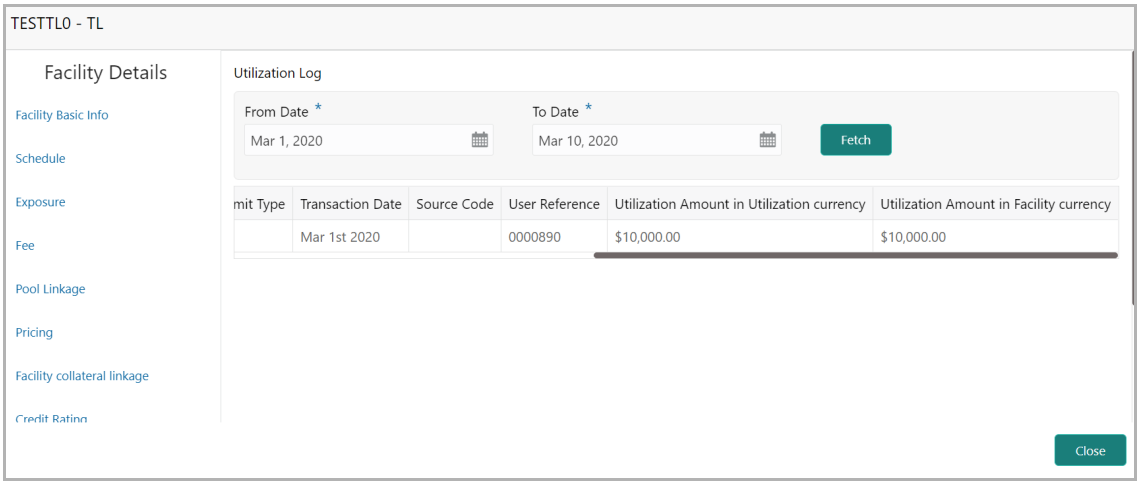
313. To modify the added FX rate revaluation details, select the record and click the edit icon.

314. To delete the added FX rate revaluation details, select the record and click the delete icon.

Viewing Utilization History

The system allows you to view the facility utilization history for up to last 12 months in the *Utilization History* screen. The utilization amount is displayed in both the utilization currency and facility currency.

315. Click **Utilization History** from the left menu. The following screen appears:



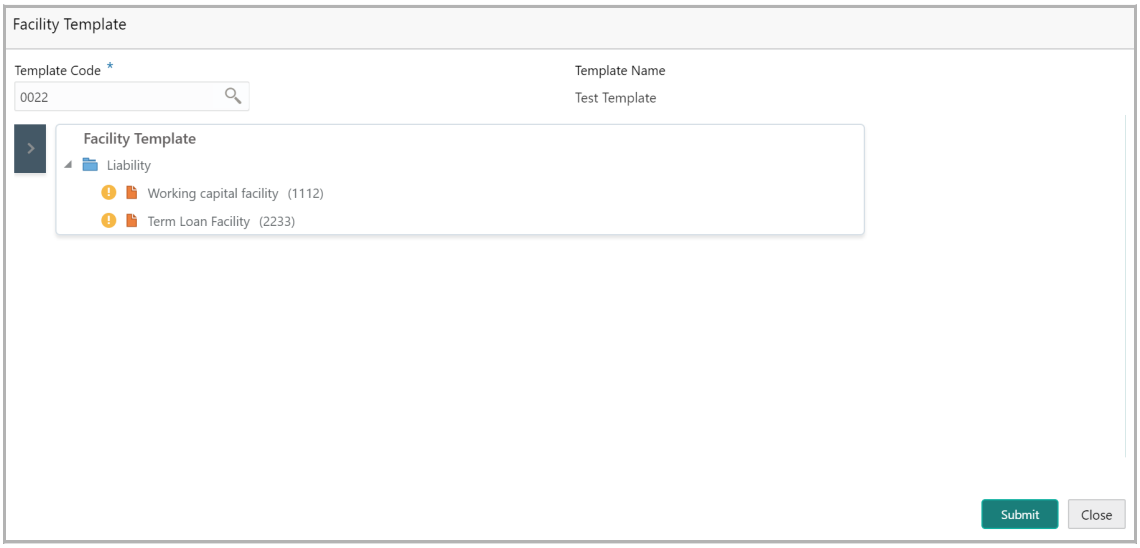
316. Specify the period for which you want to view the utilization history by selecting the **From Date** and **To Date**.

317. Click **Fetch**. The utilization history is displayed.

318. To exit the *Facility Details* window, click **Close**.

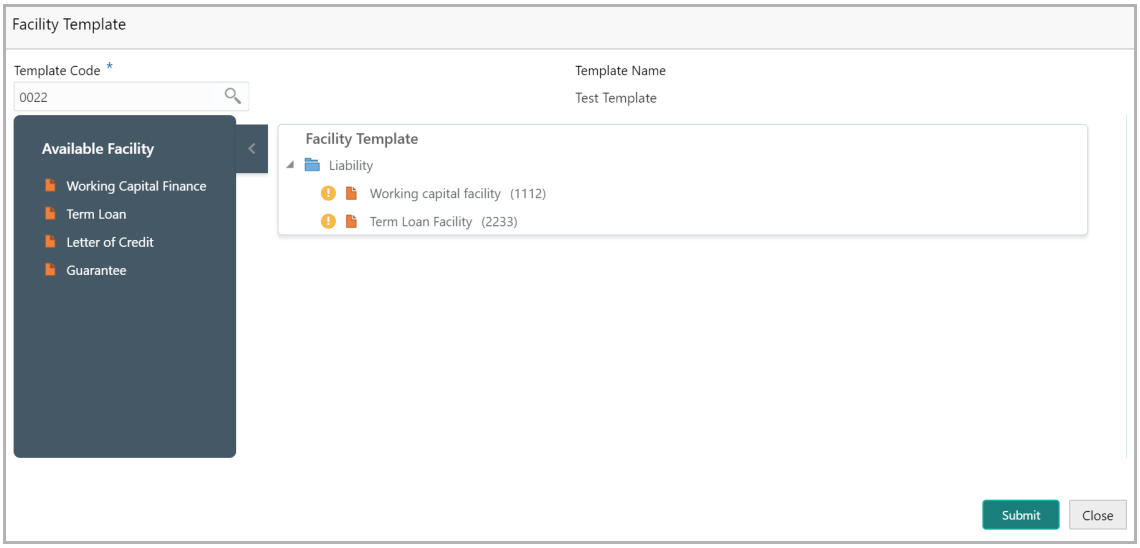
Creating Facility with Template

319. To create the facility using template, click the **Facility Template** (T) icon. The *Facility Template* window appears:



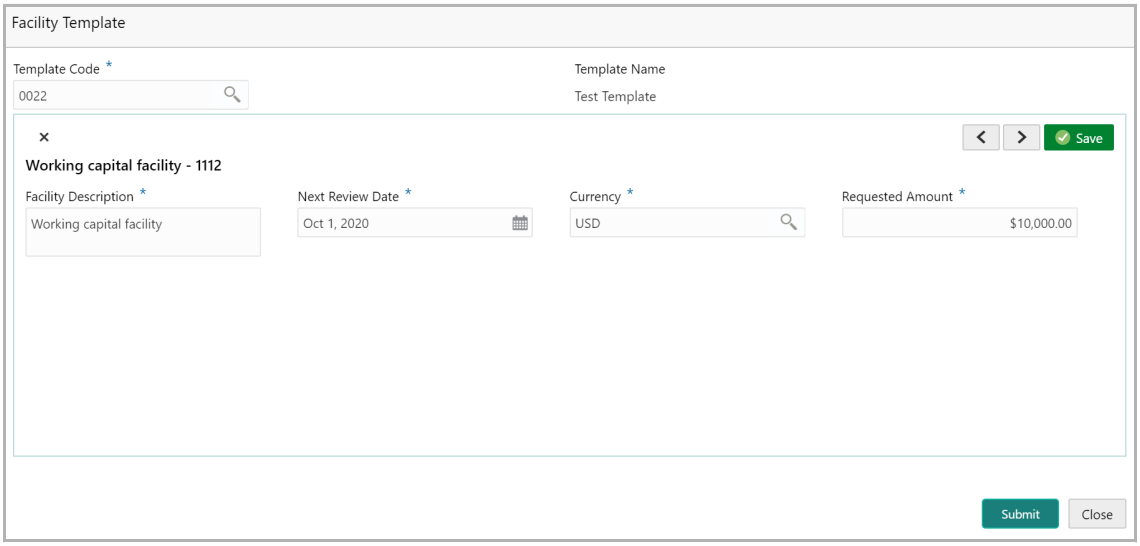
320. Search and select the **Template Code** maintained at the Maintenance module. Facility Template associated with the Template Code is displayed.

321. To add additional facility to the Facility Template, click the right arrow at the left side. **Available Facility** section expands as shown below:



322. Drag and drop the required facility from the **Available Facility** section to the **Facility Template** section.

323. To capture the facility details, click the facility in the **Facility Template** section. Fields related to the facility appear as shown below:



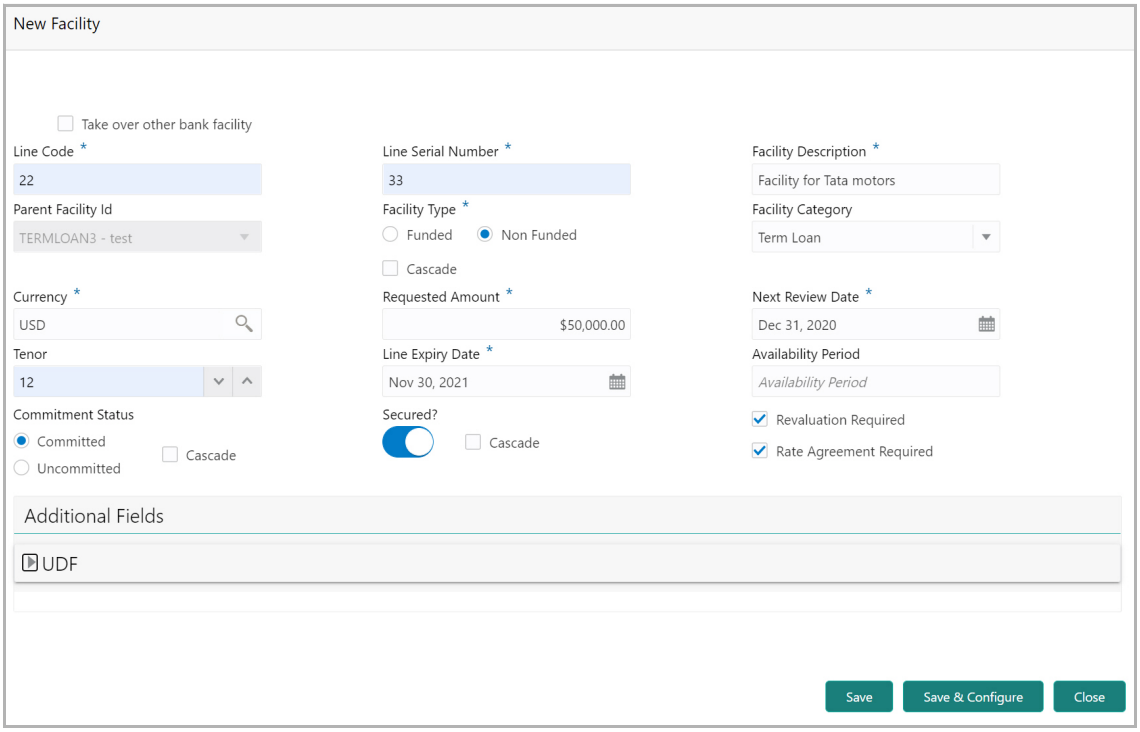
324. Type the **Facility Description**.
325. Select / specify the **Next Review Date** for the facility.
326. Search and select the **Currency** for the **Requested Amount**.
327. Specify the **Requested Amount**.
328. Click **Save**.
329. After providing details for all the facilities in the **Facility Template** section, click **Submit**. Facility is created and listed in the *Basic Info* page.

Creating Sub Limit

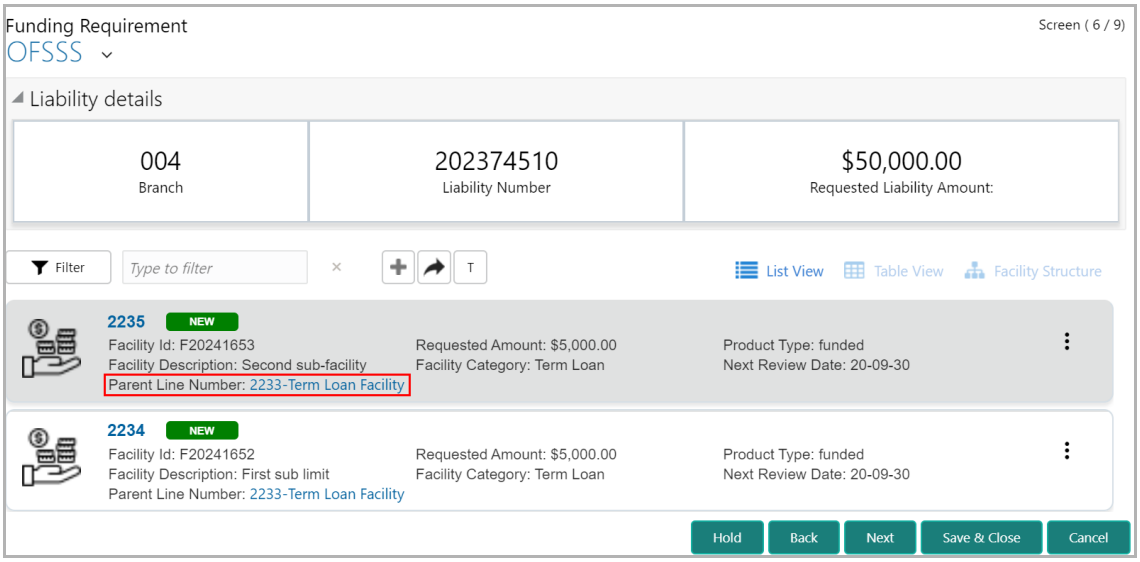
You can create any number of sub-limits for the facility. The sum of Requested Amount specified in each sub-limit should not exceed the Requested Amount in the parent facility.

While creating sub-limit, the Tenor and Line Expiry Date for the facility cannot be more than that of the parent facility.

330. Click the hamburger icon at the corresponding facility record and select **Create Sub Limit.** The *Facility Details* window appears as shown below:



331. Provide the necessary details to create sub-limit and click **Save**. Sub-limit is created and displayed in the *Funding Requirement* page as shown below:

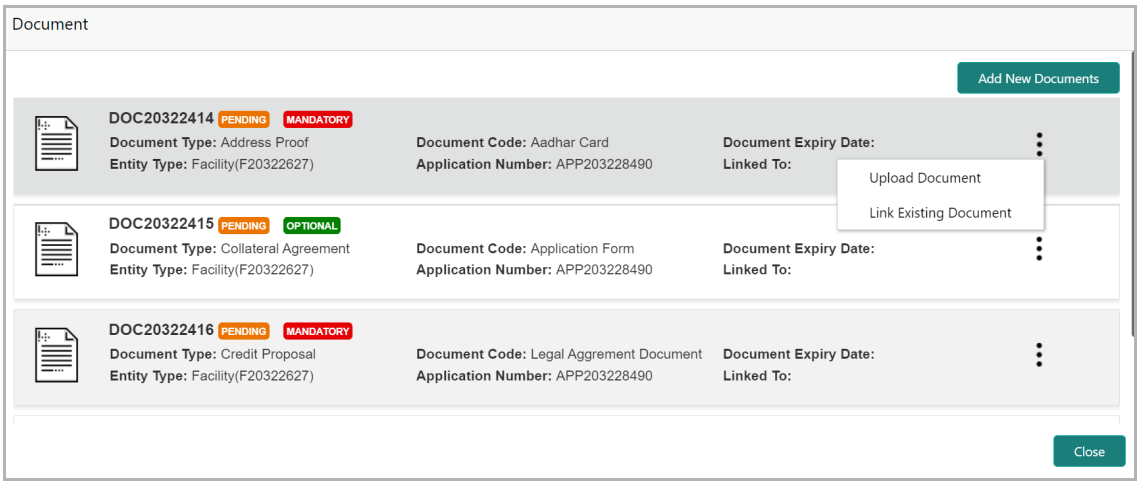


Remove Facility

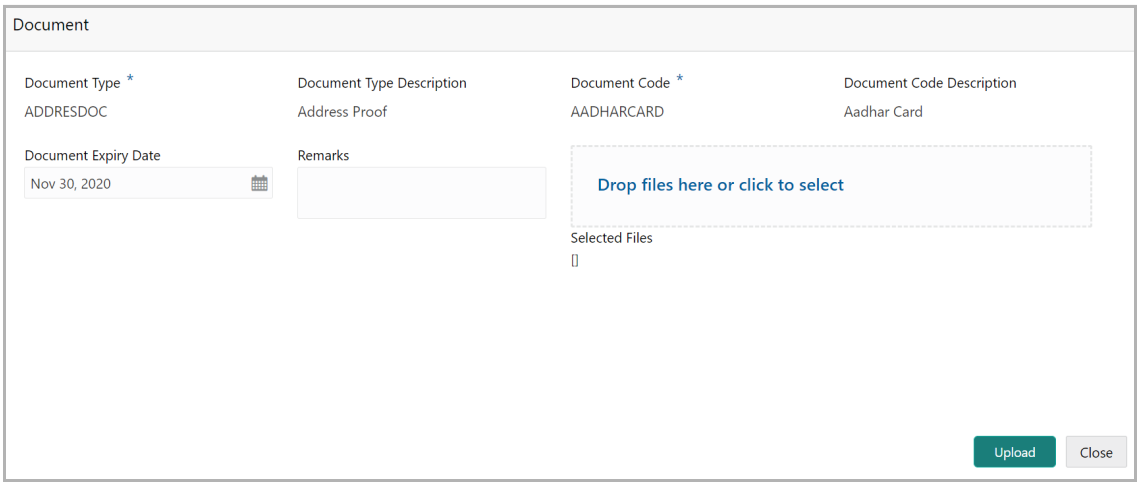
332. To delete the facility, click the hamburger icon at the corresponding facility record and select **Remove Facility**.

Link Document

333. To link documents with the facility, click the hamburger icon at the corresponding facility record and select **Link Document.** The *Document* window listing the mandatory and optional documents maintained for the facility appears:



334. To upload the listed documents, click the hamburger icon in the required item and select **Upload Document**. The *Document* window with pre-populated document details appears:



335. In the **Drop files here or click to select** section, drag and drop or click and upload the necessary document.

336. Click **Upload**.

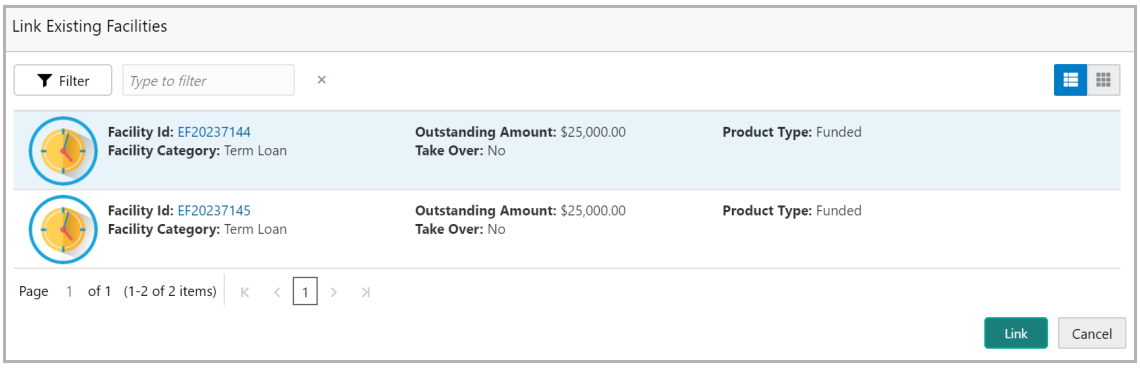
If you want to link the documents that are already uploaded with the facility, you can use the **Link Existing Document** option available under the hamburger icon to link the existing documents.

If you want to upload any new document that is not listed in the *Documents* window, click **Add New Documents** and upload the document.

Link Existing Facilities

If the **Take Over** check box is not enabled while adding other bank facilities in credit proposal process, you can link the other bank facilities with the created facility using this option.

337. Click the **Link Existing Facilities** icon next to the **Add New Facility** icon. The *Link Existing Facilities* window listing all the other bank facilities appears:



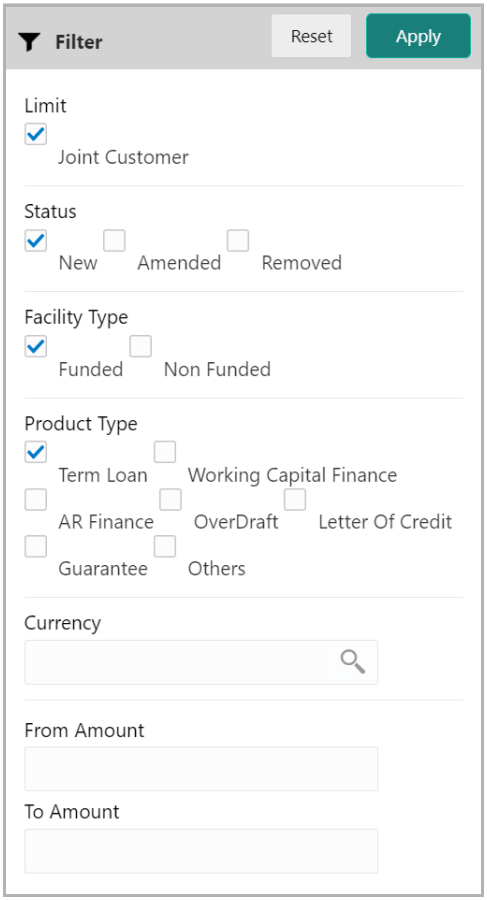
338. To filter the required other bank facility, click the **Filter** icon and select the search parameters or directly specify the other bank facility detail in the **Type to filter** text box.

339. To change the layout of the *Link Existing Facilities* window, use the **List View** and **Table view** icons at the top right corner.

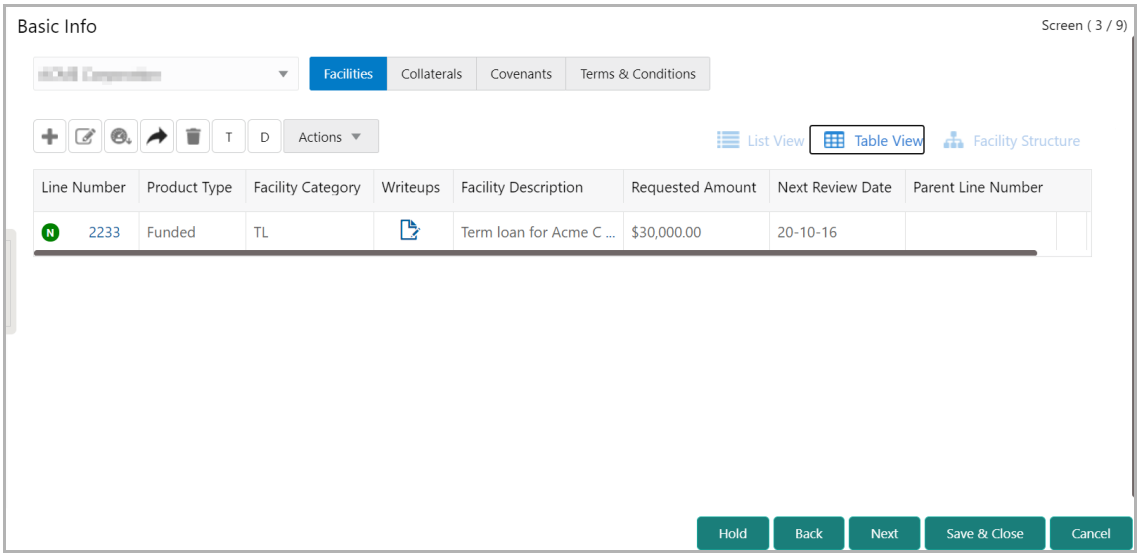
340. Select the required other bank facility and click **Link**. Other bank facility is linked to the created facility.

Filtering Facility

341. To filter the required facility, provide the facility detail in **Type to filter** text box or click the **Filter** icon. The *Filter* window appears:



342. Type and / or select the filter parameters.
343. Click **Apply**. Facility that matches the filter parameters are displayed.
344. To delete the facility, **Select** the facility and click delete icon.
345. To change the layout of facility details to table view, click the **Table View** icon.



346. To view the facility details in table view, click the **Line Number**.

347. To capture writeup for the facility, click the **Writeup** icon.

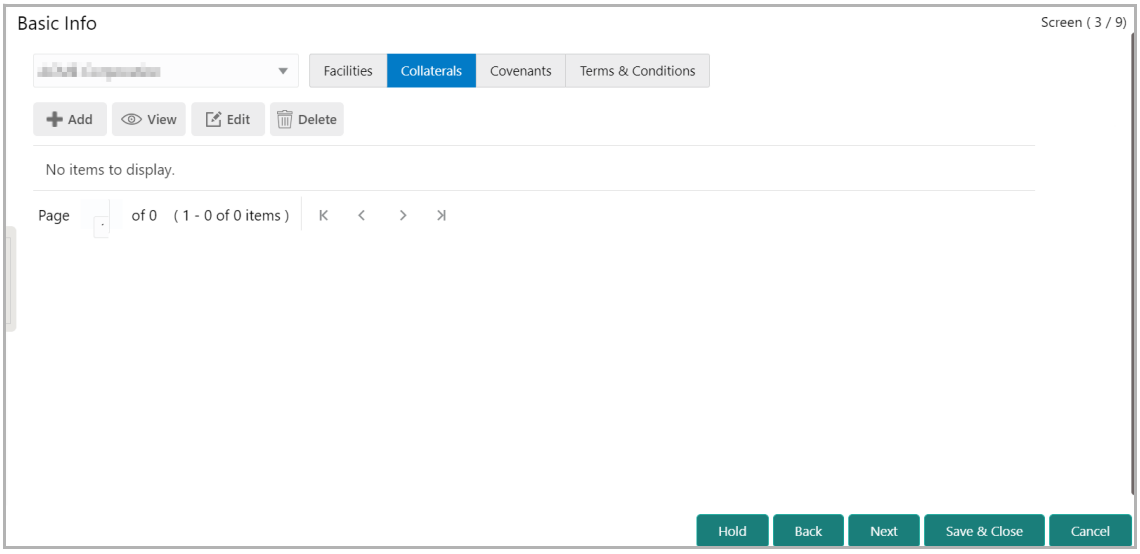
348. To change the layout of facility details to tree view, click the **Facility Structure** icon.

349. To add facility details for the child party, click the arrow next to the party name in the top left corner. Customer list appears.

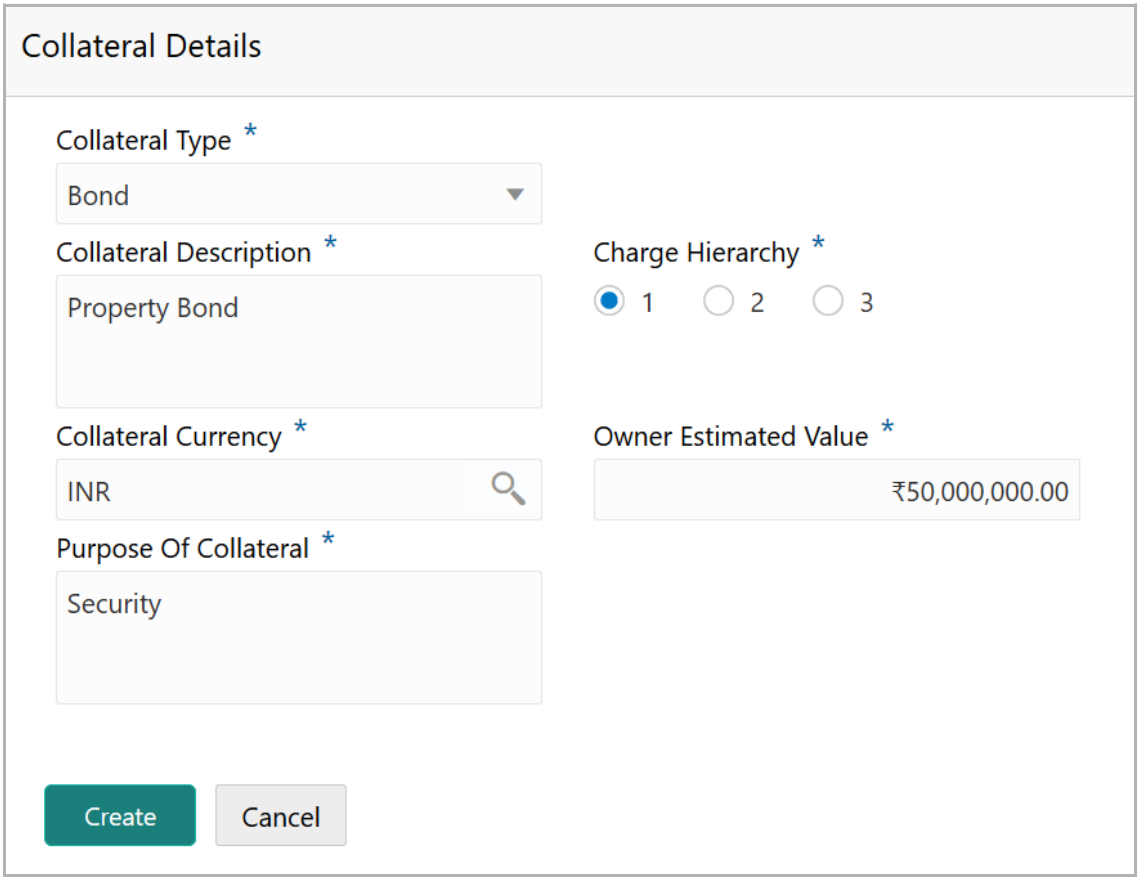
350. Select the required child party. *Funding Requirement - [party name] > [child party name]* page appears.

351. Add the facility details for the child party.

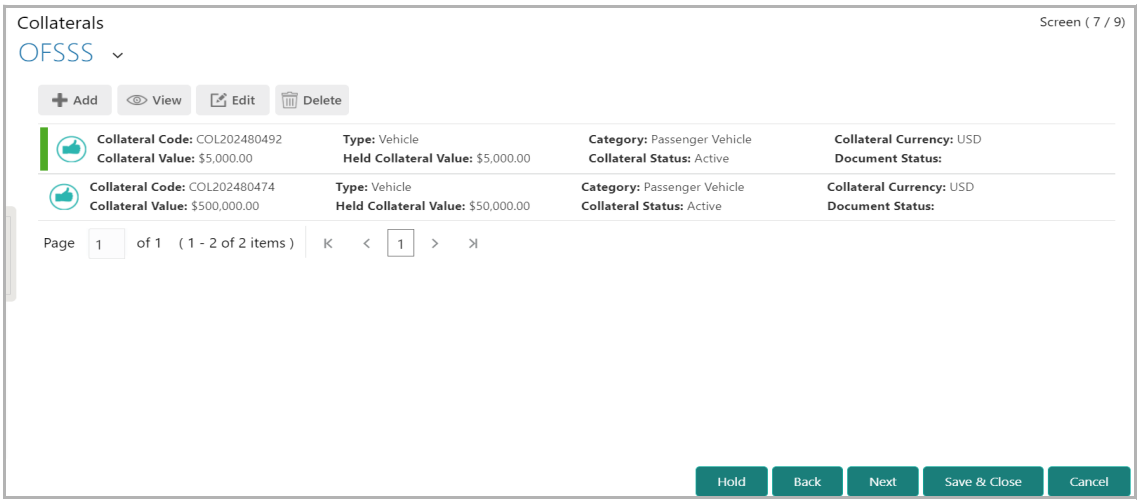
352. To view, add, modify or delete the customer collateral, click the **Collaterals** tab.



353. To add information about new collateral, click the Add icon. The *Collateral Details* window appears:



354. Select the **Collateral Type** from the drop down list.
355. Type the **Collateral Description**.
356. Choose the **Charge Hierarchy**.
357. Search and select the currency in which the collateral is evaluated from **Collateral Currency** search box.
358. Specify the **Owner estimated value** of the collateral.
359. Type the **Purpose Of Collateral**.
360. Click **Create**. Collateral details are added and listed as shown below:



To add details about more collateral, click the add icon again and provide the details.

361. To filter the required collateral, click the **Filter** icon and specify the filter parameters or directly type the collateral detail in **Type to filter** text box.

362. To edit the collateral details, select the corresponding record and click the edit icon.

363. To delete the collateral details, select the corresponding record and click the delete icon.

364. To change the layout of *Collaterals* page to table view, click the Table View icon at the right corner.

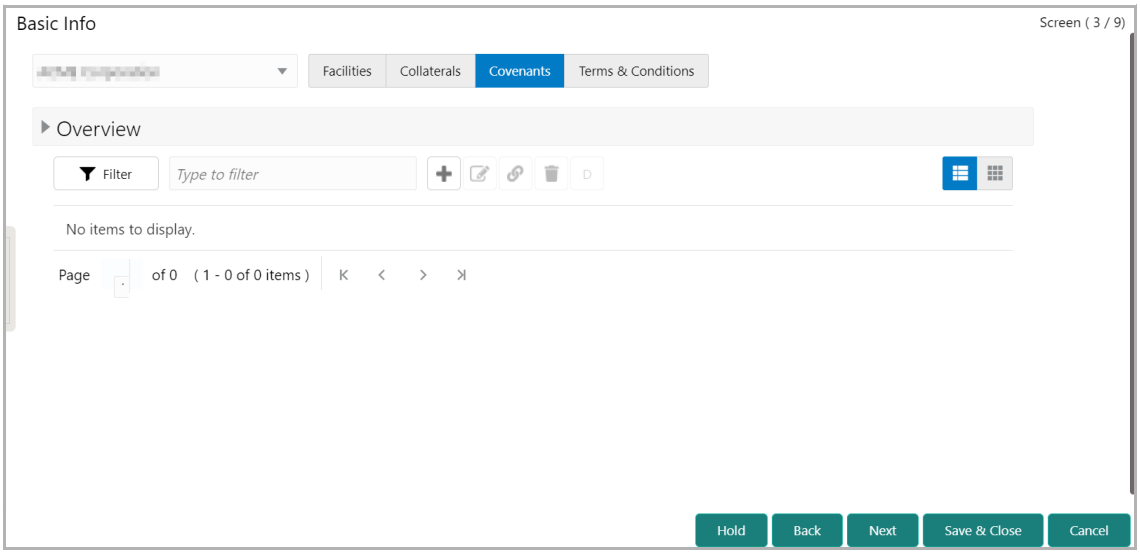
365. To add collateral details for the child party, click the arrow next to the party name in the top left corner. Customer list appears.

366. Select the required child party. *Collaterals - [party name] > [child party name]* page appears.

367. Add the collateral details for the child party.

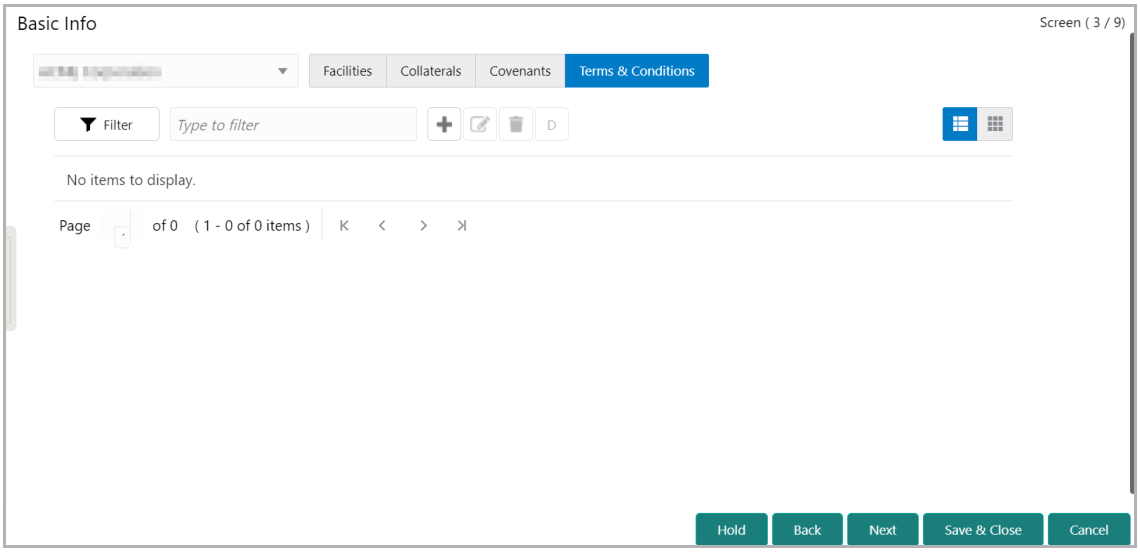
368. To view, modify, add or delete the Covenants, click the **Covenants** tab.

Chapter 4 - Proposal Initiation



For information on viewing, modifying, adding or deleting the Covenants, refer "Customer Covenants" on page 104.

369. To view, modify, add or delete the terms and conditions for customer, click the **Terms & Conditions** tab.



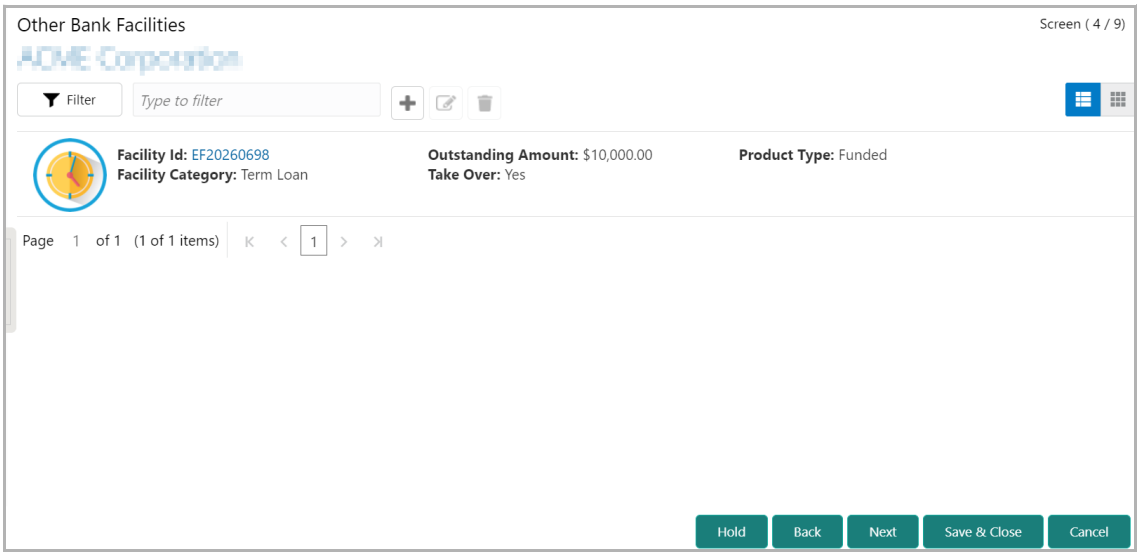
For information on viewing, modifying, adding or deleting the Terms and Conditions, refer "Terms & Conditions" on page 107

370. To go to the next page, click **Next** in the *Basic Info* page. The *Other Bank Facilities* page appears.

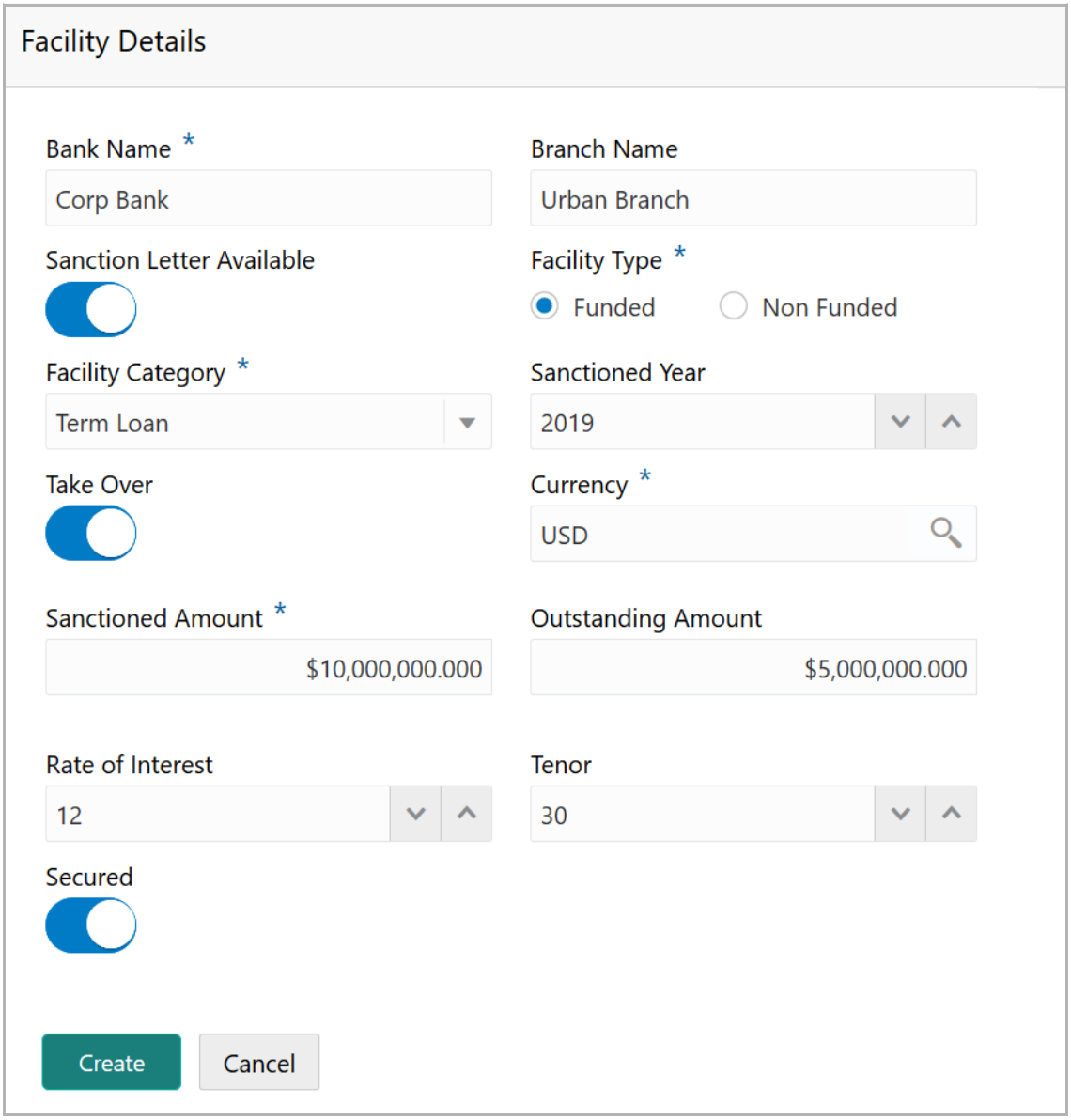
Chapter 4 - Proposal Initiation

Other Bank Facilities

Details about the facilities availed by the party from other banks are displayed in this data segment. If the party has availed new facilities in addition to the listed facilities from other banks, you can add them in this page.



371. Click the add icon. The *Facility Details* window appears:



372. Type the other **Bank Name** and **Branch Name**.

373. Enable the **Sanction Letter Available** switch, if sanction letter is available for the other bank facility.

374. Choose the **Facility Type**. The options available are **Funded** and **Non-Funded**.

375. Select the **Facility Category** from the drop down list.

376. Type the year in which facility is sanctioned by the other bank in the **Sanctioned Year** field.

377. Enable the **Take Over** switch to add the other bank facility in funding requirement hop.

378. Search and select the **Currency** for the **Sanctioned Amount**.

379. Specify the initial amount of other bank facility in the **Sanctioned Amount** field.

380. Specify the **Outstanding Amount** to be paid by the party.

381. Specify the **Rate of Interest** at which facility is offered by the other bank.

382. Specify the **Tenor** of the other bank facility.

383. Enable the **Secured** switch, if the other bank facility is secured with collateral.

384. Click **Create**. Other bank facility is added and displayed the *Other Bank Facilities* page.

385. To change the layout of *Other Bank Facilities* page to table view, click the table view icon at the right corner.

386. To filter the required facility, click the **Filter** icon and specify the filter parameters or directly type the facility detail in the **Type to filter** text box.

387. To modify the other bank facility information, **Select** the required facility and click the edit icon. The *Facility Details* window appears.

388. Modify the required information and click **Save**.

389. To delete the other bank facility information, **Select** the facility and click the delete icon.

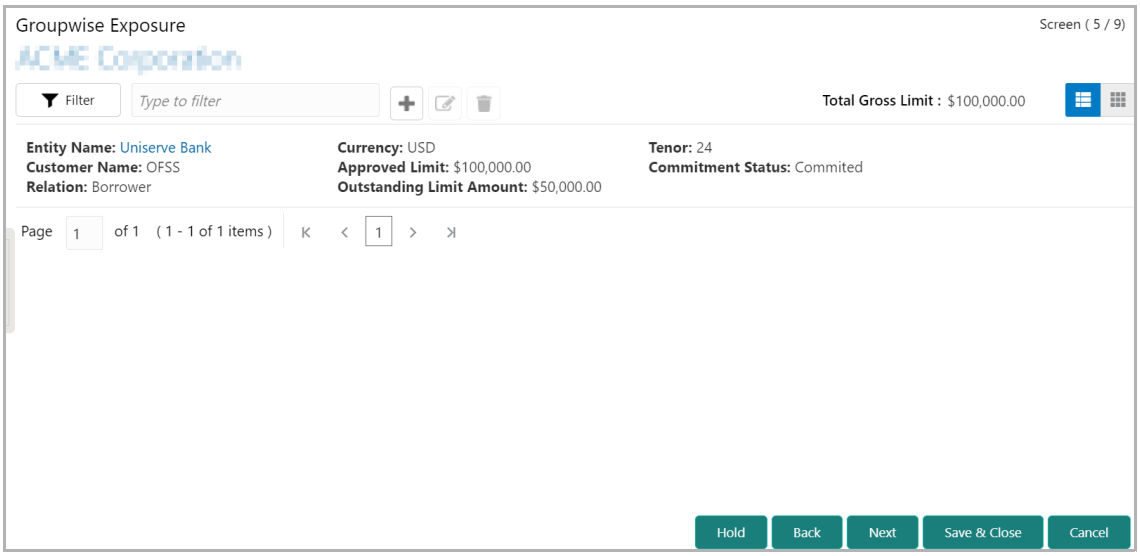
390. To add other bank facility detail of the child party, click the down arrow next to the party name in the left corner. Child party list appears.

391. Select the required child party. The *Other Bank Facilities - [organization name] > [customer name]* page appears.

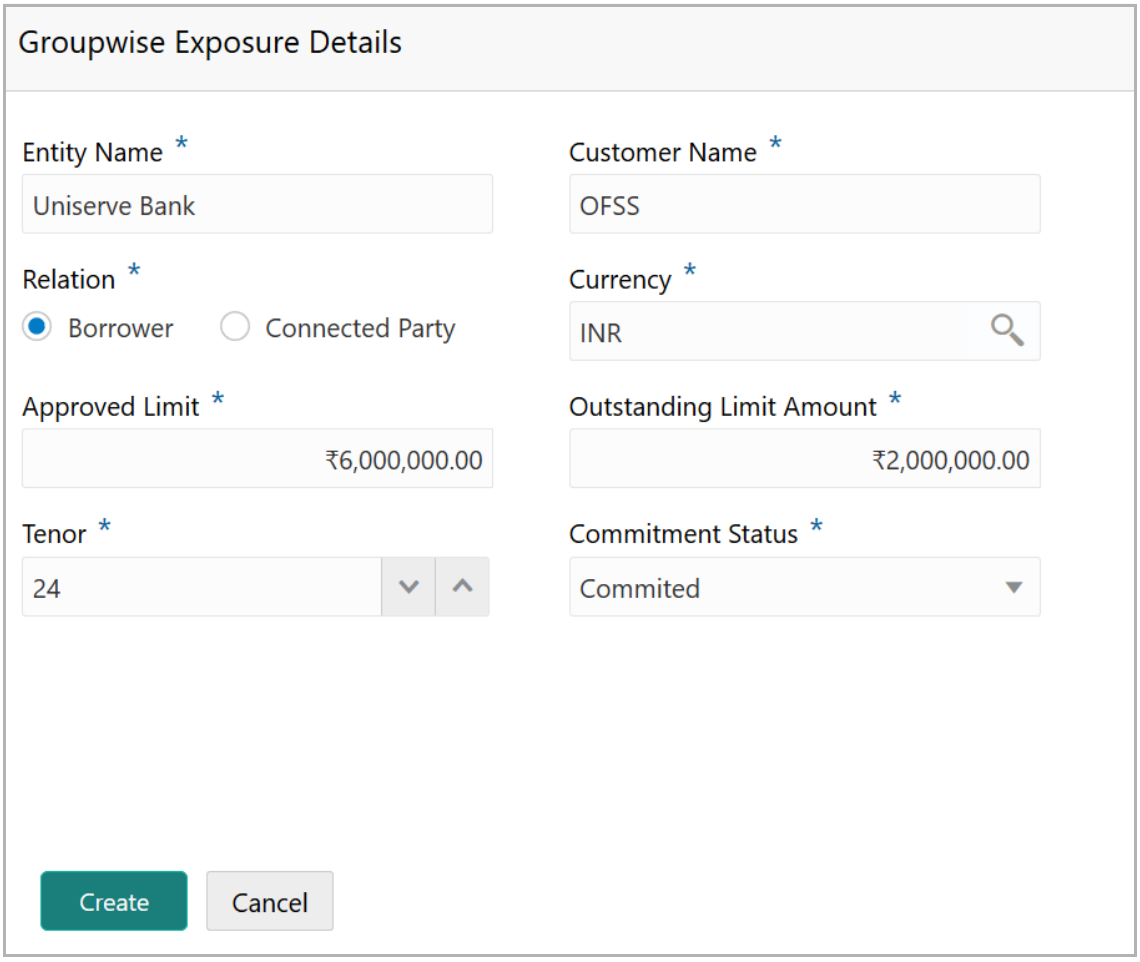
392. Add the other bank facility information of the child party and click **Next**. The *Groupwise Exposure* page appears.

Groupwise Exposure

In this data segment, the user can details of the party and / or the connected party's exposure with your bank.



393. Click the add icon. The *Groupwise Exposure Details* window appears:



394. In **Entity Name** field, enter your bank name.

395. In **Customer Name** field, enter the name of the party or the child party.

396. Select the **Relation** as **Borrower,** if party name is provided in the **Customer Name** field**.** If child party name is provided in the **Customer Name** field, select the **Relation** as **Connected Party**.

397. Search and select the **Currency** in which the facility is offered by the bank.

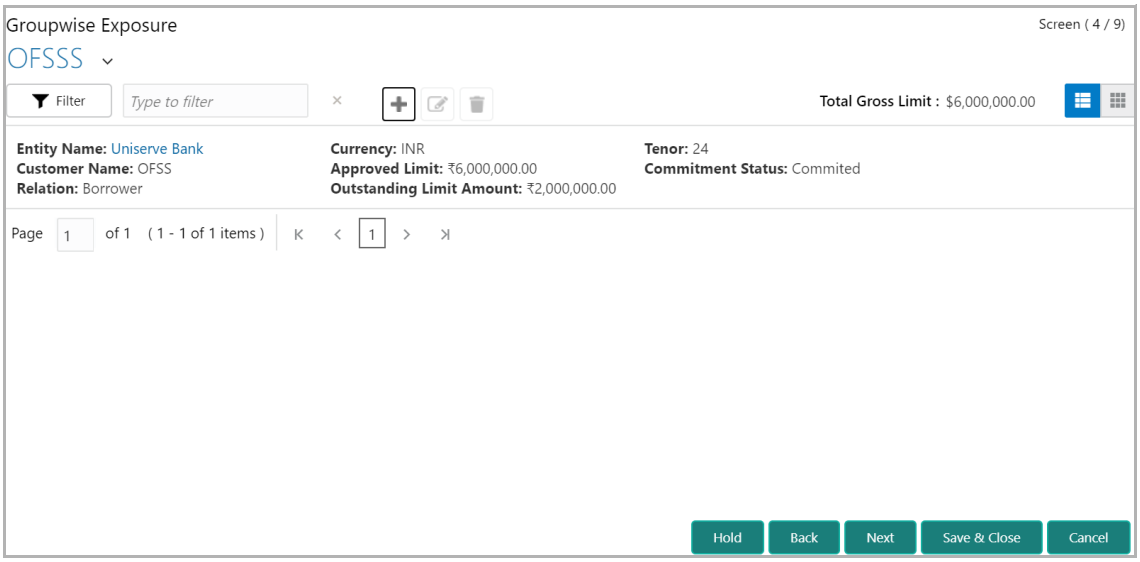
398. Specify the following details about the facility:

- Approved Limit
- Outstanding Limit Amount
- Tenor

399. Select the **Commitment Status** from the drop don list. The options available are **Committed** and **Uncommitted**.

400. Click **Create**. Groupwise exposure details are added and displayed as shown below:

Chapter 4 - Proposal Initiation



401. To change the table view to list view, click the list view icon at the right corner.

If the party or child party has availed more than one facility from your bank, add all the groupwise exposure details by clicking add icon again.

402. To filter the required groupwise exposure, click the **Filter** icon and specify the filter parameters or directly provide the exposure detail in the **Type to filter** text box.

403. To edit the groupwise exposure information, **Select** the required exposure from the list and click the Edit icon.

404. To delete the groupwise exposure information, **Select** the exposure and click the delete icon.

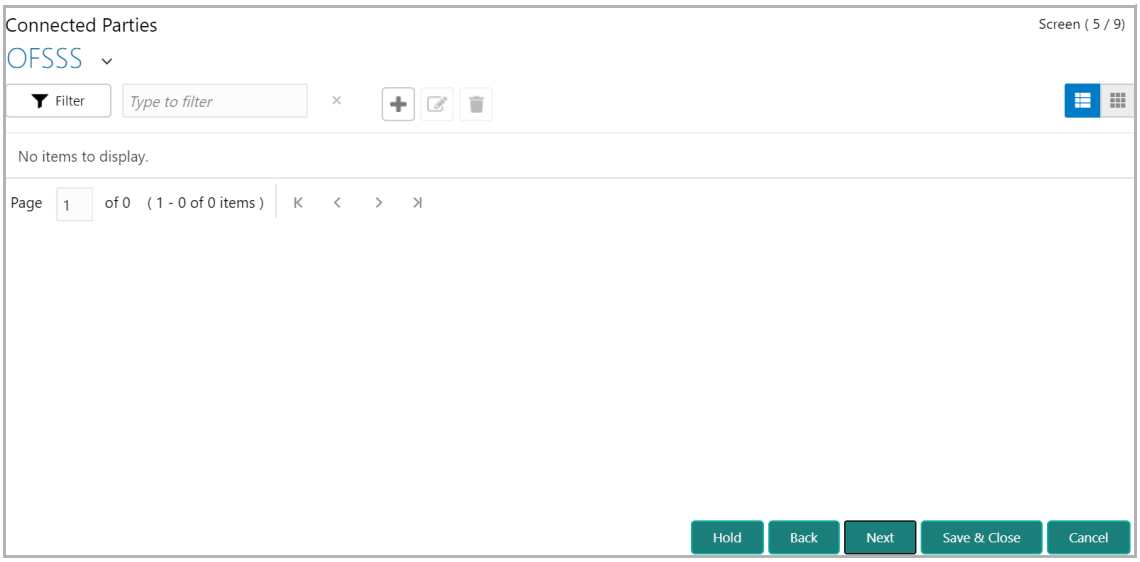
405. To add groupwise exposure detail of the child party, click the arrow next to the party name in the top left corner. Customer list appears.

406. Select the required child party. *The Groupwise Exposure - [party name] > [child party name]* page appears.

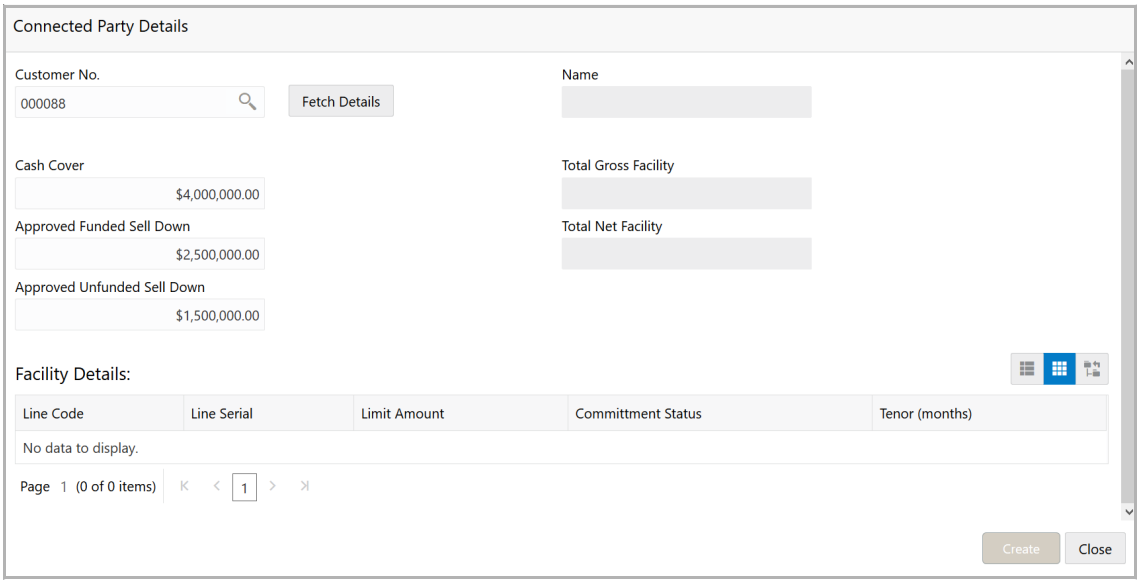
407. Add the groupwise exposure information of the child party and click **Next**. The *Connected Parties* page appears.

Connected Party

If the connected party of your customer is already linked with your bank, the connected party information can be added during proposal evaluation.



408. Click the add icon. The *Connected Parties Details* window appears:



409. Search and select the Customer No of the connected party.

410. Click **Fetch Details**. Following details about the connected party are fetched and displayed:

- Name
- Total Gross Facility
- Total Net Facility
- Cash Cover
- Approved Funded Sell Down
- Approved Unfunded Sell Down
- Facility Details

411. To change the view of **Facility Details,** click the required icon from List View, Table View and Tree View icons.

412. Click **Create.** Connected party details are added and displayed in the *Connected Parties* page.

413. To change the layout of *Connected Party* page to list view, click the list view icon at the right corner.

If your customer has more than one connected party in your bank, add all the connected parties details by clicking add icon again.

414. To filter the required connected party, click the **Filter** icon and specify the filter parameters or directly type the connected party detail in the **Type to filter** text box.

415. To edit the connected party details, **Select** the required party and click the edit icon.

416. To delete the connected party, **Select** the required party and click the delete icon.

417. To add connected party details for the child party, click the arrow next to the party name in the top left corner. Customer list appears.

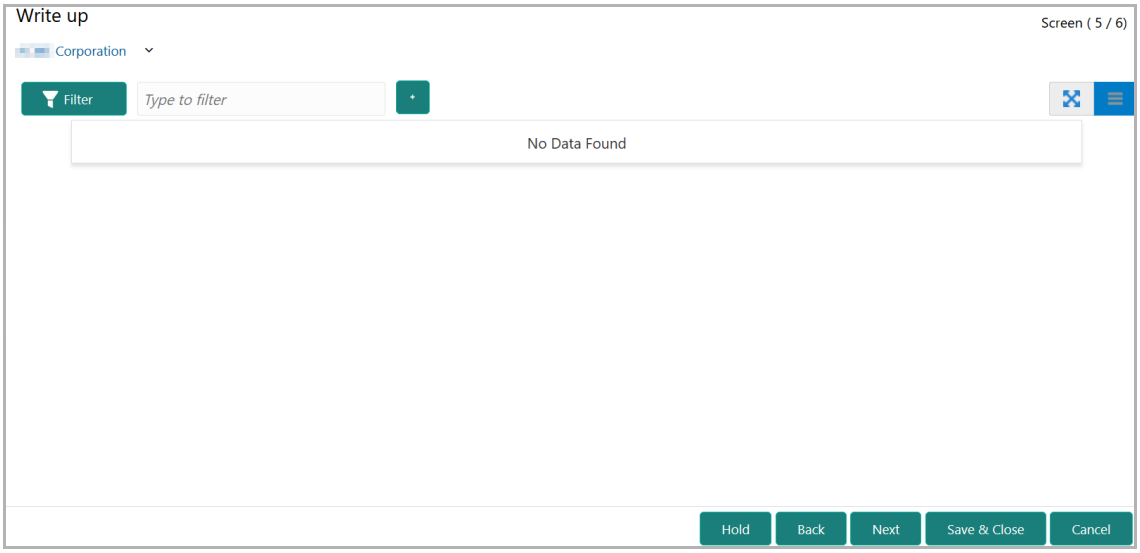
418. Select the required child party. *Connected Parties - [party name] > [child party name]* page appears.

419. Add the connected party details for the child party and click **Next**. The *Write Up* page appears.

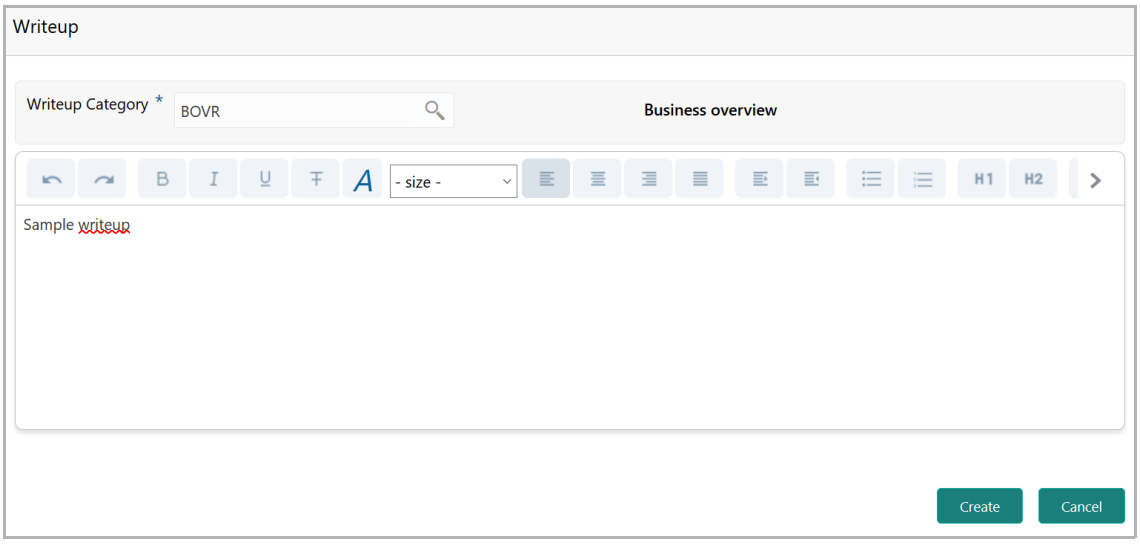
Write Up

You can add writeup for different writeup categories maintained in the system, if observations or additional customer information are available for the categories.

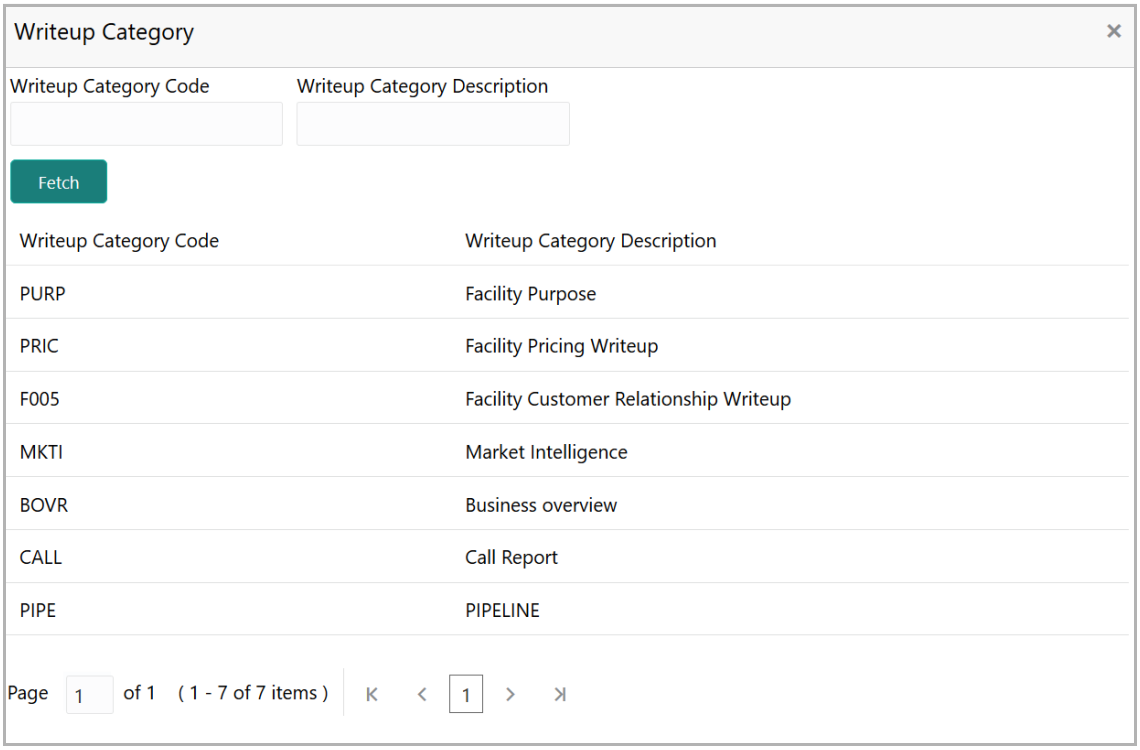
Write up data segment appears only if that data segment is enabled in the Maintenance module.



420. Click the add icon. The *Write Up* window appears:

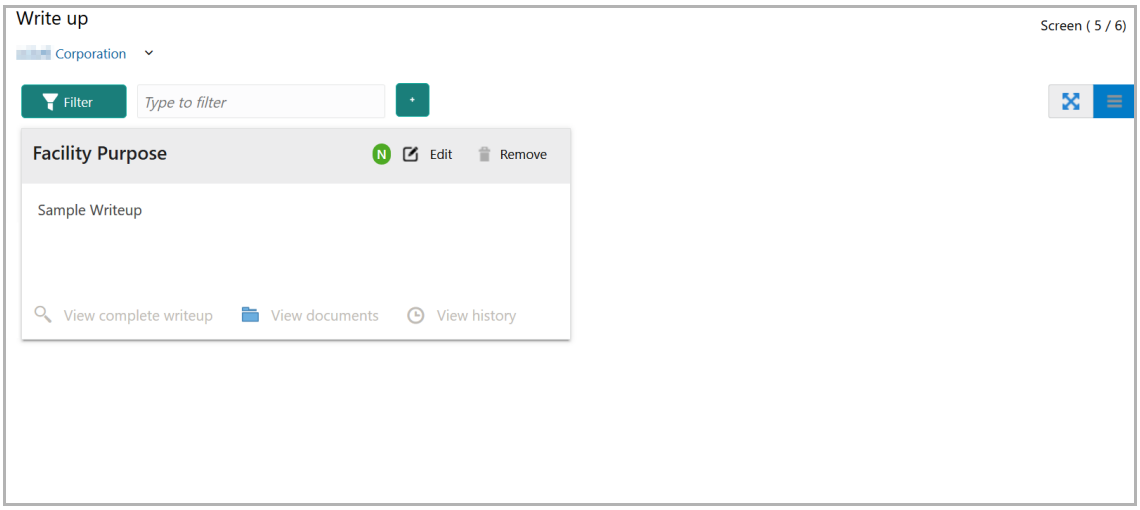


421. Click the search icon in the **Writeup Category** field. The *Fetch Writeup Category* window with the list of categories maintained in the Maintenance module appears:

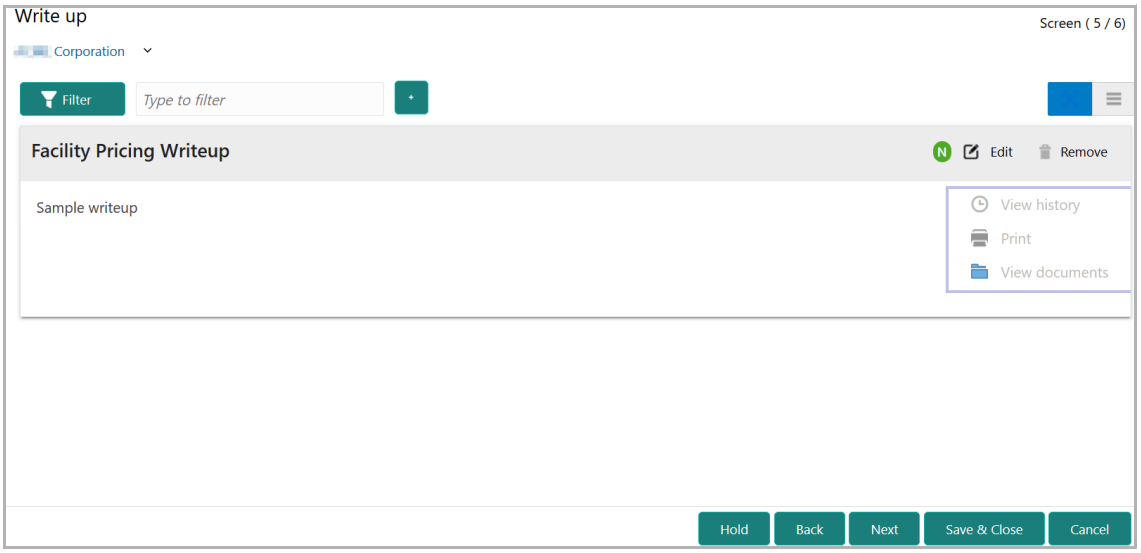


422. Click on the required category code. Selected code is displayed in the **Writeup Category** field.

423. Type the observations in the text box and click **Create**. The observations are added in the Write Up page as shown below:



424. To change the layout of Write up data segment to the expanded view, click the Expanded View icon at the top right corner. The write up is expanded as shown below:



425. To modify the writeup, click the **Edit** icon and change the information.

426. To delete the writeup, click the **Remove** icon. A confirmation message appears.

427. Click **Yes**. The writeup is removed.

428. To view the writeup history, click the **View history** icon.

429. To print the write up, click the **Print** icon.

To print the write up from tile view, click the **View complete writeup** icon and then click the **Print** icon.

430. To attach / view writeup related documents, click **View Documents** icon. The following window appears:

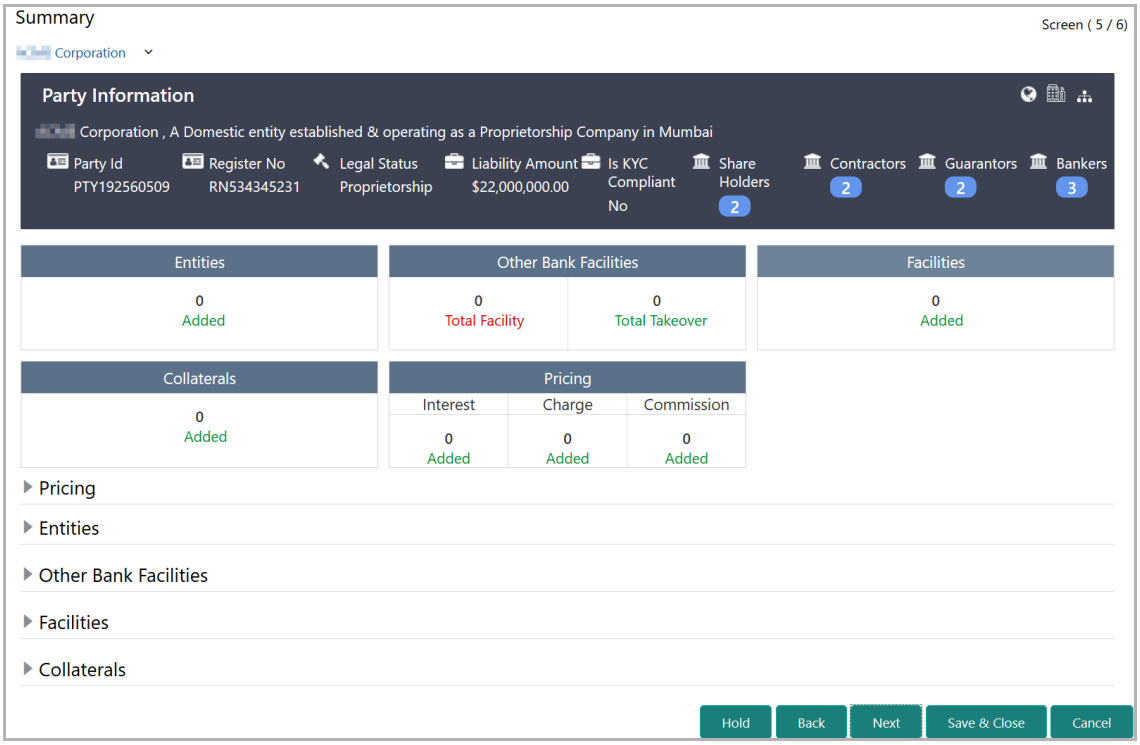
431. To add new documents, click **Add New Documents**.

432. To exit the Writeup documents window, click **Close**.

433. To go to the next page, click **Next**. The *Summary* page appears.

Summary

The *Summary* page displays all the information added in the previous data segments for verification.



434. Click and expand the following sections for detailed information:
   - Pricing
   - Entities
   - Other Bank Facilities
   - Facilities
   - Collaterals

435. If modification is not required, click **Next**.

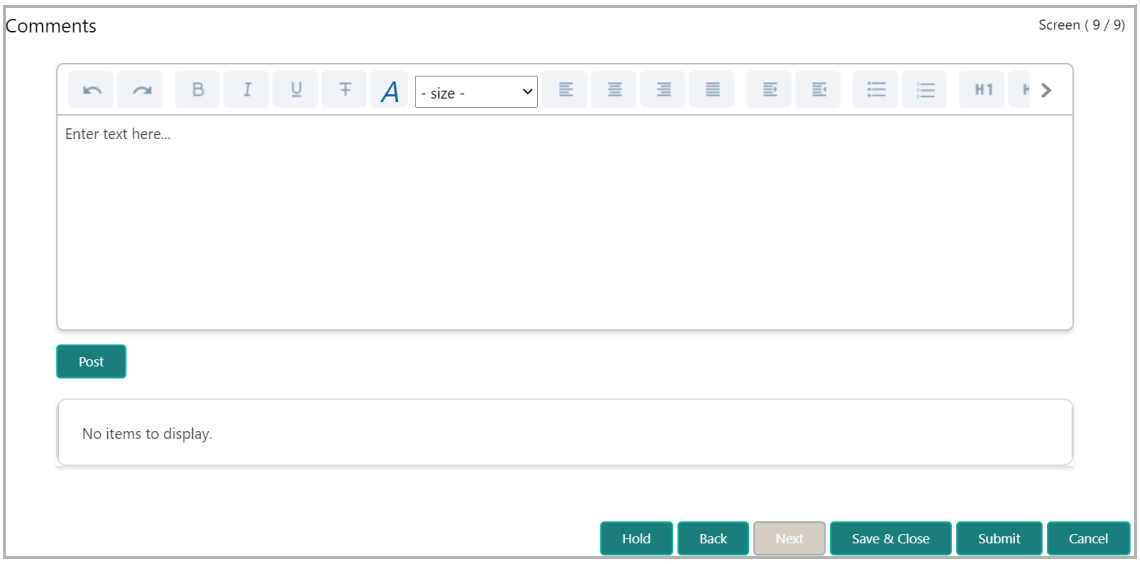
436. To modify the provided information, click **Back** and edit the required information.

Upon clicking the **Next** button, the *Comments* page appears.

Chapter 4 - Proposal Initiation

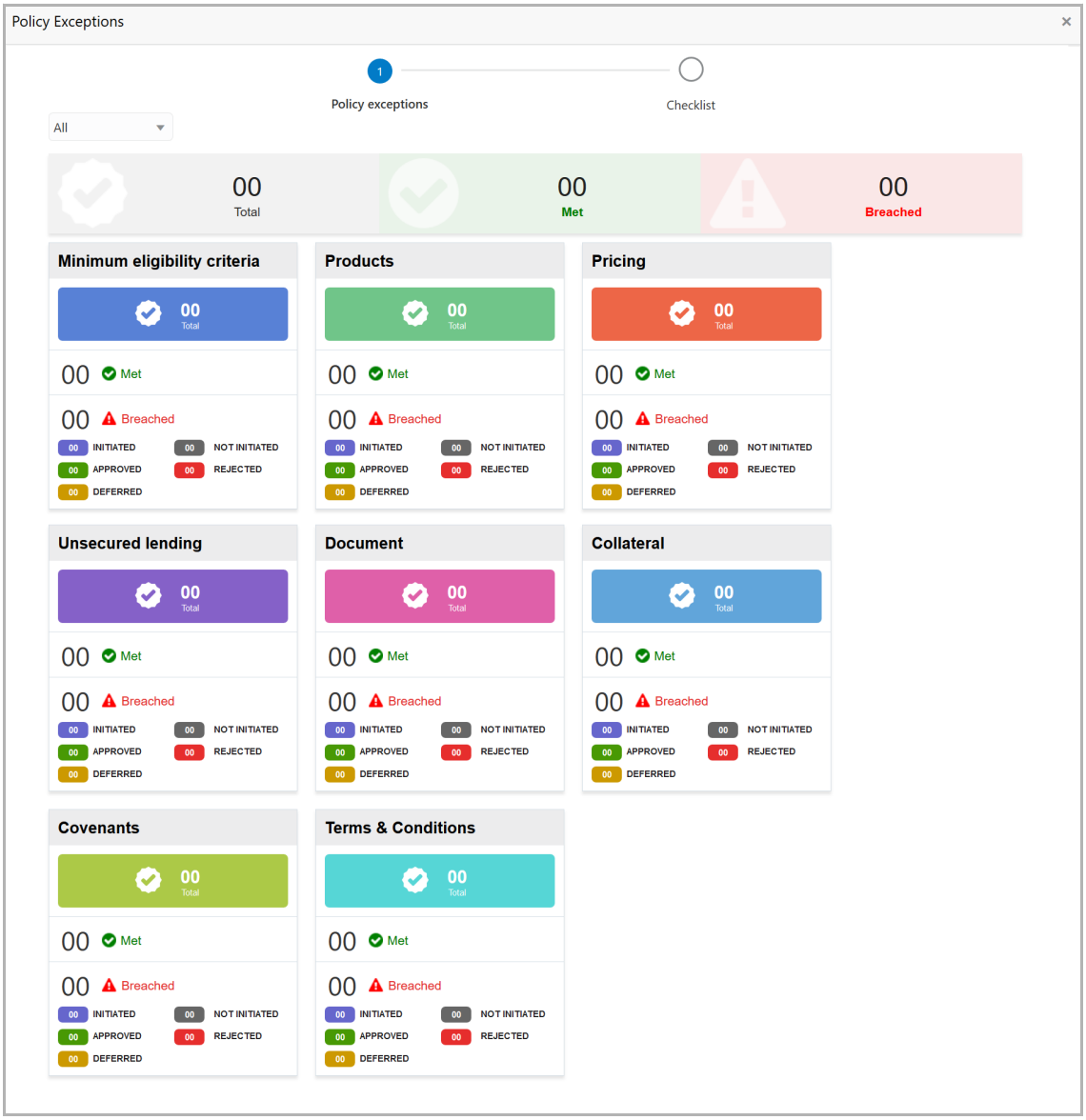
Comments

The *Comments* data segment allows to capture overall remarks for this stage. Posting comments help the user of next stage to make better decision.



437. Type the necessary comments in the text box and click **Post**. Comment is posted.
438. To hold the Facility Review process, click **Hold**.
439. To go back to the previous page, click **Back**.
440. To save and exit the process, click **Save & Close**.
441. To submit the task for enrichment, click **Submit**.
442. To exit the process without saving the information, click **Cancel**.

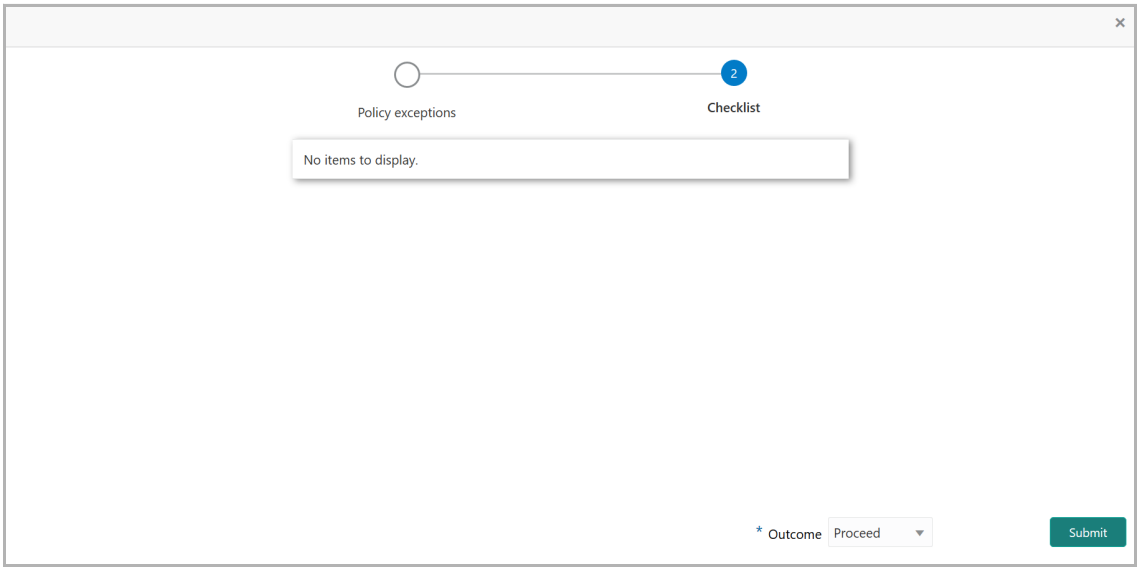
Upon clicking the **Submit** button, the *Policy Exception* window appears:



By default, policy exceptions are displayed for both the party and its child party.

443. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

444. Click the **Checklist** data segment.



In the Enrichment stage, the **Is KYC Required** check box appears in the *Checklist* window. The user can enable that check box to perform KYC evaluation for the party / child party.

445. Select the **Outcome** as **PROCEED**.
446. Click **Submit**.

Upon submitting the Proposal initiation task, the system creates the Proposal Enrichment task for the facility review.

Chapter 4 - Proposal Enrichment

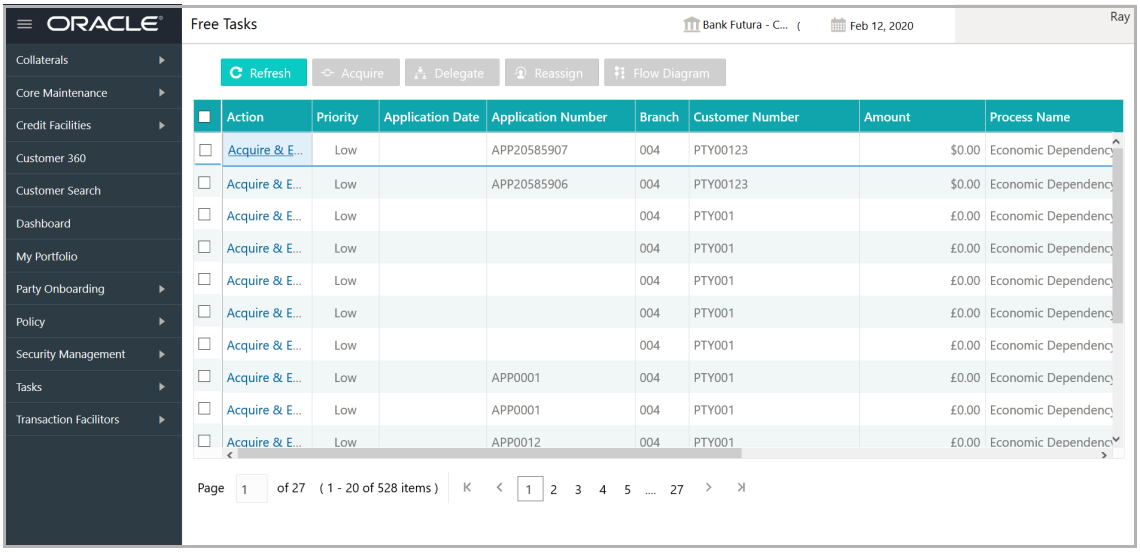
Proposal Enrichment

In this stage, the user can modify the liability, facility, collaterals, covenants, terms and conditions information or other customer information added in the initiation stage and / or add new information about the parent and child parties.

To enrich the facility review, perform the following steps:

Steps to enrich credit proposal

1. In OBCFPM, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears:

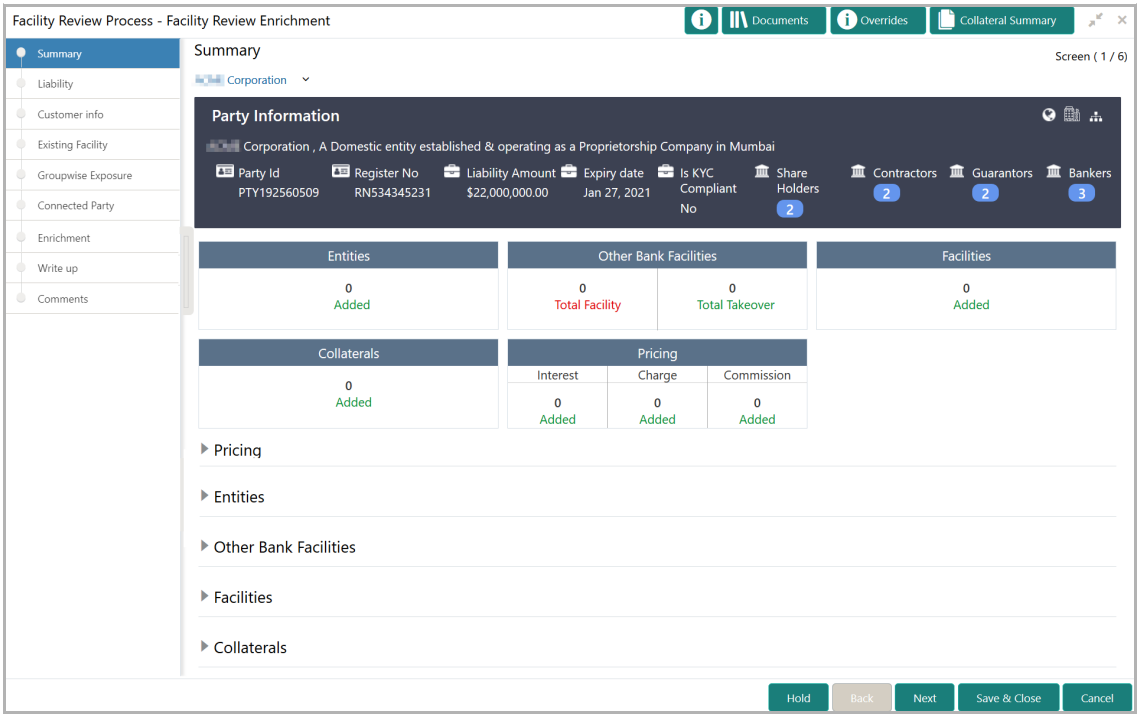


2. **Acquire & Edit** the required application of Enrichment stage. The *Enrichment - Customer Summary* page appears.

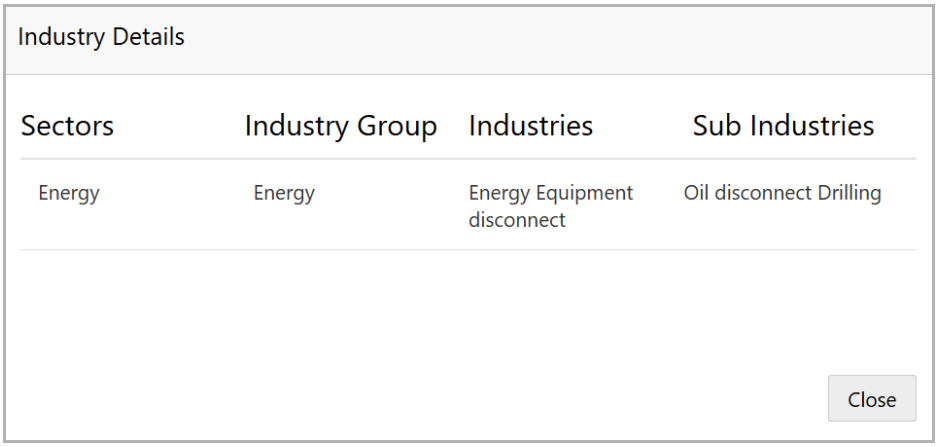
Summary

The *Summary* data segment displays all the information added in the Initiation stage for review.

Chapter 4 - Proposal Enrichment



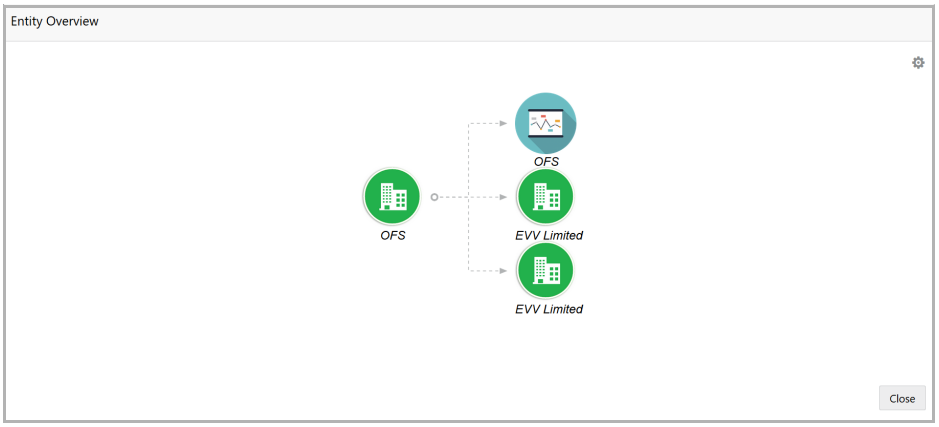
3. To view the sector and industry information, click the industry icon in **customer information** section. *Industry Details* window appears:



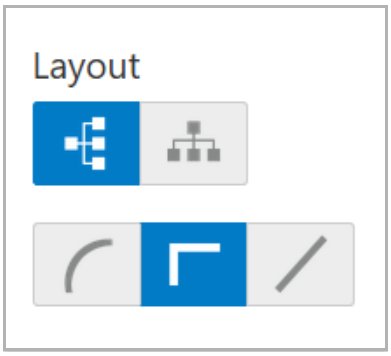
4. Click **Close** to exit the *Industry Details* window.

5. To view the overview of the party, click the entity overview icon in **Customer Information** section. *Entity Overview* window appears:

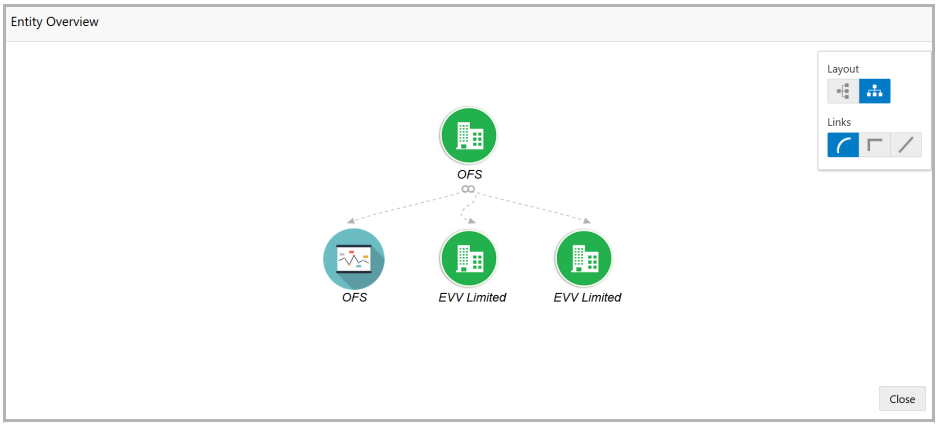
Chapter 4 - Proposal Enrichment



6. To change the layout of the entity overview, click the configuration icon at the top right corner. *Layout* window appears:



7. Select the required layout. Entity Overview is changed to the selected layout as shown below:



8. To exit the *Entity Overview* window, click **Close**.

9. To expand **Entities**, **Other Bank Facilities**, **Facilities**, **Collaterals** and **Pricing** sections, click the count in respective tile or click the triangle in each section.

10. Review the customer details and click **Next**. The *Liability page appears.*

Chapter 4 - Proposal Enrichment

Liability

Refer “Liability” on page 115 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Liability* page, the *Customer Info* page appears.

Customer Info

Refer “Customer Info” on page 87 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Customer Info* page, the *Other Bank Facilities* page appears.

Other Bank Facilities

Refer “Other Bank Facilities” on page 150 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Other Bank Facilities* page, the *Groupwise Exposure* page appears.

Groupwise Exposure

Refer “Groupwise Exposure” on page 152 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Groupwise Exposure* page, the *Connected Party* page appears.

Connected Party

Refer “Connected Party” on page 154 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Connected Party* page, the *Enrichment* page appears.

Enrichment

Refer “Basic Info” on page 119 for information on actions that can be performed in this data segment.

Upon clicking **Next** in the *Enrichment* page, the *Write Up* page appears.

Write Up

Refer “Write Up” on page 156 for information on actions that can be performed in this data segment.

Chapter 4 - Proposal Enrichment

Upon clicking **Next** in the *Write Up* page, the *Comments* page appears.

Comments

Refer “Comments” on page 161 for information on actions that can be performed in this data segment.

Upon submitting the Enrichment task, the system will create multiple parallel tasks for customer evaluation.

Chapter 4 - Proposal Evaluation

Proposal Evaluation

During Facility Review, the credit evaluation, the legal evaluation and the risk evaluation for customer can be performed in a parallel manner. If KYC Evaluation is opted while submitting the Enrichment task, the KYC check can also be performed in parallel with the other evaluations.

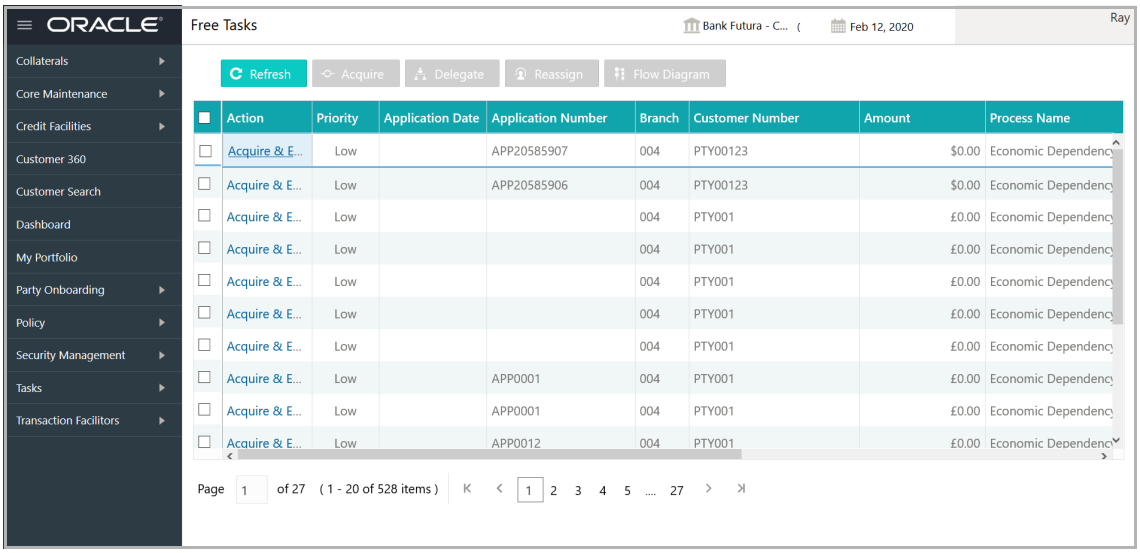
For performing questionnaire based evaluation, Questionnaire Details and Questionnaire Process Linkage maintenance must be done in the Maintenance module.

Refer **Credit Facilities Process Maintenance User Guide** for maintenance related information.

Credit Evaluation

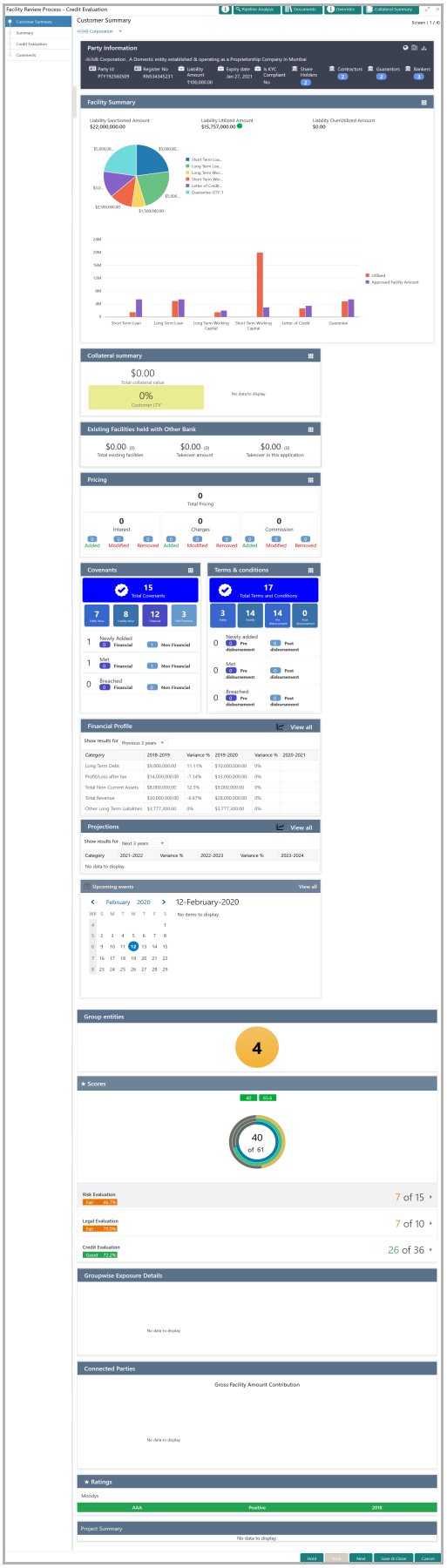
To perform credit evaluation for the customer, perform the following steps:

1. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



2. **Acquire & Edit** the required Credit Evaluation task. The *Credit Evaluation - Customer Summary* page appears**:**

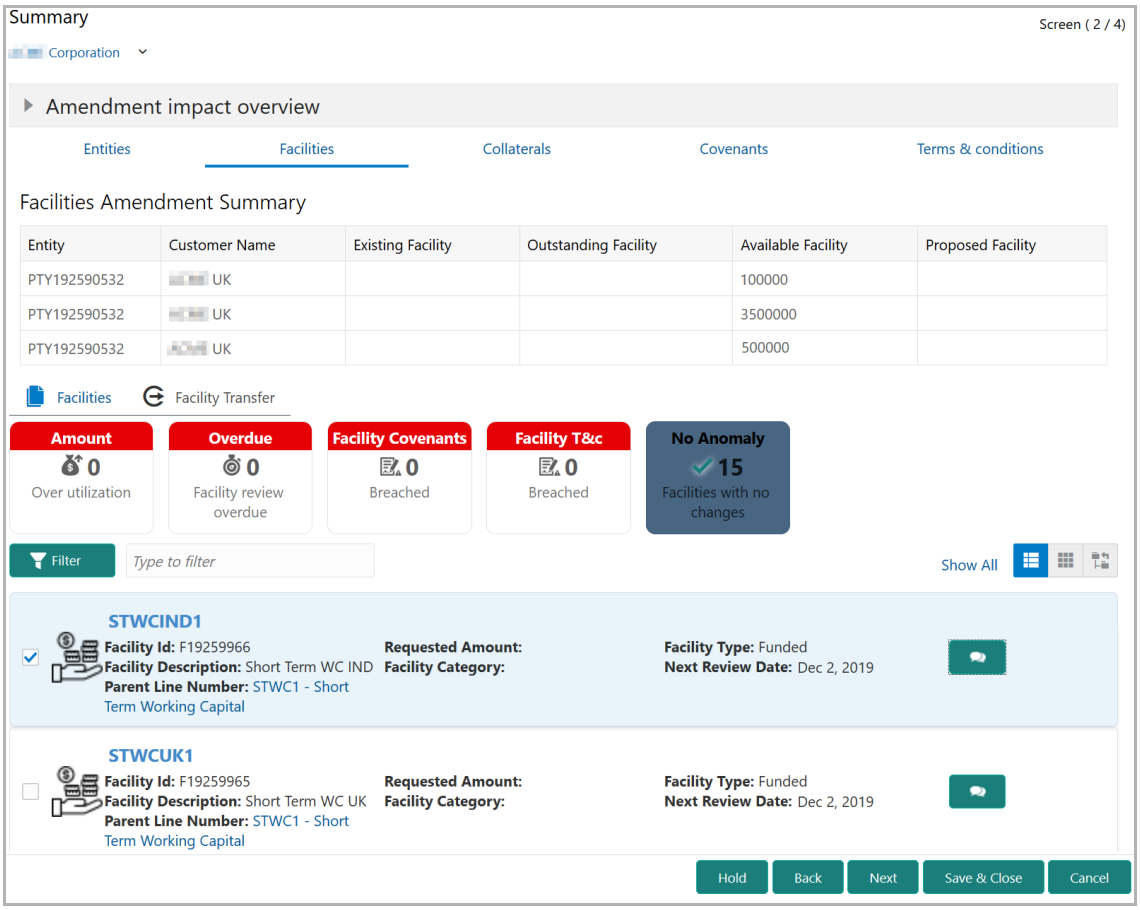
Chapter 4 - Proposal Evaluation



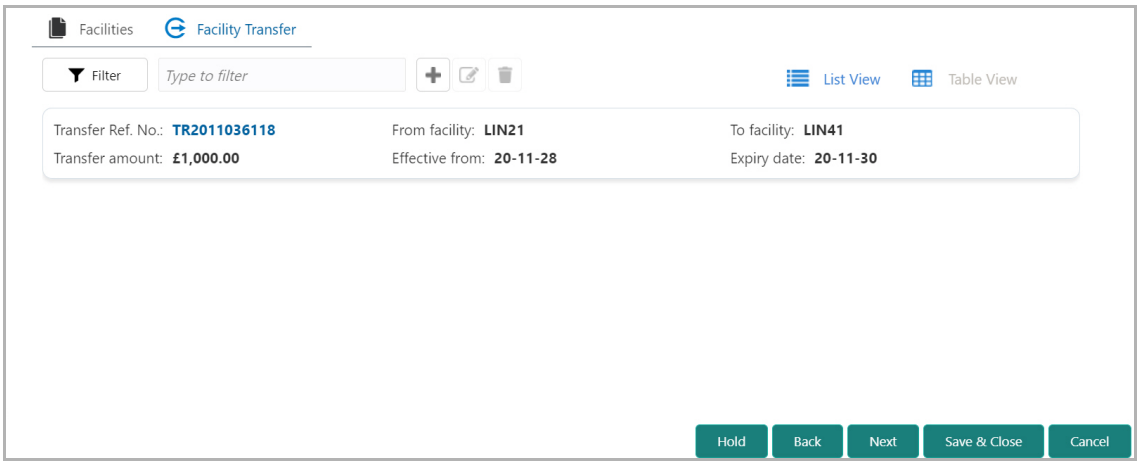
Chapter 4 - Proposal Evaluation

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

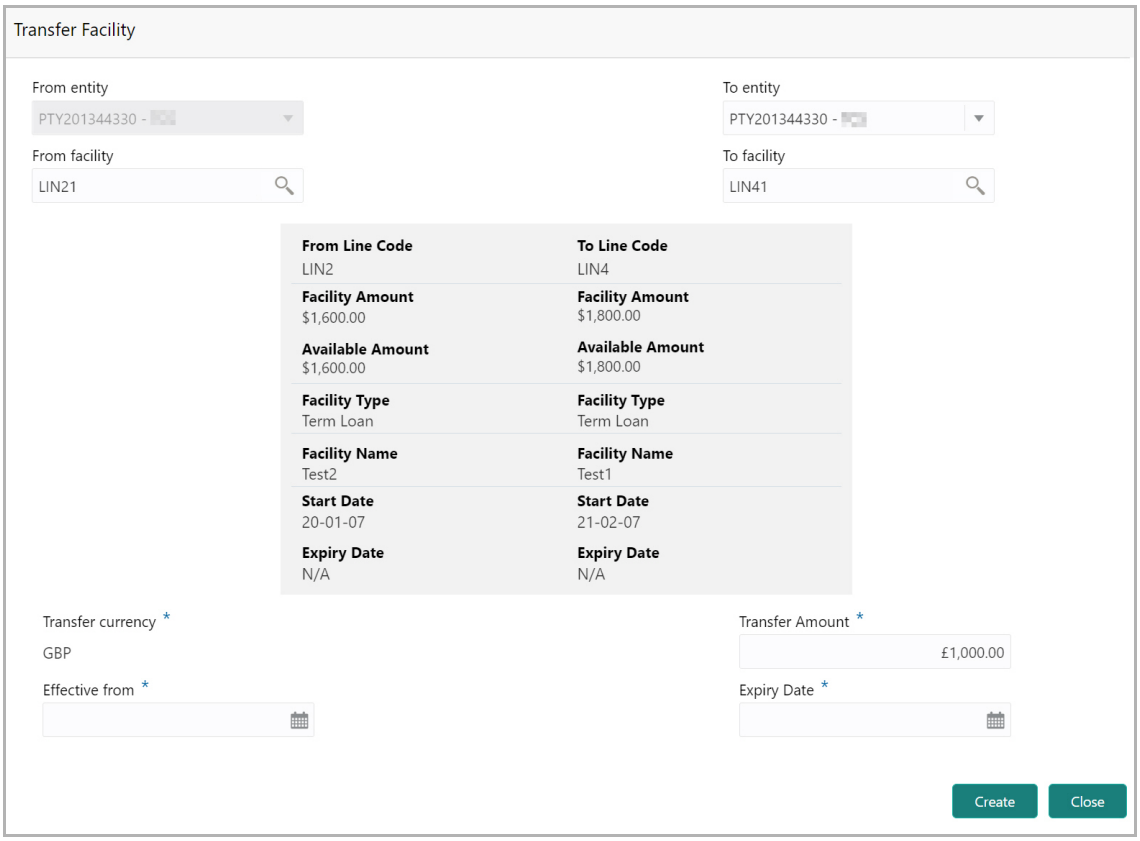
3. After reviewing the *Customer Summary*, click **Next**. The *Summary* page appears:



4. To transfer the facility to another entity or merge with different facility, click **Facility Transfer**.



5. Click the **Add** icon. The *Transfer Facility* window appears:



In the *Transfer Facility* window, Party ID is automatically populated in the **From Entity** field. You cannot modify the From Entity detail.

6. Select the entity to which the facility has to be transferred from the **To entity** drop down list.

7. Select the facility from which amount has to be transferred from the **From Facility** drop down list. Facilities available under the From entity are displayed in the list.

8. Select the facility to which the amount has to be transferred from the **To Facility** drop down list. Facilities available under the selected **To entity** are displayed in the list.

Upon selecting the entity and facilities, the system displays the following information about the from and to facilities:

- Line Code
- Facility Amount
- Available Amount
- Facility Type
- Facility Name
- Start Date
- Expiry Date

9. Select the **Transfer Currency** in which the amount has to be transferred.
10. Specify the amount to be transferred in the **Transfer Amount** field.
11. Click the calendar icon in the **Effective From** field and select the date on which the transfer should happen.
12. Click the calendar icon in the **Expiry Date** field and select the date on which the transferred amount should expire.
13. Click **Create**. Specified amount will be transferred to the target facility and the transfer details will be displayed in the *Facility Transfer* page.
14. To update the facility transfer details, select the required item and click the edit icon**.** The *Transfer Facility* window appears.
15. Modify the required details and click **Update**.

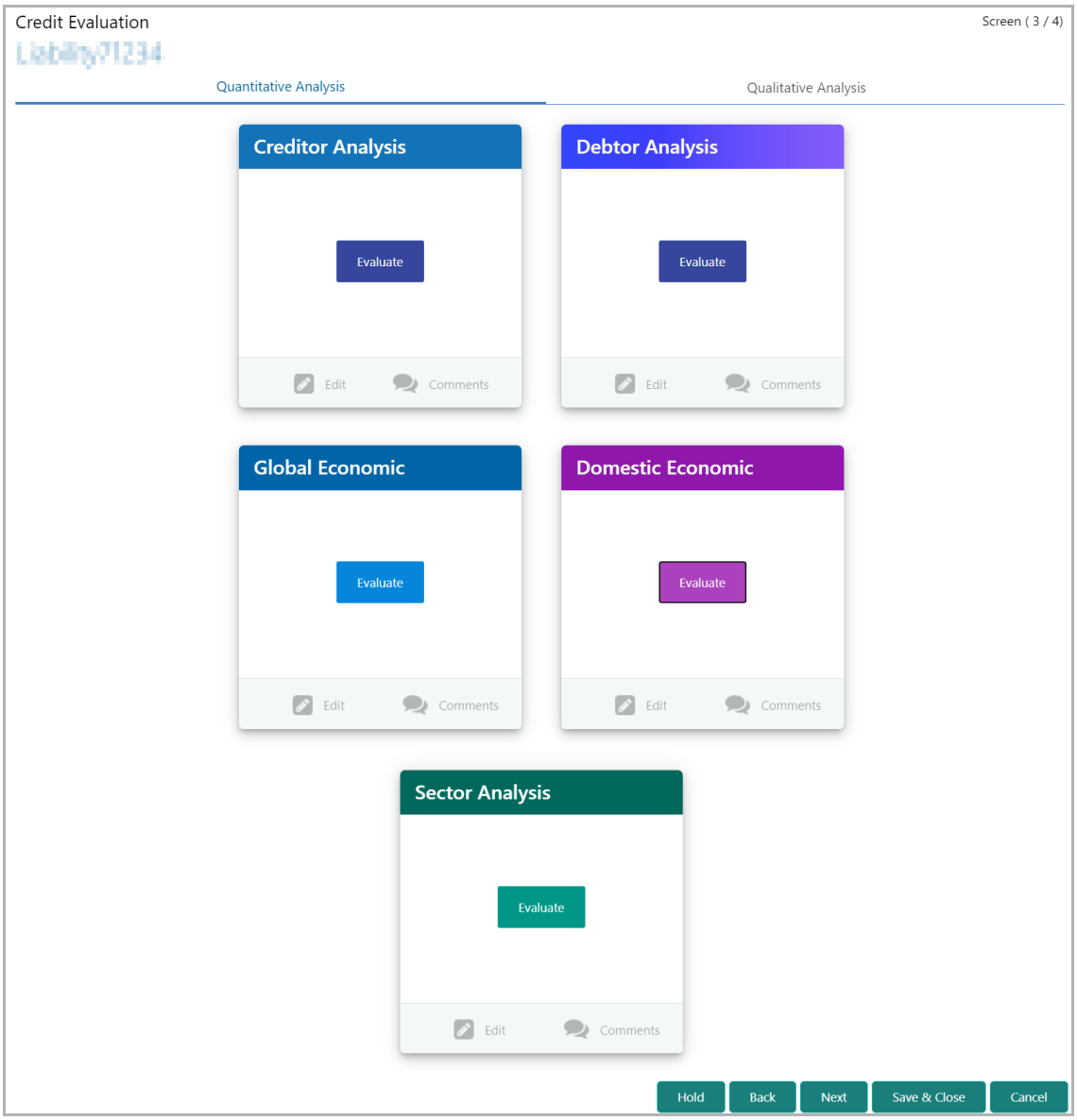
You can optionally post comments while updating the transfer details, if required.

16. To delete the transfer details, select the required item and click the delete icon.
17. To change the layout of *Facility Transfer* page to table view, click the **Table View** icon.
18. To go back to the *Facilities* page, click **Facilities** next to the **Facility Transfer.** *Facilities* page appears.

For information on more actions that can be performed in the Facilities page and for Information on viewing and managing Collaterals, Covenants and Terms and Conditions, refer “Basic Info” on page 119.

19. To view the party details, click the **Entities** tab in *Summary* page.
20. To go to the *Credit Evaluation* page, click **Next**.

Chapter 4 - Proposal Evaluation



Chapter 4 - Proposal Evaluation

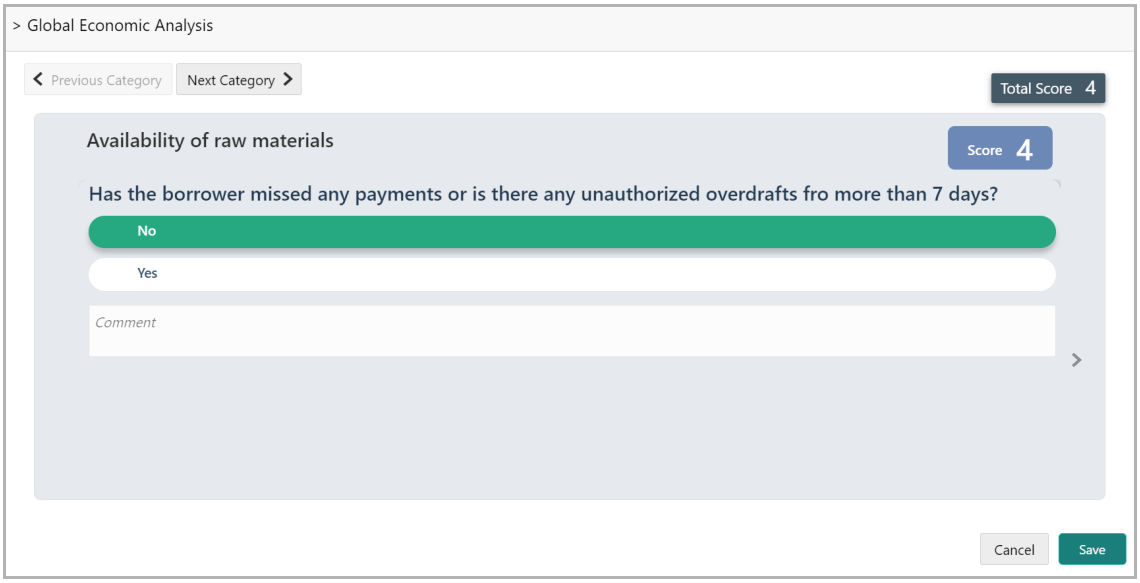
In *Credit Evaluation* page, you can perform the following analysis for the party and its child parties by answering simple questions related to the analysis:

- Quantitative Analysis
- Qualitative Analysis

The Quantitative Analysis comprises the following analysis for the customer:

- Creditor Analysis
- Debtor Analysis
- Global Economic
- Domestic Economic
- Sector Analysis

Upon clicking **Evaluate** in any of the tile, the *Questionnaire* window appears:



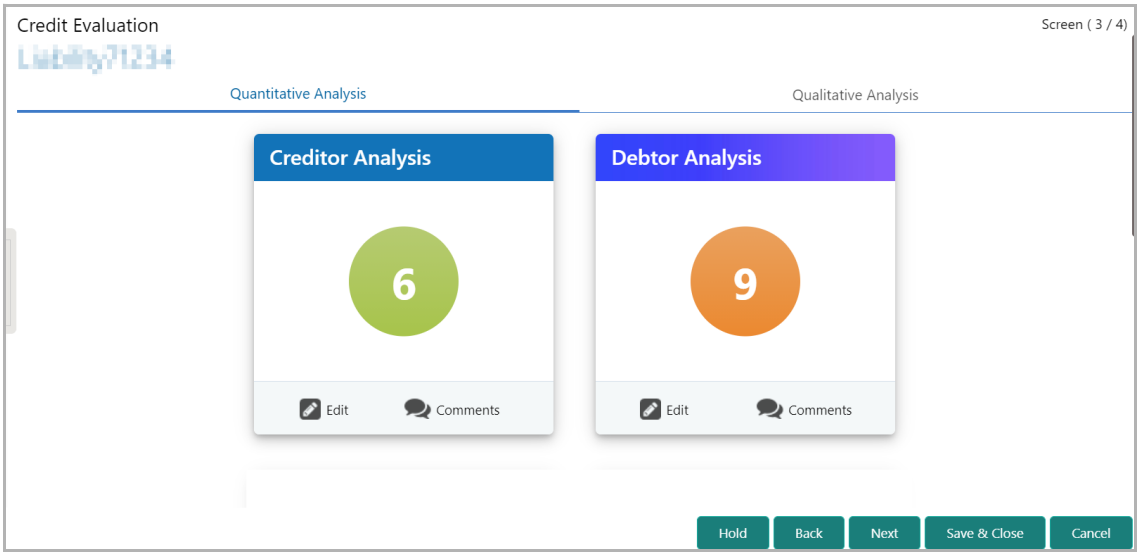
21. Select answers for the available questions and click **Next Category**.

22. Right arrow icon appears in case of multiple questions, click the right arrow and answer all the questions in all the category.

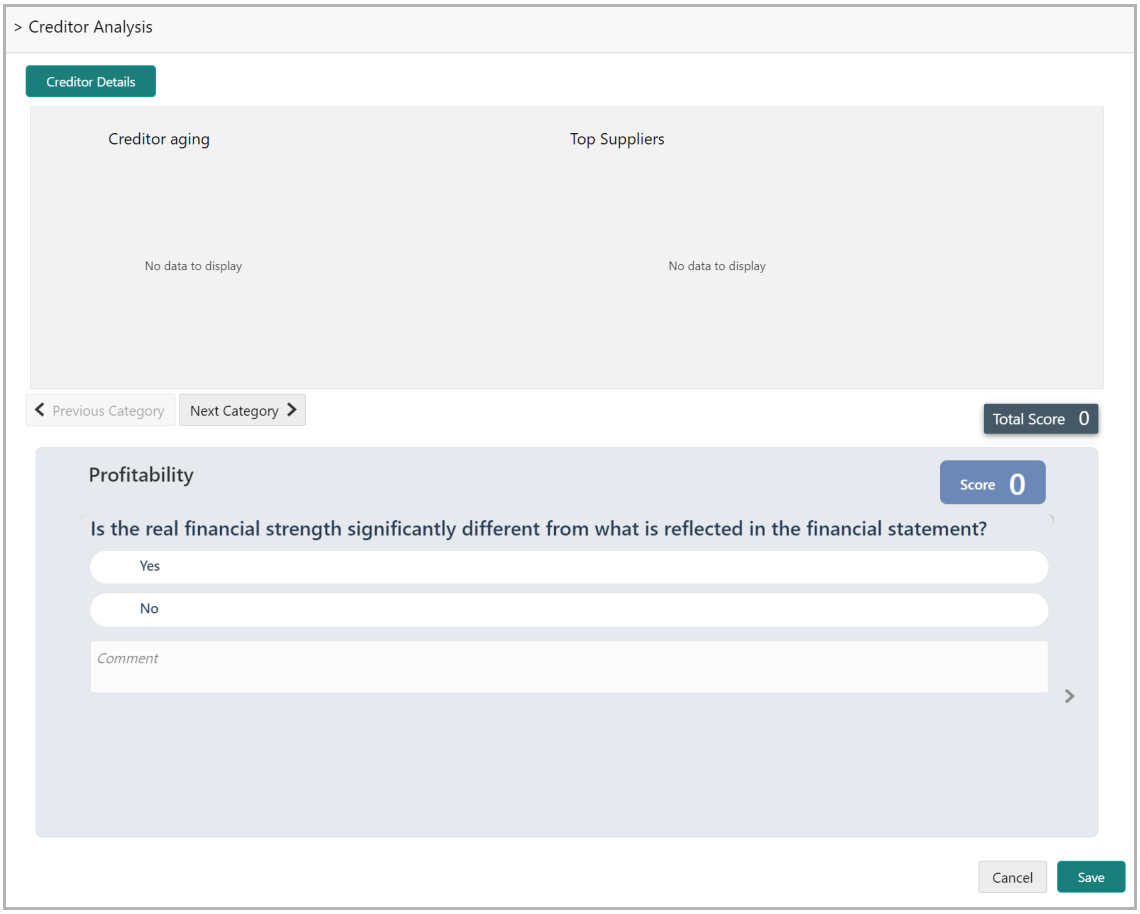
A score is generated and displayed for the sector based on each answer provided.

23. Click **Save**. Cumulative score is displayed in the Quantitative Analysis page as shown below:

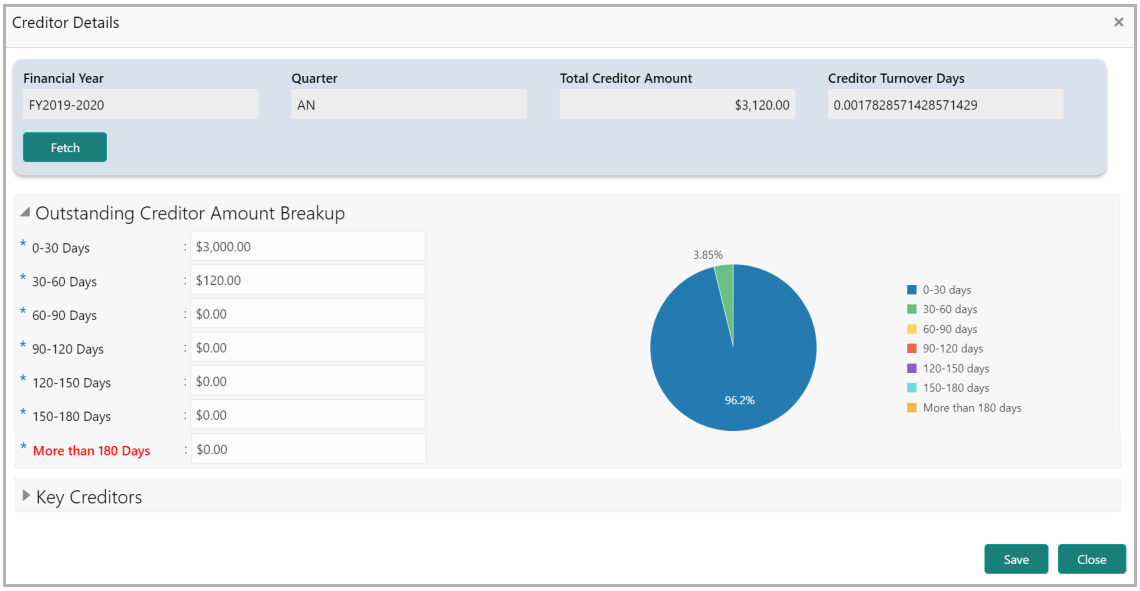
Chapter 4 - Proposal Evaluation



For Creditor and Debtor Analysis, the Creditor and Debtor details can be added directly from the questionnaire window.



24. Click the **Creditor Details** / **Debtor Details** in the *Questionnaire* window. The **Creditor Details** / **Debtor Details** window appears:



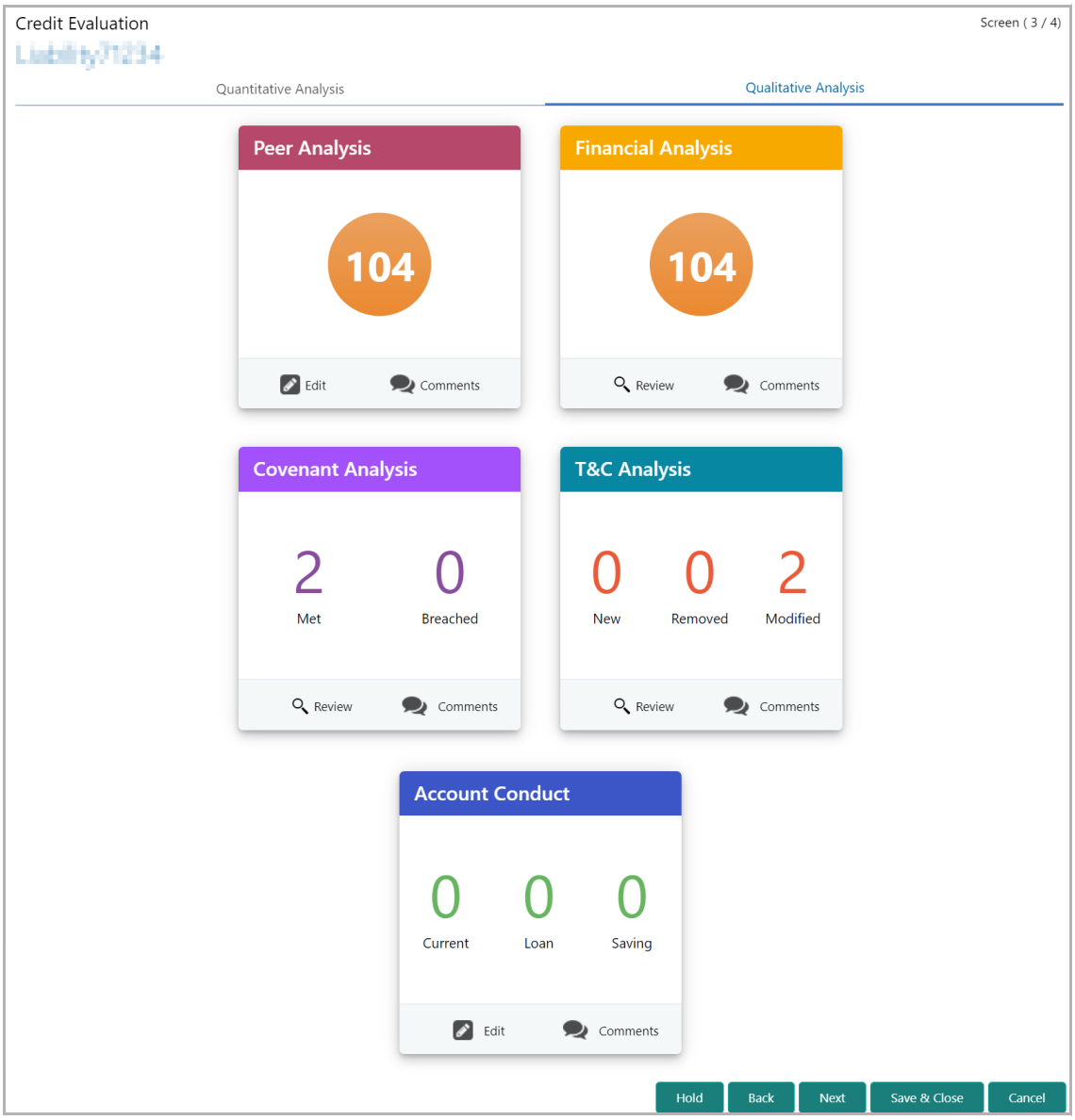
25. **Fetch** the Creditor / Debtor Details for the required period.

26. To add Key Creditor / Key Debtor, click and expand the respective section and then click the Add icon.

27. After adding the information, click **Save**.

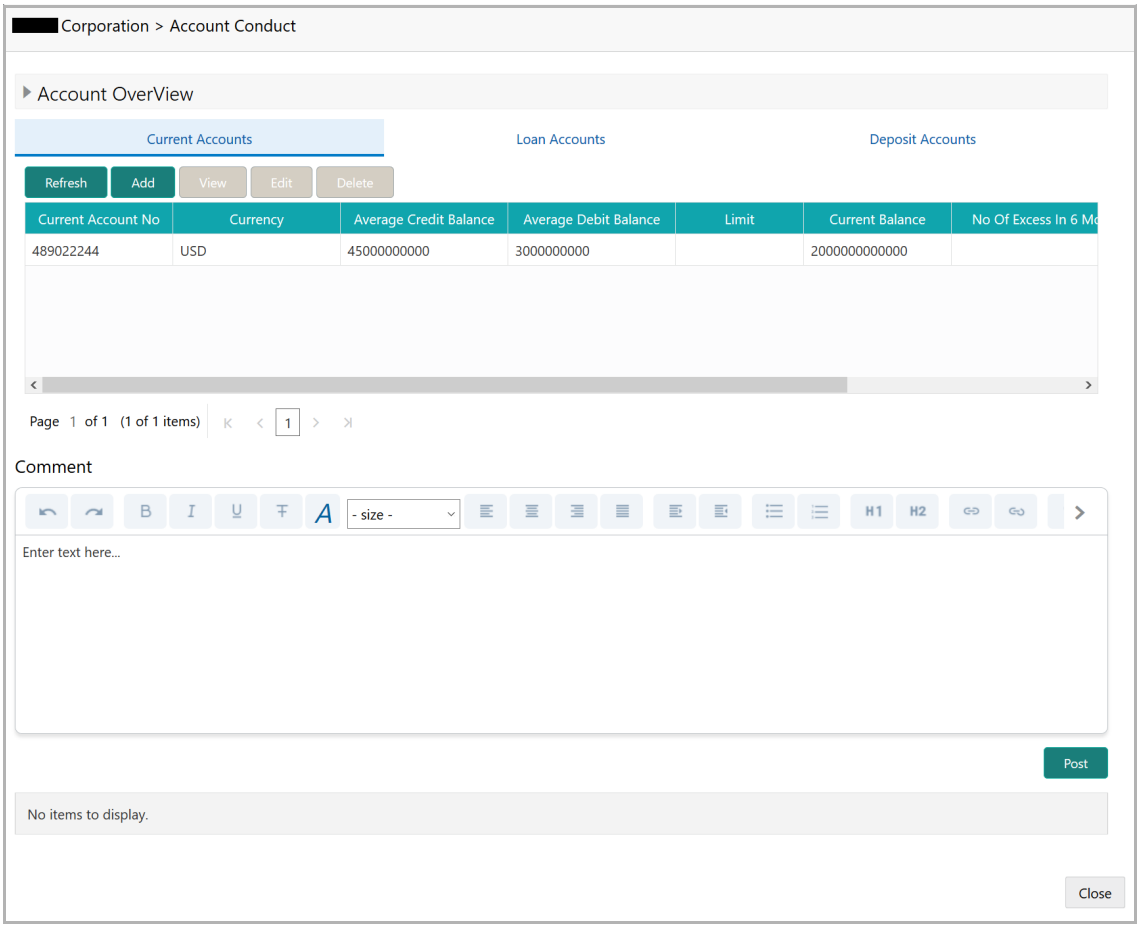
28. After performing the quantitative analysis, click **Qualitative Analysis** tab. The *Qualitative Analysis* page appears:

Chapter 4 - Proposal Evaluation



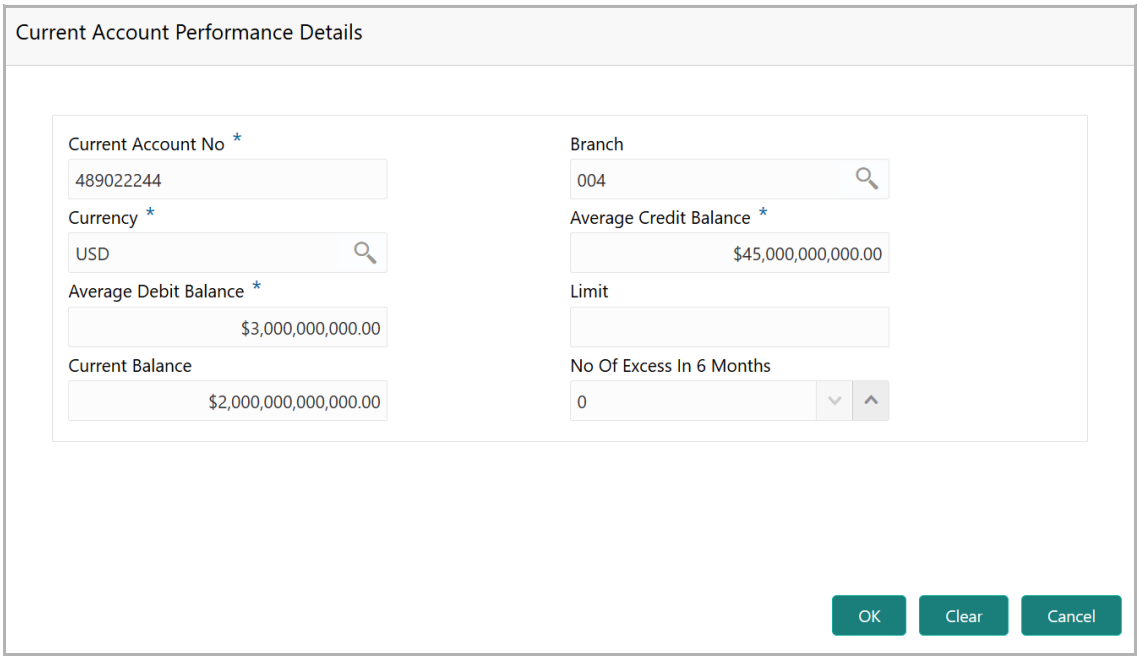
29. To analyze the account conduct of customer, click **Evaluate** in **Account Conduct** tile.

Chapter 4 - Proposal Evaluation

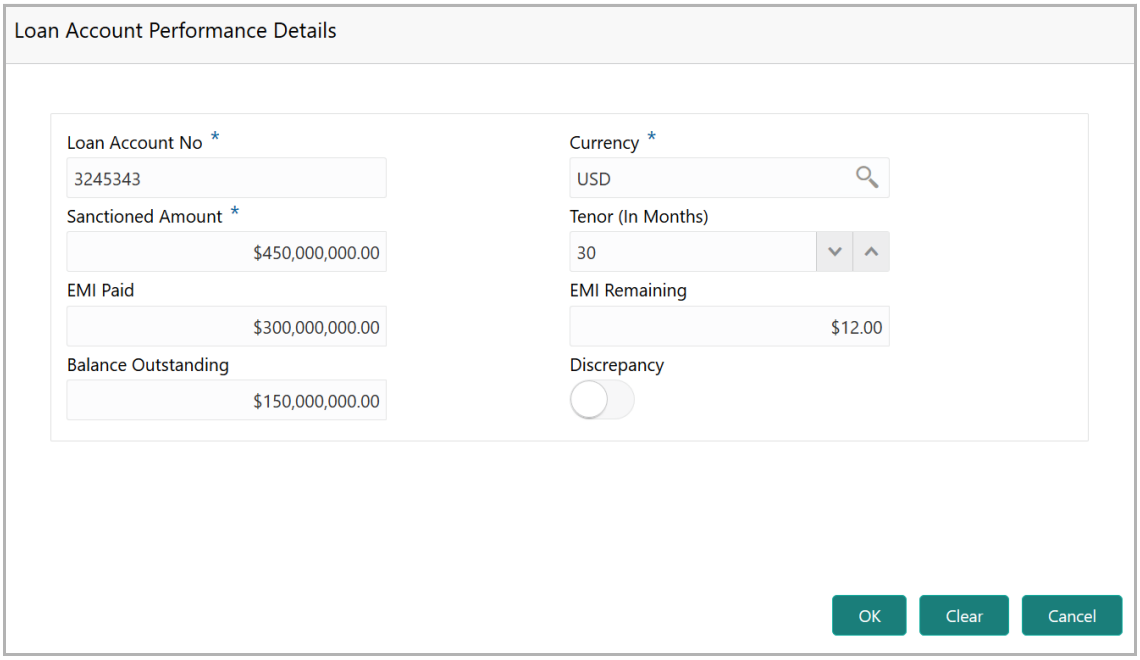


30. To view the summary of current, loan and deposit accounts, click and expand **Account Overview** section.

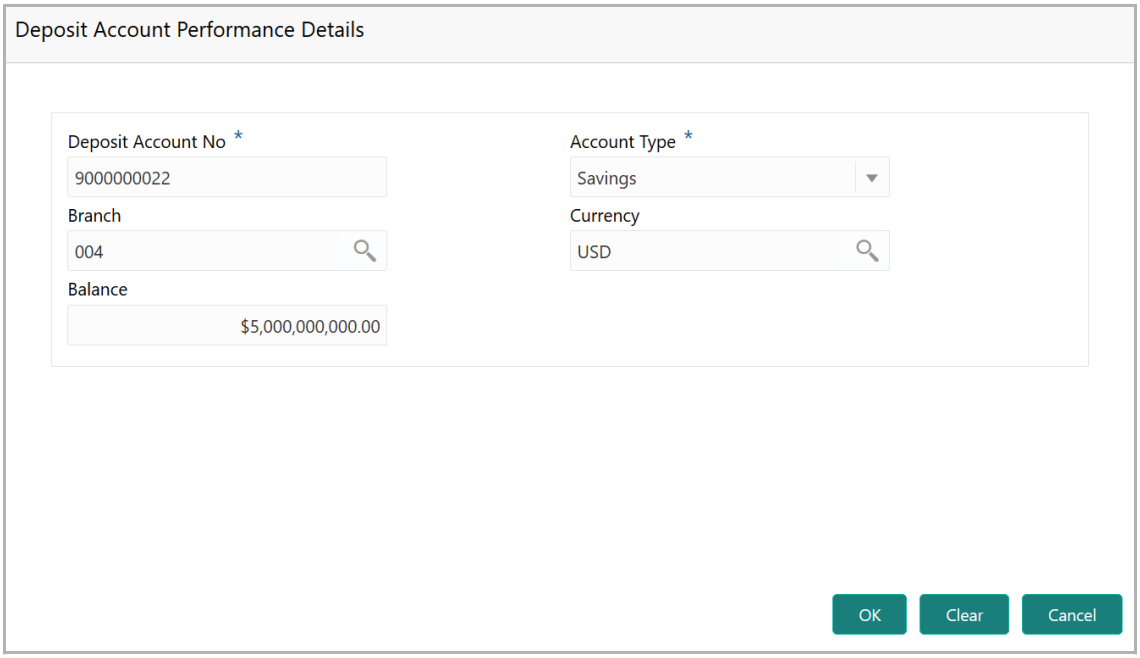
31. To add the current account, click **Add**. Current Account Performance Details window appears:



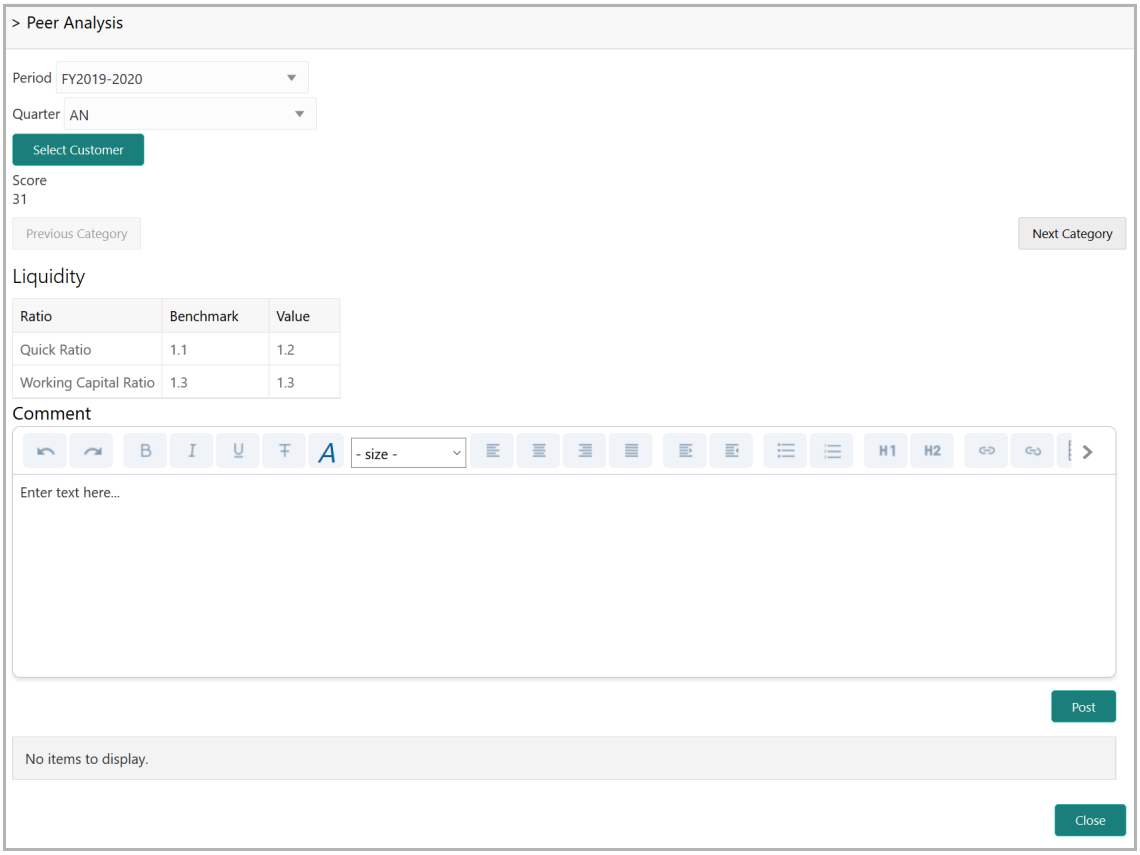
32. Type the **Current Account No**.
33. Search and select the **Branch** and **Currency**.
34. Specify the following details in corresponding fields:
    - Average Credit Balance
    - Average Debit Balance
    - Limit
    - Current Balance
    - No Of Excess in 6 Months
35. Click **OK.** Details are added and displayed in *Current Accounts* page.
36. To refresh the current account list, click **Refresh**.
37. To view the current account details, select the current account and click **View**.
38. To modify the current account details, select the current account and click **Edit**.
39. To delete the current account details, select the current account and click **Delete**.
40. To add the loan account, click the **Loan Accounts** tab and then click **Add**. *Loan Account Performance Details* window appears:



41. Type the **Loan Account No**.
42. Search and select the **Currency**.
43. Specify the following details in corresponding fields:
    - Sanctioned Amount
    - Tenor (In Months)
    - EMI Paid
    - EMI Remaining
    - Balance Outstanding
44. If there is a discrepancy in payment, enable the **Discrepancy** switch.
45. Click **OK.** Details are added and displayed in *Loan Accounts* page.
46. To refresh the loan account list, click **Refresh**.
47. To view the loan account details, select the loan account and click **View**.
48. To modify the loan account details, select the loan account and click **Edit**.
49. To delete the loan account details, select the loan account and click **Delete**.
50. To add the deposit account, click the **Deposit Accounts** tab and then click **Add**. *Deposit Account Performance Details* window appears:



51. Type the **Deposit Account No**.
52. Select the **Account Type** from the drop down list.
53. Search and select the **Branch** and **Currency**.
54. Specify the **Balance** in deposit account.
55. Click **OK.** Details are added and displayed in *Deposit Accounts* page.
56. To refresh the deposit account list, click **Refresh**.
57. To view the deposit account details, select the deposit account and click **View**.
58. To modify the deposit account details, select the deposit account and click **Edit**.
59. To delete the deposit account details, select the deposit account and click **Delete**.
60. **Post** the **Comments** for the account conduct.
61. Close the *Account Conduct* window. A score is generated for the account conduct and displayed in the *Qualitative Analysis* window.
62. To evaluate the customer's performance against its peer, click **Evaluate** in **Peer Analysis** tile. The *Peer Analysis* window appears:



63. Select the **Period** and the **Quarter** for which you want to view peer analysis score.

64. Click **Select Customer** and fetch the required peer customer. The system displays the following details for the selected peer along with a score:

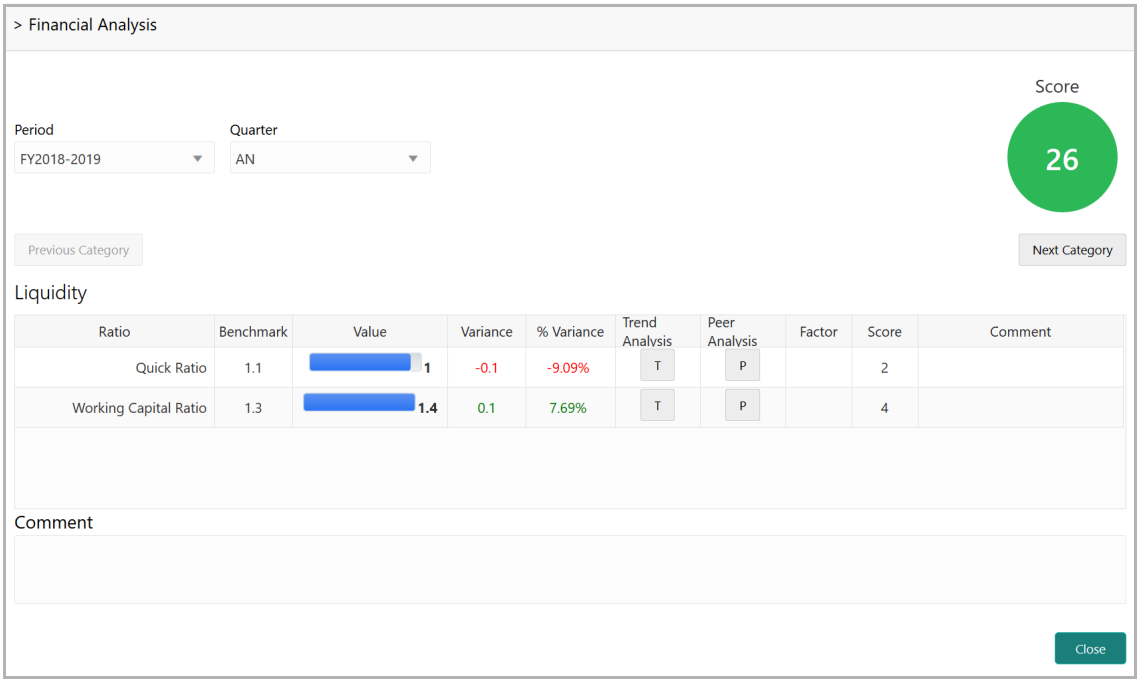
- Liquidity
- Efficiency
- Profitability
- Solvency

65. To view each of the above details, click **Next Category**.

66. **Post** the **Comment** for the Peer Analysis.

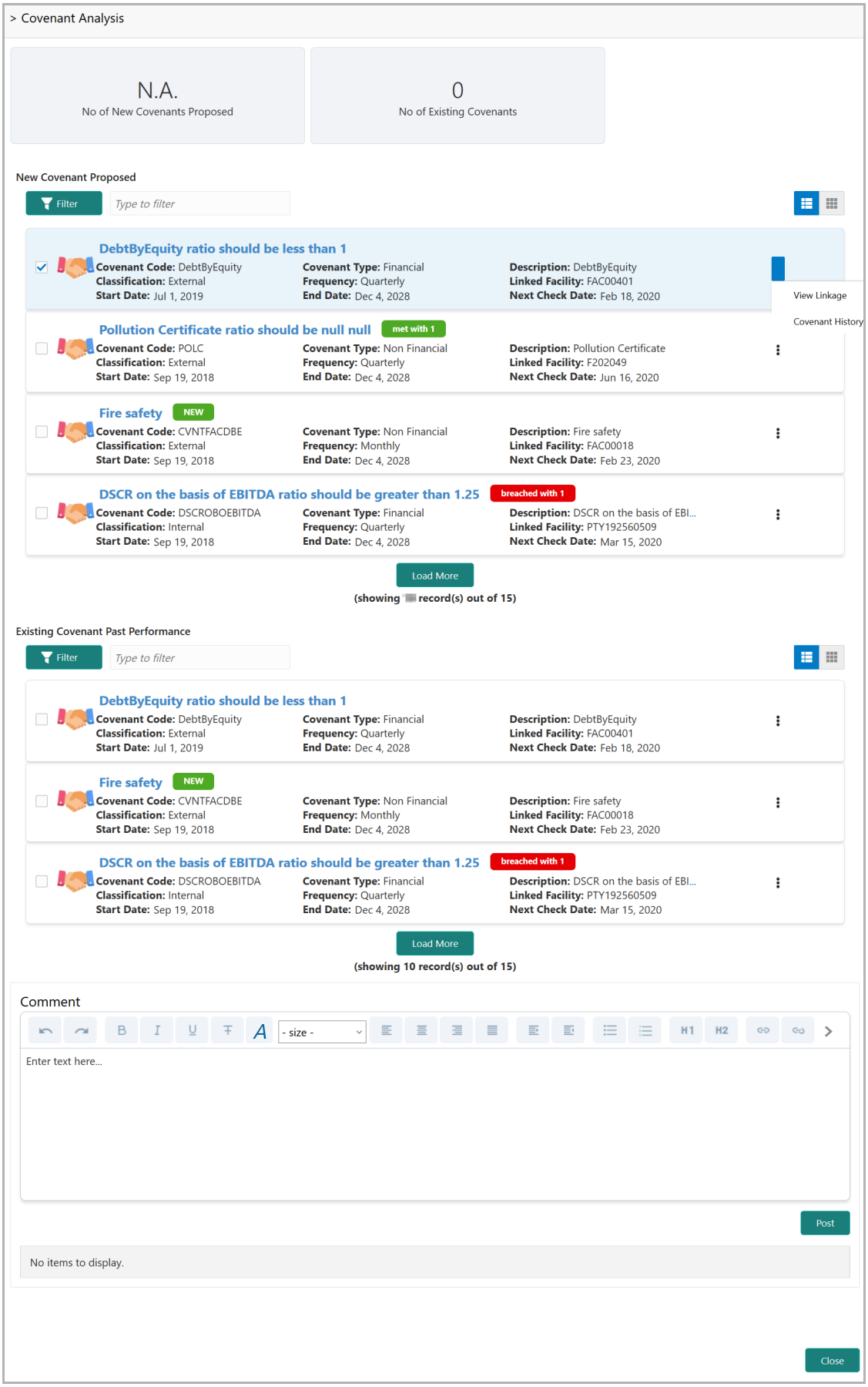
67. Click **Close**. The score is displayed in the *Qualitative Analysis* window.

68. To evaluate financial performance of the customer, click **Evaluate** in **Financial Analysis** tile. The *Financial Analysis* window appears:



69. Select the **Period** and the **Quarter** for which you want to view the financial analysis score. The system displays the following details of the customer for the selected period along with a score:
    - Liquidity
    - Efficiency
    - Profitability
    - Solvency
70. To view each of the above details, click **Next Category**.
71. **Post** the **Comment** for the Financial Analysis.
72. Click **Close**. The score is displayed in the *Qualitative Analysis* window.
73. To view the covenant compliance status of the customer, click **Evaluate** in the **Covenant Analysis** tile. The *Covenant Analysis* window appears:

Chapter 4 - Proposal Evaluation



Chapter 4 - Proposal Evaluation

In Covenant Analysis window, the following details are displayed:

- New Covenant Proposed
- Existing Covenant Past Performance

74. To filter the required new and existing covenants, click the **Filter** icon and specify the filter parameters or directly type the parameter in ***Type to filter*** text box.

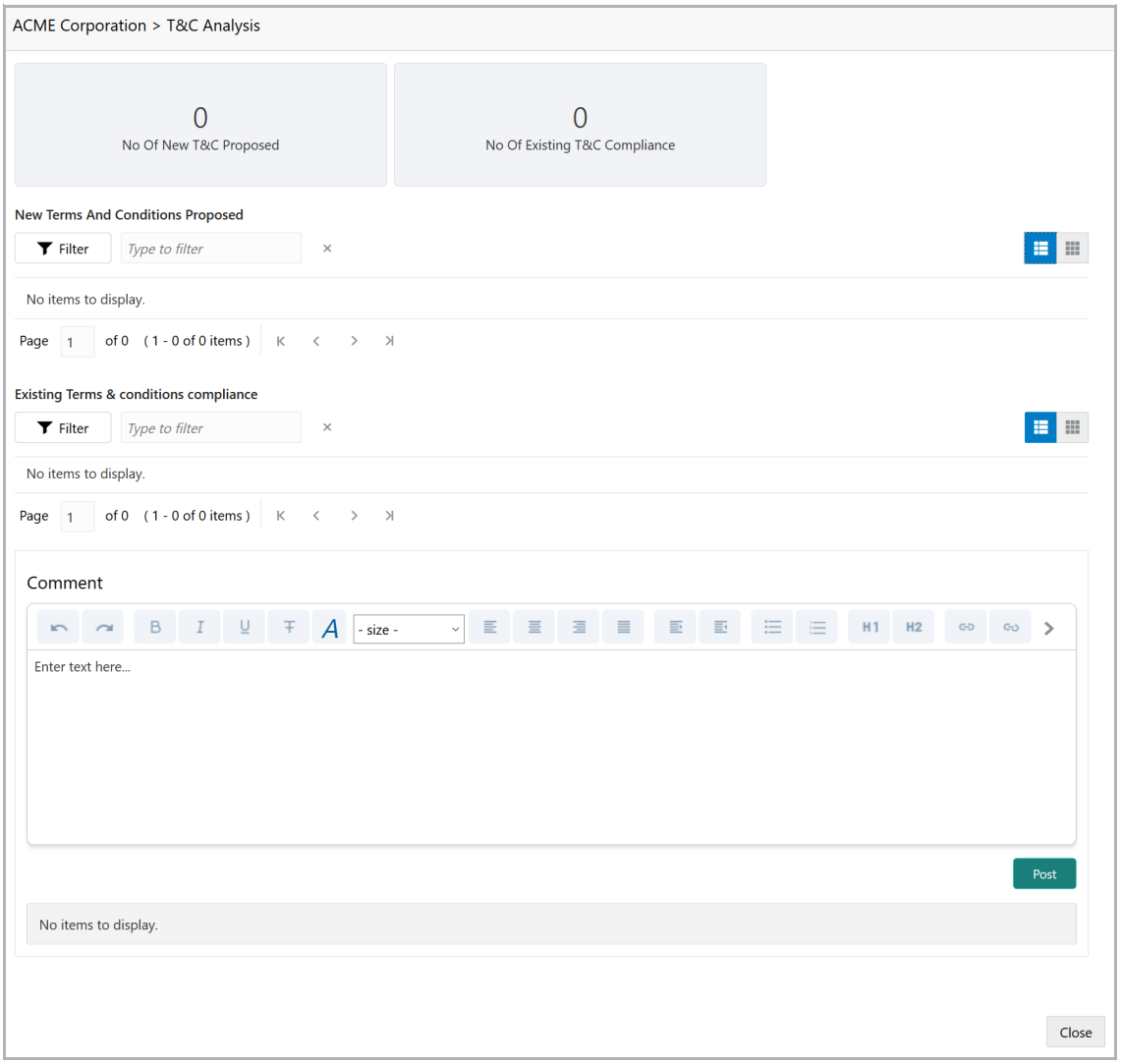
75. To change the layout to table view, click the **Table view** icon.

76. To know with which entity a particular covenant is linked, click the hamburger icon in the covenant record and select **View Linkage**.

77. To view the covenant history, click the hamburger icon in the covenant record and select **Covenant History**.

78. After viewing the covenant details, **Post** the **Comments** and click **Close**. Met and Breached covenants are displayed in **Covenants** tile.

79. To view the terms & conditions compliance status of the customer, click **Review** in **T&C Analysis** tile. The *T&C Analysis* window appears:



Chapter 4 - Proposal Evaluation

In the *T&C Analysis* window, the following information are displayed:

- New Terms And Conditions Proposed
- Existing Terms & conditions compliance

80. To filter the required terms and conditions, click the **Filter** icon and specify the filter parameters or directly type the parameter in ***Type to filter*** text box.

81. To change the layout to table view, click the **Table view** icon.

82. To delete a terms and conditions record, select the record and click the **D** icon.

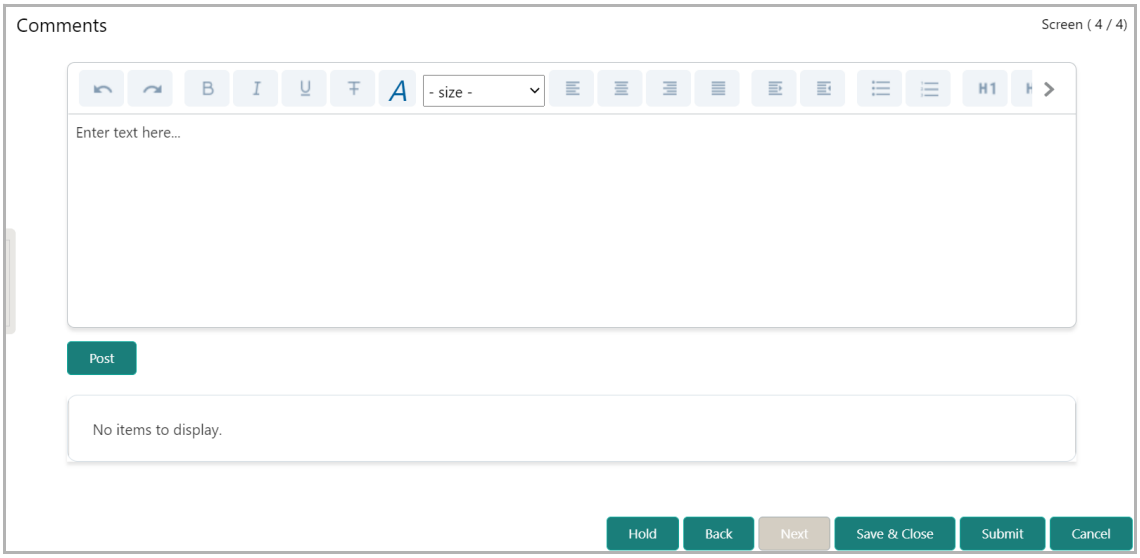
83. To view more information about the terms and conditions, select the record and click the **V** icon.

84. After reviewing the terms and conditions, **Post** the **Comments and** click **Close**. Count of New, Removed and Modified terms and conditions is displayed in the **T&C Analysis** tile.

85. To modify the terms and conditions record, click **Edit** in the corresponding tile.

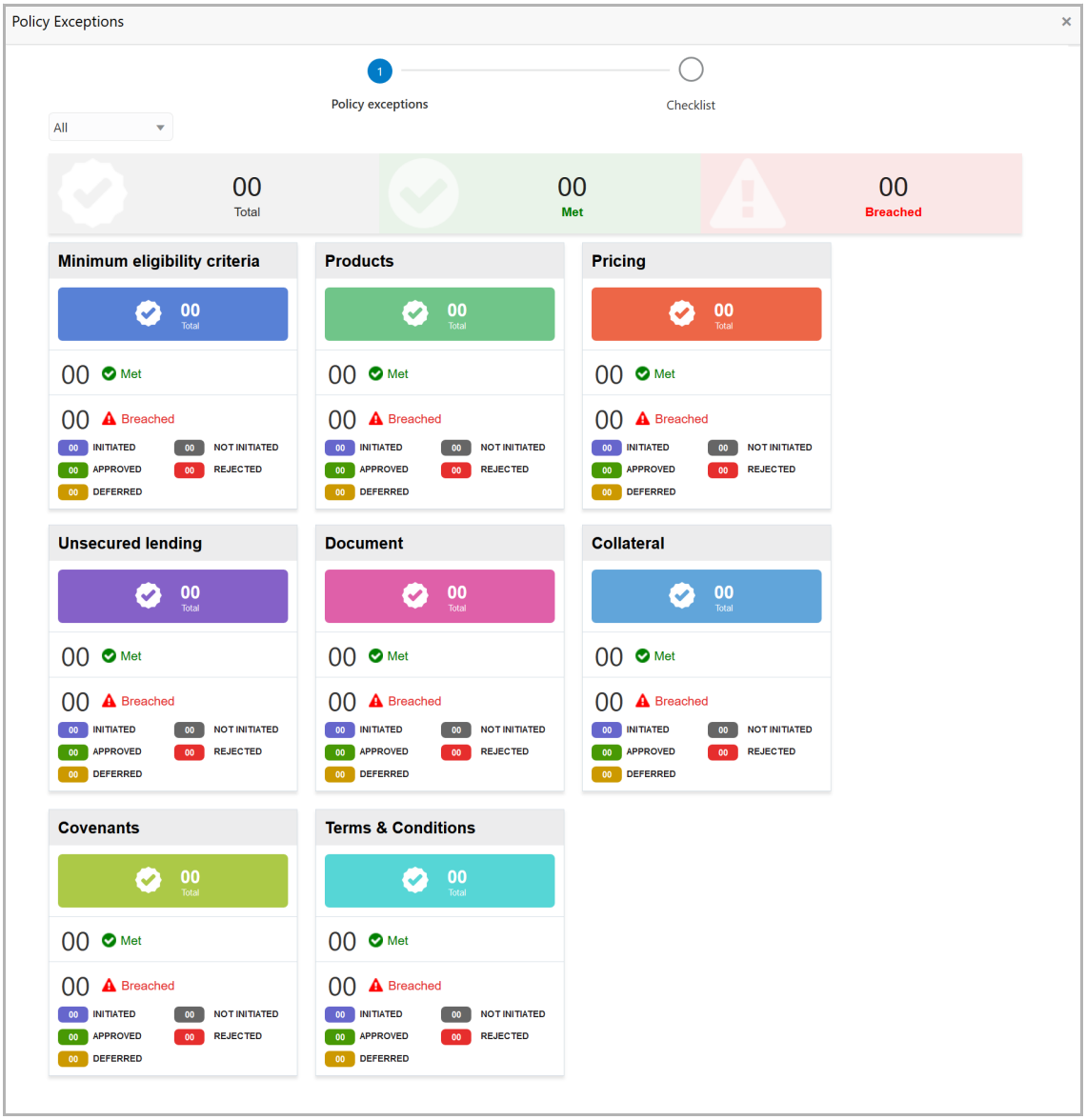
86. To capture comments for the terms and conditions analysis, click **Comment** in the corresponding tile.

87. After performing qualitative analysis for both the party and its child parties, click **Next** in the *Credit Evaluation* page**.** The *Comments* page appears:



88. Type the overall **Comments** for the credit evaluation and click **Post.** Comment is posted below the **Comments** box**.**

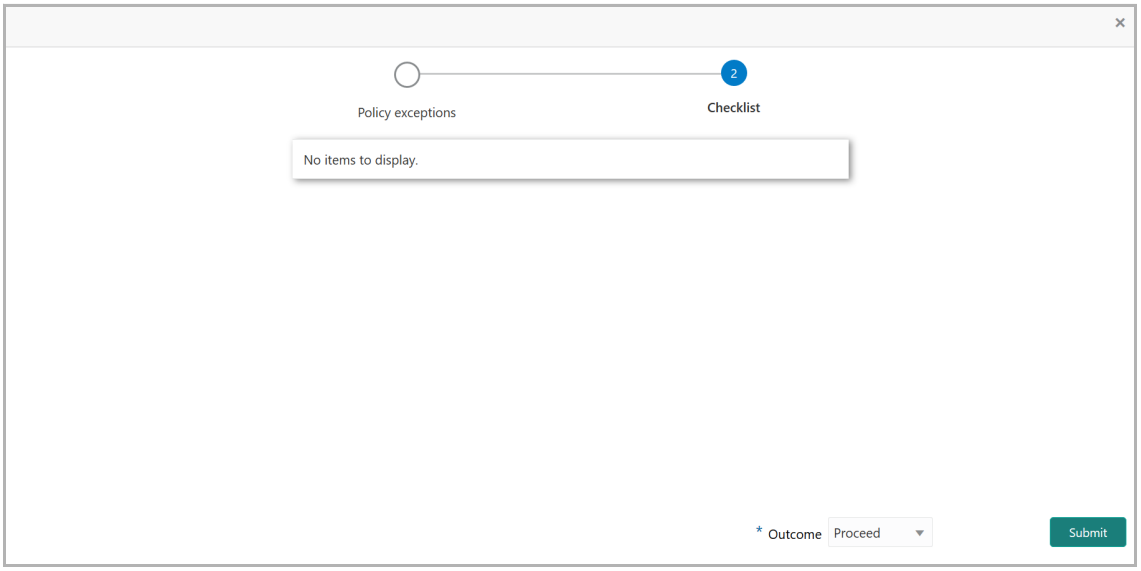
89. Click **Submit**. The *Policy Exception* window appears:



By default, policy exceptions are displayed for both the organization (party) and its child party.

90. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

91. Click the **Checklist** data segment.



92. Select the **Outcome** as **PROCEED,** if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.

93. Click **Submit**.

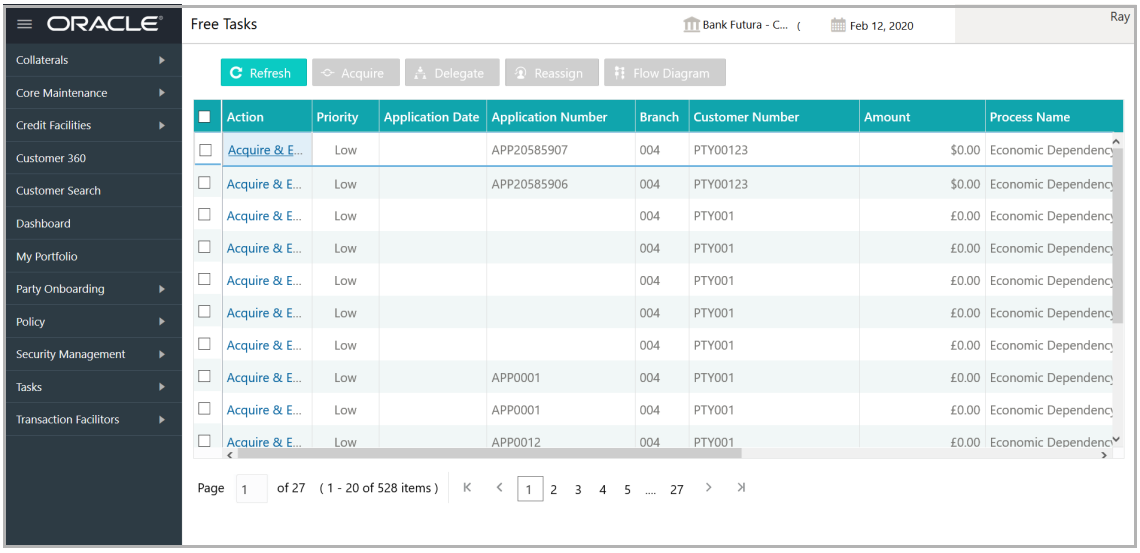
For information on **Write up** data segment, refer Proposal Initiation Chapter.

Chapter 4 - Proposal Evaluation

Legal Evaluation

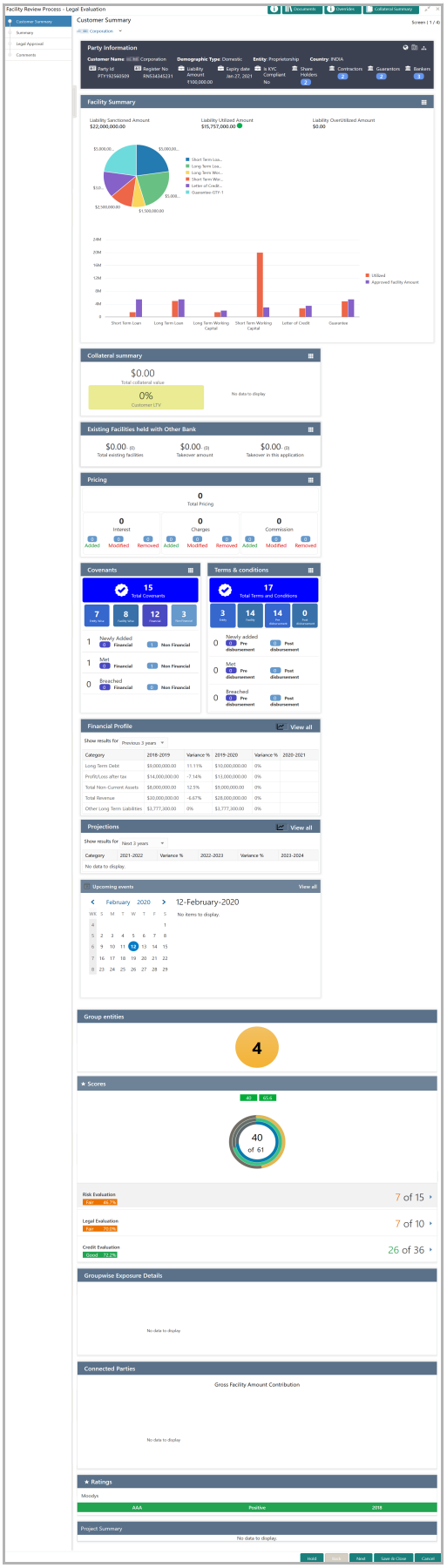
To perform legal evaluation for the customer, perform the following steps:

94. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



95. **Acquire & Edit** the required Legal Evaluation task**.** The *Legal Evaluation - Customer Summary* page appears**:**

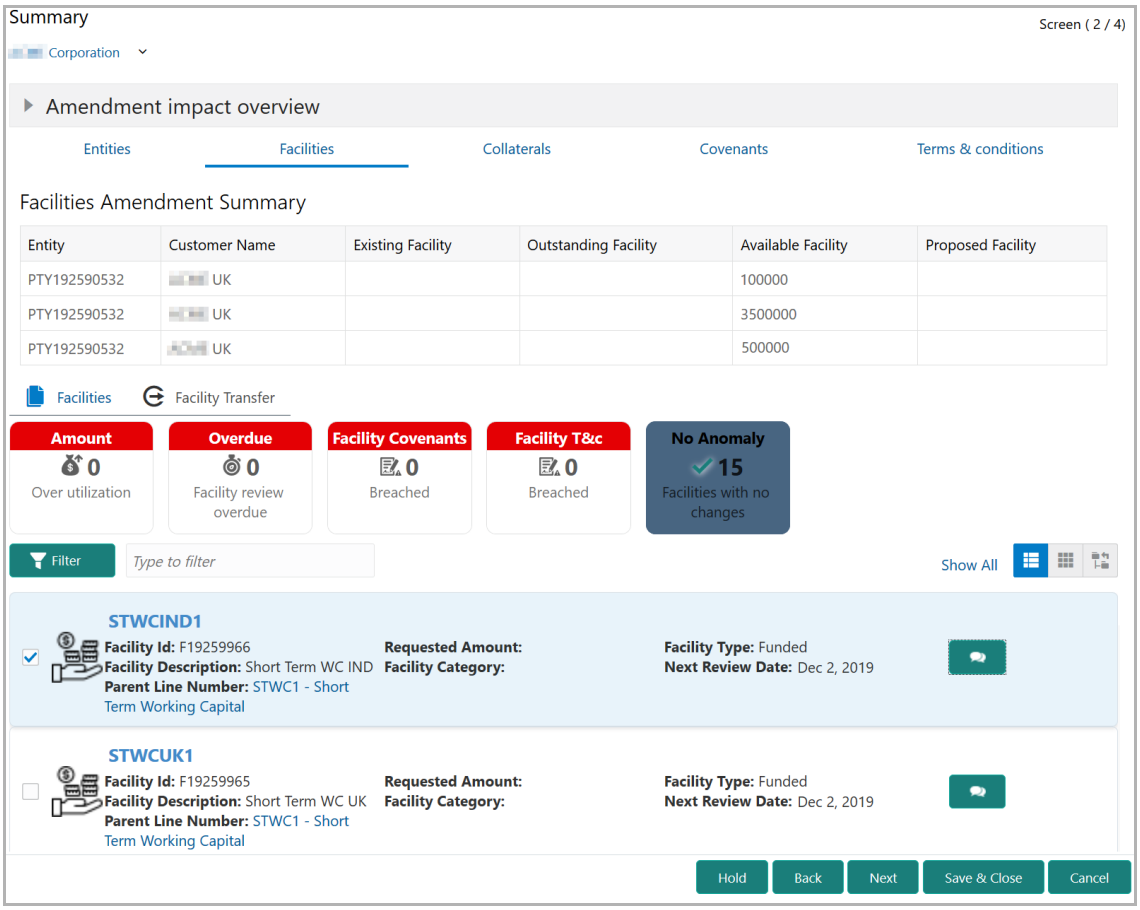
Chapter 4 - Proposal Evaluation



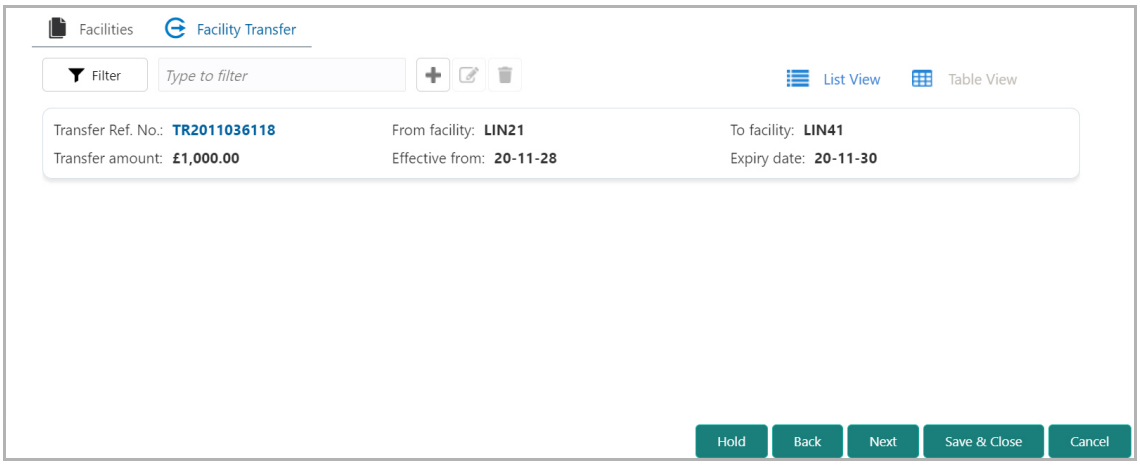
Chapter 4 - Proposal Evaluation

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

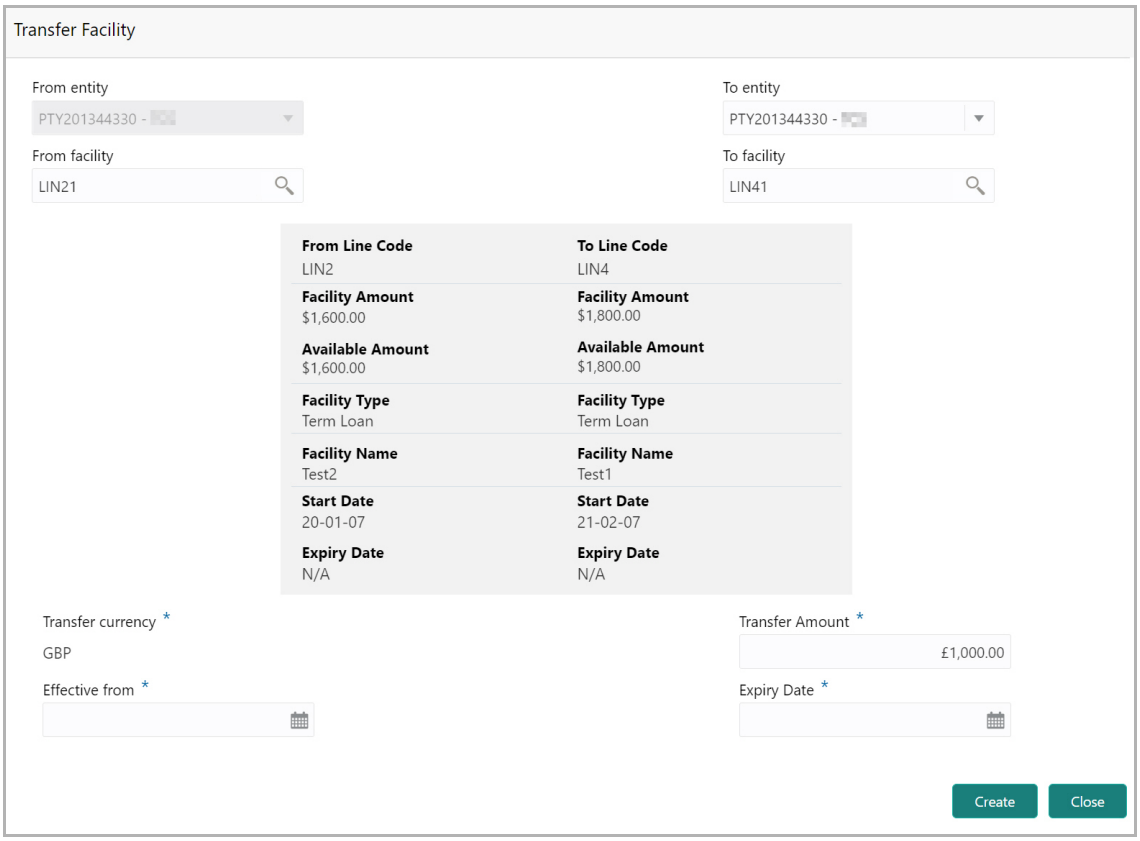
96. After reviewing the *Customer Summary*, click **Next**. the Summary page appears:



97. To transfer the facility to another entity or merge with different facility, click **Facility Transfer**.



98. Click the **Add** icon. The *Transfer Facility* window appears:



In the *Transfer Facility* window, Party ID is automatically populated in the **From Entity** field. You cannot modify the From Entity detail.

99. Select the entity to which the facility has to be transferred from the **To entity** drop down list.

100. Select the facility from which amount has to be transferred from the **From Facility** drop down list. Facilities available under the From entity are displayed in the list.

101. Select the facility to which the amount has to be transferred from the **To Facility** drop down list. Facilities available under the selected **To entity** are displayed in the list.

Upon selecting the entity and facilities, the system displays the following information about the from and to facilities:

- Line Code
- Facility Amount
- Available Amount
- Facility Type
- Facility Name
- Start Date

- Expiry Date

102. Select the **Transfer Currency** in which the amount has to be transferred.

103. Specify the amount to be transferred in the **Transfer Amount** field.

104. Click the calendar icon in the **Effective From** field and select the date on which the transfer should happen.

105. Click the calendar icon in the **Expiry Date** field and select the date on which the transferred amount should expire.

106. Click **Create**. Specified amount will be transferred to the target facility and the transfer details will be displayed in the *Facility Transfer* page.

107. To update the facility transfer details, select the required item and click the edit icon**.** The *Transfer Facility* window appears.

108. Modify the required details and click **Update**.

You can optionally post comments while updating the transfer details, if required.

109. To delete the transfer details, select the required item and click the delete icon.

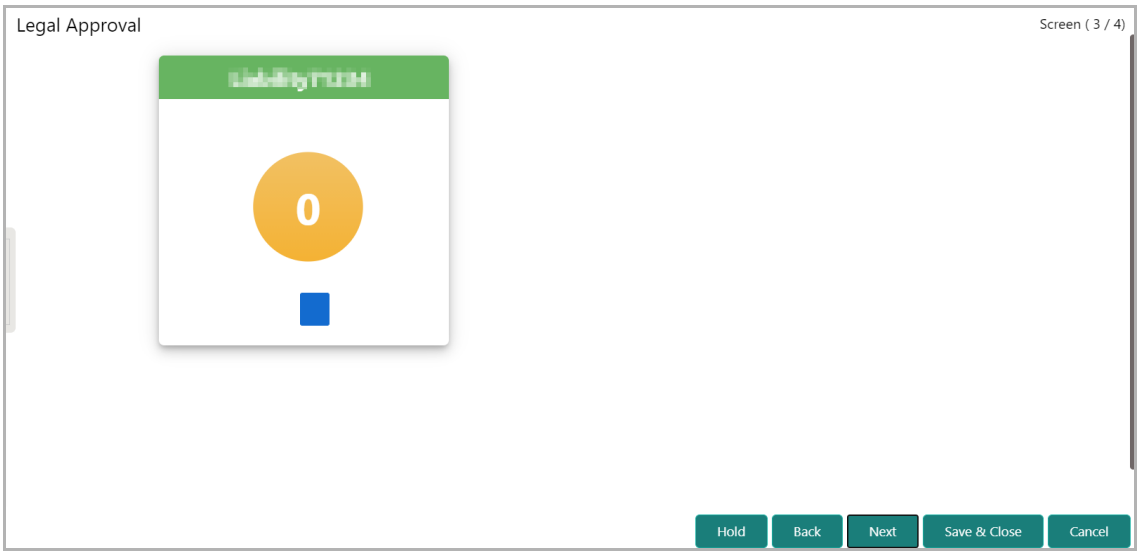
110. To change the layout of *Facility Transfer* page to table view, click the **Table View** icon.

111. To go back to the *Facilities* page, click **Facilities** next to the **Facility Transfer.** *Facilities* page appears.

For information on more actions that can be performed in the Facilities page and for Information on viewing and managing Collaterals, Covenants and Terms and Conditions, refer “Basic Info” on page 119.

112. To view the party details, click the **Entities** tab in *Summary* page.

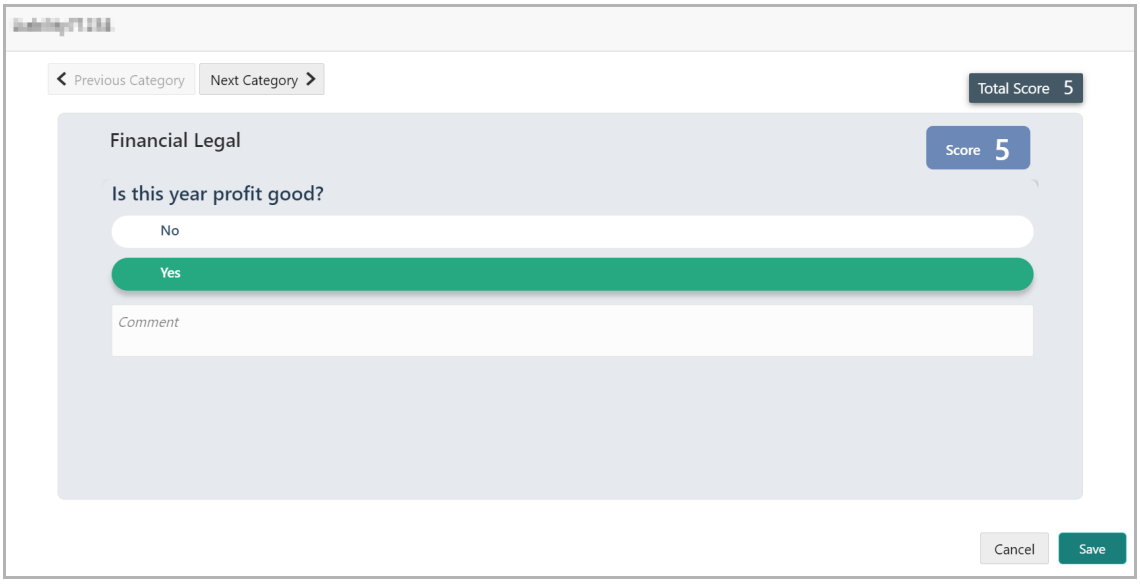
113. To go to the *Legal Approval* page, click **Next**.



Chapter 4 - Proposal Evaluation

In *Legal Approval* page, you can perform legal evaluation for both the party and the child parties by answering simple questions related to the evaluation:

114. To initiate the evaluation, click **Start**. The *Questionnaire* window appears:



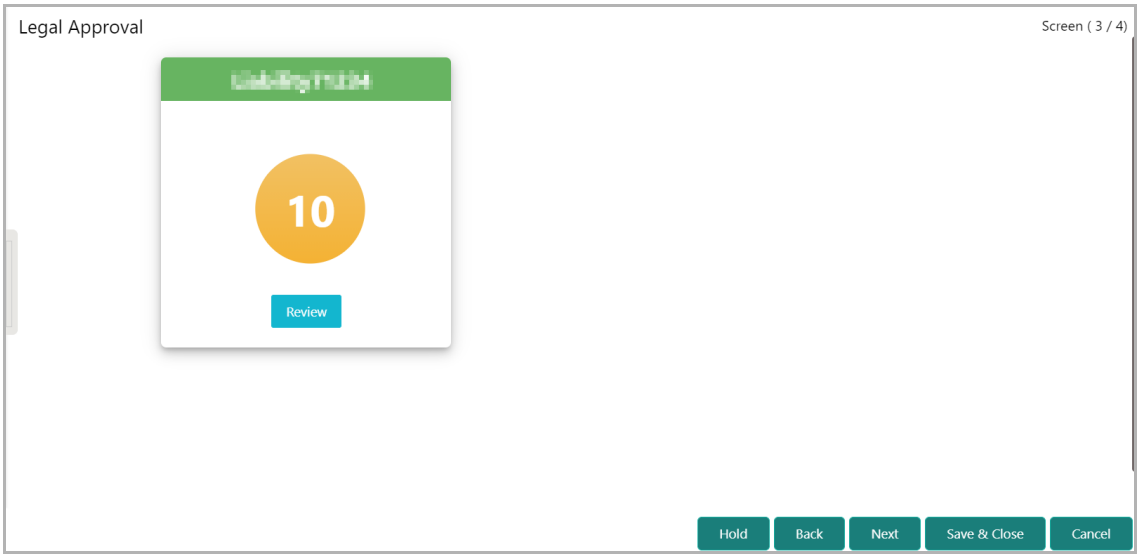
115. Select answers for the available questions and click **Next Category**.

116. Right arrow icon appears in case of multiple questions, click the right arrow and answer all the questions in all the category.

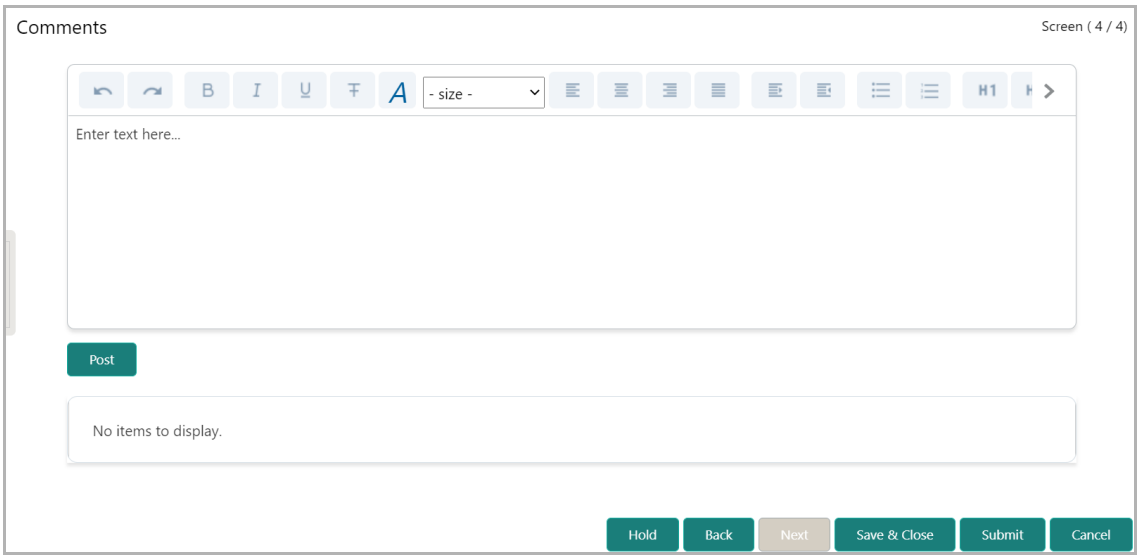
A score is generated and displayed for the sector based on each answer provided.

117. Click **Save**.

After performing legal analysis for both the party and the child parties, the *Legal Approval* page with the cumulative score appears:

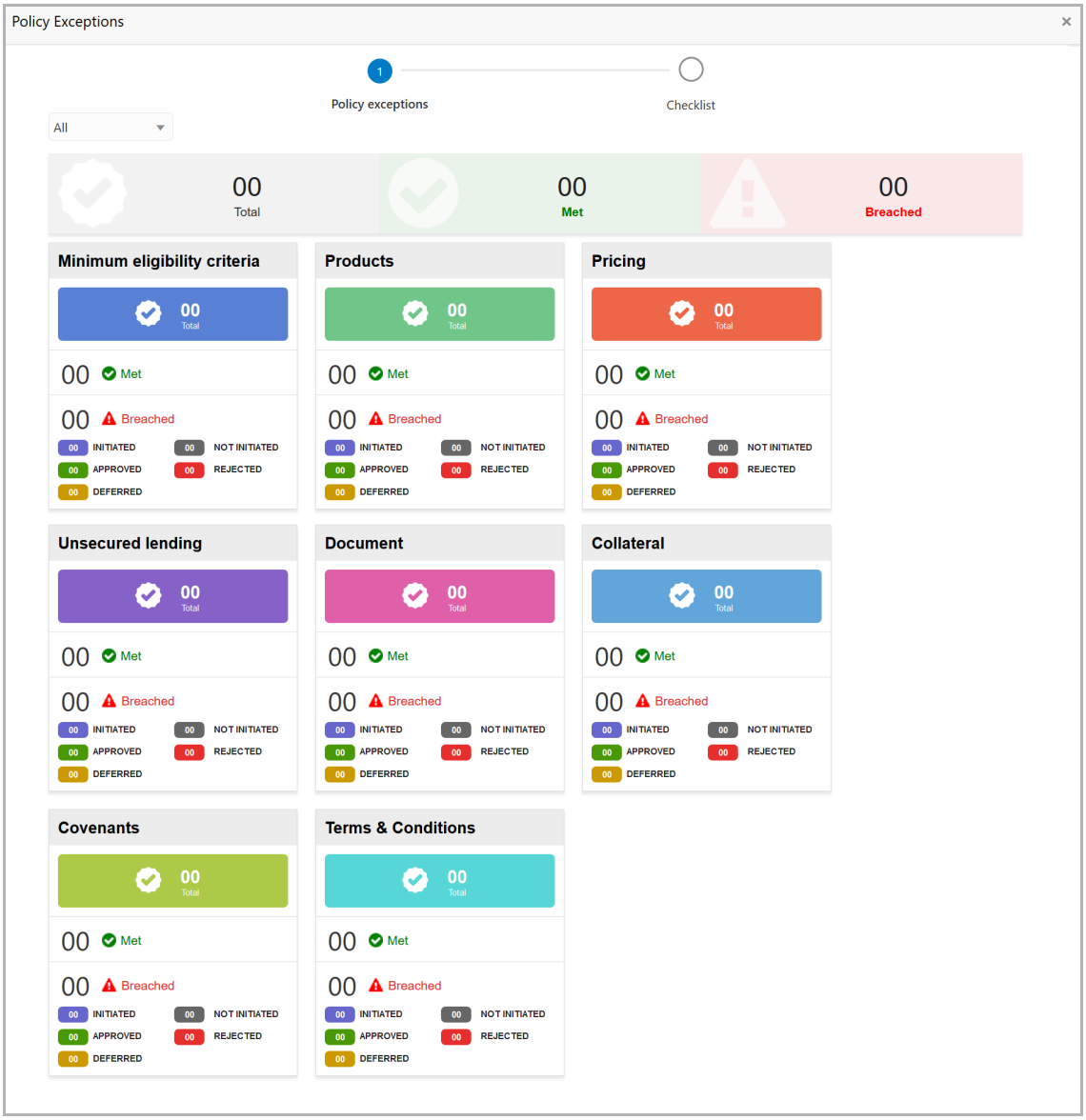


118. Click **Next.** The *Comments* page appears:



119. Type the overall **Comments** for the legal evaluation and click **Post.** Comment is posted below the **Comments** box**.**

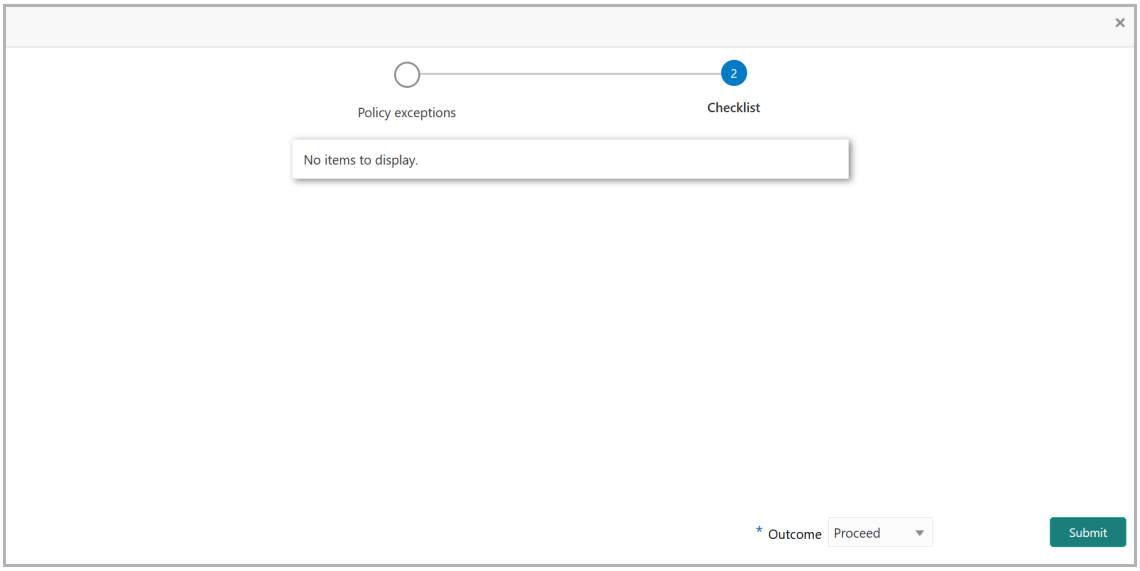
120. Click **Submit**. The *Policy Exceptions* window appears:



By default, policy exceptions are displayed for both the organization (party) and its child party.

121. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

122. Click the **Checklist** data segment.



123. Select the **Outcome** as **PROCEED,** if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.

124. Click **Submit**.

For information on **Write up** data segment, refer Proposal Initiation Chapter.

Risk Evaluation

Risk evaluation is similar to the legal evaluation. Refer “Legal Evaluation” on page 105 for information on performing risk evaluation.

After submitting all the evaluation tasks, the system will create the proposal structuring task.

Chapter 4 - KYC Check

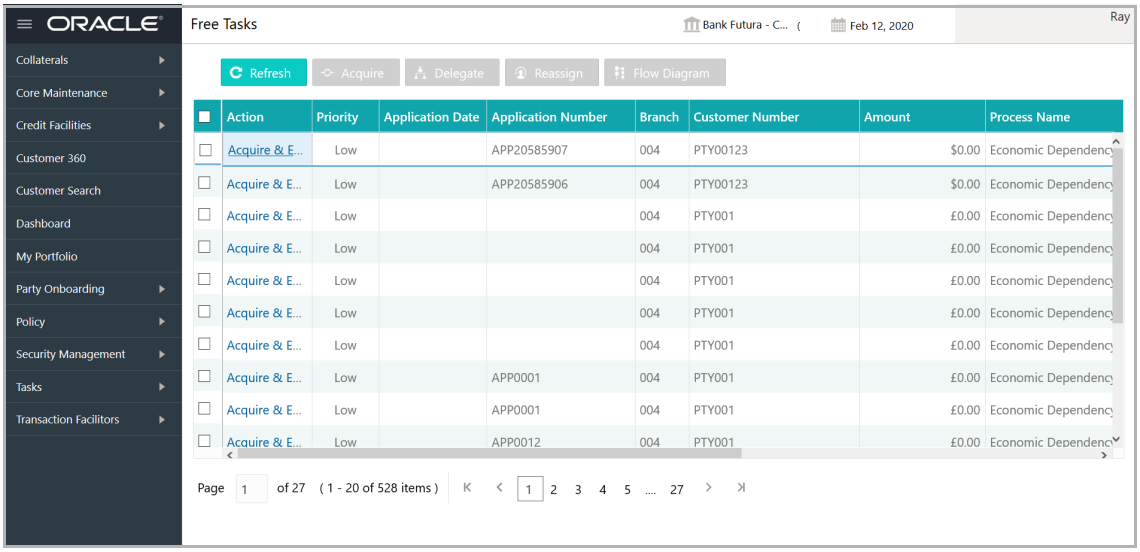
KYC Check

This is an optional stage. If the KYC details are available for the party and child party, the banker can add the KYC details during the Facility Review process. Adding KYC details helps the Approver to determine the originality of the customer.

Steps to add KYC details

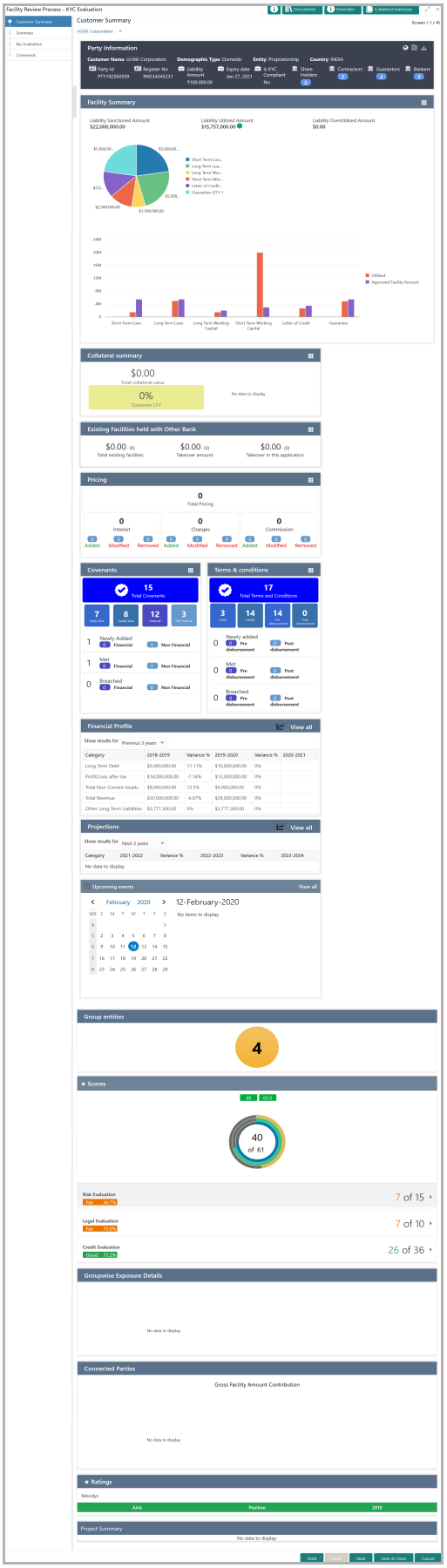
To add KYC details, perform the following steps:

1. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



2. **Acquire & Edit** the required KYC task**.** The *KYC Evaluation - Customer Summary* page appears**:**

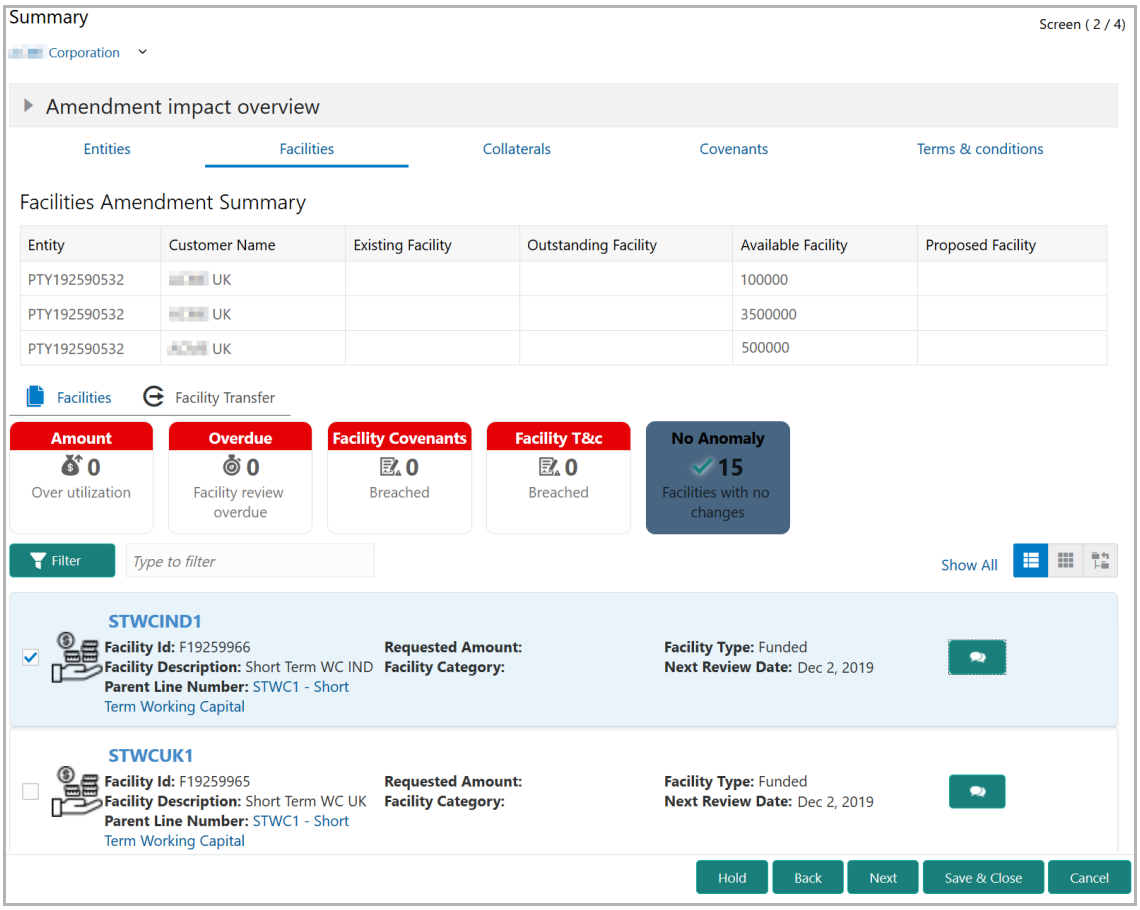
Chapter 4 - KYC Check



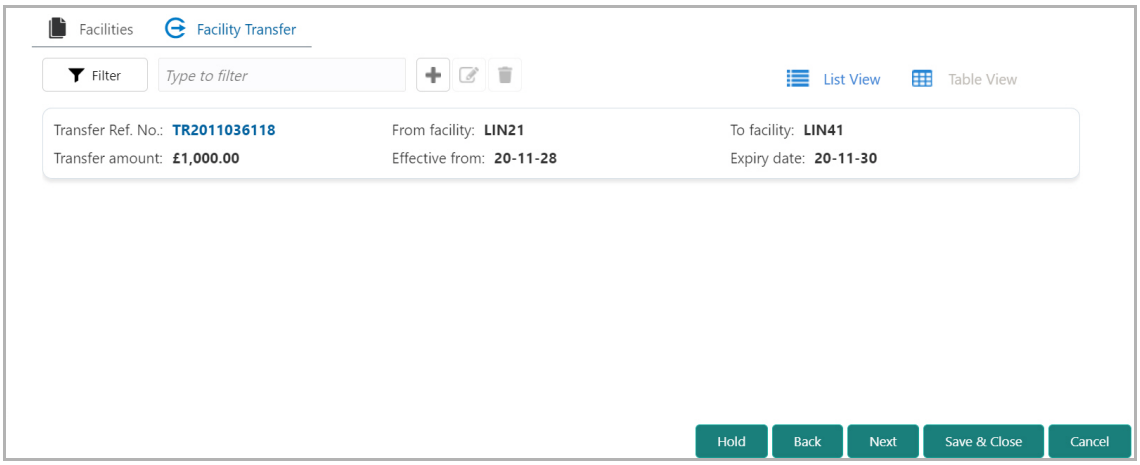
Chapter 4 - KYC Check

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

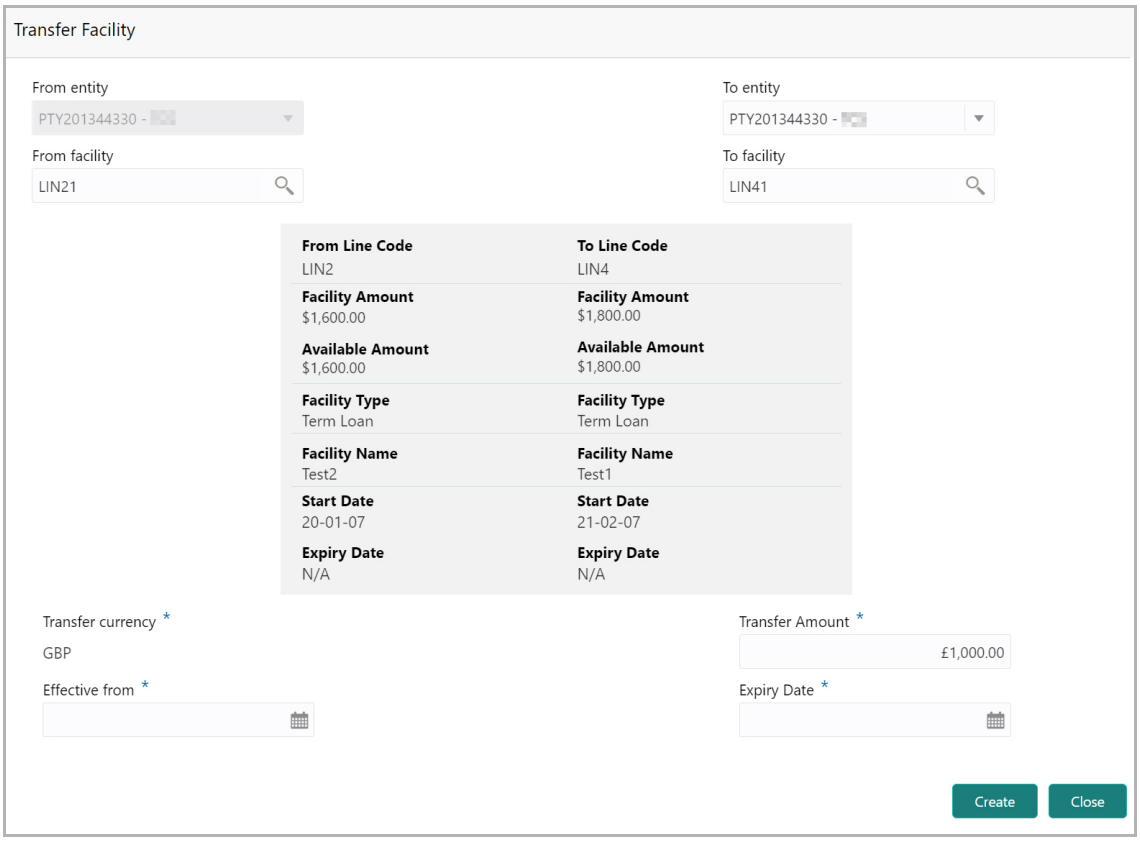
3. After reviewing the *Customer Summary*, click **Next**. The *Summary* page appears:



4. To transfer the facility to another entity or merge with different facility, click **Facility Transfer**.



5. Click the **Add** icon. The *Transfer Facility* window appears:



In the *Transfer Facility* window, Party ID is automatically populated in the **From Entity** field. You cannot modify the From Entity detail.

6. Select the entity to which the facility has to be transferred from the **To entity** drop down list.

7. Select the facility from which amount has to be transferred from the **From Facility** drop down list. Facilities available under the From entity are displayed in the list.

8. Select the facility to which the amount has to be transferred from the **To Facility** drop down list. Facilities available under the selected **To entity** are displayed in the list.

Upon selecting the entity and facilities, the system displays the following information about the from and to facilities:

- Line Code
- Facility Amount
- Available Amount
- Facility Type
- Facility Name
- Start Date
- Expiry Date

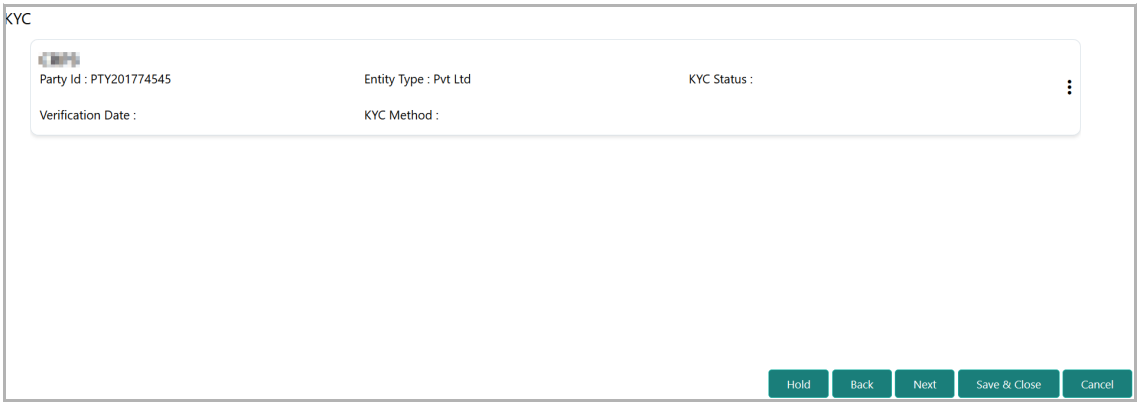
9. Select the **Transfer Currency** in which the amount has to be transferred.
10. Specify the amount to be transferred in the **Transfer Amount** field.
11. Click the calendar icon in the **Effective From** field and select the date on which the transfer should happen.
12. Click the calendar icon in the **Expiry Date** field and select the date on which the transferred amount should expire.
13. Click **Create**. Specified amount will be transferred to the target facility and the transfer details will be displayed in the *Facility Transfer* page.
14. To update the facility transfer details, select the required item and click the edit icon**.** The *Transfer Facility* window appears.
15. Modify the required details and click **Update**.

You can optionally post comments while updating the transfer details, if required.

16. To delete the transfer details, select the required item and click the delete icon.
17. To change the layout of *Facility Transfer* page to table view, click the **Table View** icon.
18. To go back to the *Facilities* page, click **Facilities** next to the **Facility Transfer.** *Facilities* page appears.

For information on more actions that can be performed in the Facilities page and for Information on viewing and managing Collaterals, Covenants and Terms and Conditions, refer “Basic Info” on page 119.

19. To view the party details, click the **Entities** tab in *Summary* page.
20. To go to the *KYC* page, click **Next**.



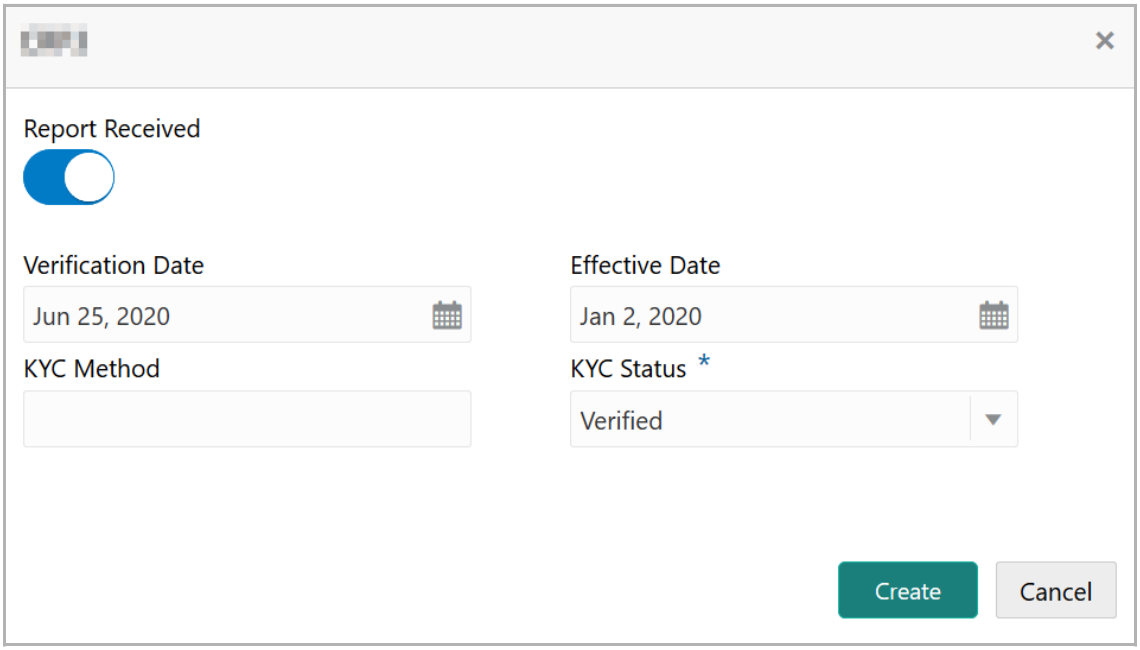
In the *KYC* page, provision to add KYC details for the party and all its child parties is provided.

21. Click or mouse hover on the hamburger icon in the corresponding record. The following options appears:

- KYC Details

- KYC Evaluation (appears only if this feature is enabled in Maintenance module)

22. To add the KYC Details, click **KYC Details** option. *KYC Details* window appears:



23. If KYC report is available for the party / child party, enable the **Report Received** switch.

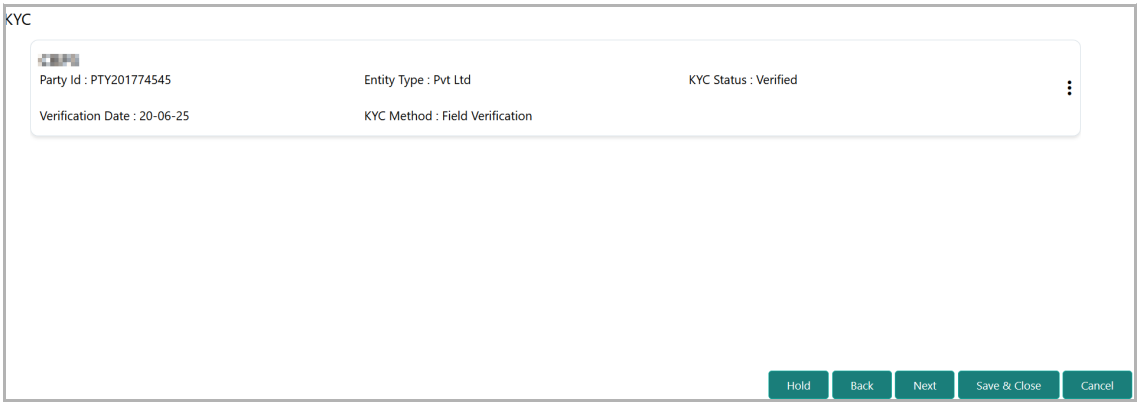
24. Click the calendar icon and select the KYC **Verification Date**.

25. Click the calendar icon and select the **Effective Date** on which the KYC verification is approved.

26. Type the **KYC Method.** For example: Field verification is a KYC Method**.**

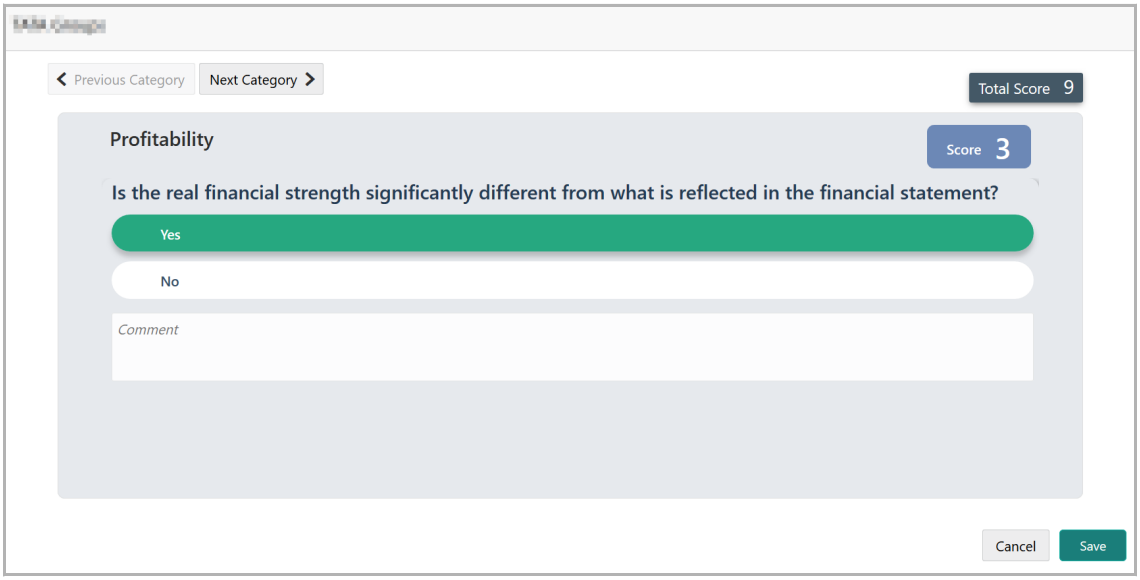
27. Select the **KYC Status**. The options available are **Verified**, **Yet To Verify**, and **Verification Failed**.

28. Click **Create**. KYC details are updated in the *KYC* page as shown below:



29. To perform KYC evaluation, click the hamburger icon and select **KYC Evaluation**. Questionnaire maintained for the KYC evaluation appears.

Chapter 4 - KYC Check

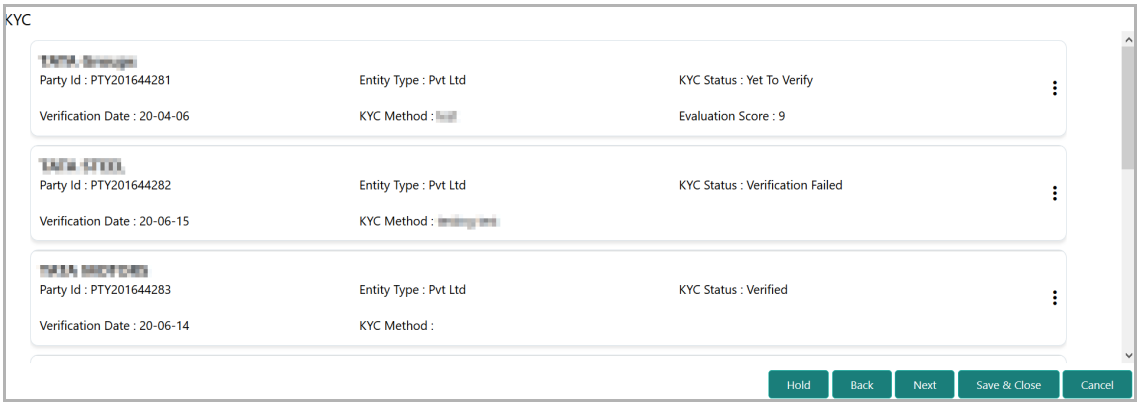


30. Select answers for the available questions and click **Next Category**.

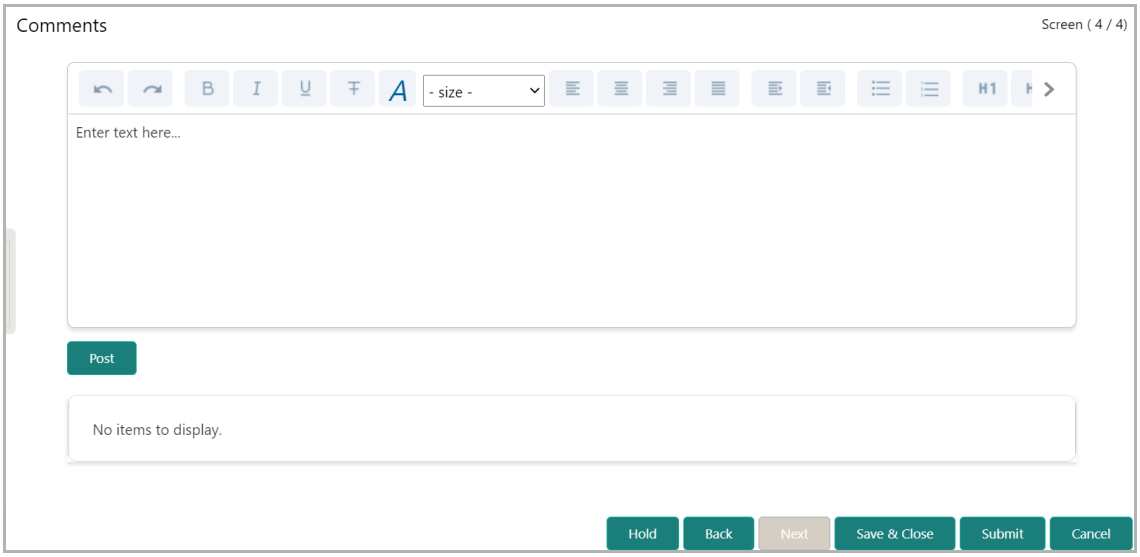
31. Right arrow icon appears in case of multiple questions, click the right arrow and answer all the questions in all the category.

Total score is generated and displayed for the KYC evaluation based on each answer provided.

32. Click **Save**. The *KYC* page is updated with the Evaluation Score as shown below:



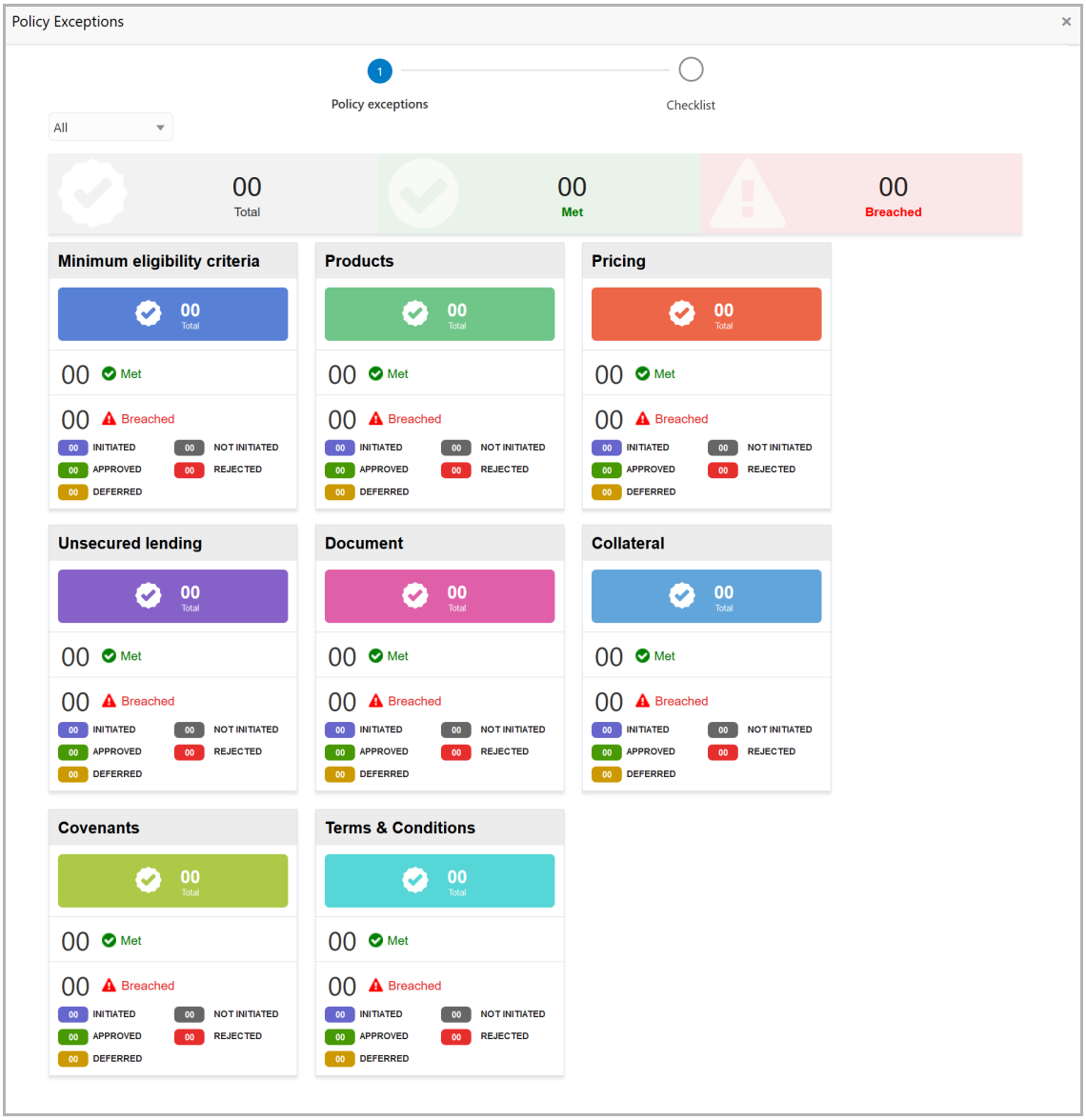
33. After adding KYC details or performing KYC evaluation for both the party and child parties, click **Next**. The *Comments* page appears:



34. **Post** comments**,** if required. Posted comment is displayed below the **Comments** box.

35. Click **Submit.** The *Policy exceptions* window appears:

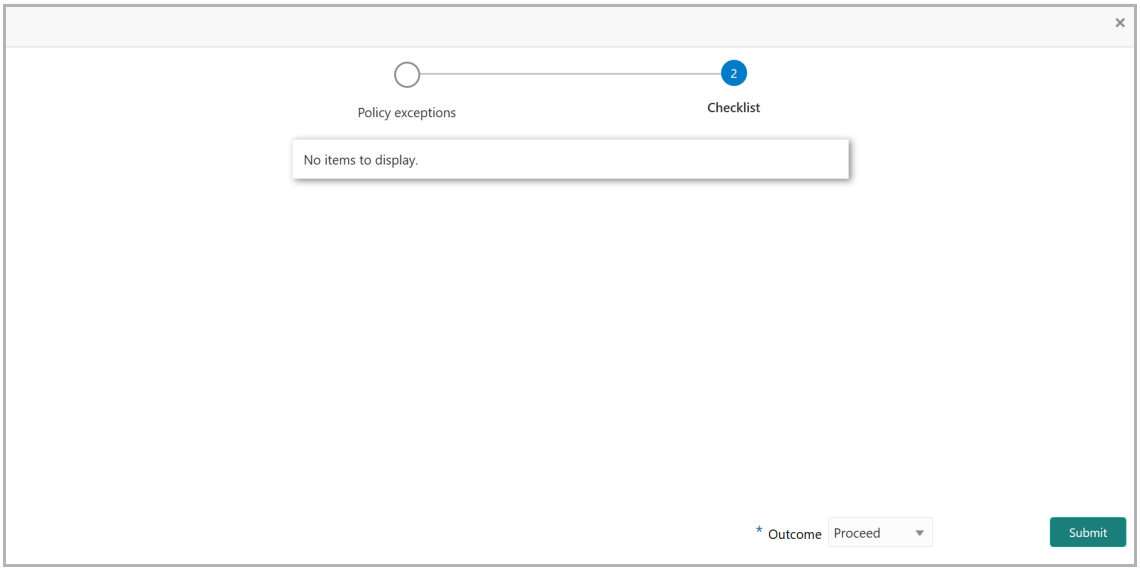
Chapter 4 - KYC Check



By default, policy exceptions are displayed for both the organization (party) and its child party.

36. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

37. Click the **Checklist** data segment.



38. Select the **Outcome** as **PROCEED,** if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.

39. Click **Submit**.

For information on **Write up** data segment, refer Proposal Initiation Chapter.

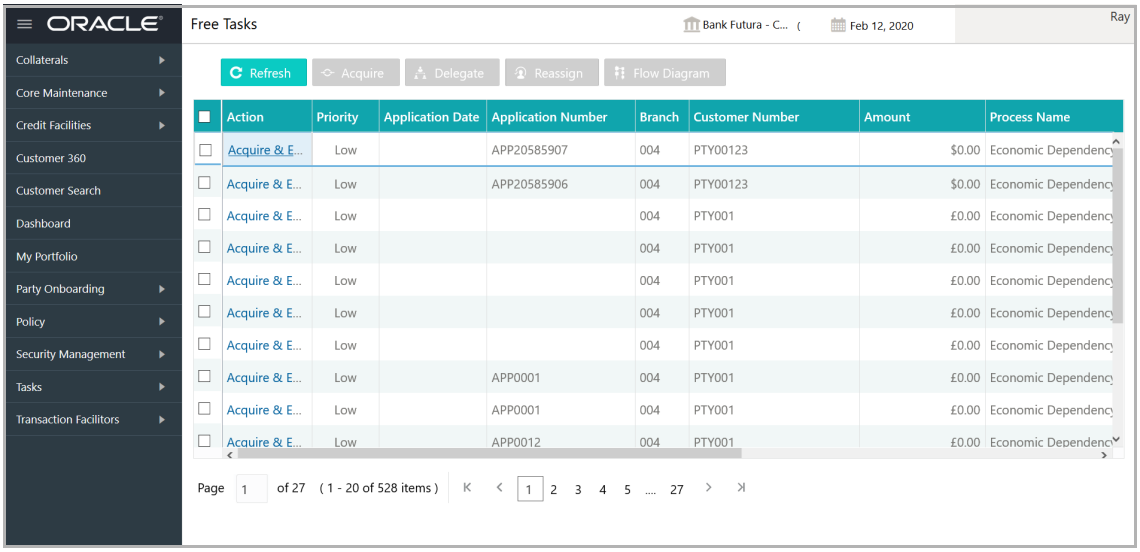
Chapter 4 - Proposal Structuring

Proposal Structuring

In this stage, the user can propose an amount to the customer based on the scores obtained for each evaluation. Additionally, already added information about the collaterals, covenants, and terms & conditions can be viewed, modified and deleted or new collaterals, covenants, and terms & conditions can be added in this stage.

Proposal Structuring Steps

1. In OBCFPM, navigate to **Tasks > Free Tasks**. *Free Task* page appears:

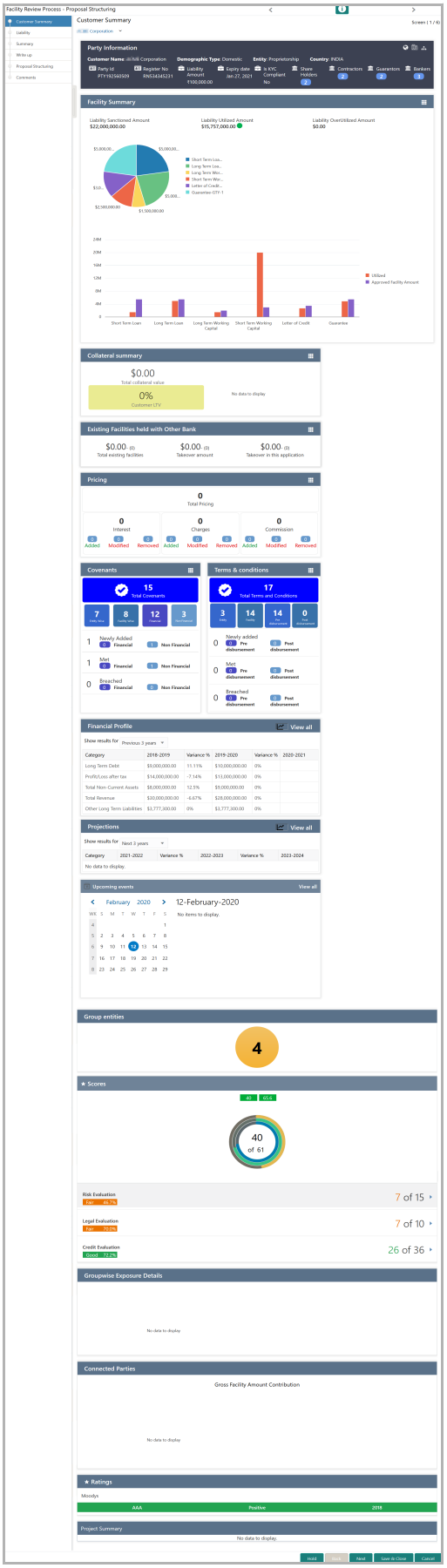


2. **Acquire & Edit** the required Proposal Structuring task**.** The *Proposal Structuring - Customer Summary* page appears**.**

Customer Summary

This data segment is the graphical representation of customer information such as Facility Summary, Collateral Summary, Other Bank Facility, Covenants and Terms & Conditions.

Chapter 4 - Proposal Structuring



Chapter 4 - Proposal Structuring

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

3. After reviewing the *Customer Summary*, click **Next**. The *Liability* page appears.

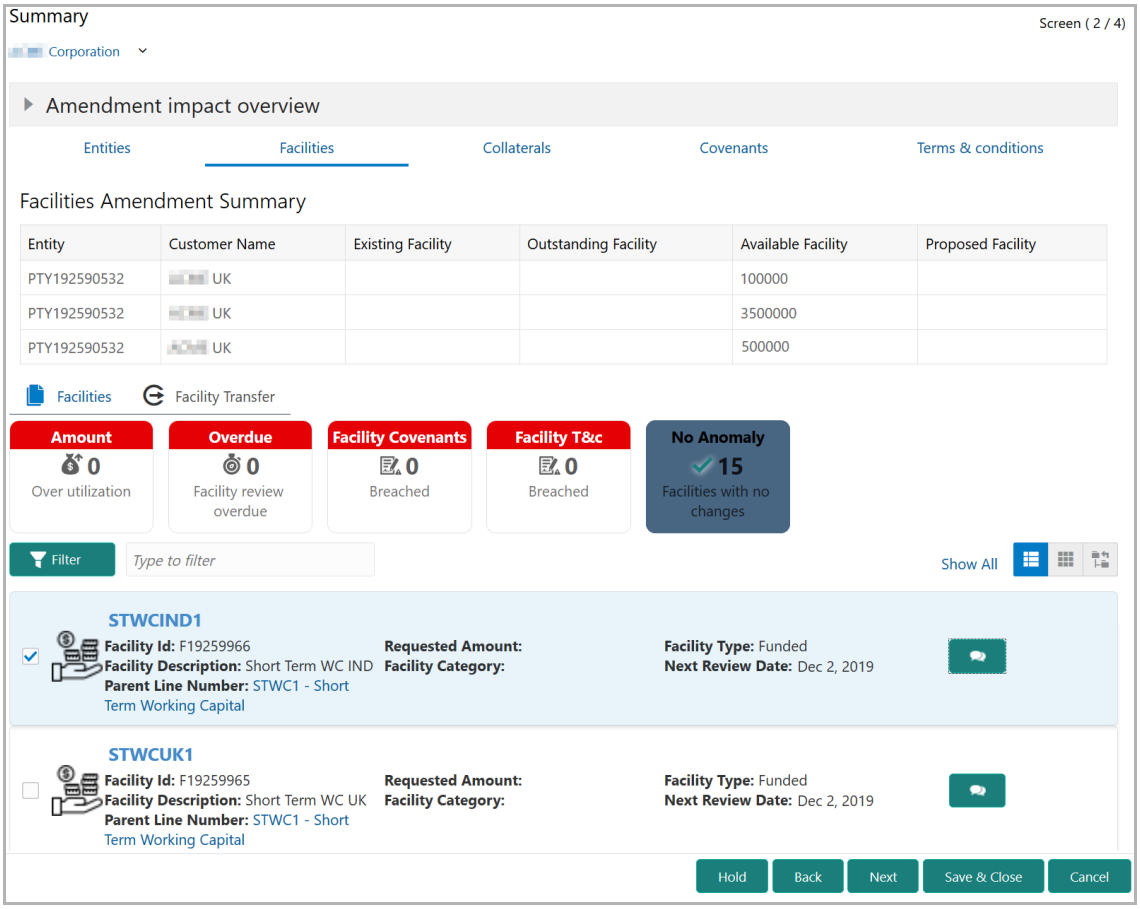
Liability

For information on actions that can be performed in the this data segment, refer "Liability" on page 115.

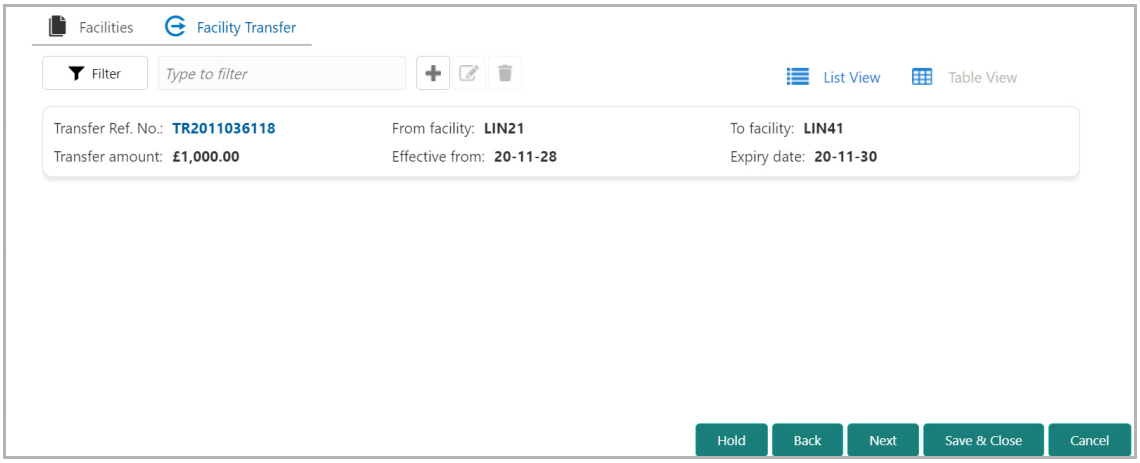
Upon clicking **Next** in the *Liability* page, the *Summary* page appears.

Summary

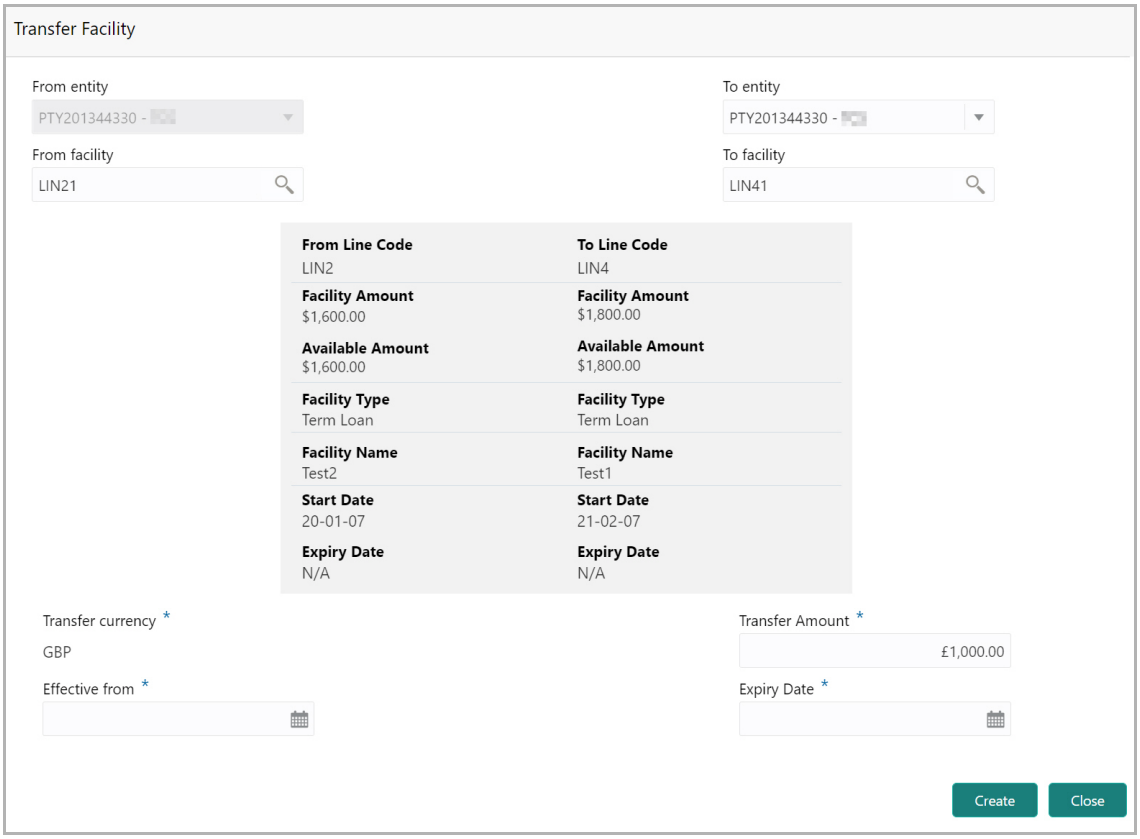
The *Summary* page displays all the information added in the previous stages for verification.



4. To transfer the facility to another entity or merge with different facility, click **Facility Transfer**.



5. Click the **Add** icon. The *Transfer Facility* window appears:



In the *Transfer Facility* window, Party ID is automatically populated in the **From Entity** field. You cannot modify the From Entity detail.

6. Select the entity to which the facility has to be transferred from the **To entity** drop down list.

7. Select the facility from which amount has to be transferred from the **From Facility** drop down list. Facilities available under the From entity are displayed in the list.

8. Select the facility to which the amount has to be transferred from the **To Facility** drop down list. Facilities available under the selected **To entity** are displayed in the list.

Upon selecting the entity and facilities, the system displays the following information about the from and to facilities:

- Line Code
- Facility Amount
- Available Amount
- Facility Type
- Facility Name
- Start Date
- Expiry Date

9. Select the **Transfer Currency** in which the amount has to be transferred.

10. Specify the amount to be transferred in the **Transfer Amount** field.

11. Click the calendar icon in the **Effective From** field and select the date on which the transfer should happen.

12. Click the calendar icon in the **Expiry Date** field and select the date on which the transferred amount should expire.

13. Click **Create**. Specified amount will be transferred to the target facility and the transfer details will be displayed in the *Facility Transfer* page.

14. To update the facility transfer details, select the required item and click the edit icon**.** The *Transfer Facility* window appears.

15. Modify the required details and click **Update**.

You can optionally post comments while updating the transfer details, if required.

16. To delete the transfer details, select the required item and click the delete icon.

17. To change the layout of *Facility Transfer* page to table view, click the **Table View** icon.

18. To go back to the *Facilities* page, click **Facilities** next to the **Facility Transfer.** *Facilities* page appears.

For information on more actions that can be performed in the Facilities page and for Information on viewing and managing Collaterals, Covenants and Terms and Conditions, refer “Basic Info” on page 119.

19. To view the party details, click the **Entities** tab in *Summary* page.

20. To go to the *Write Up* page, click **Next**.

Chapter 4 - Proposal Structuring

Write Up

For information on actions that can be performed in the this data segment, refer "Write Up" on page 156.

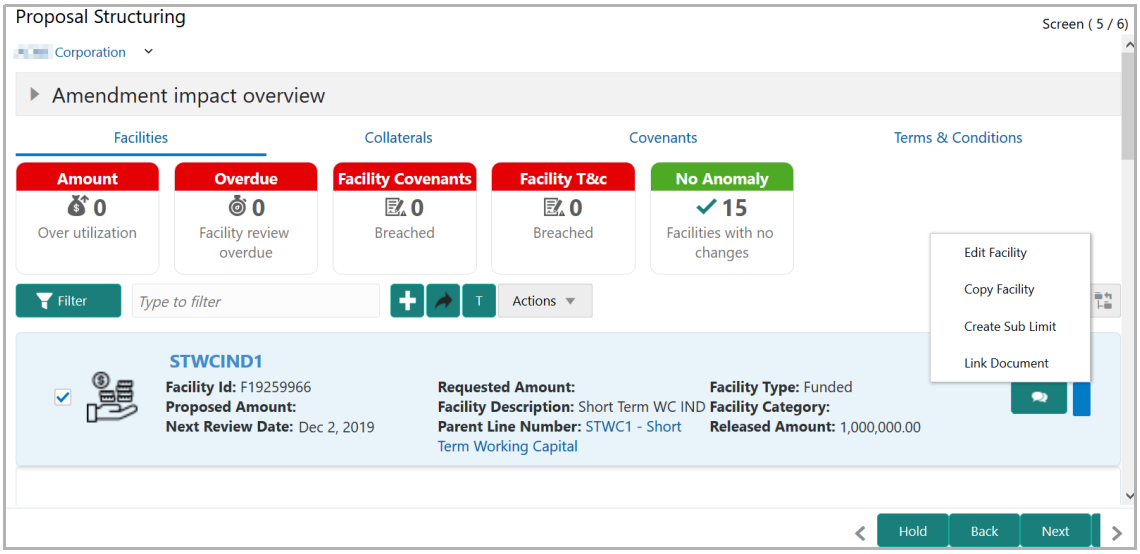
Upon clicking **Next** in the *Write Up* page, the *Proposal Structuring* page appears.

Proposal Structuring

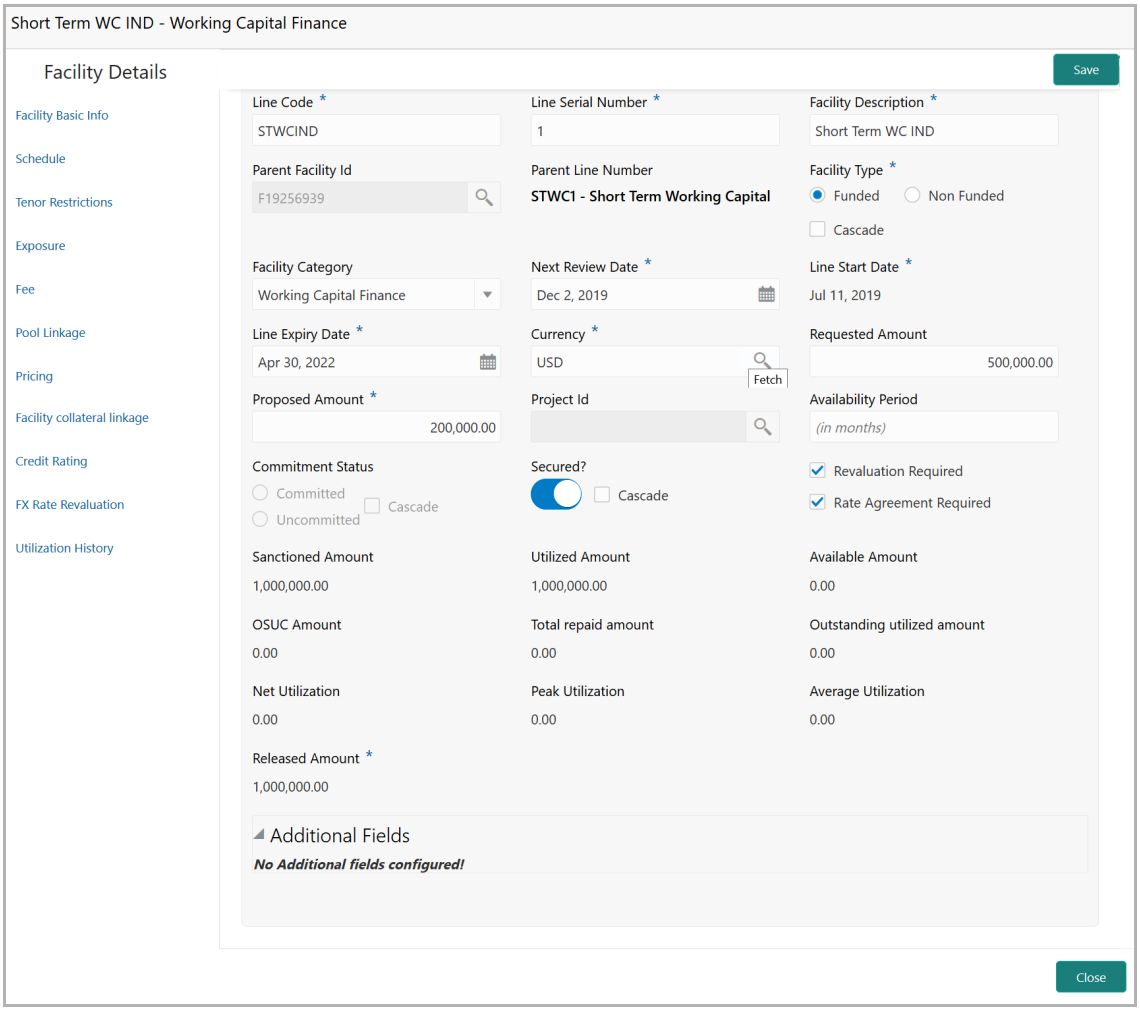
This data segment allows the user to propose a facility amount for the customer based on the customer evaluation.

In this chapter, only the procedure to propose facility amount is provided.

For information on **Actions** that can be performed for the facility (such as **Create Sub Limit**, **Remove Facility**, and **Link Document**) and for information on viewing and managing Facility, Collateral, Covenants, and Terms & Conditions, refer "Basic Info" on page 119.



21. Click the Hamburger icon in the corresponding record and select **Edit Facility**. The *Facility Details* window appears:

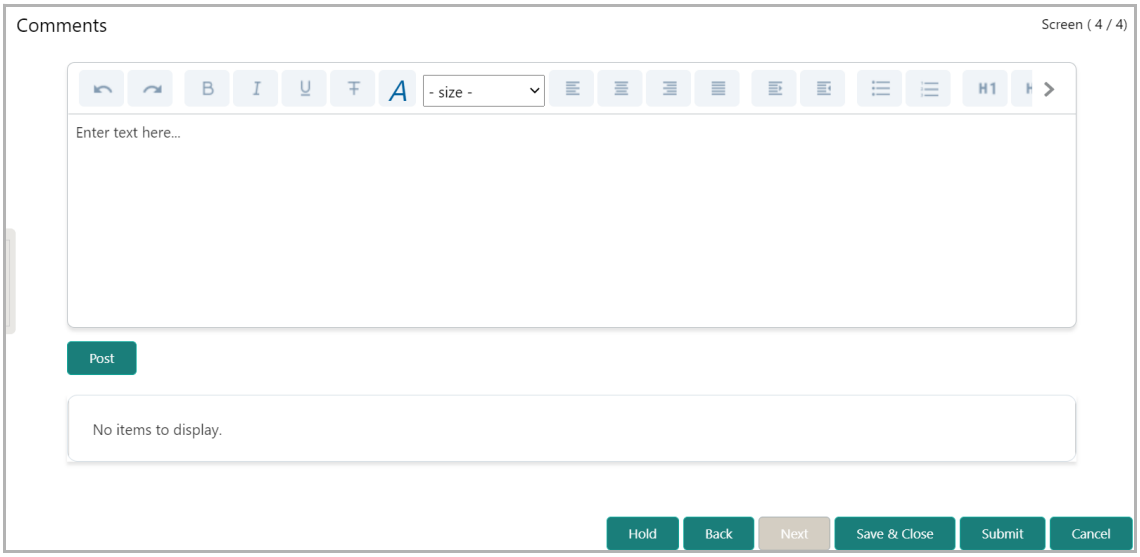


For information about Schedule, Exposure, Fee, Pool Linkage, Pricing, Facility Collateral Linkage, Credit Rating, FX Rate Revaluation, and Utilization History menus, refer “Basic Info” on page 119.

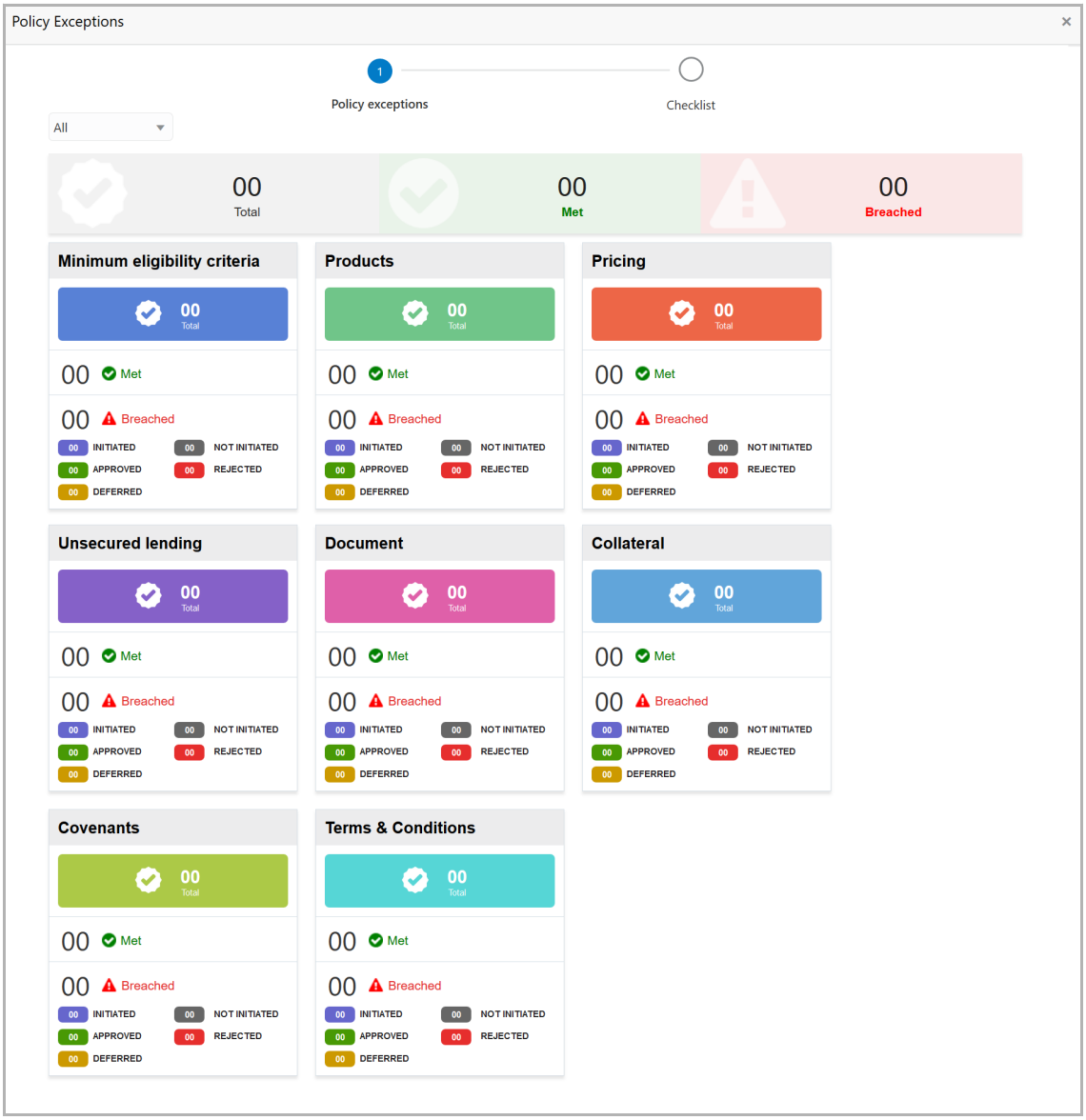
22. Specify an amount in **Proposed Amount** field.
23. Click **Save**. Proposed amount is added to the facility.
24. To go to the *Comments* page, click **Next**.

Comments

The *Comments* data segment allows to capture overall remarks for this stage. Posted comments are displayed at the bottom of the page to enable the user in identifying actions performed in this stage.



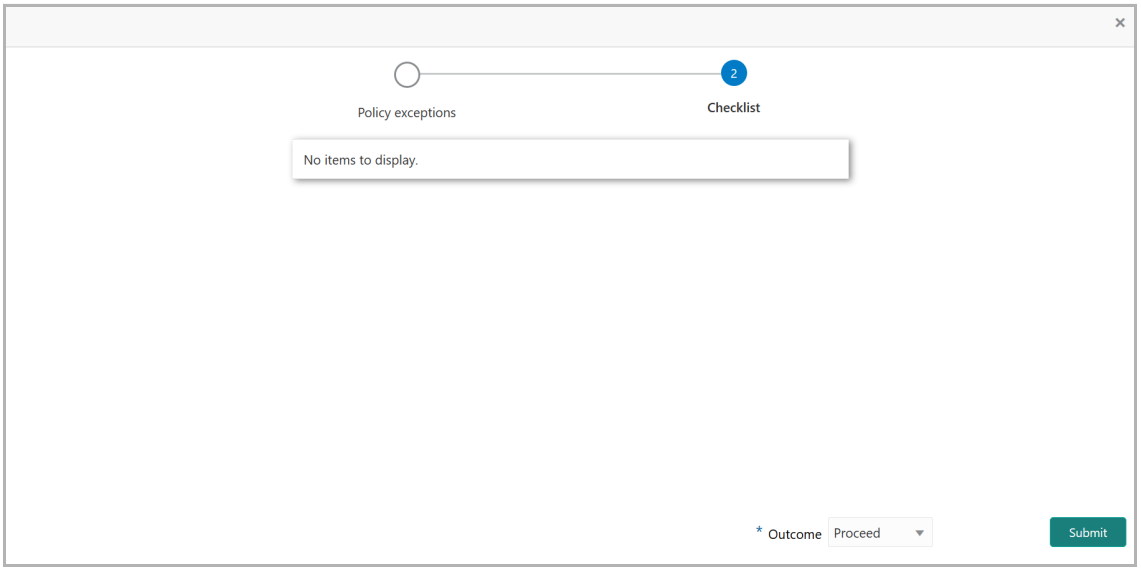
25. Type the necessary comments in the text box and click **Post**. Comment is posted.
26. To hold the Facility Review process, click **Hold**.
27. To go back to the previous page, click **Back**.
28. To save and exit the process, click **Save & Close**.
29. To submit the task for review, click **Submit**.
30. To exit the process without saving the information, click **Cancel**.
31. Click **Submit.** The *Policy exceptions* window appears:



By default, policy exceptions are displayed for both the organization (party) and its child party.

32. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

33. Click the **Checklist** data segment.



34. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the Outcome as **Additional Info**.

35. Click **Submit**.

Upon selecting PROCEED and clicking Submit, the system will create the Proposal Review task.

Chapter 4 - Proposal Review

Proposal Review

In this stage, the senior credit officer in the bank can review the proposal and send it for approval if the proposal meets the banks criteria.

Entities such as Liability and Facility can be only viewed in this stage. Modification is not allowed. However, edit feature can be enabled by changing the settings in Business Process Maintenance.

For information on options and icons in this stage, refer any of the previous chapters.

Chapter 4 - Proposal Approval

Proposal Approval

In this stage, the higher officials such as the head of credit department in the bank can review and approve the proposal, if the proposal meets the approval criteria set by the bank.

Refer **Proposal Structuring** Chapter for field level explanation on all the data segments in this stage.

1. To approve the facility, select the **Outcome** of this stage as ‘Approve’.
2. To reject the facility, select the **Outcome** of this stage as ‘Reject’.

Upon approval of the proposal, the proposal is sent to the Draft Generation stage.

Chapter 4 - Draft Generation

Draft Generation

In this stage, the draft document detailing the revised proposal can be generated for customer acceptance.

Prerequisites

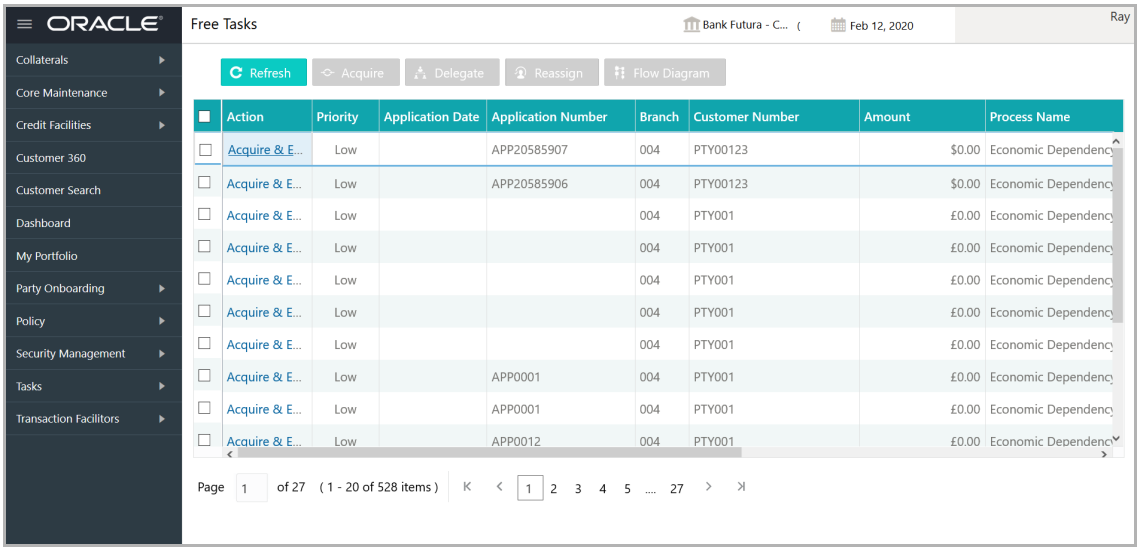
Before initiating the credit process, the following actions must be performed:

- Upload report template for draft generation in XSL format by navigating to Core Maintenance > Report Maintenance > Report Template > Upload Report Template
- Link the maintained report template as Advices in the Business Process Maintenance for the required process

Steps to generate draft

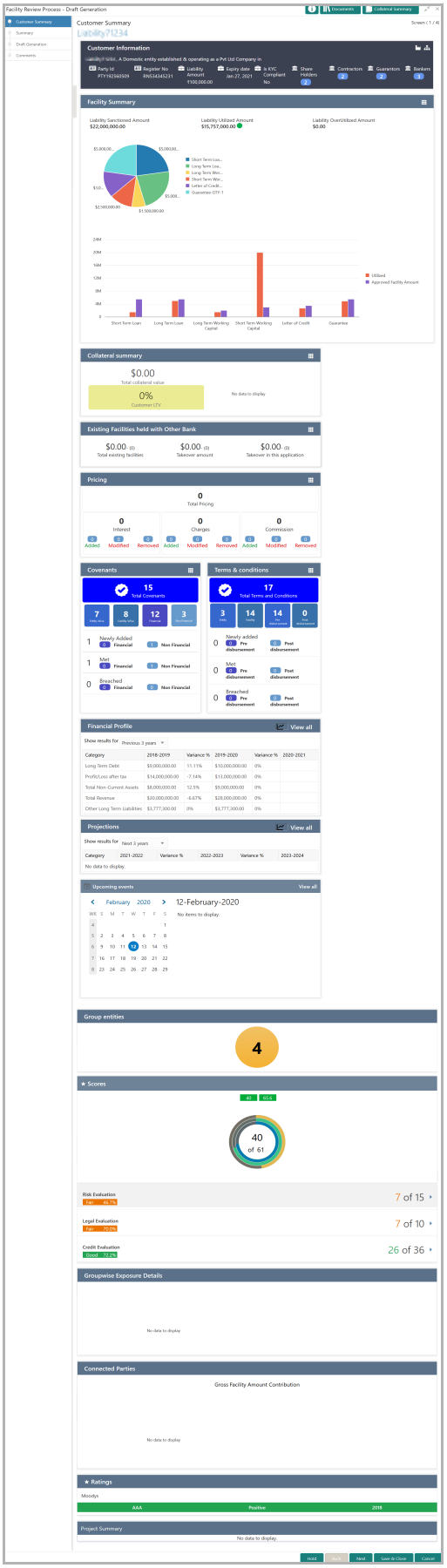
To generate draft for the proposal, perform the following steps:

1. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



2. **Acquire & Edit** the required Draft Generation task**.** The *Draft Generation - Customer Summary* page appears**:**

Chapter 4 - Draft Generation



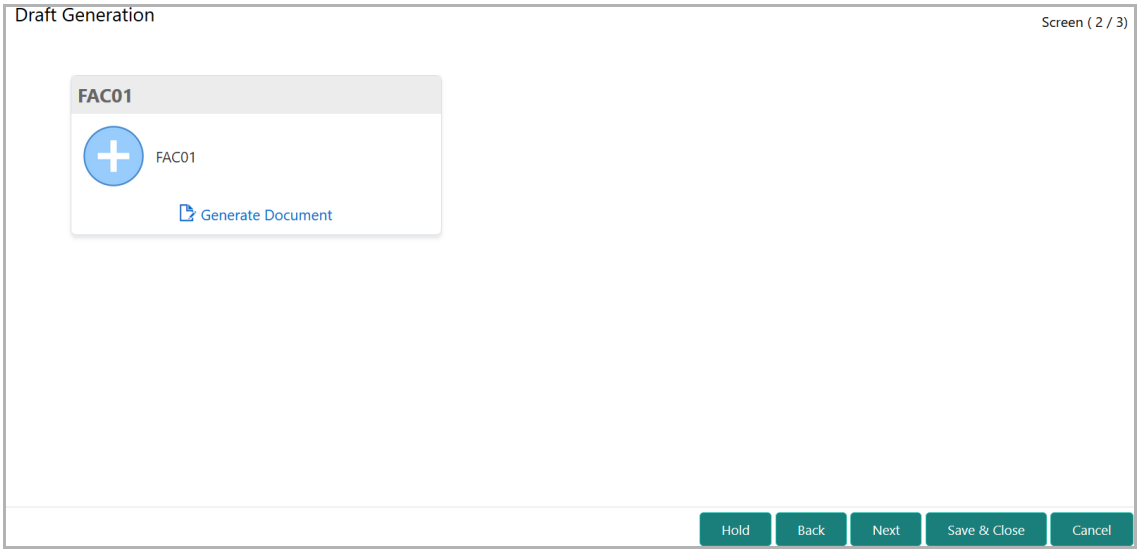
Chapter 4 - Draft Generation

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

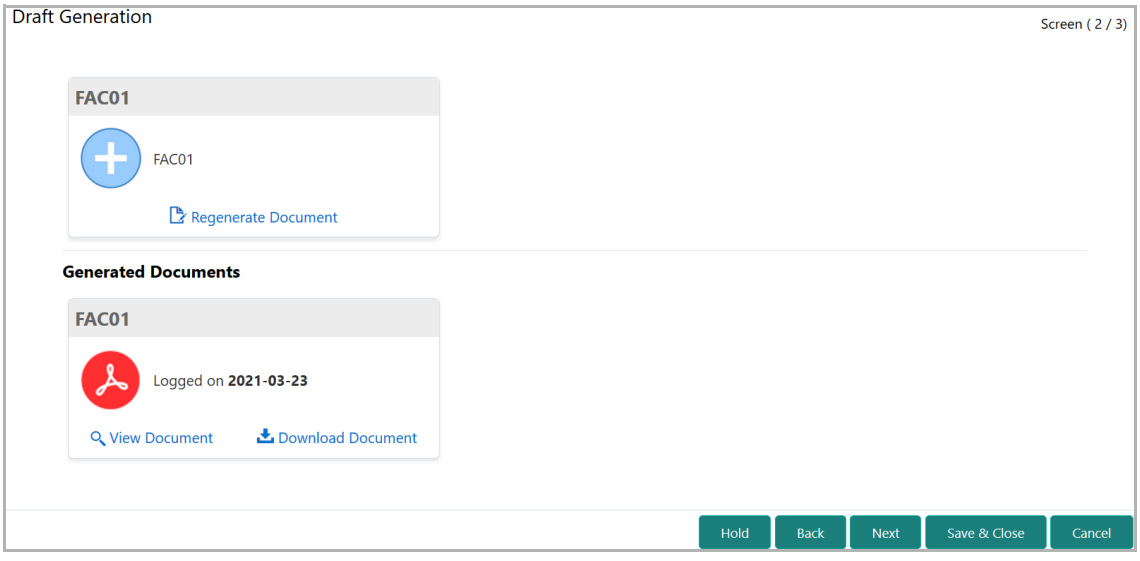
3. After reviewing the Customer *Summary*, click **Next**. The *Summary* page appears.

For information on actions that can be performed in the *Summary* page, refer "Summary" on page 160.

Upon clicking **Next** in the *Summary* page, the *Draft Generation* page appears:

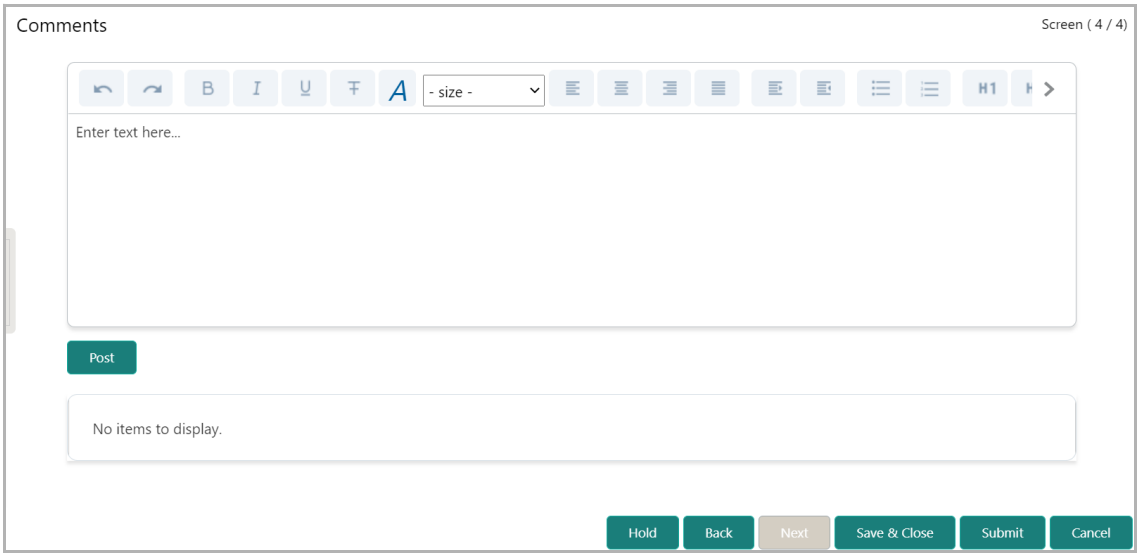


4. Click **Generate Document**. The system generates the draft document in PDF format based on the template maintained in Report Maintenance under the Core Maintenance module.

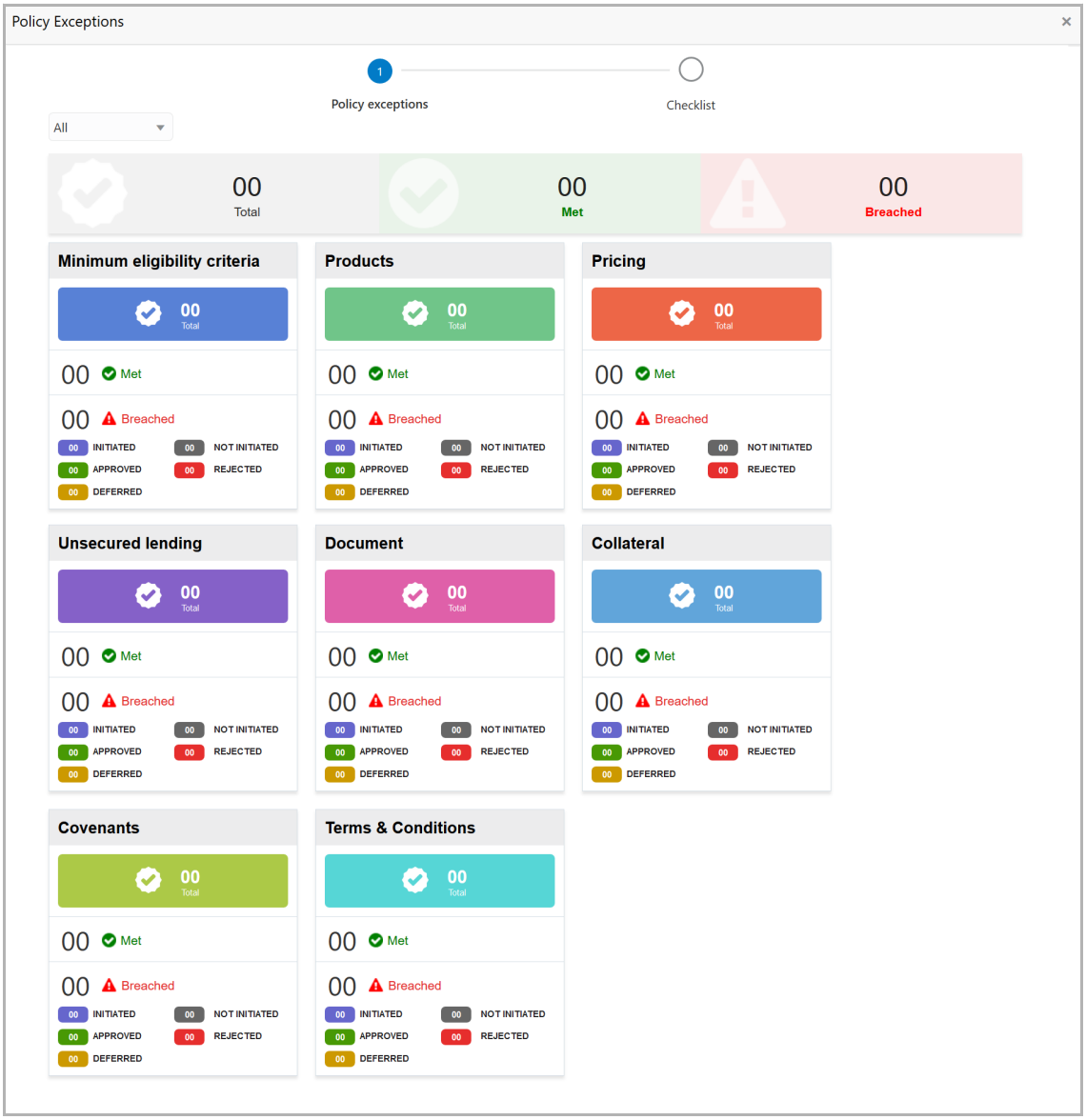


5. To view the generated draft document, click **View Document**.

6. To download the generated draft document, click **Download Document**.
7. After generating proposal draft, click **Next**. The *Comments* page appears:



8. **Post** comments for this stage**,** if required. Posted comment is displayed below the **Comments** box.
9. Click **Submit.** The *Policy exceptions* window appears:

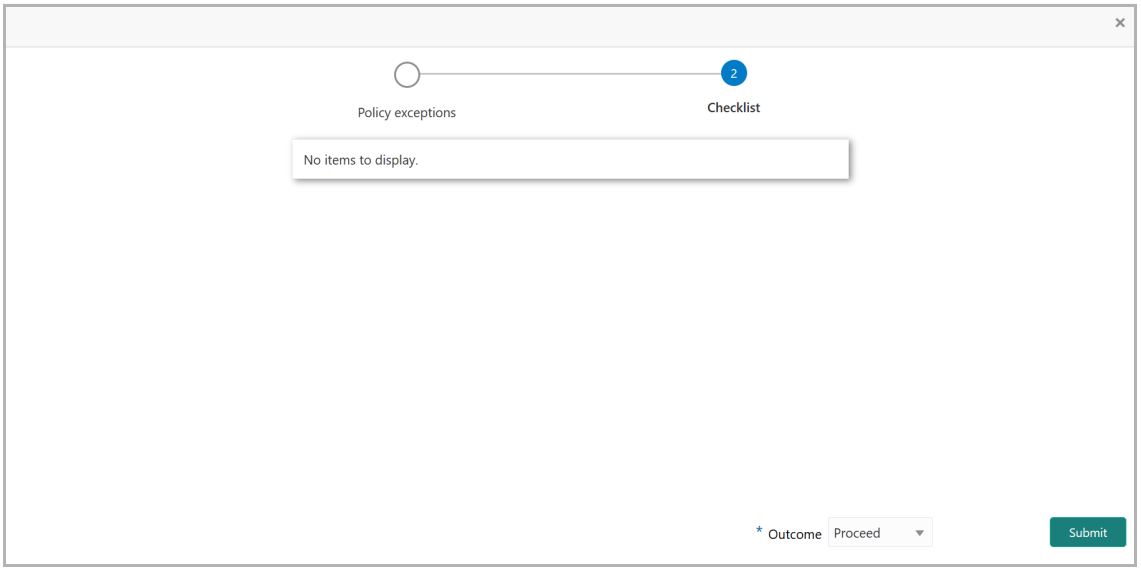


By default, policy exceptions are displayed for both the party and the child parties.

10. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

11. Click the **Checklist** data segment.

Chapter 4 - Draft Generation



12. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.

13. Click **Submit**. The application is moved to the next stage based on the selected **Outcome**.

For information on **Write up** data segment, refer Proposal Initiation Chapter.

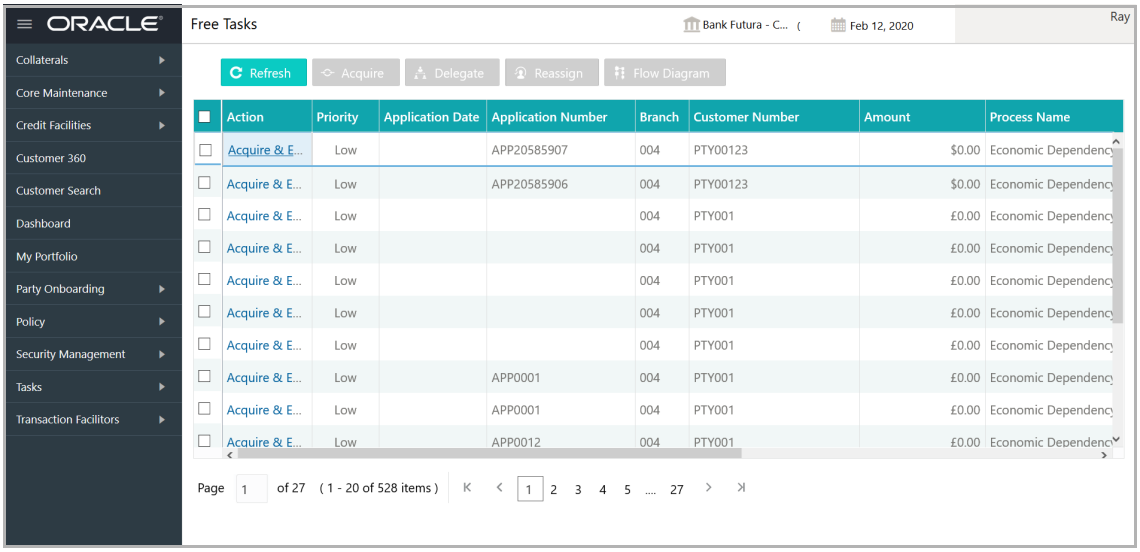
Chapter 4 - Customer Acceptance

Customer Acceptance

The user configured for this stage can capture the customer acceptance status of draft proposal and move the proposal to the next stage. Upon customer acceptance, the proposal must be moved to the Limit Configuration stage by selecting the Outcome as Proceed. If the draft is not accepted by the customer, then the proposal must be moved back to the structuring stage.

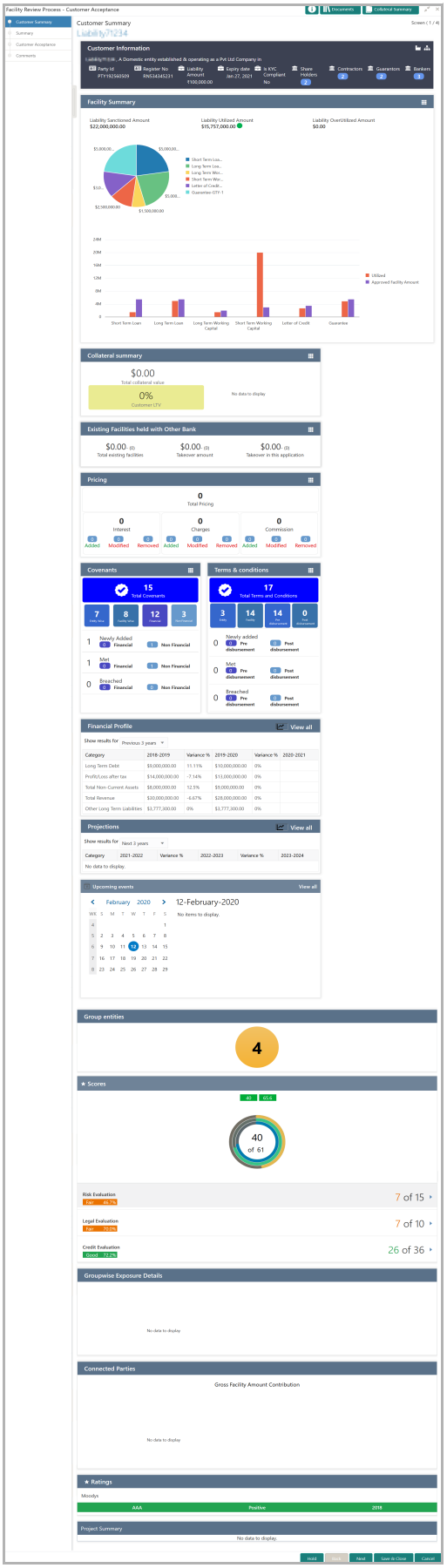
Steps to capture customer acceptance status

1. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



2. **Acquire & Edit** the required Customer Acceptance task. The *Customer Acceptance - Customer Summary* page appears:

Chapter 4 - Customer Acceptance



Chapter 4 - Customer Acceptance

For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

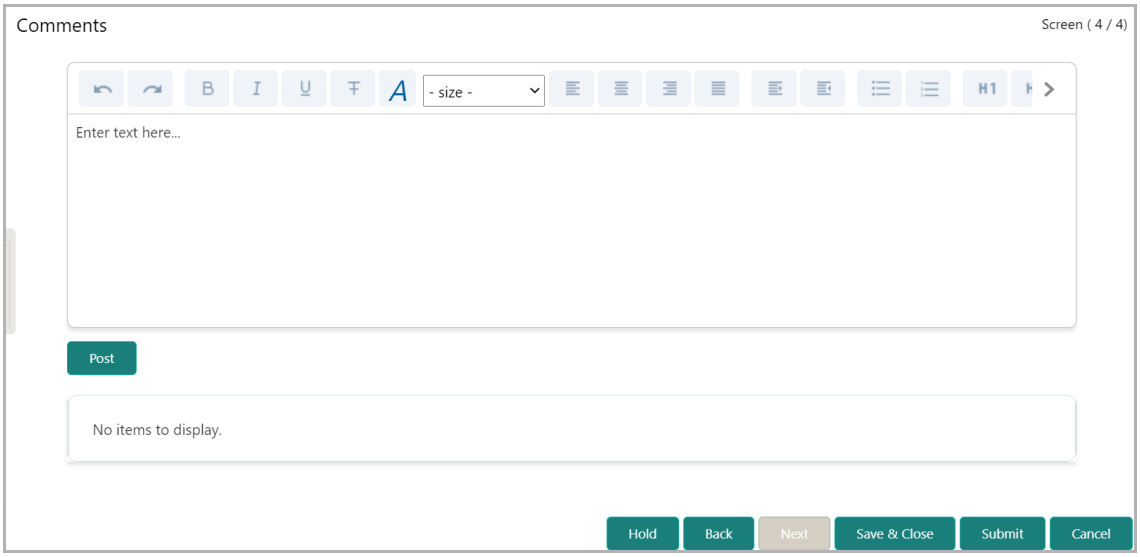
3. After reviewing the *Customer Summary*, click **Next**. The *Summary* page appears.

For information on actions that can be performed in the *Summary* page, refer "Summary" on page 160.

Upon clicking **Next** in the *Summary* page, the *Customer Acceptance* page appears:

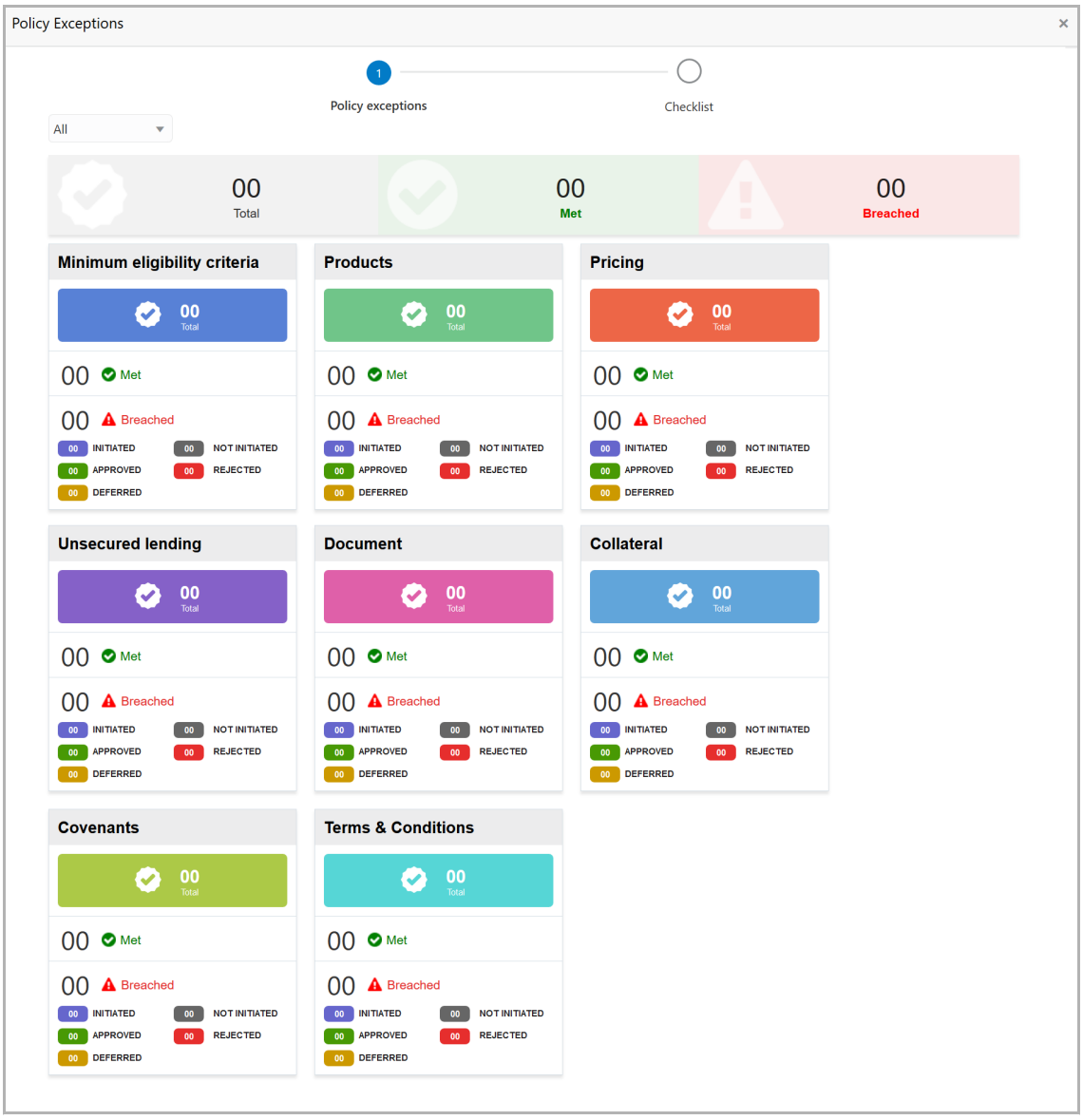
In the *Customer Acceptance* page, the Proposal Draft accepted by the customer is displayed.

4. Click the download icon to download the proposal draft.
5. Click Next. The *Comments* page appears:



6. Type the customer acceptance status in the **Comments** box.
7. Click **Post**. Comments are posted below the **Comments** box.

8. Click **Submit**. The *Policy exceptions* window appears:

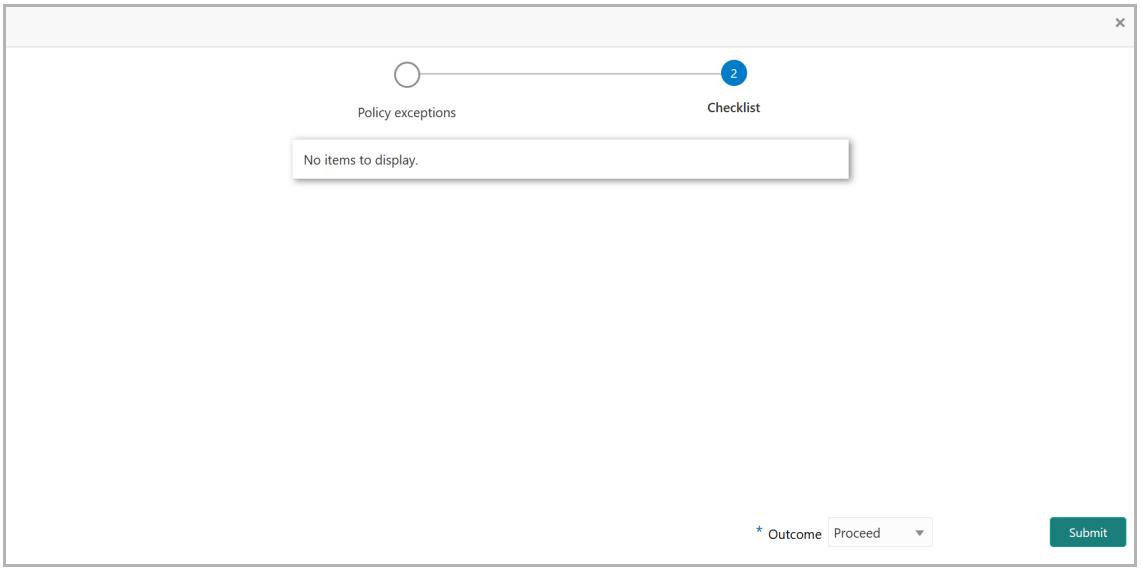


By default, policy exceptions are displayed for both the party and the child parties.

9. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

10. Click the **Checklist** data segment.

Chapter 4 - Customer Acceptance



11. Select the **Outcome** as PROCEED, if additional information is not required. Otherwise select the **Outcome** as Additional Info.

12. Click **Submit**. The proposal is moved to the next stage based on the selected Outcome.

For information on **Write up** data segment, refer Proposal Initiation Chapter.

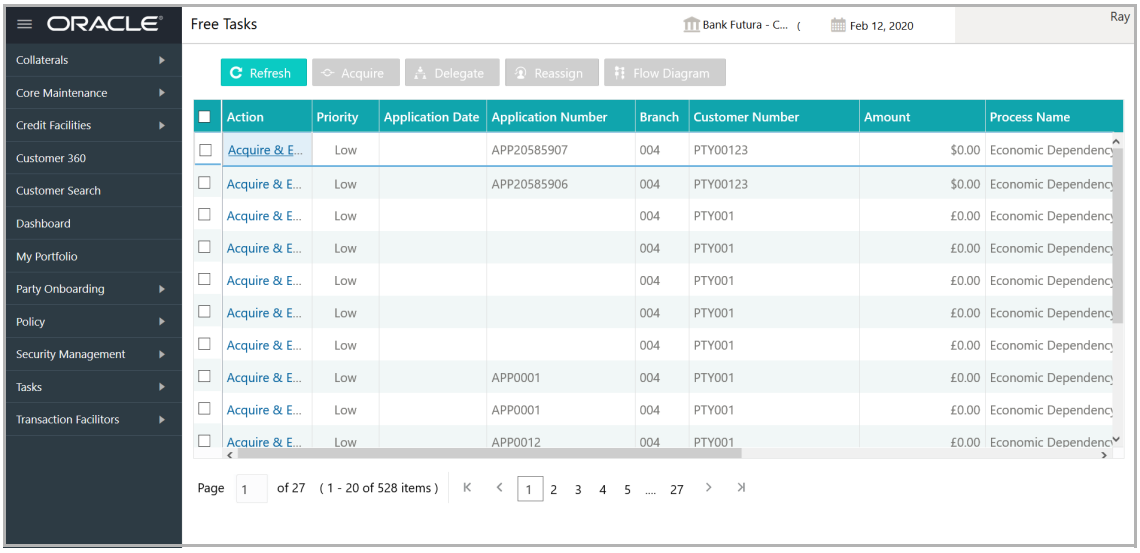
Chapter 4 - Limit Configuration

Limit Configuration

In this stage, credit officer sets the amount accepted by the customer as a limit for the facility.

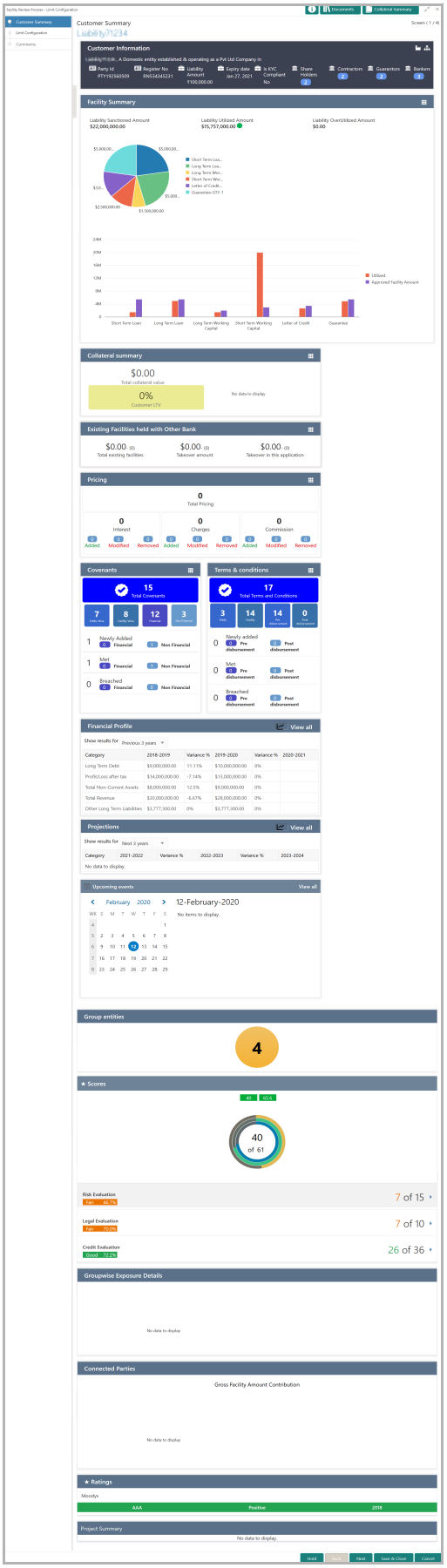
Steps to configure limit

1. In OBCFPM, navigate to **Tasks > Free Tasks**. The *Free Task* page appears:



2. **Acquire & Edit** the required Limit Configuration task**.** The *Limit Configuration - Customer Summary* page appears**:**

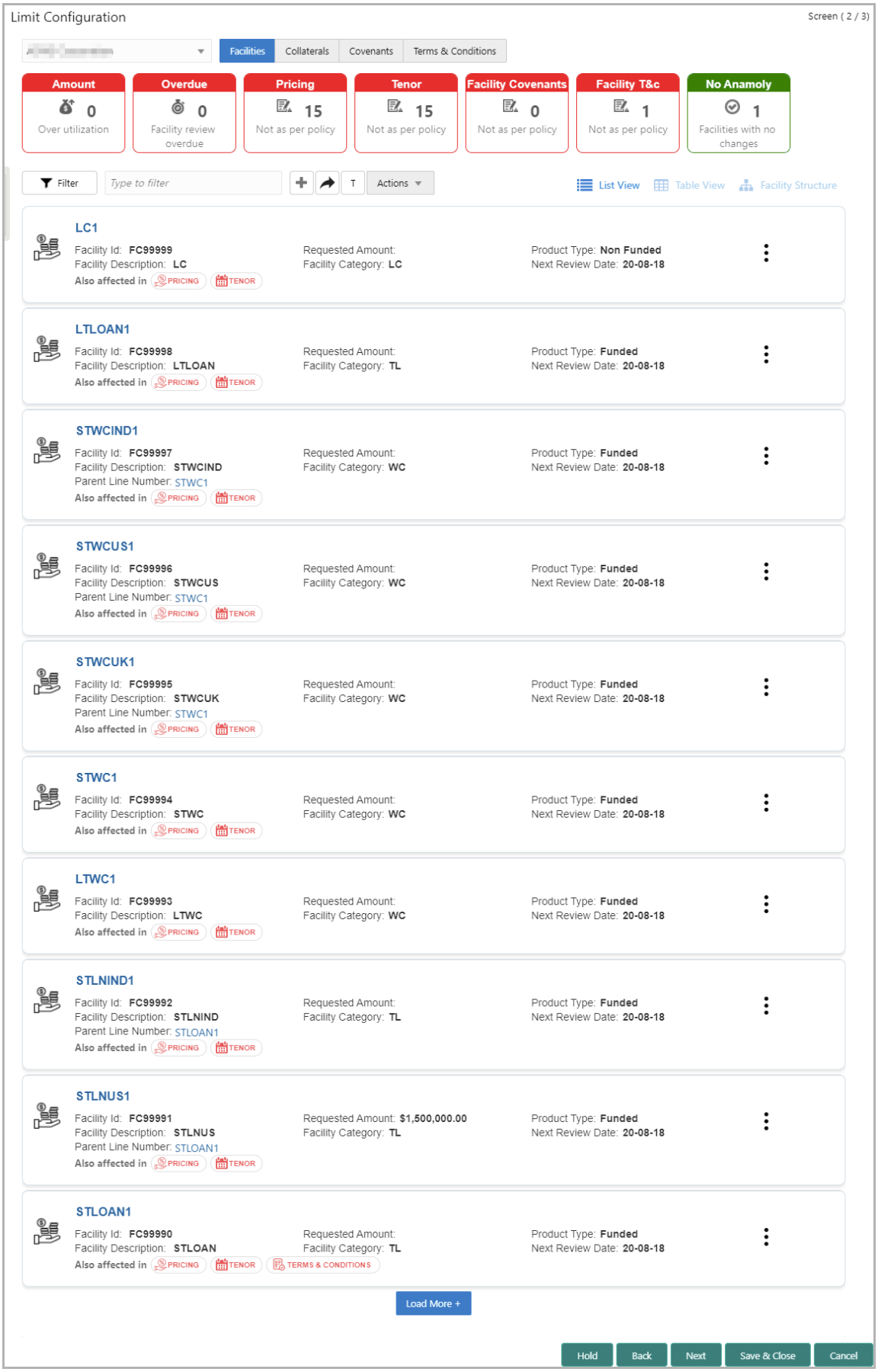
Chapter 4 - Limit Configuration



For information on actions that can be performed in the *Customer Summary* page, refer Credit 360 User Guide.

3. After reviewing the *Customer Summary*, click **Next**. ***The*** *Limit Configuration* page appears:

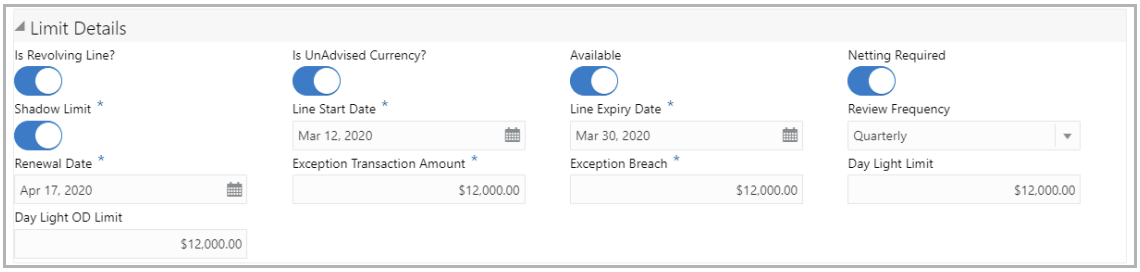
Chapter 4 - Limit Configuration



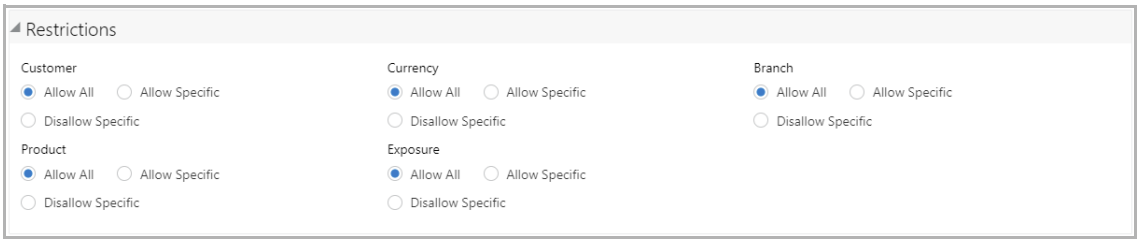
Chapter 4 - Limit Configuration

In *Limit Configuration* page, Facilities, Collaterals, Covenants and Terms & Conditions added during the proposal initiation / added in previous stages of Facility Review process are displayed.

4. To configure the limit for a facility, click the Hamburger icon in the corresponding record and select **Edit Facility**. The *Facility Details* window appears.
5. Click and expand the **Limit Details** section.

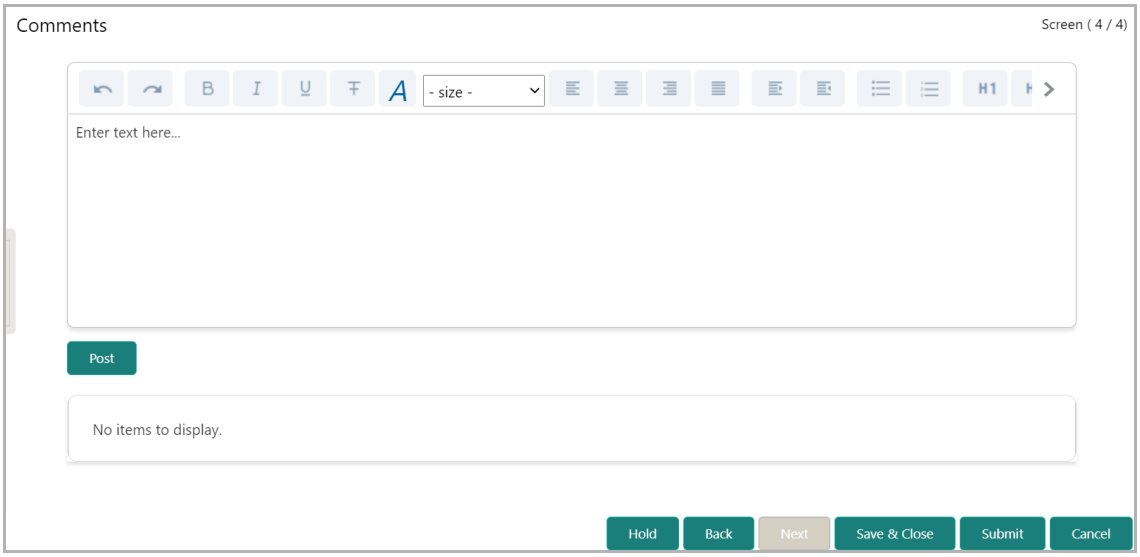


6. To set the facility as revolving facility, enable **Is Revolving Line?** switch.
7. If the currency of the facility is unadvised, enable **Is UnAdvised Currency?** switch.
8. To make the facility available, enable the **Available** switch.
9. Specify is **Netting Required** for the facility**.**
10. Enable **Shadow Limit** switch, if required.
11. To specify the facility validity, click the calendar icon and select the **Line Start Date** and **Line Expiry Date**.
12. Select the **Review Frequency** for the facility.
13. Click the calendar icon and select the **Renewal Date** for the facility.
14. Specify the limit allowed for the facility in **Exception Transaction Amount** field.
15. Specify the breach limit for the facility in **Exception Breach** field.
16. Specify the **Day Light Limit** and **Day Light OD Limit** for the facility**.**
17. Click and expand the **Restrictions** section.



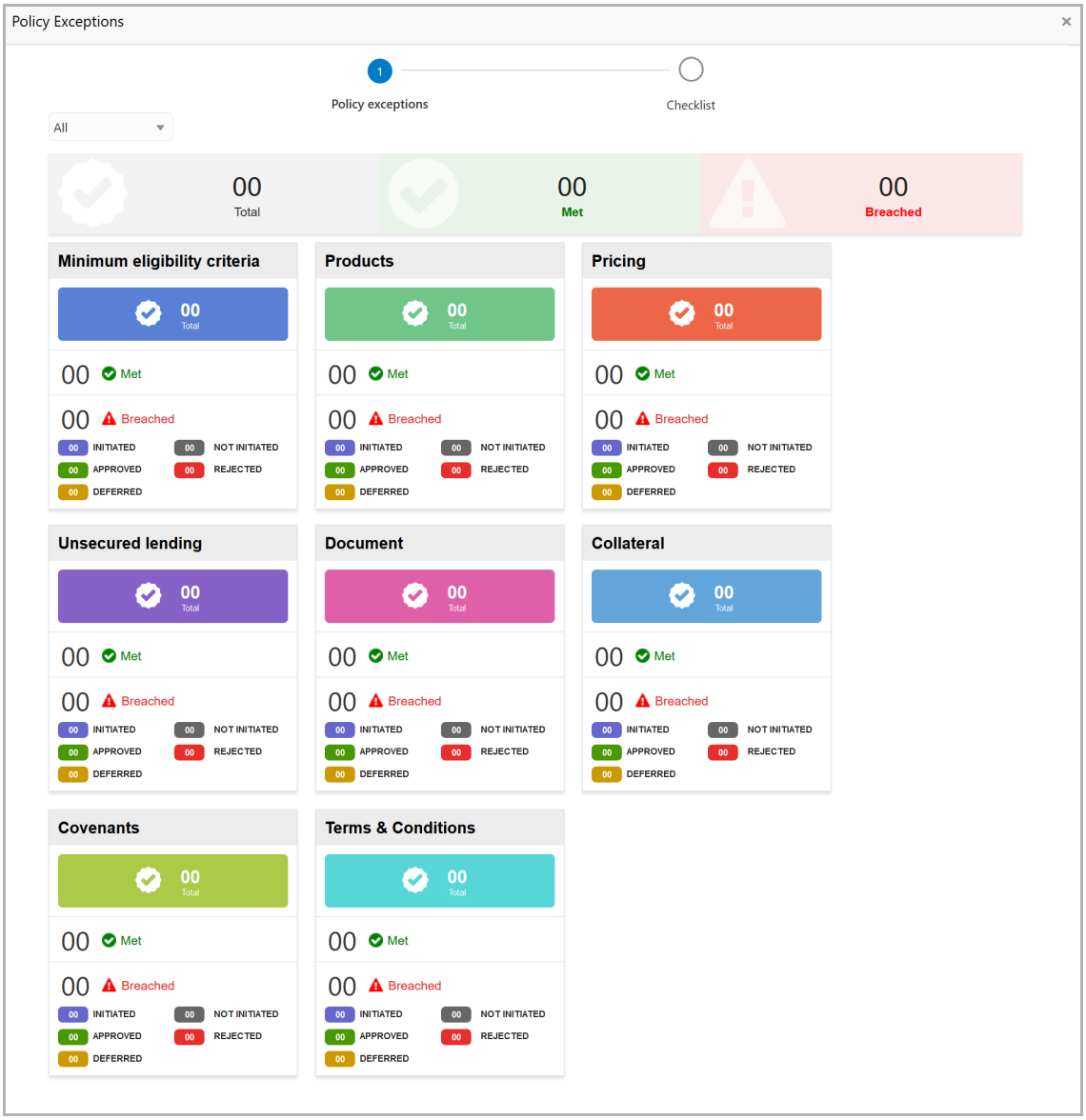
18. **Allow All**, **Allow Specific** or **Disallow Specific Customer, Currency, Branch, Product, and Exposure**, based on the need.
19. Click **Save**. Limit is configured for the facility.
20. To go to the *Comments* page, click **Next**.

Chapter 4 - Limit Configuration



21. Post comments for this stage**,** if any. Posted comment is displayed below the **Comments** box.

22. Click **Submit.** The *Policy exceptions* window appears:

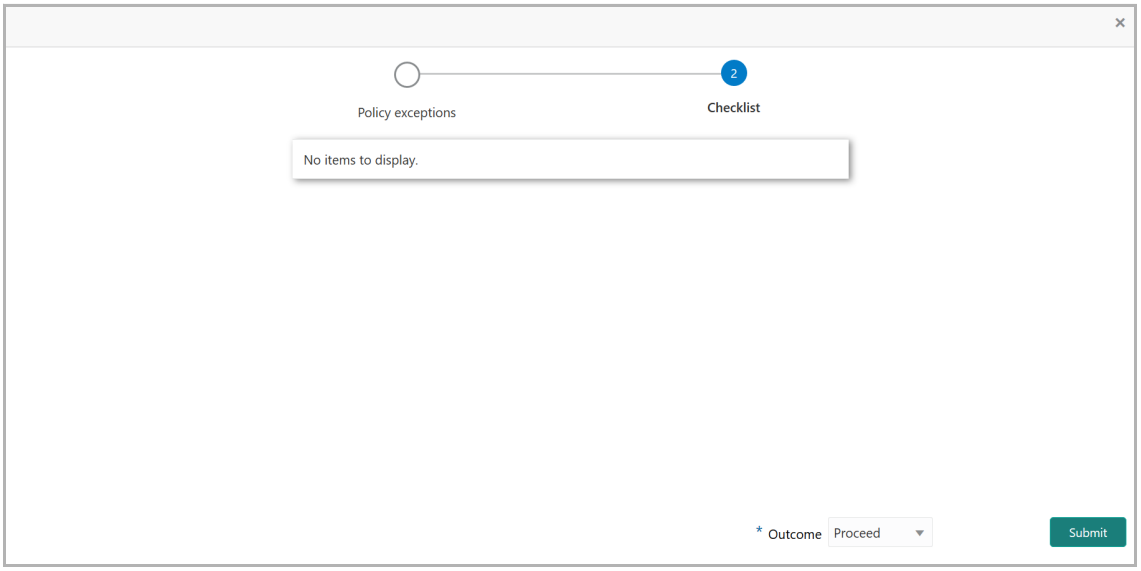


By default, policy exceptions are displayed for both the party and the child parties.

23. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

24. Click the **Checklist** data segment.

Chapter 4 - Limit Configuration



25. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.
26. Click **Submit**.

Upon selecting PROCEED and clicking Submit, the proposal is moved to the Handoff stage.

For information on **Write up** data segment, refer Proposal Initiation Chapter.

Chapter 4 - Proposal Handoff

Handoff to Back Office System

The proposal is automatically handed off to the back office system (OBELCM), if the outcome of the previous stage is Proceed. If the automatic handoff fails, the proposal is sent to the **Handoff - Manual Retry** stage.

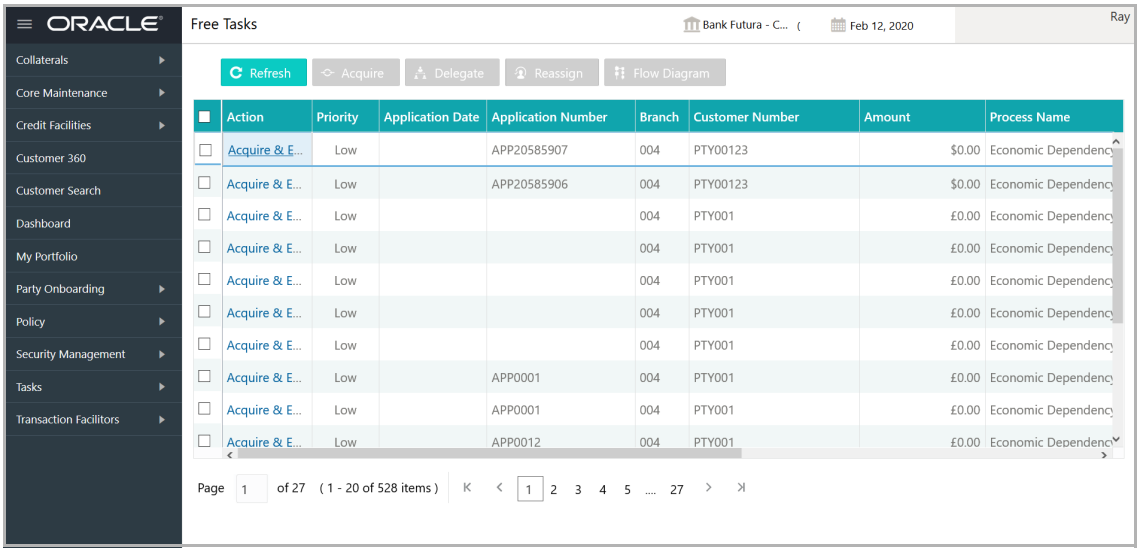
Refer **Handoff - Manual Retry** chapter for information on the manual retry stage.

Chapter 4 - Handoff - Manual Retry

Handoff - Manual Retry

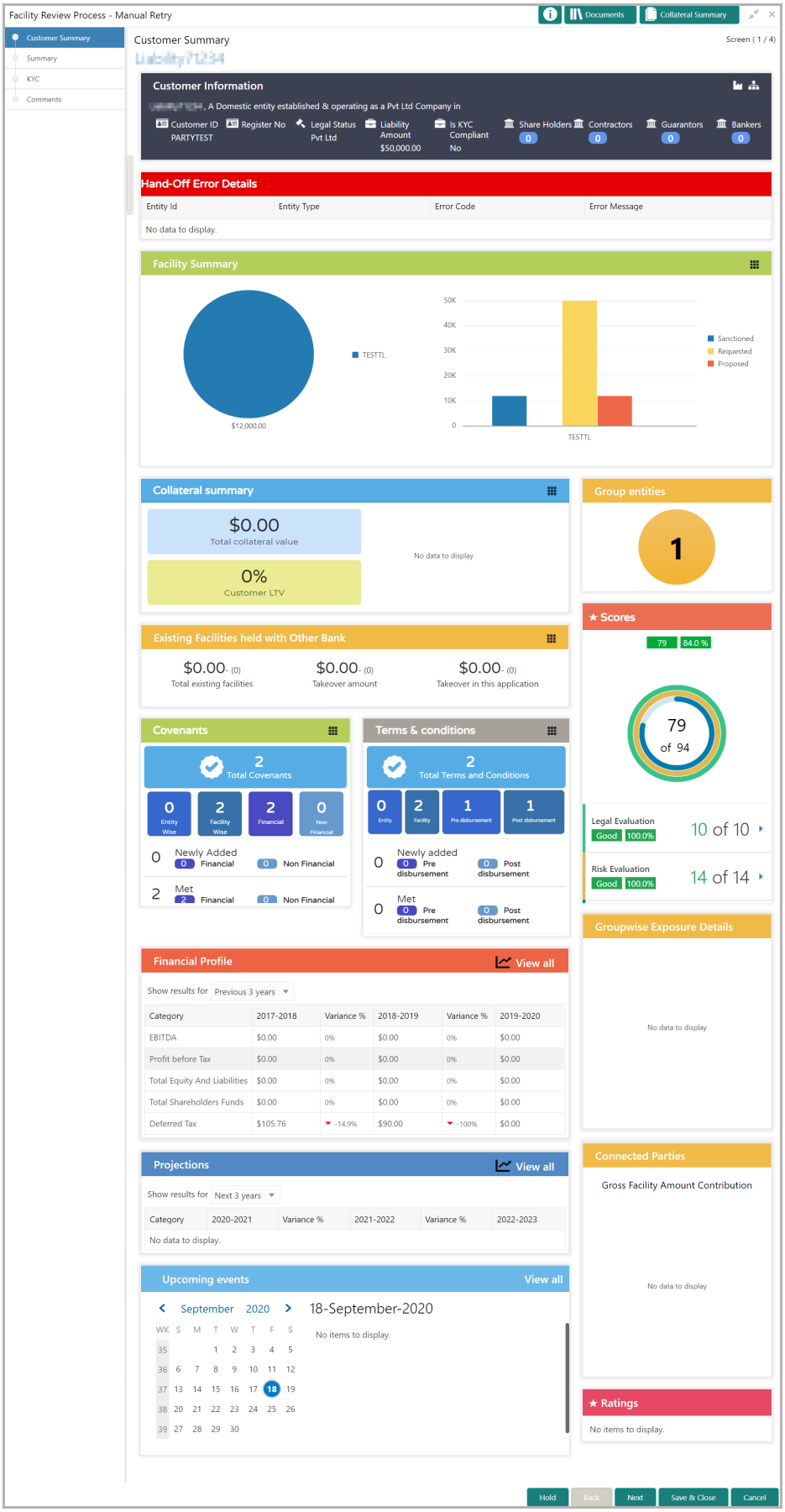
To manually Handoff the proposal to the Back Office System, perform the following steps:

1. In OBCFPM, navigate to **Tasks > Free Tasks**. *Free Task* page appears:



2. **Acquire & Edit** the required Manual Retry Task**.** *The Manual Retry - Customer Summary* page appears**:**

Chapter 4 - Handoff - Manual Retry



Chapter 4 - Handoff - Manual Retry

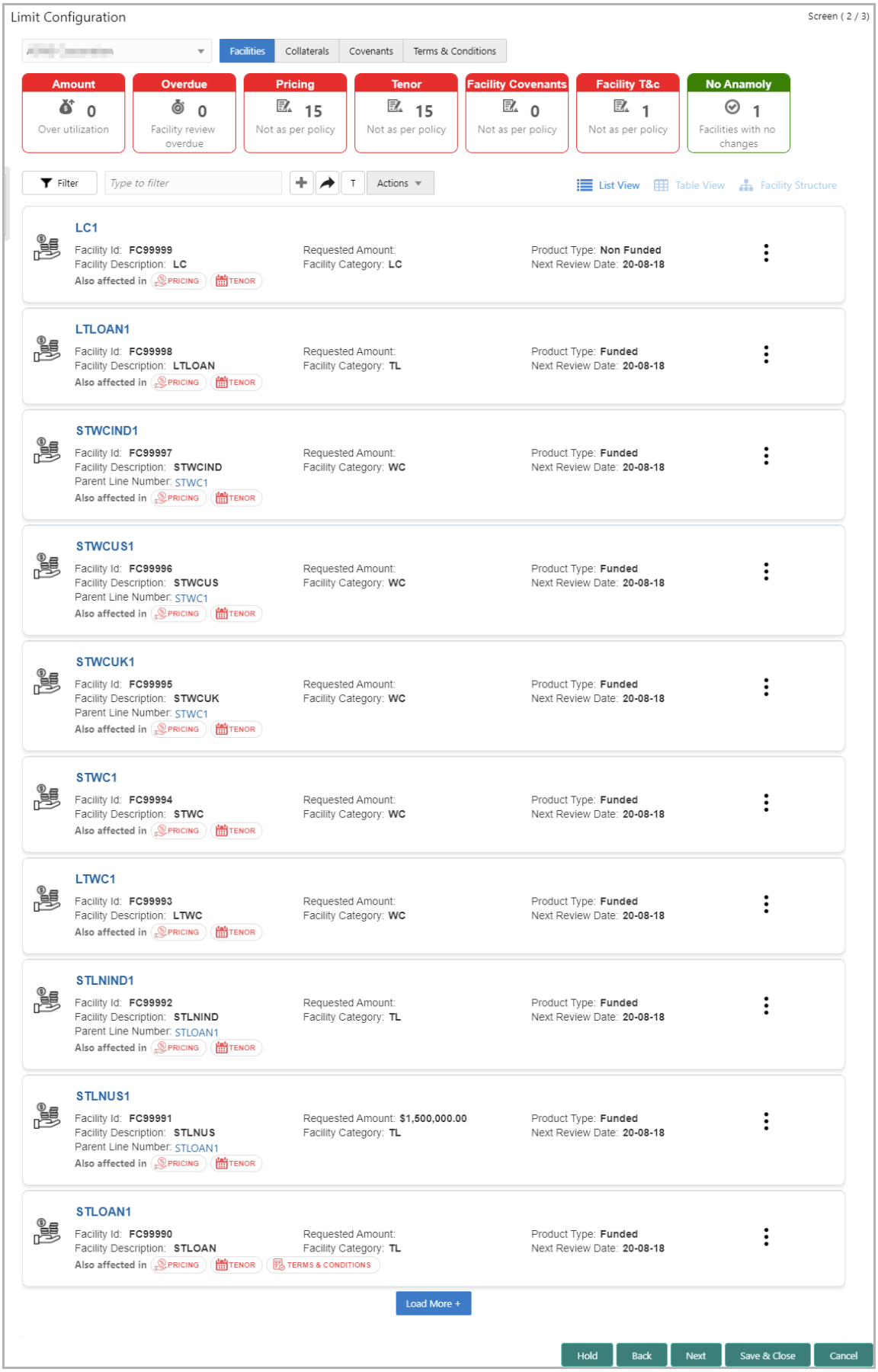
In Customer *Summary* page the hand-off error details are displayed.

3. View the **Hand-Off Error Details** and make necessary changes.
4. Click **Next.** The *Summary* page appears:

For information on actions that can be performed in the *Summary* page, refer “Summary” on page 160.

Upon clicking **Next** in the *Summary* page, the *Limit Configuration* page appears:

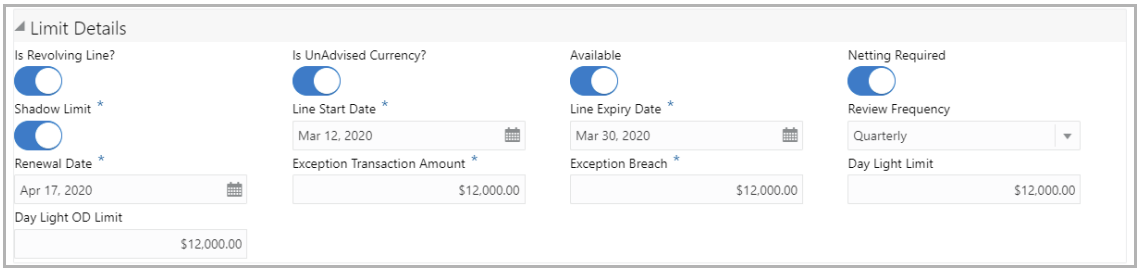
Chapter 4 - Handoff - Manual Retry



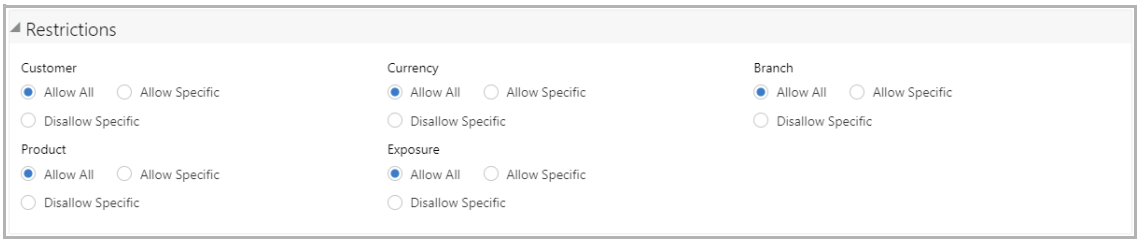
Chapter 4 - Handoff - Manual Retry

In *Limit Configuration* page, **Facilities**, **Collaterals**, **Covenants** and **Terms & Conditions** added during the proposal initiation / added in previous stages of Facility Review process are displayed.

5. To configure the limit, click on the facility and then click the edit icon. *Facility Details* window appears.
6. Click and expand the **Limit Details** section.

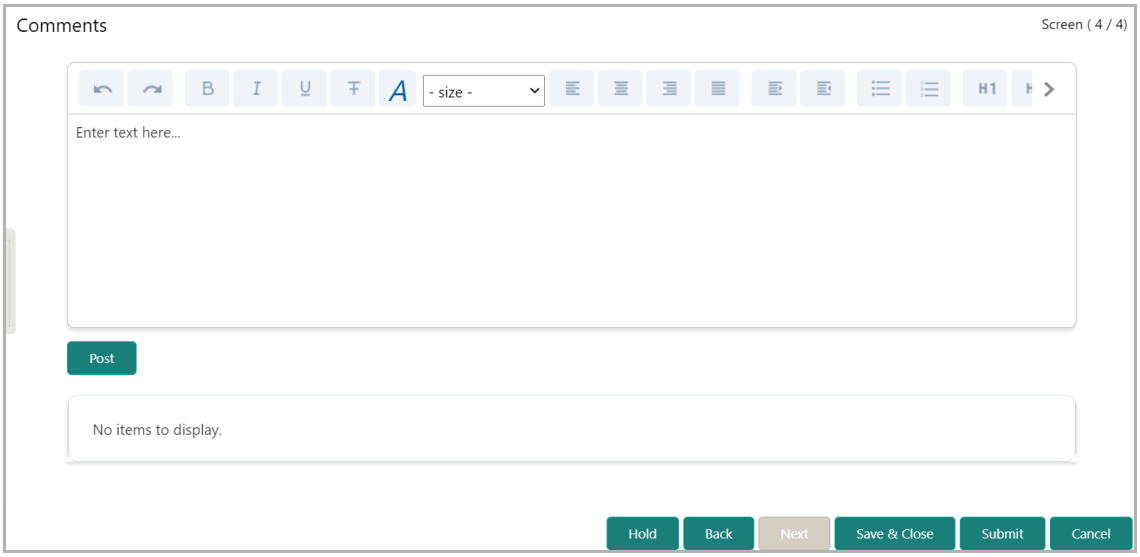


7. To set the facility as revolving facility, enable **Is Revolving Line?** switch.
8. If the currency of the facility is unadvised, enable **Is UnAdvised Currency?** switch.
9. To make the facility available, enable the **Available** switch.
10. Specify is **Netting Required** for the facility**.**
11. Enable **Shadow Limit** switch, if required.
12. To specify the facility validity, click the calendar icon and select the **Line Start Date** and **Line Expiry Date**.
13. Select the **Review Frequency** for the facility.
14. Click the calendar icon and select the **Renewal Date** for the facility.
15. Specify the limit allowed for the facility in **Exception Transaction Amount** field.
16. Specify the breach limit for the facility in **Exception Breach** field.
17. Specify the **Day Light Limit** and **Day Light OD Limit** for the facility**.**
18. Click and expand the **Restrictions** section.



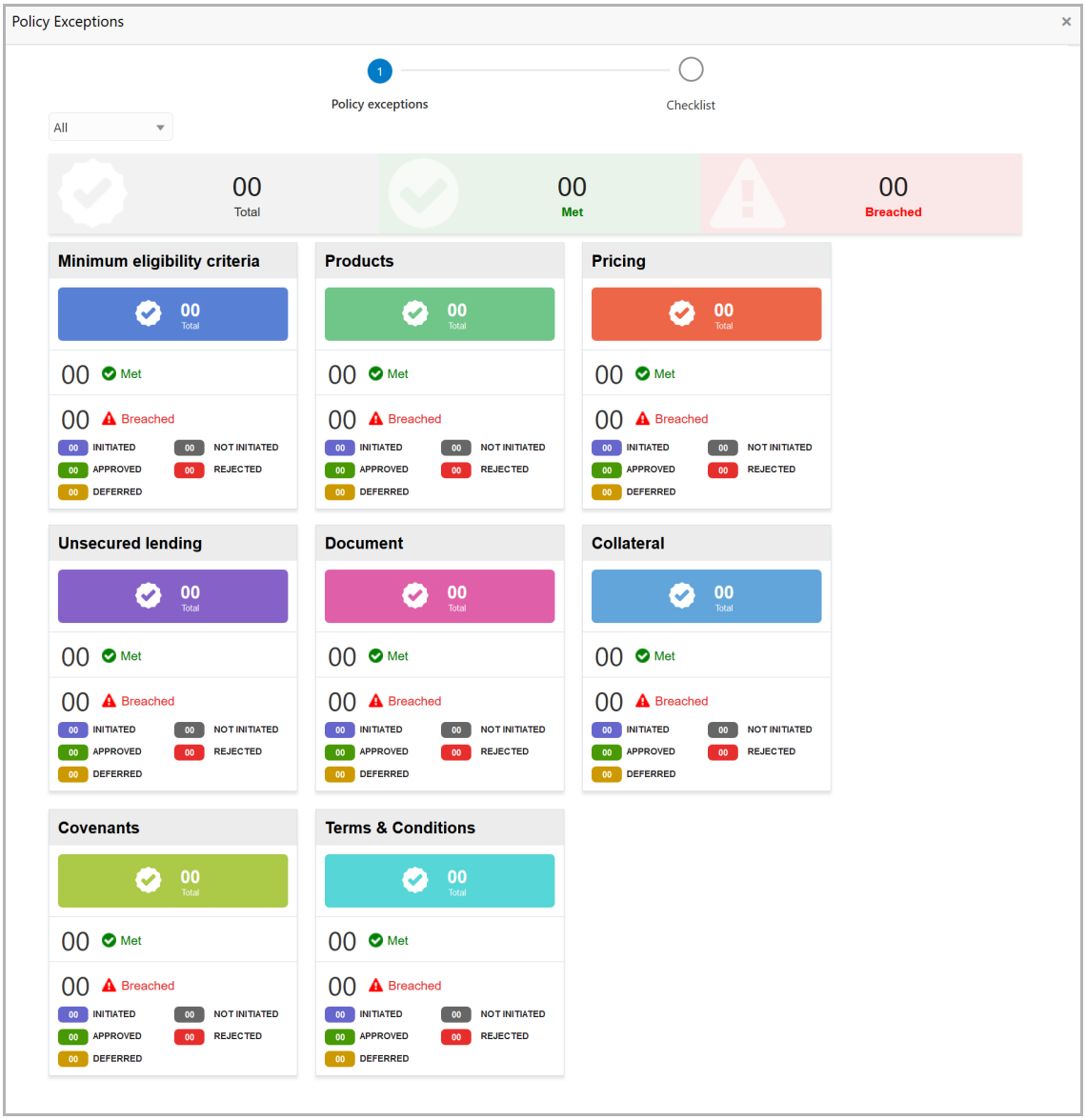
19. **Allow All**, **Allow Specific** or **Disallow Specific Customer, Currency, Branch, Product, and Exposure**, based on the need.
20. Click **Save**. Limit is configured for the facility.
21. To go to the *Comments* page, click **Next**.

Chapter 4 - Handoff - Manual Retry



22. Post comments for this stage**,** if required. Posted comment is displayed below the **Comments** box.

23. Click **Submit.** The *Policy exceptions* window appears:

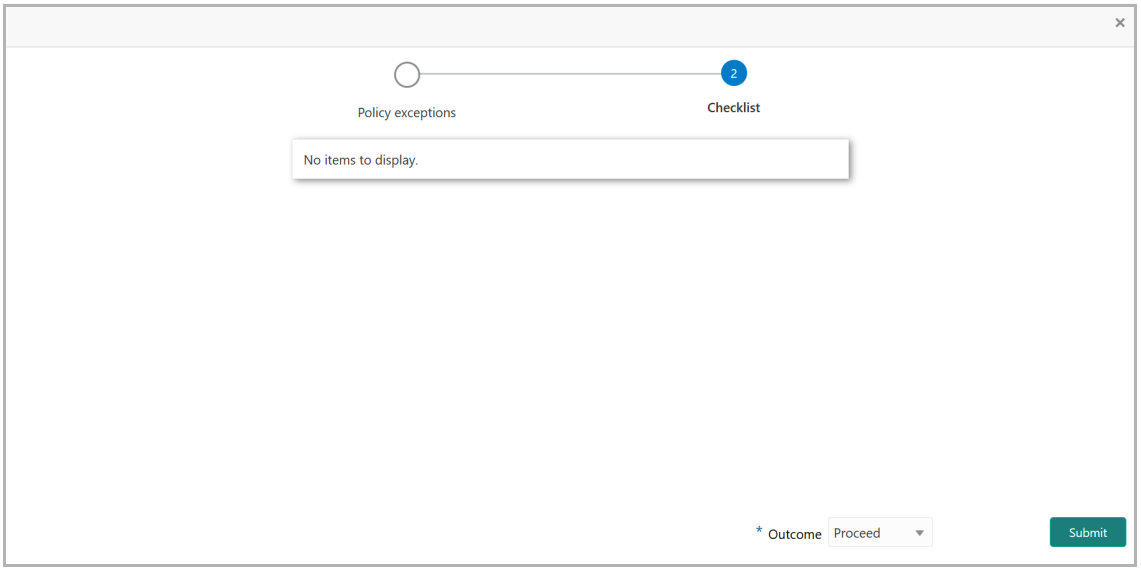


By default, policy exceptions are displayed for both the party and the child parties.

24. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.

25. Click the **Checklist** data segment.

Chapter 4 - Handoff - Manual Retry



26. Select the **Outcome** as **PROCEED**.
27. Click **Submit**. The proposal is moved to the Back Office System (OBELCM).

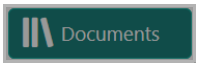
For information on **Write up** data segment, refer Proposal Initiation Chapter.

Chapter 4 - Document Upload

Document Upload and Checklist

In OBCFPM, supporting documents such as balance sheets and collateral documents can be uploaded in any stage of Facility Review process. Supporting documents help the senior officers in bank to accurately evaluate the credit worthiness of the organization and approve the proposal. Documents added for the proposal can be removed whenever the document becomes invalid.

Steps to upload documents

1. Click 

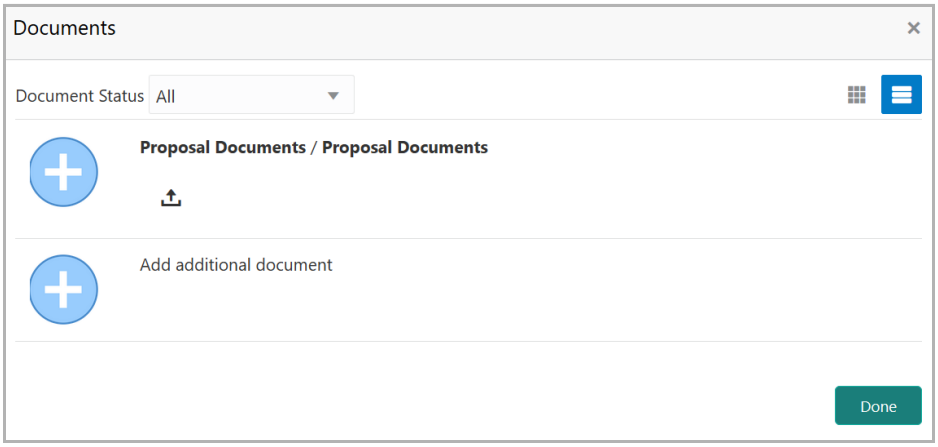
at the top right corner of any page. The *Documents* window appears:

If the document list is configured in Business Process Maintenance, the same appears in the above window. You can also click the add icon to upload other documents.

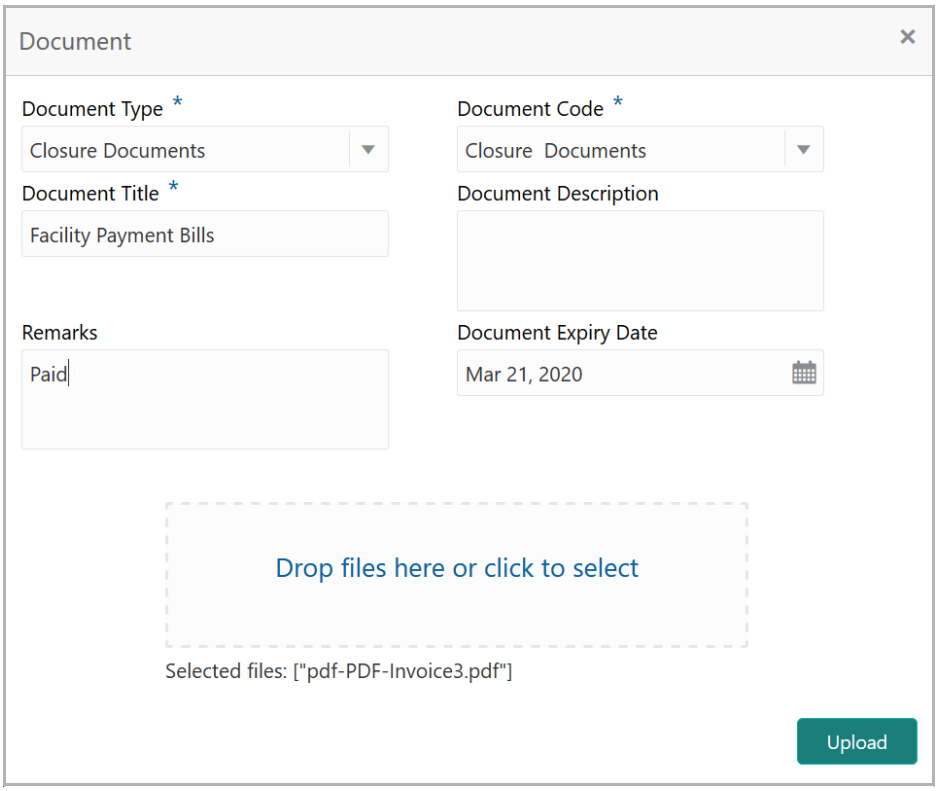
In case the mandatory document is not uploaded, the system prompts an alert. You need to upload the necessary documents and proceed further.

2. To change the table view to the list view, click the list icon at the top right corner. *Documents* window appears as shown below:

Chapter 4 - Document Upload



3. Click the add icon. The *Document Details* window appears:



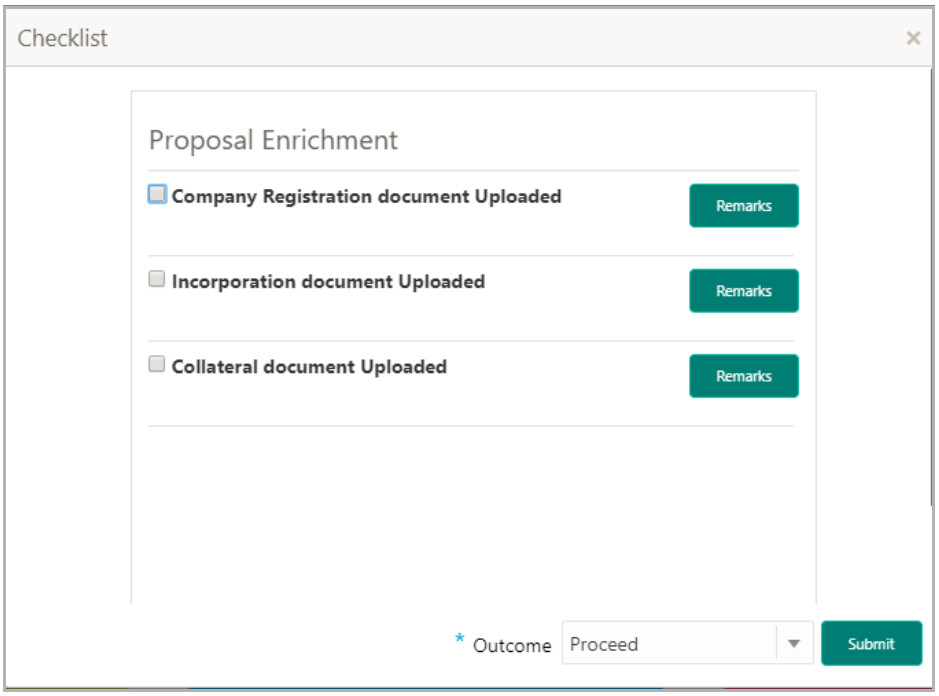
4. Select the **Document Type** and **Document Code** from the drop down list. The options available are: Amendment Documents, Proposal Documents and Closure Documents.
5. Type the **Document Title.**
6. Type a brief description about the document in the **Document Description** field.
7. Type the **Remarks**, if any.
8. Click the calendar icon and select the **Document Expiry Date**.

Chapter 4 - Document Upload

9. In **Drop files here or click to select** area, drag and drop the documents or click and select the documents. Selected files are displayed at the bottom.

To upload multiple supporting documents at the same time, drag and drop or click and select all the documents.

10. Click **Upload**. The *Checklist* window appears:



11. Manually verify all the checklist and enable the corresponding check box.
12. Select the **Outcome** as **Proceed**.
13. Click **Submit**. Document is uploaded and listed in the *Document* window.
14. To edit or delete the document, click the edit or delete icons.

Chapter 4 - Reference and Feedback

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

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.

Feedback and Support

Oracle welcomes customer’s comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.