Checklist Maintenance

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1. About this Manual

1.1 Introduction

This manual is designed to help you quickly get acquainted with the basic features of the workflow layer of microfinance checklist maintenance.

1.1.1 Audience

This manual is intended for the following User/User Roles:

Role	Function
Corporate Customer Service Executive	Collection of applications
Compliance Executive	Performance of compliance details of all parties in a contract
Compliance Manager	Verification of compliance check carried out by Compliance Executive

1.1.2 Abbreviations

The following abbreviations are used in this User Manual:

Abbreviation	Description
BPEL	Business Process Execution Language
MFi	Micro Finance

1.1.3 Organization

This manual is organized into the following chapters:

Chapter 1	*About this Manual* gives information on the intended audience. It also lists the various chapters covered in this User Manual
Chapter 2	*Microfinance Checklist Maintenance* explains process of maintaining microfinance checklists in Oracle FLEXCUBE.

1.1.4 Conventions Used in this Manual

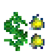
Important information is preceded with the STOP symbol.

1.1.5 Related Documents

Micro Finance User Manuals

1.1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icons	**Function**
	New
	Copy
	Save
	Delete
	Unlock
	Print
	Close
	Re-open
	Reverse
	Template
	Roll-over
	Hold
	Authorize
	Liquidate
	Exit
	Sign-off
	Help
	Add
	Delete

Refer the Procedures User Manual for further details about the icons.

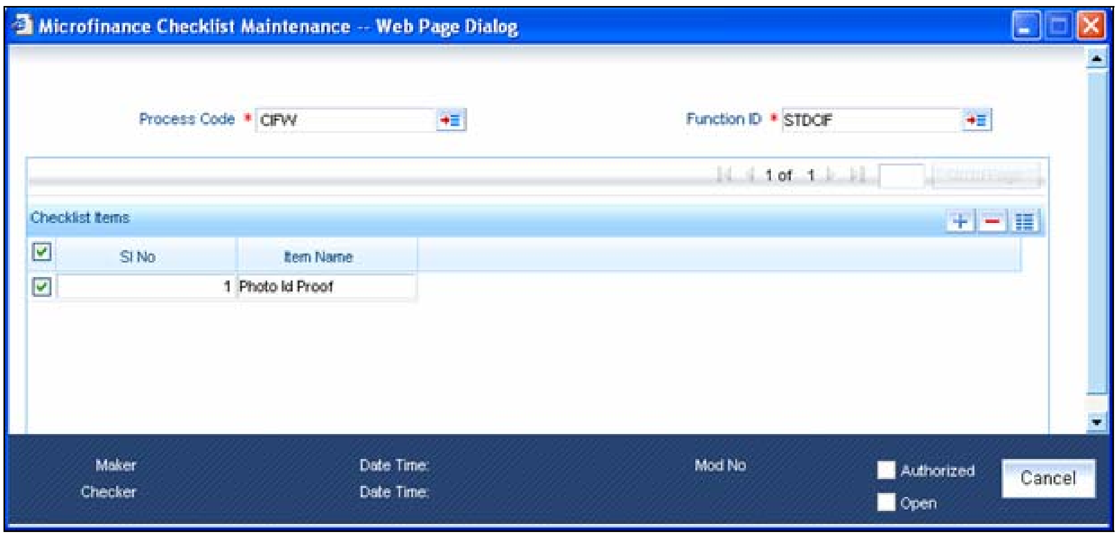
2. Microfinance Checklist Maintenance

2.1 Introduction

You can maintain microfinance checklists in oracle FLEXCUBE. You need to perform specific actions during this maintenance. This document will guide you through the process.

2.2 Maintaining Checklists for Microfinance

You need to maintain microfinance checklists for specific functions and processes in Oracle FLEXCUBE. These checklists can be associated with the workflow screens for microfinance groups, center, client, customer account and loan account. To invoke 'Microfinance Checklist Maintenance' screen, type ‘MFDCKLPF’ in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



You can capture the following details on this screen:

Process Code

Specify the process code to be used in the workflow. The option list displays all valid process codes maintained in the system. Choose the appropriate one.

Function ID

Specify the function ID. The system associates the checklists with this function ID. The option list displays all valid function IDs maintained in the system. Choose the appropriate one.

Sl No

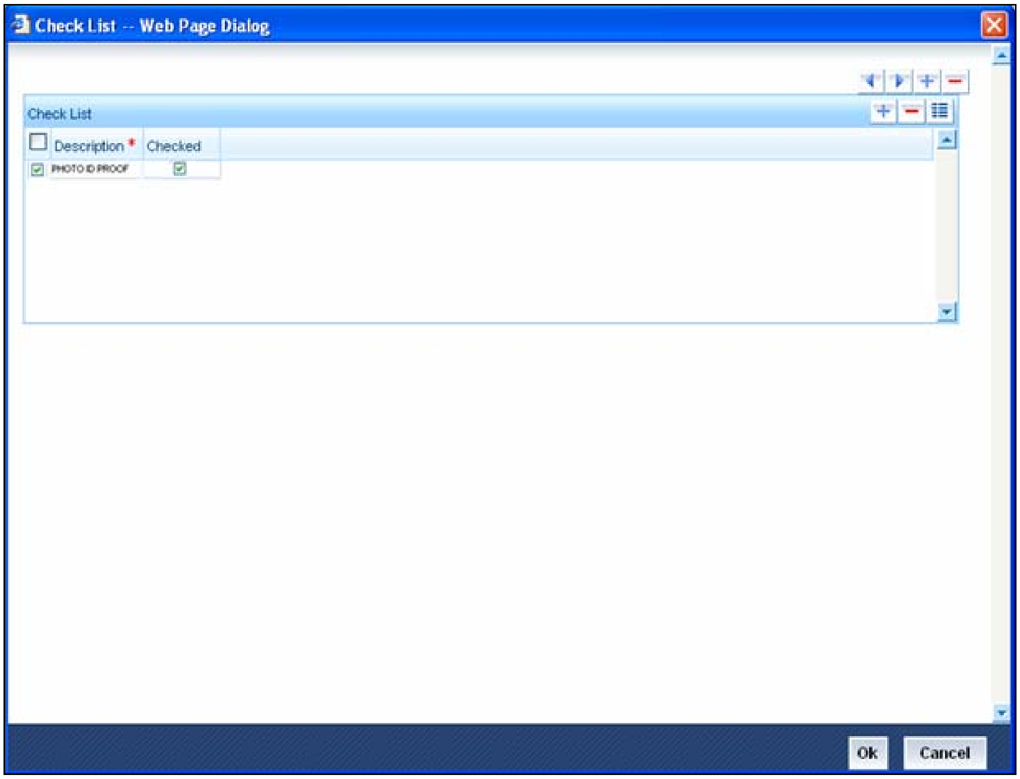
Specify the serial number of the checklist.

Item Name

Specify the name of the checklist item. Click the add button to create more checklist items. The system displays the item names in the checklist sub-screen for the corresponding process code.

Once you have captured the details, save the maintenance.

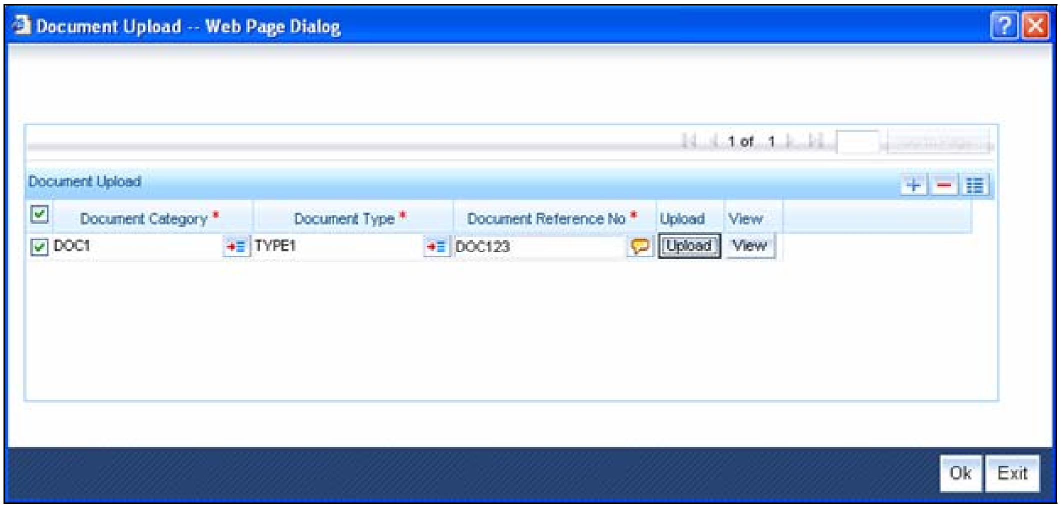
You can view these checklists while maintaining information on workflow screens such as Microfinance Group, Center, Client, Customer Account and Loan Account. Click ‘Checklist’ button on any of these screens to view the ‘Check List’ screen.



The system displays the description and status of the checklists specific to the Function ID and Process Code as maintained in ‘Microfinance Checklist Maintenance’ screen. Select applicable checklists for the operation and click ‘Ok’ to proceed to the next stage.

2.2.1 Uploading Microfinance Documents

In Oracle FLEXCUBE, ‘Document Upload’ screen helps you upload various types and categories of documents specific to microfinance. You can invoke this screen using ‘Upload’ button on the workflow screens for Microfinance Group, Center, Client, Customer Account and Loan Account.



Before uploading, you need to capture the following details:

Document Category

Specify the category to which the document belongs. The option list displays all valid categories maintained in the system. Choose the appropriate one.

Document Type

Specify the type of document you are uploading. The option list displays all valid types maintained in the system. Choose the appropriate one.

Document Reference Number

Assign a unique reference number for the document. The system will use this reference number to identify the document.

Once you have captured all the details, click 'Upload' button. The system uploads the document specified. You can also view the details on an uploaded document using 'View' button.

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Oracle Corporation
World Headquarters
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Worldwide Inquiries:
Phone: +1.650.506.7000
Fax: +1.650.506.7200
www.oracle.com/ financial_services/

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