

Appetite Management User Guide

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 - Preface

Preface

About this guide

This guide provides the user with all the information necessary to perform Appetite Management process in OBCFPM.

Intended Audience

This document is intended for the banking personnel responsible for setting appetite for the customer prospect based on their credit worthiness.

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

Chapter 1 - Preface

Common Icons in OBCFPM

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

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

Chapter 8 - Overview

About Appetite Management

Appetite management is the process of setting limit to the corporations that are already not the bank's customer. This process can be initiated for any of the required corporations for which financial documents, such as balance sheet, are publicly available. By setting appetite to the corporations in advance, the time required for loan sanctioning can be significantly reduced and the customer experience can be enhanced.

The stages available in the Appetite Management process are:

- Appetite Initiation
- Enrichment
- Credit Analysis
- Deal Structure
- Approval
- Draft Generation

Chapter 8 - Initiation

Appetite Management Initiation

In this stage, you can capture basic details of the party and its associated child parties from the publicly available data.

To initiate appetite management process, perform the following steps:

1. Login to OBCFPM.



2. Navigate to **Credit Facilities > Initiate Appetite Management** from the left menu. The *Initiate Appetite* window appears.

The screenshot shows the 'Initiate Appetite' window. It has sections for 'Application Priority' (with 'High' selected), 'Application Branch' (set to '004'), and a progress bar indicating '1 / 8 questions completed'. At the bottom are three buttons: 'Submit', 'Submit and Enrich', and 'Cancel'.

Chapter 8 - Initiation

Creating Application

In the *Initiate Appetite* window, you can choose to answer preset questions or provide data about the party in form by selecting the **List View** or **Table View** icons at the top right corner.

3. To view the next questions in **List View**, use the right arrow next to the progress bar.

Upon clicking the **Table View** icon, the *Initiate Appetite* window is displayed as shown below:

4. Select the **Application Priority** based on requirement. The options available are: **Low**, **Medium**, and **High**.
5. Click the search icon and select the **Application Branch**. Branches maintained in 'Common Core Maintenance' module are displayed in LOV.
6. Select the **Prospect Details** as **Existing** and then select the **Customer ID**, if appetite management is already performed for the party. Otherwise select **New** and provide the party details.
7. In the **Organization Name** field, type the name of party (organization) for which 'Appetite Management' process has to be initiated.

Chapter 8 - Initiation

8. Select the **Organization Type** from the drop down list. The options available are: **Single** and **Conglomerate**.
9. Select the **Entity Type** from the drop down list. The options available are **Proprietorship, Pvt Ltd, Public Ltd, Govt Owned, Trusts, Clubs, Society, Associations, Limited Liability Partnership, Foreign Bodies, NGO and Others**.
10. Select the **Demography Type** from the drop down list. The options available are **Domestic** and **Global**.

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

11. Search and select all the countries in which the organization is operating as **Geographical Spread**.
12. Type the following addresses in respective fields, if available.
 - Website Address
 - Facebook Address
 - Twitter Address

Customer Sector

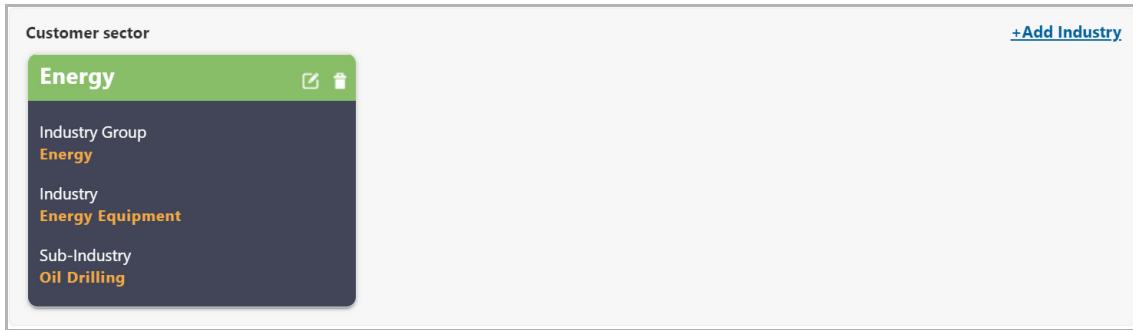
13. To capture industry details of the organization, click **+Add sector**. The **Add Industry** window appears:

Add Industry				
Sectors	Industry Groups	Industries	Sub-Industries	
Energy >	Energy >	Energy Equipment >	Oil Drilling	
Utilities >		Oil, Gas Fuels >	Oil Equipment	
Real Estate >				
Materials >				
Industrials >				
Consumer Discretionary >				
Consumer Staples >				

Close

14. Select a sector of the organization. Available **Industry Groups** appear.
15. Select the **Industry Group** of the organization. Available **Industries** appear.
16. Select the Industry of the organization. Available **Sub-Industries** appear.
17. Select the sub-industry of the organization. The Industry details are added and displayed as shown below:

Chapter 8 - Initiation



Customer sector

[+Add Industry](#)

Energy (Edit) (Delete)

Industry Group
Energy

Industry
Energy Equipment

Sub-Industry
Oil Drilling

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

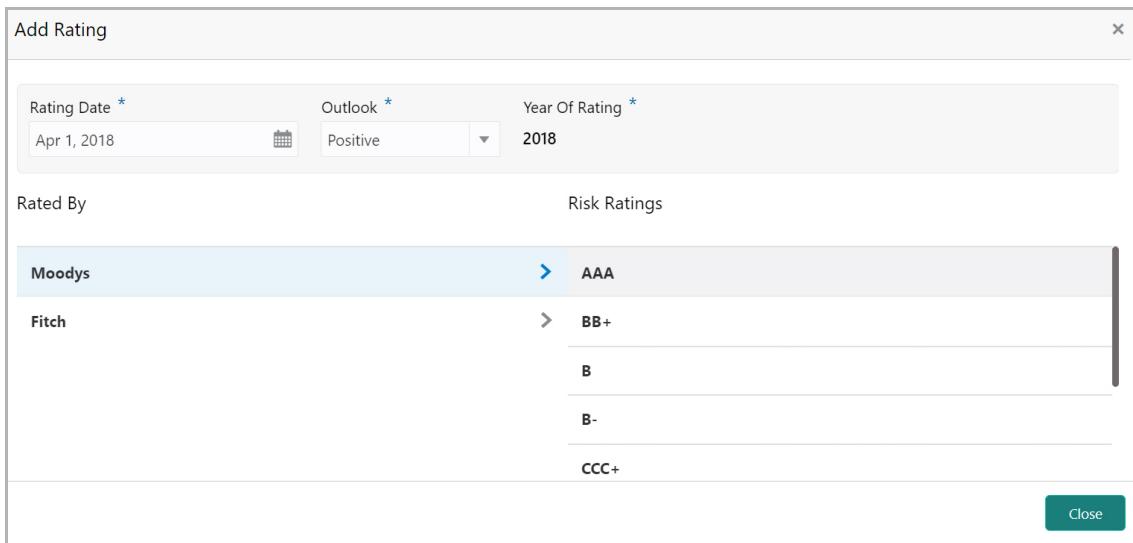


If the organization is into different sectors, all the sector details must be captured while initiating Appetite Management process. To add another sector information, click **+Add sector** again.

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

Customer Rating

19. To capture rating information of the organization, click **+Add ratings**. The *Add Rating* window appears:



Add Rating

Rating Date * Outlook * Year Of Rating *

Rated By

Moody's	Risk Ratings
Moody's	AAA
Fitch	BB+
	B
	B-
	CCC+

Risk Ratings

Moody's

Fitch

Close

20. Select the following details:

- Rating Date
- Outlook
- Risk Ratings
- Rated By

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

Chapter 8 - Initiation

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

21. To modify the added rating, click the edit icon and change the required details.
22. To delete the added rating, click the delete icon.



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

Customer Info

This data segment allows to view and modify the basic information captured during Appetite Management process initiation and add child parties to the party (organization).

Mouse hovering on the organization icon displays the basic information about the organization.

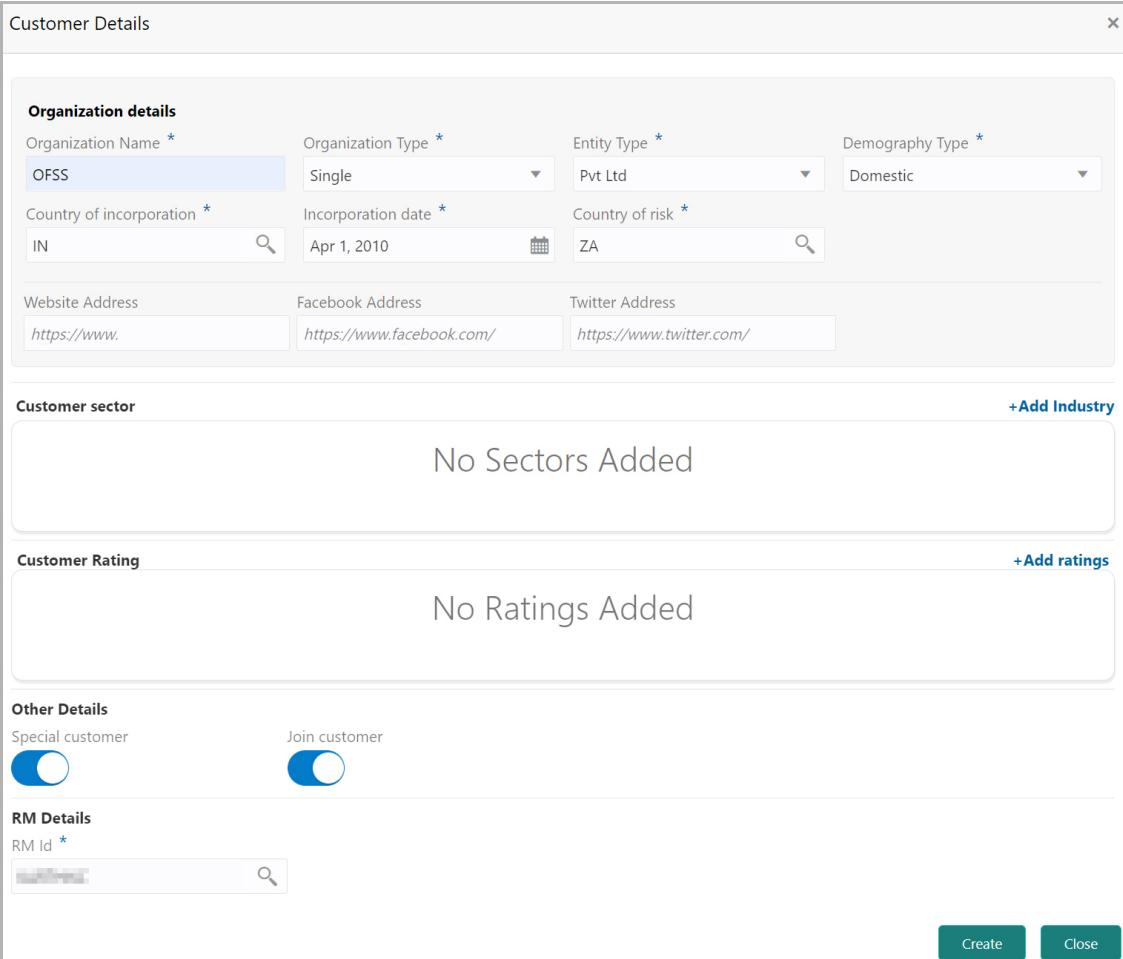
23. Right click on the organization icon to perform the following actions:
 - Add Customer
 - View
 - Quick View
 - Configure

Chapter 8 - Initiation

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

Actions	Functionality
Add Customer	Displays the <i>Customer Details</i> window for adding customer of the organization
View	Displays the <i>Customer Details</i> window for viewing organization details
Quick View	Displays the <i>View Entity Details</i> window
Configure	Displays the <i>Customer Details</i> window for modifying organization details

24. To add a customer (child party) of the organization (party), click **Add Customer**. The *Customer Details* window appears.



The screenshot shows the 'Customer Details' window with the following sections:

- Organization details:** Fields include Organization Name (OFSS), Organization Type (Single), Entity Type (Pvt Ltd), Demography Type (Domestic), Country of incorporation (IN), Incorporation date (Apr 1, 2010), Country of risk (ZA), Website Address (https://www.), Facebook Address (https://www.facebook.com/), and Twitter Address (https://www.twitter.com/).
- Customer sector:** A section with the heading '+Add Industry' and a message 'No Sectors Added'.
- Customer Rating:** A section with the heading '+Add ratings' and a message 'No Ratings Added'.
- Other Details:** Fields include 'Special customer' (switched on) and 'Join customer' (switched on).
- RM Details:** A field for 'RM Id' with a search icon.

At the bottom right are 'Create' and 'Close' buttons.

25. Refer “[Creating Application](#)” on page 127 for information on adding customer.

In the *Customer Details* window, the following additional fields / flags are available:

Chapter 8 - Initiation

- Country of incorporation
- Incorporation date
- Country of risk
- Special customer
- Join customer

26. Specify the country in which the organization is incorporated in the **Country of incorporation** field.

27. Click the calendar icon and select the **Incorporation date** of the organization.

28. In the **Country of risk** field, click and select the countries in which the organization is operating with risk.

In **Other Details** section:

29. Enable the **Special customer** flag, if the bank considers the organization as special customer.
30. Enable the **Join customer** flag, if the child party is party's joint customer.

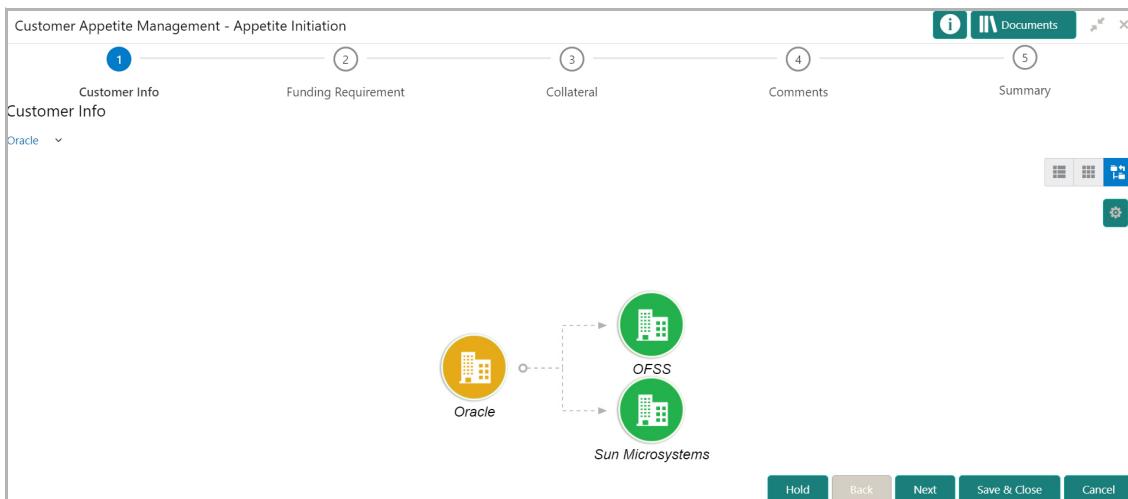
By default, the system displays user ID of the logged in user in the **RM Id** field. You can change the RM Id by clicking the search icon and selecting the required Id.



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

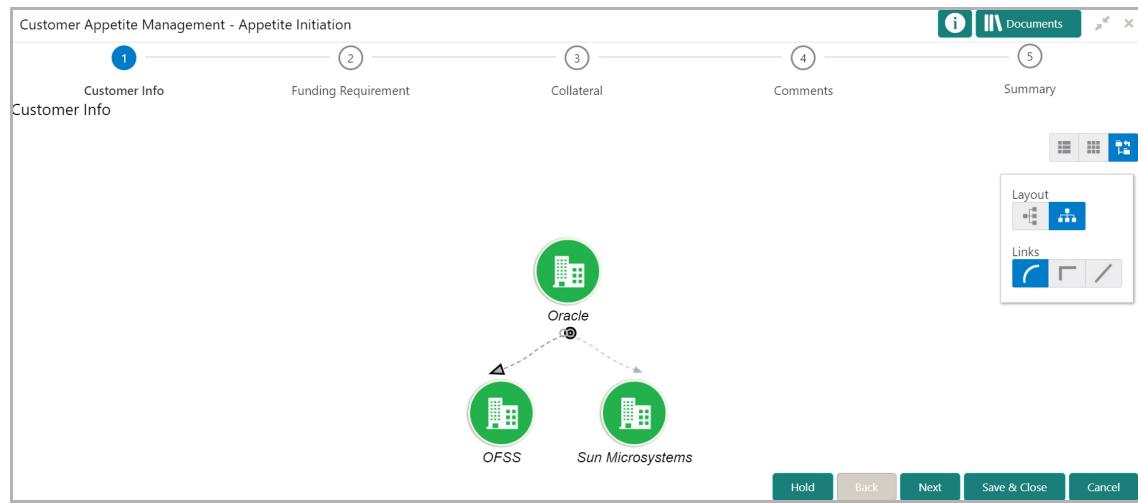
For join customers, **Add Customer** option does not appear on right clicking the customer icon.

After clicking **Create** in the *Customer Details* window, the customer is added and displayed as shown below.

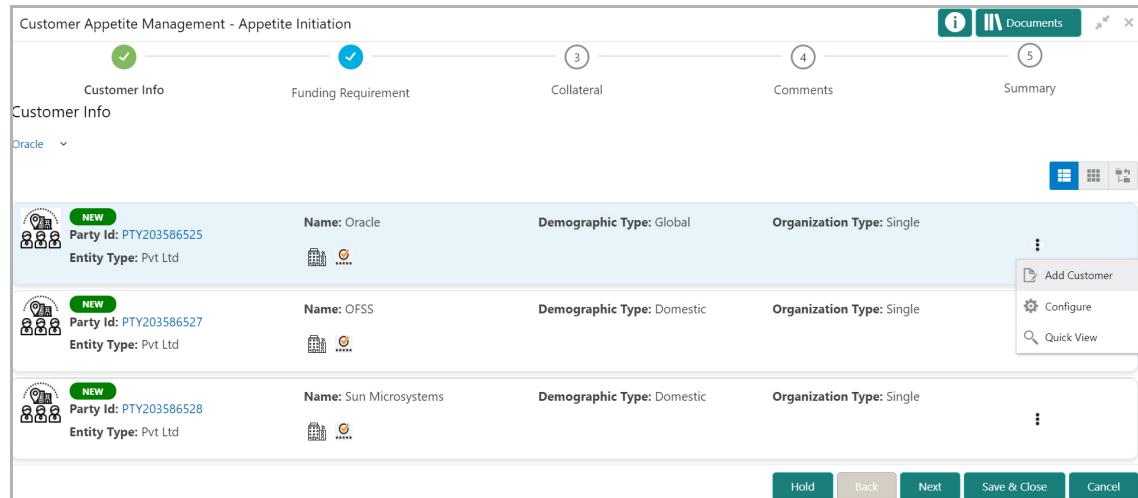


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31. To **View**, **Quick view**, and **Configure** the organization information, right click the organization icon and click the respective option.
32. To change the layout of tree view, click the settings icon at the right corner. Layout options appear as shown below:



33. Click the required **Layout** and **Links** option. Layout changes based on the selected option.
34. To change the view of the *Customer Info* page to list view, click the **List View** icon at the top right corner. The view is changed as shown below:



35. To change the view of the *Customer Info* page to table view, click the **Table View** icon at the top right corner. The view is changed as shown below:

Chapter 8 - Initiation

Customer Appetite Management - Appetite Initiation

Customer Info

Oracle

Party Id	Name	Demographic Type	Entity Type	Organization Type	Other Information	Action
PTY203586525	Oracle	Global	Single	Pvt Ltd		
PTY203586527	OFSS	Domestic	Single	Pvt Ltd		
PTY203586528	Sun Microsystems	Domestic	Single	Pvt Ltd		

Hold Back Next Save & Close Cancel

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

Funding Requirement

In this data segment, you can capture details of the facility that can be offered to the customer prospect based on their financial performance over periods.

The facility can be either directly created or created using the **Facility Template** maintained at the 'Maintenance' module.

Before creating the facility, Liability details must be captured for the facility.

Adding Liability Details

Customer Appetite Management - Appetite Initiation

Funding Requirement

Oracle

Liability details

000 Branch		NA Liability Number
---------------	--	------------------------

Filter Type to filter + Table View Facility Structure Income Potential

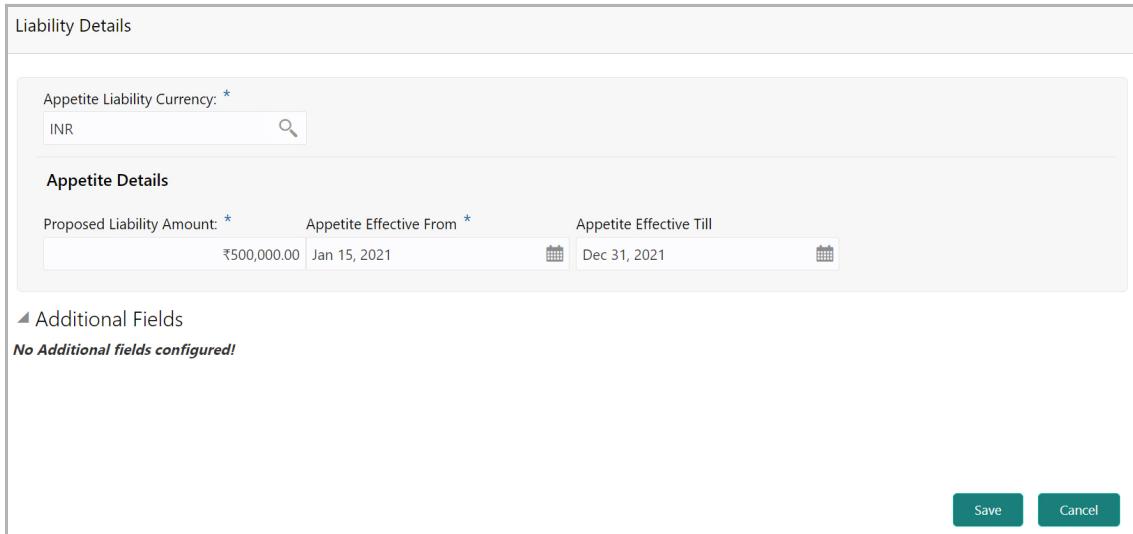
No items to display.

Hold Back Next Save & Close Cancel

37. To add the liability details, expand and mouse hover on the **Liability details** section. The **Edit** icon appears.

38. Click the **Edit** icon. The *Liability Details* window appears.

Chapter 8 - Initiation



Liability Details

Appetite Liability Currency: *

Appetite Details

Proposed Liability Amount: * Appetite Effective From: * Appetite Effective Till

Additional Fields
No Additional fields configured!

Save Cancel

39. Search and select the **Appetite Liability Currency**.

In the **Appetite Details** section:

40. Specify a liability amount for the organization in the **Proposed Liability Amount** field based on organization's performance.
41. Click the calendar icon in the **Appetite Effective From** field and select the appetite start date.
42. Click the calendar icon in the **Appetite Effective Till** field and select the appetite end date.
43. Click **Save**. Liability details are added and displayed in the **Liability Details** section.
44. To view the added Liability, mouse hover on the **Liability details** section and click **View**.

Creating Facility without Template

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

Chapter 8 - Initiation

New Facility

<input type="checkbox"/> Take over other bank facility	Line Serial Number *	Facility Description *
Line Code *	33	Term Loan
22		
Parent Facility Id	Facility Type *	Facility Category
Select Parent Facility	<input checked="" type="radio"/> Funded <input type="radio"/> Non Funded	Term Loan
	<input type="checkbox"/> Cascade	
Next Review Date *	Line Start Date *	Line Expiry Date *
Jan 15, 2021	Apr 13, 2018	Dec 31, 2021
Currency *	Requested Amount	Tenor
INR	₹500,000.00	12
Availability Period	Commitment Status	Secured?
Availability Period	<input checked="" type="radio"/> Committed <input type="radio"/> Uncommitted	<input checked="" type="checkbox"/> Cascade
<input checked="" type="checkbox"/> Revaluation Required		
<input checked="" type="checkbox"/> Rate Agreement Required		
Additional Fields		
▶ UDF		
<input type="button" value="Save"/> <input type="button" value="Save & Configure"/> <input type="button" value="Close"/>		

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

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

To add a new funding requirement:

47. Type a unique code for facility in the **Line Code** field.
48. Type a serial number for facility in the **Line Serial Number** field.
49. Type a brief description about the facility in the **Facility Description** field.
50. Select the **Parent Facility Id** from the drop down list, if you want to link the facility with an existing facility.
51. Choose the **Facility Type**. The options available are **Funded** and **Non Funded**.

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

52. Select the **Facility Category** from the drop down list.
53. Click the calendar icon and select the **Next Review Date**, **Line Start Date**, and **Line Expiry Date** for the facility.
54. Search and select the **Currency** in which the facility has to be offered.
55. Specify the amount requested by the organization in **Requested Amount** field.

Chapter 8 - Initiation

56. Type the **Tenor** for the facility.
57. Specify the **Availability Period** for the facility.
58. Choose the **Commitment Status** for the facility. The options available are **Committed** and **Uncommitted**.

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

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

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

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

Modifying Facility Details

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

Chapter 8 - Initiation

Term Loan - TL

Facility Details

Facility Basic Info	Line Code * NONF4	Line Serial Number * 33	Facility Description * Term Loan
Schedule	Parent Facility Id <input type="text"/>	Facility Type * <input checked="" type="radio"/> Funded <input type="radio"/> Non Funded	Facility Category TL
Exposure	<input type="checkbox"/> Cascade		
Fee	Next Review Date * Jan 31, 2021	Line Start Date * Apr 1, 2021	Line Expiry Date * Dec 31, 2021
Pool Linkage	Currency * USD	Requested Amount \$20,000.00	Tenor 12
Pricing	Availability Period 6	Commitment Status <input checked="" type="radio"/> Committed <input type="radio"/> Uncommitted	<input checked="" type="checkbox"/> Secured? <input type="checkbox"/> Cascade
Facility collateral linkage	<input checked="" type="checkbox"/> Revaluation Required <input checked="" type="checkbox"/> Rate Agreement Required		
Credit Rating	Additional Fields No Additional fields configured!		
FX Rate Revaluation			

Save **Close**

65. Modify the facility details, if required.

Scheduling facility disbursement

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

Chapter 8 - Initiation

Scheduling Required?

Scheduling Details

Date	Amount	Action
No data to display.		

Comments

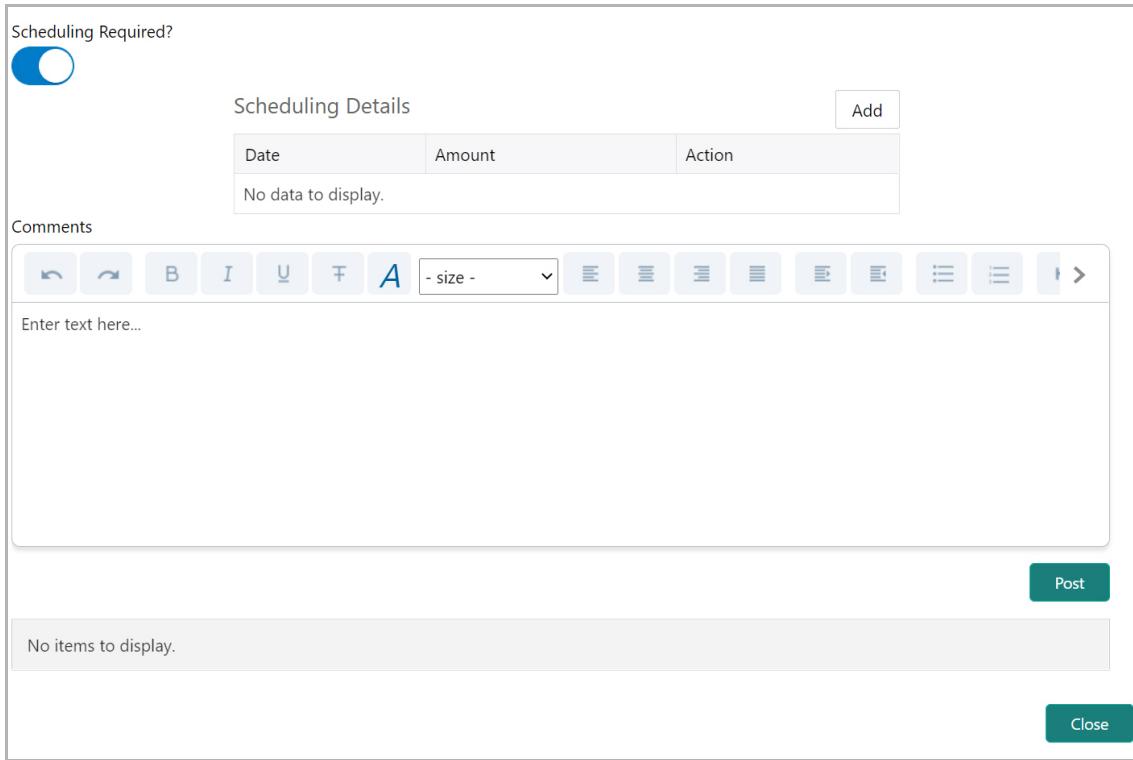
Enter text here...

Add

Post

No items to display.

Close



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

Scheduling Details

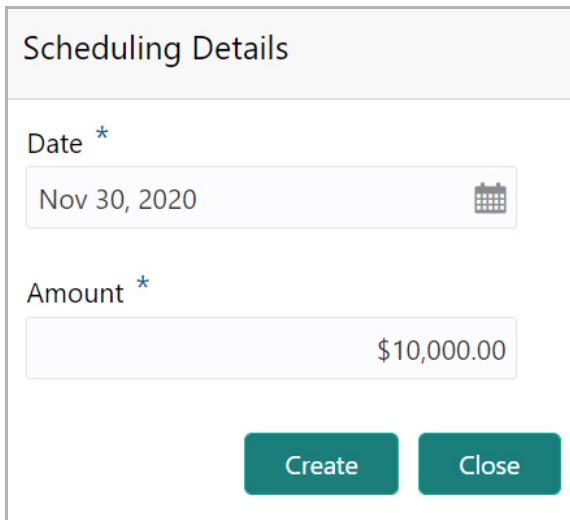
Date *

Nov 30, 2020

Amount *

\$10,000.00

Create **Close**



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

Chapter 8 - Initiation

72. To add another scheduling detail, click the **Add** button again.
73. To edit the scheduling detail, click the **Edit** button.
74. To delete the scheduling detail, click the **Delete** button.
75. Specify remarks for the schedule, if any.
76. Click **Post**. Comment is posted below the **Comments** text box.

Adding Exposure Details

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

Chapter 8 - Initiation

Exposure Type	Exposure Code	Action
No data to display.		

+ Close

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

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

Exposure Type	Exposure Code	Action
Currency	USD	-
Country	USA	-

+ Close

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

Adding Fee Details

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

Chapter 8 - Initiation

Fee Details

Fee Preferences

Populate 

Rule Code	Liquidation Preference	Component Type	Fee Start Date	Fee End Date	Waived
No data to display.					

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

Linking Facility to the Pool

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

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

Facility Linkages

Link facility

Facility Id	Code	Pool Contribution Amount	% Of Pool
No data to display.			

Close

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

Link facilityF20315600

Pool Code *

Select pool code

Link facility **Close**

Chapter 8 - Initiation

86. Select the required **Pool Code** from the drop down list.

87. Click **Link Facility**.

Adding Pricing Detail

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

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

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

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

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

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

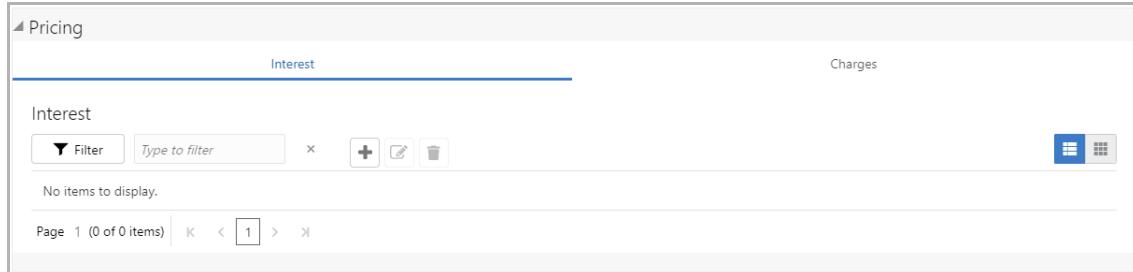
92. Select the **Commission Type** from the drop down list.

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

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

Chapter 8 - Initiation

95. If “Fixed Rate” is selected as the **Rate Type**, specify the **Minimum Commission Amount** and the **Commission Rate** in the respective fields.
96. If “Flat Amount” is selected as the **Rate Type**, specify the **Commission Amount**.
97. Click **Save**. Commission details are added and listed in Commission tab.
98. To cancel the operation, click **Cancel**.



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

100. Type a name for the interest in **Component Name** field.
101. Select the **Component Type** from the drop down field.
102. Select **Rate Type** from the drop down field. The options available are: Fixed, Floating and Special Amount.
103. If Fixed is selected as **Rate Type**, specify the **Fixed Interest Rate**.

Chapter 8 - Initiation

Interest Details

Component Name *	Component Type *
ABC	Main
Rate Type *	Rate Code *
Floating	LIBOR
Spread *	Interest Reset Cycle *
3	Monthly

Save **Cancel**

104. If Floating is selected as **Rate Type**, type / select the following details:

- Rate Code
- Spread
- Interest Reset Cycle

Interest Details

Component Name *	Component Type *
ABC	Main
Rate Type *	Currency *
Special Amount	USD 
Special Interest Amount *	\$3,000.00

Save **Cancel**

Chapter 8 - Initiation

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

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

Facility Details

► Pricing

Interest

Charges

Component Name: ABC Component Type: Main Rate Type: Special Amount

Page 1 of 1 (1 of 1 items) 1

► Additional Fields

Save Close

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

Charge Details

Charge Code * 005

Charge Currency * INR

Charge Amount * ₹1,500.00

Charge Description Processing Fees

Is Charge Waived

Waived Amount

Minimum Charge Amount

Maximum Charge Amount

Net Charge Amount

Charge Base Amount

Waiver Remarks

Save Cancel

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

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

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

Chapter 8 - Initiation

111. Type the **Charge Description**.
112. Enable **Is Charge Waived** switch, if waiver can be claimed for this charge.
113. Enter the following details in respective fields:
 - Waived Amount
 - Minimum Charge Amount
 - Maximum Charge Amount
 - Net Charge Amount
 - Charge Base Amount
 - Waiver Remarks
114. Click **Save**. Charge details are added and listed as shown below:



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

115. To edit the charge details, click the added charge and then click the edit icon.
116. To delete the charge details, click the added charge and then click the delete icon.
117. To change the list view to table view, click the table icon at the right corner.

Facility Collateral Linkage

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



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

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

Chapter 8 - Initiation

Term loan for [REDACTED] - TL

Facility Details

Facility Basic Info

Exposure

Fee

Pricing

Facility collateral linkage

Credit Rating

Facility-Collateral Linkage

No items to display.

Page 1 (0 of 0 items) | K < 1 > K

Close

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

Facility-Collateral Linkage

Collateral Code *	COL202960722-Crop	Collateral Description	CROP category	Collateral Currency	INR
Collateral Value	₹90.00	Amount Basis	Amount	Linked Percentage *	100%
Linked Amount *	₹90.00	Order number *	1	Save	Cancel

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

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

- Collateral Description
- Collateral Currency
- Collateral Value

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

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

Chapter 8 - Initiation

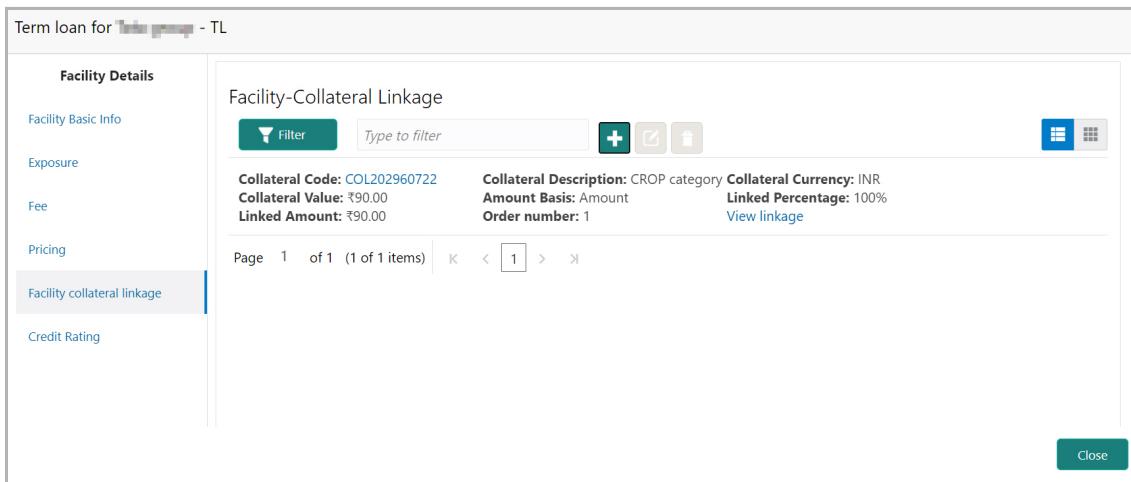
122. If **Amount** is selected as **Amount Basis**, specify the **Linked Amount**. The system calculates and displays the Linked Percentage based on value provided in the Linked Amount field.

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

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

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

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



The screenshot shows a modal window titled 'Term loan for [redacted] - TL'. The left sidebar lists 'Facility Details' with sub-options: Facility Basic Info, Exposure, Fee, Pricing, Facility collateral linkage (which is selected and highlighted in blue), and Credit Rating. The main content area is titled 'Facility-Collateral Linkage'. It contains a table with the following data:

Collateral Code:	COL202960722	Collateral Description:	CROP category	Collateral Currency:	INR
Collateral Value:	₹90.00	Amount Basis:	Amount	Linked Percentage:	100%
Linked Amount:	₹90.00	Order number:	1	View linkage	

Below the table, there is a pagination control: 'Page 1 of 1 (1 of 1 items)' with a central number '1' in a box. To the right of the table are icons for 'Filter', 'Type to filter', 'Add', 'Edit', and 'Delete'. In the top right corner of the modal, there is a 'Table View' icon and a 'Close' button.

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

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

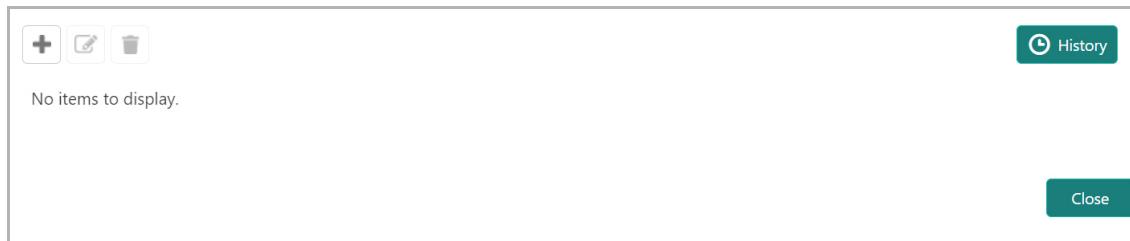
128. To delete the linkage details, select the record from the list and click the delete icon.

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

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Adding Credit Rating

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



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

A screenshot of a 'Credit Rating' creation window. The window has a title bar 'Credit Rating'. Inside, there are several input fields: 'Agency Name *' with a dropdown showing 'Moodys', 'Outlook *' with a dropdown showing 'Positive', 'Grade *' with a dropdown showing 'AAA', 'Score *' with a text input showing '10', 'Effective Date *' with a date input showing 'May 1, 2018' and a calendar icon, 'Year Of Rating *' with a text input showing '2018', and a 'Recommend' toggle switch which is turned on. At the bottom right are 'Create' and 'Close' buttons.

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

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

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

Chapter 8 - Initiation

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

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

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

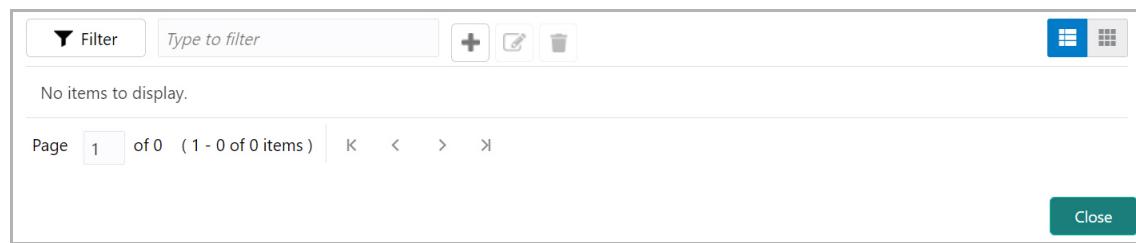
136. Click **Create**. The rating is added and displayed in the Credit Rating page.

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

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

Adding FX Rate Revaluation Details

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



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

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FX Rate Revaluation Details

Module *	Product *
MC	FCUB
Currency *	FX Rate Type *
USD 	Mid 
Rate Input Method *	Rate Fixing Days *
Derived 	1 
Revaluation Frequency *	Revaluation Effective Date *
Weekly 	Value Date 
Exchange Rate Code *	
Standard 	
<input checked="" type="checkbox"/> Ignore Holidays *	Holiday Check *
Holiday Currency *	Currency 
USD 	Schedule Movement *
<input checked="" type="checkbox"/> Move Across Month *	Move Backward 
	<input checked="" type="checkbox"/> Cascade Scheduled *
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

140. In the **Module** field, type the name of module from which the FX rate detail has to be fetched. For example, LC (Letters of Credit module in FCUBS)
141. In the **Product** field, type the name of product from which the FX rate detail has to be fetched. For example, Import LC Issuance (product under LC module)
142. Select the **Currency** for which the FX rate has to be applied.
143. Select the **FX Rate Type** from the drop down list. The options available are: Mid, Sell, and Buy.
144. Select the **Rate Input Method** from the drop down list. The options available are Derived and Fixed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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154. Click **Create**. The FX rate revaluation details are saved.
155. To modify the added FX rate revaluation details, select the record and click the edit icon.
156. To delete the added FX rate revaluation details, select the record and click the delete icon.
157. To exit the *Facility Details* window, click **Close**.

Creating Facility with Template

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

Facility Template

Template Code * 0022

Template Name Test Template

Facility Template

Liability

- Working capital facility (1112)
- Term Loan Facility (2233)

Submit Close

159. Search and select the **Template Code** maintained at the Maintenance module. Facility Template associated with the Template Code is displayed.
160. To add additional facility to the Facility Template, click the right arrow at the left side. **Available Facility** section expands as shown below.

Facility Template

Template Code * 0022

Template Name Test Template

Available Facility

- Working Capital Finance
- Term Loan
- Letter of Credit
- Guarantee

Facility Template

Liability

- Working capital facility (1112)
- Term Loan Facility (2233)

Submit Close

Chapter 8 - Initiation

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

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

Facility Template

Template Code *	0022	Template Name	Test Template
<input type="button" value="X"/> Working capital facility - 1112		<input type="button" value="Save"/>	
Facility Description *	Working capital facility	Next Review Date *	Oct 1, 2020
		Currency *	USD
		Requested Amount *	\$10,000.00
<input type="button" value="Submit"/> <input type="button" value="Close"/>			

163. Type the **Facility Description**.

164. Select / specify the **Next Review Date** for the facility.

165. Search and select the **Currency** for the **Requested Amount**.

166. Specify the **Requested Amount**.

167. Click **Save**.

168. After providing details for all the facilities in the **Facility Template** section, click **Submit**. Facility is created and listed as shown below.

Funding Requirement

OFSSS

Screen (6 / 9)

Liability details		
004 Branch	202374510 Liability Number	\$50,000.00 Requested Liability Amount:
<input type="button" value="Filter"/> <input type="text" value="Type to filter"/> <input type="button" value="+"/> <input type="button" value=""/> <input type="button" value="T"/>		
<input type="button" value="List View"/> <input type="button" value="Table View"/> <input type="button" value="Facility Structure"/>		
00222 NEW Facility Id: F20241574 Facility Description: Term loan for OFSS	Requested Amount: \$50,000.00 Facility Category: Term Loan	Product Type: Fun Next Review Date:
0 NEW Facility Id: F20237076 Facility Description:	Requested Amount: \$25,000.00 Facility Category: Term Loan	Product Type: Fun Next Review Date:
<input type="button" value="Edit Facility"/> <input type="button" value="Create Sub Limit"/> <input type="button" value="Remove Facility"/> <input type="button" value="Link Document"/>		
<input type="button" value="Hold"/> <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save & Close"/> <input type="button" value="Cancel"/>		

Chapter 8 - Initiation

Creating Sub Limit

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

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

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

New Facility

Line Code * 22

Parent Facility Id TERMLOAN3 - test

Currency * USD

Tenor 12

Commitment Status Committed Uncommitted

Line Serial Number * 33

Facility Type * Funded Non Funded

Cascade

Requested Amount * \$50,000.00

Line Expiry Date * Nov 30, 2021

Facility Description * Facility for Tata motors

Facility Category Term Loan

Next Review Date * Dec 31, 2020

Availability Period Availability Period

Revaluation Required Rate Agreement Required

Additional Fields UDF

Save Save & Configure Close

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

Chapter 8 - Initiation

Funding Requirement
OFSSS

Screen (6 / 9)

Liability details

004 Branch	203221263 Liability Number	\$50,000.00 Requested Liability Amount:
---------------	-------------------------------	--

Filter Type to filter + T List View Table View Facility Structure

2235 NEW Facility Id: F20322627 Facility Description: Term Loan Parent Line Number: 2233-Term Loan Requested Amount: \$10,000.00 Facility Category: TL Product Type: Funded Next Review Date: 20-11-30

2233 NEW

Hold Back Next Save & Close Cancel

Removing Facility

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

Linking Document

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

Document

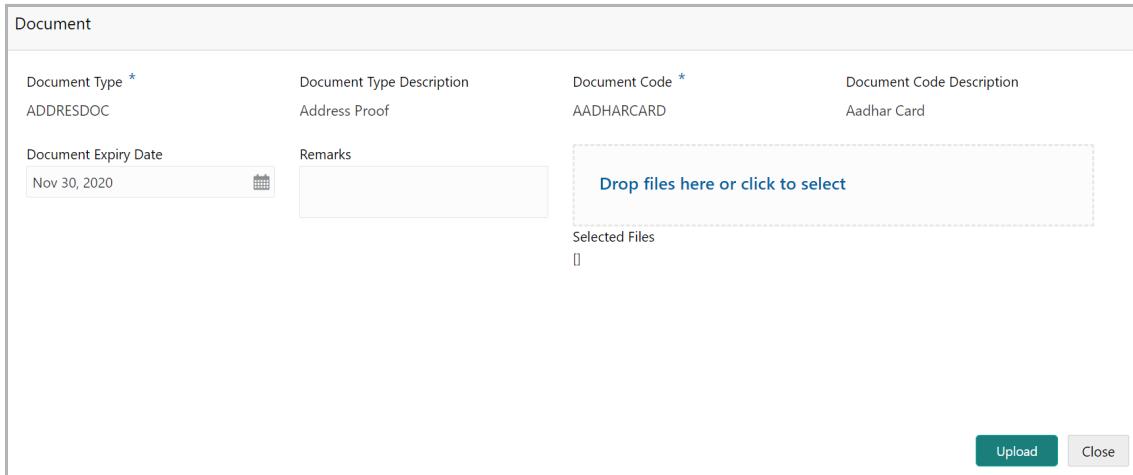
Add New Documents

DOC20322414 PENDING MANDATORY Document Type: Address Proof Entity Type: Facility(F20322627)	Document Code: Aadhar Card Application Number: APP203228490	Document Expiry Date: Linked To: Upload Document Link Existing Document
DOC20322415 PENDING OPTIONAL Document Type: Collateral Agreement Entity Type: Facility(F20322627)	Document Code: Application Form Application Number: APP203228490	Document Expiry Date: Linked To:
DOC20322416 PENDING MANDATORY Document Type: Credit Proposal Entity Type: Facility(F20322627)	Document Code: Legal Aggrement Document Application Number: APP203228490	Document Expiry Date: Linked To:

Close

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

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Document

Document Type * ADDRESDOC Document Type Description Address Proof Document Code * AADHARCARD Document Code Description Aadhar Card

Document Expiry Date Nov 30, 2020 Remarks

Drop files here or click to select

Selected Files

Upload Close

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

175. Click **Upload**.

If the party is your existing customer and the documents are already uploaded, you can use the **Link Existing Document** option available under the hamburger icon to link the existing documents.

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

Filtering Facility

176. To filter the required facility from the list, click **Filter** button. The *Filter* window appears.

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Filter **Reset** **Apply**

Limit
 Joint Customer

Status
 New
 Modified
 Removed

Facility Type
 Funded
 Non Funded

Product Type
 Term Loan
 Working Capital Finance
 AR Finance
 OverDraft
 Letter Of Credit
 Guarantee
 Others

Currency
USD 

From Amount

To Amount

177. Type and / or select the filter parameters.
178. Click **Apply**. Facility that matches the filter parameters are displayed.
179. 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.

Chapter 8 - Initiation

180. To delete the facility, **Select** the facility and click delete icon.
181. To change the layout of facility details to table view, click the **Table View** icon.

Funding Requirement
OFSSS

Screen (6 / 9)

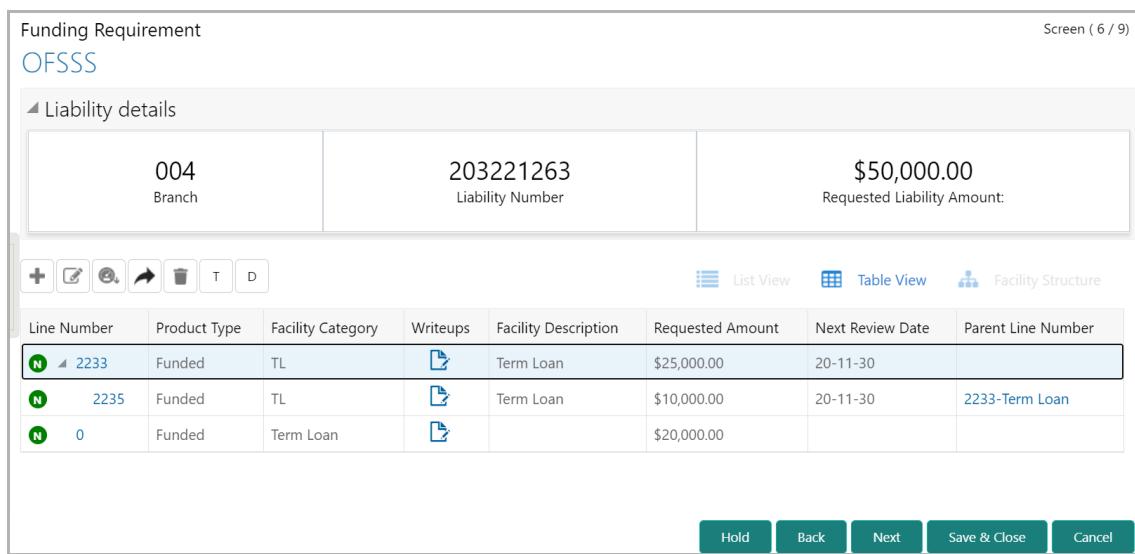
Liability details

004 Branch	203221263 Liability Number	\$50,000.00 Requested Liability Amount:
---------------	-------------------------------	--

Table View

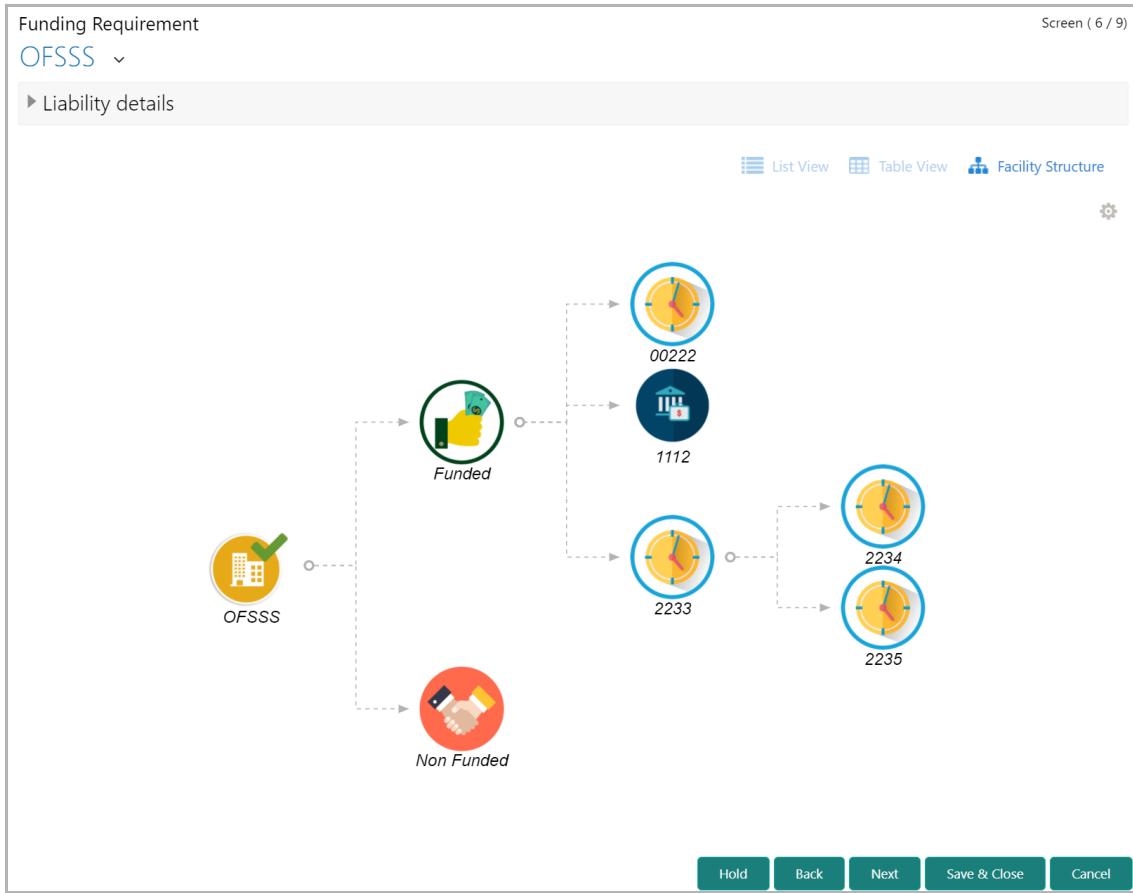
Line Number	Product Type	Facility Category	Writeups	Facility Description	Requested Amount	Next Review Date	Parent Line Number
2233	Funded	TL		Term Loan	\$25,000.00	20-11-30	
2235	Funded	TL		Term Loan	\$10,000.00	20-11-30	2233-Term Loan
0	Funded	Term Loan			\$20,000.00		

Hold Back Next Save & Close Cancel



182. To view the facility details in table view, click the **Line Number**.
183. To capture writeup for the facility, click the **Writeup** icon.
184. To change the layout of facility details to tree view, click the **Facility Structure** icon. The page appears as shown below:

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185. To add facility details for the organization's customer, click the arrow next to the organization name in the top left corner. Customer list appears.
186. Select the required customer. *Funding Requirement - [organization name] > [customer name]* page appears.
187. Add the facility details for the customer and click **Next**. The *Collateral* page appears.

Collateral

You can add collateral details of the customer prospect in this data segment, if the details are publicly available.

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188. To add collateral details, click the add icon. The *Basic Details* window appears.

Basic Details

In this page, you can select a collateral type and capture basic details about the collateral.

189. Specify a unique ID for collateral in the **Collateral Id** field.

190. Select the **Collateral Type** from the drop down list. The options available are:

- Accounts Contracts
- Crop
- Commercial Paper

Chapter 8 - Initiation

- Perishable
- Commodity
- PDC
- Bill of Exchange
- Promissory Note
- Machine
- Deposits
- Bond
- Stock
- Fund
- Vehicle
- Guarantee
- Property
- Aircraft
- Insurance
- Precious Metals
- Ship
- Accounts Receivables
- Cash Collaterals
- Inventory

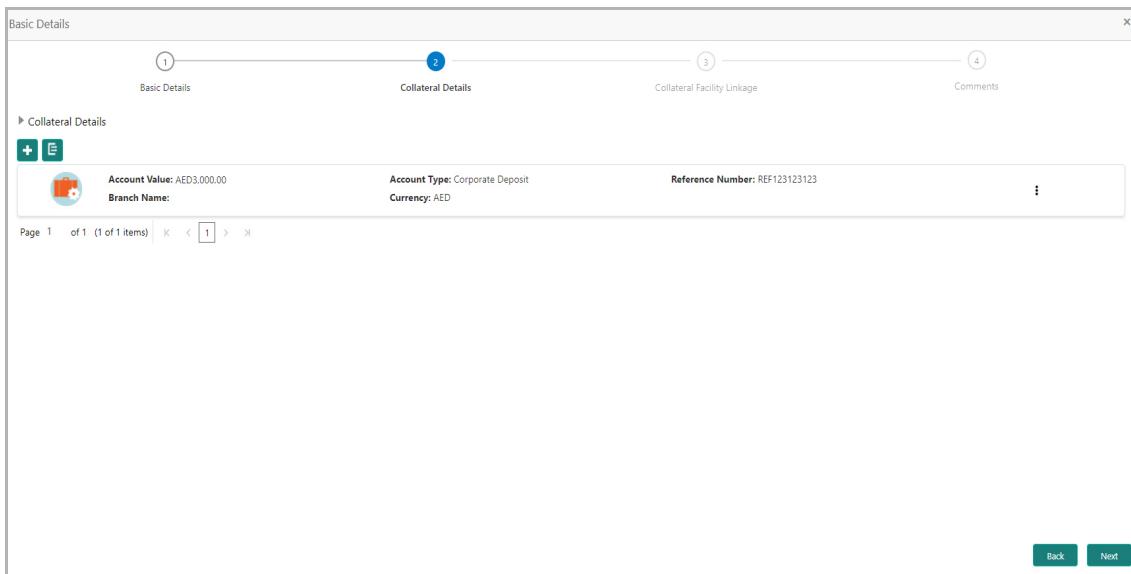
191. Select the **Collateral Category** from the drop down list. Collateral categories are listed based on the selected **Collateral Type**.
192. Click the search icon in **Collateral Currency** field and select the currency for collateral value.
193. Specify the **Collateral Value** and the **Held Collateral Value** in corresponding fields.
194. Click the calendar icon and select the **Collateral Start Date** and **Collateral End Date**. Collateral will be effective only during the mentioned period.
195. Click the calendar icon and select the **Collateral Expiry Date**. This is the actual expiry date of the collateral. For example, if the collateral type is selected as Bill of Exchange, collateral expiry date is the expiry date mentioned in the Bill of Exchange.
196. Select the Charge Type based on selected Collateral Type. The options available are **Hypothecation**, **Pledge**, and **Lien**.
197. Select the bank's **Seniority of Charge** on the collateral. The options available are: **First**, **Second**, and **Third**.
198. Select the **Collateral Status** from the drop down list.
199. Select the **LGD Type** (Loss Given Default Type) from the drop down list. The bank will take action on loss given default based on the option selected in this field.

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200. Select the **Collateral Classification** from the drop down list. The options available are: **Secured**, **Unsecured**, and **Liquid**.
201. Specify the collateral's loan to value percentage in **LTV %** field.
202. Enable the **Tangible** flag, if the collateral is tangible.
203. Select the **Document Status** from the drop down list. The options available are: **Submitted**, **Released**, **Not Submitted**, and **Partially Submitted**.
204. Specify a brief description about the collateral in **Collateral Description** field.
205. Capture **Remarks** about the collateral.
206. Click **Next**. The *Collateral Details* page appears:

Collateral Details

In this page, you can capture detailed information about the selected collateral.



The screenshot shows a software interface titled 'Basic Details' with a sub-section 'Collateral Details'. The interface includes tabs for 'Basic Details', 'Collateral Details', 'Collateral Facility Linkage', and 'Comments'. The 'Collateral Details' tab is active. It displays a table with the following data:

Account Value:	Corporate Deposit	Reference Number:
AED3,000.00	Branch Name:	REF123123123
		Currency: AED

Below the table, there is a navigation bar with 'Page 1 of 1 (1 of 1 items)' and a list of icons. At the bottom right are 'Back' and 'Next' buttons.

207. Click the add icon. The *Configuration* window appears:

Chapter 8 - Initiation

Configure

Ship

Ship Details

Ship Name * Reecon Whale

Type Container Ships

Condition Good

Invoice Currency * INR

Registration Number * 56883332

Basis Vessel Value * Invoice Value

Number of Decks 4

Location IN

Manufactured Date Mar 1, 2020

Manufacturer Name Armstrong Marine

Port of Registry * Port Blair

Invoice Value ₹5,000,000.00

Amount in Collateral Currency

License Number * 55778

Description

Ship Dimensions

Ship Tonnage

Back Next



The above screen varies based on the selected collateral type. For example, if 'Deposit' is selected as the **Collateral Type** in *Basic Details* page, deposit related fields appear.

Ship

Ship Details

208. Specify the name of ship in **Ship Name** field.
209. Select the **Ship Type**. The options available are: General Cargo Vessels, Container Ships, Dry Bulk Carriers, Multi Purpose Vessels, Reefer Ships, Ferries, Freight, Ro-Pax, Pure Car Carriers, Combined Carriers, Ocean Liners, Cruise Ships, Fishing Vessel, High Speed Craft, Tankers, Passenger, and Roll On Roll Off.
210. Select the **Condition** of ship from the drop down list.
211. Search and select **Location** of the ship.
212. Click the search icon in **Invoice Currency** field and select the currency in which the ship is purchased.
213. Specify the amount for which the ship is purchased in the **Invoice Value** field.
214. Specify the **Number of Decks** available in the ship.
215. Click the calendar icon and select the Ship **Manufactured Date**.

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216. Specify the ship **Manufacturer Name**.
217. Specify the **License Number** of the ship.
218. Type a brief information about the license in **License Details** field.
219. Type a brief description about the ship in **Description** field.

Ship Dimensions

Ship Dimensions	
Dimensions Unit	Length
Feet	7
Beam	Height
6	7
Displacement Unit	Displacement
Tons	7

220. Select the unit for ship dimension from **Dimension Unit** drop down list. The options available are: **Feet** and, **Meters**.
221. Specify the **Length** of ship in selected unit.
222. Specify the **Beam** (width) of ship in selected unit.
223. Specify the **Height** of ship in selected unit.
224. Select the unit for ship weight from **Displacement Unit** drop down list. The options available are: **Tons** and, **Metric Tons**.
225. Specify the **Displacement** of ship in selected unit.

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Ship Tonnage

Ship Tonnage

Size: Panamax

Deadweight Tonnage: 3

Gross Registered Tonnage: 2

Net Registered Tonnage: 3

226. Select the **Size** of the Ship. The options available are: Aframax, Capesize, Chinamax, Handymax, Handysize, Malaccamax, Panamax, Q-Max, Seawaymax, and Suezmax.

227. Specify the following details of the ship.

- Deadweight Tonnage
- Gross Registered Tonnage
- Net Registered Tonnage

External Pricing Details

Configure

Ship

External Pricing Details

Security Code	Security Description
564778	
Price Code *	Unit Value *
445	5,000,000
No. of Units *	Current Value
1	5,000,000

Back Next Submit

228. Specify the **Security Code** of ship.

229. Type brief description about the ship security in **Security Description** field.

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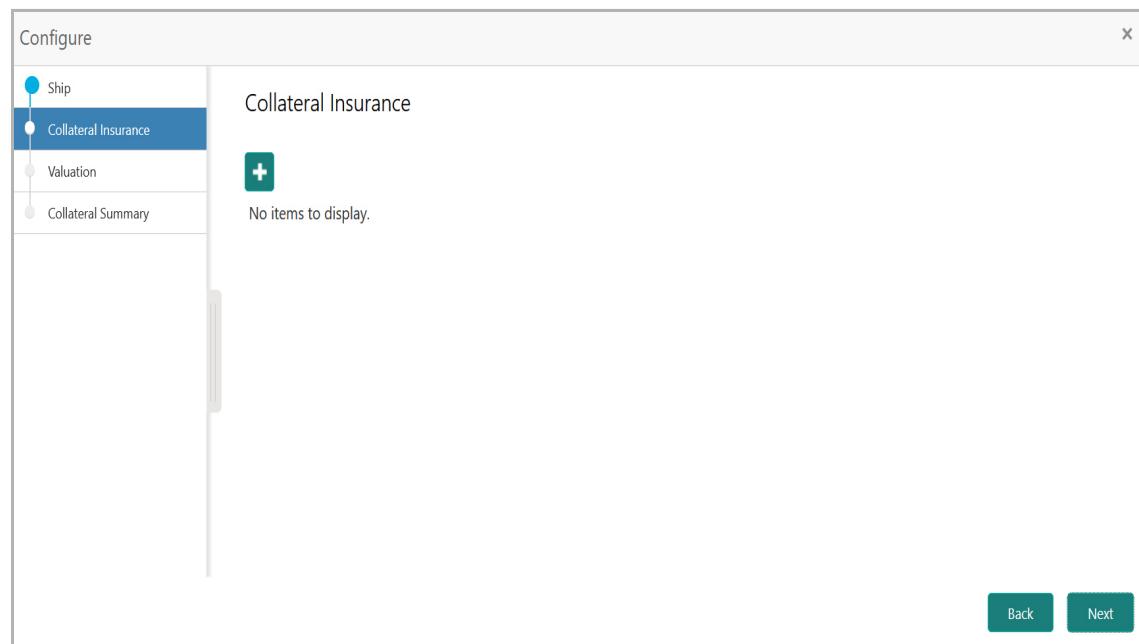
230. Specify the **Price Code** of ship.
231. Specify the **Unit Value** of ship and **No of Units**.

The **Current Value** gets calculated based on the provided unit value and the number of units.

232. Click **Next**. The *Collateral Insurance* page appears.

Collateral Insurance

In this page, you can capture insurance details of the collateral.



233. To add insurance details, click **+Add**. The following window appears:

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Collateral Details

Insurance Basic Details

Policy Number *	Policy Name *	Insurance Provider *
45678043687	Contract Policy	First Bank
Insurance Name	Insurance Type	Policy Status
Contract Insurance	Asset Insurance	Inforced
Insurance Currency *	Insurance Amount *	Start Date *
INR	₹100,000.00	May 1, 2020
End Date *	Grace Days	Notice Days
May 1, 2021	10	10
Policy Assigned To Bank		
Yes		

Insurance Premium Details

Premium Currency *	Premium Amount *	Premium Frequency
INR	₹9,000.00	Monthly
Premium End Date *		
May 1, 2021		

Remarks

Add Cancel Clear

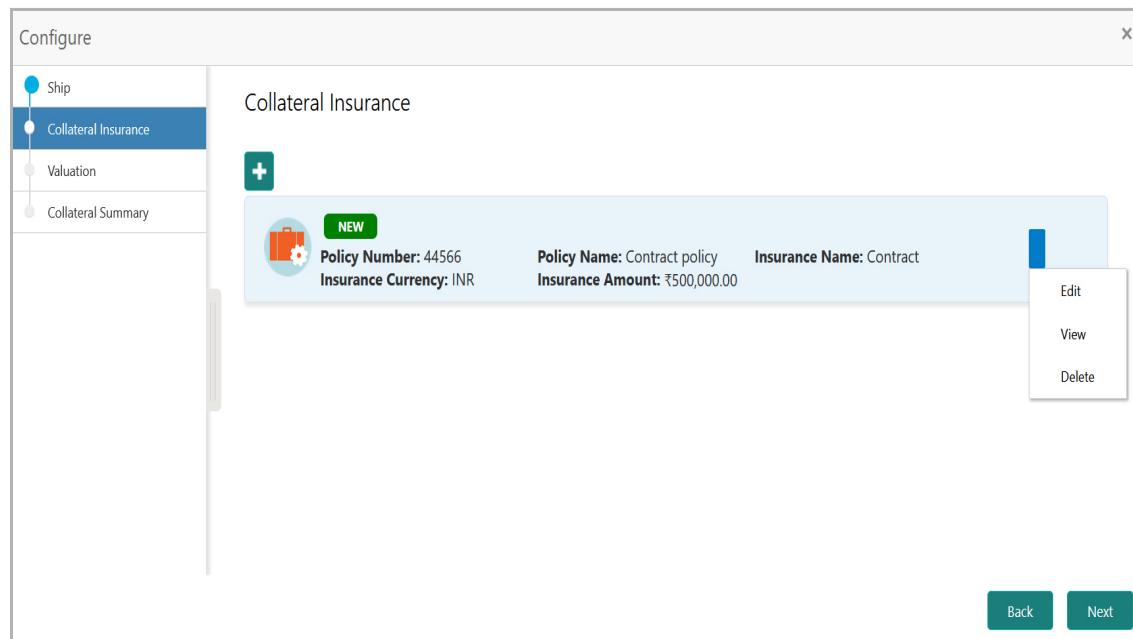
Insurance Basic Details

234. Specify the insurance following details in respective fields
 - Policy Number
 - Policy Name
 - Insurance Provider
 - Insurance Name
235. Select the **Insurance Type** from the drop down list. The options available are: **Asset Insurance**, **Life Insurance**, **Corporate Insurance**, and **Borrower Insurance**.
236. Select the **Policy Status** from the drop down list. The options available are: **Inforced**, **Lapsed**, and **Paidup**.
237. Click the search icon in the **Insurance Currency** field and select the currency in which insurance amount is paid.
238. Specify the **Insurance Amount** in selected insurance currency.
239. Click the calendar icon and select the insurance **Start Date** and **End Date**.
240. Specify the **Grace Days** for making insurance premium payment.
241. Specify the **Notice Days** for insurance premium payment.
242. Specify if the policy is assigned to your bank by selecting required option from the **Policy Assigned To Bank** drop down list.

Chapter 8 - Initiation

Insurance Premium Details

243. Click the search icon in the **Premium Currency** field and select the currency in which insurance premium is paid.
244. Specify the **Premium Amount** in selected premium currency.
245. Select the **Premium Frequency** from the drop down list.
246. Click the calendar icon and select the **Premium End Date**.
247. Type **Remarks** about the insurance, if any.
248. Click **Add**. The insurance details are added and displayed as shown below:



249. To modify the insurance details, select the record and click **Edit**.
250. To view the added insurance details, select the record and click **View**.
251. To delete the insurance details, select the record and click **Delete**.
252. Click **Next**. The *Field Investigation* page appears.

Field Investigation

You can add field investigation details of the collateral, if field investigation is done for the collateral.

Chapter 8 - Initiation

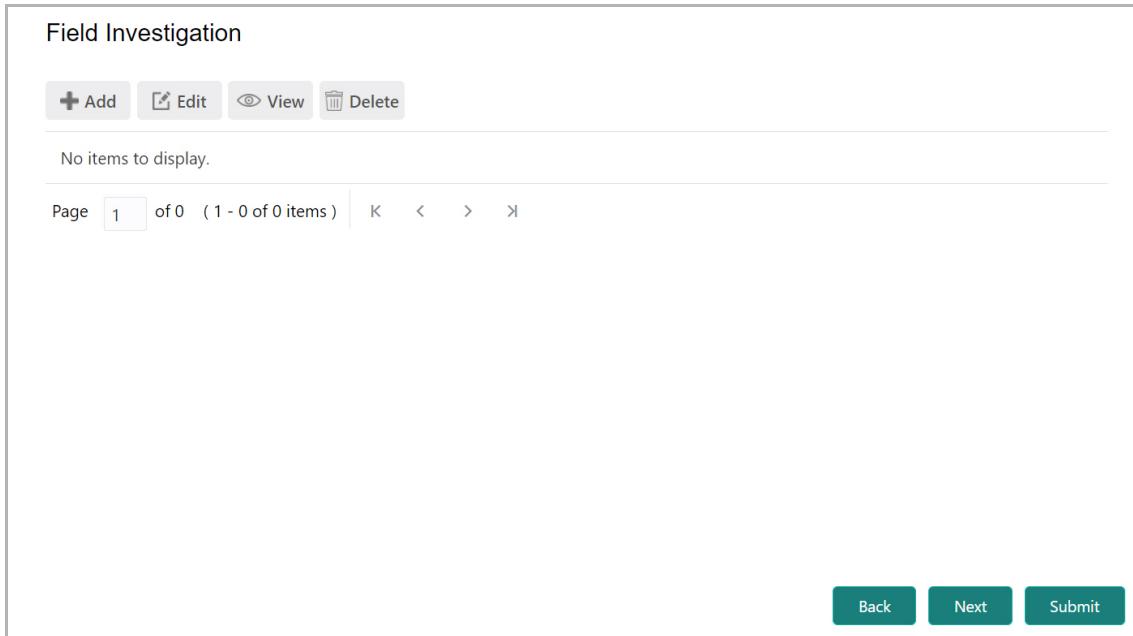
Field Investigation

Add **Edit** **View** **Delete**

No items to display.

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

Back **Next** **Submit**

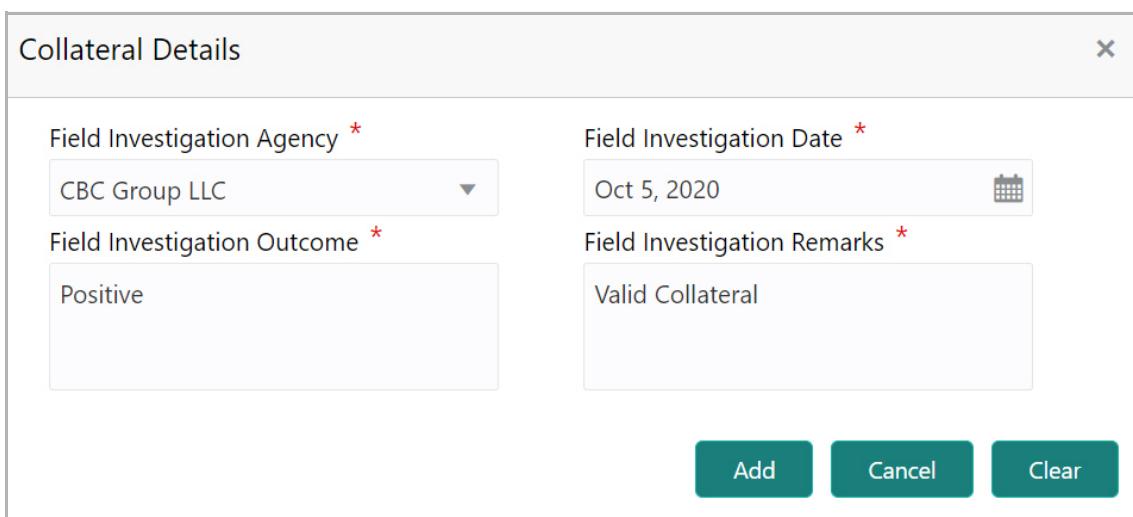


253. Click the **Add** icon. The *Collateral Details* window appears:

Collateral Details X

Field Investigation Agency * CBC Group LLC	Field Investigation Date * Oct 5, 2020 Calendar
Field Investigation Outcome * Positive	Field Investigation Remarks * Valid Collateral

Add **Cancel** **Clear**

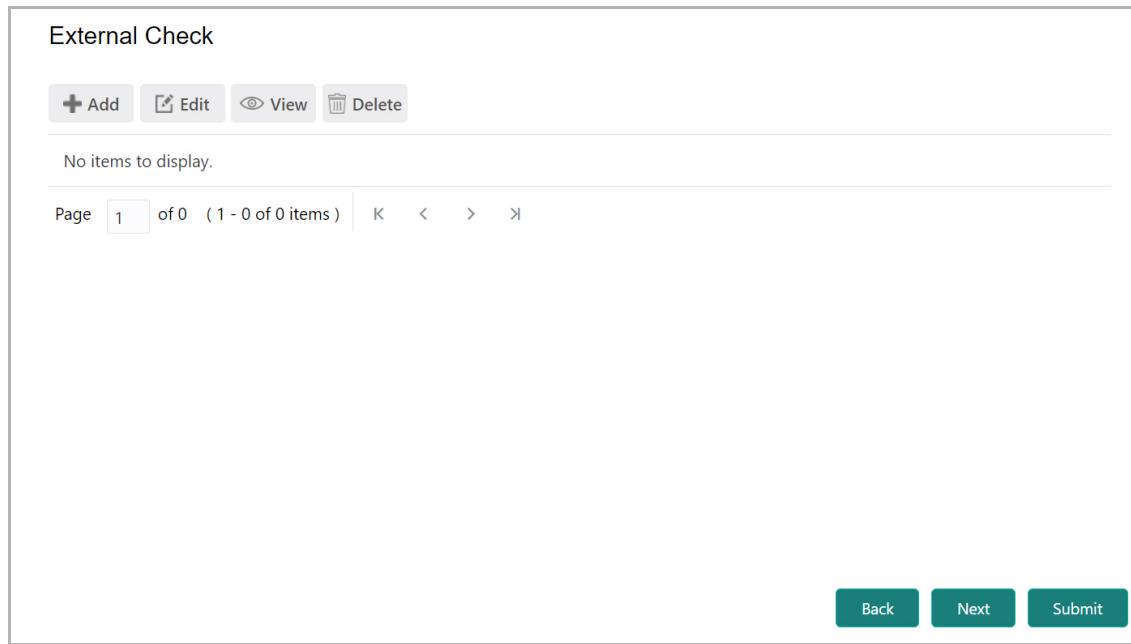


254. Select the **Field Investigation Agency** from the drop down list.
255. Click the calendar icon and select the **Field Investigation Date**.
256. Specify the **Field Investigation Outcome** and **Field Investigation Remarks**.
257. Click **Add**. The field investigation details are added displayed in the **Field Investigation** page.
258. To modify the field investigation details, select the record and click **Edit**.
259. To view the added field investigation details, select the record and click **View**.
260. To delete the field investigation details, select the record and click **Delete**.
261. Click **Next**. The *External Check* page appears.

Chapter 8 - Initiation

External Check

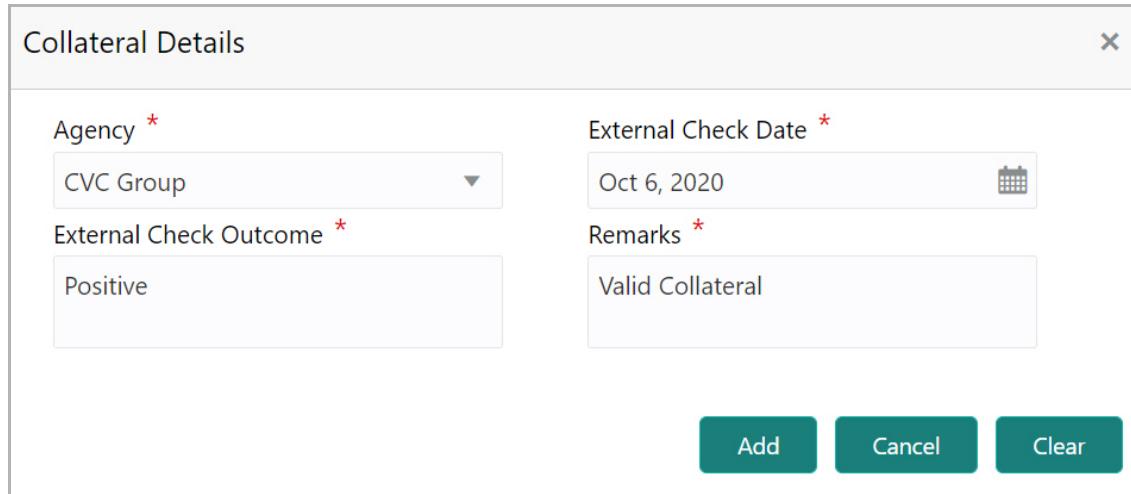
If the collateral is valued by any external agency, you can add those details in the *external check* page.



The screenshot shows a list titled 'External Check' with the following interface elements:

- Header buttons: + Add, Edit, View, Delete.
- Message: 'No items to display.'
- Page navigation: 'Page 1 of 0 (1 - 0 of 0 items)' with arrows.
- Footer buttons: Back, Next, Submit.

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



The dialog box 'Collateral Details' contains the following fields:

Agency *	External Check Date *
CVC Group	Oct 6, 2020
External Check Outcome *	Remarks *
Positive	Valid Collateral

Buttons at the bottom: Add, Cancel, Clear.

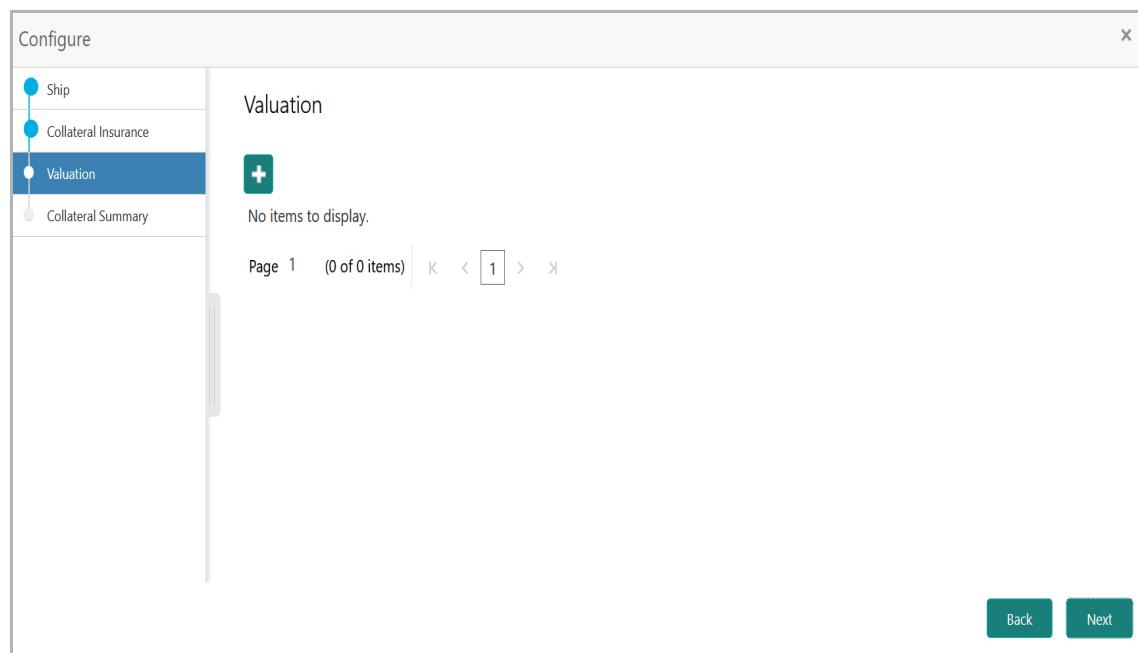
263. Select the **Agency** by which the external validation is done.
264. Click the calendar icon and select the **External Check Date**.
265. Specify the **External Check Outcome** and **Remarks**.
266. Click **Add**. The external check details are added and displayed in the *External Check* page.
267. To modify the external check details, select the record and click **Edit**.

Chapter 8 - Initiation

268. To view the added external check details, select the record and click **View**.
269. To delete the external check details, select the record and click **Delete**.
270. Click **Next**. The *Valuation* page appears.

Valuation

If the value of collateral is evaluated by any agency, you can add those details in the *Valuation* page.



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

Agency *	Valuation Date *
CVC Group	Mar 4, 2020
Valuation Expiry Date	Valuation Currency *
Feb 4, 2023	INR
Valuation Amount *	Valuer Remarks
₹5,000,000.00	Good
Valuation Type *	Valuation Frequency *
Internal	Yearly
<input type="button" value="Add"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/>	

Chapter 8 - Initiation

272. Select the **Agency** which valued the collateral.
273. Click the calendar icon and select the **Valuation Date** and **Valuation Expiry Date**.
274. Click the search icon in the **Valuation Currency** field and select the currency in which collateral is valued.
275. Specify the **Valuation Amount** in selected valuation currency.
276. Type **Valuer Remarks**.
277. Click **Add**. The collateral valuation details are added and displayed in the *Valuation* page.
278. To modify the valuation details, select the record and click **Edit**.
279. To view the added valuation details, select the record and click **View**.
280. To delete the valuation details, select the record and click **Delete**.
281. Click **Next**. The *Legal Opinion* page appears.

Legal Opinion

If the collateral is evaluated by any legal firm, you can capture those evaluation details in the *Legal Opinion* page.

282. Click the **Add** icon in the *Legal Opinion* page. The following window appears:

Collateral Details
×

Agency *

Select

External Opinion Date *

Sep 4, 2020

CALENDAR

Legal Firm Opinion *

Property is legally verified

Final Recommendation *

Property can be considered as collateral

Add
Cancel
Clear

283. Select the **Agency** which legally evaluated the collateral.
284. Click the calendar icon and select the **External Opinion Date**.

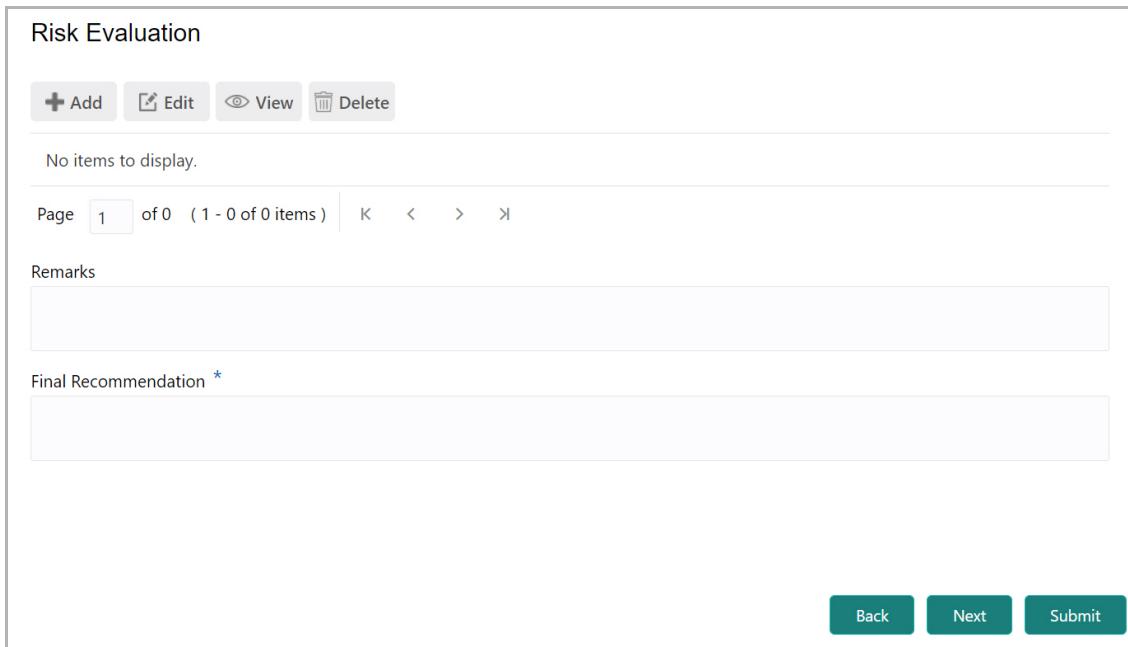
174

Chapter 8 - Initiation

285. Specify the **Legal Firm Opinion** and **Final Recommendation**.
286. Click **Add**. Legal opinion is added and displayed in the *Legal Opinion* page.
287. To modify the legal opinion, select the desired record and click **Edit**.
288. To view the legal opinion, select the desired record and click **View**.
289. To delete the legal opinion, select the desired record and click **Delete**.
290. Click **Next**. The *Risk Evaluation* page appears.

Risk Evaluation

In case you find risk in the collateral, you can add risk information in the *Risk Evaluation* page.



The screenshot shows the 'Risk Evaluation' page. At the top, there are four buttons: '+ Add' (highlighted in grey), 'Edit', 'View', and 'Delete'. Below these buttons, a message says 'No items to display.' Underneath, there is a page navigation section with 'Page 1 of 0 (1 - 0 of 0 items)' and arrows for navigating between pages. The main content area has two text input fields: 'Remarks' and 'Final Recommendation *'. At the bottom right, there are three buttons: 'Back', 'Next', and 'Submit'.

291. Click the **Add** icon. The following window is displayed.

Chapter 8 - Initiation

Collateral Details

Risk Type *

Currency Risk

Severity *

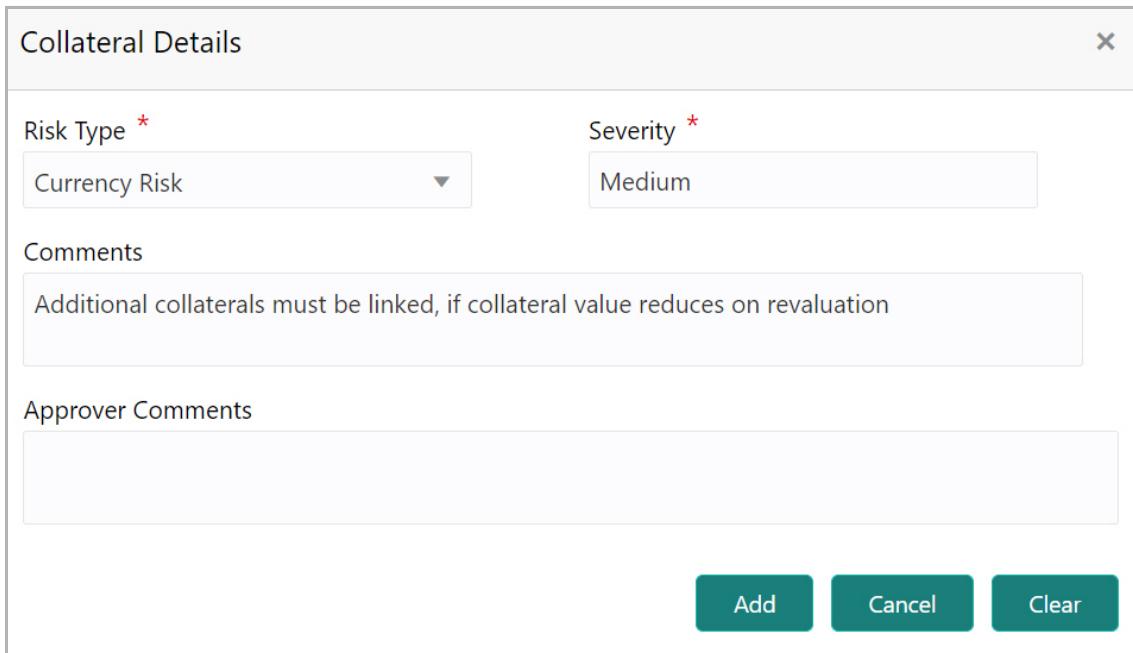
Medium

Comments

Additional collaterals must be linked, if collateral value reduces on revaluation

Approver Comments

Add **Cancel** **Clear**



292. Select the **Risk Type** from the drop down list. The options available are: **Currency Risk**, **Natural Hazardous Risk**, **Liquidity Risk**, **Operational Risk**, **Geo Political Risk**, and **Issue Credit Risk**.
293. Specify the **Severity** of risk such as Low, Medium, and High.
294. Type detailed information about the risk in **Comments** and **Approver Comments** fields.
295. Click **Add**. Risk information is added and displayed in the *Risk Evaluation* page.
296. To view the risk information, select the desired record and click **View**.
297. To delete the risk information, select the desired record and click **Delete**.
298. Click **Next**. The *Collateral Summary* page appears.

Collateral Summary

The collateral summary provides an overview of collateral based on the information added in previous pages.

Chapter 8 - Initiation

Collateral Summary

Customer ID: PTY21122600
Application ID: APP21129085
Date Initiated: 2020-01-30
Current Status: Active
Documents: 0

Basic Information

COL021121051

Collateral Type: Ship	Ownership Type:	Collateral Currency: INR	Owner Estimated Value: \$undefined	Available From: 2020-01-30
Available Till: 2021-12-30	Applicable Business:	Exposure Type:	Charge Type: Hypothecation	Purpose Of Collateral:
Shareable Across Customers: No				

Ownership	View Details	Seniority of charge	View details	Covenants	View details	Insurance	View details
null 100%		1 Position Seniority of charge held by 0 Total Percentage	0 Percentage Available	0 Covenants proposed Standard Covenants Applicable 0 Complied Covenants	0 Breached Covenants	NA Active Insurance 0 Total Insurance Amount	

Configured Stage Status

Field Investigation: Not applicable	External Check: Not applicable	External Valuation: Not applicable	Internal Valuation: Not applicable	Risk Evaluation: Not applicable	Legal Opinion: Not applicable
--	---	---	---	--	--

Back
Next
Submit

299. View the Collateral Summary and click **Submit**. Collateral record is added and displayed in the *Collateral Details* page.

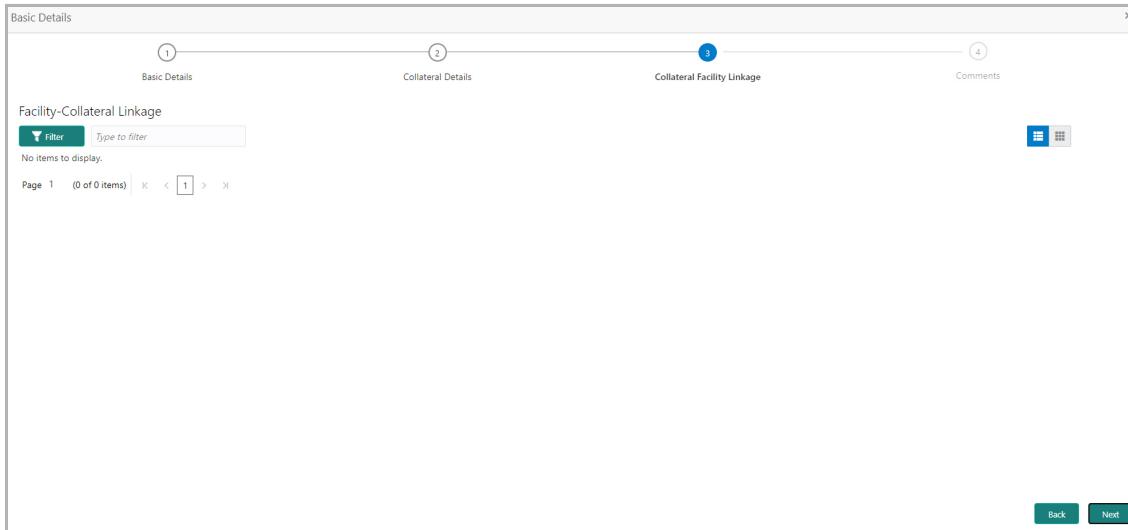
300. To **View**, **Edit** or **Delete** the collateral details, click the down arrow in the corresponding record and select the required option.

301. Click **Next** in the *Collateral Details* page. The *Collateral Facility Linkage* page appears.

Collateral Facility Linkage

This page displays the list of facilities with which the collateral is linked. During collateral creation, this page will be empty as there is no association between the collateral and facilities.

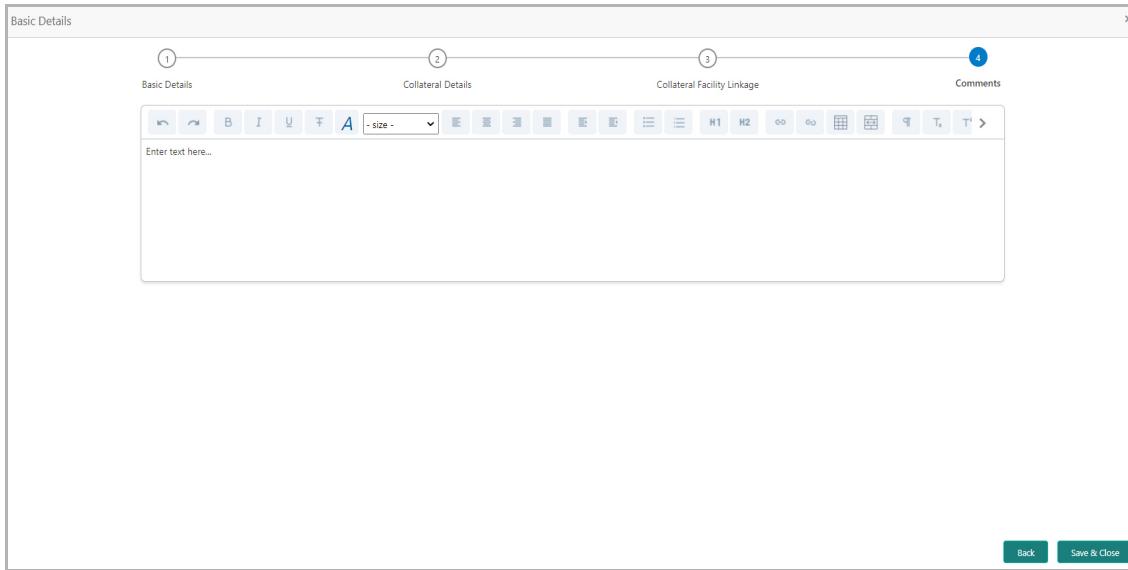
Chapter 8 - Initiation



302. To filter the required facility-collateral linkage record, click the **Filter** icon and specify the search parameters or directly type the parameter in *Type to filter* text box.
303. To change the layout of *Collateral Facility Linkage* page to table view, click the Table View icon.
304. To go to the *Comments* page, click **Next**.

Comments

In this page, you can capture comments for the added collaterals, if any.



305. Type comments in the **Comments** box.
306. Click **Post**. Comments are posted below the Comments box.
307. Click **Save & Close**. The collateral records are listed in **Collaterals** data segment.

Chapter 8 - Initiation

308. To **View**, **Edit** or **Delete** the collateral details, click the down arrow in the corresponding record and select the required option.

Comments

In this data segment, you can mention anything about the appetite management application, such as the purpose of initiating appetite management process. Posting comments help the user of next stage to take better decision.

309. Type the necessary comments in the text box and click **Post**. Comment is posted.

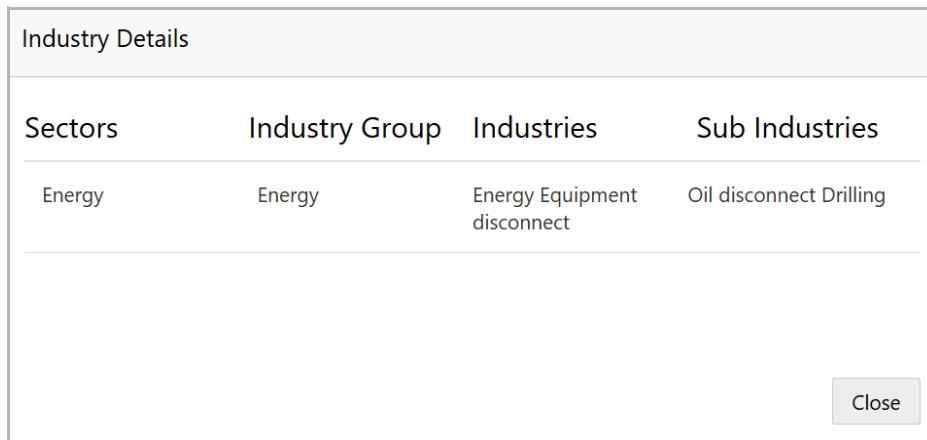
310. To go to the next page, click **Next**. The *Summary* page appears.

Summary

This data segment allows you to preview the details added in previous data segments.

Chapter 8 - Initiation

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

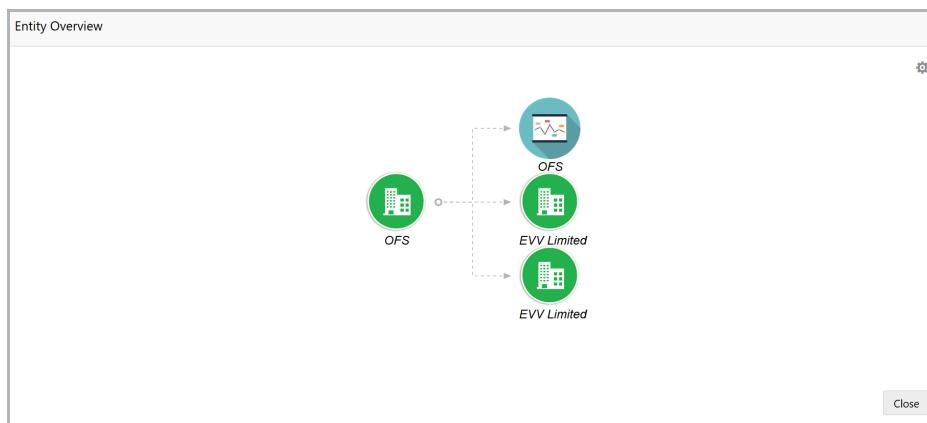


Sectors	Industry Group	Industries	Sub Industries
Energy	Energy	Energy Equipment disconnect	Oil disconnect Drilling

Close

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

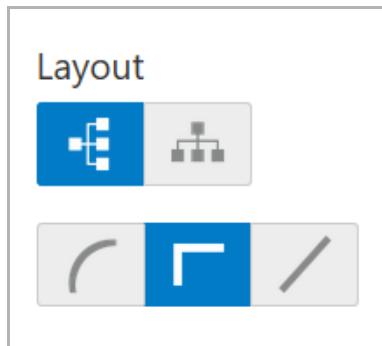
313. To view the overview of the organization, click the entity overview icon in **Customer Information** section. *Entity Overview* window appears:



```
graph TD; OFS((OFS)) --- EVV1((EVV Limited)); EVV1 --- EVV2((EVV Limited));
```

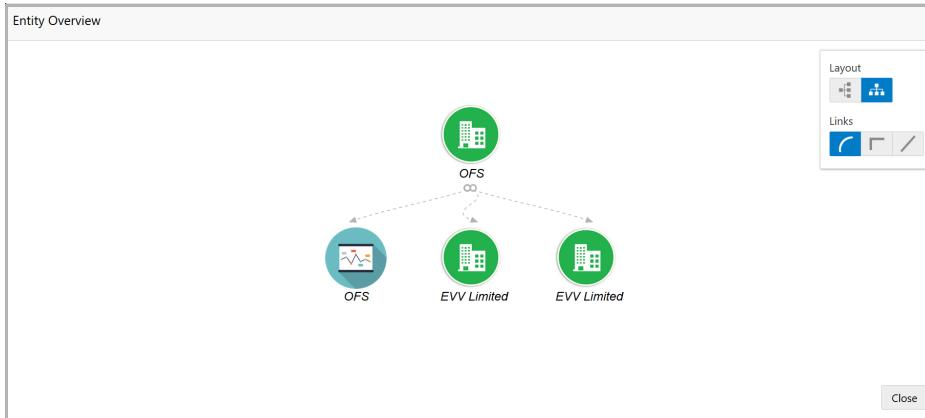
Close

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



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

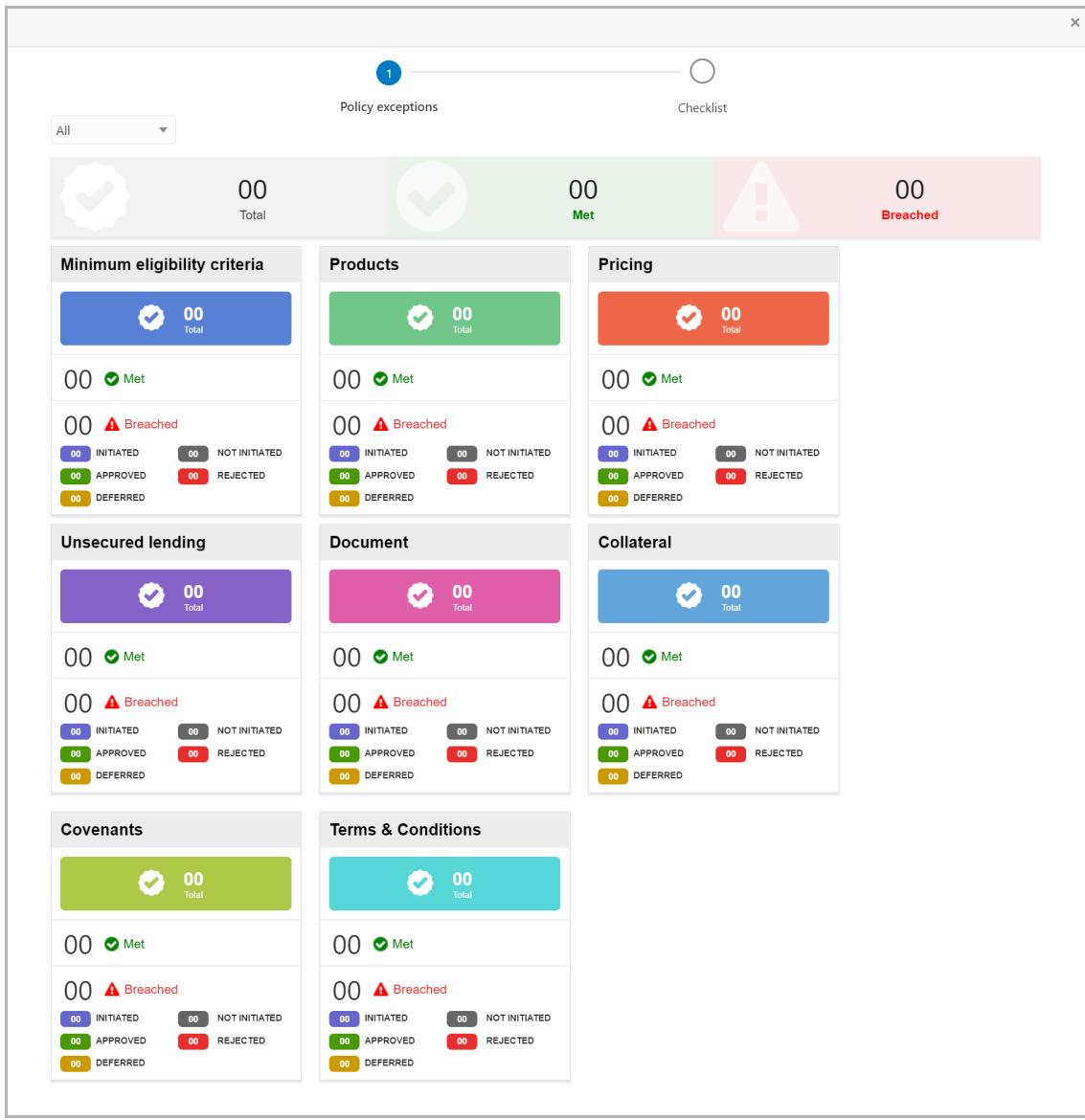
Chapter 8 - Initiation



316. To exit the *Entity Overview* window, click **Close**.
317. To expand **Pricing**, **Entities**, **Facilities** and **Collaterals** sections, click the number in respective count tables or click the triangle in each section.
318. To hold the Amendment Initiation task, click **Hold**.
319. To go back to the previous page, click **Back**.
320. To save the captured information and exit the page, click **Save & Close**.
321. To submit the Appetite Management application to the Enrichment stage, click **Submit**.
322. To exit the page without saving the captured information, click **Cancel**.

Upon clicking **Submit**, the *Policy Exceptions / Business* window appears based on configuration:

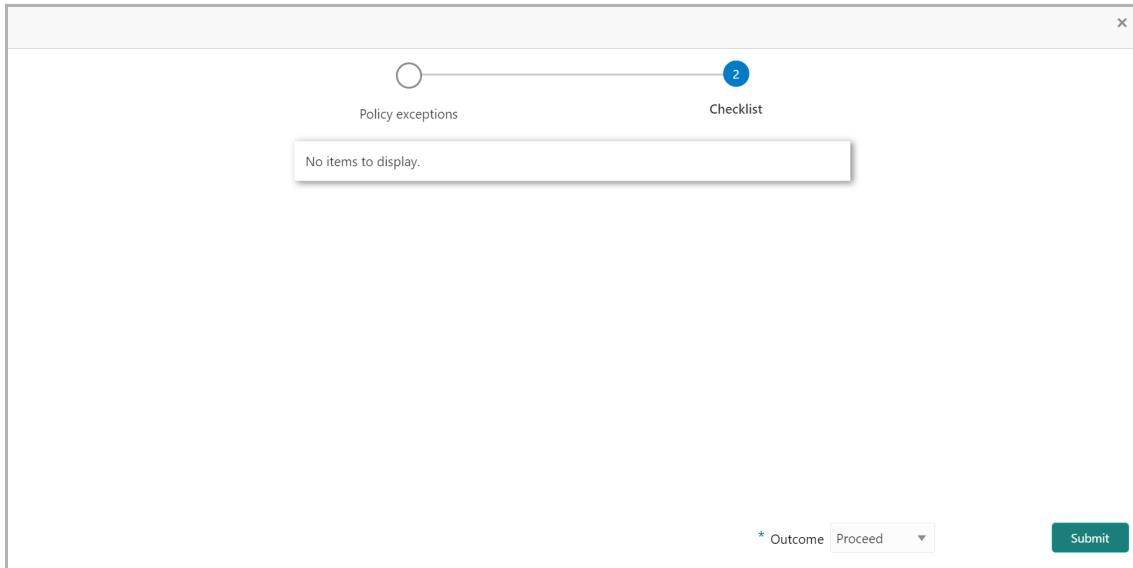
Chapter 8 - Initiation



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

323. After viewing policy exceptions or overrides, click the **Checklist** data segment.

Chapter 8 - Initiation



In the above screen, the checklist for manual verification appears if it is maintained for this stage in Business Process Maintenance screen.

324. Manually verify all the checklist and enable the corresponding check box.
325. Select the **Outcome** as 'Proceed' and click **Submit**. The Appetite Management application is moved to the 'Enrichment' stage.

Chapter 8 - Enrichment

Enrichment

In this stage, the Appetite Management application can be further enriched by the user configured for this stage.

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears:

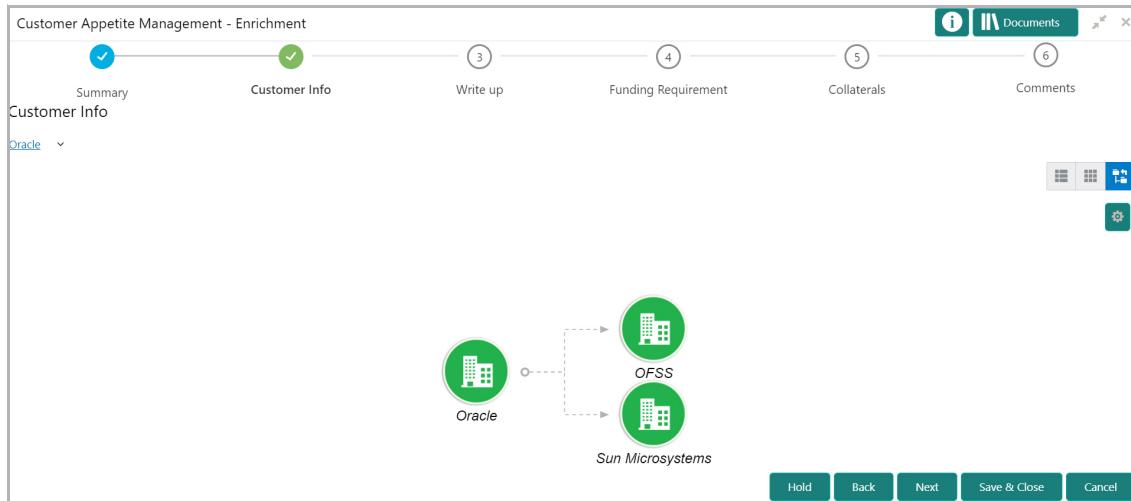
2. Acquire & Edit the required Appetite Management enrichment task. The *Summary* page appears.

Summary

Chapter 8 - Enrichment

3. Refer “Summary” on page 179 for information on actions that can be performed in the *Summary* page.
4. After viewing the summary, click **Next**. The *Customer Info* page appears.

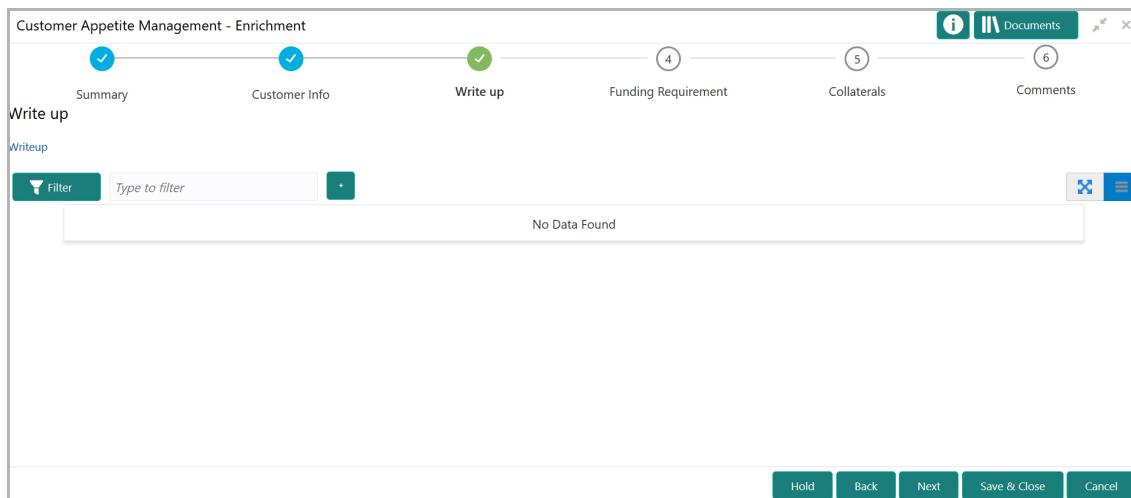
Customer Info



5. Refer “Customer Info” on page 127 for information on actions that can be performed in the *Customer Info* page.
6. After performing necessary actions, click **Next**. The *Write Up* page appears if it is configured in the Business Process Maintenance.

Write up

In this data segment, you can add writeup for any of the writeup categories maintained in the system.



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

Chapter 8 - Enrichment

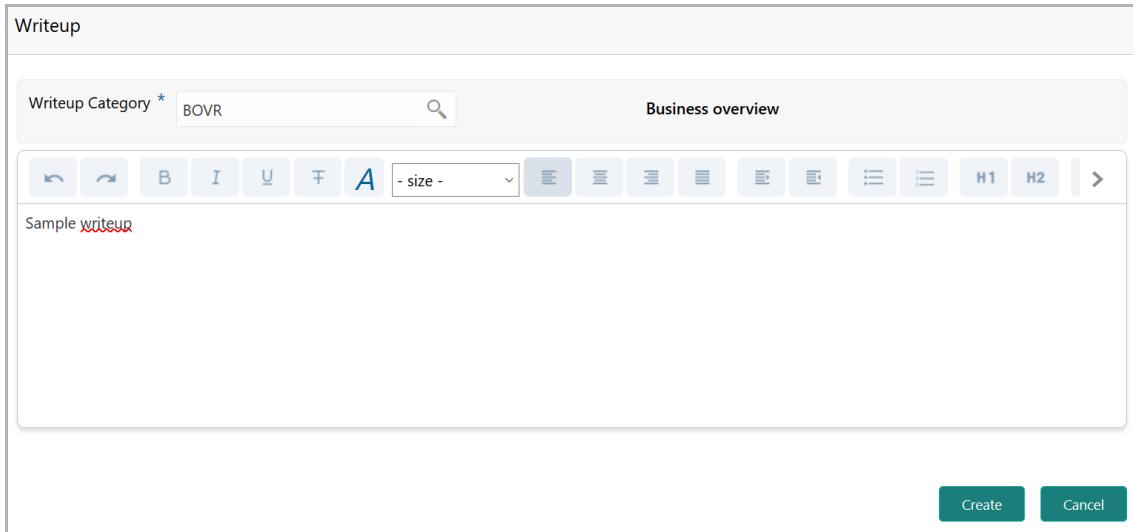
Writeup

Writeup Category * BOVR  Business overview

A - size - 

Sample ~~writeup~~

Create **Cancel**



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

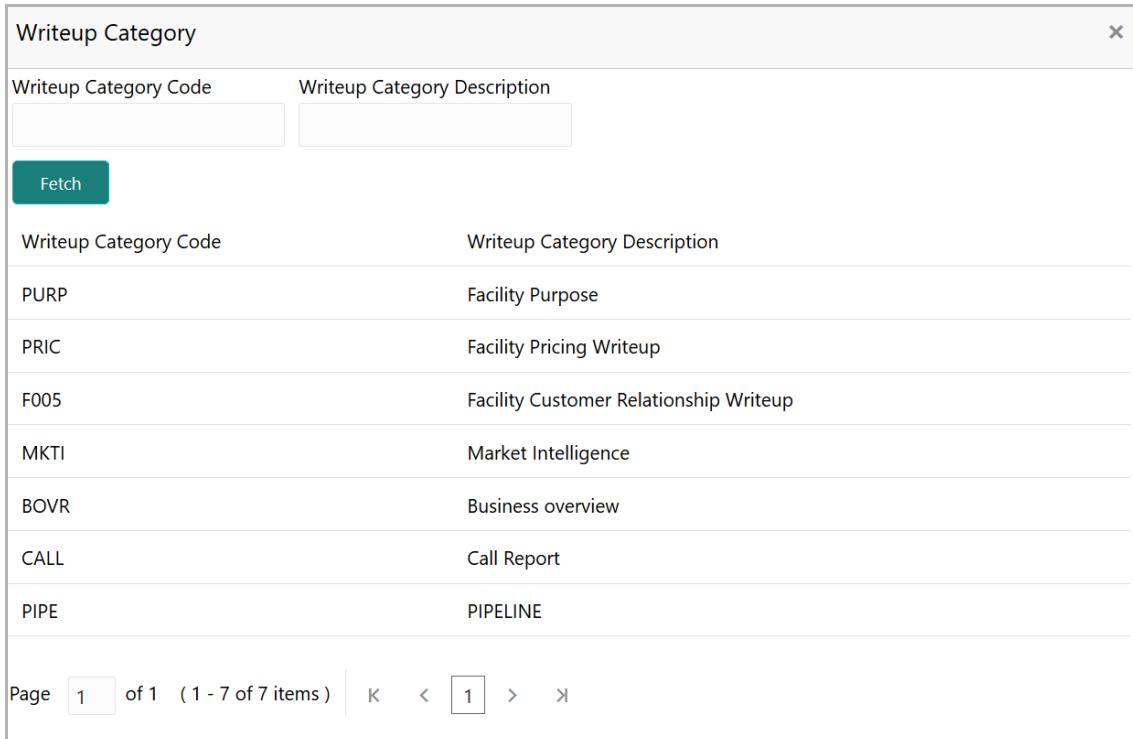
Writeup Category 

Writeup Category Code Writeup Category Description

Fetch

Writeup Category Code	Writeup Category Description
PURP	Facility Purpose
PRIC	Facility Pricing Writeup
F005	Facility Customer Relationship Writeup
MKTI	Market Intelligence
BOVR	Business overview
CALL	Call Report
PIPE	PIPELINE

Page of 1 (1 - 7 of 7 items) 



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

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

Chapter 8 - Enrichment

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

12. To modify the writeup, click the **Edit** icon and change the information.
13. To delete the writeup, click the **Remove** icon. A confirmation message appears.
14. Click **Yes**. The writeup is removed.
15. To view the writeup history, click the **View history** icon.
16. To print the write up, click the **Print** icon.



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

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

Chapter 8 - Enrichment

Writeup documents

No items to display.

Add New Documents

Close

18. To add new documents, click **Add New Documents**.
19. To exit the Writeup documents window, click **Close**.
20. To go to the next page, click **Next**. The *Funding Requirement* page appears.

Funding Requirement

Customer Appetite Management - Enrichment

Summary Customer Info Write up Funding Requirement Collaterals Comments

Oracle

Liability details

000 Branch	203586525 Liability Number	₹500,000.00 Proposed Liability Amount
---------------	-------------------------------	--

Filter Type to filter + T

List View Table View Facility Structure Income Potential

No items to display.

Hold Back Next Save & Close Cancel

21. Refer “[Funding Requirement](#)” on page 130 for information on managing liability and facilities.
22. After performing necessary actions in this page, click **Next**. The *Collaterals* page appears.

Chapter 8 - Enrichment

Collaterals

23. Refer “[Collaterals](#)” on page 131 for information on managing collaterals.
24. After performing necessary actions in this page, click **Next**. The *Comments* page appears.

Comments

25. Refer “[Comments](#)” on page 131 for information on posting comments.

The Outcomes available for selection in this stage are:

- Proceed
- Additional Info

If the **Outcome** is selected as ‘Proceed’, the Appetite Management application is moved to the Credit Analysis stage on clicking **Submit**.

Chapter 8 - Enrichment

If the **Outcome** is selected as 'Additional Info', the Appetite Management application is sent back to the Initiation stage on clicking **Submit**.

Chapter 8 - Credit Analysis

Credit Analysis

In this stage, the Credit Officer can analyze all the dimensions of the customer prospect and determine their credit worthiness.



For performing questionnaire-based analysis in this stage, questionnaire must be maintained and linked to this stage using Questionnaire Details and Questionnaire Process Linkage Maintenance.

Refer **Credit Facilities Process Maintenance User Manual** for information on Questionnaire Details and Questionnaire Process Linkage Maintenance.

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears.

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & Edit	Low	Customer Appetite Man...	APP203580510	APP203580510	Credit Analysis	20-12-23
Acquire & Edit	Low	Policy Amendment	PL20218063	APP203590542	Business Recommendation	
Acquire & Edit	Low	Credit Origination	APP203590530	APP203590530	Proposal Initiation	20-12-24
Acquire & Edit		Facility Review Process			Facility Review Enrichment	
Acquire & Edit	Low	Post Sanction Process	APP203590522	APP203590522	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590521	APP203590521	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590520	APP203590520	Docket Generation	20-12-24
Acquire & Edit		Group Concentration Li...	APP203520407	APP203520407	Manual Retry	20-12-17
Acquire & Edit		Facility Amendment	APPTESTCFAM	APPTESTCFAM	Amendment Enrichment	18-08-16
Acquire & Edit	Medium	Covenant Tracking	INS202012232459	INS202012232459	RM Response	18-04-13
Acquire & Edit	Low	Financial Institution On...	APP203560033	APP203560033	Initiation	20-12-21
Acquire & Edit	Low	Financial Institution Am...	APP35678990	APP35678990	Initiation	20-12-18
Acquire & Edit	Low	Financial Institution Am...	APP35678900	APP35678900	Initiation	20-12-18

Page 1 of 74 (1 - 20 of 1478 items) | < 1 2 3 4 5 74 > |

2. **Acquire & Enrich** the required Credit Analysis task. The *Appetite Summary* page appears.

Appetite Summary

Chapter 8 - Credit Analysis

Customer Appetite Management - Credit Analysis

Appetite Summary

Customer Information

Orca - A Domestic entity established & operating as a Pvt Ltd Company in
 Customer ID: PTY2182467 Register No: Legal Status: Liability Amount: In IFC Compliant: Share Holders: Contractors: Guarantors: Bankers:

Head Room Summary

Appetite Currency: Total Liability Amount Proposed: \$100.0K

lid Date Effective From: lid Date Effective Till:

Facility Summary

Term Loan-22-35: \$100,000.00

Collateral summary

Total collateral value: £0.00

Customer LTV: 0%

Covenants

Total Covenants: 0

0 Newly Added: 0 Financial: 0 Non Financial: 0

0 Met: 0 Financial: 0 Non Financial: 0

0 Breached: 0 Financial: 0 Non Financial: 0

Terms & conditions

Total Terms and Conditions: 0

0 Newly added: 0 Pre disbursement: 0 Post disbursement: 0

0 Met: 0 Pre disbursement: 0 Post disbursement: 0

0 Breached: 0 Pre disbursement: 0 Post disbursement: 0

Basic Info

Know the Company's Strength, Weakness, Opportunities & Threat (SWOT)

ENRICH

Management Team

Industry Performance Details

Overview of the Industry Performance

ENRICH

Trading Operations

Overview of the Trading Operations of the Company

ENRICH

Rating Analysis

2018

AAA Moody's Positive Outlook

ENRICH

Marketshare

Financial Performance

Displaying the Industry Groups the Client is operating in and the respective Market Share

ENRICH

Credit Scoring

Peer Analysis

ENRICH

ENRICH

Hold Back Next Save & Close Cancel

Chapter 8 - Credit Analysis



For information on actions that can be performed in this page, refer Credit 360 User Manual.

Credit Analysis

In this data segment, the following details of the customer prospect can be captured and analyzed:

- Basic Info
- Management Team
- Industry Performance Details
- Trading Operations
- Rating Analysis
- Marketshare
- Financial Performance
- Credit Scoring
- Peer Analysis

Chapter 8 - Credit Analysis

Customer Appetite Management - Credit Analysis

Appetite Summary Credit Analysis Comments

Credit Analysis

Basic Info

Know the Company's Strength, Weakness, Opportunities & Threat (SWOT)

ENRICH

Management Team

Enrich

Industry Performance Details

Overview of the Industry Performance

ENRICH

Trading Operations

Overview of the Trading Operations of the Company

ENRICH

Rating Analysis

2019

AAA Moody's

Positive Outlook

Marketshare

Displaying the Industry Groups the Client is operating in and the respective Market Share

ENRICH

Financial Performance

Enrich

Credit Scoring

Enrich

Peer Analysis

Enrich

Hold Back Next Save & Close Cancel

Basic Info

This tile allows you to add basic information, such as Strength, Weakness, Opportunity, and Threat, of the corporate prospect.

Chapter 8 - Credit Analysis

3. Click **Enrich**. The SWOT Analysis window appears.

SWOT Analysis

Strengths

Strength 1 *

+ Add More

Weaknesses

Weakness 1 *

+ Add More

Opportunities

Opportunity 1 *

+ Add More

Threats

Threat 1 *

+ Add More

Buttons

Save Cancel

Chapter 8 - Credit Analysis

4. Specify the Strength, Weakness, Opportunity, and Threat in corresponding fields.

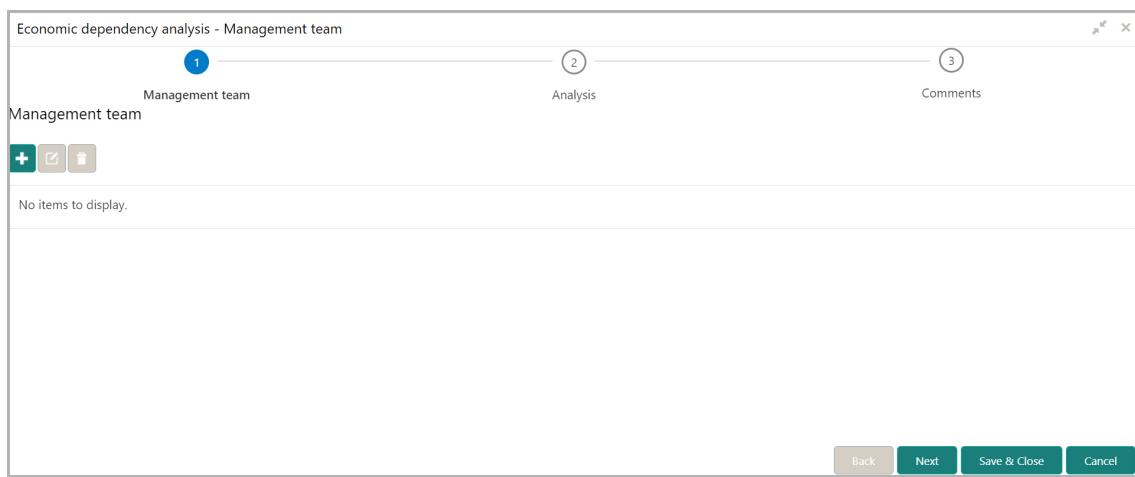
You can add any number of Strength, Weakness, Opportunity, and Threat by clicking **+** **Add More** option under each field.

5. Click **Save**. Details are added and displayed in **Basic Info** tile.

Management Team

This tile allows you to add and analyze details about the customer prospect's management team.

6. Click **Enrich**. The following page appears:



Adding Management Details

7. To add the Management detail, click the add icon. The *New Board Member* window appears:

Chapter 8 - Credit Analysis

New Board Member

Name *	Shareholding percentage *	Majority shareholder	Director since
Thomas	12	<input checked="" type="checkbox"/>	Mar 31, 2010
Highest educational qualification *	Years in industry *	Years of association *	Department associated with *
Doctoral Degree	20	11	General Management
Part of Board	Board member since	Board member till	Is employee
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Employee ID	Part of promoter group	Is family member of promoter	Roles
47996	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
Board member in other companies	Director in other companies		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<p>▶ Address details</p> <p>DIN Number Director Since Executive Position</p> <p>45533333 Mar 31, 2010 <input checked="" type="checkbox"/></p>			
<p>▶ Board Member in Other Companies</p> <p>▶ Director in Other Companies</p> <p>▶ Our Customer</p>			
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>			

8. Type the **Name** of the management personnel.
9. Specify the management personnel's **Shareholding percentage** in the customer prospect organization.
10. If the management personnel is a majority shareholder in your customer prospect organization, enable the **Majority shareholder** switch.
11. In **Director since** field, search and select the date from which the management personnel is in your customer prospect organization.
12. Select the management personnel's **Highest educational qualification** from the drop down list.
13. In the **Years in industry** field, specify the management personnel's years of experience in this industry.
14. Specify the management personnel's **Years of association** with your customer prospect organization.
15. Select the management personnel's department from the **Department associated with** drop down list.
16. If the management personnel is a board member, enable the **Part of Board** switch.
17. If the **Part of Board** switch is enabled, select **Board member since** and **Board member till** dates in the respective fields.
18. If the management personnel is an employee, enable the **Is employee** switch.
19. If the **Is employee** switch is enabled, specify the management personnel's **Employee ID**.

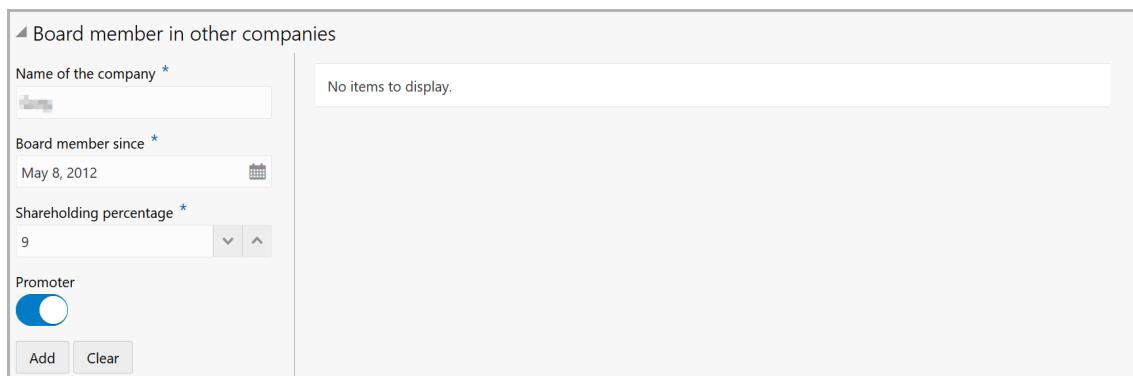
Chapter 8 - Credit Analysis

20. If the management personnel is a part of the promoter group, enable the **Part of promoter group** switch.
21. If the management personnel is a family member of the promoter group, enable the **Is family member of promoter** switch.
22. Describe the **Roles** of the management personnel.
23. If the management personnel is a board member in other companies, enable the **Board member in other companies** switch.
24. If the management personnel is a director in other companies, enable the **Director in other companies** switch.

In the **Address detail** section:

25. Specify the management personnel identification number in the **DIN number** field.
26. If the management personnel is in executive position, enable the **Executive position** switch.

In the **Board member in other companies** section:



The screenshot shows a configuration interface for managing board members in other companies. It includes fields for the name of the company, the date when the personnel became a board member, the shareholding percentage, and a switch to indicate if they are a promoter. The 'Promoter' switch is currently turned on. Below the form are 'Add' and 'Clear' buttons.

27. Type the **Name of the other company**.
28. In the **Board member since** field, search and select the date from which the management personnel is board member in the mentioned company.
29. Specify the management personnel's **Shareholding percentage** in the other company.
30. If the management personnel is a Promoter in other company, enable the **Promoter** switch.
31. Click **Add**. Details are added as shown below:

Chapter 8 - Credit Analysis

Board member in other companies

Name of the company *	Company name : <input type="text" value=""/>	Board member since : 70-01-01
Board member since *	Shareholding percentage : 9%	Promoter : Yes
Shareholding percentage *	Page 1 of 1 (1 of 1 items) < 1 > >>	
Promoter	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
<input type="button" value="Add"/> <input type="button" value="Clear"/>		

In the **Director in other companies** section:

Director in other companies

Name of the company *	No items to display.		
Director since *	May 2, 2018	<input type="button" value="Add"/> <input type="button" value="Clear"/>	
Shareholding percentage *	24	<input type="radio"/> <input checked="" type="radio"/>	
Promoter	<input type="radio"/> <input checked="" type="radio"/>		
<input type="button" value="Add"/> <input type="button" value="Clear"/>			

32. Type the **Name of the company**.
33. In the **Director since** field, search and select the date from which the management personnel is Director in the other company.
34. Specify the management personnel's **Shareholding percentage** in the other company.
35. If the management personnel is a Promoter in other company, enable the **Promoter** switch.
36. Click **Add**. Details are added as shown below:

Director in other companies

Name of the company *	Company name : <input type="text" value=""/>	Director since : 18-05-02
Director since *	Shareholding percentage : 24%	Promoter : Yes
Shareholding percentage *	Page 1 of 1 (1 of 1 items) < 1 > >>	
Promoter	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	
<input type="button" value="Add"/> <input type="button" value="Clear"/>		

In the **Our Customer** section:

Chapter 8 - Credit Analysis

Our customer

Internal rating	Is borrower	Currency	Total exposure
Default Grading 1	<input checked="" type="checkbox"/>	USD	\$60,000,000.00
Deposit account held *	No of deposit accounts	Currency	Total deposit amount
<input checked="" type="checkbox"/>	3	USD	\$90,000,000.00

37. Select your bank's **Internal rating** for the management personnel.
38. If the management personnel is a borrower in your bank, enable the **Is borrower** switch.
39. Search and select the **Currency** for total exposure.
40. Specify the management personnel's **Total exposure** amount in your bank.
41. If the management personnel holds a deposit account in your bank, enable the **Deposit account held** switch.
42. If the Deposit account held switch is enabled, specify the **No of deposit accounts** maintained by the management personnel.
43. Search and select the **Currency** for the total deposit amount.
44. Specify the **Total deposit amount** in the management personnel's deposit account.
45. Click **Save** in the *New Board Member* window. Management personnel details are added and displayed in the *Management Team* page.
46. To Edit, Delete or View the added management details, click the hamburger icon in required item and select the corresponding option.



You can alternatively use the edit and delete icons beside the add icon to modify and delete the management detail.

To modify and delete the management detail using these icons, select the record from the list and then click the corresponding icon.

Analyzing Management Details

47. To analyze the management details, click **Next** in the *Management Team* page. The Analysis page appears:

Chapter 8 - Credit Analysis

Total Score 5

Score 5

1/4

Average experience of the management team in this sector

More than 20 years

Between 15 to 20 years

Between 10 to 15 years

Between 5 to 10 years

Up to 5 years

Comment

Back Next Save & Close Cancel

48. Select answer for all the questions. A score is generated for the management personnel based on the selected answers.



To view the next question, use right arrow at the side of the Analysis page.

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

Enter text here...

Post

No items to display.

Back Next Save & Close Cancel

50. Type the overall Comments for the management team Analysis.

51. Click **Post**. Comments are posted below the **Comments** box.

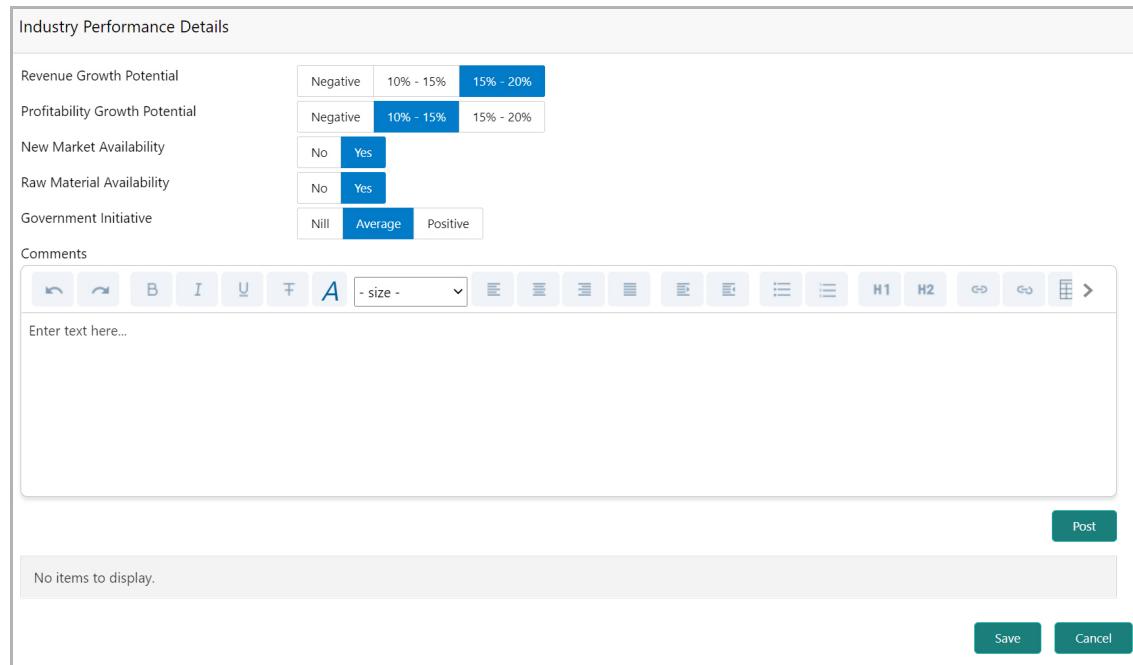
52. Click **Save & Close**.

Chapter 8 - Credit Analysis

Industry Performance Details

This tile allows you to add industry performance details of your customer prospect.

53. Click **Enrich** in the **Industry Performance Details** tile. The following window appears:



Industry Performance Details

Revenue Growth Potential	Negative	10% - 15%	15% - 20%
Profitability Growth Potential	Negative	10% - 15%	15% - 20%
New Market Availability	No	Yes	
Raw Material Availability	No	Yes	
Government Initiative	Nill	Average	Positive

Comments

Enter text here...

Post

No items to display.

Save Cancel

54. Specify the following industry performance details:

- Revenue Growth Potential
- Profitability Growth Potential
- New Market Availability
- Raw Material Availability
- Government Initiative

55. **Post Comments** about the industry performance, if any.

56. Click **Save**. The details are updated and displayed in the **Industry Performance Details** tile as shown below.

Chapter 8 - Credit Analysis

Industry Performance Details

Revenue Growth Potential 15% - 20%

Profitability Growth Potential 10% - 15%

New Market Availability Yes

Raw Material Availability Yes

Government Initiative Average

57. To update the captured comments alone, click  the comments icon and type the comments.

58. To modify the other details as well as the comments, click the edit icon and modify the necessary details.

Trading Operations Details

The Trading Operations Details tile allows you to add and analyze details about your customer prospect's trading operations.

59. Click **Enrich** in the **Trading Operations Details** tile. The following window appears:

Trading Operations Details

① Trading Operations Details ② Analysis ③ Comments

Geographical Spread - Operation Type Manufacturing

Top Products

Product * Oil Refining Machinery

Approximate Sales Contribution * \$2,500,000.00

% of Sales Contribution * 40

Add Cancel

▶ Contribution by Region

Back Next Save & Close Cancel

Chapter 8 - Credit Analysis

Adding Trading Operations Details

60. Select the customer prospect trading **Operation Type**. The options available are: Manufacturing, Trading, and Services.

Top Products

61. Specify the name of top **Product / Service** provided by the customer prospect.
62. Specify the **Approximate Sales Contribution** (amount) by the mentioned product / service.
63. Specify the **% of Sales Contribution** by the mentioned product / service.
64. Click **Add**. The details are added and displayed at the right side as shown below:

Trading Operations Details

① Trading Operations Details

② Analysis

③ Comments

Top Products

Product *	Product : Oil Refining Machinery	Approximate Sales Contribution : \$2,500,000.00	% of Sales Contribution : 40
-----------	----------------------------------	---	------------------------------

Page 1 of 1 (1 of 1 items) | < 1 > |

Add Cancel

Contribution by Region

Back Next Save & Close Cancel

65. To update or delete the added details, select the record from the right side. The system displays the **Update** and **Delete** buttons as shown below:

Trading Operations Details

① Trading Operations Details

② Analysis

③ Comments

Top Products

Product *	Product : Flexcube	Approximate Sales Contribution : \$500,000,000.00	% of Sales Contribution : 12
-----------	--------------------	---	------------------------------

Page 1 of 1 (1 of 1 items) | < 1 > |

Flexcube \$500,000,000.00 12

Update Delete

Contribution by Region

Back Next Save & Close Cancel

66. Click the required button.

Chapter 8 - Credit Analysis

Contribution by Region

67. To add region-wise contribution details, expand the **Contribution by Region** section.

68. Select the **Year** for which the sales contribution details are to be added.

69. Specify the **Region** for which the sales contribution details are to be added.

70. Specify the **Approximate Sales Contribution** (amount) identified in the mentioned region.

71. Specify the **% of Sales Contribution** identified in the mentioned region.

72. Click **Add**. The details are added and displayed at the right side as shown below:

73. To update or delete the added details, select the record from the right side. The system displays the **Update** and **Delete** buttons as shown below:

Chapter 8 - Credit Analysis

Trading Operations Details

1 Trading Operations Details

2 Analysis

3 Comments

Top Products

Product * Flexcube

Approximate Sales Contribution * \$500,000,000.00

% of Sales Contribution * 12

Update Delete

Product : Flexcube Approximate Sales Contribution : \$500,000,000.00 % of Sales Contribution : 12

Page 1 of 1 (1 of 1 items) < 1 > >>

Contribution by Region

Back Next Save & Close Cancel

74. Click the required button.

Analyzing Trading Operations Details

75. To analyze the trading operations details, click **Next** in the *Trading Operations Details* page. The Analysis page appears:

Trading Operations Details

1 Trading Operations Details

2 Analysis

3 Comments

Total Score 5

Score 5

2/5

Any of the advisors has pending litigations in court

Yes

No

Comment

Back Next Save & Close Cancel

76. Select answer for all the questions. A score is generated for the customer prospect's trading opeartions based on the selected answers.



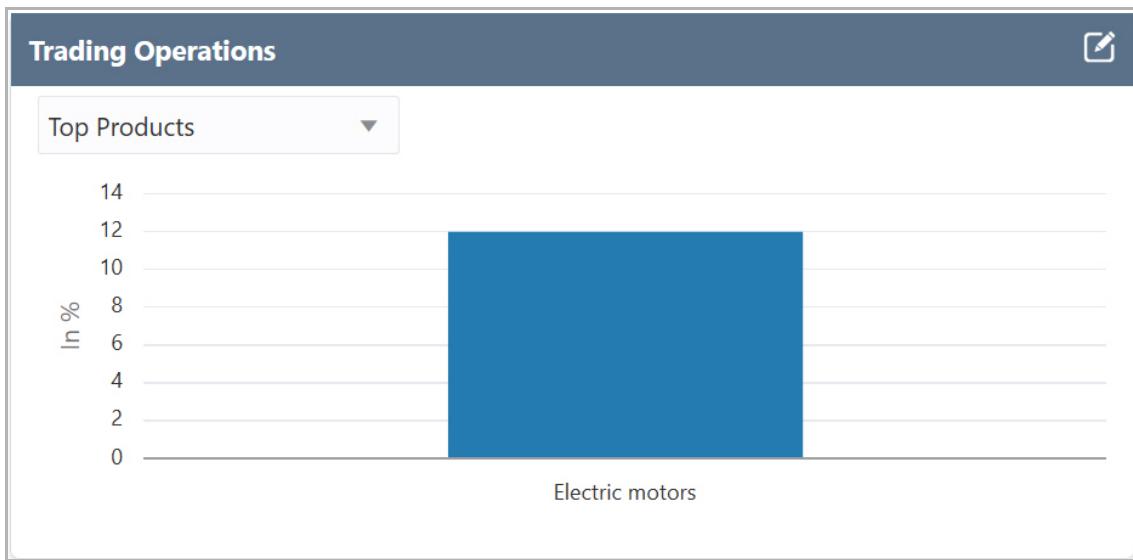
To view the next question, use right arrow at the side of the Analysis page.

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

Chapter 8 - Credit Analysis

The screenshot shows a 'Trading Operations Details' page. At the top, there are three tabs: 'Trading Operations Details', 'Analysis', and 'Comments', with 'Comments' being the active tab. A blue circle with the number '3' is positioned above the 'Comments' tab. Below the tabs is a rich text editor toolbar with various formatting options like bold, italic, underline, and font size. A text input field says 'Enter text here...'. Below the editor is a list area with the message 'No items to display.' At the bottom are buttons for 'Post', 'Back', 'Next', 'Save & Close', and 'Cancel'.

78. Type the overall Comments for the trading operations Analysis.
79. Click **Post**. Comments are posted below the **Comments** box.
80. Click **Save & Close**. The details are updated and displayed in the **Trading Operations** tile as shown below.



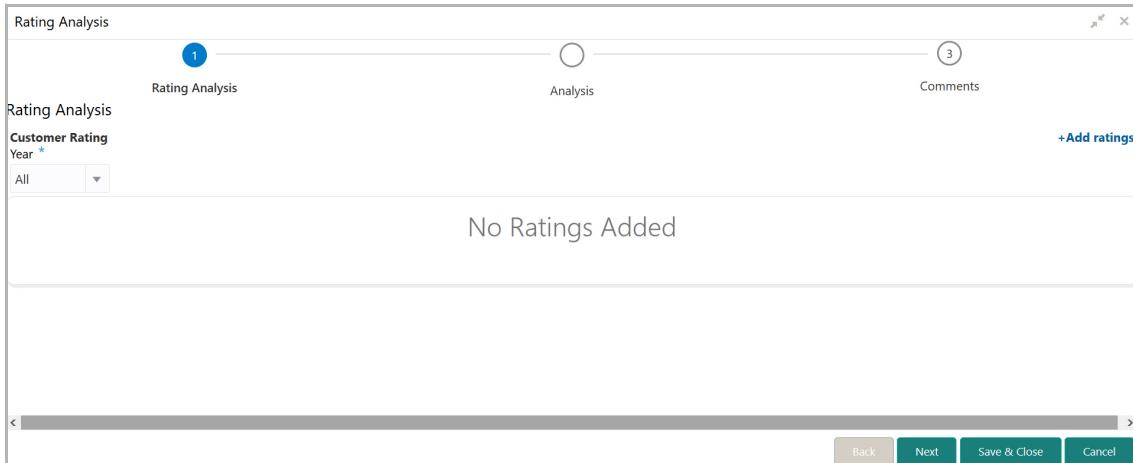
In the above tile, you can filter the trading operation details by selecting required option from the drop down list at top left corner. The options available for selection are: **Top Products** and **Contribution by Region**.

Rating Analysis

This tile allows to add rating details of your customer prospect. You can add rating details for different financial years and perform questionnaire-based rating analysis.

81. Click **Enrich** in the **Rating Analysis** tile. The *Rating Analysis* page appears:

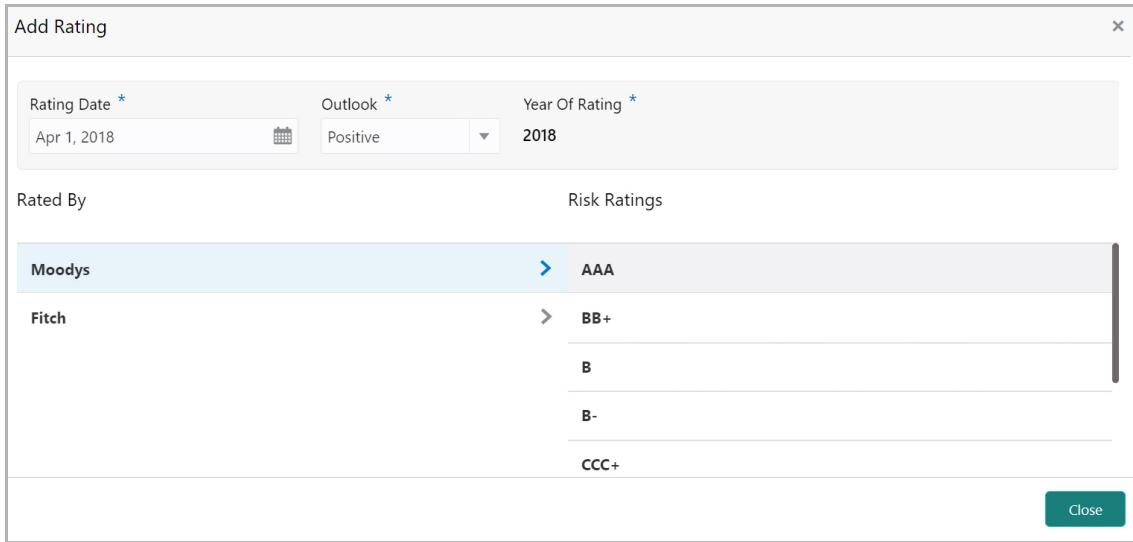
Chapter 8 - Credit Analysis



The screenshot shows a 'Rating Analysis' screen with a progress bar at the top. The first step, 'Rating Analysis', is completed (blue circle). The second step, 'Analysis', is in progress (yellow circle). The third step, 'Comments', is not yet started (grey circle). Below the progress bar, there is a section for 'Customer Rating' with a dropdown for 'Year' set to 'All'. A blue link '+Add ratings' is located in the top right corner. The main message 'No Ratings Added' is centered. At the bottom are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'.

Adding Rating Details

82. To add rating details, click **+Add ratings** at the top right corner. The *Add Rating* window appears:



The 'Add Rating' window has fields for 'Rating Date *' (Apr 1, 2018), 'Outlook *' (Positive), and 'Year Of Rating *' (2018). The 'Rated By' section lists 'Moodys' and 'Fitch'. The 'Risk Ratings' section lists 'AAA', 'BB+', 'B', 'B-', and 'CCC+'. A 'Close' button is at the bottom right.

83. Select the following details:

- Rating Date
- Outlook
- Rated By
- Risk Ratings

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

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

Chapter 8 - Credit Analysis

Rating Analysis

Rating Analysis

Customer Rating

Year *

All

Moody's

AAA
Positive
2020

Fitch

B
Positive
2019

Analysis

Comments

+Add ratings

Back Next Save & Close Cancel

84. To filter the rating based on year of rating, select the required year from the **Year** drop down list.
85. To modify the added rating, click the edit icon and change the required details.
86. To delete the added rating, click the delete icon.



If the customer prospect is rated by different rating firms, add all the rating information by clicking **+Add ratings**.

Analyzing Customer Prospect Rating

87. To analyze the customer prospect rating, click **Next** in the *Rating Analysis* page. The *Analysis* page appears:

Rating Analysis

Analysis

Rating Analysis

Analysis

Comments

Total Score 0

Score 0

4/4

Contribution of largest customer

Less than 10%

10% - 15%

15% - 20%

20% - 25%

25% and more

Comment

Back Next Save & Close Cancel

Chapter 8 - Credit Analysis

88. Select answer for all the questions. A score is generated for the customer prospect ratings based on the selected answers.



To view the next question, use right arrow at the side of the Analysis page.

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

The screenshot shows the 'Comments' page of a 'Rating Analysis' application. At the top, there are three tabs: 'Rating Analysis', 'Analysis', and 'Comments', with 'Comments' being the active tab. A blue circle with the number '3' is positioned next to the 'Comments' tab, indicating three comments are present. Below the tabs is a rich text editor toolbar with various icons for bold, italic, underline, font size, and alignment. A text input field with the placeholder 'Enter text here...' is below the toolbar. At the bottom of the page, there is a message box stating 'No items to display.' and a row of buttons: 'Post' (highlighted in green), 'Back', 'Next', 'Save & Close' (highlighted in green), and 'Cancel'.

90. Type the overall Comments for the rating analysis.

91. Click **Post**. Comments are posted below the **Comments** box.

92. Click **Save & Close**. The details are updated and displayed in the **Rating Analysis** tile as shown below.

Chapter 8 - Credit Analysis



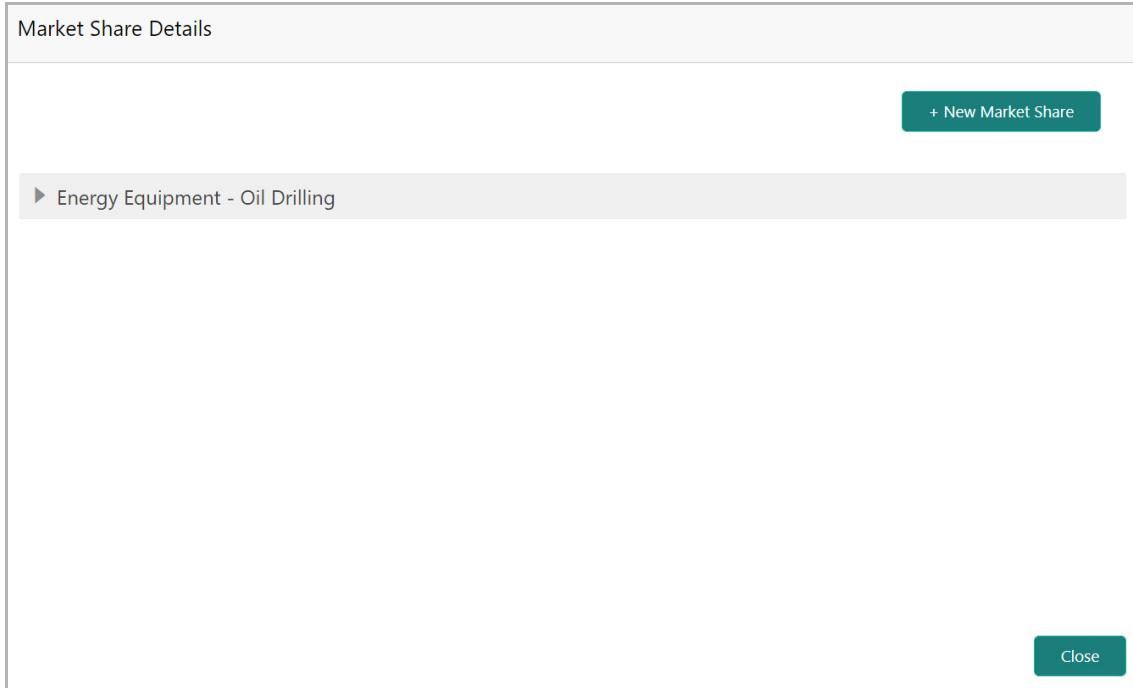
The image shows a 'Rating Analysis' tile. At the top, it says 'Rating Analysis' and has a 'Edit' icon. Below that, it shows two tabs: '2020' (which is selected and highlighted in dark blue) and '2019'. In the center, there is a white rounded rectangle containing the text 'AAA' in large blue letters, 'Moody's' in smaller blue letters below it, and a green button at the bottom with a checkmark and the text 'Positive Outlook'.

93. Click the required year to view ratings captured for that year.
94. To modify the rating details, click  the edit icon and make necessary changes.

Marketshare

This tile allows you to add details about your customer prospect's market-share in their industry.

95. Click **Enrich** in the **Marketshare** tile. The *Market Share Details* window appears:



The image shows a 'Market Share Details' window. At the top, it says 'Market Share Details'. In the center, there is a list with one item: 'Energy Equipment - Oil Drilling'. To the right of the list is a green button with the text '+ New Market Share'. At the bottom right, there is a green 'Close' button.

Chapter 8 - Credit Analysis

96. Click **+New Market Share**. The following window appears:

New Market Share

Year
2020

Sub Industry
Oil Drilling

Market Percent
20

Sector
Energy

Growth Percent
50

Industry Group
Energy

Total Contribution
\$500,000,000.00

Industry
Energy Equipment

Save Close

97. Specify the **Year** for which the market share details are to be added.
98. Select the **Sub Industry** from the drop down list. **Sector**, **Industry Group**, and **Industry details** get defaulted based on selected Sub Industry.
99. Specify the customer prospect's **Market Percent**, **Growth Percent**, and **Total Contribution** in the market.
100. Click **Save**. Details are added and displayed as shown below:

Chapter 8 - Credit Analysis

Market Share Details

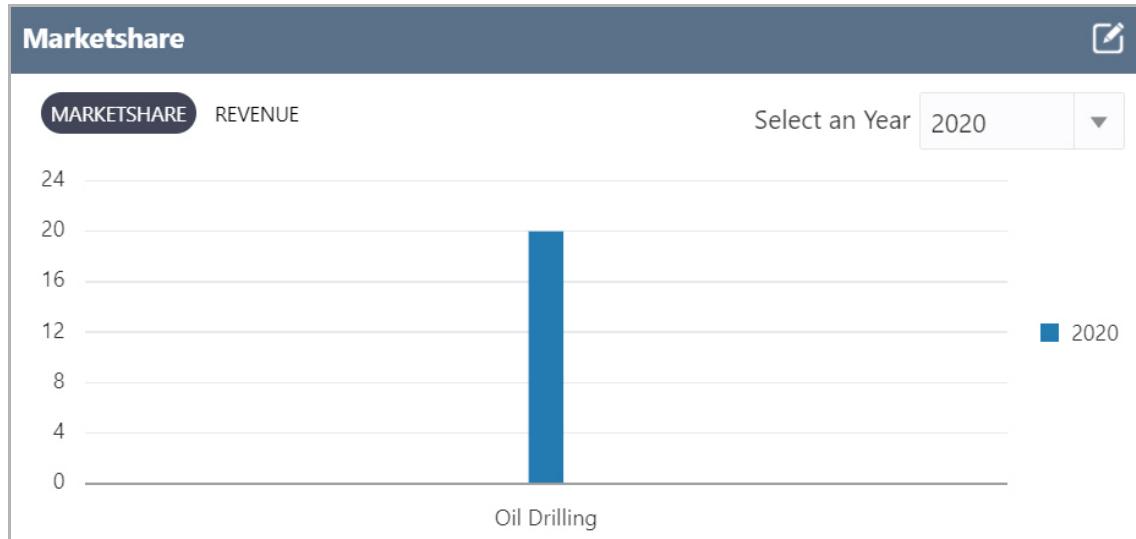
+ New Market Share

▲ Energy Equipment - Oil Drilling

2020	Edit	2020	Edit	2019	Edit
Marketshare %	<input type="text"/>	Marketshare %	<input type="text"/>	Marketshare %	<input type="text"/>
Growth %	<input type="text"/>	Growth %	<input type="text"/>	Growth %	<input type="text"/>
Approx. Sales Contribution	<input type="text"/>	Approx. Sales Contribution	<input type="text"/>	Approx. Sales Contribution	<input type="text"/>
\$500,000,000.00	<input type="text"/>	\$566.00	<input type="text"/>	\$10,000.00	<input type="text"/>

Close

101. To modify the market share details, click **Edit** and make necessary changes.
102. To add market share details for another year, click **+ New Market Share** and perform the above steps.
103. To exit the Market Share Details window, click **Close**.



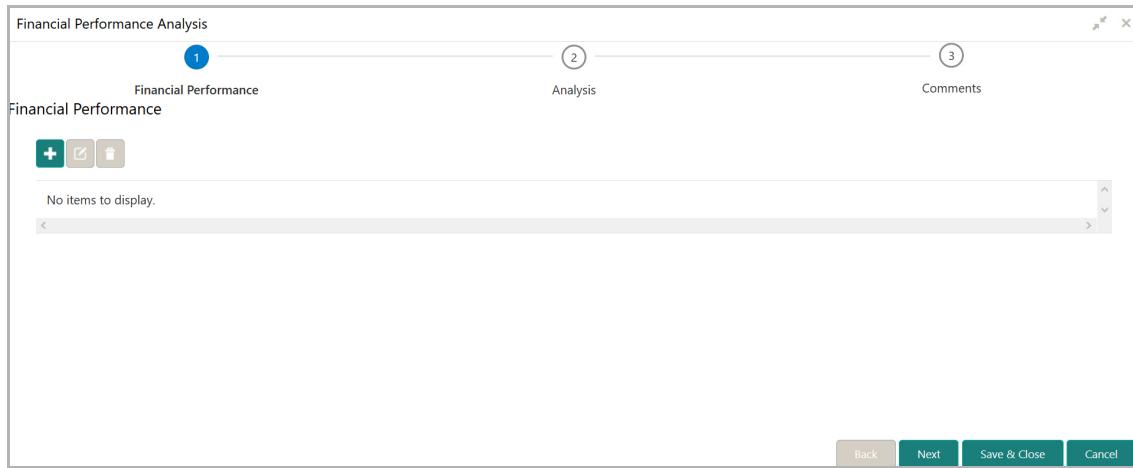
In the **Marketshare** tile, you can view the marketshare details for a particular year by selecting the year from the **Select an Year** drop down list.

Chapter 8 - Credit Analysis

Financial Performance

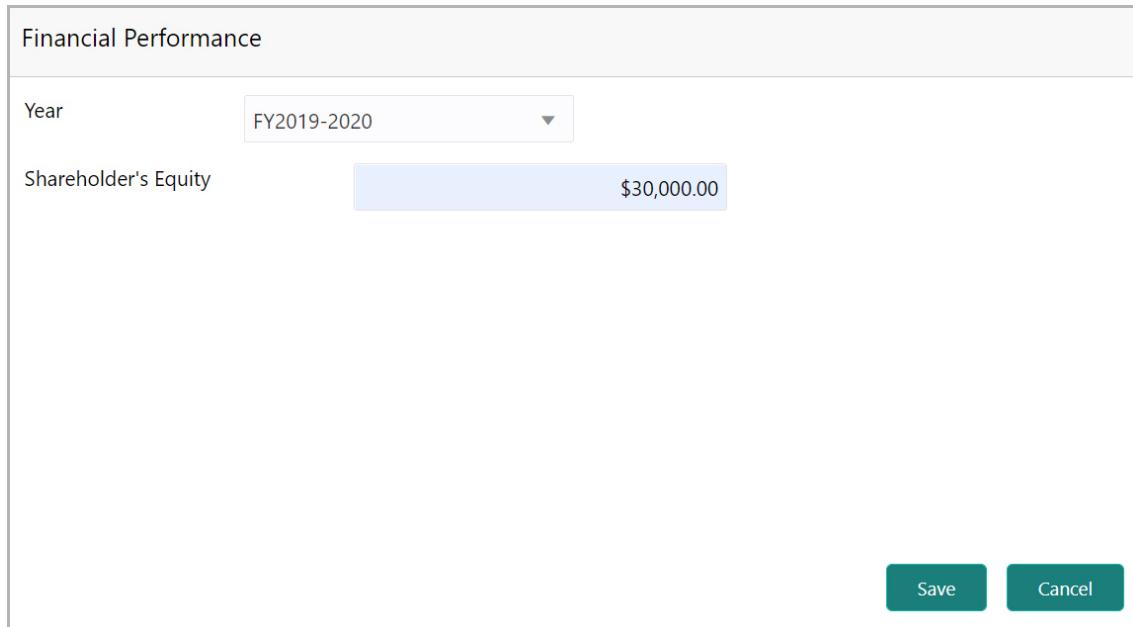
This tile allows you to add financial details of your customer prospect and analyze their financial performance.

104. Click **Enrich** in the **Financial Performance** tile. The *Financial Performance Analysis* page appears:



Adding Financial Performance Details

105. Click the add icon. The following window appears:



106. Select the financial **Year** for which the financial performance details are to be added.

107. Specify the customer prospect's **Shareholder's Equity** for the selected financial year.

Chapter 8 - Credit Analysis

108. Click **Save**. The details are added and displayed as shown below:

Financial Performance Analysis

1 Financial Performance 2 Analysis 3 Comments

Financial Performance

FY2019-2020

Shareholder's Equity : \$3,000.00

Page 1 of 1 (1 of 1 items) | Back < 1 > Next

Back Next Save & Close Cancel

109. To Edit, Delete or View the added financial performance details, click the hamburger icon in the corresponding record and select the required option.



You can alternatively use the edit and delete icons beside the add icon to modify and delete the financial performance detail.

To modify and delete the financial performance detail using these icons, select the record from the list and then click the corresponding icon.

Analyzing Financial Performance

110. To analyze the financial performance of customer prospect, click **Next** in the *Financial Performance* page. The *Analysis* page appears:

Financial Performance Analysis

1 Analysis 2 Comments

Total Score 5

Score 5

1/5

Banks statement of all operating banks received

✓ Yes

No

Comment

Back Next Save & Close Cancel

Chapter 8 - Credit Analysis

111. Select answer for all the questions. A score is generated for the financial performance based on the selected answers.



To view the next question, use right arrow at the side of the Analysis page.

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

Financial Performance Analysis

Comments

Financial Performance Analysis

Comments

Enter text here...

Post

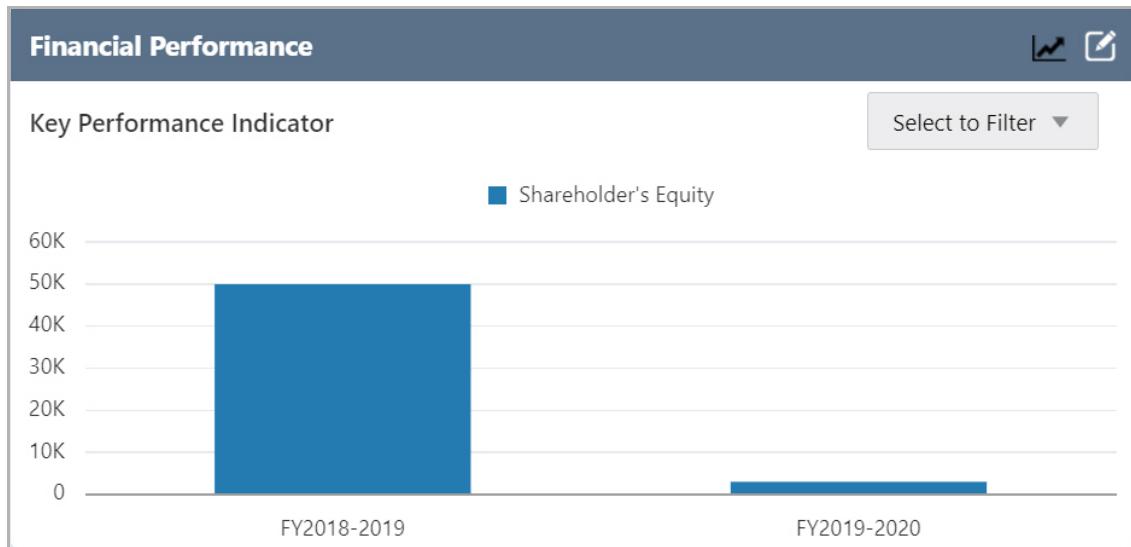
No items to display.

Back Next Save & Close Cancel

113. Type the overall Comments for the financial performance analysis.

114. Click **Post**. Comments are posted below the **Comments** box.

115. Click **Save & Close**.

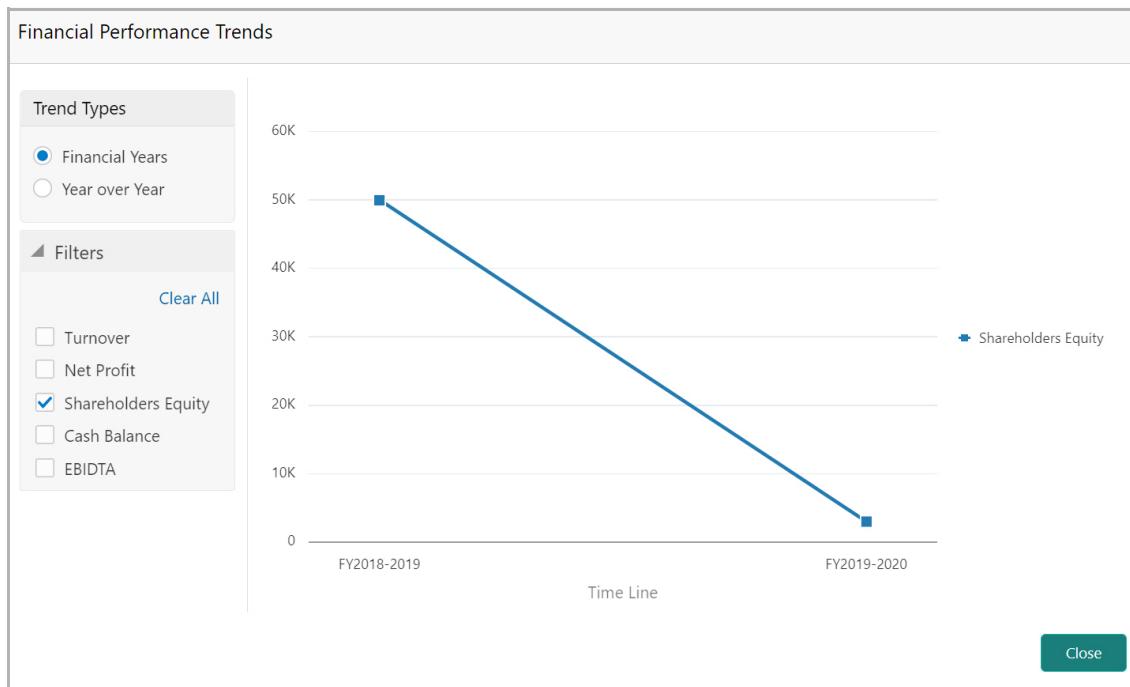


In the **Financial Performance** tile, you can filter the data displayed by selecting required option from the **Select to Filter** drop down list.

Chapter 8 - Credit Analysis

Viewing Financial Performance Trends

116. To view financial performance trends, click  the Trend Analysis icon in **Financial Performance** tile. The following window appears:



117. Select the **Trend Types**. The options available are: Financial Years and Year over Year.

If Financial Years option is selected, financial performance trend is displayed for all the years for which data is available.

If Year over Year option is selected, **Choose Year 1 vs Choose Year 2**. The financial performance trend is displayed for the selected years for comparison.

118. To filter and view trend for particular component, select the component from **Filter** section. The following components are available for selection: Turnover, Net Profit, Shareholders Equity, Cash Balance, and EBITA.

119. To reset the filter, click **Clear All**.

120. To exit the *Financial Performance Trends* window, click **Close**.

[Credit Scoring](#)

If the external agency has provided credit score for your customer prospect, you can add and analyze the credit scoring details from this tile.

121. Click **Enrich** in the **Credit Scoring** tile. The *Credit Scoring* page appears:

Chapter 8 - Credit Analysis

Creditscoring

1 Credit scoring details 2 Analysis 3 Comments

Credit scoring details

Select Year

All

No Credit Rating Available

Back Next Save & Close Cancel

Adding Credit Score Details

122. To add credit scoring details, click **Add**. The following window appears:

Add Credit Score

Year of Rating *

2020

Agency Name *

CIBIL

Score *

10

Identification Type *

GST Number

Identification No *

78894313567

Issue Date

Apr 1, 2019

Expiry Date

May 25, 2021

Save Cancel

123. Select the year in which credit score is provided from the **Year of Rating** drop down list.

124. Select the name of agency which provided the credit score from the **Agency Name** drop down list.

125. Specify the **Score** provided by the selected agency in specified year.

126. Select the **Identification Type** for the customer prospect. The options available are: Registration Number, PAN, and GST Number.

127. Specify the **Identification No** for the selected identification type.

Chapter 8 - Credit Analysis

128. In the **Issue Date** field, specify the date on which the credit score is issued by the selected agency.
129. In the **Expiry Date** field, specify the date till which the credit score is valid.
130. Click **Save**. The details are added and displayed in the *Credit Scoring Details* page as shown below:

The screenshot shows the 'Credit scoring details' page. At the top, there are three tabs: 'Credit scoring details' (selected), 'Analysis', and 'Comments'. Below the tabs, there is a section for 'Select Year' with a dropdown menu showing 'All'. A large box displays a scoring detail for 'CIBIL 2020' with a score of '10'. Below this box, there are fields for 'Identification Type' (GST Number) and 'Identification No' (78894313567). At the bottom of the page are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'.

131. To edit or delete the added scoring detail, click the corresponding icon.
132. To filter the scoring record based on scoring provided year, **Select Year** from the drop down list.

Analyzing Credit Score

133. To analyze the customer prospect credit score, click **Next** in the *Credit Scoring Details* page. The *Analysis* page appears:

The screenshot shows the 'Analysis' page. At the top, there are three tabs: 'Credit scoring details' (selected), 'Analysis' (selected), and 'Comments'. Below the tabs, there is a section for 'Total Score' (0). To the right, there is a 'Score' box (0) and a progress bar showing '1/3'. A list of creditor contributions is displayed, with the first item being 'percentage of creditor contributing 50% of supplies' and the score '0'. Below this, there are five categories: '10% - 25%', '25% - 50%', '50% - 75%', 'More than 75%', and 'Less than 10%'. At the bottom of the page are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'.

Chapter 8 - Credit Analysis

134. Select answer for all the questions. A score is generated based on the selected answers.



To view the next question, use right arrow at the side of the Analysis page.

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

Creditscoring

Comments

Credit scoring details Analysis Comments

Enter text here...

Post

No items to display.

Back Next Save & Close Cancel

136. Type the overall Comments for the credit scoring analysis.

137. Click **Post**. Comments are posted below the **Comments** box.

138. Click **Save & Close**.

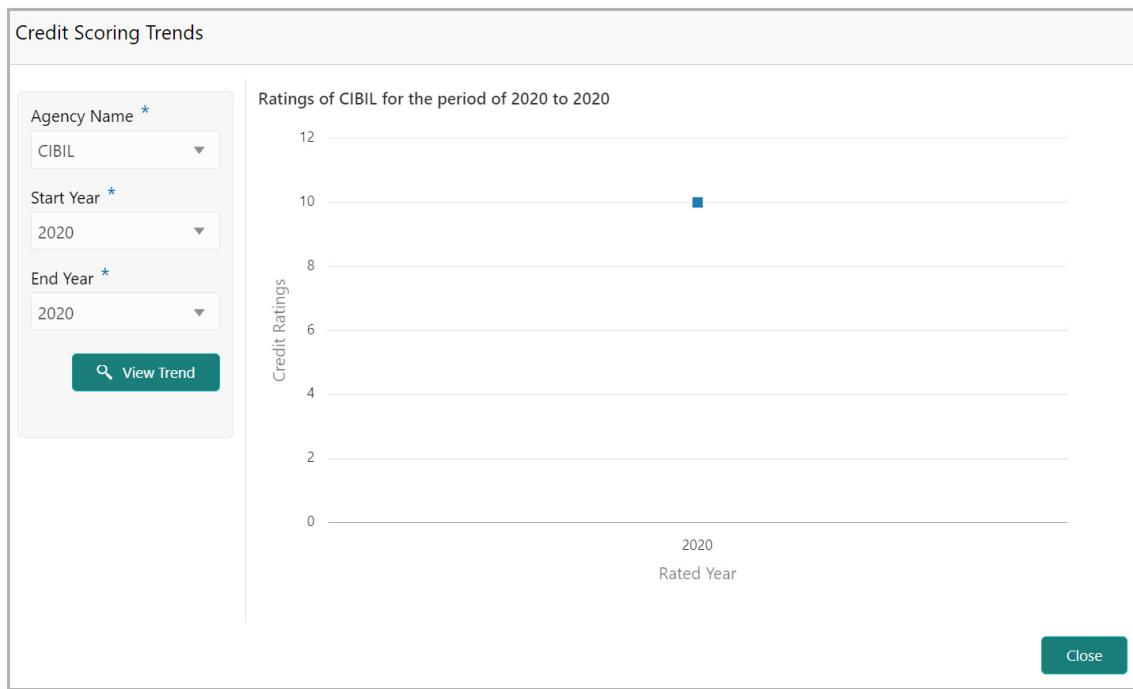


In the **Credit Scoring** tile, click on the year to view the customer prospect's credit scoring in specific year.

Chapter 8 - Credit Analysis

Viewing Credit Scoring Trends

139. To view credit scoring trends, click  the Trend Analysis icon in **Credit Scoring** tile. The following window appears:



140. Select the **Agency Name**.

141. Specify the period for which you want to view credit scoring trend by selecting **Start Year** and **End Year**.

142. Click **View Trend**.

143. To exit the Credit Scoring Trends window, click **Close**.

Peer Analysis

This data segment allows you to compare financial performance of the customer prospect with its peer entities. To perform peer analysis, financial performance details of the customer prospect and the peer entities must be available in the system.

144. Click **Enrich** in the **Peer Analysis** tile. The *Peer Analysis* page appears:

Chapter 8 - Credit Analysis

Peeranalysis

1. Peer Details 2. Analysis 3. Comments

Peer Details

Show Peers Year : FY2013-2014

	Name	Cash TurnOver	Shareholder Equity
<input type="checkbox"/>	PTY203436393	£1.00	£1.00

Back Next Save & Close Cancel

145. Select the **Year** for which financial performance details are to be compared.

146. Click **Show Peers**. The following window appears:

Select Peers

Selected Year : FY2019-2020

	Name	Shareholder's Equity
<input type="checkbox"/>	PTY203436393	£1.00

No data to display.

Show Analysis Cancel

147. Select the required peer for comparison.

148. Click **Show Analysis**.

149. After viewing analysis details, click **Next**. The *Analysis* page appears:

Chapter 8 - Credit Analysis

Peeranalysis

Analysis

Total Score 0

Score 0

4/4

Contribution of largest customer

Less than 10%

10% - 15%

15% - 20% (selected)

20% - 25%

25% and more

Comment

Back Next Save & Close Cancel

150. Select answer for all the questions. A score is generated based on the selected answers.



To view the next question, use right arrow at the side of the Analysis page.

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

Peeranalysis

Comments

Peer Details Analysis Comments

Enter text here...

Post

No items to display.

Back Next Save & Close Cancel

152. Type the overall Comments for the peer analysis.

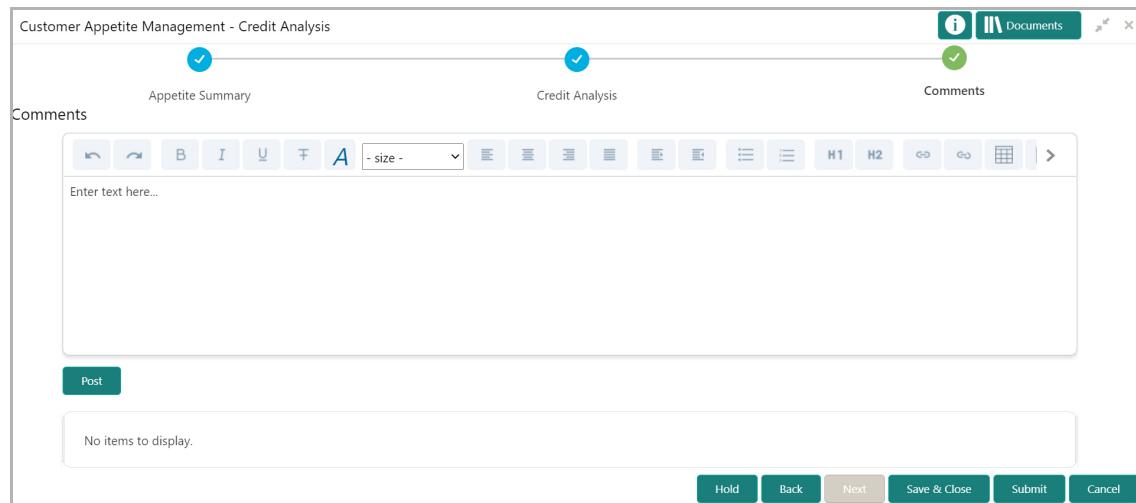
153. Click **Post**. Comments are posted below the **Comments** box.

154. Click **Save & Close**.

Chapter 8 - Credit Analysis

Comments

In this data segment, you can mention comments about the customer prospect's creditworthiness. Posting comments help the user of next stage to take better decision.

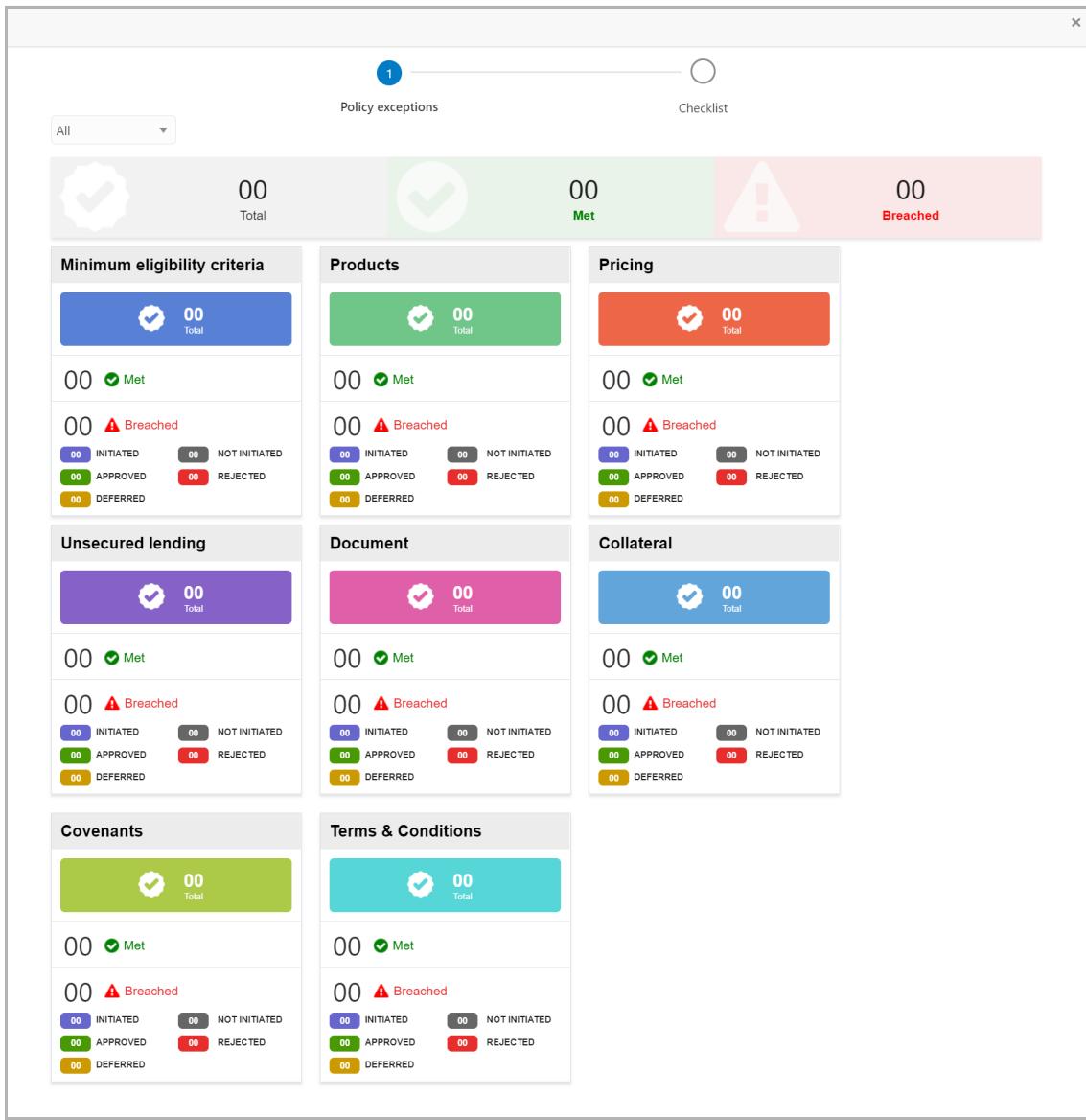


The screenshot shows the 'Customer Appetite Management - Credit Analysis' application. At the top, there are three tabs: 'Appetite Summary' (selected, indicated by a blue checkmark), 'Credit Analysis' (indicated by a blue checkmark), and 'Comments' (indicated by a green checkmark). The 'Comments' tab is active, showing a text input field with the placeholder 'Enter text here...'. Below the input field is a 'Post' button. At the bottom of the screen, there is a toolbar with buttons for 'Hold', 'Back', 'Next' (which is highlighted in grey), 'Save & Close', 'Submit', and 'Cancel'.

155. Type the necessary comments in the text box and click **Post**. Comment is posted.
156. To hold the Credit Analysis task, click **Hold**.
157. To go back to the previous page, click **Back**.
158. To save the captured information and exit the page, click **Save & Close**.
159. To submit the Appetite Management application to the Deal Structure stage, click **Submit**.
160. To exit the page without saving the captured information, click **Cancel**.

Upon clicking **Submit**, the *Policy Exceptions / Business* window appears based on configuration:

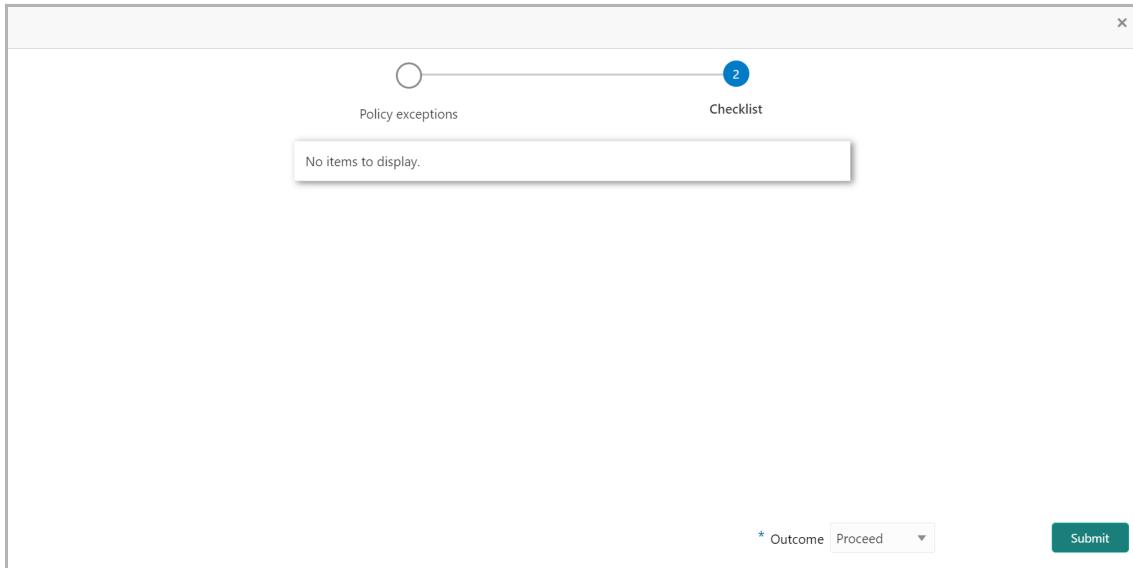
Chapter 8 - Credit Analysis



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

161. After viewing policy exceptions or overrides, click the **Checklist** data segment.

Chapter 8 - Credit Analysis



In the above screen, the checklist for manual verification appears if it is maintained for this stage in Business Process Maintenance screen.

162. Manually verify all the checklist and enable the corresponding check box.
163. Select the required **Outcome**. The options available are: Proceed and Additional Info.
164. Click **Submit**.

If the **Outcome** is selected as Proceed, the Appetite Management application is moved to the 'Deal Structure' stage on clicking Submit.

If the **Outcome** is selected as Additional Info, the Appetite Management application is sent back to the 'Enrichment' stage on clicking Submit.

Chapter 8 - Deal Structure

Deal Structure

In this stage, appetite can be set for the customer prospect based on credit score generated for each dimension in the Credit Analysis stage.

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears:

2. **Acquire & Edit** the required Deal Structure task. The *Appetite Summary* page appears:

Appetite Summary

Chapter 8 - Deal Structure

Customer Appetite Management - Deal Structure

1 Appetite Summary 2 Write up 3 Deal Structure 4 Covenants 5 Terms and Conditions 6 Comments

Appetite Summary

ASK

Party Information

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

Party Id: PTY210743323 Register No: Legal Status: Pvt Ltd Liability Amount: 0 Is KYC Compliant: No Share Holders: 0 Contractors: 0 Guarantors: 0 Bankers: 0

Head Room Summary

INR Appetite Currency **₹5.0M** Total Liability Amount Proposed

₹0.0 Funded **₹0.0** Non Funded

Mar 31 2021 Effective From **Mar 31 2022** Effective Till

Facility Summary

No data to display

No data to display

Collateral summary

0 Total collateral value **0%** Customer LTV

Covenants

0 Total Covenants

0 Entity Wise	0 Facility Wise	0 Financial	0 Non Financial
---------------	-----------------	-------------	-----------------

0 Newly Added **0** Financial **0** Non Financial

0 Met **0** Financial **0** Non Financial

0 Breached **0** Financial **0** Non Financial

Terms & conditions

0 Total Terms and Conditions

0 Entity	0 Facility	0 Pre disbursement	0 Post disbursement
----------	------------	--------------------	---------------------

0 Newly added **0** Pre disbursement **0** Post disbursement

0 Met **0** Pre disbursement **0** Post disbursement

0 Breached **0** Pre disbursement **0** Post disbursement

Hold Back Next Save & Close Cancel



For information on actions that can be performed in this page, refer Credit 360 User Manual.

Chapter 8 - Deal Structure

3. After viewing the appetite summary, click **Next**. The *Writeup* page appears.

Writeup

4. Refer “[Write up](#)” on page 62 for information on adding writeup for available writeup categories.
5. After performing necessary actions in the *Writeup* page, click **Next**. The *Deal Structure* page appears.

Deal Structure

In this data segment, you can set limit and associate collateral, covenant, and terms and conditions for each facility added in the Initiation and Enrichment stages.

Facilities

In this tab, the facilities added in Initiation and Enrichment stages are displayed.

The screenshot shows the 'Customer Appetite Management - Deal Structure' interface. The top navigation bar has six steps: Appetite Summary (checked), Write up (checked), Deal Structure (checked), Covenants (step 4), Terms and Conditions (step 5), and Comments (step 6). The 'Facilities' tab is selected. A filter bar is at the top, and a list of facilities is below. The first facility in the list is FMS9, with details: Facility Id: F2185053, Facility Description: desc test, Requested Amount: AED1.00, Facility Category: Term Loan, Facility Type: Funded, and Next Review Date: Mar 26, 2021. The bottom of the screen shows buttons for Hold, Back, Next, Save & Close, and Cancel.



In this chapter, only information to set limit for the facility is provided. Refer “[Funding Requirement](#)” on page 12 for more information.

6. Click the hamburger icon in the facility record and select **Edit Facility**. The *Facility Details* window appears:

Chapter 8 - Deal Structure

Term Loan - TL

Facility Details

Facility Basic Info

Exposure

Fee

Pricing

Facility collateral linkage

Credit Rating

Line Code *
00

Parent Facility Id

Next Review Date *
Apr 2, 2021

Currency *
INR

Availability Period
(in months)

Line Serial Number *
11

Facility Type *
 Funded Non Funded
 Cascade

Line Start Date *
Apr 30, 2021

Requested Amount *
₹200,000.00

Commitment Status
 Committed Uncommitted

Line Expiry Date *
Apr 29, 2022

Proposed Amount
₹200,000.00

Revaluation Required

Rate Agreement Required

▲ Additional Fields
No Additional fields configured!

Save

Close

7. Specify the **Proposed Amount**.
8. Click **Save**. Facility detail is updated with the proposed amount.
9. To exit the *Facility Details* window, click **Close**.

Collaterals

In the **Collaterals** tab, you can add the collaterals to be associated with the facilities.

Customer Appetite Management - Deal Structure

Appetite Summary
Write up
Deal Structure
Covenants
Terms and Conditions
Comments

Collateral

+

No items to display.

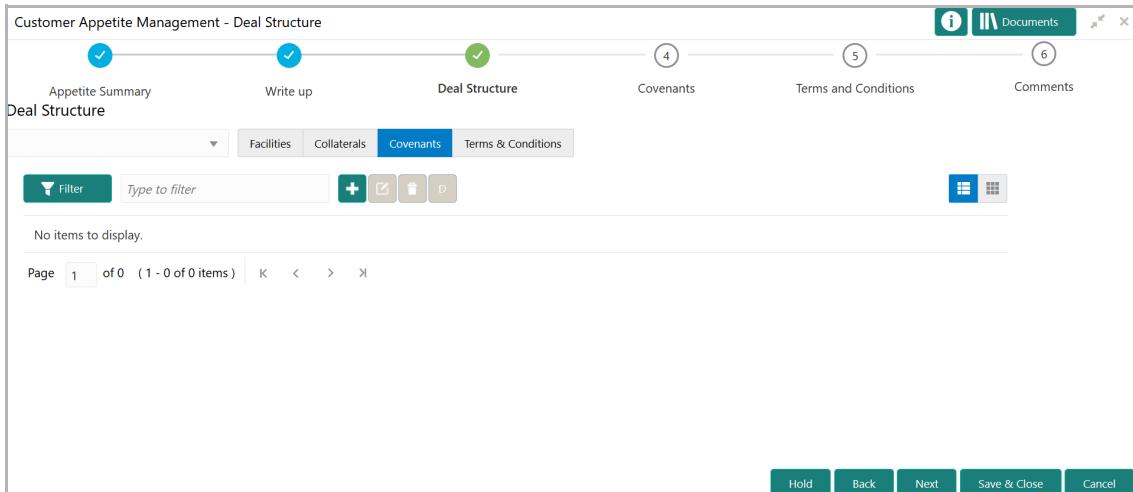
Page of 0 (1 - 0 of 0 items)
K < > K
Hold
Back
Next
Save & Close
Cancel

10. Refer “[Collateral](#)” on page 39 for information on managing collaterals.

Chapter 8 - Deal Structure

Covenants

In the **Covenants** tab, you can add the covenants to be associated with the facilities.



11. Click the add icon. The *Covenant Details* window appears:



12. To link existing covenant, click the search icon and select the **Covenant code**. The covenant codes maintained in the *Covenant Maintenance* page are displayed in LOV.

Upon selecting the **Covenant Code**, **Covenant name**, **Covenant description** and **Classification type** get defaulted.

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

- Covenant code - A unique code for the covenant to be created
- Covenant name - Name for the covenant to be created

Chapter 8 - Deal Structure

- Covenant description - A brief description about the covenant
- Classification type - Classification type of the covenant, such as Internal and External

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

The screenshot shows a form titled 'Covenant Details'. It contains the following fields:

- Covenant Type: Non Financial
- Covenant Sub Type: Operating Activity
- Notice Days: 15
- Revision Frequency: Quarterly
- Revision Days: Enter Revision Days
- Start Date: Apr 13, 2019
- End Date: Feb 28, 2021
- Maximum Defer Days: 10

15. Specify the following details in respective fields:

- Covenant type - Type of the covenant, such as Financial and Non-Financial
- Covenant Sub Type - Sub type of the covenant
- Notice Days - Number of days before which the covenant tracking task has to be created
 - Revision Frequency - Frequency for reviewing the covenant, such as Quarterly, Monthly, SemiAnnual, and Annual
 - Revision Days - Number of days in which the covenant must be reviewed
 - Start Date - Date on which the covenant becomes effective
 - End Date - Date on which the covenant expires
 - Maximum Defer Days - Number of days for which the covenant can be deferred

In case of linking existing covenant, you cannot modify the **Covenant Type** and **Covenant Sub Type**.

16. To capture monitoring information for the covenant, click and expand the *Monitoring Information Details* section.

The screenshot shows a form titled 'Monitoring information details'. It contains the following list:

- ProfitandLoss
- CashFlow

17. Select the monitoring information. Monitoring information maintained in the Monitoring Information Maintenance module are displayed in the LOV.

18. To build a formula and validate the party against it, expand the **Formula Details** section.

Chapter 8 - Deal Structure

Formula Details

Formula Builder

Variables: Select Any Variable Operators: + - * / % () > < Custom Value:

Caret position: 19 **DEBT X** **- X** **ASSET X** **Clear All**

Formula : DEBT - ASSET Formula Is Valid : **Valid Expression**

Build Formula

Formula: DEBT - ASSET

Target type *: **Select Target Type** Covenant Check Condition *: **Select Check Condition** Target Value *: **Enter Target Value**

19. Select a **Variable** from the drop down list. The options available are **Debt**, **Asset**, **Debt Ratio** and **Asset Ratio**.

20. Select the required operator from the available **Operators**.

21. Select another **Variable** or provide a **Custom Value**, if required.



You can use any number of variables and operators to build the formula based on your requirement.

22. Click **Build Formula**. The formula is built and displayed below the formula box.

The system will also display whether the formula is valid expression or invalid expression below the formula box. You must change the formula in case it is invalid expression.

23. Select the **Target Type** from the drop down list. The options available are: **Value**, **Percentage**, and **Ratio**.

24. Select the **Covenant check condition** from the drop down list. The options available are: Greater than, Greater than or equal to, Between, Less than or equal to, Equal to, and Less than.

If **Between** is selected as the covenant check condition, **Target Value 1** and **Target Value 2** fields appear. You need to specify the range of target values.

25. Specify the **Target Value(s)**.

Chapter 8 - Deal Structure

The system will periodically derive the built formula with the values obtained from customer prospect's financial documents and validate it against the set target values based on covenant check condition.

26. To add other covenant details, expand the **Others** section.

The screenshot shows a user interface for managing covenant details. At the top, there is a section titled 'Others' with the following fields:

- Compliance Status:** Radio buttons for 'Met' and 'Breach'.
- Waiver Status:** A dropdown menu showing 'Waive all'.
- Last Check Value:** A text input field with placeholder text 'Last Checked Value'.
- Deferred Due Date:** A date picker input field.

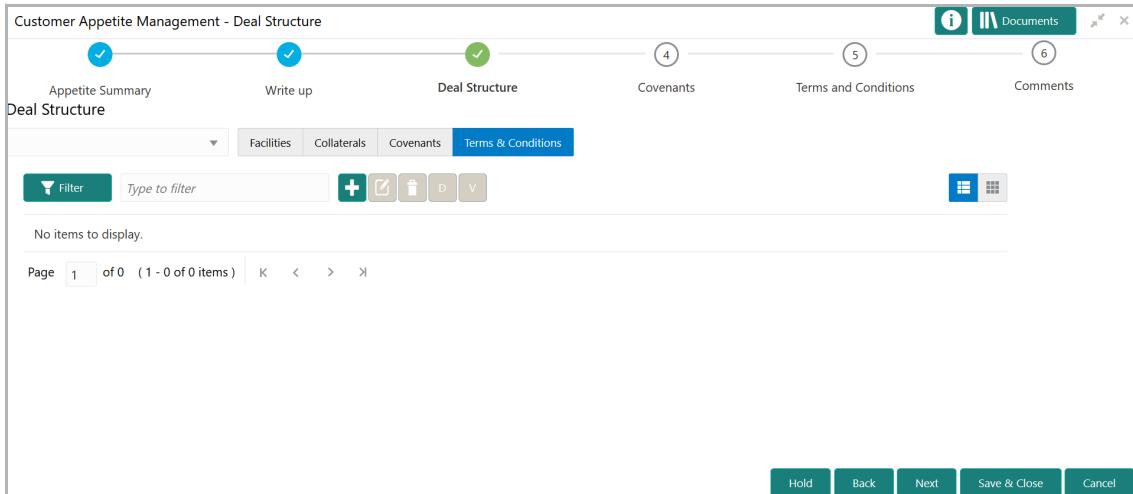
Below these fields is a 'Remarks' section with a rich text editor toolbar and a text input field. The text input field has placeholder text 'Enter text here...'. At the bottom of the form, there is a 'Post' button, a 'Create' button, and a 'Cancel' button.

27. Select the current covenant **Compliance Status** of the party. The options available are: **Met** and **Breach**.
28. Select the **Waiver Status** from the drop down list. The options available are: Waive and Waive all.
29. Specify the target value observed during the last covenant check in the **Last Check Value** field.
30. Specify the **Deferred due date**. The covenant review can be postponed till the mentioned date.
31. Capture overall **Remarks** for the covenant.
32. Click **Create**. Covenant details are added and displayed in the **Covenants** tab.
33. To edit the added covenant, select the covenant record and click the Edit icon.
34. To delete the added covenant, select the covenant record and click the Delete icon.

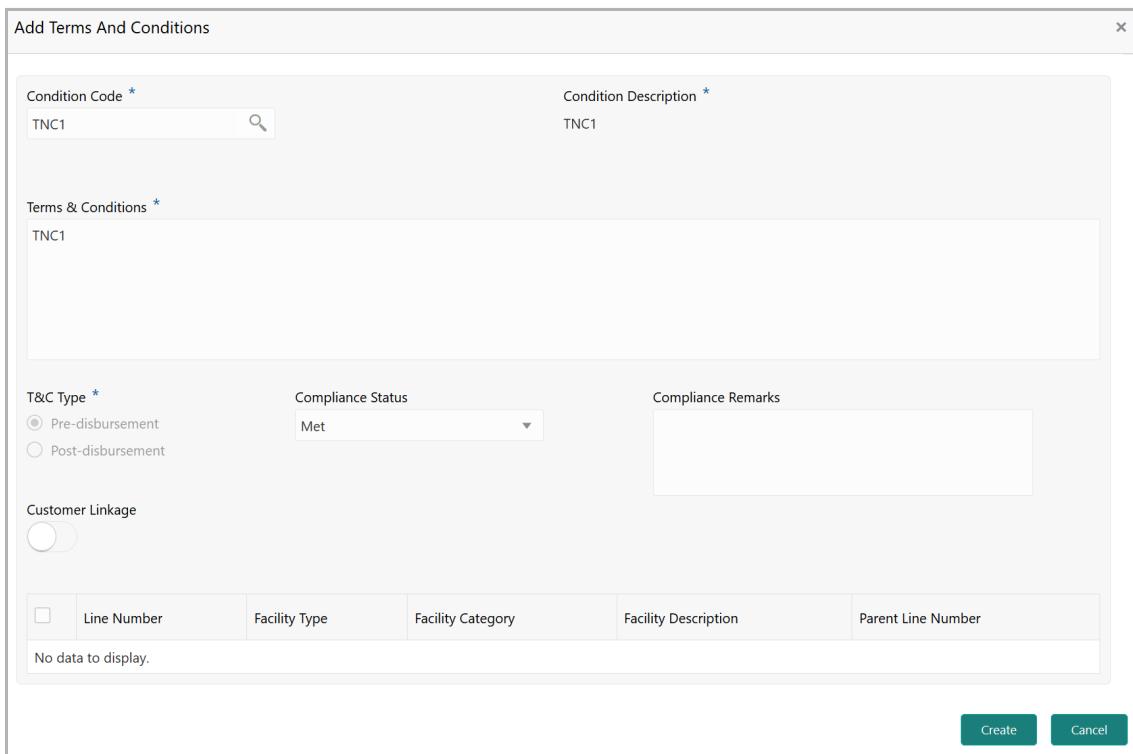
Terms and Conditions

In the **Terms and Conditions** tab, you can add the terms and conditions to be associated with the facilities.

Chapter 8 - Deal Structure



35. Click the add icon. The *Add Terms and Conditions* window appears:



36. Search and select the **Condition Code**. Terms and Conditions maintained in the **Maintenance** module are displayed in the LOV.

Upon selecting the **Condition Code**, **Condition Description**, **Terms & Conditions**, and **T&C Type** maintained for the condition code get defaulted.

37. To modify the terms and conditions specific to facility, edit the required text in the **Terms & Conditions** text box.

38. Select the **Compliance Status** of terms and conditions. The options available are **Met** and **Breached**.

Chapter 8 - Deal Structure

39. Specify the **Compliance Remarks**.
40. Select the required facility.
41. Click **Create**. Terms and conditions are linked to the facility and displayed in the **Terms and Conditions** tab.
42. To edit the added terms and conditions, select the terms and conditions record and click the **Edit** icon.
43. To delete the added terms and conditions, select the terms and conditions record and click the **Delete** icon.
44. To link documents related to terms and conditions, select the required terms and conditions record and click the **D** icon.
45. To view a particular terms and conditions, select the required terms and conditions record and click the **V** icon.



In case of linking the terms and conditions with customer prospect, click the add icon in the **Terms and Conditions** data segment and perform the above steps. Instead of selecting facility from facility table, enable the **Customer Linkage** flag.

Covenants

46. Refer "[Covenants](#)" on page 130 for information on managing customer covenants.
47. After performing necessary actions in the *Covenants* page, click **Next**. The *Terms and Conditions* page appears.

Chapter 8 - Deal Structure

Terms and Conditions

48. Refer “[Terms and Conditions](#)” on page 133 for information on managing customer terms and conditions.
49. After performing necessary actions in the *Terms and Conditions* page, click **Next**. The *Comments* page appears.

Comments

In this data segment, you can mention comments for this stage if any. Posting comments help the user of next stage to take better decision.

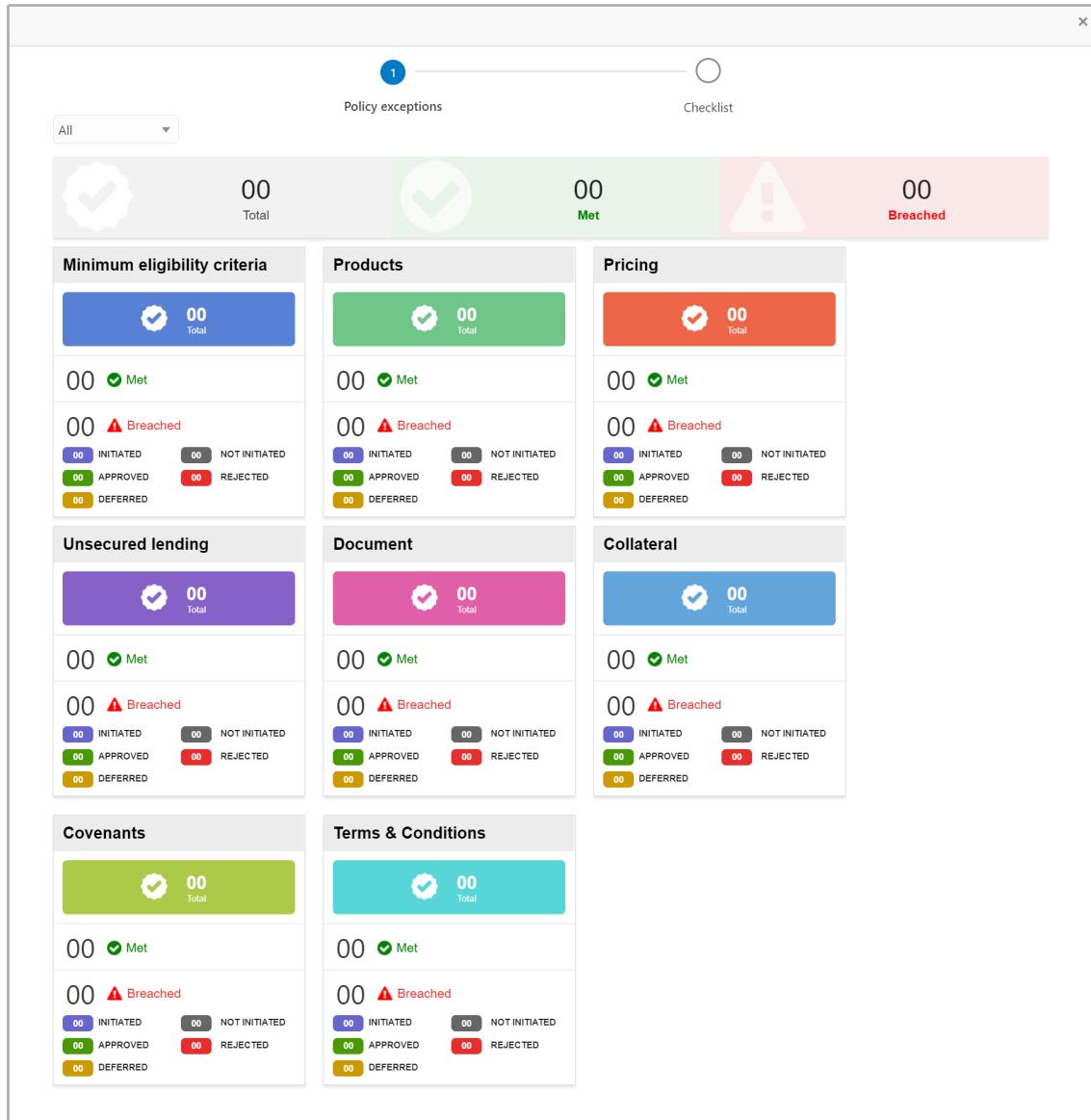
50. Type the necessary comments in the text box and click **Post**. Comment is posted.
51. To hold the Deal Structure task, click **Hold**.
52. To go back to the previous page, click **Back**.
53. To save the captured information and exit the page, click **Save & Close**.

Chapter 8 - Deal Structure

54. To submit the Appetite Management application to the Approval stage, click **Submit**.

55. To exit the page without saving the captured information, click **Cancel**.

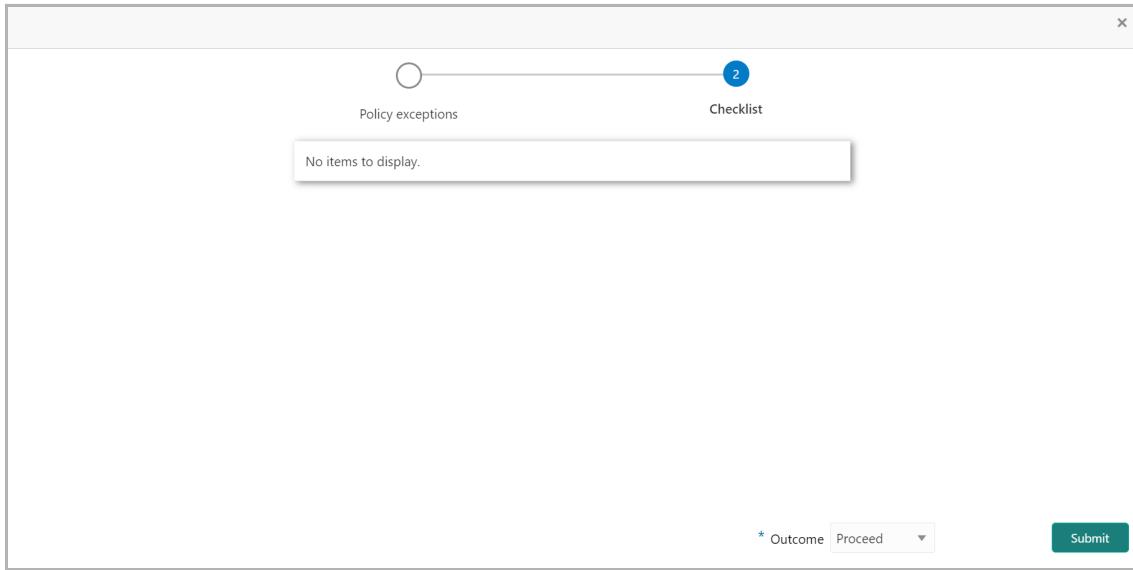
Upon clicking **Submit**, the *Policy Exceptions / Business* window appears based on configuration:



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

56. After viewing policy exceptions or overrides, click the **Checklist** data segment.

Chapter 8 - Deal Structure



In the above screen, the checklist for manual verification appears if it is maintained for this stage in Business Process Maintenance screen.

57. Manually verify all the checklist and enable the corresponding check box.
58. Select the required **Outcome**. The options available are: Proceed and Additional Info.
59. Click **Submit**.

If the **Outcome** is selected as Proceed, the Appetite Management application is moved to the 'Approval' stage on clicking Submit.

If the **Outcome** is selected as Additional Info, the Appetite Management application is sent back to the Credit Analysis stage on clicking Submit.

Chapter 8 - Approval

Approval

In this stage, the Credit Approver in bank can approve, reject or send back the appetite management application based on customer prospect's creditworthiness.

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & Edit	Low	Customer Appetite Man...	APP203580510	APP203580510	Credit Analysis	20-12-23
Acquire & Edit	Low	Policy Amendment	PL20218063	APP203590542	Business Recommendation	
Acquire & Edit	Low	Credit Origination	APP203590530	APP203590530	Proposal Initiation	20-12-24
Acquire & Edit		Facility Review Process			Facility Review Enrichment	
Acquire & Edit	Low	Post Sanction Process	APP203590522	APP203590522	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590521	APP203590521	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590520	APP203590520	Docket Generation	20-12-24
Acquire & Edit		Group Concentration Li...	APP203520407	APP203520407	Manual Retry	20-12-17
Acquire & Edit		Facility Amendment	APPTESTCFAM	APPTESTCFAM	Amendment Enrichment	18-08-16
Acquire & Edit	Medium	Covenant Tracking	INS202012232459	INS202012232459	RM Response	18-04-13
Acquire & Edit	Low	Financial Institution On...	APP203560033	APP203560033	Initiation	20-12-21
Acquire & Edit	Low	Financial Institution Am...	APP35678990	APP35678990	Initiation	20-12-18
Acquire & Edit	Low	Financial Institution Am...	APP35678900	APP35678900	Initiation	20-12-18

2. **Acquire & Edit** the required Approval task. The *Appetite Summary* page appears.

Appetite Summary

Chapter 8 - Approval

Customer Appetite Management - Approval

1 Appetite Summary 2 Write up 3 Approval 4 Covenants 5 Terms and Conditions 6 Comments

Appetite Summary

ASK

Party Information

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

Party Id: PTY210743323 Register No: Legal Status: Pvt Ltd Liability Amount: 0 Is KYC Compliant: No Share Holders: 0 Contractors: 0 Guarantors: 0 Bankers: 0

Head Room Summary

INR Appetite Currency

₹5.0M Total Liability Amount Proposed

₹0.0 Funded Mar 31 2021 Effective From

₹0.0 Non Funded Mar 31 2022 Effective Till

Facility Summary

No data to display

No data to display

Collateral summary

0 Total collateral value

0% Customer LTV

Covenants

0 Total Covenants

0 Entity Wise 0 Facility Wise 0 Financial 0 Non Financial

0 Newly Added 0 Financial 0 Non Financial

0 Met 0 Financial 0 Non Financial

0 Breached 0 Financial 0 Non Financial

Terms & conditions

0 Total Terms and Conditions

0 Entity 0 Facility 0 Pre disbursement 0 Post disbursement

0 Newly added 0 Pre disbursement 0 Post disbursement

0 Met 0 Pre disbursement 0 Post disbursement

0 Breached 0 Pre disbursement 0 Post disbursement

Hold Back Next Save & Close Cancel



For information on actions that can be performed in this page, refer Credit 360 User Manual.

Chapter 8 - Approval

3. After viewing the appetite summary, click **Next**. The *Writeup* page appears.

Writeup

4. Refer “[Write up](#)” on page 62 for information on adding writeup for available writeup categories.
5. After performing necessary actions in the *Writeup* page, click **Next**. The *Approval* page appears.

Approval

In this page, the facilities for which limit has been proposed in the Deal Structure stage are displayed. You can review each facility and take any of the following actions based on requirement: Approve, Reject, and Send Back.



In this chapter, only procedure to Approve, Reject, Send Back the facility is provided.

For information on managing Collateral, refer “[Collateral](#)” on page 39

For information on managing Covenants, and Terms and Conditions, refer **Deal Structure** chapter.

FMS9 NEW		Requested Amount: AED1.00		Facility Type: Funded	
Facility Id:	F2185053	Proposed Amount:		Facility Description:	desc1test
Approved Amount:				Facility Category:	Term Loan
Next Review Date: Mar 26, 2021					

6. To approve a facility, select the facility and click  the **Approve** icon. The *Approve Facility* window appears:

Chapter 8 - Approval

Approve Facility



Line Number: 11
Facility Description: Term Loan
Approved Amount:

Requested Amount: ₹200,000.00
Proposed Amount: ₹200,000.00
Product Type: F
Facility Category: TL

Approved

Comments

Approved

size -

Post

No items to display.

Approve Cancel

7. Specify the **Approved Amount**.
8. **Post** the approval **Comments**.
9. Click **Approve**.
10. To send back the facility to previous stage for modification, select the facility and click  the **Send Facility Back for More Info** icon. The *Send Facility Back* window appears:

Chapter 8 - Approval

Send Facility Back For More Info



Line Number: 11 Requested Amount: ₹200,000.00 Product Type: F
Facility Description: Term Loan Proposed Amount: ₹200,000.00 Facility Category: TL
Approved Amount: ₹200,000.00

Comments

Need more information on customer prospect's current debt

Post

No items to display.

Required More Info **Cancel**

11. Type the necessary comments for requesting additional information in **Comments** box.
12. Click **Post**. Comment is posted below the **Comments** box.
13. Click **Required More Info**.
14. To reject a facility, select the facility and click  the **Reject** icon. The *Reject Facility* window appears:

Chapter 8 - Approval

Reject Facility



Line Number: 11
Facility Description: Term Loan
Approved Amount: ₹200,000.00

Requested Amount: ₹200,000.00
Proposed Amount: ₹200,000.00

Product Type: F
Facility Category: TL

Comments

High risk found in market share.

Post

No items to display.

Reject Cancel

15. Type the rejection comments in the **Comments** box.
16. Click **Post**. Comment is posted below the **Comments** box.
17. Click **Reject**.
18. After performing necessary actions in the *Approval* page, click **Next**. The *Covenants* page appears.

Covenants

Refer “[Covenants](#)” on page 113 for information on managing Covenants.

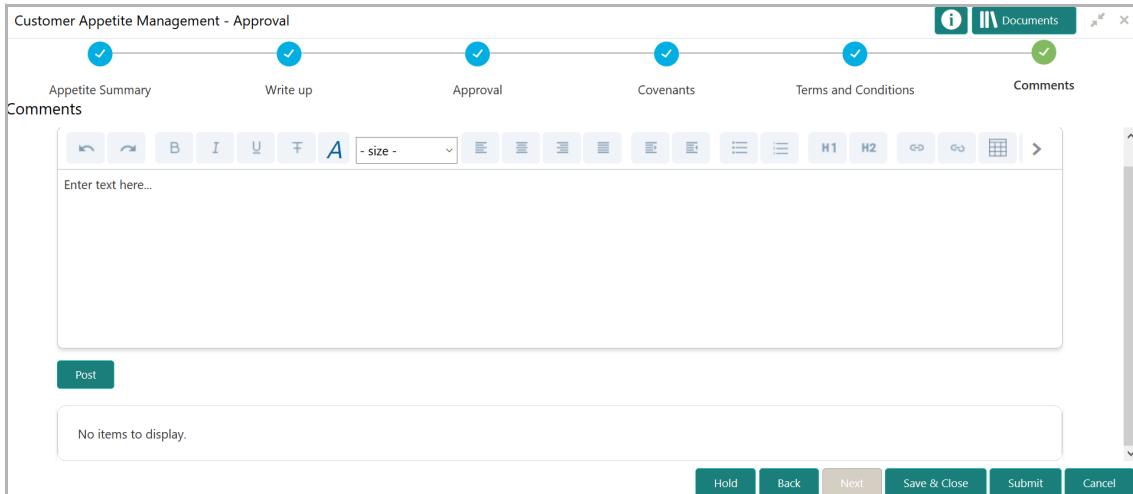
Terms and Conditions

Refer “[Terms and Conditions](#)” on page 114 for information on managing Terms and Conditions.

Comments

In this data segment, you can mention comments for the actions (approve, send back, and reject) taken in this stage. Posting comments help the user of next stage to take better decision.

Chapter 8 - Approval

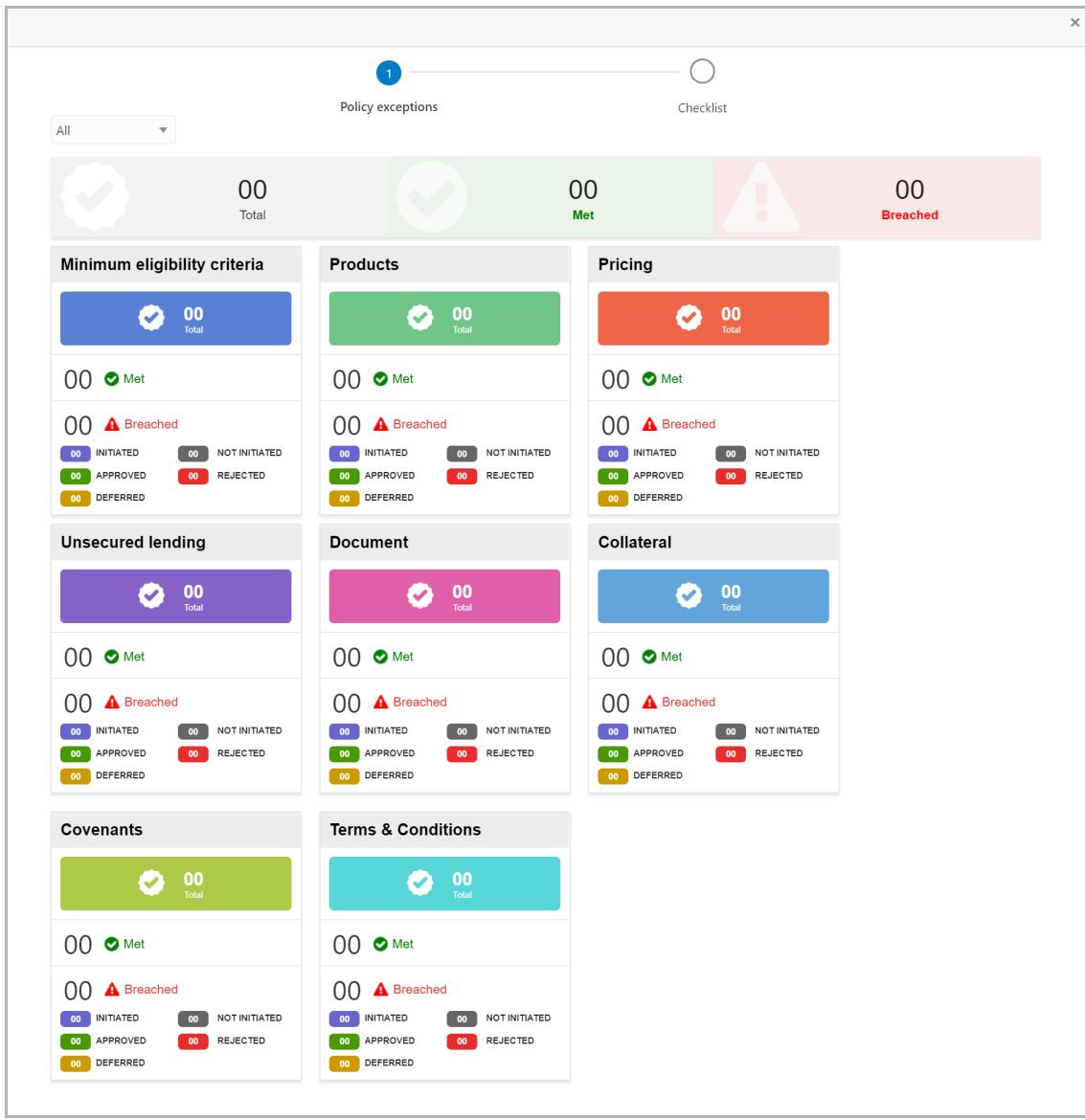


The screenshot shows the 'Customer Appetite Management - Approval' page. At the top, there is a horizontal progress bar with six stages: 'Appetite Summary' (green checkmark), 'Write up' (green checkmark), 'Approval' (green checkmark), 'Covenants' (green checkmark), 'Terms and Conditions' (green checkmark), and 'Comments' (green checkmark). Below the progress bar, the 'Comments' section is active. It contains a text area with a WYSIWYG editor toolbar, a placeholder 'Enter text here...', and a 'Post' button. Below the text area, a message says 'No items to display.' At the bottom of the page are buttons for 'Hold', 'Back', 'Next', 'Save & Close', 'Submit', and 'Cancel'.

19. Type the necessary comments in the text box and click **Post**. Comment is posted.
20. To hold the Approval task, click **Hold**.
21. To go back to the previous page, click **Back**.
22. To save the captured information and exit the page, click **Save & Close**.
23. To submit the Appetite Management application to the Draft Generation stage, click **Submit**.
24. To exit the page without saving the captured information, click **Cancel**.

Upon clicking **Submit**, the *Policy Exceptions / Business* window appears based on configuration:

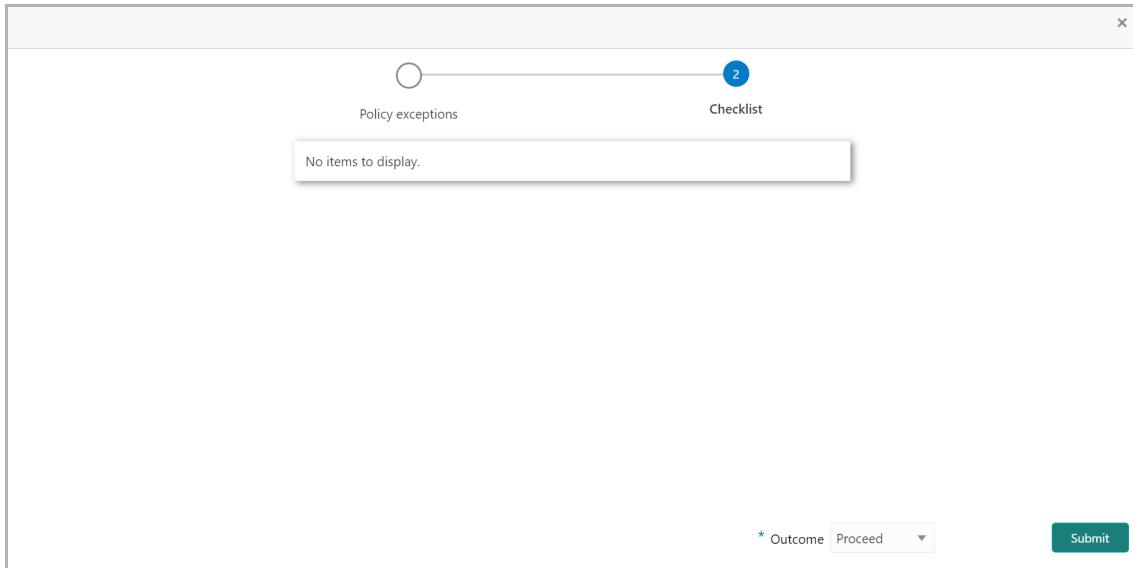
Chapter 8 - Approval



By default, policy exceptions are displayed for both the party and child parties. To view the policy exceptions for particular party / child party, select the required party / child party from the drop down list at top left corner.

25. After viewing policy exceptions or overrides, click the **Checklist** data segment.

Chapter 8 - Approval



In the above screen, the checklist for manual verification appears if it is maintained for this stage in Business Process Maintenance screen.

26. Manually verify all the checklist and enable the corresponding check box.
27. Select the required **Outcome**. The options available are: Approved and Reject.
28. Click **Submit**.

If the **Outcome** is selected as Approved, the Appetite Management application is moved to the 'Draft Generation' stage on clicking Submit.

If the **Outcome** is selected as Reject, the Appetite Management application is sent back to the Deal Structure stage on clicking Submit.

Chapter 8 - Draft Generation

Draft Generation

In this stage, the draft proposal with appetite details can be generated and shared to the customer prospect.

Prerequisites

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

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

Steps to generate draft

1. Navigate to **Tasks > Free Tasks** from the left menu. The *Free Tasks* page appears:

Action	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
Acquire & Edit	Low	Customer Appetite Man...	APP203580510	APP203580510	Credit Analysis	20-12-23
Acquire & Edit	Low	Policy Amendment	PL20218063	APP203590542	Business Recommendation	
Acquire & Edit	Low	Credit Origination	APP203590530	APP203590530	Proposal Initiation	20-12-24
Acquire & Edit		Facility Review Process			Facility Review Enrichment	
Acquire & Edit	Low	Post Sanction Process	APP203590522	APP203590522	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590521	APP203590521	Docket Generation	20-12-24
Acquire & Edit	Low	Post Sanction Process	APP203590520	APP203590520	Docket Generation	20-12-24
Acquire & Edit		Group Concentration Li...	APP203520407	APP203520407	Manual Retry	20-12-17
Acquire & Edit		Facility Amendment	APPTESTCFAM	APPTESTCFAM	Amendment Enrichment	18-08-16
Acquire & Edit	Medium	Covenant Tracking	INS202012232459	INS202012232459	RM Response	18-04-13
Acquire & Edit	Low	Financial Institution On...	APP203560033	APP203560033	Initiation	20-12-21
Acquire & Edit	Low	Financial Institution Am...	APP35678990	APP35678990	Initiation	20-12-18
Acquire & Edit	Low	Financial Institution Am...	APP35678900	APP35678900	Initiation	20-12-18

Page 1 of 74 (1 - 20 of 1478 items) | < 1 2 3 4 5 ... 74 > |

2. **Acquire & Edit** the required Draft Generation task. The *Appetite Summary* page appears.

Chapter 8 - Draft Generation

Customer Appetite Management - Draft Generation

Appetite Summary Draft Generation Comments

ASK

Party Information

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

Party Id	Register No	Legal Status	Liability Amount	Is KYC Compliant	Share Holders	Contractors	Guarantors	Bankers
PTY210743323		Pvt Ltd		No	0	0	0	0

Head Room Summary

INR Appetite Currency

₹5.0M Total Liability Amount Proposed

₹0.0	Funded	₹0.0	Non Funded
------	--------	------	------------

Mar 31 2021 Effective From **Mar 31 2022** Effective Till

Facility Summary

No data to display

No data to display

Collateral summary

0 Total collateral value

0% Customer LTV

Covenants

0 Entity Wise	0 Facility Wise	0 Financial	0 Non Financial
0 Newly Added Financial	0 Non Financial		
0 Met Financial	0 Non Financial		
0 Breached Financial	0 Non Financial		

Terms & conditions

0 Entity	0 Facility	0 Pre disbursement	0 Post disbursement
0 Newly added Pre disbursement	0 Post disbursement		
0 Met Pre disbursement	0 Post disbursement		
0 Breached Pre disbursement	0 Post disbursement		

Hold Back Next Save & Close Cancel



For information on actions that can be performed in this page, refer Credit 360 User Manual.

Chapter 8 - Draft Generation

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

Draft Generation

Screen (2 / 3)

FAC01

+ FAC01

Generate Document

Hold Back Next Save & Close Cancel

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

Draft Generation

Screen (2 / 3)

FAC01

+ FAC01

Regenerate Document

Generated Documents

FAC01

Logged on 2021-03-23

View Document Download Document

Hold Back Next Save & Close Cancel

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

Chapter 8 - Draft Generation

Customer Appetite Management - Draft Generation

Appetite Summary

Draft Generation

Comments

Enter text here...

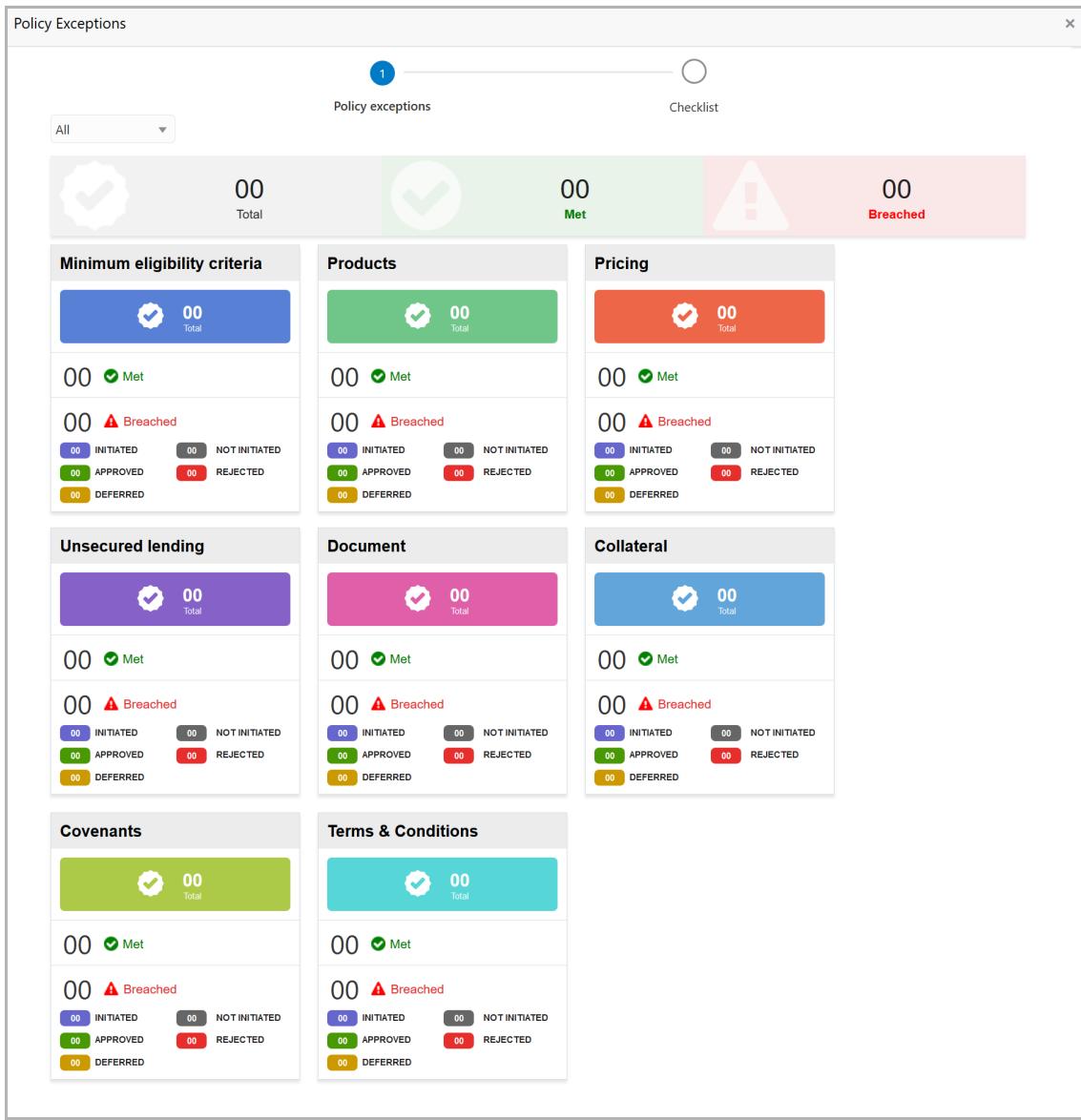
Post

No items to display.

Hold Back Next Save & Close Submit Cancel

8. **Post** comments, if any. Posted comment is displayed below the **Comments** box.
9. Click **Submit**. The *Policy exceptions* window appears.

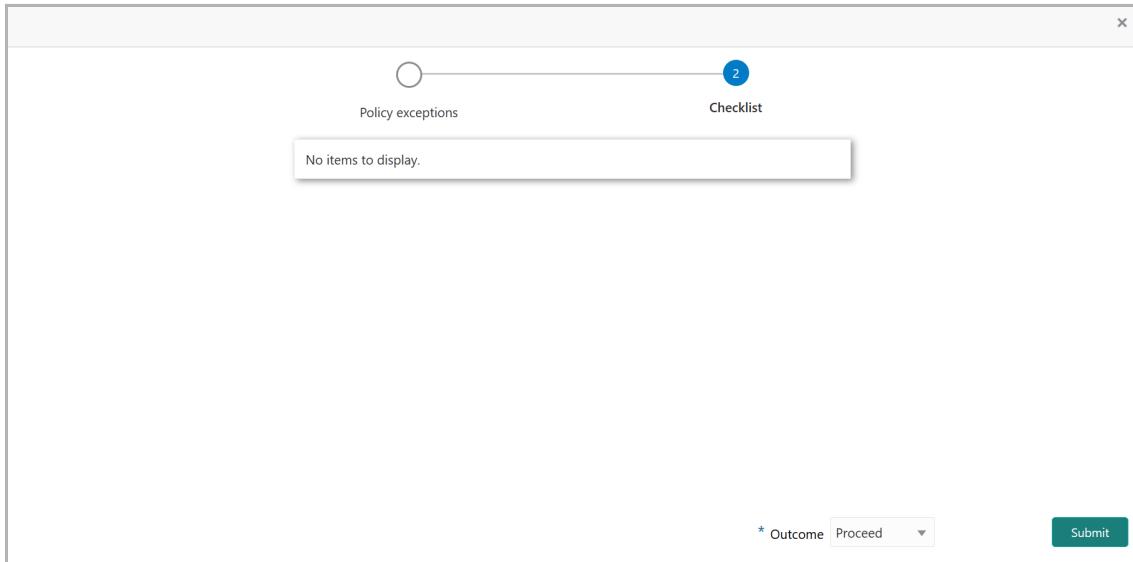
Chapter 8 - Draft Generation



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

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

Chapter 8 - Draft Generation



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

13. Click **Submit**.

If the **Outcome** is selected as PROCEED, the application is moved to the next stage on clicking **Submit**.

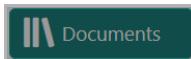
If the **Outcome** is selected as Additional Info, the application is sent back to the Approval stage on clicking **Submit**.

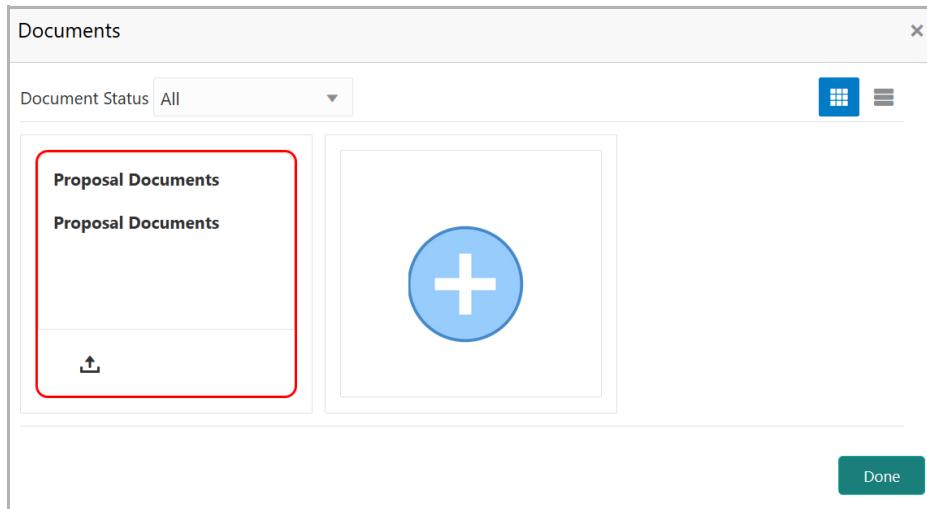
Chapter 8 - Document Upload

Document Upload and Checklist

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

Steps to upload documents

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

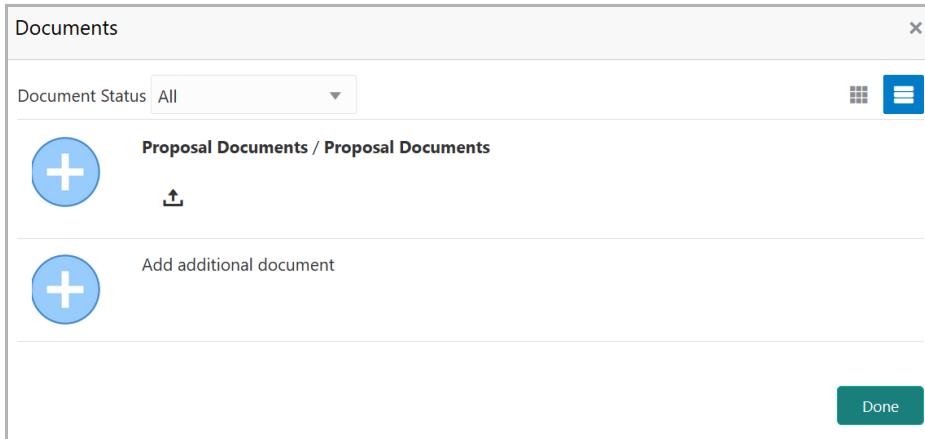


If the document list is configured in Business Process Maintenance, the same appears in the above window. You can also click the add icon to upload other documents.

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

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

Chapter 8 - Document Upload



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

A screenshot of a software window titled 'Document'. The window contains several input fields: 'Document Type *' (Closure Documents), 'Document Code *' (Closure Documents), 'Document Title *' (Facility Payment Bills), 'Document Description' (empty), 'Remarks' (Paid), and 'Document Expiry Date' (Mar 21, 2020). Below these fields is a dashed box with the text 'Drop files here or click to select'. Underneath the box, it says 'Selected files: ["pdf-PDF-Invoice3.pdf"]'. In the bottom right corner, there is a green 'Upload' button.

4. Select the **Document Type** and **Document Code** from the drop down list. The options available are: Amendment Documents, Proposal Documents and Closure Documents.
5. Type the **Document Title**.
6. Type a brief description about the document in the **Document Description** field.

Chapter 8 - Document Upload

7. Type the **Remarks**, if any.
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.

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

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

Chapter 8 - Reference and Feedback

Reference and Feedback

References

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

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

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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