

# Oracle Banking Trade Finance Process Management Cloud Service

## Guarantee Cancellation Islamic User Guide



Release 14.8.0.0.0

G30001-01

April 2025

The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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Oracle Banking Trade Finance Process Management Cloud Service Guarantee Cancellation Islamic User Guide,  
Release 14.8.0.0.0

G30001-01

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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:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service **Guarantee Cancellation - Islamic** 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

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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.
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
OBTFFPM	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>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>	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

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

## Oracle Banking Trade Finance Process Management Cloud Service

This topic helps you quickly get acquainted with the Oracle Banking Trade Finance Process Management Cloud Service process.

Welcome to the Oracle Banking Trade Finance Process Management Cloud Service User Guide. This guide provides an overview on the OBTFPMCS application and takes you through the various steps involved in creating and processing Trade Finance transactions.

This document will take you through following activities in OBTFPMCS:

- To create and handle Trade Finance transaction.
- Help users to conveniently create and process Trade Finance transaction

### Overview

Oracle Banking Trade Finance Process Management Cloud Service is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. Oracle Banking Trade Finance Process Management Cloud Service enables the customers to send request for new Trade Finance transaction either by visiting the branch (offline channels) or through SWIFT/Trade Portal/other external systems (online channels).

### Benefits

Oracle Banking Trade Finance Process Management Cloud Service helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPMCS allows you to:

- Handle all Trade Finance transactions in a single platform.
- Provides support for limit verification and limit earmarking.
- Provide amount block support for customer account.
- Provides acknowledgement to customers.
- Enables the user to upload related documents during transaction.
- Enables to Integrate with back end applications for tracking limits, creating limit earmarks, amount blocks, checking KYC, AML and Sanction checks status.
- Create, track and close exceptions for the above checks.
- Enables to use customer specific templates for fast and easy processing of trade transactions that reoccur periodically.

### Key Features

- Stand-alone system that can be paired with any back end application.
- Minimum changes required to integrate with bank's existing core systems.
- Faster time to market.
- Capable to interface with corporate ERP and SWIFT to Corporate.
- Highly configurable based on bank specific needs.
- Flexibility in modifying processes.

# 2

## Guarantee Cancellation - Islamic

This chapter is documented to get familiar with the Guarantee Cancellation - Islamic process of Oracle Banking Trade Finance Process Management Cloud Service.

As part of Conventional Guarantee Issuance Cancel, System enables the user to cancel the Guarantee which had been already issued.

The various stages involved for Guarantee Issuance Cancel are:

- Receive and verify documents and Input basic details (Non Online)- Registration stage
- Upload of related mandatory and non-mandatory documents
- Input/Modify details of Cancel of Guarantee (No Online/Online Channel) - Data Enrichment stage
- Capture remarks for other users to check and act
- Hand off request to back office

The design, development and functionality of the Islamic Guarantee Issuance Cancel process flow is similar to that of conventional Guarantee Issuance Cancel process flow.

In the following sections, let's look at the details for Guarantee/SBLC cancellation - Islamic process.

This topic contains following subtopics:

- [Common Initiation Stage](#)
- [Registration](#)
- [Data Enrichment](#)
- [Multi Level Approval](#)
- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the **Guarantee Cancellation - Islamic** request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Guarantee Cancellation - Islamic request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Cancellation - Islamic request.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.

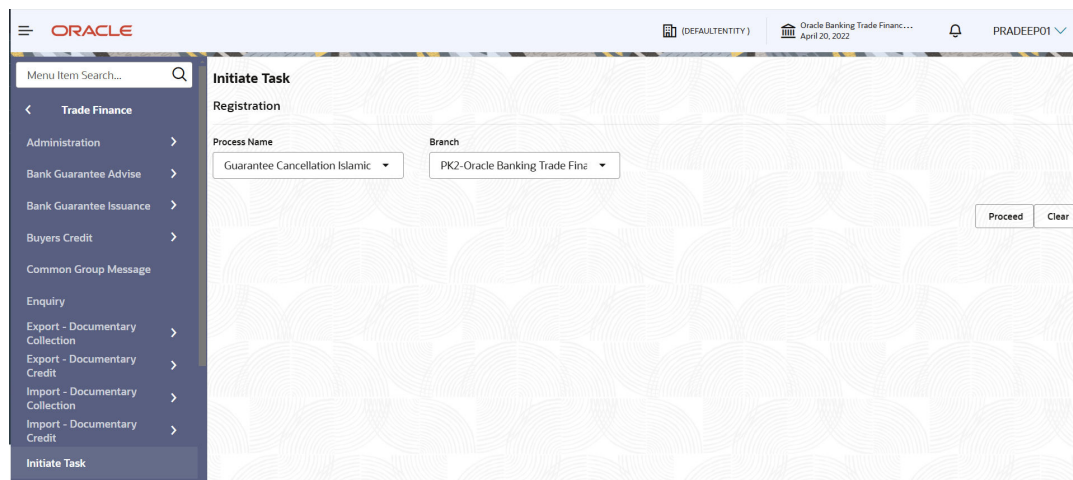
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Guarantee Cancellation - Islamic** request.

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

1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Initiate Task**.  
The **Initiate Task** screen appears.

**Figure 2-1 Initiate Task**



2. On **Initiate Task** 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 2-1 Initiate Task - Field Description**

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

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

Field	Description
<b>Proceed</b>	Task will get initiated to next logical stage.
<b>Clear</b>	Click to clear the contents update and enter the values again.

3. Click **Proceed** to proceed to the next step.

## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Guarantee Cancellation - Islamic request.

The user can register request for Islamic Guarantee Issuance Cancellation received at the front desk (as an application received physically/received by mail/fax). The first stage of Islamic

Guarantee Cancellation process starts from the Registration Stage. During Registration stage, user captures the basic details the Cancel application, check the signature of the applicant and upload related documents. On submit of the Cancel request, the customer should be notified with acknowledgment and the request should be available for the Guarantee expert to handle in the next stage.

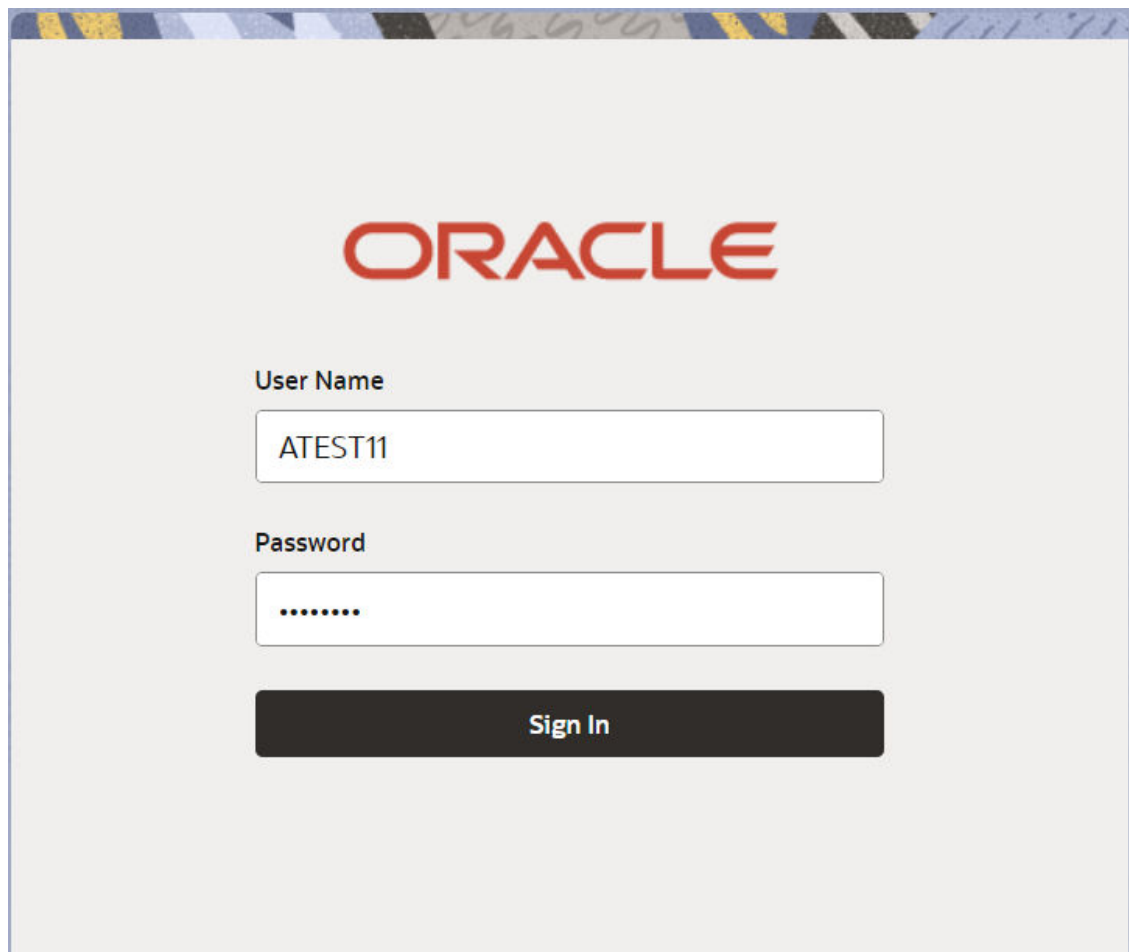
The OBTFPMCS user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPMCS verifies the field 21 and 26E ( of the MT759 and identifies the Original Contract Reference Number and Amendment Number and invokes the process. The user can cancel the previously received MT798 referenced message which is under process.

The OBTFPMCS user can process incoming MT798(up to a maximum of 8 messages) with sub messages MT788-MT799 message received through SWIFT and enables the user to cancel the previously received MT798 referenced message which is under process.

The user has the option to submit, hold, save and hold and cancel the application.

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

**Figure 2-2 Login Screen**

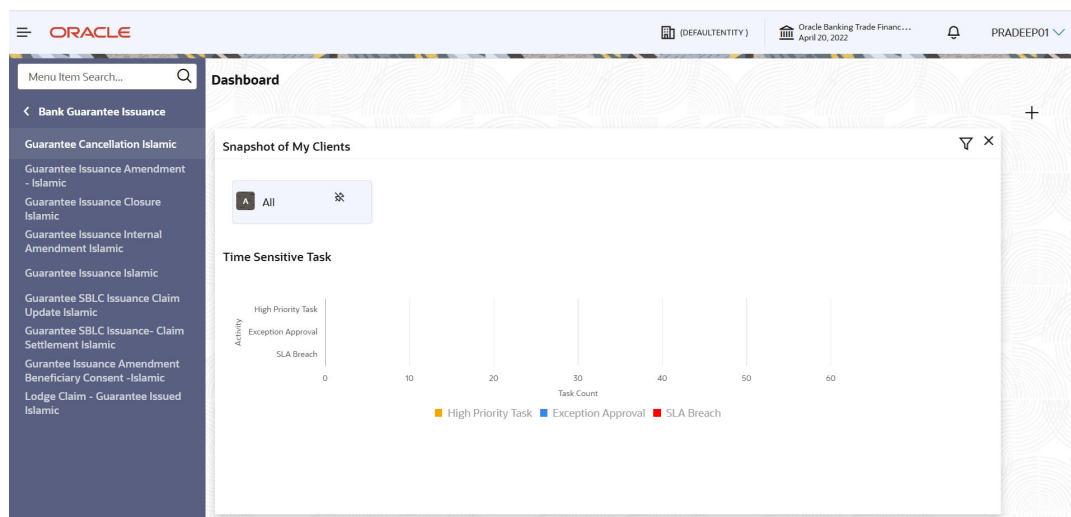


The screenshot shows the Oracle login interface. At the top, the Oracle logo is displayed in red. Below the logo, the text 'User Name' is followed by a text input field containing 'ATEST11'. Below that, the text 'Password' is followed by a password input field with masked characters '.....'. At the bottom of the form is a black button with the text 'Sign In' in white.

1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Bank Guarantee Issuance**.

- Under **Bank Guarantee Issuance**, click **Guarantee Cancellation - Islamic**.

**Figure 2-3** Guarantee Cancellation - Islamic



The **Guarantee Cancellation - Islamic - Registration** screen appears. The Guarantee Cancellation - Islamic - Registration stage has two sections Application Details and SBLC/Guarantee Details. Let's look at the details of Registration screens below:

**Figure 2-4** Guarantee Cancellation - Islamic - Registration - Application Details

The screenshot displays the 'Guarantee Cancellation Islamic' registration form. It is divided into two main sections: 'Application Details' and 'SBLC/Guarantee Details'.  
**Application Details:**  
 - SBLC/Guarantee Number: GLIR221100037515  
 - Branch: PK2-Oracle Banking Trade Finc  
 - Cancellation Date: April 20, 2022  
 - Beneficiary Consent Required:   
 - Received From Party: Applicant  
 - Priority: Medium  
 - Amendment Number: 2  
 - Received From - Customer ID: 001044  
 - Submission Mode: Desk  
 - Customer Reference Number: 44545454  
 - Received From - Customer Name: GOODCARE PLC  
 - Process Reference Number: PK2IGC1000065509  
 - Related Reference:   
 - Buttons: View Guarantee/SBLC, Guarantee/SBLC Events  
**SBLC/Guarantee Details:**  
 - 22D - Form of Undertaking: DGAR - Guarantee  
 - Amount In Local Currency: GBP, £100.00  
 - 23B - Expiry Type: OPEN  
 - 40C - Narrative:   
 - Advising Bank: 001041, WELLS FAR  
 - Counter SBLC/Guarantee Issuing Bank:   
 - 39D - Additional Amounts:   
 - Product Code: GLIR  
 - 22A - Purpose of Message: Amendment to Undertaking  
 - Date of Expiry: April 20, 2025  
 - Applicant Bank:   
 - Advising Bank Reference:   
 - Counter Guarantee Issuing Bank Reference:   
 - Accountee:   
 - Product Description: Islamic Guarantee Issuance / Reiss  
 - 23X - File Identification:   
 - 35G - Expiry Condition/ Event:   
 - Applicant: 001044, GOODCARE  
 - Advise Through Bank:   
 - Local SBLC/Guarantee Issuing Bank:   
 - 32B - Undertaking Amount: GBP, £100.00  
 - 23X - Narrative:   
 - 40C - Applicable Rules: URDG - Uniform rules for dem  
 - Beneficiary: 001043, MARKS ANI  
 - Advise Through Bank Reference:   
 - Local Guarantee Issuing Bank Reference:   
 - Buttons: Hold, Cancel, Save & Close, Submit

3. On **Guarantee Cancellation - Islamic - Registration - Application Details** 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 2-3 Guarantees Cancellation - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>SBLC/Guarantee Number</b>	Click <b>Search</b> to search and select the SBLC/Guarantee number of the Guarantee to be cancelled from the look-up. Alternatively, specify the advising SBLC/Guarantee number.  In the look-up search, user can specify the Undertaking Number, Applicant, Currency, Amount and User Reference to fetch the Guarantee details. Based on the search result, select the applicable Guarantee to be cancelled.
<b>Received from Applicant Bank</b>	Read only field. System defaults the name of the applicant as available in Guarantee.
<b>Received From - Customer ID</b>	Read only field. Customer ID is auto-populated from Guarantee /SBLC Issuance.
<b>Received From - Customer Name</b>	Read only field. Customer name is auto-populated from Guarantee /SBLC Issuance.
<b>Branch</b>	Read only field. Branch details is auto-populated from Guarantee /SBLC Issuance.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.  Set the priority of the Guarantee Cancellation - Islamic request as Low/Medium/High/Essential/Critical. If priority is not maintained for a customer, <b>Medium</b> priority will be defaulted.

**Table 2-3 (Cont.) Guarantee Cancellation - Islamic - Registration - Application Details - Field Description**

Field	Description
<b>Submission Mode</b>	System populates the submission mode of the Guarantee Cancellation request.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li><b>Desk</b> - Request received through Desk</li> <li><b>Email</b> - Request received through Email</li> <li><b>Fax</b> - Request received through Fax</li> </ul> The user can change the submission mode.
<b>Process Reference Number</b>	Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Cancellation Date</b>	By default, the application will display branch's current date.
<b>Amendment Number</b>	Read only field.  Amendment number is auto-populated based on the system maintenance.  Amendment number increases by 1 for each amendment.
<b>Customer Reference Number</b>	Specify a unique Customer Reference Number which is provided by the applicant/applicant bank. Enables the user to provide a unique Customer Reference Number for the cancellation.
<b>Related Reference</b>	Read only field.  Related reference number is auto-populated based on the system maintenance.
<b>Beneficiary Consent Required</b>	Enable the option, if beneficiary consent is required for cancellation. Disable the option, if beneficiary consent is not required for cancellation.

**SBLC/Guarantee Details**

Registration user can provide SBLC/Guarantee details in this section. Alternately, details can be provided by Data Enrichment user.



4. On **Guarantee Cancellation - Islamic - SBLC/Guarantee Details** 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 2-4 Guarantees Cancellation - Islamic - Registration - SBLC/Guarantee Details - Field Description**

Field	Description
<b>Form of Undertaking</b>	Read only field. Form of undertaking is auto-populated from Guarantee /SBLC Issuance.
<b>Product Code</b>	Read only field. Product code is auto-populated from guarantee /SBLC issuance.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>Undertaking Amount</b>	Read only field. System defaults the outstanding value available in guarantee.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message value from guarantee. The values are: <ul style="list-style-type: none"> <li>• <b>ISSU</b> - Issue of Undertaking:</li> <li>• <b>ICCO</b> - Issuance of counter-counter-undertaking</li> <li>• <b>ISCO</b> - Issuance of counter undertaking</li> </ul>
<b>File Identification</b>	Read only field. System defaults the file identification value available in guarantee.
<b>Narrative</b>	Read only field. System defaults the value available in guarantee.
<b>Expiry Type</b>	Read only field. System defaults the expiry type as maintained in guarantee issuance.

**Table 2-4 (Cont.) Guarantee Cancellation - Islamic - Registration - SBLC/Guarantee Details - Field Description**

<b>Field</b>	<b>Description</b>
<b>Date of Expiry</b>	Read only field. System defaults the expiry date of the guarantee.
<b>Expiry Condition/Event</b>	Read only field.  System defaults the expiry condition/event value available in guarantee.
<b>Applicable Rules</b>	Read only field. This field displays the rules of the guarantee.
<b>Narrative</b>	Read only field.  System defaults the narrative available in guarantee.
<b>Applicant Bank</b>	Read only field. This field displays the applicant bank details available in guarantee.
<b>Applicant</b>	Read only field. This field displays the details of the applicant available in guarantee.
<b>Beneficiary</b>	This field displays the beneficiary details of the selected guarantee and user can edit the details if required.
<b>Advising Bank</b>	Read only field.  This field displays the details of the advising bank.
<b>Advise Bank Reference</b>	Read only field.  This field displays the advising bank reference if available.
<b>Advising Through Bank</b>	Read only field.  System defaults the advising through bank value available in guarantee.
<b>Advise Through Bank Reference</b>	Read only field.  This field displays the advising bank reference if available.
<b>Counter SBLC/Guarantee Issuing Bank</b>	Read only field.  System defaults the counter SBLC/guarantee issuing bank details available in guarantee.
<b>Counter Guarantee Issuing Bank Reference</b>	Read only field.  System defaults the counter SBLC/guarantee issuing bank reference value available in guarantee.
<b>Local SBLC/Guarantee Issuing Bank</b>	Read only field.  System defaults the local SBLC/guarantee issuing bank details available in Guarantee.

**Table 2-4 (Cont.) Guarantee Cancellation - Islamic - Registration - SBLC/Guarantee Details - Field Description**

Field	Description
<b>Local Guarantee Issuing Bank Reference</b>	Read only field. System defaults the local SBLC/guarantee issuing bank reference value available in Guarantee.
<b>Additional Amounts</b>	Read only field. This field displays the details of the additional amount covered as per the latest guarantee details.

5. Click **Submit**.

The task will move to next logical stage of Guarantee Cancellation - Islamic.  
For more information on action buttons, refer to the field description table below.

**Table 2-5 Guarantee Cancellation - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	Non- Online: Upload the documents received under the Guarantee Cancellation - Islamic. The user has to upload all the mandatory documents required by the system to proceed for the guarantee cancellation application. If mandatory documents are not uploaded, system should display an error on submit. The possible documents submitted under an Guarantee/SBLC Cancellation request are: <ul style="list-style-type: none"> <li>Guarantee/SBLC Cancellation Request</li> </ul>
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users handling the request.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the <b>Signatures</b> to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, signature id, signature title, image of the signature for verification and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the authorized signatories.
<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.

**Table 2-5 (Cont.) Guarantee Cancellation - Islamic - Registration - Action Buttons - Field Description**

Field	Description
<b>Cancel</b>	Cancels the Guarantee Cancellation - Islamic task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	The task will move to next logical stage of Guarantee Cancellation - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Guarantee Cancellation - Islamic request.

As part of Data Enrichment, user can register and update the Guarantee Cancellation - Islamic request received from the Issuing Bank. If the request is received by mail/Courier, the user should be able to update the request. In case the message is received by SWIFT, then the cancellation task needs to be auto created and available for the user to handle.

### Note:

For expired line of limits, the task moves to "Limit Exception" stage under Free Tasks, on 'Submit' of DE Stage with the reason for exception as "Limit Expired".

Do the following steps to acquire a task which completed the registration and currently at Data enrichment stage.

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

1. On **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.

**Figure 2-5 Free Task**

<input type="checkbox"/>	Acquire and Edit	Priority	Process Name	Process Reference...	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Acquire and Edit	Medium	Guarantee Cancellation Islamic	PK2IGCI000065509	PK2IGCI000065509	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Islamic Guarantee SBLC Issuanc...	PK2IGCI0000654...	PK2IGCI000065495	DataEnrichment	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065494	PK2ILCI000065494	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065493	PK2ILCI000065493	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065492	PK2ILCI000065492	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065491	PK2ILCI000065491	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065490	PK2ILCI000065490	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065489	PK2ILCI000065489	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065488	PK2ILCI000065488	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065487	PK2ILCI000065487	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065486	PK2ILCI000065486	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI000065485	PK2ILCI000065485	Scrutiny	22-04-20
<input type="checkbox"/>	Acquire and Edit	Medium	Import LC Issuance	PK2ILCI0000654...	PK2ILCI000065484	Scrutiny	22-04-20

The **Free Task** screen appears.

3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

**Figure 2-6 My Task**

<input type="checkbox"/>	Edit	Priority	Process Name	Process Reference...	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Edit	Medium	Guarantee Cancellation Islamic	PK2IGCI000065509	PK2IGCI000065509	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Cancellation Islamic	PK2IGCI000065597	PK2IGCI000065597	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Claim Lodgin...	PK2IGCA000065...	PK2IGCA000065463	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Amendment	PK2GTAA000065...	PK2GTAA000065434	Sanction Check Exceptiona...	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advised -Clai...	PK2GADC000065...	PK2GADC000065401	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Advice Closure	PK2GTAC000065...	PK2GTAC000065399	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advised -Clai...	PK2GADC000065...	PK2GADC000065398	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee SBLC Advised -Clai...	PK2GADC000065...	PK2GADC000065395	Registration	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance Internal A...	PK2GTEI000065379	PK2GTEI000065379	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Amendment	PK2GTEA000065...	PK2GTEA000065312	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Advise Amendment	PK2GTAA000065...	PK2GTAA000065302	DataEnrichment	22-04-20
<input type="checkbox"/>	Edit	Medium	Islamic Shipping Guarantee Iss...	PK2ISGI000052499	PK2ISGI000052499	Approval Task Level 1	22-04-20
<input type="checkbox"/>	Edit	Medium	Guarantee Issuance Amendme...	PK2IGTM000065151	PK2IGTM000065151	DataEnrichment	22-04-20

The Data Enrichment stage has the following hops for data capture:

- [Main Details](#)
- [Acknowledgement Details](#)
- [Additional Fields](#)
- [Advices](#)

- [Additional Details](#)
- [Settlement Details](#)
- [Summary](#)

Let's look at the details for Data Enrichment stage. User can enter/update the fields in Data Enrichment stage. Some of the fields that are already having value from Registration/online channels may not be editable.

- [Main Details](#)  
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Cancellation - Islamic request.
- [Acknowledgement Details](#)  
This topic provides the systematic instructions to capture the acknowledgement details of Data Enrichment stage.
- [Additional Fields](#)  
This topic provides the systematic instructions to capture the additional fields.
- [Advices](#)  
This topic provides the systematic instructions to capture the advices details of Guarantee Cancellation - Islamic process.
- [Additional Details](#)  
This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Cancellation - Islamic process.
- [Settlement Details](#)  
This topic provides the systematic instructions to capture the settlement details of Guarantee Cancellation - Islamic request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee Cancellation - Islamic request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Cancellation - Islamic request.

Main details section has two sub section as follows:

- Application Details
- SBLC/ Guarantee Details.

### **Application Details**

The fields listed under this section are same as the fields listed under the SBLC Guarantee Details section in Registration. During Registration, if user has not captured input, then user can capture the details in this section.

1. On **Main Details** screen, specify the fields that were not entered at Registration stage.

**Figure 2-7 Main Details**

**Guarantee Cancellation Islamic DataEnrichment ::**  
Application No:- PK2IGCI000005597

Clarification Details Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

Main Application Details

SBLC/Guarantee Number: PK2GLIR22104006  
Received From Party: Applicant  
Received From - Customer ID: 001044  
Received From - Customer Name: GOODCARE PLC

Branch: PK2-Oracle Banking Trade Fine  
Priority: Medium  
Submission Mode: Online  
Process Reference Number: PK2IGCI000005597

Cancellation Date: April 20, 2022  
Amendment Number: 2  
Customer Reference Number: [Required]

Beneficiary Consent Required:

SBLC/Guarantee Details

22D - Form of Undertaking: DGAR - Guarantee  
Product Code: GLIR  
Product Description: Islamic Guarantee Issuance / Reiss  
32B - Undertaking Amount: GBP £5,000.00

Amount in Local Currency: [Field]  
22A - Purpose of Message: Amendment to Undertaking  
23X - File Identification: [Field]

23B - Expiry Type: OPEN  
Date of Expiry: April 20, 2025  
35G - Expiry Condition/ Event: [Field]

40C - Narrative: [Field]  
Applicant Bank: [Field] Applicant: 001044 GOODCARE  
Beneficiary: 001043 MARKS ANI

Advising Bank: 001041 WELLS FAR  
Advising Bank Reference: [Field] Advise Through Bank: [Field]

Counter SBLC/Guarantee Issuing Bank: [Field] Counter Guarantee Issuing Bank Reference: [Field] Local SBLC/Guarantee Issuing Bank: [Field]

39D - Additional Amounts: [Field] Accountee: [Field]

Audit Request Clarification Reject Refer Hold Cancel Save & Close Next



**Note:**

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

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

**Table 2-6 Guarante Cancellation - Islamic - Main Details - Application Details - Field Description**

Field	Description
<b>SBLC/Guarantee Number</b>	Read only field. The value is auto-populated from the Registration stage.
<b>Received from Applicant Bank</b>	Read only field. System defaults the name of the applicant as available in Guarantee.
<b>Received From - Customer ID</b>	Read only field. Customer ID is auto-populated from Guarantee /SBLC Issuance.

**Table 2-6 (Cont.) Guarantee Cancellation - Islamic - Main Details - Application Details - Field Description**

Field	Description
<b>Received From - Customer Name</b>	Read only field. Customer name is auto-populated from Guarantee /SBLC Issuance.
<b>Branch</b>	Read only field. Branch details is auto-populated from Guarantee /SBLC Issuance.
<b>Priority</b>	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.  Set the priority of the Guarantee Cancellation - Islamic request as Low/Medium/High/Essential/Critical. If priority is not maintained for a customer, <b>Medium</b> priority will be defaulted.
<b>Submission Mode</b>	System populates the submission mode of the Guarantee Cancellation request.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• Desk - Request received through Desk</li> <li>• Email - Request received through Email</li> <li>• Fax - Request received through Fax</li> </ul>
<b>Process Reference Number</b>	Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Cancellation Date</b>	By default, the application will display branch's current date.
<b>Amendment Number</b>	Read only field.  Amendment number is auto-populated based on the system maintenance.  Amendment number increases by 1 for each amendment.
<b>Customer Reference Number</b>	Specify a unique Customer Reference Number which is provided by the applicant/applicant bank. Enables the user to provide a unique Customer Reference Number for the cancellation.
<b>Related Reference</b>	Read only field.  Related reference number is auto-populated based on the system maintenance.
<b>Beneficiary Consent Required</b>	Enable the option, if beneficiary consent is required for cancellation. Disable the option, if beneficiary consent is not required for cancellation.

**SBLC/ Guarantee Details**



The fields listed under this section are same as the fields listed under the **SBLC/ Guarantee Details** section in Registration stage. During registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-8 SBLC/ Guarantee Details**

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

**Table 2-7 Guarantee Cancellation - Islamic - SBLC/ Guarantee Details - Field Description**

Field	Description
<b>Form of Undertaking</b>	Read only field. Form of undertaking is auto-populated from guarantee /SBLC issuance.
<b>Product Code</b>	Read only field. Product code is auto-populated from Guarantee /SBLC Issuance.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>Undertaking Amount</b>	Read only field. System defaults the outstanding value available in guarantee.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).

**Table 2-7 (Cont.) Guarantee Cancellation - Islamic - SBLC/ Guarantee Details - Field Description**

Field	Description
<b>Purpose of Message</b>	Read only field. System defaults the purpose of message value from guarantee. The values are: <ul style="list-style-type: none"> <li>• ISSU - Issue of Undertaking:</li> <li>• ICCO - Issuance of counter-counter-undertaking</li> <li>• ISCO - Issuance of counter undertaking</li> </ul>
<b>File Identification</b>	Read only field. System defaults the file identification value available in guarantee.
<b>Narrative</b>	Read only field. System defaults the value available in guarantee.
<b>Expiry Type</b>	Read only field. System defaults the expiry type as maintained in guarantee issuance.
<b>Date of Expiry</b>	Read only field. System defaults the expiry date of the guarantee.
<b>Expiry Condition/Event</b>	Read only field. System defaults the expiry condition/event value available in guarantee.
<b>Applicable Rules</b>	Read only field. This field displays the rules of the guarantee.
<b>Narrative</b>	Read only field. System defaults the narrative available in guarantee.
<b>Applicant Bank</b>	Read only field. Applicant bank details is defaulted from guarantee.
<b>Applicant</b>	Read only field. Applicant details is defaulted from guarantee.
<b>Beneficiary</b>	This field displays the beneficiary details of the selected guarantee and user can edit the details if required.
<b>Advising Bank</b>	Read only field. This field displays the details of the advising bank.
<b>Advise Bank Reference</b>	Read only field. This field displays the advising bank reference if available.
<b>Advising Through Bank</b>	Read only field. System defaults the advising through bank value available in guarantee.

**Table 2-7 (Cont.) Guarantee Cancellation - Islamic - SBLC/ Guarantee Details - Field Description**

Field	Description
<b>Advise Through Bank Reference</b>	Read only field. This field displays the advising bank reference if available.
<b>Counter SBLC/Guarantee Issuing Bank</b>	Read only field. System defaults the counter SBLC/guarantee issuing bank details available in guarantee.
<b>Counter Guarantee Issuing Bank Reference</b>	Read only field. System defaults the counter SBLC/guarantee issuing bank reference value available in guarantee.
<b>Local SBLC/Guarantee Issuing Bank</b>	Read only field. System defaults the local SBLC/guarantee issuing bank details available in Guarantee.
<b>Local Guarantee Issuing Bank Reference</b>	Read only field. System defaults the local SBLC/guarantee issuing bank reference value available in Guarantee.
<b>Additional Amounts</b>	Read only field. This field displays the details of the additional amount covered as per the latest guarantee details.

**Audit**

**Task Audit Trail Details**

Application No.  Branch Code  Initiated Date  Initiated By

Process Name

S.No	Stage Name	Pickup Time	Completed Time	Completed By	Outcome
1	Registration	Thu, 11 Jul 2024 08:01:31 GMT	Thu, 11 Jul 2024 08:02:39 GMT	ATEST11	PROCEED

This button 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 2-8 Audit - Field Description**

Field	D e s c r i p t i o n
Application No.	T h i s f i e l d i s p l a y s t h e a p p l i c a t i o n n u m b e r o f t h e p r o c e s s.

**Table 2-8 (Cont.) Audit - Field Description**

Field	Description
Branch Code	This field displays the branch code.

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
Initiated Date	T h i s f i e l d i s p l a y s t h e d a t e o n w h i c h p r o c e s s i s i n i t i a t e d .

**Table 2-8 (Cont.) Audit - Field Description**

Field	Description
Initiated By	This field displays the user ID of the user who had initiated the p

**Table 2-8 (Cont.) Audit - Field Description**

Field	D e s c r i p t i o n
	r o c e s s.



Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
Process Name	T h i s f i e l d i s p l a y s t h e n a m e o f t h e p r o c e s s w h i c h i s i n i t i a t e d .

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
S. No	T h i s f i e l d i s p l a y s t h e s e r i a l n u m b e r o f t h e a u d i t r e c o r d .

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
Stage Name	T h i s f i e l d i s p l a y s t h e c u r r e n t s t a g e o f t h e p r o c e s s.

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
Completed Time	T h i s f i e l d i s p l a y s t h e t i m e o n w h i c h t h e a u d i t o f t h e c u r r e n t s t a g e

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
	is c o m p l e t e d .

Table 2-8 (Cont.) Audit - Field Description

Field	D e s c r i p t i o n
Completed By	T h i s f i e l d i s p l a y s t h e u s e r I D o f t h e u s e r w h o h a d c o m p l e t e d t h

**Table 2-8 (Cont.) Audit - Field Description**

<p><b>Field</b></p>	<p><b>D e s c r i p t i o n</b></p>
	<p>e a u d i t .</p>
<p><b>Outcome</b></p>	<p>T h i s f i e l d d i s p l a y s t h e o u t c o m e o f t h e a u d i t .</p>

2. Click **Next**.

The task will move to next data segment. For more information refer [Acknowledgement Details](#).

Table 2-9 Main Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users handling the request.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.



**Table 2-9 (Cont.) Main Details - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>	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>	Cancel the Guarantee Cancellation - Islamic task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Next</b>	On click of 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.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 2.3.2 Acknowledgement Details

This topic provides the systematic instructions to capture the acknowledgement details of Data Enrichment stage.

At this hop, user can verify the acknowledgment details Data Segment of the Guarantee Issuance Cancel request. This Acknowledgment related section is applicable only for Counter Issuing bank and Local issuing bank.

1. On **Acknowledgement Details** screen, specify the fields.

**Figure 2-9 Acknowledgement Details**

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

**Table 2-10 Acknowledgement Details - Field Description**

Field	Description
<b>MT 768 - Acknowledgment Details</b>	
(This is applicable in case of Counter Guarantee/Counter Counter Guarantee Issuing Bank).	
<b>Advising Bank Reference</b>	Specify the value for advising bank reference.
<b>Account Identification</b>	Click <b>Search</b> to search and select the account identification from the lookup.  Alternatively user can specify the account identification details.
<b>Date of Acknowledgement</b>	System defaults the current system date as date of message acknowledgment.
<b>Amount of Charges</b>	Specify the values for the amount of charges and select the currency code.
<b>Account with Bank</b>	Click <b>Search</b> to search and select account with bank details from the lookup. Alternatively user can also specify the account with bank details.
<b>Charges</b>	Specify more details about charges, if applicable.
<b>Sender to Receiver Information</b>	Click <b>Search</b> to search and select the sender to receiver details, if applicable.

2. Click **Next**.

The task will move to next data segment.

Table 2-11 Acknowledgement Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instructions</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <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> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-11 (Cont.) Acknowledgement Details - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>	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>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of 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.

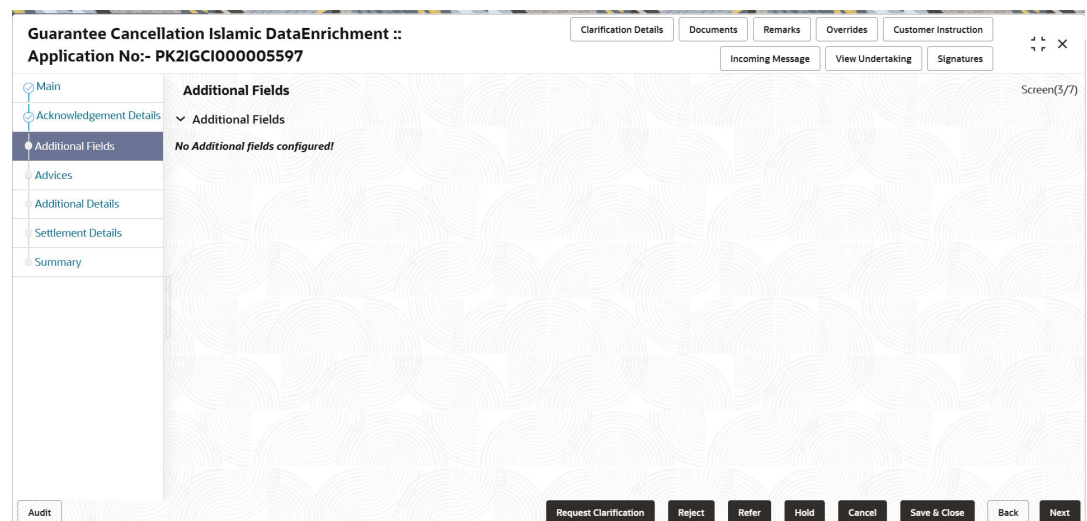
### 2.3.3 Additional Fields

This topic provides the systematic instructions to capture the additional fields.

Banks can configure these additional fields during implementation.

1. On **Additional Fields** screen, specify the fields, if any.

**Figure 2-10 Additional Fields**



2. Click **Next**.

The task will move to next data segment. For more information refer [Advices](#).  
For more information on action buttons, refer to the field description table below.

**Table 2-12 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users handling the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

**Table 2-12 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	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>
<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>	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
<b>Back</b>	<p>On click of Back, task moves to previous logical step.</p>
<b>Next</b>	<p>On click of 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.</p>

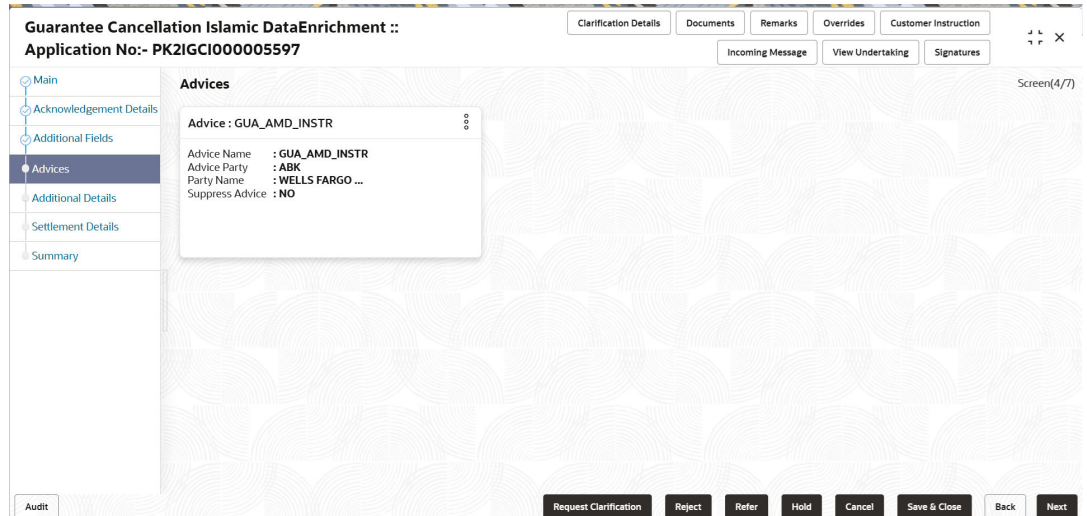
## 2.3.4 Advices

This topic provides the systematic instructions to capture the advices details of Guarantee Cancellation - Islamic process.

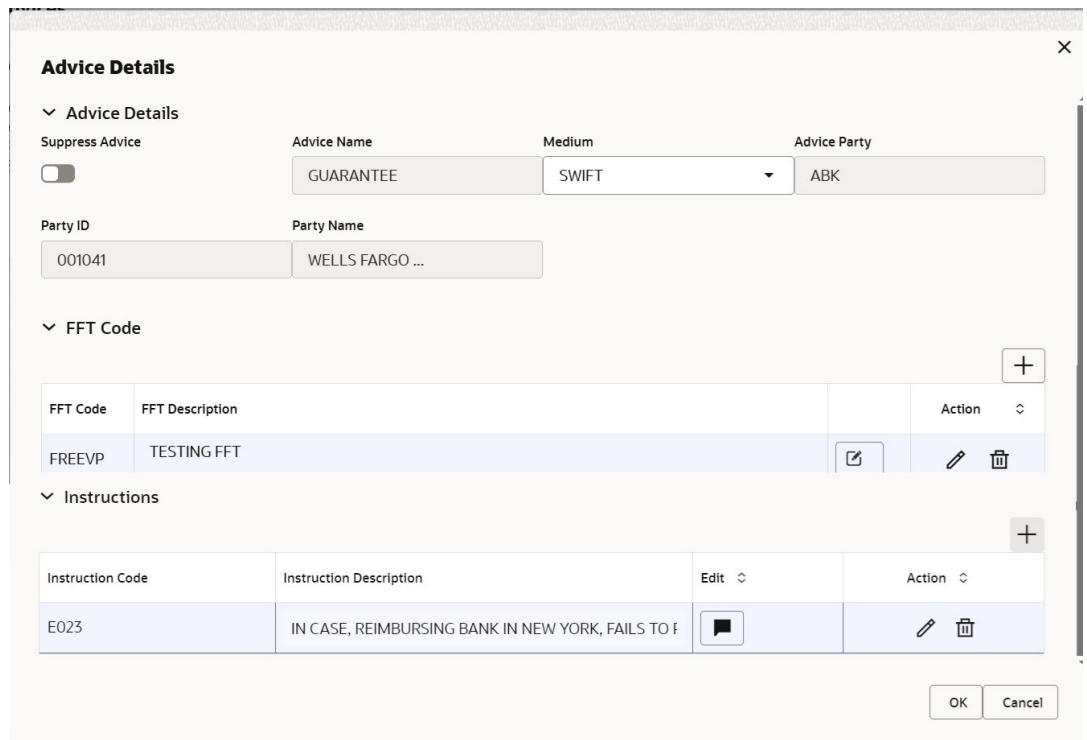
A Data Enrichment user can verify the advices details Data Segment of the Guarantee Issuance Cancel request. This section defaults the advices maintained for the product based on the advices maintained at the Product level. The user can also suppress the Advise, if required

1. On **Advices** screen, click the 3 dots on any advice tile to view the advice details.

**Figure 2-11 Advices**



### Advice Details





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

**Table 2-13 Advice Details**

Field	Description
<b>Suppress Advice</b>	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
<b>Advice Name</b>	Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the system.

**Table 2-13 (Cont.) Advice Details**

Field	Description
<b>Advice Party</b>	Displays the advice party is defaulted from the system.
<b>Party ID</b>	Displays the party Id defaulted from system.
<b>Party Name</b>	Displays the defaulted from Guarantee.
<b>FFT Code</b>	Specify the free format text based on the following table. Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected. User can edit the FFT description.
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click Edit icon to edit the existing FFT code. Click Delete icon to remove any existing FFT code.
<b>Instructions</b>	Specify the instruction details based on the following table. Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click Edit icon to edit the existing instruction code. Click Delete icon to remove any existing instruction code.

2. Click **Next**.

The task will move to next data segment.  
For more information on fields, refer to the field description table below.

**Table 2-14 Advices - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.



**Table 2-14 (Cont.) Advices - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click to View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee Cancellation. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	<p>Click to view the overrides accepted by the user.</p>
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	<p>Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.</p>
<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 2-14 (Cont.) Advices - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>	The details provided will be saved and status will be on hold. sUser 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>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Clicking on Back button, takes the user to the previous screen.
<b>Next</b>	On click of 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.

## 2.3.5 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Guarantee Cancellation - Islamic process.

In the Additional details section, the user can verify/input/update the additional details data segment of the Guarantee/SBLC Cancellation request. Guarantee cancellation - Islamic may have impact on the Charges and Commission section.

1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

**Figure 2-12 Additional Details**

**Guarantee Cancellation Islamic DataEnrichment ::**  
**Application No:- PK2IGCI00005597**

Clarification Details Documents Remarks Overrides Customer Instruction  
 Incoming Message View Undertaking Signatures

Main  
 Acknowledgement Details  
 Additional Fields  
 Advices  
**Additional Details**  
 Settlement Details  
 Summary

**Additional Details** Screen(5/7)

Limit & Collateral	Charge Details	Preview Message
Contribution Currency : Contribution Amount : Limit Status : Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Curre: Deposit Linkage Amou:	Charge : <b>GBP 50.00</b> Commission : Tax : Block Status : <b>Not Initiated</b>	Language : Preview Message : -

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

### Limits and Collaterals

The limits and collateral details are displayed as tile. The tiles displays a list of important fields with values.

On Approval, system should not release the Earmarking against each limit line and system should handoff the “Limit Earmark Reference Number “to the back office. On successful handoff, back office will make use of these “Limit Earmark Reference Number” to release the Limit Earmark done in the mid office (OBT FPMCS) and should Earmark the limit from the Back office.

In case multiple Lines are applicable, Limit Earmark Reference for all lines to be passed to the back office.

 **Note:**

For Guarantee Advising MT 760, user can input the values, applicable if Advising bank confirms undertaking.

**Limits and Collaterals**

▼ Limit Details

Customer ID	Linkage Type	Liability Number	Line Id/Linkage Ref No	Line Serial	Contribution %	Contribution Currency	Amount to Earmark	Limit Check Response	Response Message	View
No data to display.										

▼

**Cash Collateral Details**

Collateral Percentage: 10.0

Collateral Currency and amount: USD \$1,000.00

Exchange Rate: 1.0

Sequence Number	Settlement Account...	Settlement Account	Exchange Rate	Collateral Split %	Contribution Amount	Contribution Amount in Account Currency	Account Balance Check Response	Response Message	View
1	USD	PK20010430013		100	0		NA	verify/Block not required	1

▼ Deposit Linkage Details

<input type="checkbox"/>	Deposit Account	Deposit Currency	Deposit Maturity Date	Transaction Currency	Deposit Available In Transaction Currency	Linkage Amount(Transaction Currency)	View
No data to display.							

Save & Close    Cancel

Figure 2-13 Limit Details

### Limit Details

<b>Customer Id</b> 001044	<b>Linkage Type</b> Facility
<b>Contribution %</b> 100.0	<b>Liability Number</b> 001044
<b>Contribution Currency</b> USD	<b>Line Id/Linkage Ref No</b> 001044_US
<b>Limit/Liability Currency</b> USD	<b>Limits Description</b> 
<b>Limit Check Response</b> 	<b>Amount to Earmark</b> \$4,840.00
<b>Expiry Date</b> 	<b>Limit Available Amount</b> \$0.00
<b>Response Message</b> 	<b>ELCM Reference Number</b> 

Save & Close Close

Figure 2-14 Collateral Details

### Collateral Details

<p><b>Total Collateral Amount</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$1,000.00"/>	<p><b>Collateral Amount to be Collected</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p><b>Sequence Number</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>	<p><b>Collateral Split %</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="100.0"/>
<p><b>Collateral Contribution Amount</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="\$0.00"/>	<p><b>Settlement Account</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK20010430013"/>
<p><b>Settlement Account Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>	<p><b>Exchange Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.0"/>
<p><b>Contribution Amount in Account Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p><b>Account Available Amount</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>
<p><b>Response</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="NA"/>	<p><b>Response Message</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="verify/Block not required"/>

×

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

**Table 2-15 Limit Details - Field Description**

Field	Description
<b>Limit Details</b>	Click <b>View</b> link to view the limit details limit details. Below fields are displayed on the Limit Details pop-up screen.
<b>Customer ID</b>	Applicant's/Applicant Bank customer ID will get defaulted.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li>• <b>Facility</b></li> <li>• <b>Liability</b></li> </ul> By default Linkage Type should be <b>Facility</b> .

Table 2-15 (Cont.) Limit Details - Field Description



Field	Description
<b>Contribution %</b>	<p>System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.</p> <p>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified."</p> </div>
<b>Liability Number</b>	<p>Click <b>Search</b> to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
<b>Contribution Currency</b>	This field displays the contribution currency.
<b>Line ID/Linkage Ref No</b>	<p>Click <b>Search</b> to search and select from the various lines available and mapped under the customer id gets listed in the drop-down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.</p> <p>The user can click the Line Id link to view the limit details.</p> <div style="border: 1px solid #0070C0; padding: 10px; margin-top: 10px;"> <p> <b>Note:</b></p> <p>User can also select expired Line ID from the lookup and on clicking the verify button, system should default "The Earmarking cannot be performed as the Line ID is Expired" in the "Response Message" field.</p> </div> <p>This field is disabled and read only, if <b>Linkage Type</b> is Liability.</p>
<b>Limit/Liability Currency</b>	This field displays the limit currency, when the user select the <b>Liability Number</b> .
<b>Limits Description</b>	This field displays the limits description.
<b>Limit Check Response</b>	<p>This field displays the limit check response.</p> <p>Response can be 'Success' or 'Limit not Available' based on the limit service call response.</p> <p>The value in this field appears, if you click the <b>Verify</b> button.</p>
<b>Amount to Earmark</b>	<p>This field defaults the amount to earmark.</p> <p>Contribution amount will default based on the contribution %.</p> <p>User can change the value.</p>

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Expiry Date</b>	This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	This field displays the value of available limit, i.e., limit available without any earmark. The Limit Available Amount must be greater than the Contribution Amount. The value in this field appears, if you click the <b>Verify</b> button.
<b>Response Message</b>	This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	This field displays the ELCM reference number.
<b>Limit Details grid</b>	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
<b>Cash Collateral Details</b>	Specify the <b>Cash Collateral Details</b> .
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. User can modify the collateral Currency and amount. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Collateral Details pop-up screen</b>	Click <b>+</b> plus icon to add new collateral details. Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.



Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save &amp; Close</b>	Click to to save and close the record.
<b>Cancel</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the <b>Cash Collateral Details</b> grid along with the above fields.
<b>Collateral %</b>	Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account selection.
<b>Deposit Linkage Details</b>	In this section which the deposit linkage details is captured. System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Click plus icon to add new deposit linkage details.
<b>Edit</b>	Click edit link to edit the deposit linkage details.
<b>Deposit Linkage Details pop-up screen</b>	Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.

Table 2-15 (Cont.) Limit Details - Field Description

Field	Description
<b>Deposit Account</b>	Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.  All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
<b>Deposit Branch</b>	This field displays the deposit branch which will be auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	This field displays the maturity date of deposit based on the deposit account selection.
<b>Exchange Rate</b>	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.  System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
Below fields appear in the <b>Deposit Details</b> grid along with the above fields.	
<b>Deposit Currency</b>	This field displays the deposit currency.
<b>Transaction Currency</b>	This field displays the transaction currency.

- Click **Save and Close** to save the details and close the screen.

### Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details. On landing the additional tab, charges and tax if any will get defaulted from back end simulation. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

**Commission, Charges and Taxes**

Recalculate Re-default

Commission Details

Component	Rate	Mod. Rate	Currency	Amount	Modified	Defer	Waive	Charge Party	Settl. Account	Amendable
No data to display.										
Page 1 (0 of 0 items)  < < 1 > >										

Charge Details

Component	Tag currency	Tag Amount	Currency	Amount	Modified	Billing	Defer	Waive	Charge Party	Settlement Account
No data to display.										
Page 1 (0 of 0 items)  < < 1 > >										

Tax Details

Component	Type	Value Date	CCY	Amount	Billing	Defer	Settl. Account
No data to display.							

Save & Close Cancel

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

**Table 2-16 Charge Details - Field Description**

Field	Description
<b>Commission Details</b>	This section displays the <b>Commission Details</b> .
<b>Component</b>	This field displays the commission component.
<b>Rate</b>	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPMCS. The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPMCS. If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
<b>Modified Amount</b>	From the default value, if the amount is changed, the value gets updated in the modified amount field.
<b>Defer</b>	If enabled, charges/commissions has to be deferred and collected at any future step.
<b>Waive</b>	Based on the customer maintenance, the charges/commission can be marked for Billing or Defer. If the defaulted Commission is changed to defer or billing or waive, system must capture the user details and the modification details in the 'Remarks' place holder.

**Table 2-16 (Cont.) Charge Details - Field Description**

Field	Description
<b>Charge Party</b>	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
<b>Settlement Account</b>	Select the settlement account.
<b>Charge Details</b>	This section displays the <b>Charge Details</b> .
<b>Charge Details</b>	
<b>Component</b>	This field displays the charge component type.
<b>Tag Currency</b>	This field displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	This field displays the tag amount that is maintained under the product code.
<b>Currency</b>	This field displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Billing</b>	<p>If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPMCS.</p> <p>The user can not enable/disable the option, if it is de-selected by default.</p> <p>This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<p>If charges have to be deferred and collected at any future step, this check box has to be selected.</p> <p>On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPMCS.</p> <p>The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Waive</b>	<p>Enable the toggle, if charges has to be waived.</p> <p>Based on the customer maintenance, the charges should be marked for Billing or for Defer.</p> <p>This field is disabled, if <b>Defer</b> toggle is enabled.</p>
<b>Charge Party</b>	Charge party is applicant by default. User can change the value to beneficiary.
<b>Settlement Account</b>	Select the settlement account.
<b>Tax Details</b>	The tax component is calculated based on the commission and defaults if maintained at product level. User cannot update tax details and any change in tax amount on account of modification of charges/commission will be available on click of Re-Calculate button or on hand off to back-end system.
<b>Component</b>	This field displays the tax component.
<b>Type</b>	This field displays the type of tax component.
<b>Value Date</b>	This field displays the value date of tax component.

**Table 2-16 (Cont.) Charge Details - Field Description**

Field	Description
<b>Currency</b>	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
<b>Amount</b>	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
<b>Billing</b>	If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. This field is disabled, if 'Defer' toggle is enabled.
<b>Defer</b>	If taxes have to be deferred and collected at any future step, this option has to be enabled. The user can enable/disable the option the check box. On de-selection the user has to click on 'Recalculate' charges button for re-simulation.
<b>Settlement Account</b>	System defaults the settlement account. The user can modify the settlement account.

3. Click **Save and Close** to save the details and close the screen.

**Preview Messages**

The bank user can view a preview of the outgoing SWIFT message and advise simulated from back office.

The Preview section consists of following.

**Preview – SWIFT and Advise**

Based on the guarantee cancellation - Islamic captured in the previous screen, the preview message simulated from the back office and the user can view the message.

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

Table 2-17 Preview Messages - Field Description

Field	Description
<b>Preview SWIFT Message</b>	This section displays the <b>Preview SWIFT Message</b> details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down.
<b>Message Status</b>	Read only field. This field displays the message status of draft message of guarantee details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of guarantee details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview - Mail Advice</b>	This section displays the <b>Preview - Mail Advice</b> details.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. This field displays the message status of draft message of liquidation details.
<b>Repair Reason</b>	Read only field. This field displays the message repair reason of draft message of liquidation details.
<b>Preview Message</b>	This field displays a preview of the advice.
<b>Draft Confirmation Required</b>	Specify the <b>Draft Confirmation Required</b> details.
<b>Draft Confirmation Required</b>	Enable the Draft Confirmation Required toggle, if the guarantee message needs to be approved by customer before issue.  A bank user can share the Draft SWIFT message to the customer through email, before the actual transmission of SWIFT message to the Advising Bank.  Following fields will have values on receipt of customer response.
<b>Customer Response</b>	Specify the response received from customer. If the response is received online, the response is auto populated in this field by the system
<b>Customer Remarks</b>	Remarks from the customer for the draft.
<b>Response Date</b>	Customer Response received date.
<b>Default Email list</b>	Default email address of the customer.
<b>Add Recipients</b>	Enables to add more recipients for the customer response.

4. Click **Save and Close** to save the details and close the screen.
5. Click **Next**.

The task will move to next data segment.

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

Table 2-18 Additional Details - Action Buttons - Field Description

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users handling the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.

**Table 2-18 (Cont.) Additional Details - Action Buttons - Field Description**

Field	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>
<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>	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
<b>Back</b>	<p>On click of Back, task moves to previous logical step.</p>
<b>Next</b>	<p>On click of 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.</p>

## 2.3.6 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Cancellation - Islamic request.

The user can view the settlement details during Guarantee Cancellation - Islamic request.

1. On **Settlement Details** screen, specify the fields.

**Figure 2-15 Settlement Details**



**Guarantee Cancellation Islamic DataEnrichment ::**  
Application No:- PK2IGCI00005597

Clarification Details Documents Remarks Overrides Customer Instruction  
Incoming Message View Undertaking Signatures

Main Acknowledgement Details Additional Fields Advices Additional Details Settlement Details Summary

**Settlement Details**  Current Event

Settlement Details

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Netting Indicator	Current Event
AGLIR_COMI_LI...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AGLIR_COMI_LI...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AGLIR_COMM...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AGLIR_COMM...	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
ARCLIQD	GBP	Debit	152110005	Domestic Export Sight Bl...	GBP	No	No
AVL_SET_LCAMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
AVL_SET_LCAM...	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
CLAIM_SETTLE...	GBP	Credit	PK20010410...	WELLS FARGO LA	USD	No	No
COLLAMT_OS	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
COLLAMT_OSEQ	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No
COLLAMT_OSF	GBP	Credit	PK2001044...	GOODCARE PLC	GBP	No	No

AGLIR\_COMM\_LIQD - Party Details

Transfer Type Charge Details Netting Indicator Receiver  
001044

Payment Details

Sender To Receiver 1: Only /BX/XXX format is allowed  
Sender To Receiver 2: /BX/XXX or //XXX format is allowed  
Sender To Receiver 3: /BX/XXX or //XXX format is allowed  
Sender To Receiver 4: /BX/XXX or //XXX format is allowed  
Sender To Receiver 5: /BX/XXX or //XXX format is allowed  
Sender To Receiver 6: /BX/XXX or //XXX format is allowed

Remittance Information

Payment Detail 1 Payment Detail 2 Payment Detail 3 Payment Detail 4

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-19 Settlement Details – Field Description**

Field	Description
<b>Current Event</b>	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event
<b>Component</b>	This field displays the components based on the product selected.
<b>Currency</b>	This field displays the default currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event.
<b>Original Exchange Rate</b>	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
<b>Exchange Rate</b>	This exchange rate.
<b>Deal Reference Number</b>	This exchange deal reference number.

- Click any component in the grid.

**Party Details**

**Table 2-20 Party Details – Field Description**

Field	Description
<b>Transfer Type</b>	Select the transfer type from the drop-down list. The options are: <ul style="list-style-type: none"> <li>• <b>Customer Transfer</b></li> <li>• <b>Bank Transfer for own account</b></li> <li>• <b>Direct Debit Advice</b></li> <li>• <b>Managers Check</b></li> <li>• <b>Customer Transfer with Cover</b></li> <li>• <b>Bank Transfer</b></li> </ul>
<b>Charge Details</b>	Select the charge details for the transaction. The options are: <ul style="list-style-type: none"> <li>• <b>Beneficiary All Charges</b></li> <li>• <b>Remitter Our Charges</b></li> <li>• <b>Remitter All Charges</b></li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component. The options are: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>
<b>Ordering Customer</b>	Click search icon to search and select the ordering customer from the look up.
<b>Ordering Institution</b>	Click search icon to search and select the ordering institution from the look up.
<b>Senders Correspondent</b>	Click search icon to search and select the senders correspondent from the look up.
<b>Receivers Correspondent</b>	Click search icon to search and select the receivers correspondent from the look up.
<b>Intermediary Institution</b>	Click search icon to search and select the intermediary institution from the look up.
<b>Account with Institution</b>	Click search icon to search and select the account with institution from the look up.
<b>Beneficiary Institution</b>	Click search icon to search and select the beneficiary institution from the look up.
<b>Ultimate Beneficiary</b>	Click search icon to search and select the ultimate beneficiary from the look up.
<b>Intermediary Reimbursement Institution</b>	Click search icon to search and select the intermediary reimbursement institution from the look up.
<b>Receiver</b>	Click search icon to search and select the Receiver from the look up.

**Payment Details**

**Table 2-21 Payment Details - Field Description**

Field	Description
<b>Sender to Receiver 1</b>	Specify the sender to receiver message.
<b>Sender to Receiver 2</b>	Specify the sender to receiver message.
<b>Sender to Receiver 3</b>	Specify the sender to receiver message.
<b>Sender to Receiver 4</b>	Specify the sender to receiver message.
<b>Sender to Receiver 5</b>	Specify the sender to receiver message.
<b>Sender to Receiver 6</b>	Specify the sender to receiver message.

**Remittance Information****Table 2-22 Remittance Information – Field Description**

Field	Description
<b>Payment Detail 1</b>	Specify the payment details.
<b>Payment Detail 2</b>	Specify the payment details.
<b>Payment Detail 3</b>	Specify the payment details.
<b>Payment Detail 4</b>	Specify the payment details.

3. Click **Next**.

The task will move to next data segment.

**Table 2-23 Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.

**Table 2-23 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the "Trade Finance Portal" for the transactions that are initiated offline.
<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>
<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>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	Click the Back button, to go back to the previous screen.
<b>Next</b>	On click of 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.

## 2.3.7 Summary

This topic provides the systematic instructions to view the summary details in Data Enrichment stage of Guarantee Cancellation - Islamic request.

User can review the summary of details updated in Data Enrichment stage of Guarantee Cancellation - Islamic request.

The Summary tiles display a list of important fields with values. User can drill down from Summary tiles into respective data segments.

1. On **Summary** screen, click the 3 dots on any tile to view the details.

Figure 2-16 Summary

Guarantee Cancellation Islamic DataEnrichment :: Application No:- PK2IGCI00005597

Clarification Details Documents Remarks Overrides Customer Instruction Incoming Message View Undertaking Signatures

Screen(7/7)

**Summary**

<p><b>Main</b></p> <p>SBLC/Guarantee Type : Submission Mode : <b>Online</b> Date of Issue : <b>2022-04-20</b></p>	<p><b>Guarantee Details</b></p> <p>FFT Code 1 : FFT Code 2 :</p>	<p><b>Additional Fields</b></p> <p>Click here to view Additional fields</p>
<p><b>Guarantee Preferences</b></p> <p>Collection by : Delivery of Original Under Taking :</p>	<p><b>Local Guarantee</b></p> <p>Collection by : Delivery of Original Under Taking :</p>	<p><b>Advices</b></p> <p>Advice 1 : <b>GUA_AMD_INST...</b></p>
<p><b>Commission,Charges and Taxes</b></p> <p>Charge : <b>GBP 50.00</b> Commission : Tax : Block Status : <b>Not Initiated</b></p>	<p><b>Preview Message</b></p> <p>Language : <b>ENG</b> Preview Message : -</p>	<p><b>Limits and Collaterals</b></p> <p>Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :</p>
<p><b>Party Details</b></p> <p>Advising Bank : <b>WELLS FARGO ...</b> Applicant : <b>GOODCARE PLC</b> Beneficiary : <b>MARKS AND SP...</b></p>	<p><b>Accounting Details</b></p> <p>Event : <b>AMNV</b> AccountNumber : <b>PK201044001...</b> Branch : <b>PKZ</b></p>	

Audit Request Clarification Reject Refer Hold Cancel Save & Close Back Submit

### Tiles Displayed in Summary

- Main Details - User can view the application details and Guarantee/Standby details.
- Guarantee Details - User can view the Guarantee Details.
- Additional Fields - User can view the user defined field details.
- Advices - User can view the details of advices.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages.
- Limits and Collaterals - User can view the limits and collateral details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message “Value Date is different from Transaction Date for one or more Accounting entries.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-24 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be ‘Clarification Requested’.
<b>Documents</b>	Click to View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users handling the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPMCS user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required.  The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is required, system should display all the signatures.
<b>Request Clarification</b>	Clicking this button allows the user to submit the request for clarification to the “Trade Finance Portal” for the transactions that are initiated offline.

Table 2-24 (Cont.) Summary - Action Buttons - Field Description

Field	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>
<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>	<p>Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Save &amp; Close</b>	<p>Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
<b>Back</b>	<p>On click of Back, task moves to previous logical step.</p>
<b>Submit</b>	<p>Task will get moved to next logical stage of Guarantee Cancellation - Islamic.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.</p>

## 2.4 Multi Level Approval

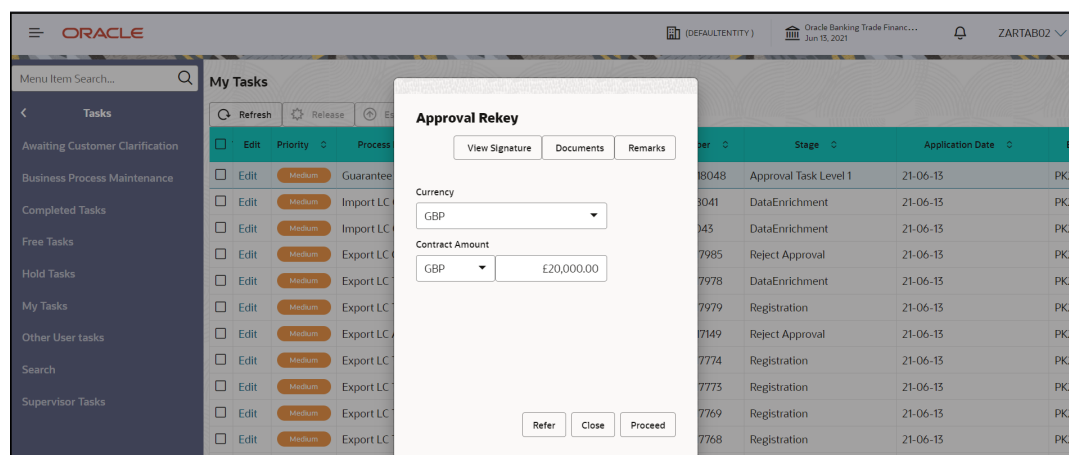
This topic helps you quickly get acquainted with the Multi Level Approval process.

The Approval user can view the summary of details updated in multilevel approval stage of a Islamic Guarantee Issuance Cancellation request.

1. Log in into OBTFPMCS application and on **Home** screen, click, **Task**.
2. Under **Task**, click **Free Task**.
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.

- The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task. The **Approval Re-Key** pop-up screen appears.

Figure 2-17 Approval Re-Key



If rekey authorization set up is available, then on clicking Acquire, the task will land on the rekey authorization screen otherwise the task will land on the summary screen.

The user can view the details of multilevel approval stage of Guarantee Cancellation request in the Summary screen.

- Open the task and re-key some of the critical field values from the request in the **Approval Re-Key** screen.

Some of the fields below will dynamically be available for re-key.:

- Currency
- Contract Amount

Re-key is applicable to the first approver in case of multiple approvers. All approvers will however be able see the summary tiles and the details in the screen by drill down from tiles.

- Click **Proceed** to proceed for the approval.

The **Approval Summary** screen appears. The user can view the Summary tiles which displays list of important fields with values.

- Click each tile to drill down from summary tiles into respective data segments to verify the details of all fields under the data segment.

#### Note:

The user can simulate/recalculate charge details and during calling the handoff, if handoff is failed with error the OBTFM displays the Handoff failure error during the Approval of the task.

### Approval Summary



**Guarantee Cancellation Islamic Approval Task Level 1 :: Application**  
No:- PK2IGCI000005597

Documents Remarks Overrides Customer Instruction Incoming Message  
View Undertaking Signatures

<b>Main</b> SBLC/Guarantee Type : Submission Mode : <b>Online</b> Date of Issue : <b>2022-04-20</b>	<b>Guarantee Details</b> FFT Code 1 : FFT Code 2 :	<b>Additional Fields</b> Click here to view Additional : fields
<b>Advices</b> Advice 1 : <b>GUA_AMD_INST...</b>	<b>Commission,Charges and Taxes</b> Charge : <b>GBP 50.00</b> Commission : Tax : Block Status : <b>Success</b>	<b>Preview Message</b> Language : <b>ENG</b> Preview Message : -
<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : <b>Not Verified</b> Collateral Currency : Collateral Contribution : Collateral Status : <b>Not Verified</b> Deposit Linkage Currency : Deposit Linkage Amount :	<b>Party Details</b> Applicant : <b>GOODCARE PLC</b> Advising Bank : <b>WELLS FARGO ...</b> Beneficiary : <b>MARKS AND SP...</b>	<b>Accounting Details</b> Event : <b>AMNV</b> AccountNumber : <b>412000001</b> Branch : <b>PK2</b>
<b>Exception(Approval)</b> EXCEPTION : <b>Nil</b>		

Audit Reject Hold Refer Cancel Approve

Tiles Displayed in Summary:

- Main Details - User can view the application details and Guarantee/Standby details.
- Guarantee Details - User can view the Guarantee Details.
- Additional Fields - User can view the user defined field details.
- Advices - User can view the details of advices.
- Commission, Charges and taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages.
- Limits and Collaterals - User can view the limits and collateral details.
- Party Details - User can view the party details like beneficiary, advising bank etc.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

When the Value Date is different from the Transaction Date for one or more accounting entries, system displays an Alert Message "Value Date is different from Transaction Date for one or more Accounting entries."

- Exception(Approval) - User can view the exception(approval) details.

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

**Table 2-25 Approval Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>View/Upload the required document.</p> <p>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application</p>
<b>Remarks</b>	<p>Specify any additional information regarding the Guarantee Cancellation - Islamic. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<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>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>

Table 2-25 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <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>Cancel</b>	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting.

8. Click **Approve**.

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