Oracle® Banking Credit Facilities Process Management Collateral Insurance User Guide





Oracle Banking Credit Facilities Process Management Collateral Insurance User Guide, Release 14.7.5.0.0

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1

Preface

1.1 Purpose

This guide is designed to help the user to quickly get acquainted with the Customer Standard Instructions maintenance process.

1.2 Audience

This guide is intended for the central administrator of the Bank who controls the system and application parameters and ensures smooth functionality and flexibility of the banking application.

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at https://www.oracle.com/corporate/accessibility/.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

1.4 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

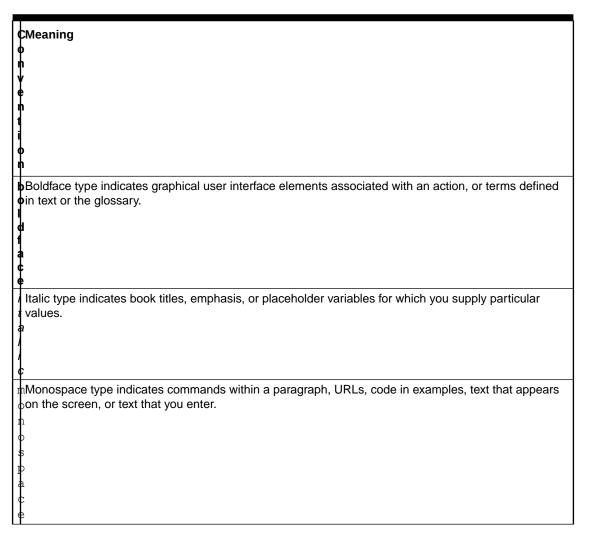
1.5 Diversity and Inclusion

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.

1.6 Conventions

The following text conventions are used in this document:

Table 1-1 Conventions



1.7 Related Resources

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

- Oracle Banking Security Management System User Guide
- Routing Hub Configuration User Guide
- Oracle Banking Getting Started User Guide

1.8 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.

1.9 Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:



Table 1-2 Acronyms and Abbreviations

Abbreviation	Description
System	Core Maintenance Module
NLP	Natural Language Processing
REST	Representational State Transfer

1.10 Basic Actions

Table 1-3 Basic Actions

Action	Description
Approve	Used to approve the initiated report. This button is displayed, once the user click 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.
Close	Used to close a record. This action is available only when a record is created.
Confirm	Used to confirm the performed action.
Cancel	Used to cancel the performed action.
Compare	Used to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click Authorize .
Collapse All	Used to hide the details in the sections. This button is displayed, once the user click Compare .
Expand All	Used to expand and view all the details in the sections. This button is displayed, once the user click Compare .
New	Used to add a new record. When the user click New , the system displays a new record enabling to specify the required data.
ОК	Used to confirm the details in the screen.
Save	Used to save the details entered or selected in the screen.
View	Used to view the report details in a particular modification stage. This button is displayed in the widget, once the user click Authorize .
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 button is displayed, once the user click Compare .
Unlock	Used to update the details of an existing record. System displays an existing record in editable mode.

1.11 Symbols and Icons

The following symbols and icons are used in the screens.



Table 1-4 Symbols and Icons - Common

Symbol/Icon	Function
Зупівоїлісоп	Minimize
J L	IVIII III III IZE
7 6	
	Maximize
гэ	IVIGAITIIZE
	Close
	Perform Search
Q	
	Open a list
_	
•	
	Add a new record
8	
	Navigate to the first record
1/	
1	
	Navigate to the last record
N	
/1	
	Navigate to the previous record
4	
•	

Table 1-4 (Cont.) Symbols and Icons - Common

Symbol/Icon	Function
•	Navigate to the next record
88	Grid view
=	List view
G	Refresh
+	Click this icon to add a new row.
	Click this icon to delete an existing row.
₽	Click to view the created record.
<u>-</u>	Click to modify the fields.
•	Click to unlock, delete, authorize or view the created record.

Table 1-5 Symbols and Icons - Audit Details

Symbol/Icon	Function
0	A user
⊞	Date and time
A	Unauthorized or Closed status
\otimes	Authorized or Open status

Table 1-6 Symbols and Icons - Widget

Symbol/Icon	Function
6	Open status
	Unauthorized status
C	Closed status
	Authorized status

2

Initiation

2.1 Insurance Initiation

Detailed information about the Insurance Initiation stage in Collateral Insurance process.

In this stage, the user authorized to initiate the Collateral Insurance process must update or add latest insurance details for the collateral and send it for approval.

The following data segments are available in the Insurance Initiation stage:

- Basic Info
- Collateral Type (Property)
- Comments

2.2 Basic Info

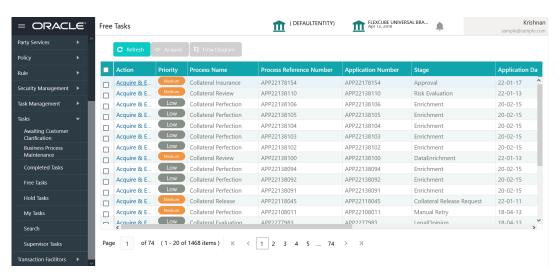
Information on the Basic Info data segment in Insurance Initiation stage.

This data segment displays basic collateral details captured as part of Collateral Perfection or Review process. You can modify the applicable details, if required.

 To launch the Initiation - Basic Info screen, navigate to Tasks > Free Tasks from the left menu.

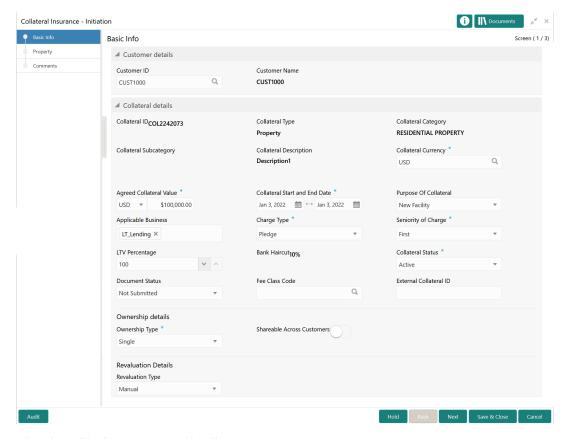
The **Free Tasks** screen is displayed.

Figure 2-1 Free Tasks



2. Acquire & Edit the required Insurance Initiation task.

Figure 2-2 Initiation - Basic Info



3. View / modify the necessary details.



For information on fields in the Basic Info data segment, refer **Collateral Perfection or Review User Guide**.

4. After performing necessary actions in the Initiation - Basic Info screen, click Next.

2.3 Property

Procedure to add or update insurance details.

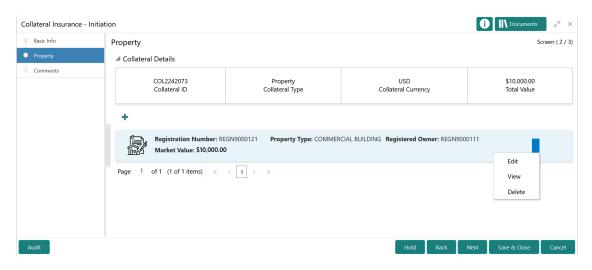
This data segment allows to modify collateral details added in the Collateral Perfection / Review process, and manage insurance details, covenants, and documents for the collateral.



In this guide, only the procedure to add and update insurance details is provided. For information on collateral specific fields, managing covenants, and uploading documents, refer **Collateral Evaluation User Guide**.

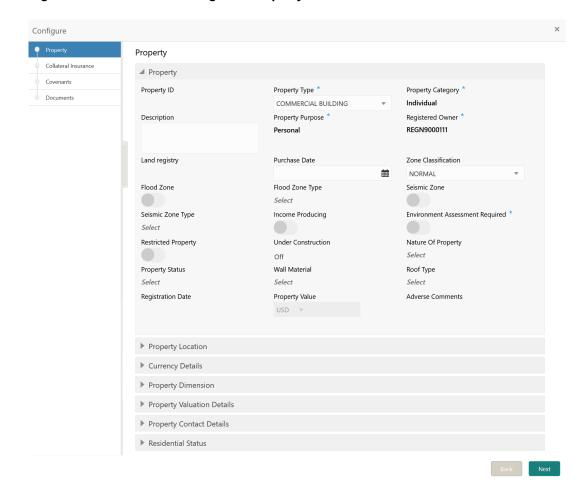
Upon clicking **Next** in the **Initiation - Basic Info** screen, the Collateral Type data segment is displayed based on the collateral selected at the time of insurance process initiation.

Figure 2-3 Initiation - Property



Click the action icon in the collateral record and select the Edit.
 The Initiation - Configure - Collateral Type screen is displayed.

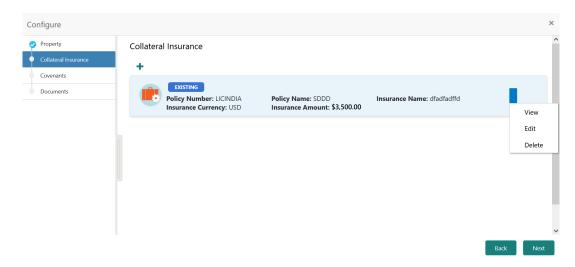
Figure 2-4 Initiation - Configure - Property





2. Click **Next** and navigate to **Collateral Insurance** menu.

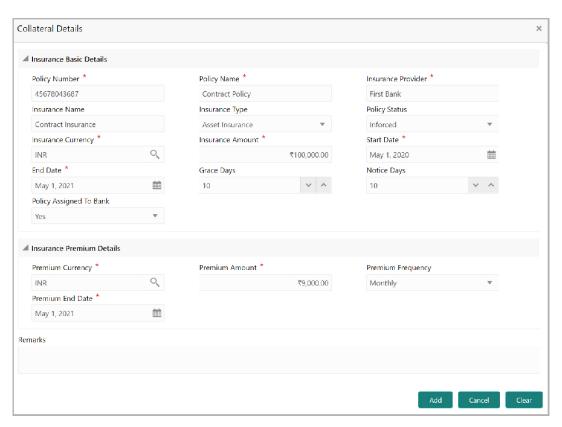
Figure 2-5 Initiation - Configure - Collateral Insurance



3. To add new insurance details, click + the add icon.

The following window is displayed.

Figure 2-6 Collateral Details



4. Specify all the details in the **Insurance Details** screen.

For field level information, refer the following tables.



Table 2-1 Insurance Basic Details - Field Description

Fields/ Icons	Description
Policy Number	Specify the insurance Policy Number .
Policy Name	Specify the insurance Policy Name .
Insurance Provider	Specify the name of Insurance Provider.
Insurance Name	Specify the name of insurance.
Insurance Type	Select the Insurance Type from the drop down list. The options available include but are not limited to: • Asset Insurance • Life Insurance • Corporate Insurance • Borrower Insurance
Policy Status	Select the Policy Status from the drop down list. The options available include but are not limited to: Inforced Lapsed Paidup
Insurance Amount	Specify the Insurance Amount in selected insurance currency.
Start Date	Click the calendar icon and select the insurance Start Date.
End Date	Click the calendar icon and select the insurance End Date.
Grace Days	Specify the Grace Days for making insurance premium payment.
Notice Days	Specify the Notice Days for insurance premium payment.
Policy Assigned To Bank	Specify if the policy is assigned to your bank by selecting required option from the Policy Assigned To Bank drop down list.

Table 2-2 Collateral Details - Insurance Premium Details - Field Description

Fields/ Icons	Description
Premium Currency	Click the search icon in the Premium Currency field and select the currency in which insurance premium is paid.
Premium Amount	Specify the Premium Amount in selected premium currency.
Premium Frequency	Select the Premium Frequency from the drop down list.
Premium End Date.	Click the calendar icon and select the Premium End Date.
Remarks	Type Remarks about the insurance, if any.

- 5. Click Add. The insurance details are added and displayed in the Initiation Configure Collateral Insurance screen.
- **6.** To **Edit**, **View**, or **Delete** the existing collateral insurance details, click the action icon in the innsurance record and select the required option.
- 7. After performing necessary actions in the configuration window, click **Submit**.
 - The **Configuration** screen is closed.
- 8. To go to the next data segment, click **Next** in the **Initiation Collateral Type (Property)** screen.



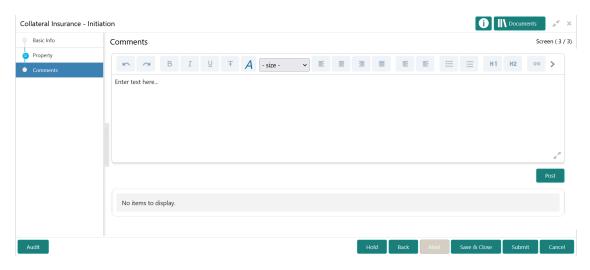
2.4 Comments

Information on the Comments data segment in the Insurance Initiation stage.

The Comments data segment allows you to post overall comments for the Insurance Initiation stage. Posting comments helps the user of next stage to better understand the application.

Upon clicking **Next** in the **Initiation - Collateral Type** screen, the Comments data segment is displayed.

Figure 2-7 Initiation - Comments



- **1.** Type your comments for the Initiation stage in the **Comments** text box.
- 2. Click Post.

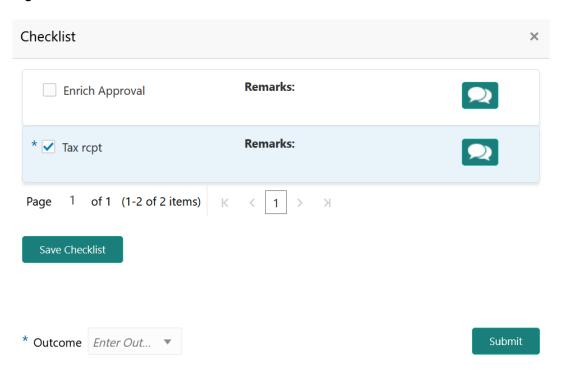
Comments are posted and displayed below the **Comments** text box.

3. Click Submit.

The Checklist window is displayed.



Figure 2-8 Checklist



- 4. Manually verify all the checklist and enable the corresponding check box.
- 5. Select the Outcome as Proceed.
- 6. Click Submit.

The application is moved to the Approval stage.



Approval

3.1 Insurance Approval

Detailed information about the Insurance Approval stage in Collateral Insurance process.

In this stage, the user authorized to edit the Insurance Approval task must review the collateral insurance details captured in the Initiation stage and take necessary action to approve or reject the application.

The following data segments are available in the Insurance Approval stage:

- Basic Info
- Collateral Type (Property)
- Comments

3.2 Basic Info

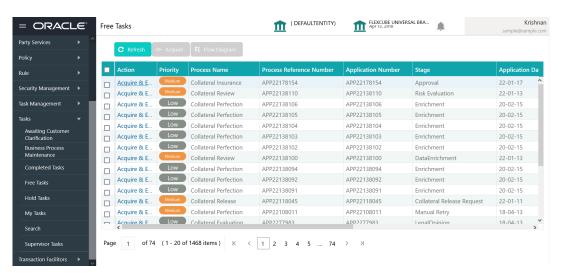
Information on the Basic Info data segment in Insurance Approval stage.

This data segment displays basic collateral details captured as part of Collateral Perfection or Review process. You can modify the applicable details, if required.

 To launch the Approval - Basic Info screen, navigate to Tasks > Free Tasks from the left menu.

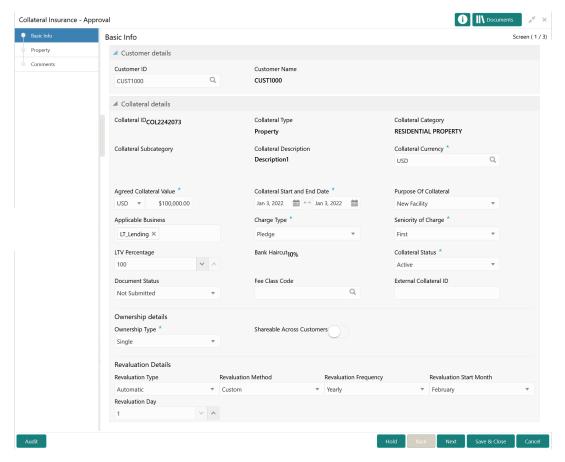
The Free Tasks screen is displayed.

Figure 3-1 Free Tasks



2. Acquire & Edit the required Insurance Approval task.

Figure 3-2 Approval - Basic Info



3. View / modify the necessary details.



For information on fields in the Basic Info data segment, refer **Collateral Perfection or Review User Guide**.

After performing necessary actions in the Approval - Basic Info screen, click Next.

3.3 Property

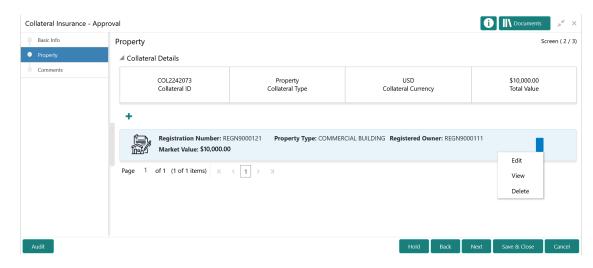
Information on the Property data segment in the Insurance Approval stage.

This data segment allows to view the collateral insurance details captured in the Insurance Initiation stage.

Upon clicking **Next** in the **Approval - Basic Info** screen, the Collateral Type data segment is displayed based on the collateral selected at the time of insurance process initiation.



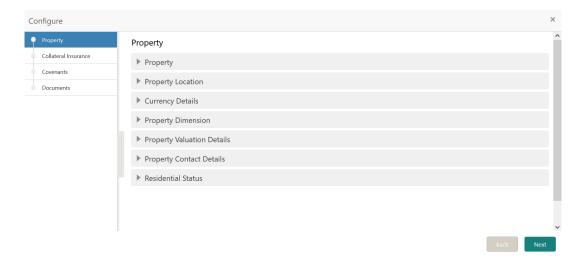
Figure 3-3 Approval - Property



Click the action icon in the collateral record and select View.

The **Approval - Configure - Collateral Type** screen is displayed in view only mode.

Figure 3-4 Approval - Configure - Property



- 2. Click **Next** and navigate to the **Collateral Insurance** menu.
- View the insurance details by clicking the action icon in insurance record and selecting View option.
- After viewing the necessary details, exit the configuration screen and click Next in the Approval - Collateral Type screen.

3.4 Comments

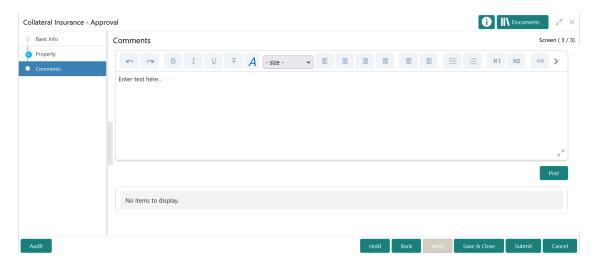
Information on the Comments data segment in the Insurance Approval stage.

The Comments data segment allows you to post overall comments for the Insurance Approval stage.



Upon clicking **Next** in the **Approval - Collateral Type** screen, the Comments data segment is displayed.

Figure 3-5 Approval - Comments



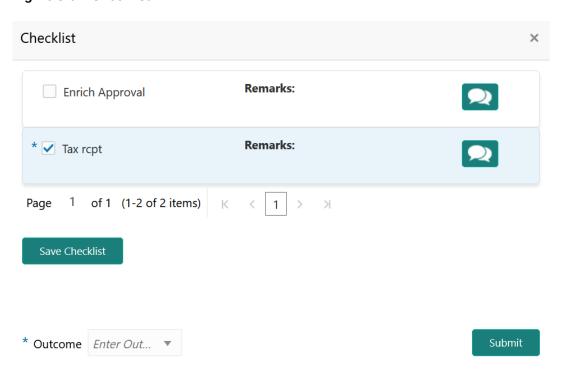
- **1.** Type your comments for the Approval stage in the **Comments** text box.
- 2. Click Post.

Comments are posted and displayed below the **Comments** text box.

Click Submit.

The Checklist window is displayed.

Figure 3-6 Checklist





- 4. Manually verify all the checklist and enable the corresponding check box.
- 5. Select the required **Outcome** and click **Submit**.

The options available in the drop down list are:

- Approve
- Reject

If **Approve** is selected as the **Outcome**, the Collateral Insurance process is completed on clicking **Submit**.

If Reject is selected as the Outcome, the insurance application is rejected on clicking Submit.



4

Handoff - Manual Retry

4.1 Handoff - Manual Retry

Detailed information about the Manual Retry stage in Collateral Insurance process.

Collateral insurance details are automatically handed off to the back office system on submitting the Insurance Approval task. In case of any failure, the system generates the Manul Retry task and lists in the Free Tasks queue. The user must edit the task and fix all the handoff errors before submitting the task.

4.2 Collateral Summary

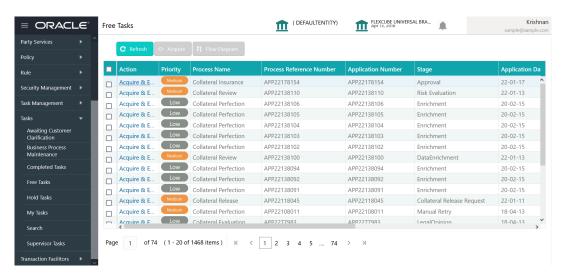
Information on the Collateral Summary data segment in Manual Retry stage.

In the Collateral Summary data segment, the following collateral details captured in the previous stages / perfection process are displayed.

- Basic Information
- Collateral Type (Property) Details
- Linked Facilities Details
- Ownership
- Seniority of Details
- Covenants
- Insurance
- To launch the Manual Retry Collateral summary screen, navigate to Tasks > Free
 Tasks from the left menu.

The Free Tasks screen is displayed.

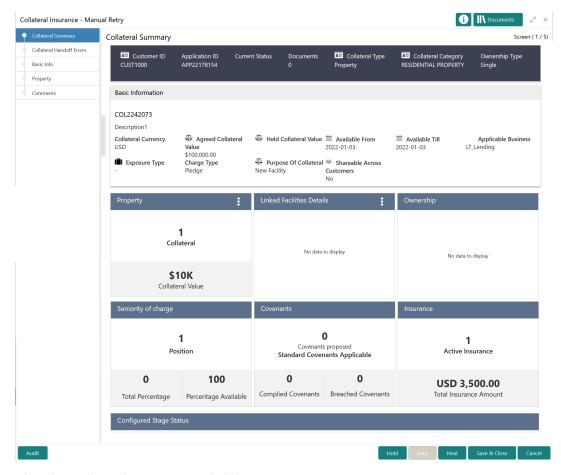
Figure 4-1 Free Tasks



2. Click **Acquire & Edit** in the required Manual Retry task.

The Manual Retry - Collateral Summary screen is displayed.

Figure 4-2 Manual Retry - Collateral Summary



3. View the Collateral Summary and click **Next**.

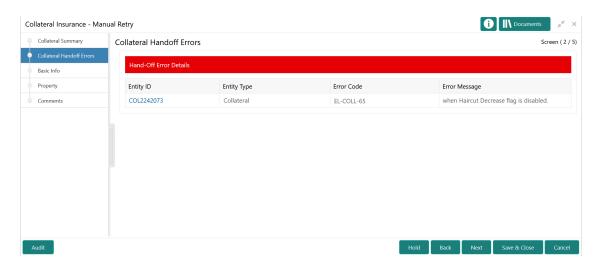
4.3 Collateral Handoff Errors

Information on the Collateral Handoff Errors data segment in the Manual Retry stage.

This data segment displays the handoff error details such as Entity ID, Entity Type, Error Code, and Error Message for taking necessary action.

Upon clicking **Next** in the **Manual Retry - Collateral Summary** screen, the Collateral Handoff Errors data segment is displayed.

Figure 4-3 Manual Retry - Collateral Handoff Errors



- 1. View the **Hand-off Error Details**.
- Click Next.

4.4 Basic Info

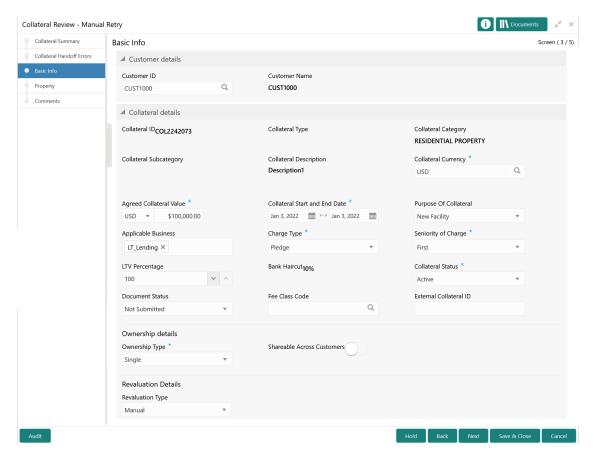
Information on the Basic Info data segment in Manual Retry stage.

This data segment displays review and basic collateral details captured as part of review initiation. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment.

Upon clicking **Next** in the **Manual Retry - Collateral Handoff Errors** screen, the Basic Info data segment is displayed.



Figure 4-4 Manual Retry - Basic Info



Modify the necessary details.



For information on fields in the Basic Info data segment, refer **Review Initiation** topic in the **Data Enrichment** chapter.

2. After performing necessary actions in the Manual Retry - Basic Info screen, click Next.

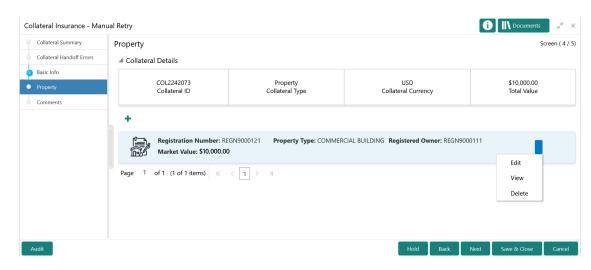
4.5 Property

Information on the Property data segment in Manual Retry stage.

This data segment allows to modify insurance details added in the previous stages. In case there is handoff error in this screen, you must fix it before proceeding to the next data segment. Upon clicking **Next** in the **Manual Retry - Basic Info** screen, the Collateral Type data segment is displayed based on the collateral selected at the time of Insurance process initiation.



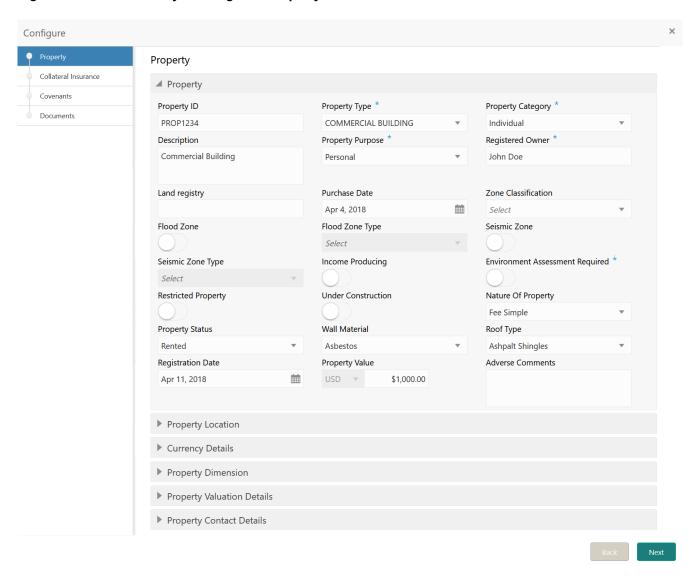
Figure 4-5 Manual Retry - Property



To modify the insurance details, click the action icon in the collateral record and select **Edit**. The **Manual Retry - Configure - Property** screen is displayed.



Figure 4-6 Manual Retry - Configure - Property



Note:

For detailed information on collateral specific fields, **Collateral Insurance**, **Covenants**, and **Documents** menus, refer **Collateral Review User Guide**.

4.6 Comments

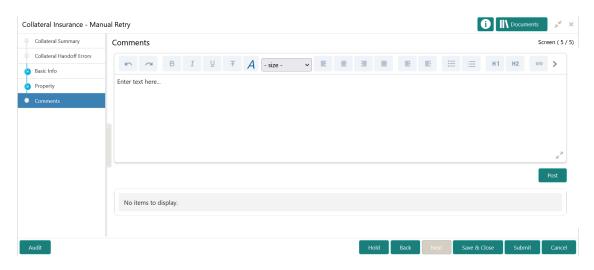
Information on the Comments data segment in the Manual Retry stage.

The Comments data segment allows you to post your overall comments for the Manual Retry stage.

Upon clicking **Next** in the **Manual Retry - Property** screen, the Comments data segment is displayed.



Figure 4-7 Manual Retry - Comments



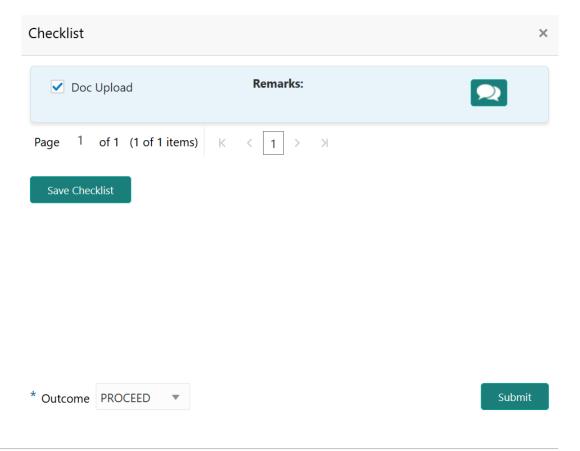
- **1.** Type your comments for the Manual Retry stage in the **Comments** text box.
- 2. Click Post.

Comments are posted below the **Comments** text box.

3. To manually handoff the review details, click **Submit**.

The **Checklist** window is displayed.

Figure 4-8 Enrichment - Checklist





Note:

Checklist can be configured for each stage of a process in Business Process Maintenance screen. Refer **Credit Facilities Process Maintenance User Guide** for more information.

- 4. Manually verify all the checklist and enable the corresponding check box.
- 5. Select the Outcome as PROCEED and click Submit.

Collateral insurance details are handed off to the back office system.

Note:

Manual Retry task is generated until successful hand off of review details. You must carefully view the error details and fix the handoff errors for successful hand off.

