# Oracle® Banking Credit Facilities Process Management Cloud Service Getting Started User Guide





Oracle Banking Credit Facilities Process Management Cloud Service Getting Started User Guide, Release 14.7.5.0.0

G14683-01

Copyright © 2023, 2024, Oracle and/or its affiliates.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software, software documentation, data (as defined in the Federal Acquisition Regulation), or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs) and Oracle computer documentation or other Oracle data delivered to or accessed by U.S. Government end users are "commercial computer software," "commercial computer software documentation," or "limited rights data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, reproduction, duplication, release, display, disclosure, modification, preparation of derivative works, and/or adaptation of i) Oracle programs (including any operating system, integrated software, any programs embedded, installed, or activated on delivered hardware, and modifications of such programs), ii) Oracle computer documentation and/or iii) other Oracle data, is subject to the rights and limitations specified in the license contained in the applicable contract. The terms governing the U.S. Government's use of Oracle cloud services are defined by the applicable contract for such services. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle®, Java, and MySQL are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Inside are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Epyc, and the AMD logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

## Contents

Preface	
Purpose	V
Audience	V
Documentation Accessibility	V
Diversity and Inclusion	V
Related Documents	V
Conventions	V
Screenshot Disclaimer	V
Basic Actions	V
Symbols and Icons	Vİ
Application Access	
1.1 Sign In	1-1
1.2 Sign Out	1-2
Application Environment	
How to's	
3.1 View Records	3-2
3.1.1 Tile View	3-2
3.1.2 List View	3-2
	3-3
3.2 Search the Records	
<ul><li>3.2 Search the Records</li><li>3.3 Edit the Records</li></ul>	3-3
	3-3 3-3
3.3 Edit the Records	
<ul><li>3.3 Edit the Records</li><li>3.4 Copy the Records</li></ul>	3-3



3.8 Authorize the Records

3.10 Close the Records

3.9 Minimize and Maximize Records

3-4

3-5

3-5

3.11	Dashboard Screen	3-6
3.12	Mandatory and Optional Fields	3-6
3.13	Add Tile	3-6
3.14	Remove Tile	3-7
3.15	Reorder Tile	3-7
3.16	Expand Tile	3-7
Con	nmon Icons	
Inde	ex	



## **Preface**

- Purpose
- Audience
- Documentation Accessibility
- · Diversity and Inclusion
- Related Documents
- Conventions
- Screenshot Disclaimer
- Basic Actions
- Symbols and Icons

## 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 <b>Authorize</b> .
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 <b>Compare</b> .



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 <b>Authorize</b> .
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 <b>Compare</b> .
New	Used to add a new record. When the user clicks <b>New</b> , the system displays a new record to specify the required data.
ок	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 <b>Authorize</b> . 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 <b>Compare</b> .



The user must specify values for all the mandatory fields and they are marked as  ${\bf Required}$  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
J L	Minimize
r 7	Maximize
L J	



Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
	Close
X	
•	
	Perform Search
Q	
•	
	Open a list
•	
	Add a new record
-	
•	
	Navigate to the first record
K	
	Navigate to the last record
<b>&gt;</b>	
	Navigate to the previous record
◀	
	Navigate to the next record
•	
12121	Grid view
H	



Table 2 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
=	List view
G	Refresh
+	Click to add a new row
	Click to delete an existing row
	Calendar
Û	Alerts

Table 3 Symbols and Icons - Tiles

Symbol/Icon	Function
6	Open status
	Unauthorized status



Table 3 (Cont.) Symbols and Icons - Tiles

Symbol/Icon	Function
<del>6</del>	Closed status
	Authorized status
Ľ <sub>×</sub>	Rejected status
	Modification Number

Table 4 Symbols and Icons – Audit Details

Symbol/Icon	Function
00	A user
	Date and time
$\triangle$	Unauthorized or Closed status
$\odot$	Authorized or Open status
$\odot$	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.

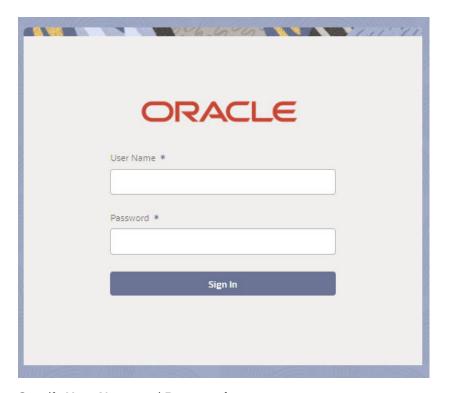
## 1.1 Sign In

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.

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

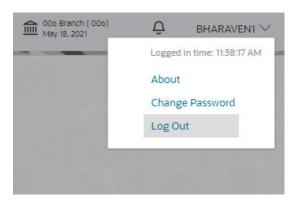
This topic provides systematic instruction to log out from the application.

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.



# **Application Environment**

This topic provides information about the application environment.

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

Description of the Search Control of the Sea

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 <b>Menu</b> depending on the user privileges.	



## 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.
- Click Copy to copy the selected record details and do the required changes to the record.
- 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.
- 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.

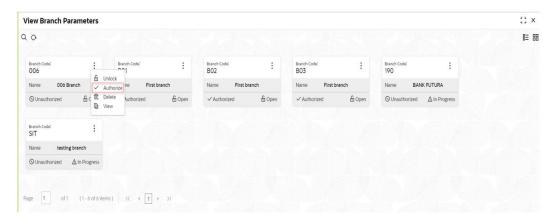
Specify **User ID** and **Password**, and login to **Home** screen.

- 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.

- In the selected screen, click on Collapse to minimize the screen.
   The minimized screen appears at the bottom of the screen.
- 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.





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

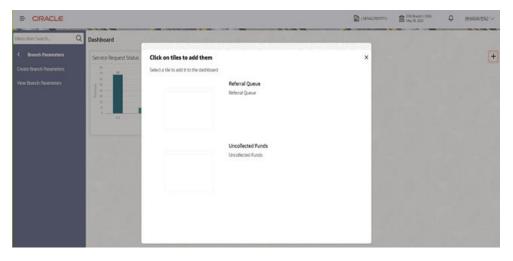
This topic describes the systematic instructions to add the tile.

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

 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



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** 

	Book and	
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 <b>Create External Customer</b> 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 <b>Create External Customer Account</b> 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 <b>Create Upload Source</b> 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 <b>Create Host Code</b> 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 <b>Create Currency Definition</b> screen.	
Status	Displays the status of the record:  • Authorized: The record is verified and authorized.  • Unauthorized: The record is not verified.  • Open: The record is open and waiting for verification.  • Locked: The record is locked.  • 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.
Сору	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

A	M	
Add Tile, 3-6 Application Access, 1-1 Application Environment, 2-1	Mandatory and Optional Fields, 3-6 Minimize and Maximize Records, 3-5	
Authorize the Records, 3-4	Р	
С	Print the Records, 3-4	
Close the Records, 3-5 Common Fields, 4-1	R	
Common Icons, 5-1 Copy the Records, 3-3	Remove Tile, 3-7 Reorder Tile, 3-7	
D	S	
Dashboard Screen, 3-6 Delete the Records, 3-4	Search the Records, 3-3 Sign In, 1-1 Sign Out, 1-2	
E	3 3 4 4 7	
Edit the Records, 3-3	<u> </u>	
Expand Tile, 3-7	Tile View, 3-2	
Н	U	
How to's, 3-1	Unlock the Records, 3-4	
L	V	
List View, 3-2	View Records, 3-2	

