

Oracle® Banking Trade Finance Process Management

Guarantee/SBLC Advice Closure Islamic User Guide



Release 14.7.5.0.0

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

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Oracle Banking Trade Finance Process Management Guarantee/SBLC Advice Closure Islamic User Guide, Release 14.7.5.0.0

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Preface

- [Purpose](#)
- [Audience](#)

This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Conventions](#)
- [Structure](#)

This manual is organized into the following chapters:
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Guarantee Advise C**losure 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>.

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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.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text.
<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.

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.

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.

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 1 Common Action Buttons and its Definitions

Action Buttons	Description
Reject	<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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Hold	<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>
Cancel	<p>Click Cancel to cancel the transaction input midway without saving any data.</p>
Save & Close	<p>Click Save & Close to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.</p>
Next	<p>Click Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.</p>

Table 1 (Cont.) Common Action Buttons and its Definitions

Action Buttons	Description
Submit	Click Submit to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

Symbols and Icons

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

Table 2 Symbols and Icons - Common














Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view

Table 2 (Cont.) Symbols and Icons - Common















Symbol/Icon	Function
	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 3 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

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

Welcome to the Oracle Banking Trade Finance Process Management (OBTFPM) User Guide. This guide provides an overview on the OBTFPM 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 OBTFPM:

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

Overview

OBTFPM is a Trade Finance middle office platform, which enables bank to streamline the Trade Finance operations. OBTFPM 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

OBTFPM helps banks to manage Trade Finance operations across the globe in different currencies. OBTFPM 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 Advise Closure - Islamic

As part of Conventional Guarantee Advise Closure, System enables the user to close the Guarantee which had been already Advised.

The various stages involved for Guarantee Advise Closure are:

- Receive and verify documents and input basic details - Registration stage
- Upload of related mandatory and non-mandatory documents
- Input/Modify details of Close of Guarantee - 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 Advise Closure process flow is similar to that of conventional Guarantee Advise Close process flow.

In the following sections, let's look at the details for Guarantee Advising process:

This topic contains following subtopics:

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

2.1 Common Initiation Stage

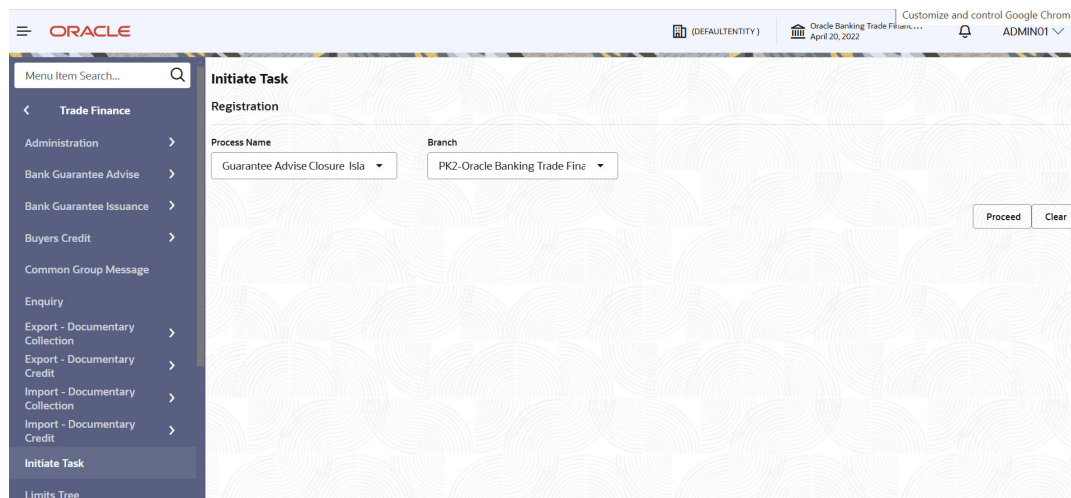
This topic provides the systematic instructions to initiate the new **Guarantee Advise Closure Islamic** request.

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
Process Name	Select a process name from the drop-down list.
Branch	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
Proceed	Task will get initiated to next logical stage.
Clear	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 Advise Closure - Islamic request.

As a registration user, you can register a Guarantee Advice Closure - Islamic request received at the front desk (as an application received physically/received by mail/fax). During registration stage, user can capture the basic details, check the signature of the authorized

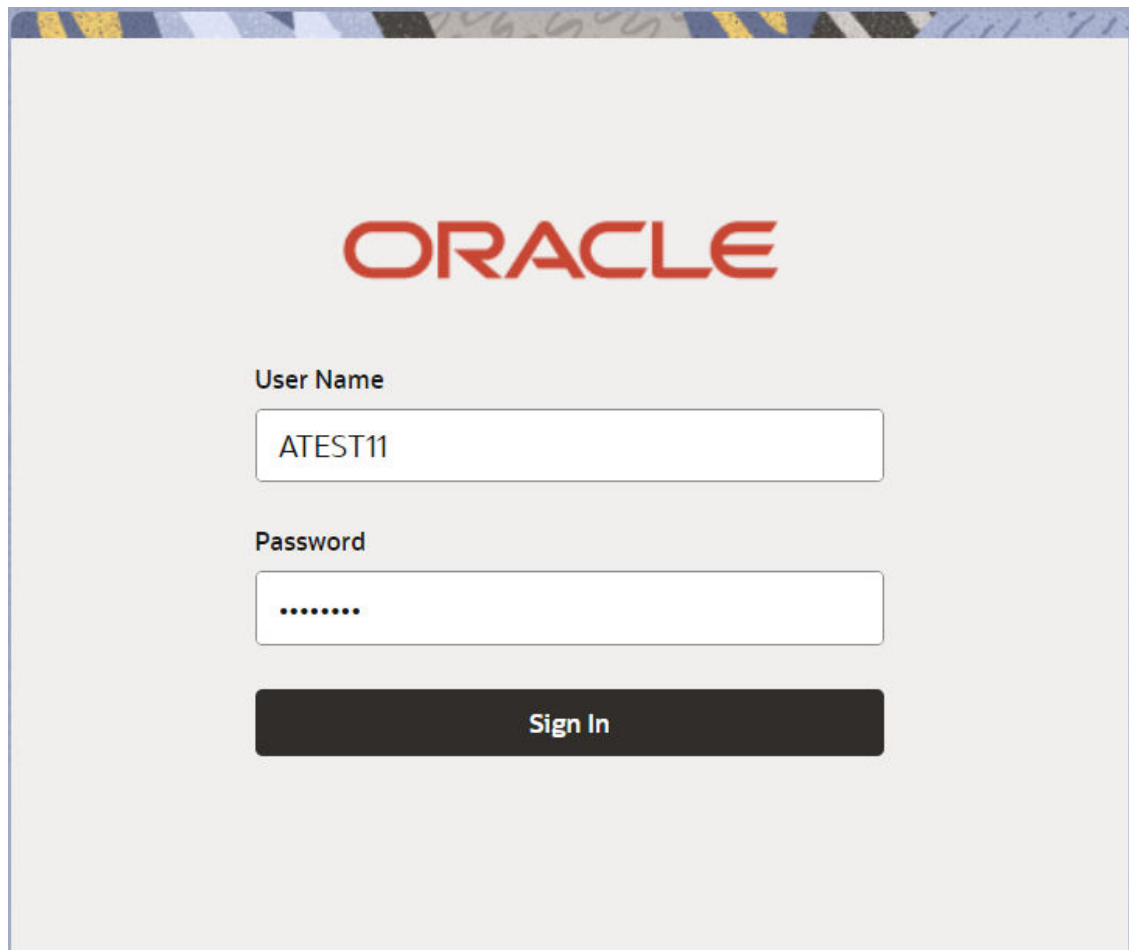
signatory of the Guarantee Issuing Bank and upload the guarantee. On submit, the request will be available for an Guarantee Advice Close expert to handle the request in the next stage.

The OBTFPM user can process MT798 with sub messages MT726-MT759 message received through SWIFT. The OBTFPM 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 OBTFPM 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.

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

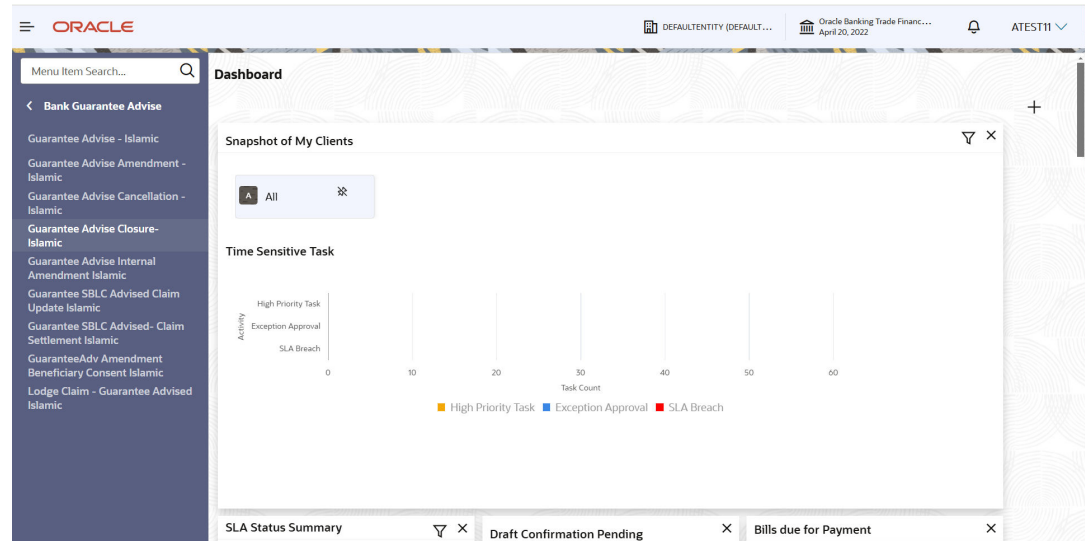
Figure 2-2 Login Screen



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'. Underneath, the text 'Password' is followed by a password input field with seven dots. At the bottom of the form is a black button with the text 'Sign In' in white.

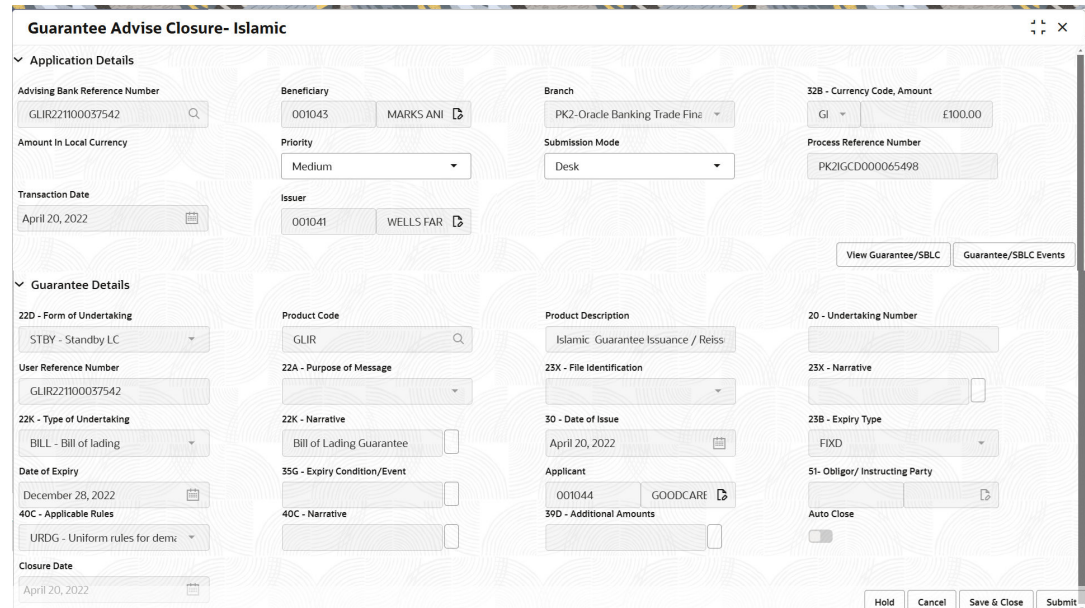
1. On **Home** screen, click **Trade Finance - Islamic**. Under **Trade Finance - Islamic**, click **Bank Guarantee Advise**.
2. Under **Bank Guarantee Advise**, click **Guarantee Advise Closure - Islamic**.

Figure 2-3 Guarantee Advice Closure - Islamic



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

Figure 2-4 Guarantee Advice Closure - Islamic - Registration - Application Details



3. On **Guarantee Advice Closure - 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 Guarantee Advise Closure - Islamic - Registration - Application Details - Field Description


Field	Description
Advising Bank Reference Number	Specify the Advising Bank Reference Number or click Search icon to search and select the Advising Bank Reference Number from look-up. As part of lookup criteria; user can input the Undertaking Number, Beneficiary, Currency, Amount and User Reference Number.
Beneficiary	Read only field. The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC details should be displayed.
Branch	Read only field. System will default the branch from Guarantee Advise.
Currency Code, Amount	Read only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC details is displayed.
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Priority	This field will be defaulted based on the priority maintenance, also enables the user to change the priority as per the requirement. Set the priority of the Guarantee Advice request as Low/Medium/High/Critical/Essential. If priority is not maintained for a customer, 'Medium' priority will be defaulted. The user can change the priority.
Submission Mode	Select the submission mode of Guarantee Advice request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> • Desk - Request received through Desk • Courier - Request received through Courier • Fax - Request received through Fax • Email - Request received through Email The user can change the submission mode.
Process Reference Number	Read only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Transaction Date	Read only field. By default, the application will display branch's current date.
Issuer	Read only field. The Issuing Bank as per the latest Guarantee/SBLC details should be displayed.

Guarantee Details

Registration user can provide Guarantee Details in this section. Alternately, Guarantee Details can be provided by DE user. All fields displayed in Guarantee details section are read only fields.

- On **Guarantee Advise Closure - Islamic - Registration - Guarantee Details** screen, specify the fields.

Figure 2-5 Guarantee Advise Closure - Islamic - Registration - Guarantee Details

 **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 Guarantee Advise Closure - Islamic - Registration - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
Product Code	Read only field. The product code used for SBLC/Guarantee advise is displayed.
Product Description	Read only field. The Product description as per the latest Guarantee/SBLC advise is displayed
Undertaking Number	Read only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
User Reference Number	Read only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number.
Purpose of Message	Read only field. The Purpose of message (ACNF/ADVI) used during SBLC/ Guarantee advise is displayed.
File Identification	Read only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed. only and populated from Incoming MT 760.

Table 2-4 (Cont.) Guarantee Advise Closure - Islamic - Registration - Guarantee Details - Field Description

Field	Description
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Type of Undertaking	Read only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Date of Issue	Read only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
Expiry Type	Read only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Date of Expiry	Read only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Expiry Condition/Event	Read only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.
Applicant	Read only field. Applicant details will be auto populated based on the details provided in Application Details section.
Obligor/ Instructor Party	Read only field. The Obligor/Instructing Party as per the latest Guarantee/SBLC advise details is displayed.
Applicable Rules	Read only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Additional Amounts	Read only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
Auto Close	Read only field. System default the value from the previous versions of the contracts.
Closure Date	Read only field. System default the value from the previous versions of the contracts.

5. Click **Submit**.

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

Table 2-5 Guarantee Advise Closure - Islamic - Registration - Action Buttons - Field Description

Field	Description
Documents	Upload the documents received. The possible documents submitted under Guarantee/SBLC Advise closure - Islamic request are: <ul style="list-style-type: none"> • Guarantee/SBLC Advise Closure request
Remarks	Specify any additional information regarding the Guarantee Advise Closure - Islamic. This information can be viewed by other users processing the request.
Customer Instruction	Click to view/ input the following: <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Guarantee/SBLC	Click to view all SBLC/Guarantee details.
Guarantee/SBLC Events	Click to view all the Undertaking events under the Guarantee/SBLC Advised till date.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Guarantee Advise Closure - Islamic Registration stage inputs. Details entered will not be saved and the task will be removed.
Save & Close	Save the information provided and holds the task in 'My Task' queue for working later. This option will not submit the request.
Submit	Click Submit, system will trigger acknowledgment to the customer and give confirmation message for successful submission. The task will move to next logical stage of Guarantee Advise Closure - Islamic. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
Checklist	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 Advise Closure - Islamic request.

On successful completion of Registration of an Guarantee Advise Closure - Islamic, the task moves to Data Enrichment stage.

Guarantee Advice requests that were received at the desk will move to DE stage post successful registration. The request will have the details entered during the registration stage.

The DE user can view the latest Guarantee/SBLC Advise values displayed in the respective fields.



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 scrutiny and currently at Data enrichment stage.

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

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

Figure 2-6 Free Tasks

Acquire and Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date
<input checked="" type="checkbox"/>	Medium	Islamic Guarantee Advice C...	PK2GTAC000061823	PK2GTAC000061823	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064814	PK2GTEA000064814	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064813	PK2GTEA000064813	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064811	PK2GTEA000064811	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064809	PK2GTEA000064809	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064810	PK2GTEA000064810	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Guarantee Advise Amend...	PK2GTEA000064812	PK2GTEA000064812	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment Be...	PK2IEAM000064808	PK2IEAM000064808	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	Import LC Issuance	PK2ILCI000064791	PK2ILCI000064791	Scrutiny	22-04-20
<input type="checkbox"/>	High	Import LC Issuance	PK2ILCI000064790	PK2ILCI000064790	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	Export LC Transfer Amen...	PK2ELCT000064786	PK2ELCT000064786	Scrutiny	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment Be...	PK2ELCA000064774	PK2ELCA000064774	DataEnrichment	22-04-20
<input type="checkbox"/>	Medium	ExportLC Amendment Be...	PK2ELCA000064777	PK2ELCA000064777	DataEnrichment	22-04-20

The **Free Tasks** screen gets displayed.

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 scrutinize the registered task.

Figure 2-7 My Tasks

My Tasks	Refresh	Release	Escalate	Delegate	Flow Diagram			
<input type="checkbox"/>	Edit	Priority	Process Name	Process Reference Number	Application Number	Stage	Application Date	
<input checked="" type="checkbox"/>	Edit	Medium	Islamic Guarantee Advic...	PK2GTAC000061823	PK2GTAC000061823	DataEnrichment	22-04-20	
<input type="checkbox"/>	Edit	Medium	Islamic Export LC Dra...	PK2IELL0000050807	PK2IELL0000050807	DataEnrichment	22-04-20	
<input type="checkbox"/>	Edit	Medium	Export LC Liquidation ...	PK2IELL0000064193	PK2IELL0000064193	Approval Task Level 1	22-04-20	
<input type="checkbox"/>	Edit	Medium	Export LC Amendmen...	PK2IELM000003661	PK2IELM000003661	DataEnrichment	22-04-20	
<input type="checkbox"/>	Edit	Medium	Export LC Liquidation	PK2ELCL0000064404	PK2ELCL0000064404	Approval Task Level 1	22-04-20	
<input type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA0000064362	PK2ELCA0000064362	Scrutiny	22-04-20	
<input type="checkbox"/>	Edit	Medium	Import LC Drawing	PK2ILCD0000064359	PK2ILCD0000064359	Scrutiny	22-04-20	
<input type="checkbox"/>	Edit		Export LC Drawing	PK2ELCD0000063646	PK2ELCD0000063646	Verification	22-04-20	
<input type="checkbox"/>	Edit		Export LC Drawing	PK2ELCD0000064299	PK2ELCD0000064299	Verification	22-04-20	
<input type="checkbox"/>	Edit	Medium	Islamic Import Docum...	PK2IIDL0000064336	PK2IIDL0000064336	DataEnrichment	22-04-20	
<input type="checkbox"/>	Edit	Medium	Export LC Advise	PK2ELCA0000064309	PK2ELCA0000064309	Scrutiny	22-04-20	
<input type="checkbox"/>	Edit	Medium	Import Documentary ...	PK2IDCL0000062506	PK2IDCL0000062506	DataEnrichment	22-04-20	
<input type="checkbox"/>	Edit	Medium	Islamic Import Docum...	PK2IIDC0000064251	PK2IIDC0000064251	Approval Task Level 1	22-04-20	

Let's look at the details for Data Enrichment stage. You should be able to enter/update the fields. Some of the fields that are already having value from Data Enrichment/Online channels may not be editable.

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

- [Main Details](#)
This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Guarantee Advise Closure - Islamic request.
- [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.
- [Additional Details](#)
This topic provides the systematic instructions to capture the additional details
- [Settlement Details](#)
This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.
- [Summary](#)
This topic provides the systematic instructions to view the summary of Guarantee Advise Closure - Islamic request.

2.3.1 Main Details

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

Main details section has two sub section as follows:


- Application Details
- Guarantee Details.

Application Details

All fields displayed under Application details section, would be read only except for the **Priority** field.

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

Figure 2-8 Main Details

 **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 Guarantee Advise Closure - Main - Application Details - Field Description

Field	Description
Advising Bank Reference Number	Read-only field. The Advising Bank Reference Number as per the latest Guarantee/SBLC advise details is displayed.
Beneficiary	Read-only field. The Beneficiary of Guarantee/SBLC as per the latest Guarantee/SBLC advise details is displayed.
Branch	Read-only field. System will default the branch from Guarantee Advise.
Currency Code, Amount	Read-only field. The amount of Undertaking and currency code as per the latest Guarantee/SBLC advise details is displayed.

Table 2-6 (Cont.) Guarantee Advise Closure - Main - Application Details - Field Description

Field	Description
Amount In Local Currency	Read only field. System fetches the local currency equivalent value for the transaction amount from back office (with decimal places).
Priority	This field will be defaulted based on the priority maintenance. Set the priority of the Guarantee Advice Closure request as Low/Medium/High/Critical/Essential. If priority is not maintained for a customer, Medium priority will be defaulted. The user can change the priority.
Submission Mode	Read-only field. Displays the submission mode of Guarantee Advise Closure request. By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> • Desk - Request received through Desk • Courier - Request received through Courier • Fax - Request received through Fax • Email - Request received through Email
Process Reference Number	Read-only field. Unique sequence number for the transaction. This is auto generated by the system based on process name and branch code.
Transaction Date	Read-only field. System defaults branch date.
Issuer	Read-only field. The Issuing Bank as per the latest Guarantee/SBLC details is displayed.

Guarantee Details

The fields listed under this section are same as the fields listed under the Guarantee Details section in Registration stage.

Figure 2-9 Guarantee Details

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

Table 2-7 Guarantee Advise Closure - Islamic - Main - Guarantee Details - Field Description

Field	Description
Form of Undertaking	Read-only field. Form of Undertaking (Guarantee/Standby LC) as per the latest Guarantee/SBLC details is displayed.
Product Code	Read-only field. The product code used for SBLC/Guarantee advise is displayed.
Product Description	Read only field. This field displays the description of the product as per the latest Guarantee/SBLC advise.
Undertaking Number	Read-only field. The undertaking number as per the latest Guarantee/SBLC advise is displayed.
User Reference Number	Read-only field. System defaults the user reference number, depending on the selection of Advising Bank Reference Number in the Registration stage.
Purpose of Message	Read-only field. The Purpose of message (ACNF/ADVI) used during SBLC/ Guarantee advise is displayed.
File Identification	Read-only field. The File Identification as per the latest Guarantee/SBLC advise details is displayed and populated from Incoming MT 760.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/ SBLC advise details is displayed.
Type of Undertaking	Read-only field. The type of Undertaking as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/ SBLC advise details is displayed.
Date of Issue	Read-only field. The date of issue as per the latest Guarantee/SBLC advise details is displayed.
Expiry Type	Read-only field. The type of Expiry as per the latest Guarantee/SBLC advise details is displayed..
Date of Expiry	Read-only field. The date of Expiry as per the latest Guarantee/SBLC advise details is displayed.
Expiry Condition/Event	Read-only field. The expiry condition/event as per the latest Guarantee/SBLC advise details is displayed.

Table 2-7 (Cont.) Guarantee Advise Closure - Islamic - Main - Guarantee Details - Field Description

Field	Description
Applicant	Read-only field. Applicant details will be auto populated based on the details provided in Application Details section.
Obligor/ Instructor Party	Read-only field. The Obligor/Instructing Party as per the latest Guarantee/SBLC advise details is displayed.
Applicable Rules	Read-only field. Applicable Rules as per the latest Guarantee/SBLC advise details is displayed.
Narrative	Read-only field. Any kind of Narrative/Additional text as per the latest Guarantee/SBLC advise details is displayed.
Additional Amounts	Read-only field. Any additional amounts related to undertaking as per the latest Guarantee/SBLC advise details is displayed.
Auto Close	Read-only field. System default the value from the previous versions of the contracts.
Closure Date	Read-only field. System default the value from the previous versions of the contracts.

Audit

Task Audit Trail Details

Application No. <input type="text" value="PK2ILC1000008772"/>	Branch Code <input type="text" value="PK2"/>	Initiated Date <input type="text" value="4/20/2022"/>	Initiated By <input type="text" value="ATEST11"/>
Process Name <input type="text" value="Import LC Issuance"/>			

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	Description
Application No.	This field displays the application number of the process.
Branch Code	This field displays the branch code.
Initiated Date	This field displays the date on which process is initiated.
Initiated By	This field displays the user ID of the user who had initiated the process.
Process Name	This field displays the name of the process which is initiated.

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

Field	Description
S. No	This field displays the serial number of the audit record.
Stage Name	This field displays the current stage of the process.
Completed Time	This field displays the time on which the audit of the current stage is completed.
Completed By	This field displays the user ID of the user who had completed the audit.
Outcome	This field displays the outcome of the audit.

2. Click Next.

The task will move to next data segment.

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

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	Specify any additional information regarding the Guarantee Advise Closure - Isamic. 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

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

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

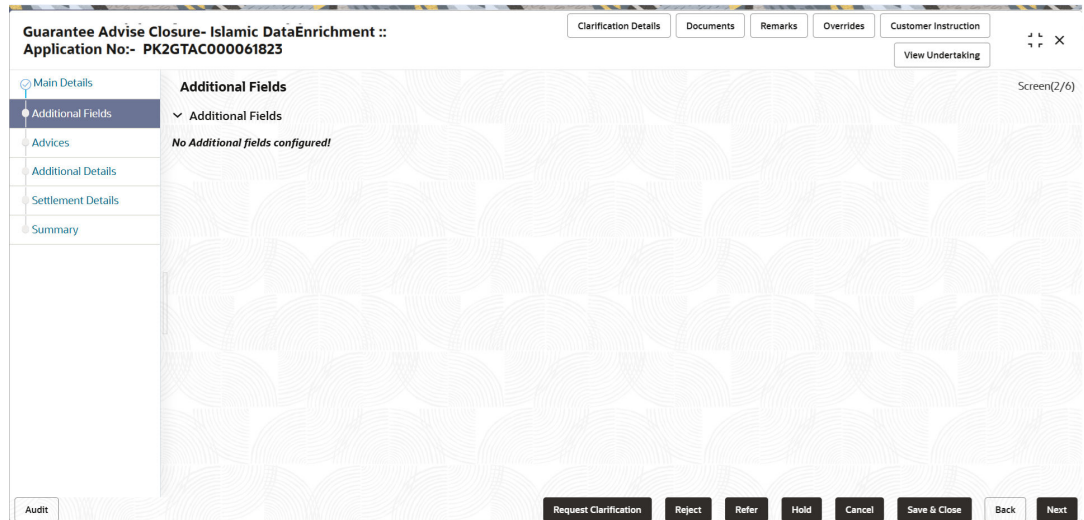
2.3.2 Additional Fields

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

DE user can view the additional fields implemented by the bank for Guarantee Advise Closure - Islamic. 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 2-10 Additional Fields - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	Specify any additional information regarding the guarantee. 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.

Table 2-10 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
Request Clarification	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	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 Advices

This topic provides the systematic instructions to capture the advices details.

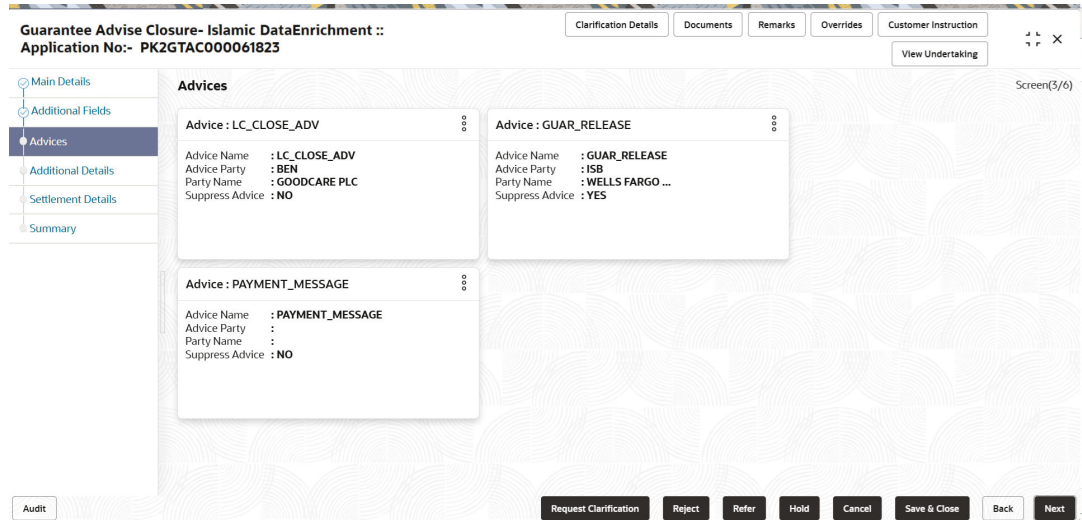
This section defaults the advices for Closure of Isamic Guarantee/SBLC Advise, based on the advices maintained at the Product level.

DE User can view the advices generated for Closure of Guarantee/SBLC Advise request.

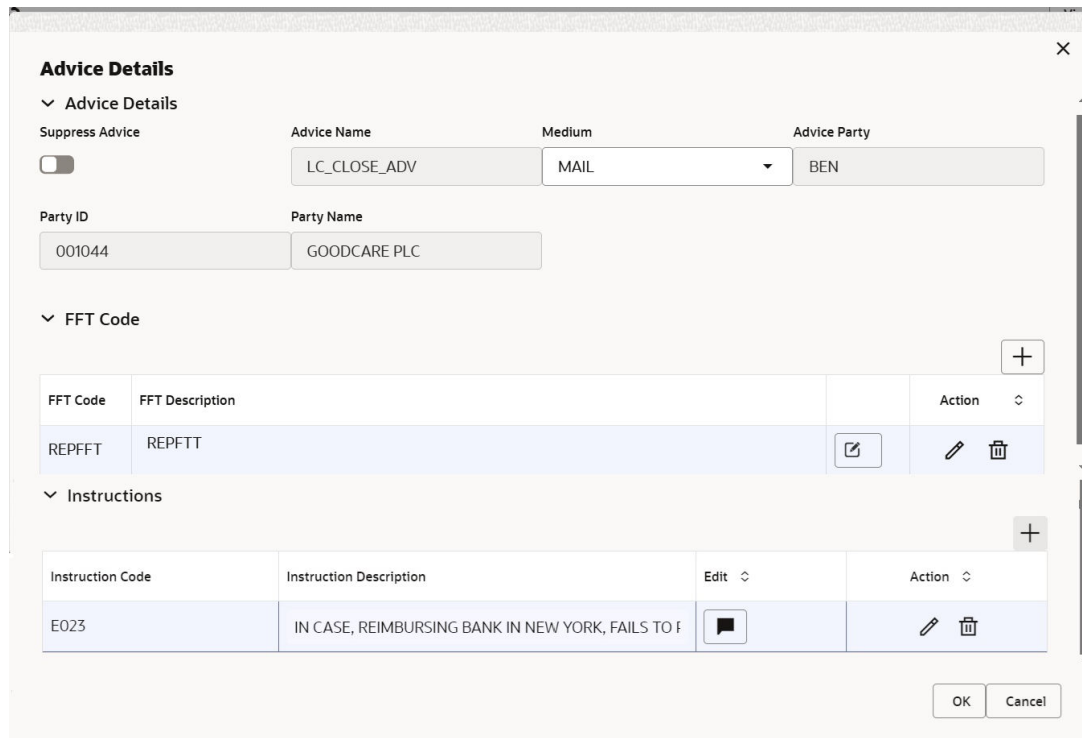
Some of the possible advices are Closure of Guarantee/SBLC Issued and Payment Message. The user can also suppress the Advice, if required.

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 2-11 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.

Table 2-11 (Cont.) Advice Details

Field	Description
Advice Name	The advice name is defaulted from Guarantee Advise.
Medium	The medium of advices is defaulted from the system. User can update, if required.
Advice Party	The medium of advices is defaulted from the system.
Party ID	Value be defaulted from Guarantee Advise.
Party Name	Read only field. Value be defaulted from Guarantee Advise.
FFT Code	Specify the free format text based on the following table. Click plus icon to add new FFT code.
FFT Code	Click Search to search and select the FFT Code.
FFT Description	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.
Action	Click Edit icon to edit the existing FFT code. Click Delete icon to remove any existing FFT code.
Instructions	Specify the instruction details based on the following table. Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	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.
Action	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 2-12 Advices - Action Buttons - Field Description

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

Table 2-12 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Documents	<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>
Remarks	<p>Specify any additional information regarding the Guarantee Advise Closure Islamic task. 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>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the "Trade Finance Portal" User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	<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 2-12 (Cont.) Advices - Action Buttons - Field Description

Field	Description
Reject	<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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	<p>On click of Back, system moves the task back to previous data segment.</p>
Next	<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>

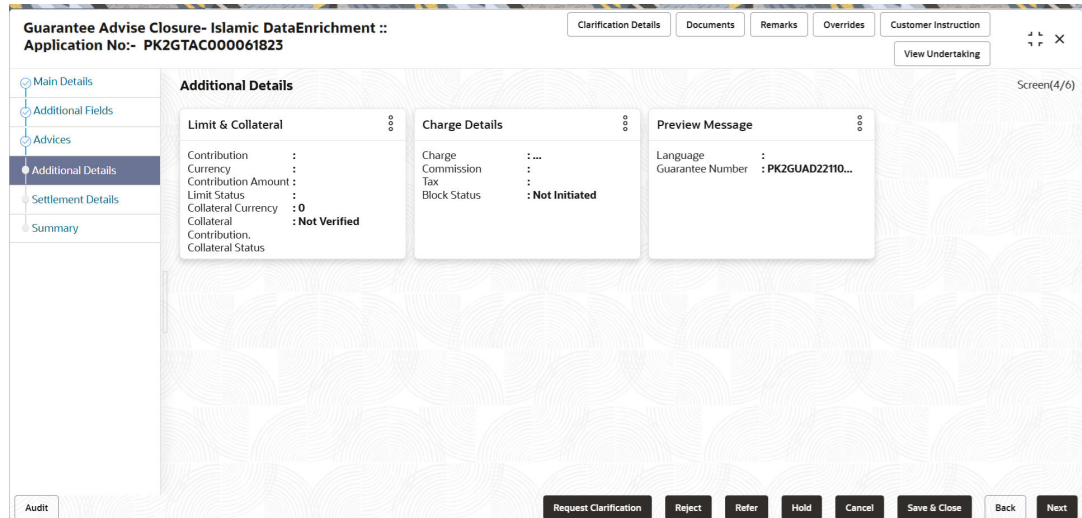
2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details

DE User can view the Additional Details during Guarantee Advise Closure Islamic request. Some of the possible additional details could be:

- Limits and Collateral (Non-editable)
 - Commission, Charges and Taxes
1. On **Additional Details** screen, click the 3 dots on any Additional Details tile to view the details.

Figure 2-12 Additional Details



Limits and Collaterals

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 (OBTFPM) 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.

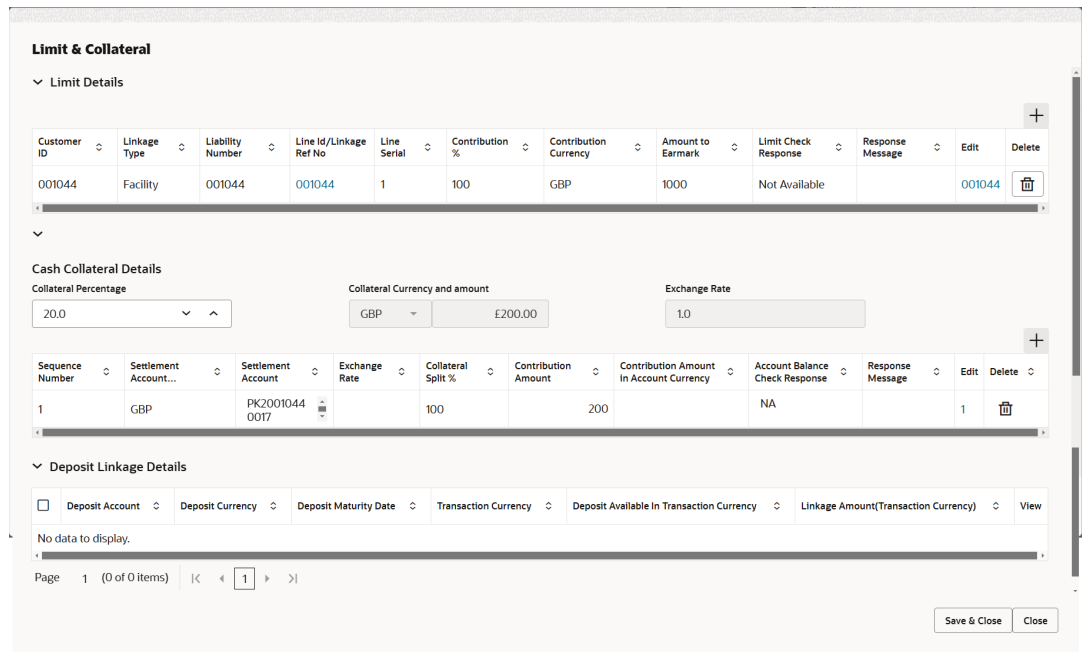


Figure 2-13 Limit Details

Limit Details

Customer Id 001044	Linkage Type Facility
Contribution % 100.0	Liability Number 001044
Contribution Currency USD	Line Id/Linkage Ref No 001044_US
Limit/Liability Currency USD	Limits Description
Limit Check Response Available	Amount to Earmark \$10.00
Expiry Date 	Limit Available Amount \$999,378,010.18
Response Message Balance available of USD 999378010.18	ELCM Reference Number

Verify Save & Close Close

Figure 2-14 Collateral Details

Collateral Details

Total Collateral Amount	<input type="text" value="£20.00"/>	Collateral Amount to be Collected	<input type="text" value="£20.00"/>
Sequence Number	<input type="text" value="1.0"/>	Collateral Split %	<input type="text" value="100.0"/> ▼ ▲
Collateral Contribution Amount	<input type="text" value="£20.00"/>	Settlement Account	<input type="text" value="PK20010440016"/> 🔍
Settlement Account Currency	<input type="text" value="GBP"/>	Exchange Rate	<input type="text" value="1.0"/>
Contribution Amount in Account Currency	<input type="text" value="£20.00"/>	Account Available Amount	<input type="text"/>
Response	<input type="text" value="VN"/>	Response Message	<input type="text"/>

Figure 2-15 Deposit Linkage Details

Deposit Linkage Details

<p>Customer Id</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="001044"/> <input style="width: 10%; border: none;" type="button" value="Q"/>	<p>Deposit Account</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2CDP1221100003"/> <input style="width: 10%; border: none;" type="button" value="Q"/>
<p>Deposit Branch</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2"/>	<p>Deposit Available Amount</p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£63,880.34"/> </div>
<p>Deposit Maturity Date</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="April 20, 2023"/> <input style="width: 10%; border: none;" type="button" value="📅"/>	<p>Exchange Rate</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1"/>
<p>Deposit Available In Transaction Currency</p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="63,880.34"/> </div>	<p>Linkage Percentage %</p> <div style="display: flex; align-items: center;"> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="67.0"/> <input style="width: 10%; border: none;" type="button" value="v"/> <input style="width: 10%; border: none;" type="button" value="^"/> </div>
<p>Linkage Amount(Transaction Currency)</p> <div style="display: flex; align-items: center;"> <input style="width: 40%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="£67.00"/> </div>	

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

Table 2-13 Limit Details - Field Description

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

Table 2-13 (Cont.) Limit Details - Field Description



Field	Description
Contribution %	<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> Note:</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>
Liability Number	<p>Click Search icon to search and select the Liability Number from the look-up.</p> <p>The list has all the Liabilities mapped to the customer.</p>
Contribution Currency	<p>Read only field.</p> <p>The guarantee currency will be defaulted in this field.</p>
Line ID/Linkage Ref No	<p>Click Search 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> Note:</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 Linkage Type is Liability.</p>
Limit/Liability Currency	<p>Read only field.</p> <p>This field displays the limit currency, when the user select the Liability Number.</p>
Limits Description	<p>Read only field.</p> <p>This field displays the limits description.</p>
Limit Check Response	<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 Verify button.</p>

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
Amount to Earmark	This field defaults the amount to earmark. Amount to earmark will default based on the contribution %. User can change the value.
Expiry Date	Read only field. This field displays the date up to which the Line is valid.
Limit Available Amount	Read only field. 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 Verify button.
Response Message	Read only field. This field displays the detailed response message. The value in this field appears, if you click the Verify button.
ELCM Reference Number	Read only field. This field displays the ELCM reference number.
Limit Details grid	Below fields appear in the Limit Details grid along with the above fields.
Line Serial	Displays the serial of the various lines available and mapped under the customer id. This field appears on the Limits grid.
Edit	Click the link to edit the Limit Details .
Cash Collateral Details	Specify the Cash Collateral Details based on the description provided in the following table: Click plus icon to add new collateral details.
Collateral Percentage	Specify the percentage of collateral to be linked to this transaction.
Collateral Currency and amount	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
Exchange Rate	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.
Collateral Details pop-up screen	Click Plus icon to view the collateral details. Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table: Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon.
Total Collateral Amount	Read only field. This field displays the total collateral amount provided by the user.
Collateral Amount to be Collected	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.
Sequence Number	Read only field. The sequence number is auto populated with the value, generated by the system.
Collateral Split %	Specify the collateral split% to be collected against the selected settlement account.

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
Collateral Contribution Amount	Collateral contribution amount will get defaulted in this field. 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.
Settlement Account	Click Search to search and select the settlement account for the collateral.
Settlement Account Currency	Read only field. This field displays the settlement account currency defaulted by the system.
Exchange Rate	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
Contribution Amount in Account Currency	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
Account Available Amount	Read only field. This field displays the account available amount which will be auto-populated based on the Settlement Account selection on clicking the Verify button.
Response	Read only field. System populates the response on clicking the Verify button.
Response Message	Read only field. Detailed Response message. System populates the response message on clicking the Verify button.
Verify	Click to verify the account balance of the Settlement Account.
Save & Close	Click to to save and close the record.
Cancel	Click to cancel the entry.
Cash Collateral Details grid	Below fields appear in the Cash Collateral Details grid along with the above fields.
Collateral %	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.
Contribution Amount	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.
Account Balance Check Response	Read only field. Response for account balance check is defaulted in this field on clicking the Verify button.

Table 2-13 (Cont.) Limit Details - Field Description

Field	Description
Edit	Click edit link to edit the collateral details.
Deposit Linkage Details	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. Below fields are displayed on the Deposit Linkage Details pop-up screen on clicking the View link.
Customer ID	This field displays the applicant's/applicant bank customer ID defaulted from the application.
Deposit Account	This field displays the deposit account for linkage.
Deposit Branch	This field displays the deposit branch which is auto-populated based on the deposit account selection.
Deposit Available Amount	This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
Deposit Maturity Date	This field displays the maturity date of deposit.
Exchange Rate	This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
Deposit Available In Transaction Currency	This field displays the deposit amount available, after exchange rate conversion, if applicable.
Linkage Percentage %	This field displays the value for linkage percentage.
Linkage Amount (Transaction Currency)	This field displays the transaction amount, user can change the value.
Deposit Linkage Details grid	Below fields appear in the Deposit Linkage Details grid along with the above fields.
Deposit Currency	Deposit currency will get defaulted in this field.
Transaction Currency	Transaction currency will get defaulted in this field from the underlying task.
Edit	Click edit link to edit the deposit linkage details.

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

Charge Details

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.

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
LCCLSCH G	GBP	1000	GBP	£50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GOODCARE PLC	PK20010440017

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▼ Tax Details

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

Save & Close Close

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

Table 2-14 Charge Details - Field Description

Field	Description
Commission Details	This section displays the Commission Details .
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. 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.
Mod. Rate	From the default value, if the rate is changed the value gets updated in this field.
Currency	This field displays the currency in which the commission have to be collected.
Amount	This field displays the amount that is maintained under the product code. The commission rate, if available in Back Office defaults in OBTFPM. 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 OBTFPM. 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.
Modified	From the default value, if the amount is changed, the value gets updated in the modified amount field.
Defer	If enabled, charges/commissions has to be deferred and collected at any future step.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Waive	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.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settl. Acct	Select the settlement account.
Amendable	The value is auto-populated as the commission can be amended or not.
Charge Details	This section displays the Charge Details .
Component	This field displays the charge component type.
Tag Currency	This field displays the tag currency in which the charges have to be collected.
Tag Amount	This field displays the tag amount that is maintained under the product code.
Currency	This field displays the currency in which the charges have to be collected.
Amount	This field displays the amount that is maintained under the product code.
Modified	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. 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 OBTFPM. The user can not enable/disable the option, if it is de-selected by default. This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. 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 OBTFPM. 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.
Waive	Enable the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if Defer toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Select the settlement account.

Table 2-14 (Cont.) Charge Details - Field Description

Field	Description
Tax Details	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.
Component	This field displays the tax component.
Type	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
Ccy	This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.
Amount	This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable.
Billing	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.
Defer	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.
Settl. Acct	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.
4. Click **Next**.

The task will move to next data segment.

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

Table 2-15 Additional Details - Action Buttons - Field Description

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

Table 2-15 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Remarks	Specify any additional information regarding the Guarantee Advise Closure - Islamic task. 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in ‘My Task’ queue.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Reject	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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others

Table 2-15 (Cont.) Additional Details - Action Buttons - Field Description

Field	Description
Back	On click of Back, system moves the task back to previous data segment.
Next	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 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Guarantee Advise Closure request.

The user can view the settlement details during Closure of Guarantee advised request.

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

Figure 2-16 Settlement Details

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

Table 2-16 Settlement Details – Field Description

Field	Description
Current Event	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
Component	This field displays the components based on the product selected.
Currency	This field displays the default currency for the component.
Debit/Credit	This field displays the debit/credit indicators for the components.

Table 2-16 (Cont.) Settlement Details – Field Description

Field	Description
Account	This field displays the account details for the components.
Account Description	This field displays the the description of the selected account.
Account Currency	This field displays the currency for all the items based on the account number.
Netting Indicator	This field displays the applicable netting indicator.
Current Event	This field displays the current event.

- Click any component in the grid.

Party Details

Table 2-17 Party Details – Field Description

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

Payment Details**Table 2-18 Payment Details - Field Description**

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

Remittance Information**Table 2-19 Remittance Information – Field Description**

Field	Description
Payment Detail 1	Specify the payment details.
Payment Detail 2	Specify the payment details.
Payment Detail 3	Specify the payment details.
Payment Detail 4	Specify the payment details.

3. Click **Next**.

The task will move to next data segment.

Table 2-20 Settlement Details - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	Specify any additional information regarding the Guarantee Advise Closure task. 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.
Overrides	Click to view the overrides accepted by the user.

Table 2-20 (Cont.) Settlement Details - Action Buttons - Field Description

Field	Description
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Hold	<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>
Reject	<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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	On click of Back, system moves the task back to previous data segment.
Next	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.

2.3.6 Summary

This topic provides the systematic instructions to view the summary of Guarantee Advise Closure - Islamic request.

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

The tiles must 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 2-17 Summary

The screenshot shows the Oracle application interface for 'Guarantee Advise Closure- Islamic Data Enrichment'. The application number is PK2GTAC000061823. The 'Summary' screen is active, showing a grid of tiles for different data segments. The tiles are:

- Main Details:** SBL/Guarantee Type : CUST, Submission Mode : Desk, Date of Issue : 2022-04-20
- Additional Fields:** Click here to view Additional fields
- Advices:** Advice 1 : LC_CLOSE_ADV, Advice 2 : GUAR_RELEASE, Advice 3 : PAYMENT_MESS...
- Limits and Collaterals:** Contribution Currency, Amount to Earmark, Limit Status : Not Verified, Collateral Currency : GBP, Collateral Contribution : 200, Collateral Status : Not Verified, Deposit Linkage Currency, Deposit Linkage Amount
- Commission, Charges and Taxes:** Charge : GBP 50.00, Commission, Tax, Block Status : Not Initiated
- Preview Message:** Language : ENG, Preview Message
- Parties Details:** Applicant : MARKS AND SP..., Beneficiary : GOODCARE PLC, Issuing Bank : WELLS FARGO ...
- Settlement Details:** Component : LCCLSCHG_LIQ..., Account Number : PK2001044001..., Currency : GBP
- Accounting Details:** Event : CLOS, Account Number : 264000001, Branch : PK2

The bottom of the screen features a navigation bar with buttons: Audit, Request Clarification, Reject, Refer, Hold, Cancel, Save & Close, Back, and Submit.

Tiles Displayed in Summary

- Main Details - User can view the application and Guarantee Advise Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.

- Accounting Details - User can view the accounting entries generated in back office.

 **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.

- Click **Submit**.

The task will move to next logical stage.

Table 2-21 Summary - Action Buttons - Field Description

Field	Description
Clarification Details	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
Documents	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
Remarks	Specify any additional information regarding the Guarantee Advise Closure - 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.
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	Click to view/ input the following <ul style="list-style-type: none"> Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Request Clarification	User can submit the request for clarification to the “Trade Finance Portal” User for the transactions initiated offline
Save & Close	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

Table 2-21 (Cont.) Summary - Action Buttons - Field Description

Field	Description
Hold	<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>
Reject	<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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Refer	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Back	<p>On click of Back, system moves the task back to previous data segment.</p>
Submit	<p>Task will get moved to next logical stage of Guarantee Advise Closure - Islamic.</p> <p>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. In case of duplicate documents' system will terminate the process after handing off the details to back office.</p>
Checklist	<p>Make sure that the details in the checklist are completed and acknowledge. If mandatory checklist items are not marked, system will display an error on submit.</p>

2.4 Multi Level Approval

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

User can review and approve the Guarantee Advise Closure - Islamic. The user can view the summary of details updated in multilevel approval stage for Guarantee Advise Closure - Islamic request.

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. The user can view the Summary tiles which displays list of important fields with values.

2. 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.

Authorization Re-Key (Non-Online Channel)

For non-online channel, application will request approver for few critical field values as an authorization step. If the values captured match with the values available in the screen, system will allow user to open the transaction screens for further verification. If the re-key values are different from the values captured, then application will display an error message.

Open the task and re-key some of the critical field values from the request in the 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.

Figure 2-18 Authorization Re-Key

Approval Rekey

View Signature Documents Remarks

Currency

GBP

Contract Amount

GBP £1,000.00

Refer Close Proceed

Approval Summary

Guarantee Advise Closure- Islamic DataEnrichment ::
Application No:- PK2GTAC000061823

Clarification Details Documents Remarks Overrides Customer Instruction View Undertaking

Screen(6/6)

Summary

<p>Main Details</p> <p>SBL/Guarantee Type : CUST Submission Mode : Desk Date of Issue : 2022-04-20</p>	<p>Additional Fields</p> <p>Click here to view Additional fields</p>	<p>Advices</p> <p>Advice 1 : LC_CLOSE_ADV Advice 2 : GUAR_RELEASE Advice 3 : PAYMENT_MESS...</p>
<p>Limits and Collaterals</p> <p>Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : GBP Collateral Contribution : 200 Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :</p>	<p>Commission,Charges and Taxes</p> <p>Charge : GBP 50.00 Commission : Tax : Block Status : Not Initiated</p>	<p>Preview Message</p> <p>Language : ENG Preview Message : -</p>
<p>Parties Details</p> <p>Applicant : MARKS AND SP... Beneficiary : GOODCARE PLC Issuing Bank : WELLS FARGO ...</p>	<p>Settlement Details</p> <p>Component : LCCLSCHG_LIQ... Account Number : PK2001044001... Currency : GBP</p>	<p>Accounting Details</p> <p>Event : CLOS AccountNumber : 264000001 Branch : PK2</p>

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

Tiles Displayed in Summary:

- Main Details - User can view the application and Guarantee Advise Closure details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the advices details.
- Limits and Collaterals - User can view the limits and collateral details.
- Commission and Charges and Taxes - User can view the commission, charge and tax details.
- Preview Message - User can view the SWIFT message and Mail Advice.
- Parties Details - User can view party details like beneficiary, advising bank etc.
- Settlement Details - User can view the settlement details.
- Accounting Details - User can view the accounting entries generated in back office.

 **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) Details - User can view the exception (Approval) details.

1. Click **Approve**.

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

Table 2-22 Approval Summary - Action Buttons - Field Description

Field	Description
Documents	<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>
Remarks	<p>Specify any additional information regarding the Guarantee Advise Closure - 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>
Overrides	Click to view the overrides accepted by the user.
Customer Instruction	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> • Standard Instructions – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. • Transaction Level Instructions – 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.
View Undertaking	Clicking this button allows the user should to view the undertaking details.
Reject	<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"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
Hold	<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 2-22 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
Refer	Select a Refer reason from the values displayed by the system. Refer Codes are: <ul style="list-style-type: none"> • R1- Documents missing • R2- Signature Missing • R3- Input Error • R4- Insufficient Balance/Limits • R5 - Others
Cancel	Cancel the Guarantee Advice Closure -Islamic approval.
Approve	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.

2.5 Customer Acknowledgement letter Format

This topic helps you quickly get acquainted with the Customer Acknowledgement process.

Customer Acknowledgment is generated every time a new Guarantee Advise Closure - Islamic is requested from the customer. The acknowledgment letter format is as follows.

The Transaction Reference Number is masked before sending the Draft Guarantee Advise Closure - Islamic for Customer approval.

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

Dear Sir,

SUB: Acknowledgement to your closure of Islamic Guarantee Advise Application number <CUSTOMER REFERENCE NUMBER> dated <APPLICATION DATE>

This letter is to inform you that we have received your application for Islamic Closure of Guarantee Advise with the below details:

APPLICANT: <APPLICANT NAME>

BENEFICIARY NAME: <BENEFICIARY>

CURRENCY: <CCY>

AMOUNT: <AMT>

DATE OF ISSUE: <DATE OF ISSUE>

We have registered your request. Please quote our reference < PROCESS REF NUMBER> in any future correspondence.

This acknowledgement does not constitute closure of Islamic Guarantee/SBLC.

Thank you for banking with us.

Regards,

<DEMO BANK>

Notice: This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party. The information contained in this e-mail/ message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments.

Thank you

- [Customer - Reject Advice](#)
This topic helps you quickly get acquainted with the Customer - Reject Advice.

2.5.1 Customer - Reject Advice

This topic helps you quickly get acquainted with the Customer - Reject Advice.

Reject Letter is generated by the system and addressed to the customer, when a task is rejected by the user. The Reject Letter format is as follows.

FROM:

<BANK NAME>>

<BANK ADDRESS

To: <CUSTOMER NAME> DATE: DD-MM-YYYY

<CUSTOMER ADDRESS>

<CUSTOMER ID>

Dear Sir,

SUB: Your Guarantee Application for Closure of Guarantee Advise <User Ref> under our <Process Reference Number> under our Process Ref <Process Ref No> - Rejected

Further to your recent Closure of Guarantee Advise application request dated <Application Date –DD/MM/YYYY>, under our process ref no <process ref no>, this is to advise you that we will not be able to close the required Guarantee Advise.

After a thorough review of your application and the supporting documents submitted, we have concluded we will not be able to close the Guarantee Advise due to the below reason.

<Reject Reason 1>

<Reject Reason 2>

<Reject Reason 3>

On behalf of Demo Bank, we thank you for your ongoing business and trust we will continue to serve you in future.

For any further queries about details of Closure of Guarantee Advise application review, please contact us at our bank customer support ph.no xxxxxxxxxxxx.

Yours Truly

Authorized Signatory

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