

Simplified Credit Proposal Handoff User Manual

# **Oracle Banking Credit Facilities Process Management Cloud Service**

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Oracle Banking Credit Facilities Process Management Cloud Service User Guide  
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# Chapter 1 - Introduction

## Preface

### About this guide




This guide provides the user with all the information necessary to perform Simplified Credit Proposal Handoff Process (CPHP) in OBCFPM.

### Intended Audience

This document is intended for the banking personnel responsible for performing Credit Proposal Handoff Process for 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 <ul style="list-style-type: none"><li>• Field name</li><li>• Drop down options</li><li>• Other UX labels</li></ul>
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

# Chapter 1 - Introduction

## Common Icons in OBCFPM

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

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

# Chapter 2 - Overview

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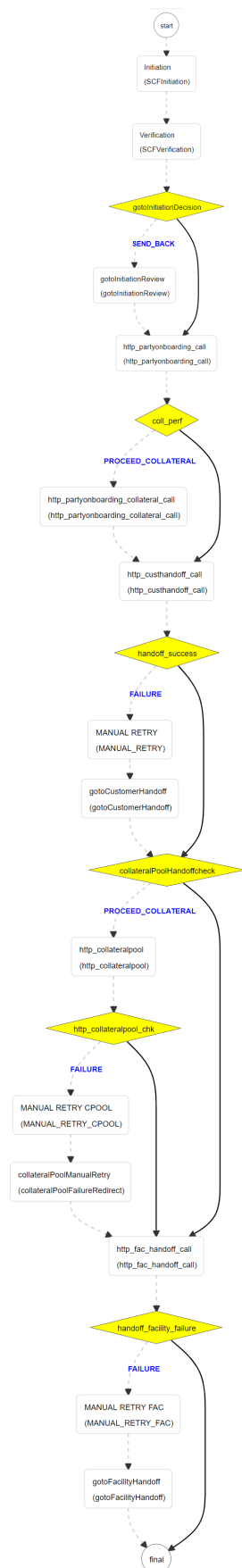
## About Simplified Credit Proposal Handoff

Simplified Credit Proposal Handoff is the complementary process for Simplified Credit Proposal Evaluation Process (CPEP) in OBCFPM. The banker who is responsible for the proposal handoff can initiate this process to quickly handoff the approved credit proposal to the back office system.

Refer each chapter in this book for information on handoff to back office system.

The following flow diagram illustrates the different stages in Simplified Credit Proposal process:

# Chapter 2 - Overview



# Chapter 2 - Handoff Initiation

## Handoff Initiation

In this stage, the banker can initiate the Simplified CPHP for the accepted credit proposals.

To initiate Simplified CPHP, perform the following steps:

### Steps to initiate Simplified CPHP

1. Login to OBCFPM.
2. Navigate to **Credit Facilities > Initiate Simplified Credit Proposal Hand Off**. *Initiate Simplified Credit Proposal Evaluation* page appears:

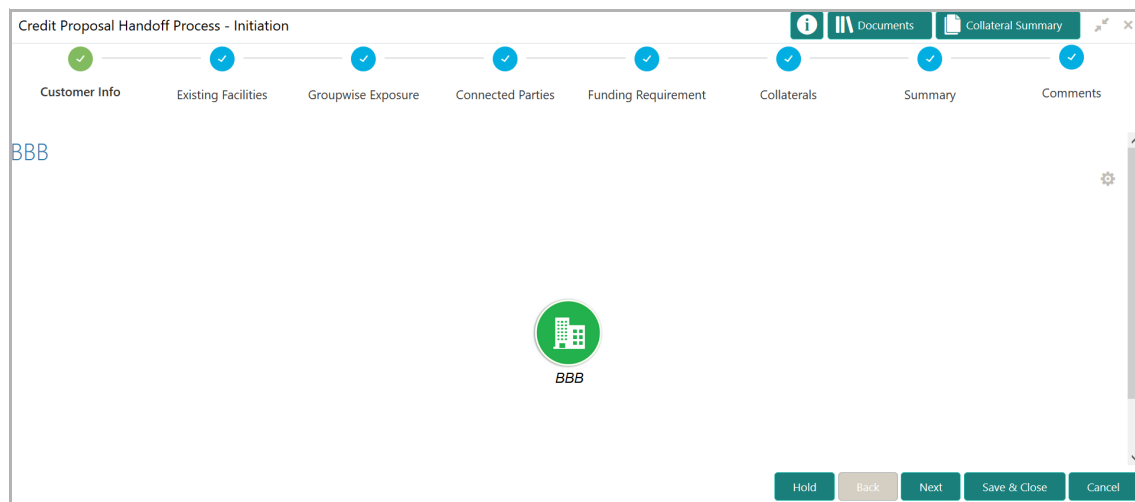
The screenshot displays the Oracle OBCFPM interface for the 'Initiate Simplified Credit Proposal Hand Off' page. On the left, a sidebar menu lists various options, with 'Initiate Simplified Cred...' highlighted. The main area features a dropdown menu showing the application number 'PTY20901335 - APP20900745' and a green 'Initiate Handoff Process' button. The top of the page includes the Oracle logo, the page title, and a date indicator 'Apr 16, 2018'.

3. Select the required application number. **Initiate Handoff Process** button is enabled.



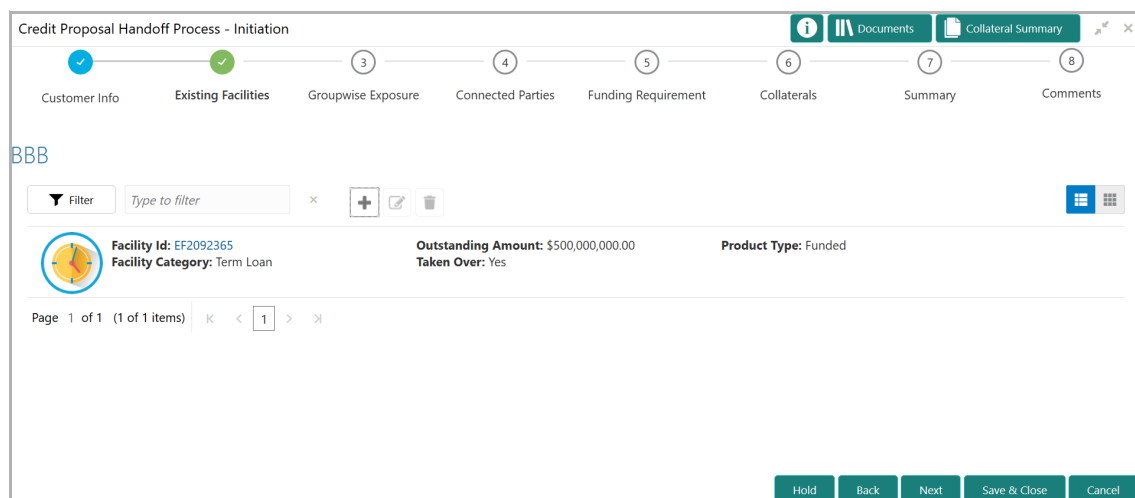
## Chapter 2 - Handoff Initiation

- Click the **Initiate Handoff Process** button. *Customer Info* page with organization and connected party details added in simplified CPEP appears:



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

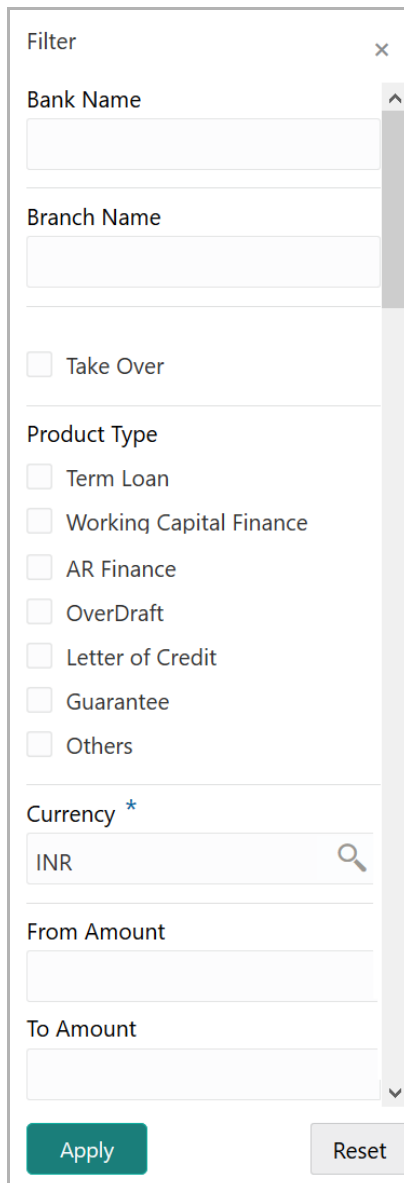
- To view the detailed information, right click on the organization / connected party icon.
- To change the layout of the tree view, click the settings icon at the right corner. Layout options.
- Click the required **Layout** and **Link** option. Layout is changed.
- To go to the next page, click **Next**. *Existing Facilities* page with existing facilities details added in simplified CPEP appears:



- To change the list view to table view, click the table view icon at the right corner. View is changed.

## Chapter 2 - Handoff Initiation

10. To filter the required facility from all the available existing facilities, click **Filter** button. *Filter* window appears:



The screenshot shows a 'Filter' dialog box with a close button (X) in the top right corner. The dialog contains several input fields and checkboxes. The 'Bank Name' field is at the top, followed by the 'Branch Name' field. Below these is a 'Take Over' checkbox. The 'Product Type' section contains a list of checkboxes: 'Term Loan', 'Working Capital Finance', 'AR Finance', 'OverDraft', 'Letter of Credit', 'Guarantee', and 'Others'. The 'Currency' field is marked with an asterisk and contains 'INR'. Below the currency field are 'From Amount' and 'To Amount' fields. At the bottom of the dialog are two buttons: 'Apply' (in green) and 'Reset' (in grey).

11. Type and / or select the filter parameters.

12. Click **Apply**. Existing facilities that matches the filter parameters are displayed.

13. To filter the existing facilities using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the facilities.

## Chapter 2 - Handoff Initiation

14. To go to the next page, click **Next**. *Write up* page appears.



For information on **Write up** data segment, refer Appendix A chapter.

Upon clicking **Next** in the *Write up* page, *Groupwise Exposure* page with exposure details added in Simplified CPEP appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities **Groupwise Exposure** Connected Parties Funding Requirement Collaterals Summary Comments

BBB

Filter Type to filter × + ✎ 🗑

Total Gross Limit : \$350,000,000.00 📄 🗖

Entity Name: [Uniserve Bank](#) Currency: USD Tenor: 30  
Customer Name: Neamtrees Approved Limit: \$350,000,000.00 Commitment Status: Committed  
Relation: Connected Party Outstanding Limit Amount: \$200,000,000.00

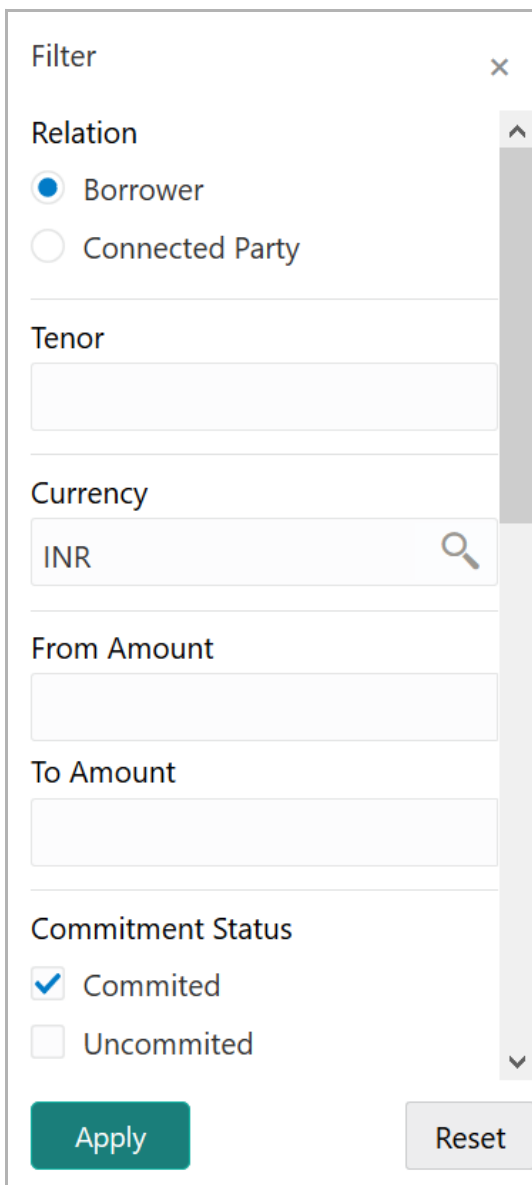
Page 1 of 1 (1 - 1 of 1 items) K < 1 > ❌

Hold Back Next Save & Close Cancel

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

## Chapter 2 - Handoff Initiation

16. To filter the required groupwise exposure from the list, click **Filter** button. *Filter* window appears:



The screenshot shows a 'Filter' dialog box with a close button (X) in the top right corner. The dialog contains several filter criteria:

- Relation:** Two radio buttons are present: 'Borrower' (selected) and 'Connected Party'.
- Tenor:** An empty text input field.
- Currency:** A text input field containing 'INR' and a magnifying glass icon on the right.
- From Amount:** An empty text input field.
- To Amount:** An empty text input field.
- Commitment Status:** Two checkboxes are present: 'Committed' (checked) and 'Uncommitted' (unchecked).

At the bottom of the dialog, there are two buttons: 'Apply' (in a green box) and 'Reset' (in a grey box).

17. Type and / or select the filter parameters.

18. Click **Apply**. Existing groupwise exposure that matches the filter parameters are displayed.

19. To filter the groupwise exposure using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the groupwise exposure.

## Chapter 2 - Handoff Initiation

20. To go to the next page, click **Next**. *Connected Parties* page with details added in Simplified CPEP appears:

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

22. To filter the required connected party from the list, click **Filter** button. *Filter* window appears:

23. Type and / or select the filter parameters.

24. Click **Apply**. Connected parties that matches the filter parameters are displayed.

25. To filter the connected parties using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the connected parties.

# Chapter 2 - Handoff Initiation

26. To go to the next page, click **Next**. *Funding Requirement* page appears.

Credit Proposal Handoff Process - Initiation

Customer Info

Existing Facilities

Groupwise Exposure

Connected Parties

Funding Requirement

Collaterals

Summary

Comments

Documents

Collateral Summary

BBB

Liability details

004 Branch	NA Liability Number	NA Existing Liability Amount	NA Requested Liability Amount:
---------------	------------------------	---------------------------------	-----------------------------------

Filter

Type to filter

+

Line Number: 000777  
Facility Description: Test Facility

Requested Amount: \$9,999,999,999.00  
Facility Category: Term Loan

Product Type: Funded  
NR Date: 21-04-01

Line Number: 0  
Facility Description:

Requested Amount: \$500,000,000.00  
Facility Category: Term Loan

Product Type: Funded  
NR Date:

Hold

Back

Next

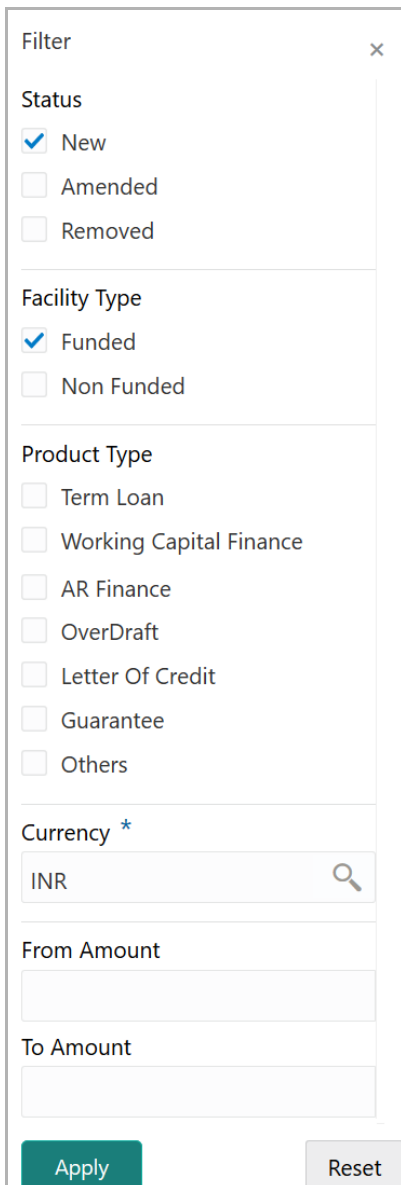
Save & Close

Cancel

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

## Chapter 2 - Handoff Initiation

28. To filter the required facility from the list, click **Filter** button. *Filter* window appears:



The screenshot shows a 'Filter' dialog box with the following sections:

- Status:**
  - ☒ New
  - ☐ Amended
  - ☐ Removed
- Facility Type:**
  - ☒ Funded
  - ☐ Non Funded
- Product Type:**
  - ☐ Term Loan
  - ☐ Working Capital Finance
  - ☐ AR Finance
  - ☐ OverDraft
  - ☐ Letter Of Credit
  - ☐ Guarantee
  - ☐ Others
- Currency \***
  - INR
- From Amount:**
  -
- To Amount:**
  -

At the bottom, there are two buttons: **Apply** (green) and **Reset** (grey).

29. Type and / or select the filter parameters.

30. Click **Apply**. Facility that matches the filter parameters are displayed.

31. To filter the facility using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the facilities.

32. To configure the limit for facility, click on the facility and then click the edit icon. *Facility Details* window appears.

# Chapter 2 - Handoff Initiation

33. Click and expand the **Limit Details** section.

The screenshot shows the 'Limit Details' section with the following fields and values:

Field	Value
Is Revolving Line?	<input checked="" type="checkbox"/>
Shadow Limit *	<input checked="" type="checkbox"/>
Renewal Date *	Apr 17, 2020
Day Light OD Limit	\$12,000.00
Is UnAdvised Currency?	<input checked="" type="checkbox"/>
Line Start Date *	Mar 12, 2020
Exception Transaction Amount *	\$12,000.00
Available	<input checked="" type="checkbox"/>
Line Expiry Date *	Mar 30, 2020
Exception Breach *	\$12,000.00
Netting Required	<input checked="" type="checkbox"/>
Review Frequency	Quarterly
Day Light Limit	\$12,000.00

34. To set the facility as revolving facility, enable **Is Revolving Line?** switch.

35. If the currency of the facility is unadvised, enable **Is UnAdvised Currency?** switch.

36. To make the facility available, enable the **Available** switch.

37. Specify is **Netting Required** for the facility.

38. Enable **Shadow Limit** switch, if required.

39. To specify the facility validity, click the calendar icon and select the **Line Start Date** and **Line Expiry Date**.

40. Select the **Review Frequency** for the facility.

41. Click the calendar icon and select the **Renewal Date** for the facility.

42. Specify the limit allowed for the facility in **Exception Transaction Amount** field.

43. Specify the breach limit for the facility in **Exception Breach** field.

44. Specify the **Day Light Limit** and **Day Light OD Limit** for the facility.

45. Click and expand the **Restrictions** section.

The screenshot shows the 'Restrictions' section with the following fields and values:

Field	Value
Customer	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
Product	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
Currency	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
Exposure	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
Branch	<input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific

46. **Allow All**, **Allow Specific** or **Disallow Specific** **Customer**, **Currency**, **Branch**, **Product**, and **Exposure**, based on the need.

47. Click **Save**. *Funding Requirement* page appears.



## Chapter 2 - Handoff Initiation

48. To go to the next page, click **Next**. *Collaterals* page with collaterals detail added in Simplified CPEP appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties Funding Requirement **Collaterals** Summary Comments

BBB

Filter Type to filter

<p>Collateral Id: FC200330150 Collateral Type: Deposits Owner Estimated Value: ₹1,000.00</p>	<p>Charge Hierarchy: 1 Valuation Date:</p>	<p>Valuation Amount: Collateral Details: Col1</p>
<p>Collateral Id: FC200330151 Collateral Type: Fund Owner Estimated Value: ₹2,000.00</p>	<p>Charge Hierarchy: 1 Valuation Date:</p>	<p>Valuation Amount: Collateral Details: Col2</p>

Page 1 of 0 (1 - 0 of 0 items) K < > X

Collateral Pool Details

Hold Back Next Save & Close Cancel

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

50. To filter the required collateral details from the list, click **Filter** button. *Filter* window appears.

51. Type and / or select the filter parameters.

52. Click **Apply**. Collateral details that matches the filter parameters are displayed.

53. To filter the collateral details using single filter parameter, type the parameter directly in **Type to filter** text box.



Minimum 3 characters need to be entered in the Type to filter text box to filter the collateral details.

# Chapter 2 - Handoff Initiation

54. To go to the next page, click **Next**. *Summary* page appears:

Credit Proposal Handoff Process - Initiation

Customer Info Existing Facilities Groupwise Exposure Connected Parties Funding Requirement Collaterals **Summary** Comments

BBB

**Customer Information**

BBB, A Domestic entity established & operating as a Pvt Ltd Company in

Customer ID: PTY20901335 Register No: Legal Status: Pvt Ltd Liability Amount: Is KYC Compliant: No Share Holders: 0 Contractors: 0 Guarantors: 0 Bankers: 0

Entities	Existing Facilities	Facilities
1 Added	1 Total Facility 1 Total Takeover	2 Added

**Collaterals**

2 Added

► Entities

► Existing Facilities

► Facilities

► Collaterals

Hold Back **Next** Save & Close Cancel

The *Summary* page displays all the information about the evaluated proposal for easy verification.

55. Click and expand the following sections to verify the information:

- Entities
- Existing Facilities
- Facilities
- Collaterals

56. Click **Next**.

57. To view the details in previous data segment, click **Back**.

## Chapter 2 - Handoff Initiation

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

The screenshot displays the 'Credit Proposal Handoff Process - Initiation' window. At the top, a progress bar shows eight steps: Customer Info, Existing Facilities, Groupwise Exposure, Connected Parties, Funding Requirement, Collaterals, Summary, and Comments. The 'Comments' step is the final one, marked with a green checkmark. Below the progress bar, a toolbar contains icons for undo, redo, bold, italic, underline, text color, font size, bulleted list, numbered list, decrease indent, increase indent, link, unlink, H1, H2, link, unlink, and a right arrow. The main area is a large text box with the placeholder 'Enter text here...'. Below the text box is a 'Post' button. At the bottom of the text box, it says 'No items to display.' At the very bottom of the window, there is a row of buttons: Hold, Back, Next, Save & Close, Submit, and Cancel.

The *Comments* page allows to capture the remarks for the overall process. Posted comments are displayed at the bottom of the page to enable the user in identifying the previous actions performed by them.

58. Type the necessary comments in the text box and click **Post**. Comment is posted.
59. To hold the Simplified CPHP, click **Hold**.
60. To go back to the previous page, click **Back**.
61. To save the process for future edit, click **Save & Close**.
62. To submit the proposal to validation stage, click **Submit**.
63. To exit the task without saving the information, click **Cancel**.




# Chapter 2 - Handoff Initiation

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


Policy Exceptions


1 Policy exceptions Checklist


All

 00 Total	 00 Met	 00 Breached
--	--	---

**Minimum eligibility criteria**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Products**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Pricing**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Unsecured lending**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Document**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Collateral**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Covenants**

 00  
Total

00  Met

00  Breached

00 INITIATED


00 NOT INITIATED


00 APPROVED


00 REJECTED

00 DEFERRED

**Terms & Conditions**

 00  
Total

00  Met

00  Breached

00 INITIATED

00 NOT INITIATED

00 APPROVED

00 REJECTED

00 DEFERRED

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

64. To view the policy exception detail specific to party or child party, select the party from the drop down list at top left corner.
65. Click the **Checklist** data segment.

## Chapter 2 - Handoff Initiation

The screenshot shows a web form titled "Handoff Initiation". At the top, there is a progress bar with two steps: "Policy exceptions" (indicated by a circle) and "Checklist" (indicated by a blue circle with the number 2). Below the progress bar, there is a message box that says "No items to display." At the bottom right of the form, there is a dropdown menu labeled "\* Outcome" with "Proceed" selected, and a green "Submit" button.

66. Select the **Outcome** as **PROCEED**, if additional information is not required. Otherwise select the **Outcome** as **Additional Info**.
67. Click **Submit**. The proposal is sent to Validation stage.

# Chapter 2 - Handoff Verification

## Handoff Verification

In this stage, the banker can verify the Handoff initiated in previous stage and determine the outcome. If the Outcome is selected as Proceed, the evaluated proposal is moved to Handoff stage. If the Outcome is selected as Additional Info, the proposal is moved back to Handoff Initiation stage for taking necessary action.

### Steps to perform Handoff Verification

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

Action	Priority	Application Date	Application Number	Branch	Customer Number	Amount	Process Name
Acquire & Edit	Low		APP20585907	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low		APP20585906	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0012	004	PTY001	£0.00	Economic Dependence

2. **Acquire & Edit** the required Handoff Verification task. *Credit Proposal Handoff Process - Verification* page summarizing the proposal appears.



Refer **Handoff Initiation** chapter for step-by-step instructions on performing Handoff Verification.

In Handoff Verification stage, limit configuration action cannot be performed.

# Chapter 2 - Proposal Handoff

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## Handoff to Back Office System

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

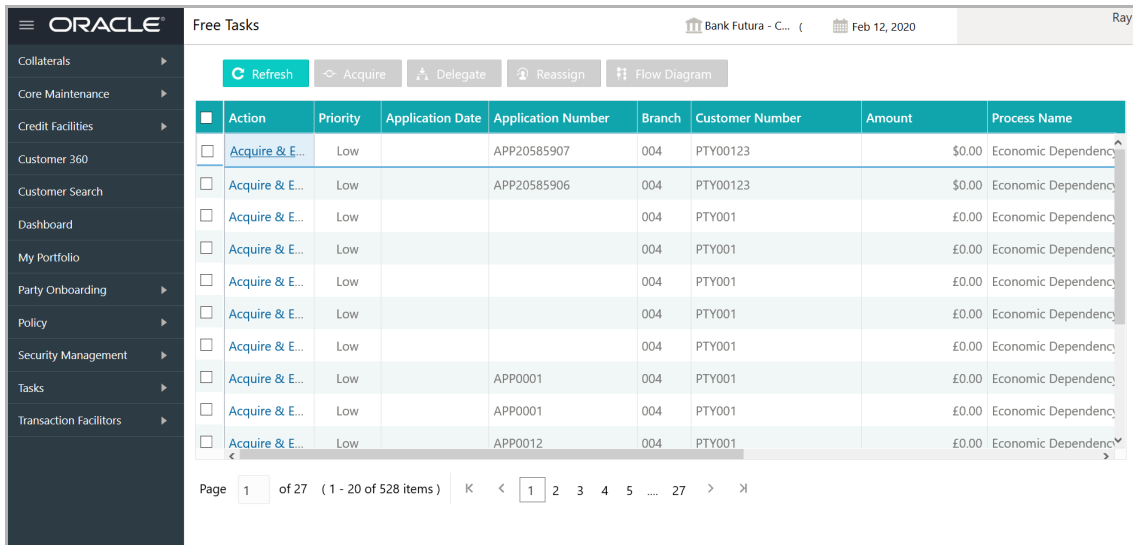
Refer **Handoff - Manual Retry** chapter for information on the manual retry stage.

# Chapter 2 - Handoff- Manual Retry

## Handoff - Manual Retry

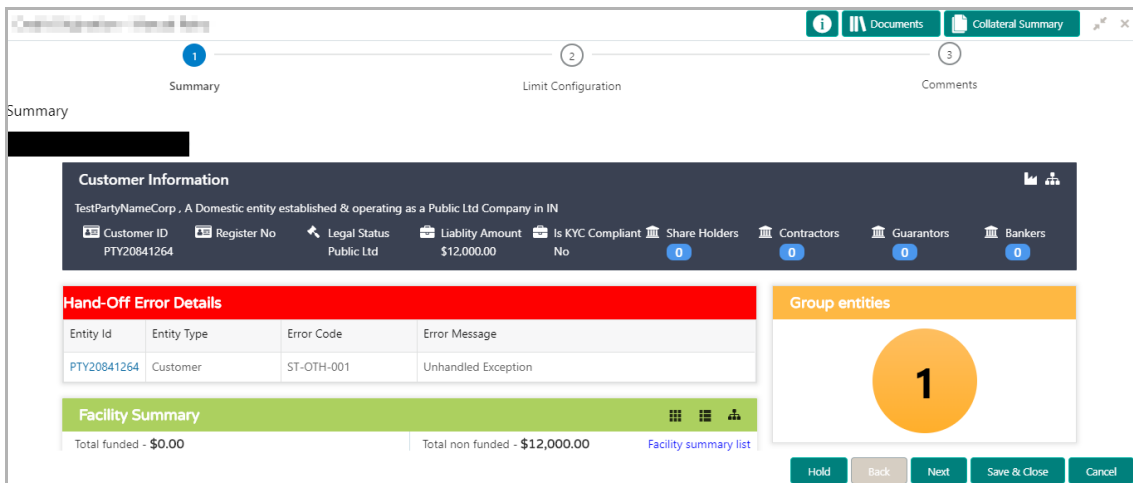
To manually Handoff the proposal to the Back Office System, perform the following steps:

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



Action	Priority	Application Date	Application Number	Branch	Customer Number	Amount	Process Name
Acquire & Edit	Low		APP20585907	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low		APP20585906	004	PTY00123	\$0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low			004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0001	004	PTY001	£0.00	Economic Dependence
Acquire & Edit	Low		APP0012	004	PTY001	£0.00	Economic Dependence

2. **Acquire & Edit** the required Manual Retry task. *Manual Retry - Summary* page appears:



Customer Information

TestPartyNameCorp , A Domestic entity established & operating as a Public Ltd Company in IN

Customer ID: PTY20841264, Register No: , Legal Status: Public Ltd, Liability Amount: \$12,000.00, Is KYC Compliant: No, Share Holders: 0, Contractors: 0, Guarantors: 0, Bankers: 0

Hand-Off Error Details

Entity Id	Entity Type	Error Code	Error Message
PTY20841264	Customer	ST-OTH-001	Unhandled Exception

Facility Summary

Total funded - \$0.00, Total non funded - \$12,000.00

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

3. View the **Hand-Off Error Details** and make necessary changes.



# Chapter 2 - Handoff- Manual Retry

4. Click **Next**. *Limit Configuration* page appears:

In *Limit Configuration* page, **Facilities**, **Collaterals**, **Covenants** and **Terms & Conditions** added during the proposal initiation 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.

# Chapter 2 - Handoff - Manual Retry

18. Click and expand the **Restrictions** section.

**Restrictions**

<b>Customer</b> <input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<b>Currency</b> <input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<b>Branch</b> <input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific
<b>Product</b> <input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	<b>Exposure</b> <input checked="" type="radio"/> Allow All <input type="radio"/> Allow Specific <input type="radio"/> Disallow Specific	

19. **Allow All, Allow Specific or Disallow Specific Customer, Currency, Branch, Product, and Exposure**, based on the need.

20. Click **Save**. *Limit Configuration* page appears.

21. Click **Next**. Comments page appears.

Summary   Limit Configuration   Comments

Enter text here...

Post

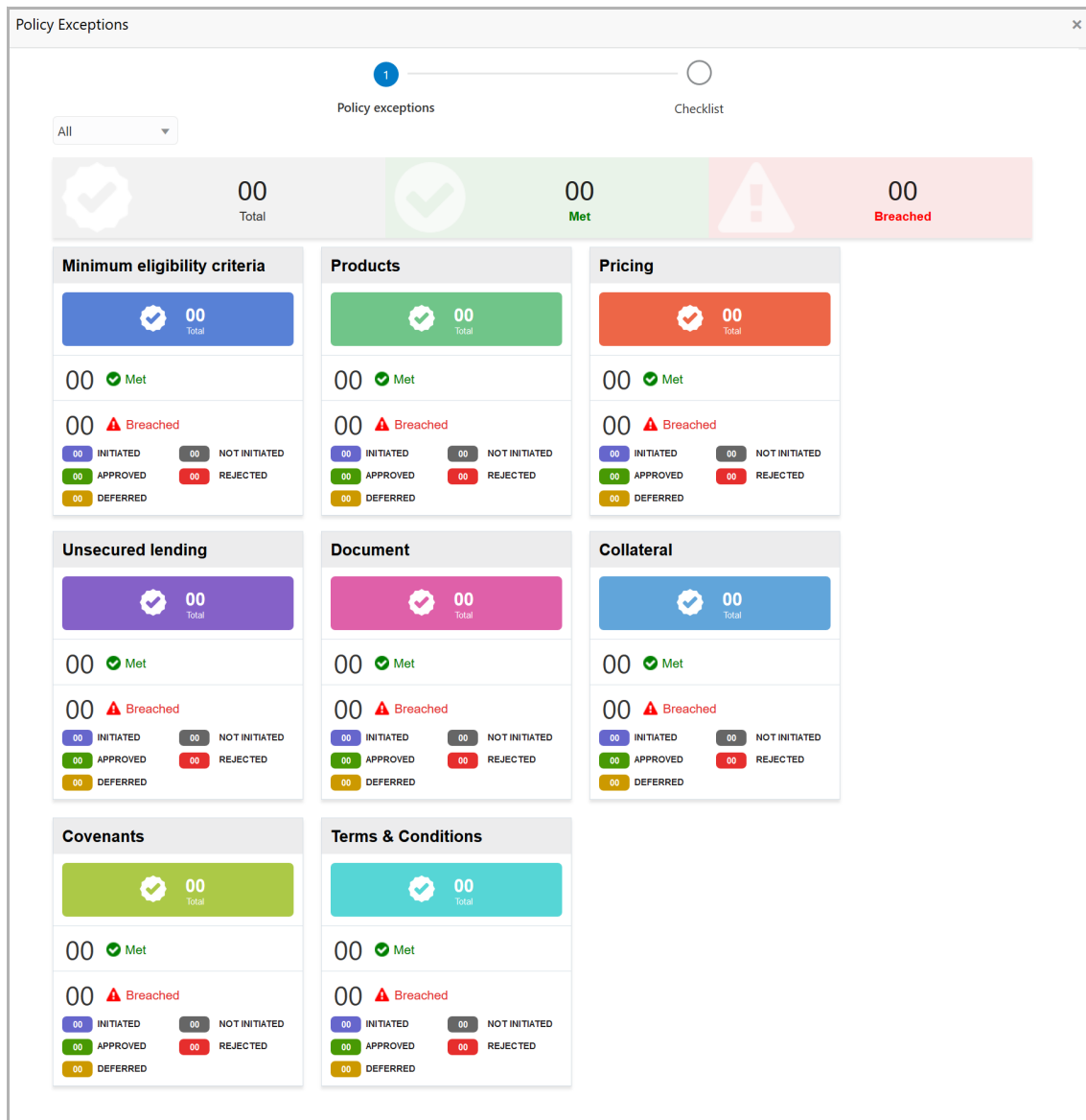
No items to display.

Hold   Back   Next   Save & Close   Submit   Cancel

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

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

# Chapter 2 - Handoff- Manual Retry

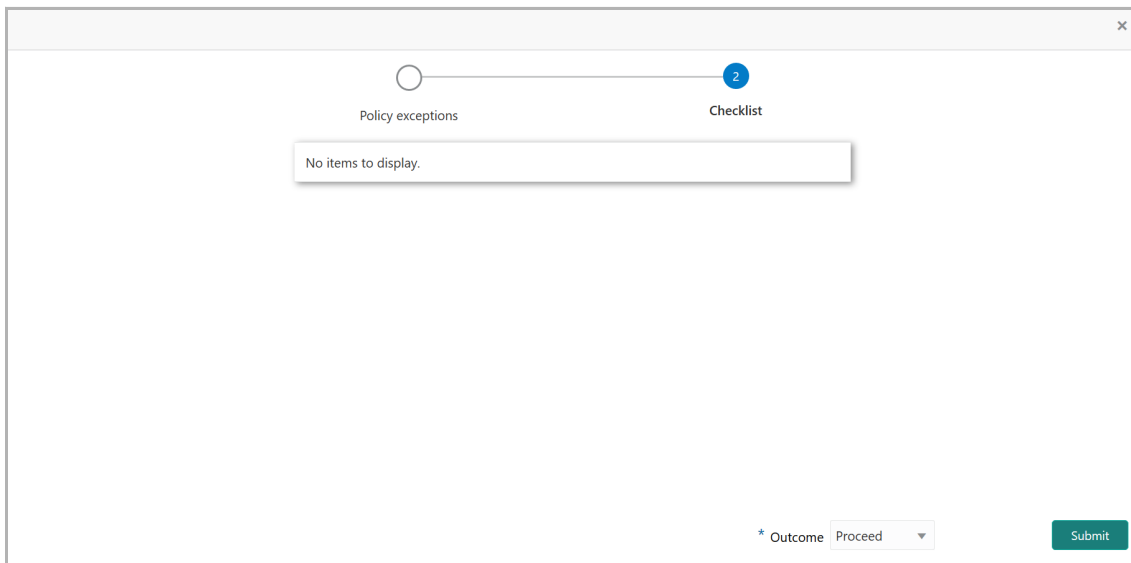


By default, policy exceptions are displayed for both the organization (party) and its child party.

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 2 - Handoff - Manual Retry



Policy exceptions Checklist

No items to display.

\* Outcome Proceed ▼ Submit

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

27. Click **Submit**. The proposal is moved to the Back Office System.



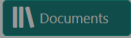
Write Up data segment appears, if the data segment is enabled in the Maintenance module. For information on **Write up** data segment, refer **Appendix A** chapter.

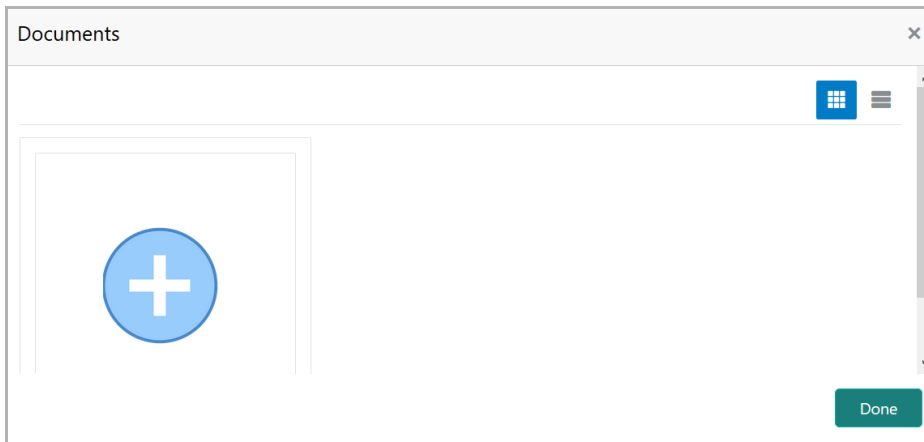
# Chapter 2 - Document Upload

## Document Upload and Checklist

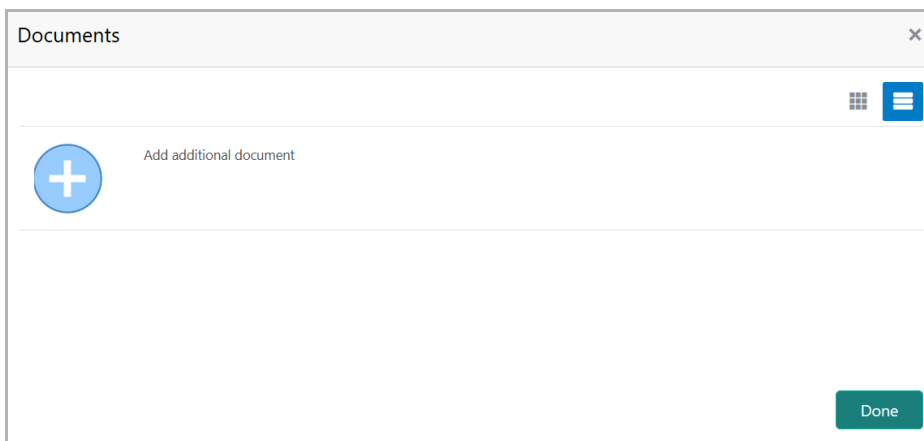
In OBCFPM, supporting documents such as balance sheets and collateral documents can be uploaded in any stage of credit proposal process. Supporting documents help the senior officers in bank to accurately evaluate the credit worthiness of the organization and approve the proposal. Documents added for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

### Steps to upload documents

1. Click  at the top right corner of any page. *Documents* window appear:

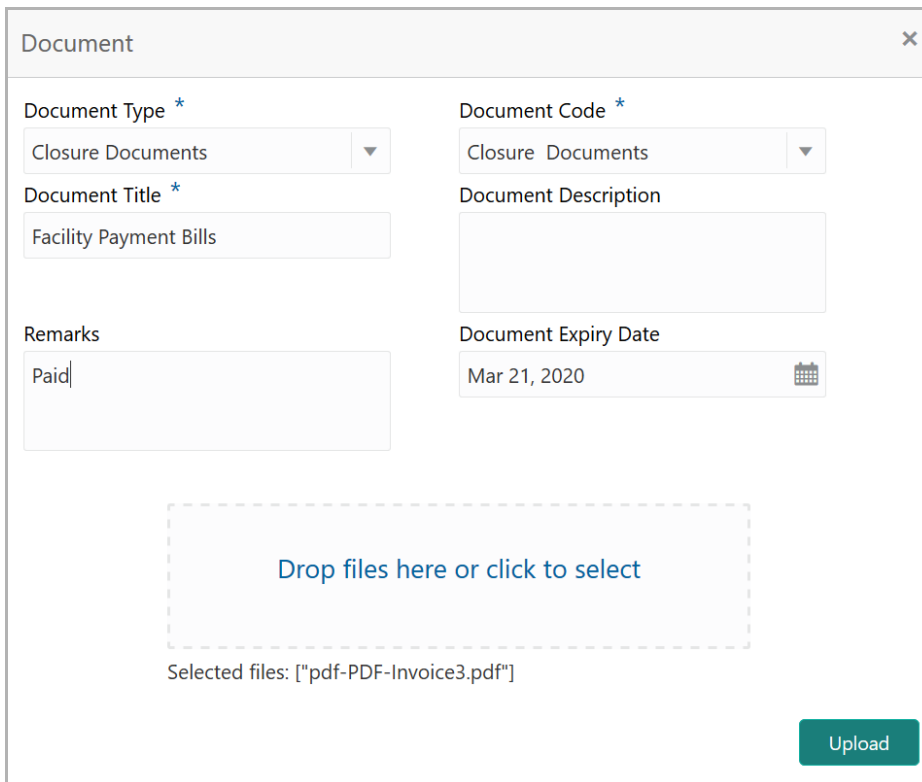


2. To change the table view to the list view, click the list icon at the top right corner. *Documents* window appears as shown below:



## Chapter 2 - Document Upload

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



The screenshot shows a 'Document' window with the following fields and values:

- Document Type \***: Closure Documents
- Document Code \***: Closure Documents
- Document Title \***: Facility Payment Bills
- Document Description**: (Empty text area)
- Remarks**: Paid
- Document Expiry Date**: Mar 21, 2020

At the bottom, there is a dashed box with the text "Drop files here or click to select". Below this box, it says "Selected files: ['pdf-PDF-Invoice3.pdf']". An "Upload" button is located in the bottom right corner.

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 the **Document Description** that best describes the document.

7. Type the Remarks based on your need.

8. Click the calendar icon and select the **Document Expiry Date**.

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.

## Chapter 2 - Document Upload

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

Checklist

Proposal Enrichment

<input checked="" type="checkbox"/> Company Registration document Uploaded	Remarks
<input type="checkbox"/> Incorporation document Uploaded	Remarks
<input type="checkbox"/> Collateral document Uploaded	Remarks

\* Outcome Proceed ▼ Submit

11. Select the **Outcome** as **Proceed**.
12. Click **Submit**. Document is uploaded and listed in Document window.
13. To edit or delete the document, click the edit or delete icons.

# Chapter 2 - Reference and Feedback

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## Reference and Feedback

### References

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

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

### 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.



# Chapter 2 - Appendix A

## Appendix A - Write Up

This data segment appears in all the stages of Simplified Credit Proposal Handoff Process, if the data segment is enabled in the Maintenance module. The user can add writeup for the customer and all their child parties in the available writeup categories. The history of the writeup for the customer will be available to the users throughout the customer's association with the bank.

The screenshot shows a window titled 'Write up' with a sub-header 'OFSSS'. Below the header is a filter bar with a 'Filter' button, a text input field labeled 'Type to filter', a close button (x), and an add button (+). To the right of the filter bar are two view options: 'Expanded view' and 'Tile view'. The main content area displays a message 'No Data Found'. At the bottom of the window are five buttons: 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

1. To add a writeup for the organization, click the add icon. *Write Up* window appears:

The screenshot shows a window titled 'Writeup'. At the top, there is a 'Writeup Category' field with a search icon and the value 'BOVR'. To the right of this field is a tab labeled 'Business overview'. Below the category field is a rich text editor with various formatting icons (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, H1, H2) and a text area containing the text 'Sample writeup'. At the bottom right of the window are two buttons: 'Create' and 'Cancel'.

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

## Chapter 2 - Appendix A

Writeup Category

writeup category code

writeup category Description

Fetch

writeup category code	writeup category Description
C001	writeup category code.
C002	Code for Facility
C003	Capture for facility level.

Page 1 of 1 (1 - 3 of 3 items)

K

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1

>

>

- Click on the required category code. Selected code is displayed in the **Writeup Category** field.
- Write up in the text box and click **Create**. The writeup is added in the *Write Up* page.
- To modify the writeup, click the Edit icon and change the information.
- To view the complete writeup in Tile view, click the **View complete Writeup** icon.
- To change the tile view to the expanded view, click the **Expanded view** icon. The *Write Up* page appears as shown below:

Credit Origination - Proposal Initiation

1

2

3

4

5

6

7

8

9

Customer Info

Existing Facilities

Write up

Groupwise Exposure

Connected Parties

Funding Requirement

Collaterals

Summary

Comments

TL

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

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Edit

View history

Print

Documents

Hold

Back

Next

Save & Close

Cancel

- To view the writeup history, click the **View history** icon.
- To print the writeup, click the **Print** icon.
- To go to the next page, click **Next**.

6