

# Oracle Banking Credit Facilities Process Management Credit Exception User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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## 2 Credit Exception

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# 1

## Preface

### 1.1 Before Begin

Before begin, user can refer to the **Getting Started User Guide**. It helps user to know the basic prerequisites to get started with Oracle Banking Credit Facilities Process Management.

### 1.2 Pre-requisites

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

### 1.3 Purpose

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

### 1.4 Acronyms and Abbreviations

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

**Table 1-1 Acronyms and Abbreviations**

| Abbreviation | Description         |
|--------------|---------------------|
| RWA          | Risk Weighted Asset |

### 1.5 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.

### 1.6 Basic Actions

**Table 1-2 Basic Actions**

| Action           | Description   |
|------------------|---|
| <b>Approve</b>   | Used to approve the initiated report.<br>This button is displayed, once the user click <b>Authorize</b> .   |
| <b>Audit</b>     | Used to view the maker details, checker details, and report status.   |
| <b>Authorize</b> | Used to authorize the report created.<br>A maker of the screen is not allowed to authorize the report. Only a checker can authorize a report, created by a maker. |

Table 1-2 (Cont.) Basic Actions

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

## 1.7 Conventions

The following text conventions are used in this document:

Table 1-3 Conventions

| Convention      | Meaning  |
|-----------------|--|
| <b>boldface</b> | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.         |
| <i>italic</i>   | 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. |

## 1.8 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](#).

## 1.9 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.

## 1.10 Documentation Accessibility

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

## 1.11 Related Resources

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

- *Oracle Banking Credit Facilities Process Management Getting Started User Guide.*
- *Oracle Banking Credit Facilities Process Management Maintenance User Guide.*

## 1.12 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.

## 1.13 Icons

The following icons are used in the screens.

**Table 1-4 Icons - Common**





| Symbol/Icon   | Function       |
|---|----------------|
|  | Minimize       |
|  | Maximize       |
|  | Close          |
|  | Perform Search |

Table 1-4 (Cont.) Icons - Common













| Symbol/Icon   | Function   |
|---|--|
|    | Open a list  |
|    | Add a new record   |
|    | Navigate to the first record                                   |
|    | Navigate to the last record                                    |
|    | Grid view  |
|    | List view  |
|  | Refresh  |
|  | Click this icon to add a new row.                              |
|  | Click this icon to delete an existing row.                     |
|  | Click to view the created record.                              |
|  | 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                      |
|---|-------------------------------|
|  | A user                        |
|  | Date and time                 |
|  | Unauthorized or Closed status |
|  | Authorized or Open status     |

Table 1-6 Symbols and Icons - Widget

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

## 1.14 Post-requisites

After finishing all the requirements, please log out from the Home screen.





- [Alternate Facility](#)  
This provides provides information about Alternate Facility.
- [Transfer Limit](#)  
This provides provides information about Transfer Limit.
- [Manual Retry](#)  
This provides provides information about Manual Retry.
- [Document Upload and Checklist](#)  
This topic provides details about Document Upload and Checklist.
- [Reference and Feedback](#)  
(Required) <Enter a short description here.>

## 2.1 Exception Initiation

This provides provides information about Exception Initiation.

When a limit utilization/earmark request is failing due to insufficient limit, the system should initiate a request to Exception process to handle the exception. These requests will log into Exception process under the stage, Exception Initiation. The tasks will be available in the Free Tasks list. In this stage, Credit officer looks into the credit details of the customer for whom Limit utilization failed. Based on the credit history, credit officer may decide to perform one of the following actions:

- Increase the limit amount of the facility utilized for the differential delta amount.
- Suggest transfer of limit from another existing line of the customer the line used for the transaction.
- Suggest additional cash collateral to be collected.
- Modify the limit amount or limit expiry date for the facility.
- Reject the request.

Login to Oracle Banking Credit Facilities Process Management. Exception initiation happens from the calling module when limit utilization exception is trigger. Credit officer can open the task from my task after assigning it to self and proceed to capture the exception initiation details.

**Figure 2-2 Collateral Exception**

Collateral Exception

Exception Initiation

Exception Details

Application Number: APP201805250062

Application Branch: 004

Customer Id: 063001

Customer Type: Corporate

Exception Request From: LN

Exception Status:  Over utilization  Increase in Limit  Transfer of Limits  Obtain Cash Collateral  Reject

Credit Line Code: TDAPFEM

Application Priority:  Low  Medium  High

Application Date:

Customer Name: RELIANCE

Branch Name: CHENNAI

Utilization Amount: £1,000.00

Documents & Checklist

Submit Documents Back Next Save & Close Cancel

- [Exception Initiation - Details](#)  
This topic provides details about Exception Initiation.

## 2.1.1 Exception Initiation - Details

This topic provides details about Exception Initiation.

The Credit officer captures additional details on the exception submitted by the calling module.

**Table 2-1 Exception Initiation - Details**

| Field Name           | Description   | Attribute Type | Object Type   | Size | Mandatory/Optional | Field Validation   |
|----------------------|---|----------------|---------------|------|--------------------|--|
| Application Priority | Select the Application Priority                                   | Input          | Toggle Button | 3    | Mandatory          | -  |
| Exception Status     | Select the applicable exception status from the options available | Input          | Radio Option  | 22   | Mandatory          | Select the option from the following list: <ul style="list-style-type: none"> <li>• Over Utilization</li> <li>• Increase In Limit</li> <li>• Transfer of Limits</li> <li>• Obtain Cash collateral</li> <li>• Reject</li> </ul> |

**Table 2-2 Exception Status - Over Utilization**

| Field Name           | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|----------------------|--|----------------|-------------|------|--------------------|------------------|
| Credit Line Code     | Input the credit line code                             | Input          | Text Box    | -    | Mandatory          | -                |
| Credit Line Serial   | Input the credit line serial                           | Input          | Text Box    | -    | Mandatory          | -                |
| Block Effective date | Input the effective date for the earmarking to be done | Input          | Date        | -    | Mandatory          | -                |
| Block Expiry Date    | Input the expiry date for the earmarking to be done    | Input          | Date        | -    | Mandatory          | -                |

**Table 2-2 (Cont.) Exception Status - Over Utilization**

| Field Name                     | Description   | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|--------------------------------|---|----------------|-------------|------|--------------------|------------------|
| Remarks to Core Banking System | Remarks to be passed on the CBS at the time of block creation | Input          | Text Area   | 255  | Optional           | -                |

**Table 2-3 Exception Status: Increase in Limit**

| Field Name                  | Description   | Attribute Type | Object Type | Size  | Mandatory/Optional | Field Validation |
|-----------------------------|---|----------------|-------------|-------|--------------------|------------------|
| Limit Amount Changed to     | Input the revised limit amount to be updated in the CBS | Input          | Amount      | 22, 3 | Mandatory          | -                |
| Line Expiry Date Changed To | Input the revised limit expiry date                     | Input          | Date        | -     | Optional           | -                |

**Table 2-4 Exception Status - Transfer of Limits**

| Field Name              | Description   | Attribute Type | Object Type | Size  | Mandatory/Optional | Field Validation |
|-------------------------|---|----------------|-------------|-------|--------------------|------------------|
| Transfer From Facility  | Input from credit line  | Input          | Drop Down   | -     | Mandatory          | -                |
| Transfer To Facility    | Input to credit line  | Input          | Drop Down   | -     | Mandatory          | -                |
| Transfer effective from | Input the date effective from when the transfer will be applicable  | Input          | Date        | -     | Mandatory          | -                |
| Transfer effective To   | Input the date effective up to when the transfer will be applicable | Input          | Date        | -     | Mandatory          | -                |
| Transfer Amount         | Input the amount to be transferred                                  | Input          | Amount      | 22, 3 | Mandatory          | -                |
| Comments                | Specify the generic comments for the exception                      | Input          | Free Text   | -     | Optional           | -                |
| Documents               | Upload the Exception related documents                              | Input          | Document    | -     | Optional           | -                |

Table 2-5 Comments

| Field Name | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|------------|--|----------------|-------------|------|--------------------|------------------|
| Comments   | Specify the comments for the stage. This will be visible in all the stages | Input          | Free Text   | 600  | Mandatory          | -                |

Click **Save** and click **Next** to navigate to the next data segment, after successfully capturing the data. The system will validate all mandatory data segments and data fields.

## 2.2 Exception Approval

This topic describes about Exception Approval.

Credit approver will approve the exception transaction before it is effected in the CBS. Credit officer will have a view of the exception details logged and credit officer's suggestion to handle the exception by verifying the exception status selected by the credit officer. Credit Approver can choose to approve the exception or send it back to the credit officer to re-work on the exception request. Credit approver to provide the remarks and select the desired action.

Figure 2-3 Collateral Exception Approval

The screenshot shows a web interface for 'Collateral Exception Approval'. At the top, there are two tabs: 'Exception Approval' (active) and 'Comments'. Below the tabs, the 'Exception Approval' section is titled 'Exception Details'. It contains a form with the following fields and values:

- Application Number: APP201805250062
- Application Branch: 004
- Customer Id: 063001 (with a 'Facilities' button)
- Customer Type: Corporate
- Exception Request From: LN
- Exception Status:  Over utilization,  Increase in Limit,  Transfer of Limits,  Obtain Cash Collateral,  Reject
- Credit Line Code: TR&FIN
- Application Priority:  Low,  Medium,  High
- Application Date: (empty)
- Customer Name: RELIANCE
- Branch Name: CHENNAI
- Utilization Amount: £1,000.00
- Credit Line Serial: 1

At the bottom of the form, there are several buttons: 'Approve', 'Send Back', 'Documents', 'Back', 'Next', 'Save & Close', and 'Cancel'.

- [Exception Approval Details](#)  
This topic provides details about Exception Approval.

### 2.2.1 Exception Approval Details

This topic provides details about Exception Approval.

The Credit officer captures additional details on the exception submitted by the calling module.

Table 2-6 Exception Approval - Details

| Field Name           | Description   | Attribute Type | Object Type   | Size | Mandatory/Optional | Field Validation   |
|----------------------|---|----------------|---------------|------|--------------------|--|
| Application Priority | Select the Application Priority                                   | Display        | Toggle Button | 3    | Mandatory          | -  |
| Exception Status     | Select the applicable exception status from the options available | Display        | Radio Option  | 22   | Mandatory          | Select the option from the following list: <ul style="list-style-type: none"> <li>• Over Utilization</li> <li>• Increase In Limit</li> <li>• Transfer of Limits</li> <li>• Obtain Cash collateral</li> <li>• Reject</li> </ul> |

Table 2-7 Exception Status - Transfer of Limits

| Field Name              | Description  | Attribute Type | Object Type | Size  | Mandatory/Optional | Field Validation |
|-------------------------|--|----------------|-------------|-------|--------------------|------------------|
| Transfer From Facility  | Input the credit line  | Display        | Drop Down   | -     | Mandatory          | -                |
| Credit Line Serial      | Input the credit line  | Display        | Drop Down   | -     | Mandatory          | -                |
| Transfer effective from | Input the date effective from when the transfer will be applicable | Display        | Date        | -     | Mandatory          | -                |
| Transfer effective To   | Input the date effective from when the transfer will be applicable | Display        | Date        | -     | Mandatory          | -                |
| Transfer Amount         | Input the amount to be transferred                                 | Display        | Amount      | 22, 3 | Mandatory          | -                |
| Comments                | Specify the generic comments for the exception                     | Input          | Free Text   | -     | Optional           | -                |
| Documents               | Upload the Exception related documents                             | Input          | Document    | -     | Optional           | -                |

Table 2-8 Comments

| Field Name | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|------------|--|----------------|-------------|------|--------------------|------------------|
| Comments   | Specify the comments for the stage. This will be visible in all the stages | Input          | Free Text   | 600  | Mandatory          | -                |

Click **Save** and click **Next** to navigate to the next data segment, after successfully capturing the data. The system will validate all mandatory data segments and data fields.

## 2.3 Alternate Facility

This provides provides information about Alternate Facility.

Credit officer will suggest the facility from where required amount can be transferred to the line that is utilized. This will be made available for the Module team to review, discuss with customer and provide acceptance. The task will flow into the approval queue for the Credit officer to approve the request once it is accepted by the module team. Module team officer to provide the remarks and select the desired action.

Figure 2-4 Exception Initiation

The screenshot displays the 'Collateral Exception' form with the 'Exception Initiation' tab active. The form contains the following details:

- Exception ID:** 063001
- Customer Type:** Corporate
- Exception Request From:** LN
- Exception Status:** Transfer of Limits (selected)
- Transfer From Facility:** TRADELN1
- Transfer Effective From:** 05/25/18
- Transfer Amount:** £50.00
- Branch Name:** RELIANCE
- CHENNAI**
- Utilization Amount:** £1,000.00
- Transfer To Facility:** FAC1
- Transfer Effective To:** 05/31/18

At the bottom, there is a 'Drop files here or click to select' area and a row of navigation buttons: Submit, Documents, Back, Next, Save & Close, and Cancel.

- [Alternate Facility Details](#)  
This topic provides detailed information about Alternate facility details..

### 2.3.1 Alternate Facility Details

This topic provides detailed information about Alternate facility details..

The Module Team officer can view the details on the exception submitted.

Table 2-9 Exception Initiation - Details

| Field Name           | Description   | Attribute Type | Object Type   | Size | Mandatory/Optional | Field Validation   |
|----------------------|---|----------------|---------------|------|--------------------|--|
| Application Priority | Select the Application Priority                                   | Display        | Toggle Button | 3    | Mandatory          | -  |
| Exception Status     | Select the applicable exception status from the options available | Display        | Radio Option  | 22   | Mandatory          | Select the option from the following list: <ul style="list-style-type: none"> <li>• Over Utilization</li> <li>• Increase In Limit</li> <li>• Transfer of Limits</li> <li>• Obtain Cash collateral</li> <li>• Reject</li> </ul> |

Table 2-10 Exception Status - Transfer of Limits

| Field Name              | Description   | Attribute Type | Object Type | Size  | Mandatory/Optional | Field Validation |
|-------------------------|---|----------------|-------------|-------|--------------------|------------------|
| Transfer From Facility  | Input from credit line  | Display        | Drop Down   | -     | Mandatory          | -                |
| Transfer To Facility    | Input to credit line  | Display        | Drop Down   | -     | Mandatory          | -                |
| Transfer effective from | Input the date effective from when the transfer will be applicable  | Display        | Date        | -     | Mandatory          | -                |
| Transfer effective To   | Input the date effective up to when the transfer will be applicable | Display        | Date        | -     | Mandatory          | -                |
| Transfer Amount         | Input the amount to be transferred                                  | Display        | Amount      | 22, 3 | Mandatory          | -                |
| Comments                | Specify the generic comments for the exception                      | Input          | Free Text   | -     | Optional           | -                |
| Documents               | Upload the Exception related documents                              | Input          | Document    | -     | Optional           | -                |

**Table 2-11 Comments**

| Field Name | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|------------|--|----------------|-------------|------|--------------------|------------------|
| Comments   | Specify the comments for the stage. This will be visible in all the stages | Input          | Free Text   | 600  | Mandatory          | -                |

Click **Save** and click **Next** to navigate to the next data segment, after successfully capturing the data. The system will validate all mandatory data segments and data fields.

## 2.4 Transfer Limit

This provides provides information about Transfer Limit.

In this stage, credit officer will manually perform the transfer event in the CBS. Module team officer to provide the remarks and select the desired action.

**Figure 2-5 Exception Initiation**

- [Transfer Limit Details](#)  
This topic provides details about Transfer Limit.

### 2.4.1 Transfer Limit Details

This topic provides details about Transfer Limit.

The Credit officer can view the details on the exception submitted.

Table 2-12 Exception Initiation - Details

| Field Name              | Description   | Attribute Type | Object Type   | Size  | Mandatory/Optional | Field Validation   |
|-------------------------|---|----------------|---------------|-------|--------------------|--|
| Application Priority    | Select the Application Priority                                     | Input          | Toggle Button | 3     | Mandatory          | -  |
| Exception Status        | Select the applicable exception status from the options available   | Input          | Radio Option  | 22    | Mandatory          | Select the option from the following list: <ul style="list-style-type: none"> <li>• Over Utilization</li> <li>• Increase In Limit</li> <li>• Transfer of Limits</li> <li>• Obtain Cash collateral</li> <li>• Reject</li> </ul> |
| Transfer From Facility  | Input From credit line  | Display        | Dropdown      |       | Mandatory          | -  |
| Transfer To Facility    | Input To credit line  | Display        | Dropdown      |       | Mandatory          | -  |
| Transfer effective from | Input the date effective from when the transfer will be applicable  | Display        | Date          |       | Mandatory          | -  |
| Transfer effective To   | Input the date effective up to when the transfer will be applicable | Display        | Date          |       | Mandatory          | -  |
| Transfer Amount         | Input the amount to be transferred                                  | Display        | Amount        | 22, 3 | Mandatory          | -  |
| Comments                | Specify the generic comments for the exception                      | Input          | Free Text     |       | Optional           | -  |
| Documents               | Upload the Exception related documents                              | Input          | Document      |       | Optional           | -  |

**Table 2-13 Comments**

| Field Name | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|------------|--|----------------|-------------|------|--------------------|------------------|
| Comments   | Specify the comments for the stage. This will be visible in all the stages | Input          | Free Text   | 600  | Mandatory          | -                |

Click **Save** and click **Next** to navigate to the next data segment, after successfully capturing the data. The system will validate all mandatory data segments and data fields.

## 2.5 Manual Retry

This provides provides information about Manual Retry.

When interface with CBS fails, the task will be routed to Manual Retry stage. In this stage, credit officer has to perform the action manually in the CBS. Module team officer to provide the remarks and select the desired action.

Module team officer to provide the remarks and select the desired action.

**Figure 2-6 Exception Initiation**

- [Manual Retry Details](#)  
This topic provides details about Manual Retry.

### 2.5.1 Manual Retry Details

This topic provides details about Manual Retry.

The Credit officer can view the details on the exception submitted.

**Table 2-14 Manual Retry - Details**

| Field Name           | Description   | Attribute Type | Object Type   | Size | Mandatory/Optional | Field Validation   |
|----------------------|---|----------------|---------------|------|--------------------|--|
| Application Priority | Select the Application Priority                                   | Input          | Toggle Button | 3    | Mandatory          | -  |
| Exception Status     | Select the applicable exception status from the options available | Input          | Radio Option  | 22   | Mandatory          | Select the option from the following list: <ul style="list-style-type: none"> <li>• Over Utilization</li> <li>• Increase In Limit</li> <li>• Transfer of Limits</li> <li>• Obtain Cash collateral</li> <li>• Reject</li> </ul> |

**Table 2-15 Exception Status - Transfer of Limits**

| Field Name              | Description   | Attribute Type | Object Type | Size  | Mandatory/Optional | Field Validation |
|-------------------------|---|----------------|-------------|-------|--------------------|------------------|
| Transfer From Facility  | Input from credit line  | Input          | Drop Down   | -     | Mandatory          | -                |
| Transfer To Facility    | Input to credit line  | Input          | Drop Down   | -     | Mandatory          | -                |
| Transfer effective from | Input the date effective from when the transfer will be applicable  | Input          | Date        | -     | Mandatory          | -                |
| Transfer effective To   | Input the date effective up to when the transfer will be applicable | Input          | Date        | -     | Mandatory          | -                |
| Transfer Amount         | Input the amount to be transferred                                  | Input          | Amount      | 22, 3 | Mandatory          | -                |
| Comments                | Specify the generic comments for the exception                      | Input          | Free Text   | -     | Optional           | -                |
| Documents               | Upload the Exception related documents                              | Input          | Document    | -     | Optional           | -                |

Table 2-16 Comments

| Field Name | Description  | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|------------|--|----------------|-------------|------|--------------------|------------------|
| Comments   | Specify the comments for the stage. This will be visible in all the stages | Input          | Free Text   | 600  | Mandatory          | -                |

Click **Save** and click **Next** to navigate to the next data segment, after successfully capturing the data. The system will validate all mandatory data segments and data fields.

## 2.6 Document Upload and Checklist

This topic provides details about Document Upload and Checklist.

Documents to be uploaded and the checklist of verified for each stage of the process can be maintained. Click on the Documents button to view /upload the documents that has to be uploaded for the stage or to view/ upload the documents which are uploaded for the task.

Figure 2-7 Document

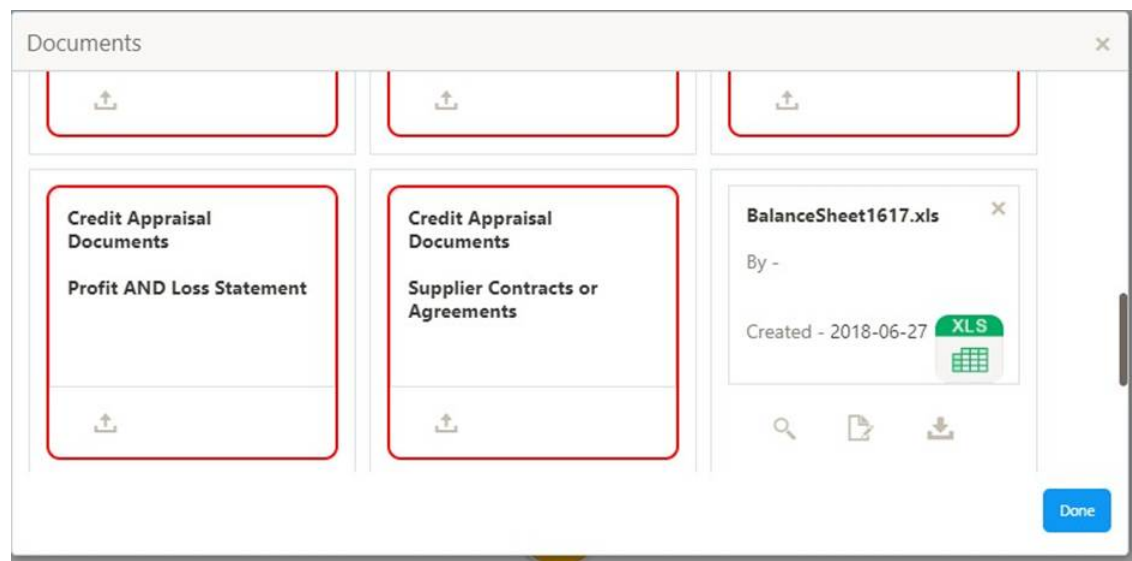


Table 2-17 Action Fileds

| Field         | Description   |
|---------------|---|
| <b>Upload</b> | On click of Upload, the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be uploaded. This button will be visible only for the documents which are not yet uploaded. |

**Table 2-17 (Cont.) Action Fileds**

| Field           | Description   |
|-----------------|---|
| <b>View</b>     | On click of View button the document will be either downloaded or opened based on the browser capability. This button will be visible only for the documents which are already uploaded.  |
| <b>Edit</b>     | On Click of Edit the Document upload screen will be opened and the user can specify the document title, description, remarks, expiry date and select the document to be re-uploaded. This button will be visible only for the documents which are already uploaded. |
| <b>Download</b> | On Click of Download the document will be downloaded. This button will be visible only for the documents which are already uploaded.  |
| <b>Delete</b>   | This button will be visible only for the documents which are already uploaded. Click on the X button to delete the uploaded document.   |

User can click on the upload button to upload the documents

**Figure 2-8 Document**

Document ×

Document Type \*  
Collateral Documents

Document Code \*  
Application Form

Document Title \*

Document Description

Remarks

Document Expiry Date  
mm/dd/yy

Drop files here or click to select

Current selected files: []

**Table 2-18 Exception Initiation - Details**

| Field Name           | Description                                   | Attribute Type | Object Type | Size | Mandatory/Optional | Field Validation |
|----------------------|---|----------------|-------------|------|--------------------|------------------|
| Document Type        | System displays the document type             | Display        | Free Text   | -    | NA                 | -                |
| Document Code        | System displays the document Code             | Display        | Free Text   | -    | NA                 | -                |
| Document Title       | Specify the Document Title                    | Input          | Free Text   | 30   | Mandatory          | -                |
| Document Description | Specify the short description of the document | Input          | Free Text   | 150  | -                  | -                |
| Remarks              | Specify the remarks if any                    | Input          | Free Text   | 150  | -                  | -                |
| Document Expiry      | Specify the Document Expiry Date              | Input          | Date        | -    | -                  | -                |
| Document             | Drag and Drop or click to select the          | Input          | Document    | -    | -                  | -                |
| Upload               | file to be uploaded                           | -              | Upload      | -    | -                  | -                |

**Checklist:**

On click of the submit button the checklist for the stage of the process will be displayed. User can confirm each of the check list by clicking on the checkbox and can capture the remarks by clicking on the remarks button.

Figure 2-9 Checklist

Checklist

Proposal Enrichment

Company Registration document Uploaded Remarks

Incorporation document Uploaded Remarks

Collateral document Uploaded Remarks

\* Outcome Proceed Submit

Table 2-19 Exception Initiation - Details

| Field Name            | Description   | Attribute Type | Object Type   | Size | Mandatory/Optional | Field Validation   |
|-----------------------|---|----------------|---------------|------|--------------------|--|
| Checklist Description | System displays the checklists maintained for the stage | Display        | Free Text     | -    | Mandatory          | Verify the entire checklist before clicking the submit button. |
| Remarks               | Specify the remarks                                     | Input          | Button / Text | -    | NA                 | -  |

## 2.7 Reference and Feedback

(Required) <Enter a short description here.>

### References

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

- Oracle Banking Procedure User Guide
- Oracle Banking SMS User Guide
- Oracle Banking Common Core

- Oracle Banking Credit Facilities Process Management Installation Guides

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# Glossary

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