# Oracle® Banking Trade Finance Process Management

## Import Documentary Collection Update - Islamic User Guide

**ORACLE®**

Oracle Banking Trade Finance Process Management Import Documentary Collection Update - Islamic User Guide, Release 14.7.5.0.0

G24260-01

# Contents

## 1  Oracle Banking Trade Finance Process Management

## 2  Import Documentary Collection Booking Update - Islamic

# Index

# Preface

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

## Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management 'Import Documentary Collection Update Booking - Islamic' process.

## Audience

This document is intended for the following audience:

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

## Documentation Accessibility

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

- [Access to Oracle Support](#)

## Access to Oracle Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

## 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 BulletinsCritical 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 AssuranceOracle 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.

## 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

## Conventions

The following text conventions are used in this document:

| Convention | Meaning |
| --- | --- |
| **boldface** | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text. |
| *italic* | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values. |

| Convention | Meaning |
|---|---|
| `monospace` | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |

## 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.

## Symbols and Icons

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

**Table 1   Symbols and Icons - Common**

| Symbol/Icon | Function |
|---|---|
| �ిం | Minimize |
| ⌐⌐ | Maximize |
| ✕ | Close |
| 🔍 | Perform Search |
| ▼ | Open a list |
| ↔ | Date Range |
| + | Add a new record |
| I< | Navigate to the first record |
| >I | Navigate to the last record |
| ◀ | Navigate to the previous record |
| ▶ | Navigate to the next record |
| ⊞⊞ | Grid view |
| ☰ | List view |

**Table 1    (Cont.) Symbols and Icons - Common**

| Symbol/Icon | Function |
| --- | --- |
|  | Refresh |
|  | Click this icon to add a new row. |
|  | Click this icon to delete a row, which is already added. |
|  | Calendar |
|  | Alerts |
|  | Unlock Option |
|  | View Option |
|  | Reopen Option |

**Table 2    Symbols and Icons - Widget**

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

# 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 3    Common Action Buttons and its Definitions**

| Action Buttons | Description |
|---|---|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system. <br><br> Reject Codes are: <br><br> • R1- Documents missing <br> • R2- Signature Missing <br> • R3- Input Error <br> • R4- Insufficient Balance/Limits <br> • R5 - Others <br><br> Select a Reject code and give a Reject Description. <br> This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system. <br><br> Refer Codes are: <br><br> • R1- Documents missing <br> • R2- Signature Missing <br> • R3- Input Error <br> • R4- Insufficient Balance/Limits <br> • R5 - Others |
| **Hold** | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. <br><br> This option is used, if there are any pending information yet to be received from applicant. |
| **Cancel** | Click **Cancel** to cancel the transaction input midway without saving any data. |
| **Save & Close** | Click **Save & Close** to save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| **Next** | Click **Next**, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |
| **Submit** | Click **Submit** to complete the transaction after you specify all the input parameters for a particular process. The task will get moved to next logical stage of the process. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

# 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 Update - Islamic

Import Documentary Collection Booking Update - Islamic process involves update of an existing documentary collection.

Details of Import Documentary Collection can be updated before liquidation, changes can be for Collection amount, Maturity Date, etc. The update can be requested through Online/Offline channels.

The various stages involved for Import Doc Collection update are:

- Receive and verify documents (Non Online Channel)- Registration stage
- Input application details
- Upload of related mandatory and non-mandatory documents received from the presenting bank
- Verify documents and capture details (Online/Non Online Channels)- Data Enrichment stage
- Input/Modify details of update Collection - Data Enrichment stage
- Check for limit availability if applicable
- Check balance availability for amount block if applicable
- Check for sanctions & KYC status
- Earmark limits/Create amount block for cash margin/charges if applicable
- Capture remarks for other users to check and act
- Hand off request to back office

The Islamic Import Doc Collection Update process flow is similar to that of conventional Import Doc Collection Update process flow.

This topic contains following subtopics:

- Common Initiation Stage
- Registration
- Data Enrichment
- Exceptions
- Multi Level Approval
- Reject Approval
- Common Initiation Stage
  This topic provides the systematic instructions to initiate the import documentary collection booking update - Islamic request.
- Registration
  This topic provides the systematic instructions to initiate the Registration stage of import documentary collection booking update - Islamic request.

- **Data Enrichment**
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection booking update - Islamic 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 booking update - Islamic request.

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

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

   The **Initiate Task** screen appears.

   **Figure 2-1    Initiate Task**

   

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

   > **Note:**
   >
   > The fields which are marked in asterisk are mandatory.

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

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

   | Field | Description |
   |---|---|
   | **Process Name** | Select a process name from the drop-down list. |
   | **Branch** | Select the required branch code from the drop-down list. |

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

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

| Field | Description |
|---|---|
| Proceed | Task will get initiated to next logical stage.. |
| Clear | Click to clear the contents update and enter the values again. |
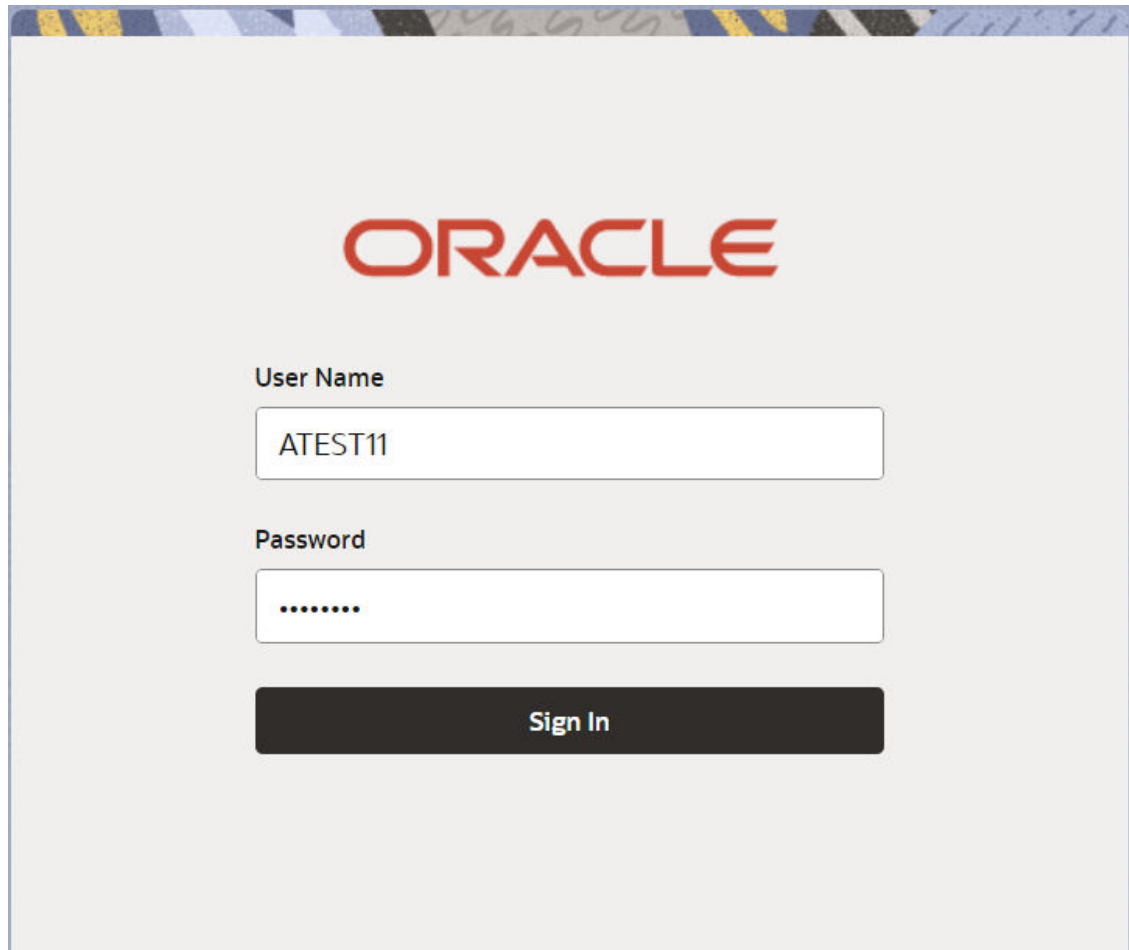
3.  Click **Proceed** to proceed to the next step.

# 2.2 Registration

This topic provides the systematic instructions to initiate the Registration stage of import documentary collection booking update - Islamic request.

In Registration stage, user captures 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 - Islamic**. Under **Trade Finance - Islamic**, click **Import - Documentary Collection**.

2. Under **Import - Documentary Collection**, click **Import Documentary Collection Update Booking - Islamic**.

**Figure 2-3    Import Documentary Collection Update Booking - Islamic**
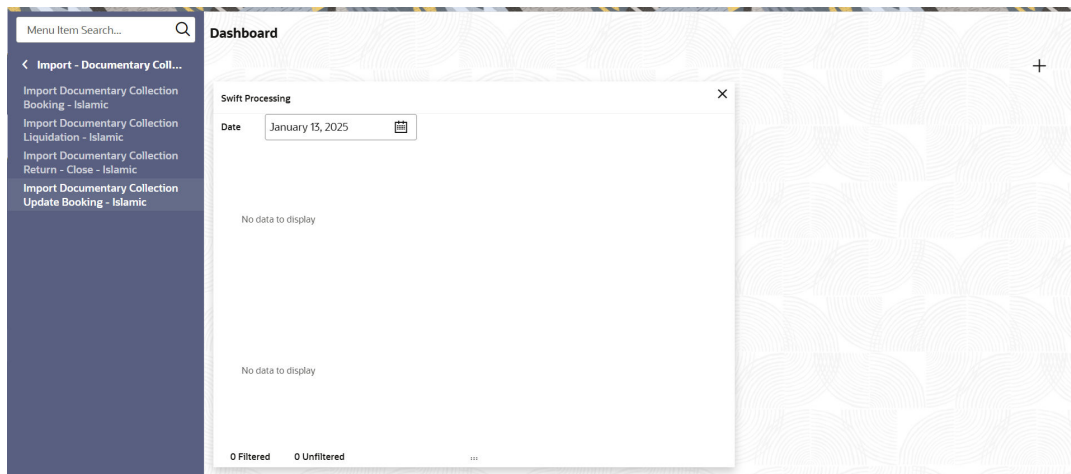


The **Import Documentary Collection Booking Update - Islamic - Registration** screen appears.

The Import Documentary Collection Booking Update - Islamic - 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 Booking Update - Islamic - Registration - Application Details**
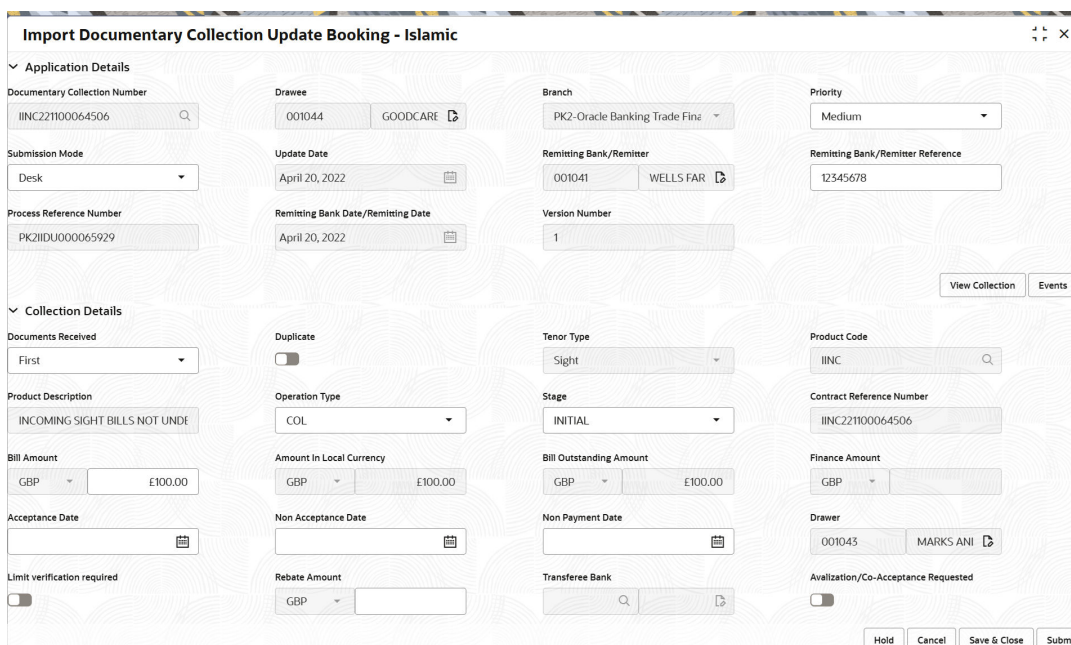


3. On **Import Documentary Collection Booking Update - Islamic - Registration - Application Details** screen, specify the fields.

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

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

**Table 2-3    Registration - Application Details - Field Description**

| Field | Description |
|-------|-------------|
| **Documentary Collection Number** | Specify the documentary collection reference.<br><br>Alternatively, click **Search** to search and select the documentary collection reference number. In the lookup, you can search giving any combination details of Documentary Collection Number, Drawer, Currency, Amount, Product Code and Booking Date to fetch the collection details. Based on the search result, select the applicable documentary collection to update the details. |
| **Drawee** | Read only field.<br><br>This field displays the Drawee ID and name based on the selected Documentary Collection Number.<br>The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.<br><br>> **Note:**<br>> If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message. |
| **Branch** | Read only field.<br><br>Branch details is auto-populated based on the selected Documentary Collection Reference. |
| **Priority** | 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.<br>User can change the priority populated any time before submit of task in Registration stage. |
| **Submission Mode** | Select the submission mode of Import Documentary Collection Booking Update - Islamic request from the drop-down list.<br><br>By default the submission mode will have the value as 'Desk'.<br><br>• Desk - Request received through Desk<br>• Courier - Request received through Courier |
| **Update Date** | System displays the update date of the application.<br><br>By default, the application displays branch's current date. |

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

| Field | Description |
|---|---|
| Remitting Bank/Remitter | Read only field.<br>Remitting Bank/Remitter is auto-populated based on the selected Documentary Collection Number.<br>The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.<br><br>✎ **Note:**<br>In case the selected Bank is not RMA Compliant, the system displays error message "RMA arrangement not available, Only MT999 messages can be sent to the bank". |
| Remitting Bank/Remitter Reference | Read only field.<br>Remitting Bank/Remitting Bank Reference is auto-populated based on the selected Documentary Collection Number. |
| Process Reference Number | Read only field.<br>Unique OBTFPM task reference number for the transaction.<br>This is auto generated by the system based on process name and branch code. |
| Remitting Bank Date/ Remitting Date | Read only field.<br>Remitting Bank Date/Remitting Date is auto-populated based on the selected Documentary Collection Number. |
| Version Number | Read only field.<br>Version number is auto-generated. |

**Collection Details**

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



4. On **Import Documentary CollectionBooking Update - Islamic - Registration - Collection Details** screen, specify the fields.

> ✎ **Note:**
>
> The fields which are marked in asterisk are mandatory.

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

**Table 2-4    Collection Details - Field Description**

| Field | Description |
|---|---|
| **Documents Received** | Documents Received is auto-populated based on the selected Documentary Collection Number.<br>User can change the documents received value.<br>The options are:<br>• First<br>• Second<br>• Both |
| **Duplicate** | If a Duplicate (second set) of Import document is received, the user has to initiate Import Collection update process. User has to select the option as 'Second' in "Document Received" and has to set the "Duplicate" toggle to Yes. |
| **Tenor Type** | Read only field.<br><br>Tenor type is auto-populated based on the selected Documentary Collection Number.<br><br>If Tenor type is **Both**, system disables user input in Liquidation and Unlinked FX rate field. On Submit user will get an error message. |
| **Product Code** | Read only field.<br><br>Product Code is auto-populated from the Documentary Collection Number. |
| **Product Description** | Read only field.<br><br>This field displays the description of the product as per the product code. |
| **User Reference Number** | User reference number is defaulted based on the description of the product as per the product code.<br>User can change the value. |

**Table 2-4 (Cont.) Collection Details - Field Description**

| Field | Description |
| --- | --- |
| **Operation Type** | Operation type is auto-populated from the collection booking. User can update the operation code, if required.<br>The options are:<br>• ACC<br>• NEG<br>• COL<br>• PUR<br>• DIS<br>• PAY<br>• FOP - Free of Payment for bills booked with operation Collection or Acceptance<br>• CAC<br><br>**✎ Note:**<br><br>a. Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills not under LC.<br><br>b. User cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking.<br><br>c. User can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking. |
| **Stage** | Stage is auto-populated from the collection booking.<br>User can update the stage to final, if it is set to Initial already.<br><br>**✎ Note:**<br><br>a. User cannot change the stage value from Final to initial.<br><br>b. For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage. |
| **Contract Reference Number** | Read only field.<br>System populates the contract reference number from the back end system once the Documentary Collection Number is selected. |
| **Bill Amount** | Read only field.<br>This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference. |
| **Amount In Local Currency** | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places). |

**Table 2-4    (Cont.) Collection Details - Field Description**

| Field | Description |
| --- | --- |
| **Bill Outstanding Amount** | Read only field.<br>Bill outstanding amount is auto-populated from the collection booking.<br><br>**✎ Note:**<br><br>This field is enabled, if Stage is **Inital**. |
| **Finance Amount** | Read only field.<br>Finance amount is auto-populated based on the selected Documentary Collection Number.<br>User can update the Finance Amount, if the **Operation Type** is set to **DIS**. |
| **Acceptance Date** | Specify the acceptance date. |
| **Non Acceptance Date** | Non acceptance date is auto-populated based on the selected Documentary Collection Number. |
| **Non Payment Date** | Non payment date is auto-populated based on the selected Documentary Collection Number.<br>This field can be read only or editable depending on the Documentary Collection Number. |
| **Drawer** | Drawee ID will be auto-populated from the collection booking.<br>The user can change the parties in Update Collection Processes. Update summary should show both old and new parties.<br><br>**✎ Note:**<br><br>a. If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.<br><br>b. This field is read only , if the **Operation Type** is set to **DIS** and **PUR**. |
| **Limit verification required** | Move the slider On to enables for limit verification.<br><br>If the toggle is disabled and **Finance Amount** has been provided, the system prompts an override message on Submit. |
| **Rebate Amount** | Specify the value for rebate to the bill outstanding amount. |
| **Transferee Bank** | Read only field.<br>Displays the name of the transferee bank. |

**Table 2-4    (Cont.) Collection Details - Field Description**

| Field | Description |
|---|---|
| **Avalization/Co-Acceptance Requested** | Enable this option, if the bill is to be avalized.<br>User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final.<br>By default this option is disabled.<br>Once the option is enabled, it can not be unchecked during any further actions or operations.<br><br>**✎ Note:**<br>Option is not applicable for Sight bills, Multi-tenor and Bills Under LC. |

5. Click **Submit**.

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

**Table 2-5    Registration - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Documents** | Upload the documents received under the Documentary Collection. |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users handling the request. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instruction** | Click to view/ input the following.<br>• **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.<br>• **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. |
| **Common Group Message** | Click to send MT799 and MT999 messages from within the task. |
| **Incoming Message** | Clicking this button allows the user to view the incoming SWIFT message MT730. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |

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

| Field | Description |
|---|---|
| Checklist | Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit. |
| Hold | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br>This option is used, if there are any pending information yet to be received from applicant. |
| Cancel | Cancels the Import Documentary Collection Booking Update task. Details entered will not be saved and the task will be removed |
| Save & Close | Save the information provided and holds the task in 'My Task' queue for working later.<br><br>This option will not submit the request. |
| Submit | The task will move to next logical stage of Import Documentary Collection Booking Update. If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |

# 2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection booking update - Islamic request.

On successful completion of Registration of an Import Documentary Collection Booking Update - Islamic, the task moves to Data Enrichment stage. A DE user can input Islamic Import Doc Collection update. As part of data enrichment, user can enter/update basic details of the incoming request.

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

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

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

2. Under **Task**, click **Free Task**.

   The **Free Task** screen appears.

**Figure 2-5    Free Task**
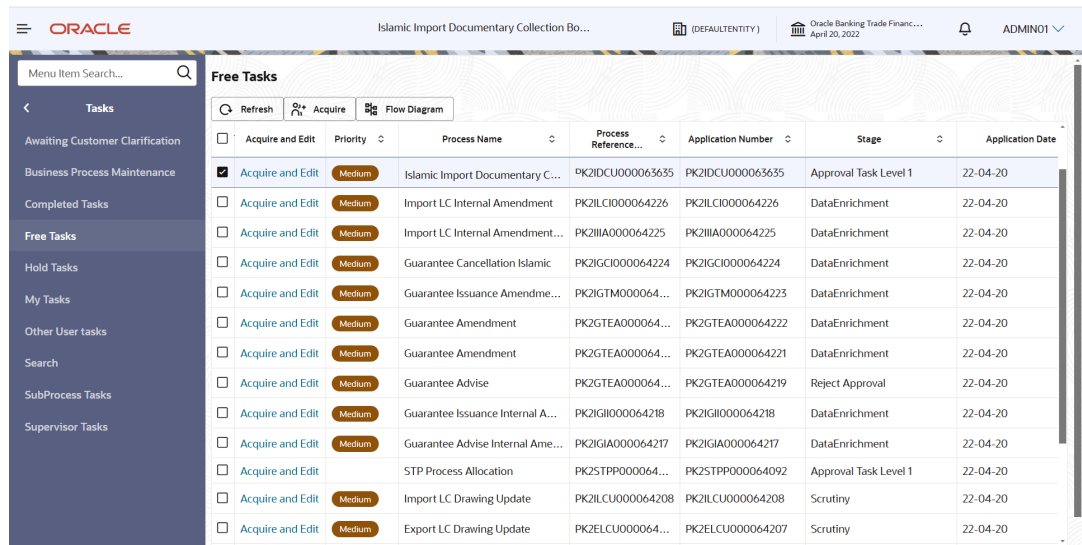
3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.

4. The acquired task will be available in **My Tasks** tab. Click **Edit** to scrutinize the registered task.
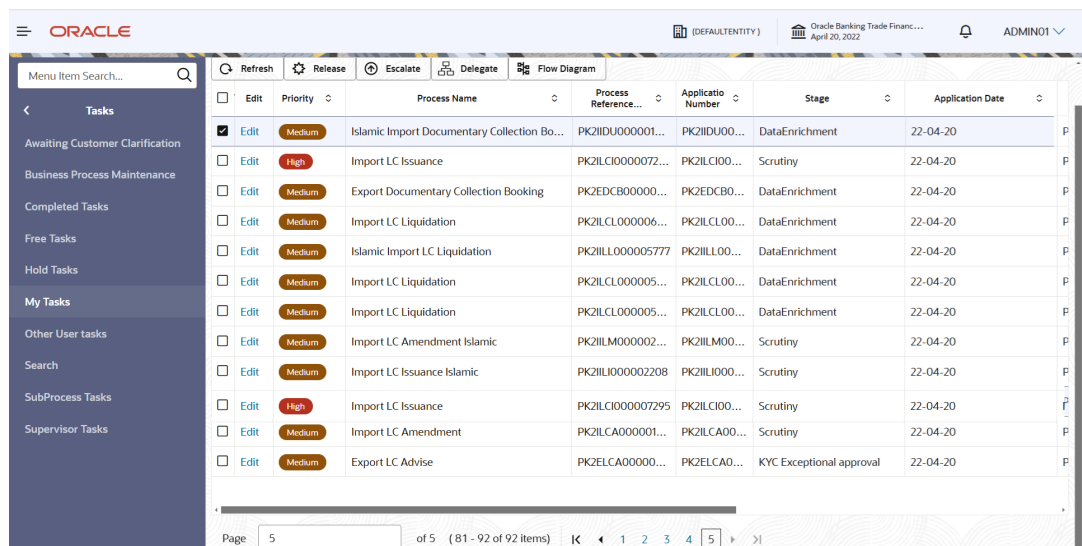


The Data Enrichment stage has the following hops for data capture:

- Main Details

- Document Details

- Other Details

- Shipment Details

- Maturity Details

- Additional Fields

- Advices

- Updated Details

- • Additional Details

- • Settlement Details

- • Summary

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

- • Main Details
  This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection update booking Islamic request.

- • Document Details
  This topic provides the systematic instructions to capture the details of the documents received.

- • Other Details
  This topic provides the systematic instructions to capture the other details like Shipping guarantee Reference, Credit Value Date, Debit Value Date, Other Bank charges etc.

- • Shipment Details
  This topic provides the systematic instructions to capture the shipment details of Islamic import documentary collection Update booking request.

- • Maturity Details
  This topic provides the systematic instructions to capture the maturity details.

- • 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.

- • Updated Details
  This topic provides the systematic instructions to capture the updated 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 Islamic import documentary collection update booking request.

- • Summary
  This topic provides the systematic instructions to view the summary of Islamic Import documentary collection update booking request.

## 2.3.1 Main Details

This topic provides the systematic instructions to initiate the Data Enrichment stage of import documentary collection update booking Islamic request.

Main details section has two sub section as follows:

- • Application Details

- • Collection Details.

**Application Details**

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

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

**Figure 2-6    Data Enrichment - Main Details**



**Table 2-6    Import Documentary Collection Update Booking - Data Enrichment - Main Details - Application Details - Field Description**

| Field | Description |
|---|---|
| **Documentary Collection Number** | Read only field.<br><br>This field displays the documentary collection reference number as selectednin Registration stage. |
| **Drawee** | Read only field.<br><br>This field displays the Drawee ID and name based on the selected Documentary Collection Number. |
| **Branch** | Read only field.<br><br>Branch details is auto-populated based on the selected Documentary Collection Reference. |
| **Priority** | 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.<br>User can change the priority. |

**Table 2-6    (Cont.) Import Documentary Collection Update Booking - Data Enrichment - Main Details - Application Details - Field Description**

| Field | Description |
|---|---|
| Submission Mode | System populates the submission mode of Import Documentary Collection Booking Update Islamic request.<br><br>By default the submission mode will have the value as 'Desk'.<br><br>User can change the submission mode. |
| Update Date | Read only field.<br><br>By default, the application displays branch's current date. |
| Remitting Bank/Remitter | Read only field.<br>Remitting Bank/Remitter is auto-populated based on the selected Documentary Collection Number. |
| Remitting Bank/Remitter Reference | Read only field.<br><br>Remitting Bank/Remitting Bank Reference is auto-populated based on the selected Documentary Collection Number. |
| Process Reference Number | Read only field.<br><br>Unique OBTFPM task reference number for the transaction.<br><br>This is auto generated by the system based on process name and branch code. |
| Remitting Bank Date/ Remitting Date | Read only field.<br><br>Remitting Bank Date/Remitting Date is auto-populated based on the selected Documentary Collection Number. |
| Version Number | Read only field.<br>Version number is auto-generated. |

**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. During Registration, if user has not captured input, then user can capture the details in Data Enrichment section.

> **✎ Note:**
>
> In case field Operation Type has value FOP (Free of Payment) that is populated from OBDX, system should retain the value and should not allow the user to edit the same.(Display only field if Submission mode is Online.

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



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

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

| Field | Description |
|---|---|
| **Documents Received** | Documents Received is auto-populated based on the selected Documentary Collection Number. User can change the documents received value. The options are: <br>• **First** <br>• **Second** <br>• **Both** |
| **Duplicate** | If a Duplicate (second set) of Import document is received, the user has to initiate Import Collection update process. User has to select the option as 'Second' in "Document Received" and has to set the "Duplicate" toggle to Yes. |
| **Tenor Type** | Read only field. Tenor type is auto-populated based on the selected Documentary Collection Number. If Tenor type is **Both**, system disables user input in Liquidation and Unlinked FX rate field. On Submit user will get an error message. |
| **Product Code** | Read only field. Product Code is auto-populated from the Documentary Collection Number. |
| **Product Description** | Read only field. This field displays the description of the product as per the product code. |
| **User Reference Number** | User reference number is defaulted based on the description of the product as per the product code. User can change the value. |

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

| Field | Description |
|---|---|
| **Operation Type** | Operation type is auto-populated from the collection booking. User can update the operation code, if required.<br>The options are:<br>• **ACC**<br>• **NEG**<br>• **COL**<br>• **PUR**<br>• **DIS**<br>• **PAY**<br>• **FOP** - Free of Payment for bills booked with operation Collection or Acceptance<br>• **CAC**<br><br>✎ **Note:**<br>a. Change of Operation from Collection or Acceptance to Free of Payment should be enabled only for Documentary Bills not under LC.<br>b. User cannot change the operation type, If the operation code is set as ADV or COL or DIS in collection Booking.<br>c. User can change the operation type to ADV or DIS, if the operation code is set as ACC in collection booking. |
| **Stage** | Stage is auto-populated from the collection booking.<br>User can update the stage to final, if it is set to Initial already.<br><br>✎ **Note:**<br>a. User cannot change the stage value from Final to initial.<br>b. For Operation Type, FOP the Stage to be defaulted to Final as Free of Payment is not applicable for Bills in Initial stage. |
| **Contract Reference Number** | Read only field.<br>System populates the contract reference number from the back end system once the Documentary Collection Number is selected. |
| **Bill Amount** | Read only field.<br>This field displays the bill currency and the Bill Amount based on the selected Documentary Collection Reference. |
| **Amount In Local Currency** | Read only field.<br>System fetches the local currency equivalent value for the LC amount from back office (with decimal places). |

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

| Field | Description |
|---|---|
| **Bill Outstanding Amount** | Read only field.<br>Bill outstanding amount is auto-populated from the collection booking.<br><br>**Note:**<br>This field is enabled, if Stage is **Inital**. |
| **Finance Amount** | Read only field.<br>Finance amount is auto-populated based on the selected Documentary Collection Number.<br>User can update the Finance Amount, if the **Operation Type** is set to **DIS**. |
| **Acceptance Date** | Specify the acceptance date. |
| **Non Acceptance Date** | Non acceptance date is auto-populated based on the selected Documentary Collection Number. |
| **Non Payment Date** | Non payment date is auto-populated based on the selected Documentary Collection Number.<br>This field can be read only or editable depending on the Documentary Collection Number. |
| **Drawer** | Drawee ID will be auto-populated from the collection booking.<br>The user can change the parties in Update Collection Processes.<br>Update summary should show both old and new parties.<br><br>**Note:**<br>a. If the values are allowed to change and the selected drawee/ party is blacklisted the system displays a warning message.<br>b. This field is read only , if the **Operation Type** is set to **DIS** and **PUR**. |
| **Limit verification required** | Move the slider On to enables for limit verification.<br><br>If the toggle is disabled and **Finance Amount** has been provided, the system prompts an override message on Submit. |
| **Rebate Amount** | Specify the value for rebate to the bill outstanding amount. |
| **Transferee Bank** | Read only field.<br>Displays the name of the transferee bank. |

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

| Field | Description |
|---|---|
| **Avalization/Co-Acceptance Requested** | Enable this option, if the bill is to be avalized. User can enable this option either during the Bill Booking or Amendment. During bill booking, the option can be enabled both INTIAL/FINAL stage and Operation is COL/ACC /DIS. During the Amendment, stage should be Final. By default this option is disabled. Once the option is enabled, it can not be unchecked during any further actions or operations. <br><br>**Note:** <br> Option is not applicable for Sight bills, Multi-tenor and Bills Under LC. |

2. Click **Next**.

The task will move to next data segment.

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

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

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

| Field | Description |
| --- | --- |
| **Common Group Messages** | Click to send MT799 and MT999 messages from within the task. |
| **Incoming Message** | Clicking this button allows the user to view the incoming SWIFT message MT730. |
| **View Collection** | Enables the user to view the latest collection values displayed in the respective fields. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| **Request Clarification** | User can specify the clarification details for requests received online. |
| **Save & Close** | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| **Next** | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

ORACLE®

## 2.3.2 Document Details

This topic provides the systematic instructions to capture the details of the documents received.

This section enables the user to enter/ update Documents and conditions details for Islamic Import Collection Update.

As part of document details screen in DE stage the user can capture the Transport Document reference and document date. On click of 'Next' system should validate the value in Document Reference field against the transport document/Bill of Lading (MARDOC) against any Outstanding Shipping Guarantees issued for the drawee and is not linked to any Documentary Collection or Import Letter of Credit. System should default the Shipping Guarantee Reference in the next screen.
System defaults the Shipping Guarantee Reference in the next screen. System displays an override if the Bill Of Lading reference mentioned in the document details screen matches with that of the Bill of Lading reference in any of the unlinked Shipping Guarantees issued for the customer.

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

**Figure 2-8    Data Enrichment - Document Details**



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

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

| Field | Description |
|---|---|
| Document Code | System defaults the document codes based on the product selected. Click **Search** to search and select the document code based on the document received . |
| | User can add or delete the code by deleting the line on the grid. |
| | Click + to add multiple **Document Details**. |
| Document Type | System defaults the document type based on the product selected. |
| Document Description | System will populate the document description based on the document code. User can view the description, by clicking the link. |
| Document Reference | Specify the document reference. |
| Copies Received | System defaults the number copies received from the Drawer. User can edit the actual copies received. |
| Originals Received | System defaults the number of original documents received from the Drawer. User can edit the actual originals received. |
| Document Date | System defaults the document date. User can edit the date on which the document is received. |
| Action | Click Edit icon to edit the document details. |
| | Click Delete icon to delete the document 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 2-10    Document Details - Action Buttons - Field Description**

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

**Table 2-10 (Cont.) Document Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |

**Table 2-10    (Cont.) Document Details - Action Buttons - Field Description**

| Field | Description |
|-------|-------------|
| Refer | Select a Refer Reason from the values displayed by the system. Refer Codes are: <br> • **R1**- Documents missing <br> • **R2**- Signature Missing <br> • **R3**- Input Error <br> • **R4**- Insufficient Balance/Limits <br> • **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.3 Other Details

This topic provides the systematic instructions to capture the other details like Shipping guarantee Reference, Credit Value Date, Debit Value Date, Other Bank charges etc.

Other Details enables the user to validate the other details for Islamic Import Collection Booking Update.

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

**Figure 2-9    Other Details**



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

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

| Field | Description |
|---|---|
| **Shipping Guarantee Reference** | Specify the **Shipping Guarantee Reference** details. |
| **Shipping Guarantee Reference** | Shipping Guarantee Reference is auto populated from the underlying Shipping Guarantee details, if the Transport Reference Number in the Collection document is same as the Transport Document reference in the Shipping Guarantee.<br>Click **Search** to search and select the Shipping Guarantee Reference |
| **Transport Document Reference** | Transport Document Reference is auto populated from the underlying Shipping Guarantee details.<br>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. |
| **Transport Document Date** | Transport Document Date is auto populated based on the date provided in Bill, which is linked with the Shipping Guarantee. |
| **Amount** | Shipping Guarantee amount is displayed in this field. |

**Table 2-11    (Cont.) Other Details - Field Description**

| Field | Description |
|---|---|
| **Action** | Click Edit icon to edit the shipping guarantee details. |
| | Click Delete icon to delete the shipping guarantee details. |
| **Other Details** | |
| **Debit Value Date** | Specify the debit value date |
| **Credit Value Date** | Specify the credit value date. |
| **Value Date** | Specify the value date. |
| **Sender to Receiver MT412** | Click the edit icon and specify the additional information in Line 1-6 and click **Save & Close** to save the changes.The user can edit the details by clicking the edit icon. |
| **Other Bank Charges** | Specify the other bank charges based on the description in the following table. |
| **Other Bank Charges - 1** | Charges to be collected for the other bank as part of the collection transaction. |
| **Other Bank Charges - 2** | Charges to be collected for the other bank as part of the collection transaction. |
| **Other Bank Charges - 3** | Charges to be collected for the other bank as part of the collection transaction. |
| **Other Bank Description - 1** | The description of charges to be collected for the other bank as part of the drawings transaction. |
| **Other Bank Description - 2** | The description of charges to be collected for the other bank as part of the drawings transaction. |
| **Other Bank Description - 3** | The description of charges to be collected for the other bank as part of the drawings transaction. |
| **Other Bank Profit** | Specify the Profit details to be captured as a part of "Other Bank Profit" details section |
| **Start Date** | Specify the date from which the system starts calculating the Interest, if other bank interest details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable. |
| **Other Bank Profit -1, 2 and 3** | Specify the **Other Bank Profit -1, 2 and 3** details. |
| **Component** | This field displays the name of the profit Component. |
| **Component Description** | Specify the description of the profit component. |
| **Profit Rate** | Specify the rate to be applied for the profit component, if other bank profit details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable. |
| **Profit Basis** | Select the calculation basis on which the profit to be computed from the drop-down list, if other bank profit details not captured in the bill. If other bank interest details are already captured in the bill, this field is non-editable. |
| **Waive** | Select whether the interest to be waived off, if other bank interest details not captured in the bill. If other bank profit details are already captured in the bill, this field is non-editable. |
| | The options are: |
| | • Yes |
| | • No |

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    Other Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Clarification Details** | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| **Documents** | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instruction** | Click to view/ input the following<br>• **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.<br>• **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. |
| **Common Group Messages** | Click to send MT799 and MT999 messages from within the task. |
| **Incoming Message** | Clicking this button allows the user to view the incoming SWIFT message MT730. |
| **View Collection** | Enables the user to view the latest collection values displayed in the respective fields. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| **Request Clarification** | User can specify the clarification details for requests received online. |
| **Save & Close** | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |

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

| Field | Description |
|-------|-------------|
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system. Refer Codes are: • **R1**- Documents missing • **R2**- Signature Missing • **R3**- Input Error • **R4**- Insufficient Balance/Limits • **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.4 Shipment Details

This topic provides the systematic instructions to capture the shipment details of Islamic import documentary collection Update booking request.

This hop allows the user to enrich the Shipment request for Islamic Import Collection Update Booking.

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

**Figure 2-10    Shipment Details**

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

**Table 2-13    Shipment Details – Field Description**

| Field | Description |
|---|---|
| **Shipment Details**. | Specify the **Shipment Details** fields. |
| **Transshipment** | Select the transshipment details of goods (if any) from the document received from the drop-down list.<br><br>The options are:<br><br>• **Allowed**<br>• **Not Allowed** |
| **Partial Shipments** | Select the partial shipment details of goods (if any) from the document received from the drop-down list.<br><br>The options are:<br><br>• **Allowed**<br>• **Not Allowed** |
| **Date Of Shipment** | Select the date of shipment. |

**Table 2-13    (Cont.) Shipment Details – Field Description**

| Field | Description |
|---|---|
| **Place Of Taking In Charge** | Specify the details of place of taking in charge from the document received.<br>This field indicates the place of taking in charge (in case of a multi-modal transport document), the place of receipt (in case of a road, rail or inland waterway transport document or a courier or expedited delivery service document), the place of dispatch or the place of shipment to be indicated on the transport document.<br><br>**Note:**<br>This field is alternate to **Port Of Loading**. |
| **Port Of Loading** | Specify the details of Port/Airport of Loading from the document received.<br>This field indicates the port of loading to be indicated on the transport document.<br><br>**Note:**<br>This field is alternate to **Place Of Taking In Charge**. |
| **Port Of Discharge** | Specify the details of Port/Airport of Discharge from the document received.<br>This field indicates the port of discharge or airport of destination to be indicated on the transport document.<br><br>**Note:**<br>This field is alternate to **Place Of Final Destination**. |
| **Place Of Final Delivery** | Specify the details of Place Of Final Destination from the document received.<br>This field indicates the final destination or place of delivery to be indicated on the transport document.<br><br>**Note:**<br>This field is alternate to **Port Of Discharge**. |
| **Carrier Name** | Specify the name of the carrier through which the goods were shipped. |
| **Shipping Agent Name** | Specify the shipping agent name from the document received. |
| **Shipping Agent Address** | Specify the shipping agent address from the document received. |
| **Partial Shipment** | Specify the partial shipment details of goods (if any) from the document received. |

**Table 2-13    (Cont.) Shipment Details – Field Description**

| Field | Description |
|---|---|
| INCO Terms | Click **Search** to search and select the INCO terms from the document received. |
| INCO Terms Description | System displays the description of the INCO term. |
| Description of Goods and/or Services | Click **+** to add multiple descrption of goods and services. |
| Goods Code | Click **Search** to search and select the goods code. Once you select goods code, value will default in Goods Type and Goods Description. |
| Goods Type | The goods type is auto populated depending on selected goods code. |
| Goods Description | The description of goods auto populated based on goods code. |
| Edit icon | Click Edit icon to edit the goods description. |
| No of Units | Specify the number of units being imported or exported. |
| Price per Unit | Specify the value for price per unit. |
| Total Amount | System to calculate the total price. In case of online request, the system should populate the total amount from incoming request. System should validate that the total amount is equal to the value of the transaction (LC/Collection). |
| Action | Click Edit icon to edit the goods code.<br>Click Delete icon to delete the goods code. |
| Country of Origin | Specify the country of origin details from the documents received. |
| Insurance Company Code | Click **Search** to search and select the Insurance Company Code. |
| Insurance Company | Read only field.<br>The system displays the insurance company details as per the selected Insurance Company Code from the lookup. |
| Policy Number | Specify the policy number of the insurance. |
| Multi-model/ Transshipment details | Click **+** to add multiple Multi-model/ Transshipment details.<br>During shipment, if goods are shipped using multiple transports on its way or any transit ports, the details must be captured in this section. |
| Carrier Name | Specify the details of the carrier as per the documents received, if the goods were shipped via multiple carriers. |
| Port | Specify the port details as per the document received, if the ship has transit on its way to the destination. |
| Action | Click Edit icon to edit the carrier name and port.<br>Click Delete icon to delete the record. |

2. Click **Next**.

The task will move to next data segment.

**Table 2-14    Shipment Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Clarification Details | Click to open a detailed screen, user can see the clarification details in the window and the status will be 'Clarification Requested'. |

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

| Field | Description |
|---|---|
| Documents | View/Upload the required document. |
| | Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the 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. |
| Checklist | Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instructions | Click to view/ input the following<br>• **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.<br>• **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. |
| Request Clarification | Click the Request Clarification button to request for an Online clarification from customer. Clicking the button opens a detailed screen to capture the clarification details. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. |
| | This option is used, if there are any pending information yet to be received from applicant. |

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

| Field | Description |
|-------|-------------|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4** - Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4** - Insufficient Balance/Limits<br>• **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.5 Maturity Details

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

A Data Enrichment user can enrich the maturity details for Islamic Import Collection Update.

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

**Figure 2-11 Maturity Details**

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

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

| Field | Description |
|---|---|
| **Draft Details** | Click + to add multiple **Draft Details**. |
| **Draft Code** | Click **Search** to search and select the draft code. |
| **Draft Amount** | Specify the draft amount. |
| **Action** | Click Edit icon to edit the draft code/ draft amount. Click Delete icon to delete the draft code. |
| **Maturity and Multi Tenor Liquidation Details** | Specify the **Maturity and Multi Tenor Liquidation Details** fields. In case of multi tenor, user can click **+** icon to add multiple **Maturity and Multi Tenor Liquidation Details**. |
| **S. No** | Serial number of the tenor record. |
| **Tenor Basis** | Click **Search** to search and select the tenor basis. <br><br> ✎ **Note:** <br> This field is disabled if the Tenor Type is 'Both'. |
| **Tenor Description** | The tenor base code description is displayed based on the selected tenor basis. The user to can edit the tenor description. |
| **Start Date** | Select the tenor start date. |

**Table 2-15    (Cont.) Maturity Details - Field Description**

| Field | Description |
|---|---|
| Tenor Days | Specify the number of tenor days.<br><br>✎ **Note:**<br>This field is disabled if the Tenor Type is 'Both'. |
| Transit Days | Specify the value for transit days.<br><br>✎ **Note:**<br>This field is disabled if the Tenor Type is 'Both'. |
| Maturity Date | Maturity date is Start date + Tenor Days or Transit Days.<br><br>✎ **Note:**<br>This field is disabled if the Tenor Type is 'Both'. |
| Bill Amount | Specify the bill amount. |
| Liquidated Amount | If a liquidation has already happened in the bill, system displays the Liquidated amount.<br>System validate that the Total Liquidation Amount is not greater than the Bill amount and should display an error message. |
| Exchange Rate | Specify the exchange rate. |
| Liquidation Date | Specify the liquidation date. |
| Liquidation Amount | Specify the liquidation amount. |
| Rebate Amount | Specify the bill rebate amount. |
| Action | Click Edit icon to edit the tenor record.<br><br>Click Delete icon to delete the tenor record. |
| Profit From Date | Profit from date is defaulted in this field.<br>The user can select the profit from date.<br><br>The profit from date cannot be earlier than branch date and later than maturity date. |
| Profit To Date | Maturity date is defaulted in this filed.<br>The user can change the profit to date. |
| Acceptance Commission From Date | Acceptance commission from date is auto-populated in this filed.<br>The user can change the acceptance commission from date. |
| Acceptance Commission To Date | Acceptance commission to date is auto-populated in this filed.<br>The user can change the acceptance commission to date. |

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 2-16    Maturity Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| Documents | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-16    (Cont.) Maturity Details - Action Buttons - Field Description**

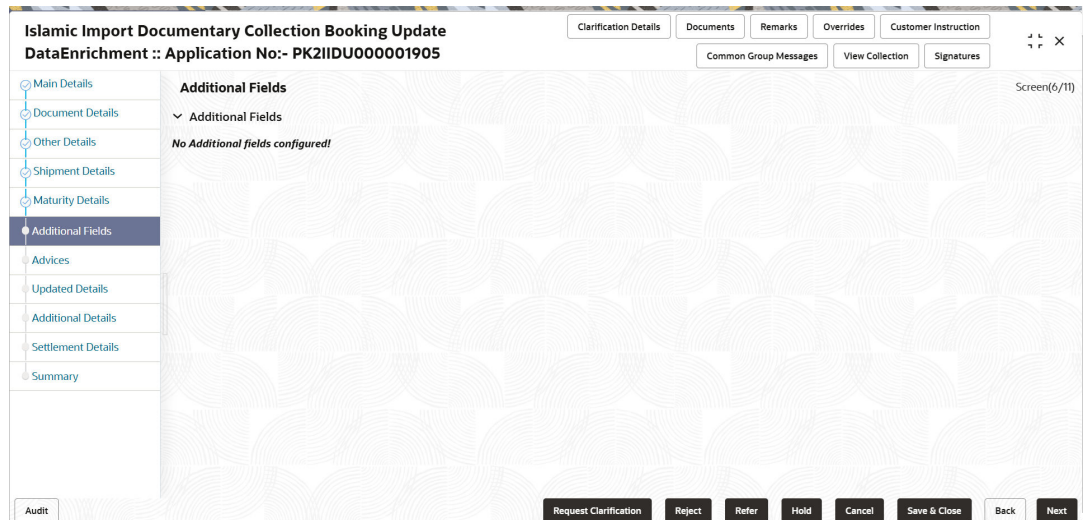| Field | Description |
|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system. <br><br> Reject Codes are: <br><br> • **R1**- Documents missing <br> • **R2**- Signature Missing <br> • **R3**- Input Error <br> • **R4**- Insufficient Balance/Limits <br> • **R5** - Others <br><br> Select a Reject code and give a Reject Description. <br> This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system. <br><br> Refer Codes are: <br><br> • **R1**- Documents missing <br> • **R2**- Signature Missing <br> • **R3**- Input Error <br> • **R4**- Insufficient Balance/Limits <br> • **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.6 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 2-12    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 2-17    Additional Fields - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| Documents | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |

**Table 2-17    (Cont.) Additional Fields - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **View Collection** | Enables the user to view the latest collection values displayed in the respective fields. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required. |
| | The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. |
| | If more than one signature is required, system should display all the signatures. |
| **Request Clarification** | User can specify the clarification details for requests received online. |
| **Save & Close** | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. |
| | This option is used, if there are any pending information yet to be received from applicant. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system. |
| | Reject Codes are: |
| | • **R1**- Documents missing |
| | • **R2**- Signature Missing |
| | • **R3**- Input Error |
| | • **R4**- Insufficient Balance/Limits |
| | • **R5** - Others |
| | Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system. |
| | Refer Codes are: |
| | • **R1**- Documents missing |
| | • **R2**- Signature Missing |
| | • **R3**- Input Error |
| | • **R4**- Insufficient Balance/Limits |
| | • **R5** - Others |
| **Back** | On click of Back, system moves the task back to previous data segment. |
| **Next** | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.7 Advices

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

Advices menu displays the advices available under a product code 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. All advices including Remittance Letter should be generated in the back office and user has to attach the Remittance letter (cover letter) with the import documents and forward the same to the Transferee bank.

> **Note:**
>
> In case of Operation Type is FOP, Advice should be generated for the Drawer (Mail Advice) and the Collecting Bank (MT499).In Advices, SWIFT 499 – FREEOFPAYMENT_ADVICE user should attach the FOP instruction and system should validate the same.

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

**Figure 2-13    Advices**
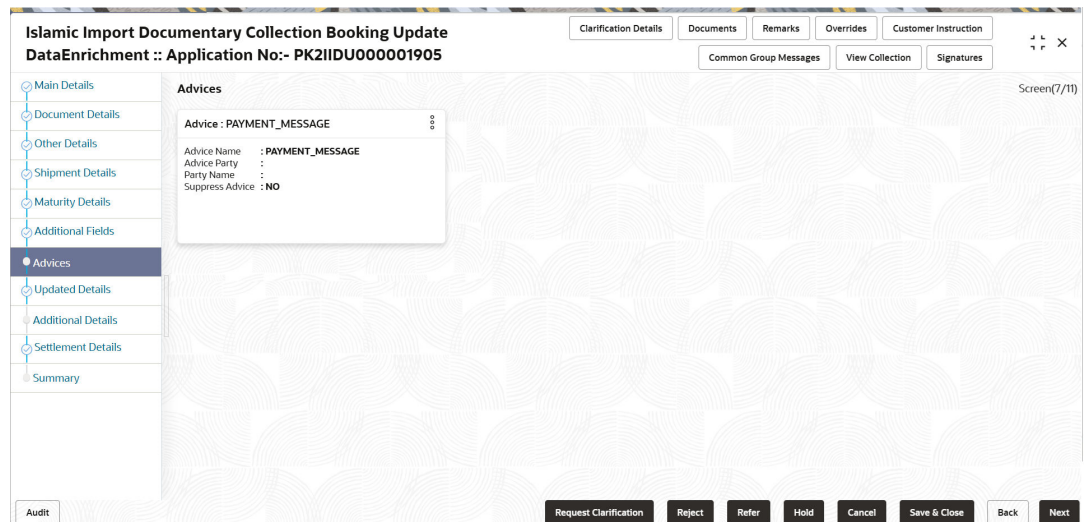
**Advice Details**



**Table 2-18    Advice Details**

| Field | Deacription |
|---|---|
| **Suppress Advice** | Enable this option to suppress the advice.<br>Disable this option if suppress advice is not required. |
| **Advice Name** | This field diaplays the advice name defaulted from LC issuance. |
| **Medium** | This field diaplays the medium of advices defaulted from the system. User can update if required. |
| **Advice Party** | This field diaplays the advice party defaulted from LC issuance. |
| **Party ID** | This field diaplays the party ID defaulted from LC issuance. |
| **Party Name** | This field diaplays the party name defaulted from LC issuance. |
| **FFT Code** | Click **+** to add multiple **FFT Code**. |
| **FTT Code** | Click **Search** to search and select the FFT code as a part of free text. |
| **FFT Description** | This field displys the FFT description based on the FFT code selected. |
| **Action** | Click Edit icon to edit the FFT code.<br><br>Click Delete icon to delete the FFT code. |
| **Instruction Code** | Click **+** to add multiple **Instruction Code**. |
| **Instruction Code** | Click **Search** to search and select the instruction code as a part of free text. |
| **Instruction Description** | This field displys the instruction description based on the instruction code selected. |
| **Edit** | Click Edit icon to edit the instruction code description. |

**Table 2-18 (Cont.) Advice Details**

| Field | Deacription |
|---|---|
| Action | Click Edit icon to edit the instruction code. |
| | Click Delete icon to delete the 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 2-19 Advices - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| Documents | View/Upload the required document. |
| | Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. |
| | When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the 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. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following |
| | • **Standard Instructions** – In this section, the system will populate the details of Standard Instructions maintained for the customer. User will not be able to edit this. |
| | • **Transaction Level Instructions** – In this section, OBTFPM user can input any Customer Instructions received as part of transaction processing. This section will be enabled only for customer initiated transactions. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required. |
| | The user can view the Customer Number and Name of the signatory, Signature image and the applicable operation instructions if any available in the back-office system. |
| | If more than one signature is required, system should display all the signatures. |

**Table 2-19    (Cont.) Advices - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.8 Updated Details

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

This section enables the user to view the details of the updated fields to the Islamic Import Documentary Collection Update Booking.

1. On **Updated Details** screen, view the fields.

**Figure 2-14    Updated Details**

2. Click **Next**.

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

**Table 2-20    Updated Details - Action Buttons - Field Description**

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

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

| Field | Description |
|---|---|
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |

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

| Field | Description |
|-------|-------------|
| **Refer** | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| **Back** | On click of Back, system moves the task back to previous data segment. |
| **Next** | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.9 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 2-15    Additional Details**
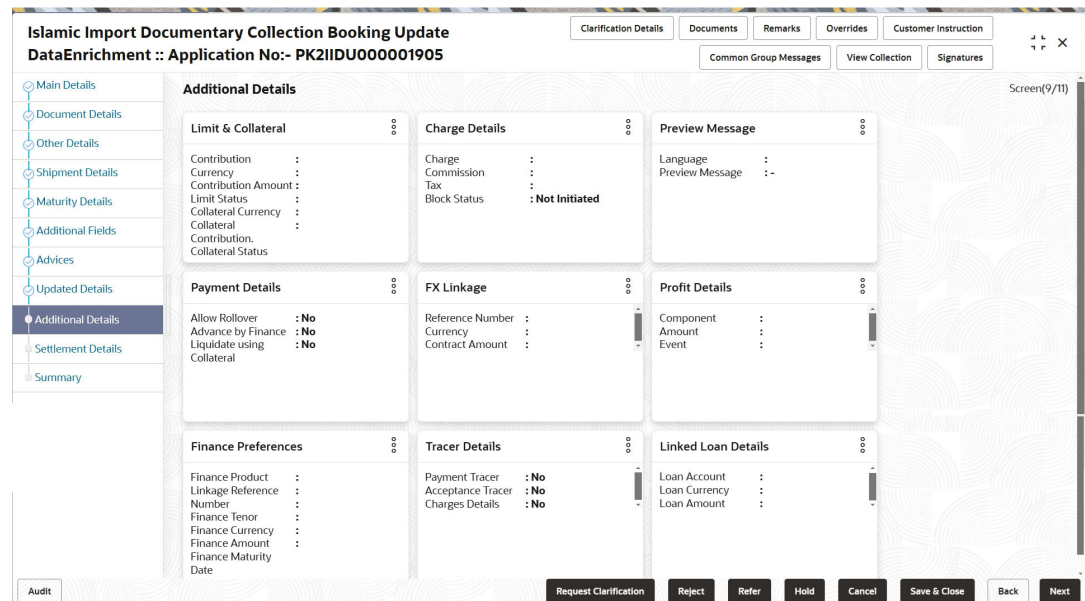


**Limits and Collaterals**

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

**Limit & Collateral**                                                    ✕

⌄ **Limit Details**

| Customer ID ⇅ | Linkage Type ⇅ | Liability Number ⇅ | Line Id/Linkage Ref No | Line Serial ⇅ | Contribution % ⇅ | Contribution Currency ⇅ | Amount to Earmark ⇅ | Limit Check Response ⇅ | Response Message ⇅ | Edit | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 001043 | Facility | | | | 100 | GBP | 1000 | | | 001043 | 🗑 |

⌄

**Cash Collateral Details**

| Sequence Number ⇅ | Settlement Account Currency ⇅ | Settlement Account ⇅ | Exchange Rate ⇅ | Collateral Split % ⇅ | Contribution Amount ⇅ | Contribution Amount in Account Currency ⇅ | Account Balance Check Response ⇅ | Response Message ⇅ | View |
|---|---|---|---|---|---|---|---|---|---|
| No data to display. | | | | | | | | | |

⌄ **Deposit Linkage Details**

| Deposit Account ⇅ | Deposit Currency ⇅ | Deposit Maturity Date ⇅ | Transaction Currency ⇅ | Deposit Available In Transaction Currency ⇅ | Linkage Amount(Transaction Currency) ⇅ | Edit | Delete ⇅ |
|---|---|---|---|---|---|---|---|
| PK2CDP1221100003 | GBP | April 20, 2023 | GBP | 63880.34 | 67 | PK2CDP1221100003 | 🗑 |

Page   1   of 1   (1 of 1 items)   |< ◀ [1] ▶ >|

Save & Close    Cancel

**Figure 2-16    Limit Details**



**Figure 2-17    Collateral Details**

**Figure 2-18    Deposit Linkage Details**



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

**Table 2-21    Limit Details - Field Description**
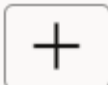
| Field | Description |
|---|---|
|  | Click plus icon to add new limit details. |
| **Limit Details** | Click + plus icon to add new limit details. Below fields are displayed on the Limit Details pop-up screen, if the user clicks plus icon. |
| **Customer ID** | This field displays the applicant's/applicant bank customer ID defaulted from the application. |
| **Linkage Type** | Select the linkage type. Linkage type can be: <br>• Facility<br>• Liability<br>By default Linkage Type should be "Facility". |

**Table 2-21   (Cont.) Limit Details - Field Description**

| Field | Description |
|---|---|
| Contribution % | System will default this to 100%. User can modify, if contribution is more than 100%. System will display an alert message, if modified. Once contribution % is provided, system will default the amount.<br><br>System to validate that if Limit Contribution% plus Collateral% is equal to 100. If the total percentage is not equal to 100 application will display an alert message.<br><br>> **Note:**<br>> 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. |
| Liability Number | Click **Search** to search and select the Liability Number from the look-up.<br>The list has all the Liabilities mapped to the customer. |
| Contribution Currency | This field displays the contribution currency. |
| Line ID/Linkage Ref No | Click **Search** to search and select from the various lines available and mapped under the customer id gets listed in the drop-down. LINE ID-DESCRIPTION will be available for selection along with Line ID. When you click on 'verify', the system will return value if the limit check was successful or Limit not Available. If limit check fails, the outstanding limit after the transaction value will be shown in the limit outstanding amount.<br><br>The user can click the Line Id link to view the limit details.<br><br>> **Note:**<br>> 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.<br><br>This field is disabled and read only, if **Linkage Type** is Liability. |
| Limit/Liability Currency | This field displays the limit currency, when the user select the **Liability Number**. |
| Limits Description | This field displays the limits description. |
| Limit Check Response | This field displays the limit check response.<br>Response can be 'Success' or 'Limit not Available' based on the limit service call response.<br>The value in this field appears, if you click the **Verify** button. |
| Contribution Amount | This field defaults the contribution amount.<br>Contribution amount will default based on the contribution %.<br>User can change the value. |

**Table 2-21    (Cont.) Limit Details - Field Description**

| Field | Description |
|---|---|
| Expiry Date | This field displays the date up to which the Line is valid. |
| Limit Available Amount | 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.<br>The value in this field appears, if you click the **Verify** button. |
| Response Message | This field displays the detailed response message.<br>The value in this field appears, if you click the **Verify** button. |
| ELCM Reference Number | This field displays the ELCM reference number. |
| Below fields appear in the **Limit Details** grid along with the above fields. | |
| Line Serial | Displays the serial of the various lines available and mapped under the customer id.<br>This field appears on the Limits grid. |
| Edit | Click the link to edit the **Limit Details**. |
| 🗑 | Click delete icon to delete the existing limit details. |
| Cash Collateral Details | Specify the Cash Collateral details. |
| ➕ | Click plus icon to add new collateral details.<br>Collateral availability needs to be checked if amendment involves increase in amount or tolerance. Provide the collateral details based on the description provided in the following table:<br>Below fields are displayed on the Collateral Details pop-up screen, if the user clicks plus icon. |
| 🗑 | Click delete icon to delete the existing collateral details. |
| Edit | Click edit link to edit the collateral details. |
| Total Collateral Amount | Read only field.<br>This field displays the total collateral amount provided by the user. |
| Collateral Amount to be Collected | Read only field.<br>This field displays the collateral amount yet to be collected as part of the collateral split. |
| Sequence Number | Read only field.<br>The sequence number is auto populated with the value, generated by the system. |
| Collateral Split % | Specify the collateral split% to be collected against the selected settlement account. |
| Collateral Contribution Amount | Specify the collateral amount to be collected against the selected settlement account.<br>User can either provide the collateral % where the collateral amount will be auto populated or modifying the collateral amount will auto correct the collateral %. |
| Settlement Account | Click **Search** to search and select the settlement account for the collateral. |

**Table 2-21 (Cont.) Limit Details - Field Description**

| Field | Description |
|---|---|
| Settlement Account Currency | Read only field.<br>This field displays the settlement account currency defaulted by the system. |
| Exchange Rate | Read only field.<br>This field displays the exchange rate, if the settlement account currency is different from the collateral currency. |
| Contribution Amount in Account Currency | Read only field.<br>This field displays the contribution amount in the settlement account currency as defaulted by the system. |
| Account Available Amount | Read only field.<br>System populates the account available amount on clicking the **Verify** button. |
| Response | Read only field.<br>System populates the response on clicking the **Verify** button. |
| Response Message | Read only field.<br>System populates the response message on clicking the **Verify** button. |
| Verify | Click to verify the account balance of the Settlement Account. |
| Save & Close | Click to to save and close the record. |
| Cancel | Click to cancel the entry. |
| Cash Collateral Details grid | Below fields appear in the **Cash Collateral Details** grid along with the above fields. |
| Collateral % | Specify the percentage of collateral to be linked to this transaction. If the value is more than 100% system will display an alert message. The collateral % maintained for the customer is defaulted into the Collateral Details screen. If collateral % is not maintained for the customer, then system should default the collateral % maintained for the product. User can modify the defaulted collateral percentage, in which case system should display a override message "Defaulted Collateral Percentage modified. |
| Contribution Amount | This field displays the collateral contribution amount.<br>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. |
| Edit | Click edit link to edit the collateral details. |
| 🗑 | Click delete icon to delete the existing collateral details. |
| Account Available Amount | This field displays the account available amount which will be auto-populated based on the settlement account selection. |
| Deposit Linkage Details | Click + plus icon to add new Deposit Linkage details. |
| + | Click plus icon to add new deposit linkage details.<br>Below fields are displayed on the **Deposit Linkage Details** pop-up screen, if the user clicks plus icon. |

**Table 2-21    (Cont.) Limit Details - Field Description**

| Field | Description |
|---|---|
| Deposit Account | Click **Search** to search and select deposit for linkage from the list of all the customer Deposits. |
| Deposit Branch | This field displays the deposit branch which is auto-populated based on the deposit account selection. |
| Deposit Available Amount | This field displays the deposit available amount and currency which will be auto-populated based on the deposit account selection. |
| Deposit Maturity Date | This field displays the maturity date of deposit. |
| Exchange Rate | This field displays the latest exchange rate for deposit linkage. This will be picked up from the exchange rate maintenance from the common core. |
| Deposit Available In Transaction Currency | This field displays the deposit amount available, after exchange rate conversion, if applicable. |
| Linkage Percentage % | Specify the value for linkage percentage. |
| Linkage Amount (Transaction Currency) | This field displays the transaction amount, user can change the value. |
| Deposit Linkage Details grid | Below fields appear in the **Deposit Linkage Details** grid along with the above fields. |
| Deposit Currency | Deposit currency will get defaulted in this field. |
| Transaction Currency | Transaction currency will get defaulted in this field from the underlying task. |
| 🗑 | Click delete icon to delete the existing deposit linkage details. |
| Edit | Click edit link to edit the deposit linkage details. |

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

**Commission, Charges and Taxes Details**

This section displays the charge details. If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from Back End system. The system also default the Charges/Commission Party maintained for the customer as per defined Class Maintenance in OBTF. System simulates the Charges, Commission and Tax details from the Back office.

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

**Table 2-22    Charge Details - Field Description**

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

**Table 2-22    (Cont.) Charge Details - Field Description**

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

**Table 2-22 (Cont.) Charge Details - Field Description**

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

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

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



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

**Table 2-23 Preview Message - Field Description**

| Field | Description |
|---|---|
| **Preview SWIFT Message** | |
| Language | Select the language for the SWIFT message. |
| Message Type | Select the message type. |
| Message Status | Read only field. Display the message status of draft message of liquidation details. |

**Table 2-23    (Cont.) Preview Message - Field Description**

| Field | Description |
|---|---|
| Repair Reason | Read only field.<br>Display the message repair reason of draft message of liquidation details. |
| Preview Message | This field displays a preview of the draft message. |
| Preview Mail Device | |
| Language | Select the language for the advice message. |
| Advice Type | Select the advice type. |
| Message Status | Read only field.<br>Display the message status of draft message of liquidation details. |
| Repair Reason | Read only field.<br>Display the message repair reason of draft message of liquidation details. |
| Preview Message | 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 2-24    Payment Details - Field Description**

| Field | Description |
|---|---|
| Payment Details | Specify the payment details. |

**Table 2-24    (Cont.) Payment Details - Field Description**

| Field | Description |
|---|---|
| Auto Liquidate | Enable the option as 'On' if the auto liquidation is required. Auto Liquidation enables liquidation of the bill on the due date automatically from the back office system. |
| Advance by Finance | Enable the Advance by Finance option, if required. Advance by Finance enables creation of loan at the time of Final liquidation. |
| Settle Available Amount | Enable this option, 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. |
| Allow Rollover | Enable the Allow Rollover option, to allow the roll over, if required. |
| Auto Change from Acceptance to Advance | Select Auto Change from Acceptance to Advance, if required. This flag indicates whether an Acceptance type of bill should be automatically converted into an Advance type of bill on its liquidation date. <br><br> **Note:** <br> This option is applicable only for the bills that are co-accepted by the bank. |
| Liquidate using Collateral | Read only field. |
| Outstanding Collateral Amount | Read only field. The outstanding collateral amount along with the currency. |
| Split Settlement | Enable the option as 'On' to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. Disable the option as 'Off' Disables the user to select more than one account for settlement (Split Settlement) for the liquidation of an import or export drawing or collection bill. |
| Settlement Details - Liquidation | This section displays the **Settlement Details - Liquidation** details. |
| Component | This field displays the component based on the product selected. |
| Currency | This field displays the default currency for the component. |
| Debit/Credit | This field displays the debit/credit indicators for the components. |
| Account | This field displays the customer's account details for the components. |
| Account Description | This field displays the description of the customer's. |
| Branch | This field displays the branch of the customer's account. |
| Account Currency | This field displays the currency of the account. |
| Split Settlement | This section displays the split Settlement details. |
| Component | This field displays the component based on the product selected. |
| Contract Currency | This field displays the default currency for the component. |
| Amount | This field displays the amount for each component. This is populated from the transaction details of the drawing. |
| Split Settlement Details | Click + to add multiple **Split Settlement Details**. |
| Sequence | Indicates the sequence of the settlement details. |
| Amount | Specify the amount for the split settlement. |

**Table 2-24    (Cont.) Payment Details - Field Description**

| Field | Description |
|---|---|
| Settlement Account | Click **Search** to search and select the settlement account. |
| Account Customer | This field displays customer account based on the selected settlement account. |
| Account Currency | This field displays currency of the account. |
| Account Branch | This field displays branch of the customer's account |
| Original Exchange Rate | Click the **Fetch Exchange Rate** button, the system displays the Original Exchange Rate as simulated in settlement details section from OBTF. |
| Action | Click Edit icon to edit the Split Settlement. Click Delete icon to delete the Split Settlement. |

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

**FX Linkage**
This section enables the user to link the existing FX contract(s) to the Bill. User can link one or more FX deals to a bill. The linked value of an FX deal(s) must not exceed the value of the bill.

FX contract linkage with the Bill booking can happen only for immediate liquidation of sight payment or for Usance. For manual sight payment, the user needs to link the FX contract on the date of liquidation of the bill.

Following are the features of FX Linkage in BC.

- FX linkage cannot be linked at Bills at initial stage.

- When a bill is drawn under LC, the details of forward contract linked as a part of the LC, will be defaulted at bill.

- Linked amount will be defaulted against the corresponding FX sequentially.

- User can delink or modify the defaulted FX details at in the Bill.

- Bill maturity date should be greater than or equal to FX Value date.

- Sum of Linked amount will not be greater than Bill contract amount.

- Linked amount will not be greater than the available amount for linkage.

- Current Utilized amount will display the liquidated/purchased/discounted/negotiated amount of Bill contract. It cannot go beyond the linked FX amount.

- When a bill is drawn under LC, delink of FX at BC is allowed only if the linked FX is not utilized by the bill.

- 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. The same will be populated in the Average FX Rate.

**Figure 2-19    FX Linkage Details**



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

**Table 2-25    FX Linkage - Field Description**

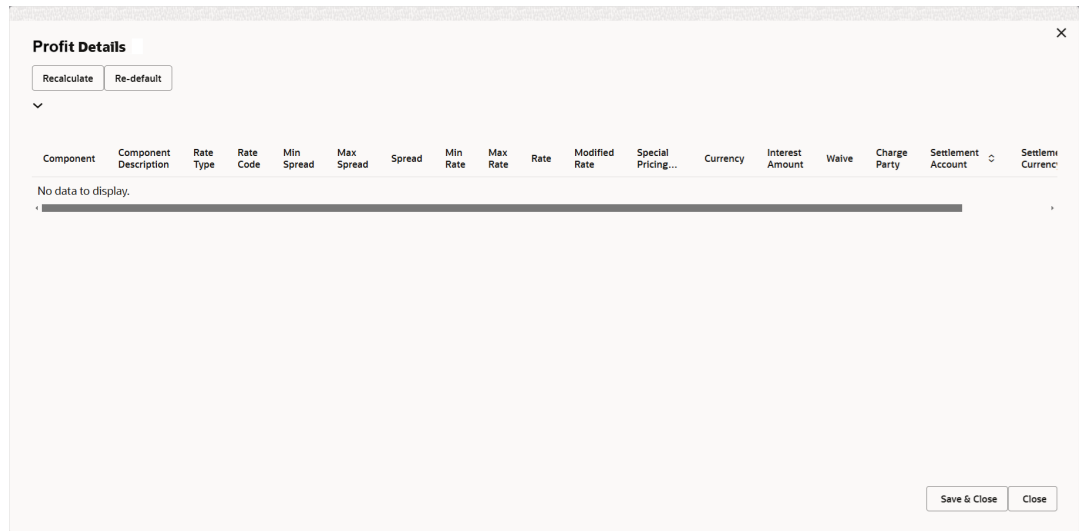| Field | Description |
|---|---|
| The user can click + to add multiple **FX Details**. | |

**Table 2-25 (Cont.) FX Linkage - Field Description**

| Field | Description |
|---|---|
| FX Reference Number | Click **Search** 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,<br>• Counterparty of the FX contract should be the counterparty of the Bill contract.<br>• Active Forward FX transactions authorized not marked for auto liquidation.<br><br>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. |
| The user can click + to add multiple **FX Details**. | |
| Bought Currency | This field displays the currency from the linked FX contract. |
| Sold Currency | This field displays the currency from the linked FX contract. |
| Available Contract Amount | Available amount will be FX contract amount minus the linked amount. Available amount for linkage should be greater than Zero. |
| Rate | This field displays the rate at which the contract is booked. |
| Linked Amount | Sum of Linked amount will not be greater than LC contract amount. Linked amount will not be greater than the available amount for linkage. |
| Current Utilized amount | This field displays the liquidated /purchased /discounted /negotiated amount of BC contract. It cannot go beyond the linked FX amount. |
| Total Utilized Amount | This field displays the total amount utilized against the corresponding linked FX.<br>On query, both Utilized and Total Utilized amount holds the amount of latest version. |
| Amount in Contract Currency | This field displays the amount in contract currency converted from FX currency. |
| FX Expiry Date | This field displays the expiry date from the linked FX contract. |
| FX Delivery Period - From | This field displays the date from which the contract is valid for utilization. |
| FX Delivery Period - To | This field displays the date to which the contract is valid for utilization. |
| Action | Click Edit icon to edit the FX details.<br><br>Click Delete icon to delete the FX details. |
| Average FX Rate | 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. |

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

**Profit Details**
The user can view and modify the Profit Details Simulated from Back Office system.

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

**Table 2-26    Profit Details - Field Description**

| Field | Description |
|---|---|
| Component | This field displays the component maintained in the back office. |
| Component Description | This field displays the description of the component. |
| Rate Type | This field displays the rate type maintained for the component in back office.<br>• Fixed Floating<br>• Special |
| Rate Code | This field displays the rate code applicable for the component. |
| Min Spread | This field displays the minimum spread applicable for the Rate Code. This field have value, if the **Rate Type** is **Floating**. |
| Max Spread | This field displays the maximum spread applicable for the Rate Code. This field have value, if the **Rate Type** is **Floating**. |
| Spread | This field displays the spread applicable for the Component in case of Floating Rate Component. User can change the defaulted value. System validates whether the spread input is within the Minimum to Maximum Spread. |
| Min Rate | This field displays the minimum rate applicable for the Rate Code. |
| Max Rate | This field displays the maximum rate applicable for the Rate Code. |
| Rate | This field displays the value applicable for the Rate Code.<br>You can modify the value, if the **Rate Type** is **Fixed**. System validates whether the Rate input is between the Minimum and Maximum Rate. |
| Modified Rate | This field displays the modified rate. |

**Table 2-26    (Cont.) Profit Details - Field Description**

| Field | Description |
|---|---|
| Special Pricing Reference Number | Specify the Special Pricing Reference Number, when there is a special Interest rate to be provided for that customer against the interest component (Main Component).<br>Special Pricing Reference is not applicable for Penal Interest components.<br>For transactions initiated from OBDX, the Special Pricing Reference Number will be populated from OBDX and user cannot edit the same.<br><br>✎ **Note:**<br>System displays an override as "Special Pricing Applicable", on clicking "Save" in the Interest Details screen, if Special Pricing Reference number has been provided. |
| Currency | This field displays the interest currency. |
| Interest Amount | Specify the interest amount, if the **Rate Type** is **Special**.<br>In other cases , the amount will be calculated by back office immediately only if the Interest is collected in Advance or if Back Dated Interest is collected. In that scenario, the Amount will be populated on Re-simulation from back office. Otherwise Interest will be calculated only in the batch as maintained. |
| Waive | User can waive the Interest applicable. System displays an override, if the user has waived the Interest. |
| Charge Party | This field displays the Charge Party based on the type of transaction. In case of Export Transactions, Drawer should be the defaulted Charge Party for Collection Bills and Beneficiary for the LC Bills. In case of Import Transactions, Drawee should be the Charge Party for Collection and Applicant for the LC Bills. |
| Settlement Account | This field displays the settlement account of the Charge Party for debit of Interest. User can change the value. System displays an error if a different customer is chosen. If different account of the Charge Party is selected, system should display a override.<br>In case the user modifies the Interest Rate, the user should click on Recalculate button to get the modified amount from the back office and display the new Amount.(Recalculation is done in back office and not in OBTFPM). |
| Settlement Curreny | This field displays the settlement account curreny. |
| Settlement Branch | This field displays the settlement account branch. |

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

**Finance Preferences**

This section enables the user to link a finance 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 2-27    Finance Preferences**

| Field | Description |
| --- | --- |
| **Drawing/Collection Ref** | Defaults from the underlying task.<br>User cannot change the value. |
| **Bill Currency-Amount** | Outstanding Drawing/ Collection Currency and Amount, defaults from the underlying task.<br>User cannot change the value. |
| **Customer Id** | Customer Id defaults from the underlying task.<br>User cannot change the value. |
| **Customer Name** | Applicant/ Drawee name defaults from the underlying task.<br>User cannot change the value. |
| **Product Code** | Product Code defaults from the underlying task. |
| **Finance Currency-Amount** | Finance currency is defaulted from the bill currency. System should display an error message on tab out if the currency selected is not a Bill currency or Local Currency.<br>User can change this to Local Currency.<br><br>System populates the loan account based on the outstanding drawing/ Collection amount less the collateral amount.<br><br>User can change the Finance amount. |
| **Original Exchange Rate** | This field displays the original exchange rate applicable for Local Currency.<br>System displays the Exchange rate from maintenance.System validates the exchange rate is within the allowed range.<br><br>User cannot change the value. |
| **Exchange Rate** | This field displays the exchange rate applicable.<br>User cannot change the value. |

**Table 2-27    (Cont.) Finance Preferences**

| Field | Description |
|---|---|
| Finance Tenor Units | Indicates the period of finance defaults from the underlying task. User can change the value. The numerical value for Days or months or Years is applicable. |
| Tenor Type | System defaults the tenor type. Values are Days, Months and Years. The numerical value for Days or months or Years is applicable. |
| Rate Type | Defaults from the underlying task. User cannot change the value. |
| Rate Code | Defaults from the underlying task. User cannot change the value. |
| Finance Value Date | This field displays the branch date as Value date. User cannot change the value. |
| Finance Maturity Date | Loan maturity date defaults based on Tenor type and Tenor units. User cannot change the value. |
| **Finance Profit/UDE Details** | |
| User Defined Element ID | System populates the UDE Element ID as part of simulation. |
| UDE Description | System populates the UDE description as part of simulation. |
| Rate Code | System populates the Rate code as part of simulation. |
| Usage | System populates the details as part of simulation. |
| UDE Value | System populates the value as part of simulation. |
| **Limits** | |
| Linkage Type | System defaults the linkage type as "Facility" from back office. |
| Linkage Reference Number | System defaults the Linkage reference as part of simulation. User can change the value. Linkages available for the customer is displayed for selection. |
| Linked Percentage | Specify the value for linked percentage. Maximum is 100. User cannot enter negative values. |
| Limit Amount | System defaults the value. System populates the value based on the contribution percentage. |

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

   **Tracer Details**
   This section enables the user to view the default Tracer details from back end application. It also allows the user to add new Tracer details. Add new Tracer details based on the description in the following table:

Acknowledgement Tracer, Acceptance Tracer and Payment Tracer are applicable for this process.



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

**Table 2-28    Tracer Details - Field Description**

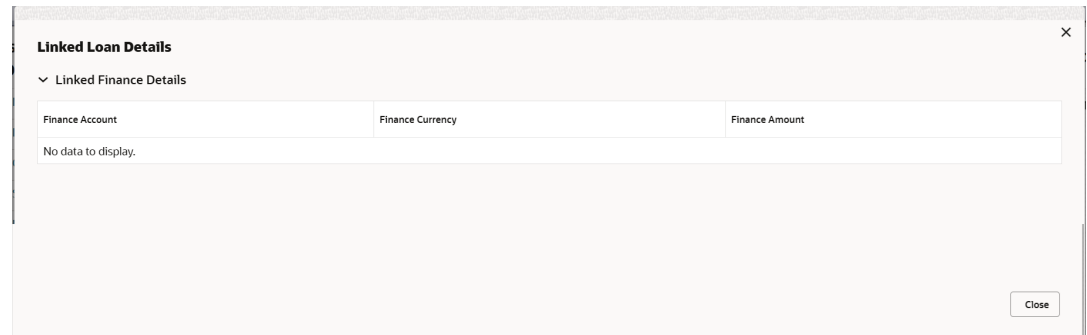| Field | Description |
|-------|-------------|
| **Payment Tracer** | |
| **Tracer Required** | Enable the option, if tracer is required. |
| **Number of Tracers** | Specify the number of tracers required. |
| **Tracer Frequency** | Select the frequency for generation of the Tracer from the drop-down list.<br>• Daily<br>• Weekly<br>• Fortnightly |
| **Tracer Medium** | Select the tracer medium from the drop-down list.<br>• MAIL<br>• EMAIL<br>• SWIFT |
| **Tracer Receiver Party** | Click **Search** to search and select the tracer receiver party. |
| **Tracer Start Date** | Select the tracer start date. Start date cannot be earlier than the branch date. |
| **Reason for Non Payment** | Specify the reason for non payment. |
| **Acceptance Tracer** | |
| **Tracer Required** | Enable the option, if tracer is required. |
| **Number of Tracers** | Specify the number of tracers required. |

**Table 2-28 (Cont.) Tracer Details - Field Description**

| Field | Description |
|---|---|
| **Tracer Frequency** | Select the frequency for generation of the Tracer from the drop-down list.<br>• Daily<br>• Weekly<br>• Fortnightly |
| **Tracer Medium** | Select the tracer medium from the drop-down list.<br>• MAIL<br>• EMAIL<br>• SWIFT |
| **Tracer Receiver Party** | Click **Search** to search and select the tracer receiver party. |
| **Tracer Start Date** | Select the tracer start date. Start date cannot be earlier than the branch date. |
| **Template ID** | Click **Search** to search and select the template ID.<br><br>> ✏ **Note:**<br>> This field is enabled if **Tracer Medium** has value as **SWIFT**. |
| **Reason for Non Acceptance** | Specify the reason for non acceptance. |

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

**Linked Finance Details**
The bank user can view the details of linked loan accounts.



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

**Table 2-29 Linked Finance Details - Field Description**

| Field | Description |
|---|---|
| **Linked Finance Details** | |
| **Finance Account** | The details of the linked finance account. |
| **Finance Currency** | Finance Currency of the linked finance account. |
| **Finance Amount** | Finance amount of the linked finance account. |

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

11. **Next**.

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

**Table 2-30    Additional Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Clarification Details | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| Documents | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |

**Table 2-30    (Cont.) Additional Details - Action Buttons - Field Description**

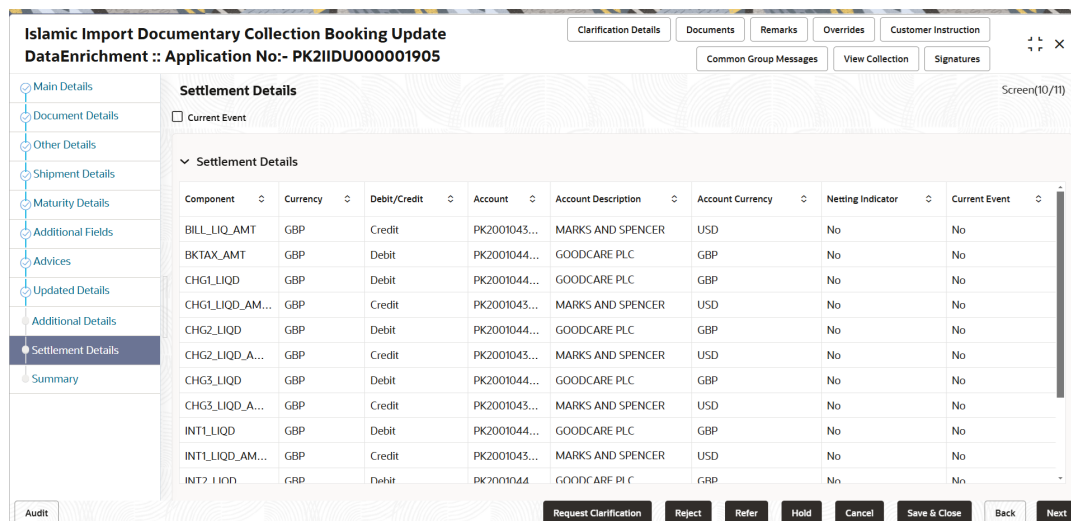| Field | Description |
| --- | --- |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.10 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Islamic import documentary collection update booking request.

A Data Enrichment user can enter basic settlement details available in the Islamic Import Collection Update. In case the request is received through online channel user can verify the details populated.

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

**Figure 2-20    Settlement Details**



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

**Table 2-31    Settlement Details – Field Description**

| Field | Description |
|---|---|
| Current Event | Select the check box to populate the settlement details of the current event associated with the task. On De-selecting the check box, the system list all the accounts under the settlement details irrespective of the current event |
| Component | This field displays the components based on the product selected. |
| Currency | This field displays the default currency for the component. |
| Debit/Credit | This field displays the debit/credit indicators for the components. |
| Account | This field displays the account details for the components. |
| Account Description | This field displays the description of the selected account. |
| Account Currency | This field displays the currency for all the items based on the account number. |
| Netting Indicator | This field displays the applicable netting indicator. |
| Current Event | This field displays the current event. |

2.  Click **Next**.

The task will move to next data segment.

**Table 2-32    Settlement Details - Action Buttons - Field Description**

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

**Table 2-32 (Cont.) Settlement Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Documents | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| Remarks | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following<br>• **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.<br>• **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. |
| Common Group Messages | Click to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-32    (Cont.) Settlement Details - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| Refer | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Next | On click of Next, system validates if all the mandatory fields have been captured. Necessary error and override messages to be displayed. On successful validation, system moves the task to the next data segment. |

## 2.3.11 Summary

This topic provides the systematic instructions to view the summary of Islamic Import documentary collection update booking request.

User can review the summary of details updated in Data Enrichment stage of Islamic Import Documentary Collection Update Booking 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 2-21    Summary**

Tiles Displayed in Summary

- Main Details - User can view details about application details and collection details.

- Document Details - User can view the document details.

- Other Details - User can view the other details.

- Maturity Details - User can view the maturity details in case of usance and multi tenor.

- Shipment Details - User can view the shipment 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 message - User can view the preview of the simulated messages to remitting bank.

- Payment Details - User can view the payment details.

- FX Linkage - User can view the details of FX Linkage.

- Finance Preferences - User can view the details of the finance preferences selected.

- Tracer Details - User can view the tracer details.

- 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.

- Profit Details - User can view the profit 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.

- Linked Loan Details - User can view the linked loan details.

- Updated Details - User can view the updated details.

2. Click **Submit**.

The task will move to next logical stage.

**Table 2-33    Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Clarification Details** | Clicking the button opens a detailed screen, user can see the clarification details in the window and the status will be Clarification Requested. |
| **Documents** | View/Upload the required document. <br><br> Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously. <br> 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 2-33    (Cont.) Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Remarks | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| Overrides | Click to view the overrides accepted by the user. |
| Customer Instruction | Click to view/ input the following<br>• 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.<br>• 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. |
| Common Group Messages | Click Common Group Message button, to send MT799 and MT999 messages from within the task. |
| View Collection | Enables the user to view the latest collection values displayed in the respective fields. |
| Signatures | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| Request Clarification | User can specify the clarification details for requests received online. |
| Save & Close | Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request. |
| Cancel | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| Hold | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |
| Reject | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |

**Table 2-33    (Cont.) Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| Refer | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• **R1**- Documents missing<br>• **R2**- Signature Missing<br>• **R3**- Input Error<br>• **R4**- Insufficient Balance/Limits<br>• **R5** - Others |
| Back | On click of Back, system moves the task back to previous data segment. |
| Submit | Task will get moved to next logical stage of Export Documentary Collection Booking.<br>If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided. |
| Checklist | Click to view the list of items that needs to be completed and acknowledge. If mandatory checklist items are not selected, system will display an error on submit.. |

# 2.4 Exceptions

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

The Islamic Import Collection Update Booking 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**

This section will display the amount block exception details.

**Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.
- Document Details - User can view the document details.
- Other Details - User can view the other details.
- Shipment Details - User can view the shipment details.
- Maturity Details - User can view the maturity details.
- Additional Fields - User can view additional fields.
- Advices - User can view the advices.
- Limits and Collaterals - User can view the limits and collaterals details.
- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.
- Preview Message - User can view the preview of the simulating message to the remitting bank.
- FX Linkage - User can view the FX Linkage details.
- Finance Preferences - User can view the finance preferences detail.
- Payment Details - User can view the payment details.
- Settlement Details - User can view the settlement details.
- Parties Details - User can view party details like applicant, advising bank etc.
- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Profit Details - User can view the profit details.
- Updated Details - User can view the updated details.

1. 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 2-34    Amount Bock Exception - Action Buttons - Field Description**

| Field | Description |
|-------|-------------|
| **Cancel** | Cancel the Islamic Import Collection Update Booking Amount Block Exception check. |
| **Hold** | 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. |

**Table 2-34 (Cont.) Amount Bock Exception - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system. User can refer the task back to the Data Enrichment user.User must select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. |
| **Back** | Task moves to previous logical step. |

**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.
   You 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**

**Figure 2-22 Exception - Know Your Customer (KYC) Summary**

Tiles Displayed in Summary:

- Main Details - User can view details about application details and LC details.

- Document Details - User can view the document details.

- Other Details - User can view the other details.

- Shipment Details - User can view the shipment details.

- Maturity Details - User can view the maturity details.

- Additional Fields - User can view additional fields.

- Advices - User can view the advices.

- Limits and Collaterals - User can view the limits and collaterals details.

- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.

- Preview Message - User can view the preview of the simulating message to the remitting bank.

- FX Linkage - User can view the FX Linkage details.

- Finance Preferences - User can view the finance preferences detail.

- Payment Details - User can view the payment details.

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

- Profit Details - User can view the profit details.

- Updated Details - User can view the updated details.

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

**Table 2-35    Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Documents** | View/Upload the required document. |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instructions** | Click to view/ input the following<br>• 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.<br>• 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. |
| **Common Group Message** | Click Common Group Message button, to send MT799 and MT999 messages from within the task. |
| **View Collection** | Enables the user to view the latest collection values displayed in the respective fields. |
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Hold** | The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-35    (Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons - Field Description**

| Field | Description |
|-------|-------------|
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting. |
| **Back** | 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 details about application details and LC details.

- Document Details - User can view the document details.

- Other Details - User can view the other details.

- Shipment Details - User can view the shipment details.

- Maturity Details - User can view the maturity details.

- Additional Fields - User can view additional fields.

- Advices - User can view the advices.

- Limits and Collaterals - User can view the limits and collaterals details.

- Commissions, Charges and Taxes - User can view commissions, charges and taxes detail.

- Preview Message - User can view the preview of the simulating message to the remitting bank.

- FX Linkage - User can view the FX Linkage details.

- Finance Preferences - User can view the finance preferences detail.

- Payment Details - User can view the payment details.

- Settlement Details - User can view the settlement details.

- Parties Details - User can view party details like applicant, advising bank etc.

- Compliance - User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

- Profit Details - User can view the profit details.

- Updated Details - User can view the updated details.

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

**Table 2-36    Exception - Limit Check/Credit - Action Buttons – Field Description**

| Field | Description |
|-------|-------------|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system. <br><br> Reject Codes are: <br><br> • R1- Documents missing <br> • R2- Signature Missing <br> • R3- Input Error <br> • R4- Insufficient Balance/Limits <br> • R5 - Others <br><br> Select a Reject code and give a Reject Description. <br> This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system. <br><br> Refer Codes are: <br><br> • R1- Documents missing <br> • R2- Signature Missing <br> • R3- Input Error <br> • R4- Insufficient Balance/Limits <br> • R5 - Others |
| **Hold** | The details provided will be saved and status will be on hold. <br><br> This option is used, if there are any pending information yet to be received from applicant. |
| **Cancel** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting. |
| **Back** | Task moves to previous logical step. |

# 2.5 Multi Level Approval

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

1. Log in into OBTFPM application and acquire the task available in the approval stage in free task queue. Authorization User can acquire the task for approving.

On successful Handoff, system triggers TRFB event in the Back office.
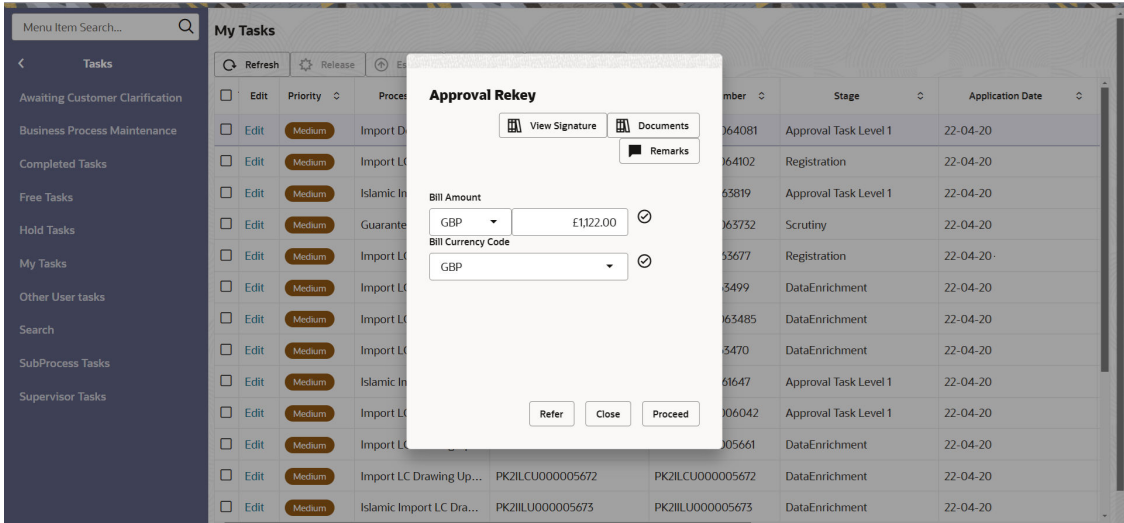
**Authorization Re-Key (Non-Online Channel)**

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

Open the task and re-key some of the critical field values from the request in the Re-key screen. Some of the fields below will dynamically be available for re-key.

• 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.

**Figure 2-23    Authorization Re-Key**



## Approval Summary

Tiles Displayed in Summary:

- Main Details - User can view details about application details and collection details.

- Document Details - User can view the document details.

- Other Details - User can view the other details.

- Maturity Details - User can view the maturity details in case usance and multi tenor.

- Shipment Details - User can view the shipment 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 detail.

- Preview message - User can view the preview of the simulated messages to remitting bank.

- FX Linkage - User can view the details of FX Linkage.

- Finance Preferences - User can view the details of the finance preferences.

- Payment Details - User can view the payment details.

- Settlement Details - User can view settlement details.

- Parties Details - User can view party details like remitting bank, drawee, drawer 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.

- Profit Details - User can view the profit details.

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

- Updated Details - User can view the details updated to the Import Collection.

1. Click **Approve**.

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

**Table 2-37    Approval Summary - Action Buttons - Field Description**

| Field | Description |
| --- | --- |
| **Documents** | View/Upload the required document.<br><br>Application displays the mandatory and optional documents. The user can view and input/view application details simultaneously.<br>When a user clicks on the uploaded document, Document window get opened and on clicking the view icon of the uploaded document, Application screen should get split into two. The one side of the document allows to view and on the other side allows to input/view the details in the application |
| **Remarks** | Specify any additional information regarding the collection. This information can be viewed by other users processing the request.<br><br>Content from Remarks field should be handed off to Remarks field in Backend application. |
| **Overrides** | Click to view the overrides accepted by the user. |
| **Customer Instruction** | Click to view/ input the following<br>• 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.<br>• 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. |
| **Common Group Messages** | Click Common Group Message button, to send MT799 and MT999 messages from within the task. |
| **View Collection** | Enables the user to view the latest collection values displayed in the respective fields. |
| **Signatures** | Click the Signature button to verify the signature of the customer/ bank if required.<br><br>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.<br><br>If more than one signature is required, system should display all the signatures. |
| **Cancel** | Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue. |
| **Hold** | The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task.<br><br>This option is used, if there are any pending information yet to be received from applicant. |

**Table 2-37    (Cont.) Approval Summary - Action Buttons - Field Description**

| Field | Description |
|---|---|
| **Reject** | On click of Reject, user must select a Reject Reason from a list displayed by the system.<br><br>Reject Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others<br><br>Select a Reject code and give a Reject Description.<br>This reject reason will be available in the remarks window throughout the process. |
| **Refer** | Select a Refer Reason from the values displayed by the system.<br><br>Refer Codes are:<br><br>• R1- Documents missing<br>• R2- Signature Missing<br>• R3- Input Error<br>• R4- Insufficient Balance/Limits<br>• R5 - Others |
| **Approve** | On approve, application must validate for all mandatory field values, and task must move to the next logical stage. If there are more approvers, task will move to the next approver for approval. If there are no more approvers, the transaction is handed off to the back end system for posting. |

• Reject Approval
  This topic helps you quickly get acquainted with the Reject Approval process.

## 2.5.1 Reject Approval

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

As a Reject approver, user can review a transaction rejected and waiting for reject confirmation.

Log in into OBTFPM application to view the reject approval tasks for Import Documentary Collection Liquidation Booking available in queue. On opening the task, you will see summary tiles. The tiles will display a list of important fields with values.

The screen from which the reject was initiated can been seen highlighted in the tile view.

User can drill down from reject summary tiles into respective data segments to verify the details of all fields under the data segment.

**Summary**

The screen up to which data was captured before reject will be available for the user to view in the summary tile. Other fields will be blank when verified from summary tile.

The data segment in which the task was rejected will have the tiles highlighted in a different colour (red).

- Main Details - User can view details about application details and document under collection.

- Party Details - User can view party details like applicant, Remitting Bank etc.

- Document Details - User can view document details.

- Shipment Details - User can view shipment details.

- Charges - User can view charge details.

- Maturity Details - User can view the maturity details.

- Message Preview - User can view the preview of the simulating message to the remitting bank.

1. Click **Reject Approve** to reject the transaction.

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

**Table 2-38    Action Buttons - Field Description**

| Field | Description |
|---|---|
| Reject Approve | On click of Reject Approve, the transaction is rejected. |
| Reject Decline | On click of Reject Decline, the task moves back to the stage where it was rejected. User can update the reason for reject decline in remarks. |
| Hold | User can put the transaction on 'Hold'. Task will remain in Pending state. |
| Cancel | Cancel the Reject Approval. |

# Index