

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



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

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# 1

## Preface

### 1.1 Before Begin

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

### 1.2 Pre-requisites

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

### 1.3 Purpose

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

### 1.4 Acronyms and Abbreviations

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

**Table 1-1 Acronyms and Abbreviations**

Abbreviation	Description
RWA	Risk Weighted Asset

### 1.5 Audience

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

### 1.6 Basic Actions

**Table 1-2 Basic Actions**

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

Table 1-2 (Cont.) Basic Actions

Action	Description
<b>Close</b>	Used to close a record. This action is available only when a record is created.
<b>Confirm</b>	Used to confirm the performed action.
<b>Cancel</b>	Used to cancel the performed action.
<b>Compare</b>	Used to view the comparison through the field values of old record and the current record. This button is displayed in the widget, once the user click <b>Authorize</b> .
<b>Collapse All</b>	Used to hide the details in the sections. This button is displayed, once the user click <b>Compare</b> .
<b>Expand All</b>	Used to expand and view all the details in the sections. This button is displayed, once the user click <b>Compare</b> .
<b>New</b>	Used to add a new record. When the user click <b>New</b> , the system displays a new record enabling to specify the required data.
<b>Ok</b>	Used to confirm the details in the screen.
<b>Save</b>	Used to save the details entered or selected in the screen.
<b>View</b>	Used to view the report details in a particular modification stage. This button is displayed in the widget, once the user click <b>Authorize</b> .
<b>View Difference only</b>	Used to view a comparison through the field element values of old record and the current record, which has undergone changes. This button is displayed, once the user click <b>Compare</b> .
<b>Unlock</b>	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
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## 1.8 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.

## 1.9 Documentation Accessibility

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

## 1.10 Related Resources

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

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

## 1.11 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.

## 1.12 Icons

The following icons are used in the screens.

**Table 1-4 Icons - Common**







Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Add a new record

Table 1-4 (Cont.) Icons - Common











Symbol/Icon	Function
	Navigate to the first record
	Navigate to the last record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete an existing row.
	Click to view the created record.
	Click to modify the fields.
	Click to unlock, delete, authorize or view the created record.

Table 1-5 Symbols and Icons - Audit Details









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

Table 1-6 Symbols and Icons - Widget

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

## 1.13 Post-requisites

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



# 2

## 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](#)  
This 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 instructions about the procedure to reopen a business process record.
- [Approve Business Process](#)  
This topic provides systematic instructions about the procedure to approve business process maintenance action.
- [Import/Export Business Process](#)  
This topic provides systematic instructions about business process Improvements.

### 2.1 Creating Business Process

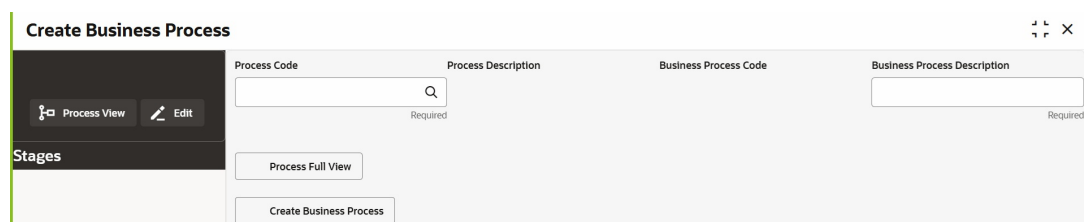
This topic provides systematic instructions about creating business process.

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 2-1 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.

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

**Table 2-1 Create Business Process - Field Description**

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

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

**Figure 2-2 Process Code - Fetch**

**Process Code** [X]

Process Code [ ] Description [ ]

**Fetch**

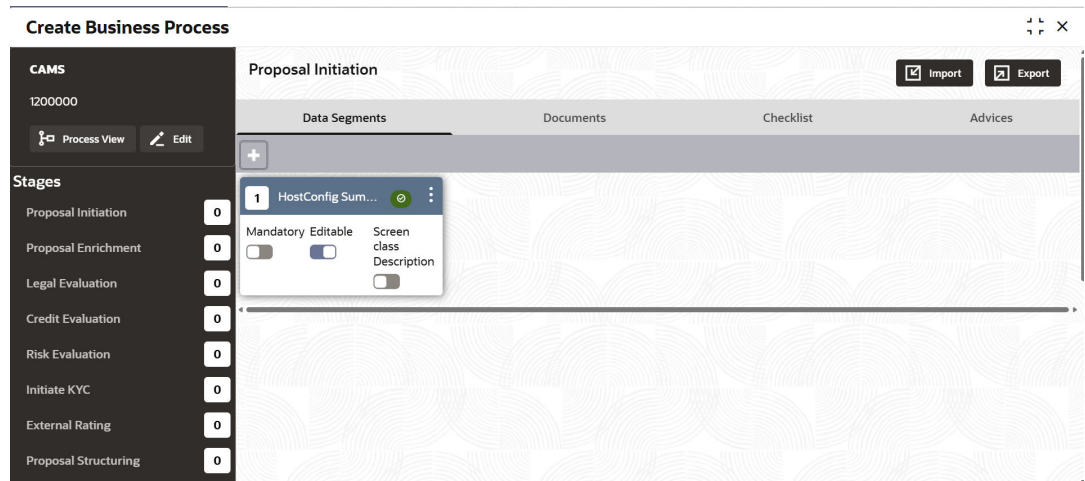
Process Code	Description
CICI	Collateral Insurance Claim Initiation Process
CICA	Collateral Insurance Claim Amendment Process
CICS	Collateral Insurance Claim Settlement Process
EXPM	Exposure Management Process
COIN	Collateral Insurance Process

Page 1 of 5 (1 - 10 of 46 items) | < 1 2 3 4 5 >

- Click **Fetch**.  
The process codes maintained in the **Common Core Maintenance** module gets populated.
- Click on the required Process Code.

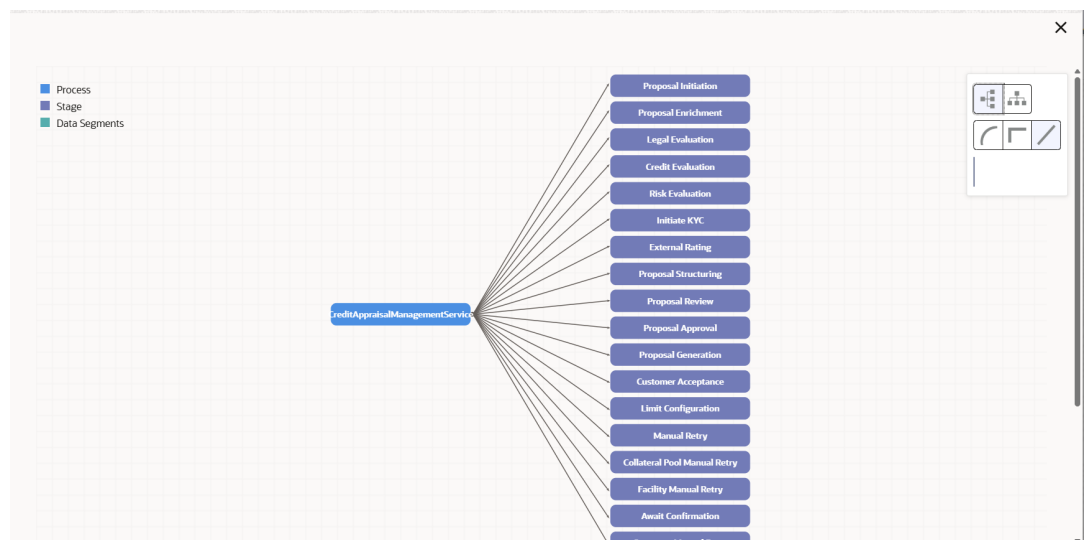
**Process Code** and **Process Description** fields in the **Create Business Process** screen gets updated with the selected code details, and the following screen is displayed.

Figure 2-3 Create Business Process - Data Segment

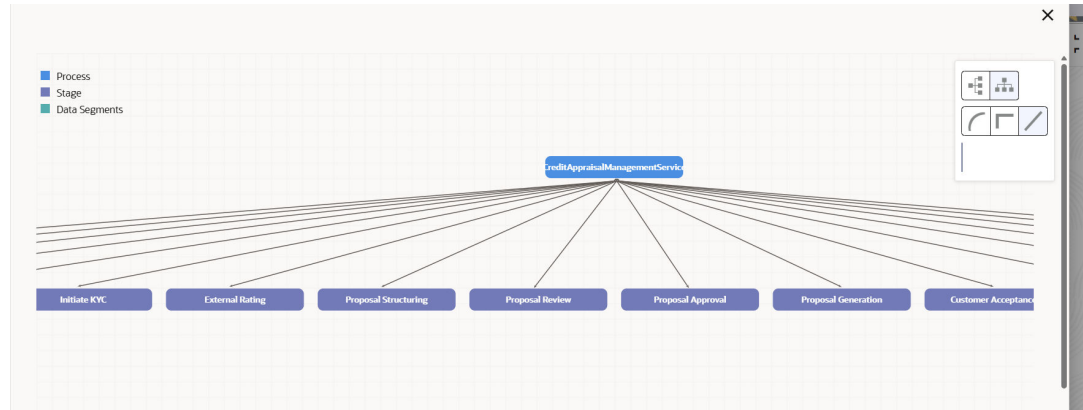


- To view the business process diagram, click the **Process View** icon. The process flow diagram is displayed as shown below.

Figure 2-4 Process Flow Diagram



- 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 2-5 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 systematic instructions 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 instructions about the procedure to configure advices to be sent to the customers.

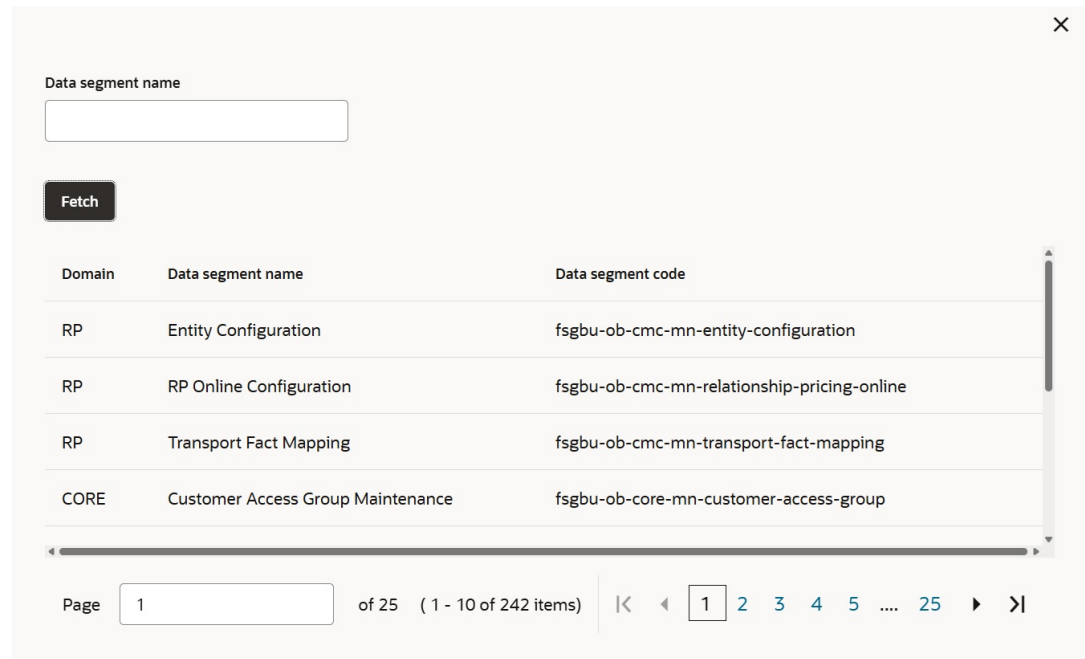
## 2.1.1 Data Segments

This topic provides systematic instructions 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.

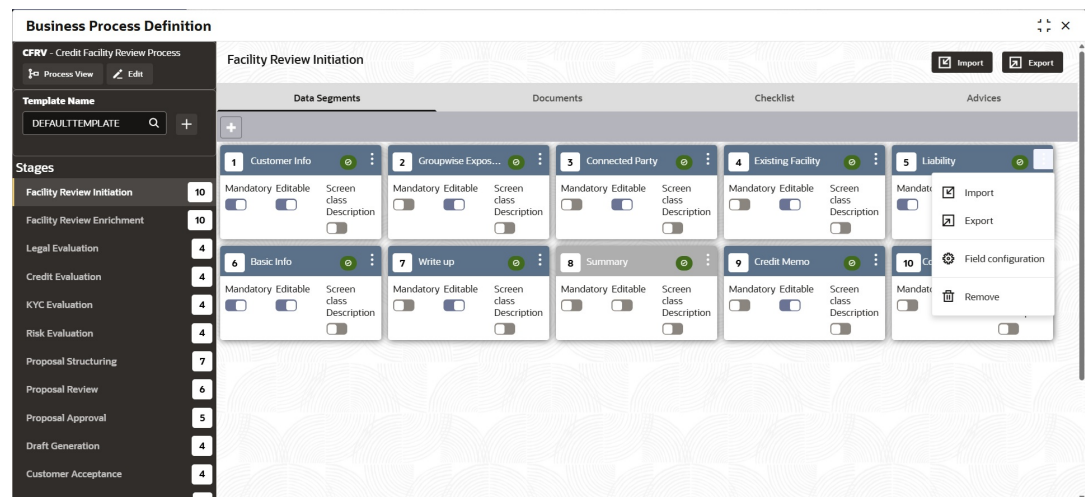
Figure 2-6 Data Segment - Fetch



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

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

Figure 2-7 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.

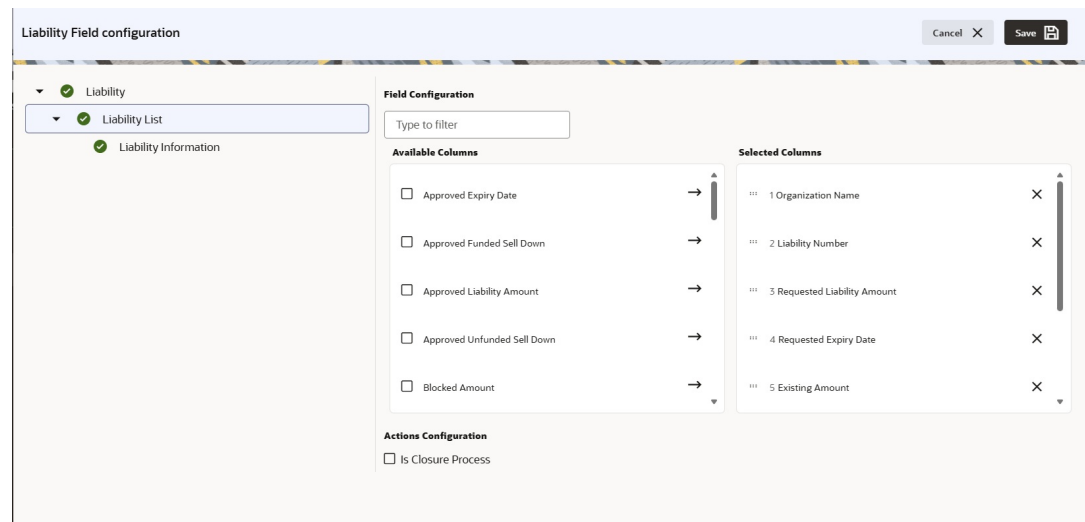
The action icon in the added data segment widget has the following options:

- **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 2-8 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

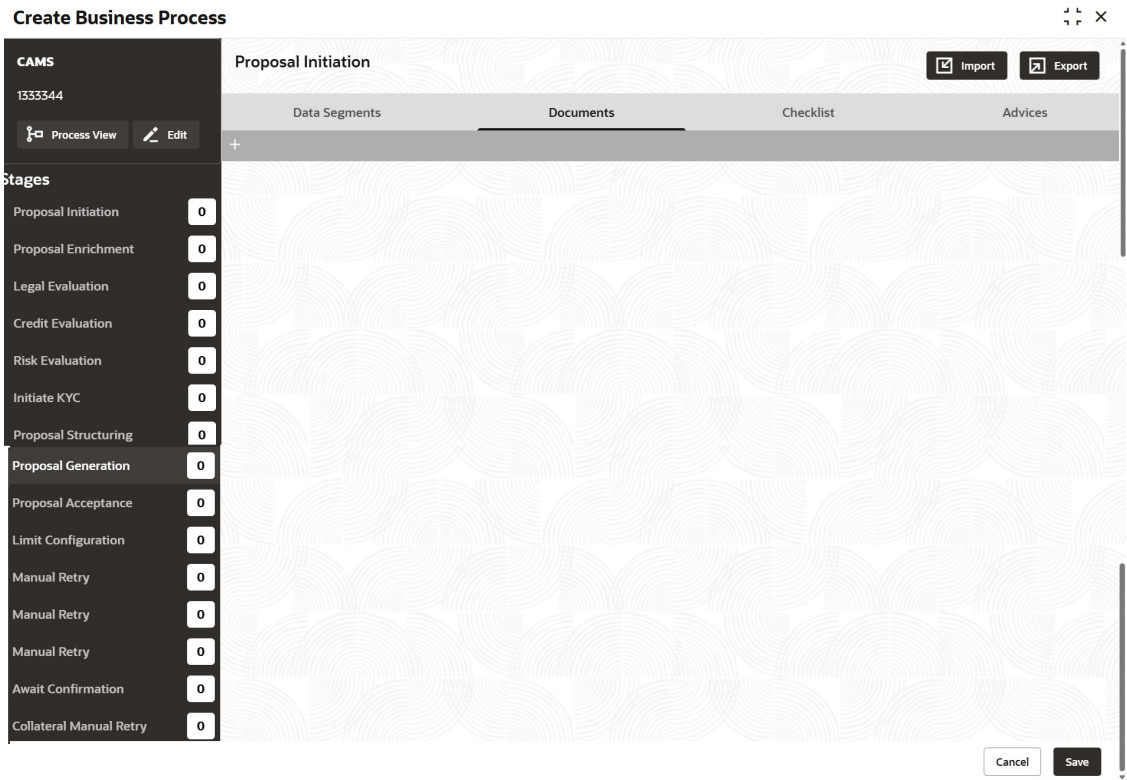
This option allows user to remove the added data segment. If user do not require a particular data segment in the stage, click the action icon and select **Remove** option. The data segment will be removed from the Data Segment tab.

## 2.1.2 Documents

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

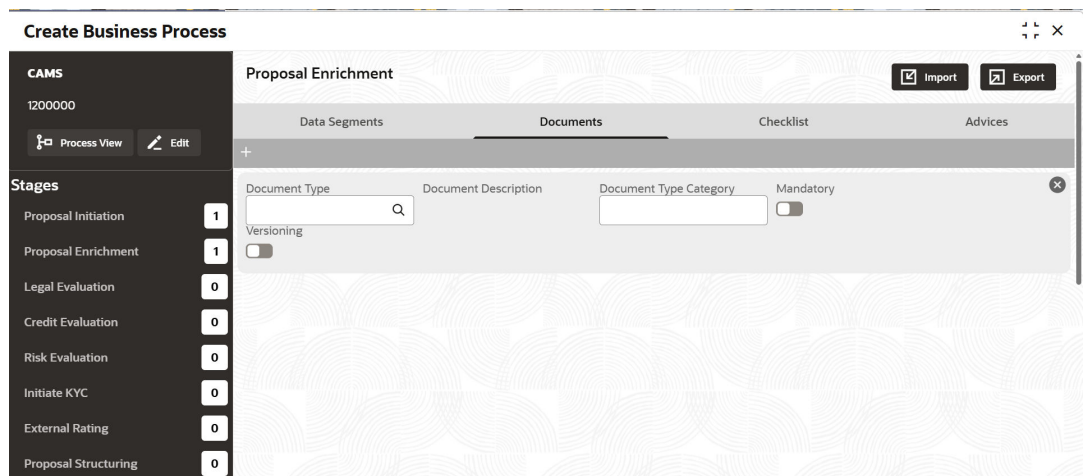
The **Documents** tab allows to configure the documents list that appears in the **Link Document / Upload Document** window throughout the business process.

Figure 2-9 Documents Tab



1. Click the add icon.  
The **Documents Tab** is displayed as shown below.

Figure 2-10 Documents - Add



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

Table 2-2 Documents Tab - Field Description

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

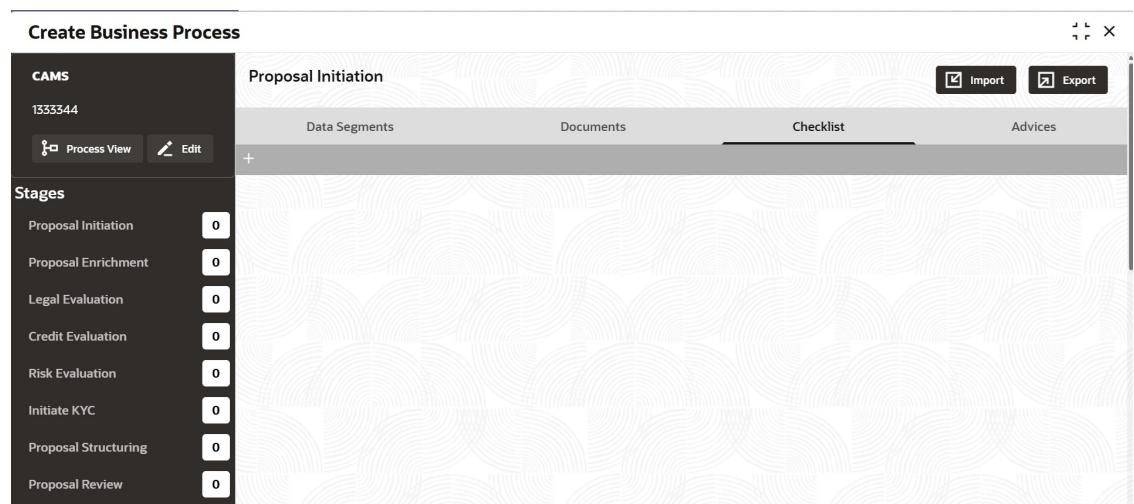
- To add another document type, click the add icon again and provide the necessary details.
- To remove the added document type, click the close icon.
- After configuring the documents list, click **Save**.

## 2.1.3 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 2-11 Checklist Tab



- To add checklist, click the add icon.  
The **Checklist** tab is displayed as shown below.

Figure 2-12 Checklist

The screenshot shows the 'Create Business Process' window for 'Proposal Initiation'. The interface includes a left sidebar with 'CAMS' (1333344), 'Process View', and 'Edit' buttons. Below the sidebar are 'Stages' for 'Proposal Initiation' (0) and 'Proposal Enrichment' (0). The main area has tabs for 'Data Segments', 'Documents', 'Checklist', and 'Advices'. The 'Checklist' tab is active, showing a form with three fields: 'Checklist Code' (RDOC), 'Checklist Data' (Verified Registration Docur), and 'Mandatory' (a toggle switch).

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

Table 2-3 Checklist - Field Description

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

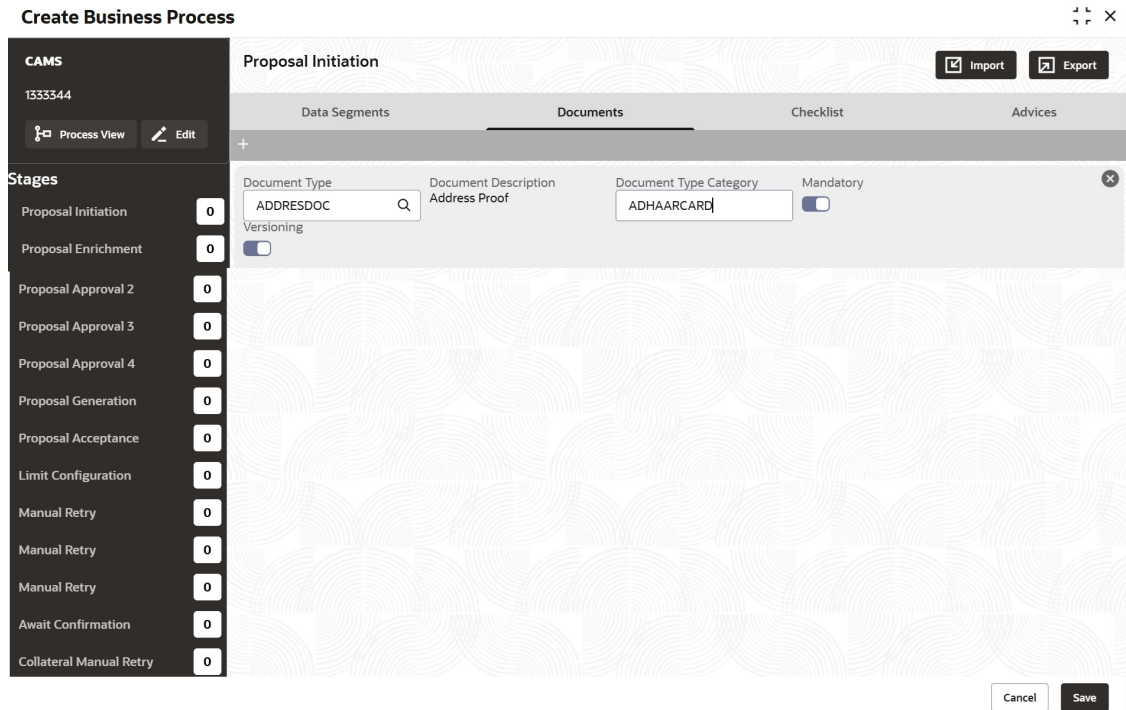
- To add another checklist, click the add icon again and provide the necessary details.
- To remove the added checklist, click the close icon.
- After configuring the checklist, click **Save**.

## 2.1.4 Advices

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

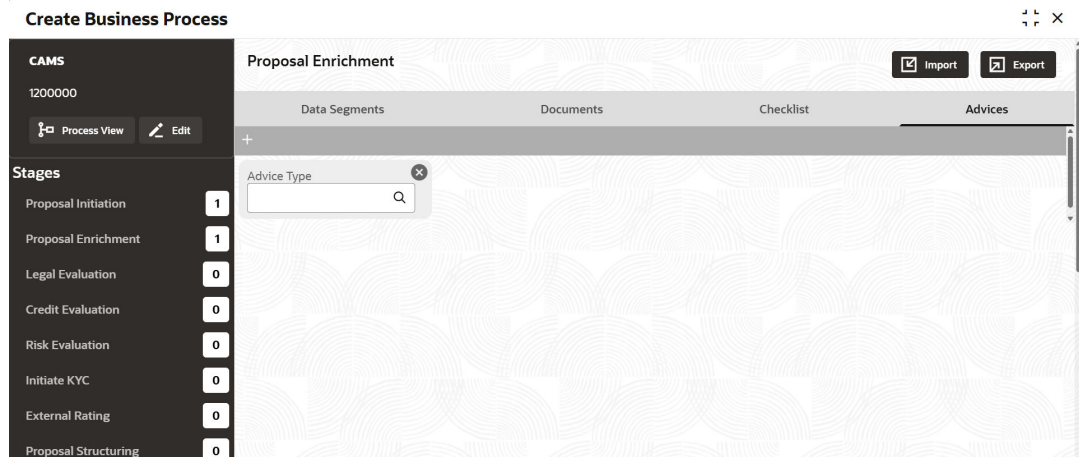
Advices are the draft documents to be sent to the customers from bank. You can configure advice for the **Draft Generation** stage in any business process in the **Advices** tab.

Figure 2-13 Advices Tab



1. To configure advice for a stage, click the add icon.  
The **Advice** tab is displayed as shown below.

Figure 2-14 Advices



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

**Table 2-4 Advices - Field Description**

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

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

## 2.2 Modify Business Process

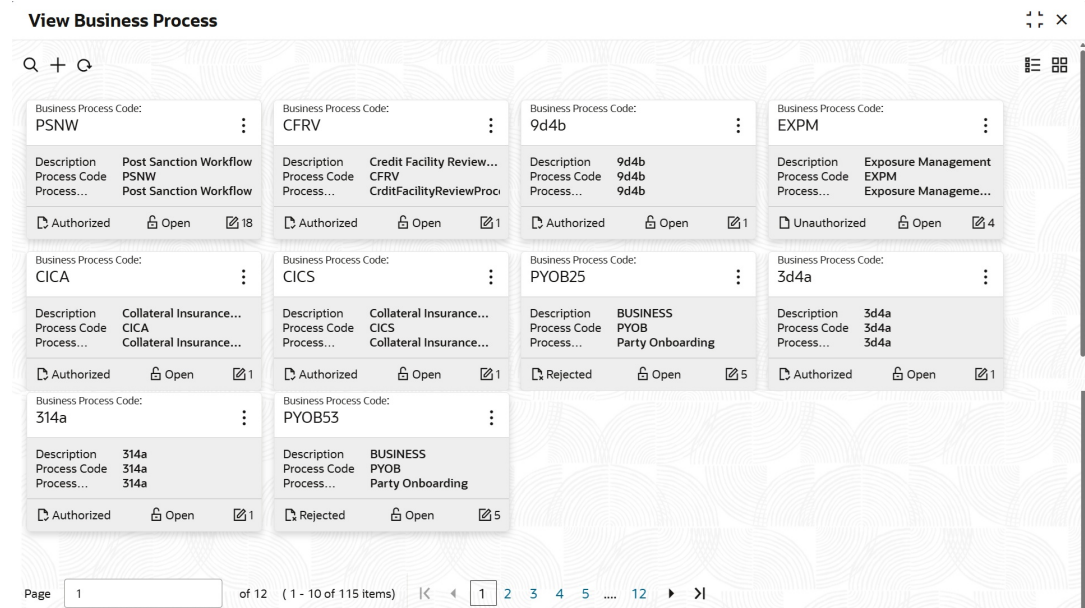
This topic provides systematic instructions about the procedure to modify a business process record.

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.

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

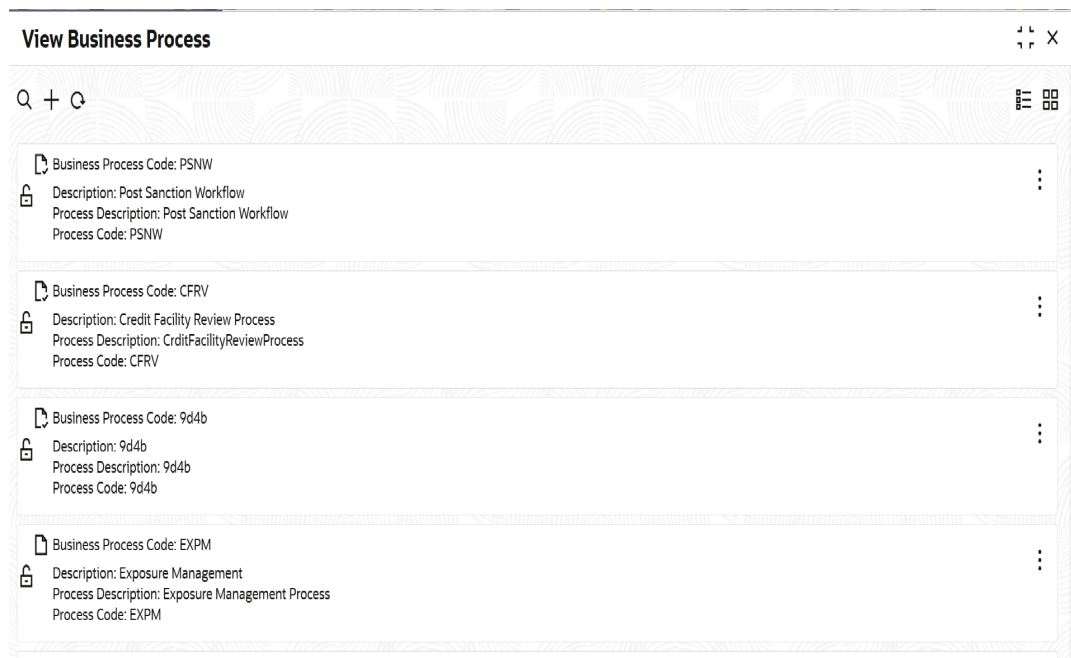
The **View Business Process** screen is displayed.

**Figure 2-15 View Business Process**



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

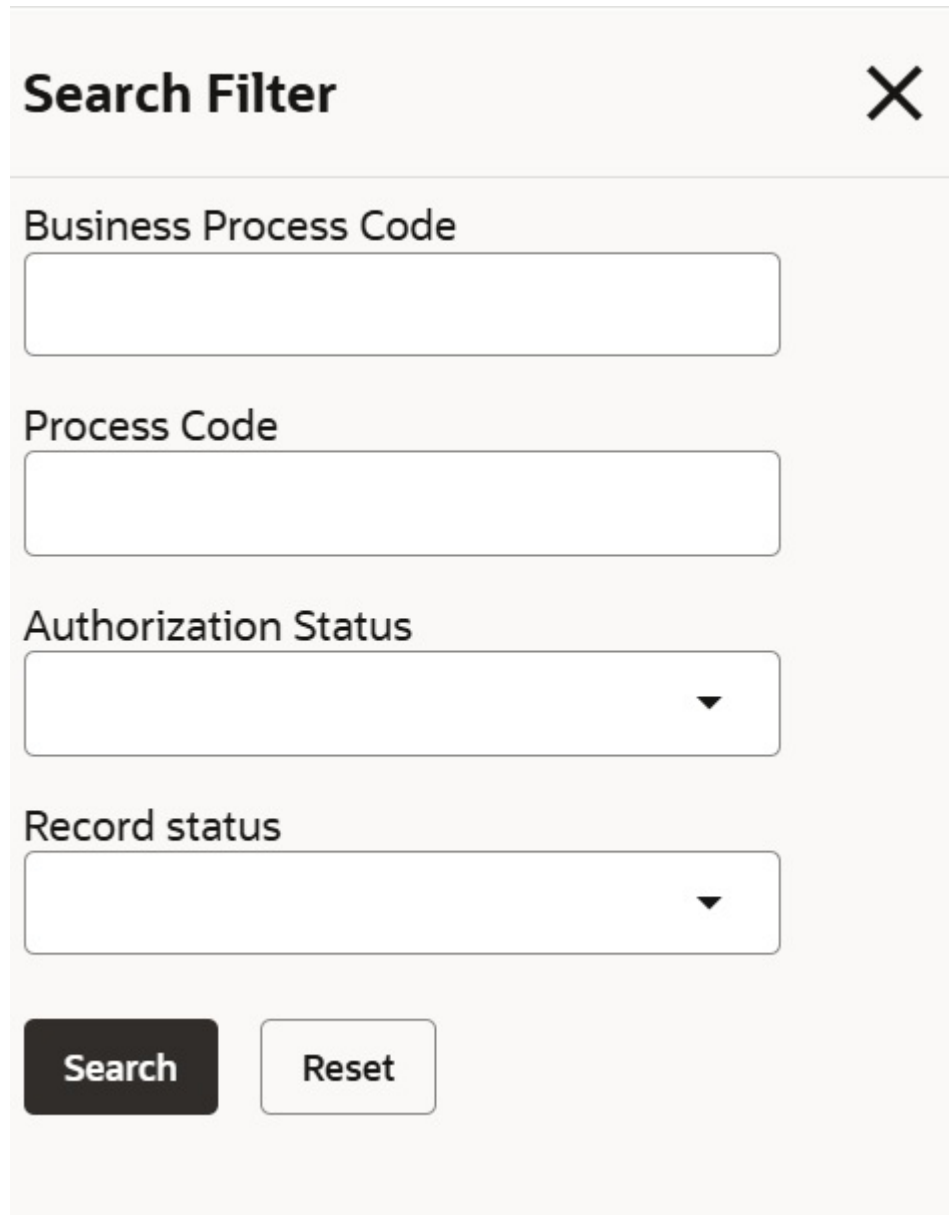
The **View Business Process** screen is displayed as shown below.

**Figure 2-16 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 2-17 View Business Process - Search



**Search Filter** ✕

Business Process Code

Process Code

Authorization Status

Record status

**Search** **Reset**

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.

## 2.3 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.

## 2.4 Reopen Business Process

This topic provides systematic instructions 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.

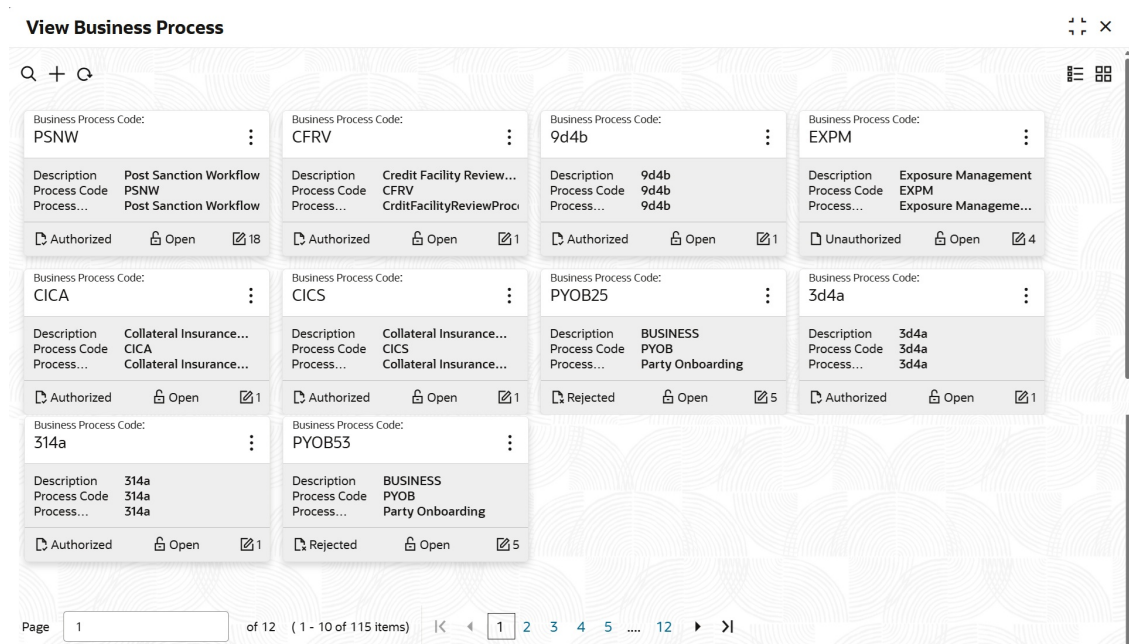
## 2.5 Approve Business Process

This topic provides systematic 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.

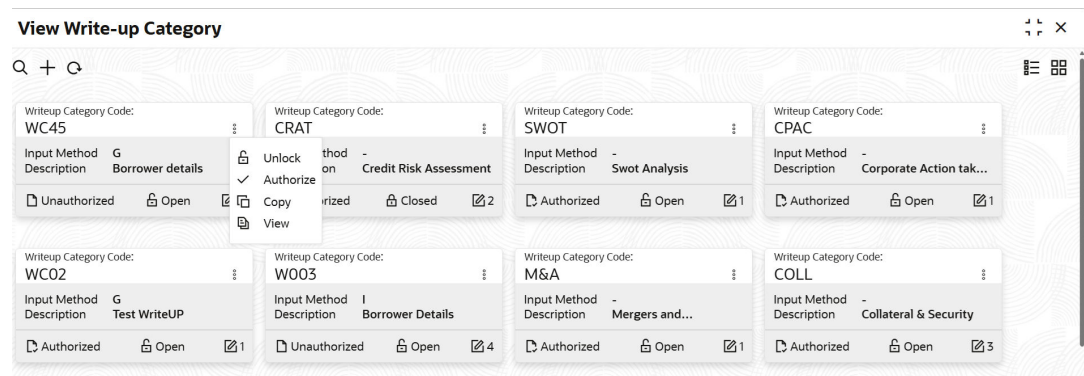
In the **View Business Process** screen:

**Figure 2-18 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.

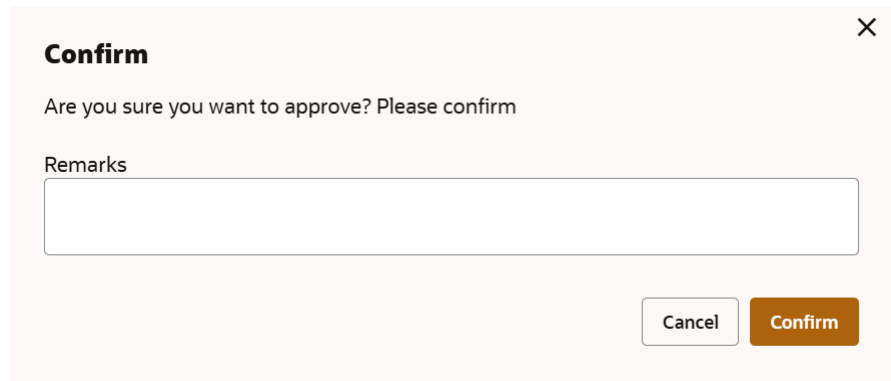
**Figure 2-19 Authorize Business Process**



2. Select the **Mod Number**.

3. Click **Confirm**.

The confirmation dialogue box is displayed.

A confirmation dialog box titled "Confirm" with a close button (X) in the top right corner. The text inside reads "Are you sure you want to approve? Please confirm". Below this is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

4. Type the **Remarks**.

5. Click **Confirm**.

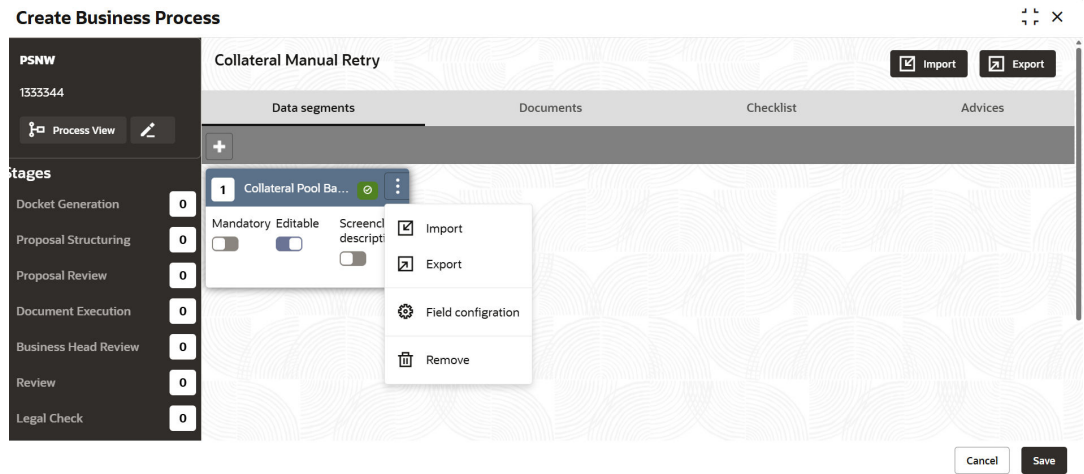
The business process maintenance action is approved.

## 2.6 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.



# 3

## 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 instructions about the procedure to reopen a financial category record.
- [Approving Financial Category](#)  
This topic provides systematic instructions about the procedure to approve a financial category maintenance action.

### 3.1 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 3-1 Create Financial Category**

The screenshot shows a web form titled "Create Financial Category". It contains three input fields: "Category Code" (with a "Required" label below it), "Parent Category" (with a search icon), and "Category Description". At the bottom right, there are "Cancel" and "Save" buttons.

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

**Table 3-1 Create Financial Category - Field Description**

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

4. Click **Save**.

## 3.2 Modify Financial Category

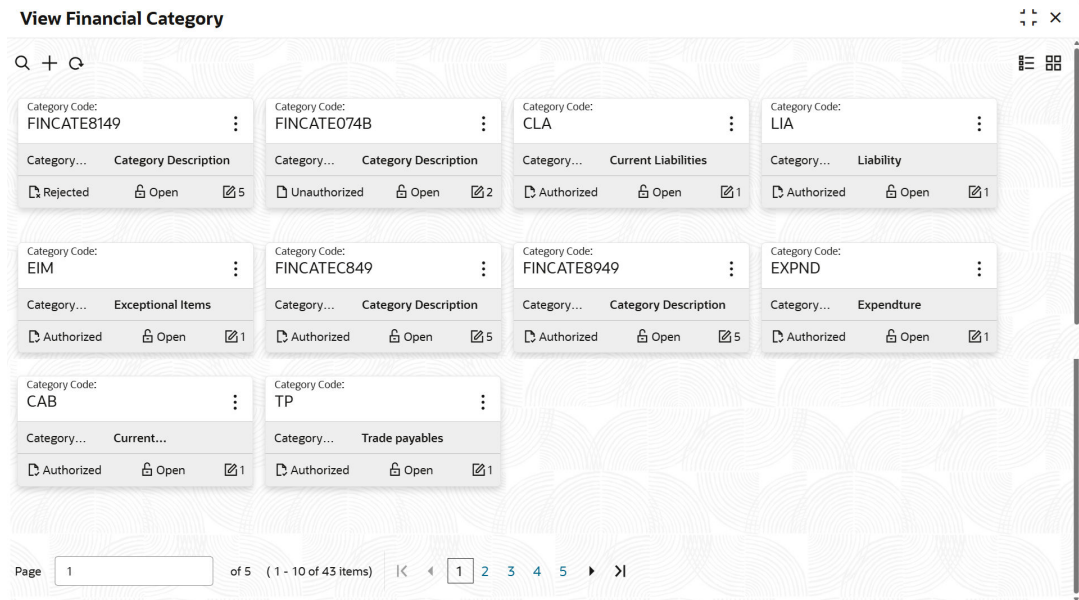
This topic provides systematic instructions about the procedure to modify a financial category record.

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**.

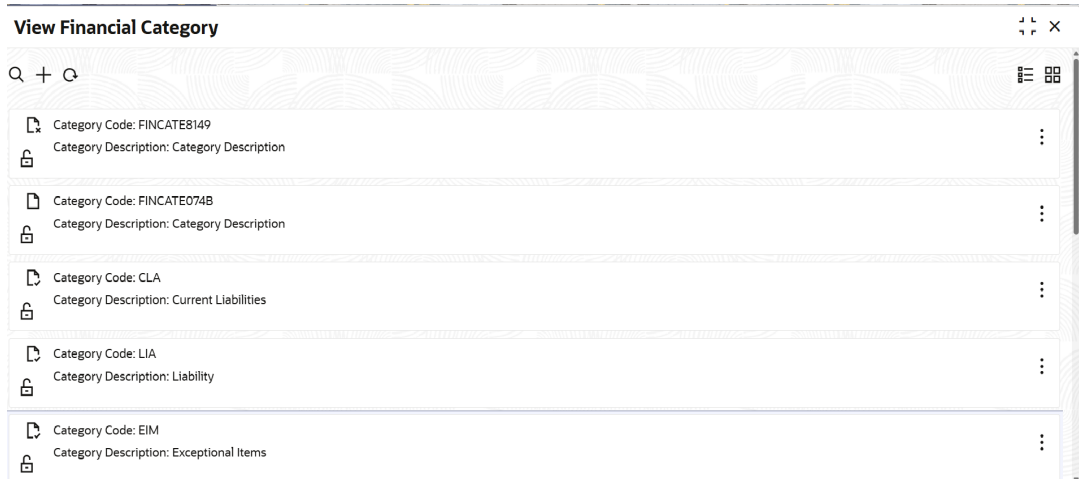
The **View Financial Category** screen is displayed.

**Figure 3-2 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 3-3 View Financial Category - List**



4. Click the search icon to search the required financial category.  
The search bar is displayed as shown below.

Figure 3-4 View Financial Category - Search

The screenshot shows a 'Search Filter' dialog box with the following elements:

- Category Code:** A text input field.
- Auth Status:** A dropdown menu.
- Record Status:** A dropdown menu.
- Search:** A dark button with white text.
- Reset:** A light button with dark text.
- Close:** An 'X' icon in the top right corner.

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

Table 3-2 View Financial Category - Search - Field Description

Field	Description
<b>Auth Status</b>	Select the authorization status of the financial category. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the record status of the financial category. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 3.3 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.

## 3.4 Reopen Financial Category

This topic provides systematic instructions 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.

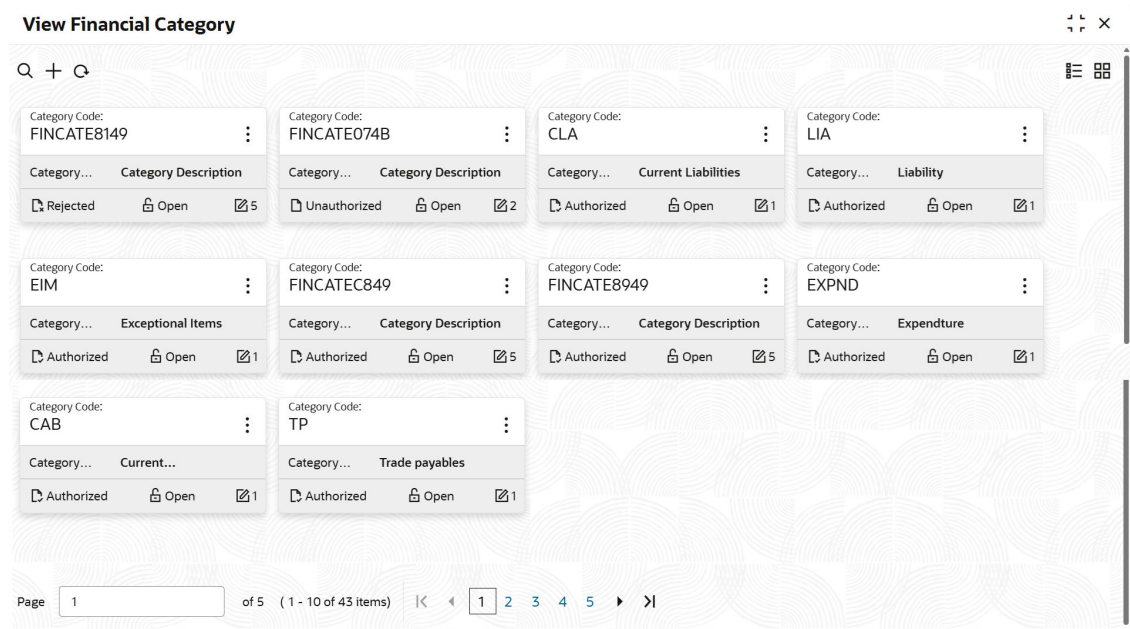
### 3.5 Approving Financial Category

This topic provides systematic instructions 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.

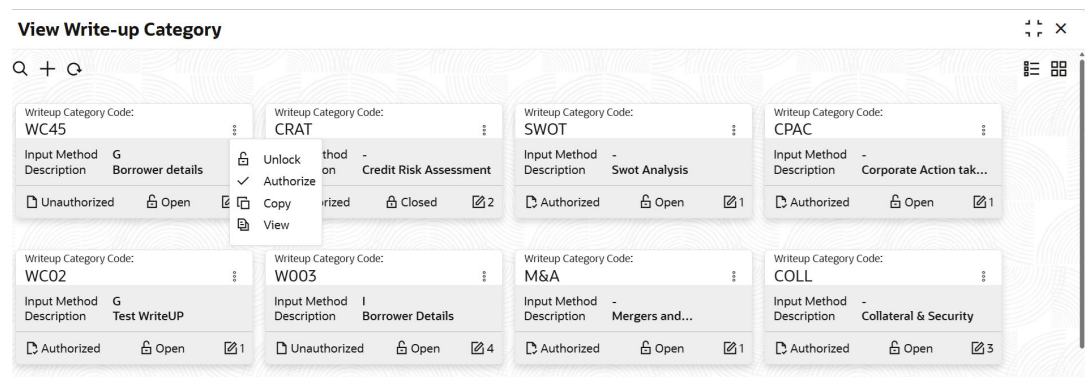
In the **View Financial Category** screen:

**Figure 3-5 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 3-6 Authorize Financial Category**



2. Select the **Mod Number**.

3. Click **Confirm**.  
The confirmation dialogue box is displayed.

**Figure 3-7 Confirm Financial Category**



**Confirm** ✕

Are you sure you want to approve? Please confirm

Remarks

Cancel Confirm

4. Type the **Remarks**.
5. Click **Confirm**.  
The financial category maintenance action is approved.

# 4

## 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.

### 4.1 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 Facilities**. 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 4-1 Create Financial Code - Input**

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

**Table 4-1 Create Financial Code - Input - Field Description**

Field	Description
<b>Financial Code</b>	Type a unique code for the sub-category to be created.
<b>Financial Description</b>	Type brief description for the sub-category to be created.
<b>Category Code</b>	Search and select the <b>Category Code</b> for associating with the financial code. Financial categories maintained in the <b>Financial Category Maintenance</b> screen are displayed in the option.
<b>Input Mode</b>	Select the mode for fetching financial details from the financial documents. The options available are <b>Input</b> and <b>Derived</b> .
<b>Ratio Range Min Value</b>	Specify the minimum financial value to define organization's financial score.
<b>Ratio Range Max Value</b>	Specify the maximum financial value to define organization's financial score.
<b>Score</b>	Specify the <b>Score</b> 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 4-2 Create Financial Code - Derived**

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

**Table 4-2 Create Financial Code - Derived - Field Description**

Field	Description
<b>Financial Code</b>	Type a unique code for sub-category to be defined.
<b>Financial Description</b>	Type a brief description about the sub-category to be defined.
<b>Category Code</b>	Search and select the <b>Category Code</b> for associating with the financial code. Financial categories maintained in the <b>Financial Category Maintenance</b> screen are displayed in the option list.
<b>Input Mode</b>	Select the mode for fetching financial details from the financial documents. The options available are <b>Input</b> and <b>Derived</b> .
<b>Formula Builder</b>	Select the variables and the operators to construct formula for deriving financial value from the financial document. <b>Note:</b> <ul style="list-style-type: none"> <li>To add another variable, click <b>Add Another Value</b></li> <li>To reset the formula, click <b>Reset</b></li> </ul>
<b>Ratio Range Min Value</b>	Specify the minimum financial value to define organization's financial score.
<b>Ratio Range Max Value</b>	Specify the maximum financial value to define organization's financial score.
<b>Score</b>	Specify the <b>Score</b> for the financial value range. If the financial value of the organization is in mentioned range, mentioned score is the organization's financial score.

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

The financial code will be created upon authorization.

## 4.2 Modify Financial Code

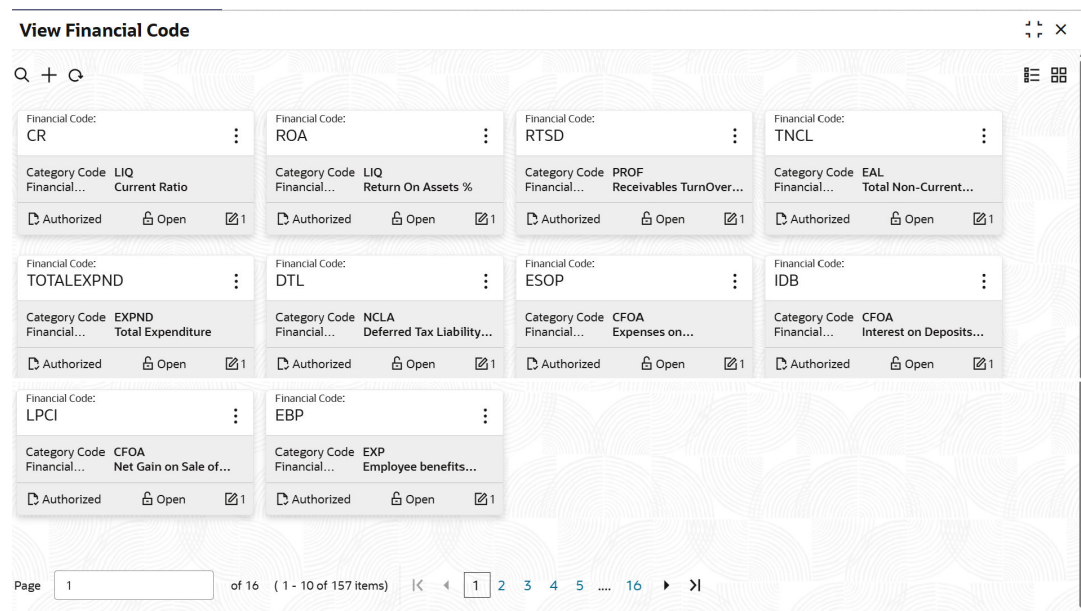
This topic provides systematic instructions about the procedure to modify a financial code record.

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.

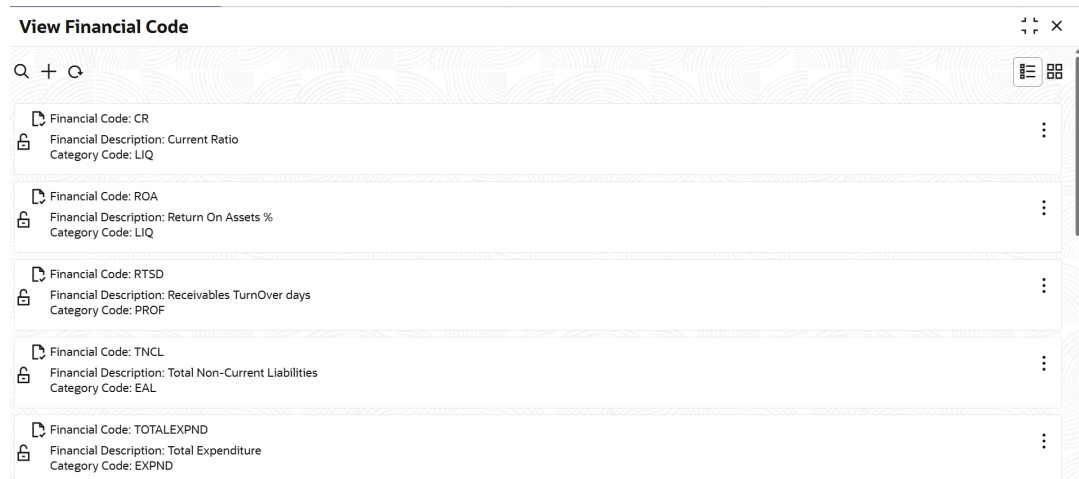
1. From **Menu** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Financial Code**. Under Financial Code, select **View Financial Code**.

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

**Figure 4-3 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 4-4 View Financial Code - List**

The screenshot shows a web interface titled "View Financial Code". At the top left, there are search and refresh icons. The main area contains a list of five financial codes, each with a lock icon, a refresh icon, and a vertical ellipsis menu icon on the right. The list items are:

Financial Code	Financial Description	Category Code
CR	Current Ratio	LIQ
ROA	Return On Assets %	LIQ
RTSD	Receivables TurnOver days	PROF
TNCL	Total Non-Current Liabilities	EAL
TOTALEXPND	Total Expenditure	EXPND

4. Click the search icon to search the required financial code.  
The search bar is displayed as shown below.

Figure 4-5 View Financial Code - Search

The screenshot shows a 'Search Filter' dialog box with the following fields and controls:

- Financial Code:** A text input field.
- Category Code:** A text input field.
- Auth Status:** A dropdown menu.
- Record Status:** A dropdown menu.
- Search:** A dark button to execute the search.
- Reset:** A light button to clear the search criteria.

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

Table 4-3 View Financial Code - Search - Field Description

Field	Description
<b>Auth Status</b>	Select the authorization status of the financial code. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the record status of the financial code. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

- 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.

## 4.3 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.

## 4.4 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.

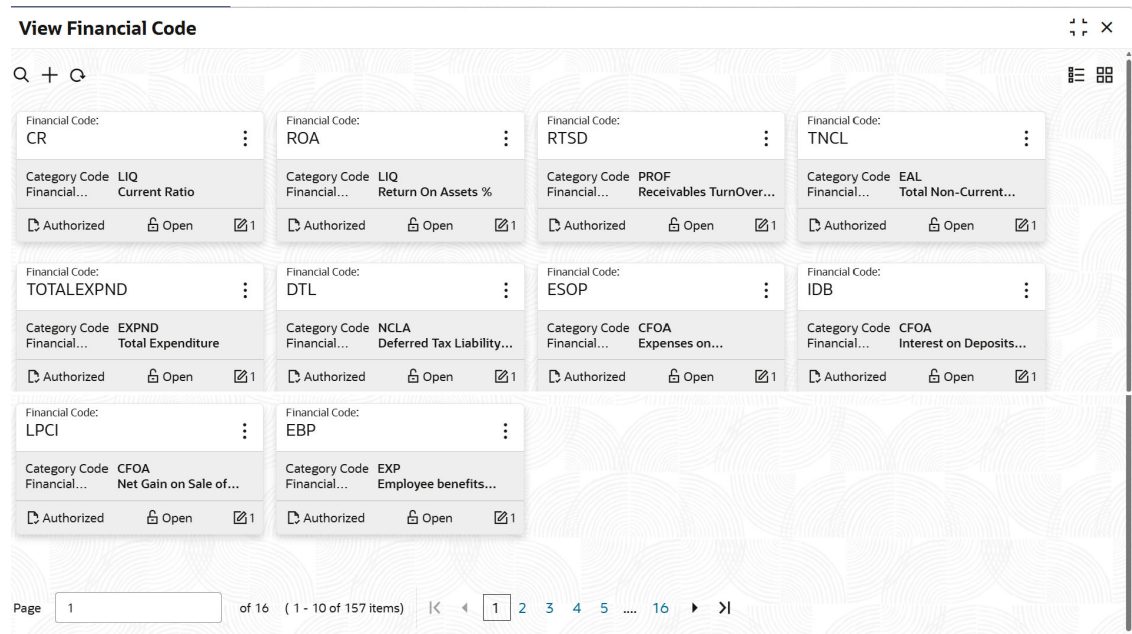
## 4.5 Approve Financial Code

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:

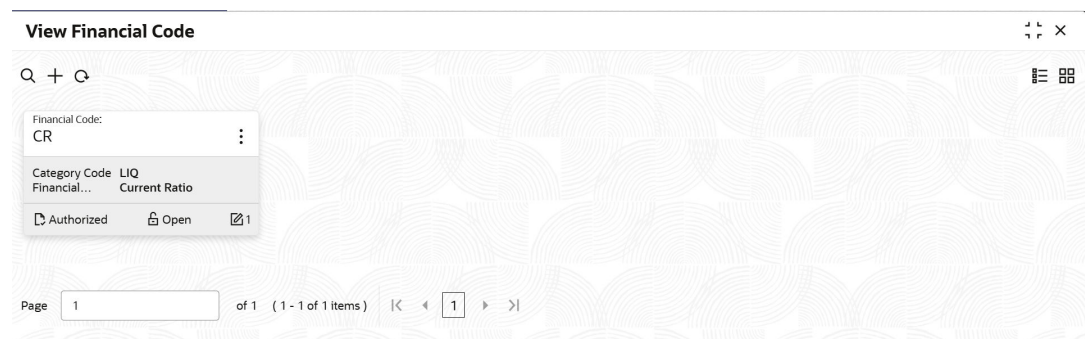
**Figure 4-6 View Financial Code**



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

The following screen is displayed.

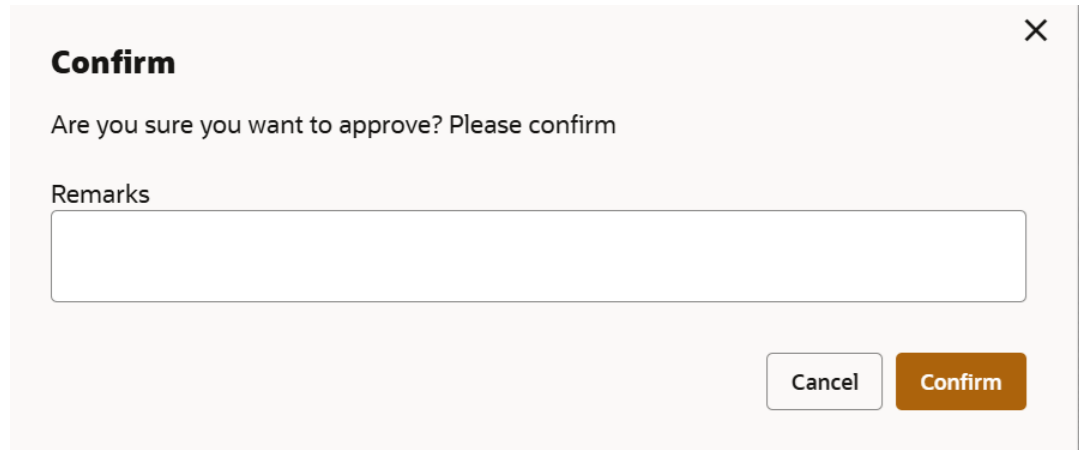
**Figure 4-7 Approve Financial Code**



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

The confirmation dialogue box is displayed.

**Figure 4-8 Confirm Financial Code**



**Confirm** ✕

Are you sure you want to approve? Please confirm

Remarks

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

The financial code maintenance action is approved.

# 5

## 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.

### 5.1 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 5-1 Create Financial Document Template**

The screenshot shows a web form titled "Create Financial Document Template". It contains several input fields and buttons. At the top right, there are window control icons (maximize, refresh, close). The form fields are: "Sector Code" (dropdown menu with "Energy" selected), "Industry Code" (dropdown menu with "Oil, Gas and Consumable F..." selected), "Sub Industry Code" (dropdown menu with "Integrated Oil and Gas" selected), and "Financial Year" (dropdown menu with "FY2019-2020" selected). Below these are two numeric input fields: "Balance Sheet Size - From" with the value "\$40,000,000.00" and "Balance Sheet Size - To" with the value "\$50,000,000,000.00". A "Fetch" button is positioned below the numeric fields. At the bottom left, there is a "Show Template" button. At the bottom right, there are "Cancel" and "Save" buttons.

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

**Table 5-1 Create Financial Document Template - Field Description**

Field	Description
<b>Sector Code</b>	Select the <b>Sector Code</b> for associating with the template to be defined.
<b>Industry Code</b>	Select the <b>Industry Code</b> for associating with the template to be defined.
<b>Sub Industry Code</b>	Select the sub-industry code for associating with the template to be defined.
<b>Financial Year</b>	Select the <b>Financial Year</b> for which you want to define the template.
<b>Balance Sheet Size -From</b>	Specify the minimum balance sheet size for which the template is applicable.
<b>Balance Sheet Size -To</b>	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 5-2 Create Financial Document Template - Financial Categories**

The screenshot shows the 'Create Financial Document Template' window. At the top, there are four dropdown menus: 'Sector Code' (Energy), 'Industry Code' (Oil, Gas and Consumable Fuels), 'Sub Industry Code' (Integrated Oil and Gas), and 'Financial Year' (FY2019-2020). Below these are two input fields for 'Balance Sheet Size - From' (\$4,000,000,000.00) and 'Balance Sheet Size - To' (\$5,000,000,000,000.00). A 'Fetch' button is located below the input fields. A large tree view on the left side of the window shows a hierarchy of financial categories, including Asset, ASSETS, Board of Directors, Current Asset\_Businesses, Current Assets, Current Liability\_Business, Current Liabilities, EQUITY AND LIABILITIES, Fixed Assets, General, Liability, Non-Current Assets, and Non Current Asset\_Business. A 'Show Template' button is located at the top of the tree view. At the bottom right of the window are 'Cancel' and 'Save' buttons.

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.

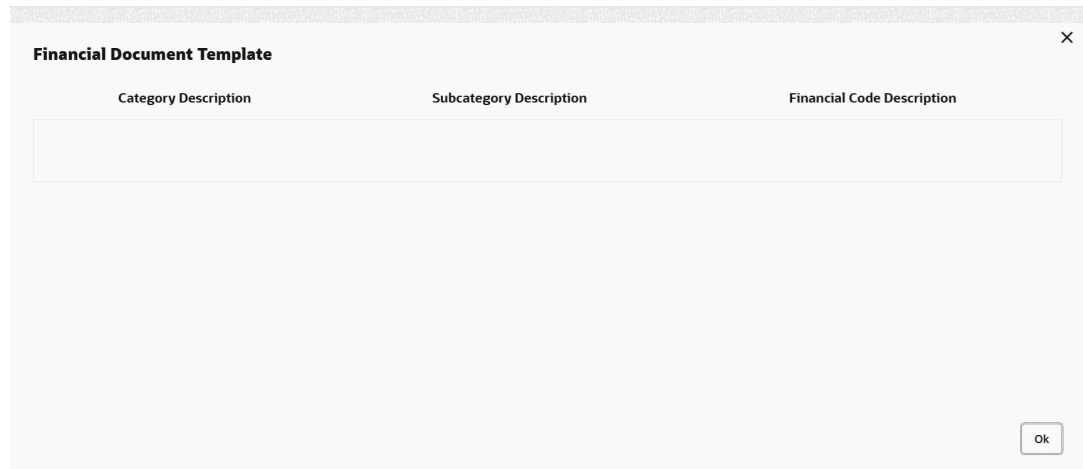
Financial codes are displayed as shown below.

**Figure 5-3 Create Financial Document Template - Sub-Category**

The screenshot shows the 'Financial Document Template' window. It features a table with three columns: 'Category Description', 'Subcategory Description', and 'Financial Code Description'. The table is currently empty. An 'Ok' button is located at the bottom right of the window.

Category Description	Subcategory Description	Financial Code Description

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 5-4 Financial Document Template**The screenshot shows a dialog box titled "Financial Document Template" with a close button (X) in the top right corner. The dialog box contains a table with three columns: "Category Description", "Subcategory Description", and "Financial Code Description". The table is currently empty. At the bottom right of the dialog box, there is an "Ok" button.

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.

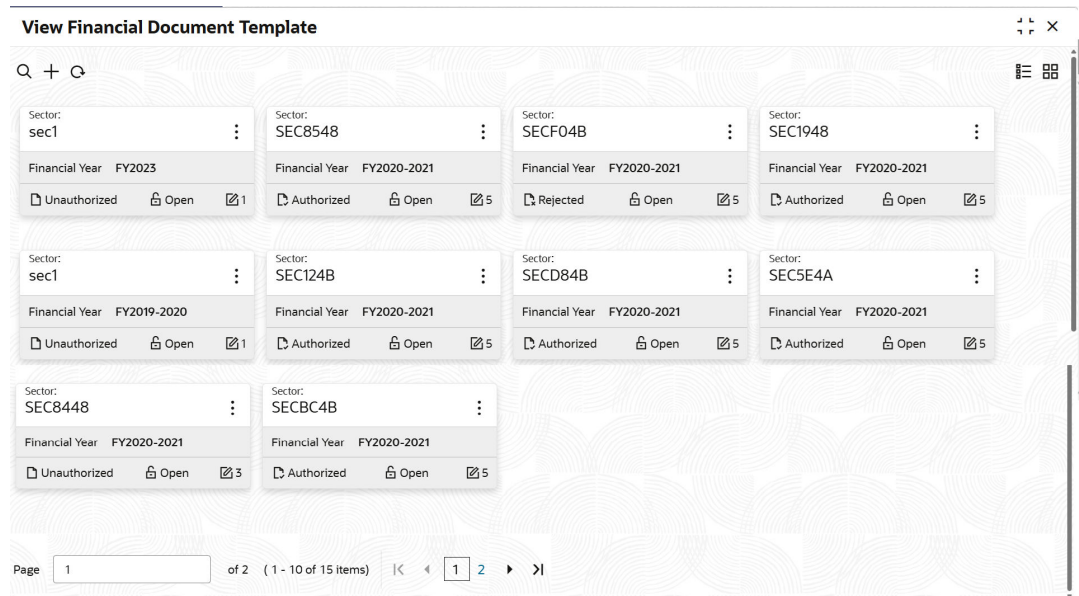
## 5.2 Modify Financial Document Template

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 5-5 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 5-6 View Financial Document Template - Search

The screenshot shows a 'Search Filter' dialog box. At the top, there is a title 'Search Filter' and a close button (X). Below the title, there are two dropdown menus. The first is labeled 'Auth Status' and the second is labeled 'Record Status'. Both dropdowns are currently empty. Below the dropdowns, there are two buttons: a dark 'Search' button and a light 'Reset' button.

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

Table 5-2 View Financial Document Template - Search - Field Description

Field	Description
<b>Auth Status</b>	Select the authorization status of the financial document template. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the financial document template. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 5.3 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.

## 5.4 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.

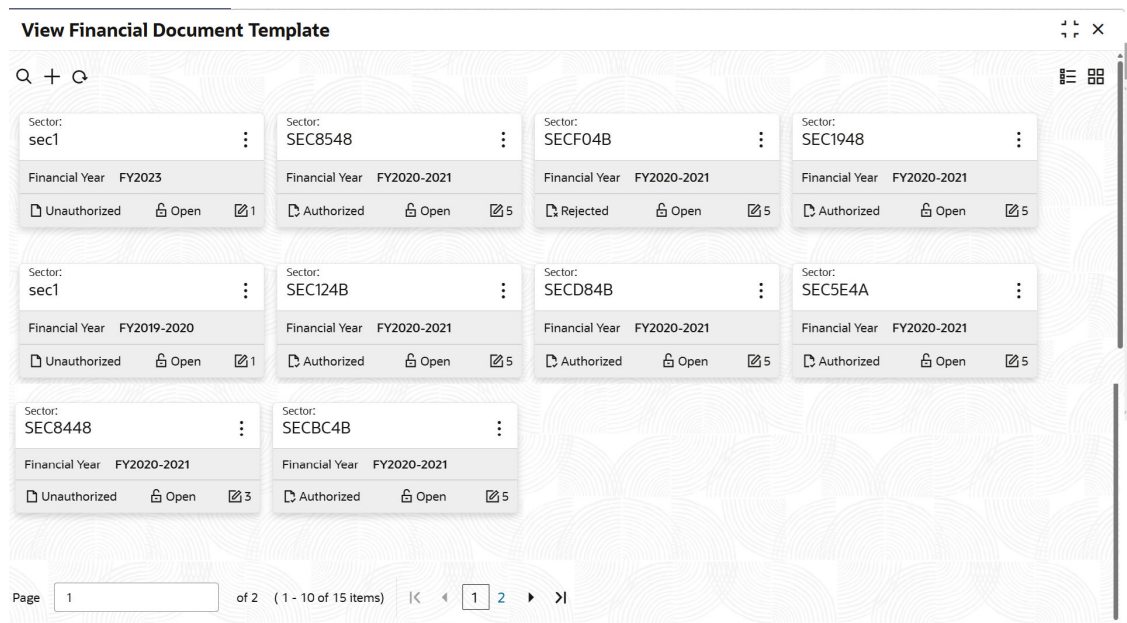
## 5.5 Approve Financial Document Template

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.

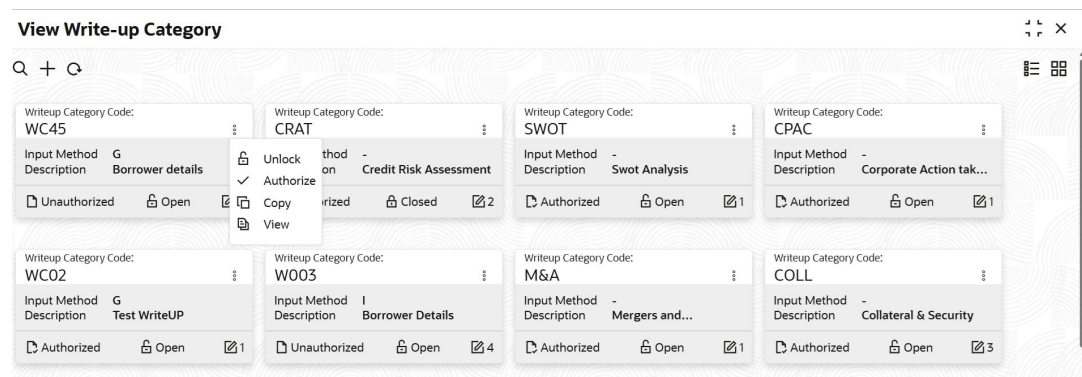
In the **View Financial Document Template** screen:

**Figure 5-7 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 5-8 Approve Financial Document Template**

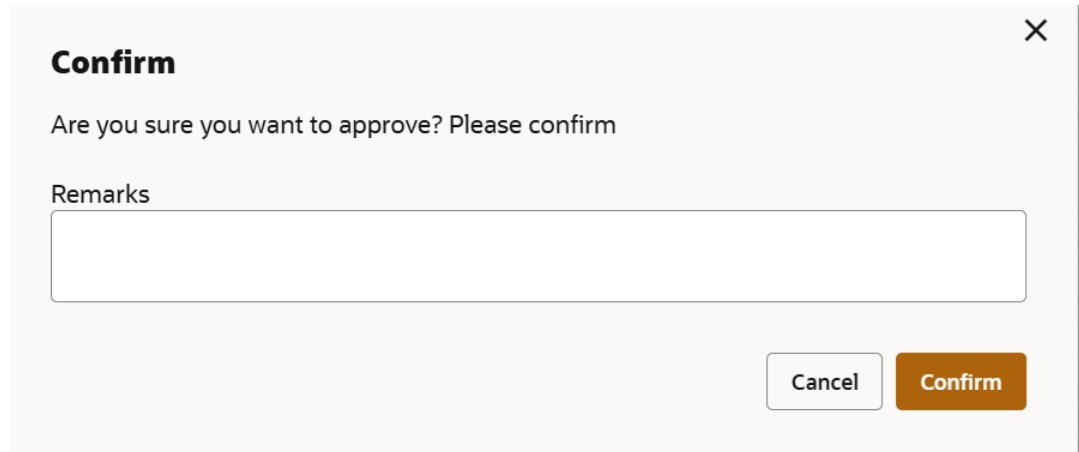


2. Select the **Mod Number**

3. Click **Confirm**.

The confirmation dialogue box is displayed.

**Figure 5-9 Confirm Financial Document Template Approval**



The image shows a 'Confirm' dialog box with a close button (X) in the top right corner. The main text asks, 'Are you sure you want to approve? Please confirm'. Below this is a text input field labeled 'Remarks'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

4. Type the **Remarks**.

5. Click **Confirm**.

The financial document template maintenance action is approved.

# 6

## 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.

### 6.1 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 6-1 Create Financial Ratio Benchmark

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

Table 6-1 Create Financial Ratio Benchmark - Field Description

Field	Description
<b>Benchmark Code</b>	Specify a unique code for the benchmark to be defined.
<b>Industry Type</b>	Specify the type of industry for which the benchmark is to be defined.
<b>Customer Segment</b>	Select the customer segment from the drop down list.
<b>Effective Date</b>	Click the calendar icon and select the effective date for benchmark.
<b>Applicable Period</b>	Select the financial year for which the Benchmark is applicable from the drop downlist.
<b>Balancesheet Currency</b>	Search and select the balance sheet currency.
<b>Balancesheet Size -From</b>	Specify the minimum balance sheet size for defining benchmark.
<b>Balancesheet Size -To</b>	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 6-2 Create Financial Ratio Benchmark - Financial Code Details**

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

**Table 6-2 Create Financial Ratio Benchmark - Financial Code Details - Field Description**

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

## 6.2 Modify Financial Ratio Benchmark

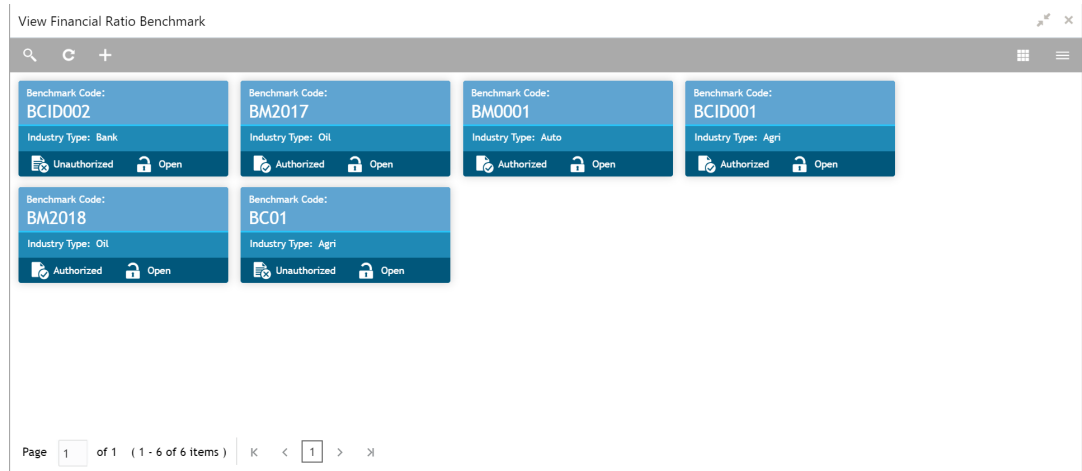
This topic provides systematic instructions about the procedure to modify a financial ratio benchmark record.

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**.

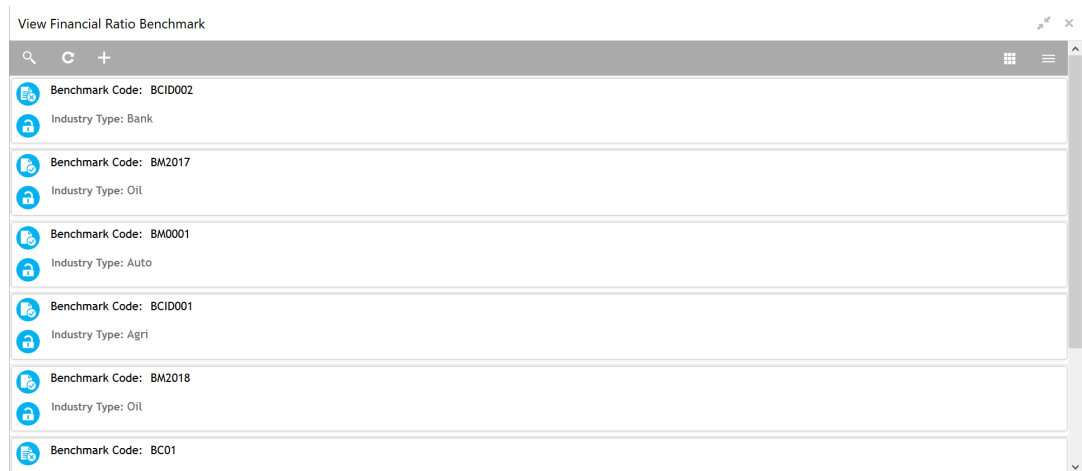
The **View Financial Ratio Benchmark** screen is displayed.

**Figure 6-3 View Financial Ratio Benchmark**



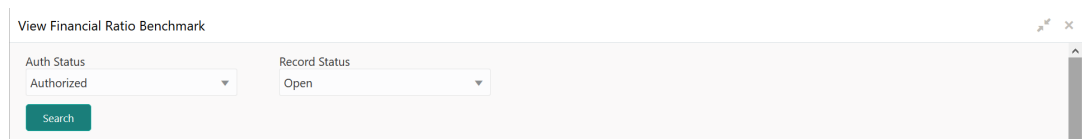
3. Click the list view icon at the top right corner to change the table view to list view. The **View Financial Ratio Benchmark** screen is displayed as shown below.

**Figure 6-4 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 6-5 View Financial Ratio Benchmark - Search**



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

**Table 6-3 View Financial Ratio Benchmark - Search - Field Description**

Field	Description
<b>Auth Status</b>	Select the authorization status of the financial ratio benchmark record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the financial ratio benchmark. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

- Click **Search**.  
The financial ratio benchmark records that match the search parameters are displayed.
- In the **View Financial Ratio Benchmark** screen, click the refresh icon to refresh the benchmark record list.
- Click the add icon to define new financial ratio benchmark.
- Click on the action icon in the required record and select **Unlock**.  
The **Create Financial Ratio Benchmark** screen is displayed in edit mode.
- Modify the required details.
- Click **Save**.  
The benchmark record will be modified upon authorization.

## 6.3 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.

- In the **View Financial Ratio Benchmark** screen, click the action icon in the required record and select **Close**.
- Click **View**.  
The benchmark details are displayed.
- Click **Proceed**.  
The record will get closed upon authorization.

## 6.4 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.

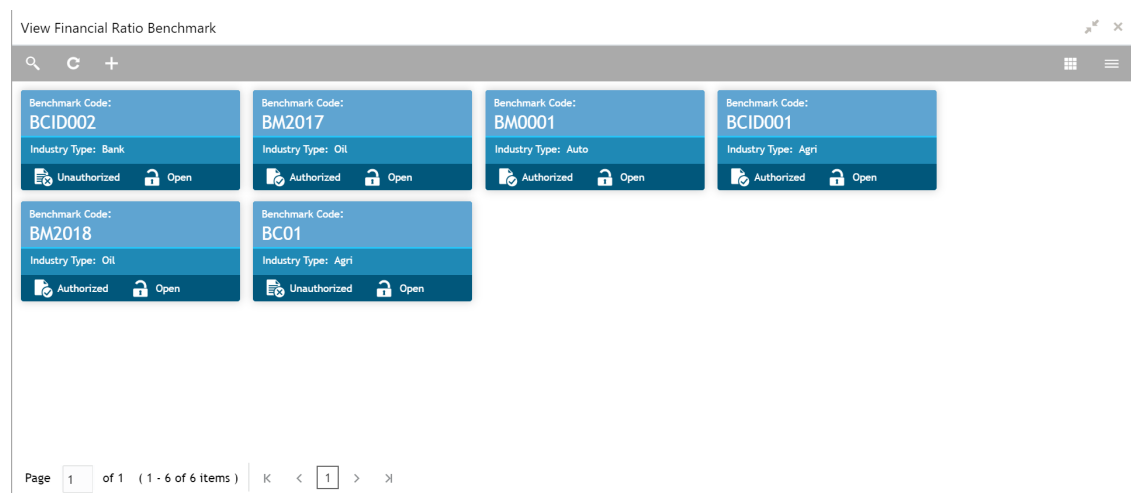
## 6.5 Approve Financial Ratio Benchmark

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

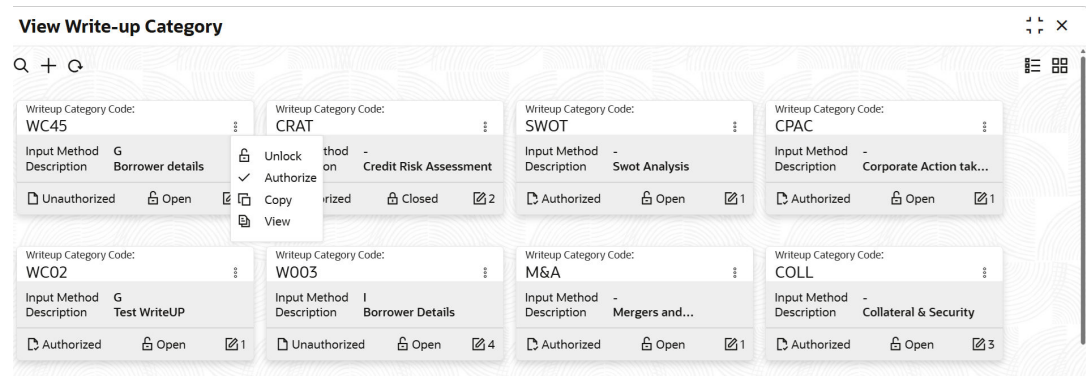
All the maintenance activities of financial ratio benchmark must be approved by the authorized person. Unauthorized financial ratio benchmark cannot be used in the business processes.

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

**Figure 6-6 View Financial Ratio Benchmark**

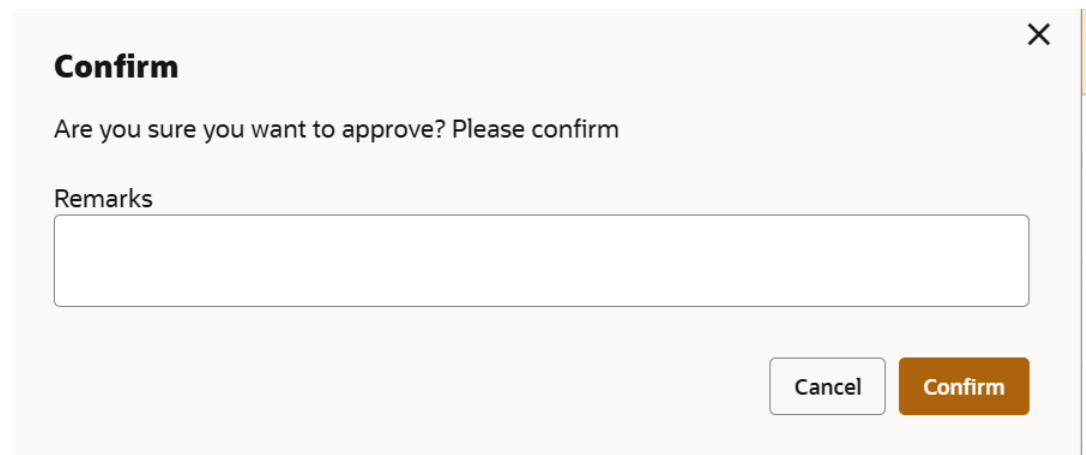


1. Click the action icon in the record that needs to be authorized and then select **Authorize**.  
The following screen is displayed.

**Figure 6-7 Approve Financial Ratio Benchmark**

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

The confirmation dialogue box is displayed.

**Figure 6-8 Confirm Financial Ratio Benchmark Approval**

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

The financial ratio benchmark maintenance action is approved.

# 7

## 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.

### 7.1 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 7-1 Create Questionnaire Details**

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

**Table 7-1 Create Questionnaire Details - Field Description**

Field	Description
<b>Questionnaire Code</b>	Specify a unique code for the questionnaire to be created.
<b>Category Code</b>	Select the <b>Category Code</b> from the drop down list.
<b>Description</b>	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 7-2 Question Details

**Question Details** ✕

Question Description

Is the currency is valid in foreign countries

Answer Score

No data to desply 3 🗑️

+ Add Answer

Save Question Cancel

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

Table 7-2 Question Details - Field Description

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

6. Click **Add Answer**.

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

Figure 7-3 Quetsion Details - Add Answer

**Question Details** ✕

**Question Description**

Is the currency valid in foreign countries

Answer	Score	
yes	3	
No	0	

+ Add Answer

**Save Question** **Cancel**

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

Table 7-3 Quetsion Details - Add Answer - Field Description

Field	Description
<b>Answer</b>	Type the answer option for the evaluation question. To add multiple answer options for the question, click <b>Add Answer</b> and add required number of rows for answer options.
<b>Score</b>	Specify the <b>Score</b> 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 7-4 Create Questionnaire Details - Question and Answer

**Question Details** ✕

**Question Description**

Is the currency valid in foreign countries

Answer	Score	Action
yes	3	
No	0	

+ Add Answer

**Save Question** **Cancel**

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

11. Click **Save**.

Questionnaire will be created upon authorization.

## 7.2 Modifying Questionnaire Details

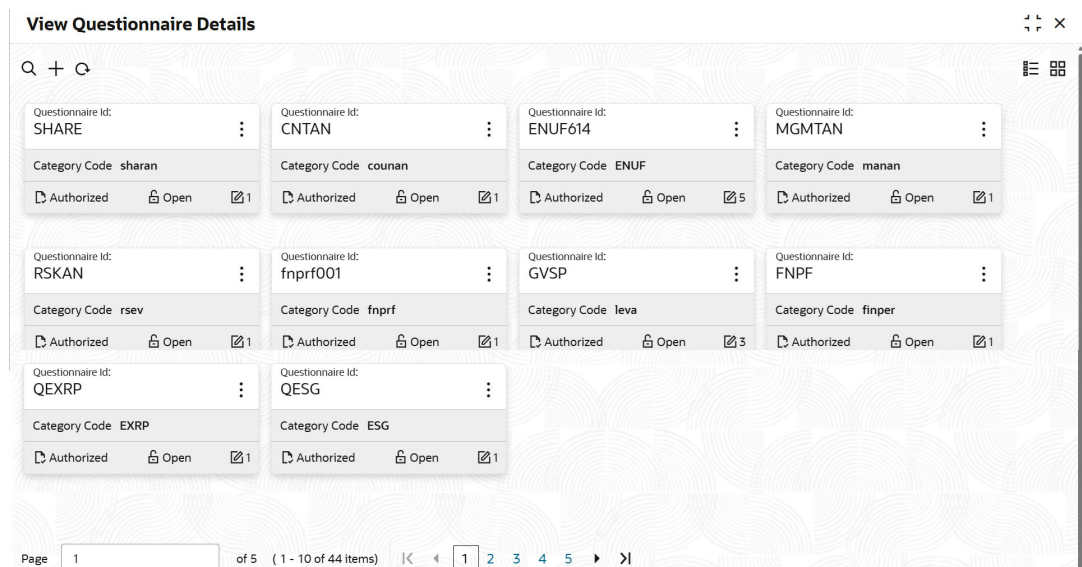
This topic provides systematic instructions about the procedure to modify a questionnaire record.

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.

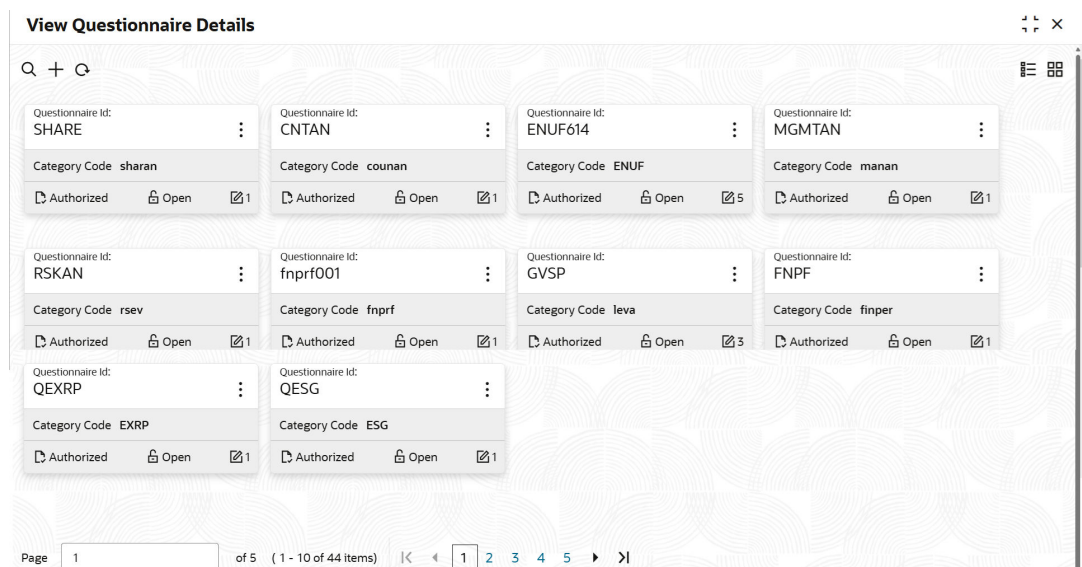
**Figure 7-5 View Questionnaire Details**



- 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 7-6 View Questionnaire Details - List**



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

The search bar is displayed as shown below.

**Figure 7-7 View Questionnaire Details - Search**

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

**Table 7-4 View Questionnaire Details - Search - Field Description**

Field	Description
<b>Auth Status</b>	Select the authorization status of the questionnaire details record. The available options are: <ul style="list-style-type: none"> <li><b>Authorized</b></li> <li><b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the questionnaire details. The available options are: <ul style="list-style-type: none"> <li><b>Open</b></li> <li><b>Closed</b></li> </ul>

- Click **Search**.  
The system displays the Questionnaire Details that match the search parameters.
- In the **View Questionnaire Details** screen, click the refresh icon to refresh the questionnaire details record list.
- Click the add icon to define new questionnaire.
- Click on the action icon in the required record and select **Unlock**.  
The **Questionnaire Details Maintenance** screen is displayed in edit mode.
- Modify the required details.
- Click **Save**.  
The questionnaire details will be modified upon authorization.

## 7.3 Closing Questionnaire

This 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.

## 7.4 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.

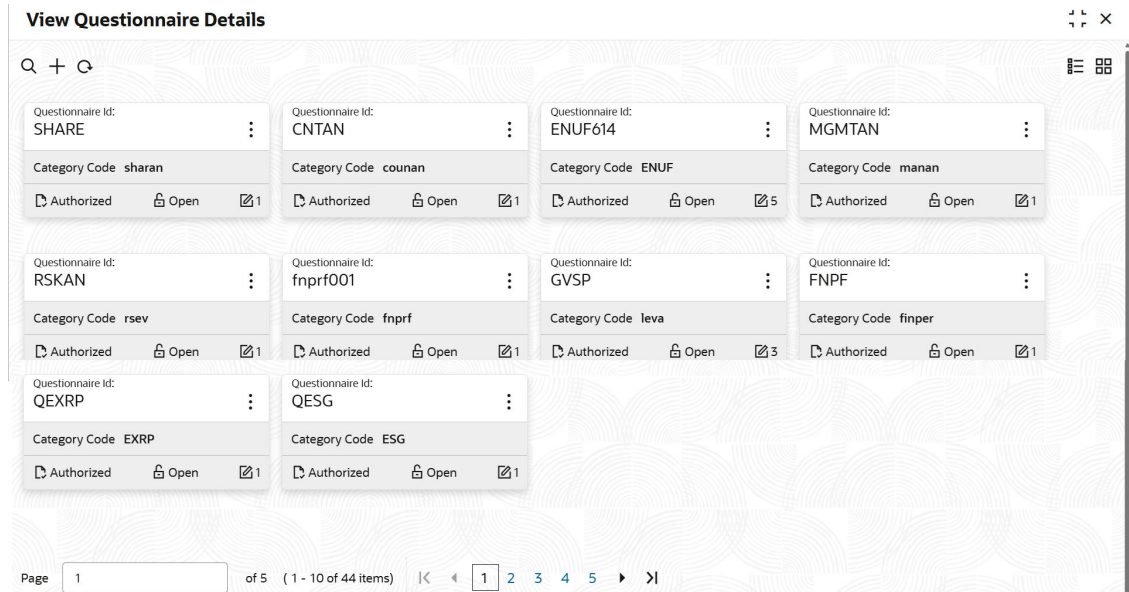
## 7.5 Approve Questionnaire

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.

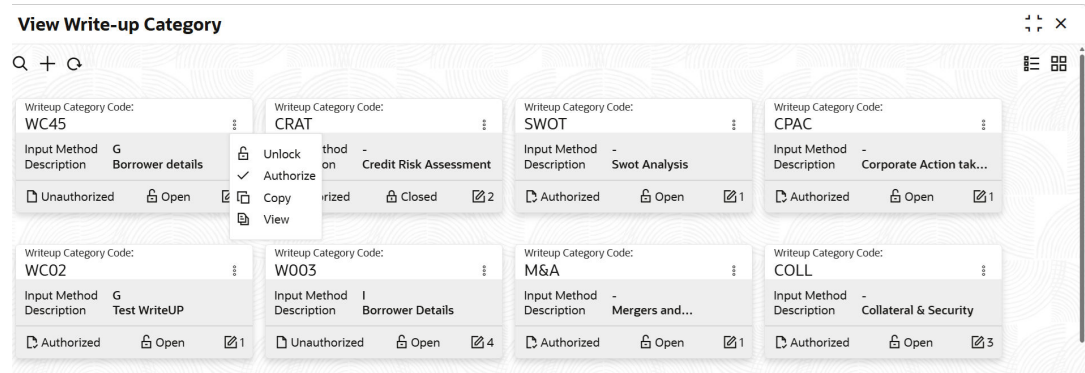
In the **View Questionnaire Details** screen:

Figure 7-8 View Questionnaire Details

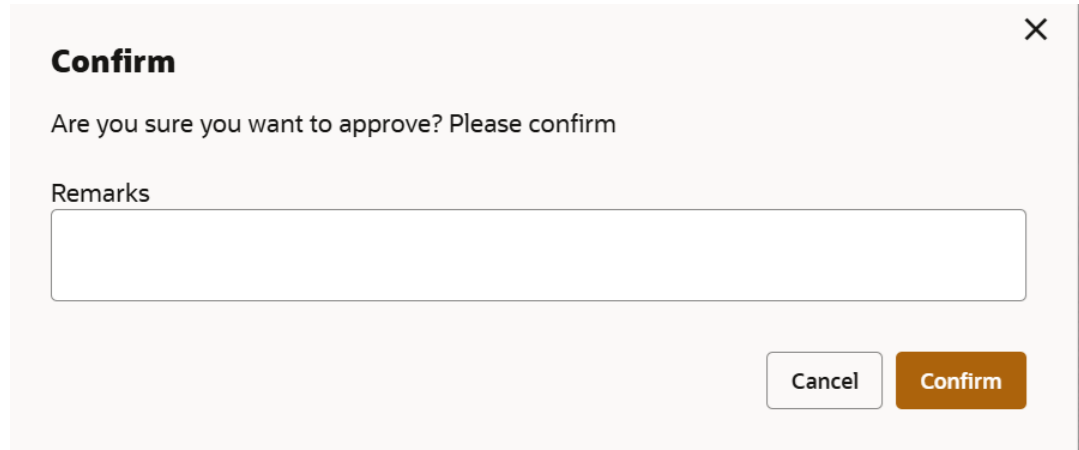


1. Click the action icon in the record that needs to be authorized and then select **Authorize**. The following screen is displayed.

Figure 7-9 Authorize Questionnaire Record



2. Select the **Mod Number**.
3. Click **Confirm**. The confirmation dialogue box is displayed.

**Figure 7-10 Confirm Questionnaire Record Approval**

The image shows a modal dialog box titled "Confirm" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to approve? Please confirm". Below this is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

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

The questionnaire details maintenance action is approved.

# 8

## 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.

### 8.1 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 8-1 Create Questionnaire Process Linkage**

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

**Table 8-1 Create Questionnaire Process Linkage - Field Description**

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

- Click **Save**.  
Questionnaire will be linked to the specified process and stage upon authorization.

## 8.2 Modifying Questionnaire Process Linkage

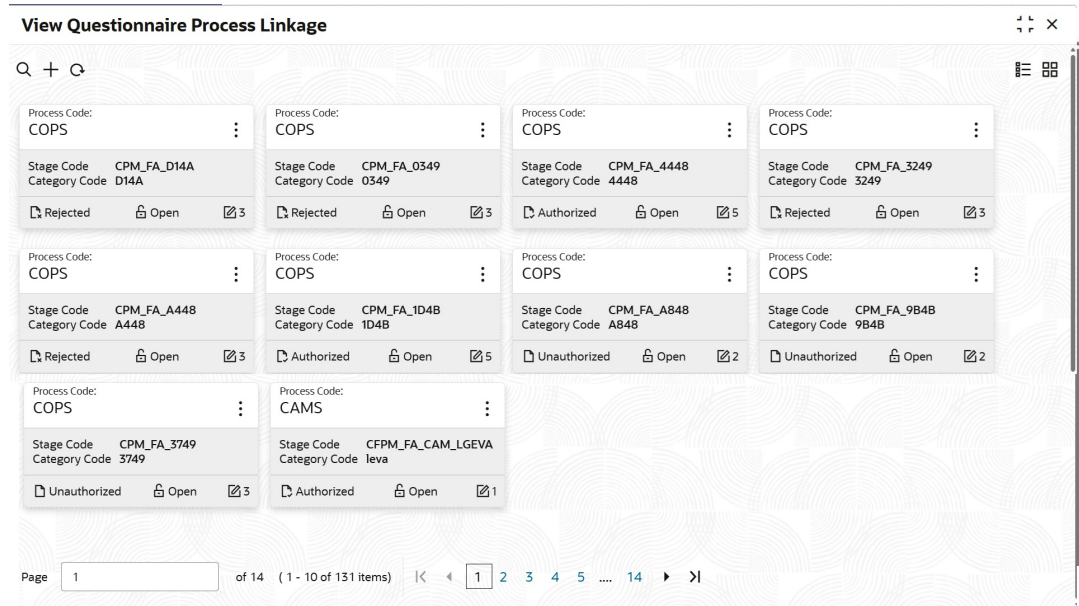
This topic provides systematic instructions about the procedure to modify a questionnaire process linkage record.

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.

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

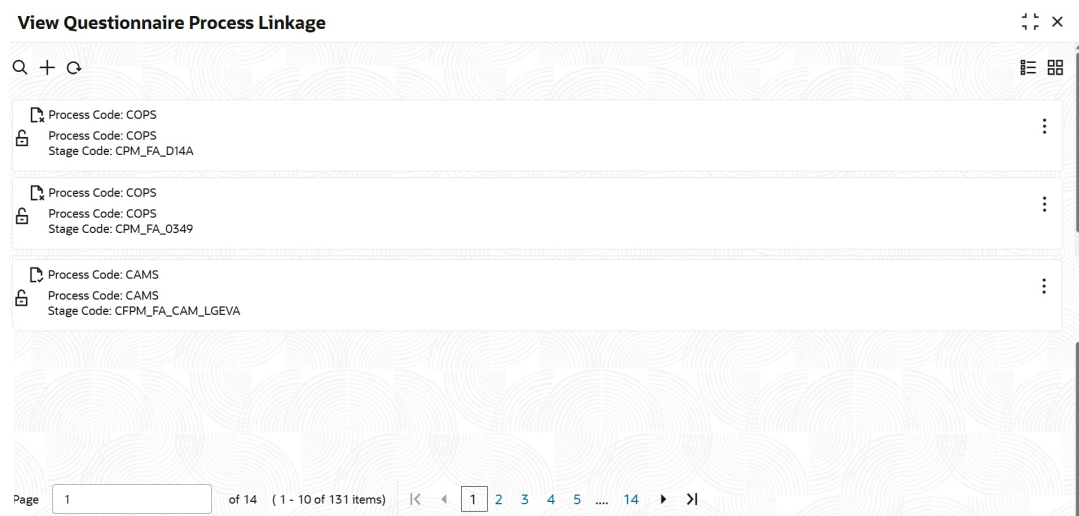
The **View Questionnaire Process Linkage** screen is displayed.

**Figure 8-2 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 8-3 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 8-4 View Questionnaire Process Linkage - Search

The screenshot shows a 'Search Filter' dialog box. At the top, there is a title 'Search Filter' and a close button (X). Below the title, there are two dropdown menus: 'Auth Status' and 'Record Status'. At the bottom of the dialog, there are two buttons: 'Search' and 'Reset'.

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

Table 8-2 View Questionnaire Process Linkage - Search

Field	Description
<b>Auth Status</b>	Select the authorization status of the questionnaire process linkage record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the status of the questionnaire process linkage record. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 8.3 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.

## 8.4 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.

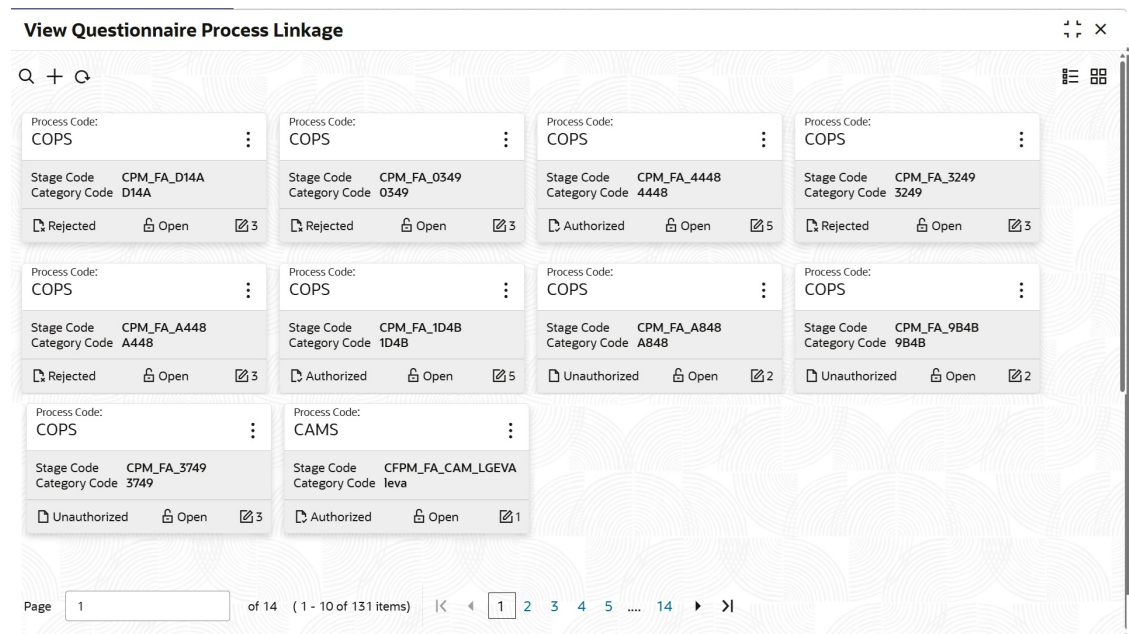
## 8.5 Approve Questionnaire Process Linkage

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.

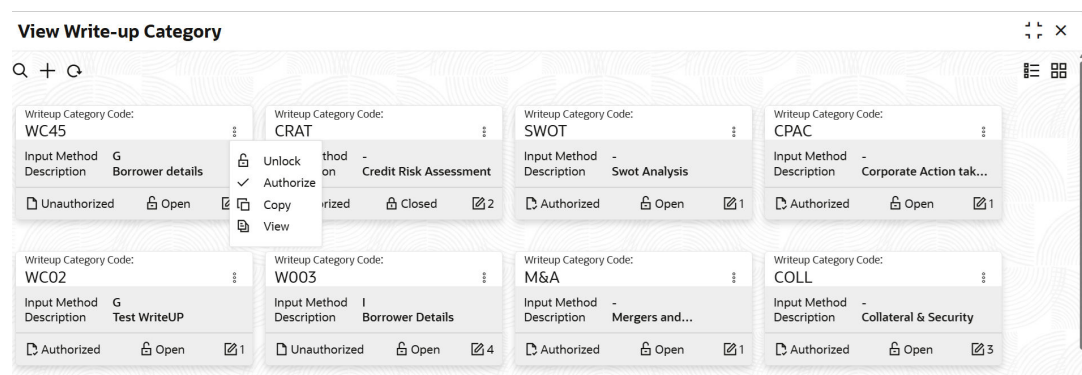
In the **View Questionnaire Process Linkage** screen:

**Figure 8-5 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.

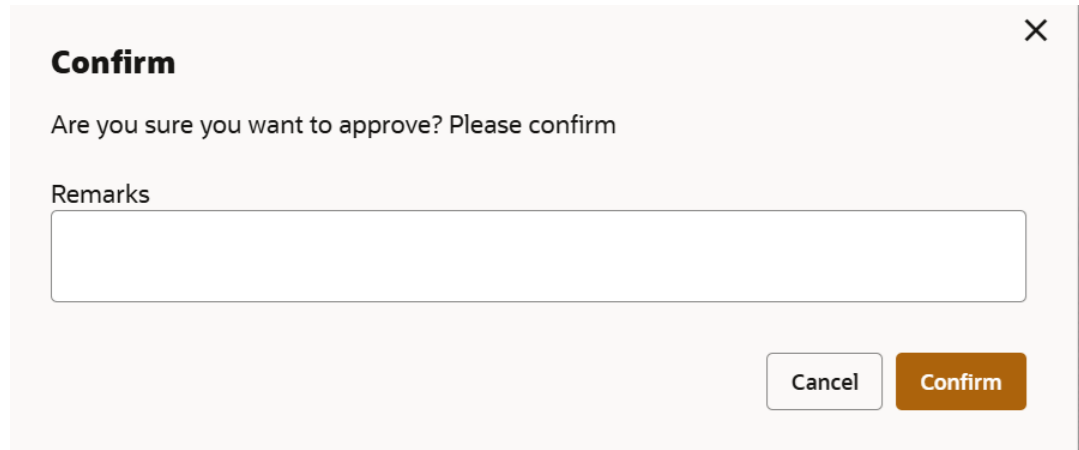
**Figure 8-6 Approve Questionnaire Process Linkage**



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

The confirmation dialogue box is displayed.

**Figure 8-7 Confirm Questionnaire Process Linkage Approval**



The image shows a 'Confirm' dialog box with a close button (X) in the top right corner. The main text asks, 'Are you sure you want to approve? Please confirm'. Below this is a text input field labeled 'Remarks'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

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

The questionnaire process linkage maintenance action is approved.

# 9

## 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.

### 9.1 Creating Facility Template

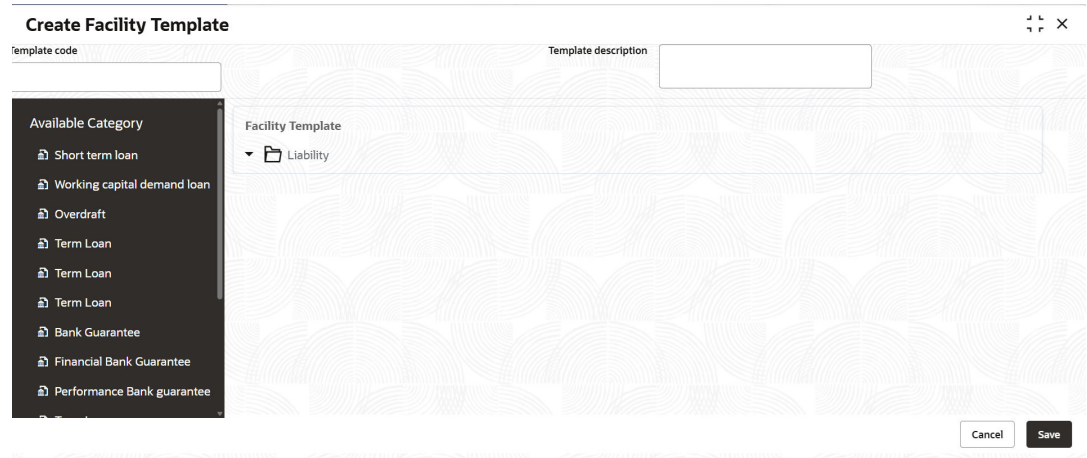
This topic provides systematic instructions about the procedure to create a facility template.

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 9-1 Create Facility Template**



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

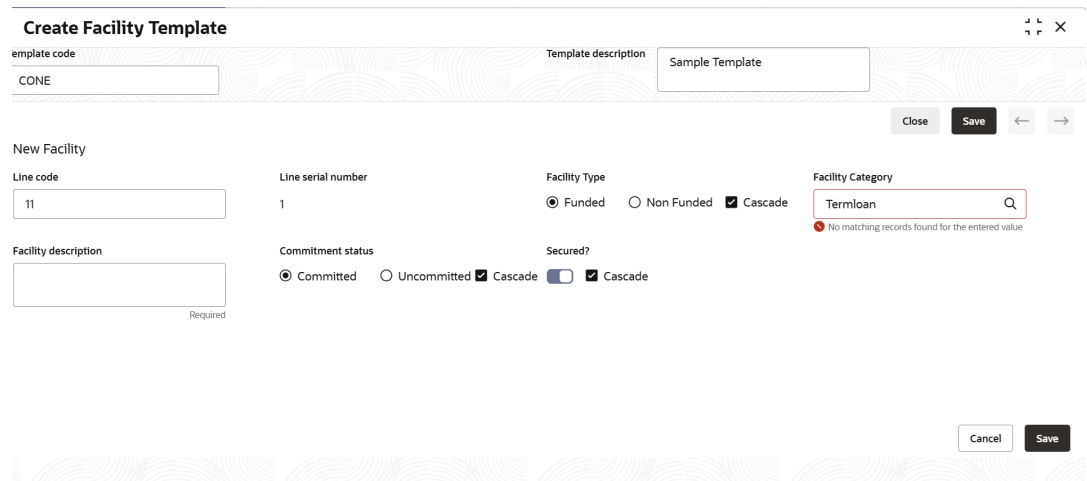
**Table 9-1 Create Facility Template - Field Description**

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 9-2 Create Facility Template - New Facility - Field Description**



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

Table 9-2 Create Facility Template - New Facility - Field Description

Field	Description
<b>Line Code</b>	Specify the <b>Line Code</b> for the facility.
<b>Line Serial Number</b>	Specify the <b>Line Serial Number</b> for the facility.
<b>Facility Type</b>	Select the <b>Facility Type</b> . The options available are <b>Funded</b> and <b>Non-Funded</b> . Enable the <b>Cascade</b> 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.
<b>Facility Category</b>	Select the <b>Facility Category</b> . Facility categories maintained in the <b>Facility Category Maintenance</b> screen are displayed in the option list.
<b>Facility Description</b>	Type a brief description for the facility.
<b>Commitment Status</b>	Select the <b>Commitment Status</b> of the facility. The options available are <b>Committed</b> and <b>Uncommitted</b> . Enable the <b>Cascade</b> 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.
<b>Secured?</b>	Enable this flag to mark the facility as secured. Enable the <b>Cascade</b> 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.

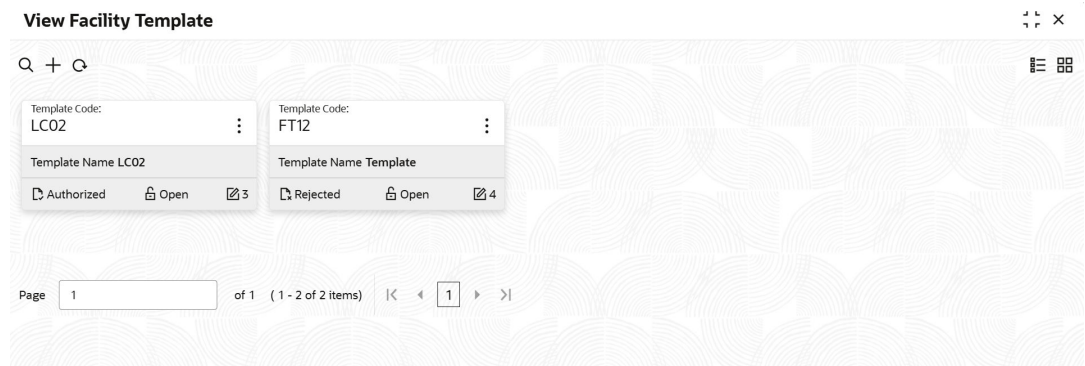
## 9.2 Modifying Facility Template

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

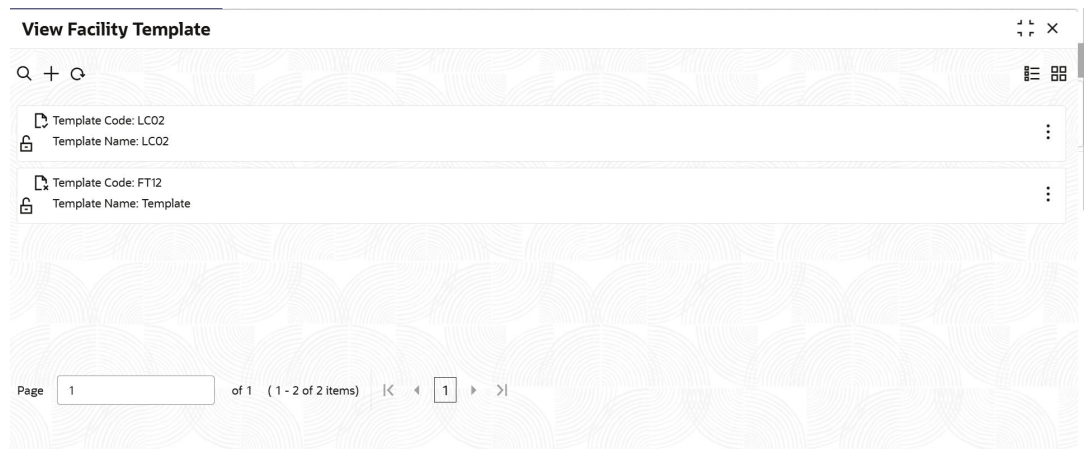
To modify any facility template, the template record must be in an authorized state. The unauthorized facility template record can be modified only by the user who created the record.

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 9-3 View Facility Template**

- 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 9-4 View Facility Template - List**

- Click the search icon to search the required template record. The search bar is displayed.
- Select the status of facility template record based on description in the following table.

**Table 9-3 View Facility Template - Search - Field Description**

Field	Description
<b>Auth Status</b>	Select the authorization status of the facility template record. The available options are: <ul style="list-style-type: none"> <li><b>Authorized</b></li> <li><b>Unauthorized</b></li> </ul>

- Click **Search**. The template records that match the search parameters are displayed.
- In the **View Facility Template** screen, click the refresh icon to refresh the template record list.
- 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.

## 9.3 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.

## 9.4 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.

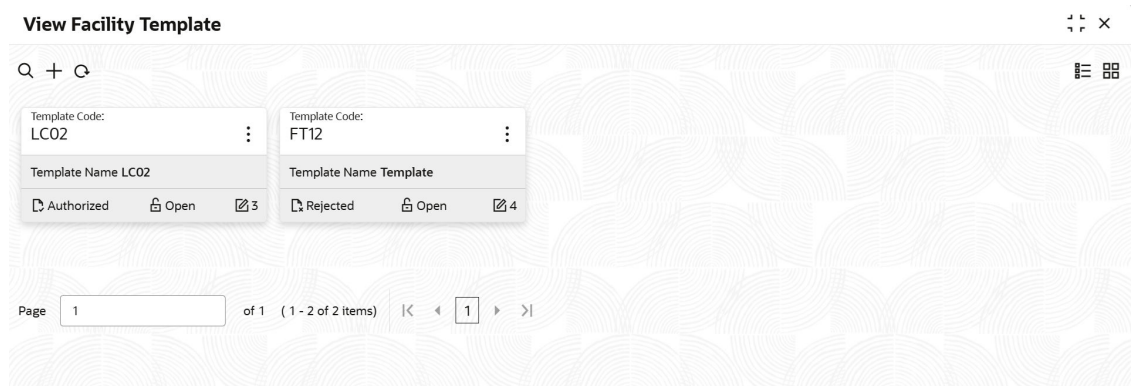
## 9.5 Approve Facility Template

This topic provides systematic 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.

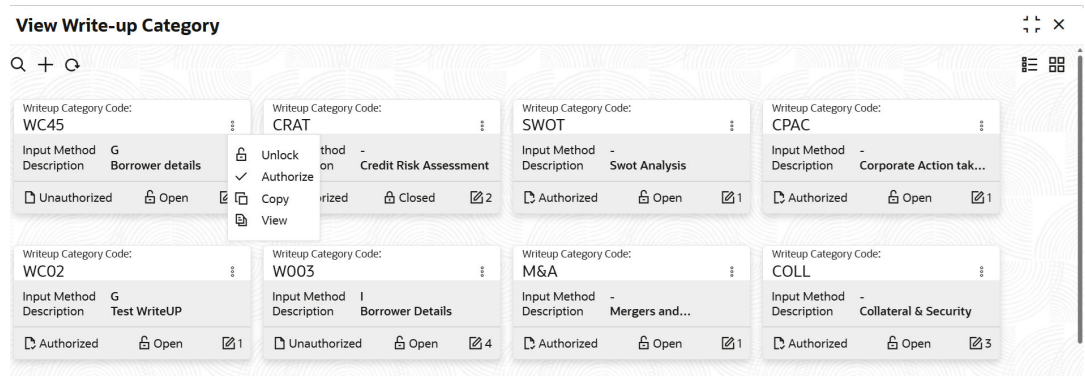
In the **View Facility Template** screen:

**Figure 9-5 View Facility Template**

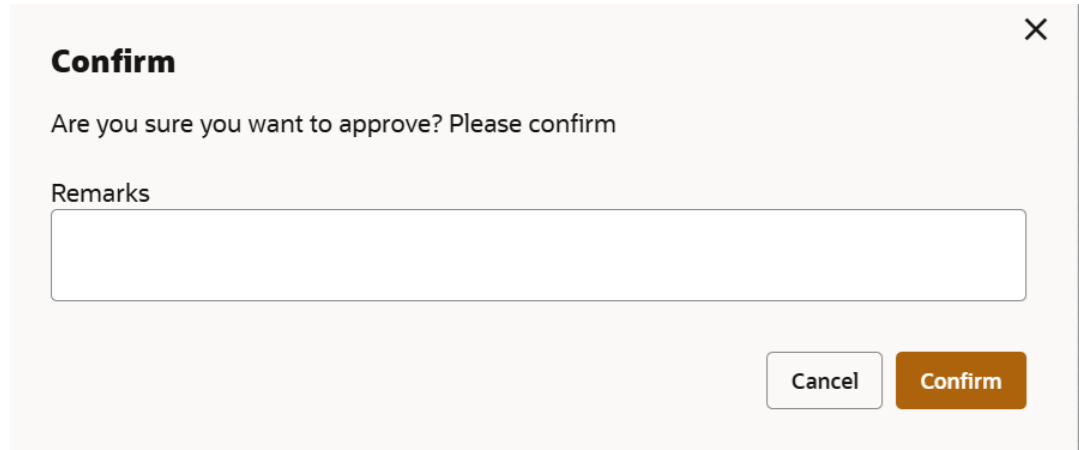


1. Click the action icon in the record that needs to be authorized and then select **Authorize**. The following screen is displayed.

**Figure 9-6 Approve Facility Template**



2. Select the **Mod Number**.
3. Click **Confirm**. The confirmation dialogue box is displayed.

**Figure 9-7 Approve Facility Template**

The image shows a 'Confirm' dialog box with a close button (X) in the top right corner. The main text asks, 'Are you sure you want to approve? Please confirm'. Below this is a text input field labeled 'Remarks'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

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

The facility template maintenance action is approved.

# 10

## 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.

### 10.1 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 10-1 Create Write-Up Category**

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

**Table 10-1 Create Write-Up Category - Field Description**

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

4. Click **Save**.

The write-up category will be created upon authorization.

## 10.2 Modify Write-Up Category

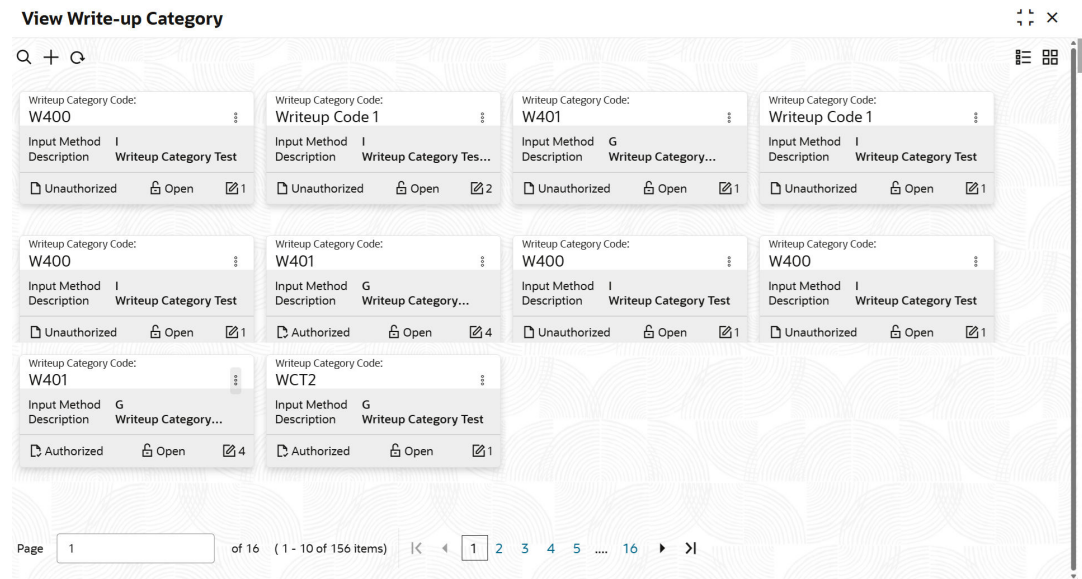
This topic provides systematic instructions about the procedure to modify a write-up category record.

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**.

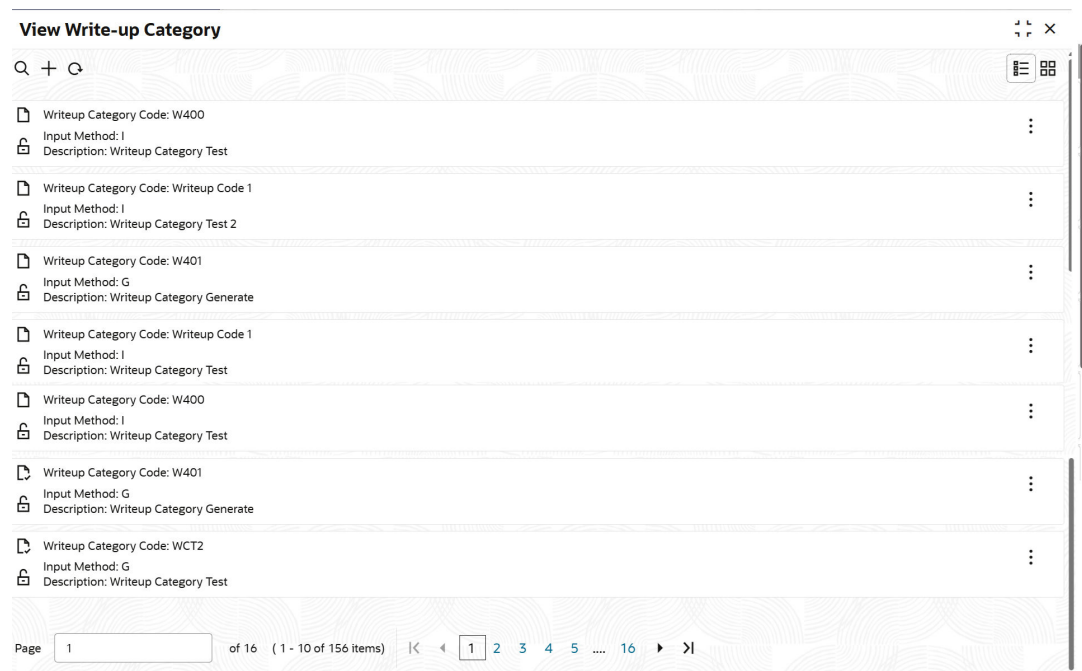
The **View Write-Up Category** screen is displayed.

**Figure 10-2 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 10-3 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 10-4 Search Write-Up Category

## Search Filter ✕

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**Writeup Category Code**

**Authorization Status**

**Record status**

**Input method**

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

Table 10-2 Search Write-Up Category - Field Description

Field	Description
<b>Authorization Status</b>	Select the authorization status of the write-up category record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the write-up category. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 10.3 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.

## 10.4 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.

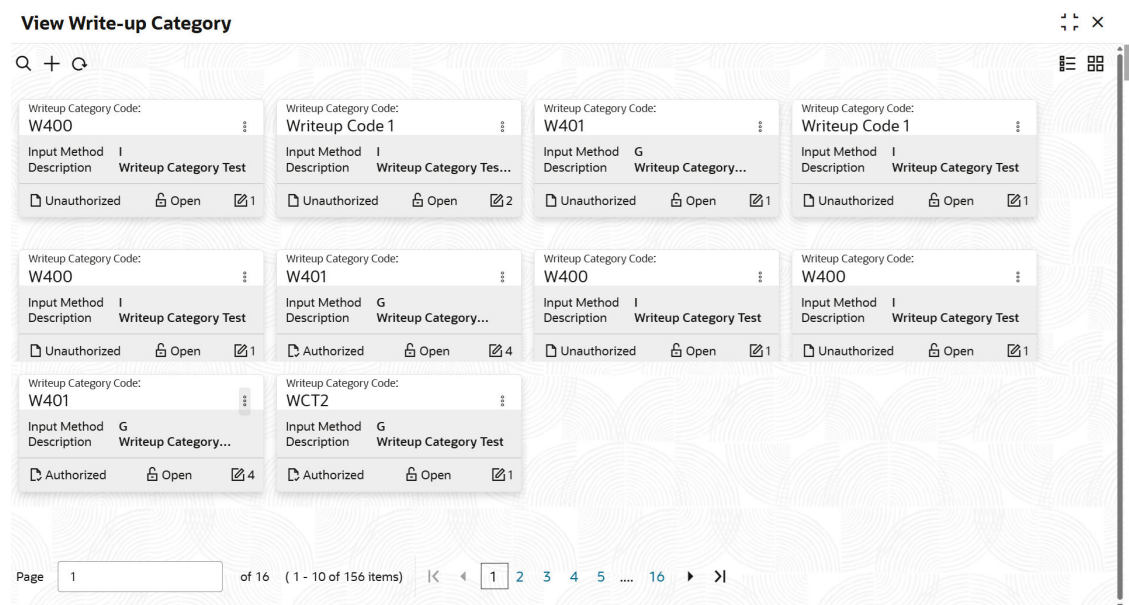
## 10.5 Approve Write-Up Category

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.

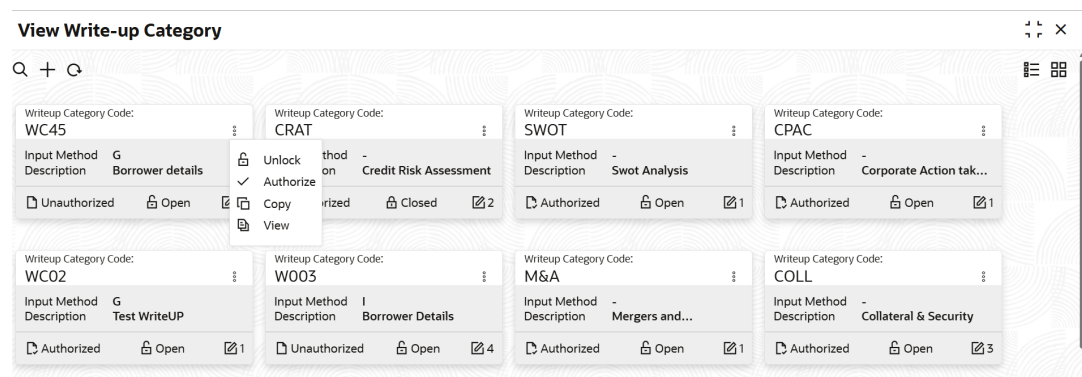
In the **View Write-up Category** screen:

**Figure 10-5 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.

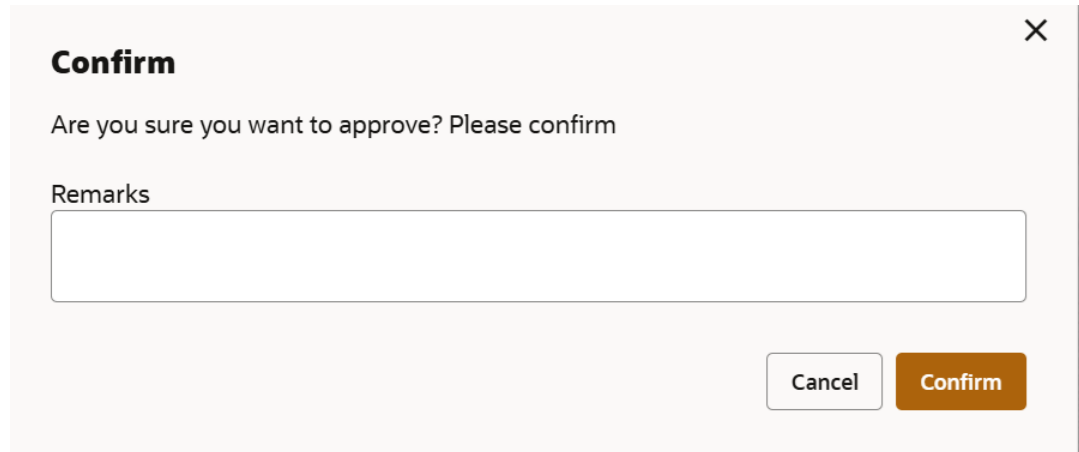


2. Select the **Mod Number**.

3. Click **Confirm**.

The confirmation dialogue box is displayed.

**Figure 10-6 Confirm Write-Up Category Approval**



The image shows a confirmation dialog box with the following elements:

- Title:** Confirm
- Message:** Are you sure you want to approve? Please confirm
- Field:** Remarks (with an empty text input area)
- Buttons:** Cancel and Confirm

4. Type the **Remarks**.

5. Click **Confirm**.

The write-up category maintenance action is approved.

# 11

## 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 provides 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.

### 11.1 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 11-1 Create Terms and Conditions**

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

**Table 11-1 Create Terms and Conditions - Field Description**

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

4. Click **Save**.

## 11.2 Modify Terms and Conditions

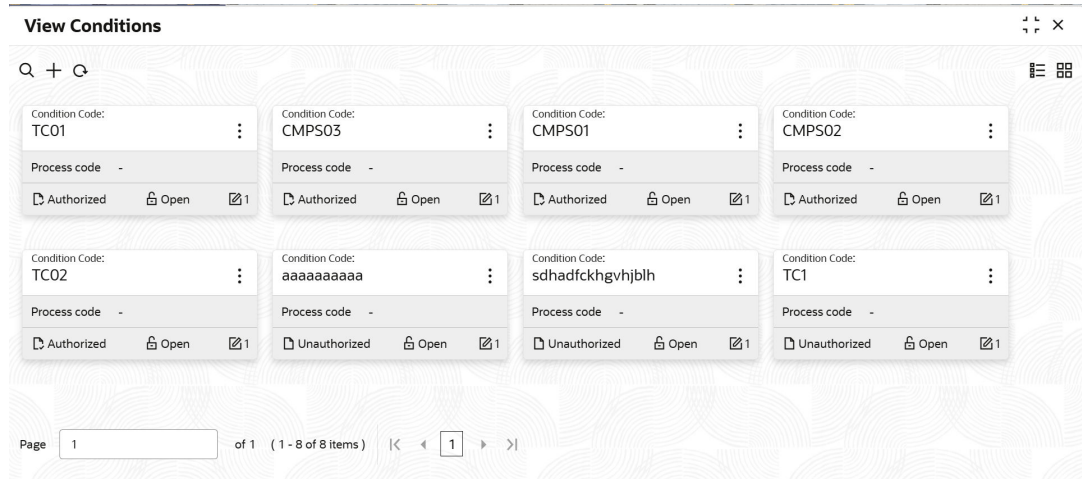
This topic provides systematic instructions about the procedure to modify the terms and conditions created.

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.

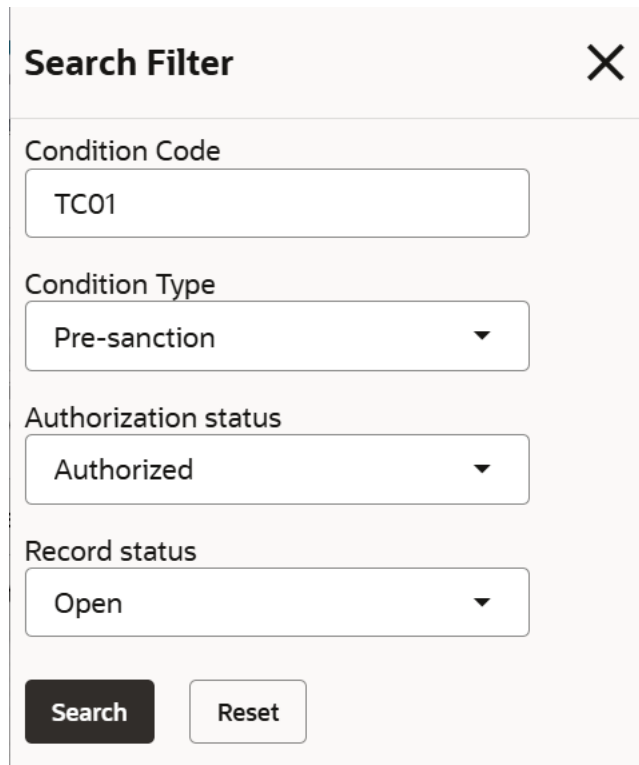
**Figure 11-2 View Terms and Conditions**



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 11-3 View Terms and Conditions - Search**



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

**Table 11-2 View Terms and Conditions - Search - Field Description**

Field	Description
<b>Authorization Status</b>	Select the <b>Authorization Status</b> of the terms and conditions record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the terms and conditions. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 11.3 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.

## 11.4 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.

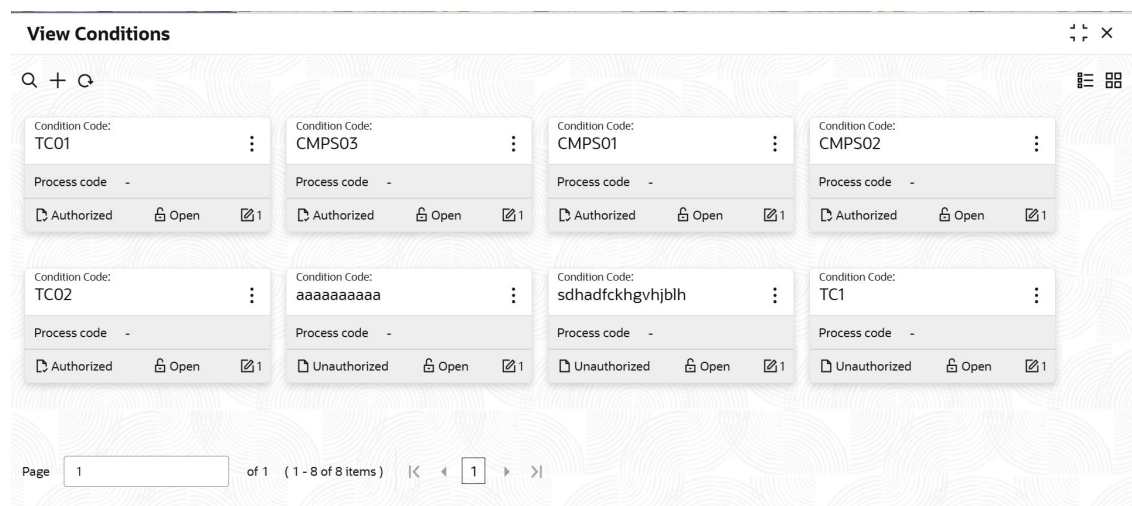
## 11.5 Approve Terms and Conditions

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:

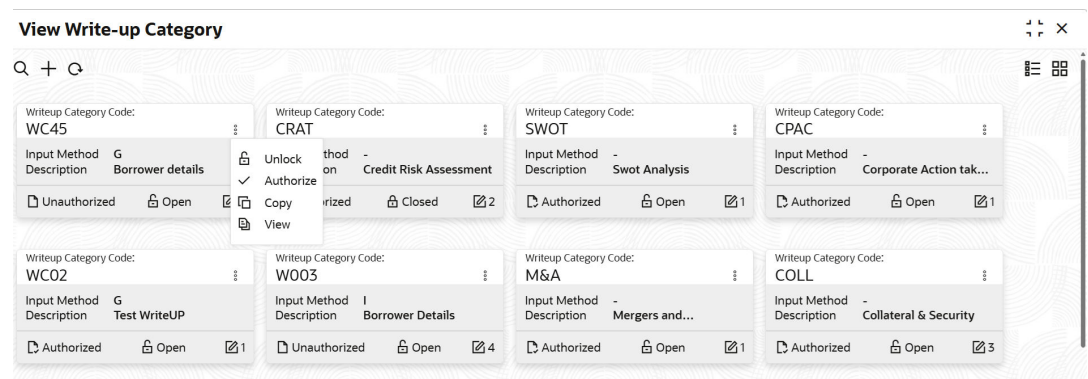
**Figure 11-4 View Terms and Conditions**



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

The following screen is displayed.

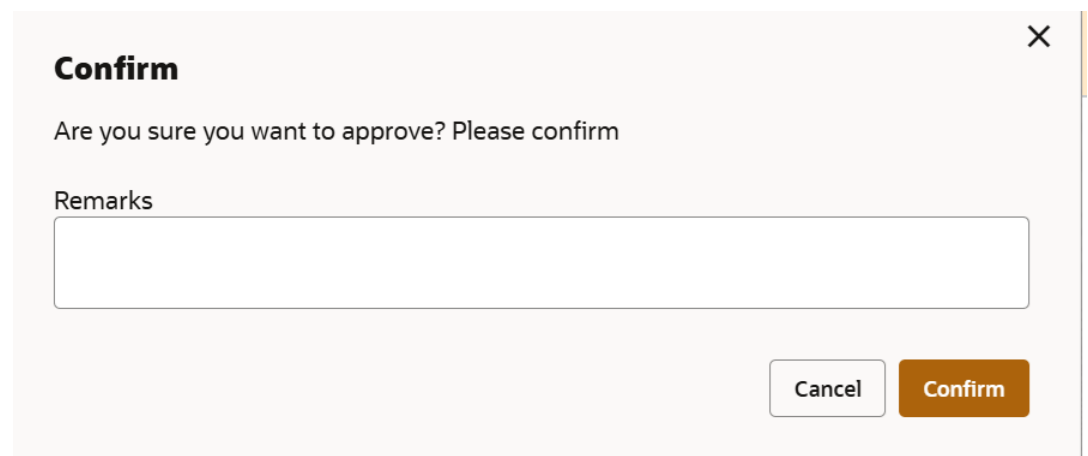
**Figure 11-5 Approve Terms and Conditions**



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

The confirmation dialogue box is displayed.

**Figure 11-6 Confirm Terms and Conditions Approval**



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

The terms and conditions maintenance action is approved.

# 12

## Collateral Category

This topic provides brief introduction to Collateral Category maintenance.

The **Collateral Category** sub-menu under **Maintenance** menu allows you to manage (create, edit, delete) collateral categories for the collateral types supported.

- [Create Collateral Category](#)  
This topic provides systematic instructions about the procedure to create a collateral category in OBCFPM.
- [Modifying Collateral Category](#)  
This topic provides systematic instructions about the procedure to modify a collateral category record.
- [Close Collateral Category](#)  
This topic provides systematic instructions about the procedure to close a collateral category record.
- [Reopen Collateral Category](#)  
This topic provides systematic instructions about the procedure to reopen a collateral category record.
- [Approve Collateral Category](#)  
This topic provides systematic instructions about the procedure to approve a collateral category record.

### 12.1 Create Collateral Category

This topic provides systematic instructions about the procedure to create a collateral category in OBCFPM.

The **Create Collateral Category** screen provides an option to create a new collateral category.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select the **Collateral Category**. Under Collateral Category, select **Create Collateral Category**.

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

Figure 12-1 Create Collateral Category

- Specify the collateral category details based on description in the following table.

Table 12-1 Collateral Category Details - Field Description

Field	Description
Category Code	Specify a unique code for the collateral category to be created.
Category Description	Provide a brief description about the collateral category to be created.

Table 12-1 (Cont.) Collateral Category Details - Field Description

Field	Description
<b>Collateral Type</b>	Select the <b>Collateral Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• Account Receivables</li> <li>• Accounts Contracts</li> <li>• Aircraft</li> <li>• Bill Of Exchange</li> <li>• Bond</li> <li>• Cash Collaterals</li> <li>• Commercial Paper</li> <li>• Commodity</li> <li>• Corporate Deposits</li> <li>• Crop</li> <li>• Fund</li> <li>• Guarantee</li> <li>• Insurance</li> <li>• Inventory</li> <li>• Machine</li> <li>• Miscellaneous</li> <li>• Other Bank Deposits</li> <li>• PDC</li> <li>• Perishable</li> <li>• Precious Metals</li> <li>• Promissory Note</li> <li>• Property</li> <li>• Ship</li> <li>• Stock</li> <li>• Vehicle</li> </ul>
<b>Asset Type</b>	Select the <b>Asset Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• <b>In-Tangible</b></li> <li>• <b>Tangible</b></li> </ul>
<b>Charge Registration Required</b>	Enable this flag if charge registration is required for the collateral.
<b>Charge Renewal Frequency</b>	Select the <b>Charge Renewal Frequency</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Half Yearly</b></li> <li>• <b>Yearly</b></li> </ul>
<b>Collateral Exposure Type</b>	Select the <b>Collateral Exposure Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• <b>Liquid</b></li> <li>• <b>Secured</b></li> <li>• <b>Un-Secured</b></li> </ul>
<b>Revaluation Type</b>	Select the <b>Revaluation Type</b> from the drop down list. The options available are: <ul style="list-style-type: none"> <li>• <b>Automatic</b></li> <li>• <b>Manual</b></li> </ul>

Table 12-1 (Cont.) Collateral Category Details - Field Description

Field	Description
<b>Revaluation Method</b>	Select the <b>Revaluation Method</b> , if the <b>Revaluation Type</b> is selected as <b>Automatic</b> . The options available in the drop down list are: <ul style="list-style-type: none"> <li>• <b>Custom</b></li> <li>• <b>External</b></li> <li>• <b>Straight Line</b></li> <li>• <b>Sum of Years Digit</b></li> <li>• <b>Written Down Value</b></li> </ul>
<b>Rate of Depreciation</b>	Specify the collateral's <b>Rate of Depreciation</b> .
<b>Revaluation Frequency</b>	Select the frequency for automatic or manual revaluation. The options available in the drop down list are: <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Weekly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Half Yearly</b></li> <li>• <b>Yearly</b></li> </ul> For automatic revaluation, the system revalues the collateral based on the selected frequency. For manual revaluation, the user has to manually revalue the collateral based on the selected frequency.
<b>Category Haircut</b>	Specify the market haircut for the category to be created.
<b>Modification Allowed</b>	Enable this flag, if haircut modification is allowed for the category.
<b>Decrease Allowed</b>	Enable this flag, if decrease in haircut is allowed for the category.
<b>Bank Haircut</b>	Specify the <b>Bank Haircut</b> for the category to be created.
<b>Haircut Variance</b>	The system displays the variance between specified <b>Category Haircut</b> and <b>Bank Haircut</b> .
<b>Insurance Required</b>	Enable this flag to allow capturing of insurance details for the collateral during the collateral processes.
<b>Field Investigation Required</b>	Enable this flag if field investigation is required for the collateral category to be created.
<b>Risk Evaluation Required</b>	Enable this flag if risk evaluation is required for the collateral category to be created. If disabled Risk Evaluation task will not be generated.
<b>Valuation Required</b>	Enable this flag if valuation is required for the collateral category to be created. If disabled Valuation task will not be generated.
<b>External Check Required</b>	Enable this flag if external check is required for the collateral category to be created. If disabled External Check task will not be generated.
<b>External Pricing Required</b>	Enable this flag to allow capturing of external pricing details for the collateral during the collateral processes.

Table 12-1 (Cont.) Collateral Category Details - Field Description

Field	Description
<b>Notice Days</b>	Specify the notice days for notifying the bank user before the expiry of valuation report.
<b>Minimum No.Of Valuation Rule</b>	Specify the minimum number of valuation required for the Collateral Type and Category combination by selecting the predefined rule defined using the Rule Maintenance screen.
<b>Valuation Escalation (in Days)</b>	Specify the number of days after which the collateral must be escalated, if revaluation is not performed.
<b>Basis to Update Assessed Value</b>	Specify on what basis the collateral value must be updated, if minimum number of valuation is more than one. The following options are available in the drop down list: <ul style="list-style-type: none"> <li>• Lowest value across valuers and valuation type</li> <li>• Latest value across valuers and valuation type</li> <li>• Average value across valuers and valuation type</li> <li>• Lowest value across valuers for the latest valuation type</li> <li>• Average value across valuers for the latest valuation type</li> </ul>
<b>Assessed Rule</b>	Select the predefined rule for assessing the collateral value. If <b>Basis to Update Assessed Value</b> option is selected, Assessed Rule must not be selected. <b>Note:</b> The outcome of the rule selected can only be the following: <ul style="list-style-type: none"> <li>• Lowest value across valuers and valuation type</li> <li>• Latest value across valuers and valuation type</li> <li>• Average value across valuers and valuation type</li> <li>• Lowest value across valuers for the latest valuation type</li> <li>• Average value across valuers for the latest valuation type</li> </ul>

Table 12-1 (Cont.) Collateral Category Details - Field Description

Field	Description
<b>Review Days</b>	<p>Specify the collateral <b>Review Days</b>. You must initiate the Collateral Review task based on the specified review days and frequency.</p> <p>As part of Collateral review, you must reinitiate the valuation and update the latest valuation report. Upon verification/approval of the new valuation report, the assessed rule gets triggered and the appropriate Assessed Value gets updated as the final market value of the respective Child Collateral.</p> <p>The revised next Review date of the Collateral gets updated once the Review process is completed in CFPM and the updated collateral details are handed off to the ELCM Module along with the new Valuation details.</p> <p><b>Note:</b> The collateral valuation can also be performed on adhoc basis with the selected rule.</p>
<b>Remarks</b>	Capture <b>Remarks</b> for the collateral category to be created.

Table 12-2 Valuation Details - Field Description

Field	Description
<b>Valuation Type</b>	Select the <b>Valuation Type</b> for collateral type and category combination from the drop down list.
<b>Valuation Valid Days</b>	Specify the days till which the valuation report is valid.
<b>Action</b>	To edit or delete the valuation details, click the Edit or Delete icon in the Action column.

Table 12-3 Sub Category Details - Field Description

Field	Description
<b>Sub Category</b>	Specify the sub category for the collateral type and category combination. For example, for Property and Residential Property combination, you can specify villa as a sub category.
<b>Sub Category Description</b>	Provide a brief description about the sub category.
<b>Sub Category Haircut</b>	Specify the haircut for the sub category.
<b>Action</b>	To edit or delete the sub category details, click the Edit or Delete icon in the Action column.

Table 12-4 Configuration - Covenant - Field Description

Field	Description
<b>Covenant Code</b>	Select the <b>Covenant Code</b> for linking with the collateral category.
<b>Covenant Name</b>	<b>Covenant Name</b> is defaulted based on the selected covenant code.
<b>Covenant Type</b>	<b>Covenant Type</b> is defaulted based on the selected covenant code
<b>Action</b>	To edit or delete the covenant details, click the Edit or Delete icon in the Action column.

**Table 12-5 Configuration - Documents - Field Description**

Field	Description
<b>Document Type</b>	Search and select the <b>Document Type</b> . The system displays this document type along with an option to upload the document in the collateral specific screen.
<b>Document Type Description</b>	<b>Document Type Description</b> maintained for the selected <b>Document Type</b> is defaulted.
<b>Is Mandatory</b>	Enable this flag if document submission is mandatory.
<b>Action</b>	To edit or delete the document details, click the Edit or Delete icon in the Action column.

4. Click **Save**.

The collateral category will be created upon authorization.

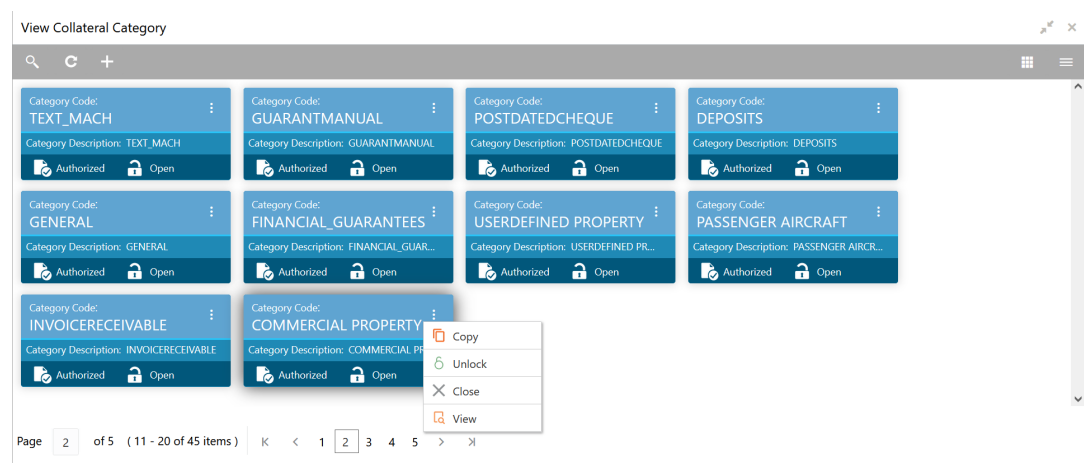
## 12.2 Modifying Collateral Category

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

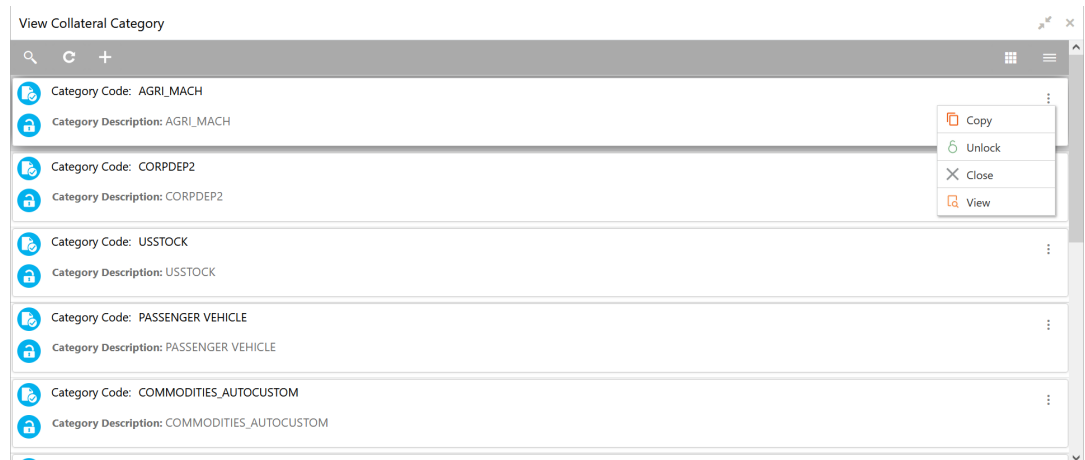
To modify any collateral category, the collateral category record must be in an authorized state. The unauthorized collateral category can be modified only by the user who created the category.

1. From Home screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select the **Collateral Category**. Under Collateral Category, select **View Collateral Category**.

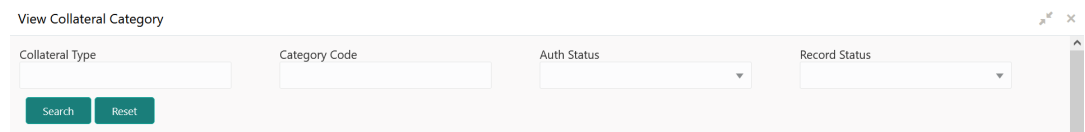
The **View Collateral Category** screen is displayed.

**Figure 12-2 View Collateral Category**

3. Click the list view icon at the top right corner to change the table view to list view. The **View Collateral Category** screen is displayed as shown below.

**Figure 12-3 View Collateral Category - List**

- Click the search icon to search the required category record.  
The search bar is displayed as shown below.

**Figure 12-4 Search Collateral Category**

- Select the status of collateral category record based on description in the following table.

**Table 12-6 Search Collateral Category - Field Description**

Field	Description
<b>Authorization Status</b>	Select the authorization status of the collateral category record. The available options are: <ul style="list-style-type: none"> <li><b>Authorized</b></li> <li><b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the collateral category. The available options are: <ul style="list-style-type: none"> <li><b>Open</b></li> <li><b>Closed</b></li> </ul>

- Click **Search**.  
The collateral category records that match the search parameters are displayed.
- In the **View Collateral Category** screen, click the refresh icon to refresh the category record list.
- Click the add icon to define new collateral category.
- Click on the action icon in the required record and select **Unlock**.  
The **Collateral Category Maintenance** screen is displayed in edit mode.
- Modify the required details.
- Click **Save**.  
The collateral category record will be modified upon authorization.

## 12.3 Close Collateral Category

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

User can close the collateral categories that are no longer supported in the collateral processes.

### Note

Authorization is required for closing the collateral category.

1. In the **View Collateral Category** screen, click the action icon in the required record and select **Close**.
2. Click **View**.  
The collateral category details are displayed.
3. Click **Proceed**.  
The record status is changed to closed.

## 12.4 Reopen Collateral Category

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

User can reopen the closed collateral category, whenever the category is supported in the collateral processes.

### Note

Authorization is required for reopening the closed collateral category.

1. In the **View Collateral 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 collateral category details are displayed.
4. Click **Proceed**.  
The record is reopened upon confirmation.

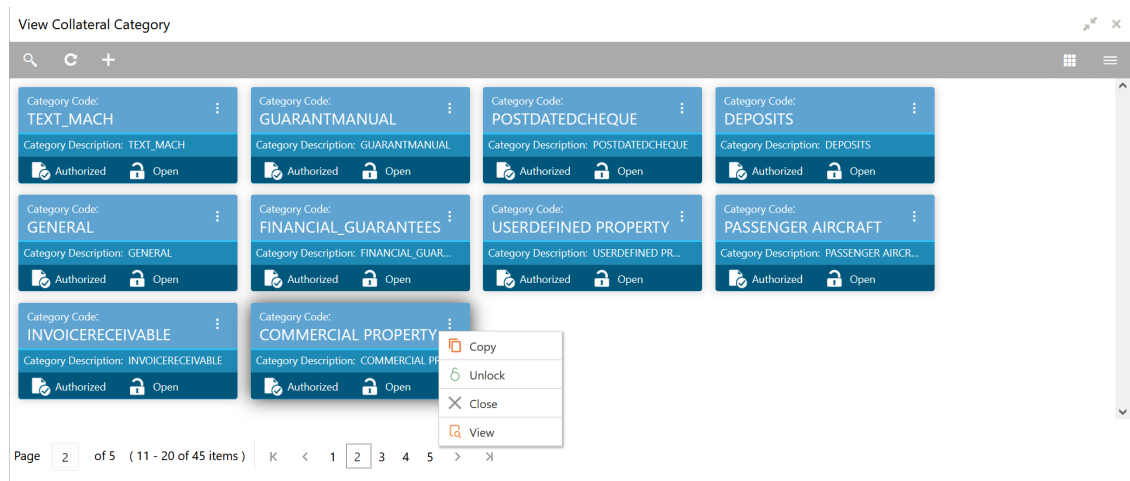
## 12.5 Approve Collateral Category

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

All the maintenance activities of collateral category must be approved by the authorized person. The system generates the collateral related tasks based on the stages configured for the collateral category in Collateral Category Maintenance.

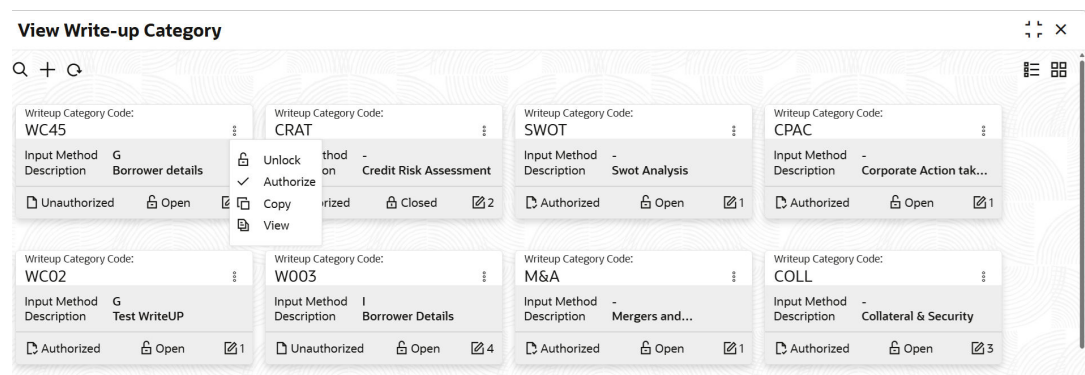
In the **View Collateral Category** screen:

**Figure 12-5 View Collateral Category**

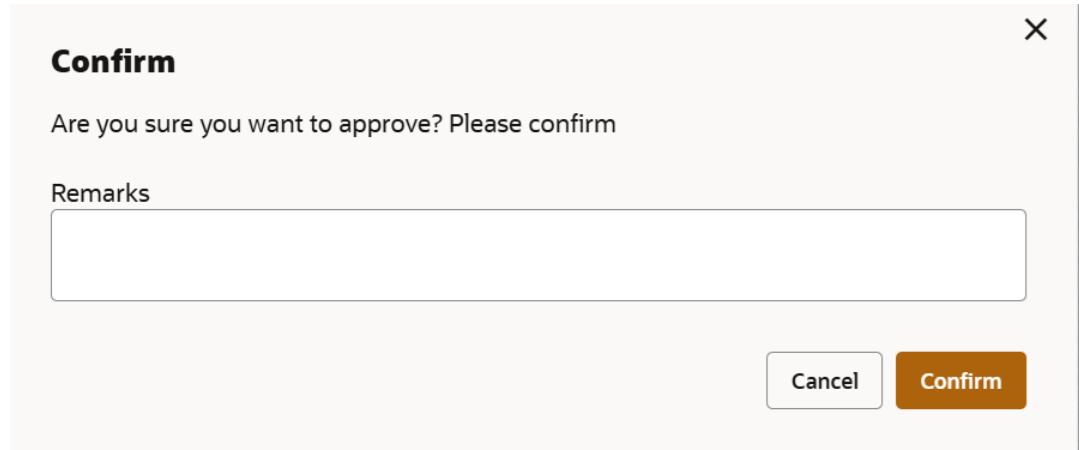


1. Click the action icon in the record that needs to be authorized and then select **Authorize**. The following screen is displayed.

**Figure 12-6 Approve Collateral Category**



2. Select the **Mod Number**.
3. Click **Confirm**. The confirmation dialogue box is displayed.

**Figure 12-7 Confirm Collateral Category Approval**

The image shows a modal dialog box titled "Confirm" with a close button (X) in the top right corner. The main text asks, "Are you sure you want to approve? Please confirm". Below this is a text input field labeled "Remarks". At the bottom right, there are two buttons: "Cancel" and "Confirm".

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

The collateral category maintenance action is approved.

# 13

## Collateral Category Maintenance

This topic describes about collateral category maintenances.

- [Create Collateral Category](#)  
This topic provides systematic instructions about Create Collat Category by updating various details.
- [View Collateral Category](#)  
This topic describes the systematic instructions to view collateral category.

### 13.1 Create Collateral Category

This topic provides systematic instructions about Create Collat Category by updating various details.

1. On **Home** screen select **Credit Facilities**. Under Credit Facilities, select **Maintenances**.
2. Under Maintenances, select **Collateral Category Maintenance**. Under Collateral Category Maintenance, select **Create Collateral Category**.

The **Create Collateral Category** screen displays.

**Figure 13-1 Create Collateral Category**

**Create Collateral Category**

**Collateral Category Details**

Category Code

Revaluation Method

Rule code

Risk Evaluation Required

External Pricing Required

Partial Collateral Release Allowed

Dynamic Allocation Rule Code

**Collateral Type**

Rate of Depreciation

Insurance Required

Valuation Required

Covenant Required

Storage Location Required

**Collateral Exposure Type**

Revaluation Frequency

Field Investigation Required

External Check Required

Documents Required

Charge Registration Due Days

**Configuration**

**Documents**

Document Type	Document Type Description	Document Category Code	Document Category Code Description	Is Mandatory	Action
No data to display.					

Page 1 (0 of 0 items) |< < 1 > >|

Cancel Save

For more information on fields, refer to the field description table below.

**Table 13-1 Create Collateral Category**

Field	Description
<b>Category Code</b>	Specify the collateral code.
<b>Category Type</b>	Displays the collateral Type.
<b>Collateral Exposure Type</b>	Select the collateral exposure type from the drop-down list.
<b>Revaluation Method</b>	Select the collateral exposure type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Custom</b></li> <li>• <b>External</b></li> <li>• <b>Straight Line</b></li> <li>• <b>Sum of Years Digit</b></li> <li>• <b>Written Down Value</b></li> </ul>
<b>Rate of Depreciation</b>	Specify the percentage. Rate of depreciation is applicable only when the revaluation method is straight line method or written down value method
<b>Revaluation Frequency</b>	Select the collateral exposure type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Daily</b></li> <li>• <b>Half-Yearly</b></li> <li>• <b>Monthly</b></li> <li>• <b>Quarterly</b></li> <li>• <b>Weekly</b></li> <li>• <b>Yearly</b></li> </ul> This field is applicable only when Revaluation Type is <b>Automatic</b> .
<b>Rule Code</b>	Select the rule code.
<b>Insurance Required</b>	Enable the insurance toggle, if required.
<b>Field Investigation Required</b>	Enable the field investigation toggle, if required.
<b>Risk Evaluation Required</b>	Enable the risk evaluation toggle, if required.
<b>Valuation Required</b>	Enable the valuation toggle, if required.
<b>External Check Required</b>	Enable the external check toggle, if required.
<b>External Pricing Required</b>	Enable the external pricing toggle, if required.
<b>Covenant Required</b>	Enable the covenant toggle, if required.
<b>Documents Required</b>	Enable the documents toggle, if required.
<b>Partial Collateral Release Allowed</b>	Enable the partial collateral release toggle, if required.
<b>Storage Location Required</b>	Enable the storage allocation required toggle, if required.
<b>Charge Registration Due Days</b>	Specify the charge registration due days.
<b>Dynamic Allocation Rule Code</b>	Select the dynamic allocation rule code.
<b>Documents Type</b>	Select the document type.
<b>Document Type Description</b>	Specify the description of document type.
<b>Document Category Code</b>	Select the document category code.
<b>Document Category Code Description</b>	Specify the description of document category code.
<b>Is Mandatory</b>	Enable the toggle, if required.

**Table 13-1 (Cont.) Create Collateral Category**

Field	Description
<b>Action</b>	Click <b>Edit</b> , to edit the document details. Click <b>Delete</b> , to delete the document details.

3. Click **Save** to save the specified fields.

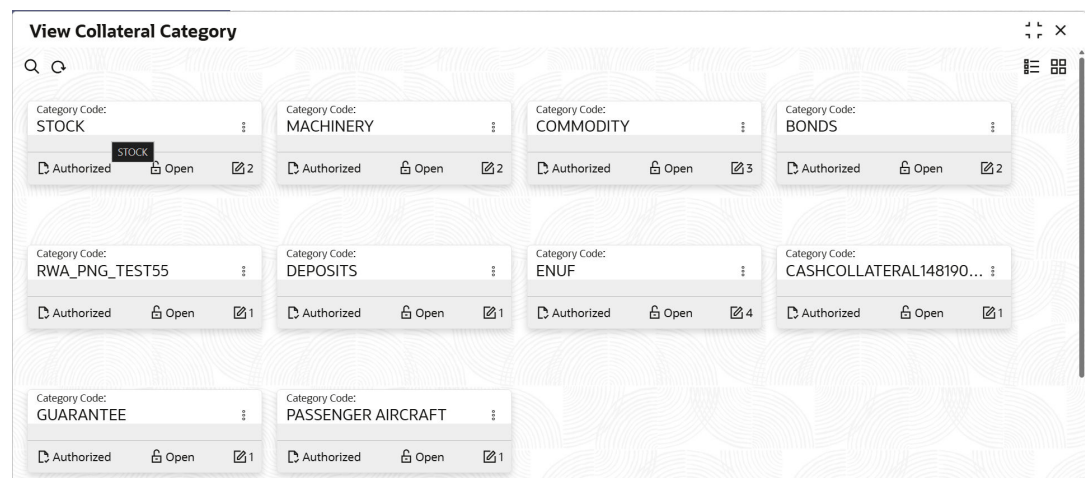
## 13.2 View Collateral Category

This topic describes the systematic instructions to view collateral category.

1. On **Home** screen select **Credit Facilities**. Under Credit Facilities, select **Maintenances**.
2. Under Maintenances, select **Collateral Category Maintenance**. Under Collateral Category Maintenance, select **View Collateral Category**.

The **View Collateral Category** screen displays.

**Figure 13-2 View Collateral Category**



For more information on fields, refer to the field description table.

**Table 13-2 View Collateral Category**

Fields	Description
<b>Category Code</b>	Displays the category code.
<b>Authorization Status</b>	Displays the authorization status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Rejected</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Displays the status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>
<b>Modification Number</b>	Displays the number of modification performed on the record.


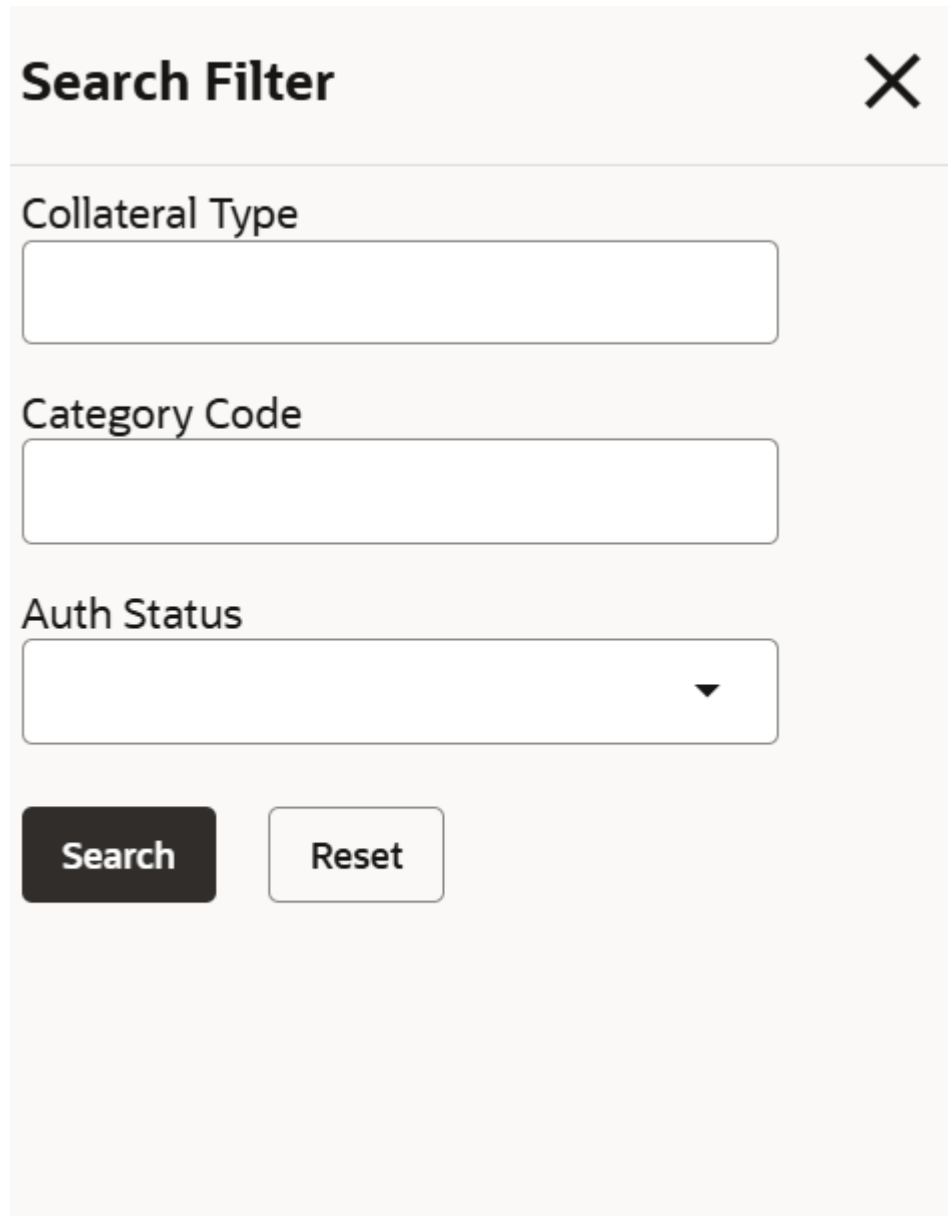
3. On View screen, select the  icon.  
The **View Collat Category- Search** screen displays.

Figure 13-3 Search



**Search Filter** ✕

Collateral Type

Category Code

Auth Status

**Search** **Reset**

4. Specify the search filter to fetch the required details and click **Search**.

# 14

## Collateral Warehouse Maintenance

This topic describes about Collateral Warehouse Maintenance.

- [Create Collateral Warehouse](#)  
This topic provides systematic instructions about the procedure to create collateral warehouse.
- [View Collateral Warehouse](#)  
This topic describes the systematic instructions to view the collateral warehouse.

### 14.1 Create Collateral Warehouse

This topic provides systematic instructions about the procedure to create collateral warehouse.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Collateral Warehouse Maintenance**. Under Collateral Warehouse Maintenance, select **Create Collateral Warehouse**.

The **Create Collateral Warehouse** screen is displayed.

**Figure 14-1 Create Collateral Warehouse**

**Create Collateral Warehouse**
Errors and Overrides

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**Basic Information**

<b>Warehouse ID</b> <input type="text" value="WH23"/>	<b>Warehouse Name</b> <input type="text" value="WH23"/>	<b>Legal Business Name</b> <input type="text" value="Stark"/>
<b>Warehouse Type</b> <input type="text"/>	<b>Ownership Type</b> <input type="text"/>	

**Address & Contacts**

<b>Manager Name</b> <input type="text" value="John"/>	<b>House/Building</b> <input type="text" value="SS Complex"/>	<b>Street</b> <input type="text" value="3rd Street"/>
<b>Locality</b> <input type="text" value="R Square"/>	<b>Landmark</b> <input type="text" value="Enter Landmark"/>	<b>Area</b> <input type="text" value="Parrys"/>
<b>City</b> <input type="text" value="Chennai"/>	<b>State</b> <input type="text" value="TN"/>	<b>Zip-Code</b> <input type="text" value="600001"/>
<b>Country</b> <input type="text" value="IN"/>	<b>Email Address</b> <input type="text" value="john@gmail.com"/>	<b>Phone Number</b> <input type="text" value="9765368742"/>

**Backup Contact Details**

<b>Backup Contact Name</b> <input type="text" value="Jim"/>	<b>Backup Contact Phone</b> <input type="text" value="9545476878"/>
--	--

**Operations**

<b>Operating Company</b> <input type="text" value="Stark"/>	<b>Operating Company Contact</b> <input type="text" value="855735627"/>	<b>Total Size</b> <input type="text" value="1,200"/>
<b>Storage Capacity</b> <input type="text" value="10,000"/>	<b>Storage Type</b> <input type="text"/>	<b>Hours of Operation</b> <input type="text" value="12"/>
<b>Off Hours on-site Personnel</b> <input type="checkbox"/>		

**Security & Compliance**

<b>License Type</b> <input type="text" value="New"/>	<b>License Number</b> <input type="text" value="UH7638"/>	<b>License Expiry Date</b> <input type="text" value="December 1, 2025"/>
<b>Insurance Carrier</b> <input type="text" value="ICICI"/>	<b>Insurance Policy Number</b> <input type="text" value="P0178348923"/>	<b>Insurance Expiry Date</b> <input type="text" value="December 8, 2025"/>
<b>Certifications</b> <input type="text" value="Done"/>		
<b>Security Features</b> <input type="text" value="None"/>		

**Inspections**

<b>Last Inspection Date</b> <input type="text" value="October 25, 2024"/>	<b>Next Inspection Date</b> <input type="text" value="December 1, 2025"/>
<b>Bank Access Procedure</b> <input type="text" value="Proceed."/>	

For more information on fields, refer to the field description table below:

**Table 14-1 Create Collateral Warehouse - Field Description**

Field	Description
<b>Warehouse ID</b>	Specify a unique warehouse ID to the warehouse record.
<b>Warehouse Name</b>	Specify the warehouse name.
<b>Legal Business Name</b>	Specify the legal business name of the warehouse.

Table 14-1 (Cont.) Create Collateral Warehouse - Field Description

Field	Description
<b>Warehouse Type</b>	Select the warehouse type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Private</b></li> <li>• <b>Bonded</b></li> <li>• <b>Public</b></li> </ul>
<b>Ownership Type</b>	Select the ownership type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Tenants in Common</b></li> <li>• <b>Others</b></li> <li>• <b>Single</b></li> <li>• <b>Joint</b></li> </ul>
<b>Address and Contacts</b>	This section describes about address and contact details of the warehouse.
<b>Manager Name</b>	Specify the name of the warehouse manager.
<b>House/Building</b>	Specify the house/ building name of the warehouse.
<b>Street</b>	Specify the street name of the warehouse.
<b>Locality</b>	Specify the locality name of the warehouse.
<b>Landmark</b>	Specify the landmark of the warehouse.
<b>Area</b>	Specify the area name of the warehouse.
<b>City</b>	Specify the city name of the warehouse.
<b>State</b>	Specify the state name of the warehouse.
<b>Zip-Code</b>	Specify the zip-code of the warehouse.
<b>Country</b>	Specify the country name of the warehouse.
<b>Email Address</b>	Specify the email address of the warehouse.
<b>Phone Number</b>	Specify the contact number of the warehouse.
<b>Backup Contact Details</b>	This section describes the backup contact details of the warehouse.
<b>Backup Contact Name</b>	Specify the alternate contact name of the warehouse.
<b>Backup Contact Phone</b>	Specify the alternate contact number of the warehouse.
<b>Operations</b>	This section describes the operations of warehouse.
<b>Operating Company</b>	Specify the operating company of the warehouse.
<b>Operating Company Contact</b>	Specify the operating company contact number of the warehouse.
<b>Total Size</b>	Specify the total area of the warehouse.
<b>Storage Capacity</b>	Specify the storage capacity of the warehouse.
<b>Storage Type</b>	Select the storage type from the drop-down list.
<b>Hours of Operation</b>	Specify the operation hours of the warehouse.
<b>Off Hours on-site Personnel</b>	Enable the toggle whether the authorized personnel are on-site at the collateral warehouse after standard business hours.
<b>Security and Compliance</b>	This section describes the security and compliance of the warehouse.
<b>License Type</b>	Specify the license type of warehouse.
<b>License Number</b>	Specify the license number of warehouse.
<b>License Expiry Date</b>	Specify the license expiry date of warehouse.
<b>Insurance Carrier</b>	Specify the insurance carrier of the warehouse.
<b>Insurance Policy Number</b>	Specify the insurance policy reference number.
<b>Insurance Expiry Date</b>	Specify the insurance expiry date.

**Table 14-1 (Cont.) Create Collateral Warehouse - Field Description**

Field	Description
<b>Certifications</b>	Specify the certifications obtained for the warehouse.
<b>Security Features</b>	Specify the security features at the warehouse.
<b>Inspections</b>	This section describes about the inspections.
<b>Last Inspection Date</b>	Specify the last inspection date if the warehouse.
<b>Next Inspection Date</b>	Specify the next inspection date if the warehouse.
<b>Bank Access Procedure</b>	Specify the process for banks to access the warehouse for inspections.

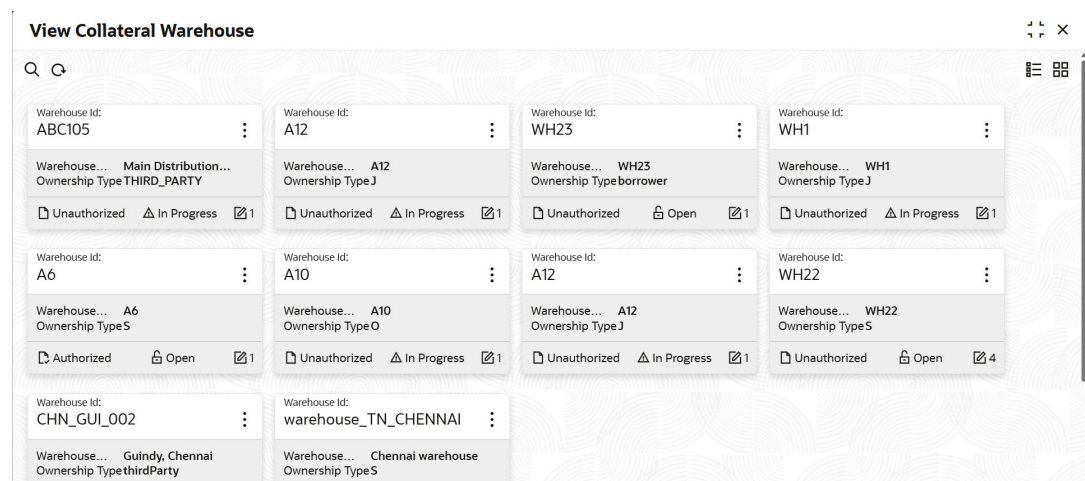
3. Click **Save** to save the record and Click **Cancel** to cancel the record..

## 14.2 View Collateral Warehouse

This topic describes the systematic instructions to view the collateral warehouse.

1. From **Home** screen, select **Credit Facilities**. Under Credit Facilities, select **Maintenance**.
2. Under Maintenance, select **Collateral Warehouse Maintenance**. Under Collateral Warehouse Maintenance, select **View Collateral Warehouse**.

The **View Collateral Warehouse** screen displays.

**Figure 14-2 View Collateral Warehouse**


For more information on fields, refer to the field description table.

**Table 14-2 View Property**

Fields	Description
<b>Warehouse ID</b>	Displays the warehouse ID.
<b>Warehouse Name</b>	Displays the warehouse name.
<b>Ownership Type</b>	Displays the ownership type.

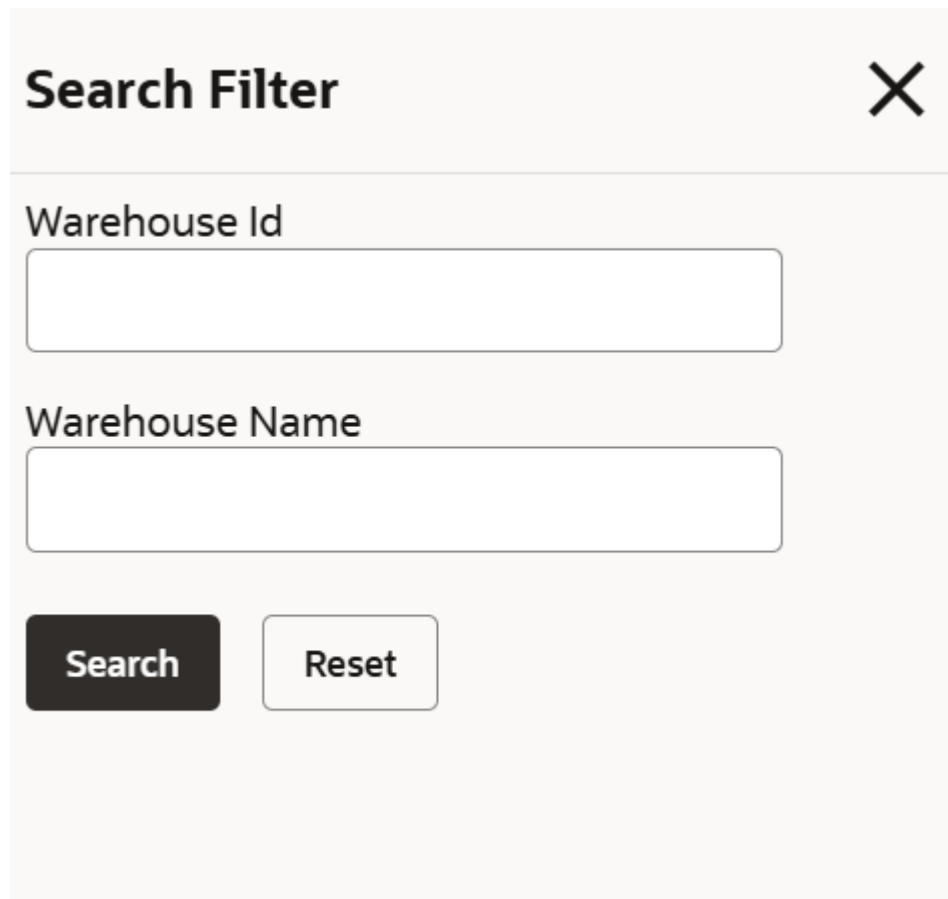
Table 14-2 (Cont.) View Property

Fields	Description
<b>Authorization Status</b>	Displays the authorization status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Rejected</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Displays the status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>
<b>Modification Number</b>	Displays the number of modifications performed on the record.

- On View screen, select the  icon.

The **View Collateral Warehouse - Search** screen displays.

Figure 14-3 Search - View Collateral Warehouse



**Search Filter** ✕

Warehouse Id

Warehouse Name

**Search**

- Specify the search filter to fetch the required details and click **Search**.

# 15

## Create Credit Memo Template

This topic provides systematic instructions about the procedure to create credit memo template.

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

The **Create Credit Memo Template** screen is displayed.

**Figure 15-1 Create Credit Memo Template**

For more information on fields, refer to the field description table below:

**Table 15-1 Create Credit Memo Template - Field Description**

Field	Description
<b>Memo Template Code</b>	Specify a unique code for memo template.
<b>Memo Template Description</b>	Specify the description of memo template.
<b>Search Category to refer</b>	Search and select the application data from which fields are selected to include in the credit memo.
<b>Select field to refer</b>	Displays the available fields within the selected category that can be included in the credit memo template.

3. Click **Save** to save the record and Click **Cancel** to cancel the record..
- [View Credit Memo](#)  
This topic describes the systematic instructions to view the credit memo.

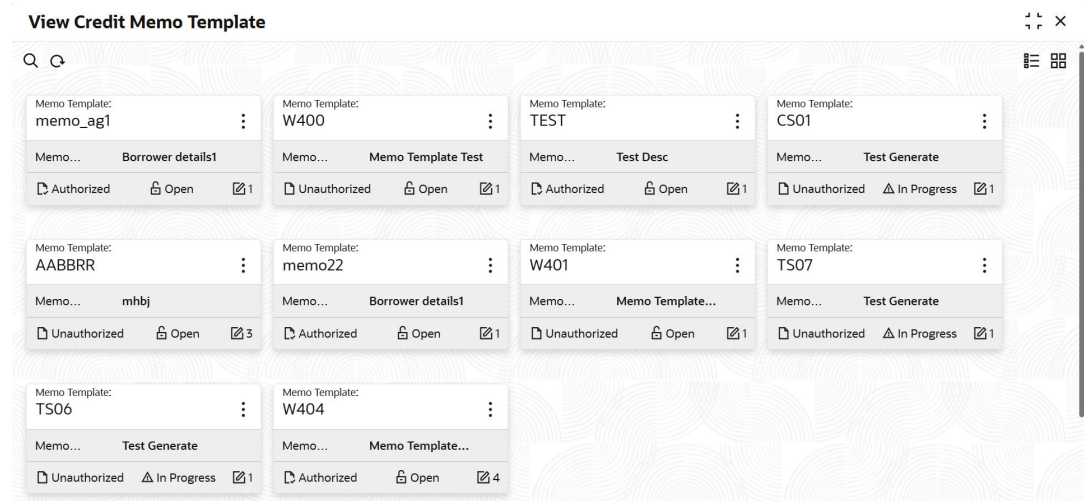
## 15.1 View Credit Memo

This topic describes the systematic instructions to view the credit memo.

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

The **View Credit Memo Template** screen displays.


**Figure 15-2 View Credit Memo Template**



For more information on fields, refer to the field description table.

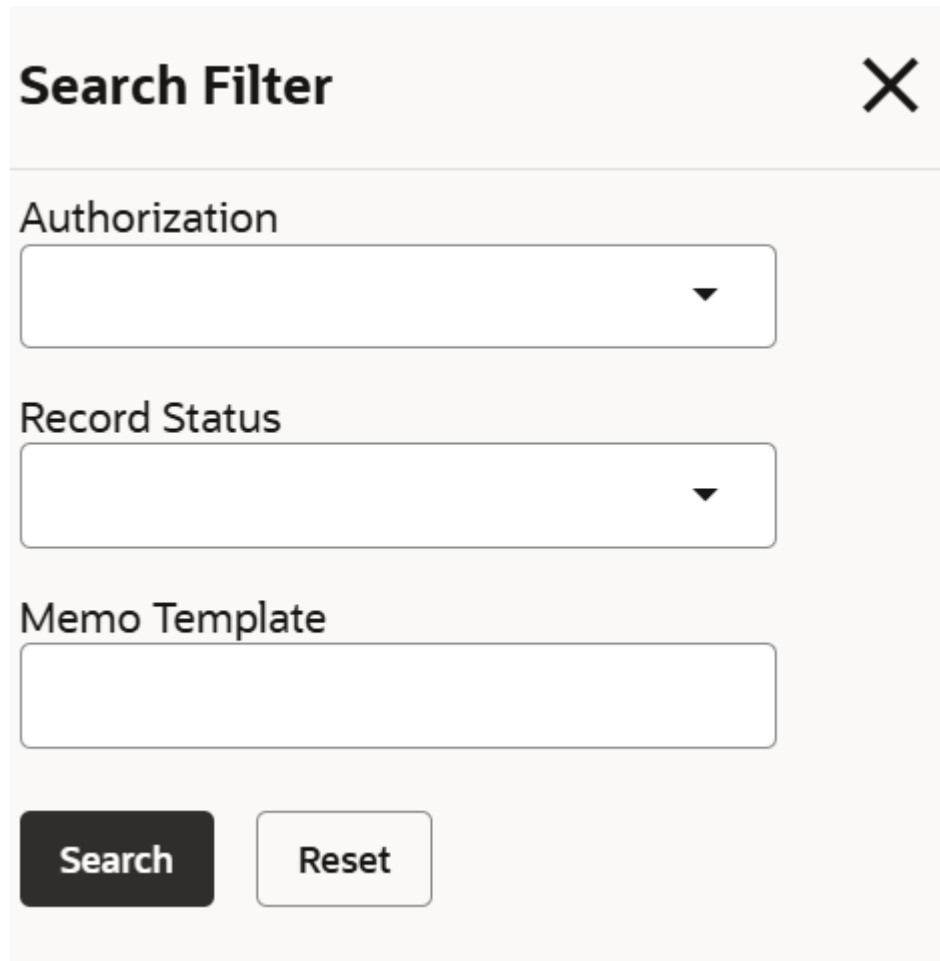
**Table 15-2 View Credit Memo Template**

Fields	Description
<b>Memo Template</b>	Displays the memo template.
<b>Memo Template Description</b>	Displays the memo template description.
<b>Authorization Status</b>	Displays the authorization status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Rejected</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Displays the status of the record. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>
<b>Modification Number</b>	Displays the number of modifications performed on the record.

3. On View screen, select the  icon.

The **View Credit Memo Template - Search** screen displays.

Figure 15-3 View Credit Memo Template - Search



The screenshot shows a 'Search Filter' dialog box with a close button (X) in the top right corner. It contains three filter sections: 'Authorization' with a dropdown menu, 'Record Status' with a dropdown menu, and 'Memo Template' with a text input field. At the bottom, there are two buttons: 'Search' and 'Reset'.

4. Specify the search filter to fetch the required details and click **Search**.

# 16

## 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.

### 16.1 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 16-1 Create Mask Management**

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

**Table 16-1 Create Mask Management - Field Description**

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

4. Click **Add** in the **Action** column.  
The following screen is displayed:

Figure 16-2 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.

## 16.2 Modify Mask Management Record

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

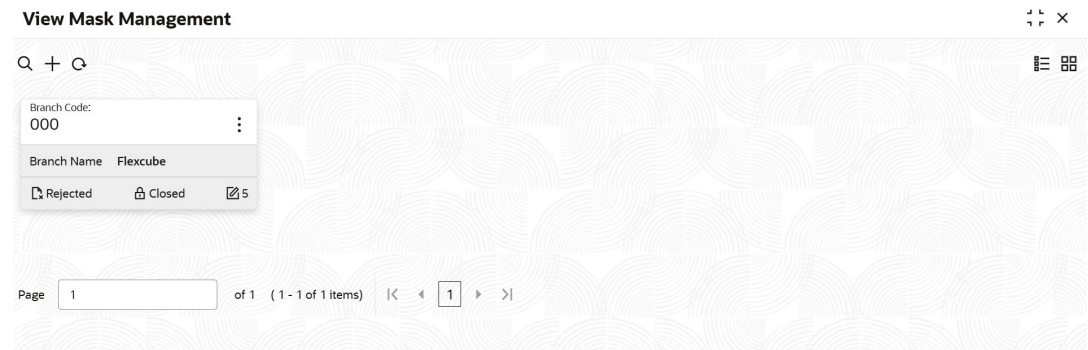
To modify any mask management record, the record must be in an authorized state. The unauthorized mask management record can be modified only by the user who created the record.

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.

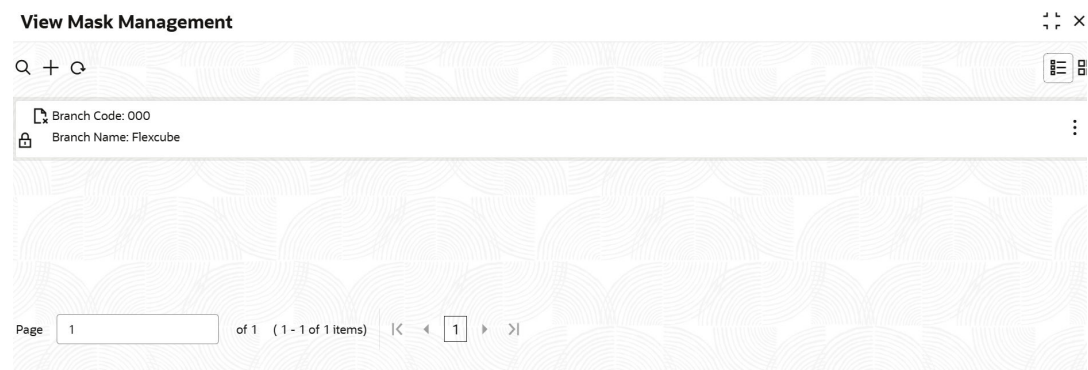
**Figure 16-3 View Mask Management**



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 16-4 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 16-5 Search

The screenshot shows a 'Search Filter' dialog box with a close button (X) in the top right corner. It contains two dropdown menus: 'Auth Status' and 'Record Status'. Below the dropdowns are two buttons: 'Search' and 'Reset'.

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

Table 16-2 View Mask Management - Search - Field Description

Field	Description
<b>Auth Status</b>	Select the authorization status of the mask management record. The available options are: <ul style="list-style-type: none"> <li><b>Authorized</b></li> <li><b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the mask management record. The available options are: <ul style="list-style-type: none"> <li><b>Open</b></li> <li><b>Closed</b></li> </ul>

- Click **Search**.  
The mask management records that match the search parameters are displayed.
- In the **View Mask Management** screen, click the refresh icon to refresh the record list.
- Click the add icon to create new mask management record.
- Click on the action icon in the required record and select **Unlock**.  
The **Create Mask** screen is displayed in edit mode.
- Modify the required details.
- Click **Save**.  
The mask management record will be modified upon authorization.

## 16.3 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.

## 16.4 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.

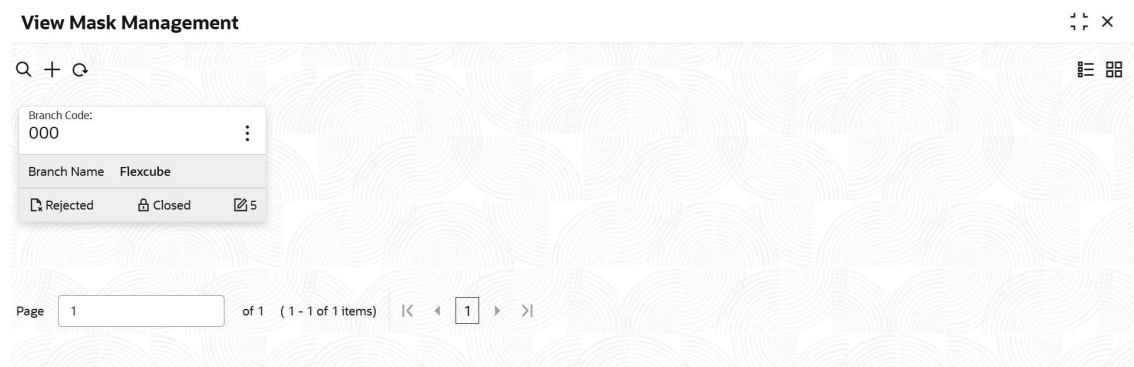
## 16.5 Approve Mask Management Record

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.

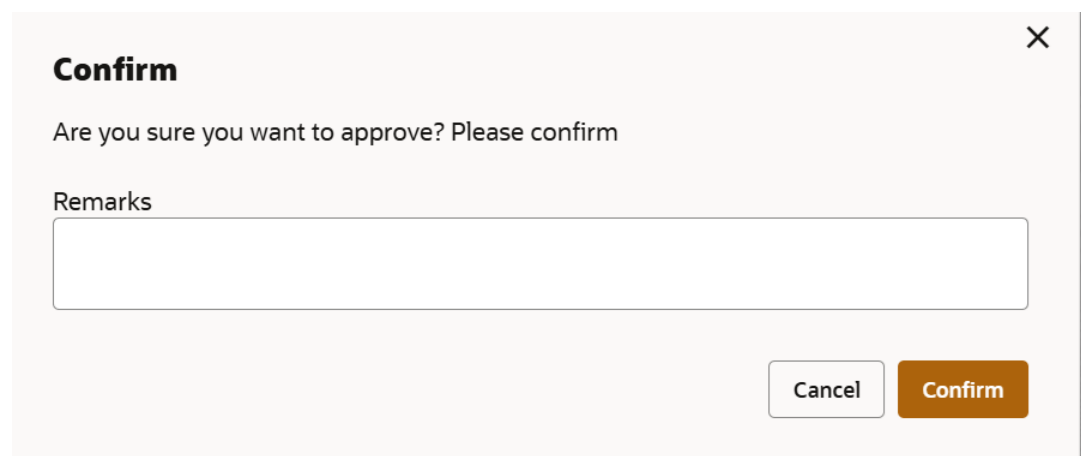
In the **View Mask Management** screen:

**Figure 16-6 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 16-7 Confirm**



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

The mask management action is approved.

# 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.

## 17.1 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 17-1 Create Email Template**

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

**Table 17-1 Create E-Mail Template - Field Description**

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

## 17.2 Modify E-Mail Template

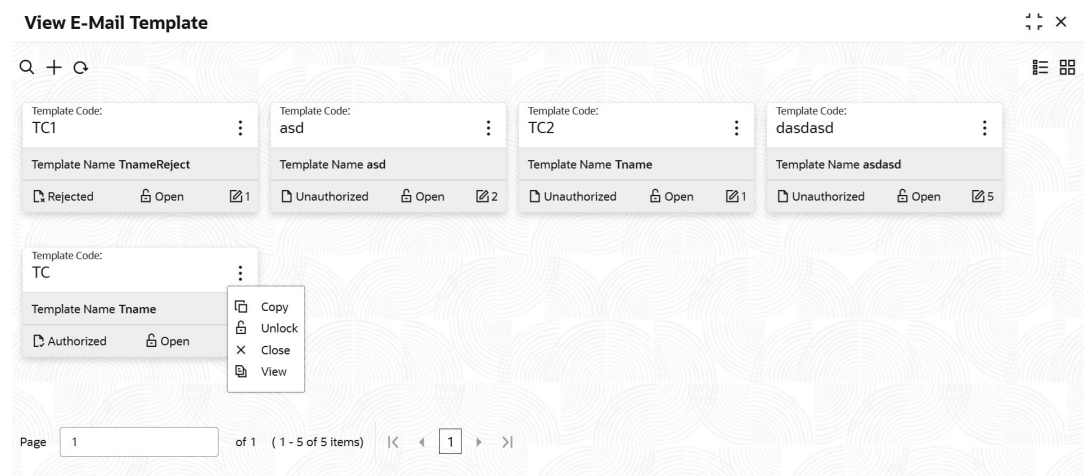
This topic provides systematic instructions about the procedure to modify an E-mail template record.

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.

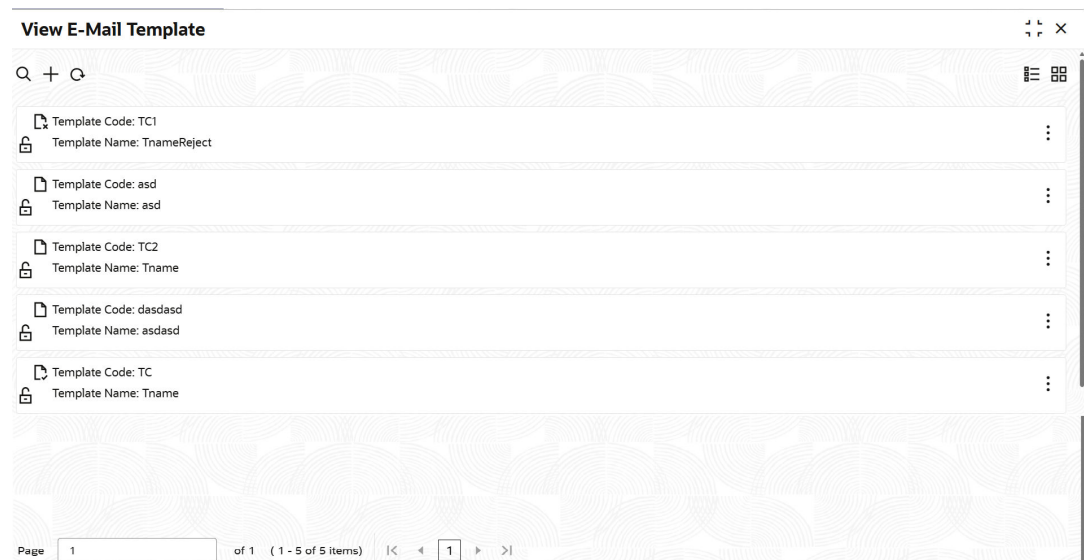
**Figure 17-2 View Email Template**



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

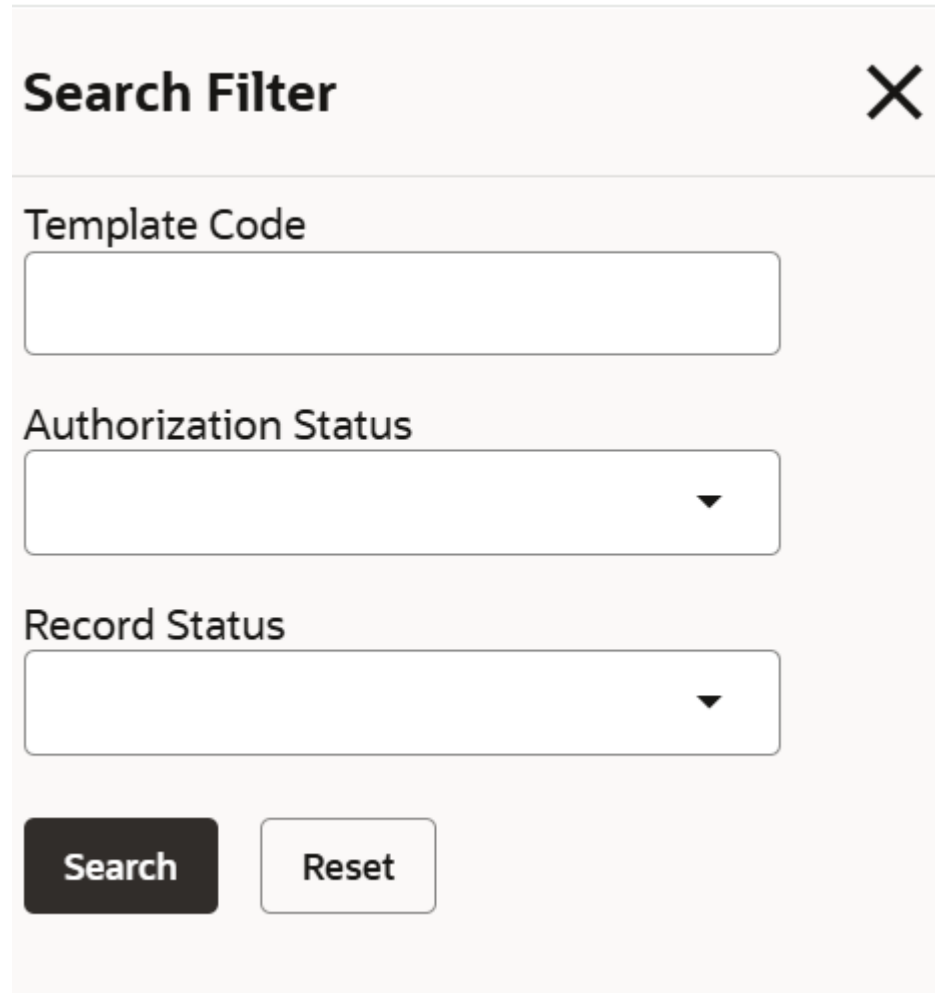
The **View E-Mail Template** screen is displayed as shown below.

**Figure 17-3 View Email Template**



- Click the search icon to search the required E-mail template record.  
The search bar is displayed as shown below.

**Figure 17-4 Search - View Email Template**



**Search Filter** ✕

Template Code

Authorization Status

Record Status

**Search**

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

**Table 17-2 View E-Mail Template - Search**

Field	Description
<b>Auth Status</b>	Select the authorization status of the event mapping record. The available options are: <ul style="list-style-type: none"> <li><b>Authorized</b></li> <li><b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the event mapping record. The available options are: <ul style="list-style-type: none"> <li><b>Open</b></li> <li><b>Closed</b></li> </ul>

- 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.

## 17.3 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 17-5 Create Event Mapping**

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

**Table 17-3 Create Email Mapping - Field Description**

Field	Description
<b>Event Code</b>	Specify a unique <b>Event Code</b> .
<b>Event Name</b>	Specify a name for the event to be added.

4. Click **Add**.  
The **Get Event API Details** window is displayed.

**Figure 17-6 Get Event API details**

Get Event API Details

URL  
http://whf00bdm:8097/

+ Add

Type	Attribute Name	Attribute Value	Action
Header	appld	CLLTRL	
Query Params	UserName	?Username	

Page 1 of 2 (1-2 of 4 items) |< < 1 2 > >|

Cancel Save

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

**Table 17-4 Get Event API Details - Field Description**

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

- Click **Save**.

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

**Figure 17-7 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.

## 17.4 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**.

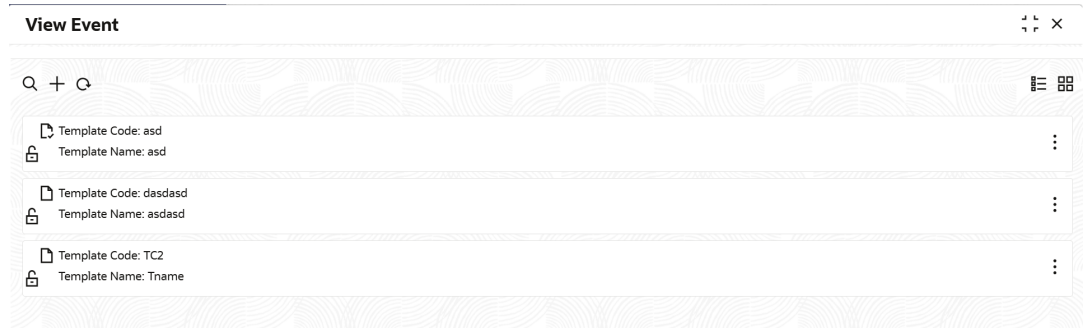
The **View Event Mapping** screen is displayed.

**Figure 17-8 View Event Mapping**

Template Code	Template Name	Authorized
asd	asd	Authorized (Open) 2
dasdasd	asdasd	Unauthorized (Open) 5
TC2	Tname	Unauthorized (Open) 1

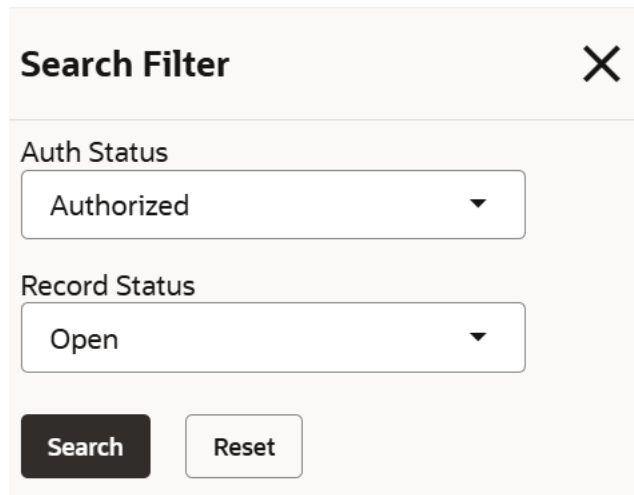
3. Click the list view icon at the top right corner to change the table view to list view.  
The **View Event Mapping** screen is displayed as shown below.

**Figure 17-9 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 17-10 View Event Mapping Record - Search**



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

**Table 17-5 View Event Mapping - Search - Field Description**

Field	Description
<b>Auth Status</b>	Select the authorization status of the event mapping record. The available options are: <ul style="list-style-type: none"> <li>• <b>Authorized</b></li> <li>• <b>Unauthorized</b></li> </ul>
<b>Record Status</b>	Select the <b>Record Status</b> of the event mapping record. The available options are: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Closed</b></li> </ul>

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.

## 17.5 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 17-11 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 17-6 Create E-Mail Configurations - Outgoing Server Details - Field Description**

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

**Table 17-6 (Cont.) Create E-Mail Configurations - Outgoing Server Details - Field Description**

Field	Description
<b>Password</b>	Specify the <b>Password</b> associated with the entered user name.

In the **Incoming Server Details** section:

**Figure 17-12 Create Email Configurations - Incoming Server Details**

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

**Table 17-7 Create E-Mail Configurations - Incoming Server Details - Field Description**

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

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

**Figure 17-13 Create Email Configuration - Default Reply to Details**

The screenshot shows a web interface titled "Create E-Mail Configurations". Under the "Mail Server Configuration" section, there are three expandable/collapsible sections: "Outgoing Server Details", "Incoming Server Details", and "Default Reply To Details". The "Default Reply To Details" section is expanded, showing two input fields: "Email Id" with the value "smtp@oraclecom" and "User Name" with the value "prabhu". At the bottom right of the form, there are "Cancel" and "Save" buttons.

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 17-8 Create E-Mail Configuration - Default Reply To Details - Field Description**

Field	Description
<b>Email Id</b>	Specify the <b>E-mail Id</b> to which default replies from the customer has to be sent.
<b>User Name</b>	Specify the <b>User Name</b> of incoming mail server. <b>E-mail Id</b> and <b>User Name</b> 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.

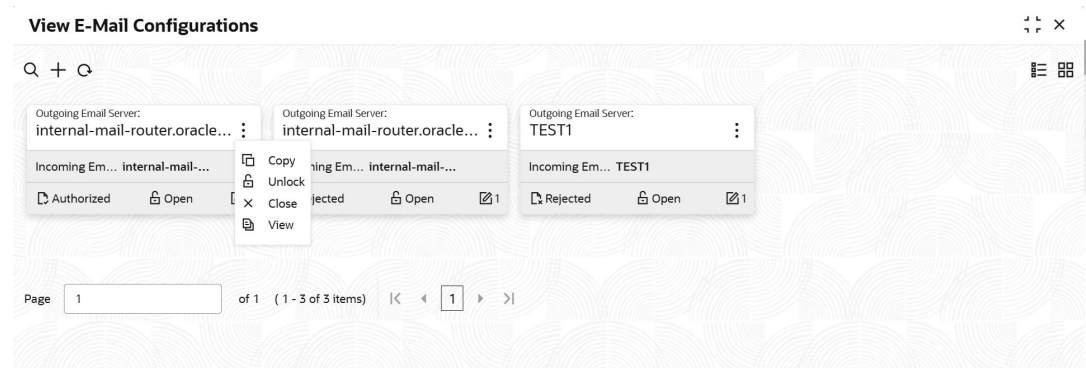
## 17.6 Modify E-Mail Configuration Record

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 17-14 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.

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

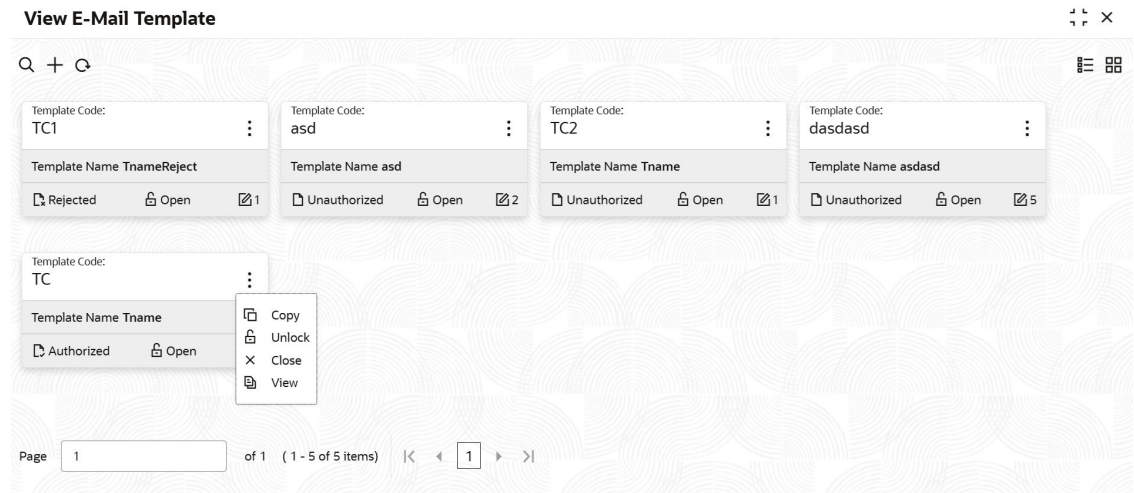
This topic provides systematic instructions about the procedure to close Event Mapping, E-mail template, and E-Mail Configuration records.

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 17-15 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.

## 17.8 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.

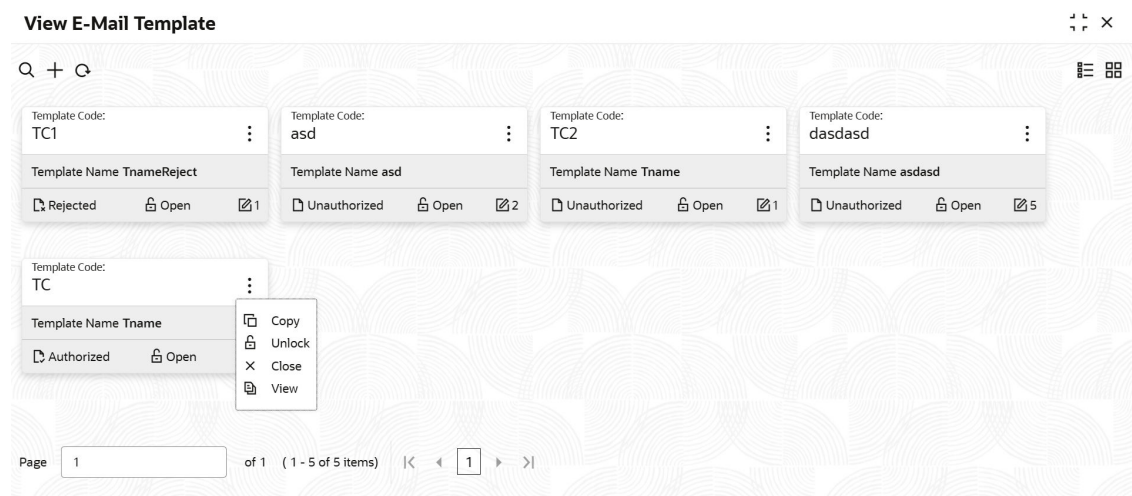
## 17.9 Approve Records (Event Mapping/ E-Mail Template/ E-Mail Configuration)

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.

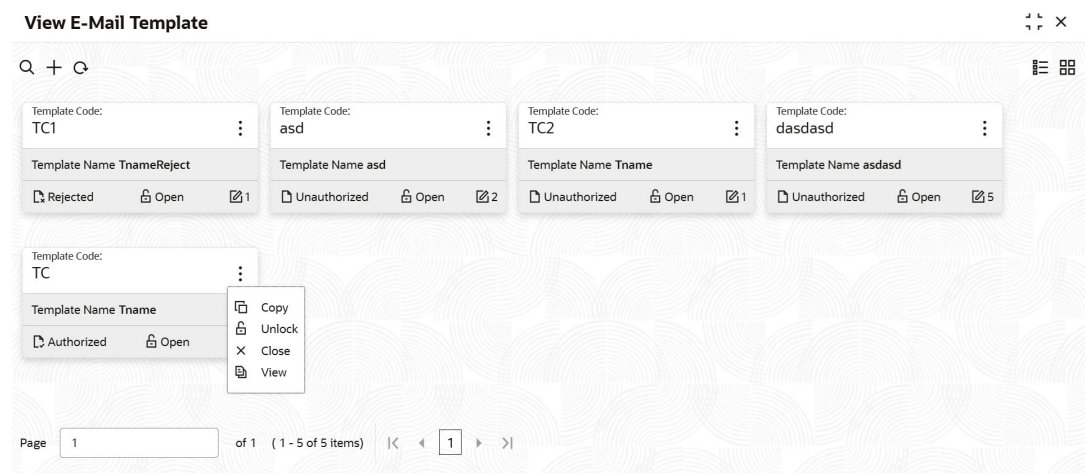
In the **View Event Mapping** or **View E-Mail Template** or **View E-Mail Configurations** screen:

**Figure 17-16 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.

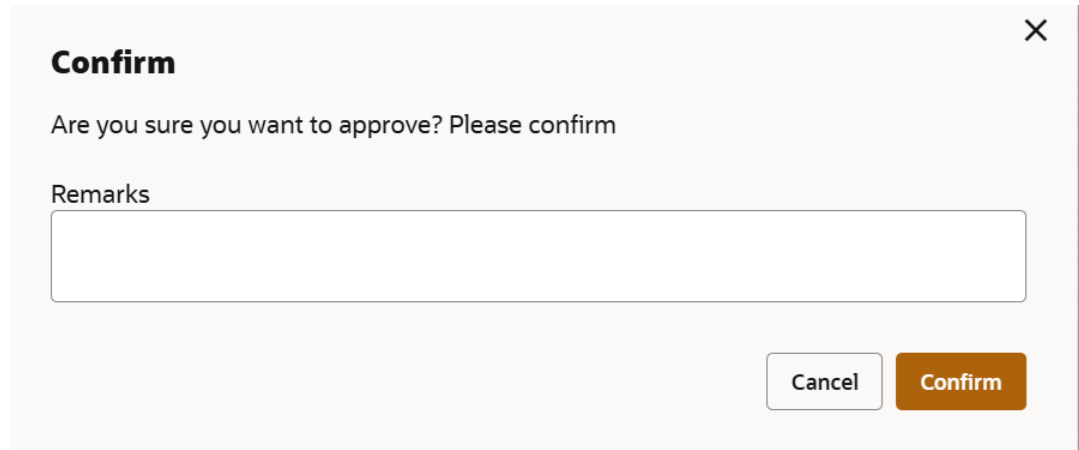
**Figure 17-17 View Email template**



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

The confirmation dialogue box is displayed.

**Figure 17-18 Confirm**



**Confirm** ✕

Are you sure you want to approve? Please confirm

Remarks

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

The notification maintenance action is approved.

# 18

## 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.

### 18.1 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 18-1 Create Additional placeholder**

Field Name	Field Type	Properties	Mandatory	Field Position	Adjacent Field Name	Validation Template	Action	Delete
No data to display.								

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 18-2 Additional module

**Additional Module** X

Module  Component Name  CCA Name

**Fetch**

Module	Component Name	CCA Name	Endpoint
FACILITY	facility-details	fsgbu-ob-cfpm-ds-facility-details	OBCFPM.ADDL_PLACEHOLDER_FACILITY

Page  of 1 (1 - 1 of 1 items) | << < 1 > >>

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

Table 18-1 Create additional placeholder

Field	Description
<b>Module</b>	Displays the module name selected from the Additional Module screen.
<b>Component Name</b>	Displays the component name selected from the Additional Module screen
<b>CCA Name</b>	Displays the name selected the Additional Module screen
<b>Field Name</b>	Displays the field name.
<b>Field Type</b>	Select the field type from the drop-down list. The available options are: <ul style="list-style-type: none"> <li>• <b>Text</b></li> <li>• <b>Number</b></li> <li>• <b>Percentage</b></li> <li>• <b>LOV</b></li> <li>• <b>Dropdown</b></li> <li>• <b>Radio</b></li> <li>• <b>Checkbox</b></li> <li>• <b>Date</b></li> <li>• <b>Switch</b></li> </ul>

**Table 18-1 (Cont.) Create additional placeholder**

Field	Description
<b>Properties</b>	Specify the properties of each field type selected. <ul style="list-style-type: none"> <li>• Text - No properties to be maintained.</li> <li>• Number - No properties to be maintained.</li> <li>• Percentage - No properties to be maintained.</li> <li>• LOV – For more information refer the below LOV properties.</li> <li>• Dropdown - For more information, refer the below Dropdown table.</li> <li>• Radio - Properties are to be captured are the same as the dropdown properties.</li> <li>• Checkbox - Properties are to be captured are the same as the dropdown properties.</li> <li>• Date - No properties to be maintained.</li> <li>• Switch - No properties to be maintained</li> </ul>
<b>Field Position</b>	Select the field position from the drop-down list.
<b>Adjacent Field Name</b>	Displays the adjacent field name based on the selected Module and Component Name.
<b>Validation Template</b>	Specify the validation type for each file type selected. <ul style="list-style-type: none"> <li>• Text – For more information, refer the below Text Validation table.</li> <li>• Number – For more information, refer the below number validation table.</li> <li>• Percentage - Validations are to be captured the same as the number validations.</li> <li>• LOV - No validations to be maintained.</li> <li>• Dropdown - No validations to be maintained.</li> <li>• Radio - No validations to be maintained.</li> <li>• Checkbox - No validations to be maintained.</li> <li>• Date - No validations to be maintained.</li> <li>• Switch - No validations to be maintained.</li> </ul>

**LOV Properties:**

**Figure 18-3 LOV Properties**

The screenshot shows a web form titled "LOV Properties". It contains several input fields: "LOV Title" with the value "Currency", "Product Name" with a dropdown menu showing "CORE", "Endpoint Key" with a dropdown menu showing "CURRENCY", "Options" with the text "(lazyfetch: true, tabout: true)", and "LOV Config" with the text "[[{"id": "fieldid", "label": "Field Label"}]". At the bottom right, there are "Save" and "Cancel" buttons.

**Table 18-2 LOV Properties**

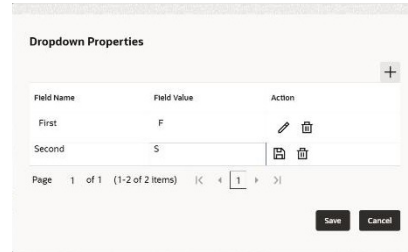
Field	Description
<b>LOV Title</b>	Title to be displayed in the transaction for the LOV.
<b>Product Name</b>	The name of the product from where the endpoint is to be fetched.
<b>Endpoint Key</b>	The actual endpoint that gives the data for the LOV

**Table 18-2 (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 18-4 Dropdown properties**

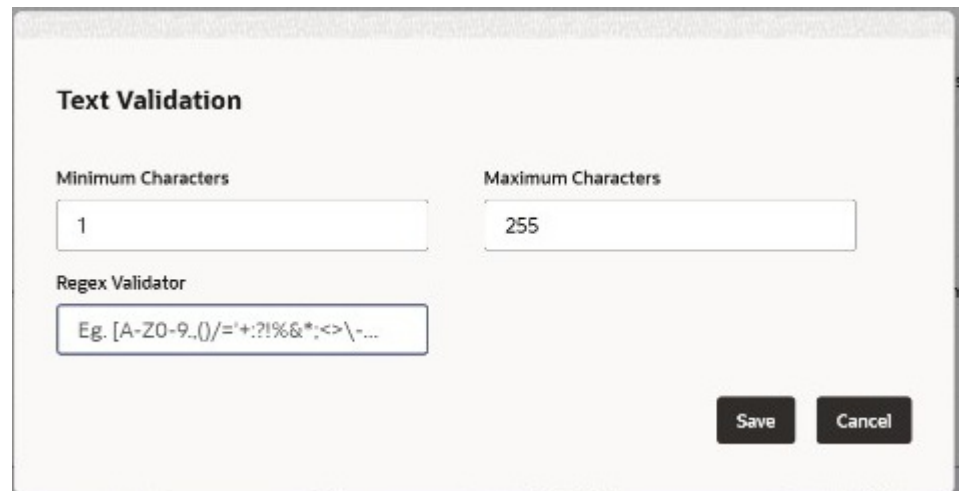


**Table 18-3 Dropdown Properties**

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 18-5 Text Validation**



**Table 18-4 Text Validation**

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

**Number/Percentage Validation:****Figure 18-6 Number/Percentage Validation**
**Table 18-5 Number/Percentage Validation**

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

- 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 18-7 Error**

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

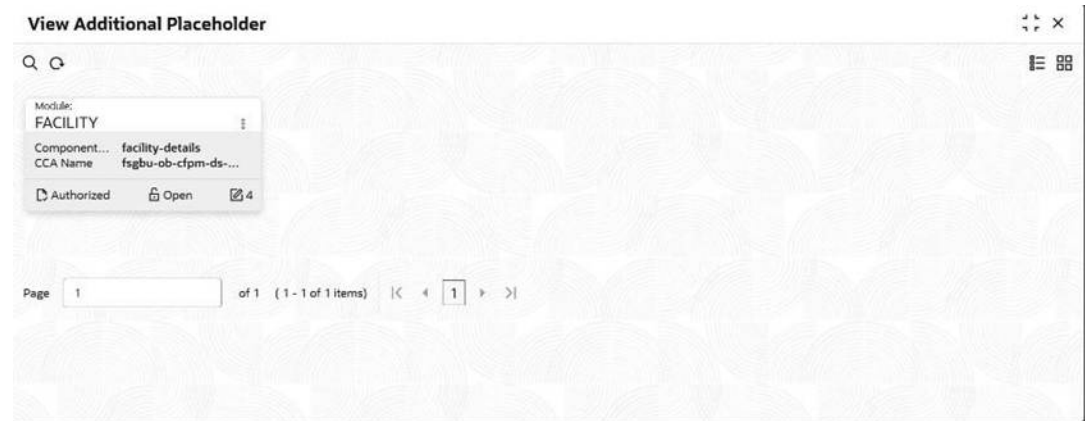
## 18.2 View Additional Placeholder

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 18-8 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.

# 19

## Reference and Feedback

### 19.1 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.

### 19.2 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