# Oracle® Banking Credit Facilities Process Management Policy Definition User Guide





Oracle Banking Credit Facilities Process Management Policy Definition User Guide, Release 14.7.2.0.0

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# **Preface**

# 1.1 About this guide

This guide provides the user with all the information necessary to define a policy for credit processes in **OBCFPM**.

## 1.2 Intended Audience

This document is intended for the banking personnel's responsible for defining and approving policies associated with credit processes.

# 1.3 Conventions Used

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

Table 1-1 Conventions Used

Convention	Description
Bold	Bold indicates: Field Name
	Screen Name
	<ul> <li>Drop-down Options</li> </ul>
	Other UX labels
	This icon indicates a Note.

Figure 1-1 Note



## 1.4 Common Icons in OBCFPM

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

Table 1-2 Common Icons

lcone		Purpose
Icons		To add new record.
		to add tiew record.
Figure 1-2	Add	
+		
		To modify existing record.
Figure 1-3	Edit	
11111201		
0		
		<del>+ 11.</del>
		To delete a record.
Figure 1-4	Delete	
面		
		To select start or end date.
Figure 1-5	Calendar	
***		
		To upload a record.
Figure 1-6	Unload	
i iguie 1-0	- Γιοαά	
Upload		

Table 1-2 (Cont.) Common Icons

Icons	Purpose
	To remove the record.
Figure 1-7 Remove	
間 Remove	
	To change the screen layout to list view.
Figure 1-8 List View	
=	
	To change the screen layout to table view.
Figure 1-9 Table View	
- igaic 10 iabic view	
■	
	To change the screen layout to tree view.
Figure 1-10 Tree View	<b>.</b>
TIGHTE T-TO THEE VIEW	
<b>å</b>	
	To view, edit, and delete a record
Figure 1-11 Action Button	
33	
///	



Table 1-2 (Cont.) Common Icons

Icons		Purpose
		To hold the process.
<b>5</b> :	-1-1	
Figure 1-12 H	ola	
Hold		
Name of the second		
-		
		To go back to the previous screen.
Figure 1-13 B	ack	
rigare 1 10 B	uon	
Back		
Canada		
		To go to the next data segment.
		To go to the floxt data cogment.
Figure 1-14 N	ext	
Next		
Next		
		To save the captured information and exit the
		process window.
Figure 1-15 Sa	ave and Close	
5=52////IIIIIk	78	
Save & Close		
		To submit the task to next stage.
Figure 1-16 S	uhmit	
Figure 1-10 3	uviill	
Submit		
h		

Table 1-2 (Cont.) Common Icons

e window without saving the captured on.



2

# **Policy Definition Overview**

Policy Definition is the process followed by Policy Analysts in the financial institutions to define Credit Policy for various Financial products and services based on the guidelines from the regulatory bodies. Credit Policies defined in **OBCFPM** acts as the tool to validate business transaction and mitigate the overall risk. The fields validated in credit processes are listed separately in the document.

The following are the stages involved in **Policy Definition**:

- Policy Initiation
- Sector Evaluation
- Headroom Definition
- Policy Definition
- Business Recommendation
- Approval from Legal Head
- Approval from Policy Team
- Approval from Credit Team
- Risk Recommendations
- Compliance Recommendations
- Policy Approval



# **Policy Initiation**

Policy initiation is the first stage in policy definition process. In this stage, actual policy is defined by the Policy Analyst and sent for multiple approvals. The policy defined in **OBCFPM** is used to validate the data captured throughout the credit processes to facilitate the overall process performed in bank.

## **Steps to define policy**

1. Login to OBCFPM. Enter your User Name, Password and click Sign In.



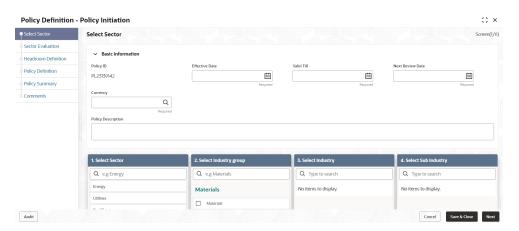


 Navigate to Policy > Policy Definition. Select Sector from drop-down list and Click Initiate Policy. Policy Initiation page is displayed.

Figure 3-2 Policy Initiation



Figure 3-3 Policy Initiation



# 3.1 Policy Initiation

In **OBCFPM**, the Policy Analysts can set the policy for the sector and its associated industry group, industry and sub-industry while defining the policy.

Figure 3-4 Policy Initiation

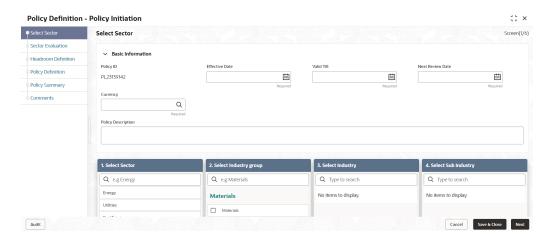
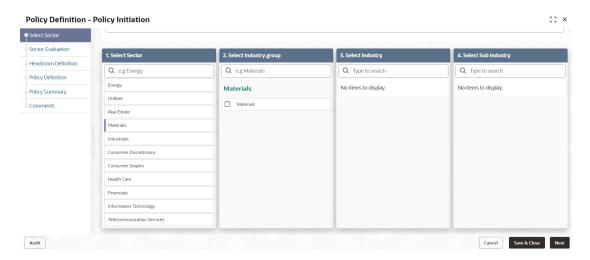




Figure 3-5 Policy Initiation



#### Select Sector screen:

For information on Select Sector, refer the below table.

Table 3-1 Select Sector

Fields/Icons	Description
Effective Date	Select <b>Effective Date</b> for the policy by clicking <b>Calendar</b> icon. The <b>Effective Date</b> should be in future.
Valid Till	Select Valid Till date for the policy by clicking Calendar icon. The Valid Till date should be in future and more than the effective date.
Next Review Date	Select <b>Next Review Date</b> date for the policy by clicking <b>Calendar</b> icon. The <b>Next Review Date</b> should be in future and more than the effective date.
Currency	Search and fetch <b>Currency</b> for the policy.
Policy Description	Enter the description for the policy in <b>Policy Description</b> field.
Select Sector	Select Sector for which policy needs to be defined.

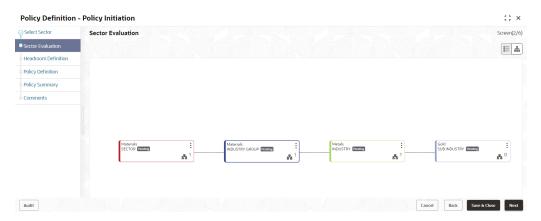
- 1. In Select **Industry Group** section, select the required group.
- In Select Industry and Sub Industry section: Select required Industry and Sub - Industry.
- 3. Click Next. Sector Evaluation page is displayed.

## 3.2 Sector Evaluation

**OBCFPM** allows the Policy Analysts to evaluate the sector, industry group, industry and sub-industry selected and view the score for each evaluation instantly.



Figure 3-6 Sector Evaluation



#### In Sector Evaluation page:

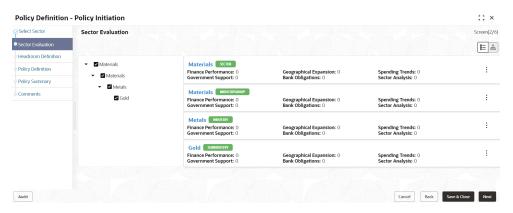
1. To change the layout of the tree view, click the configuration icon at the top right corner. The layout options are displayed as shown below:

Figure 3-7 Layout



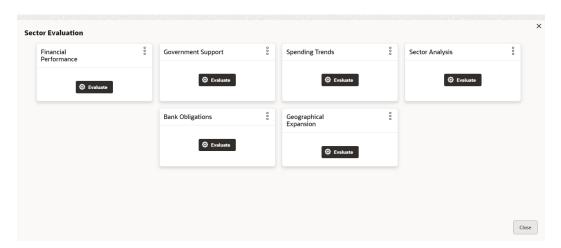
2. To change the tree view to list view, click the list icon at the top left corner. **Sector Evaluation** page view is changed as shown below:

Figure 3-8 Sector Evaluation



3. To evaluate the sector, click **Evaluate Now** button in list view or right click sector icon in tree view. **Sector Evaluation** window is displayed.

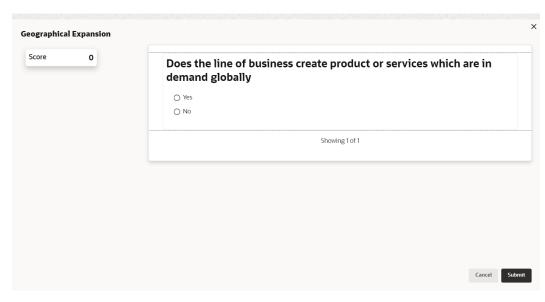
Figure 3-9 Sector Evaluation



- 4. Click **Evaluate** button and evaluate the following elements:
  - Financial Performance
  - Government Support
  - Spending Trends
  - Sector Analysis
  - Bank Obligations
  - Geographical Expansion

Click **Evaluate** button, questions related to the evaluation appears:

Figure 3-10 Geographical Expansion

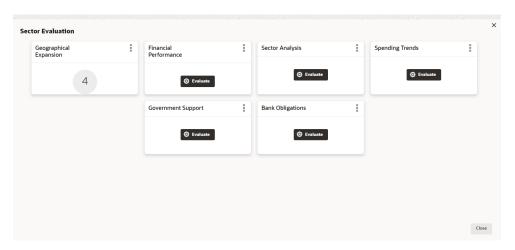


- **5.** Select the answer for the displayed question. Score is displayed for the evaluation based on the selected answer.
- **6.** Click right arrow to view the next question.



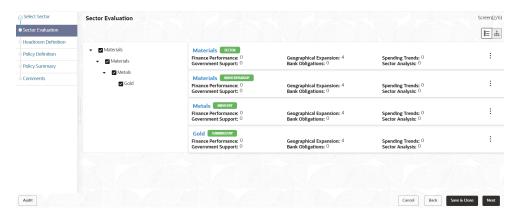
7. Answer all the questions and click **Submit**. Overall score is displayed for the evaluated element as shown below:

Figure 3-11 Sector Evaluation



8. Click **Submit**. **Sector Evaluation** page is updated with the evaluation scores as shown below:

Figure 3-12 Sector Evaluation

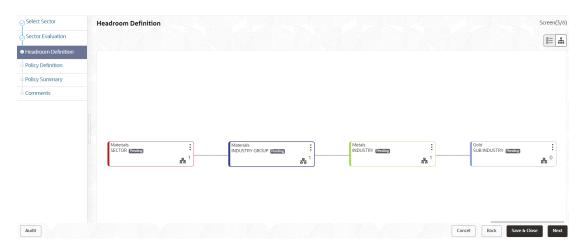


- Evaluate Industry Group, Industry and all the Sub Industry.
- 10. Click Next.

## 3.3 Headroom Definition

In this data segment, the Policy Analysts can define headroom for the selected sector, industry group, industry and sub-industry based on the capital available in the Bank.

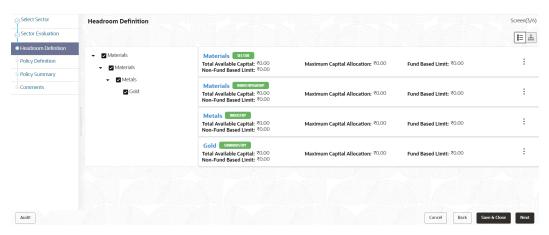
Figure 3-13 Headroom Definition



Refer **Sector Evaluation** section for information on changing the layout of the tree view.

1. To change the tree view to list view, click the list icon at the top left corner. **Headroom Definition** page view is changed as shown below:

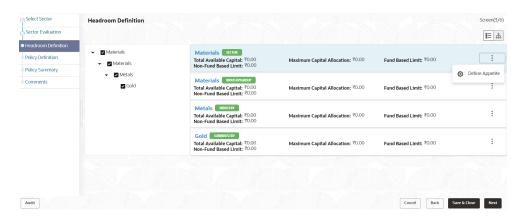
Figure 3-14 Headroom Definition



2. To define appetite for the sector, click **Define Appetite** button in list view or right click the sector icon in tree view.



Figure 3-15 Define Appetite



The **Appetite Setting** window appears:

Figure 3-16 Appetite Setting

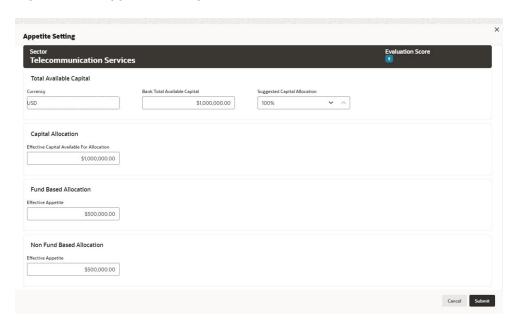
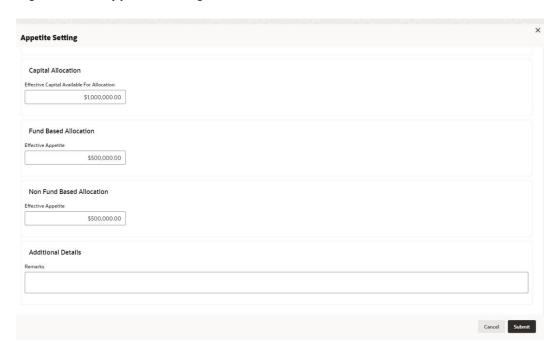




Figure 3-17 Appetite Setting



Note:

In **Appetite Setting** page, all the amount specified will be considered in Currency selected in the **Policy Initiation** page.

For information on fields in the Appetite Setting screen, refer the below table.

Table 3-2 Appetite Setting

Fields/Icons	Description
Total Available Capital	Enter fields given in <b>Total Available Capital</b> . The <b>Currency</b> is displayed by default.
Bank Total Available Capital	Specify Bank Total Available Capital.
Suggested Capital Allocation	Specify percentage to be allocated for the selected sector in Suggested Capital Allocation field. Note:
	Suggested Capital Allocation can be specified either by directly entering the percentage or selecting the increment/decrement option on the right.
	Decrement option will be enabled, if the value entered in Suggested Capital Allocation field is greater than zero. Use Decrement option to reduce the percentage.
Capital Allocation	Enter Effective Capital Available For Allocation field for Capital Allocation.
Fund Based Allocation	Enter Effective Appetite field for Fund Based Allocation.

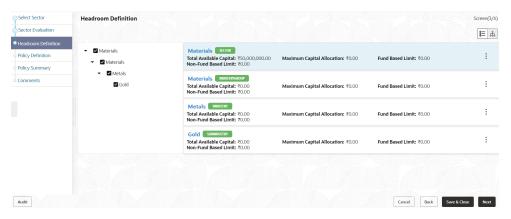


Table 3-2 (Cont.) Appetite Setting

Fields/Icons	Description
Non Fund Based Allocation	Enter Effective Appetite field for Non Fund Based Allocation
Additional Details	Enter Remarks fields for Additional Details.

Click Submit. Allocated amount is displayed in Appetite Setting page as shown below:

Figure 3-18 Appetite Setting

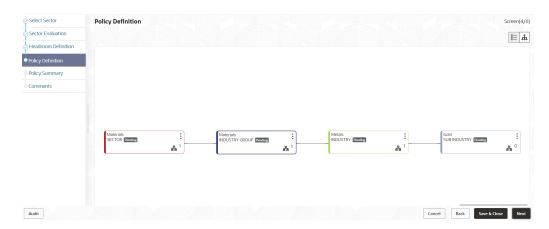


- 4. **Define Appetite** for the Industry Group, Industry and all the Sub Industry.
- 5. Click Next.

# 3.4 **Policy Definition**

In **Policy Definition** data segment, you will set the rules and regulations of lending.

Figure 3-19 Policy Definition

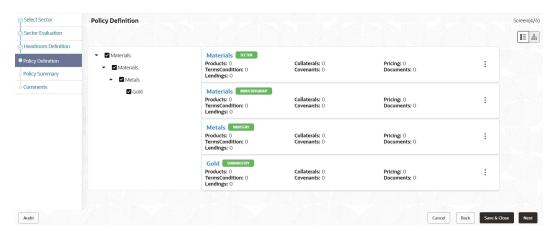




Refer **Sector Evaluation** section for information on changing the layout of the tree view.

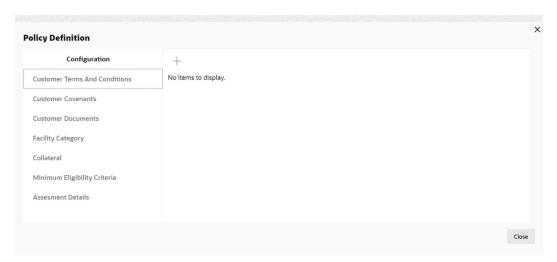
To change the tree view to list view, click the list icon at the top left corner. Policy Definition page view is changed as shown below:

Figure 3-20 Policy Definition



2. To define policy for the sector, click the **Define Policy** button in list view or right click the sector icon in tree view. **Configuration window** is displayed.

Figure 3-21 Configuration window



#### **Configuring window**

- **3.** In **Configuration** window, policy can be defined for the following dimensions:
  - Customer Terms And Conditions
  - Customer Covenants



- Customer Documents
- Facility Category
- Collateral
- Minimum Eligibility Criteria
- Assessment Details

## 3.4.1 Configuring Customer Terms and Conditions

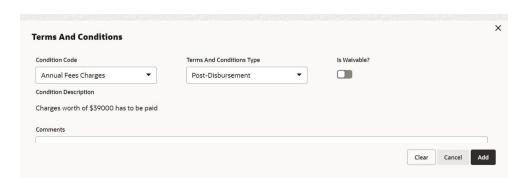
## **Configuring Customer Terms and Conditions**

1. To add terms and conditions, click **Customer Terms And Conditions** from the menu and click + icon. **Terms And Conditions** window is displayed:

Figure 3-22 Terms And Conditions



Figure 3-23 Terms And Conditions



For information on fields in the **Terms and Conditions** screen, refer the below table.



Table 3-3 Terms and Conditions

Fields/Icons	Description
Condition Code	Select Condition Code from the drop-down list.
Customer Terms And Conditions Type	Select Customer Terms And Conditions Type from the drop-down list. The options available are: Pre-Disbursement Post-Disbursement
Is Waivable?	Enable <b>Is Waivable?</b> check box, if waive off option is allowed for the terms and conditions.
Condition Description and Comments	Enter <b>Condition Description</b> and <b>Comments</b> to help Approvers in making quick decision.
Add	Click <b>Add</b> . Terms and conditions are added and displayed in the Terms And Conditions window.
Edit	To modify the added terms and conditions, click <b>Edit</b> icon.
Delete	To delete the terms and conditions, click <b>Delete</b> icon.
View	To view the added terms and condition, click <b>View</b> icon.

#### 2. Default and Validation

The following fields will get defaulted from **Policy Definition** to the **OBCFPM** processes which are linked to policy definition and policy validation.

- Code
- Type
- Is Waivable?

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception** 

- Code
- Type
- Is Waivable?

## 3.4.2 Configuring Customer Covenants

## **Configuring Customer Covenants**

1. To add a customer covenants, click **Customer Covenants** from the left menu and then click **+** icon. **Covenant Details** window is displayed:



Figure 3-24 Customer Covenants

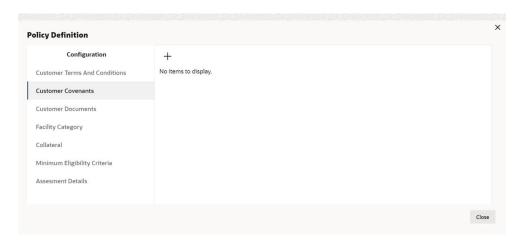


Figure 3-25 Covenant Details

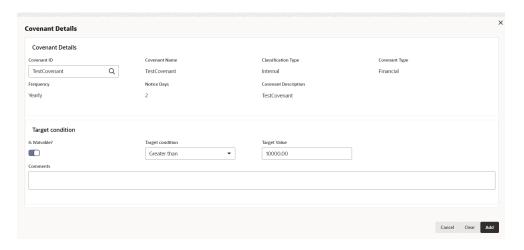
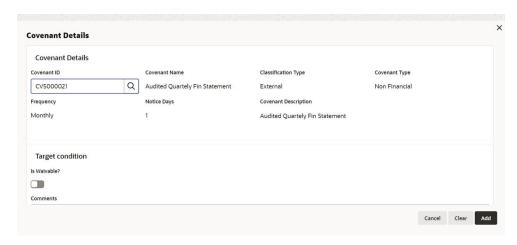


Figure 3-26 Covenant Details





For information on fields in the **Covenant Details** screen, refer the below table.

Table 3-4 Covenant Details

Fields/Icons	Description
Covenant ID	Search and select <b>Covenant ID</b> from the list of already created and maintained customer covenants. Details associated with the customer covenants are automatically fetched and displayed in the Covenant Details window.
Is Waivable?	Enable <b>Is Waivable?</b> check box, if waive off option is allowed for the customer covenant.
Target Condition	Select Target Condition from drop-down list. The following options are available:  Between  Equal to  Greater than  Greater than or equal to  Less than  Less than or equal to  Note: If you have selected Covenant Type as Financial, then this field is displayed. For Covenant Type selected as Non-financial this field is not available.
Target Value	Enter Target Value.  Note: If you have selected Covenant Type as Financial, then this field is displayed. For Covenant Type selected as Non-financial this field is not available.
Comments	Enter Comments to help Approvers in making quick decision.
Add	Click Add. Covenant Details are added and displayed in Customer Covenants window.
Edit	To modify the added customer covenant, click <b>Edit</b> icon.
Delete	To delete the added customer covenant, click <b>Delete</b> icon.
View	To view the added customer covenant, click <b>View</b> icon.

## 2. Default and Validation

The following fields will get defaulted from **Policy Definition** to the **OBCFPM** processes which are linked to policy definition and policy validation.

- Code
- Is Waivable?
- Target Condition
- Target Value

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception**.

- Code
- Is Waivable?
- Target Condition
- Target Value



## 3.4.3 Configuring Customer Documents

## **Configuring Customer Documents**

 To add the document related policy, click Customer Documents from the left menu and then click + icon. Document Details window is displayed:

Figure 3-27 Customer Documents

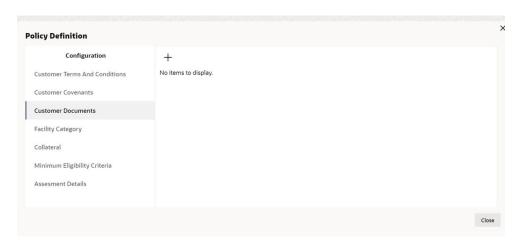
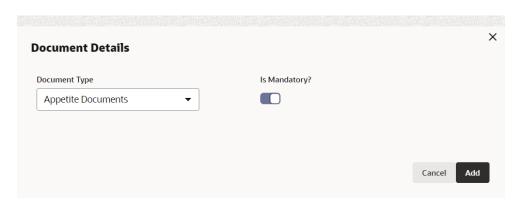


Figure 3-28 Documents Details



For information on fields in the **Document Details** screen, refer the below table.

Table 3-5 Document Details

Fields/Icons	Description
Document Details	Select <b>Document Details</b> from the drop-down list.
Is Mandatory?	Enable Is Mandatory? check box.
Add	Click <b>Add</b> . <b>Document Details</b> are added and displayed in <b>Customer Documents</b> window.
Edit	To modify the document details, click <b>Edit</b> icon.



Table 3-5 (Cont.) Document Details

Fields/Icons	Description
Delete	To delete the document details, click <b>Delete</b> icon.
View	To view the added document details, click View icon.

#### 2. Default and Validation

The following fields will get defaulted from **Policy Definition** to the **OBCFPM** processes which are linked to policy definition and policy validation.

Document Type

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception**.

Document Type

# 3.4.4 Configuring Facility Category

## **Configuring Facility Category:**

1. To add Facility Category related policy, click **Facility Category** from the left menu and then click **+** icon. **Facility Category** window is displayed:

Figure 3-29 Facility Category

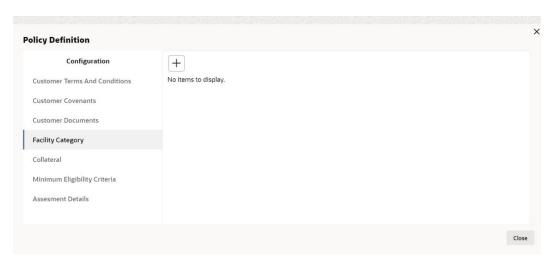
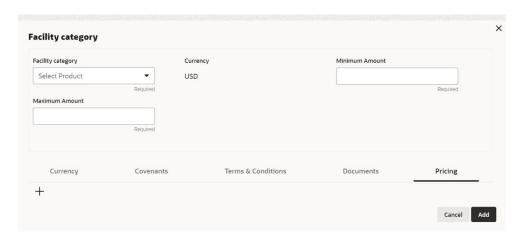




Figure 3-30 Facility Category



For information on fields in the Facility Category screen, refer the below table.

**Table 3-6 Facility Category** 

Fields/ Icons	Description
Facility Category	Select Facility Category from the drop-down list.
Currency	Search and select <b>Currency</b> in which the facility can be utilized.
Minimum Amount and Maximum Amount	Specify <b>Minimum Amount</b> and <b>Maximum Amount</b> for the selected Facility Category.

In the **Facility Category** window, the following dimensions can be defined for a Facility Category:

- Currency
- Covenants
- Terms & Conditions
- Documents
- Pricing
- 2. To add **Currency** in which the Facility Category can be offered, click **+** icon. **Add Currency** window is displayed.

Figure 3-31 Add Currency





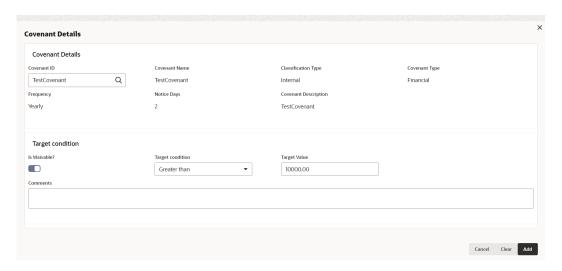
For information on fields in the **Add Currency** screen, refer the below table.

**Table 3-7 Add Currency** 

Fields/ Icons	Description
Currency	Search and select <b>Currency</b> .
Save	Click <b>Save</b> . Currency is added and listed in <b>Facility Category</b> window.

 To capture covenant details for the Facility Category, click the Covenants tab in Facility Category window and then click + icon. Covenant Details window is displayed to add covenant.

Figure 3-32 Covenant Details



For information on fields in the **Add Covenant** screen, refer the below table.

Table 3-8 Add Covenant

Fields/ Icons	Description
Covenant Details	Search and Select Covenant Details from the list of already created and maintained covenants. The following details associated with the covenants are automatically fetched and displayed in the Covenant Details window.  Covenant Name  Classification Type  Covenant Type  Frequency  Notice Days  Covenant Description
Is Waivable?	Enable <b>Is Waivable?</b> check box, if waive off option is allowed for the covenant.

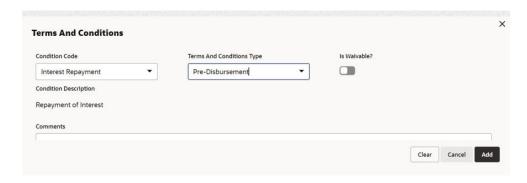


Table 3-8 (Cont.) Add Covenant

Fields/ Icons	Description
Target Condition	Select Target Condition from drop-down list. The following options are available:  Between  Equal to  Greater than  Greater than or equal to  Less than  Less than or equal to  Note: This field is available only for Covenant Type selected as Financial. For Covenant Type, selected as Non-Financial it is not available. For more information refer Configuring Customer Covenants Section.
Target Value	Enter Target Value. Note: This field is available only for Covenant Type selected as Financial. For Covenant Type, selected as Non-Financialit is not available. For more information refer Configuring Customer Covenants Section.
Comments	Enter Comments to help Approvers in making quick decision.
Add	Click Add. Covenant Details are added and displayed in Facility Category window.

To add the terms and conditions for Facility Category, click Terms & Conditions
tab in Facility Category window and then click + icon. Terms & Conditions
window is displayed.

Figure 3-33 Terms and Conditions



For information on fields in the **Add Terms & Conditions** screen, refer the below table.

Table 3-9 Add Terms & Conditions

Fields/ Icons	Description
Condition Code	Select Condition Code from the drop-down list. Condition  Description is displayed based on the selected condition code. The options available in Condition Code are:  Interest Repayment  Annual Fees Charges  Others
Terms And Conditions Type	Select Terms And Conditions Type from the drop-down list. The options available are: Pre-Disbursement Post-Disbursement.
Is Waivable?	Enable <b>Is Waivable?</b> check box, if waive off option is allowed for the terms and conditions.
Comments	Enter Comments to help Approvers in making quick decision.
Save	Click Save. Terms and conditions are added and displayed in the Facility Category window.

5. To add document details, click the **Documents** tab in the **Facility Category** window and then click + icon. **Document Details** screen is displayed.

Figure 3-34 Document Details



For information on fields in the **Document Details** screen, refer the below table.



Table 3-10 Documents

Fields/ Icons	Description
Document Details	Select Document Details from the drop- down list. The options available are:  Appetite Documents  Application Form  Legal Agreement Document  Collateral De-Registration Acknowledgment  Collateral De-Registration Form  Collateral Particulars  Collateral Particulars  Collateral Documents  Collateral Release Document  Collateral External Check Documents  Collateral Evaluation Documents  External Legal Opinion Document  Collateral Field Investigation Documents  Collateral Hypothecation Documents  Collateral Invoice Documents
Is Mandatory?	Enable <b>Is Mandatory?</b> check box, if required.
Add	Click Add. Document Details are added and displayed in Facility Category window.

6. To add pricing details for the Facility Category, click **Pricing** tab in **Facility Category** window and then click **+** icon. **Pricing Details** is displayed.

Figure 3-35 Pricing Details

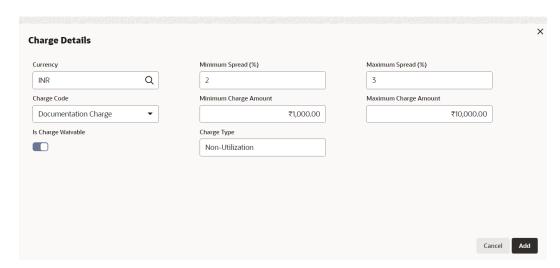


In **Pricing Details** window, policy related to Charge, Interest, and Commission can be defined for any **Currency, Charge Code** and **Charge Type**.

To add Charge related policy, click Add icon. Charge Details window is displayed.



Figure 3-36 Charge Details



For information on fields in the **Charge Details** screen, refer the below table.

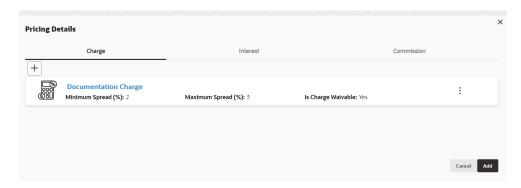
**Table 3-11 Charge Details** 

Fields/Icons	Description
Currency	Search and fetch <b>Currency</b> for associating the Charge Details.
Minimum Spread (%) and Maximum Spread (%)	Specify <b>Minimum Spread (%)</b> and <b>Maximum Spread (%)</b> . The spread mentioned while adding charge in any credit process will be validated with respect to this Minimum Spread and Maximum Spread.
Charge Code	Select Charge Code from the drop-down list. The following charge code are available:  Documentation Charge  Legal Charge  Non-Utilization Charge  Risk Charge
Minimum Charge Amount and Maximum Charge Amount	Specify Minimum Charge Amount and Maximum Charge Amount.
Is Charge Waivable	Enable Is Charge Waivable check box, if waver can be availed according to this policy.
Charge Type	Enter Charge Type.

8. Click **Add**. Charge is added and listed as shown below:

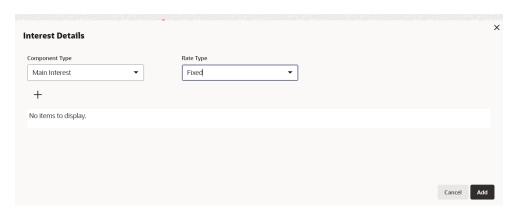


Figure 3-37 Pricing Details



To add Interest related policy, click Interest tab and then click Add icon. Interest
Details window is displayed.

Figure 3-38 Interest Details



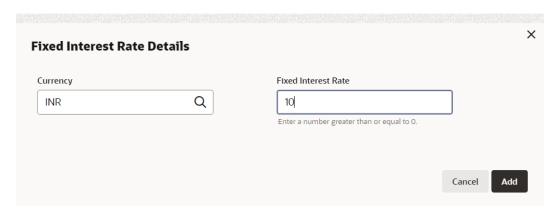
For field level information Interest Details screen, refer the below table.

**Table 3-12 Interest Details** 

Fields/Icons	Description
Component Type	Select Component Type and Rate Type from the drop- down list. The following component type are available:  Main Interest  Penalty Interest  Prepayment The following rate type are available:  Fixed  Floating  Special Amount
Rate Type	If Rate Type is selected as Fixed, then Fixed Interest Rate Details must be added.

10. Click Add icon. Fixed Interest Rate Details window is displayed.

Figure 3-39 Fixed Interest Rate Details



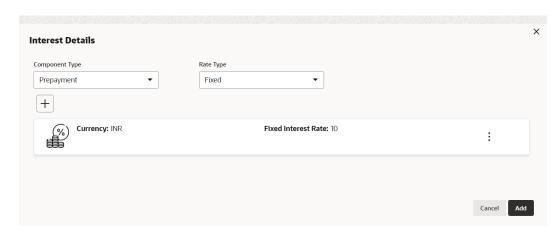
For field level information Fixed Interest Rate Details screen, refer the below table.

Table 3-13 Fixed Interest Rate Details

Fields/Icons	Description
Currency	Search and fetch <b>Currency</b> for the interest.
Fixed Interest Rate	Specify Fixed Interest Rate.

11. Click **Add**. Fixed Interest Rate Details are added and displayed as shown below:

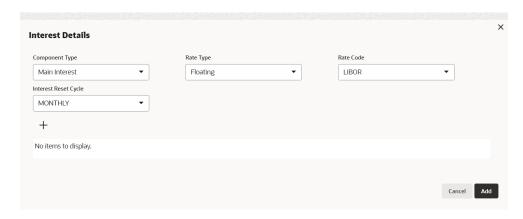
Figure 3-40 Interest Details



If **Rate Type** is selected as **Floating**, then **Interest Details** window is displayed as shown below:



Figure 3-41 Interest Details



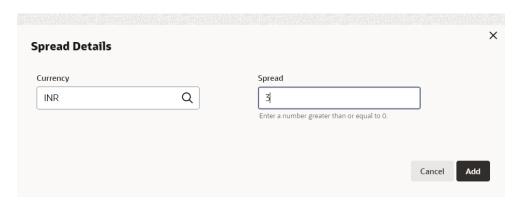
For field level information Interest Details screen, refer the below table.

Table 3-14 Interest Details

Fields/Icons	Description
Rate Code	Select Rate Code. The options available are:  LIBOR  SIBOR
Interest Rest Cycle	Select Interest Rest Cycle. The options available are:     Auto     Half-Yearly     Monthly     Quarterly

12. Click + icon. **Spread Details** window displayed.

Figure 3-42 Spread Details



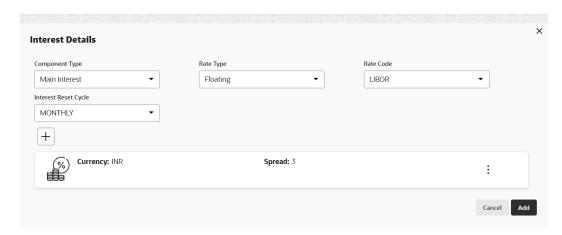
For field level information Spread Details screen, refer the below table.

Table 3-15 Spread Details

Fields/Icons	Description	
Currency	Search and fetch Currency for the Spread.	
Spread	Specify <b>Spread</b> .	

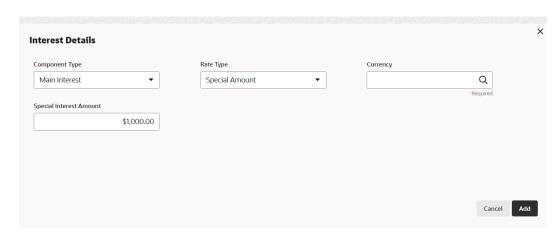
13. Click Add. Spread details are added and displayed as shown below:

Figure 3-43 Interest Details



If **Rate Type** is selected as **Special Amount**, then **Interest Details** window displayed as shown below:

Figure 3-44 Interest Details



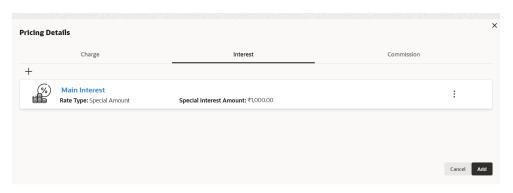
For field level information Interest Details screen, refer the below table.

**Table 3-16 Interest Details** 

Fields/Icons	Description
Currency	Search and fetch Currency for the Special Interest Amount.
Special Interest Amount	Specify Special Interest Amount.

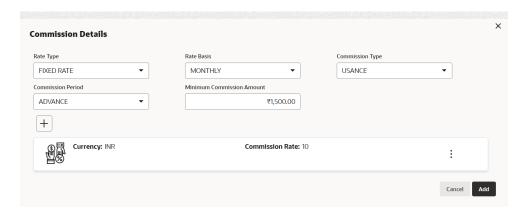
Click **Add**. Interest Details are added and displayed in **Pricing Details** window as shown below:

Figure 3-45 Pricing Details



**14.** To add commission related policy, click **Commission** tab. **Commission Details** window is displayed.

Figure 3-46 Commission Details



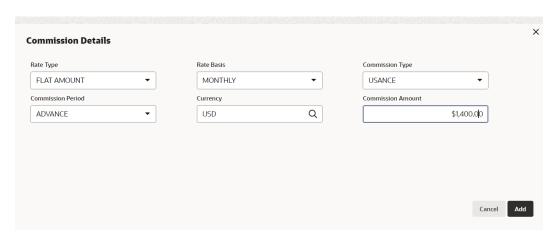
For field level information Commission Details screen, refer the below table.

**Table 3-17 Commission Details** 

Fields/Icons	Description
Commission Details	Select details for the following fields from the drop-down list:  Rate Type Rate Basis Commission Type Commission Period
Rate Type	If Rate Type is selected as FIXED RATE, specify Minimum Commission Amount and then click Add icon to capture Commission Rate.

**15.** If **Rate Type** is selected as **FLAT AMOUNT**, **Commission Details** window displayed as shown below:

Figure 3-47 Commission Details



For information on fields in the **Commission Details** screen, refer the below table.

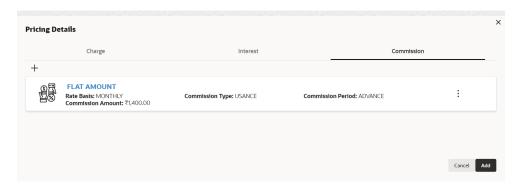
**Table 3-18 Commission Details** 

Fields/ Icons	Description
Currency	Search and select Currency for the Commission Amount.
Commission Amount	Specify Commission Amount.
Delete	To delete the pricing detail, select the pricing and click <b>Delete</b> icon.

**16.** Click **Add**. Commission Details are added and displayed in **Pricing Details** window as shown below:

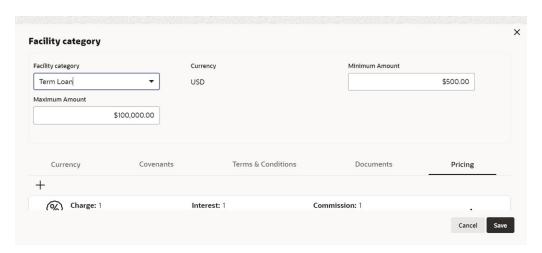


Figure 3-48 Pricing Details



17. Click Add. Pricing Details are added and displayed in Facility Category window as shown below:

Figure 3-49 Facility Category



#### 18. Default and Validation

The following fields will get defaulted from **Policy Definition** to the **OBCFPM** processes which are linked to policy definition and policy validation.

- Facility Category (under Facility Category Covenants will get defaulted)
- Covenants (under Covenants Code, Target Condition, and Target Value will get defaulted)
- T & C (under T & C Code, Type, and Is Waivable? (Y/N) will get defaulted)
- Document will get defaulted
- Pricing (under Pricing Interest, Charges, and Commission will get defaulted)

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception**.

- Facility Category (under Facility Category Type, Currency, Minimum Amount, and Maximum Amount will get validated)
- Currency will get validated
- Covenants (under Covenants- Is Waivable?, Code, Target Condition, and Target Value will get validated)



- T & C (under T & C Code, Type, and Is Waivable (Y/N) will get defaulted)
- Document will get validated
- Pricing (under Pricing Interest, Charges, and Commission will get validated)

### 3.4.5 Configuring Collateral

### **Configuring Collateral**

To add collateral related policy, click Collateral from the left menu and then click + icon.
 Collateral Details window is displayed.

Figure 3-50 Collateral Details

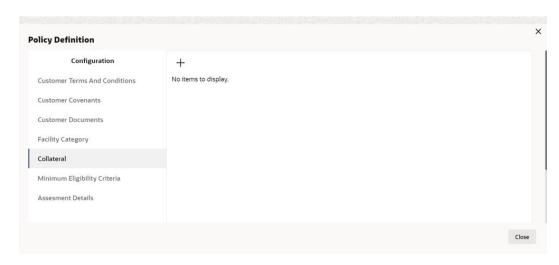
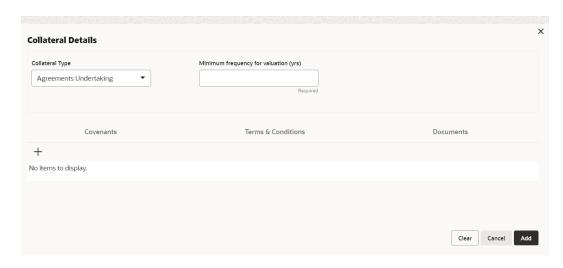


Figure 3-51 Collateral Details



For information on fields in the Collateral Details screen, refer the below table.



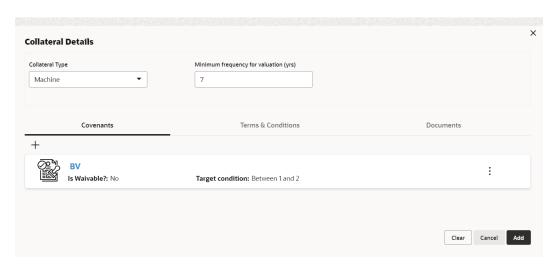
Table 3-19 Collateral Details

Fields/ Icons	Description
Fields/ Icons Collateral Type	Select Collateral Type from the drop-down list. The options available are:  Machine  Deposits  Bond  Stock  Fund  Vehicle  Guarantee  Property  Aircraft  Insurance  Precious Metals  Ship  Account Receivables  Cash Collaterals  Inventory  Accounts Contracts  Crop
	<ul><li>Crop</li><li>Commercial Paper</li><li>Perishable</li><li>Commodity</li></ul>
	<ul><li>PDC</li><li>Bill Of Exchange</li><li>Promissory Note</li></ul>
	<ul><li>Miscellaneous</li><li>Corporate Deposits</li><li>Livestock</li></ul>
Minimum frequency for	<ul> <li>Intangible Assets</li> <li>Agreements Undertaking</li> <li>Specify the frequency for evaluating the collateral in Minimum</li> </ul>
valuation (yrs)	frequency for valuation (yrs) field.

- Add Covenant, Terms & Conditions, and Documents details for the collateral. Refer Configuring Covenants, Configuring Terms & Conditions, and Configuring Documents, for information on adding Covenants, Terms & Conditions, and Documents.
- 3. Click Add in Collateral Details window. The added details are displayed in the Policy Definition window:



Figure 3-52 Collateral Details



#### **Default and Validation**

The following fields will get defaulted from **Policy Definition** to the **OBCFPM** processes which are linked to policy definition and policy validation.

- · Minimum frequency of validation will get defaulted
- Covenants (under Covenants is Waviable?, Target Condition, and Target Value will get defaulted)
- T & C will get defaulted
- Document will get defaulted

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception**.

- Type will get validated
- · Minimum frequency of validation will get validated
- Covenants (under Covenants is Waviable?, Target Condition, and Target Value will get validated)
- T & C will get validated
- Document will get validated

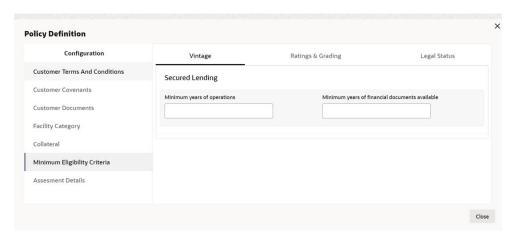
### 3.4.6 Configuring Minimum Eligibility Criteria

### **Configuring Minimum Eligibility Criteria:**

1. Click Minimum Eligibility Criteria from the left menu. Vintage window is displayed.

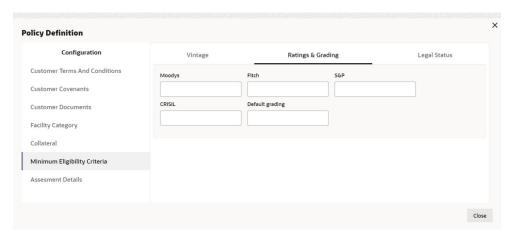


Figure 3-53 Policy Definition - Vintage



- 2. Specify Minimum years of operations and Minimum years of financial documents available requirement for the following elements:
  - Secured Lending
- To capture Ratings & Grading requirement, click Ratings & Grading next to Vintage. Ratings & Grading window is displayed.

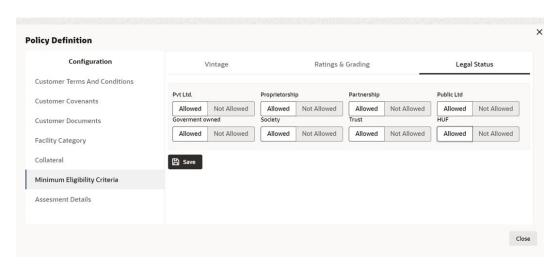
Figure 3-54 Ratings and Grading



- 4. Capture **Ratings & Gradings** requirement from the following agencies:
  - Moodys
  - Fitch
  - S&P
  - CRISIL
  - Default Grading
- Specify Default Grading requirement and click Legal Status next to Rating & Grading. Legal Status window is displayed.



Figure 3-55 Legal Status



For information on adding Legal Status fields screen, refer the below table.

Table 3-20 Legal Status

Fields/Icons	Description
Legal Status	Capture Legal Status requirement by selecting Allowed or Not Allowed for the following fields: Pvt Ltd Proprietorship Partnership Public Ltd Government Owned Society Trust HUF
Save	Click Save.

### 6. Validation

The following fields will get validated against policy definition and the compliance will be reported in **Policy Exception** 

- Vintage (under Vintage- Minimum years of operation will get validated)
- · Ratings & Grading will get validated
- Legal Status will get validated

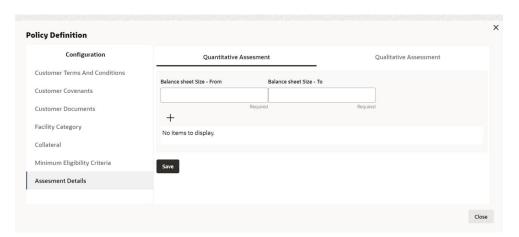
### 3.4.7 Configuring Assessment Details

### **Configuring Assessment Details:**

Click Assessment Details from the left menu. Assessment window is displayed.

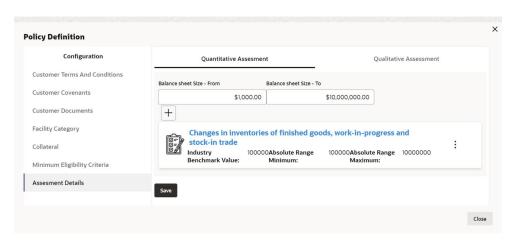


Figure 3-56 Assessment Details



2. Click Quantitative Assessment tab.

Figure 3-57 Quantitative Assessment



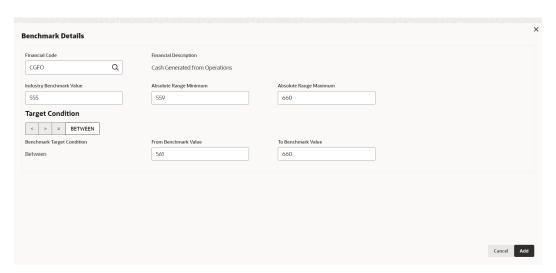
For information on adding Quantitative Assessment fields screen, refer the below table

**Table 3-21 Quantitative Assessment** 

Fields/Icons	Description
Balance sheet Size - From and Balance sheet Size - To	Specify the balance sheet size requirement in <b>Balance sheet Size - From</b> and <b>Balance sheet Size - To</b> fields, respectively.

To capture Benchmark Details, click + icon. Benchmark Details window is displayed.

Figure 3-58 Benchmark Details



For information on fields in the **Benchmark Details** screen, refer the below table.

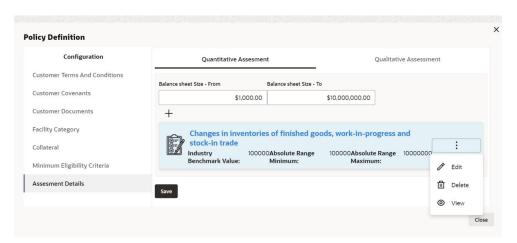
**Table 3-22 Benchmark Details** 

Fields/ Icons	Description
Financial Code	Search and select <b>Financial Code</b> . <b>Financial Description</b> details is displayed based on the selected financial code. The list of financial codes will be displayed on basis of financial code maintenance done in <b>OBCFPM</b> .
Industry Benchmark Value	Specify Industry Benchmark Value.
Absolute Range Minimum and Absolute Range Maximum	Specify the allowed Benchmark range in <b>Absolute Range Minimum</b> and <b>Absolute Range Maximum</b> fields.
Target Condition	Specify Benchmark Target Condition by selecting options available in Target Condition. The available options are:

Click Add. Quantitative Assessment details are displayed as shown below:



Figure 3-59 Quantitative Assessment



For information on adding Questionnaire Linkage Details fields screen, refer the below table.

Table 3-23 Quantitative Assessment Details

Fields/Icons	Description
Benchmark Details	To add another <b>Benchmark Details</b> , click <b>+</b> icon again and perform the necessary steps.
Edit	Click <b>Edit</b> , to modify the entered details.
Delete	Click <b>Delete</b> , to delete the entered details.
View	Click View, to delete the entered details.

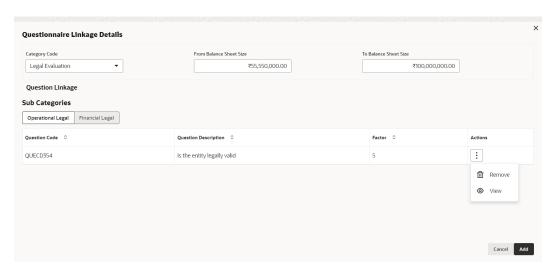


In Quantitative Analysis of CP applications the ratio will be populated for only those Financial codes which meet the below three requirements:

- a. Financial code Maintained as part of Financial Code Maintenance.
- b. Financial Code added as part of table CFPM\_TM\_FINANCIAL\_RATIO with formula defined. Factory shipped 14 financial codes are included in this table. Any new financial code which needs to be considered for scoring should be added into this table.
- Financial code added as part of Policy definition quantitative assessment details.
- Click Qualitative Assessment tab. Questionnaire Linkage Details window is displayed.



Figure 3-60 Questionnaire Linkage Details



For information on adding **Questionnaire Linkage Details** fields screen, refer the below table.



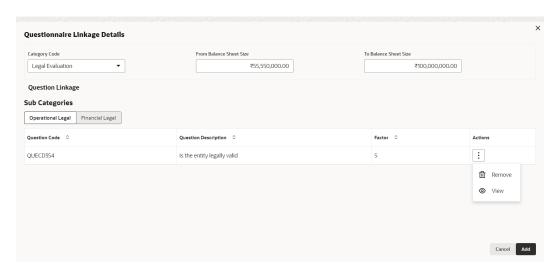
Table 3-24 Questionnaire Linkage Details

Fields/Icons	Description
Category Code	Select the Category Code from the drop-down list. The available options are:  Other Analysis  Shareholder Analysis  Guarantor Analysis  Banker Analysis  Currency Analysis  Currency Analysis  Country Analysis  Advisors Analysis  Insurance Analysis  Management Team Analysis  Directors Analysis  Legal Evaluation  Risk Evaluation  Risk Evaluation  Economic Conduct  Geographic Expansion  Financial Performance  Speeding Trends  Government Support  Bank Obligations  Industrial Performance  Qualitative Analysis  Creditor Analysis  Creditor Analysis  Creditor Analysis  Customer Analysis  Customer Analysis  Customer Analysis  Customer Analysis  Customer Analysis  Contractor Analysis  Trading Operations Analysis  Rating Analysis  Market Share Analysis  External Credit Scoring Analysis  Peer Analysis  This list will be populated based on the Questionnaire
From Balance Sheet Size and To Balance Sheet Size	maintained as part of OBCFPM.  Specify the balance sheet size requirement in From Balance Sheet Size and To Balance Sheet Size fields.

In **Question Linkage** sections, already maintained question details are listed.

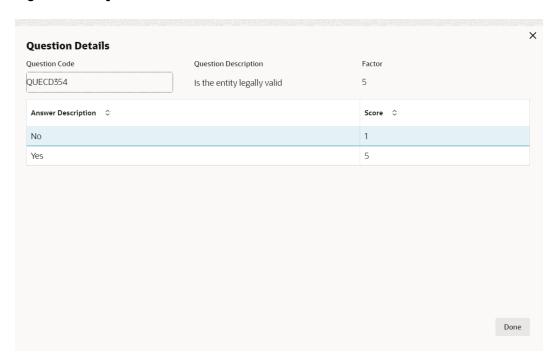


Figure 3-61 Questionnaire Linkage Details



5. Click View icon in Actions column. Question Details window is displayed.

Figure 3-62 Question Details



For information on adding Question Details fields screen, refer the below table.

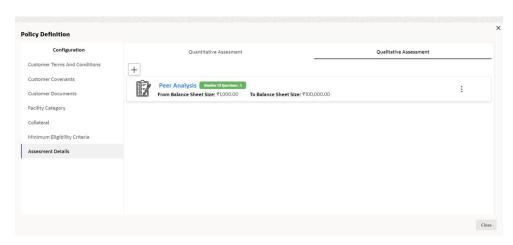
**Table 3-25 Question Details** 

Fields/Icons	Description
Done	View the details and click <b>Done</b> .
Remove	To remove the question, click <b>Remove</b> icon in the <b>Action</b> column.



6. Click Add. Assessment details are added as shown below:

Figure 3-63 Assessment Details



For information on adding Assessment details screen, refer the below table.

Table 3-26 Assessment details

Fields/Icons	Description
Save	To save the overall configuration details, click <b>Save</b> . <b>Policy Definition</b> page is displayed.
Next	Define policy for the sub sector and all the sub industries, and then click <b>Next</b> . <b>Policy Summary</b> page is displayed.

#### **Default Fields**

The Questionnaire set as part of **Qualitative Assessment** section will get defaulted in the CP processes and the Financial codes defined for **Quantitative Assessment** will get defaulted in the CP transactions.

- under Assessment Details under Qualitative Assessment Questionnaire will get defaulted in Credit application
- under Assessment Details under Quantitative Assessment Financial Codes will get defaulted in Credit application

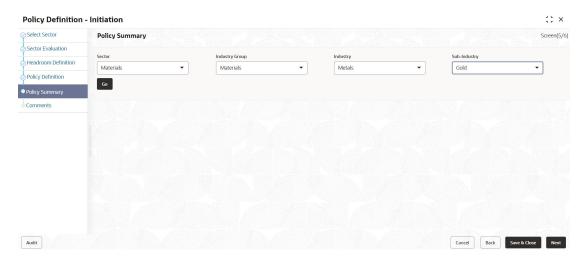
## 3.5 Policy Summary

The summary page provides a holistic view of all the dimensions configured in this policy definition initiation stage.

Select **Sector**, **Industry Group**, **Industry**, and **Sub-Industry** in **Policy Summary** window and Click **Go**.



Figure 3-64 Policy Summary



**Policy Summary** window is displayed with all details.

Figure 3-65 Policy Summary

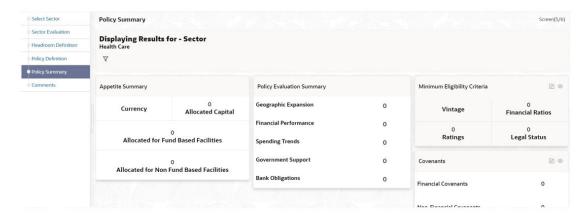
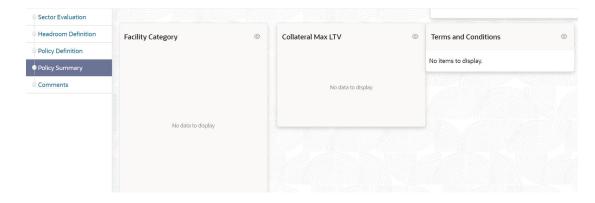


Figure 3-66 Policy Summary



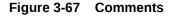


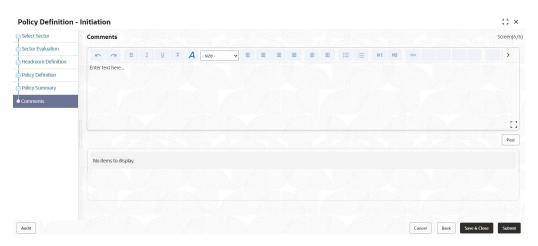
- 1. To modify the necessary details, click **Back** button.
- 2. To cancel the policy definition process, click **Cancel** button.
- 3. To save the entered details and close the process, click Save & Close.
- 4. View the **Policy Summary** and click **Next** after verifying all the details.

### 3.6 Comments

In this page, the overall comments for the policy definition initiation stage are captured. The comments captured in this page are used by the Approvers to make quick decisions.

Click Next in Policy Summary page, Comments page is displayed.

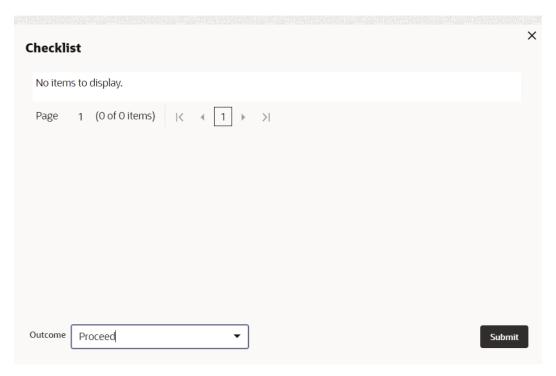




- 1. **Post** the **Comments** for this stage. Posted comments appear at the bottom of the **Comments** box.
- 2. Click **Submit**. **Checklist** related to the policy definition process is displayed.



Figure 3-68 Checklist



3. Select the **Outcome** as **Proceed** and then click **Submit**. The policy is moved to **Business Recommendation** stage.



## **Business Recommendation**

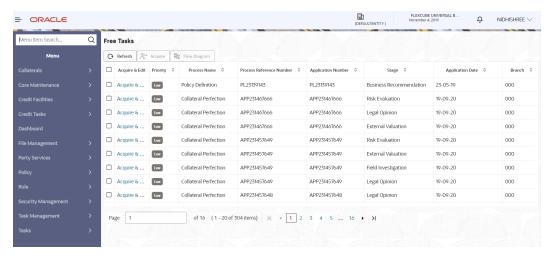
In this stage, Business Head in the bank verifies the policy details defined by the Policy Analysts and recommends the necessary changes.



In this Chapter, only the actions that must be performed by the Business Head are explained. Refer **Initiating Policy Definition** chapter for field level explanations.

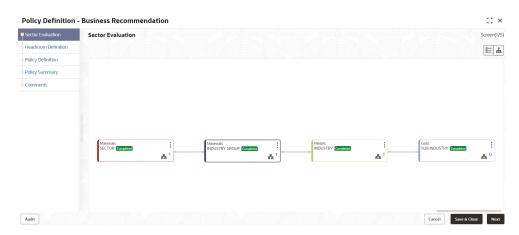
 To acquire the Business Recommendation task, navigate to Tasks > Free Tasks from the Navigation Menu.

Figure 4-1 Free Tasks



Click Acquire and Edit and acquire the required task. Sector Evaluation page is displayed.

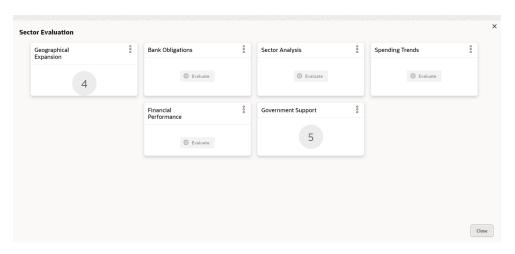
Figure 4-2 Sector Evaluation



In **Sector Evaluation** page, business head can perform re-evaluation and capture comments for the evaluation.

3. Right click the sector, industry group, industry and sub - industry and then click **Evaluate Now**. **Sector Evaluation** window is displayed.

Figure 4-3 Sector Evaluation



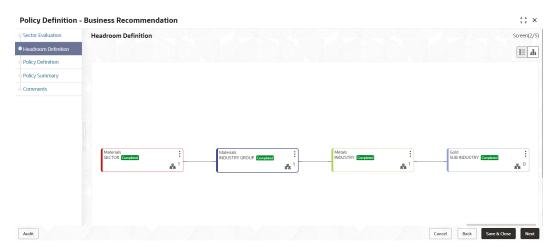
For information on fields in the Sector Evaluation screen, refer the below table.

**Table 4-1 Sector Evaluation** 

Fields/Icons	Description
Edit	To perform re-evaluation, click <b>Edit</b> .
Comments	To capture comments for the evaluation, click Comments.
Close	Click Close to close the window.

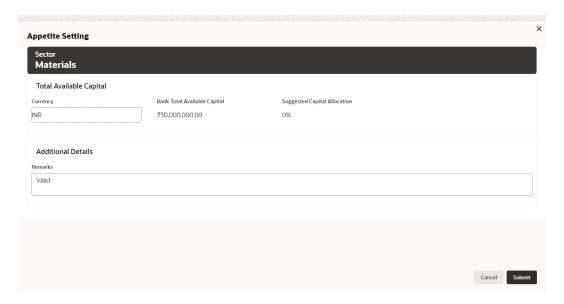
4. In Section Evaluation page, click Next. Headroom Definition page is displayed.

Figure 4-4 Headroom Definition



Right click the sector, industry group, industry and sub - industry and then click **Define**Appetite. Appetite Setting window is displayed.

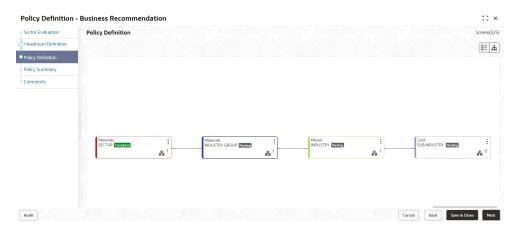
Figure 4-5 Appetite Setting



In **Appetite Setting** window, the values cannot be modified.

- 6. View the necessary details and click Submit.
- 7. In the **Headroom Definition** page, click **Next**. **Policy Definition** page is displayed.

Figure 4-6 Policy Definition



8. Right click the sector, industry group, industry and sub - industry and then click Configure. Policy Definition Configuration window is displayed.

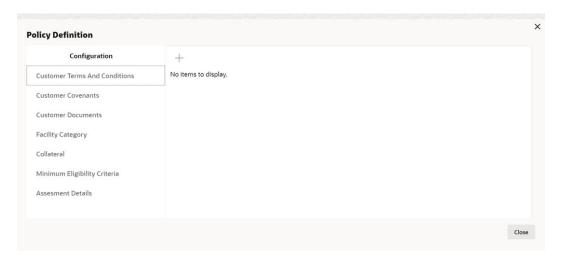
Figure 4-7 Policy Definition Configuration



## 4.1 Policy Definition Configuration

- 1. Terms And Conditions
- 2. To capture business recommendations for the terms and conditions, click **Terms**And Conditions from the left menu.

Figure 4-8 Terms And Conditions



Select the required terms and conditions and then click Edit icon. Terms And Conditions window is displayed.

Figure 4-9 Terms And Conditions

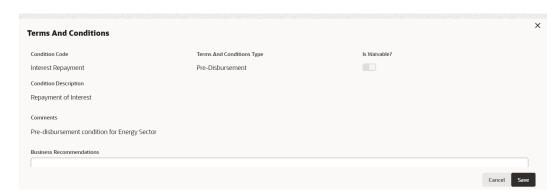


Figure 4-10 Terms And Conditions



For information on fields in the Terms And Conditions screen, refer the below table.

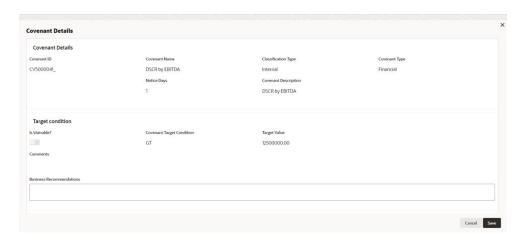


Table 4-2 Terms And Conditions

Fields/Icons	Description
Business Recommendations	View the details and enter <b>Business Recommendations</b> .
Save	Click <b>Save</b> , to save the details.
Customer Covenants	To capture business recommendations for <b>Customer Covenants</b> , click <b>Customer Covenants</b> from the left menu.

4. Select the required customer covenant and then click **Edit** icon. **Covenant Details** window is displayed.

Figure 4-11 Covenant Details



For information on fields in the Covenant Details screen, refer the below table.

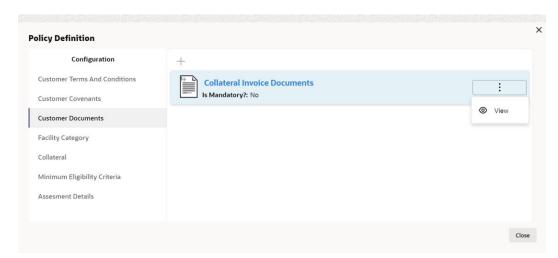
**Table 4-3 Covenant Details** 

Fields/Icons	Description
Business Recommendations	View the details and enter <b>Business Recommendations</b> .
Save	Click <b>Save</b> , to save the details.

5. Click **Customer Documents** from the left menu.



Figure 4-12 Customer Documents



In **Customer Documents** window, either new customer document details can be added or the already added customer document details can be viewed.

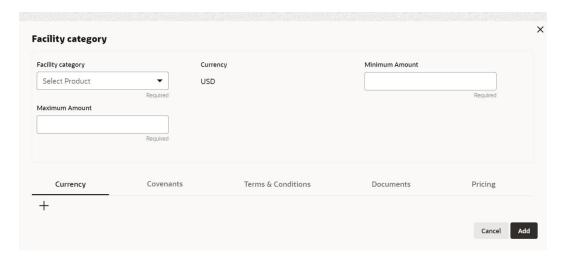
For information on fields in the Customer Documents screen, refer the below table.

**Table 4-4 Customer Documents** 

Fields/Icons	Description
Add	To add new document details, click + icon.
View	To View the document details, select the detail and then click <b>View</b> icon.
Facility Category	To capture business recommendation for the Facility Category, click Facility Category from the left menu.

6. Select the **Facility Category** and then click **Edit** icon. **Facility Category** window is displayed.

Figure 4-13 Facility Category





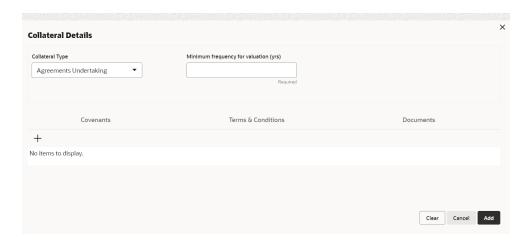
For information on fields in the Facility Category screen, refer the below table.

**Table 4-5 Facility Category** 

Fields/Icons	Description
Business Recommendations	View the details and enter <b>Business Recommendations</b> .
Save	Click <b>Save</b> , to save the details.
Collateral	To capture business recommendations for the collateral, click <b>Collateral</b> from the left menu.

7. Select the required collateral details and then click the **Edit** icon. **Collateral Details** window is displayed.

Figure 4-14 Collateral Details



For information on fields in the Collateral Details screen, refer the below table.

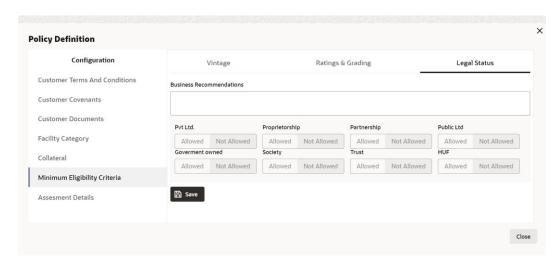
Table 4-6 Collateral Details

Fields/Icons	Description
Business Recommendations	View the details and enter <b>Business Recommendations</b> .
Save	Click Save.

8. To capture business recommendations for the minimum eligibility criteria, click **Minimum Eligibility Criteria** from the left menu. **Vintage** window is displayed.



Figure 4-15 Vintage

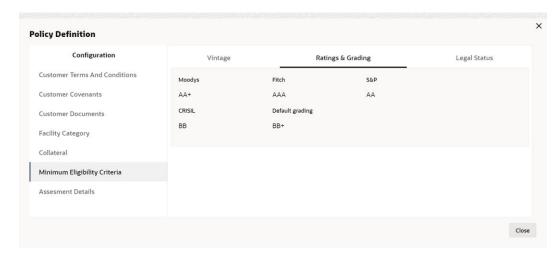


For information on fields in the Minimum Eligibility Criteria screen, refer the below table.

Table 4-7 Minimum Eligibility Criteria

Fields/Icons	Description
Business Recommendations	View the details and enter <b>Business Recommendations</b> .
Save	Click Save and then click Submit.
Ratings & Gradings	To capture business recommendations for <b>Ratings &amp; Gradings</b> , click right arrow at the top right corner. <b>Ratings &amp; Grading</b> window is displayed.

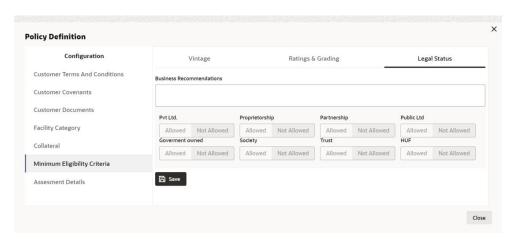
Figure 4-16 Ratings and Grading



- 9. View the details in Ratings & Grading.
- **10.** To view **Legal Status**, click right arrow at the top right corner. **Legal Status** window is displayed.



Figure 4-17 Legal Status



**Note: Business Recommendation** remark is captured only in **Legal Status** screen and in Vintage and Rating & Grading screens remarks cannot be captured you can only view the screens.

11. To view Policy Summary, click Next in Policy Definition page.

Figure 4-18 Policy Summary

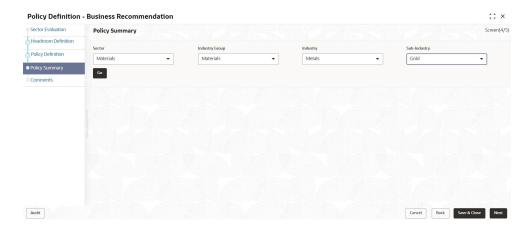


Figure 4-19 Policy Summary





Figure 4-20 Policy Summary

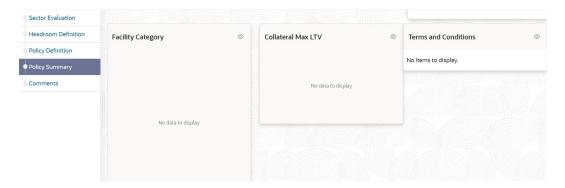
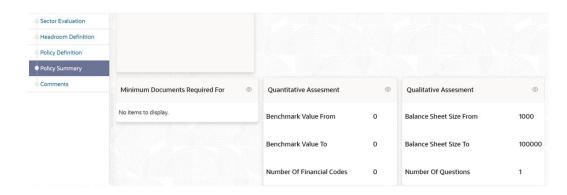


Figure 4-21 Policy Summary



For information on fields in the Policy Definition screen, refer the below table.

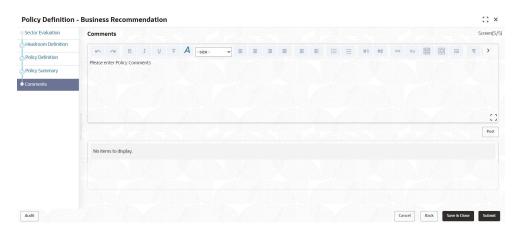
**Table 4-8 Policy Definition** 

Fields/Icons	Description
Go	Select the sector, industry group, industry and sub - industry and then click <b>Go</b> . <b>Policy Summary</b> is displayed.
Policy Summary	View the <b>Policy Summary</b> and click <b>Next</b> after verifying all the details.
Back	To modify the necessary details, click <b>Back</b> .
Cancel	To cancel the policy definition process, click Cancel.
Save & Close	To save the entered details and close the process, click Save & Close.

Click **Next** button in **Policy Summary** page, **Comments** page is displayed.



Figure 4-22 Comments

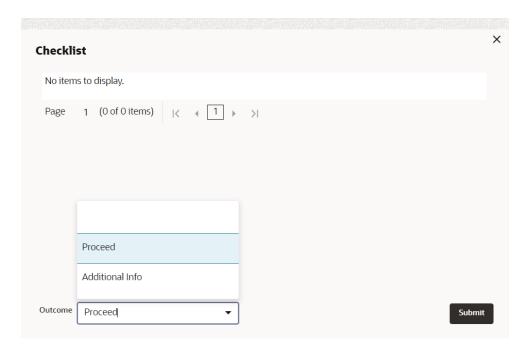


For information on fields in the Comments screen, refer the below table.

**Table 4-9 Comments** 

Fields/Icons	Description
Post	<b>Post</b> the <b>Comments</b> for this stage. Posted comments appear at the bottom of the <b>Comments</b> box.
Submit	Click <b>Submit</b> . <b>Checklist</b> related to the policy definition process is displayed.

Figure 4-23 Checklist



For information on fields in the Checklist screen, refer the below table.



Table 4-10 Checklist

Fields/Icons	Description
Outcome	Select the Outcome. The options available are: Proceed Additional Info If Proceed is selected as Outcome, the policy is moved to the Credit Approval stage.
	If <b>Additional Info</b> is selected as <b>Outcome</b> , the policy is moved back to the <b>Policy Initiation</b> stage. The Policy Manager has to modify the policy details and submit it again for <b>Business Recommendation</b> stage.



# **Approval from Legal Head**

In this stage, the Legal Head in the legal team can capture their comments after viewing the policy details. If the information provided in the **Policy Initiation** Stage is insufficient, then the additional information can be requested.



**Legal Head Approval** stage is similar to the **Business Recommendation** stage. Refer **Business Recommendation** chapter for information on capturing **Legal Comments**.



# **Approval from Policy Team**

In **Policy Approval** stage, the policy team in the bank can capture their comments after viewing the policy details. If the information provided in the **Policy Initiation** Stage is insufficient, then the additional information can be requested.



**Policy Approval** stage is similar to the **Business Recommendation** stage. Refer **Business Recommendation** chapter for information on capturing **Policy Approver Comments**.



# **Approval from Credit Team**

The policy submitted in the **Business Recommendation** stage is moved to multiple parallel stages for approval. In **Credit Approval** stage, the Credit Approver in the bank can capture their comments after viewing the policy details. If the information provided in the **Policy Initiation** Stage is insufficient, then the additional information can be requested.



**Credit Approval** stage is similar to the **Business Recommendation** stage. Refer **Business Recommendation** chapter for information on capturing Credit Approver Comments.



# **Risk Recommendations**

Recommendations from the risk team is necessary for the final policy approver in taking better decision. In this stage, the risk team in the bank can capture their comments after viewing the policy details. If the information provided in the **Policy Initiation** Stage is insufficient, then the additional information can be requested.



**Risk Recommendations** stage is similar to the **Business Recommendation** stage. Refer **Business Recommendation** chapter for information on capturing **Risk Approver Comments**.



# **Compliance Recommendations**

Compliance recommendations from the compliance team plays a vital role in eliminating non-compliance related penalties. In this stage, the compliance team in the bank can capture their comments after viewing the policy details. If the information provided in the **Policy Initiation** Stage is insufficient, then the additional information can be requested.



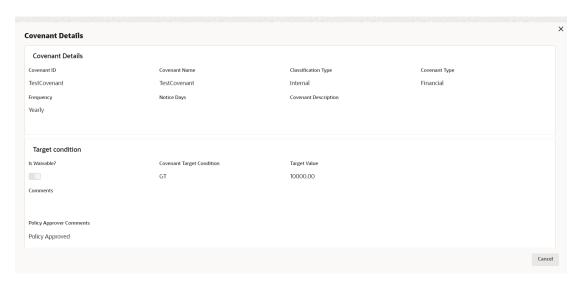
Compliance Recommendations stage is similar to the Business Recommendation stage. Refer Business Recommendation chapter for information on capturing Compliance Head Comments.



# **Policy Approval**

After the multiple stages of approval and recommendation, the policy head finalizes the policy in this stage.

Figure 10-1 Covenant Details



For all the dimensions in **Policy Definition** data segment, view the policy details and the previous comments and then capture **Approver Comments**.

If the Outcome is selected as **Approve** in this stage, the policy is approved.

If the Outcome is selected as **Reject** the policy definition process is terminated.

## Reference and Feedback

#### References

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

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

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