# Oracle® Banking Credit Facilities Process Management Cloud Service

## Getting Started User Guide

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Oracle Banking Credit Facilities Process Management Cloud Service Getting Started User Guide, Release 14.7.4.0.0

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# Contents

# Preface



## Purpose

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

## Audience

This guide is intended for the Customer Service Representatives (CSR) and staff responsible for setting up new products in your bank.

## Documentation Accessibility

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

## Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## Related Documents

The related documents are as follows:

- *Getting Started User Guide*
- *Oracle Banking Common Core User Guide*
- *Account Configurations User Guide*
- *Security Management System User Guide*

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
|---|---|
| **boldface** | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary. |
| *italic* | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |
| `monospace` | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

## Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

## Basic Actions

This basic actions that can be performed on a screen are described in the following table..

**Table 1 Basic Actions**

| Action | Description |
|---|---|
| **Approve** | Used to approve the initiated report. This option displays when the user clicks **Authorize**. |
| **Audit** | Used to view the maker details, checker details and report status. |
| **Authorize** | Used to authorize the report created. A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker. |
| **Cancel** | Used to cancel the performed action. |
| **Close** | Used to close a record. This action is available only when a record is created. |
| **Collapse All** | Used to hide the details in the sections. This option displays when the user clicks **Compare**. |

**Table 1 (Cont.) Basic Actions**

| Action | Description |
| --- | --- |
| **Compare** | Used to view the comparison through the field values of old record and the current record. This option displays in a widget when the user clicks **Authorize**. |
| **Confirm** | Used to confirm the performed action. |
| **Expand All** | Used to expand and view all the details in a section. This option displays when the user clicks **Compare**. |
| **New** | Used to add a new record. When the user clicks **New**, the system displays a new record to specify the required data. |
| **OK** | Used to confirm the details in the screen. |
| **Reject** | Used to reject the report created. A maker of the screen is not allowed to authorize the report. Only a checker can reject a report, created by a maker. |
| **Save** | Used to save the details entered or selected in the screen. |
| **Unlock** | Used to update the details of an existing record. System displays an existing record in editable mode. |
| **View** | Used to view the report details in a particular modification stage.This option displays in the widget when the user clicks **Authorize**. This option is also displayed in the Tile menu. |
| **View Difference only** | Used to view a comparison through the field element values of old record and the current record, which has undergone changes. This option is displayed when the user clicks **Compare**. |

**Note:**

The user must specify values for all the mandatory fields and they are marked as **Required** in the UI.

# Symbols and Icons

The following symbols and icons are used in the screens.

**Table 2 Symbols and Icons - Common**

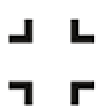
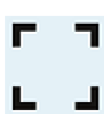
| Symbol/Icon | Function |
| --- | --- |
|  | Minimize |
|  | Maximize |

**Table 2 (Cont.) Symbols and Icons - Common**

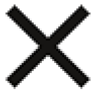
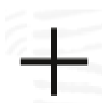
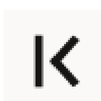
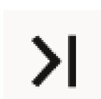
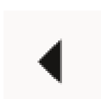
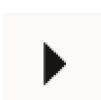
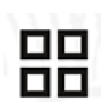
| Symbol/Icon | Function |
| --- | --- |
|  | Close |
|  | Perform Search |
|  | Open a list |
|  | Add a new record |
|  | Navigate to the first record |
|  | Navigate to the last record |
|  | Navigate to the previous record |
|  | Navigate to the next record |
|  | Grid view |

**Table 2 (Cont.) Symbols and Icons - Common**

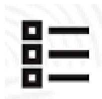
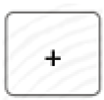
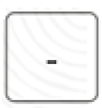
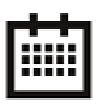
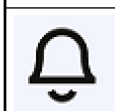
| Symbol/Icon | Function |
| --- | --- |
|  | List view |
|  | Refresh |
|  | Click to add a new row |
|  | Click to delete an existing row |
|  | Calendar |
|  | Alerts |

**Table 3 Symbols and Icons - Tiles**

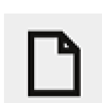
| Symbol/Icon | Function |
| --- | --- |
|  | Open status |
|  | Unauthorized status |

**Table 3 (Cont.) Symbols and Icons - Tiles**

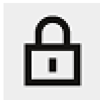
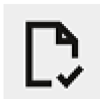
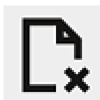
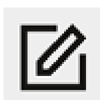
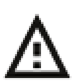
| Symbol/Icon | Function |
| --- | --- |
|  | Closed status |
|  | Authorized status |
|  | Rejected status |
|  | Modification Number |

**Table 4 Symbols and Icons – Audit Details**

| Symbol/Icon | Function |
| --- | --- |
|  | A user |
|  | Date and time |
|  | Unauthorized or Closed status |
|  | Authorized or Open status |
|  | Rejected status |

# 1 Application Access

This topic describes the application access.

The user can access any application using the link provided by the administrator.

Contact the administrator for URL and the login credentials.

- Sign In
  This topic describes the systematic instruction to sign in to the application.
- Sign Out
  This topic provides systematic instruction to log out from the application.

## 1.1 Sign In

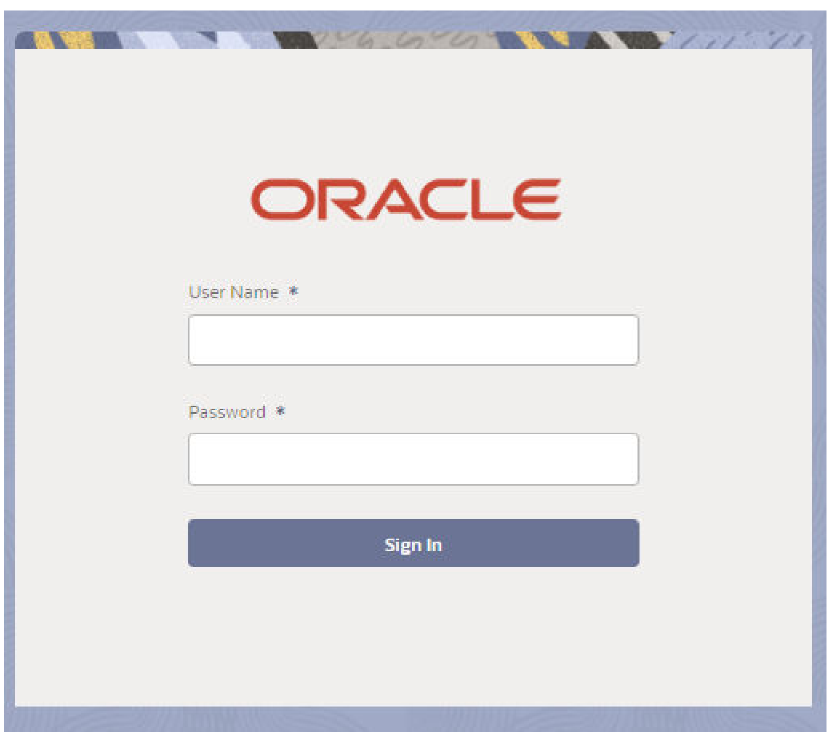
This topic describes the systematic instruction to sign in to the application.

Make sure that the valid user name and password are created for the user.

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

   The **Sign In** screen displays.

   **Figure 1-1 Sign In**

2. Specify **User Name** and **Password**.

   For more information on fields, refer to field description table.

**Table 1-1 Sign In - Field Description**

| Field | Description |
|---|---|
| **User Name** | Specify the user name provided by the administrator. |
| **Password** | Specify the password provided by the administrator. |

3. Click **Sign In** to login to the application.

# 1.2 Sign Out

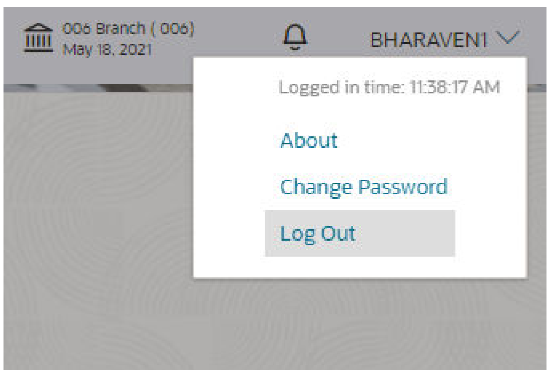
This topic provides systematic instruction to log out from the application.

Make sure that all the fields are entered and saved.

1. In the selected application, navigate to toolbar.
2. From toolbar, click user name logged into the application.

   The **User Profile** fly-out screen displays.

**Figure 1-2 Sign Out**



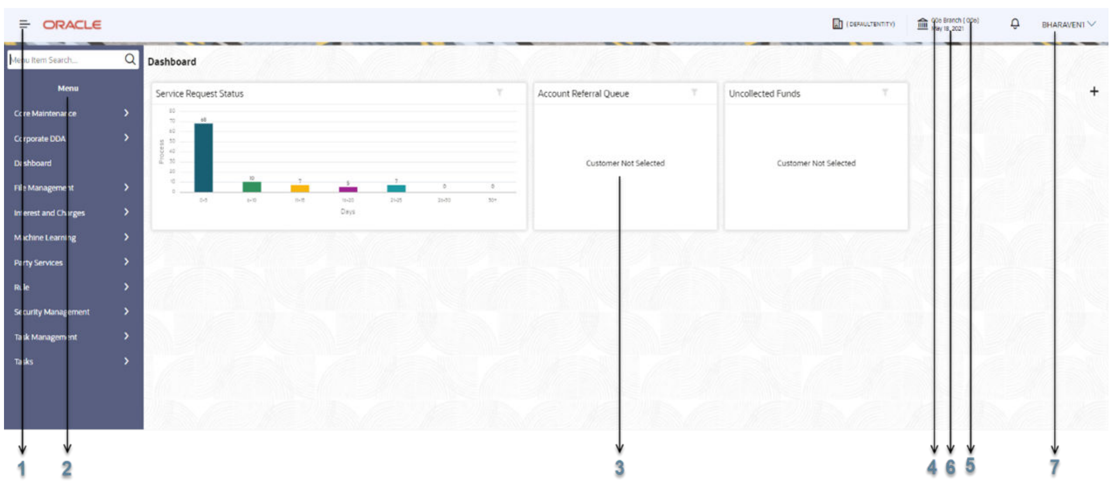

3. Click **Log Out** to sign out from the application.

# 2
# Application Environment

This topic provides information about the application environment.

On successful login, the application environment screen displays depending on the user privileges.

**Figure 2-1 Application Environment**




For more information on fields, refer to the field description table below.

**Table 2-1 Application Environment – Field Description**

| Number | Field | Description |
| --- | --- | --- |
| 1 | **Hamburger Menu** | Click expand/collapse the menu. |
| 2 | **Menu** | Click to navigate/open the screens associated with the application. |
| 3 | **Display Grid** | Displays the screens/dashboards selected using the menu. |
| 4 | **Branch Name** | Displays the name of the branch. |
| 5 | **Branch Code** | Displays the branch associated with the bank. Click to select the branches associated with the logged in user. |
| 6 | **Application Date** | Displays the last performed application date of branch's EOD. |
| 7 | **User Profile** | Click to expand/collapse the menu. |
| | **Sub-Menu** | Click to navigate/open the screens associated with the application. These are the screens associated under the **Menu** depending on the user privileges. |

# 3 How to's

This topic describes about the different types of actions that the user can perform.

As a new user, the user need to perform a set of tasks that are similar in all the screens such as view, edit, delete existing records, and more.

When the user is working with records, it is important to remember that any records that user create, view, edit, delete, and more are determined by administrator settings such as user profile or permission set. Work with the administrator to ensure that the user have access to the records and data.

- View Records
  This topic describes about viewing the records.
- Search the Records
  This topic provides systematic instructions to search the records.
- Edit the Records
  This topic provides systematic instructions to edit the records.
- Copy the Records
  This topic provides systematic instructions to copy the record.
- Unlock the Records
  This topic provides systematic instructions to unlock the record.
- Delete the Records
  This topic provides systematic instructions to delete the record.
- Print the Records
  This topic provides systematic instructions to print the record.
- Authorize the Records
  This topic provides systematic instructions to authorize the record.
- Minimize and Maximize Records
  This topic provides systematic instructions to minimize the screen.
- Close the Records
  This topic provides systematic instructions to close the record.
- Dashboard Screen
  This topic describes about the various actions that are performed in the Dashboard Screen.
- Mandatory and Optional Fields
  This topic describes about mandatory and optional fields.
- Add Tile
  This topic describes the systematic instructions to add the tile.
- Remove Tile
  This topic describes the systematic instructions to remove the tile.
- Reorder Tile
  This topic describes the systematic instructions to reorder the tile.

- Expand Tile
  This topic describes the systematic instructions to expand the tile.

# 3.1 View Records

This topic describes about viewing the records.

The user can view the summary of all configured records in the selected summary screen. This helps you to find the required record faster.

A few different formats to view the records are described.

- Tile View
  This topic describes about view the records in Tile View.
- List View
  This topic describes about view the records in list view.

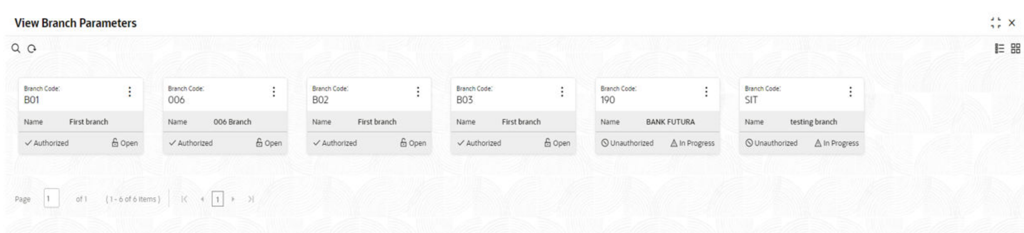
## 3.1.1 Tile View

This topic describes about view the records in Tile View.

Specify **User ID** and **Password**, and login to **Home** screen.

The default summary view of the records are tile view. The user can view the records that displays in a tile format.

**Figure 3-1 Tile View**




## 3.1.2 List View

This topic describes about view the records in list view.

Specify **User ID** and **Password**, and login to **Home** screen.

The list view displays the configured records in a list format.

**Figure 3-2 List View**


# 3.2 Search the Records

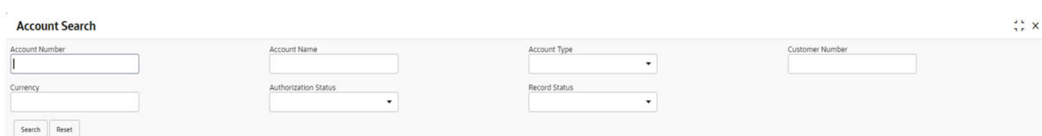
This topic provides systematic instructions to search the records.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In the selected screen, click the **Search** button.

   The fields associated with the screen displays.

   **Figure 3-3 Search Records**


2. Specify the required fields.
3. Click **Search** button.

   The requested record displays.

# 3.3 Edit the Records

This topic provides systematic instructions to edit the records.

Specify **User ID** and **Password**, and login to **Home** screen.
Make sure you have the privileges to know the guidelines to modify the records.

1. In a selected screen, click a record to make the required changes.
2. Click **Save**, to update the modified record.

# 3.4 Copy the Records

This topic provides systematic instructions to copy the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In a selected screen, click the record that need to copy.
2. Click **Copy** to copy the selected record details and do the required changes to the record.
3. Click **Save** to save the modified record.

# 3.5 Unlock the Records

This topic provides systematic instructions to unlock the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In a selected screen, click the record that need to unlock.
2. Click **Unlock** to unlock the selected record details and do the required changes to the record.
3. Click **Save** to save the modified record.

# 3.6 Delete the Records

This topic provides systematic instructions to delete the record.

Specify **User ID** and **Password**, and login to **Home** screen.
Make sure that the have privileges and know the guidelines for deleting the records.

1. In a selected screen, click the record that need to delete.
2. Click **Delete** to remove the record.

# 3.7 Print the Records

This topic provides systematic instructions to print the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In a selected screen, click the record that need to print.
2. Click **Print** to view the record in a print format.

   The selected record is printed.

# 3.8 Authorize the Records

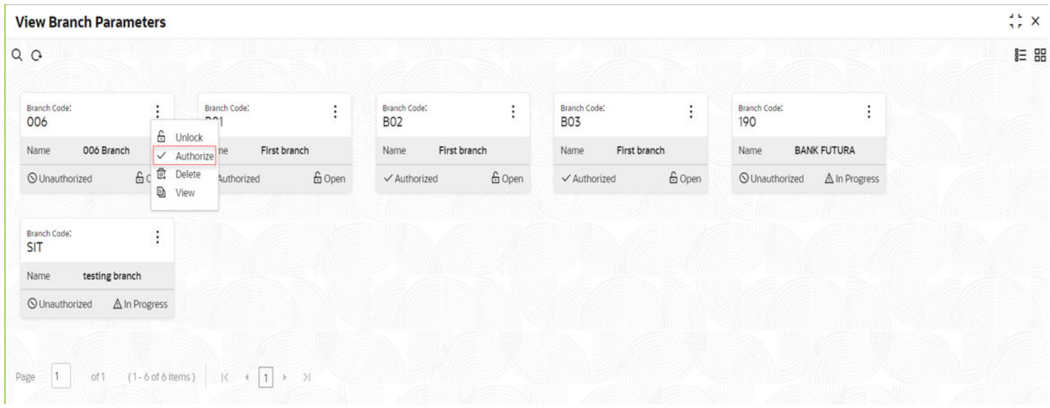
This topic provides systematic instructions to authorize the record.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In a selected screen, click the record that need to authorize.
2. Click **Authorize**.

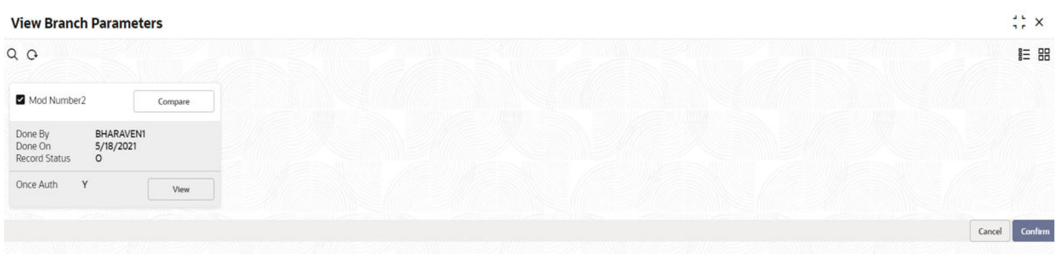
   The authorized records associated with the screen displays.

**Figure 3-4 Authorize Records**



3. Select the required record that must be authorized.
4. Click **Confirm** to authorize the record.

**Figure 3-5 Authorize Records_Confirm**



# 3.9 Minimize and Maximize Records

This topic provides systematic instructions to minimize the screen.

Specify **User ID** and **Password**, and login to **Home** screen.

1. In the selected screen, click on **Collapse** to minimize the screen.

   The minimized screen appears at the bottom of the screen.
2. Click **Maximize** button to maximize the screen.

   The screen is maximized.

# 3.10 Close the Records

This topic provides systematic instructions to close the record.

Specify **User ID** and **Password**, and login to **Home** screen.

- In the selected screen, click **Remove** to close the screen.

  The selected record is closed.

> **Note:**
>
> If the user is in the middle of creating/modifying the records, an error/ warning message appears prompting to save the changes.

# 3.11 Dashboard Screen

This topic describes about the various actions that are performed in the Dashboard Screen.

There are several actions that can be performed in a selected dashboard screen.

# 3.12 Mandatory and Optional Fields

This topic describes about mandatory and optional fields.

There are mandatory and optional fields available for any screen. The user can identify the mandatory field with the **Required** text. If the user tries to save the record without providing all the mandatory fields, a red exclamation mark or an error appears against the field to update the details.

# 3.13 Add Tile

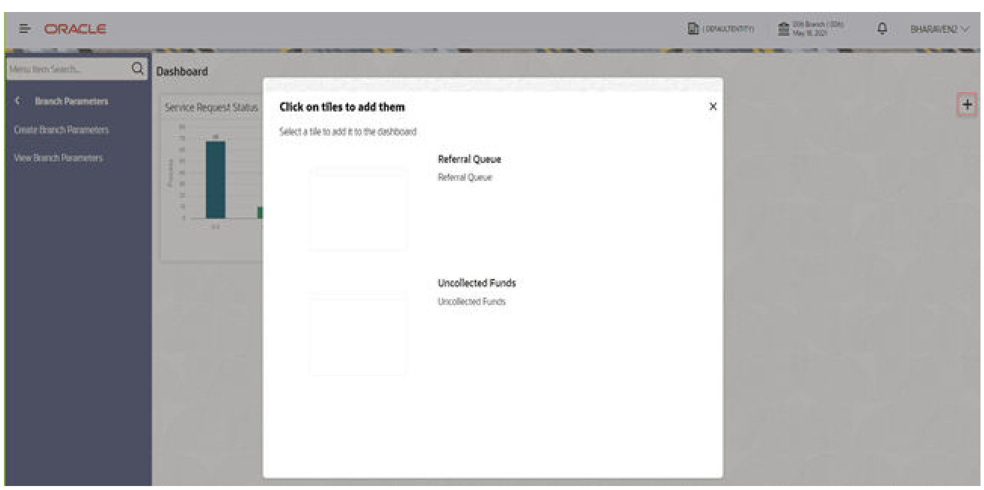
This topic describes the systematic instructions to add the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

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

   The **Click on tiles to add them** screen displays.

   **Figure 3-6 Click on tiles to add them**

2. Click on the dashboard that the user wants to add to the dashboard-landing page.

   The page is automatically refreshed and displays the added dashboard widget.

## 3.14 Remove Tile

This topic describes the systematic instructions to remove the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Click **Remove** to remove the dashboard widget from the landing page.

  The removed widgets are available under the **Add Tiles** option.

## 3.15 Reorder Tile

This topic describes the systematic instructions to reorder the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Select and drag the **Drag to Reorder** to drop the dashboard widget at the desired place.

  The page is automatically refreshed and displays the updated order.

## 3.16 Expand Tile

This topic describes the systematic instructions to expand the tile.

Specify **User ID** and **Password**, and login to **Home** screen.

- Click **Expand Tile** to view all the information of the dashboard widget.

  The expanded widget displays on a complete row to view more information.

4

# Common Fields

This topic provides the information about all the common fields used in the application.

The list of common fields are as follows.

**Table 4-1 Common Fields**

| Field | Description |
| --- | --- |
| **Branch Code** | The user can select a configured branch code which the user wants to associate with the selected screen. |
| **Maker** | Displays the name of the logged in user who created the record. |
| **Customer Number** | The user can select a configured customer number which the user wants to associate with the selected screen. The user can configure the customer number using the **Create External Customer** screen. |
| **Account Number** | The user can select a configured account number which the user wants to associate with the selected screen. The user can configure the account number using the **Create External Customer Account** screen. |
| **Source System** | The user can select a configured source system which the user wants to associate with the selected screen. The user can configure the source system using the **Create Upload Source** screen. |
| **Host Code** | The user can select a configured host code which the user wants to associate with the selected screen. The user can configure the host code using the **Create Host Code** screen. |
| **Currency** | The user can select a configured currency which the user wants to associate with the selected screen. The user can configure the currency using the **Create Currency Definition** screen. |
| **Status** | Displays the status of the record:<br>• **Authorized**: The record is verified and authorized.<br>• **Unauthorized**: The record is not verified.<br>• **Open**: The record is open and waiting for verification.<br>• **Locked**: The record is locked.<br>• **Closed**: The record is closed. |

5

# Common Icons

This topic provides the information about all the common icons used in the application.

The list of common icons are as follows.

**Table 5-1 List of Icons**

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

# Index