Oracle Banking Trade Finance Process Management Export LC Amendment Beneficiary Consent User Guide



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ORACLE

Oracle Banking Trade Finance Process Management Export LC Amendment Beneficiary Consent User Guide, Release 14.8.0.0.0

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Contents

Preface

Purpose	V
Audience	V
Documentation Accessibility	V
Critical Patches	vi
Diversity and Inclusion	vi
Structure	vi
Conventions	vi
Related Documents	vi
Screenshot Disclaimer	vii
Acronyms and Abbreviations	vii
Basic Actions	vii
Symbols and Icons	Viii

1 Oracle Banking Trade Finance Process Management

2 Export LC Amendment Beneficiary Consent

2.1 Co	ommon Initiation Stage	2-1
2.2 Re	egistration	2-2
2.2.1	L Document Linkage	2-10
2.3 Da	ata Enrichment	2-15
2.3.1	L Main Details	2-17
2.3.2	2 Additional Fields	2-22
2.3.3	3 Advices	2-25
2.3.4	4 Additional Details	2-28
2.3.5	5 Settlement Details	2-36
2.3.6	S Summary	2-40
2.4 Ex	ceptions	2-43
2.5 Mu	ulti Level Approval	2-51
2.6 Re	eject Approval	2-54



Index



Preface

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

Purpose

This manual is designed to help you quickly get acquainted with the Oracle Banking Trade Finance Process Management **Export LC Amendment** 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 customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Critical Patches

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

Diversity and Inclusion

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

Structure

This manual is organized into the following chapters:

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

Conventions

The following text conventions are used in this document:

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

Related Documents

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

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



Screenshot Disclaimer

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

Acronyms and Abbreviations

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

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

Table 1 Acronyms and Abbreviations

Basic Actions

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

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

Action Buttons	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.

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

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

Symbols and Icons

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

Table 3 Symbols and Icons - Common

Symbol/Icon	Function
J L	Minimize
л г	
г ٦	Maximize
L J	
×	Close
Q	Perform Search
•	Open a list



Symbol/Icon	Function
	Date Range
\leftrightarrow	
+	Add a new record
<u>+</u>	No single to the Cost append
K	Navigate to the first record
	Navigate to the last record
>	
	Navigate to the previous record
	Navigate to the next record
12.21	Grid view
88	
	List view
G	Refresh
+	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
-	
rttta	Calendar
	Alerts
~	Unlock Option
E	
	View Option
Ð	
	Reopen Option
\$ \$	
↓	

Table 3	(Cont.)	Symbols and Icons -	Common
---------	---------	---------------------	--------



Symbol/Icon	Function
6	Open status
D	Unauthorized status
₽.	Rejected status
£	Closed status
D	Authorized status
ß	Modification Number

Table 4 Symbols and Icons - Widget



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 Export LC Amendment Beneficiary Consent

This chapter is documented to get familiar with the Export LC Amendment Beneficiary Consent process of Oracle Banking Trade Finance Process Management.

Export LC Amendment Beneficiary Consent process enables the user to register the beneficiary consent response received for an amendment made to a LC.

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 Export LC Amendment Beneficiary Consent request.
- Registration
 This topic provides the systematic instructions to initiate the Registration stage of Export LC Amendment Beneficiary Consent request.
- Data Enrichment
 This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Amendment Beneficiary Consent 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.
- Reject Approval This topic helps you quickly get acquainted with the Reject Approval process.

2.1 Common Initiation Stage

This topic provides the systematic instructions to initiate the **Export LC Amendment -Beneficiary Consent** request.

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

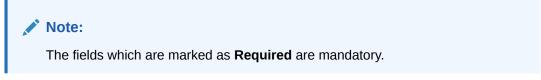
 On Home screen, click Trade Finance. Under Trade Finance, click Initiate Task. The Initiate Task screen appears.

Figure 2-1 Initiate Task



ORACLE				(DEFAULTENTITY	Oracle Banking Trade Financ April 20, 2022	Q ADMIN01 ∨
lenu Item Search	Q	Initiate Task				
Trade Finance		Registration				
dministration		Process Name	LC Reference Number	Branch		
ank Guarantee Advise		Export LC Amendment Benefic 🔹	PK2ELAT221106007 Q	PK2-Oracle Banking Trade Fina 🔻		
ank Guarantee Issuance						
uyers Credit						Proceed Cle
ommon Group Message						
oport - Documentary						
xport - Documentary redit						
nport - Documentary ollection						
nport - Documentary redit						
itiate Task						
mits Tree						

2. On Initiate Task screen, specify the fields.



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.
LC Reference Number	Click Search to search and select the LC reference number from the look-up.
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 Export LC Amendment Beneficiary Consent request.

If beneficiary response is given through branch either by fax, mail, or paper, the Export LC amendment Beneficiary Consent process starts from the Registration Stage. During Registration stage, user can capture the basic details of the response, check the signature of the signatory from the advising bank and upload the related documents. It also enables the user to capture beneficiary response.



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

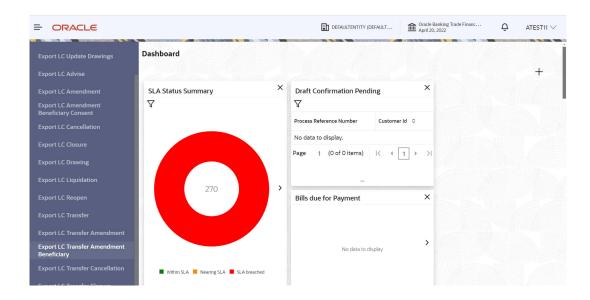
Figure 2-2 LogIn Screen

	1111111 11111111 11111111
	ORACLE
Us	ser Name
	ATEST11
Pa	assword
	Sign In

- 1. On Home screen, click Trade Finance. Under Trade Finance, click Export Documentary Credit.
- 2. Under Export Documentary Credi, click Export LC Amendment Beneficiary Consent.

Figure 2-3 Export LC Amendment Beneficiary Consent





The **Export LC Amendment Beneficiary Consent - Registration** screen appears. The Export LC Amendment Beneficiary Consent - Registration stage has three sections Application Details, LC Details, and Beneficiary Response Capture. Let's look at the details of Registration screens below:

Figure 2-4 Export LC Amendment Beneficiary Consent - Registration - Application Details

						TY (DEFAULT	fin Oracle Banking Trade Financ				ATEST11 ∨	
Export LC Amendme	ent Beneficia	ary Consent				Signatures	Documents	Remarks	Customer	Instruction	;; ×	
✓ Application Details												
20 - Documentary Credit Number		Beneficiary ID		Beneficiary			Branch					
PK2ELAT221106017	Q	001044		GOODCARE PLC			PK2-Ora	PK2-Oracle Banking Trade Fina *				
Amendment Number		Process Reference Number		Priority			Submission Mode					
1		PK2ELCA000064368		Medium		•	Select 🔹					
Response Received Date		Issuing Bank		Non Bank Issuer			Cancel LC					
April 20, 2022	Ē	001041	WELLS FAR			C						
User Reference Number		Customer Reference Nu	umber									
PK2ELAT221106017		100000000										
✓ LC Details LC Type		Product Code		Product Description			Advising Bar	ık				
Sight	-		Export LC - advising ATB			001185		BS PLC	C			
40A - Form of Documentary Credit		Contract Reference Nur	nber	31C - Date of Issue			40E - Applica	able Rules				
IRREVOCABLE		PK2ELAT221106017		April 20, 2022			UCPURR LATEST VERSION *					
Date of Expiry		31D - Place of Expiry		51A - Applicant Ban	k		Applicant					
December 28, 2022	iii ii	LONDON		001186	CITIBANK N	C	001043	N	ARKS ANI	C		
Beneficiary		32B - Currency Code, Amount		39A - Percentage Credit Amount Tolerance		39C - Additional Amount Covered						
001044 GOODCARE	6	GBP -	E200.00		1							
✓ Beneficiary Response Capt	ure											
Amendment Number	Amendment Date	٥	Beneficiary Consent Required		Beneficiary Response		≎ Rem	arks	٥	Action	٥	
1	April 20, 2022				Confirmed		.			P		
								Hold	Cancel S	ave & Close	Subm	



3. On Export LC Amendment Beneficiary Consent - 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 2-3Export LC Amendment Beneficiary Consent - Registration - ApplicationDetails - Field Description

Field	Description
Documentary Credit Number	Click Search to search and select the documentary credit number from the look-up. Alternatively, specify the documentary credit number.
	In the look-up serach, user can specify the Export LC Reference Number, Beneficiary, Currency, Amount and User Reference to fetch the Export LC details. Based on the search result, select the applicable Export LC to be amended.
Beneficiary ID	Read only field.
	Beneficiary ID will be auto-populated based on the selected LC from the look-up.
Beneficiary	Read only field.
	Beneficiary name will be auto-populated based on the selected LC from the look-up.
Branch	Read only field.
	Branch details will be auto-populated based on the selected LC from the look-up.
Amendment Number	Read only field.
	Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field.
number	Unique sequence number for the transaction.
	This is auto generated by the system based on process name and branch code.
Priority	System populates the priority of the customer based on priority maintenance, also enables the user to change the priority as per the requirement.
	The Export LC Amendment Beneficiary Consent request priority can be set as Low/Medium/High.



Table 2-3(Cont.) Export LC Amendment Beneficiary Consent - Registration -Application Details - Field Description

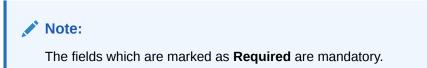
Field	Description					
Submission Mode	System populates the submission mode of Export LC Amendment Beneficiary Consent request.					
	By default the submission mode will have the value as 'Desk'.					
	 Desk - Request received through Desk Courier - Request received through Courier Email - Request received through Email Fax - Request received through Fax User can change the defaulted priority. 					
Response Received Date	System defaults the branch's current date and enables the user to change the date to any back date.					
	Note: Future date selection is not allowed.					
Issuing Bank	Read only field.					
	Issuing Bank details will be auto-populated based on selected LC from the look-up.					
Non Bank Issuer	Read only field.					
	Non bank issuer details will be auto-populated based on selected LC from the look-up.					
Cancel LC	Read only field.					
	This field displays the option to cancel the LC.					
User Reference Number	Read only field.					
	User reference number will be auto-populated based on selected LC.					
Customer Reference	Read only field.					
Number	Customer reference number will be auto-populated based on selected LC.					

LC Details

Details in this screen displays the data from the LC issued.

LC Type		Product Code	Product Description	Advising Bank
Sight ~			Export LC - advising ATB	001185 RBS PLC D
40A - Form of Documentary C	redit	Contract Reference Number	31C - Date of Issue	40E - Applicable Rules
IRREVOCABLE		PK2ELAT221106017	April 20, 2022	UCPURR LATEST VERSION *
Date of Expiry		31D - Place of Expiry	51A - Applicant Bank	Applicant
December 28, 2022	曲	LONDON	001186 CITIBANK N 🕻	001043 MARKS ANI
Beneficiary		32B - Currency Code, Amount	39A - Percentage Credit Amount Tolerance	39C - Additional Amount Covered
001044 GOODCARE 🕻		GBP - £200.00		

4. On Export LC Amendment Beneficiary Consent - LC Details screen, specify the fields.



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

Field	Description
LC Туре	Read only field.
	LC type will be auto-populated based on selected LC.
Product Code	Read only field.
	This field displays the product code of the selected LC.
Product Description	Read only field.
	This field displays the description of the product as per the product code.
Advising Bank	Read only field.
	This field displays the advising bank details of the selected LC.
40A - Form of Documentary Credit	Read only field. This field displays the form of documentary credit details of the selected LC.
Contract Reference Number	Read only field. This field displays the contract reference number of the selected LC.
Date of Issue	Read only field. This field displays the the LC issuance date.
Applicable Rules	This field displays the applicable rule of the selected LC.
Date of Expiry	This field displays the expiry date of the selected LC.

Table 2-4	Export LC Amendment Beneficiary Consent - Registration - LC Details -
Field Desc	ription



Table 2-4(Cont.) Export LC Amendment Beneficiary Consent - Registration - LCDetails - Field Description

Field	Description
Place of Expiry	This field displays the place of expiry of the selected LC.
Applicant Bank	Read only field.
	This field displays the applicant bank details of the selected Export LC.
Applicant	Read only field.
	This field displays the details of the applicant of the selected LC.
Beneficiary	Read only field.
	This field displays the details of the beneficiary of the selected LC.
Currency Code, Amount	Read only field. This field displays the value of LC along with the currency details of the selected LC.
Percentage Credit Amount Tolerance	Read only field. This field displays the percentage credit amount tolerance details of the selected LC.
Additional Amount Covered	Read only field. This field displays the details of additional amount covered of the selected LC.

Beneficiary Response Capture

Registration user can capture the beneficiary responses of each amendments made to the LC in this section.

 Beneficiary Response 	e Capture								
Amendment Number	Amendment Date	٥	Beneficiary Consent Required	Beneficiary Response	0	Remarks	٥	Action	0
1	April 20, 2022			Confirmed	~			P	
						Hold	Cancel	Save & Close	Sub

5. On Export LC Amendment Beneficiary Consent - Beneficiary Response Capture screen, specify the fields.



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



Field	Description
Amendment Number	Read only field.
	Amendment number will be auto-populated based on selected LC using documentary credit number.
Amendment Date	Read only field.
	Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.
Beneficiary Consent Required	Read only field. Beneficiary Consent Required (Y/N) will be auto-populated based on selected LC using documentary credit number.
Beneficiary Response	Select the beneficiary response from the list. The options are: • Confirmed • Unconfirmed • Rejected
	Note: Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
Remarks	Specify the remarks.
Action	Click edit icon to edit the beneficiary response capture details.

6. Click Submit.

The task will move to next logical stage of Export LC Amendment Beneficiary Consent. For more information on action buttons, refer to the field description table below.

Table 2-6Export LC Amendment Beneficiary Consent - Registration - ActionButtons - Field Description

Field	Description
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.
Documents	Upload the documents received under the Export LC Amendment Beneficiary Consent.



Table 2-6 (Cont.) Export LC Amendment Beneficiary Consent - Registration	n -
Action Buttons - Field Description	

Field	Description
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.
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.
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancels the Export LC Amendment Beneficiary Consent 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. This option will not submit the request.
Submit	The task will move to next logical stage of Export LC Amendment Beneficiary Consent. 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.

Document Linkage

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

2.2.1 Document Linkage

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

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

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

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

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

Document Status _{Select} All	•	
Letter of Credit Pro-forma Invoice	Letter of Credit Application Form	
<u>1</u>	Ţ	

The **Decument** non up coreen is displayed

2. Click the Add Additional Documents button/ link.

Document	
Document Type	Document Code
Letter of Credit 🔹	Insurance Policy 🔻
Document Title	Document Description
Required	Deserve a Deserve Desta
Remarks	Document Expiry Date
Drop files here or click to select	Link Document
Selected files:	

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

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

The link **Document** pop up screen is displayed. The value selected in **Document Type** and **Document Code** of **Document** screen are defaulted in the Link Document Search screen.



Customer Id			0	ocumen	it ld				
001044			[
Document Type			C	ocumen	t Code				
Letter of Credit		•	ſ	Insura	nce Policy	1	•		
Fetch Link Document	Document ᅌ	Customer 🔶	Document Type	٥	Document Code	\$ Upload Date	\$	Reference Number	\$
No data to displa	у.								
Page 1 (0 o	f 0 items) <	< 1 → >	I						

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

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

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

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

Customer Id			Do	ocument ld		
001044						
Oocument Type			Do	ocument Code		
Letter of Cred	it	•	1	Insurance Policy	•	
Fetch						
Link Document	Document Id	Customer Id	Document Type	Document Code	Upload Date 🗘	Reference 🗘
Link	616	001044	fdff	INSURANCE	December 6, 2023	PK2ELCU000003399
Link	116	001044		INSURANCE	November 3, 2023	PK2ILCD000001238
Link	144	001044		INSURANCE	November 6, 2023	PK2IILD000001312
Link	162	001044		INSURANCE	November 9, 2023	PK2ELCC000001424
Link	684	001044	CVCVC	INSURANCE	December 11, 2023	PK2IELD000004034

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

6. Click Edit icon to edit the documents.

1

The Edit Document screen is displayed.

Document Id	Document Title
2464	ddf
Application Reference Number	Entity Reference Number
PK2ILCI000053389	PK2ILCI000053389
Document Type Id	Document Description
TFPM_DOCTYPE001	dfdfdf
Remarks	Document Expiry Date
ffdfd	Ţ.
Drop files her	re or click to select
	Update

1

2.3 Data Enrichment

This topic provides the systematic instructions to initiate the Data Enrichment stage of Export LC Amendment Beneficiary Consent request.

Non-Online Channel - Export LC Amendment Beneficiary Consent request that were received at the desk will move to Beneficiary Consent Response Capture stage post successful Registration. The requests will have the details entered during the Registration stage. Online Channel - Requests that are received via online channels like trade portal, external system and SWIFT are available directly for further processing from Beneficiary Consent Response Capture stage.

Note:

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

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

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

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

Menu Item Search Q	Fre	e Tasks						
< Tasks	Q	Refresh	kcquire 🖁 🛱 F	low Diagram				
		Acquire and Edit	Priority 🗘	Process Name 🗘	Process Referenc ≎ e	Application Number \$	Stage 🗘	Application Dat
Business Process Maintenance		Acquire and Edit	Medium	Export LC Transfer Amendment Bene	PK2ELCT0	PK2ELCT000053257	DataEnrichment	22-04-20
		Acquire and Edit	Medium	Guarantee Amendment	PK2GTEA0	PK2GTEA000052399	Handoff RetryTask	22-04-20
Free Tasks		Acquire and Edit	High	Import LC Issuance	PK2ILCI00	PK2ILCI000053300	Scrutiny	22-04-20
Hold Tasks		Acquire and Edit	Medium	Shipping Guarantee Issuance	PK2SGTI0	PK2SGTI000053296	DataEnrichment	22-04-20
My Tasks		Acquire and Edit	Medium	Guarantee Issuance Closure	PK2GTEC0	PK2GTEC000053295	DataEnrichment	22-04-20
		Acquire and Edit	Medium	Guarantee Amendment	PK2GTEA0	PK2GTEA000053284	Approval Task Level 1	22-04-20
		Acquire and Edit	High	Import LC Issuance	PK2ILCI00	PK2ILCI000053142	Approval Task Level 1	22-04-20
		Acquire and Edit	High	Import LC issuance	PK2ILCI00	PK2ILCI000053256	Handoff RetryTask	22-04-20
		Acquire and Edit	Medium	Export LC Advise	PK2ELCA0	PK2ELCA000053254	Reject Approval	22-04-20
		Acquire and Edit	Medium	Guarantee Cancellation	PK2GTEC0	PK2GTEC000052560	Handoff RetryTask	22-04-20
		Acquire and Edit	Medium	Import LC Reopen Islamic	PK2IIIR000	PK2IIIR000053247	DataEnrichment	22-04-20
		Acquire and Edit	Medium	Guarantee Advise	PK2GTEA0	PK2GTEA000053242	Sanction Check Exceptiona	22-04-20
		Acquire and Edit	Madium	Guarantee Cancellation	PK2GTECO	PK2GTEC000052787	Handoff RetryTask	22-04-20

Figure 2-5 Free Task

The Free Task screen appears.

3. Select the appropriate task and click Acquire & Edit to edit the task or click Acquire to edit the task from My Tasks.



4. The acquired task will be available in **My Tasks** tab. Click **Edit** to provide input for Data Enrichment stage.

fenu Item Search Q	0	Refresh	C Release		Flow Diagram				
Tasks		Edit	Priority 0	Process Name 🗘	Process Reference Number	Application Number 🗘	Stage 0	Application Date	Branch C R
vaiting Customer Clarification		Edit	Medium	ExportLC Amendment BeneficiaryCo	PK2ELCA000007239	PK2ELCA000007239	DataEnrichment	22-04-20	РК2
isiness Process Maintenance		Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007715	PK2GTEC000007715	Registration	22-04-20	PK2
mpleted Tasks		Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007714	PK2GTEC000007714	Registration	22-04-20	PK2
e Tasks		Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007713	PK2GTEC000007713	Registration	22-04-20	PK2
ld Tasks		Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007712	PK2GADC000007712	Registration	22-04-20	PK2
r Tasks		Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007711	PK2GADC000007711	Registration	22-04-20	PK2
her User tasks		Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007710	PK2GADC000007710	Registration	22-04-20	PK2
arch		Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007709	PK2GADC000007709	Registration	22-04-20	PK2
		Edit	Medium	Guarantee Advise Claim Lodging	PK2GADC000007708	PK2GADC000007708	Registration	22-04-20	PK2
bProcess Tasks		Edit	High	Import LC Issuance	PK2ILCI000007691	PK2ILCI000007691	Scrutiny	22-04-20	PK2
pervisor Tasks		Edit	Medium	Guarantee Cancellation	PK2GTEC000007640	PK2GTEC000007640	DataEnrichment	22-04-20	PK2
		Edit	Medium	Lodge Claim - Guarantee Issued	PK2GTEC000007637	PK2GTEC000007637	Registration	22-04-20	PK2
		Edit	Medium	Guarantee Advice Closure	PK2GTAC000007588	PK2GTAC000007588	DataEnrichment	22-04-20	PK2
		Edit		Guarantee Advise	PK2GTEA000007534	PK2GTEA000007534	Registration	22-04-20	PK2
		Edit	Medium	Guarantee Advise Amendment Bene	PK2GTEA000007429	PK2GTEA000007429	DataEnrichment	22-04-20	PK2

Figure 2-6 My Task

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

- Main Details
- Additional Fields
- Advices
- Additional Details
- Settlement Details
- Summary

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

Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Amendment Beneficiary Consent request.

- Additional Fields This topic provides the systematic instructions to capture the additional fields.
- Advices

This topic provides the systematic instructions to capture the advices details of Export LC Amendment Beneficiary Consent process.

- Additional Details
 This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Amendment Beneficiary Consent process.
- Settlement Details
 This topic provides the systematic instructions to capture the settlement details of Export
 LC Amendment Beneficiary Consent request.



• Summary

This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

2.3.1 Main Details

This topic provides the systematic instructions to initiate the main details of Data Enrichment stage of Export LC Amendment Beneficiary Consent request.

Main details section has two sub section as follows:

- Application Details
- Beneficiary Response Capture

Application Details

All fields displayed under Application Details section, would be read only except the 'Priority' field.

1. On Data Enrichment - Main Details screen, specify the fields, if any.

Application No:	- PK2ELCT000053	257								Custome	r Instruction	:: ×
Main	Main											Screen(1/
Additional Fields	✓ Application Deta	ails										
Advices	Transfer LC Reference Nu	imber	Beneficiary		Branch	Branch		Pr	rocess Referenc	e Number		
Additional Details	TRFS221100017001		000123	NATIONA	L D	PK2-Orac	le Banking	Trade Fina 🛛 🔻		PK2ELCT000	053257	
Settlement Details	Priority		Submission Mode		User Reference Number		Re	Response Received Date				
Summary	Medium	Desk 💌		TRFS221100017001		1	April 20, 2022					
												_
										View Transfer	LC View Export	LC Eve
	✓ Beneficiary Resp	oonse Capture										
	Amendment Number	Amendment Date	Beneficiary Consent	Required	Beneficiary F	esponse		Remarks			Action 0	
	1	2022-04-20			Unconfirm	ied	~				P	
	Page 1 of 1 (1 of 1 items) I <	< <u>1</u> → >									

Figure 2-7 Data Enrichment - Main Details

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

Table 2-7Export LC Amendment Beneficiary Consent - Main Details - ApplicationDetails - Field Description

Field	Description
Documentary Credit Number	Read only field. The value is auto-populated as selected in Registration stage.



Table 2-7 (Cont.) Export LC Amendment Beneficiary Consent - Main Details -Application Details - Field Description

Field	Description
Beneficiary ID	Read only field.
	Beneficiary ID will be auto-populated based on the selected LC from the look-up.
Beneficiary	Read only field.
	Beneficiary name will be auto-populated based on the selected LC from the look-up.
Branch	Read only field.
	Branch details will be auto-populated based on the selected LC from the look-up.
Amendment Number	Read only field.
	Amendment number will be auto-populated based on selected Export LC. Amendment number increases by 1 for each amendment.
Process Reference Number	Read only field.
Number	Unique sequence number for the transaction.
	This is auto generated by the system based on process name and branch code.
Priority	System populates the priority of the customer based on priority maintenance.
	User can change the priority populated any time before submit.
Submission Mode	Read only field.
	System populates the submission mode of Export LC Amendment Beneficiary Consent request.
	By default the submission mode will have the value as 'Desk'.
	 Desk - Request received through Desk Courier - Request received through Courier
Response Received Date	Read only field.
	By default, the application will display branch's current date.
Issuing Bank	Read only field. The issuing bank details is auto-populated from the Export LC Amendment.
Non Bank Issuer	Read only field.
	Non bank issuer details will be auto-populated from the Export LC Amendment.



Table 2-7(Cont.) Export LC Amendment Beneficiary Consent - Main Details -Application Details - Field Description

Field	Description
Cancel LC	Read only field.
	This field displays the option to cancel the LC.
User Reference Number	Read only field.
	User reference number will be auto-populated from the Export LC Amendment.
Customer Reference Number	Read only field.
	Customer reference number will be auto-populated based on selected LC.

Beneficiary Response Capture

Data Enrichment user can capture the beneficiary responses of each amendments made to the LC in this section.

Amendment Number	Amendment Date	Beneficiary Consent Required	Beneficiary Response		Remarks	Action 0
1	2022-04-20		Unconfirmed	~		I
Page 1 of 1 (1	1 of 1 items) K	< 1 → >I				

2. On Export LC Amendment Beneficiary Consent - Beneficiary Response Capture screen, specify the fields.



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

Table 2-8Export LC Amendment Beneficiary Consent - Beneficiary ResponseCapture

Field Descr	iption
Amer	only field. dment number will be auto-populated based on selected ing documentary credit number.



Field	Description
Amendment Date	Read only field. Amendment Date will be auto-populated based on selected LC using documentary credit number. This field displays the date on which the amendment was made to LC.
Beneficiary Consent Required	Read only field. Beneficiary Consent Required (Y/N) will be auto-populated based on selected LC using documentary credit number.
Beneficiary Response	Select the beneficiary response from the list. The options are: • Confirmed • Unconfirmed • Rejected
	Note: Beneficiary Response field will be read only if Beneficiary Consent Required is 'No'.
Remarks	Specify the remarks.
Action	Click edit icon to edit the beneficiary response capture details.

Table 2-8(Cont.) Export LC Amendment Beneficiary Consent - BeneficiaryResponse Capture

Audit

opplication N	D.	Branch Code	Initiated Date	Initiated By	
PK2ILCI000008772		PK2	4/20/2022	ATEST11	
Import LC					
	Stage Name 🗘	Pickup Time 🗘	Completed Time 🗘	Completed By 💲	Outcome 0
S.No 0					

This button provides information about user initiated the transaction, initiated date, stage wise detail etc.

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

Table 2-9 Audit - Field Description

Field	Description
Application No.	This field displays the appliation number of the process.
Branch Code	This field displays the branch code.



Close

Table 2-9 (Cont.) Audit - Field Description

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

3. Click Next.

The task will move to next data segment.

Table 2-10	Main Details - Action Buttons - Field Description

Field	Description				
Documents	Upload the required 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 Export LC Amendment Beneficiary Consent. 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. 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 Common Group Message button, to send MT799 and MT999 messages from within the task.				
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.				
View LC	Clicking this button enables the user to view the latest LC values displayed in the respective fields.				



Field	Description					
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.					
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 					
Hold	The details provided will be saved and status will be on hold. User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.					
Cancel	Cancels the Export LC Amendment Beneficiary Consent 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.					
	This option will not submit the request.					
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.					

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

2.3.2 Additional Fields

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

Banks can configure these additional fields during implementation.

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

Export LC Transfer Amendment Beneficiary Consent DataEnrichment :: Application No:- PK2ELCT000053257		Clarification Details	Documents	Remarks	Overrides	:: ×
			Customer Instruction		, X	
Main	Additional Fields					Screen(2/6
Additional Fields	✓ Additional Fields					
Advices	No Additional fields configured!					
Additional Details						
Settlement Details						
Summary						
Audit	Request Clarifica	tion Reject Refer	Hold Can		e & Close	Back Next

Figure 2-8 Data Enrichment - Additional Fields

2. Click Next.

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

Field	Description						
Documents	Upload the required 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 Export LC Amendment Beneficiary Consent. 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. 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 Common Group Message button, to send MT799 and MT999 messages from within the task.						
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.						



Field	Description					
View LC	Clicking this button enables the user to view the latest LC 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.					
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					
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.					
	This option is used, if there are any pending information yet to be received from applicant.					
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.					
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.					
Back	On click of Back, task moves to previous logical step.					
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.					

Table 2-11 (Cont.) Additional Fields - Action Buttons - Field Description



2.3.3 Advices

This topic provides the systematic instructions to capture the advices details of Export LC Amendment Beneficiary Consent process.

Advices menu displays the advices available under a product code from the back office as tiles. User can edit the fields in the tile, if required. The user can also suppress the Advise, if required

1. On **Advices** screen, click ⁸/₉ on any advice tile to view the advice details.

ExportLC Amendment BeneficiaryConsent DataEnrichment :: Clarification Details Documents Application No:- PK2ELCA000004292				Remarks	Overrides	Custon	ner Instruction	:: ×	
				Incoming	Message	View LC	Signatures	· · · /	
Main Details	Advices								Screen(3
Additional Fields	Advice : LC_ACK_AMND	ι Α	vice : LC_CASH_COL_ADV		0				
Advices			vice Name :LC_CASH_COL_	ADV	0				
Additional Details	Advice Name : LC_ACK_AMND Advice Party : ABK Party Name :		vice Party : ABK	ADV					
Settlement Details	Suppress Advice :NO		opress Advice :YES						
Summary									
	Advice : AMD_EXP_CR	ê							
	Advice Name : AMD_EXP_CR Advice Party : BEN Party Name : Suppress Advice : NO								

Figure 2-9 Advices



Advice Details

Suppress Advice		Advice Name	Medium	Advic	e Party
		LC_AMND_INSTR		▼ AB	к
Party ID		Party Name			
001204		ABC BANK			
FFT Code	FFT Descriptio	on			Action 0
FFT Code	FFT Descriptio	on			
FREEVP	TESTING F	FT		ß	
 Instructions 					+
Instruction Code		Instruction Description		Edit 0	Action ≎
E023		IN CASE, REIMBURSING BAN	K IN NEW YORK FAILS TO F		1 面

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

Table 2-12 Advice Details

Field	Description
Suppress Advice	Enable this option to suppress the advice. Disable this option if suppress advice is not required.
Advice Name	Displays the advice name.
Medium	Displays the medium of advices is defaulted from the system.
Advice Party	Displays the advice party is defaulted from the system.
Party ID	Displays the party Id defaulted from system.
Party Name	Displays the defaulted from Guarantee.
FTT Code	Click plus icon to add new FFT code.
FTT Code	Click Search to search and select the FFT Code.
FFT Description	FFT description is populated based on the FFT code selected. User can edit the FFT description.
Action	Click delete icon to remove any existing FFT code.
	Click edit icon to edit the existing FFT code.
Instructions	Click plus icon to add new instruction code.
Instruction Code	Click Search to search and select the instruction Code.
Instruction Description	Instruction description is populated based on the instruction code selected. User can edit the instruction description.



Table 2-12	(Cont.) Advice Details
------------	------------------------

Field	Description
Action	Click delete icon to remove any existing instruction code.
	Click edit icon to edit the existing instruction code.

2. Click Next.

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

Table 2-13 Advices - Action Buttons - Field Description

Field	Description
Documents	Upload the required 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 Export LC Amendment Beneficiary Consent. 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. 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 Common Group Message button, to send MT799 and MT999 messages from within the task.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Clicking this button enables the user to view the latest LC 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.

Field	Description
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.
	Reject Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.
Refer	Select a Refer Reason from the values displayed by the system.
	Refer Codes are:
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.
Back	On click of Back, task moves to previous logical step.
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.

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

2.3.4 Additional Details

This topic provides the systematic instructions to capture the additional details in Data Enrichment stage of Export LC Amendment Beneficiary Consent process.

A Data Enrichment user can verify/input/update the additional details data segment of the Export LC Amendment Beneficiary Consent request.

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

Figure 2-10 Additional Details



-	er Amendment Beneficiary Conse	and Batagin fermiont a		L				::>
Application No:-	PK2ELCT000053257					Custome	er Instruction	
Main	Additional Details							Screen(4
Additional Fields	Commission, Charges and Taxes	Preview Messages	8					
Advices		-	ō					
Additional Details	Charge : Commission : Tax :	Language : Preview Advice :-						
Settlement Details	Block Status : Not Initiated							
Summary								
Audit		Reg	est Clarification	Reject Refer	Hold Can	cel Save	& Close	Back Ne

Commission, Charges and Taxes

This section displays Commission, Charges and Taxes details.

Click on **Redefault** button to the default commission, charges and tax if any will get populated.

If default charges are available under the product, they should be defaulted here with values. If customer or customer group specific charges are maintained, then the same will be defaulted from back end system.

Recalculate	Re-default																
 Commission 	n Details																
Component	Rate	Mod. Rate	Currenc	y	Amount	Modifie	ed	Defer	Waive	Char	ge Party	5	ettl. Account		۰ A	mendable	
No data to displ	ay.																
Page 1 (0	of 0 items)	K ∢ 1	>>	Currenc	cy Ama	ount	Modified	Billi	g D	Defer	Waive	Charge	Party	Settleme	1t Account		
Page 1 (0) Charge Det Component No data to displ	ails Tag curren ay.	cy Tag	: Amount	Currenc	:y Amo	bunt	Modified	Billi	g D	befer	Waive	Charge	Party	Settleme	at Account		c
Page 1 (0) Charge Det Component No data to displ	of O items) ails Tag curren	cy Tag		Currenc	:y Ame	bunt	Modified	Billi	g D	lefer	Waive	Charge	Party	Settleme	it Account		c

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

Table 2-14 Charge Details - Field Description

Field	Description
Event	Read only field. This field displays the event name.



Field	Description
Event Description	Read only field. This field displays the description of the event.
Commission Details	
Component	This field displays the commission component.
Rate	This field displays the rate that is defaulted from product. The commission rate, if available in Back Office defaults in OBTFPM. The user is able to change the rate.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
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. The commission rate, if available in Back Office defaults in OBTFPM.
	The user is able to change the rate, but not the commission amount directly. The amount gets modified based on the rate changed and the new amount is calculated in back office based on the new rate and is populated in OBTFPM.
	If flat commission is applicable, then commission amount defaulted from back office is modifiable by the user. Rate field will be blank and the user cannot modify the Rate field.
Modified 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.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.
Split	The user can split the Commission by enabling/ disabling the flag as per the requirement.
Charge Party	Charge party is 'Applicant' by default. User can change the value to Beneficiary.
Settlement Account	Select the settlement account.
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.

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



Field	Description
Billing	If charges are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is 'Billing' enabled, 'Billing' toggle for that component should be automatically enabled in OBTFPM. The user can not enable/disable the option, if it is de-selected by
	default. This field is disabled, if 'Defer' toggle is enabled.
Defer	If charges have to be deferred and collected at any future step, this check box has to be selected. On simulation of charges/commission from Back Office, if any of the Charges/Commission component for the customer is AR-AP tracking enabled, 'Defer' toggle for that component should be automatically checked in OBTFPM.
	The user can enable/disable the option the check box. On de- selection the user has to click on 'Recalculate' charges button for re- simulation.
Waive	Enble the toggle, if charges has to be waived. Based on the customer maintenance, the charges should be marked for Billing or for Defer.
	This field is disabled, if Defer toggle is enabled.
Charge Party	Charge party is applicant by default. User can change the value to beneficiary.
Settlement Account	Select the settlement account.
level. User cannot update t	ulated based on the commission and defaults if maintained at product ax details and any change in tax amount on account of modification of be available on click of Re-Calculate button or on hand off to back-end
Component	This field displays the tax component.
Туре	This field displays the type of tax component.
Value Date	This field displays the value date of tax component.
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.
Amount Billing	This field displays the tax amount based on the percentage of commission maintained.
	 This field displays the tax amount based on the percentage of commission maintained. You can edit the tax amount, if applicable. If taxes are handled by separate billing engine, then by selecting billing the details to be available for billing engine for further processing.

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



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

Preview Messages

User can view the draft message being displayed on the preview message text box.

 Preview - SWIFT Message 		 Preview - Mail Advice 	
anguage	Message Type	Language	Advice Type
English *	210	▼ English	CREDIT_ADVICE
lessage Status	Repair Reason	Message Status	Repair Reason
EXTERNAL UNGENERATED		GENERATED	
review Message		Preview Message	
		Credit Advice	
		20-APR-22	
		GOODCARE PLC GOODCARE PLC	

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

Table 2-15 Preview - Field Description

Field	Description
Preview SWIFT Message	This section displays the Preview SWIFT Message details.
Language	Read only field. English is set as default language for the preview.
Message Type	Select the message type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. 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	This section displays the Preview Mail Device details.
Language	Read only field. English is set as default language for the preview.
Advice Type	Select the advice type.
Message Status	Read only field. Display the message status of draft message of liquidation details.
Repair Reason	Read only field. Display the message repair reason of draft message of liquidation details.
Preview Message	This field displays a preview of the draft message.

3. 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 LC transactions. User can link multiple forward FX contracts.

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.



FX Linkage → FX Linkage										×
TA EINAGE										+
FX Reference Number	Bought Currency	° s	SOLD Currency 🗘	Available Contract O Amount	Rate 0	Linked O Amount	Total Utilized Amount	FX Expiry Oate	Action	
000FNDF20076A9N9				£4,000.00	1.35	£4,000.00		March 19, 2020	/ 団	
Page 1 of 1 (1 of Average FX Rate	f 1 items) <	•	1 → X						Save & Close C	Cancel

Figure 2-11 FX Linkage Details

ble FX Contract Amount \$4,000.00 piry Date
D ▼ \$4,000.00
5
piry Date
ch 19, 2020
livery Period To

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

 Table 2-16
 FX Linkage - Field Description

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



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, Counterparty of the FX contract should be the counterparty of the Bill contract. Active Forward FX transactions authorized not marked for auto liquidation. 					
	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 m	ultiple 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 correspondin- linked FX. On query, both Utilized and Total Utilized amount holds the amount o latest version.					
Amount in Contract Currency	This field displays the amount in contract currency converted from F 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.					
	Click Delete icon to delete the FX details.					
Average FX Rate	Multiple forward FX contract could be linked, and exchange rate of F. contract vary from each. Hence, effective exchange rate for bill woul 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.					

Table 2-16 (Cont.) FX Linkage - Field Description

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

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

Field	Description					
Documents	Upload the required 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 Export LC Amendment Beneficiary Consent. 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. 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 Common Group Message button, to send MT799 and MT999 messages from within the task.					
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.					
View LC	Clicking this button enables the user to view the latest LC 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.					
Reject	 On click of Reject, user must select a Reject Reason from a list displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 					

Table 2-17 Additional Details - Action Buttons - Field Description	Table 2-17	Additional Details - Action Buttons - Field Description
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Field	Description				
Refer	Select a Refer Reason from the values displayed by the system.				
	Refer Codes are:				
	R1- Documents missing				
	R2- Signature Missing				
	R3- Input Error				
	R4- Insufficient Balance/Limits				
	R5 - Others				
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.				
	This option is used, if there are any pending information yet to be received from applicant.				
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.				
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.				
Back	On click of Back, task moves to previous logical step.				
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.				

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

2.3.5 Settlement Details

This topic provides the systematic instructions to capture the settlement details of Export LC Amendment Beneficiary Consent request.

The user can view the settlement details during Export LC Amendment Beneficiary Consent request.

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

Main Details	Settlement Det	ails									Screen(5/
Additional Fields	Current Event										
Advices											
Additional Details	✓ Settlement De	tails									
Settlement Details	Component ≎	Currency 0	Debit/Credit 0	Account 0	Account Description	Account Cu	rrency	O Nettin	g Indicator	0	Current Event 0
Summary	COLLAMT_OSEQ	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			No
	COLL_AMNDA	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			Yes
	COLL_AMTEQ	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			No
	COLL_AMT_DECR	GBP	Credit	PK2001044	GOODCARE PLC	GBP		No			Yes
	COLL_AMT_INCR	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			Yes
	COLL_AVALAM	GBP	Credit	PK2001044	GOODCARE PLC	GBP		No			No
	LCEXADV_LIQD	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			No
	LCSWIFTAMN_L	GBP	Debit	PK2001044	GOODCARE PLC	GBP		No			Yes

Figure 2-12 Settlement Details



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

 Table 2-18
 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 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.
Original Exchange Rate	System displays the Original Exchange Rate as simulated in settlement details section from OBTF.
Exchange Rate	This exchange rate.
Deal Reference Number	This exchange deal reference number.

2. Click any component in the grid.

Party Details

Table 2-19	Party Details	– Field Description
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Field	Description	
Transfer Type	Select the transfer type from the drop-down list. The options are: Customer Transfer Bank Transfer for own account Direct Debit Advice Managers Check Customer Transfer with Cover Bank Transfer	
Charge Details	Select the charge details for the transaction. The options are: • Beneficiary All Charges • Remitter Our Charges • Remitter All Charges	
Netting Indicator	Select the netting indicator for the component. The options are: • Yes • No	
Ordering Customer	Click search icon to search and select the ordering customer from the look up.	



Field	Description	
Ordering Institution	Click search icon to search and select the ordering institution from the look up.	
Senders Correspondent	Click search icon to search and select the senders correspondent from the look up.	
Receivers Correspondent	Click search icon to search and select the receivers correspondent from the look up.	
Intermediary Institution	Click search icon to search and select the intermediary institution from the look up.	
Account with Institution	Click search icon to search and select the account with institution from the look up.	
Beneficiary Institution	Click search icon to search and select the beneficiary institution from the look up.	
Ultimate Beneficiary	Click search icon to search and select the ultimate beneficiary from the look up.	
Intermediary Reimbursement Institution	Click search icon to search and select the intermediary reimbursement institution from the look up.	

Table 2-19 (Cont.) Party Details – Field Description

Payment Details

Table 2-20 Payment Details - Field Description

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

Remittance Information

Table 2-21 Remittance Information – Field Description

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

3. Click Next.

The task will move to next data segment.



Field	Description	
Documents	Upload the required 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 Export LC Amendment Beneficiary Consent. This information can be viewed b other users handling the request.	
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 use 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.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Clicking this button enables the user to view the latest LC 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. 	
Reject	 On click of Reject, user must select a Reject Reason from a lis displayed by the system. Reject Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process. 	

Table 2-22	Settlement Details - Action Buttons - Field Description
	Settlement Betails Action Battons Thera Beschption



Field	Description	
Refer	Select a Refer Reason from the values displayed by the system.	
	Refer Codes are:	
	R1- Documents missing	
	R2- Signature Missing	
	R3- Input Error	
	R4- Insufficient Balance/Limits	
	R5 - Others	
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.	
	This option is used, if there are any pending information yet to be received from applicant.	
Cancel	Cancel the Data Enrichment stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Back	On click of Back, task moves to previous logical step.	
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.	

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

2.3.6 Summary

This topic provides the systematic instructions to view the summary details in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

User can review the summary of details updated in Scrutiny stage of Export LC Amendment Beneficiary Consent request.

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

1. On **Summary** screen, click ⁸ on any tile to view the details.

Figure 2-13 Summary



Main Details	Summary			Screen(6/
Additional Fields				
Advices	Main Details	Additional Fields	Advices	
Additional Details	Form of LC : IRREVOCABLE ContractRefNo : PK2ELAT22110	Click here to view Additional : fields	Advice 1 : Advice 2 :	
Settlement Details	Date of Issue : 2022-04-20 Date of Expiry : 2022-12-28			
ummary	Place of Expiry : 2022-12-28 Place of Expiry : LONDON			
		N	A	
	Commission, Charges and taxes	Preview Messages	Parties Details	
	Charge :	Language : ENG	Beneficiary : GOODCARE PLC	
	Commission : Tax :	Preview Message : -	Advising Bank : RBS PLC Applicant : MARKS AND SP	
	Block Status : Not Initiated		Reimbursing Bank : BARCLAYS PLC	
			Issuing Bank : WELLS FARGO	
	Compliance details	Settlement Details	Accounting Details	
	KYC : Not Initiate	Component :	Event :	
	Sanctions : Not Initiate	Account Number :	AccountNumber :	
	AML : Not Initiate	Currency :	Branch :	

Tiles Displayed in Summary

- Main Details User can view and modify the application details and LC details, if required.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance User can view the compliance details.
- Settlement Details User can view the settlement details.
- 2. Click Submit.

The task will move to next logical stage.

Table 2-23 Summary - Action Buttons - Field Description

Field	Description
Documents	Upload the required 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.



Field	Description	
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. This information can be viewed by other users handling the request.	
	Content from Remarks field should be handed off to Remarks field in Backend application.	
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, OBTEPM use 	
	 Transaction Level Instructions – In this section, OBTFPM use 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.	
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.	
View LC	Click to view the latest LC 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.	
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 	
	 R4- Insuncient 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 	
	 R4- Insufficient Balance/Limits R5 - Others 	

Table 2-23 (Co	ont.) Summary	- 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.	
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.	
Save & Close	Save the details provided and holds the task in 'My Task' queue for further update. This option will not submit the request.	
Back	On click of Back, task moves to previous logical step.	
Submit	Task will get moved to next logical stage of Export LC Amendment Beneficiary Consent.	
	If mandatory fields have not been captured, system will display an error message until the mandatory fields data are provided.	

Table 2-23 (Cont.) Summary - Action Buttons - Field Description

2.4 Exceptions

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

The Export LC Amendment Beneficiary Consent request, before it reaches the approval stage, the application will validate the Amount Block, KYC and AML. If any of these failed in validation will reach exception stage for further clearance for the exceptions.

Amount Block Exception Approval

As part of amount block validation, application will check if sufficient balance is available in the account to create the block. On hand-off, system will debit the blocked account to the extent of block and credit charges/ commission account in case of charges block or credit the amount in suspense account for blocks 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 important fields with values.

On Approval, system should not release the Amount Block against each applicable account and system should handoff the "Amount Block Reference Number "to the back office. On successful handoff, back office will make use of these "Amount Block Reference Number" to release the Amount Block done in the mid office (OBTFPM) and should debit the CASA account from the Back office. If multiple accounts are applicable, Amount Block Reference for all accounts to be passed to the back office.

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 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

Augustine Alexa Marca P		eficiaryConsent	Bioch		F						:: ×
Application No:- F	INO:- PK2ELCA000004292						Incomi	ng Message	View LC		
Amount Block Exception	Amount	t Block Exception								Scre	een(1/
Summary	✓ Amoun	t Block Exception Deta	ils								
	Type ≎	Contract Currency 0	Block Amount 0	Account 0	Branch 0	Account Currency 0	Block Ref No	≎ Bie	ock Status 🗘	Block Status Details	5
	Charge	GBP	50	PK20010440017	PK2	GBP		Fa	iled		

This section will display the amount block exception details.

Summary

Block Exception	6					s
-	Summary					
	Main Details	Additional Fields	Adv	ices		
		12-28	dditional : Advi Advi Advi	ce 2 : L	C_ACK_AMND C_CASH_COL MD_EXP_CR	
	Commission, Charges and taxes Charge : GBP Commission :	0.00 Language Preview Message	: ENG Appl		IARKS AND SP ARCLAYS PLC	
	Tax : Block Status : Failed		Bene Advi	eficiary : G sing Bank : R	OODCARE PLC BS PLC /ELLS FARGO	
	Compliance details					
	KYC : Not Ir Sanctions : Not Ir AML : Not Ir	itiate				

Tiles Displayed in Summary:

• Main Details - User can view and modify details of application and LC, if required.



- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- 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 2-24 Amount Bock Exception - Action Buttons - Field Description

Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. 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.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
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.



Field	Description
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. Refer Codes
	Refer Codes are:
	R1- Documents missing
	R2- Signature Missing
	R3- Input Error
	R4- Insufficient Balance/Limits
	R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task.
	This option is used, if there are any pending information yet to be received from applicant.
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.

Table 2-24 (Cont.) Amount Bock Exception - Action Buttons - Field Description

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.

ExportLC Amend	ment Beneficiar	yConsent	KYC Exception	al approval ::		Documents	Remarks	Overrides	Customer	Instruction	JL
	tion No:- PK2ELCA000064015						Incomin	g Message	View LC	:: ×	
• KYC Exception Details	KYC Exception	Details									Screen(1/2)
Summary	~										
	KYC Details										
	Party ID	٥	KYC Status	٥	KYC Verified On		٥	KYC Verified	тіп		٥
	No data to display.										
Audit							R	eject Re	fer H	old App	nove Next

User can pick up a transaction and do the following actions:

Approve



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

Summary

2ELCA000064	015				Incoming Message View LC	
KYC Exception Details	Summary					Screen(2/2
Summary	Main Details		Additional Fields	Advices		
	Form of LC ContractRefNo Date of Issue Date of Expiry Place of Expiry	: IRREVOCABLE : PK2ELAT22110 : 2022-04-20 : 2022-12-28 : LONDON	Click here to view Additional : fields	Advice 1 Advice 2	:	
	Commission, Charg	zes and taxes	Preview Messages	Parties Details		
	Charge Commission Tax Block Status	: : : Not Initiated	Language : ENG Preview Message : -	Issuing Bank Advising Bank Beneficiary Applicant Reimbursing Bank	: WELLS FARGO : RBS PLC : GOODCARE PLC : MARKS AND SP : BARCLAYS PLC	
	Compliance details					
	KYC Sanctions AML	: Not Initiate : Not Initiate : Not Initiate				

Figure 2-14 Know Your Customer (KYC) Exception

Tiles Displayed in Summary:

- Main Details User can view and modify details of application and LC, if required.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-25Exception - Know Your Customer (KYC) Summary - Action Buttons - FieldDescription

Field	Description
Documents	View/Upload the required document.



Table 2-25	(Cont.) Exception - Know Your Customer (KYC) Summary - Action Buttons -
Field Descr	iption

Field	Description
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. 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.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
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. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others
Hold	The details provided will be saved and status will be on hold.User must update the remarks on the reason for holding the task. This option is used, if there are any pending information yet to be received from applicant.

Table 2-25 (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.
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.

Note:

On Approval of the exception task, system should validate the Limit Availability, Limit Expiry Date in the Limit System and create Earmark in the ELCM system. In case if the Limit is not available or the Limit is expired, then system should display an error message and should not allow the user to approve and proceed.

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 and modify details of application and LC, if required.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.



- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-26 Exception - Limit Check/Credit - Action Buttons – Field Description

F	
Field	Description
Documents	View/Upload the required document.
Remarks	Specify any additional information regarding the Export LC Amendment Beneficiary Consent. 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.
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.
View LC	Click to view the latest LC values displayed in the respective fields.
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. User can refer the task back to the Data Enrichment user. User must select a Refer Reason from the values displayed by the system. Refer Codes Refer Codes are: R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others



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.
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.

Table 2-26 (Cont.) Exception - Limit Check/Credit - Action Buttons – Field Description

2.5 Multi Level Approval

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

The Approval user can approve a Export LC Amendment Beneficiary Consent transaction.

- 1. Log in into OBTFPM application and on Home screen, click, Task.
- 2. Under Task, click Free Task.
- 3. Select the appropriate task and click **Acquire & Edit** to edit the task or click **Acquire** to edit the task from **My Tasks**.
- 4. The acquired task will be available in **My Tasks** tab. Click **Edit** to approve the task.

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

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



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

Approval Summary



	ndment BeneficiaryC :- PK2ELCA0000640	onsent Approval Task Level 1 :: 15	Documents	Remarks Overrides	Customer Instruction View LC Signatures	:: ×
Main Details		Accounting Details	Additional Fields			
Form of LC ContractRefNo Date of Issue Date of Expiry Place of Expiry	: IRREVOCABLE : PKZELAT22110 : 2022-04-20 : 2022-12-28 : LONDON	Event : AccountNumber : Branch :	Click here to view Ac fields	lditional :	į	
Advices		Commission, Charges and taxes	Preview Message	s		
Advice 1 Advice 2	:	Charge : Commission : Tax : Block Status : Not Initiated	Language Preview Message	: ENG :-		
Parties Details		Compliance details	Exception(Approv	val)		
Applicant Beneficiary Advising Bank Reimbursing Bank Issuing Bank	: MARKS AND SP : GOODCARE PLC : RBS PLC : BARCLAYS PLC : WELLS FARGO	KYC : Not Initiate Sanctions : Not Initiate AML : Not Initiate	Sanction,KYC PLEASE VISIT REMA FOR MORE DETAILS		ļ	

Tiles Displayed in Summary:

- Main Details User can view and modify the application details and LC details, if required.
- Accounting Details User can view the accounting entries generated in back office.

Note:

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

- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.
- Exception(Approval) User can view the exception(Approval) details.

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

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 Export LC Amendment Beneficiary Consent. 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. 				
Incoming Message	Clicking this button allows the user to see the message in case of STP of incoming MT 767.				
View LC	Click to view the latest LC 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.				
Reject	On click of Reject, user must select a Reject Reason from a list displayed by the system.				
	Reject Codes are:				
	 R1- Documents missing R2- Signature Missing R3- Input Error R4- Insufficient Balance/Limits R5 - Others 				
	Select a Reject code and give a Reject Description. This reject reason will be available in the remarks window throughout the process.				

 Table 2-27
 Approval Summary - 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.
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
Cancel	Cancel the Approval stage inputs. The details updated in this stage are not saved. The task will be available in 'My Task' queue.
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.

Table 2-27 (Cont.) Approval Summary - Action Buttons - Field Description

6. Click Approve.

2.6 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.

- 1. Log in into OBTFPM application and on Home screen, click, Task.
- 2. Under Task, click Free Task.
- 3. Select the appropriate task and click Acquire & Edit to edit the task or click Acquire to edit the task from My Tasks.
- 4. The acquired task will be available in My Tasks tab. Click Edit.

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

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

Summary



portLC Amendm	ent BeneficiaryConsent		Documents	Remarks	Overrides	Customer Instruction	Incoming Message	View LC Signature	ts		
	Application No:- PK2ELC	A000017909						1 1 -			
Main Details		Additional Fields		Advices			Commission, Cha	arges and taxes	Preview Message	es	
orm of LC ontractRefNo late of Issue late of Expiry lace of Expiry	: IRREVOCABLE : PKZELAC21125 : 2021-05-05 : 2021-11-11 : vfgg	Click here to view Additional fields	:	Advice 1 Advice 2 Advice 3 Advice 4 Advice 5		: AMD_EXP_CR : LC_AMND_INST : LC_ACK_AMND : LC_CASH_COL : ADVICE_CL	Charge Commission Tax Block Status	: GBP 175.00 : : : Failed	Language Preview Message	: ENG : -	
Parties Details		Compliance deta	ils								
eneficiary suing Bank pplicant	: GOODCARE PLC : CITIBANK IRE : MARKS AND SP	KYC Sanctions AML	: Not Verified : Not Initiate : Not Initiate								

The data captured during handling of the transaction until the stage when reject is given will be available 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 and modify the application details and LC details, if required.
- Additional Fields User can view the details of additional fields.
- Advices User can view the advices details.
- Commission, Charges and taxes User can view the Commission, charges and taxes details.
- Preview Messages User can view the preview message.
- Parties Details User can view the party details like beneficiary, advising bank etc.
- Compliance Details User can view compliance details. The status must be verified for KYC and to be initiated for AML and Sanction Checks.

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

Table 2-28	Summary - 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

А

Additional Details, 2-28 Additional Details - Action Buttons - Field Description, 2-28 Additional Fields, 2-22 Advice Details, 2-25 Advices, 2-25 Advices - Action Buttons - Field Description, 2-25 Amount Bock Exception - Action Buttons - Field Description, 2-43 Application Details, 2-17 Approval Summary, 2-51, 2-54 Approval Summary - Action Buttons - Field Description, 2-51, 2-54 Authorization Re-Key (Non-Online Channel, 2-54

В

Beneficiary Response Capture, 2-2, 2-17 Benefits, 1-1

С

Commission, Charges and Taxes, 2-28

D

Data Enrichment, 2-15

Е

Exception - Amount Block, 2-43 Exception - Limit Check/Credit - Action Buttons – Field Description, 2-43 Exceptions, 2-43 Export LC Amendment Beneficiary Consent -Registration - Application Details, 2-2

Κ

Key Features, 1-1

L

LC Details, 2-2

Μ

Main Details, 2-17 Main Details - Action Buttons, 2-17 Multi Level Approval, 2-51, 2-54

0

Overview, 1-1

Ρ

Preview Messages, 2-28

R

Registration, 2-2

S

Settlement Details, 2-36 Settlement Details - Action Buttons, 2-36 Summary, 2-40 Summary - Action Buttons - Field Description, 2-40

