

# Oracle Banking Trade Finance Process Management

## Process Code Maintenance User Guide



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## 1 Process Code Maintenance

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# Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
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## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Process Code Maintenance** process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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## 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.

## 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>

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

Action Buttons	Description
<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>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<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

Table 3 (Cont.) Symbols and Icons - Common























Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	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
	Rejected status
	Closed status
	Authorized status
	Modification Number

# 1

## Process Code Maintenance

Process code maintenance enables the user to set the process code to the individual stages according to the process. In the subsequent steps, let's look at the details for creating a process code:

This topic consists of following sub-topics:

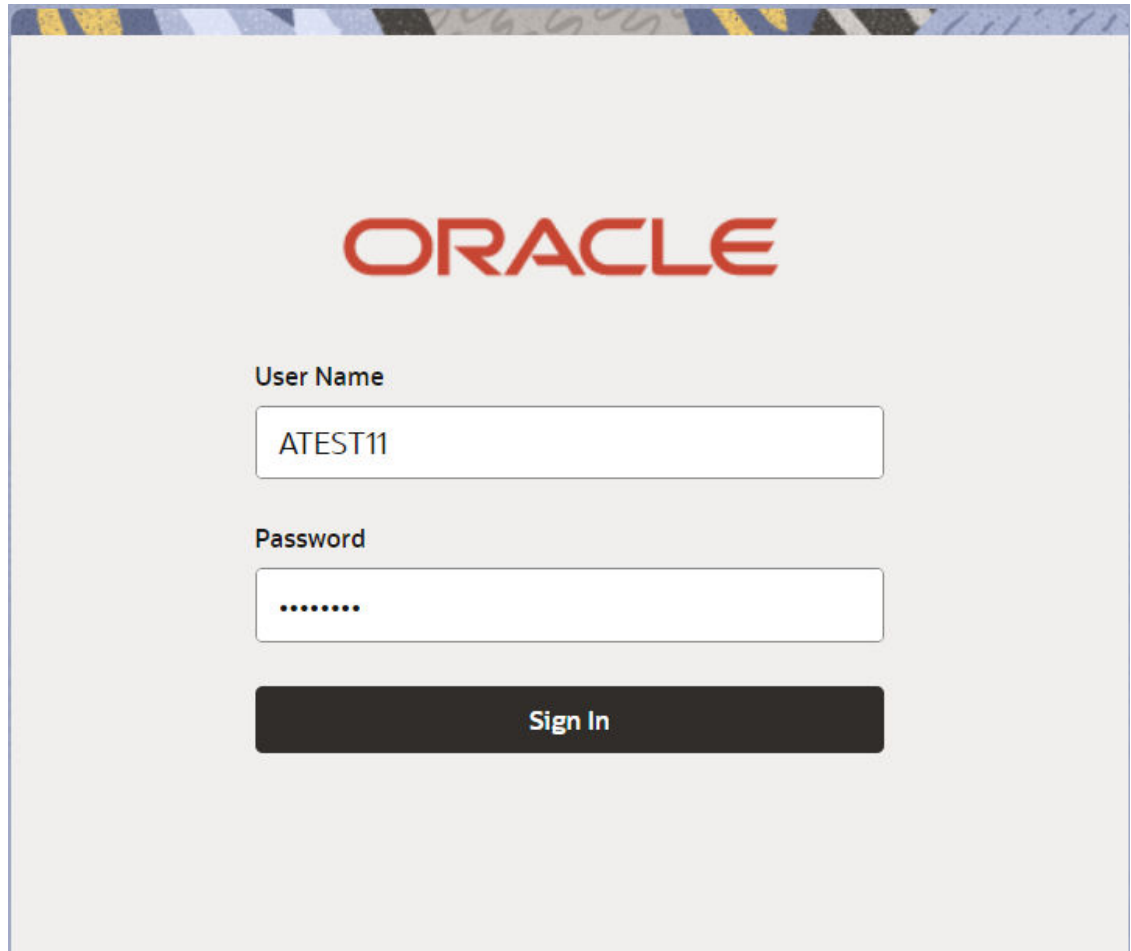
- [Create Process Code](#)  
This topic provides the information to the user to initiate a process code maintenance. In the subsequent steps, let's look at the steps to create a process code:
- [View Process Code](#)  
This topic provides the systematic instructions to view the record maintained in the **View Process Code** screen as tiles.

### 1.1 Create Process Code

This topic provides the information to the user to initiate a process code maintenance. In the subsequent steps, let's look at the steps to create a process code:

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, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first field is labeled "User Name" and contains the text "ATEST11". The second field is labeled "Password" and contains a series of dots, indicating a masked password. Below these fields is a dark gray button with the text "Sign In" in white. The background of the login area is light gray, and there is a decorative header bar at the top with a pattern of blue, yellow, and black.

1. On **Home** screen, click **Core Maintenance**. Under **Core Maintenance**, click **Process Code**.
2. Under **Process Code**, click **Create Process Code**.  
The **Create Process Code** screen displays.

Figure 1-2 Create Process Code

- On **Create Process Code** screen, specify the fields.

 **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 Create Process Code - Field Description

Field	Description
<b>Process Code</b>	Specify an unique abbreviation for the process code. The code must be an alphanumeric text with length of maximum 10 character.
<b>Process Description</b>	Specify the process description.
<b>Process Version</b>	Specify the process version.
<b>Domain</b>	Specify the domain name for the process to be created.
<b>Add Row</b>	Click Add Row to add multiple rows for adding the stage details of the process.
<b>Stage ID</b>	Specify the stage ID for the process.
<b>Stage Description</b>	Specify the description of the stage.
<b>Seq Order</b>	Read only field. Displays the sequence order of the stage.
<b>Source Stage</b>	Select the option if the defined stage is a source stage.
<b>Task Type</b>	Select the task type. The options are: <ul style="list-style-type: none"> <li><b>System Task</b></li> <li><b>Manual Task</b></li> </ul>
<b>Add Row</b>	Click Add Row to add multiple rows for adding the phase details of the process.
<b>Phase Code</b>	Specify the phase code for the process to be created.
<b>Phase Description</b>	Specify the description of the phase.

**Table 1-1 (Cont.) Create Process Code - Field Description**

Field	Description
<b>Seq Order</b>	Read only field. Displays the sequence order of the stage.
<b>Stage ID</b>	Select the stage id for the phase.

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

The process code gets created.

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

**Table 1-2 Create Process Code - Action Buttons - Field Description**

Field	Description
<b>Save</b>	Click the Save button to save the record.
<b>Cancel</b>	Click the Cancel button to cancel the record.

## 1.2 View Process Code

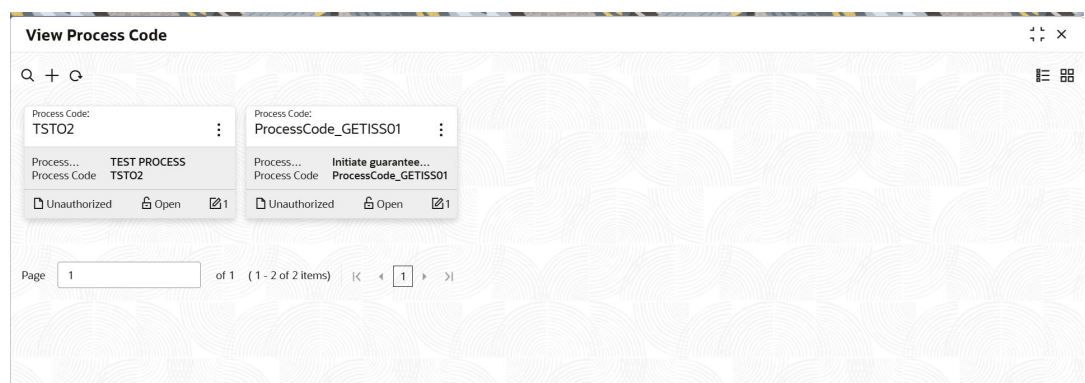
This topic provides the systematic instructions to view the record maintained in the **View Process Code** screen as tiles.

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

- On **Home** screen, click **Core Maintenance**. Under **Core Maintenance**, click **Process Code**.
- Under **Process Code**, click **View Process Code**.

The **View Process Code** screen displays.

**Figure 1-3 View Process Code**




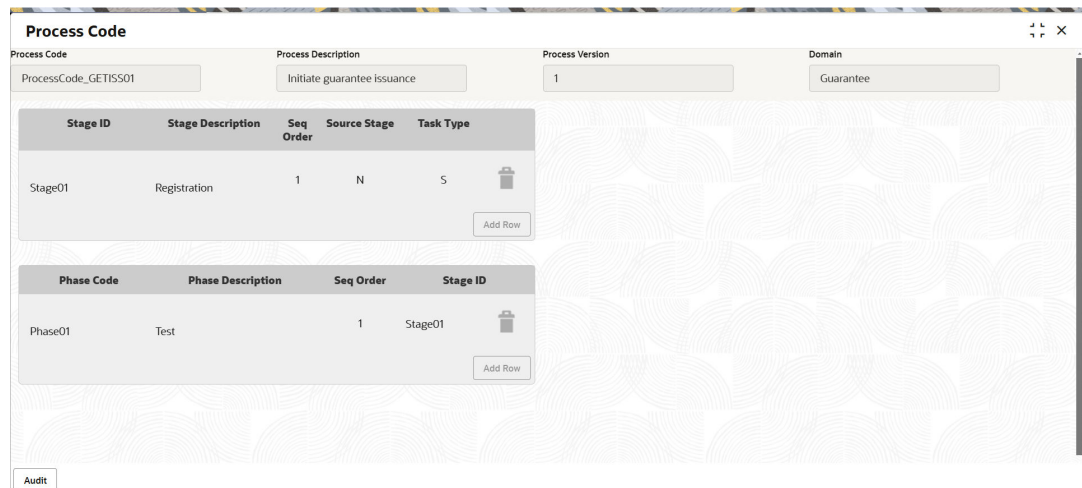
- On **View Process Code Maintenance** screen, following fields are displayed.

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

**Table 1-3 View Process Code - Field Description**

Field	Description
<b>Process Code</b>	Displays an unique abbreviation for the process code. The code is an alphanumeric text with length of maximum 10 character.
<b>Process Description</b>	Displays the process description.
<b>Status</b>	Displays the status of the record. Values are Authorized and Unauthorized.
<b>Edit icon</b>	Option to edit the record.

4. Click  icon, and then click **View** to view the details of the Process Code.

**Figure 1-4 Process Code**

The screenshot shows the 'Process Code' form. At the top, there are four input fields: 'Process Code' (containing 'ProcessCode\_GETISS01'), 'Process Description' (containing 'Initiate guarantee issuance'), 'Process Version' (containing '1'), and 'Domain' (containing 'Guarantee'). Below these fields are two tables. The first table, 'Stages', has columns: Stage ID, Stage Description, Seq Order, Source Stage, Task Type, and an 'Add Row' button. It contains one row: Stage01, Registration, 1, N, S. The second table, 'Phases', has columns: Phase Code, Phase Description, Seq Order, Stage ID, and an 'Add Row' button. It contains one row: Phase01, Test, 1, Stage01. At the bottom left, there is an 'Audit' button.

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

**Table 1-4 Process Code - Field Description**





Field	Description
<b>Process Code</b>	Read only field. Displays an unique abbreviation for the process code. The code is an alphanumeric text with length of maximum 10 character.
<b>Process Description</b>	Read only field. Displays the process description.
<b>Process Version</b>	Read only field. Displays the process version.
<b>Domain</b>	Read only field. Displays the domain name for the process to be created.
<b>Add Row</b>	This button is disabled.
<b>Stage ID</b>	Read only field. Displays the stage ID for the process.

**Table 1-4 (Cont.) Process Code - Field Description**

Field	Description
<b>Stage Description</b>	Read only field. Displays the description of the stage.
<b>Seq Order</b>	Read only field. Displays the sequence order of the stage.
<b>Source Stage</b>	Read only field. Displays whether the defined stage is a source stage or not.
<b>Task Type</b>	Read only field. Displays the task type. The options are: <ul style="list-style-type: none"><li>• <b>System Task</b></li><li>• <b>Manual Task</b></li></ul>
<b>Add Row</b>	This button is disabled.
<b>Phase Code</b>	Read only field. Displays the phase code for the process to be created.
<b>Phase Description</b>	Read only field. Displays the description of the phase.
<b>Seq Order</b>	Read only field. Displays the sequence order of the stage.
<b>Stage ID</b>	Read only field. Displays the stage id for the phase.

**Audit**

The screen provides information about Maker and Checker User ID details, initiated date, time, status, modification number etc.

Maker	Checker
 LAXMAN01	 LAXMAN02
 April 5, 2018 at 5:30:00 AM	 September 21, 2024 at 5:30:00 AM
Status	Modification No
<input checked="" type="radio"/> Authorized	1
<input type="radio"/> Open	

This screen provides information about user initiated the transaction, initiated date, stage wise detail etc.

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

**Table 1-5 Audit - Field Description**

Field	Description
<b>Maker ID</b>	System displays the maker ID.
<b>Checker</b>	System displays the checker ID.
<b>Time stamp</b>	System displays the maker id date and time stamp.

Table 1-5 (Cont.) Audit - Field Description

Field	Description
<b>Time stamp</b>	System displays the checker id date and time stamp.
<b>Modification No.</b>	Displays the modification number.
<b>Status</b>	Displays the status of the record. Values are Authorized and Unauthorized. <ul style="list-style-type: none"><li>• <b>Un-authorized Record – View, Unlock and Authorize.</b></li><li>• <b>Authorized Record – View, Unlock</b></li></ul>

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