

Policy Exception Approval Process User Manual  
**Oracle Banking Credit Facilities Process  
Management Cloud Service**

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# Table of Contents

Preface .....	1
About this guide .....	1
Intended Audience .....	1
Conventions Used .....	1
Common Icons in OBCFPM .....	2
Policy Exception Summary .....	3
Policy Exception Approval Process .....	6
Legal Opinion .....	8
Risk Opinion .....	9
Review .....	11
Business Approval .....	13
Risk Approval .....	15
Reference and Feedback .....	17
References .....	17
Feedback and Support .....	17

# Chapter 1 - Preface

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## Preface

### About this guide

This guide provides the user with all the information necessary to perform Policy Exception Approval Process for the corporate customer in OBCFPM.

### Intended Audience

This document is intended for the banking personnel responsible for performing Policy Exception Approval Process for the corporate customer.

### Conventions Used

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

Convention	Description
Italic	Italic denotes a screen name
Bold	Bold indicates <ul style="list-style-type: none"><li>• Field name</li><li>• Drop down options</li><li>• Other UX labels</li></ul>
	This icon indicates a note
	This icon indicates a tip
	This icon indicates a warning

# Chapter 1 - Preface

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## Common Icons in OBCFPM

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

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

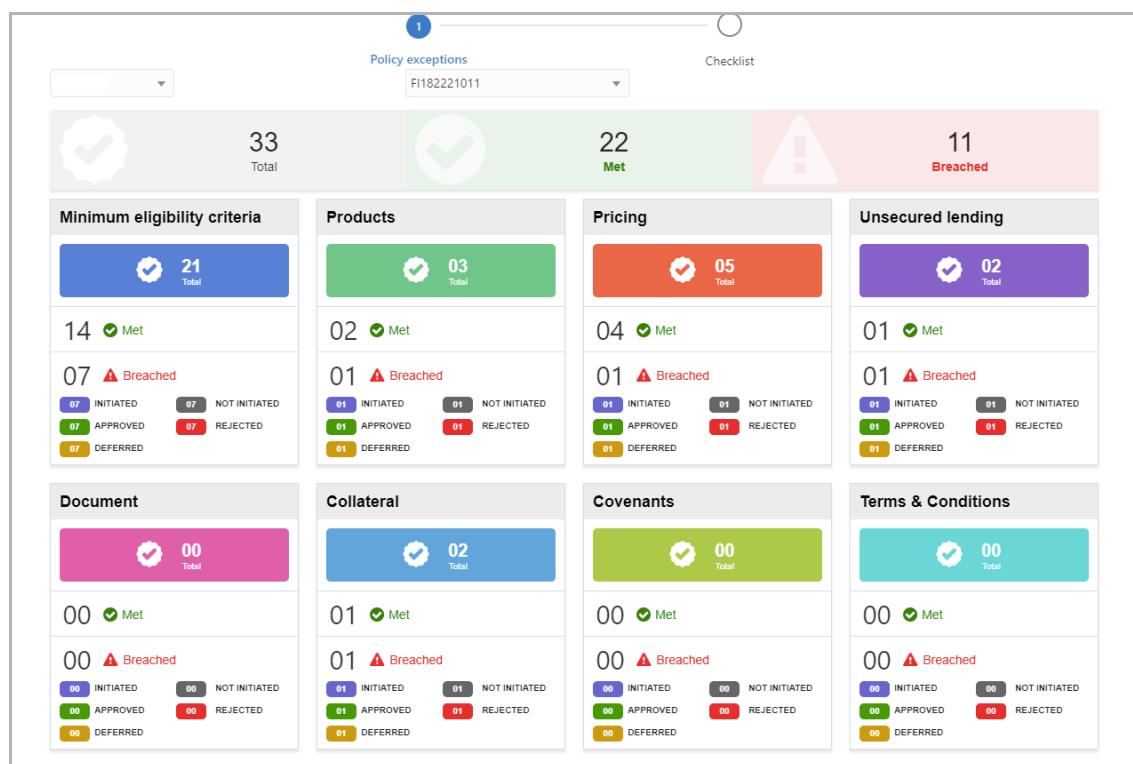
# Chapter 2 - Exception Summary

## Policy Exception Summary

Credit proposals initiated in OBCFPM are validated with respect to the policies defined by the bank in each stage of credit process. The defined policies cover both financial and non-financial dimensions of an organization seeking credit facilities. During the policy validation, the organization might meet or breach the bank's policies on various dimensions such as minimum eligibility criteria, products, and pricing.

The Policy Exception Summary is displayed in each stage of credit proposal process to provide a holistic view of the met and breached policies to the banking personnel. Thus, the banker can take necessary decision in initiating policy exception approval process or rejecting the proposal.

Upon Submitting the Credit Application, the Policy Exception Summary page appears:



1. Select the name and ID of company from the drop down list. If the application is submitted for a group of company, then "all" is displayed in the drop down field by default.

After selecting the company name and ID, the Policy Exception Summary for the selected company appears.

# Chapter 2 - Exception Summary

In the Policy Exception Summary:

**Total** count shows the number of validated policies.

**Met** count shows the number of met policies.

**Breached** count shows the number of breached policies.

2. To know the status of policy exception approval process, refer the following count in each dimension:

- INITIATED
- APPROVED
- DEFERRED
- NOT INITIATED
- REJECTED

3. To view the list of exceptions in each dimension, click the corresponding dimension. *Policy exceptions - <dimension name>* window appears:

Minimum eligibility criteria			Products			Pricing			Unsecured lending			Document		
21	14	7	3	2	1	5	4	1	2	1	1	0	0	0
Total	Met	Breached	Total	Met	Breached	Total	Met	Breached	Total	Met	Breached	Total	Met	Breached

**Actions**

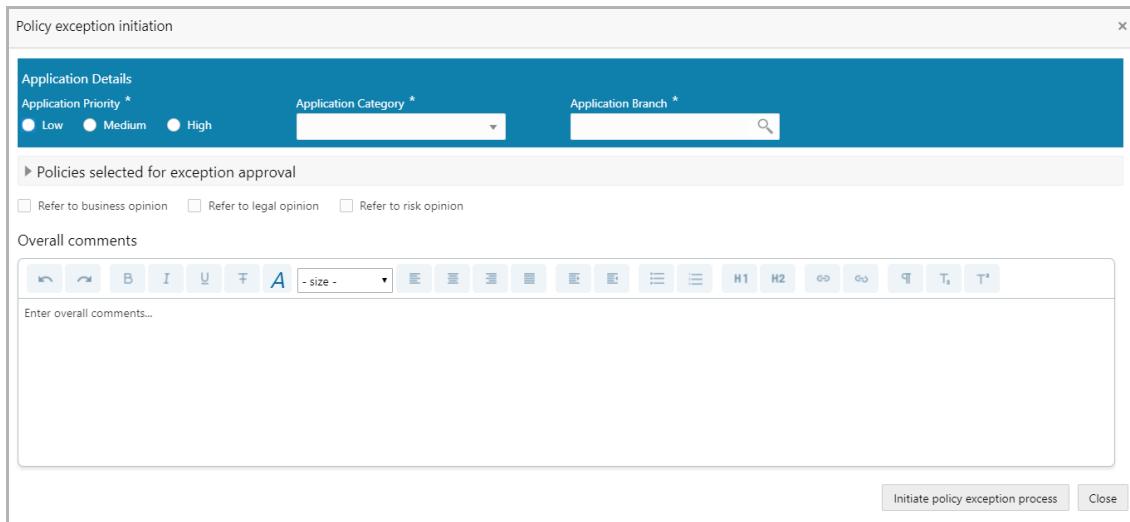
- EBIDTA**  
As per application : 1000  
Variation : 59000  
Allowed as per policy : Should be greater than or equal to 60000
- ICR**  
As per application : 1  
Variation : 3  
Allowed as per policy : Should be greater than or equal to 4
- TNW**  
As per application : 1000  
Variation : 99000  
Allowed as per policy : Should be greater than or equal to 100000
- Debt To Equity**  
As per application : 1  
Variation : 1  
Allowed as per policy : Should be greater than or equal to 2
- Years Of Financial Documents Available**  
As per application : 2  
Variation : 3  
Allowed as per policy : Should be greater than or equal to 5
- Years Of Financial Documents Available**  
As per application : 3  
Variation : 3  
Allowed as per policy : Should be greater than or equal to 6
- Turnover**  
As per application : 5000  
Variation : 495000  
Allowed as per policy : Should be greater than or equal to 500000

Page 1 of 1 (1-7 of 7 items) | K < 1 > X

4. Click the **Actions** drop down button and select the required option. The options available are: **Deferred to Next stage** and **Initiate the approval task**.

# Chapter 2 - Exception Summary

Upon clicking the **Initiate the approval task** button, *Policy exception initiation* window appears:



In the **Application Details** section:

5. Select the **Application Priority**. The options available are: Low, Medium, and High.
6. Select the **Application Category** from the drop down list.
7. Search and select the **Application Branch**.
8. If business opinion about the policy breach is required, select the **Refer to business opinion** check-box.
9. If legal opinion about the policy breach is required, select the **Refer to legal opinion** check-box.
10. If risk opinion about the policy breach is required, select the **Refer to risk opinion** check-box.
11. Type **Overall comments** for the Policy exception initiation.
12. Click **Initiate policy exception process**.
13. To exit the Policy exception initiation window, click **Close**.

Upon clicking the **Initiate policy exception process** button, Policy Exception Approval process is initiated.

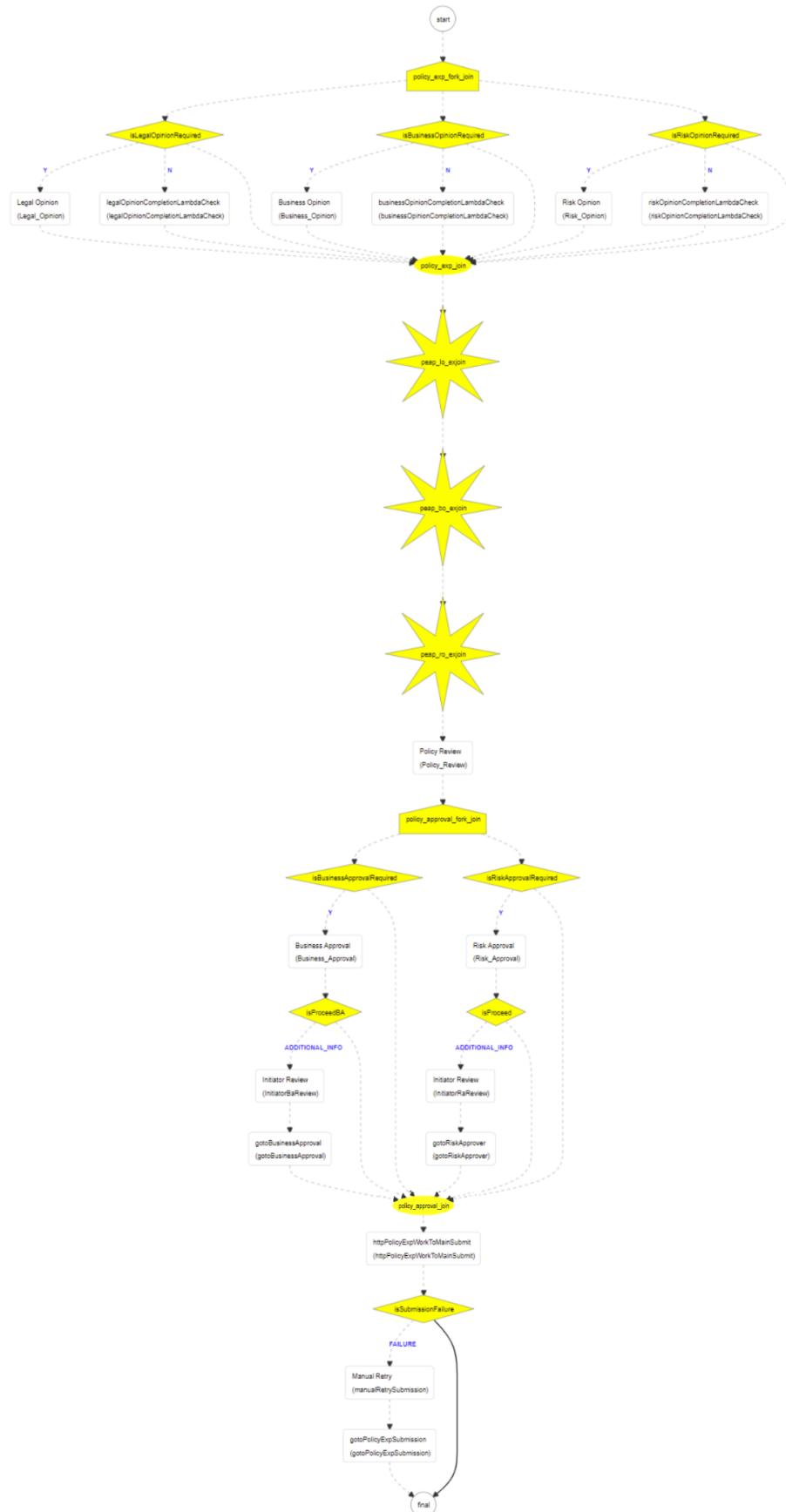
Refer **Approval Process** chapter for information on approving the policy exceptions for corporate customer.

## Policy Exception Approval Process

In the Policy Exception Approval Process, the exceptions are sent to different teams in the bank for capturing opinion and approval based on the options selected during exception approval process initiation.

The following flow chart illustrates the various stages in Policy Exception Approval Process:

# Chapter 2 - Approval Process

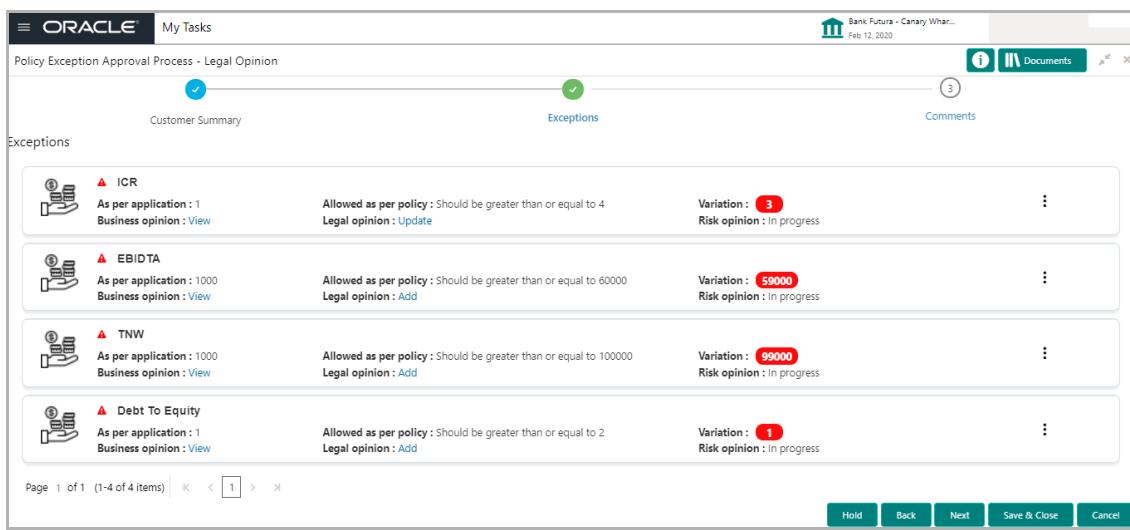


# Chapter 2 - Approval Process

## Legal Opinion

Legal Opinion task is created in OBCFPM, if **Refer to Legal Opinion** check-box is selected while initiating the Policy Exception Approval Process. The Legal Officer in the bank can acquire this task to view the policy exception summary and capture legal opinion about the exceptions.

1. To acquire the Legal Opinion task, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears.
2. Select the required task and click **Acquire & Edit**. *Legal Opinion - Customer Summary* page appears.
3. View the customer summary and click **Next**. *Exceptions* page appears:



The screenshot shows the Oracle Policy Exception Approval Process - Legal Opinion interface. At the top, there are tabs for 'Customer Summary' (highlighted with a blue checkmark), 'Exceptions' (highlighted with a green checkmark), and 'Comments'. The 'Exceptions' tab is active, showing a list of four items:

Exception Type	Value	Policy Rule	Variation	Risk Opinion
ICR	As per application : 1	Allowed as per policy : Should be greater than or equal to 4 Legal opinion : Update	3	In progress
EBIDTA	As per application : 1000	Allowed as per policy : Should be greater than or equal to 60000 Legal opinion : Add	50000	In progress
TNW	As per application : 1000	Allowed as per policy : Should be greater than or equal to 100000 Legal opinion : Add	99000	In progress
Debt To Equity	As per application : 1	Allowed as per policy : Should be greater than or equal to 2 Legal opinion : Add	1	In progress

At the bottom, there are navigation buttons: 'Page 1 of 1 (1-4 of 4 items)', a page number input field containing '1', and buttons for 'Hold', 'Back', 'Next', 'Save & Close', and 'Cancel'.

# Chapter 2 - Approval Process

4. To view the required exception from the list, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **View**. *View <exception name>* window appears:

The screenshot shows a 'View opinions - ICR' window. At the top, there's a header 'View opinions - ICR'. Below it, a table with three columns: 'As per application' (value 1), 'Allowed as per policy' (value 'Should be greater than or equal to 4'), and 'Variation' (value 3). The 'Variation' cell has a red circle with the number '3' on it. Below the table, there are two sections: 'Justification' and 'Business opinion', both containing the same text: 'System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.' At the bottom of the window are 'Update' and 'View' buttons, and a 'Done' button in the bottom right corner.

5. After viewing the exception details, click **Done** to exit the window.
6. To capture the legal opinion for the required exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **Edit**.
7. Capture the legal opinion and click **Save**. *Exceptions* page appears.
8. To hold the task, click **Hold**.
9. To go back to the previous page, click **Back**.
10. To go to the next page, click **Next**.
11. To save the provided information and exit the page, click **Save & Close**.
12. To exit the page without saving the information, click **Cancel**.

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

13. Post comments for the overall task and click **Submit**. *Checklist* window appears.
14. Select the Outcome as **Proceed**. The task is completed.

## Risk Opinion

Risk Opinion task is created in OBCFPM, if **Refer to Risk Opinion** check-box is selected while initiating the Policy Exception Approval Process. The Risk Officer in the bank can acquire this task to view the policy exception summary and capture risk opinion about the exceptions.

# Chapter 2 - Approval Process

15. To acquire the Risk Opinion task, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears.
16. Select the required task and click **Acquire & Edit**. *Risk Opinion - Customer Summary* page appears.
17. View the customer summary and click **Next**. *Exceptions* page appears:

18. To view the required exception from the list, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **View**. *View <exception name>* window appears:

19. After viewing the exception details, click **Done** to exit the window.
20. To capture the risk opinion for the required exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **Edit**.
21. Capture the risk opinion and click **Save**. *Exceptions* page appears.
22. To hold the task, click **Hold**.

# Chapter 2 - Approval Process

23. To go back to the previous page, click **Back**.
24. To go to the next page, click **Next**.
25. To save the provided information and exit the page, click **Save & Close**.
26. To exit the page without saving the information, click **Cancel**.

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

27. Post comments for the overall task and click **Submit**. Checklist window appears.
28. Select the Outcome as **Proceed**. The task is completed.

## Review

The Reviewer in the bank can acquire this task to view the opinions posted by legal, Business and Risk Officers and move the exceptions for required approval.

29. To acquire the Review task, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears.
30. Select the required task and click **Acquire & Edit**. *Policy Review - Customer Summary* page appears.
31. View the customer summary and click **Next**. *Exceptions* page appears:

Exception Type	As per application	Allowed as per policy	Variation	Risk opinion
ICR	1	Should be greater than or equal to 4	3	In progress
EBITDA	1000	Should be greater than or equal to 60000	55000	In progress
TNW	1000	Should be greater than or equal to 100000	99000	In progress
Debt To Equity	1	Should be greater than or equal to 2	1	In progress

# Chapter 2 - Approval Process

32. To view the opinions posted for the required exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **View**. **View Opinion - <exception name>** window appears:

ICR		
As per application 1	Allowed as per policy Should be greater than or equal to 4	Variation 3
<b>Justification</b>  System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.		<b>Business opinion</b>  System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.
<b>Legal opinion</b>  System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.		<b>Risk opinion</b>  System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.
<b>Review</b>  System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.		
<a href="#">Update</a> <a href="#">View</a>		<a href="#">Done</a>

33. After viewing the opinions, click **Done** to exit the window.

34. To capture the review comments and move the exception to required approval stages, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **Edit**. **Review** window appears:

Review ×

Approval required from \*

Business  Risk

System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.

[Save](#) [Cancel](#)

35. Select the **Approval required from** option.

36. Post Review comments in the text box.

# Chapter 2 - Approval Process

37. Click **Save**. *Exception* page appears.
38. To hold the task, click **Hold**.
39. To go back to the previous page, click **Back**.
40. To go to the next page, click **Next**.
41. To save the provided information and exit the page, click **Save & Close**.
42. To exit the page without saving the information, click **Cancel**.

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

43. Post comments for the overall task and click **Submit**. *Checklist* window appears.
44. Select the Outcome as **Proceed**. The exception is moved to the selected approval stage.

## Business Approval

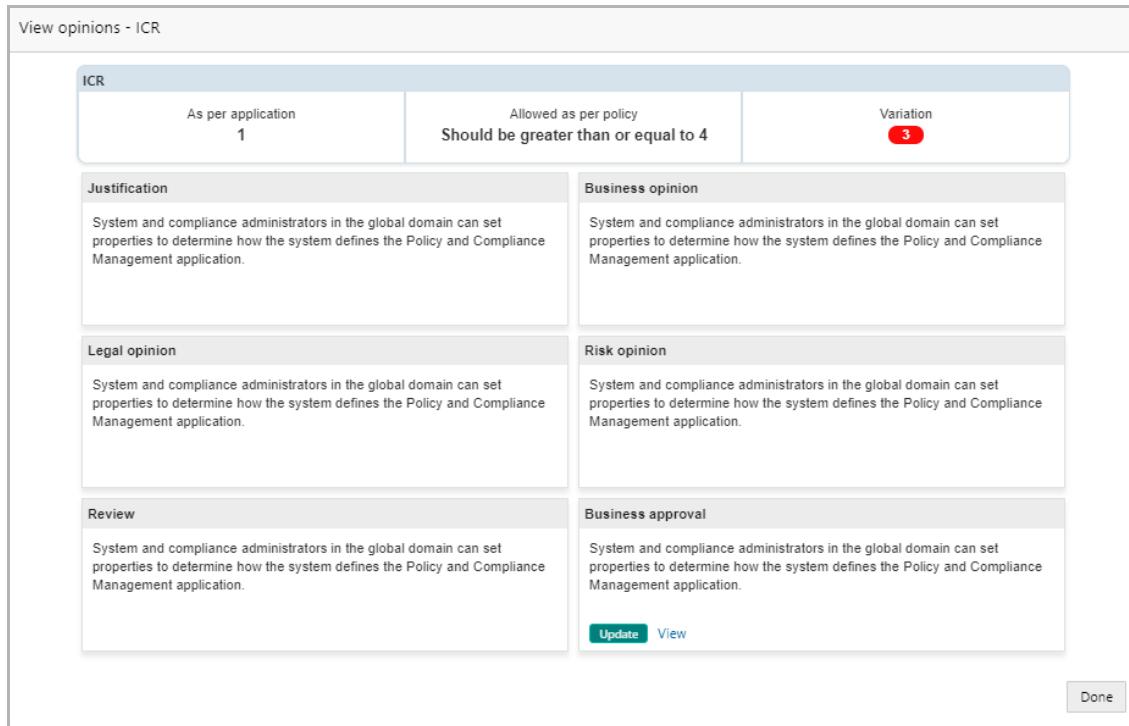
This task is listed in the *Free Task* page, if Business option is selected in **Approval required from** field. The Business head in the bank can acquire this task to approve or reject the exceptions based on comments posted.

45. To acquire the Business Approval task, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears.
46. Select the required task and click **Acquire & Edit**. *Business Approval - Customer Summary* page appears.
47. View the customer summary and click **Next**. *Exceptions* page appears:

Exception Type	Description	Variation
ICR	As per application : 1 Business opinion : <a href="#">View</a> Review : <a href="#">View</a>	3
EBITDA	As per application : 1000 Business opinion : <a href="#">View</a> Review : <a href="#">View</a>	59000

# Chapter 2 - Approval Process

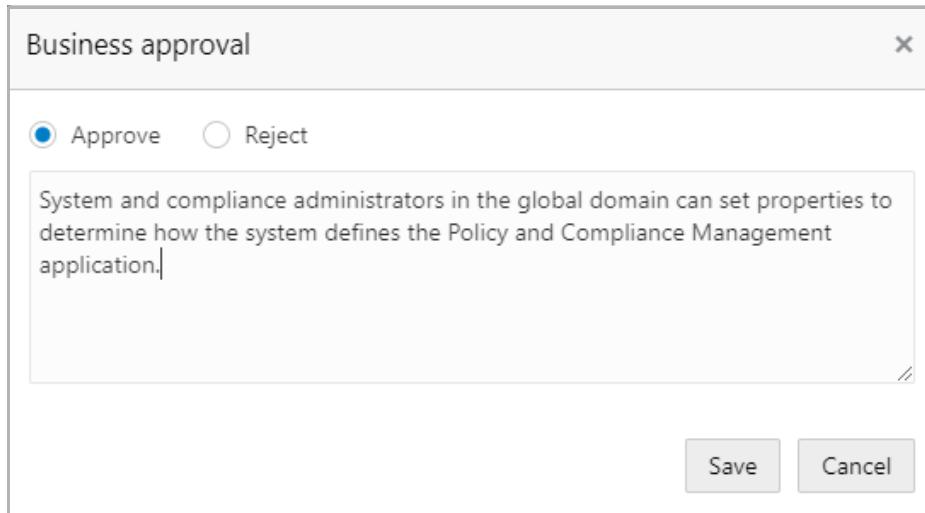
48. To view the opinions and review comment posted for the required exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **View**. *View Opinion - <exception name>* window appears:



The screenshot shows a window titled 'View opinions - ICR'. At the top, there is a table with three columns: 'As per application' (value 1), 'Allowed as per policy' (value 'Should be greater than or equal to 4'), and 'Variation' (value 3). Below this, there are six sections arranged in a grid: 'Justification' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application), 'Business opinion' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application), 'Legal opinion' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application), 'Risk opinion' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application), 'Review' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application), and 'Business approval' (System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application). At the bottom of the window are 'Update' and 'View' buttons, and a 'Done' button in the bottom right corner.

49. After viewing the opinions, click **Done** to exit the window.

50. To approve or reject the exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **Edit**. *Business approval* window appears:



The screenshot shows a window titled 'Business approval'. It contains two radio buttons: 'Approve' (selected) and 'Reject'. Below the buttons is a text box with the placeholder text: 'System and compliance administrators in the global domain can set properties to determine how the system defines the Policy and Compliance Management application.' At the bottom are 'Save' and 'Cancel' buttons.

51. **Approve** or **Reject** the exception based on the justifications provided.

52. Post comments for the action in the text box.

# Chapter 2 - Approval Process

53. Click **Save**. *Exception* page appears.
54. To hold the task, click **Hold**.
55. To go back to the previous page, click **Back**.
56. To go to the next page, click **Next**.
57. To save the provided information and exit the page, click **Save & Close**.
58. To exit the page without saving the information, click **Cancel**.

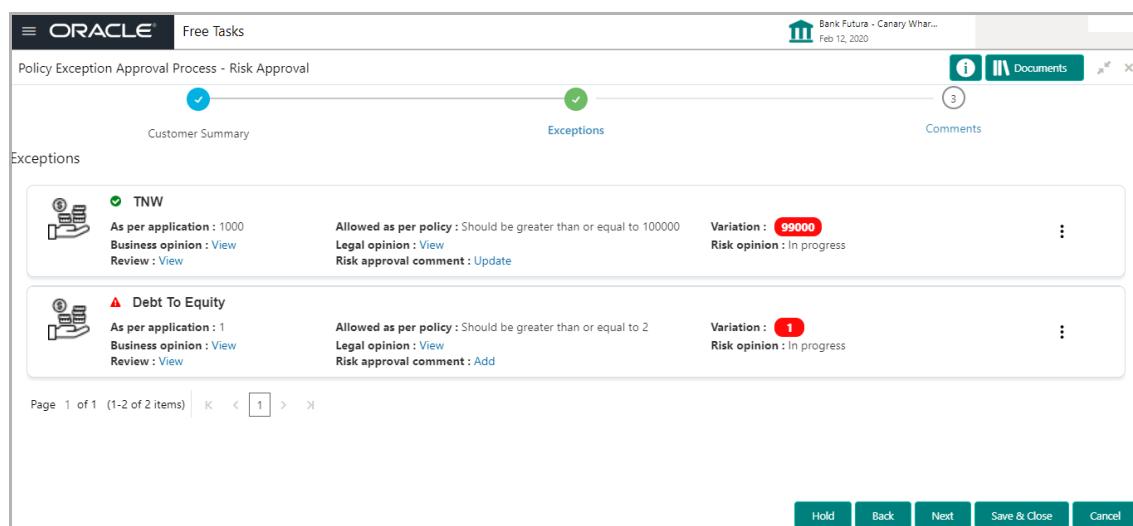
Upon clicking the **Next** button, comments page appears.

59. Post comments for the overall task and click **Submit**. *Checklist* window appears.
60. Select the Outcome as **Proceed**. The exception is approved.

## Risk Approval

This task is listed in the *Free Task* page, if Risk option is selected in **Approval required from** field. The Business head in the bank can acquire this task to approve or reject the credit application based on comments posted.

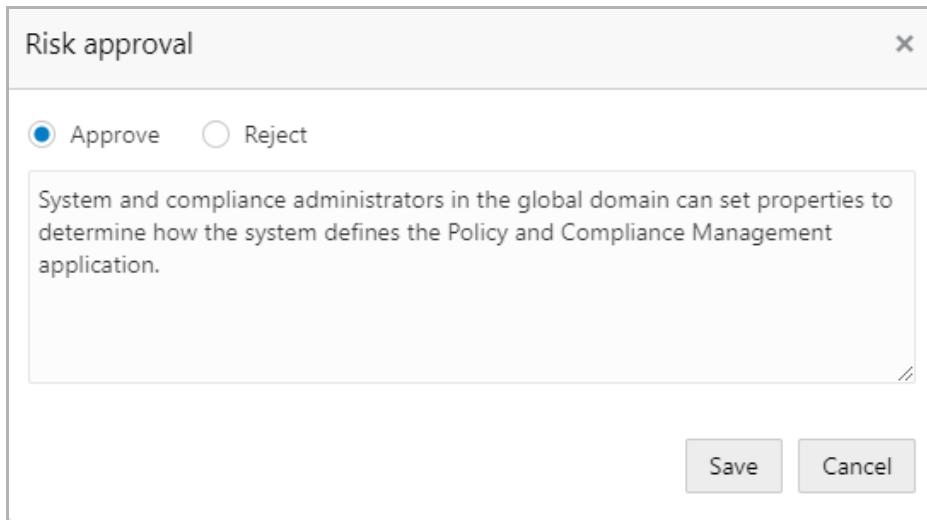
61. To acquire the Business Approval task, navigate to **Tasks > Free Tasks**. *Free Tasks* page appears.
62. Select the required task and click **Acquire & Edit**. *Business Approval - Customer Summary* page appears.
63. View the customer summary and click **Next**. *Exceptions* page appears:



64. To view the opinions and review comment posted for the required exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **View**. *View Opinion - <exception name>* window appears.
65. After viewing the opinions, click **Done** to exit the window.

## Chapter 2 - Approval Process

66. To approve or reject the exception, click the Actions icon (Hamburger icon) in the corresponding exception row and then click **Edit**. *Risk approval* window appears:



67. **Approve** or **Reject** the exception based on the justifications provided.
68. Post comments for the action in the text box.
69. Click **Save**. *Exception* page appears:
  70. To hold the task, click **Hold**.
  71. To go back to the previous page, click **Back**.
  72. To go to the next page, click **Next**.
  73. To save the provided information and exit the page, click **Save & Close**.
  74. To exit the page without saving the information, click **Cancel**.

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

75. Post comments for the overall task and click **Submit**. *Checklist* window appears.
76. Select the Outcome as **Proceed**. The exception is approved.

## 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 Retail Mid Office Installation Guides

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