Oracle Banking Trade Finance Process Management

Checklist Maintenance User Guide

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Oracle Banking Trade Finance Process Management Checklist Maintenance User Guide, Release 14.8.0.0.0

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Contents

Preface

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

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

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
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

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

Action Buttons	Description
Hold	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.
Cancel	Click **Cancel** to cancel the transaction input midway without saving any data.
Save & Close	Click **Save & Close** to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Next	Click **Next**, 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.
Submit	Click **Submit** 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
I<	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:
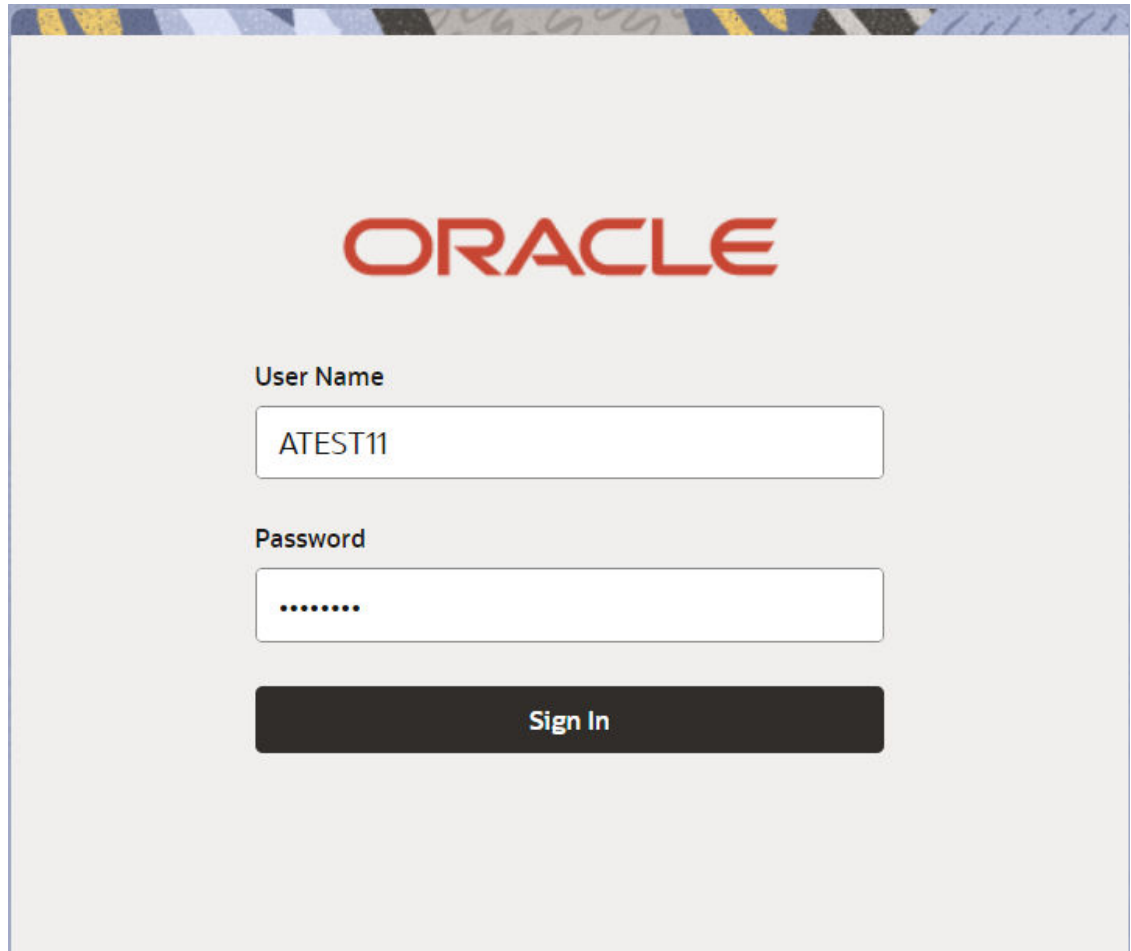
- Create Checklist
  This process allows the user to create a checklist. In the subsequent steps, let's look at the steps of creating a Checklist process:

- 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

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

2. Under **Checklists**, click **Checklist Maintenance**.

   The **Checklist Maintenance** screen is displayed.

3. Click icon.

   The **Checklist** screen with fields displays.

Figure 1-2   Checklist

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

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**.

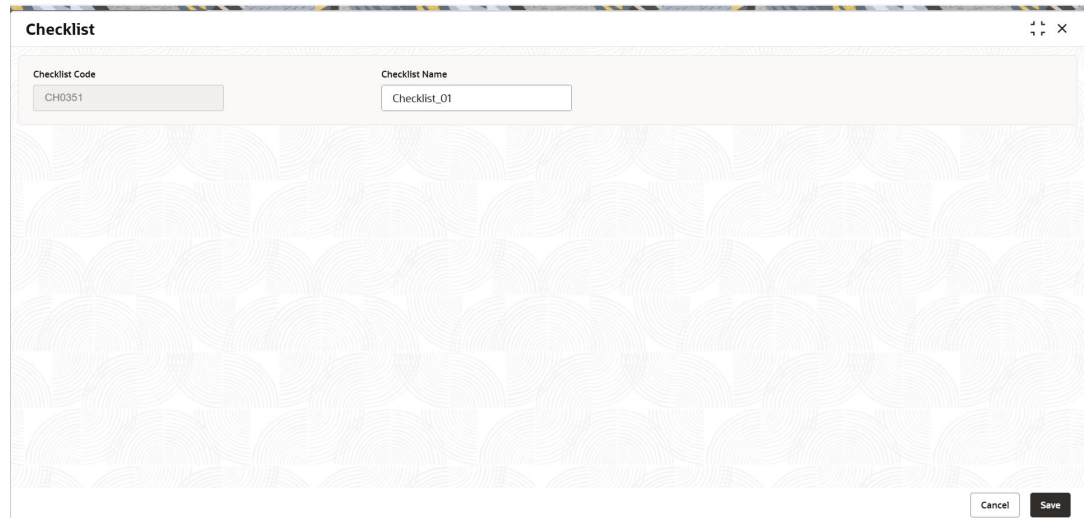2. Under **Checklists**, click **Checklist Maintenance**.

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.

3. 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 th 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 th 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
Process Code	Select the process code to which this checklist has to be mapped from LOV.
Process Name	Enter the description of the Checklist.
Application Category Code	Select the application category code.
Application Category Name	The stage name is populated based on selected process code.
Stage Code	The stage name is populated based on selected process code.
Stage Name	The stage name is populated based on selected process code.
Checklist Code	
Component	Select the unique checklist component from the LOV and link checklist code.
Mandatory	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
Add	Click Add to add the component of checklist.
Remove	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

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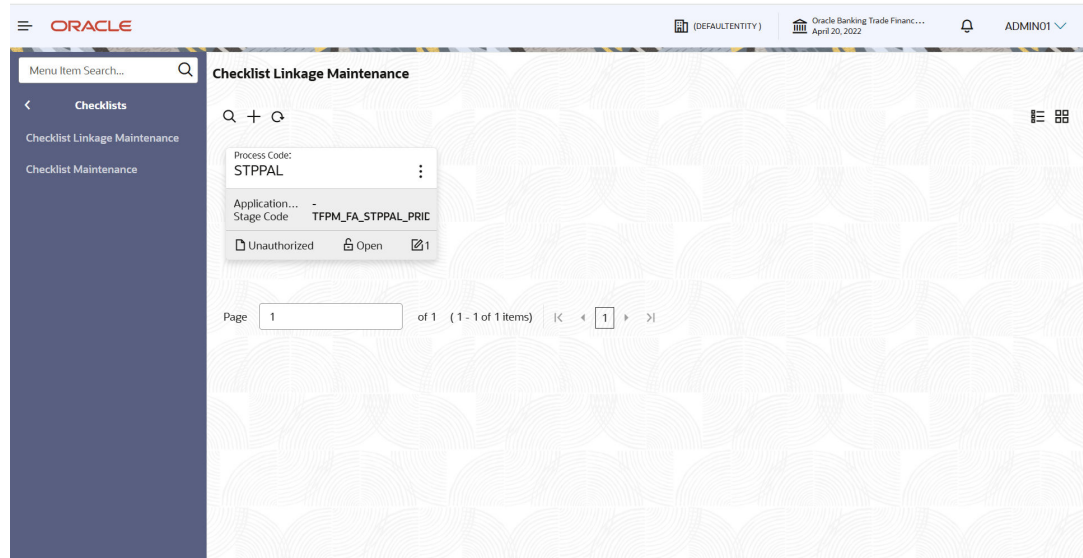
For more information on fields, refer to the field description table below.

Table 2-4   Checklist Linkage Maintenance - Field Description

Field	Description
Process Code	Displays the process code to which this checklist is mapped.
Application Category Code	Displays the application category code.
Stage Code	Displays the stage code in process to which this checklist is mapped.
Status	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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