Oracle Banking Trade Finance Process Management

Process Code Maintenance User Guide

ORACLE

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

G28726-01

Contents

Preface

1   Process Code Maintenance

Index

Preface

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

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.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

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
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.

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

Action Buttons	Description
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
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

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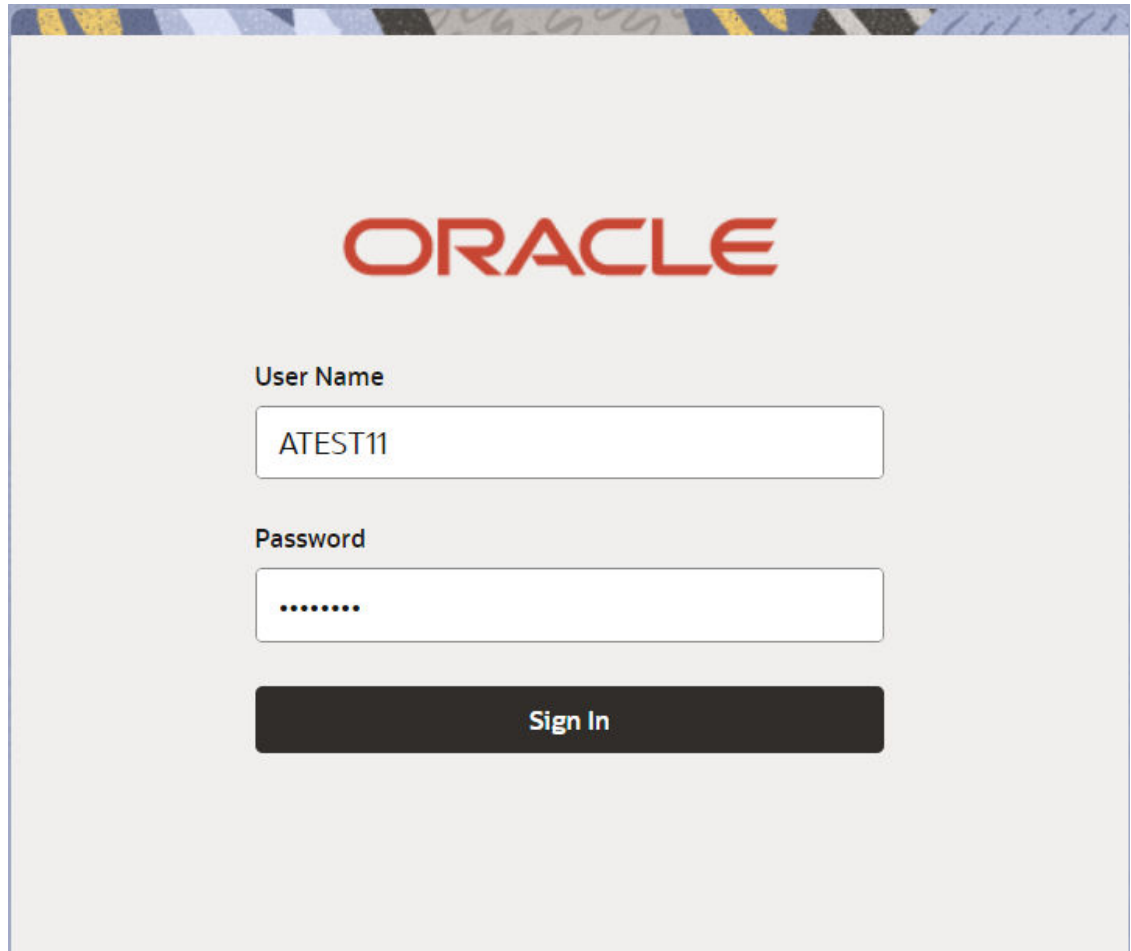
- Create Process Code
  This topic provides the information to the user to initiate a process code maintenance. In the subsequent steps, let's look at the steps to create a process code:

- 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

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

3. 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
Process Code	Specify an unique abbreviation for the process code. The code must be an alphanumeric text with length of maximum 10 character.
Process Description	Specify the process description.
Process Version	Specify the process version.
Domain	Specify the domain name for the process to be created.
Add Row	Click Add Row to add multiple rows for adding the stage details of the process.
Stage ID	Specify the stage ID for the process.
Stage Description	Specify the description of the stage.
Seq Order	Read only field. Displays the sequence order of the stage.
Source Stage	Select the option if the defined stage is a source stage.
Task Type	Select the task type. The options are: • **System Task** • **Manual Task**
Add Row	Click Add Row to add multiple rows for adding the phase details of the process.
Phase Code	Specify the phase code for the process to be created.
Phase Description	Specify the description of the phase.

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

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

4. 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
Save	Click the Save button to save the record.
Cancel	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.

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

2. Under **Process Code**, click **View Process Code**.

   The **View Process Code** screen displays.

Figure 1-3   View Process Code
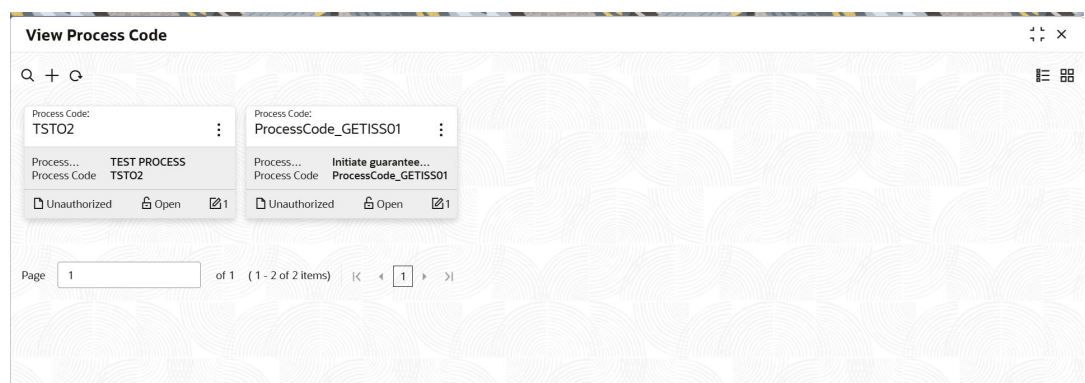
3. On **View Process Code Maintenance** screen, following fields are displayed.

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

Table 1-3   View Process Code - Field Description

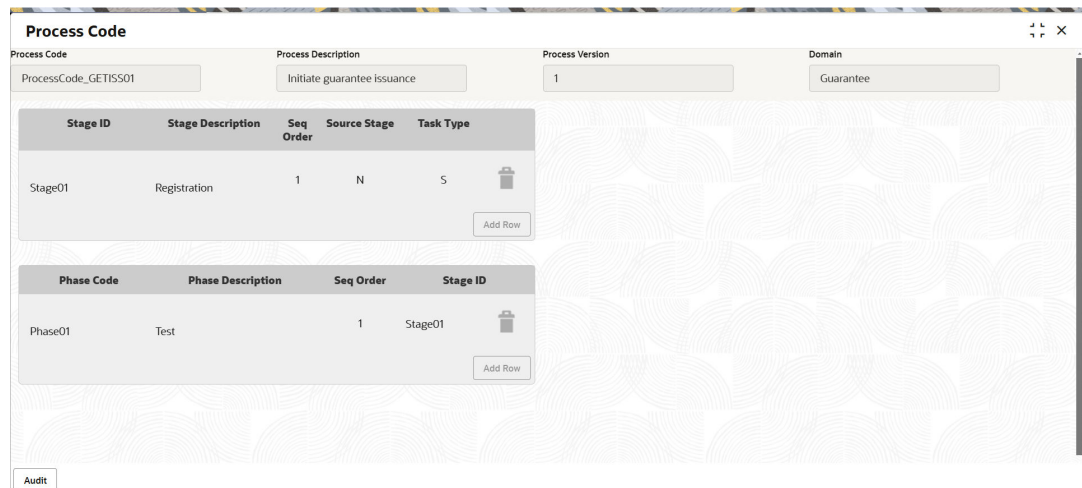| Field	Description
Process Code	Displays an unique abbreviation for the process code. The code is an alphanumeric text with length of maximum 10 character.
Process Description	Displays the process description.
Status	Displays the status of the record. Values are Authorized and Unauthorized.
Edit icon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

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

Table 1-4   Process Code - Field Description

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

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

Field	Description
Stage Description	Read only field. Displays the description of the stage.
Seq Order	Read only field. Displays the sequence order of the stage.
Source Stage	Read only field. Displays whether the defined stage is a source stage or not.
Task Type	Read only field. Displays the task type. The options are: • **System Task** • **Manual Task**
Add Row	This button is disabled.
Phase Code	Read only field. Displays the phase code for the process to be created.
Phase Description	Read only field. Displays the description of the phase.
Seq Order	Read only field. Displays the sequence order of the stage.
Stage ID	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**
⊘ Authorized	1
⊘ 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
Maker ID	System displays the maker ID.
Checker	System displays the checker ID.
Time stamp	System displays the maker id date and time stamp.

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

Field	Description
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. • **Un-authorized Record – View, Unlock and Authorize.** • **Authorized Record – View, Unlock**

Index