Oracle® Banking Credit Facilities Process Management

Covenants and Conditions Maintenance User Guide

Release 14.8.1.0.0
G44529-02
October 2025

Oracle Banking Credit Facilities Process Management Covenants and Conditions Maintenance User Guide, Release 14.8.1.0.0

G44529-02

Contents

14 Notifications

15 Additional Placeholder

16 Reference and Feedback

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

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
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.

Table 1-2 (Cont.) Basic Actions

Action	Description
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.
OK	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.

1.7 Conventions

The following text conventions are used in this document:

Table 1-3 Conventions

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.

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 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.

1.11 Related Resources

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

- End user license agreement.
- Oracle Banking Enterprise Limits and Collateral Management User Manuals.

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

Table 1-4 (Cont.) Icons - Common

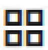
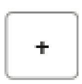
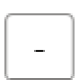
Symbol/Icon	Function
	Close
	Perform Search
	Open a list
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete an existing row.
	Click to view the created record.
	Click to modify the fields.

Table 1-4 (Cont.) Icons - Common

Symbol/Icon	Function
	Click to unlock, delete, authorize or view the created record.

Table 1-5 Symbols and Icons - Audit Details

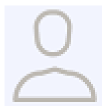
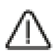
Symbol/Icon	Function
	A user
	Date and time
	Unauthorized or Closed status
	Authorized or Open status

Table 1-6 Symbols and Icons - Widget

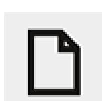
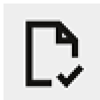
Symbol/Icon	Function
	Open status
	Unauthorized status
	Closed status

Table 1-6 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	Authorized status

1.14 Post-requisites

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

2

Maintenance

- Covenant Maintenance
- Covenant Maintenance Feature
- Monitoring Information Maintenance

2.1 Covenant Maintenance

Covenant is a promise in an indenture or any other formal debt agreement that certain activities will or will not be carried out or that certain thresholds will be met. In order to ensure the repayment of debt from the organization, banks need to set the covenant at the time of processing credit facility and continuously monitor the covenant during the entire period of agreement.

Maintenance module in **OBCFPM** is built-in with the following features to allow the bank users to easily define and monitor the covenant:

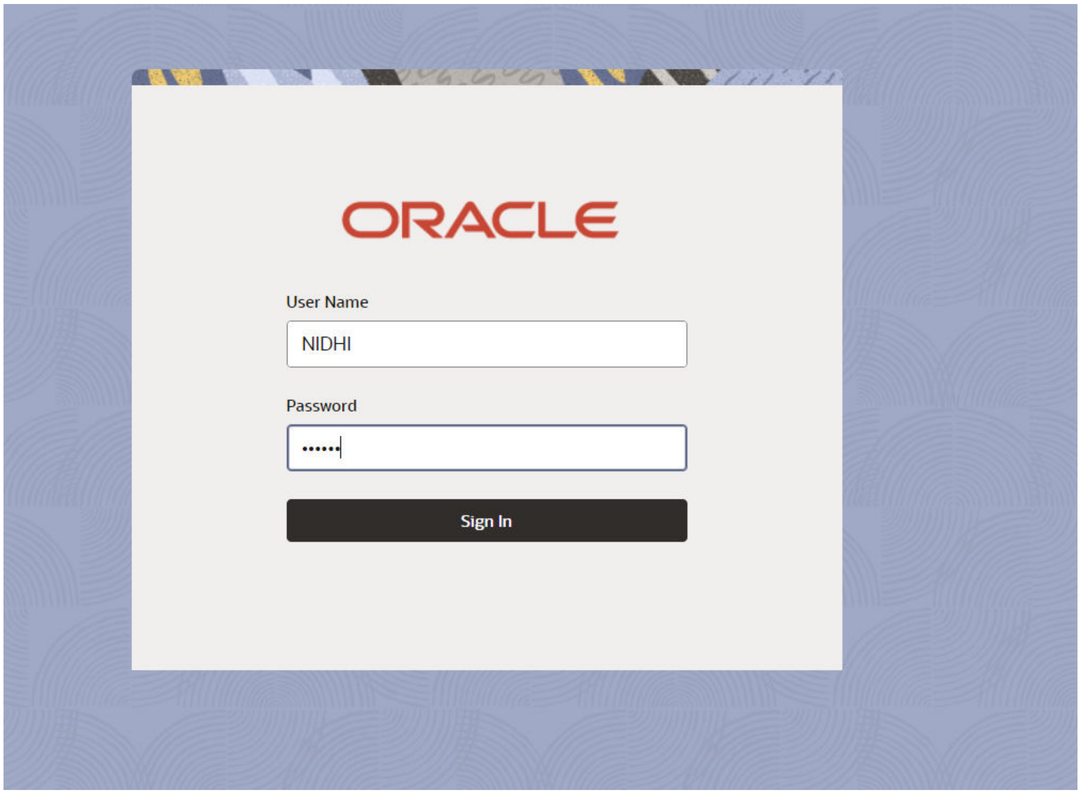
- Covenant Maintenance
- Monitoring Information Maintenance

2.2 Covenant Maintenance Feature

This feature helps the bank user to create and view the covenant master details.
Steps to create covenant master details

1. Login to **OBCFPM**. Enter your **User Name**, **Password** and click **Sign In**.

Figure 2-1 Login Screen



2. Navigate to **Credit Facilities** > **Maintenance** > **Covenant Maintenance** > **Create Covenant Master Details** from the left menu.

   The **Create Covenant Master Details - Covenant Details** screen is displayed.

Figure 2-2 Create Covenant Master Details - Covenant Details- Financial

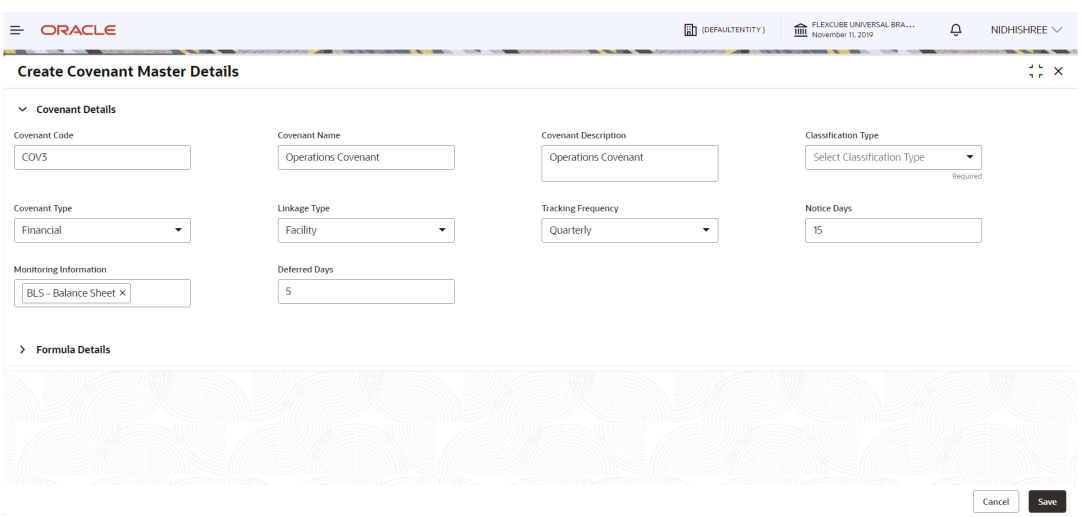


Figure 2-3 Create Covenant Master Details - Covenant Details- Financial - Tracking Custom Days

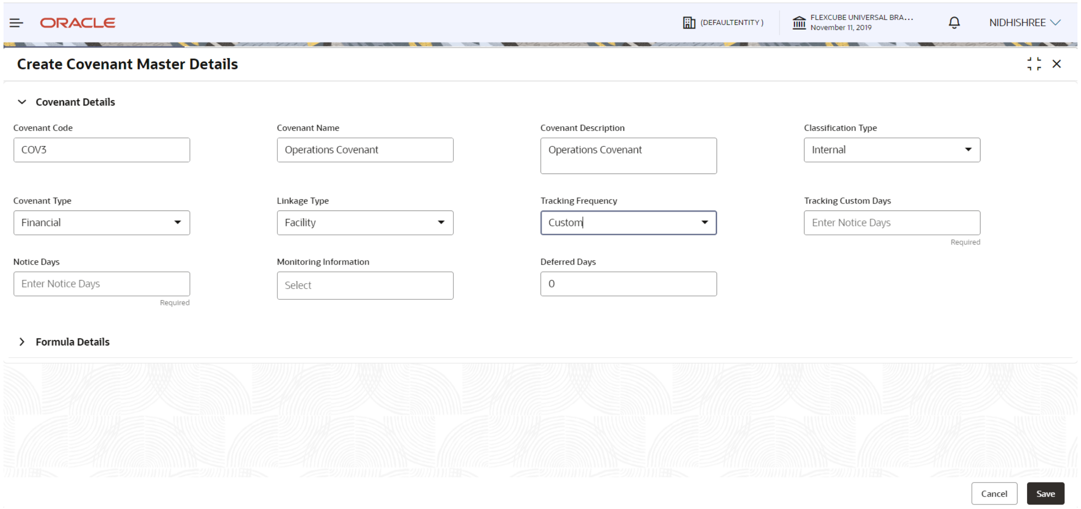
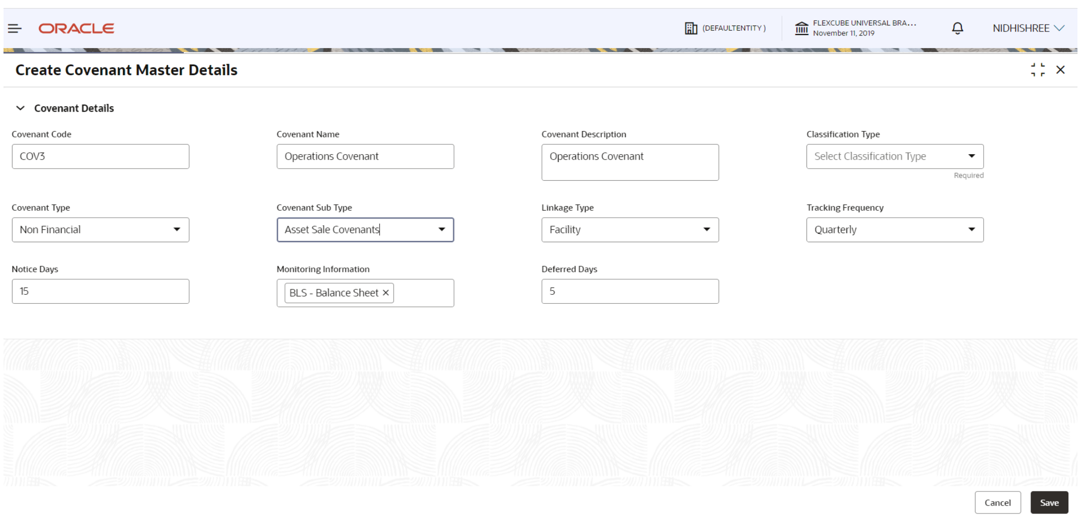


Figure 2-4 Create Covenant Master Details - Covenant Details- Non Financial



3. Specify all the details in **Create Covenant Master Details - Covenant Details** screen.

   For field level information, refer the below table.

Table 2-1 Create Covenant Master Details - Covenant Details - Field Description

Field	Description
Covenant Code	Specify a unique code for the covenant.
Covenant Name	Specify the name for covenant.
Covenant Description	Provide a brief description about the covenant.

Table 2-1 (Cont.) Create Covenant Master Details - Covenant Details - Field Description

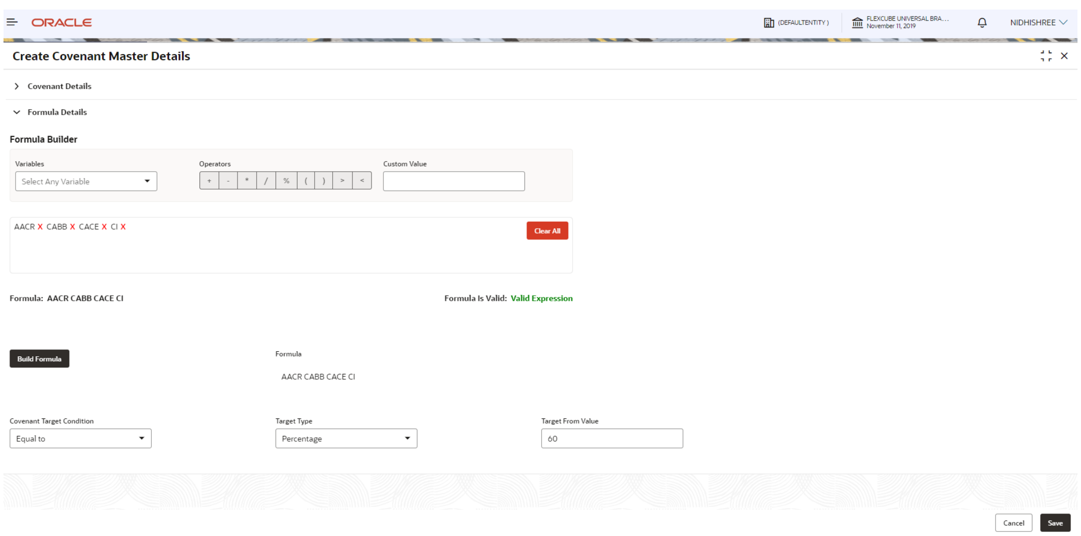
Field	Description
Classification Type	Select **Classification Type** for the covenant. The options available are: • **External**- External covenants are informed to the customer. • **Internal**- Internal covenants are not informed to the customer and are tracked internally by the bank.
Covenant Type	Select **Covenant Type** from the drop-down list. The options available are: • **Financial**-The compliance of these covenant generally is determined by the financial performance of the customer as documented in the periodic financial documents like P&L, Balance Sheet, etc. • **Non Financial**- Non Financial compliance is determined from non financial documents like Insurance premium document, work order, etc.
Covenant Sub Type	If **Non-Financial** is selected as **Covenant Type** , the **Covenant Sub Type** field is displayed. Select **Covenant Sub Type** from the drop-down list. The options available include but are not limited to: • Asset Sale Covenants • Cash Payout Covenants • Investment Expenditure • Management, control and ownership • Operating Activity • Others • Preservation of Collateral/Seniority • Reporting and Disclosure • Stock Statement
Linkage Type	Select **Linkage Type** from the drop-down list. The options available include but are not limited to: • Collateral • Customer • Facility
Tracking Frequency	Select **Tracking Frequency** for the covenant. The options available include but are not limited to: • Custom • Fort Nightly • Half Yearly • Monthly • Quarterly • Weekly • Yearly
Tracking Custom Days	Enter **Tracking Custom Days**. **Note**: **Tracking Custom Days** field is displayed only if **Tracking Frequency** is selected as **Custom** .

Table 2-1 (Cont.) Create Covenant Master Details - Covenant Details - Field Description

Field	Description
Notice Days	Specify **Notice Days** for the Covenant. The system will generate the covenant tracking task before the specified notice days from covenant due date.
Monitoring Information	Click and select **Monitoring Information** from the list of information defined in the Monitoring Information Maintenance. The system will use the selected Monitoring Information to derive covenant compliance status.
Deferred Days	Enter **Deferred Days**. By deferring the user can defer the compliance check of the covenant by a specified number of days.

4. Expand **Formula Details** section. The **Formula Details** screen is displayed.

Figure 2-5 Formula Details



5. Specify all the details. For field level information, refer the below table.

Table 2-2 Create Covenant Master Details - Formula Details - Field Description

Field	Description
Variables	Select **Variables** from the drop-down list. It takes the elements of monitoring information selected.
Operators	Select the Operation to be performed on the selected variable.
Custom Value	Specify **Custom Value** or select another **Variable**.
Formula	The **Formula** Panel dynamically builds the Formula based on the selected / provided **Variables**, **Operators** and **Custom Value**.

Table 2-2 (Cont.) Create Covenant Master Details - Formula Details - Field Description

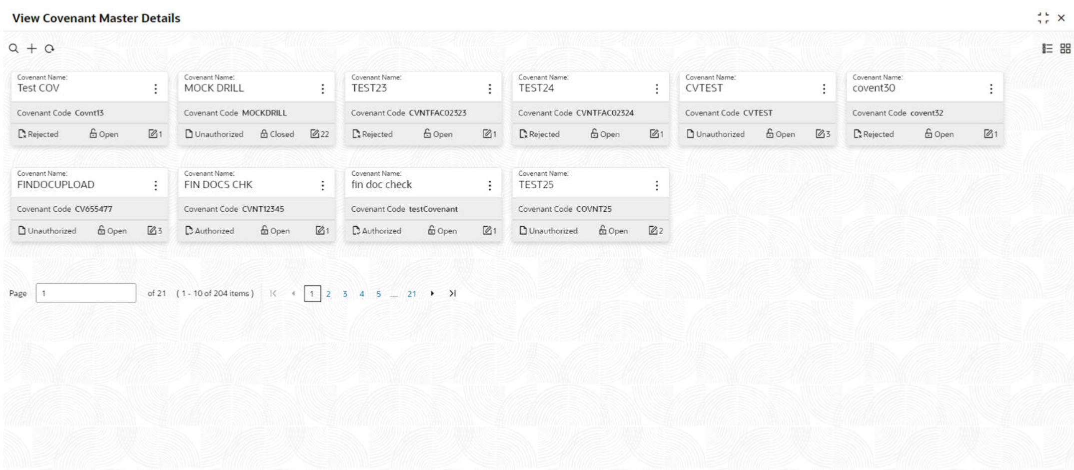
Field	Description
Clear All	To clear the built formula, click **Clear All**.
Formula Is Valid	To check if the formula is valid, view **Formula Is Valid** value.
Build Formula	After adding the required operators and variables, click **Build Formula** to confirm the built formula.
Covenant Target Condition	Select **Covenant Target** from the drop-down list. The options are: • Between • Equal to • Greater than • Greater than or equal to • Less than • Less than or equal to
Target Type	Select **Target Type** from the drop-down list. The options are: • Amount • Percentage • Ratio **Note:** If **Target Type** is selected as **Amount**, then **Currency** field is displayed by default and it takes the Branch currency as its value. For **Percentage** and **Ratio** option, **Currency** field is not displayed.
Target From Value	Specify **Target From Value**. For example: If 100 is entered in **Target From Value** field and Percentage is selected as **Target Type**, then the target from value is considered as 100 %.

The result of calculation performed using the built formula must satisfy the Covenant Target Condition with respect to the Target From Value.

The covenant is breached, if the calculation result does not satisfy the Covenant Target Condition with respect to the Target From Value.

6. To save the master details, click **Save** in the **Create Covenant Master Details - Covenant Details** screen.
7. To view the added covenant master details, navigate to **Credit Facilities** > **Maintenance** > **Covenant Maintenance** > **View Covenant Master Details** from the left menu.

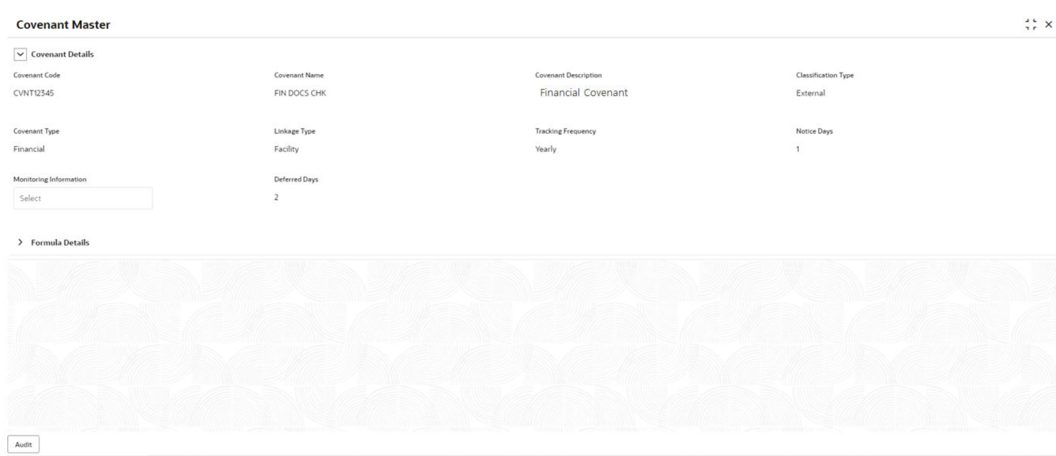
Figure 2-6 View Covenant Master Details



8. Double click on the required tile.

   The **Covenant Master Details** screen is displayed.

Figure 2-7 Covenant Master Details



9. To edit the covenant details, click **Unlock** and modify the necessary details.

> **Note**
>
> In order to link a covenant with an application, the covenant must be authorized by the Approver by clicking **Authorize**.

2.3 Monitoring Information Maintenance

The Monitoring Information Maintenance allows you to define monitoring information which is used for deriving covenant compliance status. By default, the following monitoring information are factory shipped in the system:

- Balance Sheet
- Profit and Loss Statement

- Cash Flow Statement

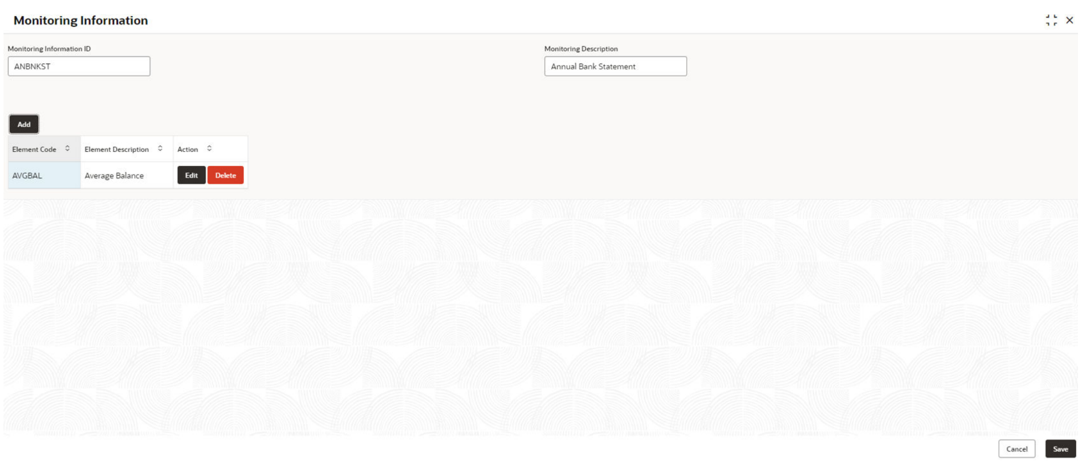
You can use the above monitoring information as well as create new monitoring information based on requirement. In case of using default monitoring information, you cannot modify the elements that are fetched from the Financial Codes maintained for corresponding monitoring information.

To create monitoring information:

1. Navigate to **Credit Facilities** > **Maintenance** > **Monitoring Information Maintenance** > **Create Monitoring Information** from the left menu.

   The **Monitoring Information** screen is displayed.

   Figure 2-8 Monitoring Information

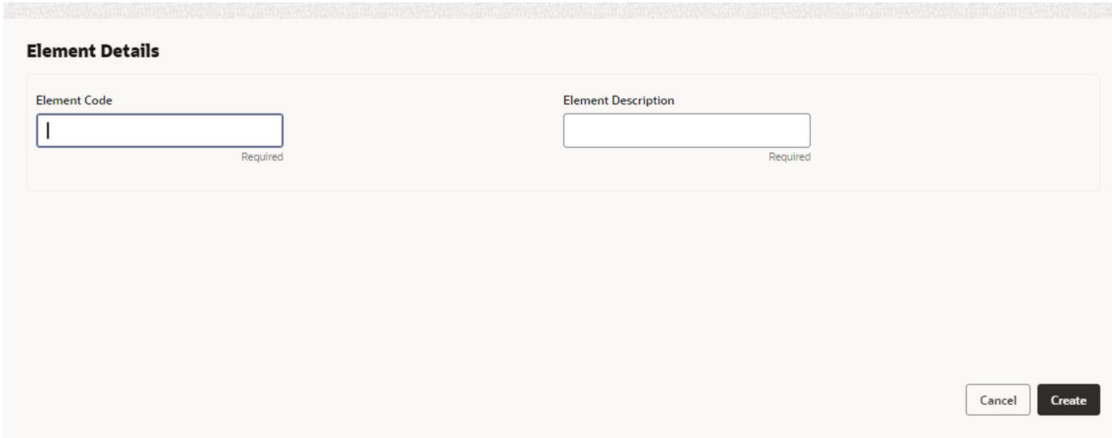
2. Specify all the details in **Monitoring Information** screen.

   For field level information, refer the below table.

   Table 2-3 Monitoring Information - Field Description

Field	Description
Monitoring Info Id	Specify a Unique ID for the Monitoring Information to be defined.
Monitoring Description	Provide a brief description for the Monitoring Information to be defined.
Add	To capture the elements for the Monitoring Information to be defined, click **Add**. The **Element Details** window is displayed.

Figure 2-9   Element Details



3. Specify all the details in **Element Details** window.

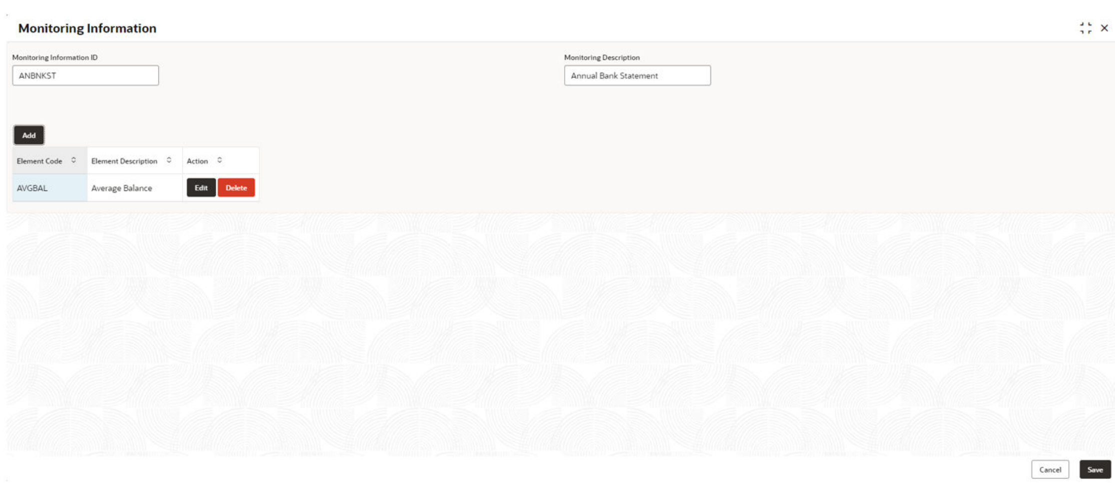
   For field level information, refer the below table.

Table 2-4   Element Details - Field Description

Field	Description
Element Code	Specify a unique code for the element to be added.
Element Description	Provide a brief description for the element to be defined.
Create	To add the element, click **Create**.
Cancel	To exit the **Element Details** window, click **Cancel**.

On clicking **Create**, the element is added and displayed in **Monitoring Information** screen.

Figure 2-10   Monitoring Information

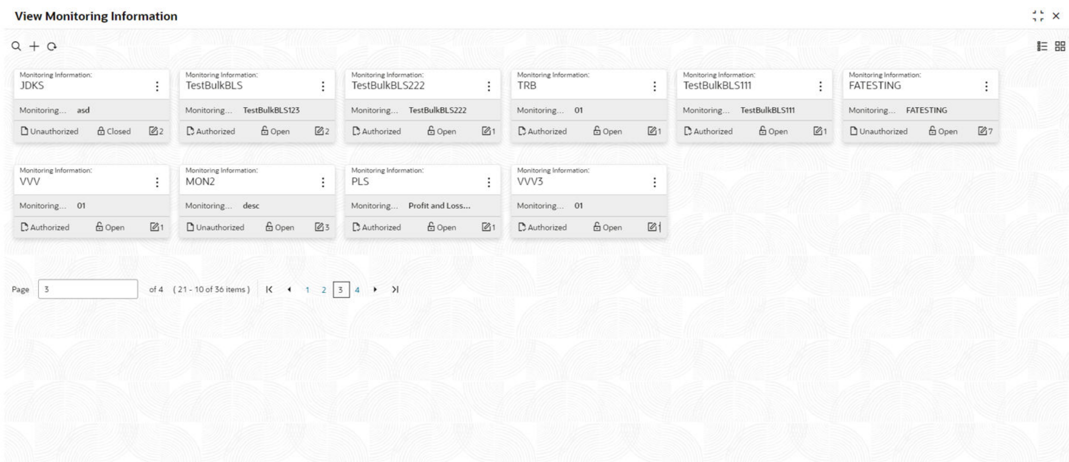


4. To **Edit** or **Delete** the element details, click the corresponding icon.
5. To save the monitoring information, click **Save** in the **Monitoring Information** screen.

6. To view the monitoring information summary, navigate to **Credit Facilities** > **Maintenance** > **Monitoring Information** > **View Monitoring Information** from the left menu.

   The **View Monitoring Information** screen is displayed.

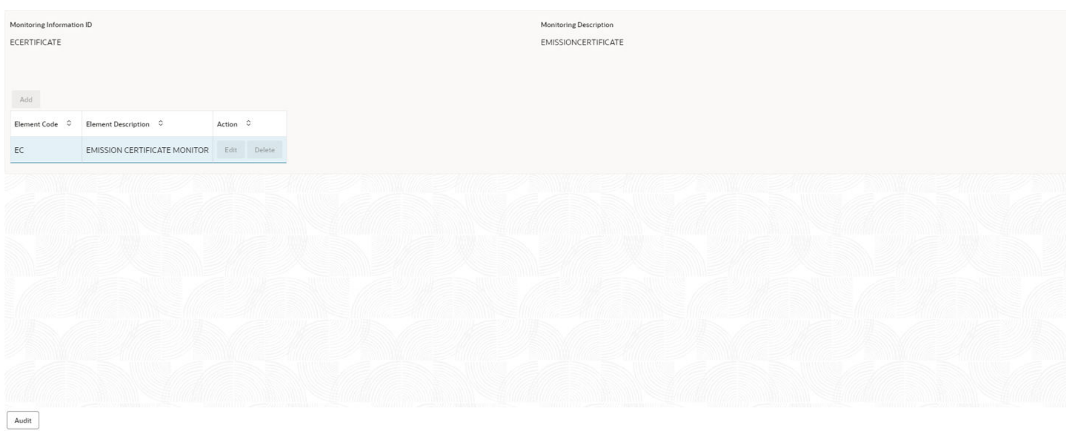
Figure 2-11 View Monitoring Information



7. Click on the required tile to view the particular monitoring information.

   The **Monitoring Information** screen is displayed.

Figure 2-12 Monitoring Information



3
Business Process

This topic provides brief introduction about the Business Process maintenance.

The **Business Process** sub-menu under **Maintenance** menu allows to customize all the business processes, such as Policy Definition, Credit Proposal, Credit Amendment, and Facility Closure available in OBCFPM. You can choose to display/hide a particular data segment and field for any process through this maintenance according to your business need.

- Creating Business Process
  Ths topic provides systematic instructions about creating business process.
- Modify Business Process
  This topic provides systematic instructions about the procedure to modify a business process record.
- Close Business Process
  This topic provides systematic instructions about the procedure to close a business process.
- Reopen Business Process
  This topic provides systematic insrructions about the procedure to reopen a business process record.
- Approve Business Process
  This topic provides systeamtic instructions about the procedure to approve business process maintenance action.
- Import/Export Business Process
  This topic provides systematic instructions about business process Improvements.

3.1 Creating Business Process

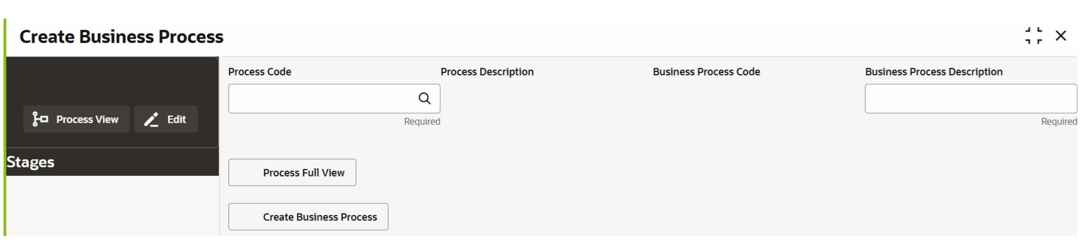
Ths topic provides systematic instructions about creating business process.

The **Create Business Process** screen provides an option to select and customize the business processes maintained in **Common Core Maintenance** module.

1. From **Menu** screen, select **Credit Facilities**, under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Business Process**. Under Business Process, select **Create Business Process** .

   The **Create Business Process** screen is displayed.

Figure 3-1 Create Business Process



> **Note**
>
> In the **Create Business Process** screen, stages maintained for the selected process in **Common Core Maintenance** module are displayed in the left pane. You cannot add / remove the stages in OBCFPM.

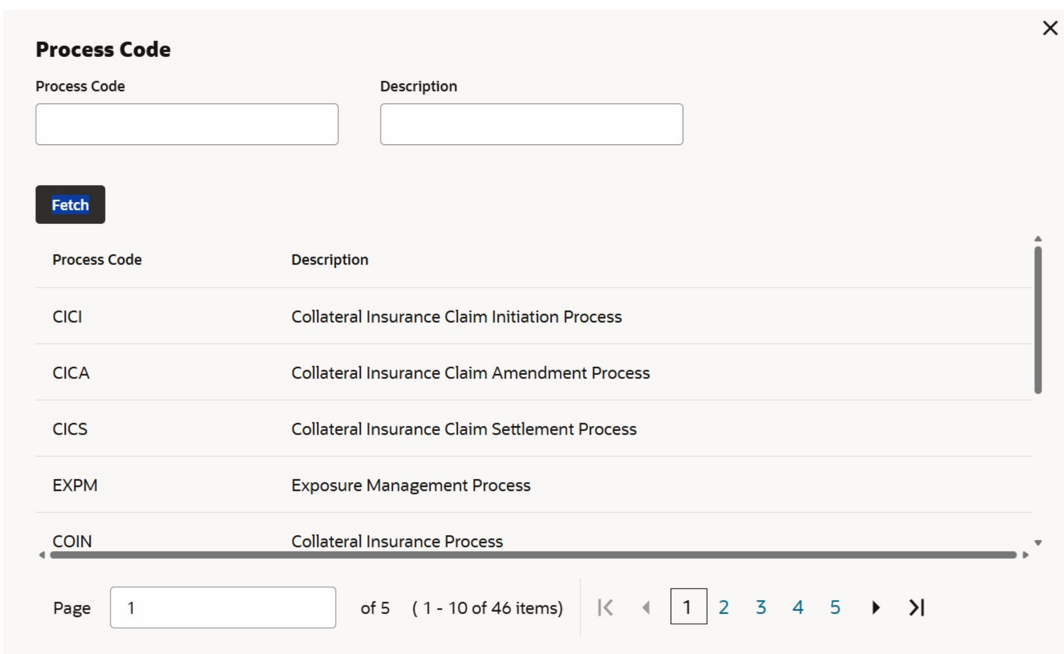
3. Provide the process details based on description in the following table.

Table 3-1 Create Business Process - Field Description

Field	Description
Process Code	Click the search icon and select the required process code. Process codes maintained in the **Common Core Maintenance** module are displayed in the option list.
Process Description	Description provided for the process code in **Process Code Maintenance** screen is defaulted.
Business Process Code	Specify a unique code for the business process to be created.
Business Process Description	Specify description for the business process to be created.

Click the search icon in **Process Code** field, the following window is displayed.

Figure 3-2 Process Code - Fetch



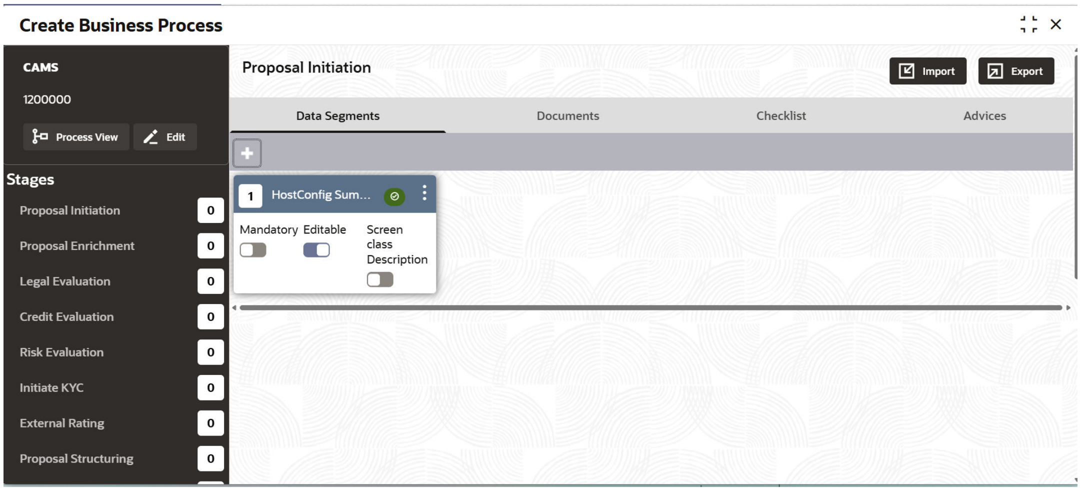
4. Click **Fetch**.

   The process codes maintained in the **Common Core Maintenance** module gets populated.

5. Click on the required Process Code.

   Process Code and **Process Description** fields in the **Create Business Process** screen gets updated with the selected code details, and the following screen is displayed.

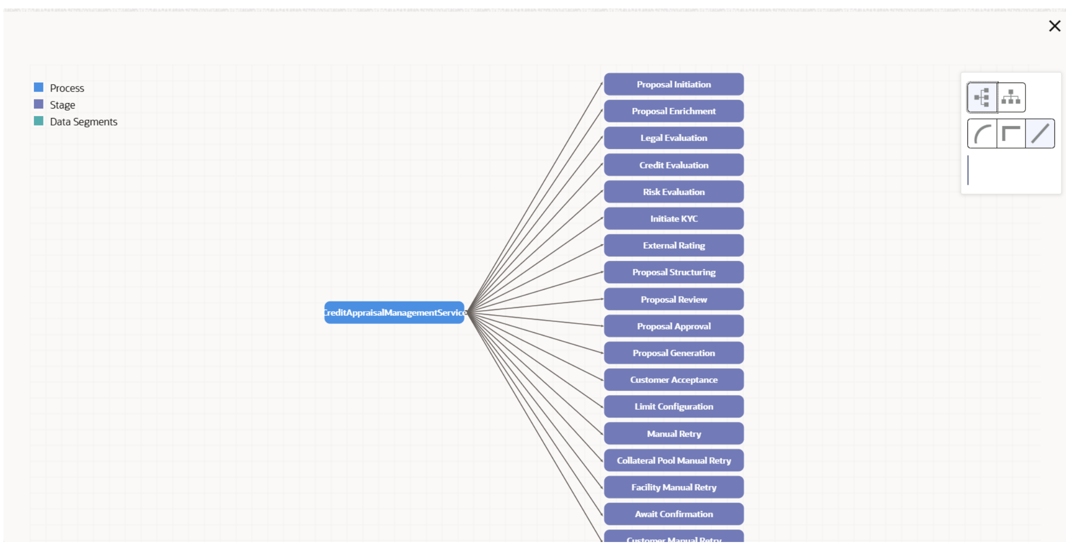
Figure 3-3 Create Business Process - Data Segment



6. To view the business process diagram, click the **Process View** icon.

   The process flow diagram is displayed as shown below.

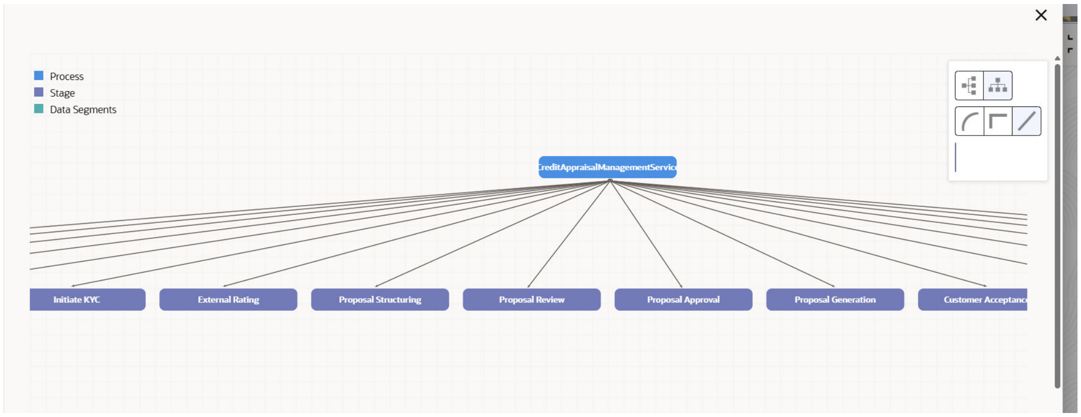
Figure 3-4 Process Flow Diagram



7. To change the layout of the process flow diagram, click the settings icon at the top right corner and select the required layout.

   The layout is changed based on the selected layout options. Sample screenshot is provided below for reference.

Figure 3-5 Process Flow Diagram - Horizontal Layout



8. To exit the layout window, click the close icon at the top right corner.

- Data Segments
  This topic provides sytematic intsructions about the procedure to manage data segments in each stage of a business process.
- Documents
  This topic provides systematic instructions about the procedure to configure mandatory and optional document list for a process.
- Checklist
  This topic provides the systematic instructions about the procedure to add checklist for the stages in a business process.
- Advices
  This topic provides the systematic intsructions about the procedure to configure advices to be sent to the customers.

3.1.1 Data Segments

This topic provides sytematic intsructions about the procedure to manage data segments in each stage of a business process.

1. To add data segments for a stage, select the required stage from left pane and click the add icon in the **Data Segment** tab.

   The following screen is displays.

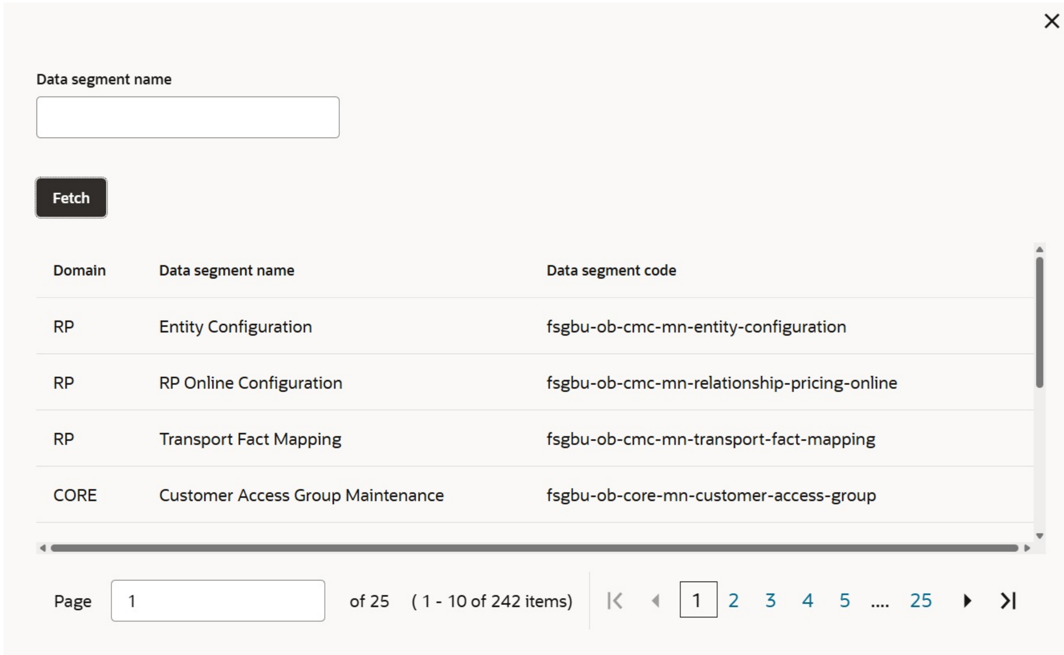


Figure 3-6 Data Segment - Fetch

2. Click **Fetch** and select the required data segment.

   The data segment is added in the **Data Segment** tab as shown below.

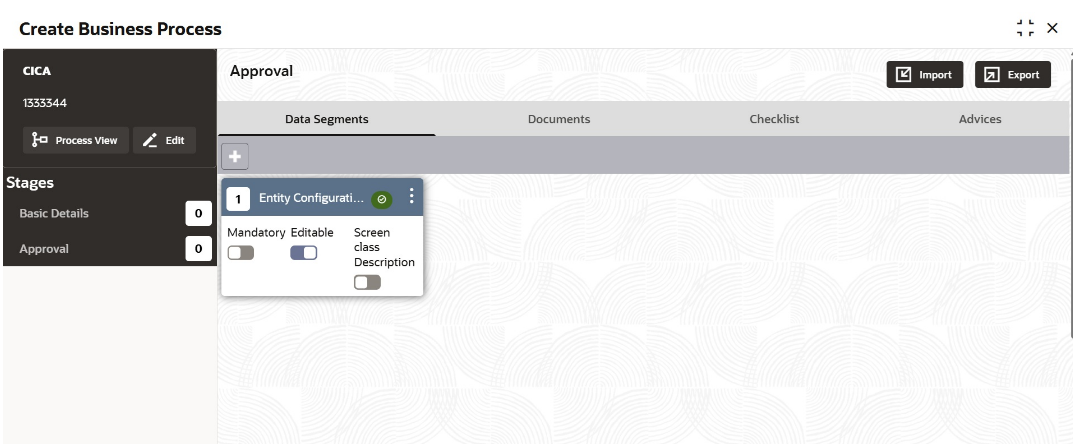


Figure 3-7 Data Segment - Added

3. To add another data segment, perform the above two steps again.

   By default, the system arranges the data segments in order in which they are added. User can rearrange the data segments by dragging and dropping them at the desired position.

4. To set the data segment as mandatory in the business process, enable the **Mandatory** flag.

   The data segments added in the **Data Segment** tab can be configured as editable or non-editable. By default,the **Editable** flag is enabled for all the data segments. If you want the data segment to appear as display only screen in the business process, disable the **Editable** flag.

5. Enable the **Screen Class Description** flag, if the data segment can be combined with other data segment.

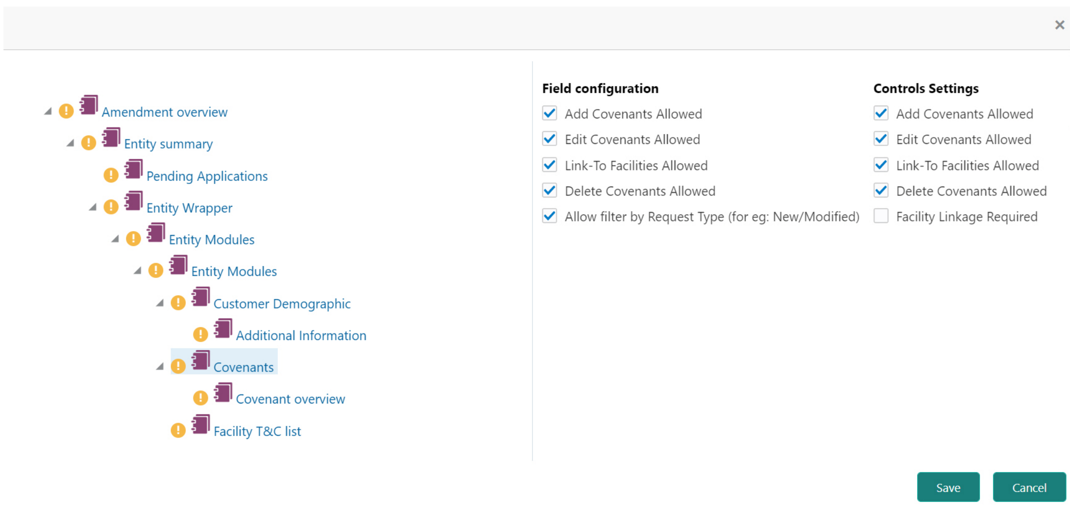
   The action icon in the added data segment widget has the following options:

   - **Field Configuration**
   - **Remove**

   Field Configuration

   User can use this option to display or hide a particular field in any of the data segments. Click **Field Configuration**, the following screen is displayed.

   Figure 3-8 Field Configuration

6. Select the required component from the left pane.

   Fields related to the component are displayed.

7. Enable or disable the required check boxes and click **Save**.

   Remove

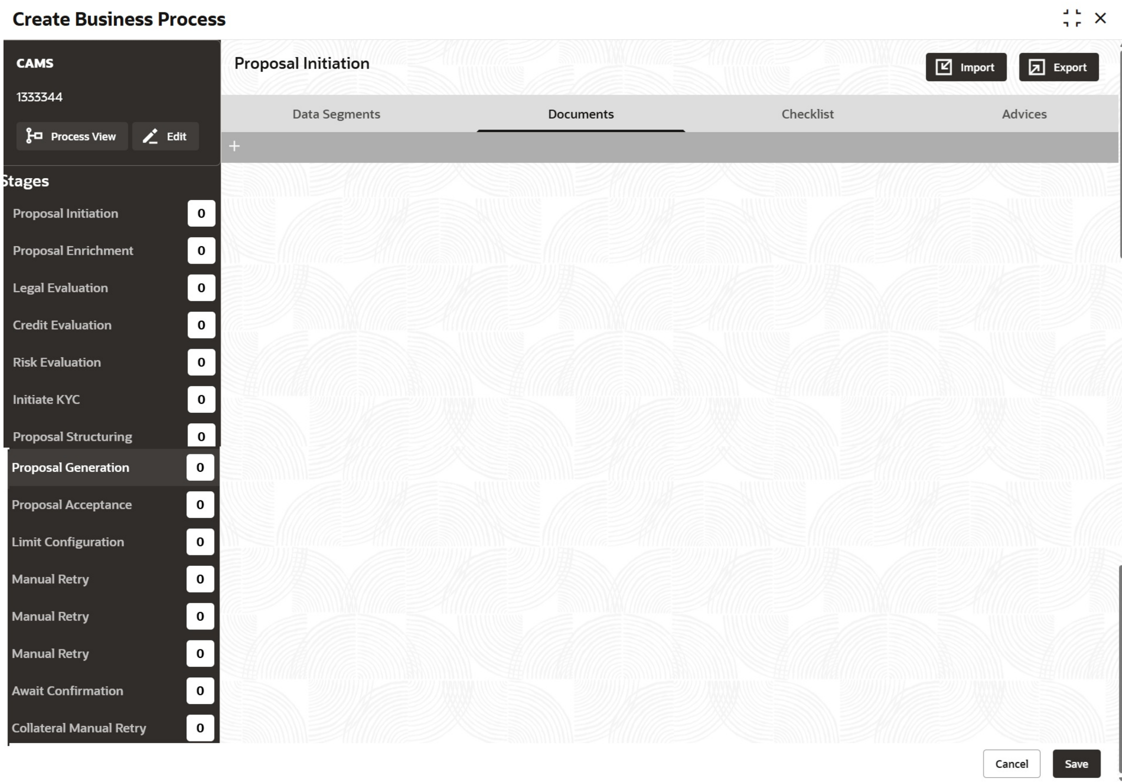
   This option allows user to remove the added data segment. If user do not require a particular data segment in the stage, click the action icon and select **Remove** option. The data segment will be removed from the Data Segment tab.

3.1.2 Documents

This topic provides systematic instructions about the procedure to configure mandatory and optional document list for a process.

The **Documents** tab allows to configure the documents list that appears in the **Link Document** / **Upload Document** window throughout the business process.

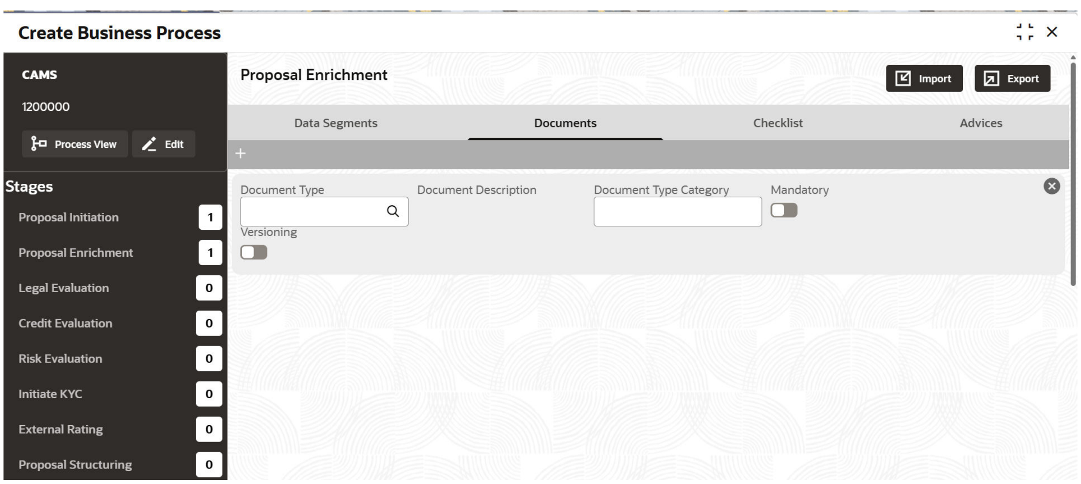
Figure 3-9 Documents Tab



1. Click the add icon.

   The **Documents Tab** is displayed as shown below.

   Figure 3-10 Documents - Add

2. Provide the document details based on description in the following table.

Table 3-2 Documents Tab - Field Description

Field	Description
Document Type	Click the search icon and select the document type. The document types maintained in **Common Core Maintenance** module are displayed in the option list.
Document Description	Document description provided for the document type gets defaulted on selecting the **Document Type**.
Document Type Category	Specify the **Document Type Category**. For example, if the **Document Type** is selected as **Address Proof**, you can specify **Aadhaar Card** as document type category.
Mandatory	Enable this flag to specify that the document is mandatory.
Versioning	Enable this flag to allow uploading of same document in different versions.

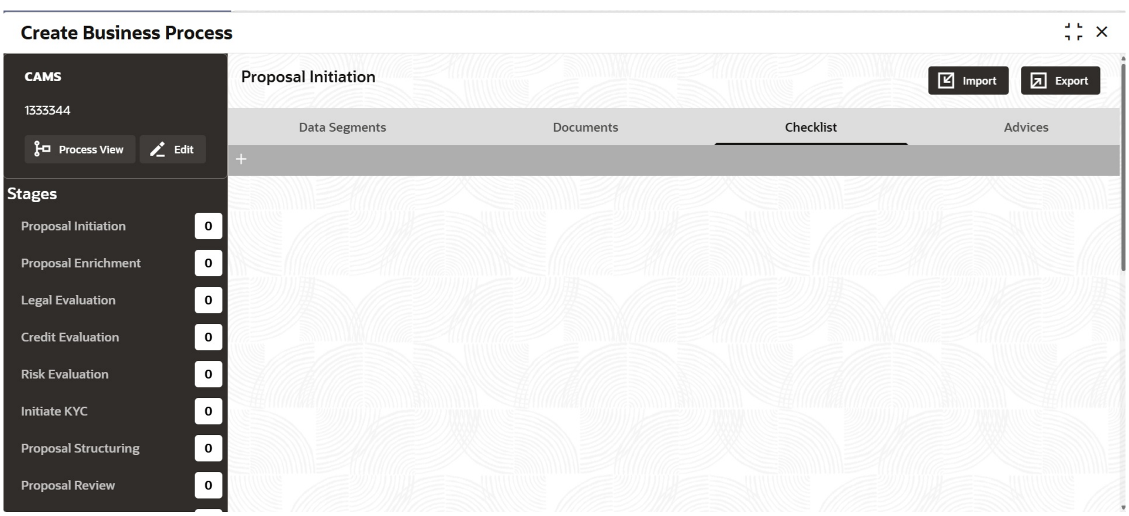
3. To add another document type, click the add icon again and provide the necessary details.
4. To remove the added document type, click the close icon.
5. After configuring the documents list, click **Save**.

3.1.3 Checklist

This topic provides the systematic instructions about the procedure to add checklist for the stages in a business process.

User can configure checklist for manual verification of each stage in the **Checklist** tab. The checklist configured here will be displayed in the **Checklist** window that appears on clicking **Submit** in any of the stages.

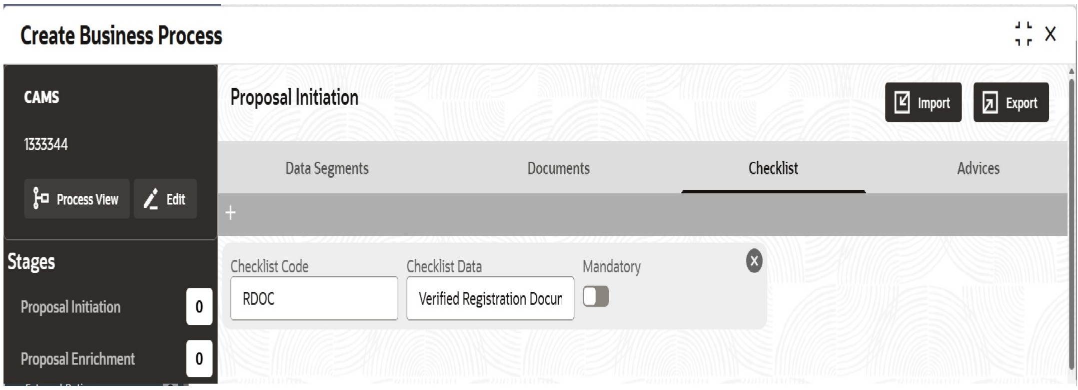
Figure 3-11 Checklist Tab



1. To add checklist, click the add icon.

   The **Checklist** tab is displayed as shown below.

Figure 3-12 Checklist



2. Specify the checklist details based on description provided in the following table.

Table 3-3 Checklist - Field Description

Field	Description
Checklist Code	Specify a unique code for the checklist.
Checklist Data	Specify the checklist for manual verification. For example, Verified Registration Documents. The checklist data provided here will appear as check box in the **Checklist** window.
Mandatory	Enable this flag to set the checklist as mandatory.

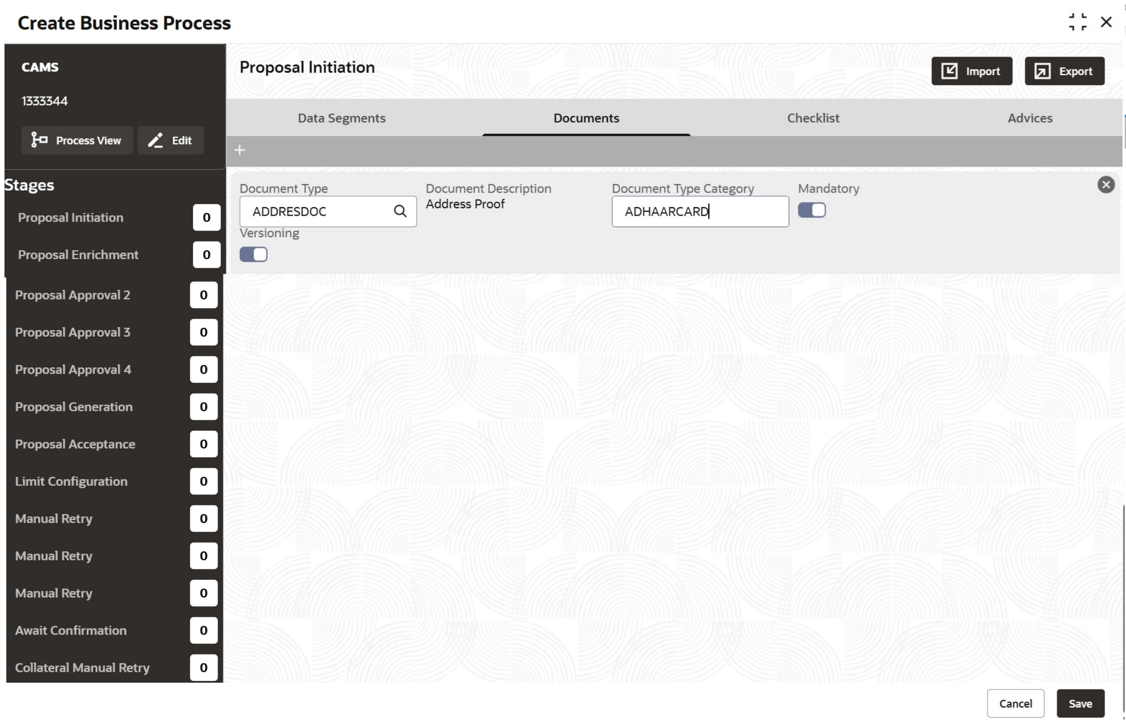
3. To add another checklist, click the add icon again and provide the necessary details.
4. To remove the added checklist, click the close icon.
5. After configuring the checklist, click **Save**.

3.1.4 Advices

This topic provides the systematic intsructions about the procedure to configure advices to be sent to the customers.

Advices are the draft documents to be sent to the customers from bank. You can configure advice for the **Draft Generation** stage in any business process in the **Advices** tab.

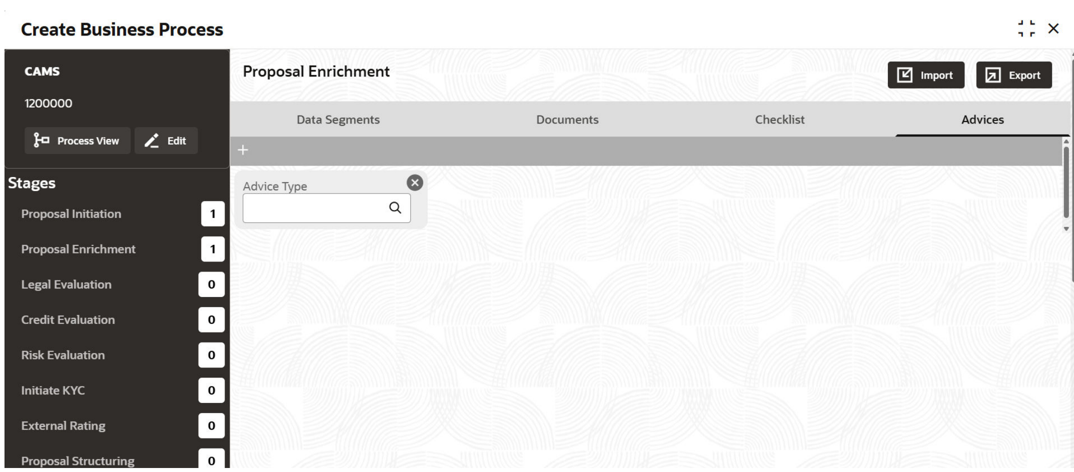
Figure 3-13 Advices Tab



1. To configure advice for a stage, click the add icon.

   The **Advice** tab is displayed as shown below.

   Figure 3-14 Advices

2. Specify the advice details based on description in the following table.

Table 3-4 Advices - Field Description

Field	Description
Advice Type	Click the search icon and select the **Advice Type**. Advice types maintained in the **Common Core Maintenance** module are displayed in the option list.
Advice Description	Advice description provided for the selected advice type gets defaulted.

3. To add another advice, click the add icon again and provide the necessary details.
4. To remove the added advice, click the close icon.
5. After configuring the advice, click **Save**.

3.2 Modify Business Process

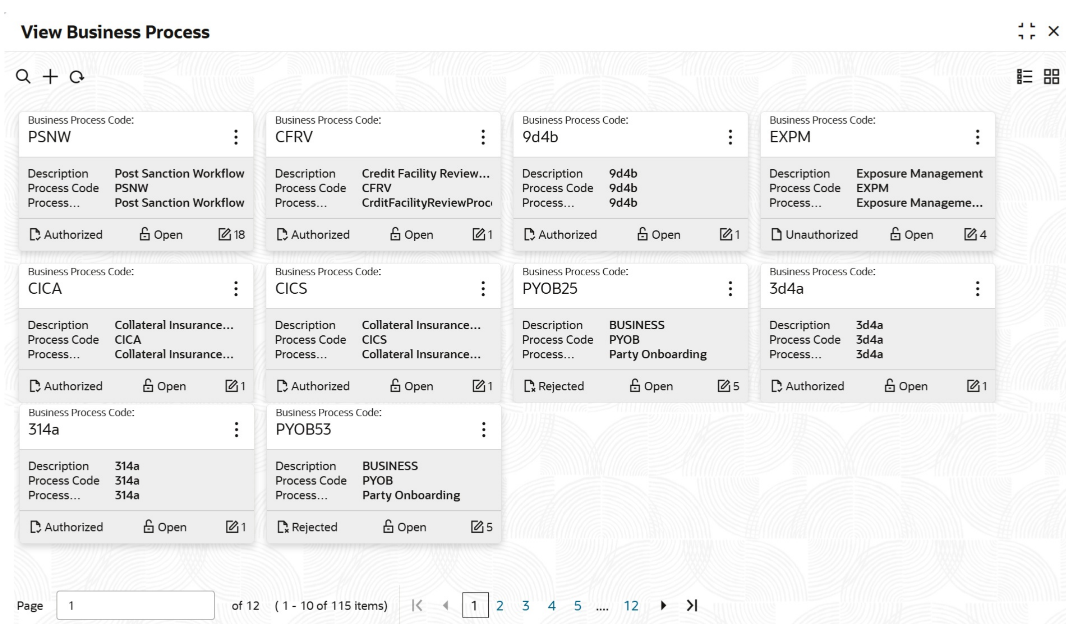
This topic provides systematic instructions about the procedure to modify a business process record.

To modify any business process, the business process record must be in an authorized state. The unauthorized record can be modified only by the user who created the record.

1. From **Menu** screen, select **Credit Facilities**, under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Business Process**. Under Business Process, select **View Business Process**.

   The **View Business Process** screen is displayed.

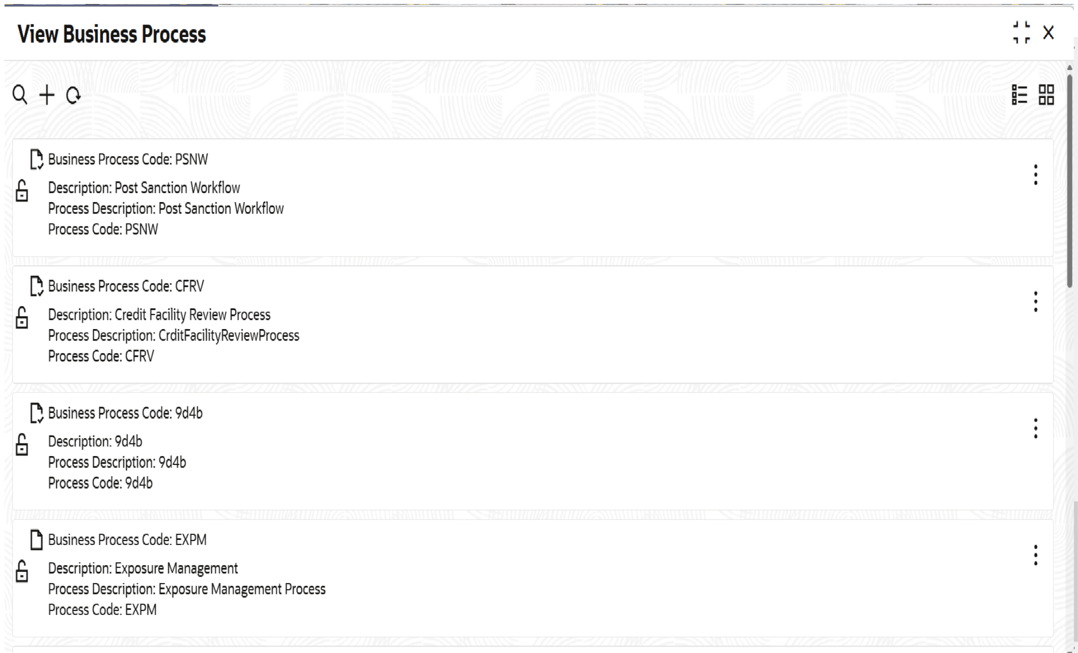
Figure 3-15 View Business Process



3. To change the table view to list view, click the List View icon at the top right corner.

   The **View Business Process** screen is displayed as shown below.

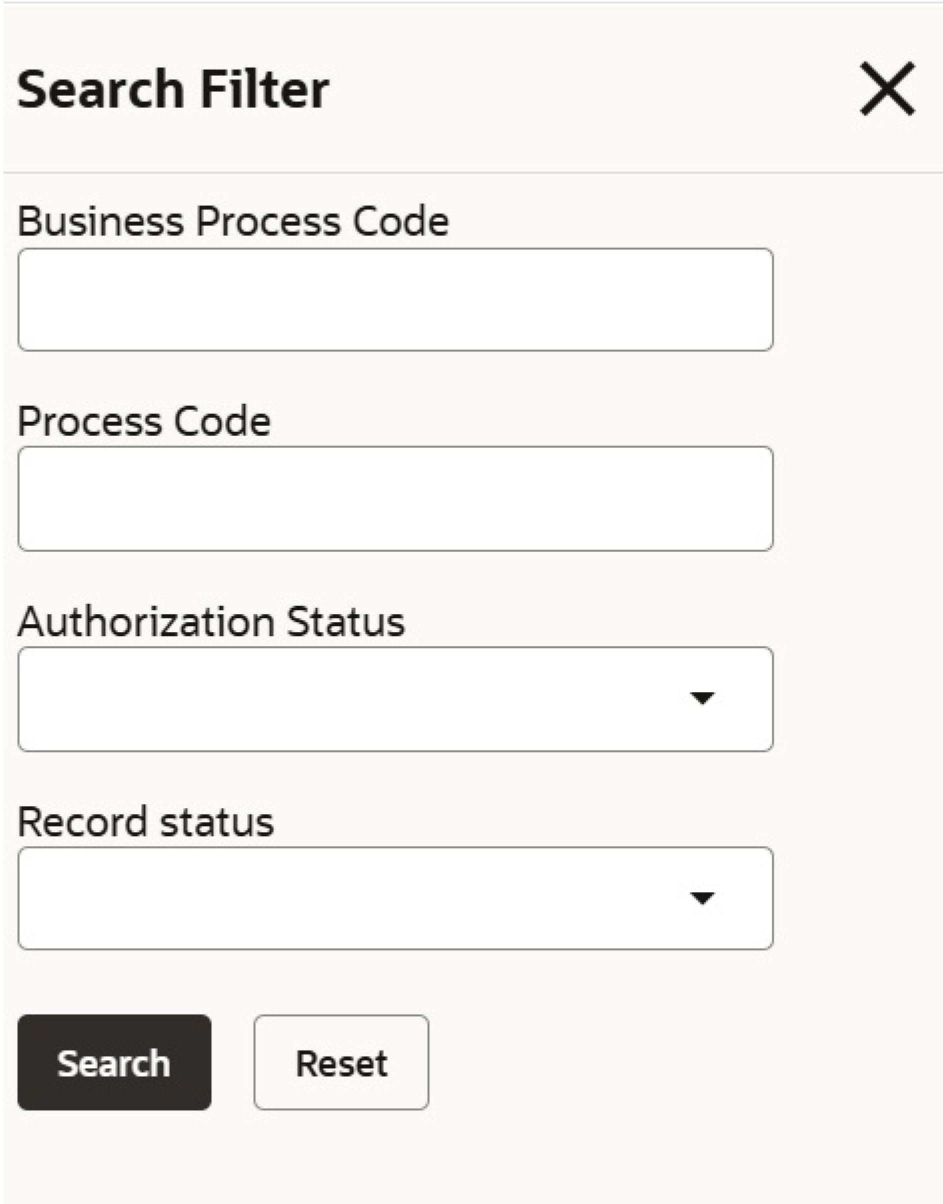
Figure 3-16 View Business Process - List View



4. Click the search icon to search the required business process.

   The search bar is displayed as shown below.

Figure 3-17 View Business Process - Search



5. Specify or select value any or all of the following filter parameters:
   - **Business Process Code**
   - **Process Code**
   - **Authorization Status**
   - **Record Status**
6. Click **Search**.

   Records matching the filter criteria are displayed.
7. In the **View Business Process** screen, click the refresh icon to refresh the business process record list.
8. Click the add icon to define new business process.

9. To modify a record, click the action icon on the required business process record and select **Unlock**.

   The **Business Process Definition** screen is displayed in edit mode.

10. Modify the required field values.
11. Click **Save**.

    Business process will be modified on authorization.

3.3 Close Business Process

This topic provides systematic instructions about the procedure to close a business process.

User can close the business processes that are no longer required for your business operations. To perform this action, the record must be in an authorized state. Unauthorized records can be closed only by the maker of the record.

> **Note**
>
> Authorization is required for closing the business process.

1. In the **View Business Process** screen, click the action icon in the required business process record and select **Close**.
2. Click **View**.

   The business process details are displayed.

3. Click **Proceed**.

   The record status is changed to closed.

3.4 Reopen Business Process

This topic provides systematic insrructions about the procedure to reopen a business process record.

User can reopen the closed business process when it is required for your business operations again.

> **Note**
>
> Authorization is required for reopening the closed business process.

1. In the **View Business Process** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The mask management details are displayed.

4. Click **Proceed**.

   The record is reopened upon confirmation.

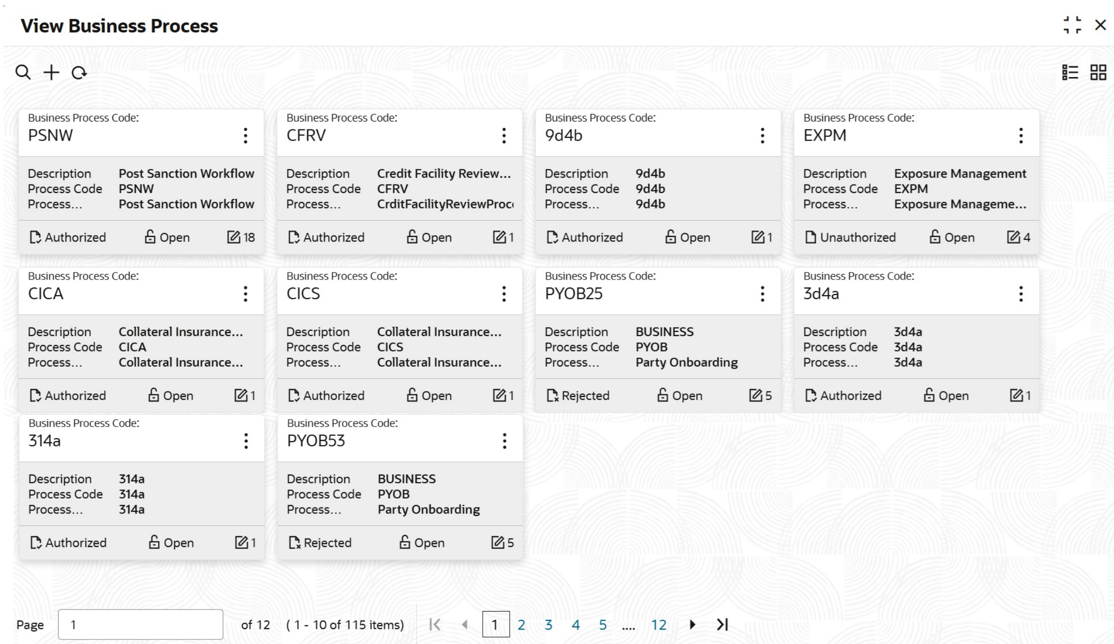
3.5 Approve Business Process

This topic provides systeamtic instructions about the procedure to approve business process maintenance action.

All the business processes created in the **Maintenance** module must be approved by the authorized person. Unauthorized business process will not be listed in the left navigation menu in OBCFPM.

In the **View Business Process** screen:

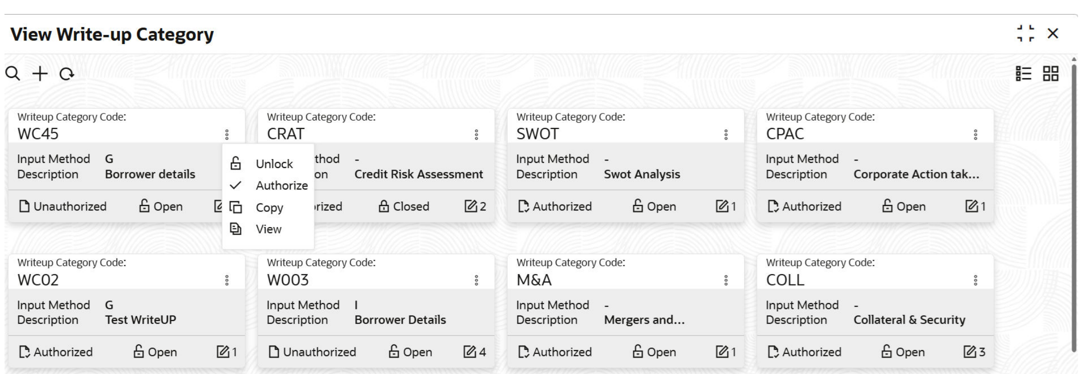
Figure 3-18 View Business Process



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

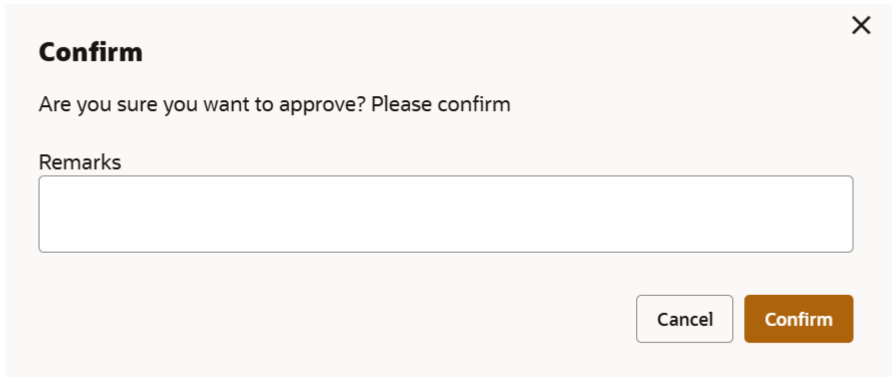
   Figure 3-19 Authorize Business Process

2. Select the **Mod Number**.

3. Click **Confirm**.

   The confirmation dialogue box is displayed.



4. Type the **Remarks**.
5. Click **Confirm**.

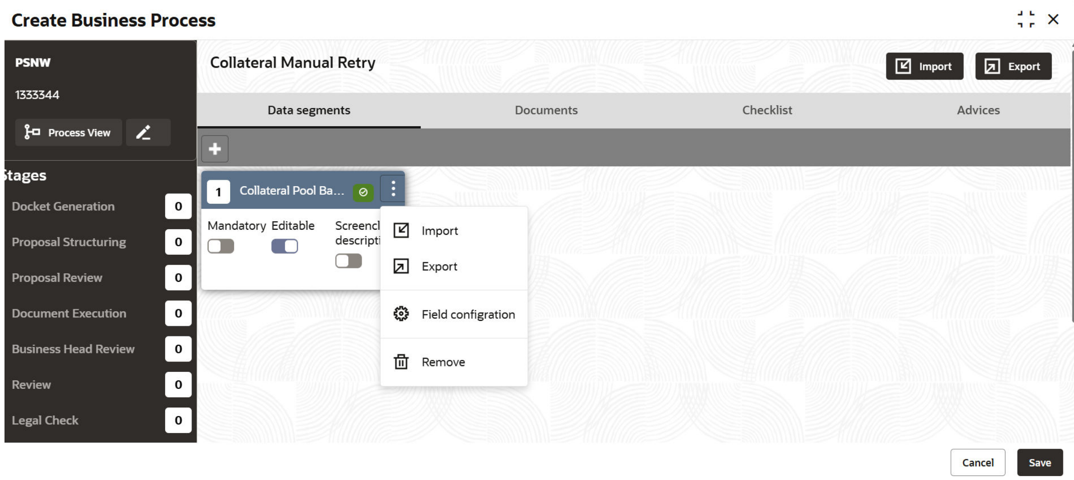
   The business process maintenance action is approved.

3.6 Import/Export Business Process

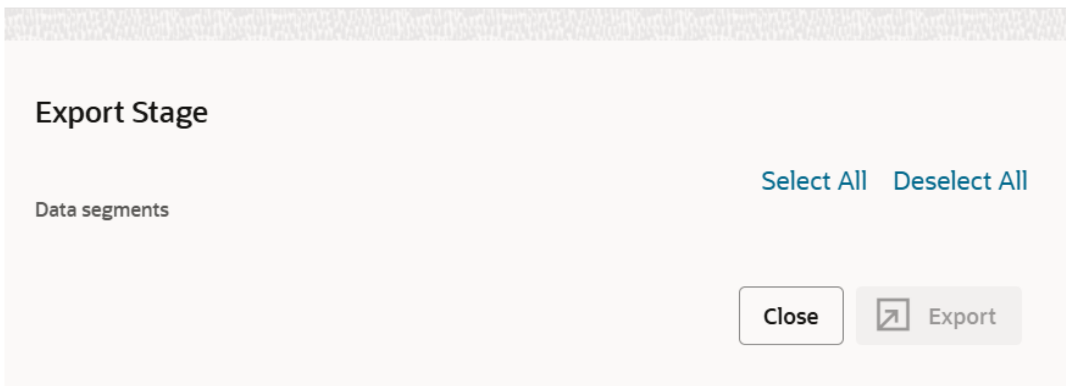
This topic provides systematic instructions about business process Improvements.

In **Oracle Banking Credit Facilities Process Management** maintains field configuration for all the data-segments in stage level for all the processes. Each data-segment will have n number of field configurations and a huge amount of data to be maintained. It is a tedious task to replicate the same field configuration in different environment having the same version of Oracle Banking Credit Facilities Process Management. This is addressed in this **Business Process** Import/Export.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Business Process**. Under Business Process, click **Business Process Definition**.
3. Select Import/Export options at the stage level in the Business Process Definition screen.
4. Added Import/Export functionality at both the stage and data-segment levels.
5. Select or deselect the data segments within the stage to be exported.
6. . Click the **Export** button to download the field configuration of the selected data segment in **JSON** format



7. Import the JSON file into any environment.



4

Financial Category

This topic provides brief introduction about the **Financial Category** maintenance.

The **Financial Category** sub-menu under **Maintenance** menu allows you to manage (create, edit, close, reopen, and approve) the financial categories. Financial categories are the top most components in the financial document. For example, following are the three major financial categories in balance sheet:

- **Assets**
- **Liabilities**
- **Ownership Equity**
- Create Financial Category
  This topic provides systematic instructions about the procedure to create financial category.
- Modify Financial Category
  This topic provides systematic instructions about the procedure to modify a financial category record.
- Close Financial Category
  This topic provides systematic instructions about the procedure to close a financial category record.
- Reopen Financial Category
  This topic provides systematic intsructions about the procedure to reopen a financial category record.
- Approving Financial Category
  This topic provides systematic instrictions about the procedure to approve a financial category maintenance action.

4.1 Create Financial Category

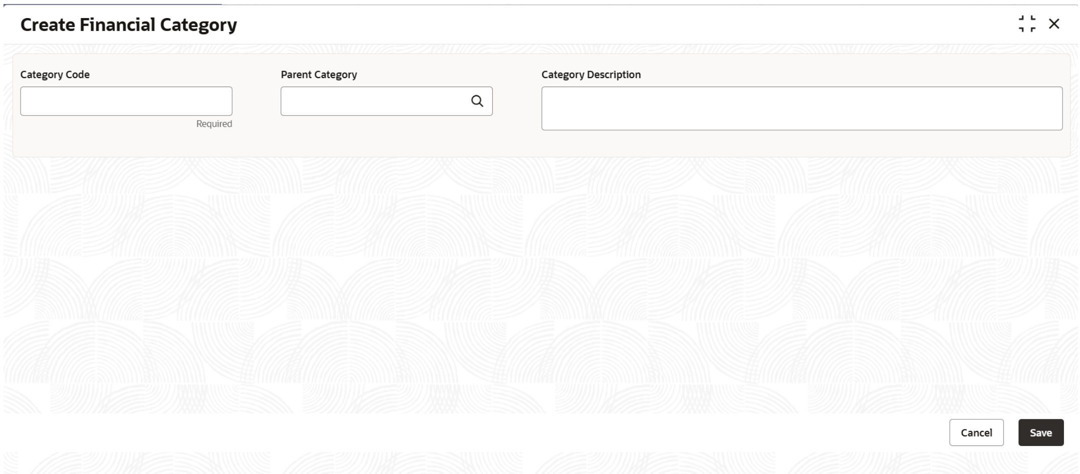
This topic provides systematic instructions about the procedure to create financial category.

The **Create Financial Category** screen provides an option to define financial categories available in the financial documents.

1. From **Home** menu, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Category**. Under Financial Category, select **Create Financial Category**.

   The **Create Financial Category** screen is displayed.

Figure 4-1 Create Financial Category



3. Provide the financial category details based on description in the following table.

Table 4-1 Create Financial Category - Field Description

Field	Description
Category Code	Type a unique code for the financial category to be defined.
Category Description	Type a brief description for the financial category to be defined.
Parent Category	Search and select the **Parent Category** for the financial category to be defined.

4. Click **Save**.

4.2 Modify Financial Category

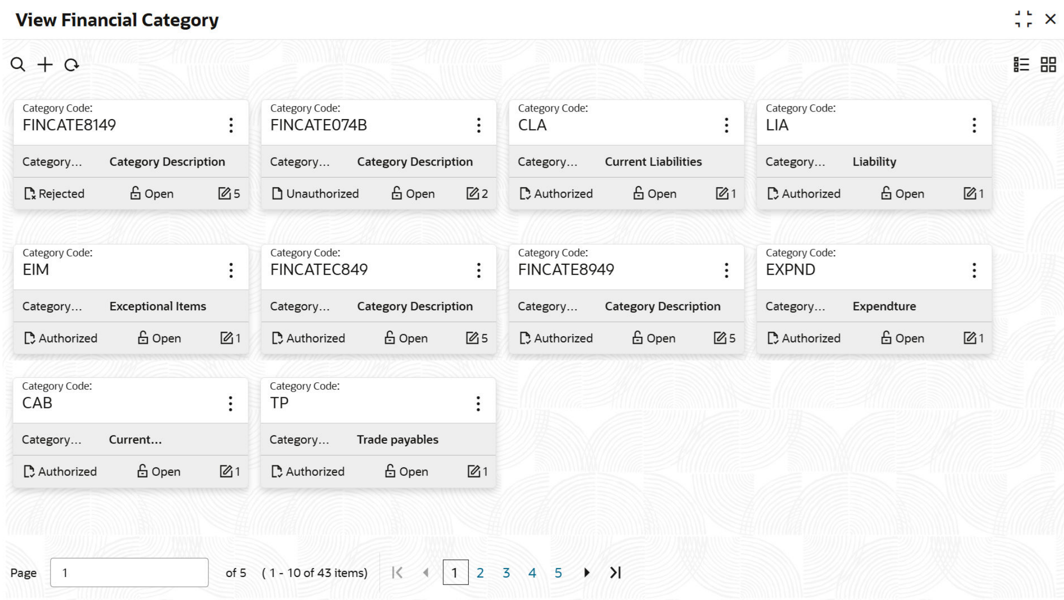
This topic provides systematic instructions about the procedure to modify a financial category record.

To modify any financial category, the category record must be in an authorized state. The unauthorized financial category record can be modified only by the user who created the record.

1. From **Home** menu, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Category**. Under Financial Category, select **View Financial Category**.

   The **View Financial Category** screen is displayed.

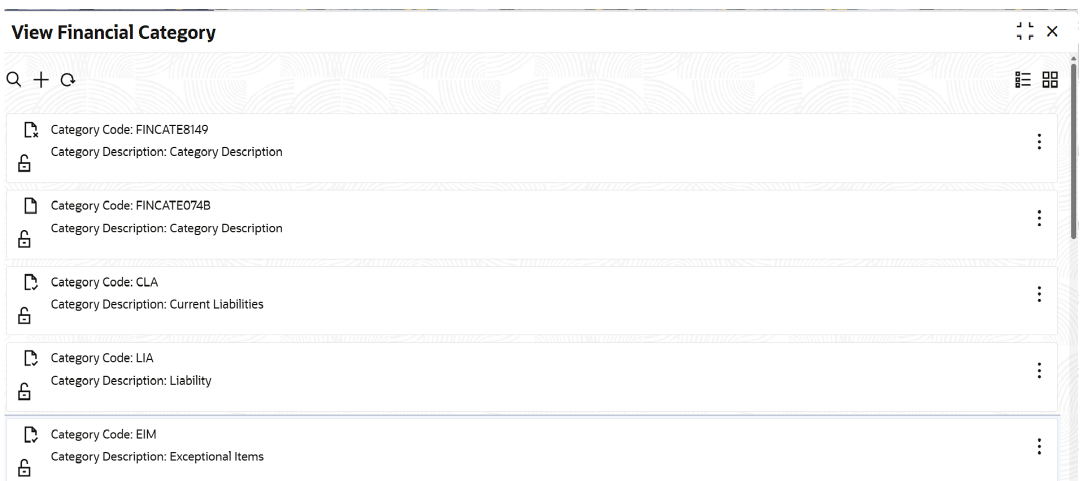
Figure 4-2 View Financial Category



3. Click the list icon at the top right corner to change the table view to list view.

   The **View Financial Category** screen is displayed as shown below.

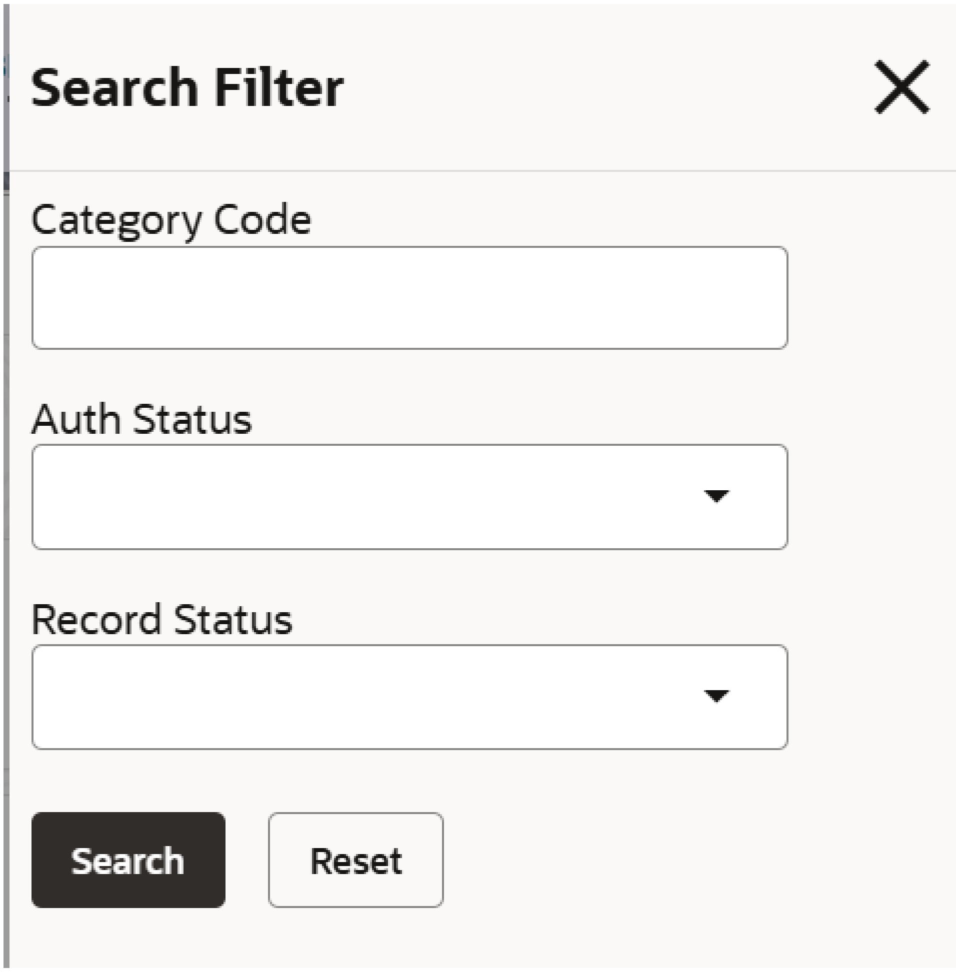
Figure 4-3 View Financial Category - List



4. Click the search icon to search the required financial category.

   The search bar is displayed as shown below.

Figure 4-4 View Financial Category - Search



5. Select the status of financial category based on description in the following table.

Table 4-2 View Financial Category - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the financial category. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the record statusof thefinancialcategory. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The financial category records that match the search parameters are displayed.
7. In the **View Financial Category** screen, click the refresh icon to refresh the financial category records list.
8. Click the add icon to define new financial category.
9. Click on the action icon in the required record and select **Unlock**.

The **Financial Category Maintenance** screen is displayed in edit mode.

10. Modify the required details.
11. Click **Save**.

    The financial category will be modified upon authorization.

4.3 Close Financial Category

This topic provides systematic instructions about the procedure to close a financial category record.

User can close the financial category that are no longer required for financial code maintenance. To perform this action, the record must be in an authorized state. Unauthorized records can be closed only by the maker of the record.

> **Note**
>
> Authorization is required for closing the financial category.

1. In the **View Financial Category** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The financial category details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

4.4 Reopen Financial Category

This topic provides systematic intsructions about the procedure to reopen a financial category record.

User can reopen the closed financial category when you require the category for financial code maintenance again.

> **Note**
>
> Authorization is required for reopening the closed financial category.

1. In the **View Financial Category** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The financial category details are displayed.
4. Click **Proceed**.

   The record is reopened on confirmation.

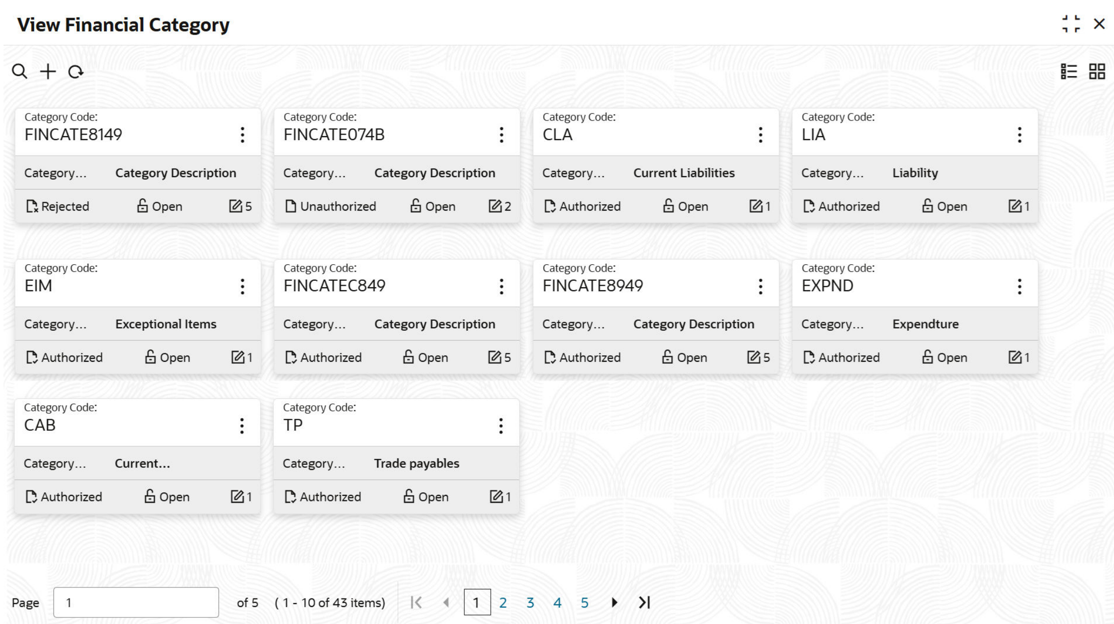
4.5 Approving Financial Category

This topic provides systematic instrictions about the procedure to approve a financial category maintenance action.

All the maintenance activities of financial categories must be approved by the authorized person. Unauthorized financial category will not be listed in the **Financial Code Maintenance** screen.

In the **View Financial Category** screen:

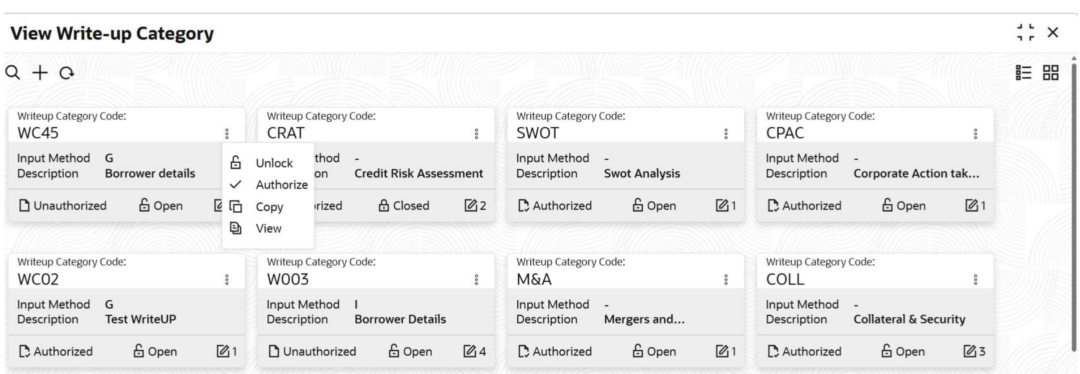
Figure 4-5 View Financial Category



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

   Figure 4-6 Authorize Financial Category

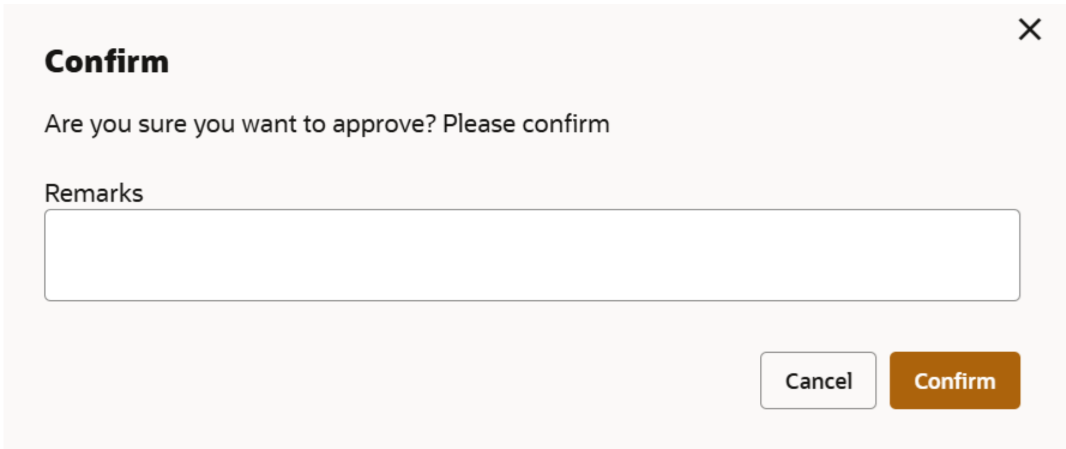
   

2. Select the **Mod Number**.

3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 4-7 Confirm Financial Category



4. Type the **Remarks**.
5. Click **Confirm**.

   The financial category maintenance action is approved.

5

Financial Code

This topic provides brief introduction to the **Financial Code Maintenance**.

The **Financial Code** sub-menu under **Maintenance** menu allows you to manage (create, edit, close, and approve) the financial codes (sub-categories) available in the financial documents.

- Creating Financial Code
  This topic provides systematic instructions about the procedure to create a financial code in OBCFPM.
- Modify Financial Code
  This topic provides systematic instructions about the procedure to modify a financial code record.
- Close Financial Code
  This topic provides systematic instructions about the procedure to close a financial code record.
- Reopen Financial Code
  This topic provides systematic instructions about the procedure to reopen a financial code record.
- Approve Financial Code
  This topic provides systematic instructions about the procedure to approve a financial code record.

5.1 Creating Financial Code

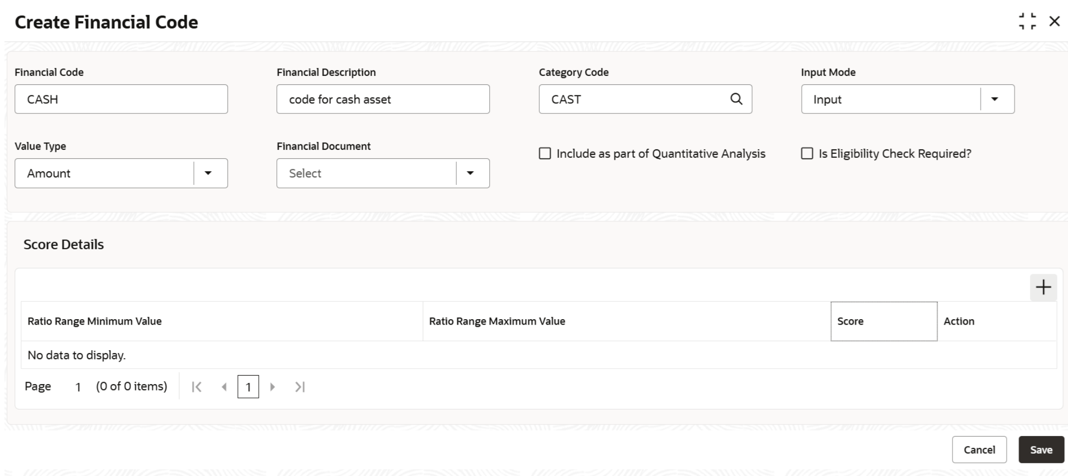
This topic provides systematic instructions about the procedure to create a financial code in OBCFPM.

The **Create Financial Code** screen provides an option to define financial code for financial document template maintenance.

1. From **Menu** screen, select **Credit Fcailities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Code**. Under Financial Code, select **Create Financial Code**.

   If the **Input Mode** is selected as **Input**, the **Create Financial Code** screen is displayed as shown below.

Figure 5-1 Create Financial Code - Input



3. Provide the financial code details based on description in the following table.

Table 5-1 Create Financial Code - Input - Field Description

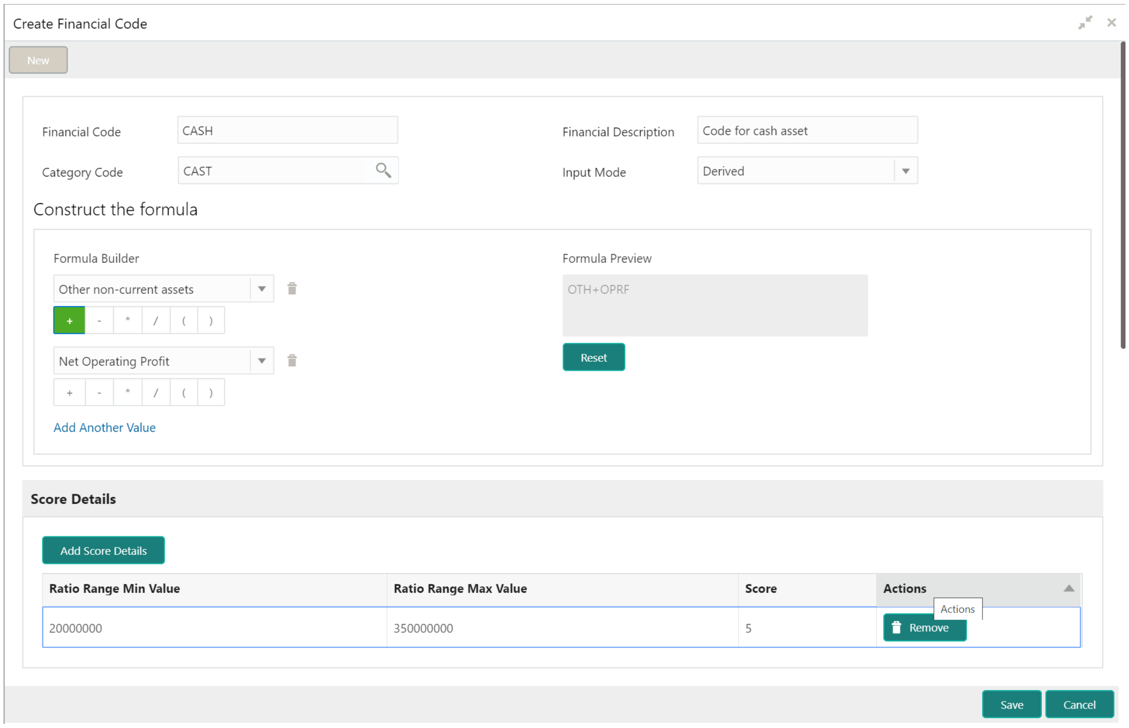
Field	Description
Financial Code	Type a unique code for the sub-category to be created.
Financial Description	Type brief description for the sub-category to be created.
Category Code	Search and select the **Category Code** for associating with the financial code. Financial categories maintained in the **Financial Category Maintenance** screen are displayed in the option.
Input Mode	Select the mode for fetching financial details from the financial documents. The options available are **Input** and **Derived**.
Ratio Range Min Value	Specify the minimum financial value to define organization's financial score.
Ratio Range Max Value	Specify the maximum financial value to define organization's financial score.
Score	Specify the **Score** for the financial value range. If the financial value of the organization is in mentioned range, mentioned score is the organization's financial score.

4. Click **Add Score Details**.
5. To delete the added score detail, click **Remove** in the **Action** column.
6. Click **Save**.

   The financial code will be created upon authorization.

If the **Input Mode** is selected as **Derived**, the **Create Financial Code** screen is displayed as shown below.

Figure 5-2 Create Financial Code - Derived



7. Provide the financial code details based on description in the following table.

Table 5-2 Create Financial Code - Derived - Field Description

Field	Description
Financial Code	Type a unique code for sub-category to be defined.
Financial Description	Type a brief description about the sub-category to be defined.
Category Code	Search and select the **Category Code** for associating with the financial code. Financial categories maintained in the **Financial Category Maintenance** screen are displayed in the option list.
Input Mode	Select the mode for fetching financial details from the financial documents. The options available are **Input** and **Derived**.
Formula Builder	Select the variables and the operators to construct formula for deriving financial value from the financial document. **Note**: • To add another variable, click **Add Another Value** • To reset the formula, click **Reset**
Ratio Range Min Value	Specify the minimum financial value to define organization's financial score.
Ratio Range Max Value	Specify the maximum financial value to define organization's financial score.
Score	Specify the **Score** for the financial value range. If the financial value of the organization is in mentioned range, mentioned score is the organization's financial score.

8. Click **Add Score Details**.
9. To delete the added score detail, click **Remove** in the **Action** column.
10. Click **Save**.

The financial code will be created upon authorization.

5.2 Modify Financial Code

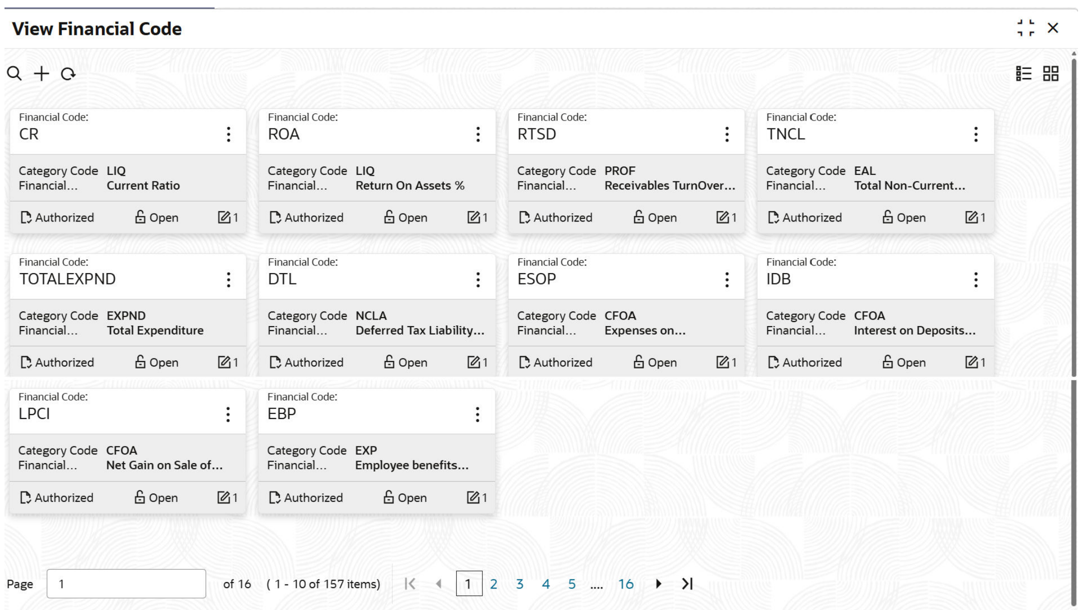
This topic provides systematic instructions about the procedure to modify a financial code record.

To modify any financial code, the financial code record must be in an authorized state. The unauthorized financial code record can be modified only by the user who created the record.

1. From **Menu** screen, select **Credit Fcailities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Code**. Under Financial Code, select **View Financial Code**.

   The **View Financial Code** screen is displayed.

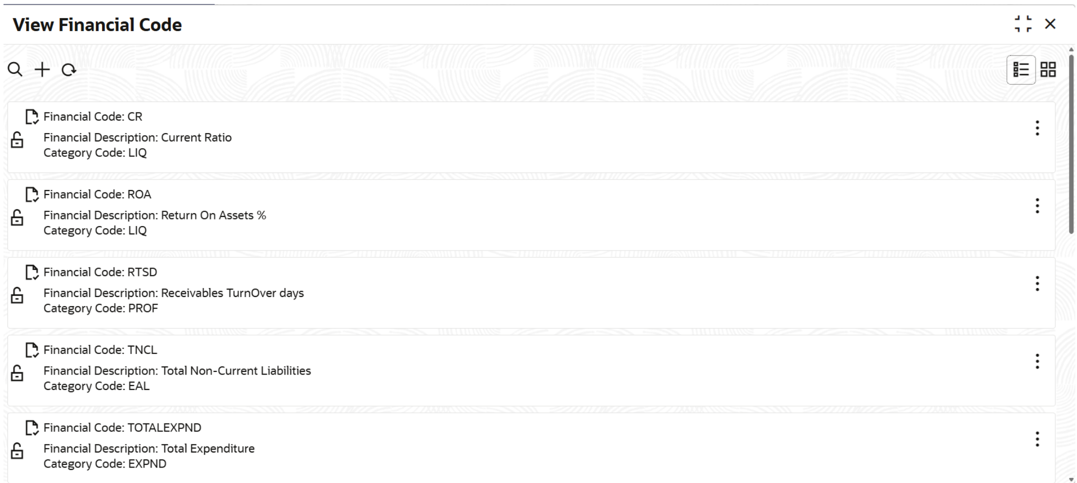
Figure 5-3 View Financial Code



3. Click the List View icon at the top right corner to change the table view to list view.

   The **View Financial Code** screen is displayed as shown below.

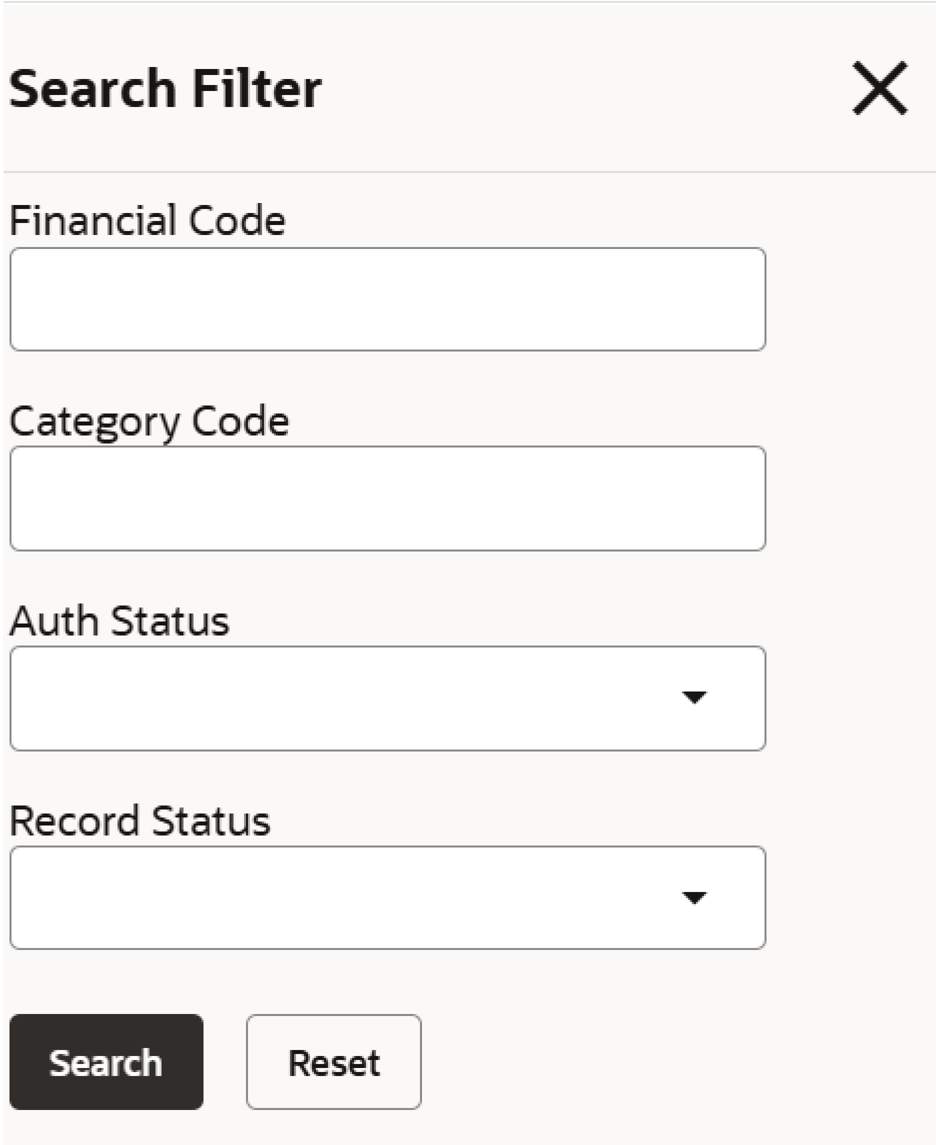
Figure 5-4 View Financial Code - List



4. Click the search icon to search the required financial code.

   The search bar is displayed as shown below.

Figure 5-5 View Financial Code - Search



5. Select the status of financial code based on description in the following table.

Table 5-3 View Financial Code - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the financial code. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the record status of the financial code. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The financial codes that match the search parameters are displayed.

7. In the **View Financial Code** screen, click the refresh icon to refresh the financial code record list.
8. Click the add icon to define new financial code.
9. Click on the action icon in the required record and select **Unlock**.

   The **Financial Code Maintenance** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The financial code record will be modified upon authorization.

5.3 Close Financial Code

This topic provides systematic instructions about the procedure to close a financial code record.

User can close the financial code that are no longer required for the financial document template maintenance. To perform this action, the record must be in an authorized state. Unauthorized records can be closed only by the maker of the record.

> **Note**
>
> Authorization is required for closing the financial code.

1. In the **View Financial Code** screen, click the action icon in required record and select **Close**.
2. Click **View**.

   The financial code details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

5.4 Reopen Financial Code

This topic provides systematic instructions about the procedure to reopen a financial code record.

User can reopen the closed financial code, when the code is required for financial document template maintenance again.

> **Note**
>
> Authorization is required for reopening the closed financial code.

1. In the **View Financial Code** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

The financial code details are displayed.

4. Click **Proceed**.

   The record will be reopened upon authorization.

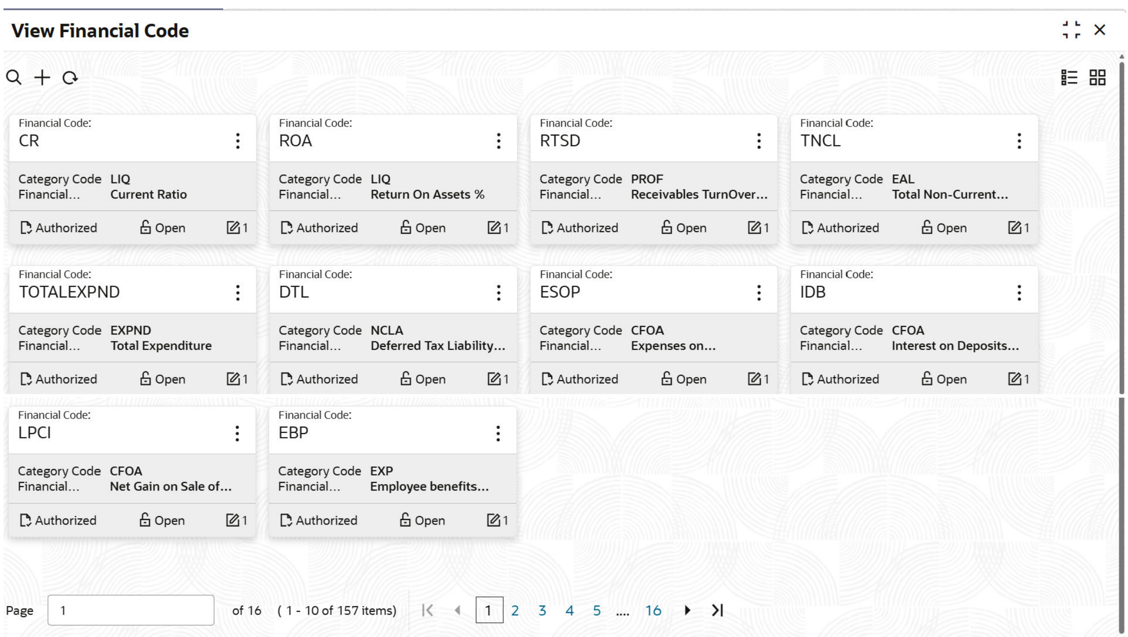
5.5 Approve Financial Code

This topic provides systematic instructions about the procedure to approve a financial code record.

All the maintenance activities of financial code must be approved by the authorized person. Unauthorized financial code will not be listed in the **Financial Document Template Maintenance** screen.

In the **View Financial Code** screen:

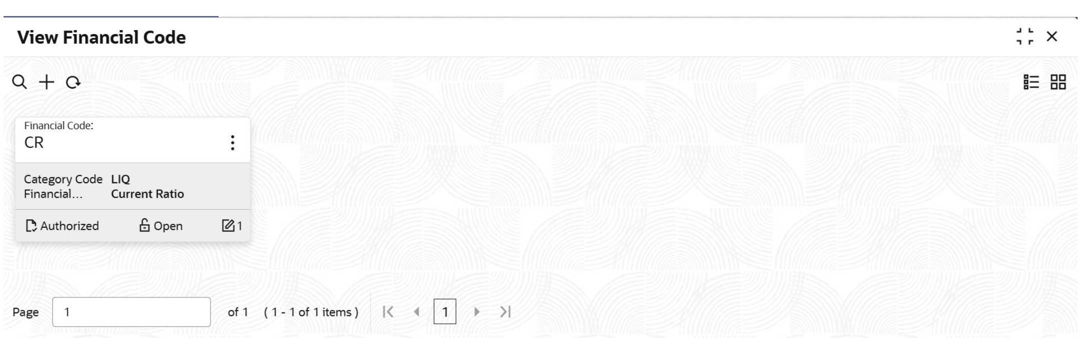
Figure 5-6 View Financial Code



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

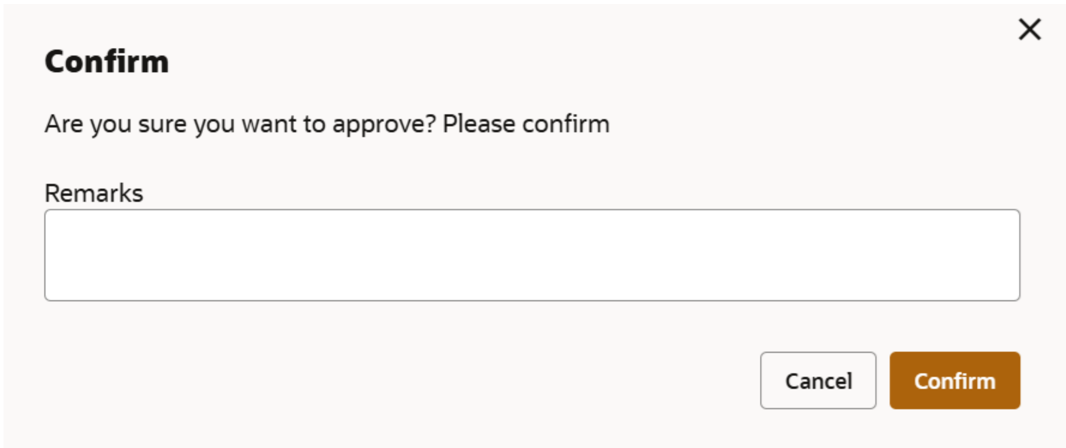
   Figure 5-7 Approve Financial Code



2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 5-8 Confirm Financial Code



4. Type the **Remarks**.
5. Click **Confirm**.

   The financial code maintenance action is approved.

6 Financial Document Template

This topic provides introduction to Financial Document Template Maintenance in OBCFPM.

The **Financial Document Template** sub-menu under **Maintenance** menu allows you to define a template for the financial documents of customers, such as balance sheet. Documents to be uploaded by the bank user must be in the format defined in template, so that the system can fetch and process the data from uploaded document.

- Create Financial Document Template
  This topic provides systematic instructions about the procedure to create a financial document template.
- Modify Financial Document Template
  This topic provides systematic instructions about the procedure to modify a financial document template record.
- Close Financial Document Template
  This topic provides systematic instructions about the procedure to close a financial document template record.
- Reopen Financial Document Template
  This topic provides systematic instructions about the procedure to reopen a financial document template record.
- Approve Financial Document Template
  This topic provides systematic instructions about the procedure to approve a financial document template record.

6.1 Create Financial Document Template

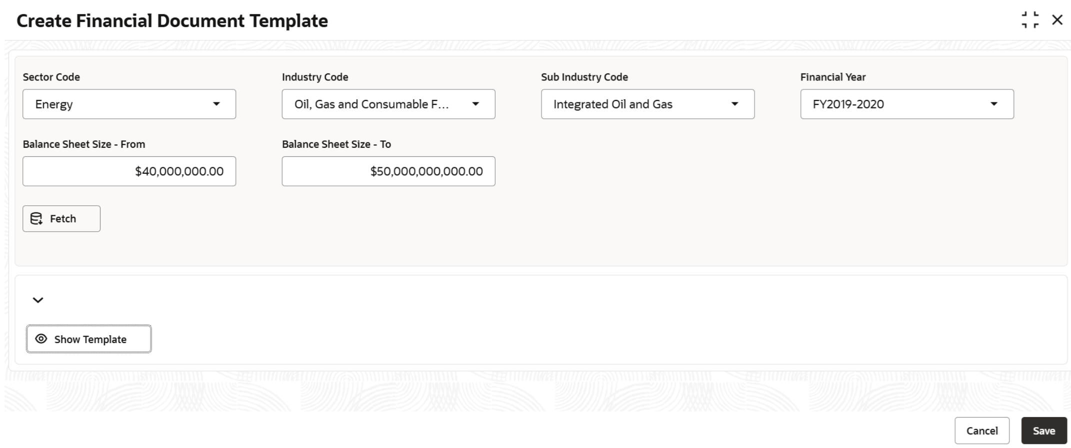
This topic provides systematic instructions about the procedure to create a financial document template.

The **Create Financial Document Template** screen provides an option to define new template for the financial document.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Document Template**. Under Financial Document Template, select **Create Financial Document Template**.

   The **Create Financial Document Template** screen is displayed.

Figure 6-1 Create Financial Document Template



3. Select or provide financial document template details based on description in the following table.

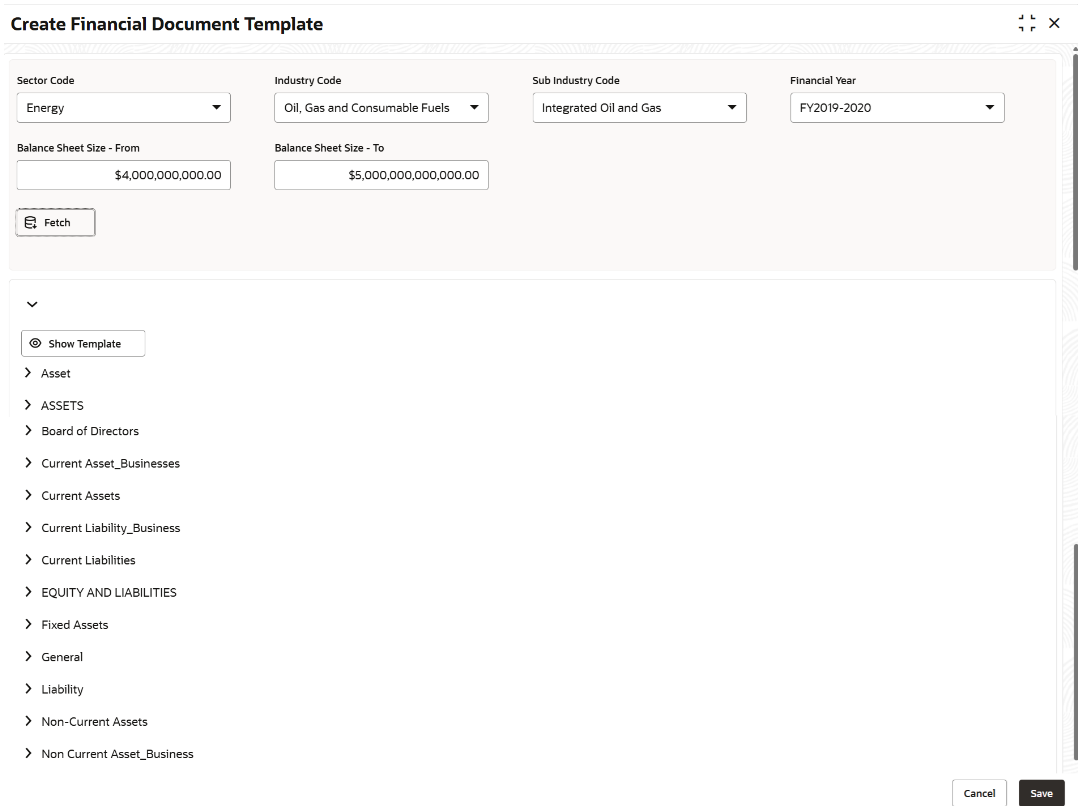
Table 6-1 Create Financial Document Template - Field Description

Field	Description
Sector Code	Select the **Sector Code** for associating with the template to be defined.
Industry Code	Select the **Industry Code** for associating with the template to be defined.
Sub Industry Code	Select the sub-industry code for associating with the template to be defined.
Financial Year	Select the **Financial Year** for which you want to define the template.
Balance Sheet Size -From	Specify the minimum balance sheet size for which the template is applicable.
Balance Sheet Size -To	Specify the maximum balance sheet size for which the template is applicable.

4. Click **Fetch**.

   All the financial categories maintained in **Financial Category Maintenance** screen are displayed as shown below.

Figure 6-2 Create Financial Document Template - Financial Categories



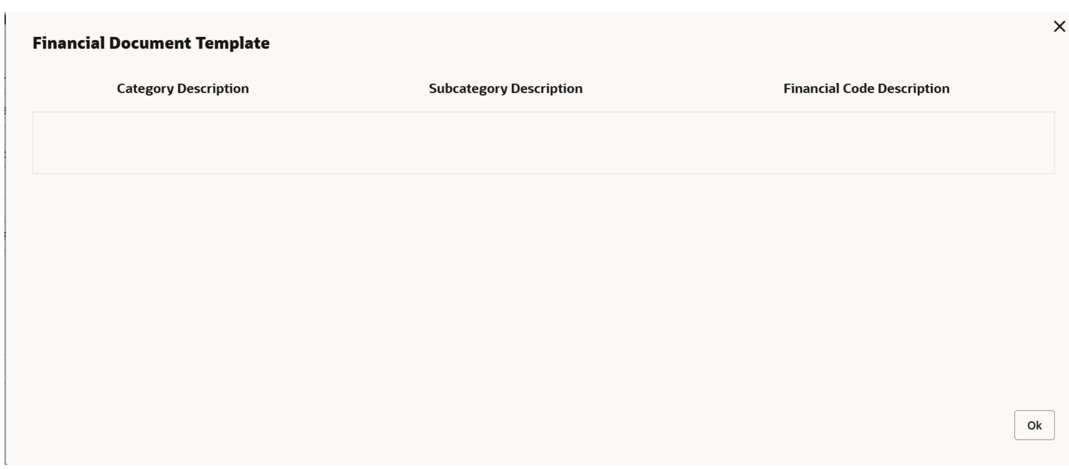
5. Click and expand the required financial category.

   Sub-categories of the financial categories maintained in **Financial Code Maintenance** screen are displayed.

6. Click and expand the required sub-category.

   Financial codes are displayed as shown below.

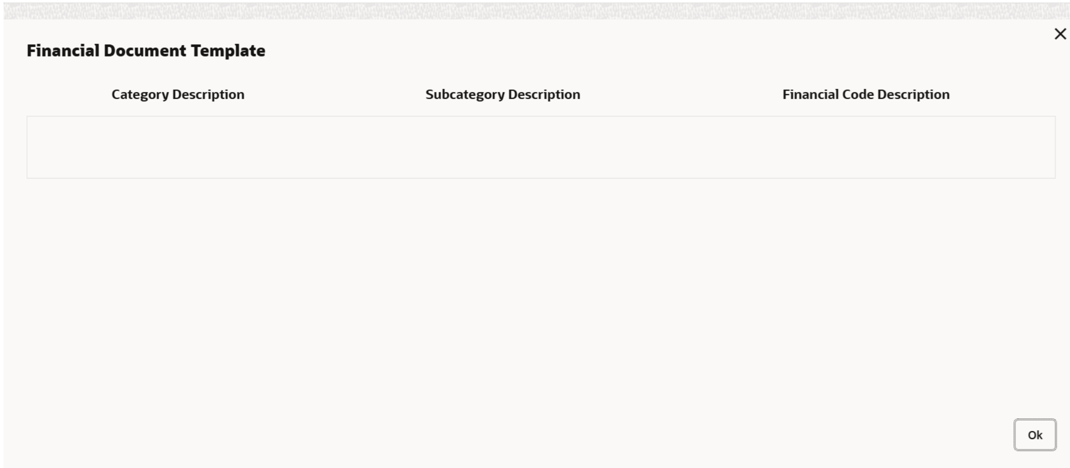
Figure 6-3 Create Financial Document Template - Sub-Category



7. Remove the financial codes that are not required.
8. After removing the financial codes from all the financial categories, click **Show Template**.

   The financial document template is displayed as shown below.

Figure 6-4 Financial Document Template



9. View the template and click **OK**.

   The template is closed.

10. Click **Save** in the **Create Financial Document Template** screen.

    The template will be created upon authorization.

6.2 Modify Financial Document Template

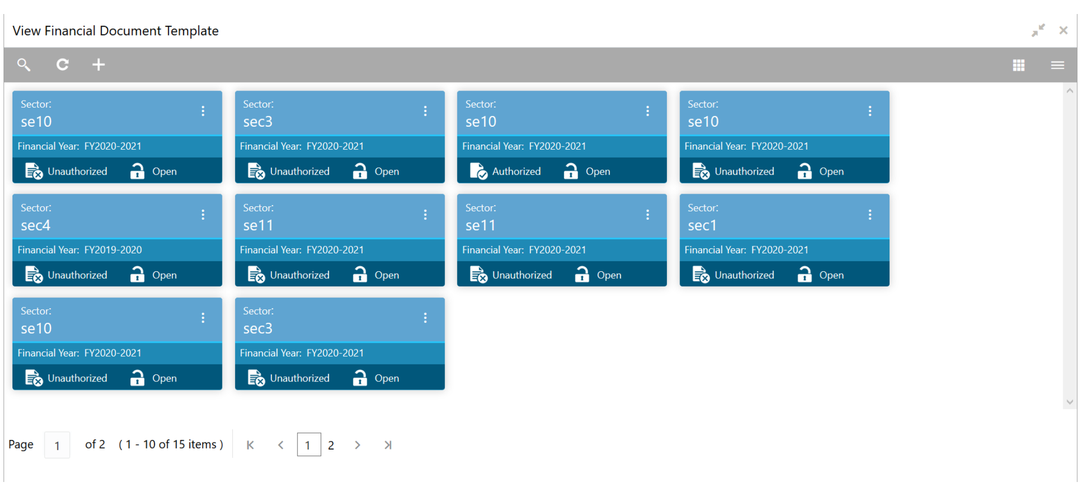
This topic provides systematic instructions about the procedure to modify a financial document template record.

To modify the financial document template, the template record must be in an authorized state. Unauthorized financial document template record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Document Template**. Under Financial Document Template, select **View Financial Document Template**.

   The **View Financial Document Template** screen is displayed.

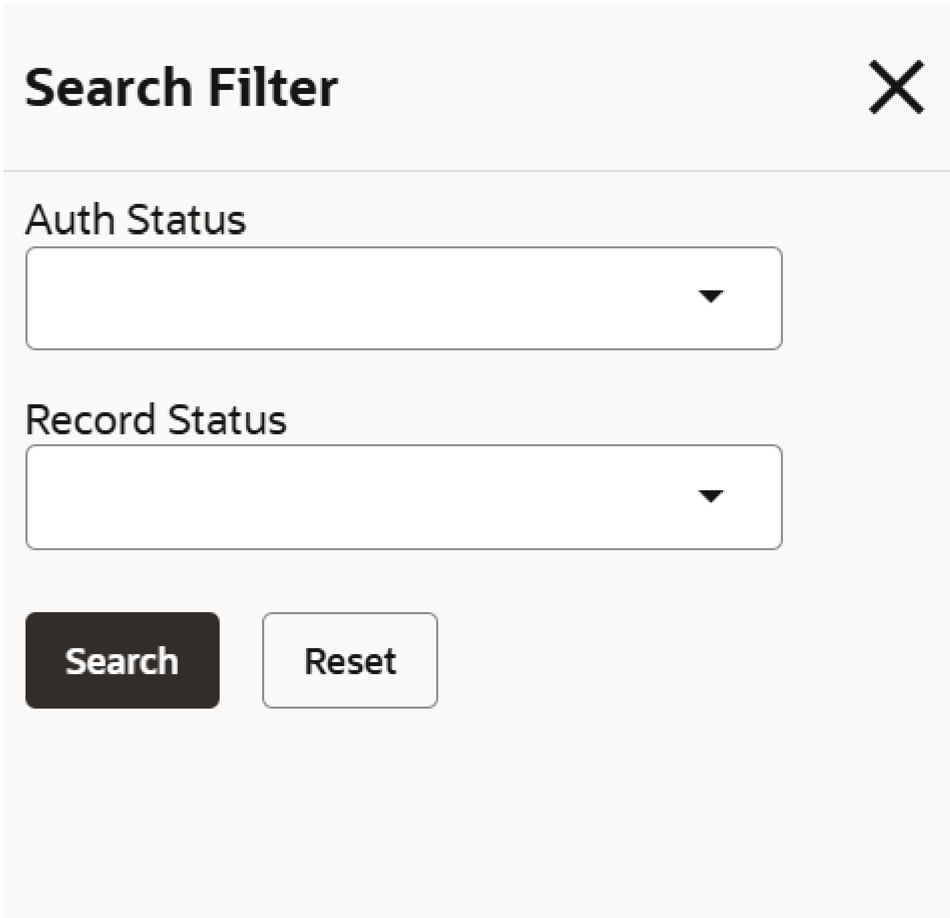
Figure 6-5 View Financial Document Template



3. Click the list view icon at the top right corner to change the table view to list view.
4. Click the search icon to search the required financial document template.

   The search bar is displayed as shown below.

Figure 6-6 View Financial Document Template - Search



5. Select the status of financial document template based on description in the following table.

Table 6-2 View Financial Document Template - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the financial document template. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the financial document template. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The financial document templates that match the search parameters are displayed.

7. In the **View Financial Document Template** screen, click the refresh icon to refresh the template record list.
8. Click the add icon to define new template.
9. Click on the action icon in the required record and select **Unlock**.

   The **Create Financial Document Template** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The financial document template will be modified upon authorization.

6.3 Close Financial Document Template

This topic provides systematic instructions about the procedure to close a financial document template record.

User can close any financial document template created for the sector, industry, and sub-industry combination, if the template is not required.

> **Note**
>
> Authorization is required for closing the financial document template.

1. In the **View Financial Document Template** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The template details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

6.4 Reopen Financial Document Template

This topic provides systematic instructions about the procedure to reopen a financial document template record.

User can reopen the closed financial document template created for the sector, industry, and sub-industry combination, if required.

> **Note**
>
> Authorization is required for reopening the closed financial document template.

1. In the **View Financial Document Template** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The template details are displayed.

4. Click **Proceed**.

   The record will be reopened upon authorization.

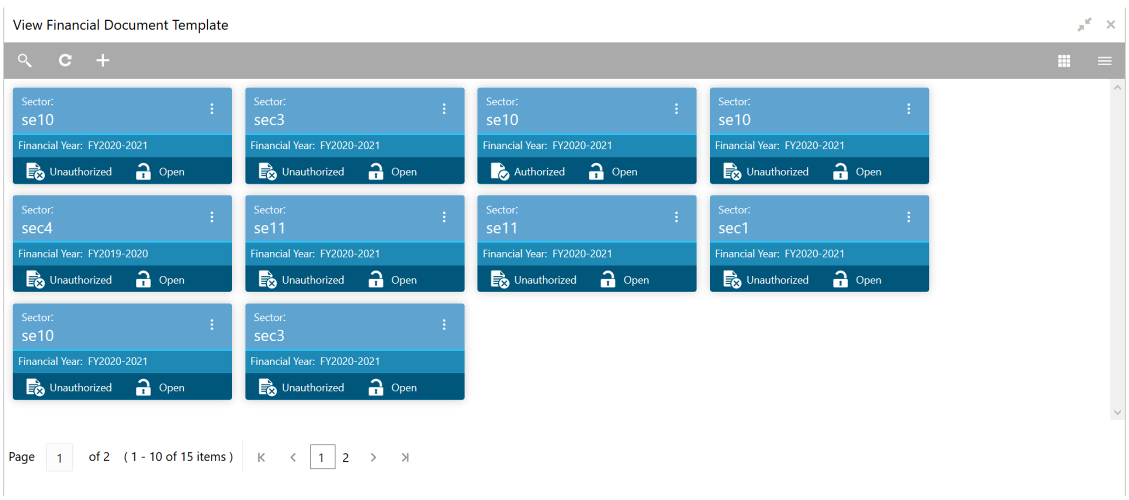
6.5 Approve Financial Document Template

This topic provides systematic instructions about the procedure to approve a financial document template record.

All the maintenance activities of financial document templates created for the sector, industry and sub-industry combination must be approved by the authorized person.

In the **View Financial Document Template** screen:

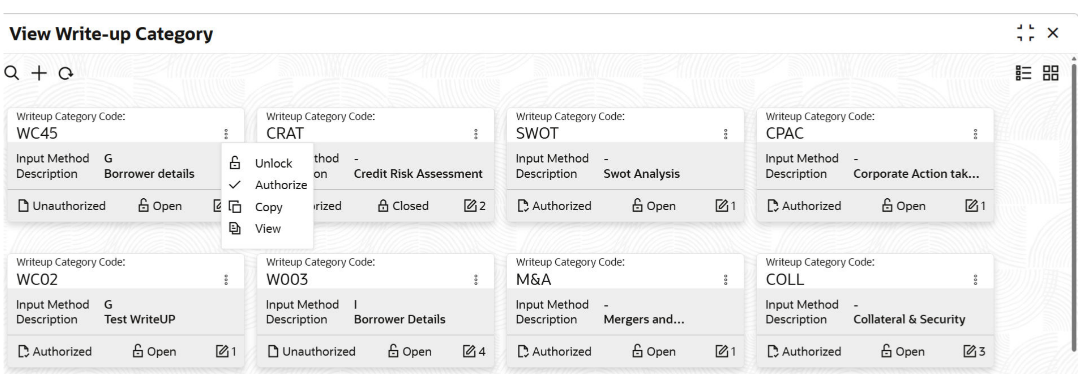
Figure 6-7 View Financial Document Template



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

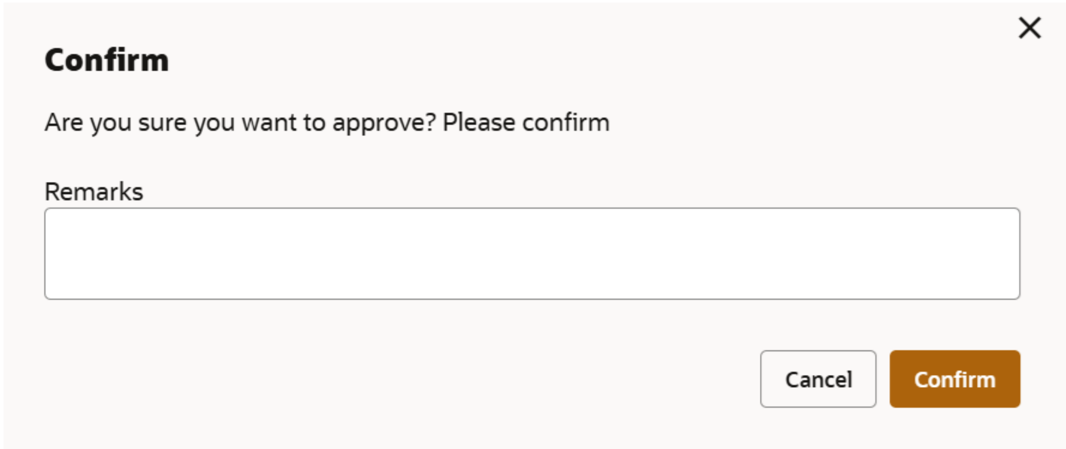
Figure 6-8 Approve Financial Document Template



2. Select the **Mod Number**
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 6-9 Confirm Financial Document Template Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The financial document template maintenance action is approved.

7

Financial Ratio Benchmark

Brief introduction about the Financial Ratio Benchmark maintenance.

The **Financial Ratio Benchmark** sub-menu under **Maintenance** menu allows you to maintain both bank's and Industry's Benchmark for a financial value of the customer.

- Create Financial Ratio Benchmark
  This topic provides systematic instructions about the procedure to create financial ratio benchmark record.
- Modify Financial Ratio Benchmark
  This topic provides systematic instructions about the procedure to modify a financial ratio benchmark record.
- Close Financial Ratio Benchmark
  This topic provides systematic instructions about the procedure to close a financial ratio benchmark record.
- Reopen Financial Ratio Benchmark
  This topic provides systematic instructions about the procedure to reopen a financial ratio benchmark record.
- Approve Financial Ratio Benchmark
  This topic provides systematic instructions about the procedure to approve a financial ratio benchmark record.

7.1 Create Financial Ratio Benchmark

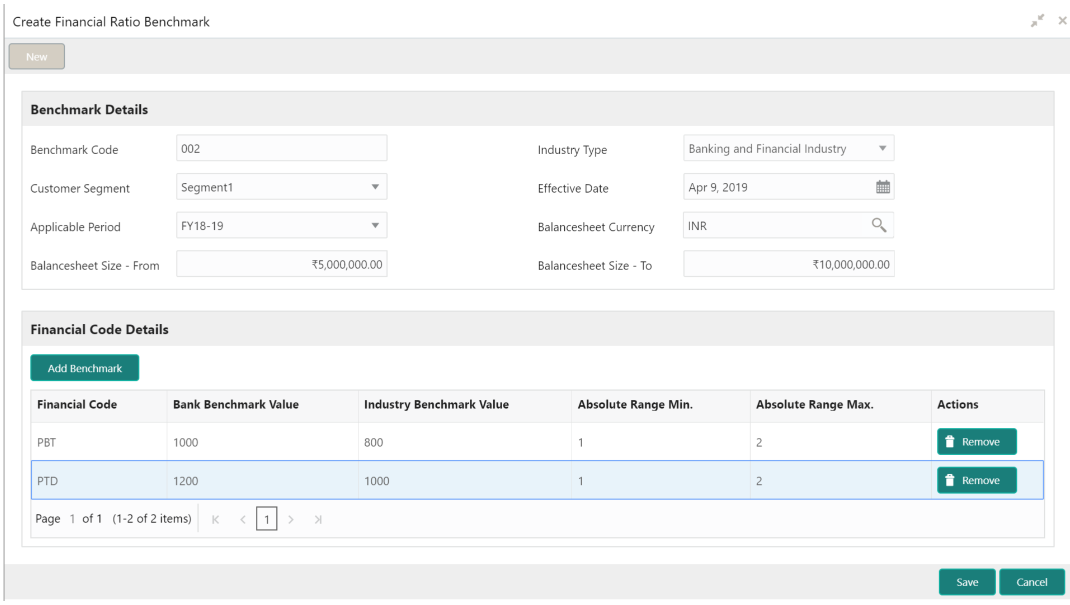
This topic provides systematic instructions about the procedure to create financial ratio benchmark record.

The Create Financial Ratio Benchmark screen provides an option to define new benchmark for a financial value.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Ratio Benchmark**. Under Financial Ratio Benchmark, select **Create Financial Ratio Benchmark**.

   The **Create Financial Ratio Benchmark** screen is displayed.

Figure 7-1 Create Financial Ratio Benchmark



3. Provide or select the benchmark details based on description in the following table.

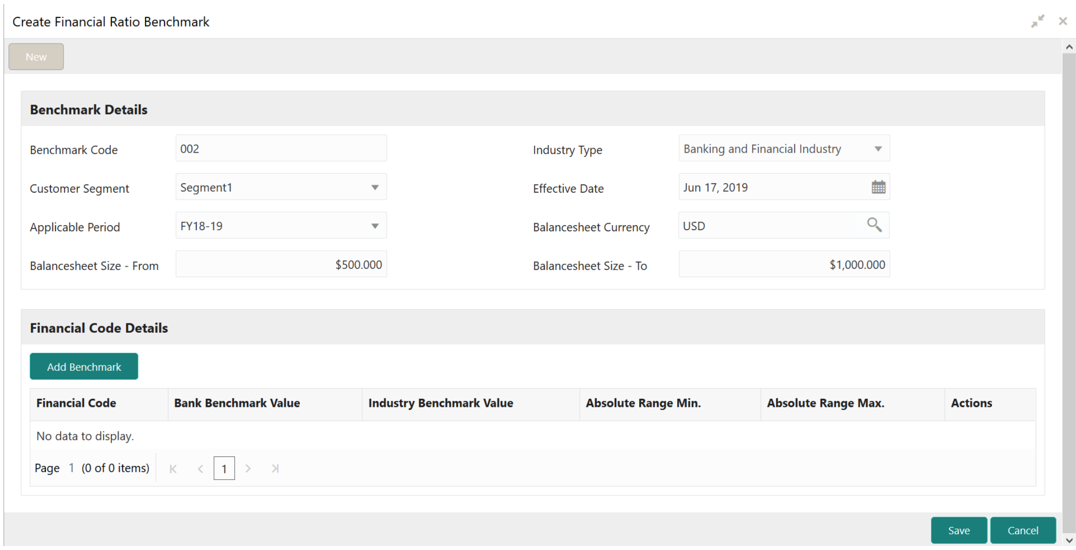
Table 7-1 Create Financial Ratio Benchmark - Field Description

Field	Description
Benchmark Code	Specify a unique code for the benchmark to be defined.
Industry Type	Specify the type of industry for which the benchmark is to be defined.
Customer Segment	Select the customer segment from the drop down list.
Effective Date	Click the calendar icon and select the effective date for benchmark.
Applicable Period	Select the financial year for which the Benchmark is applicable from the drop downlist.
Balancesheet Currency	Search and select the balance sheet currency.
Balancesheet Size -From	Specify the minimum balance sheet size for defining benchmark.
Balancesheet Size -To	Specify the maximum balance sheet size for defining benchmark.

4. Click **Add Benchmark** in the **Financial Code Details** section.

   New row for specifying the financial code details is created as shown below.

Figure 7-2 Create Financial Ratio Benchmark - Financial Code Details



5. Select or specify the financial code details based on description in the following table.

Table 7-2 Create Financial Ratio Benchmark - Financial Code Details - Field Description

Field	Description
Financial Code	Select the financial code from the list of codes maintained in **Financial Code Maintenance** screen.
Bank Benchmark Value	Specify the bank's benchmark value for a particular financial range.
Industry Benchmark Value	Specify the industry benchmark value for a particular financial range.
Absolute Range Min.	Specify the minimum financial value for defining financial range.
Absolute Range Max.	Specify the maximum financial value for defining financial range.

6. To remove the financial code entry, click **Remove** in the **Actions** column.
7. To create Financial Ratio Benchmark, click **Save**.

   The Financial Ratio Benchmark will be created upon authorization.

7.2 Modify Financial Ratio Benchmark

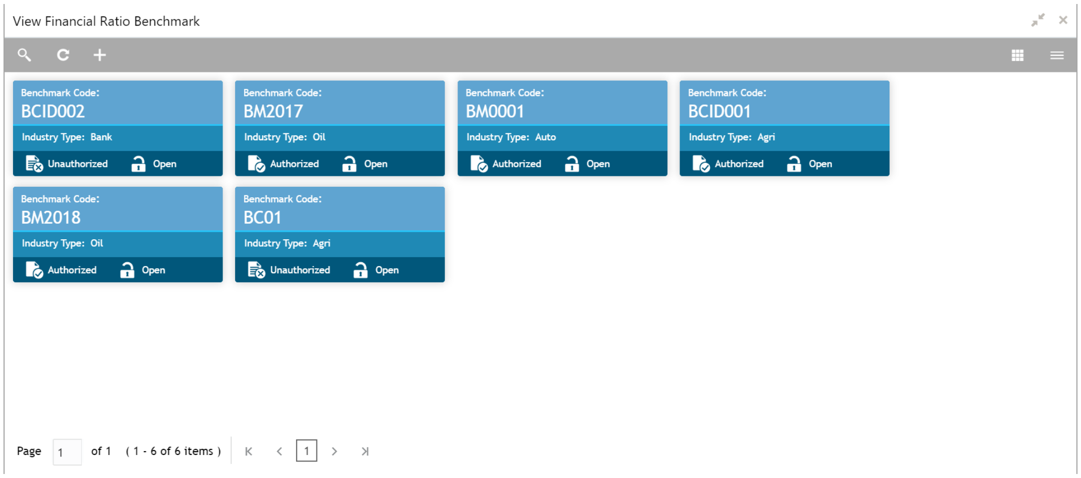
This topic provides systematic instructions about the procedure to modify a financial ratio benchmark record.

To modify any financial ratio benchmark, the benchmark record must be in an authorized state. The unauthorized financial ratio benchmark record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Ratio Benchmark**. Under Financial Ratio Benchmark, select **View Financial Ratio Benchmark**.

   The **View Financial Ratio Benchmark** screen is displayed.

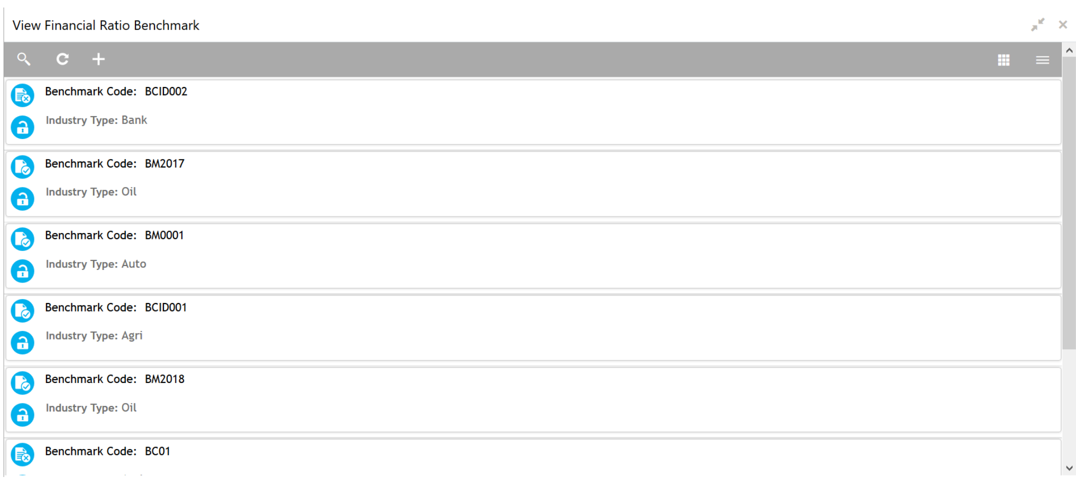
Figure 7-3 View Financial Ratio Benchmark



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Financial Ratio Benchmark** screen is displayed as shown below.

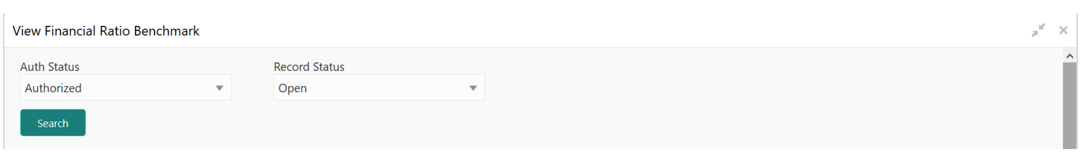
Figure 7-4 View Financial Ratio Benchmark - List



4. Click the search icon to search the required benchmark record.

   The search bar is displayed as shown below.

Figure 7-5 View Financial Ratio Benchmark - Search



5. Select the status of financial ratio benchmark record based on description in the following table.

Table 7-3 View Financial Ratio Benchmark - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the financial ratio benchmark record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the financial ratio benchmark. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The financial ratio benchmark records that match the search parameters are displayed.

7. In the **View Financial Ratio Benchmark** screen, click the refresh icon to refresh the benchmark record list.
8. Click the add icon to define new financial ratio benchmark.
9. Click on the action icon in the required record and select **Unlock**.

   The **Create Financial Ratio Benchmark** screen is displayed in edit mode.

10. Modify the required details.
11. Click **Save**.

    The benchmark record will be modified upon authorization.

7.3 Close Financial Ratio Benchmark

This topic provides systematic instructions about the procedure to close a financial ratio benchmark record.

User can close the financial ratio benchmark record that are no longer required.

> **Note**
>
> Authorization is required for closing the financial ratio benchmark.

1. In the **View Financial Ratio Benchmark** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The benchmark details are displayed.

3. Click **Proceed**.

   The record will get closed upon authorization.

7.4 Reopen Financial Ratio Benchmark

This topic provides systematic instructions about the procedure to reopen a financial ratio benchmark record.

User can reopen the closed financial ratio benchmark record, whenever the benchmark is required in the business process.

> **Note**
>
> Authorization is required for reopening the closed financial ratio benchmark.

1. In the **View Financial Ratio Benchmark** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The benchmark details are displayed.
4. Click **Proceed**.

   The record will be reopened upon authorization.

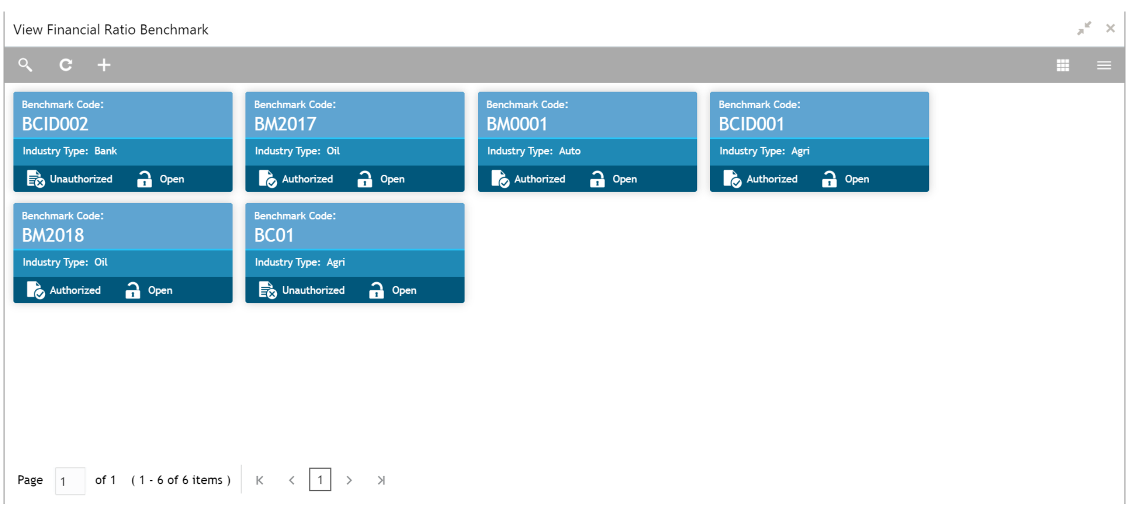
7.5 Approve Financial Ratio Benchmark

This topic provides systematic instructions about the procedure to approve a financial ratio benchmark record.

All the maintenance activities of financial ratio benchmark must be approved by the authorized person. Unauthorized financial ratio benchmark cannot be used in the business processes.

In the **View Financial Ratio Benchmark** screen:

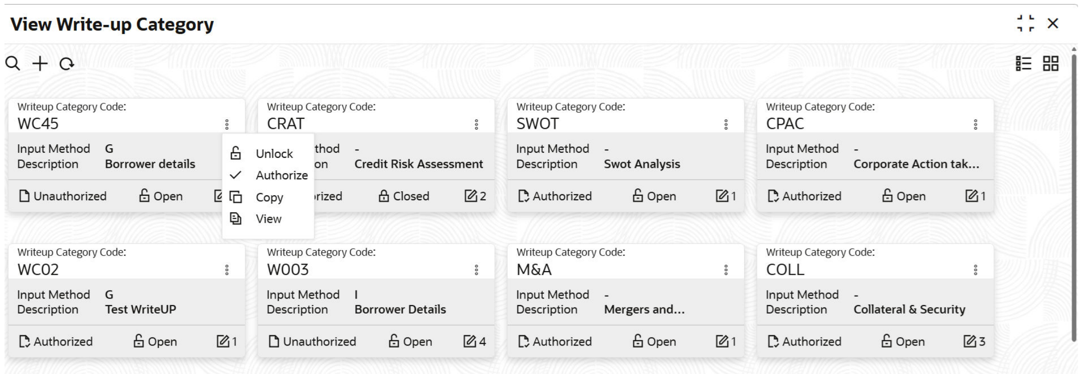
Figure 7-6 View Financial Ratio Benchmark



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

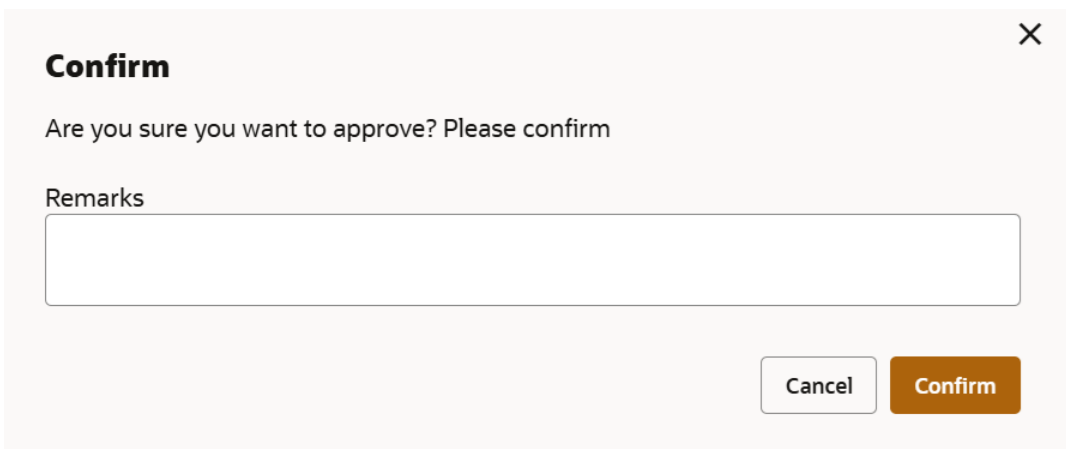
Figure 7-7 Approve Financial Ratio Benchmark



2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 7-8 Confirm Financial Ratio Benchmark Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The financial ratio benchmark maintenance action is approved.

8

Questionnaire Details

This topic provides brief introduction to questionnaire maintenance.

The **Questionnaire Details** sub-menu under **Maintenance** menu allows you to manage the evaluation / analysis questions for all the business processes in OBCFPM.

- Create Questionnaire Details
  This topic provides systematic instructions about the procedure to create questionnaire details record.
- Modifying Questionnaire Details
  This topic provides systematic instructions about the procedure to modify a questionnaire record.
- Closing Questionnaire
  Tgis topic provides systematic instructions about the procedure to close a questionnaire record.
- Reopen Questionnaire
  This topic provides systematic instructions about the procedure to reopen a questionnaire record.
- Approve Questionnaire
  This topic provides systematic instructions about the procedure to approve a questionnaire record.

8.1 Create Questionnaire Details

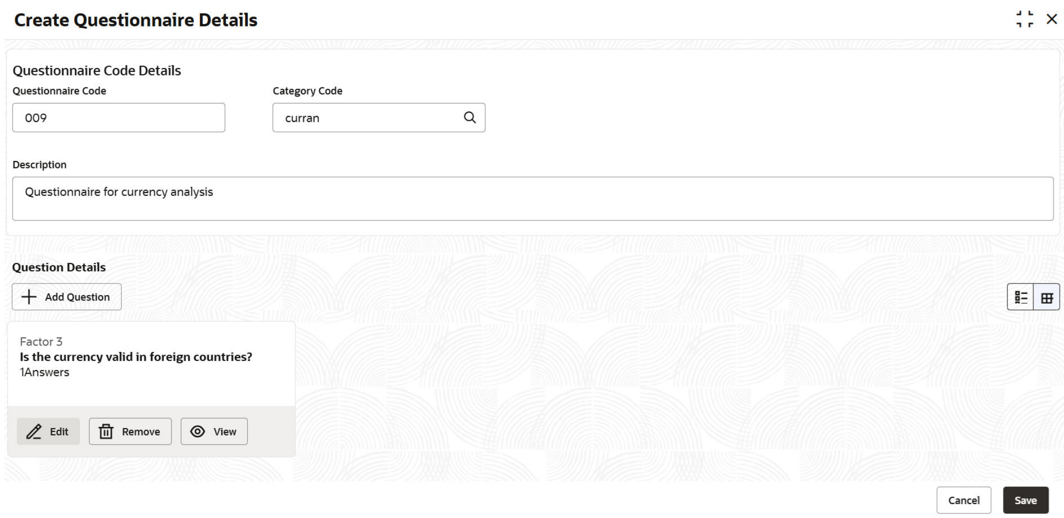
This topic provides systematic instructions about the procedure to create questionnaire details record.

The **Create Questionnaire Details** screen provides an option to add new questions for evaluation (for example, Risk Evaluation) or analysis (for example, Peer Analysis) in business process.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Questionnaire Details**. Under Questionnaire Details, select **Create Questionnaire Details**.

   The **Create Questionnaire Details** page is displayed.

Figure 8-1 Create Questionnaire Details



3. Provide or select the questionnaire details based on description in the following table.

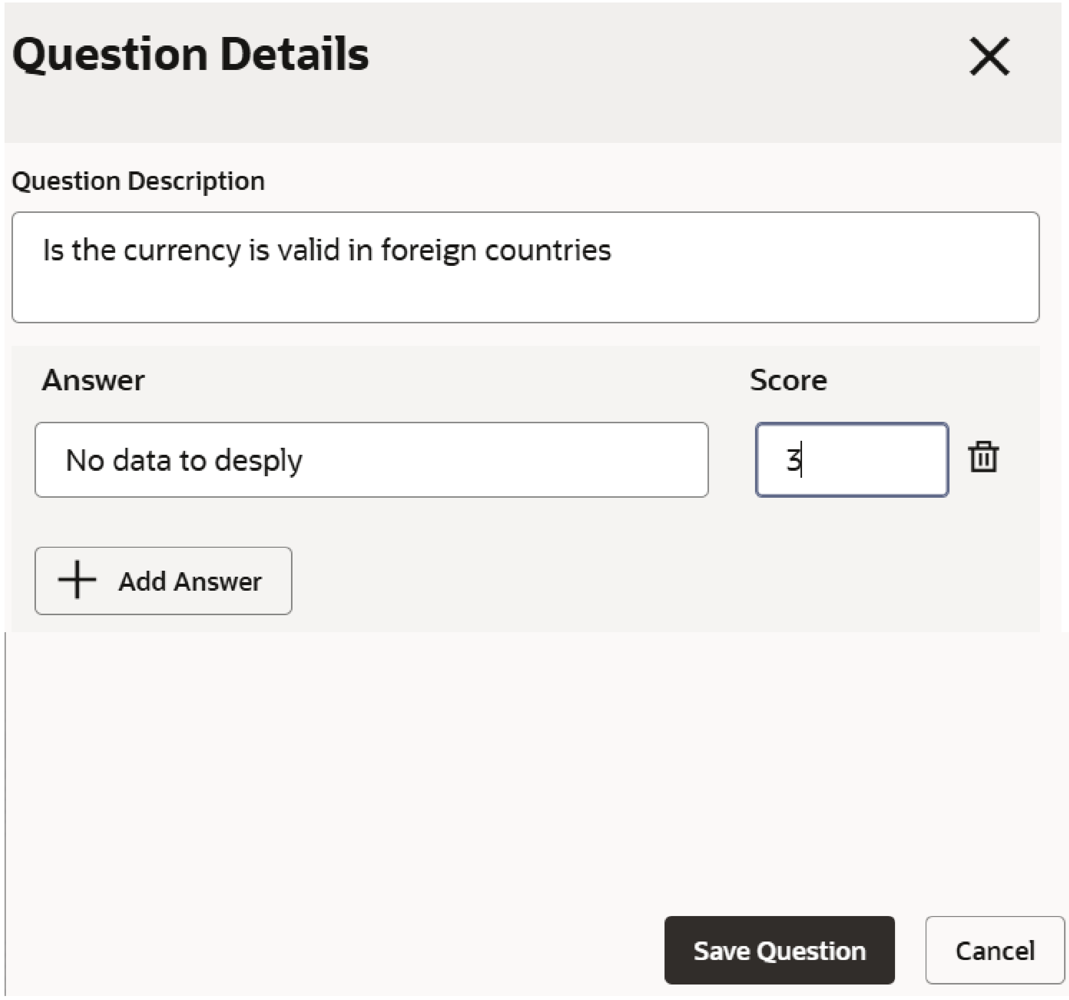
Table 8-1 Create Questionnaire Details - Field Description

Field	Description
Questionnaire Code	Specify a unique code for the questionnaire to be created.
Category Code	Select the **Category Code** from the drop down list.
Description	Type a brief description for the questionnaire to be created.

4. Click **Add Question** in the **Question Details** section.

   The **Question Details** window is displayed.

Figure 8-2 Question Details



5. Provide or select the question details based on description in following table.

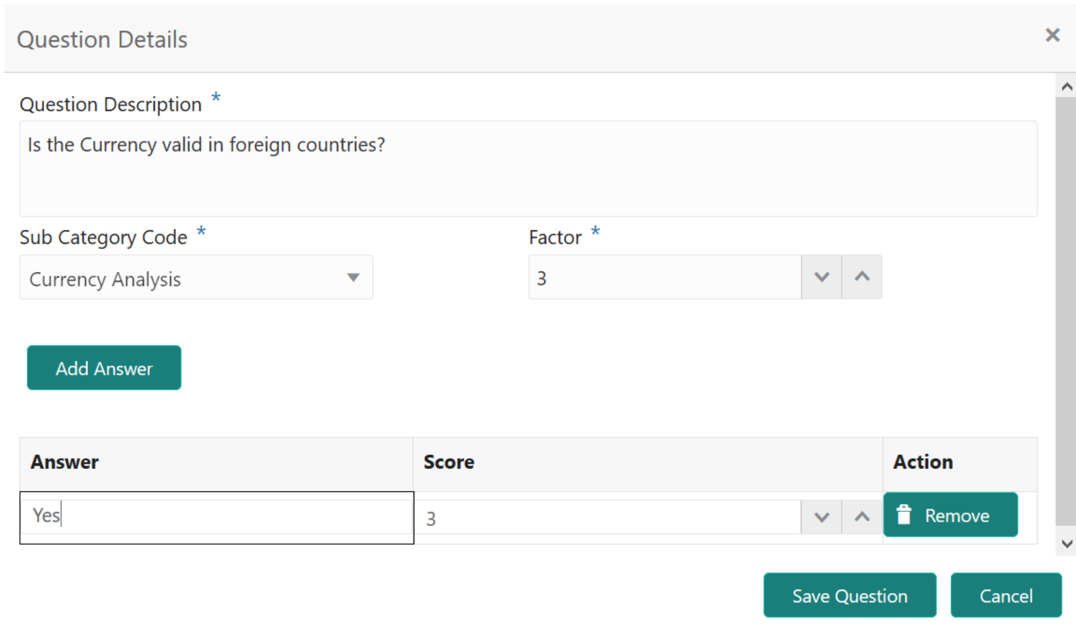
Table 8-2 Question Details - Field Description

Field	Description
Question Description	Type the question for evaluation / analysis.
Sub Category Code	Select the **Sub Category Code** from the drop down list.
Factor	Specify the maximum score for the question.

6. Click **Add Answer**.

   New row for entering the answer is created as shown below.

Figure 8-3 Quetsion Details - Add Answer



7. Provide the answer details based on description in following table.

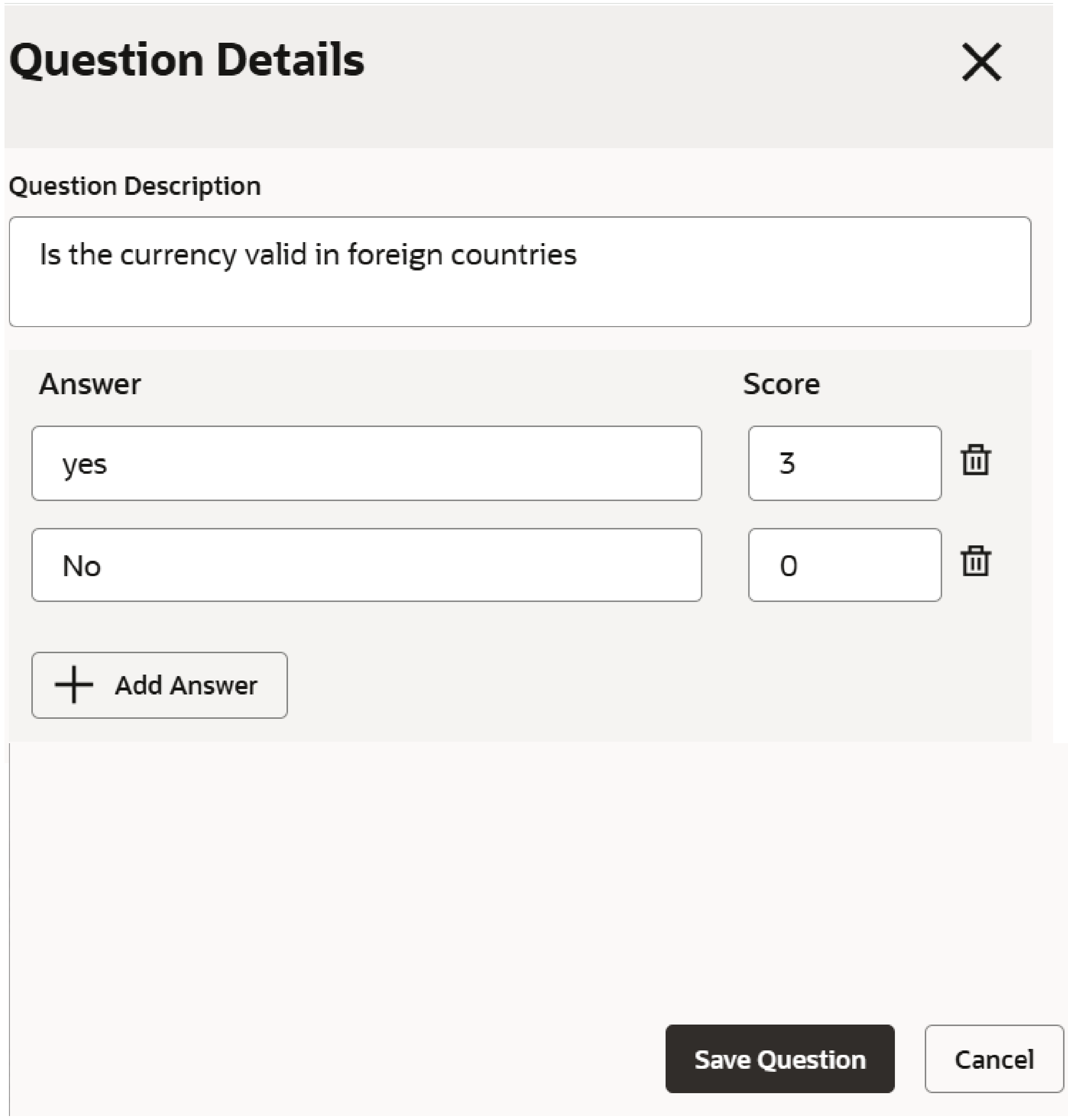
Table 8-3 Quetsion Details - Add Answer - Field Description

Field	Description
Answer	Type the answer option for the evaluation question. To add multiple answer options for the question, click **Add Answer** and add required number of rows for answer options.
Score	Specify the **Score** for the answer.

8. To remove the answer, click **Remove** in the **Action** column.
9. To save the question details, click **Save Question**.

   The question details are added in the **Create Questionnaire Details** screen as shown below.

Figure 8-4 Create Questionnaire Details - Question and Answer



10. To **Edit** or **Remove** the question detail, click the corresponding icon in **Action** column.
11. Click **Save**.

    Questionnaire will be created upon authorization.

8.2 Modifying Questionnaire Details

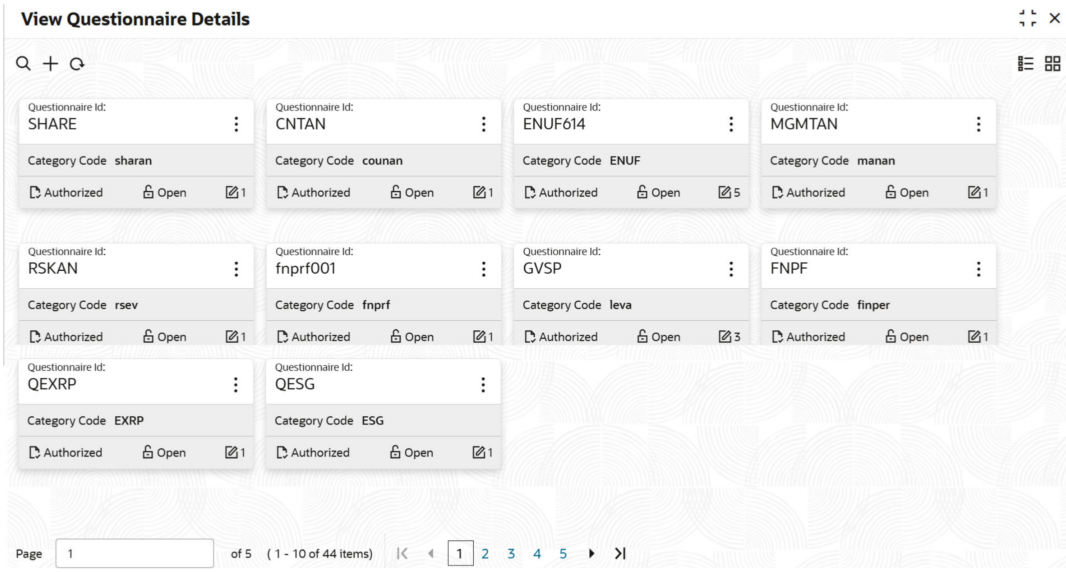
This topic provides systematic instructions about the procedure to modify a questionnaire record.

To modify any questionnaire detail, the questionnaire details record must be in an authorized state. The unauthorized questionnaire details record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Questionnaire Details**. Under Questionnaire Details, select **View Questionnaire Details**.

The **View Questionnaire Details** screen is displayed.

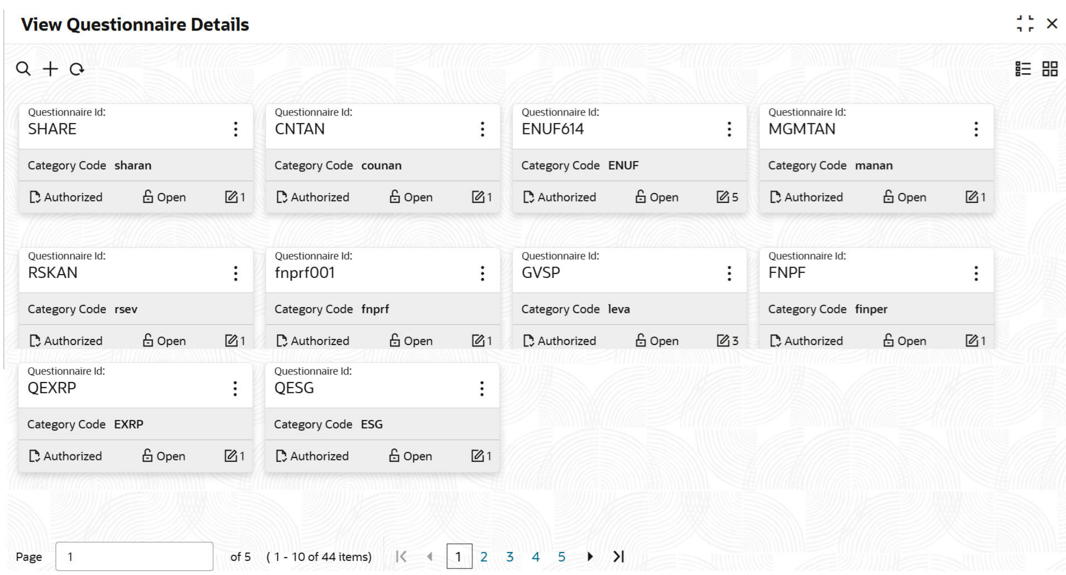
Figure 8-5 View Questionnaire Details



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Questionnaire Details** screen is displayed as shown below.

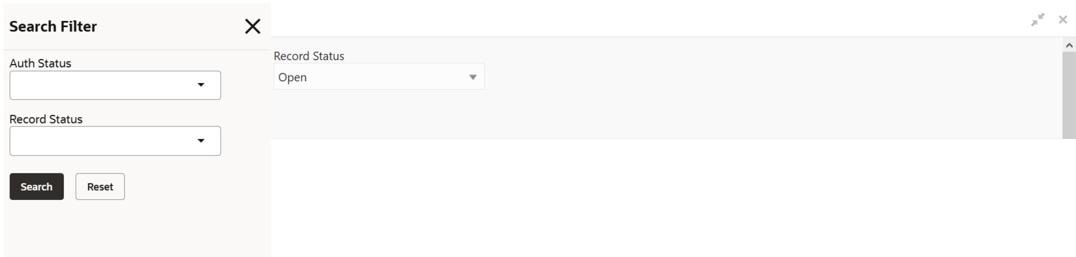
Figure 8-6 View Questionnaire Details - List



4. Click the search icon to search the required questionnaire details record.

   The search bar is displayed as shown below.

Figure 8-7 View Questionnaire Details - Search



5. Select the status of questionnaire details record based on description in the following table.

Table 8-4 View Questionnaire Details - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the questionnaire details record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the questionnaire details. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The system displays the Questionnaire Details that match the search parameters.

7. In the **View Questionnaire Details** screen, click the refresh icon to refresh the questionnaire details record list.
8. Click the add icon to define new questionnaire.
9. Click on the action icon in the required record and select **Unlock**.

   The **Questionnaire Details Maintenance** screen is displayed in edit mode.

10. Modify the required details.
11. Click **Save**.

    The questionnaire details will be modified upon authorization.

8.3 Closing Questionnaire

Tgis topic provides systematic instructions about the procedure to close a questionnaire record.

User can close the questionnaire details record that are no longer required for analysis / evaluation in the business processes.

> **Note**
>
> Authorization is required for closing the questionnaire details record.

1. In the **View Questionnaire Details** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The questionnaire details are displayed.
3. Click **Proceed**.

   The record will be closed upon authorization.

8.4 Reopen Questionnaire

This topic provides systematic instructions about the procedure to reopen a questionnaire record.

User can reopen the closed questionnaire details record, whenever the questionnaire is required for analysis / evaluation in the business process.

> **Note**
>
> Authorization is required for reopening the closed questionnaire details record.

1. In the **View Questionnaire Details** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The questionnaire details are displayed.
4. Click **Proceed**.

   The record is reopened upon confirmation.

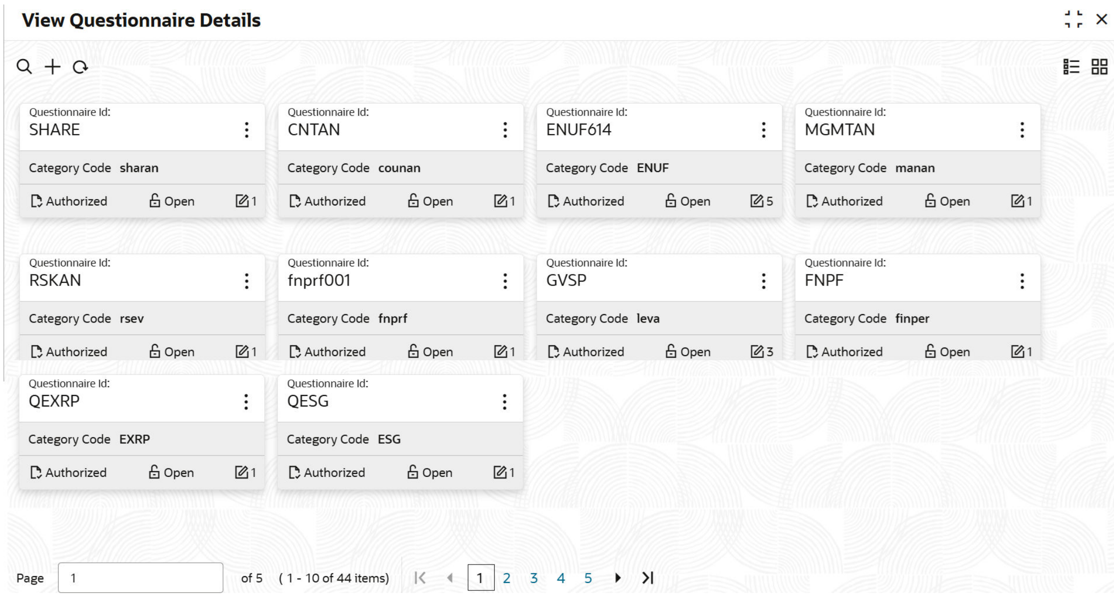
8.5 Approve Questionnaire

This topic provides systematic instructions about the procedure to approve a questionnaire record.

In order to link the questionnaire with the business process for analysis / evaluation, all the questionnaire maintenance activities must be approved by the authorized person. Unauthorized questionnaire cannot be linked with the business process.

In the **View Questionnaire Details** screen:

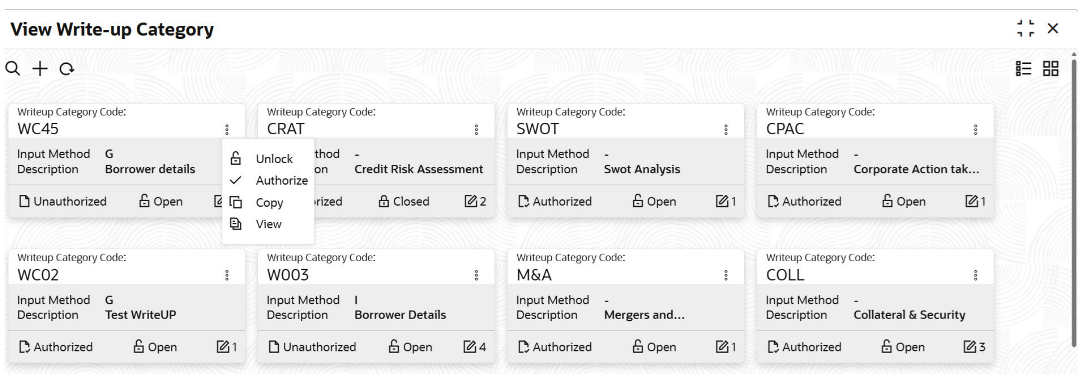
Figure 8-8 View Questionnaire Details



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

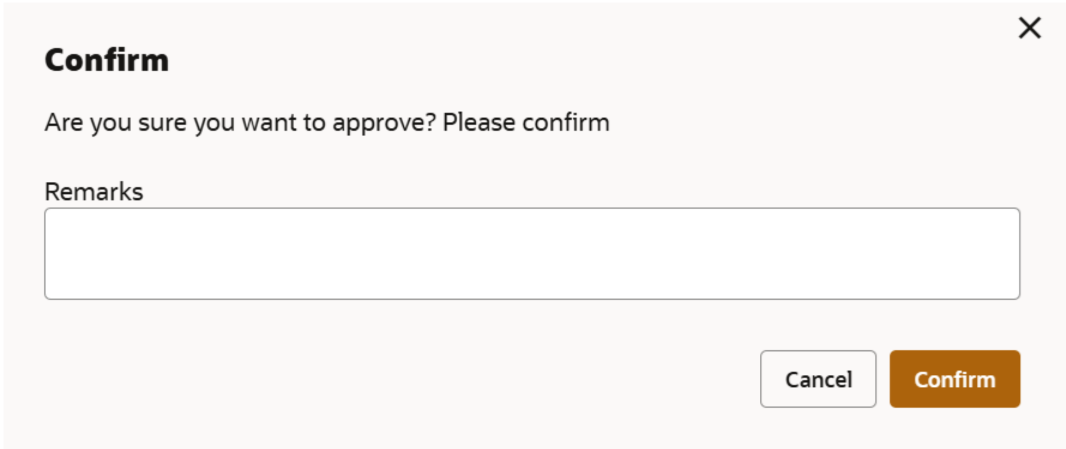
   Figure 8-9 Authorize Questionnaire Record



2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 8-10 Confirm Questionnaire Record Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The questionnaire details maintenance action is approved.

9 Questionnaire Process Linkage

This topic provides brief introduction to questionnaire process linkage maintenance.

The **Questionnaire Process Linkage** sub-menu under **Maintenance** menu allows user to link all the questionnaire maintained through **Questionnaire Details Maintenance** screen to any process and stage for evaluation or analysis purpose.

- Creating Questionnaire Process Linkage
  This topic provides systematic instructions about the procedure to create a questionnaire process linkage record.
- Modifying Questionnaire Process Linkage
  This topic provides systematic instructions about the procedure to modify a questionnaire process linkage record.
- Close Questionnaire Process Linkage
  This topic provides systematic instructions about the procedure to close a questionnaire process linkage record.
- Reopen Questionnaire Process Linkage
  This topic provides systematic instructions about the procedure to reopen a questionnaire process linkage record.
- Approve Questionnaire Process Linkage
  This topic provides systematic instructions about the procedure to approve a questionnaire process linkage record.

9.1 Creating Questionnaire Process Linkage

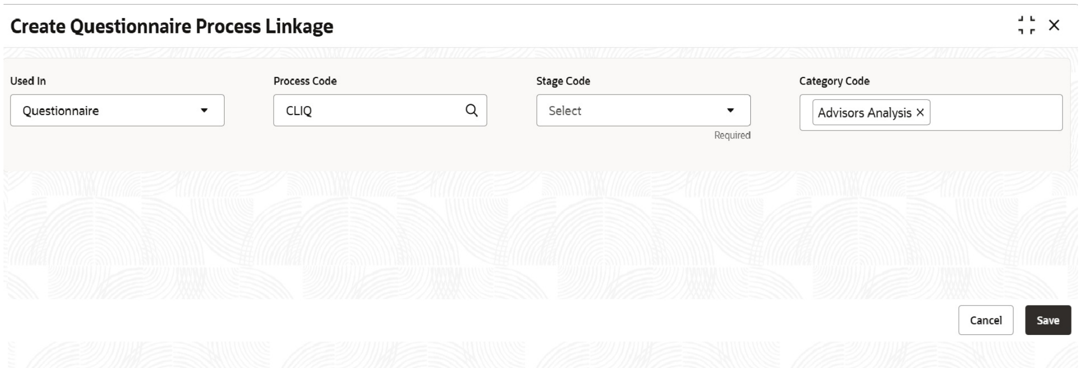
This topic provides systematic instructions about the procedure to create a questionnaire process linkage record.

The **Create Questionnaire Process Linkage** screen allows you to link the questionnaire created in **Create Questionnaire Details** screen with a business process.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance.**
2. Under Maintenance, select **Questionnaire Process Linkage**. Under Questionnaire Process Linkage, select **Create Questionnaire Process Linkage**.

   The **Create Questionnaire Process Linkage** screen is displayed.

Figure 9-1 Create Questionnaire Process Linkage



3. Specify the questionnaire process linkage details based on description in the following table.

Table 9-1 Create Questionnaire Process Linkage - Field Description

Field	Description
Process Code	Select the **Process Code** for linking the questionnaire with a particular process.
Stage Code	Select the **Stage Code** for linking the questionnaire with a particular stage. Stage codes are listed in drop down based on the selected process code.
Category Code	Search and select the required **Category Code**.

4. Click **Save**.

   Questionnaire will be linked to the specified process and stage upon authorization.

9.2 Modifying Questionnaire Process Linkage

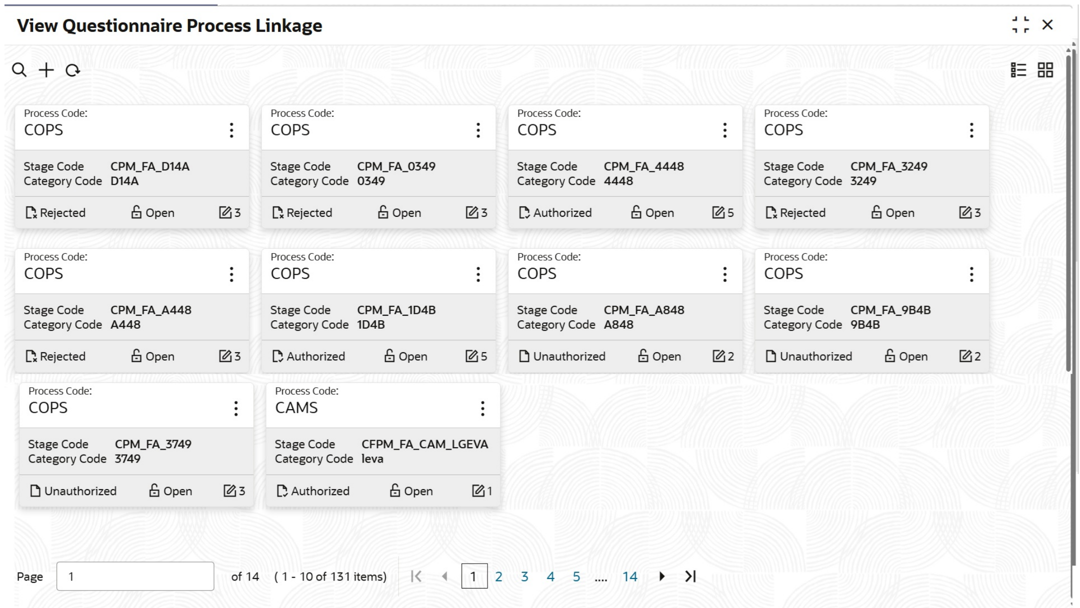
This topic provides systematic instructions about the procedure to modify a questionnaire process linkage record.

To modify the questionnaire process linkage detail, the linkage record must be in an authorized state. The unauthorized record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance.**
2. Under Maintenance, select **Questionnaire Process Linkage**. Under Questionnaire Process Linkage, select **View Questionnaire Process Linkage**.

   The **View Questionnaire Process Linkage** screen is displayed.

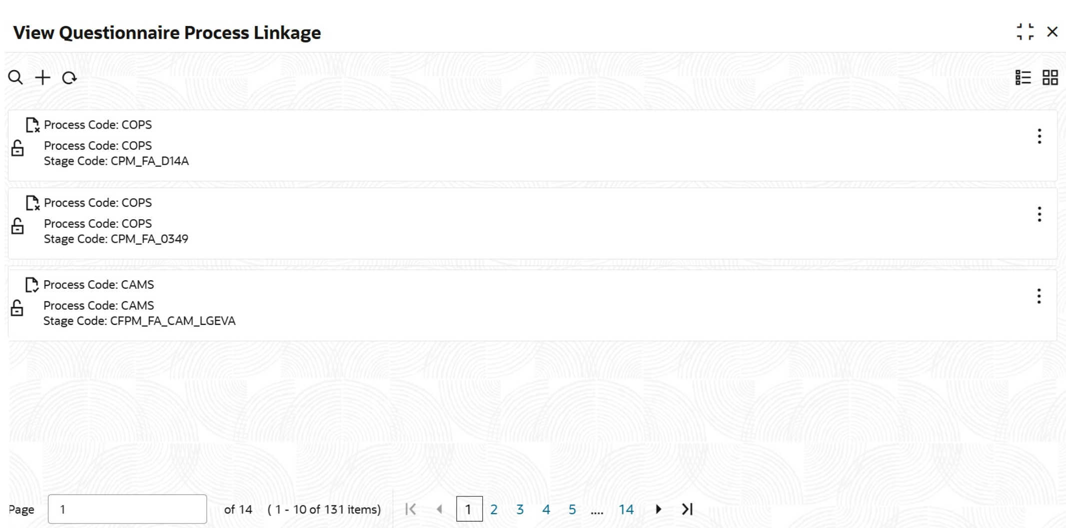
Figure 9-2 View Questionnaire Process Linkage



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Questionnaire Process Linkage** screen is displayed as shown below.

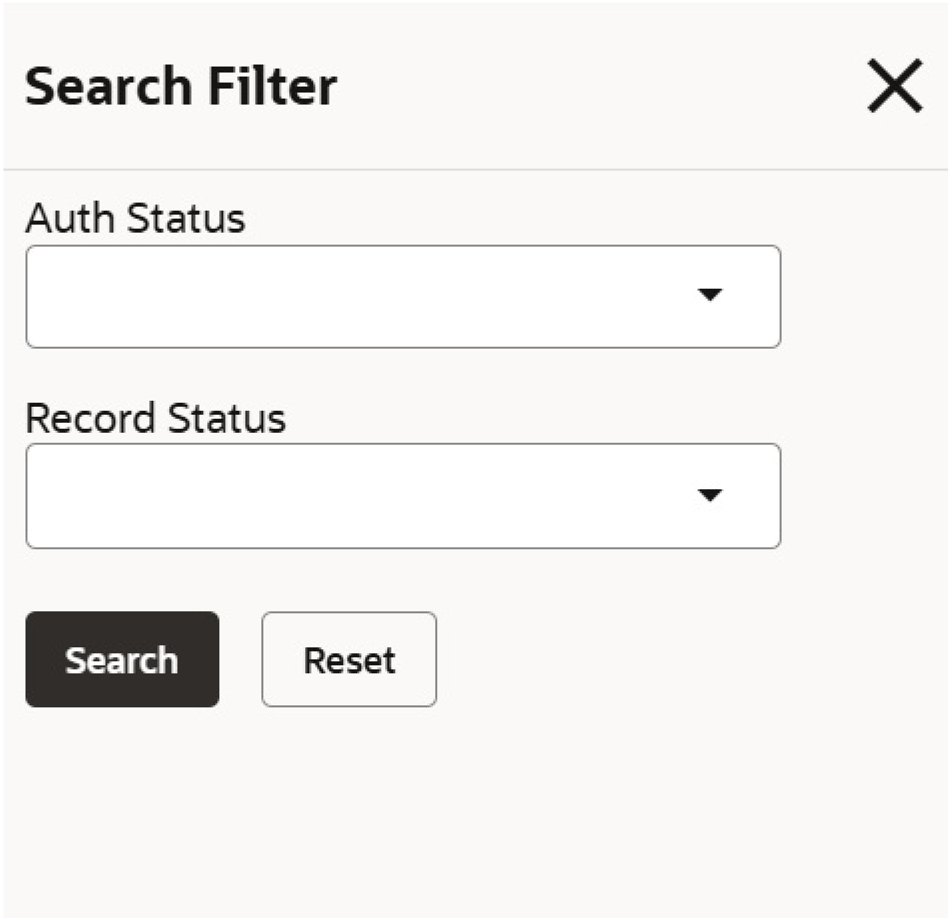
Figure 9-3 View Questionnaire Process Linkage - List



4. Click the search icon to search the required linkage record.

   The search bar is displayed as shown below.

Figure 9-4 View Questionnaire Process Linkage - Search



5. Select the status of questionnaire process linkage record based on description in the following table.

Table 9-2 View Questionnaire Process Linkage - Search

Field	Description
Auth Status	Select the authorization status of the questionnaire process linkage record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the status of the questionnaire process linkage record. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The questionnaire process linkage records that match the search parameters are displayed.
7. In the **View Questionnaire Process Linkage** screen, click the refresh icon to refresh the linkage record list.
8. Click the add icon to define new questionnaire process linkage.
9. Click on the action icon in the required record and select **Unlock**.

The **Questionnaire Process Maintenance** screen is displayed in edit mode.

10. Modify the required details.
11. Click **Save**.

    The questionnaire process linkage details will be modified upon authorization.

9.3 Close Questionnaire Process Linkage

This topic provides systematic instructions about the procedure to close a questionnaire process linkage record.

User can close the questionnaire process linkage record, if you want to delink the questionnaire from a business process.

> **Note**
>
> Authorization is required for closing the questionnaire process linkage record.

1. In the **View Questionnaire Process Linkage** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The linkage details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

9.4 Reopen Questionnaire Process Linkage

This topic provides systematic instructions about the procedure to reopen a questionnaire process linkage record.

User can reopen the closed questionnaire process linkage record whenever you want to re-link the questionnaire with the business process.

> **Note**
>
> Authorization is required for reopening the closed questionnaire process linkage record.

1. In the **View Questionnaire Process Linkage** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The linkage details are displayed.
4. Click **Proceed**.

   The record will be reopened upon authorization.

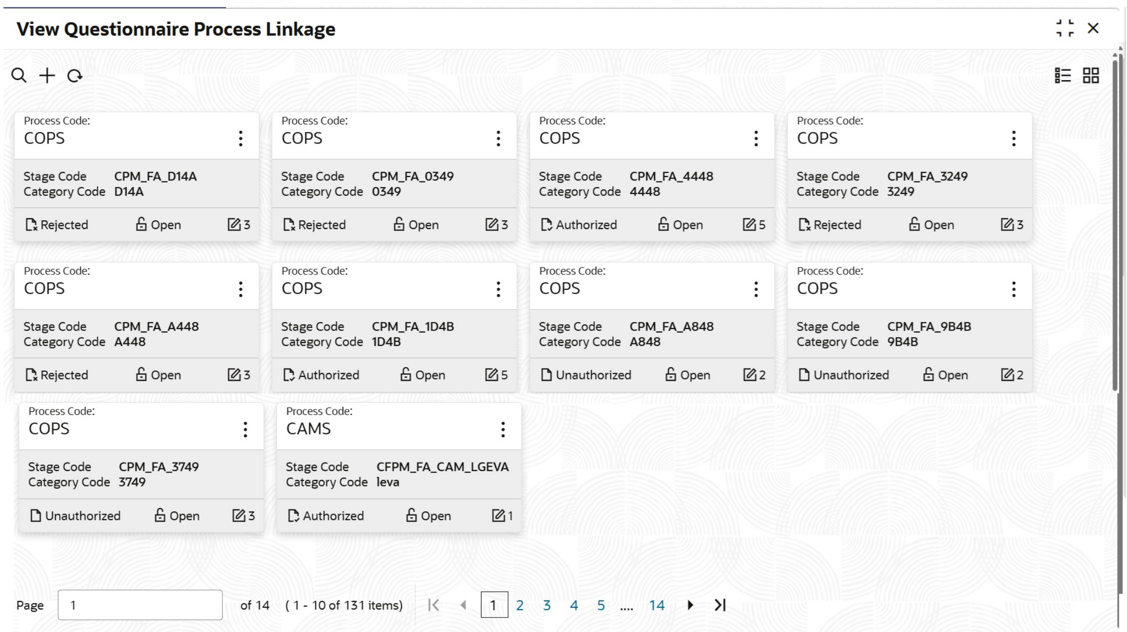
9.5 Approve Questionnaire Process Linkage

This topic provides systematic instructions about the procedure to approve a questionnaire process linkage record.

The questionnaire process linkage will become effective only after an authorized person approves the maintenance activity.

In the **View Questionnaire Process Linkage** screen:

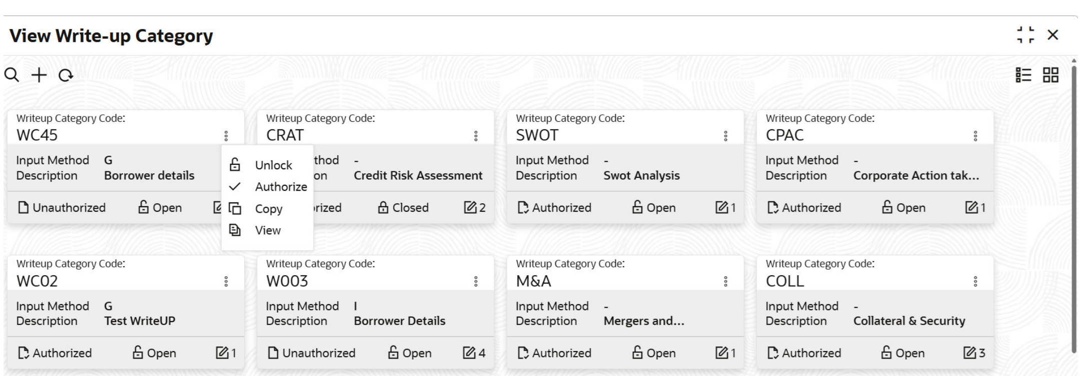
Figure 9-5 View Questionnaire Process Linkage



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

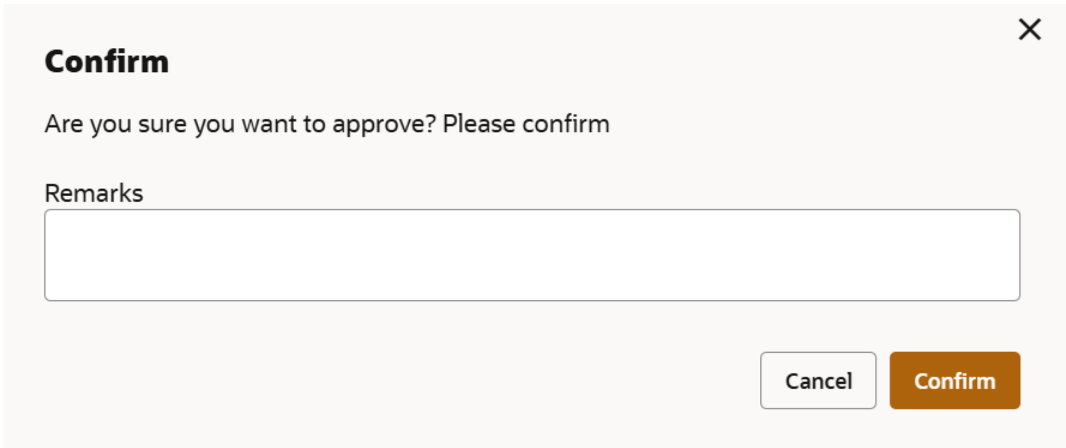
   Figure 9-6 Approve Questionnaire Process Linkage

2. Select the **Mod number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 9-7 Confirm Questionnaire Process Linkage Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The questionnaire process linkage maintenance action is approved.

10

Facility Template

This topic provides brief introduction to facility template maintenance.

The **Facility Template** sub-menu under **Maintenance** menu allows you to create a template for facility creation in business processes such as Credit Proposal, Credit Amendment and Facility Review. The bank users can fetch and use these facility templates while creating facility rather than creating the facility by entering all the facility details.

- Creating Facility Template
  This topic provides systematic instructions about the procedure to create a facility template.
- Modifying Facility Template
  Thus topic provides systematic instructions about the procedure to modify a facility template record.
- Close Facility Template
  This topic provides systematic instructions about the procedure to close a facility template record.
- Reopen Facility Template
  This topic provides systematic instructions about the procedure to reopen a facility template record.
- Approve Facility Template
  This topic provides syetamtic instructions about the procedure to approve a facility template record.

10.1 Creating Facility Template

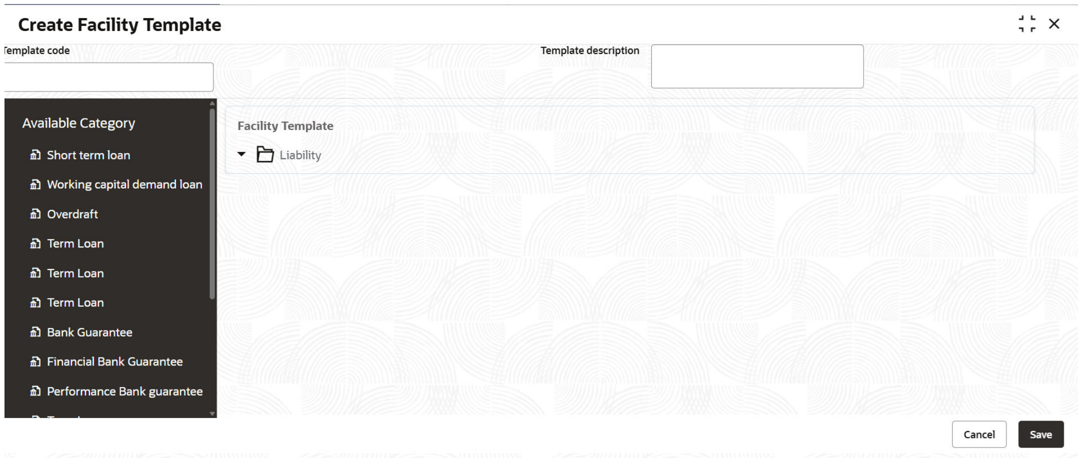
This topic provides systematic instructions about the procedure to create a facility template.

The **Create Facility Template** screen provides an option to create new template for facility creation.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Facility Template**. Under **Facility Template**, select **Create Facility Template**.

   The **Create Facility Template** screen is displayed.

Figure 10-1 Create Facility Template



3. Provide the template details based on description in the following table.

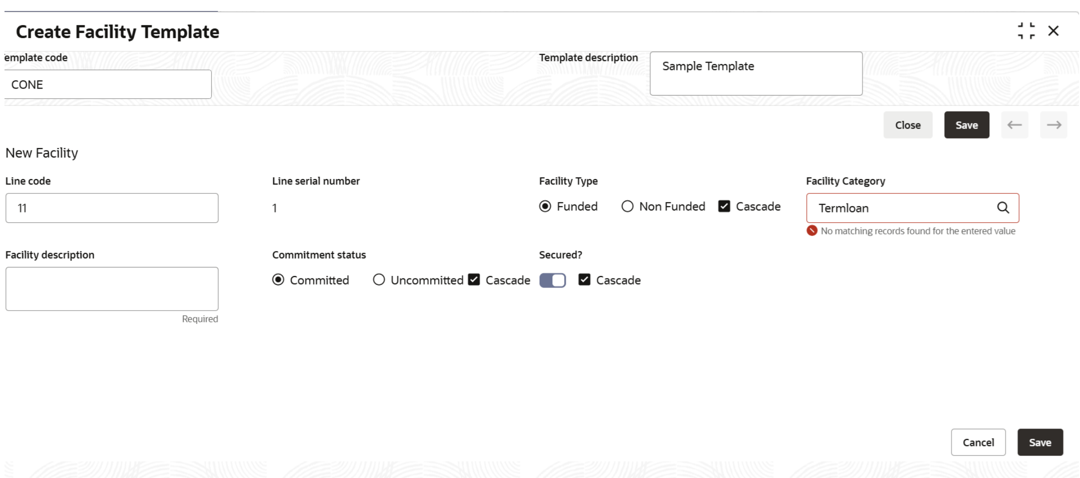
Table 10-1 Create Facility Template - Field Description

Field	Description
Template Code	Specify a unique code for the template.
Template Description	Type a brief description for template to be created.

4. Drag and drop the required facilities from the **Available Category** section to **Facility Template** section.
5. Click a facility in the **Facility Template** section.

   The **Create Facility Template** screen expands as shown below.

Figure 10-2 Create Facility Template - New Facility - Field Description



6. Provide or select the facility details based on description in following table.

Table 10-2 Create Facility Template - New Facility - Field Description

Field	Description
Line Code	Specify the **Line Code** for the facility.
Line Serial Number	Specify the **Line Serial Number** for the facility.
Facility Type	Select the **Facility Type**. The options available are **Funded** and **Non-Funded**. Enable the **Cascade** check box, if required. The system will default the facility type for sub-facilities under this facility based on the option selected in this screen. The user cannot modify the facility type of sub-facility.
Facility Category	Select the **Facility Category**. Facility categories maintained in the **Facility Category Maintenance** screen are displayed in the option list.
Facility Description	Type a brief description for the facility.
Commitment Status	Select the **Commitment Status** of the facility. The options available are **Committed** and **Uncommitted**. Enable the **Cascade** check box, if required. The system will default the commitment status for sub-facilities under this facility based on the option selected in this screen. The user cannot modify the commitment status of sub-facility.
Secured?	Enable this flag to mark the facility as secured. Enable the Cascade check box, if required. The system will mark the sub-facilities under this facility as secured. The user cannot disable this flag.

7. Click **Save**.
8. If more facility is added in **Facility Template** section, click the arrows beside **Save** and provide details of all the facility.
9. After providing details for all the facilities, click the close icon at the left corner.
10. To add sub-facility for a facility, right click on the facility and select **Add** or directly drag and drop the facility in the **Available Category** section under the required facility in **Facility Template** section.
11. To remove a facility from the **Facility Template** section, right click on the facility and select **Remove**.
12. Click **Save** in the **Create Facility Template** screen.

    The facility template will be created upon authorization.

10.2 Modifying Facility Template

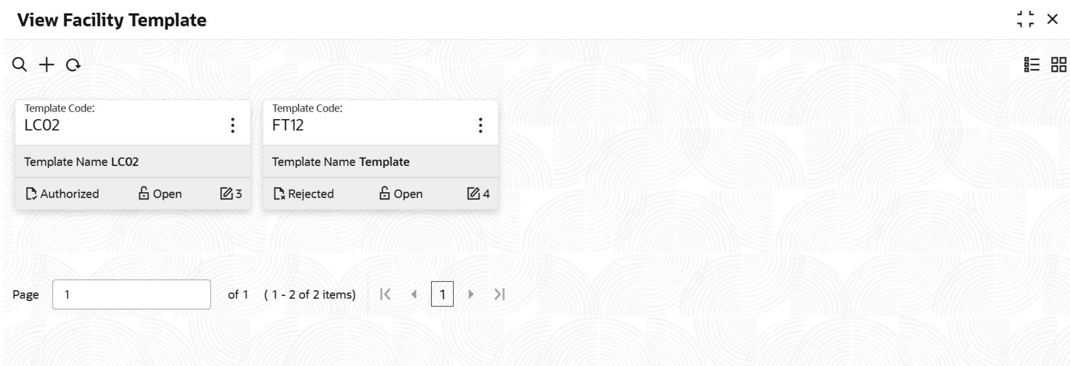
Thus topic provides systematic instructions about the procedure to modify a facility template record.

To modify any facility template, the template record must be in an authorized state. The unauthorized facility template record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Facility Template**. Under **Facility Template**, select **View Facility Template**.

    The **View Facility Template** screen is displayed.

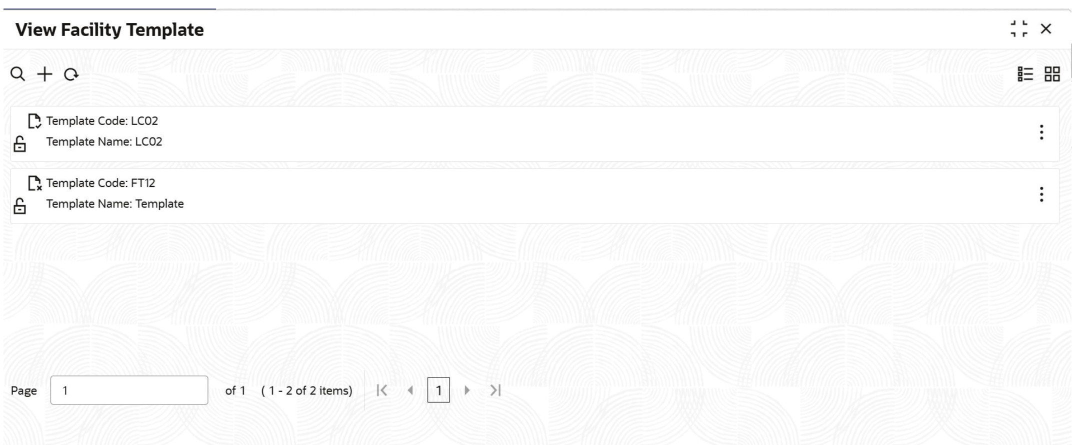
Figure 10-3 View Facility Template



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Facility Template** screen is displayed as shown below.

Figure 10-4 View Facility Template - List



4. Click the search icon to search the required template record.

   The search bar is displayed.
5. Select the status of facility template record based on description in the following table.

Table 10-3 View Facility Template - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the facility template record. The available options are: • **Authorized** • **Unauthorized**

6. Click **Search**.

   The template records that match the search parameters are displayed.
7. In the **View Facility Template** screen, click the refresh icon to refresh the template record list.
8. Click the add icon to create new template.

9. Click on the action icon in the required record and select **Unlock**.

   The **Facility Template Maintenance** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

   The modified details will be reflected upon authorization.

10.3 Close Facility Template

This topic provides systematic instructions about the procedure to close a facility template record.

User can close the facility template that are no longer required for facility creation in the business process.

> **Note**
>
> Authorization is required for closing the facility template.

1. In the **View Facility Template** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The template details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

10.4 Reopen Facility Template

This topic provides systematic instructions about the procedure to reopen a facility template record.

User can reopen the closed facility template whenever the template is required for facility creation in the business process.

> **Note**
>
> Authorization is required for reopening the closed facility template.

1. In the **View Facility Template** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The template details are displayed.
4. Click **Proceed**.

   The record will be reopened upon authorization.

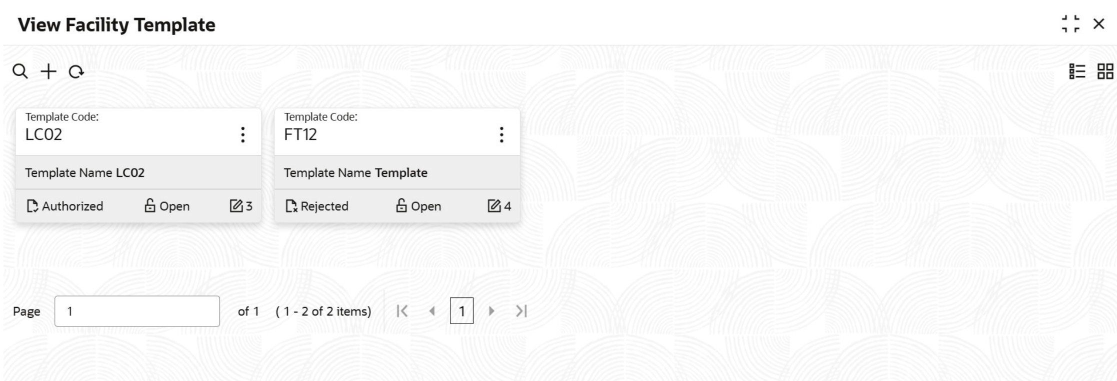
10.5 Approve Facility Template

This topic provides syetamtic instructions about the procedure to approve a facility template record.

In order to list or hide the facility template for facility creation in business processes, all the maintenance activities of facility template must be approved by the authorized person. Unauthorized template will not be listed in the business processes.

In the **View Facility Template** screen:

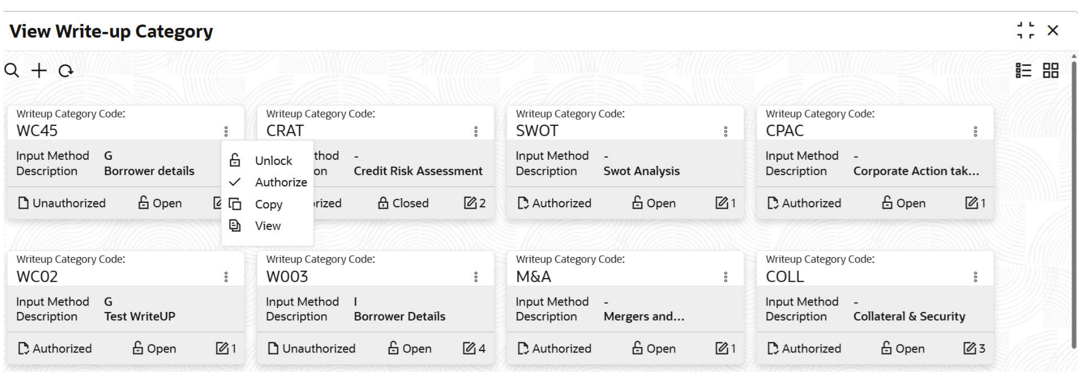
Figure 10-5 View Facility Template



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

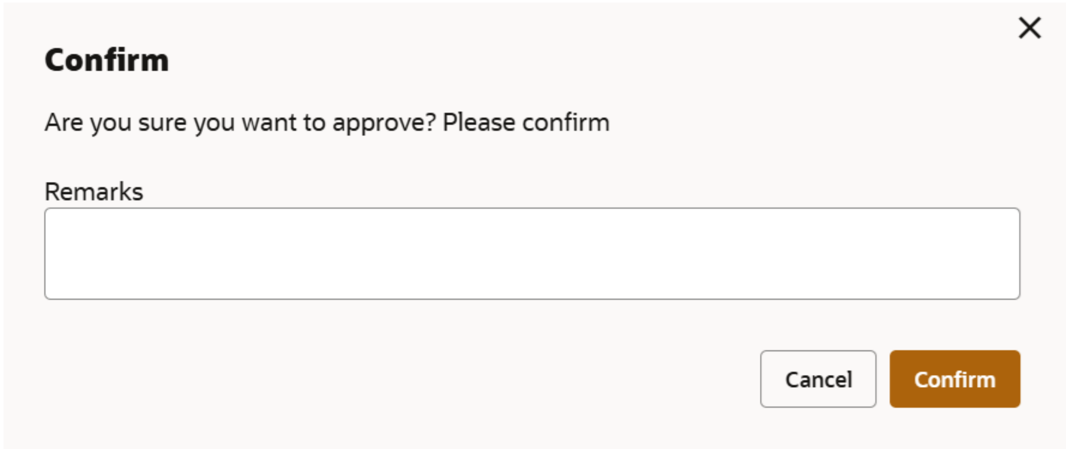
   Figure 10-6 Approve Facility Template

2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 10-7 Approve Facility Template



4. Type the **Remarks**.
5. Click **Confirm**.

   The facility template maintenance action is approved.

11
Write-Up Category

This topic provides brief introduction to Write-Up Category maintenance.

The **Write-up Category** sub-menu under **Maintenance** menu allows you to manage write-up categories that appear in the write-up data segment in configured stages.

- Create Write-Up Category
  This topic provides systematic instructions about the procedure to create a write-up category in OBCFPM.
- Modify Write-Up Category
  This topic provides systematic instructions about the procedure to modify a write-up category record.
- Close Write-Up Category
  This topic provides systematic instructions about the procedure to close a write-up category record.
- Reopen Write-Up Category
  This topic provides systematic instructions about the procedure to reopen a write-up category record.
- Approve Write-Up Category
  This topic provides systematic instructions about the procedure to approve a write-up category record.

11.1 Create Write-Up Category

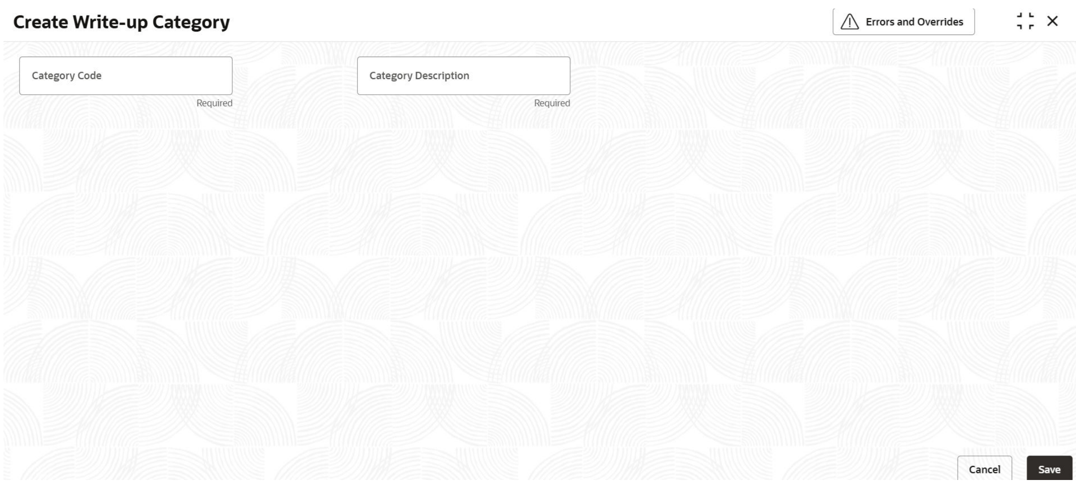
This topic provides systematic instructions about the procedure to create a write-up category in OBCFPM.

The **Create Write-up Category** screen provides an option to create a new write-up category.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Write-up Category**. Under Write-up Category, select **View Write-Up Category**.

   The **Create Write-up Category screen** is displayed.

Figure 11-1 Create Write-Up Category



3. Provide or select the write-up category details based on description in the following table.

Table 11-1 Create Write-Up Category - Field Description

Field	Description
Category Code	Specify a unique code for the write-up category.
Category Description	Type a brief description about the write-up category to be created.

4. Click **Save**.

   The write-up category will be created upon authorization.

11.2 Modify Write-Up Category

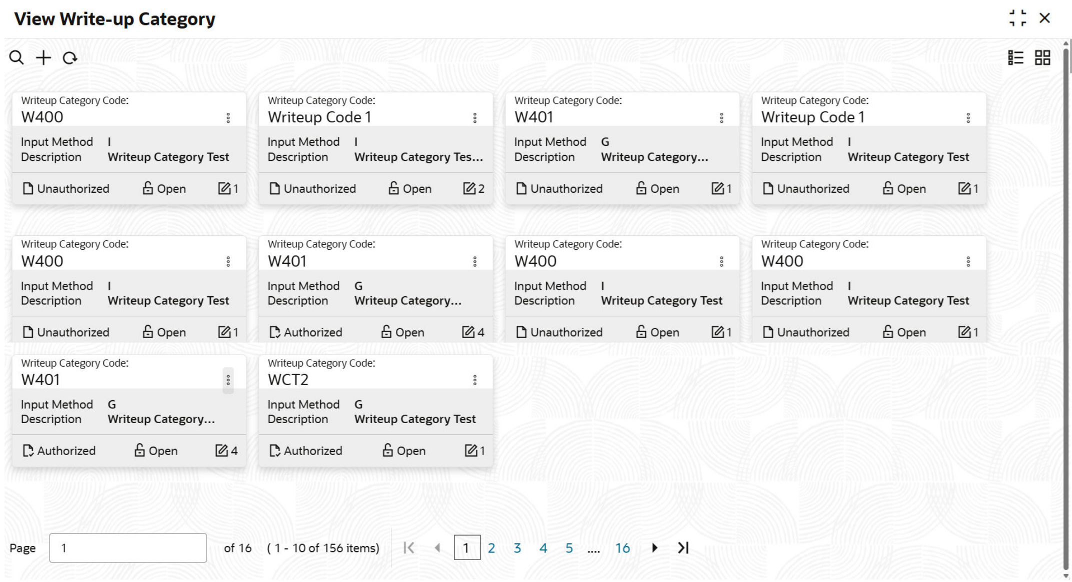
This topic provides systematic instructions about the procedure to modify a write-up category record.

To modify any write-up category, the write-up category record must be in an authorized state. The unauthorized write-up category can be modified only by the user who created the category.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Write-up Category**. Under Write-up Category, select **View Write-Up Category**.

   The **View Write-Up Category** screen is displayed.

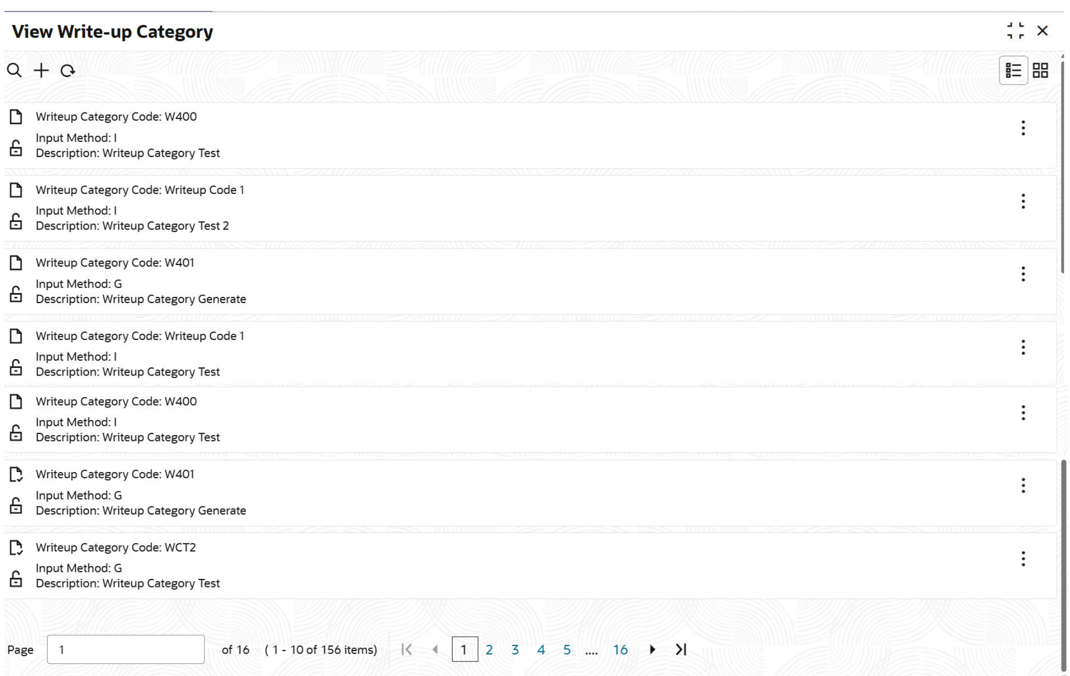
Figure 11-2 View Write-Up Category



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Write-up Category** screen is displayed as shown below.

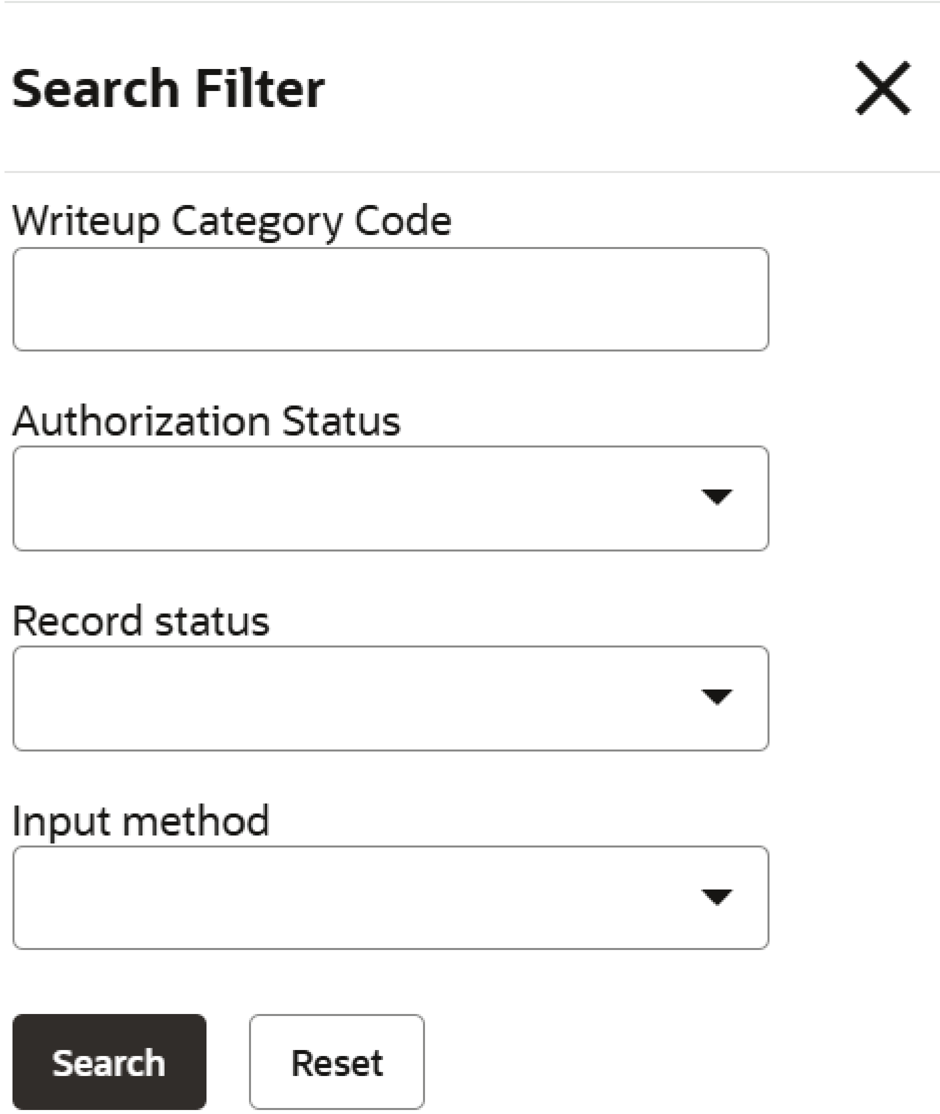
Figure 11-3 View Write-Up Categories - List



4. Click the search icon to search the required category record.

   The search bar is displayed as shown below.

Figure 11-4 Search Write-Up Category



5. Select the status of write-up category record based on description in the following table.

Table 11-2 Search Write-Up Category - Field Description

Field	Description
Authorization Status	Select the authorization status of the write-up category record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the write-up category. The available options are: • **Open** • **Closed**

6. Click **Search**.

The write-up category records that match the search parameters are displayed.

7. In the **View Write-up Category** screen, click the refresh icon to refresh the category record list.
8. Click the add icon to define new write-up category.
9. Click on the action icon in the required record and select **Unlock**.

   The **Writeup Category Maintenance** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The write-up category record will be modified upon authorization.

11.3 Close Write-Up Category

This topic provides systematic instructions about the procedure to close a write-up category record.

User can close the write-up category that are no longer required in the business processes.

> **Note**
>
> Authorization is required for closing the write-up category.

1. In the **View Write-up Category** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The write-up category details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

11.4 Reopen Write-Up Category

This topic provides systematic instructions about the procedure to reopen a write-up category record.

User can reopen the closed write-up category, whenever the category is required in the business processes.

> **Note**
>
> Authorization is required for reopening the closed write-up category.

1. In the **View Write-up Category** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The write-up category details are displayed.

4. Click **Proceed**.

   The record is reopened upon confirmation.

11.5 Approve Write-Up Category

This topic provides systematic instructions about the procedure to approve a write-up category record.

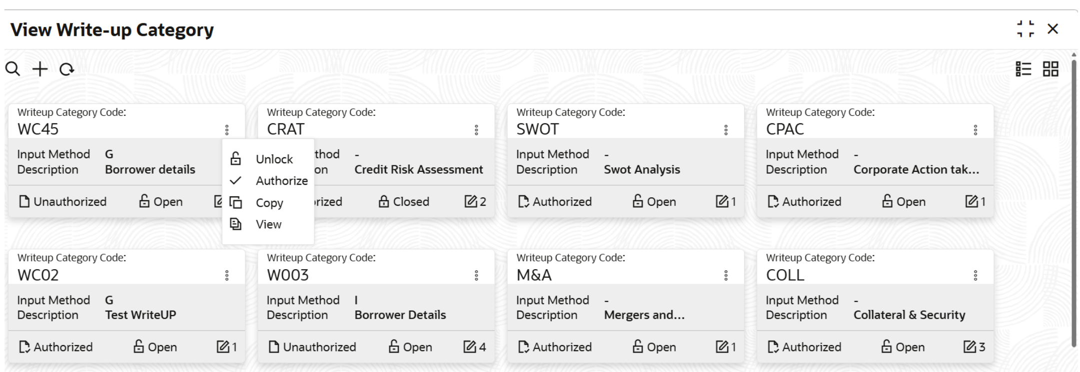
In order to list or hide the write-up category in the business processes, all the maintenance activities of write-up category must be approved by the authorized person. Unauthorized category will not be listed in the business processes.

In the **View Write-up Category** screen:

Figure 11-5 View Write-Up Category

1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

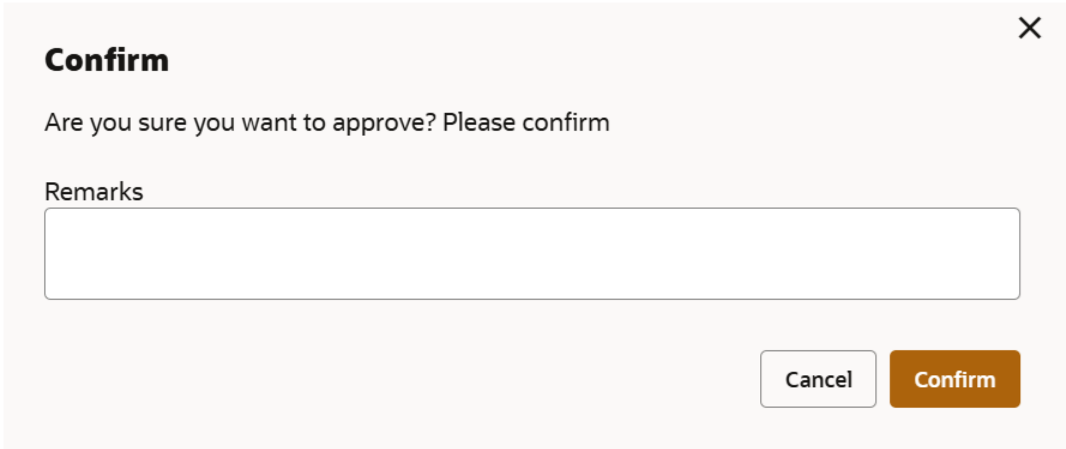
   The following screen is displayed.



2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 11-6 Confirm Write-Up Category Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The write-up category maintenance action is approved.

12 Terms and Conditions

This topic provides brief introduction about the Terms and Conditions maintenance.

The Terms and conditions to be linked with the customer or other entities, such as facility, must be maintained through the **Terms Conditions** sub-menu under **Maintenance** menu.

- Create Terms and Conditions
  This topic provides systematic instructions about the procedure to create terms and conditions in OBCFPM.
- Modify Terms and Conditions
  This topic provideds systematic instructions about the procedure to modify the terms and conditions created.
- Close Terms and Conditions
  This topic provides systematic instructions about the procedure to close a terms and conditions record.
- Reopen Terms and Conditions
  This topic provides systematic instructions about the procedure to reopen a closed terms and conditions record.
- Approve Terms and Conditions
  This topic provides systematic instructions about the procedure to approve terms and conditions maintenance activity.

12.1 Create Terms and Conditions

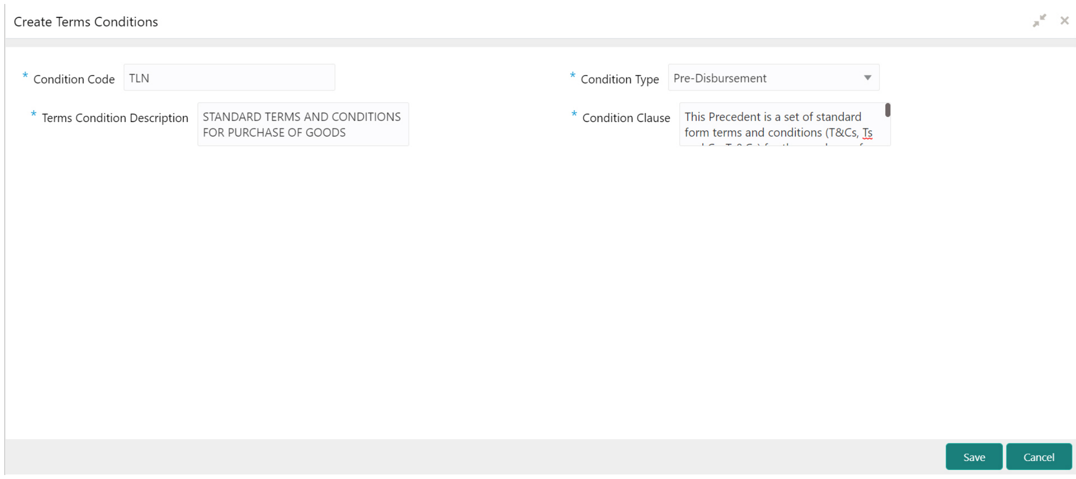
This topic provides systematic instructions about the procedure to create terms and conditions in OBCFPM.

The **Create Terms Conditions** screen allows you to define new terms and conditions for linking with any entity or customer.

1. From Home menu, select **Credit Facilities**. Under Credit Facilities, select **Maintenance.**
2. Under Maintenance, select **Terms Conditions**. Under Terms Conditions, select Create Terms Conditions.

   The **Create Terms and Conditions** screen is displayed.

Figure 12-1 Create Terms and Conditions



3. Specify the terms and conditions details based on description in the following table.

Table 12-1 Create Terms and Conditions - Field Description

Field	Description
Condition Code	Specify a unique code for the terms and conditions. Condition code can contain up to four characters / numbers.
Condition Type	Select the **Condition Type** from the drop down list. The options available are **Pre-disbursement** and **Post-disbursement.**
Terms Condition Description	Type a brief description about the terms and conditions.
Condition Clause	Type the complete terms and conditions.

4. Click **Save**.

12.2 Modify Terms and Conditions

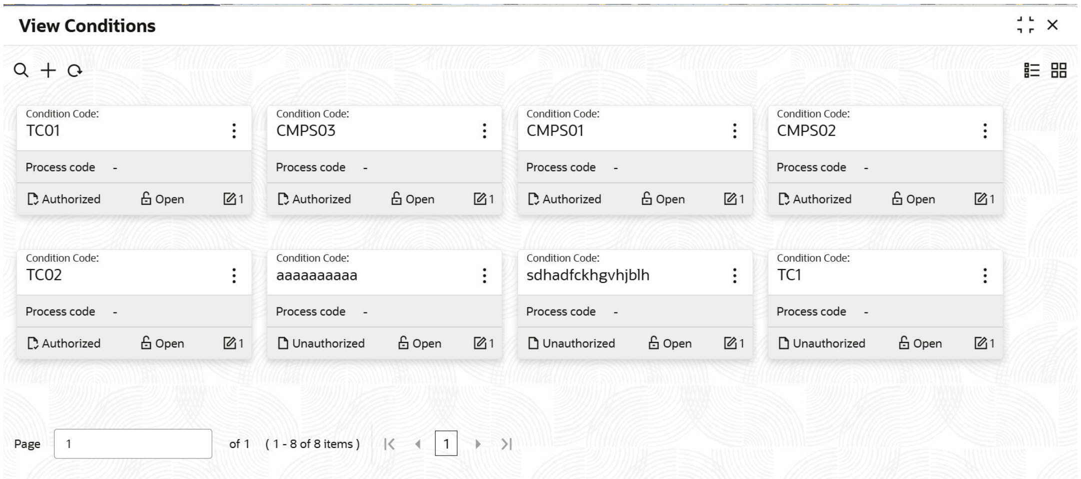
This topic provideds systematic instructions about the procedure to modify the terms and conditions created.

To modify the created terms and conditions, the terms and conditions record must be in an authorized state. The unauthorized terms and conditions record can be modified only by the user who created the record.

1. From Home menu, select **Credit Facilities**. Under Credit Facilities, select **Maintenance.**
2. Under Maintenance, select **Terms Conditions**. Under Terms Conditions, select View Terms Conditions.

   The **View Terms and Conditions** screen is displayed.

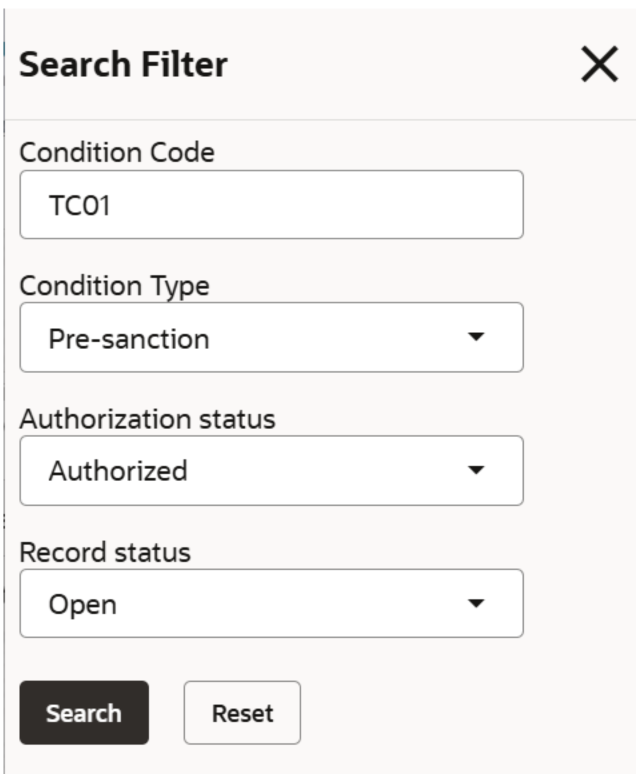
Figure 12-2 View Terms and Conditions



3. Click the list view icon at the top right corner to change the table view to list view.
4. Click the search icon to search the required terms and conditions record.

   The search bar is displayed as shown below.

Figure 12-3 View Terms and Conditions - Search



5. Select the status of terms and conditions record based on description in the following table.

Table 12-2 View Terms and Conditions - Search - Field Description

Field	Description
Authorization Status	Select the **Authorization Status** of the terms and conditions record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the terms and conditions. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The terms and conditions records that match the search parameters are displayed.
7. In the **View Terms and Conditions** screen, click the refresh icon to refresh the terms and conditions records list.
8. Click the add icon to define new terms and conditions.
9. Click on the action icon in the required record and select **Unlock**.

   The **Terms and Conditions Maintenance** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The terms and conditions will be modified upon authorization.

12.3 Close Terms and Conditions

This topic provides systematic instructions about the procedure to close a terms and conditions record.

User can close the terms and conditions that are no longer required for linking with the customer / other entities.

> **Note**
>
> Authorization is required for closing the terms and conditions.

1. In the **View Terms and Conditions** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The terms and conditions details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

12.4 Reopen Terms and Conditions

This topic provides systematic instructions about the procedure to reopen a closed terms and conditions record.

User can reopen the closed terms and conditions, whenever it is required for linkage.

> **Note**
>
> Authorization is required for reopening the closed terms and conditions.

1. In the **View Terms and Conditions** screen, lick the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The terms and conditions details are displayed.
4. Click **Proceed**.

   The record is reopened upon confirmation.

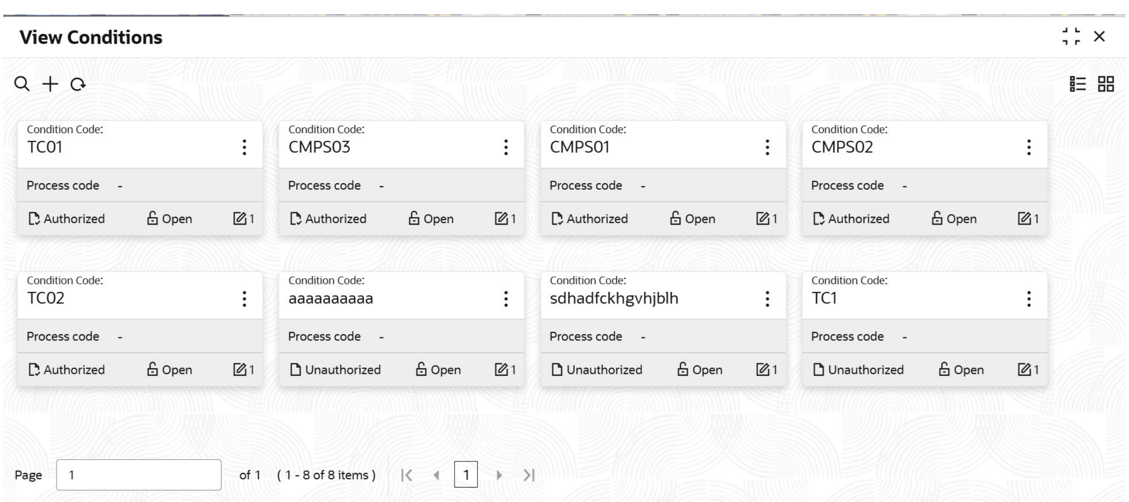
12.5 Approve Terms and Conditions

This topic provides systematic instructions about the procedure to approve terms and conditions maintenance activity.

In order to list or hide the terms and conditions in the business processes, all the maintenance activities of terms and conditions must be approved by the authorized person. Unauthorized terms and conditions will not be listed in the **Add Terms and Conditions** screen.

In the **View Terms and Conditions** screen:

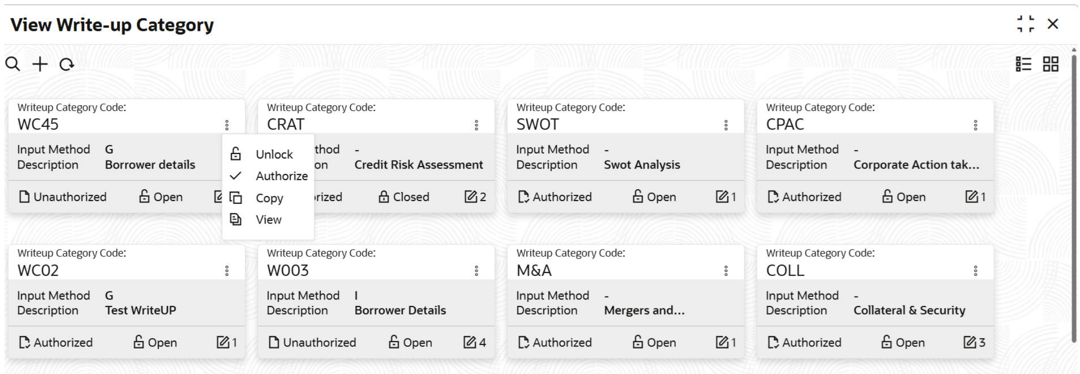
Figure 12-4 View Terms and Conditions



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

The following screen is displayed.

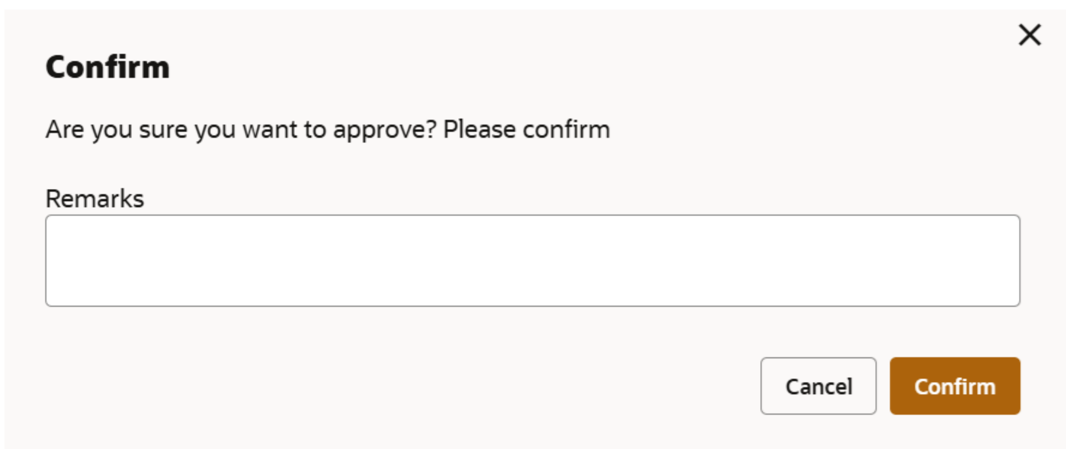
Figure 12-5 Approve Terms and Conditions



2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 12-6 Confirm Terms and Conditions Approval



4. Type the **Remarks**.
5. Click **Confirm**.

   The terms and conditions maintenance action is approved.

13

Mask Management

This topic provides brief introduction to mask management maintenance.

The **Mask Management** sub-menu under **Maintenance** menu allows you to maintain format for automatic generation of IDs such as Collateral ID, Facility ID, and Party ID during record creation.

- Create Mask Management Record
  This topic provides systematic instructions about the procedure to create a mask management record in OBCFPM.
- Modify Mask Management Record
  This topic provides systematic instructions about the procedure to modify a mask management record in OBCFPM.
- Close Mask Management Record
  This topic provides systematic instructions about the procedure to close a mask management record.
- Reopen Mask Management Record
  This topic provides systematic instructions about the procedure to reopen a mask management record.
- Approve Mask Management Record
  This topic provides systematic instructions about the procedure to approve a mask management record.

13.1 Create Mask Management Record

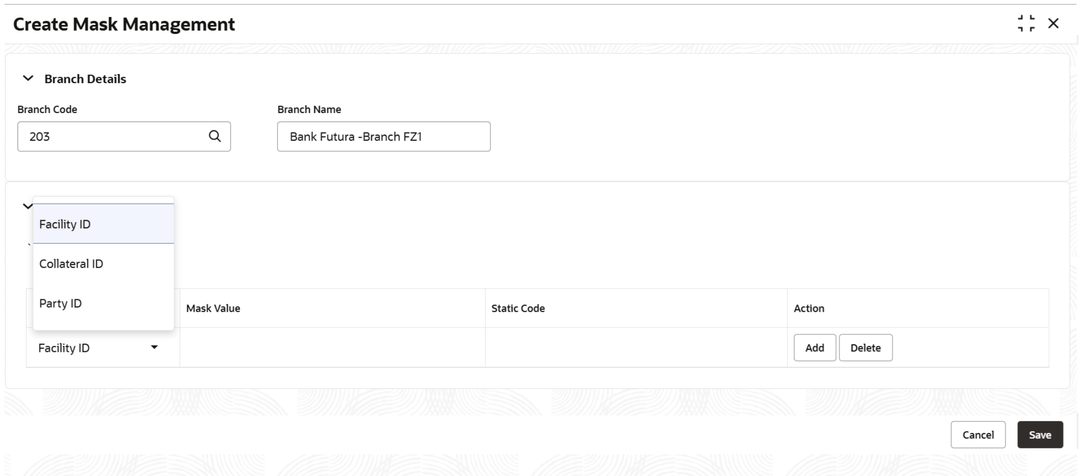
This topic provides systematic instructions about the procedure to create a mask management record in OBCFPM.

The **Create Mask Management** screen provides an option to create new mask management record.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Mask Management**. Under Mask Management, select **Create Mask Management**.

   The **Create Mask Management** screen is displayed.

Figure 13-1 Create Mask Management



3. Provide or select the mask details based on description in the following table.

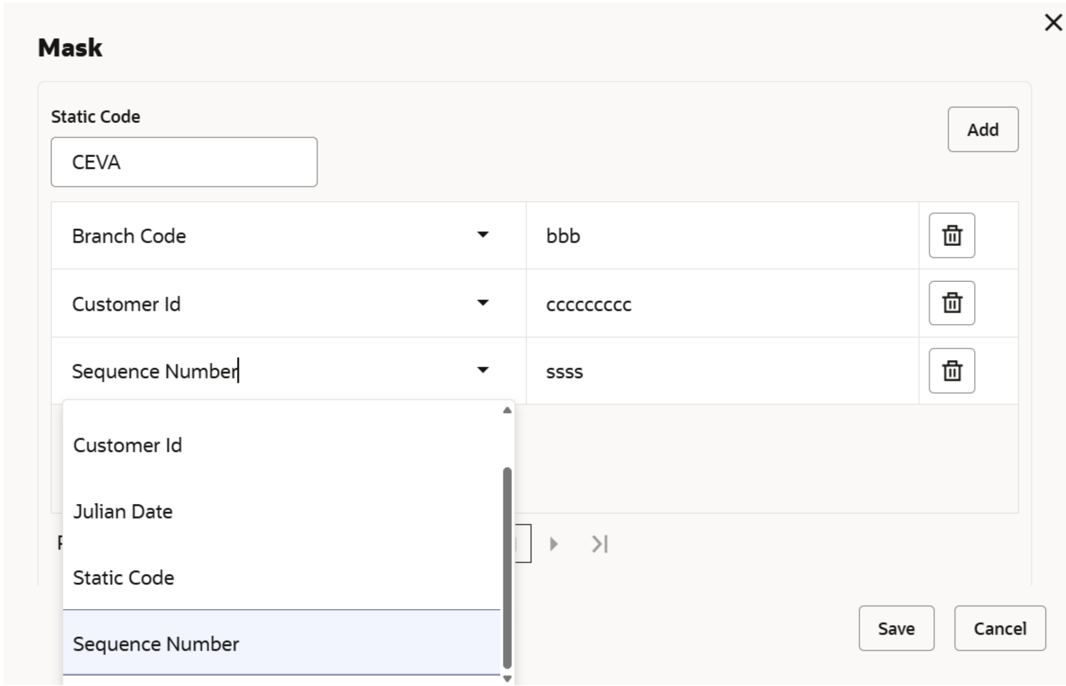
Table 13-1 Create Mask Management - Field Description

Field	Description
Branch Code	Search and select the bank **Branch Code**. Branch codes maintained in the system are displayed in the option list.
Branch Name	The bank **Branch Name** is defaulted based on the selected branch code.
Mask Type	Upon clicking **Add** in the **Branch Details** section, a new mask record is created in the **Mask Details** section. Select the entity ID for which the mask management record must be created. The options available in the drop down list are **Facility Id**, **Collateral Id**, and **Party Id**.

4. Click **Add** in the **Action** column.

   The following screen is displayed:

Figure 13-2 Mask



5. Select the parameter that must be included in the mask code format.
6. Click **Add** to add new parameter.
7. Provide **Static Code** in case **Static Code** option is selected from the drop down.
8. Click **Save**.

   The **Mask Value** and **Static Code** are displayed in the **Create Mask Management** screen.
9. To **View**, **Edit**, or **Delete** the mask management record, click the required options in the **Actions** column.
10. Click **Save** in the **Create Mask Management** screen.

    The mask management record will be created upon authorization.

> **Note**
>
> The system will display an error message in case the total length of mask code exceeds the allowed limit (sixteen characters). You must delete some parameters and try again.

13.2 Modify Mask Management Record

This topic provides systematic instructions about the procedure to modify a mask management record in OBCFPM.

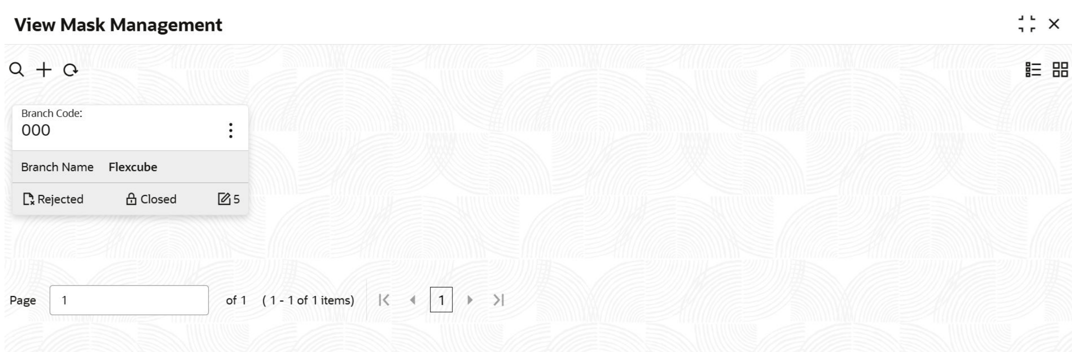
To modify any mask management record, the record must be in an authorized state. The unauthorized mask management record can be modified only by the user who created the record.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.

2. Under Maintenance, select **Mask Management**. Under Mask Management, select **View Mask Management**.

   The **View Mask Management** screen is displayed.

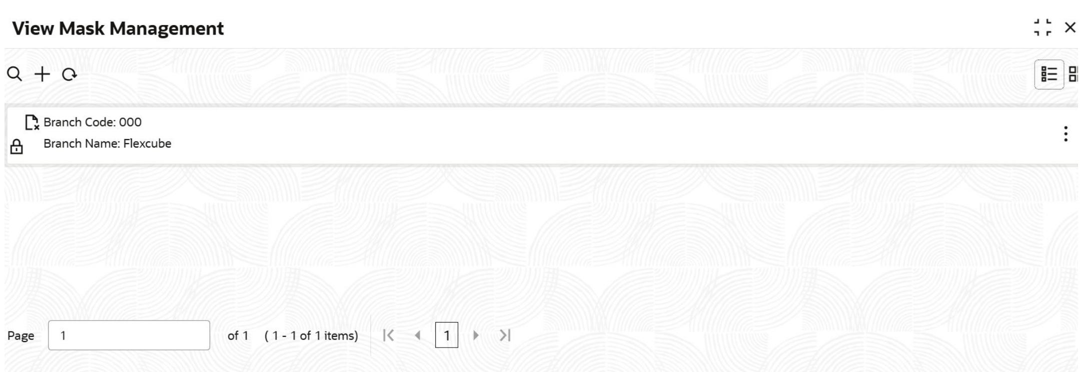
Figure 13-3 View Mask Management



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Mask Management** screen is displayed as shown below.

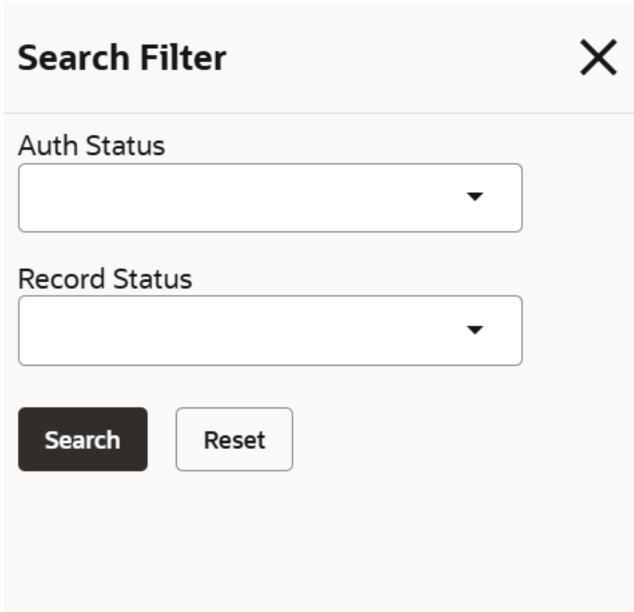
Figure 13-4 View Mask Management - List



4. Click the search icon to search the required mask management record.

   The search bar is displayed as shown below.

Figure 13-5 Search



5. Select the status of mask management record based on description in the following table.

Table 13-2 View Mask Management - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the mask management record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the mask management record. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The mask management records that match the search parameters are displayed.
7. In the **View Mask Management** screen, click the refresh icon to refresh the record list.
8. Click the add icon to create new mask management record.
9. Click on the action icon in the required record and select **Unlock**.

   The **Create Mask** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The mask management record will be modified upon authorization.

13.3 Close Mask Management Record

This topic provides systematic instructions about the procedure to close a mask management record.

User can close the mask management record that are no longer required. To perform this action, the record must be in an authorized state. Unauthorized records can be closed only by the maker of the record.

> **Note**
>
> Authorization is required for closing the mask management record.

1. In the **View Mask Management** screen, click the action icon in the required record and select **Close**.
2. Click **View**.

   The mask management details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

13.4 Reopen Mask Management Record

This topic provides systematic instructions about the procedure to reopen a mask management record.

User can reopen the closed mask management record whenever the mask code format must be used for automatic ID generation.

> **Note**
>
> Authorization is required for reopening the closed mask management record.

1. In the **View Mask Management** screen, click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The mask management details are displayed.
4. Click **Proceed**.

   The record will be reopened upon authorization.

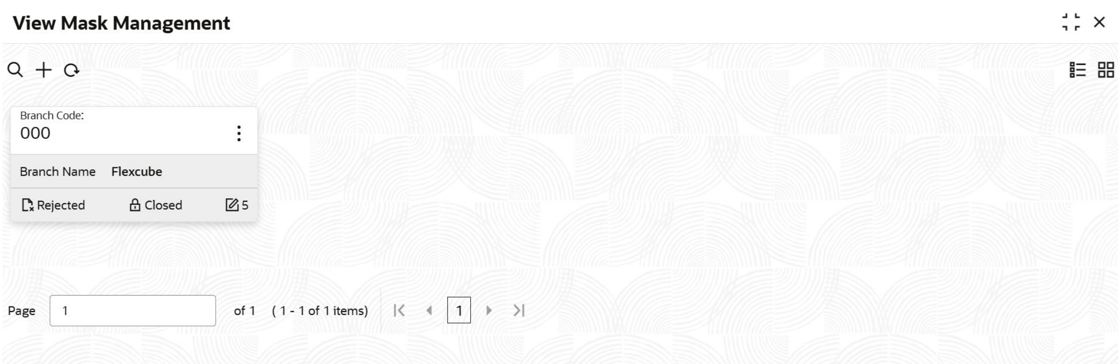
13.5 Approve Mask Management Record

This topic provides systematic instructions about the procedure to approve a mask management record.

All the maintenance activities of mask management must be approved by the authorized person. Mask code formats maintained in the unauthorized record will not be used for automatic entity ID generation.

In the **View Mask Mangement** screen:

Figure 13-6 View Mask Management

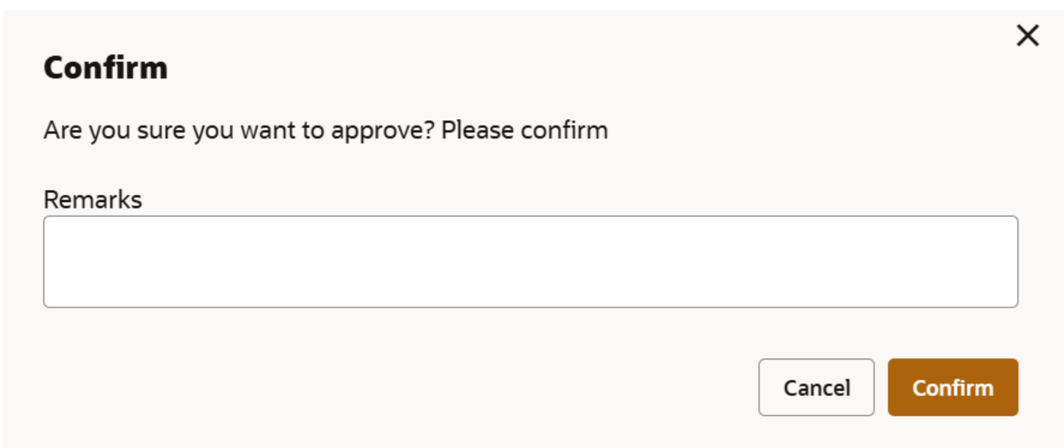


1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.
2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

   Figure 13-7 Confirm

4. Type the **Remarks**.
5. Click **Confirm**.

The mask management action is approved.

14 Notifications

Brief introduction to notification maintenance in OBCFPM.

The **Notifications** sub-menu under the **Maintenance** menu allows you to configure E-mail server, and create and associate E-mail template with different events. This configuration is mandatory and all the Email notifications sent through OBCFPM are based on this maintenance.

- Create E-mail Template
  This topic provides systematic instructions about the procedure to create E-mail template.
- Modify E-Mail Template
  This topic provides systematic instructions about the procedure to modify an E-mail template record.
- Create Event Mapping
  This topic provides systematic instructions about the procedure to create an event mapping record in OBCFPM.
- Modify Event Mapping Record
  This topic provides systematic instructions about the procedure to modify an event mapping record.
- Create E-Mail Configurations
  This topic provides systematic instructions about the procedure to create an E-mail configuration record.
- Modify E-Mail Configuration Record
  This topic provides systematic instructions about the procedure to modify an E-mail configuration record.
- Close Records (Event Mapping/ E-mail template/ E-Mail Configuration)
  This topic provides systematic instructions about the procedure to close Event Mapping, E-mail template, and E-Mail Configuration records.
- Reopen Records (Event Mapping/ E-mail template/ E-Mail Configuration)
  This topic provides systematic instructions about the procedure to reopen Event Mapping, E-mail template, and E-Mail Configuration records
- Approve Records (Event Mapping/ E-Mail Template/ E-Mail Configuration)
  This topic provides systematic instructions about the procedure to approve Event Mapping, E-Mail Template, and E-Mail Configuration records.

14.1 Create E-mail Template

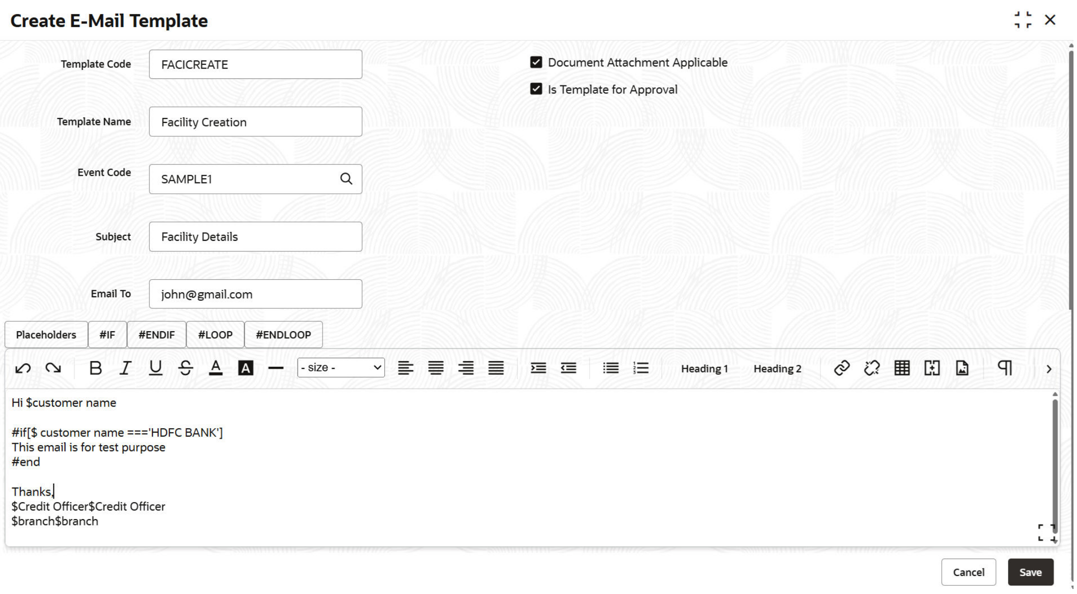
This topic provides systematic instructions about the procedure to create E-mail template.

The **Create E-Mail Template** screen provides an option to create new E-mail template record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **Create E-mail Template**.

   The **Create E-Mail Template** screen is displayed.

Figure 14-1 Create Email Template



3. Provide / select the template details based on description in the following table.

Table 14-1 Create E-Mail Template - Field Description

Field	Description
Template Code	Specify a unique code for the E-mail template to be created.
Template Name	Specify a name for the E-mail template to be created.
Event Code	Search and select the **Event Code** for associating with the E-Mail template. Event codes created in the **Create Event Mapping** screen are displayed in the option list. Refer Create Event Mapping topic for information on event creation.
Subject	Specify the E-mail subject
Email To	Specify the E-mail ID to which notification E-mail has to be sent on occurrence of linked event
Email CC	Specify the E-mail ID which has to be in CC of notification E-mail
Document Attachment Applicable	Enable this check box, if the event notification has E-mail attachment
Is Template for Approval	Enable this check box, if the E-mail template must be sent for approval

4. Provide the E-Mail body content in the text box at the bottom of screen.

> **Note**
>
> In the text box, you can insert Placeholders **#IF condition** and **#LOOP** to create dynamic E-mail content. Placeholders are variables which the system fills with corresponding customer values while sending notification.

5. Click **Save**.

   The E-mail template record will be created upon authorization.

14.2 Modify E-Mail Template

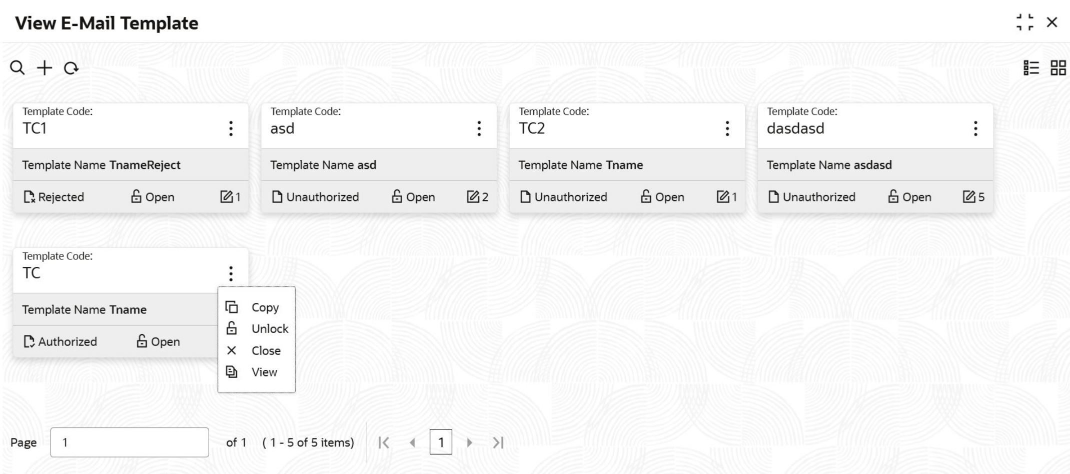
This topic provides systematic instructions about the procedure to modify an E-mail template record.

To modify any E-mail template record, the record must be in an authorized state. The unauthorized record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **View E-mail Template**.

   The **View E-Mail Template** screen is displayed.

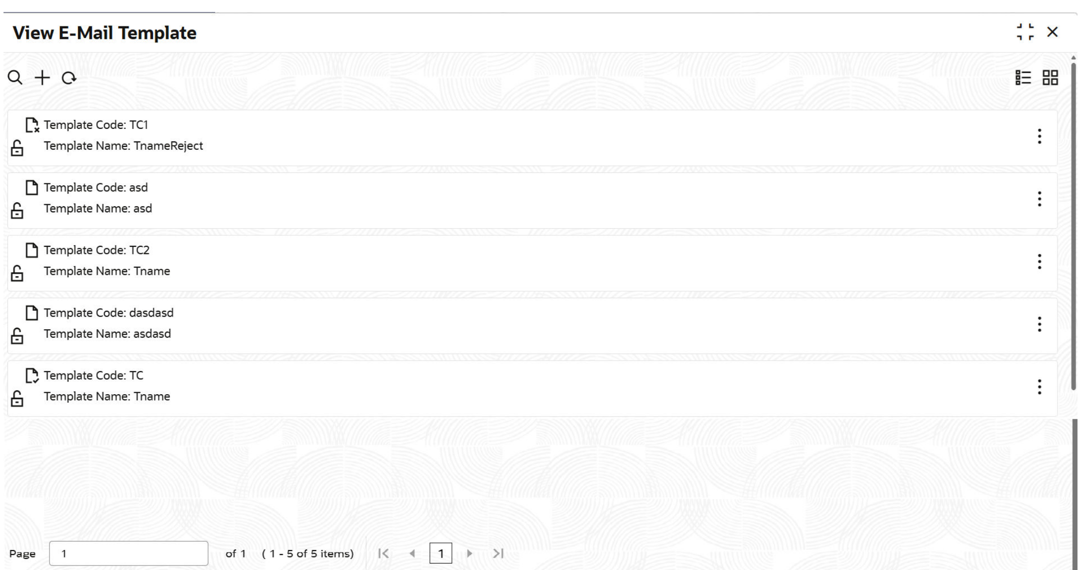
   Figure 14-2 View Email Template

3. Click the list view icon at the top right corner to change the table view to list view.

   The **View E-Mail Template** screen is displayed as shown below.

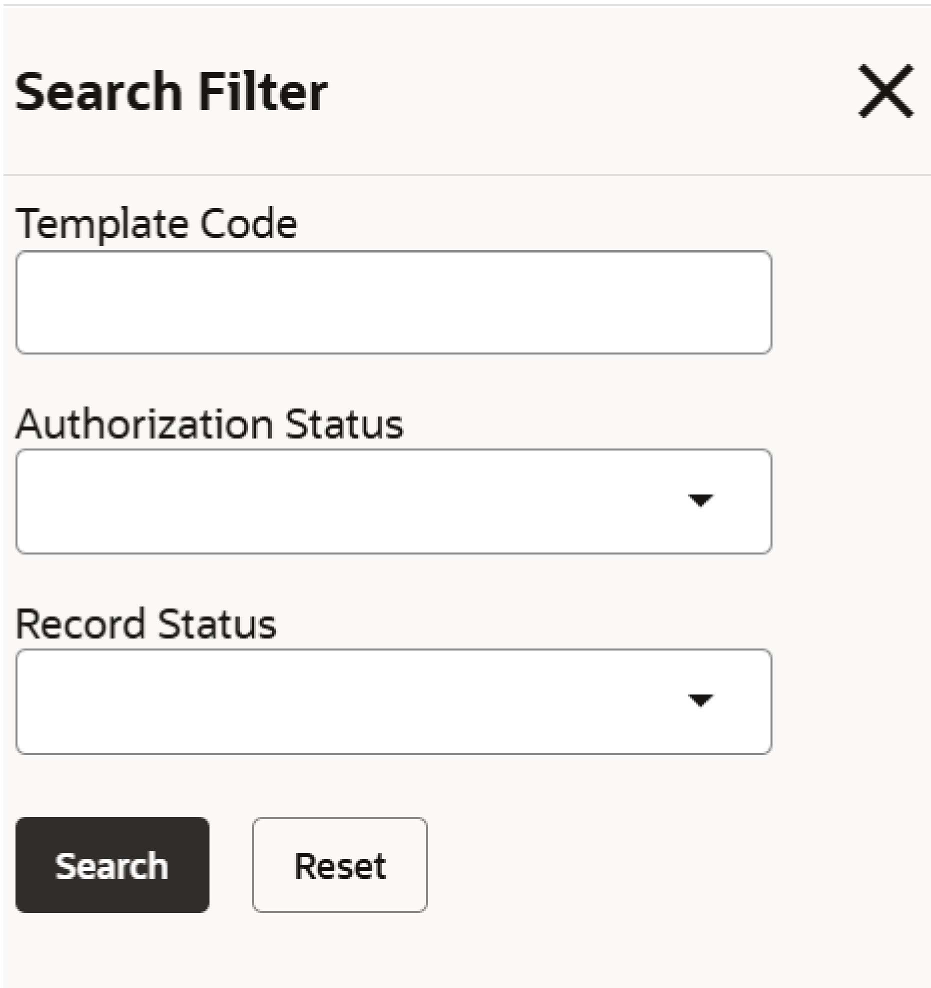
   Figure 14-3 View Email Template

4. Click the search icon to search the required E-mail template record.

   The search bar is displayed as shown below.

Figure 14-4 Search - View Email Template



5. Select the status of E-mail template record based on description in the following table.

Table 14-2 View E-Mail Template - Search

Field	Description
Auth Status	Select the authorization status of the event mapping record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the event mapping record. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The E-mail template records that match the search parameters are displayed.

7. In the **View E-mail Template** screen, click the refresh icon to refresh the record list.
8. Click the add icon to create new record.
9. Click on the action icon in the required record and select **Unlock**.

   The **E-mail Template** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The E-mail template record will be modified upon authorization.

14.3 Create Event Mapping

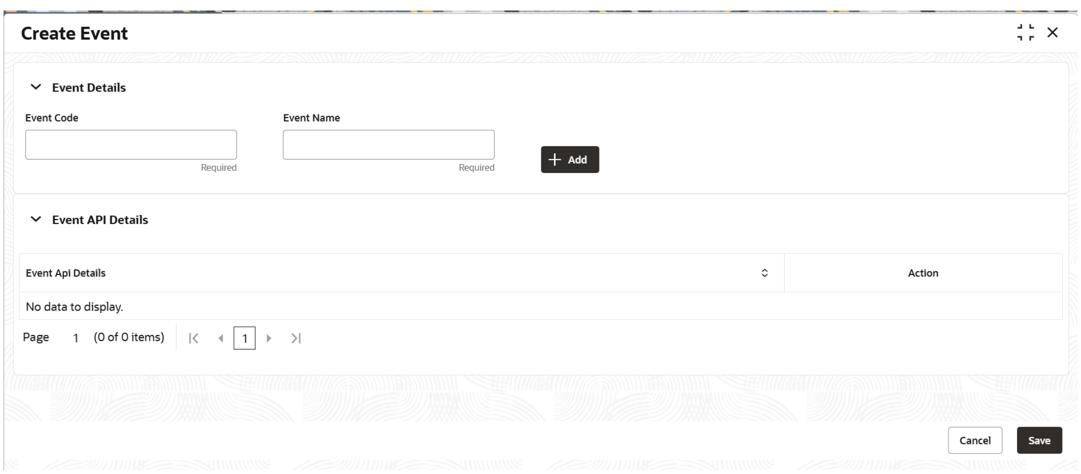
This topic provides systematic instructions about the procedure to create an event mapping record in OBCFPM.

The **Create Event Mapping** screen provides an option to create new event mapping record. You can link the event mapping created here with an E-mail template to trigger E-mail notification whenever the event occurs.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **Create Event Mapping**.

   The **Create Email Mapping** screen is displayed.

Figure 14-5 Create Event Mapping



3. Provide or select the event mapping details based on description in the following table.

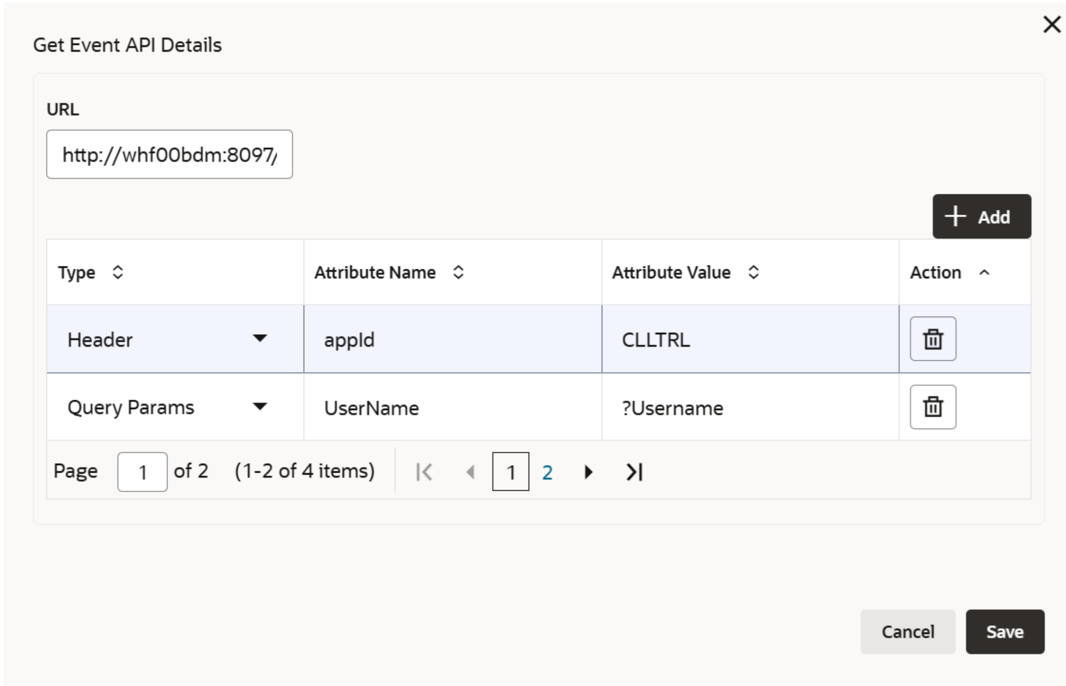
Table 14-3 Create Email Mapping - Field Description

Field	Description
Event Code	Specify a unique **Event Code**.
Event Name	Specify a name for the event to be added.

4. Click **Add**.

   The **Get Event API Details** window is displayed.

Figure 14-6 Get Event API details



5. Specify the event API details based on description in the following table.

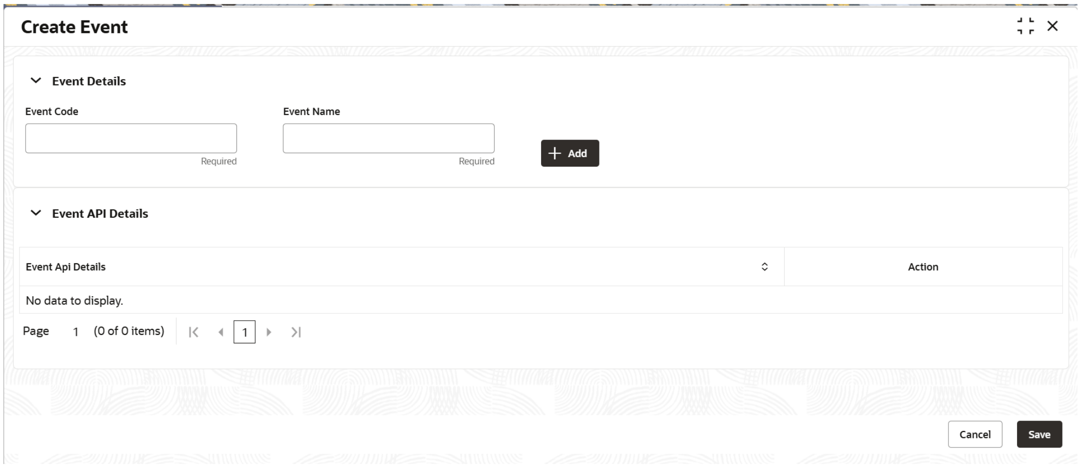
Table 14-4 Get Event API Details - Field Description

Field	Description
URL	Specify the API endpoint URL.
Type	Select the required **Type** from the drop down list. The options available are: **Header**, **Query Params**, and **Path Param**.
Attribute Name	Specify the **Attribute Name** for the selected Type.
Attribute Value	Specify value for the attribute provided in the **Attribute Name** field.
Action	Click the delete icon in this column to delete the entire row. To add new row, click **Add**.

6. Click **Save**.

   The event API details are added and displayed as shown below.

Figure 14-7 Create Event Mapping



7. To **View**, **Modify**, or **Delete** the API details, click the corresponding option in the **Action** column.
8. Click **Save**.

   The event mapping record will be created upon authorization.

14.4 Modify Event Mapping Record

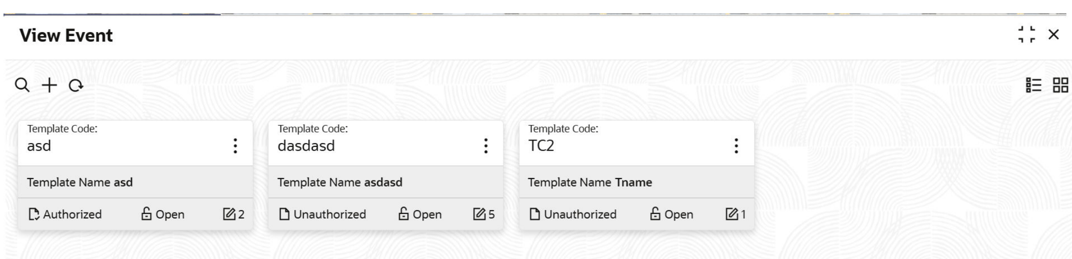
This topic provides systematic instructions about the procedure to modify an event mapping record.

To modify any event mapping record, the record must be in an authorized state. The unauthorized record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **View Event Mapping**.

   The **View Event Mapping** screen is displayed.

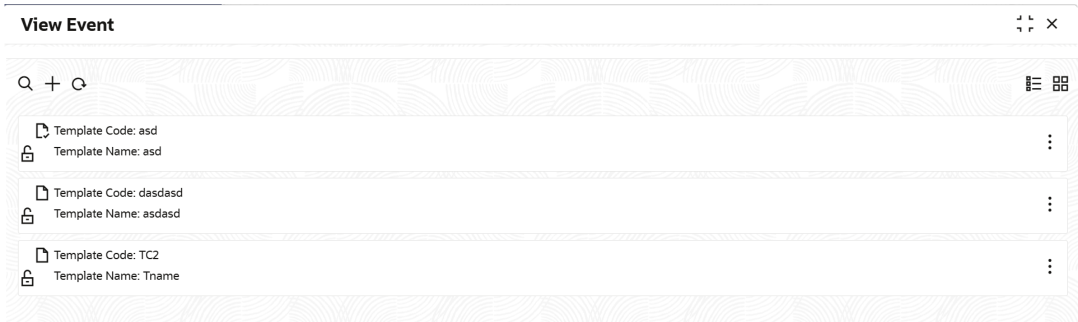
Figure 14-8 View Event Mapping



3. Click the list view icon at the top right corner to change the table view to list view.

   The **View Event Mapping** screen is displayed as shown below.

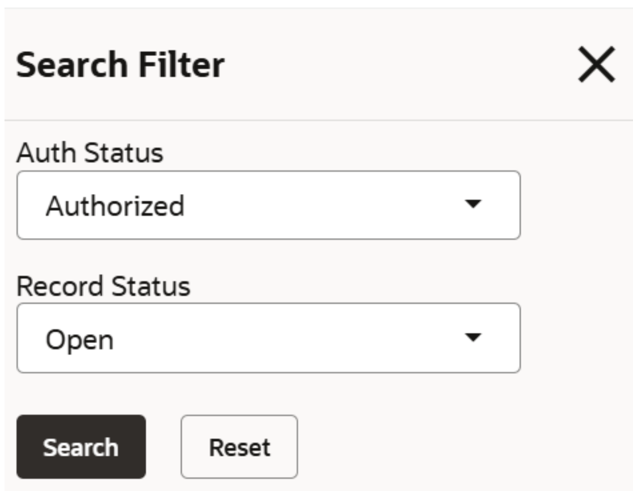
Figure 14-9 View Event Mapping List



4. Click the search icon to search the required event mapping record.

   The search bar is displayed as shown below.

Figure 14-10 View Event Mapping Record - Search



5. Select the status of event mapping record based on description in the following table.

Table 14-5 View Event Mapping - Search - Field Description

Field	Description
Auth Status	Select the authorization status of the event mapping record. The available options are: • **Authorized** • **Unauthorized**
Record Status	Select the **Record Status** of the event mapping record. The available options are: • **Open** • **Closed**

6. Click **Search**.

   The records that match the search parameters are displayed.
7. In the **View Event Mapping** screen, click the refresh icon to refresh the record list.
8. Click the add icon to create record.

9. Click on the action icon in the required record and select **Unlock**.

   The **Event Mapping** screen is displayed in edit mode.
10. Modify the required details.
11. Click **Save**.

    The record will be modified upon authorization.

14.5 Create E-Mail Configurations

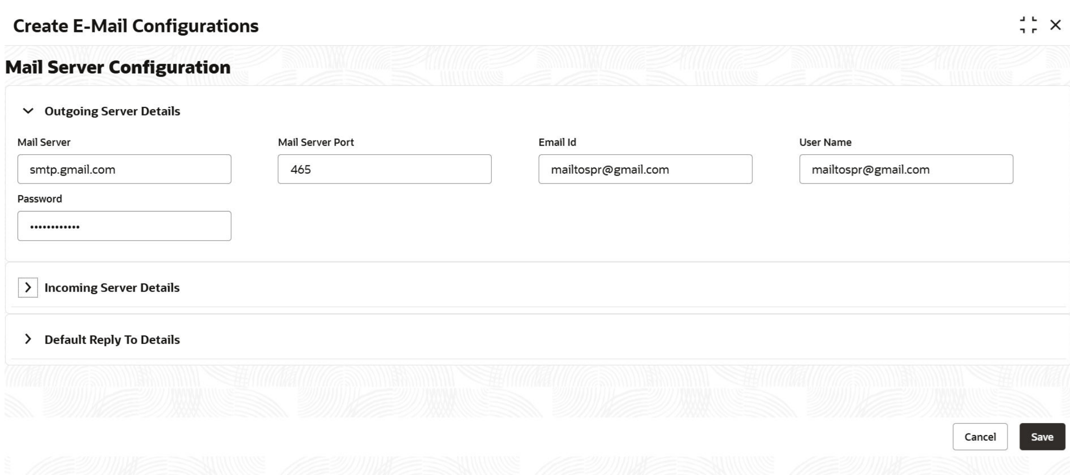
This topic provides systematic instructions about the procedure to create an E-mail configuration record.

The **Create E-Mail Configurations** screen provides an option to create E-mail Configuration record by providing mail server details.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **Create E-Mail Configurations**.

   The **Create E-Mail Configurations** screen is displayed.

Figure 14-11 Create Email Configurations



3. In the **Outgoing Server Details** section, provide / select the outgoing mail server details based on description in the following table.

Table 14-6 Create E-Mail Configurations - Outgoing Server Details - Field Description

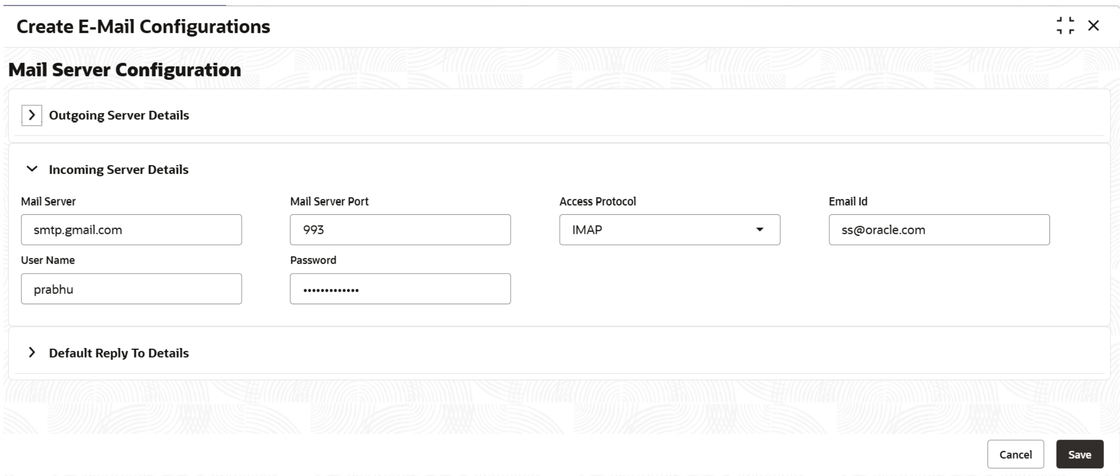
Field	Description
Mail Server	Specify the outgoing mail server address.
Mail Server Port	Specify the SSL port number of the outgoing mail server.
Email Id	Specify the **E-mail Id** from which the mail has to be sent from Oracle Banking Credit Facilities Process Management on occurrence of event.
User Name	Specify the **User Name** of outgoing mail server. **E-mail Id** and **User Name** can be the same.

Table 14-6 (Cont.) Create E-Mail Configurations - Outgoing Server Details - Field Description

Field	Description
Password	Specify the **Password** associated with the entered user name.

In the **Incoming Server Details** section:

Figure 14-12 Create Email Configurations - Incoming Server Details



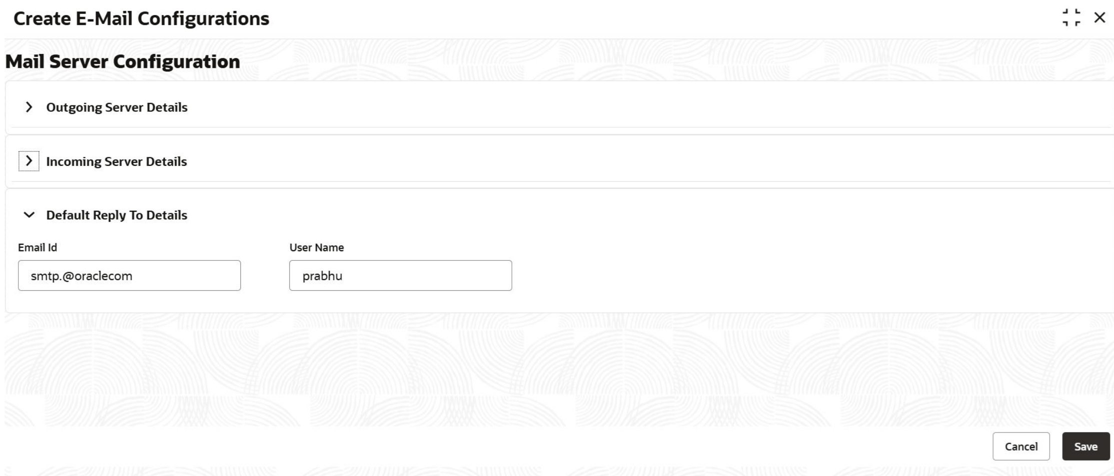
4. Provide / select the incoming mail server details based on description in the following table.

Table 14-7 Create E-Mail Configurations - Incoming Server Details - Field Description

Field	Description
Mail Server	Specify the incoming mail server address.
Mail Server Port	Specify the SSL port number of the incoming mail server.
Access Protocol	Select the **Access Protocol** from the drop down list. The options available are: **IMAP** and **POP3**. **Note**: Currently the system supports only IMAP protocol.
Email Id	Specify the **E-mail Id** to which mails from the customer has to be sent.
User Name	Specify the **User Name** of incoming mail server. **E-mail Id** and **User Name** can be the same.
Password	Specify the **Password** associated with the entered user name.

In the **Default Reply To Details** section:

Figure 14-13 Create Email Configuration - Default Reply to Details



5. Provide the E-mail details of the account to which default replies from the customer has to be sent.

   Refer the following table for field level descriptions.

Table 14-8 Create E-Mail Configuration - Default Reply To Details - Field Description

Field	Description
Email Id	Specify the **E-mail Id** to which default replies from the customer has to be sent.
User Name	Specify the **User Name** of incoming mail server. **E-mail Id** and **User Name** can be the same.

6. Click **Save**.

   The E-mail configuration record is created.

> **Note**
>
> The system allows to create only one E-mail Configuration record for all communication. To create different record, delete the current record and create new one.

14.6 Modify E-Mail Configuration Record

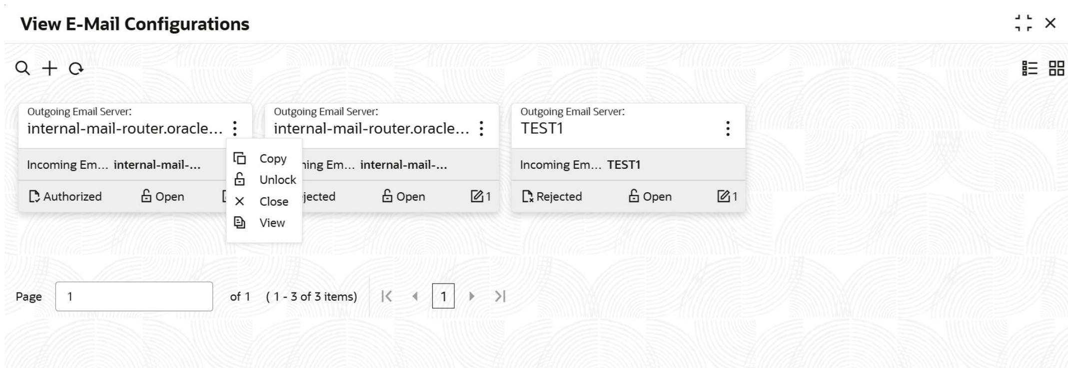
This topic provides systematic instructions about the procedure to modify an E-mail configuration record.

To modify the E-mail configuration record, the record must be in an authorized state. The unauthorized record can be modified only by the user who created the record.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Notifications**. Under Notifications, select **View E-Mail Configurations**.

   The **View E-Mail Configurations** screen is displayed.

Figure 14-14 View Email Configurations



3. Click on the action icon in the record and select **Unlock**.

   The E-Mail Configurations screen is displayed in edit mode.
4. Modify the required details.
5. Click **Save**.

   The E-mail configuration record will be modified upon authorization.

14.7 Close Records (Event Mapping/ E-mail template/ E-Mail Configuration)

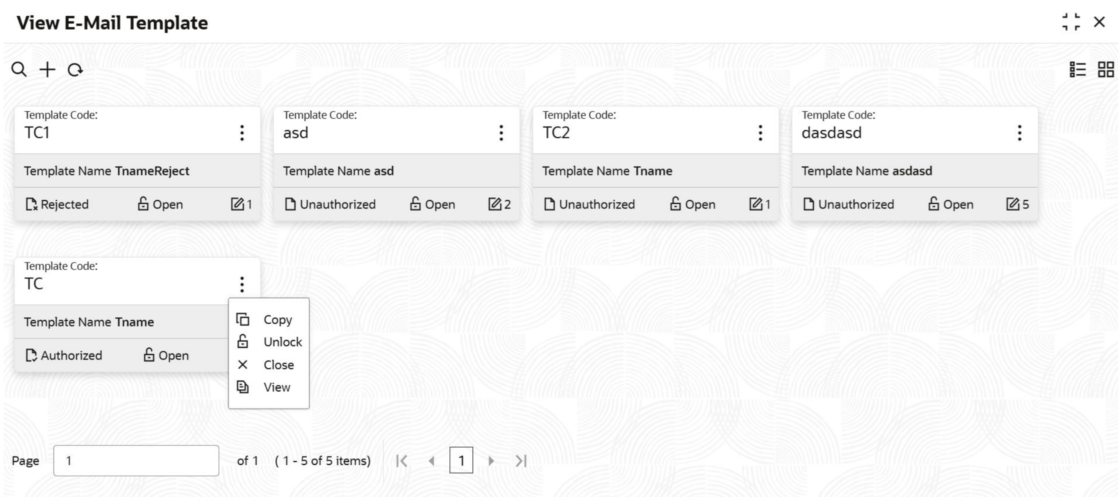
This topic provides systematic instructions about the procedure to close Event Mapping, E-mail template, and E-Mail Configuration records.

User can close the Event Mapping, E-mail template, and E-Mail Configuration records that are no longer required. To perform this action, the record must be in an authorized state. Unauthorized records can be closed only by the maker of the record.

> **Note**
>
> Authorization is required for closing the record.

In the **View Event Mapping** or **View E-Mail Template** or **View E-Mail Configurations** screen:

Figure 14-15 View Email template



1. Click the action icon in the required record and select **Close**.
2. Click **View**.

   The record details are displayed.
3. Click **Proceed**.

   The record status is changed to closed.

14.8 Reopen Records (Event Mapping/ E-mail template/ E-Mail Configuration)

This topic provides systematic instructions about the procedure to reopen Event Mapping, E-mail template, and E-Mail Configuration records

User can reopen the closed Event Mapping, E-mail template, and E-Mail Configuration records whenever required.

> **Note**
>
> Authorization is required for reopening the closed record.

In the **View Event Mapping** or **View E-Mail Template** or **View E-Mail Configuration** screen:

1. Click the action icon in the required record for which close action is authorized.
2. Select the **Reopen** option.
3. Click **View**.

   The record details are displayed.
4. Click **Proceed**.

   The record is reopened upon confirmation.

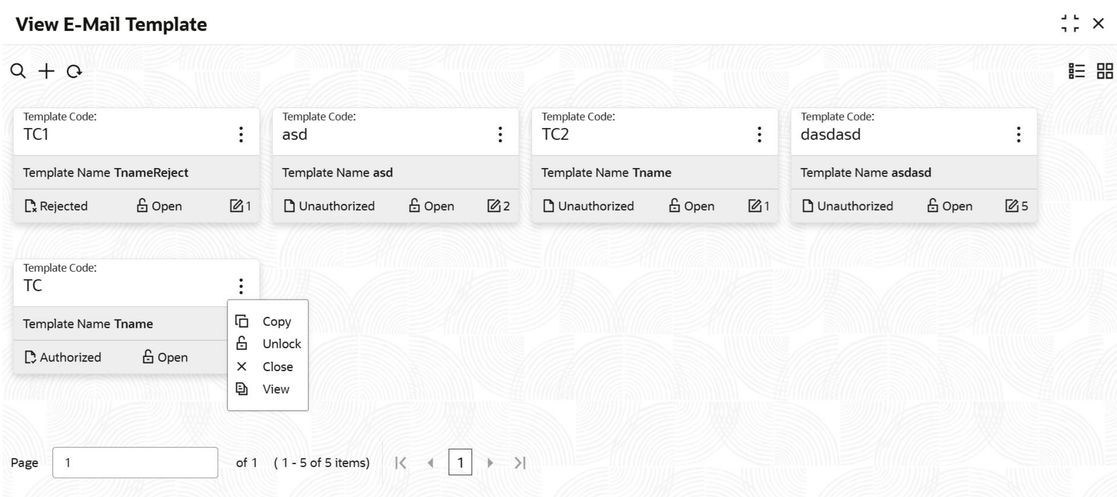
14.9 Approve Records (Event Mapping/ E-Mail Template/ E-Mail Configuration)

This topic provides systematic instructions about the procedure to approve Event Mapping, E-Mail Template, and E-Mail Configuration records.

All the activities of Event Mapping, E-Mail Template, and E-Mail Configuration maintenance must be approved by the authorized person. The system does not consider the unauthorized records for processing.

In the **View Event Mapping** or **View E-Mail Template** or **View E-Mail Configurations** screen:

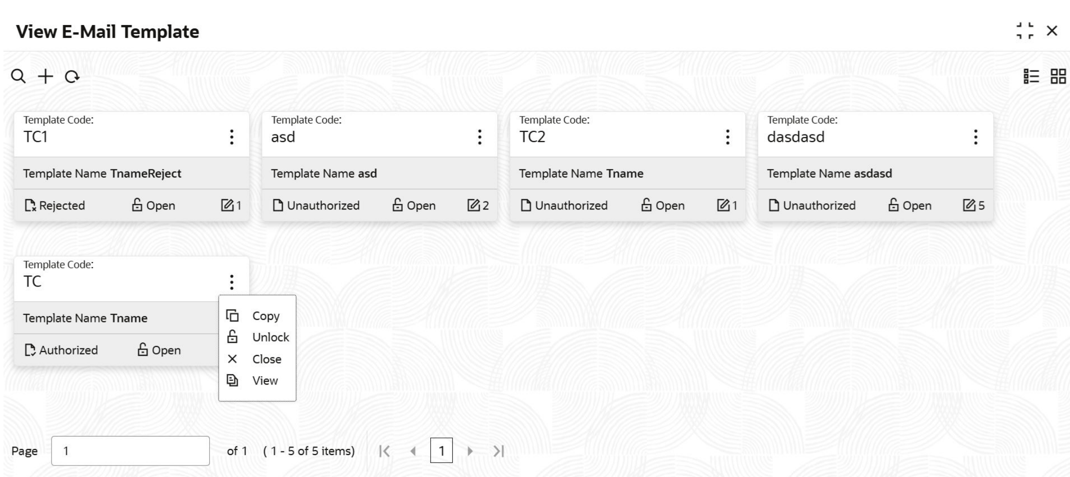
Figure 14-16 View Email template



1. Click the action icon in the record that needs to be authorized and then select **Authorize**.

   The following screen is displayed.

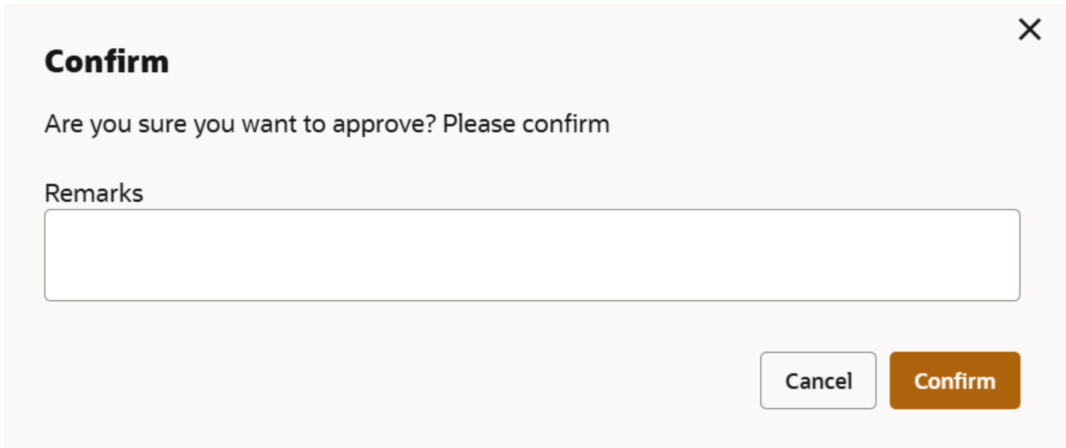
   Figure 14-17 View Email template

2. Select the **Mod Number**.
3. Click **Confirm**.

   The confirmation dialogue box is displayed.

Figure 14-18 Confirm



4. Type the **Remarks**.
5. Click **Confirm**.

   The notification maintenance action is approved.

15
Additional Placeholder

This topic provides information about additional placeholder.

As part of Additional Fields, users will be able to maintain metadata about the fields that they may require in the specified component. This data will be taken to add the additional fields in the designated component with the given requirements and validations.

- Create Additional Placeholder
  This topic provides systematic instructions to create additional placeholder.
- View Additional Placeholder
  This topic provides systematic instructions about view additional placeholder.

15.1 Create Additional Placeholder

This topic provides systematic instructions to create additional placeholder.

1. On **Home** screen, click **Credit Facility**, under Credit Facility, click **Maintenance**.
2. Under Maintenance, click **Additional Placeholder**, under Additional Placeholder, click **Create Additional Placeholder**.

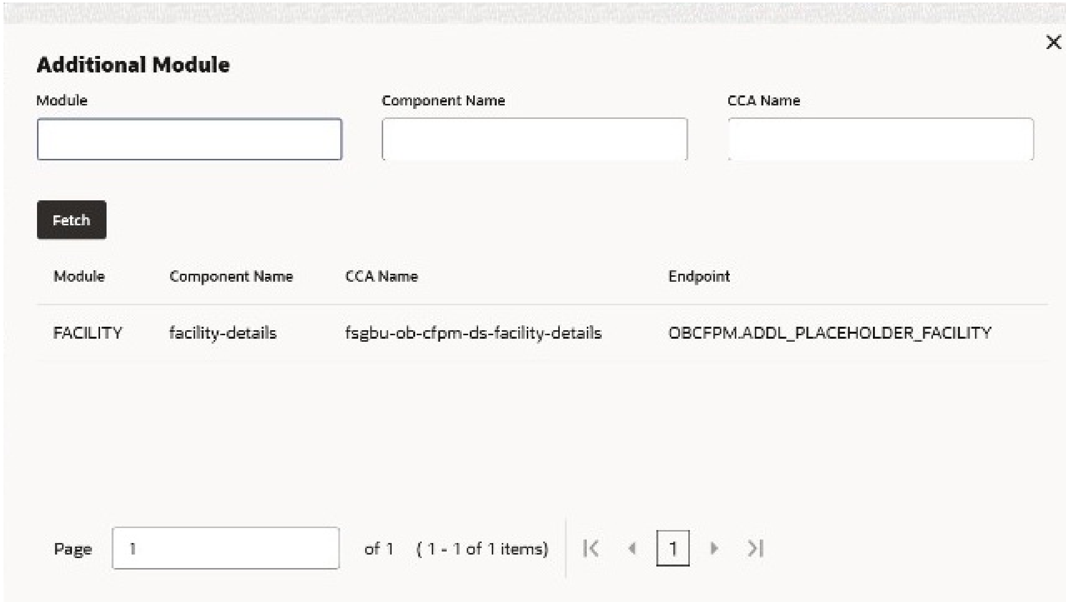
   The **Create Additional Placeholder** screen displays.

Figure 15-1 Create Additional placeholder

3. On **Create Additional Placeholder** screen, click the **Search** icon and select the Module and Component Name from the list.

   The **Additional Module** screen displays.

Figure 15-2 Additional module



4. Specify the fields on **Create Additional Placeholder** screen. For more information on fields, refer to the field and description table.

Table 15-1 Create additional placeholder

Field	Description
Module	Displays the module name selected from the Additional Module screen.
Component Name	Displays the component name selected from the Additional Module screen
CCA Name	Displays the name selected the Additional Module screen
Field Name	Displays the field name.
Field Type	Select the field type from the drop-down list. The available options are: • **Text** • **Number** • **Percentage** • **LOV** • **Dropdown** • **Radio** • **Checkbox** • **Date** • **Switch**

Table 15-1 (Cont.) Create additional placeholder

Field	Description
Properties	Specify the properties of each field type selected. • Text - No properties to be maintained. • Number - No properties to be maintained. • Percentage - No properties to be maintained. • LOV – For more information refer the below LOV properties. • Dropdown - For more information, refer the below Dropdown table. • Radio - Properties are to be captured are the same as the dropdown properties. • Checkbox - Properties are to be captured are the same as the dropdown properties. • Date - No properties to be maintained. • Switch - No properties to be maintained
Field Position	Select the field position from the drop-down list.
Adjacent Field Name	Displays the adjacent field name based on the selected Module and Component Name.
Validation Template	Specify the validation type for each file type selected. • Text – For more information, refer the below Text Validation table. • Number – For more information, refer the below number validation table. • Percentage - Validations are to be captured the same as the number validations. • LOV - No validations to be maintained. • Dropdown - No validations to be maintained. • Radio - No validations to be maintained. • Checkbox - No validations to be maintained. • Date - No validations to be maintained. • Switch - No validations to be maintained.

LOV Properties:

Figure 15-3 LOV Properties

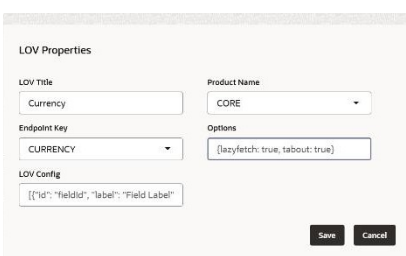


Table 15-2 LOV Properties

Field	Description
LOV Title	Title to be displayed in the transaction for the LOV.
Product Name	The name of the product from where the endpoint is to be fetched.
Endpoint Key	The actual endpoint that gives the data for the LOV

Table 15-2 (Cont.) LOV Properties

Field	Description
Options	Any options such as lazyfetch if needed can be given
LOV Config	The required data to be displayed in the LOV.

Dropdown Properties:

Figure 15-4 Dropdown properties

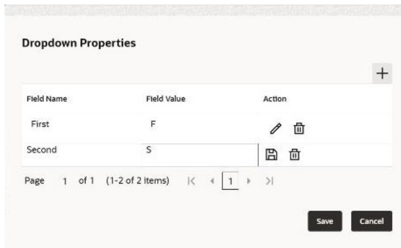


Table 15-3 Dropdown Properties

Field	Description
Field Name	The field name to be appeared in the dropdown of the transaction screen.
Field Value	The actual value of the field that should get stored in the database.

Text Validation:

Figure 15-5 Text Validation

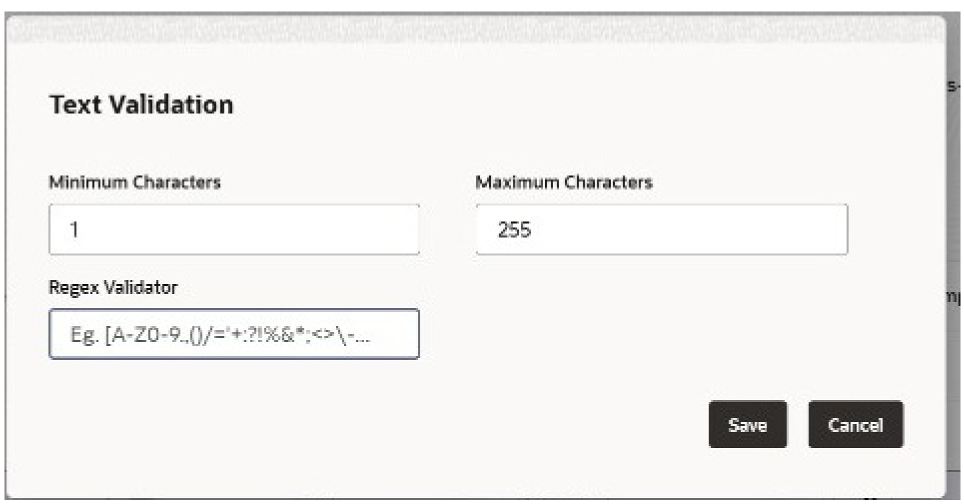


Table 15-4 Text Validation

Field	Description
Minimum Characters	The minimum characters the user must give in the field on the transaction screen.
Maximum Characters	The maximum characters that the user can give in the field on the transaction screen
Regex Validator	The characters that are allowed to be captured in the field on the transaction screen

Number/Percentage Validation:

Figure 15-6 Number/Percentage Validation

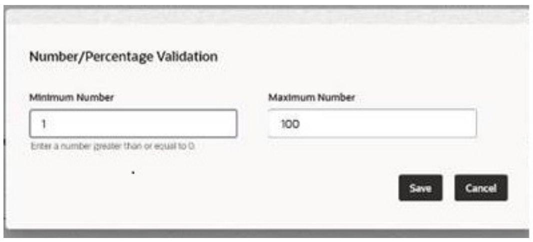
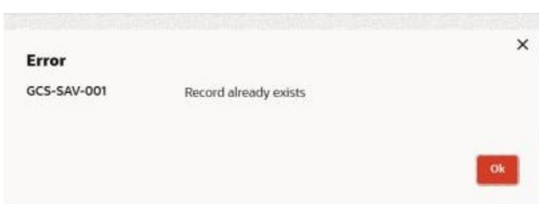


Table 15-5 Number/Percentage Validation

Field	Description
Minimum Number	The minimum range of the field. The user cannot give a number lesser than that.
Maximum Number	The maximum range of the field. The user cannot give a larger number than that.

5. The maintenance screen will also check if the module with the same component name exists. If it does, it will not allow the user to save. Moreover, the screen will also not allow the user to save the record with two same field names.

Figure 15-7 Error



6. Click **Save** to save the details.

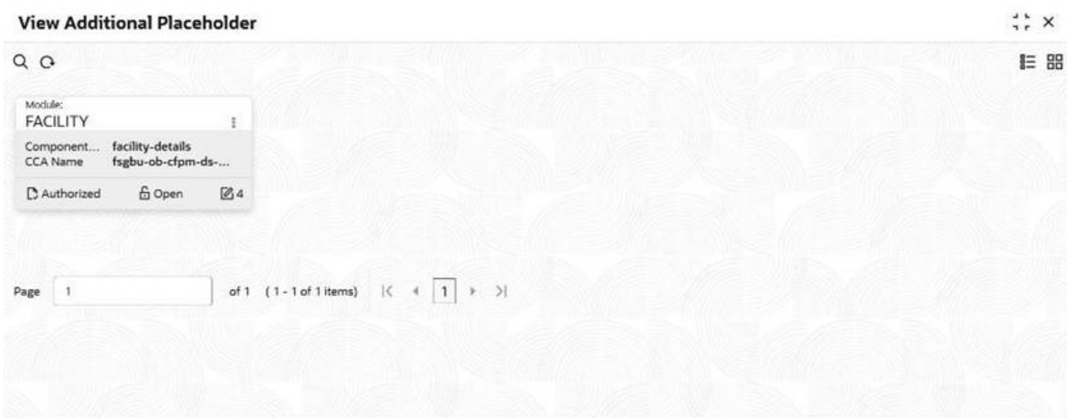
15.2 View Additional Placeholder

This topic provides systematic instructions about view additional placeholder.

1. On **Homescreen**, click **Credit Facility**, under Credit Facility, click **Maintenance**, under Maintenance, click **Additional Placeholder**, under Additional Placeholder, click **View Additional Placeholder**.

   The user needs to create the required fields in the maintenance screen that they want in the transaction screen.The **View Additional Placeholder** screen is displayed.

   Figure 15-8 View additional placeholder

2. Authorize the record after maintaining the required fields to be added in the maintenance screen
3. After the record is authorized, the additional fields given with the validations given will be displayed in the respective CCA.

   The additional placeholders in the CCA can be saved and modified accordingly. The user must select the module and the component name in which the transaction screen comes under. On choosing the module and component name, the adjacent field names will be listed as per the transaction screen
4. Specify the fields on Create Additional Placeholder screen. For more information on fields, refer to the field and description table.

16

Reference and Feedback

16.1 Feedback and Support

This topic provides Information about Oracle's feedback and support policy.

Oracle welcomes customer's comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

16.2 References

This topic provides the information about user guides of modules related to Credit 360 interface.

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 User Guide
- Oracle Banking Credit Facilities Process Management Installation Guides