

# Oracle Banking Trade Finance Process Management

## Checklist Maintenance User Guide



Release 14.8.0.0.0  
G28730-01  
April 2025

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# Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
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## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Checklist Maintenance** menu. The user can maintain Checklist Items and map them to the process and stage level.

## Audience

This document is intended for the following audience:

- Oracle Implementers
- Customer Service Representatives (CSRs)
- Oracle user

## Documentation Accessibility

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

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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.

## Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

## Conventions

The following text conventions are used in this document:

Convention	Meaning
<b>boldface</b>	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<i>italic</i>	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
<code>monospace</code>	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

## Related Documents

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

- Getting Started User Guide
- Oracle Banking Common Core User Guide

## 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.

## Acronyms and Abbreviations

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

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBTFPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

## Basic Actions

Most of the screens contain Action Buttons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table 2 Common Action Buttons and its Definitions**

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

Table 2 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## Symbols and Icons

The list of symbols and icons available on the screens are as follows:

Table 3 Symbols and Icons - Common









Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record

Table 3 (Cont.) Symbols and Icons - Common














Symbol/Icon	Function
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status

Table 4 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	Rejected status
	Closed status
	Authorized status
	Modification Number

# 1

## Checklist Maintenance

Checklist Maintenance process enables the OBTFPM user to maintain Checklist Items and map them to the process and stage level.

The user can Create Checklist, Map Checklist to Process- Stage and View Checklist Summary.

This topic contains following sub-topics:

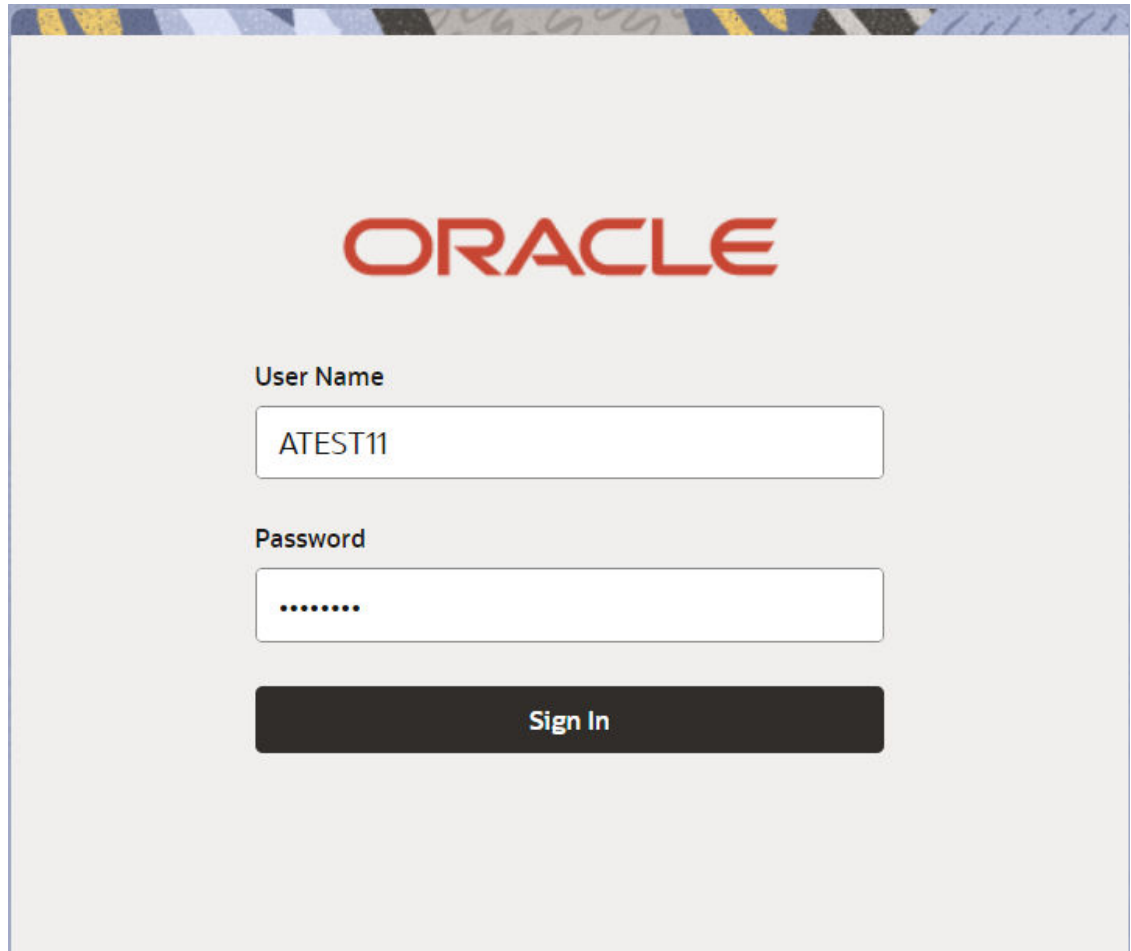
- [Create Checklist](#)  
This process allows the user to create a checklist. In the subsequent steps, let's look at the steps of creating a Checklist process:
- [View Checklist](#)  
The user can view the summary of Checklist Items maintained in the form of tiles, if checklist is already available in the system. The user can view the items in the 'List' or 'Table' form, by clicking the List or Table icon on the top right corner of the screen.

### 1.1 Create Checklist

This process allows the user to create a checklist. In the subsequent steps, let's look at the steps of creating a Checklist process:

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

Figure 1-1 Login Screen



The image shows the Oracle login screen. At the top center is the Oracle logo in red. Below it, the text "User Name" is followed by a text input field containing "ATEST11". Below that, the text "Password" is followed by a password input field with eight dots. At the bottom is a dark grey button with the text "Sign In" in white.

1. On **Home** screen, click **Core Maintenance**. Under **Core Maintenance**, click **Checklists**.
2. Under **Checklists**, click **Checklist Maintenance**.

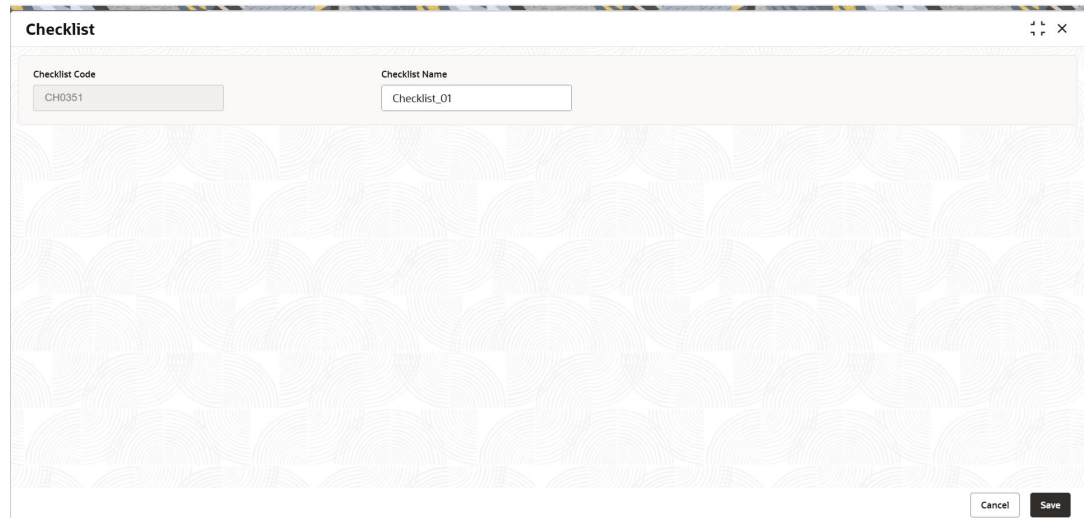
The **Checklist Maintenance** screen is displayed.



The image shows the "Checklist Maintenance" screen. At the top left is the title "Checklist Maintenance". Below it are search, add, and refresh icons. On the right are list and grid view icons. At the bottom, it says "Page 1 of 0 (1 - 0 of 0 items)" with navigation arrows.

3. Click  icon.

The **Checklist** screen with fields displays.

**Figure 1-2 Checklist**

The screenshot shows a web form titled "Checklist". It has two input fields: "Checklist Code" with the value "CH0351" and "Checklist Name" with the value "Checklist\_01". The form has a light gray background with a subtle pattern. At the bottom right, there are "Cancel" and "Save" buttons.

4. Specify the field description based on the following table.

 **Note:**

The fields which are marked as **Required** are mandatory.

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

**Table 1-1 Checklist Maintenance - Field Description**





Field	Description
Checklist Code	Enter the unique Checklist Code.
Checklist Name	Enter the description of the Checklist.

**Action Buttons****Table 1-2 Action Buttons - Field Description**

Field	Description
Save	Click to save the record.
Cancel	Click to cancel the record.

**Audit**

**Figure 1-3 Checklist**

Maker	Checker
 OBTFCM06	 ADMIN01
 May 5, 2021 at 5:30:00 AM	 April 20, 2022 at 5:30:00 AM
Status	Modification No
<input checked="" type="radio"/> Authorized	2
<input checked="" type="radio"/> Open	<a href="#">Show History</a>

**Table 1-3 Audit - Field Description**

Field	Description
Maker ID	System displays the maker ID.
Checker	System displays the checker ID.
Time stamp	System displays the maker id date and time stamp.
Time stamp	System displays the checker id date and time stamp.
Modification No.	Displays the modification number.
Status	Displays the status of the record. Values are Authorized and Unauthorized

## 1.2 View Checklist

The user can view the summary of Checklist Items maintained in the form of tiles, if checklist is already available in the system. The user can view the items in the 'List' or 'Table' form, by clicking the List or Table icon on the top right corner of the screen.


1. On **Home** screen, click **Core Maintenance**. Under **Core Maintenance**, click **Checklists**.
2. Under **Checklists**, click **Checklist Maintenance**.

**Figure 1-4 Checklist Maintenance**

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

**Table 1-4 Checklist Maintenance - Field Description**

Field	Description
Checklist Code	The unique Checklist Code.
Checklist Name	The description of the Checklist.
Status	Displays the status of the record. Values are Authorized and Unauthorized.

- Click the  icon, and then click **Authorize** to Authorize the checklist or **Delete** to delete the checklist.

# 2

## Checklist Linkage Maintenance

Checklist Linkage Maintenance process allows the user to map Checklist items to Process and Stage level.

This topic contains following sub-topics:

- [Create Checklist Linkage](#)  
The user can create a new mapping of a checklist items to a process and stage. In the subsequent steps the mapping process is described.
- [View Checklist Linkage](#)  
The user can view the summary of Checklist Items maintained in the form of tiles, if checklist is already available in the system. The user can view the items in the **List** or **Table** form, by clicking the List or Table icon on the top right corner of the screen.

### 2.1 Create Checklist Linkage

The user can create a new mapping of a checklist items to a process and stage. In the subsequent steps the mapping process is described.

1. On **Home** screen, click **Core Maintenance**. Under **Core Maintenance**, click **Checklists**.
2. Under **Checklists**, click **Checklist Linkage Maintenance**.

The **Checklist Linkage Maintenance** screen displays.



3. Click  icon.

The **Checklist Linkage Maintenance** screen with fields is displayed.

4. Provide the field description based on the following table.

 **Note:**

The fields which are marked as **Required** are mandatory.

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

**Table 2-1 Checklist Linkage - Field Description**

Field	Description
<b>Process Code</b>	Select the process code to which this checklist has to be mapped from LOV.
<b>Process Name</b>	Enter the description of the Checklist.
<b>Application Category Code</b>	Select the application category code.
<b>Application Category Name</b>	The stage name is populated based on selected process code.
<b>Stage Code</b>	The stage name is populated based on selected process code.
<b>Stage Name</b>	The stage name is populated based on selected process code.
<b>Checklist Code</b>	
<b>Component</b>	Select the unique checklist component from the LOV and link checklist code.
<b>Mandatory</b>	Select the check box, if the checklist is to be maintained as a mandatory Checklist item.

**Action Buttons**

**Table 2-2 Action Buttons - Field Description**





Field	Description
<b>Add</b>	Click Add to add the component of checklist.
<b>Remove</b>	Click Add to add the component of checklist.

**Table 2-2 (Cont.) Action Buttons - Field Description**

Field	Description
Save	Click to save the record.
Cancel	Click to cancel the record.

## Audit

**Figure 2-1 Audit**

Maker	Checker
 OBTFCM06	 ADMIN01
 May 5, 2021 at 5:30:00 AM	 April 20, 2022 at 5:30:00 AM
Status	Modification No
<input checked="" type="radio"/> Authorized	2
<input checked="" type="radio"/> Open	<a href="#">Show History</a>

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

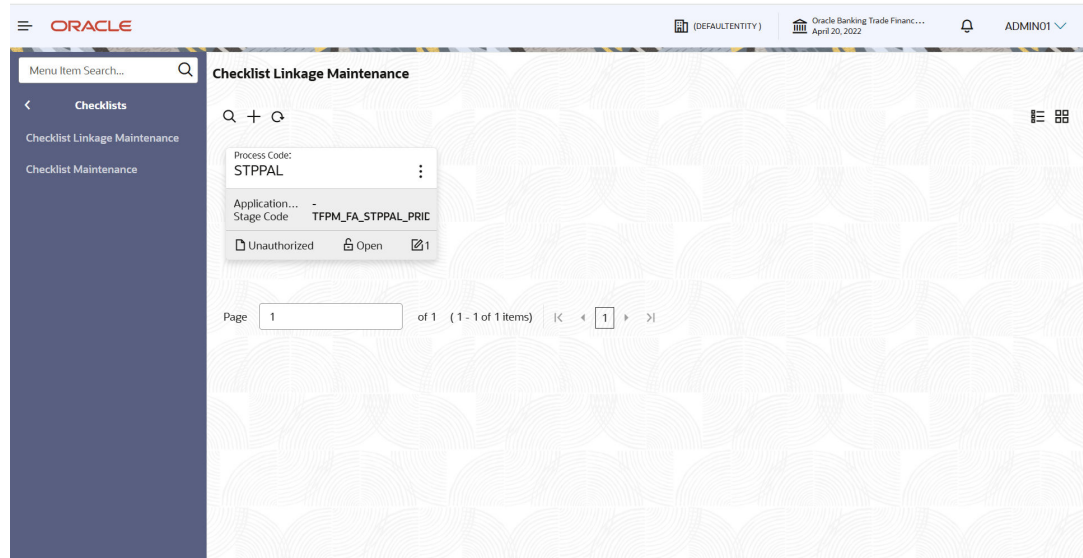
**Table 2-3 Audit - Field Description**

Field	Description
Maker ID	System displays the maker ID.
Checker	System displays the checker ID.
Time stamp	System displays the maker id date and time stamp.
Time stamp	System displays the checker id date and time stamp.
Modification No.	Displays the modification number.
Status	Displays the status of the record. Values are Authorized and Unauthorized

## 2.2 View Checklist Linkage

The user can view the summary of Checklist Items maintained in the form of tiles, if checklist is already available in the system. The user can view the items in the **List** or **Table** form, by clicking the List or Table icon on the top right corner of the screen.


1. On the **Dashboard**, from **Core Maintenance**, under **Checklists**, click **Checklist Linkage Maintenance**.



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

**Table 2-4 Checklist Linkage Maintenance - Field Description**

Field	Description
<b>Process Code</b>	Displays the process code to which this checklist is mapped.
<b>Application Category Code</b>	Displays the application category code.
<b>Stage Code</b>	Displays the stage code in process to which this checklist is mapped.
<b>Status</b>	Displays the status of the record. Values are Authorized and Unauthorized.

2. Click the  icon, and then click **Authorize** to Authorize the checklist or **Delete** to delete the checklist.

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