

# Oracle® Banking Trade Finance Process Management

## Import Documentary Collection Return User Guide



Release 14.7.5.0.0

G24258-01

September 2024

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

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Oracle Banking Trade Finance Process Management Import Documentary Collection Return User Guide, Release 14.7.5.0.0

G24258-01

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## 2 Import Documentary Collection Booking Return - Close

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# Preface

- [Purpose](#)
- [Audience](#)  
This document is intended for the following audience:
- [Documentation Accessibility](#)
- [Critical Patches](#)
- [Diversity and Inclusion](#)
- [Structure](#)  
This manual is organized into the following chapters:
- [Conventions](#)
- [Related Documents](#)
- [Screenshot Disclaimer](#)
- [Acronyms and Abbreviations](#)
- [Basic Actions](#)
- [Symbols and Icons](#)

## Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Import Documentary Collection Return - Close** process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

### Access to Oracle Support

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## Critical Patches

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

## Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

## Structure

This manual is organized into the following chapters:

- Preface gives information on the intended audience, structure, and related documents for this User Manual.
- The subsequent chapters provide an overview to the module.

## Conventions

The following text conventions are used in this document:

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

## Related Documents

For more information on any related features, you can refer to the following documents:

- Getting Started User Guide
- Oracle Banking Common Core User Guide

## Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes.

## Acronyms and Abbreviations

The list of the acronyms and abbreviations that are used in this guide are as follows:

**Table 1 Acronyms and Abbreviations**

Abbreviation	Description
OBTFFPM	Oracle Banking Trade Finance Process Management
LC	Letter of Credit
BC	Bankers Cheque
FX	Foreign Exchange
CCY	Currency
LCY	Local Currency
FCY	Foreign Currency
LOV	List of Values
CIF	Customer Information File
UDF	User Defined Fields
FFT	Free Format Text
SBLC	Standby Letter of Credit

## Basic Actions

Most of the screens contain Action Buttons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

**Table 2 Common Action Buttons and its Definitions**

Action Buttons	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>

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

Action Buttons	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the transaction input midway without saving any data.
<b>Save &amp; Close</b>	Click <b>Save &amp; Close</b> to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Next</b>	Click <b>Next</b> , system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.
<b>Submit</b>	Click <b>Submit</b> to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.

## Symbols and Icons

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

Table 3 Symbols and Icons - Common






Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list



Table 3 (Cont.) Symbols and Icons - Common























Symbol/Icon	Function
	Date Range
	Add a new record
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts
	Unlock Option
	View Option
	Reopen Option

Table 4 Symbols and Icons - Widget

Symbol/Icon	Function
	Open status
	Unauthorized status
	Rejected status
	Closed status
	Authorized status
	Modification Number

# 1

## Oracle Banking Trade Finance Process Management

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

## Import Documentary Collection Booking Return - Close

Import Documentary Collection Return - Close process facilitates the user to close the outstanding bills along with the returning of documents or without any documents, when no more payments are expected.

This topic contains following subtopics:

- [Common Initiation Stage](#)  
This topic provides the systematic instructions to initiate the import documentary collection return - close request.
- [Registration](#)  
This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Return request.
- [Data Enrichment](#)  
This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection return - close request.
- [Exceptions](#)  
This topic helps you quickly get acquainted with the Exceptions process.
- [Multi Level Approval](#)  
This topic helps you quickly get acquainted with the Multi Level Approval process.

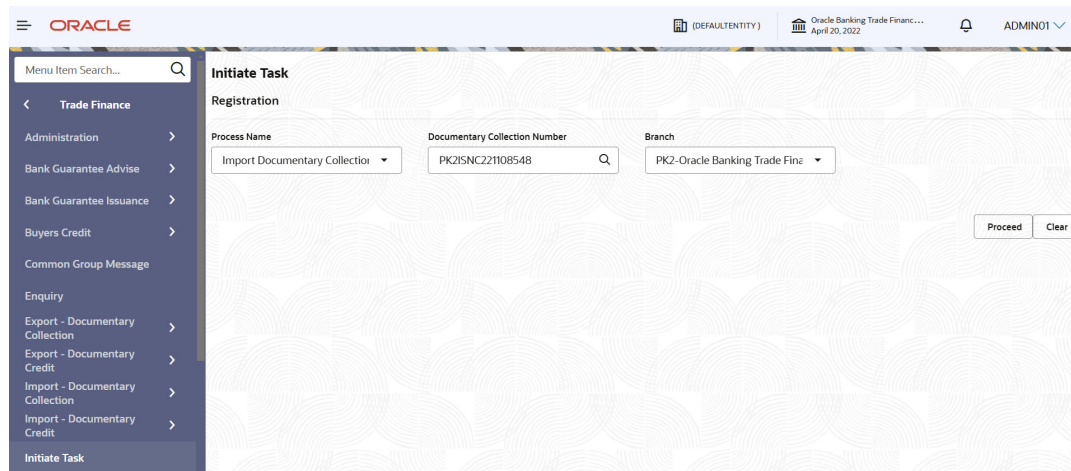
### 2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the import documentary collection return - close request.


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

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

**Figure 2-1 Initiate Task**



2. On **Initiate Task** screen, specify the fields.

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

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

**Table 2-1 Initiate Task - Field Description**

Field	Description
<b>Process Name</b>	Select a process name from the drop-down list.
<b>Documentary Collection Number</b>	Click <b>Search</b> to search and select the required documentary collection number.
<b>Branch</b>	Select the required branch code from the drop-down list.

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

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

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

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

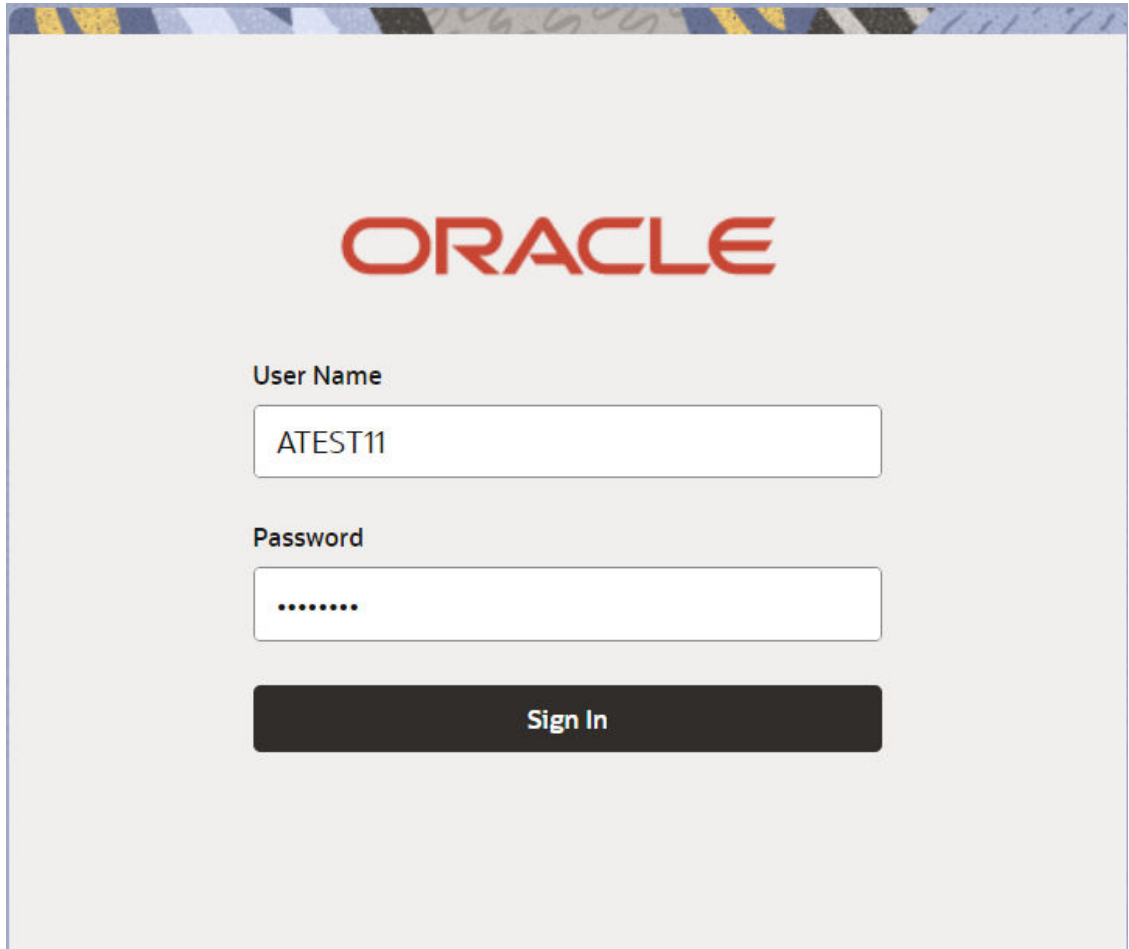
## 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of Import Documentary Collection Return request.

The process starts from Registration stage, during Registration stage, user can capture the basic details of the transaction and upload related documents. On submit, the request will be available for an collection expert to handle the request in the next stage.

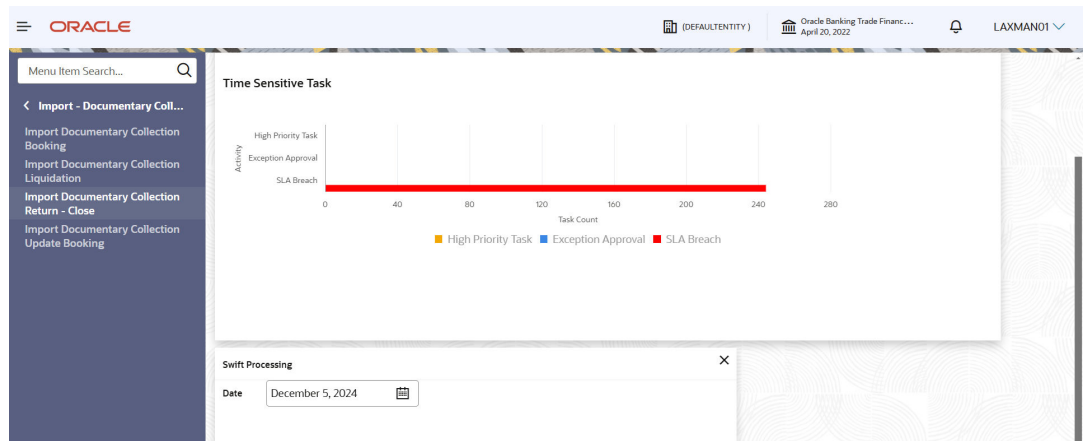
Specify **User ID** and **Password**, and login to **Home** screen.

**Figure 2-2 Login Screen**



1. On **Home** screen, click **Trade Finance**. Under **Trade Finance**, click **Import - Documentary Collection**.
2. Under **Import - Documentary Collection**, click **Import Documentary Collection Return - Close**.

**Figure 2-3 Import Documentary Collection Return**



The **Import Documentary Collection Return - Close - Registration** screen appears. The Import Documentary Collection Return - Registration stage has two sections Application Details and Collection Details. Let's look at the details of Registration screens below:

**Figure 2-4 Import Documentary Collection Return - Close - Registration - Application Details**

- On **Import Documentary Collection Return - Close - 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 Import Documentary Collection Return - Close - Registration - Application Details - Field Description**

Field	Description
<b>Documentary Collection Number</b>	Specify the documentary collection Number.  Alternatively, click <b>Search</b> to search and select the documentary collection number. In the lookup, you can search giving any combination details of Documentary Collection Number, Customer ID, Currency, Amount, Product Code, Value Date and User Reference Number to fetch the collection details. Based on the search result, select the applicable documentary collection.

**Table 2-3 (Cont.) Import Documentary Collection Return - Close - Registration - Application Details - Field Description**

Field	Description
<b>Drawee</b>	Read only field.  This field displays the Drawer ID and name based on the selected Documentary Collection Number.
<b>Branch</b>	Read only field.  Branch details is auto-populated based on the selected Documentary Collection Reference.
<b>Priority</b>	Read only field. System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate <b>Medium</b> as the default priority. User can change the priority populated any time before submit.
<b>Submission Mode</b>	Select the submission mode of Import Documentary Collection Return/Close request from the drop-down list.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul>
<b>Remitting Bank/Remitter</b>	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number.  Remitting Bank and Collecting Bank can transfer a collection document to another bank.
<b>Remitting Bank/Remitter Reference</b>	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Remitting Bank Date/ Remitting Date</b>	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.
<b>Return Date</b>	Read only field.  System displays the return date of the application.  By default, the application displays branch's current date.
<b>Version Number</b>	Read only field.  This field displays the latest version of the bill.

**Collection Details**

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



4. On **Import Documentary Collection Return - Close - Collection Details** screen, specify the fields.

**Note:**

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

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

**Table 2-4 Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Read only field. Documents received details are auto-populated based on the selected Documentary Collection Number.
<b>Tenor Type</b>	Read only field. Tenor details are auto-populated based on the selected Documentary Collection Number.
<b>Product Code</b>	Read only field. Product code are auto-populated based on the selected Documentary Collection Number.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>User Reference Number</b>	Read only field. User reference number is defaulted based on the description of the product as per the product code.
<b>Operation Type</b>	Read only field. Operation type is auto-populated based on the selected Documentary Collection Number.

**Table 2-4 (Cont.) Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

Field	Description
<b>Stage</b>	Read only field. Stage is auto-populated based on the selected Documentary Collection Number.
<b>Co-Acceptance Required</b>	Read only field. Co-Acceptance Required is auto-populated based on the selected Documentary Collection Number.
<b>Contract Reference Number</b>	Read only field. System populates the contract reference number from the back end system once the product is selected.
<b>Bill Amount</b>	Read only field. Bill currency and the Bill Amount is auto-populated based on the selected Documentary Collection Number.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Bill Outstanding Amount</b>	Read only field. Bill Outstanding Amount is auto-populated based on the selected Documentary Collection Number.
<b>Finance Amount</b>	Read only field. Finance Amount is auto-populated based on the selected Documentary Collection Number.
<b>Protest Date</b>	Read only field. Protest Date is auto-populated based on the selected Documentary Collection Number.
<b>Acceptance Date</b>	Read only field. Acceptance Date is auto-populated based on the selected Documentary Collection Number.
<b>Drawer</b>	Read only field. Drawer ID and name will be auto-populated based on the selected Documentary Collection Number.
<b>Rebate Amount</b>	Read only field. The rebate to the bill outstanding amount.

5. Click **Submit**.

The task will move to next logical stage of Import Documentary Collection Return - Close. For more information on action buttons, refer to the field description table below.

**Table 2-5 Import Documentary Collection Return - Close - Registration - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	Upload the documents received under the Documentary Collection.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users handling the request.

**Table 2-5 (Cont.) Import Documentary Collection Return - Close - Registration - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	Click to view/ input the following. <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Click to view the latest collection values displayed in the respective fields.
<b>Events</b>	Click to display the details of all the events.
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Import Documentary Collection Return - Close task. Details entered will not be saved and the task will be removed
<b>Save &amp; Close</b>	Save the information provided and holds the task in 'My Task' queue for working later.  This option will not submit the request.
<b>Submit</b>	The task will move to next logical stage of Import Documentary Collection Return - Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

- [Document Linkage](#)  
This topic provides the systematic instructions to initiate the document linkage.

## 2.2.1 Document Linkage

This topic provides the systematic instructions to initiate the document linkage.

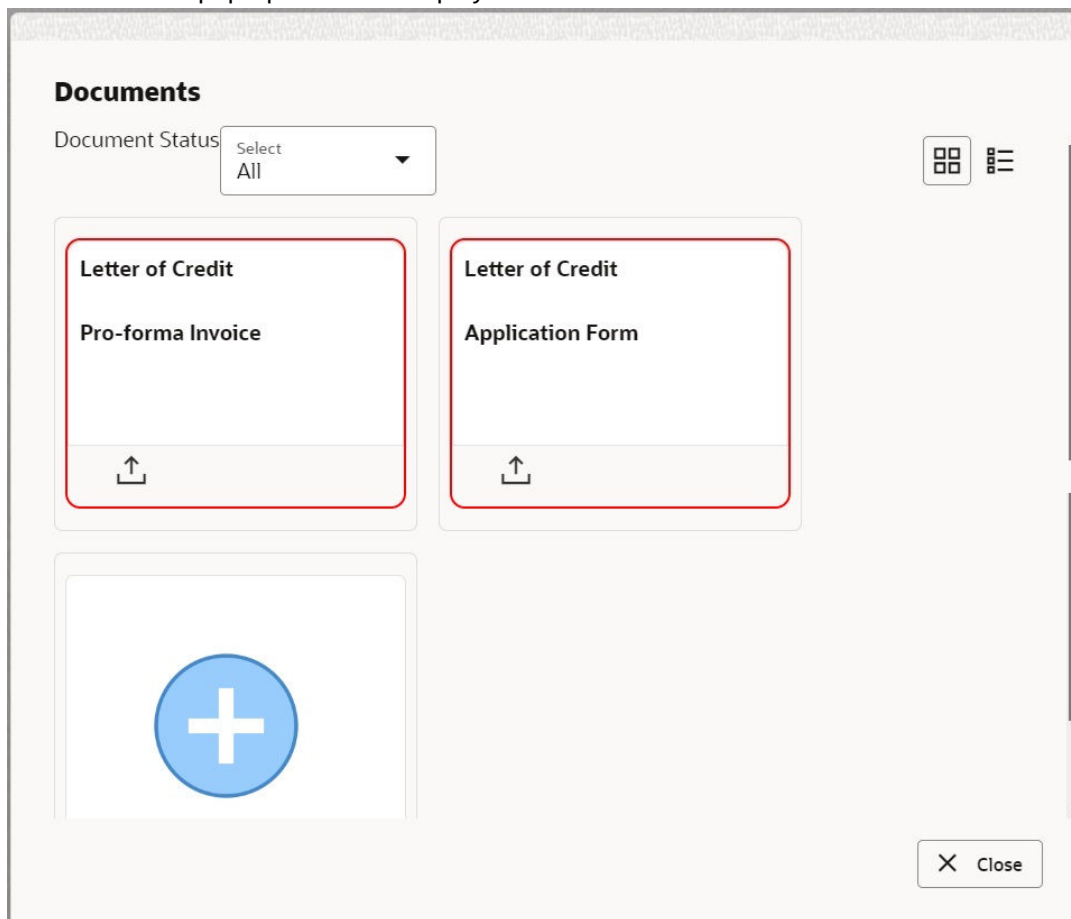
In OBTFPM, system should display Document Ids available in the DMS system. In DMS system, the documents can be Uploaded and stored for future access. Every document stored in DMS will have a unique document id along with other Metadata. The uploaded Document image in the DMS should be available/queried in the Process flow stage screens to link with the task by using the Document ID.

System displays the Documents ids which is not linked with any of the task. Mid office should allow either upload the document or link the document during task processing. The Mid office should allow to Link the same Document in multiple tasks.

Specify **User ID** and **Password**, and navigate to **Registration** screen.

1. On the header of **Registration** screen, click, **Documents**.

The **Document** pop-up screen is displayed.



2. Click the **Add Additional Documents** button/ link.

The **Document** screen is displayed.

Field	Description
<b>Document Type</b>	Select the document type from list. Indicates the document type from metadata.
<b>Document Code</b>	Select the document Code from list. Indicates the document Code from metadata.
<b>Document Title</b>	Specify the document title.
<b>Document Description</b>	Specify the document description.
<b>Remarks</b>	Specify the remarks.
<b>Document Expiry Date</b>	Select the document expiry date.
<b>Link Document</b>	The link to link the existing uploaded documents from DMS to the workflow task.

3. Select the document to be uploaded or linked and click the **Link Document** link.

The link **Document** pop up screen is displayed.

The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the **Link Document Search** screen.

### Link Document

Customer Id

Document Type

Document Id

Document Code

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
No data to display.						

Page 1 (0 of 0 items) | < < 1 > >

4. Click **Fetch** to retrieve the details from DMS.

System displays all the documents available for the given **Document Type** and **Document Code** for the customer.

Field	Description
<b>Customer ID</b>	This field displays the transaction Customer ID.
<b>Document ID</b>	Specify the document ID.
<b>Document Type</b>	Select the document type from list.
<b>Document Code</b>	Select the document Code from list.
<b>Search Result</b>	
<b>Document ID</b>	This field displays the document ID from metadata.
<b>Customer ID</b>	This field displays the transaction customer ID.
<b>Document Type</b>	This field displays the document type from metadata.
<b>Document Code</b>	This field displays the document code from metadata.
<b>Link Document</b>	The link to link the existing uploaded documents from DMS to the workflow task.
<b>Upload Date</b>	The field displays the upload date of the document.
<b>Reference Number</b>	The field displays the reference number of the document.

5. Click **Link** to link the particular document required for the current transaction.

### Link Document

Customer Id:

Document Id:

Document Type:

Document Code:

Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date	Reference Number
<a href="#">Link</a>	616	001044	fdff	INSURANCE	December 6, 2023	PK2ELCU000003399
<a href="#">Link</a>	116	001044		INSURANCE	November 3, 2023	PK2ILCD000001238
<a href="#">Link</a>	144	001044		INSURANCE	November 6, 2023	PK2IILD000001312
<a href="#">Link</a>	162	001044		INSURANCE	November 9, 2023	PK2ELCC000001424
<a href="#">Link</a>	684	001044	cvcvc	INSURANCE	December 11, 2023	PK2IELD000004034

Page 1 of 6 (1-5 of 29 items) | < 1 2 3 4 5 6 >

Post linking the document, the user can View, Edit and Download the document.

- Click **Edit** icon to edit the documents.

The **Edit Document** screen is displayed.

### Edit Document

Document Id:

Document Title:

Application Reference Number:

Entity Reference Number:

Document Type Id:

Document Description:

Remarks:

Document Expiry Date:

Current selected files:ddf.pdf | 2464

## 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection return - close request.

On successful completion of Registration of an Import Documentary Collection Return - Close, the task moves to Data Enrichment stage. At this stage the gathered information during Registration are validated.

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

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

**Figure 2-5 Free Tasks**

Priority	Process Name	Process Reference..	Application Number	Stage	Application Date
Medium	Import Documentary Collection Ret...	PK2IDCR000...	PK2IDCR000064246	DataEnrichment	22-04-20
Medium	Islamic Import Documentary Collect...	PK2IIDC0000...	PK2IIDC000064251	DataEnrichment	22-04-20
Medium	Guarantee Advise Claim Lodging	PK2GADC00...	PK2GADC000064245	AmountBlock Exception A...	22-04-20
Medium	Guarantee Advise Claim Lodging	PK2GADC00...	PK2GADC000064245	Sanction Check Exceptiona...	
Medium	Guarantee Advise Internal Amendm...	PK2GTAI000...	PK2GTAI000064250	DataEnrichment	22-04-20
Medium	Guarantee Advise Internal Amendm...	PK2GTAI000...	PK2GTAI000064249	DataEnrichment	22-04-20
Medium	Guarantee Advise Internal Amendm...	PK2GTAI000...	PK2GTAI000064248	DataEnrichment	22-04-20
Medium	Guarantee Advise Internal Amendm...	PK2GTAI000...	PK2GTAI000064247	DataEnrichment	22-04-20
Medium	Export LC Amendment	PK2ELCA000...	PK2ELCA000064244	Scrutiny	22-04-20
	STP Process Allocation	PK2STPP000...	PK2STPP000064241	Process Identification	22-04-20
	STP Process Allocation	PK2STPP000...	PK2STPP000064240	Process Identification	22-04-20
Medium	Islamic Export LC Transfer Amendm...	PK2IETB000...	PK2IETB000064229	Sanction Check Exceptiona...	22-04-20
Medium	Guarantee Advise Internal Amendm...	PK2GTAI000...	PK2GTAI000064237	DataEnrichment	22-04-20

The **Free Tasks** screen is 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 2-6 My Tasks

Process Name	Process Referenc...	Application Number	Stage	Application Date
Import Documentary Collection Retu...	PK2IDCR00...	PK2IDCR000064246	DataEnrichment	22-04-20
Import Documentary Collection Boo...	PK2IDCU00...	PK2IDCU000053538	Approval Task Level 1	22-04-20
Import Documentary Collection Boo...	PK2IDCB00...	PK2IDCB000064147	DataEnrichment	22-04-20
Islamic Export LC Transfer	PK2IELT000...	PK2IELT000064089	Registration	22-04-20
Islamic Export LC Transfer	PK2IELT000...	PK2IELT000064052	DataEnrichment	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000064036	Scrutiny	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000064035	Registration	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000064030	Registration	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000064022	Registration	22-04-20
Import Documentary Collection Boo...	PK2IDCB00...	PK2IDCB000063949	DataEnrichment	22-04-20
Islamic Export LC Transfer	PK2IELT000...	PK2IELT000063918	Scrutiny	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000063917	Registration	22-04-20
Islamic Drawings Under Transfer LC	PK2IDRT00...	PK2IDRT000063914	Registration	22-04-20

Let's look at the details for Data Enrichment stage. User can enter/update the following fields. Some of the application details that are already having value from Registration/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 Data Enrichment stage of Import Documentary Collection Return/Close request.
- [Closure/Return Details](#)  
This topic provides the systematic instructions to capture the return details to process the return/close.
- [Draft Details](#)  
This topic provides the systematic instructions to capture the draft details to process the return/close.
- [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 import documentary collection return - close request.
- [Summary](#)  
This topic provides the systematic instructions to view the summary of import documentary collection return request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of Import Documentary Collection Return/Close request.

Main details section has two sub section as follows:

- Application Details
- Collection Details.

### Application Details

All fields displayed under Application details section, would be read only except the **Priority** and 'Submission Mode' fields. For more information on the fields, refer **Registration** stage.

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

**Figure 2-7 Data Enrichment - Main Details**

**Note:**

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

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

Table 2-6 Main Details - Application Details - Field Description

Field	Description
<b>Documentary Collection Number</b>	Read only field. This field displays the documentary collection reference number as selected in <b>Registration</b> stage.
<b>Drawee</b>	Read only field.  This field displays the Drawer ID and name based on the selected Documentary Collection Number in <b>Registration</b> stage.
<b>Branch</b>	Read only field.  Branch details is auto-populated based on the selected Documentary Collection Reference in <b>Registration</b> stage.
<b>Priority</b>	Read only field. System populates the priority of the customer based on priority maintenance. If priority is not maintained for the customer, system will populate 'Medium' as the default priority. User can change the priority populated.
<b>Submission Mode</b>	Select the submission mode of Import Documentary Collection Return/Close request from the drop-down list.  By default the submission mode will have the value as 'Desk'. <ul style="list-style-type: none"> <li>• <b>Desk</b> - Request received through Desk</li> <li>• <b>Courier</b> - Request received through Courier</li> </ul>
<b>Remitting Bank/Remitter</b>	Read only field. Remitter bank will be auto-populated based on the selected Documentary Collection Number.  Remitting Bank and Collecting Bank can transfer a collection document to another bank.
<b>Remitting Bank/Remitter Reference</b>	Read only field. Remitting bank reference will be auto-populated based on the selected Documentary Collection Number.
<b>Process Reference Number</b>	Read only field.  Unique sequence number for the transaction.  This is auto generated by the system based on process name and branch code.
<b>Remitting Bank Date/ Remitting Date</b>	Read only field. Remitter Name will be auto-populated based on the selected Documentary Collection Number.
<b>Return Date</b>	Read only field.  System displays the return date of the application.  By default, the application displays branch's current date.
<b>Version Number</b>	Read only field.  This field displays the latest version of the bill.

## Data Enrichment - Main Details - Collection Details

The fields listed under this section are same as the fields listed under the Collection Details section in Registration. For more information of the fields, refer **Registration** stage. During Registration, if user has not captured input, then user can capture the details in this section.

**Figure 2-8 Data Enrichment - Main Details - Collection Details**

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

**Table 2-7 Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

Field	Description
<b>Documents Received</b>	Read only field. Documents received details are auto-populated from <b>Registration</b> stage.
<b>Tenor Type</b>	Read only field. Tenor details are auto-populated from <b>Registration</b> stage.
<b>Product Code</b>	Read only field. Product code are auto-populated from <b>Registration</b> stage.
<b>Product Description</b>	Read only field. This field displays the description of the product as per the product code.
<b>User Reference Number</b>	Read only field. User reference number is defaulted based on the description of the product as per the product code.
<b>Operation Type</b>	Read only field. Operation type is auto-populated from <b>Registration</b> stage.
<b>Stage</b>	Read only field. Stage is auto-populated from <b>Registration</b> stage.

**Table 2-7 (Cont.) Import Documentary Collection Return - Close - Registration - Collection Details - Field Description**

Field	Description
<b>Co-Acceptance Required</b>	Read only field. Co-Acceptance Required is auto-populated from <b>Registration</b> stage.
<b>Contract Reference Number</b>	Read only field. System populates the contract reference number from the back end system once the product is selected.
<b>Bill Amount</b>	Read only field. Bill currency and the Bill Amount is auto-populated based on the selected Documentary Collection Number in <b>Registration</b> stage.
<b>Amount In Local Currency</b>	Read only field. System fetches the local currency equivalent value for the LC amount from back office (with decimal places).
<b>Bill Outstanding Amount</b>	Read only field. Bill Outstanding Amount is auto-populated based on the selected Documentary Collection Number.
<b>Finance Amount</b>	Read only field. Finance Amount is auto-populated from <b>Registration</b> stage.
<b>Protest Date</b>	Read only field. Protest Date is auto-populated based from <b>Registration</b> stage.
<b>Acceptance Date</b>	Read only field. Acceptance Date is auto-populated from <b>Registration</b> stage.
<b>Drawer</b>	Read only field. Drawer ID and name will be auto-populated from <b>Registration</b> stage.
<b>Rebate Amount</b>	Read only field. The rebate to the bill outstanding amount.

2. Click **Next**.

The task will move to next data segment.

**Table 2-8 Main Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	Click the Documents icon to View/Upload the required documents. 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 2-8 (Cont.) Main Details - Action Buttons - Field Description

Field	Description
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Events</b>	Click to display the details of all the events.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

**Table 2-8 (Cont.) Main Details - Action Buttons - Field Description**

Field	Description
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.2 Closure/Return Details

This topic provides the systematic instructions to capture the return details to process the return/close.

Return details hop enables the user to provide details in the below mentioned section to process the return. This hop also captures the Closure Reason during manual closure of the Bill.

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

**Figure 2-9 Return Details**







The user can check the relevant box indicating the documents that are being returned. The user can also input additional remarks/description about the documents being returned.

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

**Table 2-9 Return Details - Field Description**

Field	Description
<b>Return Details</b>	Specify the Return Details based on the description in the table below: :

**Table 2-9 (Cont.) Return Details - Field Description**

Field	Description
<b>Protested Bill of Exchange</b>	Switch on the  the protested bill of exchange option, if returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Unaccepted Bill of Exchange</b>	Switch on the  the unaccepted bill of exchange option, if returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Other Documents</b>	Switch on the  the other documents option, if any other documents are returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Document Details</b>	Specify the Document Details based on the description in the table below:
<b>Documents Disposal</b>	The user can enable the relevant toggle indicating the instructions received from the remitting bank towards disposal of documents. The user can also input additional remarks/description about the document disposal
<b>Documents Delivered to Drawee Free of Payment</b>	Switch on the  the documents delivered to drawee free of payment option, if returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Documents Returned to Remitting Bank</b>	Switch on the  the documents returned to remitting bank option, if returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Documents Handed over to 3rd Party</b>	Switch on the  the documents handed over to 3rd party option, if returned.
<b>Remarks</b>	Specify the remarks, if required.
<b>Closure/Return Reason</b>	Specify the Closure/Return Reason based on the description in the table below:
<b>Closure/Return Reason</b>	Specify the reason for closing the Bill.

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-10 Closure/Return Details - Action Buttons - Field Description**

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



**Table 2-10 (Cont.) Closure/Return Details - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-10 (Cont.) Closure/Return Details - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

### 2.3.3 Draft Details

This topic provides the systematic instructions to capture the draft details to process the return/close.

Draft Details enables the user to capture details of Cost of Goods, Freight, Insurance etc.

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

**Figure 2-10 Draft Details**

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

**Table 2-11 Draft Details - Field Description**

Field	Description
<b>Shipping Guarantee Reference</b>	
<b>Shipping Guarantee Reference</b>	Shipping Guarantee Reference is auto populated from the linked Shipping Guarantee details in the Shipping Detail Grid, based on the Transport Document Reference and Date provided in Bill, which is linked with the Shipping Guarantee.
<b>Transport Document Reference</b>	Transport Document Reference is auto populated from the underlying Shipping Guarantee details. System validates the Shipping Guarantee Transport Document reference number with Transport Document Reference number in a Bill, if user manually provides the Shipping Guarantee detail.
<b>Transport Document Date</b>	Transport Document Date is auto populated based on the date provided in Bill, which is linked with the Shipping Guarantee.
<b>Amount</b>	Shipping Guarantee amount is displayed in this field.
<b>Action</b>	Click Edit icon to edit the shipping guarantee details.  Click Delete icon to delete the shipping guarantee details.
<b>Draft Details</b>	
<b>Draft Code</b>	Draft code is auto populated from the Import Collection.
<b>Draft Amount</b>	Draft amount is auto populated from the Import Collection.
<b>Action</b>	Edit icon: This icon is disabled.  Delete icon: Click Delete icon to delete the draft details.

2. Click **Next**.

The task will move to next data segment.

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

**Table 2-12 Draft Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click the Documents icon to View/Upload the required documents.  Application displays the mandatory and optional documents.  The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

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

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

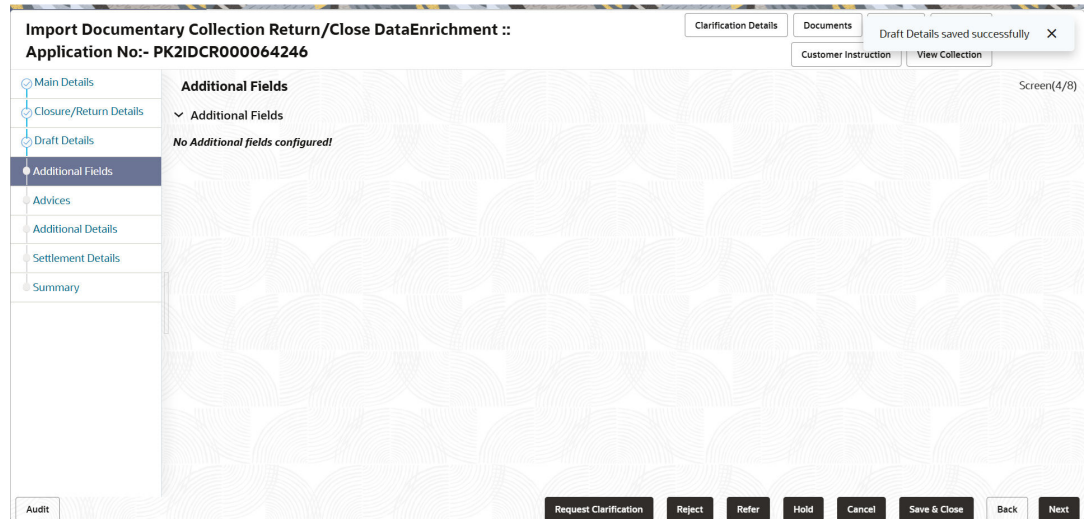
## 2.3.4 Additional Fields

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

Banks can configure user defined fields as per their requirement in the Additional Fields screen.

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

**Figure 2-11 Additional Fields**



2. Click **Next**.

The task will move to next data segment.

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

**Table 2-13 Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	Click the Documents icon to View/Upload the required documents. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

Table 2-13 (Cont.) Additional Fields - Action Buttons - Field Description

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Signatures</b>	<p>Click the Signature button to verify the signature of the customer/ bank if required.</p> <p>The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.</p> <p>If more than one signature is required, system should display all the signatures.</p>
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.

**Table 2-13 (Cont.) Additional Fields - Action Buttons - Field Description**

Field	Description
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

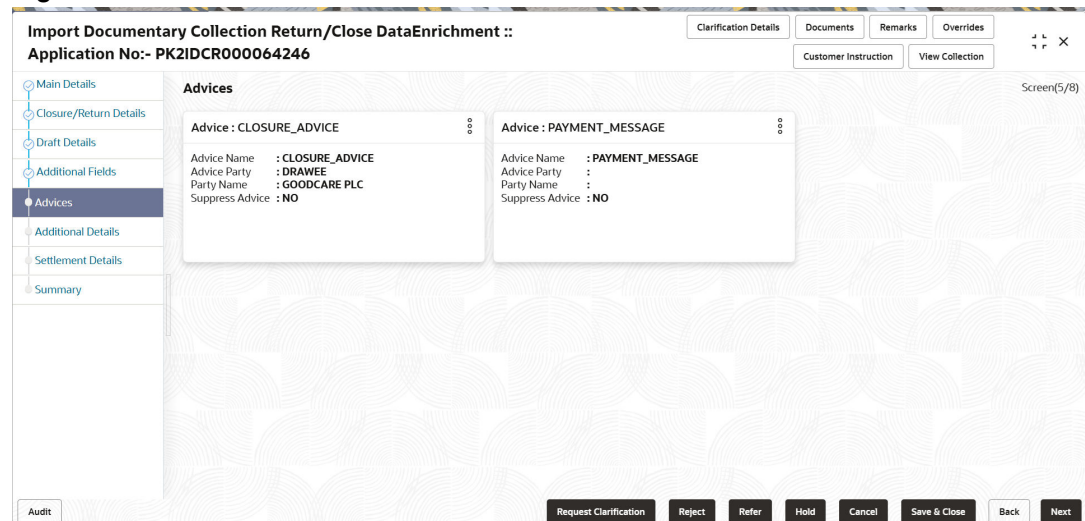
## 2.3.5 Advices

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

Advices menu displays the advices from the back office as tiles. User can update the fields in the tile for details to be captured in the advices. User can suppress the advice, if required.

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



**Figure 2-12 Advices**



### Advice Details



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

**Table 2-14 Advice Details**

Field	Description
<b>Suppress Advice</b>	Switch to  , to suppress the advice. Switch to  , if suppress advice is not required.
<b>Advice Name</b>	Read only field. Displays the advice name.
<b>Medium</b>	Displays the medium of advices is defaulted from the Collection. User can update if required.
<b>Advice Party</b>	Read only field. Displays the advice party, defaulted from the system.
<b>Party ID</b>	Read only field. Displays the party Id defaulted from the system.
<b>Party Name</b>	Read only field. Displays the defaulted from the system.
<b>FFT Code</b>	Specify the free format text based on the following table. Click plus icon to add new FFT code.
<b>FFT Code</b>	Click <b>Search</b> to search and select the FFT Code.
<b>FFT Description</b>	FFT description is populated based on the FFT code selected. User can edit the FFT description.



**Table 2-14 (Cont.) Advice Details**

Field	Description
	Click edit icon to edit the existing FFT description.
<b>Action</b>	Click edit icon to edit the existing FFT code. Click delete icon to remove any existing FFT code.
<b>Instructions</b>	Specify the instruction details based on the following table. Click plus icon to add new instruction code.
<b>Instruction Code</b>	Click <b>Search</b> to search and select the instruction Code.
<b>Instruction Description</b>	Instruction description is populated based on the instruction code selected. User can edit the instruction description.
	Click edit icon to edit the existing instruction description.
<b>Action</b>	Click delete icon to remove any existing instruction code. Click edit icon to edit the 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 2-15 Advices - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click the Documents icon to View/Upload the required documents. Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request. Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.

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

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.6 Additional Details

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

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

**Figure 2-13 Additional Details**

### Limits and Collaterals

Provide the Limit Details based on the description in the following table.

**Figure 2-14 Limit Details**

### Limit Details

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

Verify Save & Close Close

Figure 2-15 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"/> <input type="button" value="v"/> <input type="button" value="^"/>
Collateral Contribution Amount	<input type="text" value="£20.00"/>	Settlement Account	<input type="text" value="PK20010440019"/> <input type="button" value="Q"/>
Settlement Account Currency	<input type="text" value="USD"/>	Exchange Rate	<input type="text" value="2.5"/>
Contribution Amount in Account Currency	<input type="text" value="\$50.00"/>	Account Available Amount	<input type="text"/>
Response	<input type="text"/>	Response Message	<input type="text"/>

Figure 2-16 Deposit Linkage Details

### Deposit Linkage Details

<p><b>Customer Id</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="001044"/>	<p><b>Deposit Account</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2CDP1221100004"/>
<p><b>Deposit Branch</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="PK2"/>	<p><b>Deposit Available Amount</b></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="£50,150.24"/> </div>
<p><b>Deposit Maturity Date</b></p> <div style="display: flex; align-items: center;"> <input style="width: 80%; border: 1px solid #ccc;" type="text" value="April 20, 2023"/> <input style="width: 20%; border: 1px solid #ccc;" type="button" value="📅"/> </div>	<p><b>Exchange Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1"/>
<p><b>Deposit Available In Transaction Currency</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 70%; border: 1px solid #ccc;" type="text" value="50,150.24"/> </div>	<p><b>Linkage Percentage %</b></p> <div style="display: flex; align-items: center;"> <input style="width: 60%; border: 1px solid #ccc;" type="text" value="67.0"/> <div style="margin-left: 10px;"> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="button" value="v"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc;" type="button" value="^"/> </div> </div>
<p><b>Linkage Amount(Transaction Currency)</b></p> <div style="display: flex; align-items: center;"> <input style="width: 30%; border: 1px solid #ccc;" type="text" value="GBP"/> <input style="width: 70%; border: 1px solid #ccc;" type="text" value="£6,700.00"/> </div>	

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

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

Field	Description
<b>Limit Details</b>	Click plus icon to add new limit details.
<b>Limit Details</b>	Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon.
<b>Customer ID</b>	This field displays the applicant's/applicant bank customer ID defaulted from the application. The user can change the Customer ID.
<b>Linkage Type</b>	Select the linkage type. Linkage type can be: <ul style="list-style-type: none"> <li><b>Facility</b></li> <li><b>Liability</b></li> </ul> By default Linkage Type should be <b>Facility</b> .

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



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

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
<b>Limit Check Response</b>	Read only field. This field displays the limit check response. Response can be 'Success' or 'Limit not Available' based on the limit service call response. The value in this field appears, if you click the <b>Verify</b> button.
<b>Amount to Earmark</b>	This field defaults the amount to earmark. Contribution amount will default based on the contribution %. User can change the value.
<b>Expiry Date</b>	Read only field. This field displays the date up to which the Line is valid.
<b>Limit Available Amount</b>	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 <b>Verify</b> button.
<b>Response Message</b>	Read only field. This field displays the detailed response message. The value in this field appears, if you click the <b>Verify</b> button.
<b>ELCM Reference Number</b>	Read only field. This field displays the ELCM reference number.
<b>Limit Details grid</b>	Below fields appear in the <b>Limit Details</b> grid along with the above fields.
<b>Line Serial</b>	Displays the serial of the various lines available and mapped under the customer id.
<b>Edit</b>	Click the link to edit the <b>Limit Details</b> .
<b>Cash Collateral Details</b>	Specify the Collateral details based on the description of following table:
<b>Collateral Percentage</b>	System populates the Collateral % maintained in the Customer / Product for the counter party of the contract. User can modify the collateral percentage. Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Collateral Currency and amount</b>	System populates the contract currency as collateral currency by default. User can modify the collateral Currency and amount.
<b>Exchange Rate</b>	System populates the exchange rate maintained. System validates for the Override Limit and the Stop limit if defaulted exchange rate is modified.
<b>Collateral Details</b>	Below fields are displayed on the <b>Collateral Details</b> pop-up screen, if the user clicks plus icon.
<b>Total Collateral Amount</b>	Read only field. This field displays the total collateral amount provided by the user.
<b>Collateral Amount to be Collected</b>	Read only field. This field displays the collateral amount yet to be collected as part of the collateral split.



Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
<b>Sequence Number</b>	Read only field. The sequence number is auto populated with the value, generated by the system.
<b>Collateral Split %</b>	Specify the collateral split% to be collected against the selected settlement account.
<b>Collateral Contribution Amount</b>	Specify the collateral amount to be collected against the selected settlement account. User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account for the collateral.
<b>Settlement Account Currency</b>	Read only field. This field displays the settlement account currency defaulted by the system.
<b>Exchange Rate</b>	Read only field. This field displays the exchange rate, if the settlement account currency is different from the collateral currency.
<b>Contribution Amount in Account Currency</b>	Read only field. This field displays the contribution amount in the settlement account currency as defaulted by the system.
<b>Account Available Amount</b>	Read only field. System populates the account available amount on clicking the <b>Verify</b> button.
<b>Response</b>	Read only field. System populates the response on clicking the <b>Verify</b> button.
<b>Response Message</b>	Read only field. System populates the response message on clicking the <b>Verify</b> button.
<b>Verify</b>	Click to verify the account balance of the Settlement Account.
<b>Save</b>	Click to to save and close the record.
<b>Close</b>	Click to cancel the entry.
<b>Cash Collateral Details grid</b>	Below fields appear in the along with the above fields.
<b>Contribution Amount</b>	This field displays the collateral contribution amount. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified.
<b>Account Balance Check Response</b>	This field displays the account balance check response.
<b>Edit</b>	Click edit link to edit the collateral details.
<b>Account Available Amount</b>	This field displays the account available amount which will be auto-populated based on the settlement account selection.

Table 2-16 (Cont.) Limit Details - Field Description

Field	Description
<b>Deposit Linkage Details</b>	Specify the deposit linkage details based on the description of following table: System should allow the user to Link one or more existing Deposits as a contribution to secure underlying transactions. On Submit of DE stage, system will create Linkage of the Deposit/modification of existing Linkage by calling Back-office system (DDA) system directly. Click plus icon to add new deposit linkage details.  Below fields are displayed on the <b>Deposit Linkage Details</b> pop-up screen, if the user clicks plus icon.
<b>Customer Id</b>	This field displays the defaulted from the application. The user can change the Customer ID.
<b>Deposit Account</b>	Click <b>Search</b> to search and select deposit for linkage from the list of all the customer Deposits.  All the Deposits of the customer should be listed in the LOV search. User should be able to select the deposit for linkage.
<b>Deposit Branch</b>	Read only field. This field displays the deposit branch which will be auto-populated based on the deposit account selection.
<b>Deposit Available Amount</b>	Read only field. This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection.
<b>Deposit Maturity Date</b>	Read only field. This field displays the maturity date of deposit based on the deposit account selection.
<b>Exchange Rate</b>	Read only field. This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core.
<b>Deposit Available In Transaction Currency</b>	Read only field. This field displays the deposit amount available, after exchange rate conversion, if applicable.
<b>Linkage Percentage %</b>	Specify the value for linkage percentage.
<b>Linkage Amount (Transaction Currency)</b>	This field displays the transaction amount, user can change the value.  System validates the linking amount with available Deposit balance and should not allow to link more than the available amount.
<b>Deposit Details grid</b>	Below fields appear in the <b>Deposit Details</b> grid along with the above fields.
<b>Deposit Currency</b>	This field displays the deposit currency.
<b>Transaction Currency</b>	This field displays the transaction currency.
<b>Edit</b>	Click edit link to edit the deposit linkage details.

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

### Charge Details









This section displays charge details.

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





**Table 2-17 Charge Details - Field Description**

Field	Description
<b>Commission Details</b>	This section displays the commission details. By default, all the charges, commission and margin are collected from the counter-party.
<b>Component</b>	Displays the commission component. Click the link to view the commission component details.
<b>Rate</b>	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.
<b>Mod. Rate</b>	From the default value, if the rate is changed the value gets updated in this field.
<b>Currency</b>	This field displays the currency in which the commission have to be collected.
<b>Amount</b>	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.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.

**Table 2-17 (Cont.) Charge Details - Field Description**

Field	Description
<b>Defer</b>	 <p>Switch to  for charges/commissions has to be deferred and collected at any future step. 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.</p>
<b>Waive</b>	 <p>Switch to  to waive the charges/commissions. 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.</p>
<b>Charge Party</b>	Charge party will be applicant by defaultt. User can change the value to beneficiary.
<b>Settlement Account</b>	Click <b>Search</b> to search and select the settlement account.
<b>Amendable</b>	The value is auto-populated as the commission can be amended or not.
<b>Charge Details</b>	This section displays the charge details.
<b>Component</b>	Displays the charge component type.
<b>Tag Currency</b>	Displays the tag currency in which the charges have to be collected.
<b>Tag Amount</b>	Displays the tag amount that is maintained under the product code.
<b>Currency</b>	This field displays the currency in which the charges have to be collected.
<b>Amount</b>	This field displays the amount that is maintained under the product code.
<b>Modified</b>	From the default value, if the rate is changed or the amount is changed, the value gets updated in the modified amount field.
<b>Billing</b>	 <p>Switch to  to make the details available for billing engine for further processing, if charges are handled by separate billing engine. 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.</p>
<b>Defer</b>	 <p>Switch to  to defer the charges and collect at any future step. 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.</p>

**Table 2-17 (Cont.) Charge Details - Field Description**

Field	Description
<b>Waive</b>	<p>Switch to  to waive the charges. Based on the customer maintenance, the charges should be marked for Billing or for Defer. This field is disabled, if <b>Defer</b> toggle is enabled.</p>
<b>Charge Party</b>	<p>Read only field. Displays the charge party. By default the charge party is 'Applicant'.</p>
<b>Settlement Account</b>	<p>System defaults the Settlement Account. User can change the settlement account.</p>
<b>Tax Details</b>	<p>This section displays the 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.</p>
<b>Component</b>	<p>Read only field. This field displays the tax component type.</p>
<b>Currency</b>	<p>Read only field. This field displays the currency in which the tax have to be collected. The tax currency is the same as the commission.</p>
<b>Amount</b>	<p>Read only field. This field displays the tax amount based on the percentage of commission maintained.</p>
<b>Billing</b>	<p>Switch to  to make the details available for billing engine for further processing, if taxes are handled by separate billing engine. This field is disabled, if 'Defer' toggle is enabled.</p>
<b>Defer</b>	<p>Switch to  to defer the taxes and collect at any future step.  Switch to  if you do not want to defer the taxes. On disabling the user has to click on 'Recalculate' charges button for re-simulation.</p>
<b>Settlement Account</b>	<p>System defaults the Settlement Account. Click <b>Search</b> to search and select the settlement account.</p>

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

**Preview Message**

User can view the draft simulated message (MT499) being displayed on the preview message text box.

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

**Table 2-18 Preview Message - Field Description**




Field	Description
<b>Preview SWIFT Message</b>	This section displays the preview of SWIFT Messages fields.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Message Type</b>	Select the message type from the drop down. User can choose to see preview of different message like MT 700, MT 740 and MT 701.
<b>Message Status</b>	Read only field. Display the message status of draft message of collection details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of collection details.
<b>Preview Message</b>	This field displays a preview of the draft message.
<b>Preview Mail Advice</b>	This section displays the preview of Mail Advice fields.
<b>Language</b>	Read only field. English is set as default language for the preview.
<b>Advice Type</b>	Select the advice type.
<b>Message Status</b>	Read only field. Display the message status of draft message of collection details.
<b>Repair Reason</b>	Read only field. Display the message repair reason of draft message of collection details.
<b>Preview Message</b>	This field displays a preview of the draft message.

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

### Payment Details

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

**Table 2-19 Payment Details - Field Description**

Field	Description
<b>Payment Details</b>	Specify the payment details based on the description in the following table:
<b>Auto Liquidate</b>	Read only field. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system.
<b>Advance by Loan</b>	Read only field. Advance by Loan enables creation of loan at the time of Final liquidation.
<b>Settle Available Amount</b>	Switch to  , if during settlement, the amount as available in the CASA account of the customer has to be utilized and for the balance if a loan has to be availed.
<b>Allow Rollover</b>	Switch to  , if rollover is allowed.
<b>Auto Change from Acceptance to Advance</b>	Read only field.  This option indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date.  <b>Note:</b> This option is applicable only for the bills that are co-accepted by the bank.
<b>Liquidate using Collateral</b>	Read only field.
<b>Outstanding Collateral Amount</b>	Read only field. The outstanding collateral amount along with the currency.

**Table 2-19 (Cont.) Payment Details - Field Description**

Field	Description
<b>Settlement Details - Liquidation</b>	Specify the Settlement details - Liquidation based on the description in the following table:
<b>Component</b>	This field displays the component based on the product selected.
<b>Currency</b>	This field displays the currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components. The user can change the account number.
<b>Account Description</b>	This field displays the description of the selected account.
<b>Branch</b>	This field displays the branch of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.

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

### FX Linkage

This section enables the user to link the de-link one or more FX contract(s) linked to the bill.

De-link the FX contracts detail based on the description in the following table:

The screenshot shows a window titled "FX Linkage" with a sub-section "FX Linkage" containing a table. The table has the following columns: FX Reference Number, Bought Currency, SOLD Currency, Available Contract Amount, Rate, Linked Amount, Total Utilized Amount, FX Expiry Date, and Action. The data row shows: 000FNDF20076A9N9, (empty), (empty), £4,000.00, 1.35, £4,000.00, (empty), March 19, 2020, and edit/delete icons. Below the table is a pagination bar showing "Page 1 of 1 (1 of 1 items)" and a search bar for "Average FX Rate" with a value of 0. At the bottom right are "Save & Close" and "Cancel" buttons.

FX Reference Number	Bought Currency	SOLD Currency	Available Contract Amount	Rate	Linked Amount	Total Utilized Amount	FX Expiry Date	Action
000FNDF20076A9N9			£4,000.00	1.35	£4,000.00		March 19, 2020	



Figure 2-17 FX Linkage Details

### FX Linkage

<p><b>FX Reference Number</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="000FNDF20076A9N9"/> <input style="width: 10%; border: none; border-radius: 50%; background: #ccc; cursor: pointer;" type="button" value="Q"/>	<p><b>Currency</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="USD"/>
<p><b>Contract Amount</b></p> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 55%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>	<p><b>Available FX Contract Amount</b></p> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 55%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>
<p><b>Linkage Amount</b></p> <input style="width: 45%; border: 1px solid #ccc;" type="text" value="USD"/> <input style="width: 55%; border: 1px solid #ccc;" type="text" value="\$4,000.00"/>	<p><b>Rate</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="1.35"/>
<p><b>FX Amount in Local Currency</b></p> <input style="width: 45%; border: 1px solid #ccc;" type="text" value=""/> <input style="width: 55%; border: 1px solid #ccc;" type="text" value="£2,962.96"/>	<p><b>FX Expiry Date</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="March 19, 2020"/> <input style="width: 10%; border: none; border-radius: 50%; background: #ccc; cursor: pointer;" type="button" value="📅"/>
<p><b>FX Delivery Period From</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/> <input style="width: 10%; border: none; border-radius: 50%; background: #ccc; cursor: pointer;" type="button" value="📅"/>	<p><b>FX Delivery Period To</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/> <input style="width: 10%; border: none; border-radius: 50%; background: #ccc; cursor: pointer;" type="button" value="📅"/>

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

Table 2-20 FX Linkage - Field Description


Field	Description
	<p>Click + to add multiple <b>FX Details</b>.</p> <p>Below fields are displayed on the <b>FX Linkage</b> pop-up screen, if the user clicks the plus icon.</p>
<b>FX Reference Number</b>	<p>Click <b>Search</b> to search and select the FX contract reference number. On select and save and close, system defaults the available amount, bot currency, sold currency and rate. Forward FX Linkage available for selection at bill would be as follows,</p> <ul style="list-style-type: none"> <li>Counterparty of the FX contract should be the counterparty of the Bill contract.</li> <li>Active Forward FX transactions authorized not marked for auto liquidation.</li> </ul> <p>Bill contract currency should be BOT currency of the FX transaction in case of an export Bill or the SOLD currency in case of an Import Bill.</p>
<b>Currency</b>	<p>Read only field.</p> <p>This field displays the FX SOLD currency from the linked FX contract.</p>

Table 2-20 (Cont.) FX Linkage - Field Description

Field	Description
<b>Contract Amount</b>	This field displays the FX SOLD currency and Amount. The user can change the currency.
<b>Available FX Contract Amount</b>	Read only field. This field displays the available FX contract amount. The value is from the "Available Amount" in FXDLINKG screen in OBTR. Available Amount SOLD currency and Amount is displayed.
<b>Linkage Amount</b>	System defaults the amount available for linkage. The Linkage amount should default the LC Contract Currency and allowed to change the linkage amount alone. The validation "Sum of Linked amount will not be greater than contract amount" or "Linkage amount will not be greater than the available amount for linkage" should be triggered on save of the FX linkage screen when trying to link the single FX or multiple FX.
<b>Rate</b>	Read only field. This field displays the rate at which the contract is booked.
<b>FX Amount in Local Currency</b>	Read only field. This field displays the FX amount in local currency. The value is defaulted as FX BOT currency and Amount from FXDTRONL
<b>FX Expiry Date</b>	Read only field. This field displays the expiry date from the linked FX contract.
<b>FX Delivery Period - From</b>	Read only field. This field displays the date from which the contract is valid for utilization.
<b>FX Delivery Period - To</b>	Read only field. This field displays the date to which the contract is valid for utilization.
<b>FX Linkage grid</b>	Below fields appear in the FX linkage grid along with the above fields.
<b>Bought Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Sold Currency</b>	Read only field. This field displays the currency from the linked FX contract.
<b>Available Contract Amount</b>	Read only field. Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero.
<b>Linked Amount</b>	Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage.
<b>Total Utilized Amount</b>	Read only field. This field displays the total amount utilized against the corresponding linked FX. On query, both Utilized and Total Utilized amount holds the amount of latest version. The value is Total Utilized Amount SOLD currency and Amount for Import LC/Guarantee Issuance from FXDLINKG .

**Table 2-20 (Cont.) FX Linkage - Field Description**

Field	Description
<b>Average FX Rate</b>	Read only field. Multiple forward FX contract could be linked, and exchange rate of FX contract vary from each. Hence, effective exchange rate for bill would be arrived using weighted average method and it is utilized during purchase/negotiation/discount or liquidation of the bill. This will be populated in the Average FX Rate.
<b>Action</b>	Click Edit icon to edit the FX details.  Click Delete icon to delete the FX details.

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

### Loan Preferences

This section enables the user to link a loan to liquidate the document under collection. This section will be enabled based on the product selected for documents under collection.

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

**Table 2-21 Loan Preferences**

Field	Description
<b>Drawing/Collection Ref</b>	Read-only field. Defaults from the underlying task. User cannot change the value.
<b>Bill Currency-Amount</b>	Read-only field. Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task. User cannot change the value.
<b>Customer Id</b>	Read-only field. This field displays the customer ID of the drawee.

Table 2-21 (Cont.) Loan Preferences

Field	Description
<b>Customer Name</b>	Read-only field. This field displays the drawee name.
<b>Product Code</b>	Read-only field. This field displays the loan product code linked to the bill.
<b>Loan Currency</b>	Read-only field. The currency and amount for the loan amount.
<b>Original Exchange Rate</b>	Read-only field. This field displays the original exchange rate applicable for Local Currency.
<b>Exchange Rate</b>	Read only field. This field will be enabled only if the Drawing currency and Loan Currency are different. If FX linkage is available, system to display the Exchange rate from FX linkage. System will display the card rate, if FX linkage is not applicable.
<b>Loan Tenor Units</b>	Read only field. Indicates the period of loan defaults from the underlying task. The numerical value for Days or months or Years is applicable.
<b>Tenor Type</b>	Read only field. System defaults the tenor type. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable.
<b>Loan/Finance Value Date</b>	Read only field. System defaults the branch date as Value date. User cannot change the value.
<b>Loan Maturity Date</b>	System defaults the date based on the Loan value date and Loan tenor.
<b>Loan Interest/UDE Details</b>	
<b>User Defined Element ID</b>	Indicates the UDE Element ID as part of simulation. User are allowed to change the selection through LOV.
<b>UDE Description</b>	This field displays the UDE description as part of simulation. If a user changes the UDE ID, system should populate the description.
<b>Rate Code</b>	This field displays the Rate code as part of simulation.
<b>Usage</b>	This field displays the details as part of simulation.
<b>UDE Value</b>	This field displays the UDE value as part of simulation.
<b>Limits</b>	
<b>Linkage Type</b>	This field displays the linkage type as "Facility" from back office.
<b>Linkage Reference Number</b>	This field displays the Linkage reference as part of simulation. User can change the value. Linkages available for the customer should be displayed for selection.
<b>Linked Percentage</b>	Specify the value for linked percentage. Maximum value is 100. User cannot enter negative values.
<b>Limit Amount</b>	This field displays the value for limit amount. System populates the value based on the contribution percentage.

7. Click **Save and Close** to save the details and close the screen.
8. **Next.**

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

**Table 2-22 Additional Details - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'.
<b>Documents</b>	Click the Documents icon to View/Upload the required documents.  Application displays the mandatory and optional documents.  The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

**Table 2-22 (Cont.) Additional Details - Action Buttons - Field Description**

Field	Description
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.7 Settlement Details

This topic provides the systematic instructions to capture the settlement details of import documentary collection return - close request.

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

**Figure 2-18 Settlement Details**

**Import Documentary Collection Return/Close DataEnrichment ::**  
Application No:- PK2IDCR000064246

Additional Details saved successfully

Customer Instruction View Collection

Screen(7/8)

**Settlement Details**

Current Event

Component	Currency	Debit/Credit	Account	Account Description	Account Currency	Nesting Indicator	Current Event
BCCOUR_LIQD	EUR	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
BCSWIFT_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
BILL_LIQ_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
BILL_LIQ_AMTEQ	GBP	Credit	PK20010410...	WELLS FARGO LA	USD	No	No
BKTAX_AMT	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No
INTI_LIQD	GBP	Debit	PK2001044...	GOODCARE PLC	GBP	No	No

Audit

Request Clarification Reject Refer Hold Cancel Save & Close Back Next

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

**Table 2-23 Settlement Details – Field Description**

Field	Description
<b>Current Event</b>	Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event
<b>Component</b>	This field displays the components based on the product selected
<b>Currency</b>	This field displays the default currency for the component.
<b>Debit/Credit</b>	This field displays the debit/credit indicators for the components.
<b>Account</b>	This field displays the account details for the components.
<b>Account Description</b>	This field displays the description of the selected account.
<b>Account Currency</b>	This field displays the currency for all the items based on the account number.
<b>Netting Indicator</b>	This field displays the applicable netting indicator.
<b>Current Event</b>	This field displays the current event as Y or N.
<b>Party Details</b> Click any component in the grid, the application displays Party Details, Payment Details and Remittance Information.	
<b>Transfer Type</b>	Select the transfer type from the drop list. The options are: <ul style="list-style-type: none"> <li>• Customer Transfer</li> <li>• Bank Transfer for own account</li> <li>• Direct Debit Advice</li> <li>• Managers Check</li> <li>• Customer Transfer with Cover</li> <li>• Bank Transfer</li> <li>• None</li> </ul>
<b>Charge Details</b>	Select the charge details for the transactions from the drop list. The options are: <ul style="list-style-type: none"> <li>• Beneficiary All Charges</li> <li>• Remitter Our Charges</li> <li>• Remitter All Charges</li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component from the drop list. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Ordering Customer</b>	Click <b>Search</b> to search and select the ordering customer.
<b>Ordering Institution</b>	Click <b>Search</b> to search and select the ordering institution.
<b>Senders Correspondent</b>	Click <b>Search</b> to search and select the senders correspondent.
<b>Receivers Correspondent</b>	Click <b>Search</b> to search and select the receivers correspondent.
<b>Intermediary Institution</b>	Click <b>Search</b> to search and select the intermediary institution.
<b>Account with Institution</b>	Click <b>Search</b> to search and select the account with institution.
<b>Beneficiary Institution</b>	Click <b>Search</b> to search and select the beneficiary institution.
<b>Ultimate Beneficiary</b>	Click <b>Search</b> to search and select the ultimate beneficiary.
<b>Intermediary Reimbursement Institution</b>	Click <b>Search</b> to search and select the intermediary reimbursement institution.
<b>Receiver</b>	Click <b>Search</b> to search and select the receiver.
<b>Payment Details</b>	

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

Field	Description
<b>Sender to Receiver 1 to 6</b>	Specify the sender to receiver message.
<b>Remittance Information</b>	
<b>Payment Details 1 to 6</b>	Specify the payment details.

- Click any component in the grid.

The application displays Party Details, Payment Details and Remittance Information.

**Table 2-24 Party Details - Field Description**

Field	Description
<b>Party Details</b>	
<b>Transfer Type</b>	Select the transfer type from the drop list: <ul style="list-style-type: none"> <li>Customer Transfer</li> <li>Bank Transfer for own account</li> <li>Direct Debit Advice</li> <li>Managers Check</li> <li>Customer Transfer with Cover</li> <li>Bank Transfer</li> </ul>
<b>Netting Indicator</b>	Select the netting indicator for the component: <ul style="list-style-type: none"> <li>Yes</li> <li>No</li> </ul>
<b>Ordering Customer</b>	Click <b>Search</b> to search and select the ordering customer.
<b>Ordering Institution</b>	Click <b>Search</b> to search and select the ordering institution.
<b>Senders Correspondent</b>	Click <b>Search</b> to search and select the senders correspondent.
<b>Receivers Correspondent</b>	Click <b>Search</b> to search and select the receivers correspondent.
<b>Intermediary Institution</b>	Click <b>Search</b> to search and select the intermediary institution.
<b>Account with Institution</b>	Click <b>Search</b> to search and select the account with institution.
<b>Beneficiary Institution</b>	Click <b>Search</b> to search and select the beneficiary institution.
<b>Ultimate Beneficiary</b>	Click <b>Search</b> to search and select the ultimate beneficiary.
<b>Intermediary Reimbursement Institution</b>	Click <b>Search</b> to search and select the intermediary reimbursement institution.
<b>Payment Details</b>	
<b>Sender to Receiver 1to 6</b>	Specify the sender to receiver message.
<b>Remittance Information</b>	
<b>Payment Detail 1 to 5</b>	Specify the payment details.

- Click **Next**.

The task will move to next data segment.

**Table 2-25 Settlement Details - Action Buttons - Field Description**

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



**Table 2-25 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-25 (Cont.) Settlement Details - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
<b>Save &amp; Close</b>	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Next</b>	On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment.

## 2.3.8 Summary

This topic provides the systematic instructions to view the summary of import documentary collection return request.

User can review the summary of details updated in Data Enrichment stage of Import Documentary Collection Return 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 2-19 Summary

Tiles Displayed in Summary

- Main Details - User can view details about application details and LC details.
- Closure/Return Details - User can view return details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details
- Commission, Charges and Taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.

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

 **Note:**

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

- Draft Details - User can view the draft details.
2. Click **Submit**.

The task will move to next logical stage.

**Table 2-26 Summary - Action Buttons - Field Description**

Field	Description
<b>Clarification Details</b>	Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested.
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the collection. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Request Clarification</b>	User can specify the clarification details for requests received online.
<b>Save &amp; Close</b>	Save the details provided and holds the task in ‘My Task’ queue for further update. This option will not submit the request.
<b>Cancel</b>	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.

**Table 2-26 (Cont.) Summary - Action Buttons - Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.  This option is used, if there are any pending information yet to be received from applicant.
<b>Reject</b>	On click of Reject, user must select a Reject Reason from a list displayed by the system.  Reject Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
<b>Refer</b>	Select a Refer Reason from the values displayed by the system.  Refer Codes are: <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Back</b>	On click of Back, system moves the task back to previous data segment.
<b>Submit</b>	Task will get moved to next logical stage of Import Documentary Collection Return/Close. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.
<b>Checklist</b>	Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.

## 2.4 Exceptions

This topic helps you quickly get acquainted with the Exceptions process.

The Import Collection Return - Close request, before the task moves to the approval stage, the application will validate the Amount Block, KYC and AML. A failure in validation of any of them, the task will reach exception stage for further approval for the exceptions.

### Exception - Amount Block

As part of amount block validation, application will check if sufficient balance is available in the account to create an amount block. On hand-off, system will debit the blocked account to the extent earmark and credit charges/ commission account in case of charges block or credit the amount in suspense account for earmarks created for collateral.

The transactions that have failed amount block due to non-availability of amount in respective account will reach the amount block exception stage

Log in into OBTFPM application, amount block exception queue. Amount block validation failed tasks for trade transactions will be listed in the queue. Open the task to view summary of updated available fields with values.

Exception is created when sufficient balance is not available for blocking the settlement account and the same can be addressed by the approver in the following ways:

Approve:

- Settlement amount will be funded (outside of this process)
- Allow account to be overdrawn during hand-off

Refer:

- Refer back to DE providing alternate settlement account to be used for block.
- Different collateral to be mapped or utilize lines in place of collateral.

Reject:

Reject the transaction due to non-availability of sufficient balance in settlement account

### Amount Bock Exception

Import Documentary Collection Return/Close AmountBlock Exception Approval  
 :: Application No:- PK2I1DC000064251

Documents Remarks Overrides  
 Customer Instruction View Collection

Amount Block Exception  
 Summary

Amount Block Exception Details

Type	Contract Currency	Block Amount	Account	Branch	Account Currency	Block Ref No	Block Status	Block Status Details
Charge		100	PK20010440017	PK2	GBP		Failed	

Audit

Reject Refer Hold Approve Next

This section will display the amount block exception details.

### Summary

**Import Documentary Collection Return/Close AmountBlock Exception Approval ::**  
**Application No:- PK2IIDC00064251**

Documents Remarks Overrides Customer Instruction View Collection

Amount Block Exception Summary Screen(2/2)

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : USD 1000	<b>Closure/Return Details</b> Protested Bill : No Unaccepted Bill : No Other Documents : No	<b>Additional Fields</b> Click here to view Additional fields
<b>Advices</b> Advice 1 : CLOSURE_ADVL... Advice 2 : PAYMENT_MESS...	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :	<b>Commission, Charges and taxes</b> Charge : GBP 100.00 Commission : Tax : Block Status : Failed
<b>Preview Messages</b> Language : ENG Preview Message : -	<b>Payment Details</b> Advance by Loan : No Allow Rollover : No Liquidate using Collateral : No	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :
<b>Settlement Details</b> Component : IBCLCG_LIQD Account Number : PK2001044001... Currency : GBP	<b>Parties Details</b> Drawer : MARKS AND SP... Remitting Bank : RABO BANK Drawee : GOODCARE PLC	<b>Compliance details</b> KYC : Not Initiate... Sanctions : Verified AML : Verified
<b>Accounting Details</b> Event : CLOS AccountNumber : PK2001044001... Branch : PK2		

Audit Reject Refer Hold Approve Back

Tiles Displayed in Summary:

- Main Details - User can view the details about application details and Collection details.
- Closure/Return Details - User can view return details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details
- Commission, Charges and Taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.

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

 **Note:**

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

- Click **Approve**. to approve thw export booking amount bolck exception check.

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

**Table 2-27 Amount Bock Exception - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li><b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li><b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.



Table 2-27 (Cont.) Amount Bock Exception - Action Buttons - Field Description

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Approve</b>	<p>On approve, application must validate for all mandatory field values, and task must move to the next logical stage.</p>
<b>Back</b>	<p>Task moves to previous logical step.</p>

**Exception - Know Your Customer (KYC)**

As part of KYC validation, application will check if necessary KYC documents are available and valid for the applicant. The transactions that have failed KYC due to non-availability / expired KYC verification will reach KYC exception stage.

1. Log in into OBTFPM application, KYC exception queue. KYC exception failed tasks for Trade Finance transactions will be listed in your queue.
2. Open the task, to see summary tiles that display a summary of available updated fields with values.  
User can pick up a transaction and do the following actions:

**Approve**

- After changing the KYC status in the back end application (outside this process).
- Without changing the KYC status in the back end application.
- Reject (with appropriate reject reason).

**Summary**

## Tiles Displayed in Summary:

- Main Details - User can view the details about application details and Collection details.
- Closure/Return Details - User can view return details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details
- Commission, Charges and Taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

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

**Table 2-28 Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.

**Table 2-28 (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

Field	Description
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

**Exception - Limit Check/Credit**

The transactions that have failed limit check due to non-availability of limits will be available in limit check exception queue for further handling.

1. Log in into OBTFPM application, limit check exception queue. Limit check exception failed tasks for Trade Finance transactions must be listed in your queue.
2. Click **My Task**. The summary tiles displays summary of important fields with values.

Limit check Exception approver can do the following actions:

**Approve**

- Limit enhanced in the back end (outside this process).
- Without enhancing limit in the back end.

**Refer**

- Refer back to DE providing alternate limit id to map
- Refer additional collateral to be mapped

**Reject**

The transaction due to non-availability of limits capturing reject reason.

**Limit/Credit Check**

This section will display the amount block exception details.

**Summary**

Tiles Displayed in Summary:

- Main Details - User can view the details about application details and Collection details.
- Closure/Return Details - User can view return details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details
- Commission, Charges and Taxes - User can view the Commission, charges and taxes details.
- Preview Messages - User can view the preview messages details.
- Payment Details - User can view the payment details.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance Details - User can view the compliance details.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

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

Table 2-29 Exception - Limit Check/Credit - Action Buttons – Field Description

Field	Description
<b>Documents</b>	<p>Click the Documents icon to View/Upload the required documents.</p> <p>Application displays the mandatory and optional documents.</p> <p>The user can view and input/view application details simultaneously.</p> <p>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application.</p>
<b>Remarks</b>	<p>Specify any additional information regarding the collection. This information can be viewed by other users processing the request.</p> <p>Content from Remarks field should be handed off to Remarks field in Backend application.</p>
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	<p>Click to view/ input the following</p> <ul style="list-style-type: none"> <li>• <b>Standard Instructions</b> – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this.</li> <li>• <b>Transaction Level Instructions</b> – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions.</li> </ul>
<b>View Collection</b>	Enables the user to view the latest collection values displayed in the respective fields.
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description.</p> <p>This reject reason will be available in the remarks window throughout the process.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>

**Table 2-29 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description**

Field	Description
<b>Hold</b>	The details provided will be saved and status will be on hold.  This option is used, if there are any pending information yet to be received from applicant.
<b>Approve</b>	On approve, application must validate for all mandatory field values, and task must move to the next logical stage.
<b>Back</b>	Task moves to previous logical step.

1. Click **Approve**. The task will move to next logical stage. For more information refer [#unique\\_40](#)

## 2.5 Multi Level Approval


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


A User can view the summary of Return details in multilevel approval stage of Import Collection Return/Close request. This stage allows the approver user to approve a Islamic import documentary collection Return - Close Transaction.


1. Log in into OBTFPM application and on **Home** screen, click, **Tasks**.
2. Under **Tasks**, click **Free Tasks**.
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 approve the task.  
The **Approval Re-Key** pop-up screen appears.

**Figure 2-20 Approval Re-Key**

## Approval Rekey

 View Signature

 Documents

 Remarks

**Bill Amount**

GBP ▼

£100.00

✓

**Bill Currency Code**

GBP ▼

✓

Refer

Close

Proceed

For non online channel, the 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 and user will not be able to approve the task.

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

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

- Bill Amount

- Bill Currency Code

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.

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

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

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

 **Note:**

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



## Approval Summary

ORACLE DEFAULTENTITY (DEFAULT... Oracle Banking Trade Financ... April 20, 2022 ATEST11

**Import Documentary Collection Return/Close Approval Task Level 1 :: Application**  
No:- PK2IDCR000064246

Documents Remarks Overrides  
Customer Instruction View Collection

<b>Main Details</b> Booking Date : 2022-04-20 Submission Mode : Desk Bill Amount : GBP 100	<b>Closure/Return Details</b> Protested Bill : No Unaccepted Bill : No Other Documents : No	<b>Draft Details</b> Draft 1 : Freight char...
<b>Additional Fields</b> Click here to view Additional : fields	<b>Advices</b> Advice 1 : CLOSURE_ADV... Advice 2 : PAYMENT_MESS...	<b>Limits and Collaterals</b> Contribution Currency : Amount to Earmark : Limit Status : Not Verified Collateral Currency : Collateral Contribution : Collateral Status : Not Verified Deposit Linkage Currency : Deposit Linkage Amount :
<b>Commission,Charges and Taxes</b> Charge : Commission : Tax : Block Status : Not Initiated	<b>Preview Messages</b> Language : ENG Preview Message : -	<b>FX Linkage</b> Reference Number : Linkage Amount : Contract Currency :
<b>Settlement Details</b> Component : Account Number : Currency :	<b>Parties Details</b> Drawer : MARKS AND SP... Remitting Bank : WELLS FARGO ... Drawee : GOODCARE PLC	<b>Compliance details</b> KYC : Not Initiate... Sanctions : Verified AML : Verified
<b>Accounting Details</b> Event : CLOS AccountNumber : 520000001 Branch : PK2	<b>Exception(Approval)</b> Sanction : EXCEPTION PLEASE VISIT REMARKS FOR MORE DETAILS	

Audit Reject Hold Refer Cancel Approve

### Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Closure/Return Details - User can view return details.
- Draft Details - User can view the draft details.
- Additional Fields - User can view the details of additional fields.
- Advices - User can view the details of advices.
- Limits and Collaterals - User can view limits and collateral details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes details.
- Preview Messages - User can view the preview message.
- FX Linkage - User can view the details of FX Linkage.
- Settlement Details - User can view settlement details.
- Parties Details - User can view party details like applicant, collecting bank etc.

- Compliance - User can view the compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Accounting Details - User can view the accounting entries generated by back office system.

 **Note:**

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

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

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

**Table 2-30 Approval Summary - Action Buttons - Field Description**

Field	Description
<b>Documents</b>	View/Upload the required document.  Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application
<b>Remarks</b>	Specify any additional information regarding the Import Collection Return/Close. This information can be viewed by other users processing the request.  Content from Remarks field should be handed off to Remarks field in Backend application.
<b>Overrides</b>	Click to view the overrides accepted by the user.
<b>Customer Instruction</b>	Click to view/ input the following <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Incoming Message</b>	This button displays the multiple messages (MT760 + up to 7 MT761. In case of MT798, the User can click and view the MT798 message(770,700/701).
<b>Signatures</b>	Click the Signature button to verify the signature of the customer/ bank if required. The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system.  If more than one signature is available, system should display all the signatures.

Table 2-30 (Cont.) Approval Summary - Action Buttons - Field Description

Field	Description
<b>Reject</b>	<p>On click of Reject, user must select a Reject Reason from a list displayed by the system.</p> <p>Reject Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul> <p>Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.</p>
<b>Hold</b>	<p>The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.</p> <p>This option is used, if there are any pending information yet to be received from applicant.</p>
<b>Refer</b>	<p>Select a Refer Reason from the values displayed by the system.</p> <p>Refer Codes are:</p> <ul style="list-style-type: none"> <li>• R1- Documents missing</li> <li>• R2- Signature Missing</li> <li>• R3- Input Error</li> <li>• R4- Insufficient Balance/Limits</li> <li>• R5 - Others</li> </ul>
<b>Cancel</b>	<p>Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.</p>
<b>Approve</b>	<p>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.</p>

8. Click **Approve** to approve the transaction. The transaction is approved and handed off to the back end system for posting.

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